



BURSA MALAYSIA DEPOSITORY SDN. BHD. (165570W)

BMD/SA-004A

**TASK ASSIGNMENT SHEET - ADA & ADM**

**GROUP ONE**

User ID : \_\_\_\_\_ Designation : \_\_\_\_\_

User's Full Name: \_\_\_\_\_ Existing User :  \* New User :

\* For this request, attach the User ID Application Form

**PART A : TASK ASSIGNMENT**

(Please tick where applicable : "A" - to assign tasks, "R" - to remove tasks)

(NOTE : GROUP 1 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH #)

**UTILITY**

- Transfer Confirmation Limit Maintenance # (for principal office only)**
- Task Assigned To A User Report (for CDS Coordinator only)
- Failed Logon Report by ADA/ADM
- Transfer Confirmation Limit Audit Report

**ACCOUNT PROCESSING**

- |   | Add | Updt | Del | (Tick where applicable)                               |
|---|-----|------|-----|---|
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Maintenance                                   |
| <input type="radio"/> <input type="radio"/> |     |      |     | Reactivate Dorm/Inact Account                         |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Activate New Account #</b>                         |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Statement Consolidation #</b> } (for ADA only)     |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Revoke Statement Consolidation #</b>               |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Enquiry By ID                                 |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Enquiry By Name                               |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Account Balance Enquiry #</b>                      |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Account Stock Detail Enquiry #</b>                 |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Uncleared Enquiry                             |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Earmarked Enquiry                             |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Suspended Enquiry                             |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account / Investor Audit Report                       |
| <input type="radio"/> <input type="radio"/> |     |      |     | Participant Account Listing                           |
| <input type="radio"/> <input type="radio"/> |     |      |     | Inactive Accounts Report                              |
| <input type="radio"/> <input type="radio"/> |     |      |     | Reactivated Account Rpt                               |
| <input type="radio"/> <input type="radio"/> |     |      |     | Principal & Nominees Account Rpt                      |
| <input type="radio"/> <input type="radio"/> |     |      |     | Account Tagging Enquiry                               |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Ad Hoc Statementing #</b>                          |
| <input type="radio"/> <input type="radio"/> |     |      |     | eServices Registration Report                         |
| <input type="radio"/> <input type="radio"/> |     |      |     | eServices Audit Report                                |
| <input type="radio"/> <input type="radio"/> |     |      |     | Principal & Noms eDividend Registration Report        |
| <input type="radio"/> <input type="radio"/> |     |      |     | eStatement List Enquiry                               |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Formalised Accounts Listing #</b> } (for ADA only) |
| <input type="radio"/> <input type="radio"/> |     |      |     | <b>Intra Day Activity Report #</b>                    |

**CDS-STP**

- Account Consent Maintenance
  - Account Consent Enquiry
  - Depositor Consent Listing
  - Depositor Consent Audit
- } (for CDS-STP subscriber only)

**INTER-BRANCH TRANSACTION**

- IBT-Account Balance Enquiry #**
- IBT-Account Stock Detail Enquiry #**
- IBT-Ad Hoc Statementing #**
- IBT- Transfer Confirmation Report #**
- IBT-Intra Day Activity Report # (for ADA only)**

**TRADE SETTLEMENT TRANSACTION**

- Insufficient Balance Report (for ADA only)

**STOCK PROCESSING**

- Stock Enquiry

**DEPOSIT TRANSACTION**

- Deposit Listing Enquiry
- Lost Scrip Enquiry
- Lost Scrip Detail Enquiry
- Deposit Report #**
- Deposit Amendment Report
- Deposit Amendment By Dep. Report
- Deposit Confirmation Report
- Good Value Confirmation Report #**

**WITHDRAWAL TRANSACTION**

- Withdrawal List Enquiry
- Withdrawal Report
- Withdrawal Amend/Cancel Report
- Withdrawal Cancellation Report
- Withdrawal Confirmation Report

**TRANSFER TRANSACTION**

- Bulk Transfer Confirmation #**
- Transfer Confirmation Maintenance #**
- Transfer Cancellation Maintenance #**
- Transfer Listing Enquiry
- Transfer Inward Enquiry #**
- Transfer Report #**
- Transfer Inward Credit Report #**
- Transfer Cancellation Report
- Transfer Deleted at EOD Report
- Transfer Confirmation Report
- Unattended Transfer Report
- Weekly Transfer Confirmation Report #**

**CORPORATE ACTION TRANSACTION**

- Corporate Event Enquiry By Date
- Corporate Event Enquiry By Stock

**DECLARATION**

- Principal/Nominee Account Opening Report #**
- Submitted Principal/Nominee Account Opening Report Enquiry #**
- Transfer Confirmation Report #**
- Submitted Transfer Confirmation Report Enquiry #**
- Principal & Noms eDividend Registration Report #**
- Submitted Principal & Noms eDividend Registration Report #**

**GOODS AND SERVICE TAX (GST)**

- GST Tax Invoice
- GST CDS Transaction Invoice Report
- Request Backdated GST Invoice
- Backdated Invoice Request Status

**PART B : TO BE COMPLETED BY APPLICANT**

User's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**PART C : TO BE COMPLETED BY AUTHORISED SIGNATORY**

Manager's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Manager's Name : \_\_\_\_\_ Company Rubber Stamp : \_\_\_\_\_

**PART D : TO BE COMPLETED BY THE EPTR - SYSTEM ADMINISTRATOR**

Approved By : \_\_\_\_\_ Assigned By : \_\_\_\_\_

Signature : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_ Date : \_\_\_\_\_

Action Required : Add / Update / Remove