

## Application for the Amendment/Issuance of Cheque or Draft for Dividend/Interest/Other Cash Benefits



I \_\_\_\_\_ whose name appears as payee on the cheque/draft for the receipt of dividend/interest/other cash benefits from company/mutual fund \_\_\_\_\_ with the details as follows:

1. Number _____ Dated _____ Amount in THB _____	5. Number _____ Dated _____ Amount in THB _____
2. Number _____ Dated _____ Amount in THB _____	6. Number _____ Dated _____ Amount in THB _____
3. Number _____ Dated _____ Amount in THB _____	7. Number _____ Dated _____ Amount in THB _____
4. Number _____ Dated _____ Amount in THB _____	8. Number _____ Dated _____ Amount in THB _____

I would like to request that Thailand Securities Depository Co., Ltd. ("TSD") proceed in relation to the cheque/draft for dividend/interest/other cash benefits as follows (please select  )

- Issue a new cheque/draft because
- |  |  |
|--|--|
| <input type="radio"/> The date on the cheque/draft exceeds six months since the date of issuance | <input type="radio"/> The original one is lost |
| <input type="radio"/> The original one is damaged  | <input type="radio"/> Name or surname changes  |
| <input type="radio"/> The securities holder passed away  |  |

Payable to \_\_\_\_\_

(In case I request to issue a new cheque/draft because the original one is lost, I hereby confirm that should the lost cheque/draft is subsequently found, I will promptly return the same to TSD immediately.)

- Change the cheque to  Draft  Swift Telex (please specify the currency) \_\_\_\_\_
- Receive the cheque/draft returned by the post office to TSD
- Others \_\_\_\_\_

**Moreover**, pursuant to my request to affect the transaction above, in an event TSD found that I have cheque/draft for **other outstanding items** returned to TSD, I request that TSD issue the new cheque/draft which includes the value of such outstanding cheque/draft at the same time /

- I do not wish to receive the cheque/draft on this occasion (please select  )

When TSD has proceeded as I requested, I wish to receive the cheque/draft and/or the withholding tax certificate via: (please select  )

- Receive at TSD. Please contact me at this telephone number \_\_\_\_\_
- Send via registered mail to this address (please specify your address.) \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

I hereby certify that the aforementioned statements are true. Should TSD incur any damage or potential damage as a result of the undertaking specified above, I shall be fully responsible for any damage caused and shall compensate TSD in full.

I have thoroughly read all the details specified in the privacy notice of the Stock Exchange of Thailand group ("SET Group") (<https://www.set.or.th/privacy-notice.html>) and acknowledged that my personal data, and any third party's personal data I have provided to TSD (if any) will be processed and protected under such privacy notice. In this regard, I hereby confirm and represent that I have procured such third party to read all the details specified in such privacy notice and have duly obtained a proper and lawful consent from such third party to provide the personal data of the third party to TSD.

In addition, I hereby acknowledge that in case of any special action (such as where fingerprint is used instead of signature) which additional information that may contain sensitive personal data is required to be submitted to TSD and such additional information is necessary for the provision of TSD service, not providing such additional information may render TSD to be unable to provide TSD service to me/us. Hence, by signing this application, I/we agree and consent that such sensitive personal data to be processed by TSD in connection with the purpose of the provision of TSD service.

Please turn page over for list of required documents ↗

Signature \_\_\_\_\_ Securities holder  
( \_\_\_\_\_ ) Phone number \_\_\_\_\_ email address \_\_\_\_\_

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

I/We hereby authorize _____ as my/our representative,		Stamp Duty 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 _____

Remark : 1. Sensitive Data means the information which can be considered as the personal data as prescribed in section 26 of the PDPA, for instance, religious belief, blood type, etc.

2. TSD will consider the above documents when receiving the complete documents and clear information such as the copy of identification documents or signature.



**Supporting Documents for the Application for the Amendment/Issuance of Cheque or Draft for  
Dividend/Interest/Other Cash Benefits drafts**

1. Application for the amendment/issuance of cheque or draft for dividend etc. with the details filled in and signed by the securities holder correctly and Completely.
2. Additional documents for the amendment/issuance of new cheque in each case:
  - 2.1 In case of requesting for issuance of a new cheque because the old one is lose, please attach a report from any police station specifying the details of the lost cheque\* as follows:
    - ❶ securities holder's name ❷ securities' name ❸ dividend cheque number ❹ date on dividend cheque ❺ amount of money

(In case the report from a police station is a copy, the police officer shall sign to certify true and correct copy whereby such copy shall not be issued more than 90 days ago.)

