CHECKLIST FOR VERIFICATION OF OPENING AN ACCOUNT

1. Obtain two (2) original certified true copies of:-

   a. Board Resolution

   b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number

   c. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return

   d. Power of Attorney (if applicable), and

   e. The list of authorized signatory(ies) and specimen signature

   Note: *Do not submit the above documents to Bursa Depository for subsequent account openings unless the above documents have been updated*

2. Verify the below particulars of the following documents:-

   a. Documents related to incorporated of the company

      i. Name

      ii. Company's registration number (where the company name has been changed, the company must provide a copy of the documents evidencing change of name)

   b. Documents related to ownership of the company

3. Check the original certified true copy of the Board Resolution for the particulars stated here below:-

   a. Authorisation to open and operate a CDS account(s)

   b. Authorised signatories

      i. Names

      ii. CDS transactions that may be executed by them

c. Whether affixation of common seal is required or not.

4. Where a Power of Attorney is utilised to transact for and on behalf of a company, ensure that:-

a. The Board Resolution authorises the use of a Power of Attorney

b. The Power of Attorney has been registered with the High Court of Malaya

c. The Power of Attorney document specifies the Donee's power to deal in securities

d. The Donee must produce the following:-

i. Two (2) copies of NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC

ii. Two (2) original or original certified true copies of list of donee(s) and specimen signature(s).

5. For Authorised Nominees who open nominee accounts, the following are the additional requirements:-

a. Ensure that only Authorised Nominees are to open nominee accounts

b. The name of the beneficial owner/instructing client must be declared in full as required under the Guidelines of Account Qualifier (Appendix 15).

c. Where Authorised Nominee have declared the beneficial owner's name under account qualifier field, it must also declare the beneficial owner's ID number, investor types and race/ownership as the case may be.

d. In the case of Authorised Nominees holding securities for pledging purposes, the word "Pledged Securities Account" must be stated in the account qualifier field

6. For locally incorporated nominee companies that act for Malaysians only, ensure that the word "Tempatan" forms part of the name of the nominee company and for locally incorporated nominee companies that act for foreigners, ensure that the word "Asing" forms part of the name of the nominee company.

7. Ensure the Declaration Clause appearing on every page of the Principal And Nominees Account Report has been completed and executed by the authorised signatory(ies) as per Board Resolution.

General Note:

1. By submitting the account opening request to the ADM for opening a securities account, the applicant declares that the applicant has full capacity and authority to make the application and to open and operate a CDS account.