

MEMORANDUM

TO : ALL DEALER'S REPRESENTATIVES
FROM : THE MANAGEMENT
DATE : 7 JULY 2020
RE : A) BANKING IN OF CLIENT'S CHEQUE
: B) SET-OFF INSTRUCTIONS

A) BANKING IN OF CLIENT'S CHEQUE

Please be informed that you are required to collect the cheque and proceed to send it to Credit Control counter for the banking on or before 10.30 a.m.

To avoid any delays in banking in of your client's payment, you are strongly encouraged to get your clients to sign up for the Electronic Share Payment Facility (ESP) which is fast, secure, efficient and cost effective as the client will be charged RM5.50 for the issuance of a cheque.

B) SET-OFF INSTRUCTIONS

To further improve the Set-Off process, we seek your co-operation to give us your set-off instructions latest by 4.00 p.m. on T+2 via the following modes:

- i) Complete the Set-Off Request form and submit to the front counter
- ii) Email your instructions to posetoff@ta.com.my – Please refer to the attached Appendix 1 for instructions.

Please be guided accordingly.

Thank you.



APPENDIX 1 – Information required for Set-off Instructions via email (example)

<u>Information required</u>	<u>Example</u>
Client no. / Client name (*required*)	123456 / Ali Bin Abdullah
Contract no. (*required*)	P1111188AAA
Contract quantity (*optional - if partial set-off*)	50,000
Amount (*optional - if partial set-off*)	RM xx,xxx.xx
Trust no. / Sales no. / Contra Gain no. (*optional*)	TR12345678PYT / S3333888AAA / TX888888

Note: For clients with ESP facility, please ensure the set-off request from Sales Contracts and/or Contra Gains is submitted latest by 11.00 a.m. on T+1.