

## **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 of depositor in FMN030 / letter against the ADM's records of specimen signature(s) where applicable.

4. 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.
5. 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.
6. Where the FMN030 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 persons signing the form are empowered to do so.
7. 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.
8. 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).
9. 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.
10. Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).
11. 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).