

# Request for Transfer of Securities

All fields are **mandatory**.

To ensure accuracy, please complete this form **electronically** in **BLOCK LETTERS** and countersign against any amendments.

Note: Incomplete forms without supporting documents will not be processed.

## 1 Type of Transfer

- No Change in Beneficial Owner    
  Joint Account    
  Family Members (please specify relationship): \_\_\_\_\_  
 Transfer Pursuant to Market Activities – ADR, ETF, SBL, Collateral, Margin, Issuer-related (please circle)    
  On-exchange Trade-related Transfer  
 Others (please specify if not stated above): \_\_\_\_\_

## 2 Purpose

- Inheritance / Gift    
  Sale and Purchase to Third Party    
  Estate Planning  
 Others (please specify if not stated above): \_\_\_\_\_

## 3 Details of Transferor

Name of Transferor: \_\_\_\_\_  
 CDP Securities Account Number: \_\_\_\_\_  
 Contact Number: + ( ) (Mobile) Email Address: \_\_\_\_\_

### Declaration by Depository Agent ('DA') (where DA is transferor):

We hereby confirm that the name of the beneficial owner is \_\_\_\_\_

## 4 List of Securities to Transfer

Name of Security (in full)	Security Code	Quantity (to be transferred)
_____	_____	_____, _____, _____, _____
_____	_____	_____, _____, _____, _____
_____	_____	_____, _____, _____, _____
_____	_____	_____, _____, _____, _____
_____	_____	_____, _____, _____, _____

## 5 Details of Transferee

Name of Transferee: \_\_\_\_\_  
 CDP Securities Account Number: \_\_\_\_\_  
 Contact Number: + ( ) (Mobile) Email Address: \_\_\_\_\_

### Declaration by Depository Agent ('DA') (where DA is transferee):

We hereby confirm that the name of the beneficial owner is \_\_\_\_\_

Signature of Transferee

Corporation to affix Company Stamp/Common Seal with at least 2 authorised signatories

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 D D / M M / Y Y

## 6 Declaration of Transferor (Signing of this form must be witnessed. Please refer to and complete Section 7)

I/We hereby request you to transfer the above-mentioned securities from my/our securities account to the securities account of the Transferee mentioned in Section 5. I/We acknowledge and confirm that the particulars and supporting documents provided constitute my/our latest information. Where submitted through a DA, CDP will update its records based on the information and specimen signature verified by the DA. Contact details will be used for communication on all CDP Services. They will replace any existing records in CDP.

Signature of Transferor / DA Authorised Signatories

Corporation/DA to affix Company Stamp/Common Seal with at least 2 authorised signatories

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 D D / M M / Y Y

## 7 To be completed by DA Authorised Signatories / CDP Officer / CDP Authorised Representative

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

I/We confirm that I/we have verified the supporting documents of the Transferor and that the particulars provided are consistent with the originals. I/We further confirm that I/We have witnessed the signature of the Transferor.

Signature

Name & Designation

Company Name/Stamp

## 8 Supporting Documents Required

Transfer Type	Types of Document
Family Members	(i) Your identification card (IC) or passport; <b>and</b> (ii) IC or passport of the person whom you are transferring the shares to; <b>and</b> (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; <b>and</b> (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); <b>and</b> (ii) ACRA printout of the company (not more than 2 weeks old); <b>and</b> (iii) Completed Entity KYC Questionnaire*; <b>and</b> (iv) Latest annual report/financial statement; <b>and</b> (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); <b>and</b> (ii) ACRA printout of the company (not more than 2 weeks old); <b>and</b> (iii) Completed Entity KYC Questionnaire*; <b>and</b> (iv) Latest annual report/financial statement of both companies; <b>and</b> (v) NRIC or passport copies of all directors and key executives of both companies
d) Sales & Purchase Agreement	(i) Sales & Purchase Agreement; <b>and</b> (ii) ACRA instant printout of the company; <b>and</b> (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 12 months. CDP reserves the right 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. A copy of the Questionnaire can be found at [sgx.com/securities/retail-investor/cdp-forms](http://sgx.com/securities/retail-investor/cdp-forms)

## 9 Fee Schedule

Type of Transfer	Transfer Fee Amount	Payment Instructions
No Change in Beneficial Owner Joint Account Family Members	S\$10.90 (inclusive of GST) per security, per transfer	Please make payment via PayNow or bank transfer. <b>(i) PayNow</b> - CDP UEN: 198003912M <b>Or</b> <b>(ii) Bank transfer</b> - 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: 001 - SWIFT Code: UOVBSGSG - Bank Address: 80 Raffles Place UOB Plaza 1, Singapore 048624
Transfer Pursuant to Market Activities a) ADR <sup>1</sup> c) SBL <sup>3</sup> e) Margin <sup>5</sup> b) ETF <sup>2</sup> d) Collateral <sup>4</sup> f) Issuer-related <sup>6</sup>	S\$87.20 (inclusive of GST) per security, per transfer	
On-exchange Trade-related Transfer	S\$65.40 (inclusive of GST) per security, per transfer	
Other Transfers	0.0327% (inclusive of GST) of transfer value <sup>7</sup> , subjected to a minimum fee of S\$163.50 (inclusive of GST) per security, per transfer	Please attach a screenshot of the payment along with this request form, including the following details: (i) Date of payment (ii) Name of the bank account holder (payor) who made the payment  Note that all bank charges will be borne by the Transferor.

<sup>1</sup> Transfer relating to the conversion of Depository Receipts between Depository Receipt Agents and investors

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

<sup>3</sup> Transfer involving securities borrowing and lending but not related to CDP SBL Program

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

<sup>5</sup> Where investors pledge shares held with CDP for the purpose of margining

<sup>6</sup> Transfer to facilitate Issuer-related activities such as IPO over-allotments

<sup>7</sup> Transfer value is based on the last closing price of the securities being transferred, as determined and notified by CDP

## 10 What happens next?

 <p><b>Mail to CDP</b> The Central Depository (Pte) Limited Privy Box No. 920764 Singapore 929292</p>	<p>OR</p>  <p><b>Pass to Broker</b> All supporting documents must be certified true copies or verified by Broker</p>	<p>OR</p>  <p><b>Drop into CDP Dropbox</b> The Central Depository (Pte) Limited 9 North Buona Vista Drive #01-19 The Metropolis Singapore 138588</p>
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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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