

Shares in your Bank or Securities Broker or CCASS account

您的股票存放於銀行/證券公司/中央結算戶口

Step 1: **Apply** for removal of your share certificate from your bank, securities broker or CCASS
(向銀行/證券行/中央結算申請取回實體股票).

Step 2: **Open a Singapore Securities account** for depositing physical share certificates and trading of shares on the Singapore Exchange

(開立星加坡證券戶口以供存放實體股票和於星加坡交易所進行股票買賣).

Fee borne by Shareholder (費用由股東支付)

Step 3: **Collect** the following documents from your bank, securities broker or CCASS and pay for their handling charges: (向銀行/證券行/中央結算取以下文件並支付費用)

a) share certificates (實體股票), (see Sample 1)

b) Standard Form of Transfer (轉讓書) duly signed by transferor of the shares. (see Sample 2)

Fee borne by Shareholder (費用由股東支付)

Step 4: Complete and sign the Standard Form of Transfer (填轉讓書 + 簽名)

Put YOUR FULL NAME in the Standard Form of Transfer as “transferee” and **SIGN** it.

Putting a third party’s name as transferee will be treated as a transfer of shares from you to the third party and the transfer will attract payment of stamp duty at full market value.

(在轉讓書上“承讓人”一格填上股東本人姓名。若填上其他人之姓名會視作轉讓股份。稅局會要求就轉讓股份按股票市值繳納印花稅)

Step 5: **Stamping – Free of charge** (打釐印 – 免費)

Bring the Standard Form of Transfer and share certificate to Inland Revenue Department for stamping.

(帶文件往稅局打釐印)

Inland Revenue Department

1st floor, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong

08:15 - 12:30, 13:30 – 17:30 (Monday to Friday)

稅務局

香港九龍啟德協調道5號稅務中心一樓

(星期一至五) 08:15 - 12:30, 13:30 – 17:30

Step 6: **Complete and sign** the Combined Share Removal and Transfer From and Delivery Instructions Form for removing Shares from Hong Kong to Singapore (hereinafter referred to “Combined Form”) (in Triplicate).

(填 *Combined Form* + 簽名, 一式 3 份)

Complete: page 1 (details of shareholder), page 2 (details of witness) and page 3 (details Singapore CDP sub-a/c holder & no).

Sign: Shareholder sign on p.1 & 3

Witness sign on p.2

Step 7: **Submit** (1) Share certificates, (2) Standard Form of Transfer (stamped) and (3) Combined Form (in triplicate) to Computershare Hong Kong Investor Services Limited

(將 (1) 實體股票, (2) 已打釐印的轉讓書和 (3) 已填妥和簽名之 *Combined Form* (一式 3 份) 交香港中央證券登記有限公司)

Fee borne by Company (費用由公司支付)

Computershare Hong Kong Investor Services Limited

17M Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong

09:00 – 16:30 (Monday to Friday)

香港中央證券登記有限公司

香港灣仔皇后大道東 183 號合和中心 17M 樓

(星期一至五) 09:00 – 16:30