

This chapter stipulates the procedures for the ADA to comply with, in respect of registration for eDividend, updating of depositor's bank account details, e-mail address, handphone number and consolidation of eDividend details, revocation of consolidated eDividend details as well as submission of these documents to Bursa Depository.

11.1 Registration For eDividend

11.1.1 Accepting Application Form For eDividend

A. Registration For eDividend Together With Account Opening

Individual Applicant That Opts To Be Present In Person At ADA'S Office (registration for eDividend together with account opening)

11.1.1.1 Receive the following documentation for each submission by an individual applicant for registration for eDividend and sight the original supporting documents of the applicant:-

- a. A completed and duly signed eServices Form (FMN060) (Appendix 86)
- b. Two (2) copies of any of the following supporting documents that captures applicant **name, bank account number and bank's name**:
 - i. Front page of bank-book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from internet (**certified by a bank officer of the same bank**); or
 - v. Bank-in Receipt; or
 - vi. Cheque Deposit Receipt; or
 - vii. Debit Invoice; or
 - viii. Bank Identification Card; or
 - ix. Cheque Book or
 - x. Any other document evidencing the name of depositor, bank account number and bank's name.

Where FMN060 of an Individual Applicant is witnessed by a Dealer's Representative / Authorised Officer of the ADA / Notary Public / Such Other Persons Approved by Bursa Depository (registration for eDividend together with account opening)

11.1.1.2 Receive the following for each individual applicant's request for registration for eDividend:-

- a. A completed and duly signed eServices Form (FMN060)(Appendix 86)
- b. Two (2) copies of any of the supporting documents mentioned in 11.1.1.1 (b) capturing the applicant/ **name, bank account number and bank's name.**

11.1.1.3 The original copies of supporting documents mentioned in item 11.1.1.1 (b) above must be sighted by the following list of acceptable witnesses:-

- a. Individual who holds a Capital Markets Services Representative's Licence pursuant to section 59(1) of the Capital Markets and Services Act 2007 to act as a representative for dealing in securities;
- b. Authorised officer of the Authorised Depository Agent;
- c. Authorised officer of a Malaysian Embassy / High Commission Consulate;
- d. Lawyer in any jurisdiction who has a valid licence to practise law in that jurisdiction;
- e. Commissioner for oaths in any jurisdiction;
- f. Justice of the Peace in any jurisdiction;
- g. Notary Public in any jurisdiction;
- h. Registered Representative registered pursuant to the Guidelines for Registered Person (Registered Representative) issued by the Securities Commission;

- i. Officer of a registered person referred to under the third column of Item 1(b) of Part 1 of Schedule 4 to the Capital Markets and Services Act 2007, who is authorised by such registered person to perform the activities referred to under the second column of the said item 1(b);
- j. Authorised officer of
 - a. a licensed bank as defined in the Financial Services Act 2013; or
 - b. an Islamic bank licensed under the Islamic Financial Services Act 2013, and with which the individual holds an account;
- k. In relation to a stockbroking company licensed or approved to trade on a recognised stock exchange as defined in the Rules of the Stock Exchange, any person who holds a license equivalent to a licence held by a dealer's representative or any other person authorised by such licensed stockbroking company; or
- l. Such other person as may be approved by Bursa Depository from time to time provided that notification of such approval is forwarded to the Securities Commission within three (3) market days from the date of such approval.

Non Face To Face Verification (registration for eDividend together with account opening)

11.1.1.4 Receive the following for each individual applicant's request for registration for eDividend:-

- a. A completed and duly signed eServices Form (FMN060) (Appendix 86)
- b. Two (2) copies of any of the supporting documents mentioned in item 11.1.1.1 (b) capturing the applicant **name, bank account number and bank's name**.

11.1.1.5 Pursuant to Rule 38.01(4), the form and supporting documents mentioned in item 11.1.1.4 may be submitted by the depositor to the ADA by electronic means. The ADA is to print 3 copies of the eServices Form (FMN060) and 2 copies of the supporting documents submitted electronically by the applicant. A stamp stating NTFV i.e. Non Face to Face Verification is to be affixed at the top section of each printed document.

B. Registration For eDividend For An Existing CDS Account

Individual Depositor That Opt To Be Present In Person At ADA'S Office (existing CDS account)

11.1.1.6 Receive the following documentation for each submission by an individual depositor for registration for eDividend and sight the original supporting documents of the applicant:-

- a. A completed and duly signed eServices Form (FMN060)(Appendix 86)
- b. Two (2) copies of any of the following supporting documents that captures **depositor name, bank account number and bank name**:
 - i. Front page of bank-book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from internet (**certified by a bank officer of the same bank**); or
 - v. Bank-in Receipt; or
 - vi. Cheque Deposit Receipt; or
 - vii. Debit Invoice; or
 - viii. Bank Identification Card; or
 - ix. Cheque Book or
 - x. Any other document evidencing the name of depositor, bank account number and bank's name.

Note:

1. *The ADA personnel who sighted and verified the original copies of the supporting documents is required to sign and stamp the ADA's company*

rubber-stamp bearing the ADA personnel's name and designation on the supporting documents

Where FMN060 of an Individual Depositor is witnessed by a Dealer's Representative / Authorised Officer of the ADA / Notary Public / Such Other Persons Approved by Bursa Depository (existing CDS account)

11.1.1.7 Receive the following for each individual depositor's request for registration for eDividend:-

- a. A completed and duly signed eServices Form (FMN060)(Appendix 86)
- b. Two (2) original certified true copies of any of the supporting documents mentioned in 11.1.1.1 (b) capturing the **depositor name, bank account number and bank name.**

11.1.1.8 The original copies of supporting documents mentioned in items 11.1.1.1 (b) above must be sighted by the following list of acceptable witnesses. The acceptable witness who sighted and verified the original copies of the supporting documents is required to sign and stamp his/her rubber-stamp bearing his/her name and designation on the supporting documents:-

- a. Individual who holds a Capital Markets Services Representative's Licence pursuant to section 59(1) of the Capital Markets and Services Act 2007 to act as a representative for dealing in securities;
- b. Authorised officer of the Authorised Depository Agent;
- c. Authorised officer of a Malaysian Embassy / High Commission Consulate;
- d. Lawyer in any jurisdiction who has a valid licence to practise law in that jurisdiction;
- e. Commissioner for oaths in any jurisdiction;
- f. Justice of the Peace in any jurisdiction;
- g. Notary Public in any jurisdiction;

- h. Registered Representative registered pursuant to the Guidelines for Registered Person (Registered Representative) issued by the Securities Commission;
- i. Officer of a registered person referred to under the third column of Item 1(b) of Part 1 of Schedule 4 to the Capital Markets and Services Act 2007, who is authorised by such registered person to perform the activities referred to under the second column of the said item 1(b);
- j. Authorised officer of
 - a. a licensed bank as defined in the Financial Services Act 2013; or
 - b. an Islamic bank licensed under the Islamic Financial Services Act 2013, and with which the individual holds an account;
- k. In relation to a stockbroking company licensed or approved to trade on a recognised stock exchange as defined in the Rules of the Stock Exchange, any person who holds a license equivalent to a licence held by a dealer's representative or any other person authorised by such licensed stockbroking company; or
- l. Such other person as may be approved by Bursa Depository from time to time provided that notification of such approval is forwarded to the Securities Commission within three (3) market days from the date of such approval.

Corporate Depositor

The following are the requirements for a corporate depositor registering for eDividend to be complied with by the ADA:-

11.1.1.9 Receive the following documentation during submission by a corporate depositor for registration for eDividend:-

- a. A completed and duly signed eServices Form (FMN060)(Appendix 86)

- b. Two (2) original certified true copies of any of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositorname, bank account number and bank name.**

ADA's Principal Account(s) And Wholly-Owned Nominees Account(s)

11.1.1.10 ADA's principal account(s) and wholly-owned nominees account(s) are **exempted** from completing the eServices Form as well as to submit any supporting documents for registration for eDividend.

11.1.2 Verification Of Application For Individual / Corporate Depositor's eDividend Request

11.1.2.1 Verify the details in the eServices Form, i.e. name, identification number, bank account number, bank name against the bank account's details stated on the supporting documents.

11.1.2.2 Verify the applicant's signature on the eServices Form against the ADA's records of specimen signature(s).

11.1.2.3 Reject the application if the eServices Form is not signed, the signature differs or if there are any discrepancies.

11.1.2.4 Where the sServices Form (FMN060) of the individual depositor is witnessed by an acceptable witness, ensure that the witness has stated his name and designation on the eServices Form.

11.1.2.5 The "Declaration By Dealer's Representative/ADA's Authorised Officer(s)/Notary Public/Others As Approved By Bursa Depository" column in the eServices Form is to be left blank if the eDividend registration request is during opening of securities account under the Non Face To Face Verification method.

11.1.2.6 For corporate body, ensure that the eServices Form is executed by the signatory(ies) as authorised by the corporate body's Board Resolutions / Power of Attorney / approved Minutes of Meeting.

11.1.2.7 Affix the ADA's company rubber-stamp at the column marked "to be completed by ADA" on the eServices Form.

11.1.2.8 Ensure that the “verified by” and “approved by” columns of the eServices Form are signed by two (2) different Authorised Signatories of the ADA before data entry.

11.1.2.9 Every amendment made on the eServices Form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA / acceptable witness mentioned in item 11.1.1.3 with a rubber-stamp bearing the ADA’s / acceptable witness’ name affixed. Do not use correcting fluid. Cancel the error and make the correction.

11.1.2.10 Any amendments made on the “for office use only” column in the eServices Form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

11.1.2.11 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

11.1.3 Keying-In eDividend Registration Data Into The CDS

11.1.3.1 Key-in the particulars using the CDS “Account Maintenance” screen.

Note: If there is prior approval from Bursa Malaysia Depository to waive on the registration for eDividend fee, ADAs are required to click on the fee waived and enter the letter reference number. Failing to enter both the information, may result in the billing for the registration for eDividend.

11.1.3.2 If the Name and Investor ID differ from that in the system, do not proceed further. Reject the eServices Form back to the depositor.

11.1.3.3 Ensure that all particulars as per eServices Form have been keyed-in correctly before confirming the data entry.

11.1.3.4 Ensure that the “data entry by” column in eServices Form is completed by the ADA personnel who performed the data entry.

11.1.3.5 The data entry personnel must not be the same person approving the request.

Important Note:

- (i) *Indicate correctly in the CDS whether the depositor would like to link all the CDS accounts to the same bank account.*
- (ii) *All completed eServices Form requesting for registration for eDividend lodged by a depositor before 12.00 pm on any market day must be keyed-in into the CDS terminal on the same market day.*

11.1.3.6 The ADA is to print and provide the depositor the tax invoice from the CDS in respect of the fee for registration for eDividend unless the depositor indicates he does not require the same.

Note : In the event there is a request from a depositor to reprint the original tax invoice, the ADA is to reprint the tax invoice from CDS and endorse it with a rubber stamp bearing the word “COPY” on the top section of the reprinted tax invoice before forwarding it to the depositor.

11.1.3.7 On the next market day, ADA has the option to print the Participants CDS Transaction Invoice Report from CDS. The purpose of this report is to assist the ADA to reconcile the GST amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

- (iii) *Where completed eServices Form requesting for registration for eDividend is lodged after 12.00 pm on any market day, subject to the ADA's discretion, this request maybe keyed-in on the same market day or at the very latest the next market day.*

11.1.4 Acknowledge Receipt Of eServices Form

- 11.1.4.1 Return the **Applicant's Copy** of the eServices Form **to the depositor as acknowledgement only after the ADA has entered the eDividend request in the CDS.**

11.1.5 Generate And Verify eDividend Registration Report

- 11.1.5.1 Print the eDividend Registration Report (Appendix 87).
- 11.1.5.2 Verify the eDividend Registration Report against the eServices Form to ensure that the data entry has been performed correctly.
- 11.1.5.3 The ADA personnel who checked and verified the report against eServices Form must sign on the report.
- 11.1.5.4 If there is(are) any data entry error(s), proceed with the Updating Of eDividend Request from item 11.2 onwards.

11.1.6 Registration For eDividend For ADA's Principal Account(s) And Wholly-Owned Nominees Account(s)

- 11.1.6.1 eServices Form is not required to be completed for registration for eDividend with regards to ADA's principal account(s) and wholly-owned nominees account(s).
- 11.1.6.2 Ensure all the bank account details with regards to the ADA's principal account(s) and wholly-owned nominees account(s) have been keyed-in correctly by verifying against the eDividend Registration Report.
- 11.1.6.3 Upon verifying that the data has been keyed-in correctly, proceed to print the Principal And Nominees eDividend Registration Report (Appendix 88).

11.1.6.4 The Principal And Nominees eDividend Registration Report will reflect all the ADA's principal account(s) and wholly-owned nominees account(s)' bank account numbers registered for eDividend for the day.

11.1.6.5 The report will be sorted as follows:-

- a. By principal account(s) and wholly-owned nominees account(s)
- b. Within the principal account, by the type of principal account i.e. CLR, ERROR, IDA and IVT.

11.1.6.6 ADA and its wholly-owned nominees' authorized signatory(ies) as per Board Resolution is(are) required to sign the relevant Declaration Clause.

11.1.6.7 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the declaration clause on this report.

11.1.6.8 If the usage of common seal is not specified in Board Resolution, then affix the respective company's rubber-stamp at the declaration clause on this report.

11.1.6.9 All other eDividend registration procedures detailed in Section 11.1 (if applicable) are also applicable for eDividend registration for principal account(s) and wholly-owned nominee account(s) of the ADA.

11.1.7 Transmitting Principal And Nominees eDividend Registration Report To Bursa Depository

11.1.7.1 ADAs are to submit the Principal And Nominees eDividend Registration Report accompanied with the relevant declaration on a weekly basis. The report will be submitted on the first market day of the following week by initiating the following processes in the CDS:-

- a. Print Principal And Nominees eDividend Registration Report for the whole of previous week's transactions by indicating the first market day of the previous week at the "start date" and the last market day of the previous week at the "end date"

- b. Proceed to the Declaration Module and select the Principal And Nominees eDividend Registration Report and press the “Search” button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.
- c. Click the “Submit To Bursa” button confirming the contents of the report is correct. The Declaration Clause will appear and ADAs are required to press the “Submit” button to transmit the report to Bursa Depository
- d. ADAs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Principal And Nominees eDividend Registration Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Bursa Depository.*

11.1.8 Sorting And Packing of Forms

11.1.8.1 Pack according to date of registration and within the date of registration by ascending account number, the following:-

- a. Bursa Depository’s copies of the eServices Form.
- b. Copies of supporting documents attached to the corresponding eServices Form.

11.1.8.2 Each package must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of registration.

Note: *ADAs are allowed to pack eServices Forms used for the purpose of eDividend or eStatement together in with one parcel when submitting to Bursa Depository*

11.1.8.3 The covering letter must be signed by the authorised signatory(ies) of the ADA.

11.1.9 Submission Of eDividend Documents To Bursa Depository

11.1.9.1 ADA and ADA's branches located in Klang Valley must submit Bursa Depository's copies of eServices Form with the relevant supporting documents to Bursa Depository by the first (1st) market day of the following week or any such other day as instructed by Bursa Depository.

11.1.9.2 ADA and ADA's branches located outside Klang Valley must submit Bursa Depository's copies of eServices Form with the relevant supporting documents to Bursa Depository by the second (2nd) market day of the following week or any such other day as instructed by Bursa Depository.

11.1.9.3 Send the following to Bursa Depository:-

- a. Bursa Depository's copy of the completed eServices Form
- b. Copies or Original certified true copy of the supporting documents mentioned in 11.1.1.1 (b).

11.1.9.4 All the documents mentioned in items 11.1.9.3 must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of registration.

11.1.9.5 The covering letter must be signed by the authorised signatory(ies) of the ADA.

11.1.9.6 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of eServices Forms and the related supporting documents.

11.1.10 Filing Of Documents

11.1.10.1 File the following documents:-

- a. ADA/ADM copy of the eServices Form for individual and corporate depositors
- b. Copies or Original certified true copy of the supporting documents mentioned in 11.1.1.1 (b).

11.1.10.2 File the eDividend Registration Report according to date.

11.1.10.3 File the Principal And Nominees eDividend Registration Report according to date.