Portfolio Administration Support Services

MBC Securities Limited

Instruction:

Please complete the section of this form to make it eligible for processing and return to the Customer Service Unit.

Name In full:

Address:

Tel No.: **Email:**

Please tick as appropriate to select for service(s).

S/N	Portfolio Administration Support Services Types		Tick	Unit(s)
1.	Statement of Account Holdings (Registrars).			
2.	Statement of Dividend Payment History.			
3.	Change of Name.			
4.	Letter of Direct Crediting (Dividend).			
5.	Change of Address.			
6.	Correction of Name at the Registrar.			
7.	Correction of Name at CSCS.			
8.	CSCS Online Access			
9.	Share Certificate Verification Fee			
10.	Specimen Signature.			
11.	Collection of Statement of Account from CSCS.			
12.	CSCS SMS Trade Alert.			
13.	Migration of shares from Registrars to CSCS.			
14.	Processing fee for Inter-Member Account Transfer (Outgoing).			
15.	Collection of Activity Report from CSCS.			
16.	Global Share Search.			
17.	Placement of Caution on Account			
18.	Removal of Caution on account			
19.	Conversion to Deceased Account to Estate Account			
20.	Reconfirmation of Bankers Confirmation Letter (APR Registrars Only).			
21.	Mandate for E-Dividend Payment			
22.	Payment for special account with CSCS			
23.	Renewal Payment for special account with CSCS			
24.	Portfolio Valuation for Embassies/Schools Abroad and Government Agencies.			
25.	Issuance of Broker's Indemnity			
26.	**GTB GDR Conversion**	Registrars Cancellation Fee		
		MBCsec Processing Fee		
			Value of Recovery (N)	**Percentage (%)**
27.	**Investigation and Recovery of Shares and Dividends**	Investigation & Recovery of Shares		
		Investigation & Recovery of Dividend		

Client's Signature

(For Joint Account Holders Only)