

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 - c. Quantity of securities to be withdrawn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 / Reg. No.
 - g. Signature / thumbprint of depositor / authorised signatory(ies) of corporate depositor against the ADA's records of specimen signature(s)
 - h. Particulars of witness i.e. name, NRIC / Passport, address, occupation, signature and date
 - i. Where a withdrawal is from the Principal Account(s) or wholly owned Nominee Account(s) of the ADA, the witness column in FWT010 need not be completed
 - j. The husband must not witness the signature of the wife and vice versa
 - k. 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)
 - l. Where the FWT010 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

- m. Where execution is pursuant to Power of Attorney or Board Resolution, ensure the following:-
 - i. Person executing is the person named in the Power of Attorney or Board Resolution
 - ii. Person executing is authorised to carry out that particular transaction
 - iii. In the case 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.
 - iv. Where the FWT010 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 the persons signing the form are empowered to do so
 - n. 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
 - o. Where the signature(s) 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)
 - p. 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
 - r. Where the amendments are signed by the depositor, verify the signature against the ADA'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 ADA'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 / Reg. No.
 - 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. |