**LODGEMENT CHECKLIST**

**- DEED**

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LODGEMENT OF DEED/SUPPLEMENTARY DEED\*

Management Company :

Fund(s) :

Date of Registration :

Date of Submission :

| Requirements | | Compliance Check | | SC’s Remarks |
| --- | --- | --- | --- | --- |
|  |  | Check | Remarks |  |
| 1. | Cover letter, setting out:   * Intention to lodge the deed; * Declaration that the printed copy of the deed-  1. lodged with the SC is identical to the deed registered by the SC; and 2. in CD-ROM is identical to the printed deed.   *The cover letter must be signed by a director of the management company.* |  |  |  |
| 2. | Two (2) printed copies of the deed. |  |  |  |
| 3. | CD-ROM containing the deed in text-searchable format (PDF-text), labeled with a description of the content and date of lodgement. |  |  |  |
| 4. | * Fee Computation Checklist * Payment made to ‘Suruhanjaya Sekuriti’ or ‘Securities Commission’ |  |  |  |

*\* To delete whichever is not applicable*

*Version Issued - November 2017*

|  |  |
| --- | --- |
| ……………………………………….. | …………………………………………. |
| Chief Executive Officer[[1]](#footnote-1) of the  Management Company  Name:  Management Company:  Date: | Authorised Signatory of the Adviser[[2]](#footnote-2)  Name:  Designation:  Company:  Date: |
| For SC’s Internal Use: | | |

**Submission of Documents**

Please tick relevant box:

Complete

Not complete

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

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

Date applicant is informed of missing documents - ……………………..

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

……………………..

##### Name: *(Officer)*

Date:

………………………………

Name: *(Supervisor)*

Date:

*(Desk Officer)*

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1. Where there is no Chief Executive Officer, the person who assumes the role and function of a Chief Executive Officer. [↑](#footnote-ref-1)
2. Where the application is submitted through an adviser. [↑](#footnote-ref-2)