

## DOCUMENTATION CHECKLIST - CORPORATE ACCOUNT

### Forms and documents required to be submitted:

#### Part A: Forms and Identification Documents Required

- ☐ Duly signed and completed Corporate Account Opening Form (AOF-C)
- ☐ Duly signed and completed Notice on Personal Data and Privacy to Customer Form (PDPA)
- ☐ Duly signed and completed Investment Suitability Assessment Form (SA Form - Corporate)
- ☐ Photocopy of the NRIC / Passport for all authorized signatories & beneficial owner (Except with documentation proof that they are not beneficial owner and do not exercise executive control over the daily or regular affairs of the entity. (See Clause 1.7 to 1.9 of App E of AML Guidelines) . In the event copy of ID is exempted as stated herein, confirmation of full name & ID number is still required for name scanning purposes.)
- ☐ Photocopy of the NRIC / Passport for all shareholders with 25% or more of shareholding in Corporation (if any)

#### Part B: Company Documents Required

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Society / Association / Cooperative / Club / Charity</li> <li><input type="checkbox"/> Government Body/<br/>Government linked companies (GLC)</li> <li><input type="checkbox"/> Sole Proprietor</li> <li><input type="checkbox"/> Partnership</li> <li><input type="checkbox"/> Malaysian Company (Berhad / Sdn Bhd)<br/>Corporate documentations (certified true copies / duly notarized copies required):</li> <li><input type="checkbox"/> Foreign Company</li> <li><input type="checkbox"/> Limited Liability Partnership</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Society's Constitutions or By Laws</li> <li><input type="checkbox"/> Certificate of Registration</li> <li><input type="checkbox"/> Committee / Board Resolution (include specimen signatures)</li> <li><input type="checkbox"/> Certificate of Incorporation / Constituent Documents</li> <li><input type="checkbox"/> Board &amp; Shareholders' Resolution (include specimen signatures)</li> <li><input type="checkbox"/> Partnership Agreement/ Joint venture Agreement/ Shareholders' Agreement/any other source document that sufficiently identifies the beneficial owner</li> <li><input type="checkbox"/> Business Registration NRIC / Passport</li> <li><input type="checkbox"/> Business profile, Form D and Form B (if applicable) issued by CCM</li> <li><input type="checkbox"/> Certificate of Registration or Partnership Agreement Committee Resolution (include specimen signatures)</li> <li><input type="checkbox"/> Business profile, Form D and Form B (if applicable) issued by CCM</li> <li><input type="checkbox"/> Partnership agreement or deed of partnership.</li> <li><input type="checkbox"/> For company incorporated before 31 January 2017: Form 24, Form 49, certificate of incorporation (Form 9), Form 24 and latest Annual Return or any other document(s) to support the shareholding of the company; or equivalent documents as below for any change after 31 January 2017.</li> <li><input type="checkbox"/> For company incorporated on or after 31 January 2017: Notification of registered address and office hours (S46(3)), Notification of change in the register of directors, managers and secretaries (S58), Certificate of Incorporation, Return of Allotment of Shares (S78), and the latest Annual Return (S68) or any other equivalent document(s) to support the shareholding of the company.</li> <li><input type="checkbox"/> Memorandum and Articles of Association or Constitution or by Laws</li> <li><input type="checkbox"/> Directors' resolution and specimen signatures</li> <li><input type="checkbox"/> Certificate of Incorporation</li> <li><input type="checkbox"/> Equivalent of Form 44/ (S46) - Notification of registered address and office hours</li> <li><input type="checkbox"/> Equivalent of Form 49/ (S58) - Notification of change in the register of directors, managers and secretaries</li> <li><input type="checkbox"/> Equivalent of Form 24/ (S78) - Return of Allotment of Shares</li> <li><input type="checkbox"/> Equivalent of latest Annual Return (S68)</li> <li><input type="checkbox"/> Memorandum and Articles of Association or Constitution or by Laws</li> <li><input type="checkbox"/> Directors' resolution and specimen signatures</li> <li><input type="checkbox"/> Certificate of Registration or Partnership Agreement Committee Resolution (include specimen signatures)</li> <li><input type="checkbox"/> Business profile, Form D and Form B (if applicable) issued by CCM</li> <li><input type="checkbox"/> Partnership agreement or deed of partnership</li> <li><input type="checkbox"/> Photocopy of the NRIC / Passport for all partners with capital contribution and/or voting rights of more than 25%</li> </ul> |
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#### Part C: Tax Documentation

- ☐ Individual / Controlling Person Self-certification Form (FATCA and CRS) for Beneficial Owner / Controlling Person (Except with documentation proof that they are not beneficial owner and do not exercise executive control over the daily or regular affairs of the entity. See Clause 1.7 to 1.9 of App E of AML Guidelines)
- ☐ FATCA - W8 / W9 Form / Certificate of loss of nationality of U.S. / Form i-407

**Nature of Business Code and Description:**

Code	Nature of Business	Code	Nature of Business	Code	Nature of Business	Code	Nature of Business
001	Accountant/Accountancy	018	Currency Dealer/Exchange	035	Int'l Business Corp (IBC)	052	Private Investment Co
002	Agriculture/ Mining	019	Dealer in Car/Boat/Plane	036	IT	053	Professional Service Co
003	Antique Dealer	020	Dealer in Precious Jewel	037	Lawyer Solicitors Attorney (Legal)	054	Properties
004	Arms Manufacturer/Dealer	021	Education and Teaching	038	Leather Goods Stores	055	Real Estate Agents Brokers
005	Art Dealer	022	Finance	039	Liquor Store (non-govt)	056	Restaurants
006	Arts/Entertainment	023	Financial Institution	040	Media/Publisher	057	Retail Stores - private owned
007	ATMs Operating Business (non-gov)	024	Food & Beverage	041	Mining	058	Share Broker/Dealer Unregulated
008	Auction House	025	Foreign Financial Colnst	042	Money Service Businesses	059	Shipping Business
009	Bank in non FATF country	026	Government	043	Money Transmitters	060	Technology
010	Casino/Gambling Business	027	Government-Misc	044	None/ Not Applicable	061	Telemarketers
011	Charitable Organisation	028	Government-Political	045	Non-Govt'l Organization (NGO)	062	Tourism and Hospitality
012	Cheq Cashing Facilities	029	Healthcare and Medical	046	Not-for-Profit Organization (NFPO)	063	Trading / Services
013	Cigarette Distributors	030	Hotels	047	Others	064	Transport Service
014	Construction	031	Import/ Export Business	048	Parking Garages (non-gov)	065	Travel Agencies
015	Construction/Tradess	032	Industrial Product	049	Pawn Brokers	066	Vending Machine Operator
016	Consumer Product	033	Infrastructure	050	Plantation		
017	Convenience Store	034	Insurance	051	Political Organisation		

SAMPLE

**ACCOUNT OPENING FORM (For Corporate only)**

In accordance with the requirements of the Capital Markets and Services Act 2007, this Form should not be circulated unless accompanied by the Product Highlights Sheet (PHS) and Prospectus / Supplementary Prospectus(es) (if any) / Information Memorandum ("Offer Document"). You are required to read and understand the contents of the Offer Document and the Terms and Conditions specified herein before completing this Form.

Please complete in BLOCK LETTERS and BLACK INK only. Tick (/) where applicable. Any alteration made must be countersigned.

**1. CORPORATE DETAILS (Please refer to Terms and Conditions item 3 for documents required)**

Organization Name																									
Registration No.													Date of Incorporation	DD		MM		YYYY							
Country Of Incorporation													Malaysian Tax Ref. No.												
Malaysia Sales and Service Tax (SST) Registration No.																									
Status (Controlled)	<input type="checkbox"/> Bumiputera, Malaysian Government						<input type="checkbox"/> Non-Bumiputera, Malaysian Government						<input type="checkbox"/> Bumiputera, Non Malaysian Government						<input type="checkbox"/> Non-Bumiputera, Non Malaysian Government						
Nature of Business	Code				Others																				
	(Please refer to the list provided)			(Please specify)																					
Email Address																									

Note: By providing your email address and/or mobile number to us, we have your consent to communicate and send information to you via email and/or short messages (SMS). Notices delivered to you via email or SMS are deemed to have been sent and received on the date of transmission.

Purpose of Investment	<input type="checkbox"/> Capital Preservation	<input type="checkbox"/> Income and Growth	<input type="checkbox"/> Income	<input type="checkbox"/> Growth
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**2. ADDRESS (Please provide City and Country)**

Registered / Permanent Business Address	
Address line 1	
Address line 2	
Address line 3	
Town/City	Postcode
State:	Country
Correspondence (Please complete if different from the above)	
Address line 1	
Address line 2	
Address line 3	
Town/City	Postcode
State:	Country

**3. CONTACT PERSON**

Name																									
Designation													Department												
Office Phone													Mobile Phone												
Fax No.																									
Email Address																									

**4. AUTHORITY TO OPERATE ACCOUNT**

**5. PREFERRED LANGUAGE FOR ANNUAL / SEMI-ANNUAL REPORT**

<input type="checkbox"/> One to Sign	<input type="checkbox"/> Two to Sign	<input type="checkbox"/> As per Resolution	<input type="checkbox"/> English	<input type="checkbox"/> Bahasa Malaysia
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**6. INVESTMENT DETAILS**

Currency (Please Specify: e.g. MYR, USD, AUD...etc)    (Please use a separate form for different currency)

**Income Distribution Pay Out**  
(Please select or it will be defaulted to auto reinvest. Please refer to item 7 of Terms and Conditions for further details)

<b>Fund Name</b>	<b>Gross Investment Amount</b>	<b>Investment Payment Mode:</b>
		<input type="checkbox"/> Online Banking / Telegraphic Transfer
		<input type="checkbox"/> Cheque / Bank Draft
		Cheque No. <span style="border: 1px solid black; padding: 0 10px;">  </span>
		Bank Name <span style="border: 1px solid black; padding: 0 10px;">  </span>
		Amount <span style="border: 1px solid black; padding: 0 10px;">  </span>
<b>Total Amount</b>		

Note: For first time investor, please complete a SA Form.

**7. BANK ACCOUNT DETAILS (For Redemption, Income Distribution Pay Out and Other Payment Purposes)**

Bank Name	
Bank Account No.	
Bank Account Name	

**For Distributor Use Only**

Adviser Name	
Adviser Code	
Contact No.	

**For Manulife IM (Malaysia) Use Only**

Account No.	
Transaction No.	
Receipt No.	

**MANULIFE INVESTMENT MANAGEMENT (M) BERHAD TERMS AND CONDITIONS****1. GENERAL**

- (a) The applicant will be bound by these Terms and Conditions and the terms of the Prospectus(es) including any Supplementary Prospectus(es) and Deed of each relevant Fund(s) in respect of all transactions.
- (b) Manulife Investment Management (M) Berhad Registration No: 200801033087 (834424-U) (hereinafter referred to as "Manulife IM (Malaysia)") reserves the right to vary the Terms and Conditions at any time without notifying the applicant.

**2. CORPORATE APPLICANT**

- (a) This application must be completed and duly signed in accordance with the Board Resolution.
- (b) Applicant must submit a certified copy of Memorandum and Articles of Association and the Board of Directors' Resolution to Manulife IM (Malaysia) and other documents that are required for reference as stated in this form.

**3. SUPPORTING DOCUMENTS REQUIRED FOR ACCOUNT OPENING**

- (a) Society / Association / Cooperative / Club / Charity
- Society's Constitutions or By Laws
  - Certificate of Registration
  - Committee / Board Resolution (include specimen signatures)
- (b) Government Body/ Government linked companies (GLC)
- Certificate of Incorporation / Constituent Documents
  - Board & Shareholder's Resolution (include specimen signatures)
  - Partnership Agreement/ Joint venture Agreement/ Shareholders' Agreement/ or other source documents that sufficiently identifies the beneficial owner
- (c) Sole Proprietor
- Business Registration NRIC / Passport
  - Business profile, Form D and Form B (if applicable) issued by CCM
- (d) Partnership
- Certificate of Registration or Partnership Agreement Committee Resolution (include specimen signatures)
  - Business profile, Form D and Form B (if applicable) issued by CCM
  - Partnership agreement or deed of partnership
- (e) Malaysian Company (Berhad / Sdn Bhd)
- Corporate documentations (certified true copies / duly notarized copies required):
- For company incorporated before 31 January 2017: Form 44, Form 49, certificate of incorporation (Form 9), Form 24 and latest Annual Return or any other document(s) to support the shareholding of the company; or equivalent documents as below for any changes after 31 January 2017.
  - For company incorporated on or after 31 January 2017: Notification of registered address and office hours (S46(3)), Notification of change in the register of directors, managers and secretaries (S58), Certificate of Incorporation, Return of Allotment of Shares (S78), and the latest Annual Return (S68) or any other equivalent document(s) to support the shareholding of the company.
  - Memorandum and Articles of Association or Constitution or by Laws
  - Directors' resolution and specimen signatures
- (f) Foreign Company
- Certificate of Incorporation
  - Equivalent of Form 44/ (S46) - Notification of registered address and office hours
  - Equivalent of Form 49/ (S58) - Notification of change in the register of directors, managers and secretaries
  - Equivalent of Form 24/ (S78) - Return of Allotment of Shares
  - Equivalent of latest Annual Return (S68)
  - Memorandum and Articles of Association or Constitution or by Laws
  - Directors' resolution and specimen signatures
- (g) Limited Liability Partnership
- Certificate of Registration or Partnership Agreement Committee Resolution (include specimen signatures)
  - Business profile, Form D and Form B (if applicable) issued by CCM
  - Partnership agreement or deed of partnership
  - A photocopy of the NRIC / Passport for all partners with capital contribution and/or controlling rights of more than 25%
- Notes for the above-mentioned items, except item C:
- (i) A photocopy of the NRIC / Passport for all authorized signatories & beneficial owner (Except when the applicant is a company, in which case, the applicant must provide a written statement in proof that they are not beneficial owner and do not exercise executive control over the daily or regular affairs of the entity. (See Clause 1.7 to 1.9 of App E of AML Guidelines) and the event copy of ID is exempted as stated herein, confirmation of full name & ID number is still required for name scanning purposes.)
- (ii) A photocopy of the NRIC / Passport for all shareholders with 25% or more of shareholding in the company (if any)

**4. INSTRUCTIONS / VOICE RECORDINGS**

- (a) All instructions given in writing, delivered or sent by facsimile transmission by the applicant or authorised persons as provided in this application shall be binding on the applicant. Manulife IM (Malaysia) is not obliged to verify the authenticity of any such instructions or the identity of any person giving such instructions.
- (b) Manulife IM (Malaysia) shall be entitled to use voice recording devices to record instructions communicated to it and such recording(s) will constitute evidence of the instructions.

**5. CONFIRMATION ADVICES / STATEMENTS**

Confirmation advices, statements, cheques and other documents shall be sent at the risk of the applicant's last updated address as notified to Manulife IM (Malaysia). If the applicant fails to notify Manulife IM (Malaysia) in writing of any errors in the confirmation advice within 14 days, or in the statement within 30 days of issue, the applicant shall be deemed to have waived any right to raise any objection or to pursue any remedies against Manulife IM (Malaysia) or the relevant Trustee(s).

**6. STATEMENT / REPORT / NOTICE**

- (a) A Transaction Statement or e-Statement or text message via SMS will be sent to the Applicant as a record of each and every payment or transaction made.
- (b) By providing email address, you have consented for Manulife IM (Malaysia) to issue you a tax invoice, all statements, Semi-Annual and Annual Report of the Fund(s) via an electronic format.
- (c) A half yearly Unit Holder Statement will be issued to summarise all transactions during the said period to enable the Unit Holder(s) to keep track of his / her investment.
- (d) Semi-Annual and Annual Report of the Fund(s) will be sent via electronic format or normal mail to the Unit holder(s) within 2 months from the end of each financial period / year.
- (e) All correspondences from Manulife IM (Malaysia) shall be directed to the registered address.
- (f) All written communication from Manulife IM (Malaysia) to the applicant shall be sent to the last updated address as notified by the applicant. Proof of posting shall be deemed to be proof of receipt 3 business days after posting.

**7. DISTRIBUTION INSTRUCTION**

Please refer to the relevant Master Prospectus, Prospectus, Supplementary Prospectus (if any) and/or Information Memorandum for income distribution policy.

If you opt for payout option, you are required to provide your bank account details for direct crediting purpose. In the absence of a valid bank account, the distribution (if any) will be reinvested. Payment cannot be made to accounts in the name of third parties. For joint account, the bank account provided could either be in the name of the principal account holder or in the names of both account holders.

**8. AUTHORITY TO OPERATE ACCOUNT**

The authorised signatory(ies) will be the only person recognised by Manulife IM (Malaysia) as having the authority to effect transactions on repurchase, transfer, switching and any other request or carry out any instructions in the operations of the account.

**9. REPRESENTATION**

The applicant shall not rely on any information or representations other than those contained in the relevant Deed and Prospectus(es) including any Supplementary Prospectus(es) and Supplementary Deed(s).

**10. SET-OFF**

Manulife IM (Malaysia) is entitled to set off any claim which Manulife IM (Malaysia) or the relevant Trustee(s) may have against any of the assets, units or cash of the applicant held by Manulife IM (Malaysia) or the relevant Trustee(s).

**11. MONIES**

- (a) All application monies must be paid or remitted as instructed and any cheque(s) must be honoured when presented.
- (b) If an application is rejected in whole or in part, the application monies or balance thereof will be returned (without interest, or any returns in the case of Islamic funds) by Manulife IM (Malaysia) by cheque or, at the cost of the applicant, by telegraphic transfer, within 10 business days from the date of application.
- (c) The applicant confirms that Manulife IM (Malaysia) may issue a cheque in Ringgit Malaysia to settle any redemption or other monies (if any) payable by Manulife IM (Malaysia). Such cheque shall be made payable to the Unit Holder(s) registered from time to time and sent to the last registered address of the Unit Holder(s) on Manulife IM (Malaysia) records unless otherwise notified in writing.

**12. REJECTION / CANCELLATION OF APPLICATION**

Manulife IM (Malaysia) reserves the right to:

- (a) Accept or reject any application in whole or in part without assigning any reason;
- (b) Request for additional documents from the applicant to support the application;
- (c) Cancel any investment units issued if the payment for the investment units cannot be matched within 3 business days of the receipt of the application or subscription instruction;
- (d) Vary these terms and conditions at any time without notifying the applicant.

**13. ANTI-MONEY LAUNDERING STATEMENTS**

The applicant hereby warrants that:

The applicant is the underlying principal of the Account (where applicable);

- No person other than the Applicant has or will have any interest in the Account (where applicable); and
- All monies as may be paid to Manulife IM (Malaysia) from time to time shall come from a legitimate (and not illegal) source; and
- The applicant agrees to provide all such information and documents as may be necessary to verify the applicant's identity and do all such acts and things as may be necessary to enable Manulife IM (Malaysia) to comply with all applicable Anti-Money Laundering and Counter Financing Terrorism (AML/CFT), and Know-Your-Customer laws, rules and regulations (whether in Malaysia or elsewhere). The Applicant agrees that Manulife IM (Malaysia) shall not be liable or responsible in anyway whatsoever and shall be held harmless against any loss arising as a result of or in connection with any delay or failure to process any application or transaction if such information or documents requested by Manulife IM (Malaysia) have not been promptly provided by the applicant to Manulife IM (Malaysia).
- Manulife IM (Malaysia) reserves the right to terminate the relationship if any documents requested pursuant to the AML / CFT requirements are not received within 14 days. In such event of termination, units will be redeemed at the closing NAV price at the end of the business day.

**14. INDEMNITY**

- (a) The applicant(s) hereby agree(s) to indemnify Manulife IM (Malaysia) and the relevant Trustee(s) and any of their authorised agents against any actions, proceedings, claims, losses, damages, costs and expenses which may be brought against, suffered or incurred by any or all of them arising either directly or indirectly out of or in connection with Manulife IM (Malaysia) accepting, relying on or failing to act on any instructions given by or on behalf of the applicant(s) unless due to the willful default or negligence of Manulife IM (Malaysia).
- (b) The applicant acknowledge and accepts that Manulife IM (Malaysia) has the absolute discretion to rely on facsimile and confirmation from the applicant and undertakes to indemnify and hold harmless Manulife IM (Malaysia), its employees and agents against all costs, expenses, loss of liabilities, claims and demands arising out of reliance on the applicant's confirmation.

**15. LEGAL AND TAX IMPLICATIONS**

The applicant shall acquaint himself with the relevant tax laws and exchange control regulations in force in the countries of his citizenship, residence or domicile.

**16. GOVERNMENT TAX**

All fees and charges (e.g. sales charge, switching fee, transfer fee, management fee, trustee fee and any other relevant fee(s) and/or charge(s), where applicable, may be subject to tax that may be introduced by the Government of Malaysia from time to time. The management Trustee and/or other service providers reserve the right to collect from you and/or the Fund an amount equivalent to the prevailing rate of tax payable for all charges and fees, where applicable.

Your obligation to pay any applicable taxes shall form part of the Terms and Conditions.

**17. PAYMENT TO MANULIFE IM (MALAYSIA)**

- (a) The completed Account Opening Form should be accompanied by payment and submitted to any Manulife IM (Malaysia) office, or its authorised Advisers.
- (b) Investment payment should be made payable to 'Manulife Investment Management (M) Berhad - Unit Trust Account'.
- (c) Manulife IM (Malaysia) shall not be liable to pay any interest to the Unit Holder(s) for any monies held by Manulife IM (Malaysia) for the Unit Holder(s) for any reason(s) whatsoever.
- (d) Units will be issued at the NAV of the Fund as at the next valuation point on forward pricing basis.

**18. COOLING-OFF PERIOD**

Please refer to the Prospectus and Supplementary Prospectus(es) (if any) or Information Memorandum for more information.

**19. UNIT TRUST LOAN FINANCING RISK DISCLOSURE STATEMENT****Investing in a Unit Trust Fund with Borrowed Money Is More Risky than Investing with Your Own Savings.**

You should assess if loan financing is suitable for you in light of your objectives, attitude to risk and financial circumstances. You should be aware of the risks, which would include the following:

- (a) The higher the margin of financing (that is, the amount of money you borrow for every ringgit of your own money which you put in as deposit or down payment), the greater the loss or gain on your investment.
- (b) You should assess whether you have the ability to service the repayments on the proposed loan. If your loan is a variable rate loan, and if interest rates rise, your total repayment amount will be increased.
- (c) If unit prices fall beyond a certain level, you may be asked to provide additional acceptable collateral (where units are used as collateral) or pay additional amounts on top of your normal instalments. If you fail to comply within the time prescribed, your units may be sold towards the settlement of your loan.
- (d) Returns on unit trusts are not guaranteed and may not be earned evenly over time. This means that there may be some years where returns are high and other years where losses are experienced. Whether you eventually realise a gain or loss may be affected by the timing of the sale of your units. The value of units may fall just when you want your money back even though the investment may have done well in the past.

