

## **IMPORTANT COMPLIANCE GUIDANCE NOTES**

Please note that we are required to collect due diligence on behalf of each beneficial owner, shareholder, director and client. Please note that the client is required to provide us with full due diligence unless it is regulated by a Financial Services Commission or Agency or equivalent.

### **If the director, shareholder and beneficial owner is an individual, please provide the following:**

- Certified copy of the passport, national ID or document evidencing their identity. The document must contain a photograph and signature of the individual and be certified **as a true likeness**.
- Certified proof of residential address, separate to the passport, National ID card or driver's license.

### **If the relevant person is a Trust, please provide the following:**

- A certified copy of the Trust Deed, showing the name and address of the Trustee, the type of Trust, date, and country established.
- Certified copy of the passport and proof of address for the Trustee, Settlor, Protector and Beneficiaries.

### **If the relevant person is a Public Corporate Entity listed on the stock exchange:**

- Current listing of Directors and authorized signatory list
- Confirmation of the Stock Symbol and the related Exchange

### **If the relevant person is a Foundation:**

- A certified copy of the Certificate of Incorporation
- A certified copy of the charter and regulations of the foundation or an equivalent document
- Certified passport and proof of address for the beneficiaries any person appointed as a founder, guardian protector or council member of the foundation

### **If the relevant person is a Private corporation or partnership**

- A certified copy of the Certificate of Incorporation, change of name certificate (if any)
- A certified copy of the constitutional documents
- A certified copy of the Register of Directors, Register of Members, list of authorized signatories or any powers of attorney in effect
- Certified identification for each director, beneficial owner, and shareholder owning 10% or more of the shares
- Declaration stating the nature of the company's business

## **Certification of documents**

Copies of documents must be certified in English (preferably), and must confirm that it is a true copy of the original. If the document contains a photograph, the individual certifying same must state that **it is a true likeness of the individual**. The certifier must clearly sign and date the documents, and provide their name, address, status or capacity on which the documents were certified. The certifier must be independent of the person whose documents are being certified. They must also be subject to professional rules of conduct of statutory compliance measures. Acceptable certifiers are independent lawyers, bank manager, accountant, notary, or embassy official.

## **Evidence of Identity**

The following are acceptable evidence of identity (certified copies)

- Passport which includes the signature, photograph, unique reference number, issuing office, issuance, and expiry date.
- Driver's license bearing photograph and signature
- Government issued National Identity card bearing the photograph and signature

## **Evidence of Residential address**

The following are acceptable evidence of residential address (original or certified copies):

- Recent utility bill not more than three (3) months old. Mobile phone bill will not be accepted
- Driver's license reflecting the signature and photograph
- Recent bank statement or credit card statement
- Local authority tax bill

## **TERMS AND CONDITIONS OF ENGAGEMENT**

Offshore CorpServe Pte. Ltd. ("Offshore CorpServe") is pleased to have the opportunity to provide Services to the Client and the Client agrees to accept the following terms ("Terms") and conditions of the engagement (the "Engagement"):

### **Definitions**

**"Client"** means the instructing party to Offshore CorpServe and the client of record for the Company, individually or jointly as the context requires.

**"Company"** means any one or more companies in respect of which Offshore CorpServe provides Services at the Client's request;

**"Services"** means any services as may be agreed between the parties from time to time.

**"Service Provider"** means Offshore CorpServe, and affiliated company and each of its employees, agents, officers and servants from time to time who are engaged in providing the services; This document sets out the Terms upon which the Service Provider will act for you unless otherwise agreed and varied in writing by a Director of Offshore CorpServe. If there is any conflict between any engagement letter and these Terms, the engagement letter will prevail.

### **THE SERVICE PROVIDER**

The Service Provider will provide the Services as may be agreed in writing between the Client and the Service Provider with reasonable skill and care and in accordance with the professional standards expected of us and in a timely manner.

The nature extent and content of the Services we provide will be determined by the specific nature, scope and limitations of our engagement with you and your instructions, as well as the amount and accuracy of information provided to us and the timescale within which you require the Services to be rendered.

If at your request, we obtain legal advice on your behalf or provide the services in an abbreviated format or timescale, you acknowledge that you will not receive all the information you would have done had we provided a full written report or had more time in which to carry out the work.

We rely upon the accuracy of information provided to us by you, or by others on your behalf. We will not normally seek to verify or check any information provided to us by you and you acknowledge that we shall be entitled to rely on such information when carrying out your instructions.

Unless you inform us to the contrary in writing, we may correspond by means of the Internet or other electronic media. Although we will take reasonable steps to safeguard the security and confidentiality of the information transmitted, you acknowledge that we cannot guarantee its security and confidentiality. It is our policy to check all correspondence with anti-virus software; however, we cannot guarantee that email transmissions will be free from viruses.

### **THE CLIENT**

It is the Client's responsibility in relation to the engagement to promptly provide the Service Provider with complete and accurate information and instructions and all information necessary in order to

ensure that the Company complies with applicable legislation. We will not be responsible for any direct or indirect consequences which may arise from any delay or failure by you to do so and these may also result in additional fees for which we may raise invoices.

In order to enable the Service Provider to meet its legal and regulatory obligations in respect of any company for which it provides Services, the Client shall keep the Service Provider fully and promptly informed of any changes in the capital of such company and any changes in the directors and officers of such company;

The Client and the Company shall immediately inform the Service Provider of any other matters that might affect the Company and or the Service Provider's willingness to provide or continue to provide, any of the Service or of any matter that is material to the affairs of the Company.

## **DOCUMENTS**

We retain all copyright and other intellectual property rights in everything developed by us both before and during our engagement with you including all documents, all information held on disk or in any information retrieval system, systems, methodologies, software and know-how save for share certificates and original documents given to us by you and expressly held on your behalf.

## **DISBURSEMENTS, BILLING AND INTEREST ON INVOICE**

The Service Provider's Schedule of Fees are those which have been agreed between the Service Provider and the Client and in the absence of such agreement, shall be the fees and charges of the Service Provider as the Service Provider shall inform the Client from time to time. These fees are reviewed periodically and may be varied from time to time to reflect increases in staff costs and other overheads. Any increase in fees will be communicated giving one month's notice before the new fee takes effect.

Offshore CorpServe will bill you for external disbursements such as incorporation fees, fees for reports, search fees, filing fees, courier fees, travel costs and other expenses incurred by us on your behalf, as soon as they are incurred and irrespective of whether at that time they had actually been paid by us. Business class airfares will be charged for all international travel unless otherwise agreed prior to the commencement of the travel. Interest is not payable to you by us in respect of any such disbursements incurred but not actually paid by us from time to time.

Offshore CorpServe will charge you for office disbursements generated by the Company, either on a provision basis or as a fixed percentage of the total fees up to a maximum of thirty percent. These expenses include telephone and facsimile charges, photocopying and printing charges, stationery, compliance charges and other miscellaneous costs. These charges and costs may include overhead charges. We also reserve the right to charge for overtime costs when necessary to deal with your matter expeditiously.

Offshore CorpServe reserves the right to remit invoices progressively or on an interim basis. These progressive or interim invoices may not include some disbursements falling within the period of the invoice but which were notified to Offshore CorpServe late. In these circumstances, such costs will be held over to later invoices. Payment of each invoice is due within 30 days of the date appearing on the face of the invoice.

Offshore CorpServe reserve the right to ask for funds in advance on account of our professional fees and disbursements from time to time. Any retainer will be applied in whole or in part to our first invoice (and, to the extent that there is a surplus, to future invoices). Offshore CorpServe may request further payments on account of fees and disbursements to be incurred as the matter progresses. Offshore CorpServe will account to you fully for the initial payment and any future payments on account. If such funds are not provided promptly, Offshore CorpServe reserves the right not to carry out further work in the matter until funds are received. In the event that Offshore CorpServe's fees and disbursements in any matter are less than the initial retainer, Offshore CorpServe will reimburse the Client with any balance held by them. It is important, however, that it is understood that the total fees may be greater than any advance payments.

Interest is not payable by Offshore CorpServe to the Client on payments made by the Client on account of fees and disbursements.

If a payment to Offshore CorpServe made in connection with our engagement with you will be or has been subject to tax, you shall pay Offshore CorpServe on demand the amount (after taking into account any tax payable in respect of the amount and treating for these purposes as payable any tax that would be payable but for a relief, clearance, deduction or credit) that will ensure that the Company receives and retains a net sum equal to the sum it would have received had the payment not been subject to tax.

In the event that for any reason any invoice remains unpaid for a period of 60 days after the date appearing on its face, we will be entitled to charge you, in the discretion of Offshore CorpServe, interest at a specified rate on any amount outstanding until payment in full is received. If no rate is specified, interest will be charged at five per cent.

It is understood between us that any failure by you to observe these terms of payment is a serious breach and will entitle Offshore CorpServe to terminate our engagement with you and discharge Offshore CorpServe from any obligation to continue working for you either permanently or until payment had been initiated.

