

**READINESS CHECKLIST
APPENDIX VIII: Dealing in PRS**

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1. OPERATION

	Yes	No	N/A	Reference
(a) Operations Manual <i>[only for variation of regulated activities]</i>				
Have policies and procedures been put in place for this regulated activity?				
(b) Employees <i>[only for variation of regulated activities]</i>				
Have employees been identified for this regulated activity and are they adequate in terms of number, qualification and experience?				
(c) Organisation Chart <i>[only for variation of regulated activities]</i>				
Has the organisation chart of the company been updated to reflect the additional regulated activity?				
(d) Confidentiality and Conflict of Interest <i>[only for variation of regulated activities]</i>				
Are there any segregation between the regulated activities to address confidential information (price sensitive items) and conflict of interest?				
(e) Marketing and Distribution				
Has the company formulated a marketing plan and strategy for the distribution of its product? <i>[please provide a copy of the plan and strategy]</i>				
Are there adequate numbers of unit trust consultants to implement this marketing plan and strategy? <i>[please provide the proposed number of unit trust consultant]</i>				
Is there more than one distribution point? If yes, please provide the number of distribution points.				
Are the same policies and procedures applicable to all distribution points?				
Will there be at least two unit trust consultants at each distribution point at any point of time?				
(f) Accounting System				
Is there a computerised general accounting system?				
Are there personnel responsible for:				
• Updating of the general accounting system and unit holders' accounting system?				
• Review of the general and unit holders' accounting records?				
• Reconciliation of balances in the general accounting records and unit holders' accounting records?				
(g) Process Flow				
Are there policies and procedures including flow charts for				
• sales?				
• EPF sales?				
• redemption?				
• EPF redemption?				
• cooling off?				
• switching?				
• transfer?				
• income distribution?				
<i>[please provide the flow charts for all of the above]</i>				

	Yes	No	N/A	Reference
(h) Pricing				
Are there policies and procedures on the basis for pricing of the units including commission?				
(i) Mode of Payment				
Are there policies and procedures on the mode of payment?				
(j) Marketing and Promotional Materials				
Are there policies and procedures on				
• marketing?				
• issuance and distribution of promotional materials?				

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