### PRS DEED REGISTRATION CHECKLIST

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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”.
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|  |  |
| --- | --- |
| ……………………………………….. | …………………………………………. |
| 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 - ………………………..