

Guide to the CDP ‘Request for Transfer of Securities’ form



Request for Transfer of Securities

All fields are mandatory Please countersign against any amendments.

1 Type of Transfer Please submit with supporting documents. Refer to Section 7 for required documents.

Select 1 option

☒ No Change in Beneficial Owner ☐ Joint Account ☐ Family Members (please specify relationship):
☐ Transfer Pursuant to Market Activities – ADR, ETF, SBL, Collateral, Margin (please circle) ☐ Issuer-related Transfer ☐ On-exchange Trade-related Transfer
☐ Others (please specify reason):

Fill in your details here

2 Details of Transferor

Fill in your details here. The security code will be the 3rd to the 6th characters of the company’s ISIN code.

For example, DBS Group Holdings Ltd
ISIN code:
SG1101001701

Security code: 1101

You may find the ISIN code under the corporate information listed on SGX’s website

Name of Transferor: John Doe
CDP Securities Account Number:
Contact Number: Email Address: johndoe@gmail.com
Declaration by Depository Agent (‘DA’) (where DA is transferor):
We hereby confirm that the name of the beneficial owner is

3 List of Securities to Transfer

Name of Security (in full)	Security Code	Quantity (to be transferred)
DBS GROUP HOLDINGS LTD	1101	900

4 Details of Transferee

Name of Transferee:
CDP Securities Account Number:
Declaration by Depository Agent (‘DA’) (where DA is transferee):
We hereby confirm that the name of the beneficial owner is

Signature of Transferee (as per CDP records)
Corporation to affix Company Stamp/Common Seal with at least 2 authorised signatories

/ /
D D M M Y Y
Date

Sign here.

IMPT: Insert your CMC Invest account number next to your signature

5 Declaration of Transferor (signing of this form to be witnessed by DA Authorised Signatory / CDP Officer / CDP Authorised Representative)

I/We hereby request you to transfer the above-mentioned securities from my/our account to the account of the transferee mentioned in Section 4.

John Doe CMC Invest account number

Sign here and insert your CMC Invest account number next to your signature

Signature of CDP Securities Account Holder/Authorised Signatories of DA
Corporation/DA to affix Company Stamp/Common Seal with at least 2 authorised signatories

/ /
D D M M Y Y
Date

Leave this section blank

6 To be completed by DA Authorised Signatory / CDP Officer / CDP Authorised Representative

(for request by Individual and Joint Account Holders Only) (CDP Authorised Representative include Notary Public, Advocates and Solicitors, Commissioner for Oath, Singapore Embassy and Justice of Peace)

I/We confirm that I/We have witnessed the signature of the above Transferor.

Signature Name & Designation Company

The Central Depository (Pte) Limited
Company Reg No. 198003912M (A wholly owned subsidiary of Singapore Exchange limited)
11 North Buona Vista Drive, #06-07, The Metropolis Tower 2, Singapore 138589 main: +65 6535 7511 email: asksgx@sgx.com investors.sgx.com

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7 Supporting Documents Required

Transfer Type	Supporting Documents Required
Family Members	(i) Your identification card (IC) or passport; and (ii) IC or passport of the person whom you are transferring the shares to; and (iii) Certificates to establish the relationship between yourself and your transferee, such as marriage or birth certificates
Other Transfers a) No Change in Beneficial Owner or Joint Account	(i) Your identification card (IC) or passport; and (ii) IC or passport of the person whom you are transferring the shares to
b) Between Corporation and Director/Shareholder	(i) Company's Resolution (with reason for transfer, name and quantity of securities to be transferred); and (ii) ACRA printout of the company (not more than 2 weeks old); and (iii) Completed Entity KYC Questionnaire*; and (iv) Latest annual report/financial statement; and (v) NRIC or passport copies of all directors and key executives of the company and shareholder(s)
c) Between Corporation and Subsidiary Company	(i) Company's Resolution from both companies (with reason for transfer, name and quantity of securities to be transferred); and (ii) ACRA printout of the company (not more than 2 weeks old); and (iii) Completed Entity KYC Questionnaire*; and (iv) Latest annual report/financial statement of both companies; and (v) NRIC or passport copies of all directors and key executives of both companies
d) Sales & Purchase Agreement	(i) Original or certified true copy of Sales; and (ii) ACRA instant printout of the company; and (iii) Completed Entity KYC Questionnaire*

*For transfers involving a corporation, the entity will need to complete the CDP Entity KYC Questionnaire ("Questionnaire"). Supporting documents are required if there is a change of key executives (including company secretary and authorised signatories) and directors. Entities can rely on the last submitted Questionnaire and use the CDP Entity Declaration Form, should the information furnished previously on the Questionnaire continue to be true and complete. The Questionnaire is valid for 6 months.

CDP reserves the rights to request for additional information (e.g. Customer Due Diligence Questionnaire) to be submitted, where required. All transfers are subject to review and approval by CDP upon receipt of documents.

8 Fee Schedule

Type of Transfer	Transfer Fee Amount	Payment Instructions
No Change in Beneficial Owner Joint Account Family Members	S\$10.80 (inclusive of GST) per security, per transfer	You may choose to make the payment via bank transfer with the following information:
Issue related Transfer Transfer Pursuant to Market Activities a) ADR ¹ c) SBL ² e) Margin ³ b) ETF ² d) Collateral ⁴	S\$86.40 (inclusive of GST) per security, per transfer	- Account Name: The Central Depository (Pte) Limited - Ops A/C - Bank Account Number: 101-344-667-4 - Bank Name: United Overseas Bank Limited - Bank Code: 7375 - Brand Name: UOB Main - Branch Code: D01 - SWIFT Code: UOVB5GSG - Bank Address: 80 Raffles Place UOB Plaza 1, Singapore 048624
On-exchange Trade-related Transfer	S\$64.80 (inclusive of GST) per security, per transfer	
Other Transfers	0.0324% (inclusive of GST) of transfer value, subjected to a minimum of S\$162.00 (inclusive of GST) per security, per transfer	Please attach the screenshot of payment record together with your transfer request form for submission. Note: Please note that all bank charges are to be borne by transferor

¹ Transfer relating to the conversion of Depository Receipts between Depository Receipt Agents and investors

² Transfer between ETF Trustees and market-makers relating to the creation or redemption of exchange traded funds (ETFs)

³ Transfer involving securities borrowing and lending but not related to CDP SBL Program

⁴ Where investors pledge shares held with CDP for the purpose of collateral with another depository or institution

⁵ Where investors pledge shares held with CDP for the purpose of margining

9 What happens next?

Attach the required supporting documents to this form and select on of the following methods:

 Pass it to your Broker	OR	 Mail to CDP The Central Depository (Pte) Limited 11 North Buona Vista Drive #06-07 The Metropolis Tower 2, Singapore 138589 <i>Supporting documents must be certified true copy by a CDP authorised representative</i>	OR	 Drop off the form and supporting documents The Central Depository (Pte) Limited 9 North Buona Vista Drive #01-19/20 The Metropolis Singapore 138588
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You will receive a CDP notification once your request is processed.

The Central Depository (Pte) Limited

Company Reg No. 198003912M (A wholly owned subsidiary of Singapore Exchange limited)

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