



BURSA MALAYSIA DEPOSITORY SDN. BHD. (165570W)

BMD/SA-004B

**TASK ASSIGNMENT SHEET - ADA & ADM**

**GROUP TWO**

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

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

\* For new user, kindly attach the User ID Application Form

**PART A : TASK ASSIGNMENT**

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

**\*\* (NOTE : GROUP 2 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH #)**

**UTILITY**

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

**ACCOUNT PROCESSING**

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				Account Maintenance
<input type="radio"/> A <input type="radio"/> R				Reactivate Dorm/Inact Account
<input type="radio"/> A <input type="radio"/> R				Account Enquiry By ID
<input type="radio"/> A <input type="radio"/> R				Account Enquiry By Name
<input type="radio"/> A <input type="radio"/> R				Account Uncleared Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Earmarked Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Suspended Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Tagging Enquiry
<input type="radio"/> A <input type="radio"/> R				Account / Investor Audit Report
<input type="radio"/> A <input type="radio"/> R				Participant Account Listing
<input type="radio"/> A <input type="radio"/> R				Inactive Accounts Report
<input type="radio"/> A <input type="radio"/> R				Reactivated Account Report
<input type="radio"/> A <input type="radio"/> R				Principal & Nominees Account Report
<input type="radio"/> A <input type="radio"/> R				eServices Registration Report
<input type="radio"/> A <input type="radio"/> R				eServices Audit Report
<input type="radio"/> A <input type="radio"/> R				Principal & Noms eDividend Registration Report
<input type="radio"/> A <input type="radio"/> R				eStatement List Enquiry } (for ADA only)

**CDS-STP**

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

**STOCK PROCESSING**

- A  R Stock Enquiry

**CORPORATE ACTION TRANSACTION**

- A  R Corporate Event Enquiry By Date
- A  R Corporate Event Enquiry By Stock

**DEPOSIT TRANSACTION**

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				<b>Deposit Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R				Deposit Listing Enquiry
<input type="radio"/> A <input type="radio"/> R				Lost Scrip Enquiry
<input type="radio"/> A <input type="radio"/> R				Lost Scrip Detail Enquiry
<input type="radio"/> A <input type="radio"/> R				Deposit Amendment Report
<input type="radio"/> A <input type="radio"/> R				Deposit Amendment By Depositor Report
<input type="radio"/> A <input type="radio"/> R				Deposit Confirmation Report

**WITHDRAWAL TRANSACTION**

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				<b>Withdrawal Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R				Withdrawal List Enquiry
<input type="radio"/> A <input type="radio"/> R				Withdrawal Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Amend/Cancel Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Cancellation Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Confirmation Report

**TRANSFER TRANSACTION**

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				<b>Transfer Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R				<b>Online Bulk Transfer #</b>
<input type="radio"/> A <input type="radio"/> R				Transfer Listing Enquiry
<input type="radio"/> A <input type="radio"/> R				Transfer Cancellation Report
<input type="radio"/> A <input type="radio"/> R				Transfer Deleted at EOD Report
<input type="radio"/> A <input type="radio"/> R				Transfer Confirmation Report
<input type="radio"/> A <input type="radio"/> R				Unattended Transfer Report

**TRADE SETTLEMENT TRANSACTION**

- A  R Insufficient Balance Report (for ADA only)

**GOODS AND SERVICE TAX (GST)**

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

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

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

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

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

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