

EXPLANATORY NOTES
- Information Required For Each Item On Application Form

Form 2A
(Forward Exchange Contract)

COVER PAGE

Item	Description
1. Submission by applicant seeking approval	❖ Please tick this item if the applicant submits his/her/its application himself/herself/itself
2. Submission on behalf of the applicant (third party)	❖ Please tick this item if a third party submits the application on behalf of the applicant e.g. consultant company, bank, etc.

Checklist For Submission of Application:

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| 3. Latest audited annual accounts and management accounts (If not submitted previously) | ❖ The latest audited annual account should be submitted together with this application whenever requested in the form. However, if the latest annual report has been submitted previously, e.g. when the company has applied for other exchange control approval previously, then re-submission is not necessary. Please tick this item if applicant is submitting the audited annual account. |
| 4. Latest Form 49 | ❖ A photocopy of the latest Form 49 – Particulars of Director lodged with the Companies Commission of Malaysia (CCM) should be submitted together with this application. However, if the latest Form 49 has been submitted previously, e.g. when the company has applied for other exchange control approval previously, then re-submission is not necessary. Nevertheless, if there are changes to the particulars of directors in the previous submitted Form 49, applicant is required to submit the new Form 49. Please tick this item if applicant is submitting Form 49 together with this application. |

5. Latest Form 24

 - ❖ A photocopy of the latest Form 24 – Particulars of Shareholdings lodged with the CCM should be submitted together with this application. However, if the latest Form 24 has been submitted previously, e.g. when the company has applied for other exchange control approval previously, then re-submission is not necessary. Nevertheless, if there are changes to the particulars of shareholdings in the previous submitted Form 24, applicant is required to submit the new Form 24. Please tick this item if applicant is submitting Form 24 together with this application.

6. Supporting documents

 - ❖ Supporting documents should be submitted together with this application whenever requested in the form. Applicant is also encouraged to submit supporting documents to further support its application although it is not requested in the application form. Please tick this item if applicant is submitting supporting documents together with this application.

7. Query ID

 - ❖ Please state the Query ID number assigned by Bank Negara, if this application is submitted to Bank Negara Malaysia (BNM) arising from a query.

PARTICULARS OF APPLICANT

Item	Description
8. Name of applicant	❖ Name of applicant as registered with Companies Commission of Malaysia (CCM), National Registration Department (NRD) and Registrar of Societies (ROS). For non-resident, the name as registered with any official registration centre overseas.
9. Basic Group	❖ The category of applicant e.g. individual, company, association etc.
10. Resident status	❖ Residency status of applicant in Malaysia according to exchange control rules
a. Resident	❖ A citizen of Malaysia or a person who has obtained a permanent resident status in Malaysia and residing in Malaysia, or body corporate or incorporate which is registered or approved by any authority in Malaysia. Please refer to the definition of resident in ECM1 for details.
i) Resident Controlled Company (RCC)	❖ A resident company which is controlled directly or indirectly by residents. Please refer to the definition of RCC in ECM 8 for details.
ii) Non-resident Controlled Company (NRCC)	❖ A resident company which is controlled directly or indirectly by non-resident. Please refer to the definition of RCC in ECM 8 for details.
b. Non-resident	❖ A person who is not a resident, including Embassies, Consulates, High Commissions, supranational or international organisation. Please refer to the definition of non-resident in ECM1 for details.
11. Business Registration /NRIC no.	❖ Identification number as given by the CCM, NRD and ROS. For partnership, professional bodies, government agencies, associations, statutory bodies, co-operatives, societies, international organisation, foundation and businesses in Sabah and Sarawak, please use the number assigned by Bank Negara Malaysia (BNM) earlier, if any. Otherwise, please use the identification number assigned by the relevant approving authority.
12. Passport no.	❖ The number as shown in your passport for individuals or the number assigned by overseas registration centre for other than individuals.

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| 13. Nationality | ❖ The nationality as shown in your passport or the country where the non-resident applicant is located. |
| 14. Registered Address | ❖ The address as shown in the Memorandum of Association of the company |
| 15. Correspondence address | ❖ Address where the applicant can be contacted by post |
| 16. Contact person | ❖ The name of person for BNM officer to contact for any enquiry |
| 17. Designation | ❖ Designation of the above contact person |
| 18. Telephone no. | ❖ Telephone number (fixed line or mobile phone) where the contact person can be reached |
| 19. Fax no. | ❖ Current facsimile number to facilitate contact |
| 20. E-mail address | ❖ Valid and active e-mail address for any enquiries or notification |
| 21. Principal business activity | ❖ State main business activity of the applicant. A list of business activities is provided for applicant to choose. If the applicant is an individual, system will automatically chosen the principal business activity as “household” and applicant is required to complete his/her occupation |
| 22. Occupation/Business activity details | ❖ For individual applicant, please state your occupation. For other than individual applicant, this space could be completed to further describe its principal business activity. |
| Details of third party | ❖ Particulars of party, who is submitting application on behalf of applicant |
| 23. Name of company/
Individual | ❖ Name of the third party which applies on behalf of applicant. For resident, the name should be the same as that registered with CCM, NRD or ROS |
| 24. Correspondence address | ❖ Address where the third party can be contacted by post |
| 25. Contact person | ❖ The name of person for BNM officer to contact for any enquiry |
| 26. Designation | ❖ Designation of the above contact person of third party |

- 27. Telephone no. ❖ Telephone number (fixed line or mobile phone) where the contact person of third party can be reached
- 28. Fax no. ❖ Current facsimile number of the third party to facilitate contact
- 29. E-mail address ❖ Valid and active e-mail address of the third party for any enquiries or notification

DETAILS OF FORWARD EXCHANGE CONTRACT

Item	Description
30. Type	❖ The name of the proposed hedging tool e.g. outright forward, option etc.
31. Purpose	<p>❖ The underlying transaction to be hedged e.g. proceeds from offshore loan draw down. There are two categories of purpose i.e. Capital/services and Trade purposes. Applicant is allowed to select multiple purposes according to his/her multiple underlying transactions. Please note that the relevant approval/registration ID (assigned by BNM) for the underlying transaction should be stated where applicable.</p> <p>❖ If other purpose is selected, applicant is required to specify the underlying purpose. Applicant is also required to provide documentary evidences relating to the underlying purpose. For electronic submission of application form, applicant is required to send hard copy of the documents and indicate the submission ID (Submission ID will be given to applicant at the point of electronic application form submitted to BNM) on each document.</p>
32. Currency, amount and tenure	❖ This item is only appeared on the screen when applicant ticked the relevant purpose. Please indicate the currency and amount from which you are going to convert (currency to be sold e.g. USD100,000) into the other currency (currency to be purchased e.g. MYR380,000). Applicant is required to use the ISO currency code as provided in the ECM Notice to indicate the type of currency. Indicate also the tenure of forward contract i.e. the number of months between the date of forward contract entered into and the date of the delivery of the currency. If applicant selected multiple underlying purposes, he/she should indicate the currency, amount and tenure for the respective underlying purposes

33. Details of trade contracts
- ❖ Applicant is required to provide the following details of trade contract or invoice if the underlying contract is a trade transaction.
 - i) Contract/Invoice number
 - ❖ The serial number of the related trade contract or invoice
 - ii) Date of contract/invoice
 - ❖ The date of the trade contract signed or date of invoice issued
 - iii) Expected date of shipment
 - ❖ The expected date when the goods will be shipped by the applicant to the overseas buyer or by the overseas supplier to applicant
 - iv) Expected payment date
 - ❖ The expected date when the payment is going to be made or received by applicant
 - v) Foreign currency amount
 - ❖ The foreign currency amount as stated in the trade contract or invoice. Applicant is required to use the ISO currency code as provided in the ECM Notice to indicate the type of currency
34. Past 6 Months
- ❖ For applicant who is applying to make anticipatory hedging, the applicant is required to provide the latest past 6 months, receipts and payments by stating the month, the currency of receipts or payments (please use the ISO currency code as provided in the ECM Notice to indicate the type of currency) and the amount in ringgit equivalent.
35. Future Forecasted
- ❖ For applicant who is applying to make anticipatory hedging, the applicant is also required to provide the forecasted receivables and payables in the next 6 months by stating the month, the currency of receivables or payables (please use the ISO currency code as provided in the ECM Notice to indicate the type of currency) and the amount in ringgit equivalent.
36. Reasons for hedging
- ❖ Besides hedging against foreign exchange exposure, indicate other factors leading you to do hedging e.g. required under sale and purchase agreement
37. Hedging counter-party
- ❖ The party whom the applicant intends to enter into forward exchange contract with including the country where it is located e.g. Malayan Banking Berhad, Malaysia. Applicant is required to provide explanation if the counter-party is not an authorised dealer in Malaysia. (Under the current exchange control rules, authorised dealers are all commercial banks in Malaysia)

38. Additional information to support the application ❖ Please provide any other information relating to your hedging requirements in order to further support your application