

## **6.10 Transmitting Transfer Confirmation Report To Bursa Depository**

- 6.10.1 ADMs are to submit the Transfer Confirmation Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-
- a. Submit the Transfer Confirmation report for the whole of previous week transactions via a reporting task namely Weekly Transfer Confirmation Report (TF153RC). Submit this report by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week
  - b. Proceed to the Declaration Module and select the Transfer Confirmation 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 upon confirming the contents of the report is correct. The Declaration clause will appear and ADMs are required to press the “Submit” button to transmit the report to Bursa Depository
  - d. ADMs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Transfer Confirmation Report Enquiry.

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

**6.11 ADM Returning Rejected Transfer Requests To The Depositor**

- 6.11.1 Rejected transfer request document and supporting documents (if any) to be returned to the depositor(s) latest by the next market day and:-
- a. Prepare a Rejection of Transfer Request Letter in duplicate stating the reason(s) for rejection
  - b. Attach the rejected transfer request document together with the supporting documents (if any).
- 6.11.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 6.11.3 File the acknowledgement letter together with the Transfer Cancellation Report.

**6.12    Filing Of Documents**

6.12.1    File the following documents:-

- a.            Transfer request document
- b.            Supporting documents (if any)
- c.            The duly signed copy of Transfer Report
- d.            The duly signed copy of Transfer Confirmation Report
- e.            Final Unattended Transfer Report
- f.            Transfer Deleted At EOD Report
- g.            Rejection Letter to depositor.

