



## Submission Checklist

Have you:

- 1) Filled in all applicable fields?
- 2) Signed against any alterations?
- 3) Signed in the "Authorisation & Agreement" section? i.e. Signing arrangement of Approved Person(s) or Account Signatures with unlimited amount authority (with company chop if applicable)
- 4) Attach copies of required documents below?

\*Copy of either one of the documents below for proof of residence within last 6 months and mail in together with the completed Change of Address Form for "Change of Registered Address". Address proof is not required for change of mailing address.

For a locally incorporated company:

- (a) a CR company search report / BRC to shown the registered address

For a company incorporated overseas:

- (a) a similar company search enquiry of the registry in the place of incorporation and obtain a company report to shown the registered address;
- (b) a certificate of incumbency or equivalent issued by the company's registered agent to shown the registered address;
- (c) a similar or comparable document to a company search report or a certificate of incumbency certified by a professional third party in the relevant jurisdiction verifying that the information of