

I/We \_\_\_\_\_ whose name appears as payee on the following cheque or draft of mutual fund or company \_\_\_\_\_ for payment of dividends, interest, or other cash benefits:

- |   |  |
|---|--|
| 1. Number _____ dated _____ for THB _____ | 6. Number _____ dated _____ for THB _____  |
| 2. Number _____ dated _____ for THB _____ | 7. Number _____ dated _____ for THB _____  |
| 3. Number _____ dated _____ for THB _____ | 8. Number _____ dated _____ for THB _____  |
| 4. Number _____ dated _____ for THB _____ | 9. Number _____ dated _____ for THB _____  |
| 5. Number _____ dated _____ for THB _____ | 10. Number _____ dated _____ for THB _____ |

I/We would like to request that Thailand Securities Depository Co., Ltd. (TSD) take action on the cheque/draft of dividend/interest/other cash benefits, as follows: (Please tick )

- Change the date on the cheque/draft to the present date since the cheque draft was issued more than six months ago.
- Issue a new cheque/draft since  it was lost.  it was torn or damaged.  I have changed my name/surname.
- the securities holder passed away.

Please make a cheque/draft payable to \_\_\_\_\_

(In case of the request for a new cheque/draft to be replaced because such cheque/draft was lost, I would like to confirm that if I can find the lost cheque/draft later on, I will return it to TSD immediately.)

- Issue a new  Draft  Swift\_Telex (Please specify the currency.) \_\_\_\_\_
- Receive a returned cheque/draft that The Post Office has returned to TSD.
- Others: \_\_\_\_\_

According to my request above, in case TSD has found one or more **of my cheque/draft returned to TSD**, please issue a new one by combining the value of all the returned cheques/drafts in one cheque/draft/  I do not want to receive the cheque/draft this time. (Please tick )

When TSD has completed the details as requested, I would like to obtain the cheque/draft and/or withholding tax certificate to me via: (Please tick )

- I will pick it up at TSD. Please contact me at this telephone number \_\_\_\_\_
- Please send via registered postal mail to this address (Please specify your address.) \_\_\_\_\_
- Postal code \_\_\_\_\_

I/We hereby certify that the above statements are true and in compliance with the confirmation as specified in this request form. If there is any damage or anything that have caused damage to TSD related to the arrangement of the items above, I/We shall be fully responsible for and shall unconditionally compensate TSD for the damage in full.

**Please turn page over for list of required documents** 

Signature \_\_\_\_\_ Securities holder  
( \_\_\_\_\_ ) Phone no. \_\_\_\_\_

I have already received a cheque with valid date. \_\_\_\_\_

**(If a proxy has been assigned, please sign as both the securities holder and the grantor)**

I/We hereby authorize _____ as my/our representative,		Revenue stamp THB 10
with full authority <input type="checkbox"/> to file this application <input type="checkbox"/> to file this application and receive cheques and/or drafts		
Signature _____ Grantor ( _____ )	Signature _____ Grantee ( _____ ) Phone no. _____	

<b>For official use only</b>	I have already checked all original identification documents.
Date _____ Transaction no. _____ Checker _____	Signature _____ Officer _____



**Documents to be submitted for amending cheques or drafts**



1. Application for amending cheques or drafts signed by securities holder.
  2. The following documents.
    - 2.1 If requesting a new cheque to replace a lost one, please attach the following:
      - A report from any police station specifying the following details, which can be obtained from TSD.
        - ❶ The securities holder's name
        - ❷ Name of company issuing the securities
        - ❸ Cheque number
        - ❹ Date on cheque
        - ❺ Amount of dividend
 (Any copy of the report from a police station must be certified as true by the police and within the past 90 days.)
- Remarks: In case, a report from any police station outside Thailand must have been:**
- Certified true by notary public or agency of the government having jurisdiction where the document was executed.
  - Certified true by the Thai Embassy or Consulate of Thailand in the country having jurisdiction over the affidavit of incorporation and notary Public whose stamp has been affixed.
  - Certified within the past 12 months before being submitted to TSD.
  - Translated into English if necessary.
- 2.2 If requesting a new cheque to replace one which is more than six months old or has become deteriorated or is incomplete, has issued the new draft, please attach the original cheque.
  - 2.3 If requesting a change of name/ surname, **please** attach a copy of the certificate showing a change of name or surname or marriage or divorce certificate as the case may be.
  - 2.4 If the securities holder has deceased, attach the following documents certified true with an original signature of the estate administrator :
    - A copy of the court decree appointing the administrator of the inherited estate, certified within the past 12 months before being submitted to TSD.
    - A copy of the deceased securities holder's death certificate.
3. Identification documents, according to the type of person. In case of other individuals, please contact SET Contact Center as shown at the bottom of the form.

Type of person	Documents to support request to amend cheques or drafts in case of a name/ surname change	Documents for other types of requests
<b>Individual person</b> - Thai Nationality	1. By Self-contact (Shareholder contact us personally) - The original of Thai National Identification Cards (Thai ID Cards) of Shareholder.  2. By Person authorized - The original of Thai ID Cards of Shareholder, as well as their certified true copies of Thai ID Cards. * <u>If the original of Thai ID Cards of Shareholder cannot be shown,</u> - The original of the document issued by the sub-district or district office, identifying to use those certified true copies instead of the original Thai ID Cards. This document must be certified within the past 90 days.  3. By Registered mail - Certified true copies of Thai ID Cards of Shareholder.	- A copy of the person's Thai national I.D. card, certified true with an original signature.
<b>Individual person</b> - Other Nationalities	1. By Self-contact (Shareholder contact us personally) - The original of the signatory's alien identity card or passport of Shareholder.  2. By Person authorized - The original and a copy of the signatory's alien identity card or passport of Shareholder, as well as their certified true copies of the signatory's alien identity card or passport. * <u>If the original passport cannot be shown or the documents are being submitted by registered mail,</u> - The copy of the passport has to be certified by a notary public, and both the copy and notary public stamp certified by the Thai embassy or consulate.  ♦ Certified within the past 6 months before being submitted to TSD. * <u>If the original signatory's alien identity card cannot be shown or the documents are being submitted by registered mail,</u> - Certificate of civil registration (within the past 90 days)	- A copy of the signatory's alien identity card or passport, certified true with an original signature.
<b>Juristic person</b> - Thai Nationality	1. A copy of the juristic person certificate issued by the Ministry of Commerce within the past 6 months, with the original signatures of directors authorized to represent the Company or their representatives, following the company's conditions.  2. A copy of the national I.D. card/alien identity/passport of directors who are authorized to represent the company, certified true with original signatures.	
<b>Juristic Person</b> - Other Nationalities	1. A copy of the company's registration certificate issued by the regulating government agency.  2. A copy of the juristic person's affidavit of incorporation showing directors authorized to bind the company and conditions relating thereto, showing the company's Headquarters location and authority of the signatory. This affidavit must be issued by an authorized official of the juristic person or the government agency having jurisdiction over the juristic person.  3. A copy of the passport or other official identity document of each authorized director signing this document, certified true with an original signature.  <u>All documents for "Other Nationalities" above, must have been :</u> (1) The notary public or any competent authority in the country where such documents were prepared or certified correct, shall certify the signature of the person who prepared such documents, or who certified the accuracy of such documents. (2) An official of the Thai Embassy or Thai Consulate in the country where such documents were prepared or certified correct, shall certify the signature and the seal of the public or any other authority which performed the act under (1). (3) Certified within the past 6 months before being submitted to TSD. (4) Translated into English if necessary.	

Cheque\_1/2021\_EN : 20210104

