



## About us

B.A.C.S. Private Limited is the most established share registration company in Singapore. Since its inception in 1969, the company has been providing comprehensive share registry services for both public and non-listed companies across a wide spectrum of industries.

In 2015, BACS joined ZICO Holdings Inc., an integrated network of professional service firms focused on the ASEAN region listed on Catalist of SGX-ST. Since, BACS has been managing ZICO's investor services.

## Why us?

### COUNTING ON OUR EXPERIENCE

In a rapidly evolving financial market, nothing matters more than reliable service delivery. Our dedicated team of professional staff is equipped with over 100 combined years of relevant experience, and constantly works to ensure that the strategic objectives of our clients are being met. We have a passion for exceeding expectations, and will work to facilitate the operations of your core business through the efficient management of your shareholder obligations.

### PROFESSIONAL SERVICE YOU CAN RELY ON

The exacting demands of the industry require in-depth and timely knowledge which can be acted upon. The unparalleled service we have provided to our growing list of clients has won the trust of your partners and recognition within the industry. With our competency and expertise, you are assured that your shareholder services will be delivered with quality and expertise each and every time.

Please feel free to [contact us](#) to discuss your business needs.

## Suite of services

As part of ZICO, we have the ability to combine a suite of multidisciplinary services into integrated solutions empowering us to tackle the most complex challenges in ASEAN.

### Initial Public Offerings (IPO)

- Liaising with all relevant professionals (i.e. Issuer, Issuer Manager, Legal Adviser, Sponsor, SGX, CDP)
- Advising on IPO settlement logistics
- Reviewing and providing relevant professional inputs on appropriate sections of IPO prospectus, application forms and other related documents
- Consolidate and process applications for Placement, Reserved and Public Tranches
- Submit relevant confirmations to Singapore Exchange Ltd and Sponsor
- Liaising with The Central Depository (Pte) Limited (CDP) to credit new securities into the securities accounts of successful applications
- Setting Up the Register of Members upon listing
- Answering Enquiries

### Upkeep of Register of Members

- Keeping an accurate, up-to-date register and other share registrar services, including listed and unlisted securities, bonds, unitholders and warrant holders
- Allotting new shares arising from the exercise of Employee Share Option Scheme
- Registering shareholders' shares and securities, and issuing share certificates
- Process dividends and distribution payments
- Registering probates and other documents / safe-keep share and securities seals

### Corporate Action

- Rights Issuer/Bonus Issue/Private Placement
- Dividend reinvestment plans
- Allotment and issuance of new shares arising from Performance Share Plan and Restricted Share Plan
- Process dividends and distribution payments
- Cash dividend, Scrip Dividend and Distribution-in-Specie

### Shareholder Communications

- Managing and communicating with shareholders, including mailing of Annual Reports/Interim Reports/Circulars/Appendices/Offer Information Statements/Distribution Notices

### General Meetings (AGM/EGM/SGM) (Physical, Virtual, Hybrid)

- **Polling Agent Services**
  - Liaising with clients on logistics of meetings
  - Collate shareholders' proxy forms
  - Coordinate with appointed scrutineers on polling process
  - Coordinate with appointed webcast vendors ("Virtual") on polling process
  - Verify and manage register attendees at meeting
- **Scrutineering Services**
  - Verify the validity of the proxy forms
  - Verify the proxy summary
  - Verify the tally of votes by polling agents
  - Verify votes cast via "live" voting on meeting day
  - Sign off the poll result as Independent Scrutineers
  - Issue Scrutineer Certificate

## Contact



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**ASEAN INSIDERS,**  
by origin and passion

INDONESIA | LAOS | MALAYSIA | MYANMAR | PHILIPPINES | **SINGAPORE** | THAILAND | VIETNAM