This brief statement cannot disclose all the risks and other aspects of loan financing. You should therefore carefully study the terms and conditions before you decide to take a loan. If you are in doubt about any aspect of this risk disclosure statement or the terms of the loan financing, you should consult the institution offering the loan.

**20. ENTITY TAX RESIDENCY SELF-CERTIFICATION FOR FATCA (Foreign Account Tax Compliance Act) AND CRS (Common Reporting Standard)**

Please read these instructions before completing the section.

Regulations based on Foreign Account Tax Compliance Act ("FATCA") and Organisation for Economic Co-operation and Development ("OECD") Common Reporting Standard ("CRS") require financial institutions to collect and report certain required information based on an account holder's tax residence. Each jurisdiction has its own rules for defining tax residence. In general, for entities tax residence is defined as the jurisdiction where the entity has its place of management. Special circumstances may cause the entity to be resident elsewhere or resident in more than one jurisdiction at the same time (multiple residencies). For more information on tax residence, please consult your tax adviser or the information at the following link for FATCA and CRS at <https://www.irs.gov/> and <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/> respectively.

If the tax residence of the account holder is located outside of the country in which this account is maintained, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to the tax authorities in the country where the financial institution is located.

This self certification will remain valid unless there is a change in circumstances relating to the account holder's tax status, (e.g. a change in the ownership structure of the entity adding controlling person) or other mandatory fields included on this form. You must notify us **within 30 days** if there is a change in circumstance that makes any of the information provided in this form incorrect or incomplete and provide an updated self-certification form.

This section is intended to request information only where such request is not prohibited by applicable local law or regulations.

Please complete the following section(s) where you need to self-certify on behalf of an entity.

If you are a sole trader or sole proprietor do not complete this section. Instead please complete an "Individual / Controlling Person Self Certification Form (FATCA and CRS)".

**Where the account holder is a passive non-financial entity ("NFE"), or an investment entity located in a non-participating jurisdiction managed by another financial institution:**

Please provide information on the natural person(s) who exercise control over the account holder (such individuals referred to as "Controlling Person(s)") by completing an "Individual / Controlling Person Self Certification Form (FATCA and CRS)" for each Controlling Person. This information should be provided in respect of any account holder which is a passive NFE or investment entities located in a non-participating jurisdiction and managed by another financial institution.

**If you are completing the form on the account holder's behalf:**

You should indicate the capacity in which you have signed under the **DECLARATION AND UNDERTAKINGS**. For example you may be completing the form under a signatory authority or power of attorney.

**As a financial institution, we are not allowed to give tax or legal advice.**

If you have any questions about this form, these instructions, or defining your tax residency status, please speak to your tax adviser or domestic tax authority.

**21. MISCELLANEOUS**

References to persons include corporations, references to one gender include both genders and references to the singular include the plural and vice versa.

**22. CONTACT US**

Should you require more information, please contact Customer Service, Manulife Investment Management (M) Berhad Registration No: 200801033087 (834424-U), 13th Floor, Menara Manulife, 6 Jalan Gelenggang, Damansara Heights, 50490 Kuala Lumpur. Tel No. 03-2719 9271 or email us at MY\_CustomerService@manulife.com or visit our website at www.manulifeim.com.my.

**DECLARATION ON OWNERSHIP OF FUNDS**

A beneficial owner is defined as the natural person who ultimately owns or controls a customer or the person on whose behalf a transaction is being conducted and includes the person who exercises ultimate effective control over a body corporate or unincorporated.

Is there a beneficial owner in this application ☐ Yes *[Please complete the individual / Controlling Person Self-certification Form (FATCA & CRS) Form]* ☐ No

If yes, please indicate the following and enclose a copy of his/her NRIC / Passport :

Name : \_\_\_\_\_ NRIC / BrithCert. / Passport No. : \_\_\_\_\_

Source of Funds : \_\_\_\_\_ Source of Wealth : \_\_\_\_\_

Relationship with Applicant : \_\_\_\_\_

**DECLARATION PURSUANT TO FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)**

Please answer the following question in order to confirm your status under the tax laws and regulations of the United States:

Are you a United States citizen / United States resident / United States Permanent Resident Alien (i.e. a so-called U.S. green card holder)?

☐ Yes ☐ No

If yes, please submit Form W-9 of US Department of the Treasury Internal Revenue Service. A copy of Form W-9 can be obtained from the US IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**DECLARATION PURSUANT TO COMMON REPORTING STANDARD (CRS) ON TAX RESIDENCY**

1. Are you a Malaysia tax resident? ☐ Yes ☐ No  
 2. Are you a tax resident(s) in any country other than Malaysia? ☐ Yes ☐ No

**If YES, please list all the Entity's countries/jurisdictions other than U.S. where you are a resident for tax purposes and the associated taxpayer identification numbers ("TIN"). If there are more than 5 countries/jurisdictions, please use a separate sheet. Please refer to the OECD AEOI Portal for more information on tax residency: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.1760>**

If the Account Holder is not tax resident in any jurisdiction (e.g., because it is fiscally transparent), please provide the place of effective management or country in which its principal office is located.

Country / Jurisdiction of Tax Residency	Taxpayer Identification Number ("TIN") / Income Tax Reference Number
Please provide reason(s) for not providing the TIN/income Tax Reference Number.	

**ACCOUNT HOLDER'S CLASSIFICATION UNDER APPLICABLE TAX REGULATIONS**

Is the Account Holder an Active Non Financial Entity?

