**FORMS IN RELATION TO LISTED REAL ESTATE INVESTMENT TRUST**

**(REIT FORMS)**

**Introduction & Instructions**

***Introduction***

1. This document contains the REIT Forms to be submitted to the Securities Commission Malaysia (**SC**) in relation to a real estate investment trust (**REIT**) that is seeking SC’s approval or is approved by the SC and is subject to the *Guidelines on Listed Real Estate Investment Trusts* (**Listed** **REIT Guidelines**), *Prospectus Guidelines on Collective Investment Schemes* (**CIS Prospectus Guidelines**) and other relevant guidelines issued by the SC (collectively, SC’s Guidelines). These REIT Forms are as follows:

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***General instructions (apply to all submissions***)

1. Please read the instructions and questions carefully before completing the REIT Forms. Unless otherwise specified, all words used in these REIT Forms shall have the same meaning assigned to them in the Listed REIT Guidelines.
2. The submission of the REIT Forms must be **accompanied by a cover letter that meets the following requirements**:
   1. It is addressed to person as mentioned in item (9) of these Introduction & Instructions;
   2. Contains –
3. information as specified in the respective section(s) of these REIT Forms;
4. a declaration that the information in the cover letter and in the REIT Forms being submitted to the SC is true, complete and accurate;
5. details of **at least two (2) contact persons**, as follows:
   * 1. Name;
     2. Designation;
     3. Contact number; and
     4. Email address;
6. details on any pre-consultation with the SC in connection with the submission being submitted, as follows:
7. Date of consultation;
8. Details of consultation; and
9. Details of persons from the SC that the submitting party had consulted with;
10. if there is any other outstanding applications relating to the REIT or the management company with the SC, details of such application, as follows:
11. Date of application(s); and
12. Details of the application(s);
    1. The cover letter must be dated and is signed by –
13. at least one (1) of the directors of the management company;
14. two (2) authorised signatories of the principal adviser (where a principal adviser is appointed to make the submission); or
15. at least one (1) of the authorised signatories of the trustee (for submission by the trustee); and
    1. If the submission file comprises more than one (1) type of applications or submissions, please submit **only one (1) cover letter** specifying all the applications or submissions being submitted together with the information as required in item 3(b)(i) of these Introduction & Instructions.
16. If the submission file to be submitted by the management company or the principal adviser includes a letter from the trustee, the letter from the trustee must contain information as required in item 3(b) and fulfill the requirements in item 3(c)(iii) of these Introduction & Instructions.
17. Please **only submit** the **section(s) or part(s) of the section(s)** of these REIT Forms that applies/apply to the submission, and **DO NOT**-
18. submit pages 1 to 5 of these REIT Forms; or
19. alter the contents, or insert any text, image or table in any parts of these REIT Forms other than in the fields provided or specifically indicated within.
20. All applications and lodgements must be accompanied with the appropriate fee, where applicable. The details of fees payable to the SC for the various types of submissions are set out in the *Capital Markets and Services (Fees) Regulations 2012* as may be amended from time to time. A submission is deemed incomplete if the appropriate fee is not submitted.
21. Unless otherwise stated, all submission documents must be in electronic copy and in **text-searchable format (PDF-text)**. For submissions for approval-in-principle under Section B and G, **two (2) printed copies** must be submitted to the SC together with the electronic copy.
22. The submission documents must be submitted via e-mail (as attachment), up to 30MB in size per e-mail to [**MISsubmissions@seccom.com.my**](mailto:MISsubmissions@seccom.com.my). Link or QR code to an external storage **will not be accepted**.
23. Submission must be addressed to the SC as follows:
24. Where the submission file contains application for the SC’s authorisation, approval and registration:

Chairman

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

(Attention: Managed Investment Schemes, Corporate Finance & Investments)

1. Where the submission file only contains **lodgement of**, **or submission of documents or notification**:

Head of Department

Managed Investment Schemes

Corporate Finance & Investments

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

***Submission-specific instructions***

1. **Section A**:
2. Only applicable to an entity that is not an approved management company as listed in the *List of Approved Management Company in relation to Real Estate Investment Trusts[[1]](#footnote-2)* and is seeking to apply to act as a management company for REIT.
3. **Part A, items 10(f) and 11**: If the rows provided are insufficient, additional row(s) in the table can be added.
4. **Section B**:

The principal adviser, on behalf of the management company, is encouraged to consult the SC prior to making submissions in relation to this section.

1. **Section C**:

The management company and/or principal adviser (where a principal adviser is appointed to make the submissions) are encouraged to consult the SC prior to making submissions in relation to this section.

1. **Section E – Part A**:
2. Where “Yes” is indicated, please state how the requirement has been complied with by referencing to the specific clause and page of the deed(s).

1. Where the requirement is not applicable, please state the reason.
2. **Section G – Parts A and B:**
3. Where “Yes” is indicated, please state how the requirement has been complied with by referencing to the specific page and paragraph of the prospectus.
4. Where the requirement is not applicable, please state the reason.

