### PRS DEED REGISTRATION CHECKLIST

****

REGISTRATION OF DEED/SUPPLEMENTARY DEED

PRS Provider :

Name of Scheme and/ Fund(s) :

Date of Submission :

| Requirements | | Compliance Check | | SC’s Remarks |
| --- | --- | --- | --- | --- |
|  |  | Check | Remarks |  |
| 1. | **Cover letter**, specifying -   * Application to register a deed; * Confirmation that the accompanying documents are complete, signed and dated; * Declaration that the deed–   1. complies with the requirements of the minimum content requirements under the PRS guidelines; or   2. complies with the contents of the Standard Deed issued by a body approved by the SC. |  |  |  |
| 2. | **Deed**   * Two (2) executed and stamped copies of the deed |  |  |  |
| 3. | **Supplementary deed**   * A members’ resolution sanctioning the modification to the deed; or * A statement from the trustee and PRS provider, as provided sub-regulation 5(3)(b) of the PRS Regulations; and * A list highlighting the original provisions from the principal deed and the amended provision. |  |  |  |
| 4. | **Minimum contents checklist**   * Applicable only to deeds that are not based on Standard Deed |  |  |  |
| 5. | **Registration Checklist** |  |  |  |
| 6. | **Fee checklist** |  |  |  |
| 7. | **Registration Fees**   * In the form of a crossed cheque/draft order made in favour of “Suruhanjaya Sekuriti” or “Securities Commission”. |  |  |  |

### 

### 

|  |  |
| --- | --- |
| ……………………………………….. | …………………………………………. |
| Name :  *(Person responsible for the submission documents)*  Date : | Name :  *(Chief Executive Officer of the PRS Provider*)  Date : |

|  |
| --- |
| For the SC’s Internal Use : |

**Submission of Documents**

Please tick relevant box:

Complete

Not complete

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

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

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

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

………………………………

##### Name : (Supervisor)

Date :

……………………..

##### Name: (Desk Officer)

Date :

#### Registration

Please tick relevant box:

Approval

Refusal

If deed is refused for registration, please state reasons:-

……………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………

……………………..

Name: *(Head of Department)*

Date :

Date of registration - ………………………..