

## CHECKLIST FOR VERIFICATION OF CLOSING OF ACCOUNT

1. Check:-
  - a. The CDS account number
  - b. The company's name
  - c. The company's registration number
  - d. The Board Resolution authorising the closing of account
  - e. The authorised signature(s) on FMN070 against the ADM's records of specimen signature(s).
  
2. Where 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
  - c. 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.
  - d. Where the FMN070 is signed under the Power of Attorney, please refer to the Usage Of Power Of Attorney (Appendix 17) to ensure that the Power of Attorney is in order and that the persons signing the form are empowered to do so
  - e. 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
  - f. 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)
  - g. 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

- h. Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).