

## **REQUIREMENT FOR CHANGE OF OWNERSHIP**

- A. Handwritten Application Letter to the Managing Director for Change of Ownership signed by the Seller or a Legal Representative as may be indicated in a Letter of Administration or a Will;
- B. Submission of Intent to Transfer Form;
- C. Four (4) Passport Photographs each of the Seller (Assignor) and the Buyer (Assignee);
- D. A duly Stamped Deed of Assignment;
- E. Evidence of Payment of any outstanding Estate Supervision Fee (ESF);
- F. Execution of Consent Form physically by both the Assignor and the Assignee;
- G. Submission of Know Your Customer (KYC) form with relevant documents including:
  - Valid Means of Identification;
  - Recent Utility Bill (obtained not later than six months of the application) reflecting the current address of both Assignor and Assignee; and
  - Official ID (where applicable)
- H. Payment of applicable Change of Ownership Fees as may be advised from time to time;