

Frequently Asked Questions (FAQ)

1 Estate Matters

Can I transfer my shares to my son?

No. Your shares can only be transferred to another private driving instructor licence holder.

Can my son own the shares after I passed on?

Your son may own the shares after your pass on provided it is stated in your executed Will and granted in the Court Order. He/she will be required to open an Estate Bank Account in order for dividends to be credited. Personal bank account will not be accepted by the Company.

What happens to my shares if I do not have a Will after my pass on?

The shares will be distributed according to the Intestate Succession Act or per Court Order. Without a Will, the family members may be confused on how to handle your asset and they may also not wish to obtain a Court Order. Without a Court Order, please see no. 4 below.

What if my family members do not inform the Company after my pass on?

The Company would continue with the last instruction received from you. If your bank account is closed, the Company would receive rejection from the bank for the dividend paid out into your closed bank account. Once the accumulated unclaimed dividends have been written off, no further claims may be made against the Company by any person.

Can my wife request for my shares to be registered under her name after my pass on?

The Company does not take any other person's instructions other than the Shareholders. Your wife may engage a lawyer and obtain a Court Order. The Company would only receive instructions from the Administrator or Executor stated in the Court Order.

What if my family members do not wish to proceed to obtain a Court Order?

The Company would only take instructions from the Administrator or Executor stated in the Court order, including all correspondences, voting at AGM, change of address, change of bank account. Without a Will or Court Order, the Company is unable to take any instruction from any person.

My wife and I have a joint account, after my pass on, can the dividend be credited into the joint account?

We will continue to credit the dividend into the joint/single bank account as per your last instruction we received. However, if the bank account has changed or there is a change of address, we would not be able to take her instructions without a Court Order. In addition, she would not be able to represent you in any voting or in any shareholders' affairs of the Company.

What should I take note when making a Will for my shares?

Please ensure that your BBDC shares is stated in your Will. This is to facilitate the process when obtaining the Court Order and for our processing, and to avoid any further amendment by the lawyer.

Do you have any lawyer for recommendation?

Please email your request to dion@bbdc.sg and cynthia@bbdc.sg

2 Transfer of Shares

Who can I transfer the shares to?

You may approach interested buyer. The buyer must hold a valid private driving instructor licence.

What is the purchasing/selling price of the shares?

The Company does not determine the purchase or selling price of the shares. The sales price to be mutually agreed by both buyer and seller.

What is the process of the transfer of shares?

You will need to look for an interested buyer. Once both have agreed on the sale/purchase price, please inform BBDC. BBDC will start preparing documents upon receipt of the professional fee.

What are the fees involved for transfer of shares?

The fees include professional fee for the transfer and stamp duty fee. The professional fee is \$800 before GST and reimbursement. The professional fee is subject to change without prior notice. The stamp duty to be determined by IRAS.

What if I am unable to find a buyer?

Please email to Cynthia Peh at cynthia@bbdc.sg.

3 Dividend and Bank Account**When are dividends usually paid?**

Dividends are paid after the proposed dividend has been approved at the Annual General Meeting. There is no fixed date for it.

I did not receive my dividend; I wish to request for re-issue.

Please email your request to dion@bbdc.sg and cynthia@bbdc.sg. An administrative fee of \$30 before GST is payable for re-issuance of e-dividend.

What if I or the deceased shareholders have unclaimed dividend past few years?

For re-issuance of e-dividends, an administrative fee of \$30 before GST is payable for each dividend based on the number of past dividends to be reissued. For cheque dividend, the re-issuance fee is \$150 before GST shall be payable. If the unclaimed dividends had been written off, it cannot be reissued.

I am currently receiving cheque dividend; I do not wish to opt for electronic dividend.

The Company is phasing out cheque dividend and will no longer be able to issue cheque dividend. Shareholders who do not wish to opt for e-dividend or provide bank account number would still be able to collect the dividend by cash in person together with their NRIC at our centre (appointment is required).

How do I update my bank account number record with the Company?

You will be required to come personally with your NRIC and bank statement (appointment is required). If your bank statement is an e-statement, please request the bank counter to endorse it. If you require any clarification, please contact Dion at Tel No: 65943513.

4 Change of Personal Particulars**How do I update my address?**

Please attach a copy of your NRIC (both sides) which shows the updated address together with the Change of Address Form and email to dion@bbdc.sg

How do I update my email address or contact number?

Please fill in the Change of Email Form and email to dion@bbdc.sg

How do I update my bank account?

Please come to BBDC personally together with your NRIC and Bank Statement (endorsed by bank). Please contact dion@bbdc.sg for appointment.

Update of Shareholder's Personal Information Form

Particulars of Shareholder (Compulsory Fields)	
Shareholder's Name : (as in NRIC)	In the Estate of (if any) :
NRIC No :	Administrator's Name (if any) :

1.	Change of Information – Address, Contact and Email
<input type="checkbox"/>	New Address (attach NRIC both sides) :
<input type="checkbox"/>	New Contact Number :
<input type="checkbox"/>	New Email Address :

Important: For changes in this section 2, please attach the completed form and NRIC (both sides) to dion@bbdc.sg for our updating. NRIC must show the new address.

2.	Change of Bank Details
New Bank Account Number :	
Name of Bank :	

Important: Please bring along your original NRIC and bank passbook / e-statement with bank's endorsement for our verification in person. Please call Dion Ong at telephone number 65943513 for appointment.

3.	Change to Estate Account
In the Estate of (<i>fill in shareholder's name</i>) :	
Name of Administrator / Executor :	
NRIC of Administrator / Executor :	
Estate Bank Account Number :	
Name of Bank :	
Administrator's Contact Number :	
Administrator's Email Address :	

Documents Required:

- ☐ Administrator's original NRIC (hardcopy for verification and photocopy purpose)
 - ☐ Letter of Administration or Grant of Probate (Original and Certified True Copies)
 - ☐ Shareholder's death certification for verification
 - ☐ Estate Bank Account Passbook / e-Statement with bank's endorsement
- Submission to be in person. Please call Dion Ong at telephone number 65943513 for appointment.

I hereby consent to the access and correction of my personal data. I declare the above information is correct and true. I agree and allow Bukit Batok Driving Centre Ltd (or its agents) to the collection, use and disclosure of my personal data for the purpose of the processing and administration of shareholders' related matters.

Name and Signature	Date:

