



**REGISTRATION OF DISCLOSURE DOCUMENT /SUPPLEMENTARY  
DISCLOSURE DOCUMENT /REPLACEMENT DISCLOSURE DOCUMENT**

PRS Provider :  
Name of Scheme and/Fund(s) :  
Date of Submission :

Requirements		Compliance Check		SC's Remarks
		Check	Remarks	
1.	Cover letter, specifying - <ul style="list-style-type: none"> <li>Application to register a disclosure document (DD);</li> <li>Confirmation that–               <ul style="list-style-type: none"> <li>(a) a due diligence review has been conducted and verified that DD complies with the minimum disclosure requirements as stated under the <i>Guidelines on Private Retirement Scheme</i>;</li> <li>(b) the accompanying documents in the registration file are complete, signed and dated; and</li> <li>(c) all relevant conditions of approval to be complied with before issuance of DD have been met.</li> </ul> </li> </ul>			
2.	Registrable copies of the disclosure document (printers' proof) ( two copies in each language)			
3.	Registration checklist			
4.	Fee checklist			
5.	Registration Fees <ul style="list-style-type: none"> <li>In the form of a crossed cheque/draft order made in favour of "Suruhanjaya Sekuriti" or "Securities Commission".</li> </ul>			

Requirements		Compliance Check		SC's Remarks
		Check	Remarks	
6.	Compliance Schedule			
7.	<p>Director's/Adviser's responsibility statement.</p> <ul style="list-style-type: none"> <li>For Advisers which are corporations, a board resolution authorising the signatory who signed on behalf of the corporation must be submitted.</li> <li>If an alternate director signs on behalf of a director there must be clear reference made in the responsibility statement of such a fact. The original written authorisation by the director must be submitted.</li> </ul>			
8.	Original copies of all letters of consent from person(s) named in the DD as having made a statement that is included in the DD or on which a statement made in the DD is based.			
9.	Copy of letter of approval from any other relevant authority (where applicable).			
10.	Certified copies of all material contracts referred to in the DD, or in the case of a contract not reduced in writing, a memorandum giving full particulars of that contract verified by an expert.			
11.	Original copies of reports or letters from experts disclosed in the DD (e.g. reporting accountants, tax advisers, etc.).			
12.	Letter of confirmation from the applicant, or its adviser (where applicable), confirming the true and accurate translation of the DD (where applicable);			
13.	Letter of confirmation from the applicant, or its adviser (where applicable), that the electronic copy of the DD will be identical to the DD registered with the SC (if applicable);			
14.	Copy of the application form.			
15.	<p>For renewal of registration of a supplementary DD/ replacement DD:</p> <ul style="list-style-type: none"> <li>A list highlighting the original statements from the previously registered DD and the amended documents; and</li> <li>Certified copies of additional, amended or new material contracts disclosed in the DD. In the case of contracts not reduced into writing, a</li> </ul>			

Requirements		Compliance Check		SC's Remarks
		Check	Remarks	
	memorandum which gives full particulars of the contracts (where applicable).			

.....

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: (Desk Officer)

Date :

.....

Name : (Supervisor)

Date :

**Registration**

Please tick relevant box:

☐ Approval

☐ Refusal

If the DD is refused for registration, please state reasons:-

.....  
.....

.....  
Name: *(Head of Department)*  
Date :

Date of registration    - .....