BURSA MALAYSIA

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

- (A) (R) *Transfer Confirmation Limit Maintenance # (for principal office only)*
- (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)
			Account Maintenance

- (A) (R) Reactivate Dorm/Inact Account
- (A) (R) *Activate New Account   #*
- (A) (R) *Statement Consolidation   #*   } *(for ADA only)*
- (A) (R) *Revoke Statement Consolidation #*
- (A) (R) Account Enquiry By ID
- (A) (R) Account Enquiry By Name
- (A) (R) *Account Balance Enquiry   #*
- (A) (R) *Account Stock Detail Enquiry   #*
- (A) (R) Account Uncleared Enquiry
- (A) (R) Account Earmarked Enquiry
- (A) (R) Account Suspended Enquiry
- (A) (R) Account / Investor Audit Report
- (A) (R) Participant Account Listing
- (A) (R) Inactive Accounts Report
- (A) (R) Reactivated Account Rpt
- (A) (R) Principal & Nominees Account Rpt
- (A) (R) Account Tagging Enquiry
- (A) (R) *Ad Hoc Statementing   #*
- (A) (R) eServices Registration Report
- (A) (R) eServices Audit Report
- (A) (R) Principal & Noms eDividend Registration Report
- (A) (R) eStatement List Enquiry
- (A) (R) *Formalised Accounts Listing   #*   } *(for ADA only)*
- (A) (R) *Intra Day Activity Report   #*

CDS-STP

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

INTER-BRANCH TRANSACTION

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

TRADE SETTLEMENT TRANSACTION

- (A) (R) Insufficient Balance Report   *(for ADA only)*

STOCK PROCESSING

- (A) (R) Stock Enquiry

DEPOSIT TRANSACTION

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

WITHDRAWAL TRANSACTION

- (A) (R) Withdrawal List Enquiry
- (A) (R) Withdrawal Report
- (A) (R) Withdrawal Amend/Cancel Report
- (A) (R) Withdrawal Cancellation Report
- (A) (R) Withdrawal Confirmation Report

TRANSFER TRANSACTION

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

CORPORATE ACTION TRANSACTION

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

DECLARATION

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

GOODS AND SERVICE TAX (GST)

- (A) (R) GST Tax Invoice
- (A) (R) GST CDS Transaction Invoice Report
- (A) (A) GST Backdated Invoice
- (A) (A) GST Backdated Invoice List

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 EPTTR - SYSTEM ADMINISTRATOR

Approved By : _____   Assigned By : _____

Signature : _____   Signature : _____

Date : _____   Date : _____

Action Required   : Add / Update / Remove

Ver. 1.0 - Revised 28 July 2016