**LODGEMENT CHECKLIST FOR DISCLOSURE DOCUMENT**

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LODGEMENT OF DISCLOSURE DOCUMENT/SUPPLEMENTARY DISCLOSURE DOCUMENT /REPLACEMENT DISCLOSURE DOCUMENT

PRS Provider :

Name of Scheme and/Fund(s) :

Date of Registration :

Date of the disclosure document :

| Requirements | Compliance Check | SC’s Remarks |
| --- | --- | --- |
|  |  | Check | Remarks |  |
| 1. | Cover letter, specifying:* Application to lodge the Disclosure Document (DD);
* Declaration that the copy of the DD-
1. lodged with the SC is identical to the DD registered by the SC; and
2. in CD-ROM is identical to the printed DD.

*The cover letter must be signed by a director of the PRS provider.* |  |  |  |
| 2. | Printed copies of the DD and its application form (two copies in each language)  |  |  |  |
| 3. | CD-ROM containing the DD in “pdf”.  |  |  |  |
| 4. | Lodgement checklist |  |  |  |
| 5. | Fee checklist |  |  |  |
| 6. | Lodgement fees * in the form of a crossed cheque/draft order made in favour of “Suruhanjaya Sekuriti” or “Securities Commission”.
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| --- | --- |
| ……………………………………….. | …………………………………………. |
| Name : *(Person responsible for the submission documents)* | Name : *(Chief Executive Officer of the PRS Provider*)  |
| For the SC’s Internal Use: |

**Submission of Documents**

Please tick relevant box:

Complete

Not complete

### If not complete, please state missing documents:

### ……………………………………………………………..……………………………………………………………………………………………………………………………………….

Date of letter informing applicant of missing documents - ……………………..

Date of receipt of missing documents - ……………………..

##### Desk Officer

……………………..

Name:

Date :

##### Supervisor

………………………………

Name : *(Supervisor)*

Date :

*(Desk Officer)*

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