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# APPLICATION TO ACT AS A MANAGEMENT COMPANY

## Information on the management company

|  |  |  |
| --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | |
|  | Date of incorporation: Click or tap to enter a date. | |
|  | Date of commencement of operation: Click or tap to enter a date. | |
|  | Company number: Click or tap here to enter text. | |
|  | Type(s) of Capital Markets Services Licence and issuance date:  Click or tap here to enter text. | |
|  | Name of shareholders and their respective shareholdings, clearly highlighting Bumiputera and foreign shareholding, and whether direct or indirect:  Click or tap here to enter text. | |
|  | Name and status (whether independent or non-independent, and executive or non-executive) of the board of directors:  Click or tap here to enter text. | |
|  | Name, position, qualification and experience of all key personnel. Where the key personnel are involved in the fund or real estate portfolio management, the date of issue and expiry of their Capital Markets Services Representative's Licence (**CMSRL**) and their respective REIT:  Click or tap here to enter text. | |
|  | Summary of the management company’s financial position for the past three (3) years and the latest management accounts, where applicable (if the latest financial year end is more than six (6) months prior to the application), disclosing-   1. issued and paid-up capital; 2. shareholders’ fund; 3. turnover; 4. profit or loss before tax; and 5. profit or loss after tax.   If the accounts were subject to any audit qualifications, details of such qualifications.  *[Please provide (in an attachment) the details above in tabular form]* | |
|  | Where a fund manager is appointed, please specify the following-   1. Name:   Click or tap here to enter text.   1. Date of incorporation:   Click or tap here to enter text.   1. Date of commencement of operation:   Click or tap here to enter text.   1. Company number:   Click or tap here to enter text.   1. Date of issue of the CMSRL:   Click or tap here to enter text.   1. Information on the representative responsible for managing the REIT:  |  |  | | --- | --- | | **Name** | **Date of issue of the CMSRL** | | Click or tap here to enter text. | Click or tap to enter a date. | | Click or tap here to enter text. | Click or tap to enter a date. |   ***Note****: If the entity and person appointed is not licensed by the SC, please submit Part C, Section K of these REIT Forms.* | |
|  | Where any other third party is appointed by the management company, details of such party as follows:   | **Name** | **Functions of the third party** | | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | | |
|  | Has the management company been the subject of reprimand or disciplinary action by any other regulatory authority in the past three (3) years prior to the date of application?  ☐ No  ☐ Yes - Please provide all relevant particulars including, but not limited to, the nature of transgression, name of authority, date and type of action taken.  Click or tap here to enter text. | |
|  | Is the management company currently facing any material litigation or arbitration?  ☐ No  ☐ Yes – Please provide (in an attachment) details of all current material litigation or arbitration, if any, including those pending or threatened, and any facts likely to give rise to any proceedings which might materially affect the business or financial position of the management company or any of its third-parties appointed. | |
|  | Is there any other relevant information to support this application? | |
|  | No |
|  | Yes – Please provide the details below:  Click or tap here to enter text. |
| 1. List of exemptions or variations, if any, that has been accorded to the management by the SC. | | |
|  |  | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

| **Documents** | | **SC’s**  **internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to act as a management company |  |
|  | Details of other approvals or clearance obtained or pending |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and waiver or exemption sought for such departure. Where waiver or exemption has been obtained, to provide details of such waiver or exemption |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
|  | Statutory declaration from the management company stating that it is independent of the trustee |  |
|  | Declaration letter from the directors of the management company as per the specimen provided in Appendix I of these REIT Forms.  Number of directors: Click or tap here to enter text. |  |
|  | Details on the property manager, including corporation information and track record |  |

# APPLICATION FOR ESTABLISHMENT, LISTING AND QUOTATION OF A REIT

## Information on the REIT

|  |  |
| --- | --- |
|  | Name of REIT:  Click or tap here to enter text. |
|  | If the name of the REIT is not self-explanatory, please provide an explanation on the REIT’s name:  Click or tap here to enter text. |
|  | Name of trustee:  Click or tap here to enter text. |
|  | Name of Shariah adviser (if applicable):  Click or tap here to enter text. |
|  | Type of REIT:   |  |  | | --- | --- | |  | Retail | |  | Commercial | |  | Industrial | |  | Hospitality | |  | Mixed: Click or tap here to enter text. | |  | Others: Click or tap here to enter text. | |
|  | Details of real estate:   1. Number of real estate upon listing:   Click or tap here to enter text.   1. Number of real estate:   Freehold  Click or tap here to enter text.  Leasehold  Click or tap here to enter text.  Private lease  Click or tap here to enter text.   1. Is there any real estate where the REIT does not have majority ownership of and control to enable it to exercise all rights and interests over the real estate without any hindrance?   Yes (Please state the number of real estate)  Click or tap here to enter text.  *Please indicate where the information is disclosed in the prospectus:* Click or tap here to enter text.  No |

## Information on the management company

|  |  |  |
| --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | |
|  | Please indicate whether the management company is in compliance with the minimum independent board composition as prescribed in paragraph 3.04 of the Listed REIT Guidelines. | |
|  | Yes |
|  | No – Please state where in the cover letter the details on the relief from this requirement has been obtained is provided: Click or tap here to enter text. |
|  | Please indicate whether the management company is in compliance with paragraph 3.05 of the Listed REIT Guidelines. | |
|  | Yes |
|  | No – Please state where in the cover letter the details on the relief from this requirement has been obtained is provided: Click or tap here to enter text. |
|  | Please state the website address of the management company of the REIT:  Click or tap here to enter text. | |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

