

## CHECKLIST FOR VERIFICATION OF OPENING AN ACCOUNT

### A. INDIVIDUAL

1. Obtain two (2) certified true copy of:-
  - a. For a Malaysian individual, NRIC / Authority Card, or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara
  - b. For a Foreign individual:-
    - i. Passport, or
    - ii. National Registration Identity Card, or
    - iii. National Health Insurance Card / Social Security Card, or
    - iv. Any other documents subject to Depository approval on a case-by-case basis
  - c. Any of the following supporting documents that contain the applicant's **name, bank account number and bank's name:**
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank's online account portal; or
    - v. bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
  - d. Power of Attorney (where applicable).
2. Ensure the copy of NRIC submitted by the applicant is legible

**Note:**

- (i) *Where the applicant submit the FMN070 together with the appropriate supporting documents by being present in person or FMN070 is executed before a witness as stated in item 4.1.1.5 of this procedures, the ADA's personnel or the witness must ensure that the photocopies of the NRIC submitted by the applicant are legible. If legible photocopies of the NRIC cannot be made, sight and verify the original NRIC and write clearly on the copies available, with the name and NRIC number as per the original NRIC. The ADA personnel or a witness as stated in item 4.1.1.5 of this procedures who sighted and verified the original NRIC against the copies is required to initial on the back of the copies. Alternatively, the ADA personnel or the witness may rely on any other type of legal identification i.e. the applicant's driver's licence to verify the name and NRIC number.*
- (ii) *Where the application is submitted to the ADA using the non-face to face verification for account opening method and the copy of the NRICs submitted is not legible, the ADA need to request the applicant to submit a fresh copy of the NRIC that is legible. If legible photocopies of the NRIC cannot be made, the ADA may rely on other type of legal identification document i.e. the applicant's driver's license to verify the name and NRIC number.*
3. *Where the FMN070 has been executed by a person who is not able to read or understand the content, it should be accompanied by a Jurat Clause. The Jurat Clause needs to be affixed and signed by a person stated in the List Of Acceptable Witnesses in Chapter 9.*

Jurat Clause:-

I ..... (NRIC No. ....) have distinctly, clearly and audibly interpreted the above in the ..... language/dialect to the abovenamed person who seemed to clearly understand the above and who made his/her mark in my presence.

Signed by .....

4. Verify the following particulars stated in the FMN070:-
- a. Age of applicant is above 18 years old
- b. The name and registered address of the applicant provided in FMN070 corresponds to the particulars in the NRIC / Passport / Authority Card

**Note:** *In the event that the identification document does not state any address, the registered address declared by the applicant in FMN070 is acceptable*

- c. The beneficial ownership declaration in the “Declaration By Applicant/Depositor/Authorised Signatory(ies)Attorney(s)” column in FMN070 is properly completed
- d. If a Power of Attorney is used to make a transaction on behalf of an individual, ensure that:-
  - i. The Power of Attorney has been registered in the High Court of Malaya
  - ii. The Power of Attorney document specifies the Donee’s power to deal in securities
  - iii. The Donee produces the following:-
    - a. Two (2) copies of NRIC which must be verified against the original. Also ensure that the name of the Donee corresponds with the NRIC

**Note:** *Where the Donee is an individual, the Donee is required to appear in person to submit the application (FMN070 with the relevant supporting documents) to open a CDS account. Where the Donee does not appear in person to submit the FMN070 with the relevant supporting documents then the FMN070 must be executed before any of the list of acceptable witnesses as stated under item 4.1.1.5 of these procedures. The acceptable witness will also need to sight the original of the appropriate supporting documents as stated under item d above.*

## **B. COMPANIES INCORPORATED UNDER THE COMPANIES ACT 2016**

- 1. Obtain two (2) certified true copies of:-
  - a. Board Resolution
  - b. Document(s) evidencing the incorporation or registration of the company, the company’s current name and registration number.
  - c. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return.

- d. Any of the following supporting documents that contain the applicant's **name, bank account number and bank's name**:
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank's online account portal; or
    - v. Bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
  - e. Power of Attorney (if applicable), and
  - f. The list of authorised signatory(ies) and specimen signatures.
2. Verify the particulars stated in FMN070 against the following documents:-
- a. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number.
    - i. Name
    - ii. Company's registration number
  - b. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares / annual return.
    - i. Ownership of the company
3. Check the certified true copy of the Board Resolution for the particulars stated here below:-
- a. Authorisation to open and operate a CDS account(s)

- b. Authorised signatories
    - i. Names
    - ii. CDS transactions that may be executed by them
  - c. Whether affixation of common seal is required or not.
4. Where a Power of Attorney is utilised to transact for and on behalf of a company, ensure that:-
- a. The Board Resolution authorises the use of a Power of Attorney
  - b. The Power of Attorney has been registered with the High Court of Malaya
  - c. The Power of Attorney document specifies the Donee's power to deal in securities
  - d. The Donee must produce the following:-
    - i. Two (2) copies of NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC.
    - ii. Two (2) original or certified true copy of the list of donee(s) and specimen signature(s).
5. For corporate depositors acting as Authorised Nominees who open nominee accounts, the following are the additional requirements:-
- a. ADA to ensure that only Authorised Nominees are to open nominee accounts
  - b. The name of the beneficial owner/instructing client must be declared in full as required under the Guidelines of Account Qualifier.
  - c. In the case of Authorised Nominees holding securities for pledging purposes, the word "Pledged Securities Account" must be stated in the account qualifier field
  - d. ADA to ensure that the Authorised Nominee has declared itself as an authorised nominee in the FMN070

- e. Please refer to Appendix 16 for Guidelines On Account Qualifier.
- 6. For locally incorporated nominee companies that act for Malaysians only, ensure that the word “Tempatan” forms part of the name of the nominee company and for locally incorporated nominee companies that act for foreigners, ensure that the word “Asing” forms part of the name of the nominee company.
- 7. For ADA’s Principal and Wholly Owned Nominee Account, ensure that the Declaration Clause appearing on every page of the Principal And Nominees Account Report has been completed and executed by the authorised signatory(ies) as per Board Resolution.

### C. TRUST FOUNDATION

- 1. Obtain two (2) certified true copies of:-
  - a. Certificate of Registration
  - b. Approved Minutes of meeting / Board Resolution
  - c. Any of the following supporting documents that contain the applicant’s **name, bank account number and bank’s name:**
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank’s online account portal; or
    - v. Bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank’s name.
  - d. Power of Attorney (if applicable), and
- e. The list of authorised signatory(ies) and specimen signatures.
- 2. Verify the particulars stated in FMN070 against the following documents and further check that the documents contain the relevant particulars stated here below:-

- a. Certificate of Registration
    - i. It is a registered body
    - ii. The trust registration number
  - b. Approved Minutes of meeting
    - i. Authorisation to open and operate a CDS account(s)
    - ii. Authorised signatories:-
      - Names
      - CDS transactions that may be executed by them
      - Whether affixation of the common seal is required or not.
3. In the case where a Power of Attorney is used to transact on behalf of the Trust Foundation, ensure that:-
- a. The approved minutes of the meeting authorises the use of a Power of Attorney
  - b. The Power of Attorney has been registered with the High Court of Malaya
  - c. The Power of Attorney document specifies the Donee's power to deal in securities
  - d. The Donee must produce the following:-
    - i. Two (2) copies of NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
    - ii. Two (2) original or certified true copy of the list of donee(s) and specimen signature(s).

**D. SOCIETY REGISTERED UNDER THE SOCIETIES ACT 1966 AND CO-OPERATIVES ACT 1993**

1. Obtain two (2) certified true copies of:-
  - a. Certificate of Registration
  - b. Approved Minutes of meeting / Board Resolution.
  - c. Any of the following supporting documents that contain the applicant's **name, bank account number and bank's name:**
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank's online account portal; or
    - v. Bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
  - d. The list of authorised signatory(ies) and specimen signatures
2. Check the particulars in FMN070 against the following documents:-
  - a. Certificate of Registration for:-
    - i. Name of the society / cooperative
    - ii. Society / Cooperative's registration number

**Note:** *The society's registration number to be used in the application for CDS account opening is that which is indicated in the society's Certificate of Registration. However, any other documents showing evidence of a society's registration number which are given under the Hand and Seal (if applicable) of the Registrar of Co-operatives Societies and Registrar of Societies respectively are also acceptable. These documents may be original or copies certified by the Company Secretary.*

- b. Approved Minutes of meeting / Board Resolution for:-
  - i. Authorisation to open and operate a CDS account
  - ii. Authorised signatories:-
    - Names
    - CDS transactions that may be executed by them
  - iii. Whether affixation of the common seal is required or not.
3. Where a Power of Attorney is utilised to transact on behalf of the society, ensure that:-
  - a. The Board Resolution authorises the use of a Power of Attorney
  - b. The Power of Attorney has been registered in the High Court of Malaya
  - c. The Power of Attorney document specifies the Donee's power to deal in securities
  - d. The Donee must produce the following:-
    - i. Two (2) copies of the NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
    - ii. Two (2) original or certified true copy of the list of donee(s) and specimen signature(s).

**E. CORPORATIONS INCORPORATED BY AN ACT OF PARLIAMENT OR STATE ENACTMENT AND OTHER STATUTORY BODIES (FEDERAL AND STATE)**

1. Obtain two (2) certified true copies of:-
  - a. Board / Investment Panel's Resolution
  - b. Power of Attorney (where applicable)
  - c. In respect of statutory body other than EPF, LUTH, SOCSO, LTAT, a copy of the Act / Enactment incorporating the said body.

- d. Any of the following supporting documents that contain the applicant's **name, bank account number and bank's name**:
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank's online account portal; or
    - v. Bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
  - e. The list of authorised signatory(ies) and specimen signatures.
2. Check the particulars in FMN070 against the following:-
- a. Board / Investment Panel's Resolution to ensure it states the following:-
    - i. Authorisation to open and operate a CDS account
    - ii. Authorised signatories
      - Names
      - CDS transactions that may be executed by them
    - iii. Whether affixation of common seal is required or not.
3. Where a Power of Attorney is used to transact on behalf of the corporation or body, ensure that:-
- a. The Board Resolution authorises the use of a Power of Attorney
  - b. The Power of Attorney has been registered with the High Court of Malaya
  - c. The Power of Attorney document specifies the Donee's power to deal in securities

- d. The Donee must produce the following:-
  - i. Two (2) copies of the NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
  - ii. Two (2) original or original certified true copy of the list of donee(s) and specimen signature(s).

**F. LIMITED LIABILITY PARTNERSHIP (LLP) INCORPORATED UNDER LIMITED PARTNERSHIP ACT 2012**

- 1. Obtain two (2) certified true copies of :
  - a. Resolution of the partners or its equivalent
  - b. Certificate of Registration
  - c. Annual Declaration
  - d. Any of the following supporting documents that contain the applicant's **name, bank account number and bank's name:**
    - i. Front page of bank savings book; or
    - ii. Bank statement; or
    - iii. Confirmation letter from the bank; or
    - iv. Bank statement extracted from the bank's online account portal; or
    - v. Bank-in receipt; or
    - vi. Cheque Deposit Receipt; or
    - vii. Debit Invoice; or
    - viii. Bank Identification Card; or
    - ix. Cheque Book or
    - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
  - e. The list of authorised signatory(ies) and specimen signatures
- 2. Verify the particulars stated in FMN070 against the following documents:-
  - a. Certificate of Registration
    - i. Name

- ii. LLP's registration number
  - b. Annual Declaration
    - i. Ownership of the LLP
- 3. Check the copy of the resolution of the partners or its equivalent for the particulars stated here below:-
  - a. Authorisation to open and operate a CDS account(s)
  - b. Authorised Signatories
    - i. Names
    - ii. CDS transactions that may be executed by them
  - c. Whether affixation of common seal is required or not
- 4. Where a Power of Attorney is used to transact on behalf of the LLP, ensure that:-
  - a. The Resolution of the partners authorises the use of a Power of Attorney
  - b. The Power of Attorney has been registered with the High Court of Malaya
  - c. The Power of Attorney document specifies the Donee's power to deal in securities
  - d. The Donee must produce the following:-
    - i. Two (2) copies of the NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
    - ii. Two (2) original or certified true copy of the list of donee(s) and specimen signature(s).

## **G. FOREIGN INCORPORATED COMPANIES**

Obtain two (2) original or certified true copies of the foreign incorporated company's equivalent of the legal documentation to support evidence of company name, registration number and place of incorporation.

### **General Note:**

- 1. All documents in a foreign language must be accompanied by an English translated copy. Both documents, i.e. the foreign document and the English copy, must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 9.***
- 2. By submitting FMN070 to the ADA for opening a securities account, the applicant declares that the applicant has full capacity and authority to make the application and to open and operate a CDS account.***