☐ Active Non-Financial Entity - a corporation the stock of which is regularly traded on one or more established securities markets or a corporation which is a related entity of such a corporation

Name of the established securities market on which stock is regularly traded

If the Account Holder is a related entity of a regularly traded corporation, provide the name of the regularly traded corporation

☐ Active Non-Financial Entity - others, please specify

☐ Active Non-Financial Entity - Governmental entity, Central Bank or International Organization

☐ If none of the above, please complete the below section A and section B

**Section A. FATCA Classification**

Please tick one of the below categories as appropriate

☐ a) Reporting FI in an IGA jurisdiction (please provide GIIN below)

☐ b) Participating Foreign Financial Institution in a non-IGA jurisdiction (please provide GIIN below)

☐ c) Non-Participating Foreign Financial Institution

☐ d) Deemed-Compliant Foreign Financial Institution (please provide GIIN below if you are a registered-deemed compliant foreign financial institution or sponsored entity with a GIIN)

For Trustee documented trust or sponsored entity, please provide the name of the trustee or sponsor and associated GIIN

Name of trustee(s) or sponsor(s)

Global Intermediary Identification Number (GIIN) of the trustee(s) or sponsor(s)

☐ e) Exempt Beneficial Owner

☐ f) Passive Non-Financial Entity. Please complete Individual (Controlling Person's) tax residency self-certification for each controlling person

☐ g) Others, please specify

**Global Intermediary Identification Number (GIIN)**

**Section B. CRS Classification**

Please tick one of the below categories as appropriate

- ☐ a) Financial Institution – other than a Professionally Managed Investment Entity (e.g. a fund), tax resident in a Non-Participating Jurisdiction under CRS
- ☐ b) Professionally Managed Investment Entity, tax resident in a Non-Participating Jurisdiction under CRS  
**Please complete Individual (Controlling Person's) tax residency self-certification for each controlling person"**
- ☐ c) Passive Non-Financial Entity  
**Please complete Individual (Controlling Person's) tax residency self-certification for each controlling person**

**DECLARATION AND UNDERTAKINGS**

I/We declare (as an authorised signatory of the Entity) that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete.

I/We acknowledge and understand that the information contained in this self-certification and any reportable account(s) may be reported to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which I/we may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I/We have read and understood the applicable provisions of the latest prospectus / information memorandum of the relevant fund (the "Fund") to which this account relates in relation to the gathering, storage, use, processing, disclosure and reporting of information provided by me/us in connection with the satisfaction of any governmental and/or regulatory requirements and/or other legal obligations relating to, but not limited to, information sharing and tax reporting, which may be applicable to the Fund from time to time, and agree and undertake to be bound by such terms (as they may be amended from time to time) and to perform all obligations thereunder.

I/We acknowledge, consent to and instruct (a) the gathering, retention and processing of any information contained in this form (as such information may be updated from time to time) and any other information regarding the account holder provided by me/us, by the Fund and/or any distributor of the Fund and/or any other entity duly designated by the Fund, (b) the transfer of such information to any administrative support provider and processor located within the EEA, Canada and India, where the transfer is necessary for the maintenance of records or administration of the information, and (c) the disclosure and reporting of any such information to any governmental or regulatory authority, including relevant tax authorities, of the country in which this account is maintained and the exchange of such information with any governmental, regulatory or tax authorities of any other country or countries in which the account holder may be tax resident where such countries (or governmental, regulatory or tax authorities in such countries) have entered into Agreements to exchange financial account information in connection with FATCA and/or OECD CRS.

I/We undertake to advise Manulife IM (Malaysia) and provide an updated self-certification form **within 30 days** of the occurrence of any change in circumstance which causes any of the information contained in this form to be incorrect or incomplete.

I/We declare that I/we have not been convicted by any court for any criminal offence whether within or outside Malaysia.

I/We declare that I/we have not been subjected to any bankruptcy proceedings or failed to meet any judgment debts whether within or outside Malaysia.

I/We acknowledge that I/we have received, read and fully understood the Prospectus(es), Supplementary Prospectus(es) (if any), Information Memorandum, Supplementary Information Memorandum (if any) or PHS, the Deed and Supplemental Deed(s) (if any) for the Fund(s) to be invested in and the terms and conditions stipulated in (i) Manulife Investment Management (M) Berhad (the Company) website (www.manulifeim.com.my) and (ii) all the notes, terms and conditions of this form and I/we undertake to be bound by them for my/our initial and subsequent transactions with the Company. I/We acknowledge that the same have been explained to me/us by the Company, and/or licensed unit trust adviser.

I/We hereby declare that all information and supporting documents provided herein are true, correct and complete and that I/we have not withheld any material facts or information which may influence the acceptance of this application.

I/We acknowledge and accept that the Company reserves the right to reject, withdraw or terminate forthwith without notice my application without assigning any reasons thereto and under no circumstances shall the Company be liable for any loss or damage for such action.

I/We am/are aware of the fees and charges that will be incurred directly or indirectly when investing in the unit trust fund(s).

Save and except in the event of gross negligence, I/we agree to indemnify the Company and any of their advisers any actions, proceedings, claims, losses, damages, costs and expenses which may be brought against, suffered or incurred by any or all of them either directly or indirectly out of or in connection with carrying out this request.

I/ We hereby declare that the investment decision has been reached as a result of my/our own independent judgment.

I/We acknowledge that I/We have read the above Unit Trust Loan Financing Risk Disclosure Statement and understood its contents.

I/We understand that if there is any change in the information provided, I/we shall notify Manulife Investment Management (M) Berhad (Manulife IM (Malaysia)) as soon as practicable.

Authorised Signatory(ies)

/   /

Date

Authorised Signatory(ies)

/   /

Date



## Manulife Investment Management (M) Berhad

### NOTICE ON PERSONAL DATA AND PRIVACY TO CUSTOMERS

This Privacy Notice is issued pursuant to the Personal Data Protection Act 2010.

#### Information we collect and how we use it

You have supplied Manulife (which means Manulife Holdings Berhad and all its subsidiary companies) with your personal information in connection with the application for any of our products and the provision of services or compliance with any laws or guidelines issued by regulatory or other authorities. These include and are not limited to details such as your name, identification number, address, phone number and email address as well as other non-public information including your financial, familial and non-familial information ("Personal Information"). Manulife may from time to time request for other Personal Information that may be relevant to consider your request for any other products or services.

The purposes for which your Personal Information are processed and/or used are as follows:-

- a) The processing of your application(s) for products and services offered by Manulife;
- b) Manulife's normal operation in relation to our products, services and facilities provided, including but not limited to marketing; business/regulatory/financial/risk reporting, monitoring and management; updating and communication; product design and development; fraud or crime prevention or investigation; audit; debt collection; statistical research or analysis; seeking advice or enforcement of legal rights; ancillary purposes such as registration for facilities;
- c) The compliance with the requirements to make disclosure under any law or regulations binding on Manulife or any of its affiliates, representatives and
- d) Other purposes directly relating to any of the above.

All customers' Personal Information will be kept confidential. However Manulife may disclose such information to subsidiaries, associated or related companies, professional advisors, agents, representatives, third party service providers, suppliers and vendors and their respective employees. Such Personal Information may be transferred to places outside of Malaysia as Manulife may deem fit.

Your continued usage of our products and Services is deemed as consent for Manulife to process your Personal Information for all the purposes as described above. You may choose not to give your consent or to limit your consent for Manulife to process and retain your Personal Information by writing in to us. If you choose not to give Manulife your consent, you can continue to interact with Manulife, but products and services may be limited.

#### Access and change requests

If you wish to access / change your Personal Information or withdraw consent for use of your Personal information for direct marketing purposes, please contact Customer Service, Manulife Investment Management (M) Berhad at 03-2719 9271 / [MY\\_CustomerService@Manulife.com](mailto:MY_CustomerService@Manulife.com).

#### Inquiries and complaints

If you have any queries or complaints relating to this Notice, you may contact Manulife's Personal Data Protection Officer at 03-2719 9228 / [MIMMB\\_PDPA@manulife.com](mailto:MIMMB_PDPA@manulife.com).

Manulife may review and update this Notice from time to time. You can log on to our website or contact Manulife's Personal Data Protection Officer to obtain the latest version of this Notice.

I have read and I understand and consent to the above terms.

First Applicant / Authorised Signatory(ies)		Joint Applicant / Authorised Signatory(ies)	
<b>*Please tick one:</b>		<b>*Please tick one:</b>	
I <input type="checkbox"/> agree / <input type="checkbox"/> disagree that any personal information collected or held by Manulife (whether contained in this application or otherwise obtained) may be held, used and disclosed by Manulife to third parties for the purpose of marketing and promotions.		I <input type="checkbox"/> agree / <input type="checkbox"/> disagree that any personal information collected or held by Manulife (whether contained in this application or otherwise obtained) may be held, used and disclosed by Manulife to third parties for the purpose of marketing and promotions.	
Signature	:	Signature	:
Name	:	Name	:
NRIC	:	NRIC	:
Date	:	Date	:

\* You may request for the Bahasa Malaysia version of this Form.

\*\* In the event of any discrepancy between the English and Bahasa Malaysia versions of this Notice, the English version would prevail.



SA Calculator Ref. No.                     

SA Form – Corporate

## INVESTMENT SUITABILITY ASSESSMENT FORM

This questionnaire helps MANULIFE INVESTMENT MANAGEMENT (M) BERHAD Registration No: 200801033087 (834424-U) (hereinafter referred to as “Manulife IM (Malaysia)”) determine the indicative asset allocation range of Unit Trust portfolio that suits your organisation’s risk profile. Your answer to the questions below only provide some indication of your organisation’s general risk profile which may or may not accurately reflect your organisation’s risk tolerance level.

### A. CORPORATE DETAILS

Organisation Name:	
Registration No.:	Account no.:
High Net-Worth Entity (Refer Schedule 1) (Please provide latest audited financial report)	<input type="checkbox"/> Yes : Please select <input type="checkbox"/> Opt out SA <input type="checkbox"/> Undergo SA <input type="checkbox"/> No : Please complete this SA Form
Experience in unit trusts	<input type="checkbox"/> < 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-5 years <input type="checkbox"/> > 5 years

### B. RISK PROFILE QUESTIONNAIRE

Please circle where applicable.

#### 1. What is your organisation’s latest audited profit?

- A) Less than RM0
- B) RM0 - RM100,000
- C) More than RM100,000 - RM500,000
- D) More than RM500,000 - RM1,000,000
- E) More than RM1,000,000

#### 2. What is your organisation’s latest audited liability?

- A) More than RM1,000,000
- B) More than RM500,000 - RM1,000,000
- C) More than RM100,000 - RM500,000
- D) More than RM0 - RM100,000
- E) RM0

#### 3. What is your organisation’s latest audited shareholders fund?

- A) More than RM1,000,000
- B) More than RM500,000 - RM1,000,000
- C) More than RM100,000 - RM500,000
- D) RM0 - RM100,000
- E) Less than RM0

#### 5. How long is your organisation’s investment experience in financial products (e.g. certificates of deposits, foreign currencies, stocks, bonds, investment funds, credit linked notes, structured products, futures, warrants, and commodities, etc)?

