

UT (Individual - EPF Plan) Checklist for

(individual's name)

Note: This checklist is to be completed by Sales Personnel. Please tick (✓) in the appropriate check box. If the document was not relevant, please put 'N/A' in the check box.

For New Individual Investor

1. Individual Customer Information Form ☐
2. FATCA and CRS for Individual ☐
3. KIBB UT Account Opening (Product) Form ☐
4. UTMC Investment Application Form ☐
5. Respective UTMC's Privacy Policy ☐
6. Investor Suitability Assessment & Risk Profiling Form ☐
7. KIBB Vulnerable Customer Assessment Form (For Vulnerable Customer) ☐
8. Letter of Consent ☐
9. One (1) photocopy of NRIC (front & back) / Passport (for foreigner)
- must be "Original Sighted and Signed" by Sales Personnel ☐
10. One (1) photocopy of Working Permit (for foreigner)
- must be "Original Sighted and Signed" by Sales Personnel ☐

For New/ Subsequent Investment

1. KIBB UT/PRS Transaction Form For Individual ☐
2. UTMC Transaction Application Form ☐
3. KWSP 9N Form ☐
4. One (1) photocopy of NRIC (front & back) / Passport (for foreigner)
- must be "Original Sighted and Signed" by Sales Personnel ☐

For Redemption

1. KIBB UT/PRS Transaction Form For Individual ☐
2. UTMC Transaction Form ☐
3. A photocopy of Letter of EPF Release Control - only for EPF Account Holder who has reached the retirement age ☐
4. One (1) photocopy of NRIC (front & back) / Passport (for foreigner)
- must be "Original Sighted and Signed" by Sales Personnel ☐

For Cooling-off / Switching

1. KIBB UT/PRS Transaction Form For Individual ☐
2. UTMC Transaction Form ☐

For Transfer of Investment

1. KIBB UT/PRS Transaction Form For Individual ☐
2. KIBB Transfer of Servicing Agent ☐
3. UTMC Transaction Form ☐

Note: For deceased Investor

- (i) Muslim or with or without Will, the claimant must report to Amanah Raya Berhad for the arrangement of deceased investor's units.
- (ii) Non-Muslim with Will, the claimant must obtain a Grant of Probate (at least 1 year from High Court) from any solicitor as evidence of beneficiary to claim the deceased investor's units.
- (iii) Non-Muslim without Will, the claimant must obtain a Letter of Administration (at least 1 to 2 years from High Court) from any solicitor as evidence of beneficiary to claim the deceased investor's units.

- 4 One (1) photocopy of NRIC of the Transferor / Transferee
- must be "Original Sighted and Signed" by Sales Personnel ☐
- 5 One (1) photocopy of Marriage / Death Certificate
- must be "Original Sighted and Signed" by Sales Personnel ☐
- 6 Letter of Release Control ☐

Reminder To The Sales Personnel:

1. A copy of the relevant Product Highlights Sheet(s) and Master Prospectus/Information Memorandum must be provided to the Investor(s) during the presentation of the investment. ☐
2. All forms MUST be **duly completed** by Sales Personnel. ☐

Prepared / Referred By	Name:	Mobile No:
	Branch:	Submission Date:
	BDM / Team Lead:	
Checked By (Operations)	Name:	Date:
	Trader Name:	
	Trader Code:	RM Code: