

Documents For Submission – 2011 – Pay Attention to Red Highlight

1. New Application / New Cash Sales (Initial Investment)

- a. Investment Application Form
- b. Cash/Cheque
- c. Photocopy of unit holder's NRIC
- d. New Investor Particular Form (only for Public Mutual new investor)
- e. FIMM Attention Unit Trust Investors Form – (only for Public Mutual new investor)

Notes:

Photocopy NRIC: Front and back of the NRIC must be photostated on the same page on A4 size white paper.

2. Standing Instruction (SI)

- a. For PBB: Direct Debit Authorization Form
- b. For MBB: Auto debit form. Bank will charge RM1 on the monthly transaction for SI
- c. For BSN: For BSN Auto debit form. Signature on the application form needs to be verified by the respective amount holding branch first before submission to Public Mutual
- d. Increase/Decrease or Cancellation of S.I : Increase/Decrease /Cancellation of S.I Amount Form

3. Additional Investment

- a. PBB: Additional Investment Form
- b. PBebanking

4. Repurchase of Units

- a. Request For Repurchase Form – fill portion (A), (D) & (F)
- b. Signatures must be the same with Public Mutual's record and in line with the Authority to Operate Account.

5. Switching of Units – Into Existing Fund Account

- a. Request For Switching Form – fill portion (A), (E) & (F)
- b. Signatures must be the same with Public Mutual's record and in line with the Authority to Operate Account.

6. Transfer of Units

- a. Transfer Form
- b. Admission fee is RM 25
- c. For PBB S.I, the S.I will be transferred to the new transferee account if the first holder of the “transfer from” and “transfer to” accounts is the same
- d. New Investment Particular Form (if Administrator/Executor/Executrix) is a new investor for Public Mutual

7. Change / Amendment of unitholder’s particulars

- a. Amendment on Name and NRIC (if error made by unitholder): Amendment of Unitholder Particulars Form & photocopy of unitholder’s NRIC
- b. Change of Name: Amendment of Unitholder Particulars Form, photocopy of unitholder’s NRIC & a letter concerning change of name from Jabatan Pendaftaran Negara (JPN)
- c. Amendment on telephone number, distribution instruction, authority to operate account, email address: Amendment of Unitholder Particulars Form
- d. Amendment on address: Amendment of Unitholder Particulars Form & Any utilities bill (Investor name and New Address shown together) as supporting document

EPF Member Investment Scheme

1. Initial Investment

- a. Investment Form – EPF Member’s Investment Scheme
- b. KWSP Form 9N – Thumb Print both Left and Right hands
- c. Photocopy of NRIC (certified true copy by Public Mutual’s branch officer)
- d. New Investor Particular Form (only for Public Mutual new investor)
- e. FIMM Attention Unit Trust Investors Form – (only for Public Mutual new investor)

2. Additional Investment

- a. Investment Form – EPF Member’s Investment Scheme
- b. KWSP Form 9N – Thumb Print both Left and Right hands
- c. Photocopy of NRIC (certified true copy by Public Mutual’s branch officer)

Notes:

Photocopy NRIC: Front and back of the NRIC must be photostated on the same page on A4 size white paper. Photocoy of NRIC background need to be light and clear for KWSP scanning purpose.