- A) No experience at all
- B) Less than 1 year
- C) 1 year to less than 2 years
- D) 2 years to less than 5 years
- E) 5 years or more

#### 6. What is your organisation’s investment objective?

- A) Capital preservation
- B) Income
- C) Income and growth
- D) Growth

#### 4. Which investment product(s) have your organisation ever held during the past 24 months?

(You may select more than one)

- A) Margin Trading/ Futures/ Options/ Equity Options/ Accumulators/ Forwards/ Credit-linked Notes with exposure to Structured Products
- B) Stocks/ Equity-linked Investments (non-Blue Chips)/ Investment Funds exposed to Emerging Markets, Regional Markets, Single Country or Single Sector/ Hedge Funds/ Foreign Exchange Options/ Option Embedded products
- C) Stocks/ Equity-linked Investments (Blue Chips)/ Global Equity Investment Funds/ Balanced Investment Funds/ Bond Investment Funds exposed to Emerging Markets, Regional Markets, Single Country/ High-yield Bond Investment Funds/ Currency-linked Deposits/ Credit-linked Notes without exposure to Structured Products
- D) Bonds/ Global Bond Investment Funds/ Foreign Currencies
- E) Certificates of Deposits/ Capital-guaranteed Investment Products/ Money Market Funds
- F) None of the above during the past 24 months but some of the above or other financial products prior to the past 24 months
- G) Never held any investment products so far

**7. How long is your organisation's expected investment horizon?**

- A) Less than 1 year
- B) 1 year to 5 years
- C) 6 years to 10 years
- D) 11 years to 20 years
- E) More than 20 years

**8. What is your organisation's expected return?**

- A) 0 - 4%
- B) More than 4% - 6%
- C) More than 6% - 8%
- D) More than 8% - 12%
- E) More than 12%

**9. Which statement can best describe your general attitude towards financial investment?**

- A) I cannot put up with any price fluctuation and have no interest on earnings.
- B) I can only put up with little price fluctuation and wish to have earnings slightly higher than bank deposit rates.
- C) I can put up with some price fluctuation and wish to have earnings much better than bank deposit rates.
- D) I can put up with high degree of price fluctuation and wish to have earnings comparable to stock market indexes.
- E) I can put up with any price fluctuation and wish to have earnings remarkably higher than stock market indexes.

**How to Score the Risk Profile Questionnaire**

Question Number	A	B	C	D	E	F	G	Your points
Question 1	1	2	3	5	7			
Question 2	1	2	3	5	7			
Question 3	7	5	3	2	1			
Question 4*	9		5	3	1	1	0	
Question 5*	0			4	5			
Question 6	1	2	3	5				
Question 7	1	2	3	5	5			
Question 8	1	2	3	4	6			
Question 9^	0	1	3	4	5			
Please total your points from the 9 questions and write your total here:								

\* As the question allows multiple answers, only the answer carrying the higher score is used in the calculation.

^ If your answer to question 9 is "A", the score of both questions 4 and 5 is zero, which means your total risk score does not count your investment experience and holdings of investment products.

**C. RISK ASSESSMENT RESULT (TO BE COMPLETED BY UNIT TRUST ADVISER):**
**(i) Risk Profile** (Please select one in accordance to Risk Score)

Risk Score	General Risk Profile Description	Recommended Asset Allocation	Your Score	Maximum Risk Score
6 - 22	<b>Conservative</b> Your organisation can accept investments with low risk returns.	Equity: 10% - 30% Bond/ Money Market: 70% - 90%		2.90
23 - 39	<b>Moderate</b> Your organisation can accept investments with medium risk exposure and price fluctuation for capital growth potential.	Equity: 40% - 60% Bond/ Money Market: 40% - 60%		3.80
40 - 56	<b>High Risk</b> Your organisation can accept investments with high risk exposure and price fluctuation for substantial capital growth.	Equity: 70% - 90% Bond/ Money Market: 10% - 30%		4.70

**(ii) Decision (Please select one)**
With Servicing Adviser

- ☐ **Within Risk Profile** - Portfolio of products recommended by Unit Trust / PRS Adviser is **in accordance** with the investor's risk profile.
- ☐ **Exceeds Risk Profile** - Notwithstanding the result of this assessment, the investor confirms and decides to purchase the portfolio of products based on the investor's judgement / preference which the portfolio's risk profile may be **exceeding** the investor's risk profile.
- ☐ **Self-Execution - Adviser only provides administrative service** to investor who has investment knowledge. The investor confirms and decides to purchase the portfolio of products based on the investor's judgement / preference which the portfolio's risk profile may be **exceeding** the investor's risk profile.

Without Servicing Adviser

- ☐ **Self-Execution - Investor decided to select own funds to invest**  
Notwithstanding the result of this assessment, the investor confirms and decides to purchase the portfolio of products based on the investor's judgement / preference which the portfolio's risk profile may be **exceeding** the investor's risk profile.

**D. ACKNOWLEDGEMENT & DECLARATION:**

No.	Remarks	Yes (✓) / No (X)
1	I declare that all information disclosed is true, complete and accurate.	
2	I acknowledge receipt of a copy of the prospectus / product highlight sheet (PHS) / Disclosure Document (if any) and the relevant disclosure document which have been given to me.	
3	(a) <b>With Servicing Adviser</b> - The Unit Trust / PRS adviser has explained and I have understood the features and risks of the fund(s). I understand and shall bear full responsibility for my investment decisions.	
	(b) <b>Without Servicing Adviser</b> - I have understood the features and risks of the fund(s). I understand and shall bear full responsibility for my investment decisions.	
4	I decline to provide certain information required for product suitability assessment and understand that this may adversely affect my suitability assessment.	

<div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div>             Investor's Signature           </div> <div>             Name: _____               Date Undertaken: _____           </div>	<div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div>             Unit Trust / PRS Adviser's Signature           </div> <div>             Adviser Name: _____              Adviser Code: _____              Date Undertaken: _____           </div>
<b>Remarks:</b> _____	

**WARNING**

THE RECOMMENDATION IS MADE BASED ON INFORMATION OBTAINED FROM THE SUITABILITY ASSESSMENT. INVESTORS ARE ADVISED TO EXERCISE JUDGMENT IN MAKING AN INFORMED DECISION IN RELATION TO THE UNIT TRUST / PRS FUNDS.

THE ASSESSMENT RESULTS ONLY SERVE AS A REFERENCE FOR YOUR CONSIDERATION AND SHOULD NOT BE CONSTRUED AS AND SHALL NOT FORM PART OF AN OFFER OR SOLICITATION TO BUY OR SELL ANY UNIT TRUST / PRS FUNDS.