\* The details of the dividend/interest cheque etc. can be inquired at Thailand Securities Depository Co., Ltd. ("TSD")
  - 2.2 In case of requesting for issuance of a new cheque or draft due to the change to the date on the cheque, the original cheque is damaged or the cheque is changed to draft, please attach the original cheque.
  - 2.3 In case of requesting for issuance of a new cheque due to the change to the name/surname, please attach the documents in relation to the change in name-surname, marriage certificate, divorce certificate, as the case may be.
  - 2.4 In case of requesting for issuance of a new cheque due to the death of the securities holder, please attach the following documents certified true and correct copy by the executor or administrator of the deceased's estate:
    - ❶ Copy of the court order appointing the executor or administrator of the deceased's estate and copy of the certificate confirming the finality of the case certified by the court not more than 1 year ago;
    - ❷ Copy of the deceased's death certificate; and
    - ❸ Original and copy of the identification card of the executor or administrator of the deceased's estate.
3. Identification documents of securities holder and authorized person (if any) pursuant to the type of person with the details as per the table below.
  - In case of other types of person, please ask for additional information at SET Contact Center accordingly to the contact channels further below in the application form or [https://www.set.or.th/tsd/en/download/service\\_form/20220301\\_person\\_juristic\\_EN.pdf](https://www.set.or.th/tsd/en/download/service_form/20220301_person_juristic_EN.pdf)
4. Copy of identification documents submitted to TSD may contain sensitive personal data which is not necessary for the provision of TSD service, and TSD has no intention of collecting such sensitive personal data. As a result, the document owners may proceed to cross out any part in order to cover up any sensitive personal data before submitting the identification documents containing such sensitive personal data to TSD. In case that no action is taken to cover up such sensitive personal data, TSD shall deem that you have given your consent to TSD to the collection of such sensitive personal data.

Type of person	Supporting Documents for the Application for the Amendment/Issuance of Cheque or Draft for Dividend/Interest/Other Cash Benefits drafts	Documents for other types of requests
<b>Individual person</b> <b>- Thai Nationality</b>	1. In case the securities holder contacts TSD personally, the original Thai national identification card (Thai ID Card) of the securities holder must be presented. 2. In case the securities holder does not contact TSD personally, the securities holder must authorize a person to act on his/her behalf, and such person must present the original Thai ID Cards of the securities holder and its copy which has been certified as true and correct copy of the original document by the document owner. * If the original Thai ID Card of the securities holder cannot be presented, please attach the original of the certification document issued by the sub-district or district office, identifying to use those certified true copies instead of the original Thai ID Card (issued not more than 90 days before the date of submission as part of this application). 3. In case filing this application via registered mail, please attach, - Copies of Thai ID Card of the securities holder which has been certified as true and correct copy of the original document by the document owner.	- Copy of Thai ID Card of the securities holder which has been certified as true and correct copy of the original document by the document owner.
<b>Individual person</b> <b>- Other Nationalities</b>	1. In case the securities holder contacts TSD personally, the original alien identification card or passport of the transferor <u>and</u> the transferee must be presented. 2. In case the securities holder does not contact TSD personally, the securities holder appointed contact person must present <u>the original alien identification card or passport and its copy</u> which has been certified as true and correct copy of the original document by the document owner. * In case the transferee does not contact TSD personally, the transferee must authorize other person to act on his/her behalf, and such person must present <u>the original alien identification card or passport of the transferee and its copy</u> which has been certified as true and correct copy of the original document by the document owner. * If the original passport cannot be presented or this application is being submitted by registered mail, - The copy of the passport must be notarized by a notary public, and such notarization must be certified by the Thai embassy or consulate. ♦ Such certification must be issued not more than 1 year before the date of submission as part of this application. * <u>If the original signatory's alien identity card cannot be presented or this application is being submitted by registered mail,</u> - Certificate of civil registration (issued not more than 90 days before the date of submission as part of this application)	- Copy of the signatory's alien identity card or passport which has been certified as true and correct copy of the original document by the document owner.



**Supporting Documents for the Application for the Amendment/Issuance of Cheque or Draft for  
Dividend/Interest/Other Cash Benefits drafts**

Type of person	Supporting Documents for the Application for the Amendment/Issuance of Cheque or Draft for Dividend/Interest/Other Cash Benefits drafts
<b>Juristic person</b> <b>- Thai Nationality</b>	1. A copy of the juristic person registration certificate issued by the Ministry of Commerce issued not more than 1 year before the date of submission as part of this application which has been certified as true and correct copy of the original document by the authorized directors. 2. A copy of the Thai ID Card/alien identity card/passport of each authorized director who signs on behalf of the juristic person which has been certified as true and correct copy of the original document by the document owner.
<b>Juristic Person</b> <b>- Other Nationalities</b>	1. A copy of the juristic person registration certificate issued by the regulating government agency in the country where such juristic person is domiciled. 2. A copy of the company's affidavit enumerating its directors authorized to bind the company and conditions relating thereto, showing the juristic person's headquarters location and authority of the signatory. This affidavit must be issued by an authorized official of the juristic person or the governmental agency in the country where such juristic person is domiciled. 3. A copy of the Thai ID Card/alien identity card/passport of each authorized director who signs on behalf of the juristic person which has been certified as true and correct copy of the original document by the document owner. <u>All documents for "Other Nationalities" above, must have been:</u> (1) notarized by the notary public or certified by any competent authority in the country where such documents were prepared or certified for the certification of the signature of the person who prepared or certified such documents. (2) certified by the Thai Embassy or Thai Consulate in the country where such documents were prepared or certified for the notarization or certification performed by the public notary or such competent authority under (1). <ul style="list-style-type: none"> <li>▪ The certification must be issued not more than 1 year before the date of submission as part of this application.</li> <li>▪ The documents prepared in any other foreign languages other than English must be translated into English.</li> </ul>

Remark : 1. Sensitive Data means the information which can be considered as the personal data as prescribed in section 26 of the PDPA, for instance, religious belief, blood type, etc.  
 2. TSD will consider the above documents when receiving the complete documents and clear information such as the copy of identification documents or signature.

TSD201\_4/2022\_EN\_1/3/2022