| **Documents** | | | **SC’s internal use** |
| --- | --- | --- | --- |
| Cover letter, specifying the following: | | |  |
|  | Particulars of the initial public offering (IPO proposal) | |  |
|  | The following to be sought: | |  |
|  |  | Approval for the IPO proposal under section 212 of the *Capital Markets and Services Act 2007* (**CMSA**) |  |
|  |  | Approval-in-principle for the registration of the prospectus under section 233 of the CMSA (see Part C of Section G) |  |
|  |  | Clearance for the registration of the deed |  |
|  | Particulars of other required approvals obtained or pending in relation to the proposal (if applicable) | |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and relief sought for such departure. Where relief has been obtained, to provide details of such relief | |  |
|  | Declaration of conflict of interest, if any, by advisers of and experts for the application. If a conflict of interest exists, to provide full disclosure of the nature of conflict and steps to address the conflict | |  |
|  | Confirmation by the due diligence working group on compliance with the relevant laws, regulations and requirements governing the real estate of the REIT | |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms | |  |
| **Information on real estate** | | |  |
|  | The following information, in tabular form, for each real estate owned or to be acquired, as part of the listing proposal:   1. Name; 2. Vendor or registered owner; 3. Address; 4. Type of building (e.g. shopping mall, warehouse, office, industrial etc.); 5. Description of building; 6. Net lettable area; 7. Tenure; 8. Remaining lease period; 9. Market value based on the latest valuation report; 10. Date of the valuation report; 11. Name and address of the valuer; 12. Where the real estate is to be acquired as part of the listing proposal- 13. Purchase consideration; 14. Premium or discount to the market value; and 15. Mode of payment and source of financing; 16. Where the investment in the real estate is or is proposed to be through a special purpose vehicle, details of the special purpose vehicle.   Please provide (in an attachment) the details above in tabular form as well as the justification where the information above is not provided. | |  |
| **Additional documents for Islamic REIT** | | |  |
|  | Shariah pronouncement by Shariah adviser, including detailed reasoning or justification supporting the proposed listing and quotation of units of an Islamic REIT | |  |
|  | The current percentage of Shariah-Non Compliant Rental based on the latest audited financial statements and the proposed plan to reduce the percentage of such rental | |  |
| **Deed** | | |  |
|  | Draft deed | |  |
|  | Checklist for minimum contents of a deed of a REIT (see Part A of Section E) | |  |
| **Prospectus** | | |  |
|  | Registrable prospectuses (2 hard copies) | |  |
|  | Checklist for minimum contents of a prospectus of a REIT (see Part A of Section G) | |  |
| In the case of an acquisition where the real estate is not transferable at the point of acquisition, i.e. due to charges imposed by financial institution for loan or financing facilities- | | |  |
|  | A declaration from the advisers or directors stating the following:   1. The encumbered real estate is transferable, i.e. all relevant approvals will be obtained; and 2. Trustee, on behalf of unit holders, will enter a private caveat to protect its interest in the real estate and to prevent other encumbrances being entered by any other party | |  |
|  | An undertaking or confirmation from the existing financial institution that it will withdraw the charge made on the real estate upon full settlement of the loan or financing facilities | |  |
|  | A checklist of compliance with the relevant chapters of the Listed REIT Guidelines, including commentary on whether the requirements are met, not met or not applicable, and to provide explanation and justification thereof, with reference to the Guidance, where appropriate | |  |
| Other application(s) and submission  *(please ✓ where applicable)* | | |  |
|  | Application to act as a management company (see Section A) | |  |
|  | Application to qualify as an SRI fund (see Section D) | |  |
|  | Application for exemption, variation or extension of time from compliance with SC’s requirements (see Section C) | |  |
|  | Notification on appointment of an external fund manager (see Part C, Section K) | |  |
|  | Application fee (including prospectus registration fee) and Fee Computation Checklist | |  |

# APPLICATION FOR EXEMPTION, VARIATION OR EXTENSION OF TIME

**Documents required to be submitted to the SC**

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The requirement of the guidelines being sought for a relief or extension of time |  |
|  | Details of the relief or extension of time sought |  |
|  | Justifications for the relief or extension of time sought |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
|  | Statement from the trustee that the relief or extension of time does not jeopardise unit holders’ interest *(not required in the case of an application seeking extension of time to list a REIT)* |  |
|  | Approval or clearance letter from other authorities |  |
|  | Application fee and the Fee Computation Checklist |  |
| Extension of time for completion of proposals | |  |
|  | Confirmation by the directors of management company that, save as disclosed, there has been no material change or development in the circumstances and information relating to the proposals |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO QUALIFY AS A SUSTAINABLE AND RESPONSIBLE INVESTMENT (SRI) FUND

**Documents required to be submitted to the SC**

| **Documents** | **SC’s internal use** |
| --- | --- |
| Checklist of compliance with the relevant chapters of the *Guidelines on Sustainable and Responsible Investment Funds* (SRI Guidelines), including commentary on whether the requirements are met, not met or not applicable, detailed illustration, explanation and justifications thereof, with reference to the Guidance in the SRI Guidelines where appropriate |  |
| For an existing REIT  Cover letter –  as prescribed under Chapter 4 of the SRI Guidelines; and  contains information as required in item 3) of the General instructions in these REIT Forms |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A DEED

## Checklist for minimum contents for a deed of a REIT

| **No.** | **Deed Content** | **Clause** | **Page** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Name of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Investment objective of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If the REIT has a limited duration, a statement to that effect | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Distribution policy of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial period of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Unit holders’ rights and the extent of their liability, including their ability to take any action against the management company and trustee for any breach of their duties as set out in the CMSA, the Listed REIT Guidelines and the *Guidelines on the Registration and Conduct of Capital Market Services Providers* (**CMSP Guidelines**). | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (7) | The appointment of –   1. the trustee; and 2. the management company,   of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (8) | A statement that the deed– |  |  |  |
| (a) | is binding on each unit holder as if it had been a party to it and that it is bound by its provisions; | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (b) | authorises and requires the management company and the trustee to execute any action or undertake any activities permitted by terms of the deed; and | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (c) | is made and governed under the laws of Malaysia | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (9) | Circumstances, procedures and processes for retirement, removal and replacement of management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (10) | The extent of the indemnity provided by the management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (11) | Circumstances, procedures and processes for retirement, removal and replacement of trustee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (12) | Circumstances, procedures and processes for the appointment, retirement, removal and replacement of the auditor of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (13) | Investments of the REIT- |  |  |  |
| (a) | Authorised investments of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (b) | Limits and restrictions, including limits on borrowings or financing facilities of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (c) | Full particulars on circumstances in which, and methods by which, all or any of the investments may be varied | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (14) | Valuation basis of the assets of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (15) | Frequency of valuing the real estate and non-real estate assets of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (16) | Full particulars on the provision to be made for investments in real estate that depreciates in value, including the source from which the replacement is to be made or from which the cost of replacement is to be met. If no provision is made, a statement to that fact must be clearly stated. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (17) | Particulars of the remuneration of the management company and trustee, respectively | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (18) | Other expenses payable out of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (19) | Circumstances under which the meetings are to be held | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (20) | Provisions on the manner in which meetings are conducted, including the manner in which votes may be given at a meeting of unit holders | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (21) | Circumstances under which the REIT can be terminated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (22) | Procedures and processes for termination of the REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (23) | Provision in relation to the creation of the REIT or declaration of trust, which also sets out full particulars of the trust, including precise information as to the circumstances in which the money, securities, investments, and properties subject to the REIT are or will be vested in that trustee, and the duties and obligations of the trustee onwards | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (24) | Provisions in relation to the creation and cancellation of units of a REIT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (25) | Provision for the full particulars on circumstances in which, and methods by which, all or any of the investments may be varied | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (26) | Where any unit to which the deed relates consists of rights or interests in or arising out of an investment relating to a real estate that tends to depreciate in value through use or effluxion of time, particulars of the provision made or to be made for the replacement of that real estate and the source for the replacement of that real estate and the source or sources from which replacement is to be made or from which the cost of the replacement is to be met or, if no provision is made, a statement of that fact | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (27) | Where the deed requires, or confers a right on, unit holders to enter into an agreement in connection with the REIT, a provision incorporating the terms and conditions of that agreement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (28) | Provisions in relation to circumstances under which the dealing in units can be deferred or suspended | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (29) | Provision for the full particulars on the conditions governing the transfer of any unit to which the deed relates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (30) | Provisions governing the modification of the deed | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (31) | A statement to the effect that the provisions in the deed shall in no way be construed as derogating from or limiting any of the requirements of the CMSA, these Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (32) | A statement to the effect that the requirements of the CMSA, these Guidelines and relevant laws shall prevail in the event of any conflict or inconsistency between the provisions in the deed and the requirements of the CMSA, these Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Instructions:**   * The deed content items from this point onwards are to be inserted by the submitting party. * Please list the duties prescribed in the requirements as stated below. For each of the duties listed, please provide the section/paragraph and its corresponding provision in the “Deed content” column. * Each duty must be listed in individual row. Please insert new rows if the rows provided are insufficient. * Where a duty prescribed does not apply to the deed, please indicate “N/A” in the columns for ‘Clause’ and ‘Page’, and to state the reason in the column for ‘Remarks’. | | | | |
| (33) | **Duties of the management company under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (34) | **Duties of the management company under the Listed REIT Guidelines** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (35) | **Duties of the management company to list and maintain the listing of the REIT on the Main Market of Bursa Malaysia Securities Bhd (Bursa Securities) and to comply with the Main Market Listing Requirements** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (36) | **Duties of the trustee which are prescribed under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| (37) | **Duties of the trustee which are prescribed under the CMSP Guidelines** |  |  |  |
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| (38) | **Duties of the trustee to maintain the listing of the REIT on the Main Market of Bursa Securities and to comply with the Main Market Listing Requirements** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register a deed |  |
|  | A confirmation that the accompanying documents are complete, signed and dated |  |
|  | A declaration stating that the deed complies with the requirements of the CMSA and the minimum requirements for a deed prescribed in the Listed REIT Guidelines |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgement as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed;      1. The Securities Commission Malaysia is not liable for any omission on the part of the management company, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | If the deed submitted for registration is not stamped, a confirmation as follows:  “We, [name of management company], confirm that we have on [date] submitted an application to Lembaga Hasil Dalam Negeri Malaysia vide the Stamp Assessment and Payment System (STAMPS) portal for stamping of a deed in relation to [name of fund]. We attach a printout from the STAMPS portal evidencing our application, for the SC’s reference.  We hereby undertake to pay the stamp duty required upon being notified by STAMPS and to submit to the SC a copy of the stamped deed[[2]](#footnote-3)1 within 2 business days the certificate is generated by STAMPS.” |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
| Letter from the trustee[[3]](#footnote-4) | |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgment as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed; 2. The Securities Commission Malaysia is not liable for any omission on the part of the trustee, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | Checklist of minimum contents for deed (see Part A of this Section) |  |
|  | Application fee and the Fee Computation Checklist |  |
| The registrable deed  *(please tick (✓) where applicable)* | |  |
|  | The executed stamped deed; or |  |
|  | The executed unstamped deed accompanied with evidence of submission of the application for stamping of the deed to the Lembaga Hasil Dalam Negeri Malaysia[[4]](#footnote-5) |  |
| For supplemental or replacement deed | |  |
|  | Unit holders’ resolution sanctioning the modification of the deed |  |
|  | Statement from trustee as prescribed under section 295(4)(b) of the CMSA |  |
|  | Statement from management company as prescribed under section 295(4)(b) of the CMSA |  |
|  | A list highlighting the original provision from the principal deed and the amended provision (**List of Amendments**), the rationale for such amendments and the explanation on why the amendments do not materially prejudice the interests of unit holders (if applicable) |  |

*[The rest of this page is intentionally left blank]*

# LODGEMENT OF DEED

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the deed of the REIT |  |
|  | A declaration that the copy of the deed lodged with the SC is identical to the deed registered by the SC |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
| Electronic copy of the deed in text-searchable format (PDF-text) | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A PROSPECTUS

## Prospectus minimum content checklist for a REIT

| **Requirements under the Part III, CIS Prospectus Guidelines** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 1: Introduction** | | | | |
| Paragraph 1.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(h):  **“INVESTORS ARE ADVISED TO READ AND UNDERSTAND THE CONTENTS OF THE PROSPECTUS. IF IN DOUBT, PLEASE CONSULT A PROFESSIONAL ADVISER.”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(h):  **“FOR INFORMATION CONCERNING RISK FACTORS WHICH SHOULD BE CONSIDERED BY PROSPECTIVE INVESTORS, SEE "RISK FACTORS" COMMENCING ON PAGE [xx].”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(b) |  |  |  | Click or tap here to enter text. |
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| Paragraph 1.03(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 1.03(b)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 1.04(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.05 |  |  |  | Click or tap here to enter text. |
| If the information as required in **paragraph 1.06** is disclosed on the management company’s website instead of in the prospectus, please indicate in the ‘Comments’ column for the respective sub-paragraphs, the location on the management company’s website where the information can be found | | | | |
| Paragraph 1.06(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(c) |  |  |  | Click or tap here to enter text. |
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| Paragraph 1.08 |  |  |  | Click or tap here to enter text. |
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| **Chapter 2: Information Summary** | | | | |
| Paragraph 2.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 2.03(g) |  |  |  | Click or tap here to enter text. |
| **Chapter 3: Table of Contents, Definitions and Directory** | | | | |
| Paragraph 3.01(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 4: Risk Factors** | | | | |
| Paragraph 4.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(b) |  |  |  | Click or tap here to enter text. |
| **Chapter 5: Information on the Fund** | | | | |
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| **Chapter 6: Fees** | | | | |
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| Paragraph 6.04 |  |  |  | Click or tap here to enter text. |
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| **Chapter 7: Key Parties** | | | | |
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| Paragraph 7.14 |  |  |  | Click or tap here to enter text. |
| **Chapter 8: Related-party Transactions or Conflict of Interest** | | | | |
| Paragraph 8.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 8.02 |  |  |  | Click or tap here to enter text. |
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| **Chapter 9: Experts’ Report** | | | | |
| Paragraph 9.01(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 10: Additional Information** | | | | |
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| Paragraph 10.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 10.03(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 11: Documents Available for Inspection** | | | | |
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| Paragraph 11.02 |  |  |  | Click or tap here to enter text. |
| **Chapter 12: Specific Requirements for Real Estate Investment Trusts** | | | | |
| Paragraph 12.02 |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.19(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.19(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.20(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.20(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.20(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.21(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.21(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.22 |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.26(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.26(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.26(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.27 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.28 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.29(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.29(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.30(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.30(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.30(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.31 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.32 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.33(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.33(b)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.33(b)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.34(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.34(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.34(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.34(e) |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.35(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.35(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.35(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.36 |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.40 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.41 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.42 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.43(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.43(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.43(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.44 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.45 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.46(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.46(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.46(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.46(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.46(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.47 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.48 |  |  |  | Click or tap here to enter text. |
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| Paragraph 12.50 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.51 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.52 |  |  |  | Click or tap here to enter text. |
| **Chapter 16: Application for Units** | | | | |
| Paragraph 16.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 16.04 |  |  |  | Click or tap here to enter text. |
| **CIS Prospectus Guidelines: Part VI – Registration and Lodgement of Prospectus**  ***(apply only to prospectus for prospectus exposure)*** | | | | |
| Paragraph 3.12 |  |  |  | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Prospectus minimum content checklist for an abridged prospectus of a REIT

| **Requirements under the Part IV, CIS Prospectus Guidelines** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 1: Introduction** | | | | |
| Paragraph 1.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(e)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(e)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(b):  **“THIS DOCUMENT IS IMPORTANT”**  **“INVESTORS ARE ADVISED TO READ AND UNDERSTAND THE CONTENTS OF THIS ABRIDGED PROSPECTUS. IF IN DOUBT AS TO THE ACTION YOU SHOULD TAKE, PLEASE CONSULT A PROFESSIONAL ADVISER IMMEDIATELY.”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(g) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(iv) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(vi) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(vii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a)(viii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(d) |  |  |  | Click or tap here to enter text. |
| **Chapter 2: Summary of Rights Issue** | | | | |
| Paragraph 2.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03:  **“This Summary of Rights Issue only highlights the key information from other parts of this abridged prospectus. It does not contain all the information that may be important to you. You should read and understand the contents of the whole abridged prospectus.”** |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.04(g) |  |  |  | Click or tap here to enter text. |
| **Chapter 3: Details of Rights Issue** | | | | |
| Paragraph 3.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(f)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(f)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.06 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.07 |  |  |  | Click or tap here to enter text. |
| **Chapter 4: Risk Factors** | | | | |
| Paragraph 4.01 |  |  |  | Click or tap here to enter text. |
| **Chapter 5: Financial Information** | | | | |
| Paragraph 5.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.05(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.05(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.06 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.07 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.08(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.08(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.09 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.10 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.11(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.11(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.11(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.11(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.12 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.13(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.13(b) |  |  |  | Click or tap here to enter text. |
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| Paragraph 5.13(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.14 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.15 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.16 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.17 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.18 |  |  |  | Click or tap here to enter text. |
| **Chapter 6: Unit Holders’ Undertakings and Underwriting Arrangements** | | | | |
| Paragraph 6.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.02(c) |  |  |  | Click or tap here to enter text. |
| **Chapter 7: Application for Securities and Excess Application** | | | | |
| Paragraph 7.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 7.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 7.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 7.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.05 |  |  |  | Click or tap here to enter text. |
| **Chapter 8: Additional Information on the Fund, Expert’s Report and Documents Available for Inspection** | | | | |
| Paragraph 8.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(c)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(c)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(c)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(d)(i) |  |  |  | Click or tap here to enter text. |
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| Paragraph 8.01(d)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(e)(i) |  |  |  | Click or tap here to enter text. |
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| Paragraph 8.03(a) |  |  |  | Click or tap here to enter text. |
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| Paragraph 8.04 |  |  |  | Click or tap here to enter text. |
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| Paragraph 8.04(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.04(iv) |  |  |  | Click or tap here to enter text. |

