

1.1 Purpose

This Procedures Manual stipulates the procedures to be complied by the eRapid User Groups and Users for the following functions:-

- a. System Administration
- b. CDS Circular
- c. Record Of Depositors (ROD)
- d. Corporate Exercise
- e. Public Issue
- f. Exchange Traded Fund (ETF)
- g. Cross Border Listing.
- h. Electronic Rights (eRights)

The eRapid services and facilities are available from Monday to Friday, from 8.30 a.m. to 7.00 p.m., unless otherwise determined by Bursa Depository from time to time.

Every User Groups shall be bound by the procedures, which include the appendices in every chapter and any amendments / inclusions thereto from time to time, issued by Bursa Depository. The requirements of the above chapters and its related appendices must be complied with at all times by the User Groups.

1.2 Definitions And Interpretation

The following terms and expressions shall have the following meanings unless the context otherwise requires:-

“Bursa Depository”

Means Bursa Malaysia Depository Sdn. Bhd.

“eRapid”

Means eRapid System, which is a web-based system established by Bursa Depository for the electronic transmission of information or records between Bursa Depository and the issuer and such other web-based services or facilities as may be determined by Bursa Depository.

“eDividend”

Means a facility for cash payments to be credited directly into depositor's bank account registered with Bursa Depository.

“eRights”

Means a facility to enable retail shareholders to apply for their rights securities electronically via the Automated Teller Machine (ATM) or internet banking facilities from the bank. Nominees shareholders can also apply shareholdings for their rights securities electronically via NRS.

“User Group”

Means any Division in Bursa Malaysia Bhd or company who has been approved and authorised by Bursa Depository to access or use any or all of the eRapid services or facilities.

“User”

In relation to a User Group, includes any employee of the User Group who has been approved and authorised by the User Group to access or use any or all of the eRapid services or facilities.

“Requester”

In relation to eRapid user, which includes the Authorised Depository Agents (ADAs), Authorised Direct Members (ADMs), Issuers, Share Registrars, Issuing Houses and any other category of user to be approved by Bursa Depository.

1.3 Scope

All the requirements and procedures in this manual have been defined in the context of the eRapid system. Any changes to the system may have a bearing on the requirements and procedures.

Only the requirements and procedures related to the above functions have been described. It is not intended to include requirements or procedures of any other function.

Within each function itself, procedures having computer interaction via terminal have not been described in detail. These are provided for in the technical User Guide manual.

Procedures in relation to collection of charges and billing are covered in the Billings Procedures Manual.

In meeting Bursa Depository's requirement, User Groups are to define their own organisational structures when carrying out the procedures defined in this manual. User Groups are hereby reminded that the procedures defined in this manual are to be strictly carried out by their designated users and accordingly must not be delegated to their agents or anyone else.

1.4 Organisation

Chapter 2 gives an overview of the functions and describes the activities associated with each of the functions.

Chapter 3 describes the function of 'System Administration'. This chapter describes the procedures in submitting Authorised Signatory List for approving access to eRapid. It also describes the procedures in applying and maintaining User ID and password for eRapid users.

Chapter 4 describes the function of 'CDS Circular'. This chapter describes the procedures in accessing to CDS Circulars in the eRapid server.

Chapter 5 The chapter on Record Of Depositors (ROD) describes the procedures involved in requesting for the ROD in order to ascertain the shareholders of a company as of a particular lodgement date. The ROD contains a list of shareholders' names, addresses, CDS account numbers, NRIC/Company Registration numbers and their shareholdings.

Chapter 6 describes the tasks involved in processing of securities arising from various types of Corporate Exercises.

Chapter 7 describes the tasks involved in processing of securities arising from Initial Public Offering (IPO).

Chapter 8 describes the tasks involved in the processing of the creation and redemption of an Exchange Traded Fund (ETF).

Chapter 9 describes the tasks involved in the processing request to transfer securities from Bursa Malaysia Securities Berhad to an Approved Foreign Market. The process is to be initiated by the share registrar.

Chapter 10 describes the tasks involved in the processing rights issues subscribed via electronic channel (eRights)

APPENDICES contain different forms, reports that are used during the operation of eRapid.

NOTE: '###' to denote that the procedure has been deleted.

A vertical black line on the right, beside the affected paragraph(s) as shown here is to denote that certain changes have been made to the procedure.

