

## **CHECKLIST FOR VERIFICATION OF SUSPENSION / RELEASE OF SUSPENSION OF SECURITIES**

1. Ensure that only one (1) Application For Suspension / Release Of Suspension Of Securities Form (FMN030) is used in respect of one (1) securities account. If the application for suspension / release of suspension covers more than one (1) securities account, the depositor / applicant is required to submit the requisite number of FMN030s.
2. Verify that the following details have been filled in the FMN030:-
  - a. CDS account number
  - b. Depositor's NRIC No. / Passport No. / Reg. No. / Authority Card No.
  - c. Name of depositor
  - d. Details for Part 1 – Suspension (if applicable):-
    - i. The relevant suspension instruction has been selected
    - ii. Securities code(s) and name(s)
    - iii. Quantity of securities to be suspended
    - iv. Reason(s) for suspension
  - e. Details for Part 2 – Release Of Suspension (if applicable):-
    - i. The relevant release of suspension instruction has been selected
    - ii. Suspended securities code(s) and name(s)
    - iii. Quantity of suspended securities to be released
3. Verify signature / thumbprint of depositor in FMN030 / letter against the ADA's records of specimen signature(s) where applicable.
4. Where the application is made by an applicant in person, ensure that the signature of the applicant on FMN030 is duly witnessed by the authorised officer of the ADA.

5. Where the FMN030 has been executed by a person who is not able to read or understand the content, it should be accompanied by a Jurat Clause.

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 .....

6. Where the execution is pursuant to Power of Attorney or Board Resolution, ensure the following:-
  - a. Person executing is the person named in the Power of Attorney / Board Resolution
  - b. Person executing is authorised to carry out that particular transaction.
7. In the case of a corporate body where there is a requirement to affix the common seal, ensure that the affixation is done in accordance with the rules governing the corporate body.
8. Where the FMN030 is signed under the Power of Attorney, please refer to the Usage Of Power Of Attorney (Appendix 19) to ensure that the Power of Attorney is in order and that persons signing the form are empowered to do so.
9. Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction
10. Where the signatures of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
11. Any amendments made in the "for office use only" column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
12. Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
13. The effective date for the suspension / release of suspension is the date stated in the Account Suspension Notice / Release Of Account Suspension Notice or the Securities Suspension Notice / Release Of Securities Suspension Notice (whichever is applicable).