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## Documents required to be submitted to the SC for approval-in-principle for registration of prospectus

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the prospectus |  |
|  | A confirmation that the due diligence working group has seen and verified that the prospectus complies with the minimum disclosure requirements as set out in the CMSA and the CIS Prospectus Guidelines |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated |  |
|  | A confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met, where applicable |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
|  | Registrable prospectuses (2 hard copies) |  |
|  | A copy of the prospectus which is properly annotated against the applicable requirements required by the SC |  |
|  | Prospectus minimum content checklist for a REIT (see Part A of this section) |  |
|  | Directors’ responsibility statement for the prospectus and, where applicable, the offerors’ and promoters’ responsibility statement.  For director’s responsibility statement, all directors must sign. For promoters or offerors which consist of corporation(s), a board resolution authorising the signatory who signed on behalf of a corporation, must be submitted together with the promoters’ or offerors’ responsibility statements. |  |
|  | If an alternate director signs the responsibility statements, there must be a clear reference made in the responsibility statement of  such a fact. The original written authorisations by directors, appointing the alternate director to sign the responsibility statement on their behalf must be submitted. |  |
|  | Copy of letter of approval from any other relevant authority, where applicable |  |
|  | Copies of all consents required under subsection 244(1) of the CMSA |  |
|  | Copies of all material contracts referred to in the prospectus, or in the case of a contract not reduced in writing, a memorandum giving full particulars of the contracts |  |
|  | Copies of reports or letters from experts disclosed in the prospectus. Where an expert does not possess the capability to prepare a report in the same language as the prospectus, the management company must provide a translation of the expert’s report. Such translated report submitted and as incorporated in the prospectus must contain a statement that it is a translation of the original expert’s report. |  |
|  | Copy of the underwriting agreement |  |
|  | Copy of the audited financial statements, where applicable |  |
|  | Application fee (including prospectus registration fee) and Fee Computation Checklist |  |

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## Documents required to be submitted to the SC for registration of prospectus (after approval-in-principle is obtained)

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the prospectus |  |
|  | A confirmation that the due diligence working group has seen and verified that the prospectus complies with the minimum disclosure requirements as set out in the CMSA and the CIS Prospectus Guidelines |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated |  |
|  | A confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met |  |
|  | A confirmation that the consents from any person who has made a statement included in the prospectus or on which a statement made in the prospectus is based have not been withdrawn |  |
|  | Where the prospectus is in a language other than Bahasa Malaysia or English, a confirmation that such prospectus is an accurate translation of the Bahasa Malaysia or English prospectus |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
|  | Registrable prospectuses in Bahasa Malaysia and English, and where applicable, in any other language |  |
|  | Prospectus minimum content checklist for a REIT (see Part A of this Section) |  |
|  | A copy of the prospectus which is properly annotated against the applicable requirements required by the SC |  |
|  | Copies of any material contract, report or document referred to in the prospectus, which was entered into or updated after submission was made to the SC for approval-in-principle application |  |
|  | Certified true copies of the audited financial statements, where the statements were updated after submission was made to the SC for approval-in-principle application |  |
|  | Electronic copy of the prospectus for prospectus exposure with the following prominently displayed on the cover page in bold and a contrasting colour:  **“This document has not been registered by the Securities Commission Malaysia (SC). The information in this document may be subject to further amendments before being registered by the SC. Under no circumstances shall this document constitute an offer for subscription or purchase of, or an invitation to subscribe for or purchase units.”** |  |
| Revision to prospectus cleared by the SC at approval-in-principle stage | |  |
|  | Marked-up copy of the revised prospectus |  |
|  | Letter of confirmation from the submitting party stating that the due diligence working group –   1. has seen and confirmed the revisions made to the prospectus; and 2. has seen and verified that the prospectus complies with the disclosure requirements of the CMSA and relevant guidelines. |  |

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## Documents required to be submitted to the SC for registration of an abridged prospectus

