



Requested by:  Principal Holder  Joint Holder  Corporate  Marketing Representative  Unit Trust Consultant

**BASIC DETAILS**

Company Registered Name / Name As per MyKad / Passport / Other ID :

Company Registration No / Client Code : \_\_\_\_\_  
 Account Number : \_\_\_\_\_

**CHANGE(S) REQUEST**

1. Names to be corrected (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant / Corporate)  
 (Please enclosed a copy of your MyKad / Passport / Other ID): \_\_\_\_\_

2. MyKad / Passport / ROC / ROS (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant):

3. Mailing Address (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant / Corporate):

4. Marital Status:  Single  Married  Divorced  Widow

5. Occupation / Nature of Business: \_\_\_\_\_

6. Annual Income (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant): \_\_\_\_\_

7. Contact Number (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant / Corporate):

8. Email Address / Company Email Address (Principal Holder / Joint Holder / Marketing Representative / Unit Trust Consultant):

9. Update Signature(s): Principal Holder: \_\_\_\_\_ Joint Holder: \_\_\_\_\_  
 Marketing Representative / Unit Trust Consultant: \_\_\_\_\_

10. Signature Authorization:  Principal to Sign  Either one to Sign  Both to Sign  Authorised persons  
 Corporate directors

11. Tax Residency:

Principal Holder  Malaysia tax resident  Malaysia & Non-Malaysia tax resident  Non-Malaysia tax resident

Joint Holder  Malaysia tax resident  Malaysia & Non-Malaysia tax resident  Non-Malaysia tax resident

Marketing Representative / Unit Trust Consultant  Malaysia tax resident  Malaysia & Non-Malaysia tax resident  Non-Malaysia tax resident

Corporate Account  Malaysia tax resident  Malaysia & Non-Malaysia tax resident  Non-Malaysia tax resident

12. Bank Account Details:

Principal Holder Bank Name: \_\_\_\_\_ Principal Account Holder Number: \_\_\_\_\_

Principal Account Name: \_\_\_\_\_

Joint Holder Bank Name: \_\_\_\_\_ Joint Account Holder Number: \_\_\_\_\_

Joint Holder Account Name: \_\_\_\_\_

Marketing Representative / Unit Trust Consultant Bank Name: \_\_\_\_\_

Marketing Representative / Unit Trust Consultant Account Holder Name: \_\_\_\_\_

Marketing Representative / Unit Trust Consultant Account Number: \_\_\_\_\_

13. Marketing Representative / Corporate Marketing Representative:

**From:**

Name: \_\_\_\_\_

Agent Code: \_\_\_\_\_ Agency: \_\_\_\_\_

**To:**

Name: \_\_\_\_\_

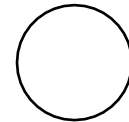
Agent Code: \_\_\_\_\_ Agency: \_\_\_\_\_

**DECLARATION BY THE INVESTOR**

I / We confirm that the information provided is correct and authorize Berjaya Mutual to act on the changes. I / We agree that I / We have read & understood the terms and conditions and agree to be bound by it.

\_\_\_\_\_  
Signature of Principal Holder  
/ Director / Authorised  
Person

\_\_\_\_\_  
Signature of Joint Holder /  
Director / Authorised  
Person



Company Stamp:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DECLARATION BY THE INVESTOR**

1. This Change Request will not be processed unless it has been signed by the authorized investor. For changes requested for joint accounts where signatory instructions is 'Both to Sign', the Change Request form must be duly signed by both / all parties.
2. Berjaya Mutual may require additional documentations to effect the changes requested. This Change Request will not be processed if the required documentation has not been received by Berjaya Mutual.
3. Berjaya Mutual will not be liable for any loss incurred due to incorrect information being supplied by the investor.
4. Berjaya Mutual reserves the right to withhold processing of any unclear, incomplete or ambiguous requests forwarded by the investor.
5. The responsibility of ensuring that the Change Request has been received and has been acted upon by Berjaya Mutual will lie with the investor. A fax confirmation receipt in the hands of the sender will not be regarded as proof that Berjaya Mutual has received a specific document.
6. The investor can check and confirm that the Change Request has been acted upon by receiving new confirmation email by Berjaya Mutual.
7. Where this Change Request form is signed on behalf of the investor, the signatory warrants that he / she has authority to do so, that the information contained here is in correct in all respects and he / she indemnifies Berjaya Mutual against any and all damages and / or loss arising from such event.
8. Berjaya Mutual shall not be liable or responsible, for any reason, in the event that the signatory to this is not duly authorised and the signatory indemnifies Berjaya Mutual against any and all damages and / or loss arising from such event.
9. Berjaya Mutual will not be liable for any damages or losses of whatsoever nature arising out of Berjaya Mutual's failure to action this instruction due to occurrences beyond the control of Berjaya Mutual.
10. Copies of all verification documentation must accompany this Change Request Form. Berjaya Mutual will not be obliged to process this form until it has received the required documentation.
11. Berjaya Mutual will not be liable for any loss or damage or whatsoever nature arising from the inability of Berjaya Mutual to process this form due to the fact that the requirements of the relevant regulatory Acts and Guidelines have not been complied with.
12. The investor indemnifies and holds Berjaya Mutual harmless against any loss or damage which the investor may suffer as a result of any commission or omission by Berjaya Mutual.

**FOR OFFICE USE**

Received by:	Verified by:	Approved by:
Date:	Date:	Date: