

GENERAL REQUIREMENTS FOR THE FOLLOWING:

1. Change of address or bank mandate.
2. Change of names on certificates
3. Cheque and certificate replacement
4. Share account balance query

REQUIREMENTS:

- ✓ Certified copy of shareholder(s) ID card(s) or passport
- ✓ Certified copy of dividend notice or share certificate.
- ✓ Sworn affidavit/marriage certificate where names are not identical with our records OR are initialed
- ✓ Certified copy of utility bill (electricity, water or telephone bill)
- ✓ Copy of CDSC statement or bank statement.
- ✓ Written instructions to change the address or a properly filled in change of address form from C&R
- ✓ **Corporate bodies** ought to provide the following:
 - Certified copy of Certificate of Registration
 - Certified Copy of Last filed Annual Returns
 - Instruction Letter indicating the Institution's authorized signatories on the institution's letter head
 - Requisite forms must be sealed by the Company seal

All copies have to be certified by a Commissioner for Oaths/Notary Public, any authorized bank official, or Magistrate.

NOTES

- Kindly consult your stockbroker for change of address/bank mandate if the shares are held under CDSC account for any changes.
- For replacement for share certificates, please obtain and attach a police abstract together with the receipt.
- For change of names, attach a letter of instruction together with either an affidavit or deed poll.