

CHECKLIST FOR VERIFICATION OF WITHDRAWAL REQUEST

1. Verify Securities Withdrawal Request Form (FWT010) against the following:-
 - a. Date on FWT010 - no postdating allowed and backdated FWT010s are only acceptable up to 6 months from the withdrawal date
 - b. Securities code and securities name
 - c. Quantity of securities to be withdrawn
 - d. Depositor's CDS account number
 - e. Name of depositor and account qualifier (if applicable)
 - f. Depositor's NRIC / Passport / Registration number
 - g. Signature of depositor against the ADM's records of specimen signature(s)
 - h. Name of third party, NRIC / Passport / Reg. No., nationality and address (if the share certificate is to be registered in the name of a third party)
 - i. Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction
 - j. Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies)
 - k. Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed
 - l. Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).
2. For each transaction, check for the following in the Withdrawal Report against the relevant FWT010:-
 - a. Depositor's CDS account number

- b. Depositor's name and account qualifier (if applicable)
 - c. Securities code and securities name
 - d. Securities quantity
 - e. Certificate option
 - f. Withdrawal date
 - g. Withdrawal reference number.
3. Ensure that the final Withdrawal Report is signed by the ADM's Authorised Signatory(ies) as evidence of approval. |
4. Ensure that the following particulars have been completed in instrument of transfer: |
- a. Name of company
 - b. Number of units
 - c. Description of securities
 - d. Transferee's name
 - e. Transferee's address
 - f. Transferee's NRIC / Passport / Registration number
 - g. Transferee's Nationality / Place of Incorporation
 - h. Transferee's Race / Type of Corporate Body
 - i. Nominee(s)'s declaration has been completed (if applicable)
 - j. Transferee's signature(s) / thumbprint
 - k. Transferee's signature / thumbprint duly witnessed
 - l. Date on Instrument of Transfer
 - m. Consideration sum
 - n. Sufficient revenue stamp has been franked on instrument of transfer. |