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the abridged prospectus |  |
|  | A confirmation that the due diligence working group has seen and verified that the prospectus complies with the minimum disclosure requirements as set out in the CMSA and CIS Prospectus Guidelines |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated |  |
|  | A confirmation that all relevant conditions of approval, to be complied with before the issuance of the abridged prospectus, have been met |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
|  | A copy of abridged prospectus in English |  |
|  | Abridged prospectus minimum content checklist (see Part B of this section) |  |
|  | Registration fee and the Fee Computation Checklist |  |
|  | Directors’ responsibility statement for the abridged prospectus. For director’s responsibility statement, all directors must sign. For promoters or offerors which consist of corporation(s), a board resolution authorising the signatory who signed on behalf of a corporation, must be submitted together with the promoters’ or offerors’ responsibility statements. |  |
|  | If an alternate director signs the responsibility statements, there must be a clear reference made in the responsibility statement of  such a fact. The original written authorisations by directors, appointing the alternate director to sign the responsibility statement on their behalf must be submitted. |  |
|  | Copy of letter of approval from any other relevant authority, where applicable |  |
|  | Copies of all material contracts referred to in the abridged prospectus, or in the case of a contract not reduced in writing, a memorandum giving full particulars of the contracts |  |
|  | Copies of reports or letters from experts disclosed in the abridged prospectus. Where an expert does not possess the capability to prepare a report in the same language as the abridged prospectus, the management company must provide a translation of the expert’s report. Such translated report submitted and as incorporated in the abridged prospectus must contain a statement that it is a translation of the original expert’s report. |  |
|  | Copy of the underwriting agreement |  |
|  | Copy of circular to unit holders |  |
| For supplementary or replacement abridged prospectus | |  |
|  | A list highlighting the original statements from the previously registered abridged prospectus and the amended statements, and the reasons for such amendment |  |

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# LODGEMENT OF PROSPECTUS

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the prospectus of the REIT |  |
|  | A declaration that the prospectus lodged with the SC is identical to the prospectus registered with the SC |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
| Electronic copy of the prospectus in each language together with its application form | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

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# POST-IMPLEMENTATION OBLIGATIONS

**Documents required to be submitted to the SC**

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Details of the approved proposal |  |
|  | Date of completion of the approved proposal |  |
|  | A written confirmation of the compliance with terms and conditions of the SC’s approval once the proposal has been completed |  |
|  | Where an indicative issue price and number of securities to be issued are provided in the application for the proposals, the actual figures, once determined |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |

*[The rest of this page is intentionally left blank]*

# LODGEMENT OF ANNUAL REPORT

## Minimum Content Checklist of Annual Report

|  | **Fund Report Content** | **Section/Item No.** | **Page** | **Remark** |
| --- | --- | --- | --- | --- |
|  | Name of the fund[[5]](#footnote-6) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Type of report[[6]](#footnote-7) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial year/period end[[7]](#footnote-8) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Name of auditor[[8]](#footnote-9) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Requirements under Schedule B of the Listed REIT Guidelines** | | | | |
| ***Manager’s Report*** | | | | |
|  | Paragraph (4)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(c)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(c)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(d)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(d)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(d)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(f) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(g) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(h)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(h)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(i)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(i)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(j) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(k) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(l) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(m) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(n) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(o)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (4)(o)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Trustee’s Report*** | | | | |
|  | Paragraphs (5)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraphs (5)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraphs (6) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraphs (7) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Audited Financial Statements*** | | | | |
|  | Paragraph (11)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (11)(h) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(j) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (11)(k)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(k)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(k)(iv) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(l) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(m) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(n)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(n)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(n)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(n)(iv) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(o) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(q) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(r)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (11)(r)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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## Documents required to be submitted to the SC

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge the annual report of a REIT with the SC |  |
|  | Information as required in item 3) of the General instructions in these REIT Forms |  |
| Electronic copy of the annual report in text-searchable format | |  |
| Minimum content checklist of a REIT’s annual report (see Part A of this Section) | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# NOTIFICATION TO THE SC

## General - Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The notification being submitted including details |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| **Supporting information/document** | |  |
|  | For notification on breach of investment limits and restrictions, details of the breach as required under Chapter 8 of the Listed REIT Guidelines |  |
|  | For notification on appointment or resignation of investment committee member(s), please provide information required in Part B of this Section |  |
|  | For notification on appointment of a fund manager performing management function of the REIT, please provide information required in Part C of this Section |  |
|  | For notification on passing a resolution during a unit holders’ meeting to terminate the REIT, a copy of minute of the meeting |  |
|  | For notification on the court confirming the unit holders’ resolution to terminate the REIT, a copy of the court order |  |
|  | For notification on commencement of termination of the REIT, please provide information required in Part D of this Section |  |
|  | For notification on completion of termination of the REIT, the notification must include:   1. A copy of the final audited financial statements; 2. An explanation from the management company as to how the real estate has been disposed of, salient terms of disposal and the net proceeds; and 3. A trustee’s report that the management company has terminated the REIT in accordance with the Listed REIT Guidelines and the deed |  |
|  | For other notifications, please provide details below and submit the relevant supporting information/documents (if any):  Click or tap here to enter text. |  |

*[The rest of this page is intentionally left blank]*

## Notification of appointment/resignation of investment committee member

|  |  |  |
| --- | --- | --- |
| Name of investment committee member | : |  |
| Name of REIT | : |  |

**Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Effective date of appointment | : | Click or tap here to enter text. | |
| 2. | Please indicate if the person- | | | |
| 1. Does not hold office as- | | |  |
| 1. member of an investment committee of a REIT managed and administered | | |  |
| 1. director of another management company | | |  |
| 1. Shariah adviser for the same REIT | | |  |
| 1. an officer of the fund manager for the REIT | | |  |
|  | 1. Fulfils the requirement as an independent member defined under Chapter 2 of the Listed REIT Guidelines | | |  |
| 3. | At the time of appointment, please indicate if the composition of investment committee member comprises- | | | |
|  | 1. at least three (3) individual members | | |  |
|  | 1. at least two (2) independent members, while maintaining a minimum ratio of at least one-third independent members at all time | | |  |
| 4. | If any of the above is not indicated, please provide the relevant justifications and relief sought for such departure. Where relief has been obtained, to provide details of such relief  Click or tap here to enter text. | | | |

**Resignation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Effective date of resignation | : | Click or tap here to enter text. | |
| 2. | At the time of resignation, please indicate if the composition of investment committee member comprises- | | | |
|  | 1. at least three (3) individual members | | |  |
|  | 1. at least two (2) independent members, while maintaining a minimum ratio of at least one-third independent members at all time | | |  |
|  | If any of the above is not indicated, please provide the relevant justifications and relief sought for such departure. Where relief has been obtained, to provide details of such relief  Click or tap here to enter text. | | | |
| 3. | Reasons for resignation:  Click or tap here to enter text. | | | |

*[The rest of this page is intentionally left blank]*

## Notification of appointment of fund manager

|  |  |  |
| --- | --- | --- |
|  | Name of REIT(s)  Click or tap here to enter text. | |
|  | Name of management company  Click or tap here to enter text. | |
|  | Date of incorporation of management company  Click or tap to enter a date. | |
|  | Date of commencement of operations  Click or tap here to enter text. | |
|  | Company number  Click or tap here to enter text. | |
|  | Date of issue of the Capital Markets Services License  Click or tap here to enter text. | |
|  | Information on the representative responsible for managing the REIT:   |  |  | | --- | --- | | **Name** | **Date of issue of the CMSRL** | | Click or tap here to enter text. | Click or tap to enter a date. | | Click or tap here to enter text. | Click or tap to enter a date. |   *Please use the add row function if the rows provided are insufficient* | |
|  | Please indicate whether the officer of the management company is in compliance with paragraph 5.09 of the Listed REIT Guidelines in relation to holding office as a member of the investment committee of any REIT for which the management company is appointed to manage, or the Shariah adviser of any REIT for which the management company is appointed to manage: | | |
|  | Yes | |
|  | No – please indicate where in the cover letter the information on the relief from the Listed REIT Guidelines (either being sought or have obtained) is provided –  Click or tap here to enter text. | |

## Notification on commencement of termination of a REIT

|  |  |
| --- | --- |
|  | Name of REIT:  Click or tap here to enter text. |
|  | Date of commencement of termination, to specify the event:  Click or tap to enter a date. |
|  | Reason for termination[[9]](#footnote-10):  Click or tap here to enter text. |
|  | Where applicable, select the item below and provide the date –  unit holders’ meeting where approval to terminate is obtained; or  court’s confirmation on unit holders’ resolution to terminate the REIT.  Click or tap to enter a date. |
|  | Size of the REIT (as at the latest practicable date prior to the commencement of termination)  Click or tap here to enter text. |
|  | Number of unit holders remaining in the REIT (as at the latest practicable date prior to the commencement of termination)  Click or tap here to enter text. |
|  | In circumstances where unit holders’ resolution for the termination is not required, to state the date -  ☐ the unit holders were/will be informed of such termination; Click or tap to enter a date.  ☐ of notice on the termination of the REIT in one (1) national Bahasa Malaysia newspaper and one (1) national English newspaper  Click or tap to enter a date. |

*[The rest of this page is intentionally left blank]*

# : Declaration by the director of the management company

Chairman

Securities Commission Malaysia

Dear Sir

***(NAME OF REIT)***

***(NAME OF MANAGEMENT COMPANY)***

**Declaration**

I, … *(name of director)…,* have been appointed as a director of… *(name of management company)* …

Save as otherwise disclosed in the attachment accompanying this declaration,\* I declare that–

1. I am not an undischarged bankrupt nor am I presently subjected to any proceeding under the bankruptcy laws;
2. I have never been charged with, convicted for or compounded for any offence under the securities laws, corporation laws or any other laws involving fraud or dishonesty in a court of law;
3. no action by any securities regulator or securities exchange, whether in or outside Malaysia, has ever been taken against me for any breach of securities laws or listing rules for the past five years prior to the submission of this declaration to the SC\*; and

to the best of my knowledge, I have not been subjected to any inquiry of investigation by any government or regulatory authority or body for the past five years prior to the submission of this declaration to the SC.

Yours faithfully

……(*signature*)….…

Name of director:

NRIC No/Passport No:

Name of management company:

Date:

\* To delete if not applicable

1. Available at [www.sc.com.my](http://www.sc.com.my) [↑](#footnote-ref-2)
2. 1 Please ensure the stamp certificate is attached to the deed as evidence of stamping and to resubmit the complete deed in a single PDF document [↑](#footnote-ref-3)
3. The letter from the trustee must be prepared in accordance with item 3) of the General instructions [↑](#footnote-ref-4)
4. Once the deed is stamped, the submission of the stamped deed must be accompanied by a cover letter that is prepared in accordance with item 3) of the General instructions. [↑](#footnote-ref-5)
5. Please state the **fund’s name** under the Remark column [↑](#footnote-ref-6)
6. Please indicate the **report type** (annual or semi-annual) under the Remark column [↑](#footnote-ref-7)
7. Please indicate in the **financial year/period end** under the Remark column [↑](#footnote-ref-8)
8. Please state the **auditor’s name** under the Remark column *(apply only to report where the financial statements of the fund are audited)* [↑](#footnote-ref-9)
9. Please explain the reason for terminating the REIT, for example:

   The REIT has reached its maturity date

   Non-commencement of the REIT, and to explain on what is the reason for the non-commencement of the REIT

   Unit holders’ approval have been obtained to terminate the REIT, and to explain the background which led to the decision to seek for unit holders’ approval to terminate the REIT [↑](#footnote-ref-10)