## **CONFIDENTIALITY**

Offshore CorpServe confirms that, except as may be required by law, a court of competent jurisdiction, or other governmental or regulatory authorities, we shall at all times keep confidential any confidential information you give to us and you agree that it will be sufficient compliance with our duty of confidence for us to take such steps as we in good faith think fit to preserve confidential information from misuse both during and after termination of our engagement with the Client.

Any professional advice we provide to the Client or obtain on the Client's behalf during our engagement with the Client is given in confidence solely for the Client to rely upon and solely for the purpose for which we were retained by the Client. Offshore CorpServe is not responsible to any third party who seeks to rely on such advice without our prior consent having been given to such third party.

## **CONFLICT OF INTEREST**

Offshore CorpServe provide a wide range of services for a large number of clients and may be in a position where we are providing services to companies and organizations which you might regard as giving rise to a conflict of interest. Whilst Offshore CorpServe have established procedures to identify such situations, Offshore CorpServe cannot be certain that all such situations which exist or may

develop will be identified, in part because it is difficult for us to anticipate what you might perceive to be a conflict. Offshore CorpServe request that you notify us of any potential conflict affecting this engagement of which you are, or become, aware. Where the above circumstances are identified and Offshore CorpServe believes that your interests can properly be safeguarded by the implementation of appropriate procedures, Offshore CorpServe shall discuss and agree with the Client the arrangements that Offshore CorpServe shall put in place to preserve the confidentiality and to ensure the advice and opinions which you receive from Offshore CorpServe are wholly independent. Offshore CorpServe shall not use confidential information obtained from a Client to the advantage of the third party, nor will it use confidential information obtained from another party to the advantage of a Client.

## **NOTICE**

Any notice required to be given shall be in writing and shall be served by being posted by pre-paid mail or delivered by commercial courier service or forwarded by fax transmission to the last known address or fax number of the relevant party.

## **ASSIGNMENT**

The Terms of this engagement shall be binding upon and endure to the benefit of the successors of the parties but shall not be assignable in whole or in part by any party without the prior written consent of the other parties provided that the Service Provider shall be entitled to assign its rights and liabilities hereunder by not less than 28 days' notice to the Client.

## **INDEMNITY**

The Client shall at all times hereafter indemnify and keep indemnified the Service Provider against all actions, suits, proceedings, claims, demands, costs, charges, expenses and against the Service Provider by reason of or on account of the Service Provider providing the Services pursuant to this Engagement.

## **TERMINATION**

The Client may terminate the services of the Service Provider at any time by notice in writing. The Service Provider reserves the right to cease acting for you at any time including, but not limited to, when:

- you have not complied with these Terms or any other terms agreed in writing; or
- we have not received adequate instructions from you within a reasonable time of the request, or we perceive in our discretion that the necessary relationship or mutual trust and confidence required for a workable lawyer/client relationship no longer exists; or
- we are unable to complete our standard due diligence process which we follow in order to comply with the Singapore Anti-Money Laundering Acts; or
- it becomes required by law or by our professional standards or rules for us to cease to act for you; or
- any invoice has not been paid within 30 days of being presented or we consider that payment of our fees and disbursements may be at risk.

Termination shall be without prejudice to any rights or liabilities of any party either arising prior to the termination or arising in respect of any act or omission occurring prior to termination.

In the event of termination, the Service Provider shall not be obliged to return all or any part of the fees and expenses paid to it hereunder (save for amounts paid on account of disbursements to be incurred). The Client and the Service Provider acknowledge that notwithstanding the right of the Service Provider to terminate or suspend its services in accordance herewith the Service Provider (and/or its officers, agents, and employees) may have continuing regulatory/fiduciary duties under applicable law. Accordingly, without prejudice to its rights, it is agreed that the Service Provider shall be entitled (but not obliged) to continue to provide services so as to discharge such duties and shall be entitled to charge its applicable rate for the provision thereof.

## **AGREEMENT**

Your continuing instructions will amount to your acceptance of these Terms and the appointment of the Service Provider as your agents in respect of the matter for which we are retained by you.

## **GOVERNING LAW**

These Terms are governed by and construed in accordance with the laws of the Singapore and each of us irrevocably submits to the exclusive jurisdiction of the Courts of Singapore to hear and decide any suit, action or proceedings, and to settle any dispute which may arise out of or in connection with these Terms and Offshore CorpServe's engagement with the Client. The client will also be required to abide by the relevant laws of the jurisdiction where the services will be delivered. For example, if the client incorporated an International Business Company in the British Virgin Islands, he/she will have to abide by the laws, rules, and regulations of the British Virgin Islands. If the client incorporated a Foundation, Trust or Global Business Company in Mauritius, he/she will have to abide by the laws, rules, and regulations of the Mauritius.

## **GENERAL**

A variation of these Terms is valid only if it is in writing.

The failure to exercise or delay in exercising a right or remedy provided by these Terms or by law does not constitute a waiver of the right or remedy or a waiver of other rights or remedies. No single or partial exercise of a right or remedy provided in these Terms or by law prevents further exercise of the right or remedy or the exercise of another right or remedy.

Nothing in these Terms shall be construed as creating a partnership or joint venture of any kind between us or as constituting one of us as the agent of the other for any purpose whatsoever. Neither of us shall have the authority to bind the other or to contract in the name of or create a liability against the other in any way or for any purpose.

Each of the provisions contained in these Terms shall be construed as independent of every other such provision, so that if any provision of these Terms shall be determined by any court or competent authority to be illegal, invalid and/or enforceable then such determination shall not affect any other provision of these Terms, all of which other provisions shall remain in force and full effect.

Please return completed and signed form to **Offshore CorpServe Pte. Ltd.**

## Offshore CorpServe Due Diligence Form

**Name of Registered LLC/ Company/ Foundation:**

1<sup>st</sup> Choice

2<sup>nd</sup> Choice:

3<sup>rd</sup> Choice:

**Country of Registration:**

**Details of First Meeting / Resolution in Writing**

The first meeting will be via "Meeting" or "Resolution". If via "Meeting", please complete (a), (b) and (c) below

Date of First Meeting / Resolution:

**(a)** Chairman of Meeting:

**(b)** Directors Present at the Meeting\*:

**(c)** Place of Meeting:

Correspondence Address  
**(required information):**

Location of Books & Records:  
**(required information** - please state physical address)

Location of Underlying Documents **(required information** - please advise if it is different from Location of Books and Records)

**DIRECTORS/COUNCIL MEMBERS DETAILS**

**Director/Council Member #1**

Name as per ID/Passport  
**For Corporate entity, as per Certificate of Incorporation**

Nationality  
**For Corporate entity, please complete place of Incorporation**

Passport / ID  
**For Corporate entity, please complete CI Number**



|  |  |
|--|--|
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>        |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b> |  |
| Length of time in current address:   |  |
| If Residential Address is less than two years, please provide details of previous address:     |  |
| Occupation:  |  |
| Date of Appointment:   |  |
| Contact Number:  |  |
| Email Address:   |  |
| <a href="#">Director/Council Member #2</a>   |  |
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>    |  |
| Nationality<br><b>For Corporate entity, please complete place of Incorporation</b>             |  |
| Passport / ID<br><b>For Corporate entity, please complete CI Number</b>                        |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>        |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b> |  |
| Length of time in current address:   |  |
| If Residential Address is less than two years, please provide details of previous address:     |  |
| Occupation:  |  |

|  |  |
|--|--|
| Date of Appointment:   |  |
| Contact Number:  |  |
| Email Address:   |  |
| Director/Council Member #3   |  |
| Name as <i>per ID/Passport</i><br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |
| Nationality<br><b>For Corporate entity, please complete place of Incorporation</b>   |  |
| Passport / ID<br><b>For Corporate entity, please complete CI Number</b>  |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>  |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>   |  |
| Length of time in current address:   |  |
| If Residential Address is less than two years, please provide details of previous address:   |  |
| Occupation:  |  |
| Contact Number:  |  |
| Email Address:   |  |
| Date of Appointment:   |  |
| * A meeting of directors is duly constituted for all purposes if at the commencement of the meeting there are present in person or by alternate not less than one-half of the total number of directors unless there are only 2 directors in which case the quorum is 2. |  |
| <b>Note: Kindly ensure the information provided in this Data Collection Sheet is accurate as the activation documents are prepared based on the information provided herein.</b>   |  |
| <b>MEMBERS / SHAREHOLDERS / FOUNDER'S DETAILS</b>  |  |
| Member/Shareholder/Founder #1  |  |

|   |  |
|---|--|
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>  |  |
| Length of time in current address:  |  |
| If Residential Address is less than two years, please provide details of previous address:  |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>   |  |
| Occupation:   |  |
| Contact Number:   |  |
| Email Address:  |  |
| Number of Shares ( <b>numerical figure is required</b> ):   |  |
| Consideration Paid:   |  |
| Date Entered as Member:   |  |
| Source of Wealth ( <b>Please be specific</b> ):   |  |
| Have you sought professional tax advice?  |  |
| Are you one of the following: <b>A regulated person (local or foreign), A member of a professional body whose rules of conduct are consistent with FATF Recommendations / who in relation to CDD is monitored by that body for compliance. If yes, please provide detail.</b> |  |
| <a href="#">Member/Shareholder #2</a>   |  |
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |

|   |  |
|---|--|
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>  |  |
| Length of time in current address:  |  |
| If Residential Address is less than two years, please provide details of previous address:  |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>   |  |
| Occupation:   |  |
| Contact Number:   |  |
| Email Address:  |  |
| Number of Shares ( <b>numerical figure is required</b> ):   |  |
| Consideration Paid:   |  |
| Date Entered as Member:   |  |
| Source of Wealth ( <b>Please be specific</b> ):   |  |
| Have you sought professional tax advice?  |  |
| Are you one of the following: <b>A regulated person (local or foreign), A member of a professional body whose rules of conduct are consistent with FATF Recommendations / who in relation to CDD is monitored by that body for compliance. If yes, please provide detail.</b> |  |
| <a href="#">Member/Shareholder #3</a>   |  |
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>  |  |

|   |  |
|---|--|
| Length of time in current address:  |  |
| If Residential Address is less than two years, please provide details of previous address:  |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>   |  |
| Occupation:   |  |
| Contact Number:   |  |
| Email Address:  |  |
| Number of Shares ( <b>numerical figure is required</b> ):   |  |
| Consideration Paid:   |  |
| Date Entered as Member:   |  |
| Source of Wealth ( <b>Please be specific</b> ):   |  |
| Have you sought professional tax advice?  |  |
| Are you one of the following: <b>A regulated person (local or foreign), A member of a professional body whose rules of conduct are consistent with FATF Recommendations / who in relation to CDD is monitored by that body for compliance. If yes, please provide detail.</b> |  |
| <b>Ultimate Beneficiary Owner</b>   |  |
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>  |  |
| Length of time in current address:  |  |

|   |  |
|---|--|
| If Residential Address is less than two years, please provide details of previous address:  |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>   |  |
| Occupation:   |  |
| Contact Number:   |  |
| Email Address:  |  |
| Source of Wealth <b>(Please be specific):</b>   |  |
| Have you sought professional tax advice?  |  |
| Are you one of the following: <b>A regulated person (local or foreign), A member of a professional body whose rules of conduct are consistent with FATF Recommendations / who in relation to CDD is monitored by that body for compliance. If yes, please provide detail.</b> |  |
| <b>SECRETARY / PROTECTOR</b>  |  |
| Name as per ID/Passport<br><b>For Corporate entity, as per Certificate of Incorporation</b>   |  |
| Nationality<br><b>For Corporate entity, please complete place of Incorporation</b>  |  |
| Passport / ID<br><b>For Corporate entity, please complete CI Number</b>   |  |
| Date of Birth<br><b>For Corporate entity, please complete the Date of Incorporation</b>   |  |
| Residential Address:<br><b>For Corporate Entity, please complete Registered Office address</b>  |  |
| Occupation:   |  |

|  |                           |
|--|---------------------------|
| Contact Number:  |                           |
| Email Address:   |                           |
| Date Entered as Secretary / Protector  |                           |
| Contact Person to deliver the entity documents (Will deliver to Shareholder #1/Founder if blank):  | Name:<br>Address:<br>Tel: |
| <b>If it is a Foundation, what is the purpose and objective of the Foundation?</b>   |                           |
|  |                           |
| <b>If it is a Foundation, who will be the President, Secretary, and Treasurer of the Foundation?</b>   |                           |
|  |                           |
| <b>If it is a Foundation, do you need a Power of Attorney? Yes/No (Note: When Nominee Foundation Council is appointed by our Firm, a General Power of Attorney is required in order control the Foundation. In these cases said Power is issued through a Private Document and usually said person is also appointed as the Foundation Protector.)</b> |                           |
| <b>(Name, Passport Number)</b>   |                           |
| <b>Additional Services:</b><br><b>Foundation Council Appointed by our Firm: Yes/No</b><br><b>Dedicated PO Box for the Foundation &amp; mail forwarding services: Yes/No</b>  |                           |
| <b>Note: Kindly ensure the information provided in this Due Diligent form is accurate as the activation documents are prepared based on the information provided herein.</b>   |                           |

(Director #1)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Director #2)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Director #3)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Member #1)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



(Member #2)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Member #3)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Ultimate Beneficiary)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Corporate Secretary)

Authorised Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_