These withdrawal procedures are only applicable under certain circumstances as stated in the Rules of Bursa Malaysia Depository Sdn Bhd.

This chapter stipulates the procedures to be complied with by the ADM with respect to accepting, verifying, keying-in, filing and rejecting the Securities Withdrawal Request Forms (FWT010) and submission of these documents to Bursa Depository.

The requirements of this chapter and its related appendices (checklists) must be complied with at all times by the ADM.

Note: For withdrawal request relating to transmission of securities of a dual listed corporation from Malaysia to a foreign country where the corporation is dual listed, ADM is required to verify the signature of the depositor on the relevant request form that will be completed by the depositor prior to submitting such request to the relevant share registrar. This form is prescribed by the share registrar and need to be completed by the depositor for request to withdraw securities from his CDS account in order for the said securities to be transmitted to the foreign country. ADM is only required to verify the signature of the depositor that maintained CDS account with them. The other procedures relating to withdrawal request contained in this chapter is not applicable for withdrawal of such nature.

7.1   Accepting Withdrawal Requests

7.1.1   Receive the following for **each** withdrawal request:

     a.   **Securities Withdrawal Request Form** (FWT010) (Appendix 58) duly completed in triplicate by the depositor for each security

     b.   External instrument of transfer with the Transferee part duly completed

         Note: *Ensure instrument of transfer is franked with sufficient revenue stamp.*

7.1.2   Where two (2) or more types of securities are withdrawn, ensure that a separate FWT010 and instrument of transfer for each type of security is completed.

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7.2   Verification Of Securities Withdrawal Requests

7.2.1   Verify the signature on the FWT010 against the ADM's records of specimen signature(s).

7.2.2   Verify all the particulars on every FWT010 against the **Checklist For Verification Of Withdrawal Request** (Appendix 59).

7.2.3   Ensure the "verified by" and "approved by" columns are completed by two (2) different Authorised Signatory(ies) of the ADM after verification prior to data entry.

7.2.4   Reject the withdrawals if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 59. Return the FWT010 and the external instrument of transfer to the depositor.

Post-dated FWT010s are not allowed and backdated FWT010s are only acceptable up to 6 months from the withdrawal date.

7.2.5   Affix the ADM's company rubber-stamp at the space marked "to be completed by ADA/ADM".

7.2.6   Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

7.2.7   Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies).

7.2.8   Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.

7.2.9   Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).

7.3   Keying-In Withdrawal Data Into The CDS

7.3.1   Enter all withdrawal data using the CDS "Withdrawal Maintenance" screen. The security to be withdrawn is now earmarked and may not be used for any other purpose.

Note: If there is prior approval from Bursa Malaysia Depository to waive on the withdrawal fee, ADMs 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 re-activation of the dormant account.

7.3.2   Ensure the "data entry by" column in FWT010 is completed by the data entry personnel.

Note: *The data entry personnel must not be the same person approving the request.*

7.3.3   If the withdrawal data is rejected by the system, verify to ensure that there is(are) no data entry error(s). If there is(are) no data entry error(s), return the FWT010 to the depositor immediately, stating the reason(s) for rejection.

7.3.4   Upon completion, the withdrawal reference number will be generated and displayed on the CDS terminal and at the top right hand corner of the external instrument of transfer.

7.3.5   Record the withdrawal reference number on the FWT010.

Note:
(i)   *All accepted withdrawal requests lodged by a depositor before 12.00pm on any market day must be keyed-in to the CDS terminal before 12.30pm on the same market day*

(ii)   *Where withdrawal requests are lodged after 12.00pm, and are not keyed-in for value the same day, these requests must be keyed-in before 12.30pm on the following market day*

(iii)   *Any data keyed-in 12.30pm and after will be considered as withdrawal requests for the next market day*

(iv)   *Amendment cut-off time for withdrawal keyed-in to the CDS terminal before 12.30pm is 3.00pm or any specific time decided by Bursa Depository.*

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7.3.6   The ADM is to print and provide the depositor the tax invoice (Appendix 72) from the CDS in the respect of the withdrawal transaction 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 ADM 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.

7.4   <u>**Acknowledge Receipt Of Withdrawal Requests**</u>

7.4.1   Receive the withdrawal fee and the relevant GST amount.

7.4.2   Return the **Depositor copy** of the FWT010 to the depositor as acknowledgement only after the withdrawal reference number has been generated and recorded on the form.

7.4.3   The ADM must maintain proper records of all withdrawal fees received.

7.5 **Generate And Verify Withdrawal Report**

7.5.1 Print the **Withdrawal Report** (Appendix 60) in hardcopy or alternatively view the softcopy of this report after all withdrawals have been keyed-in for the day.

7.5.2 Verify the FWT010s against the Withdrawal Report in hardcopy or alternatively view the softcopy of this report in CDS.

7.5.3 Ensure that data has been keyed-in correctly.

7.5.4 Make the necessary amendments if there is(are) any discrepancy(ies) or data entry error(s).

7.5.5 Print the **Withdrawal Amend/Cancel Report** (Appendix 61) to determine if any amendments have been made.

7.5.6 Verify the report to ensure that the amendments made is(are) correct.

7.5.7 If cancellations have been made, print the final Withdrawal Report in duplicate.

7.5.8 Affix the ADM's company rubber-stamp on the final Withdrawal Report.

7.5.9 Ensure that the final Withdrawal Report is verified and signed by the ADM's Authorised Signatory(ies) as evidence of approval of such withdrawals.

7.5.10 If the ADM is unable to print the Withdrawal Report from the computer system, prepare a letter using the ADM's letterhead, addressed to Bursa Depository with the following:-

a. Reason for failure to print the Withdrawal Report (if due to printer failure, indicate time and name of the person(s) from Bursa Depository/Bursa IT contacted)

b. Securities name and securities code of all securities with an indication of quantity withdrawn for each security and certificate option

c. Details of withdrawals such as depositor's name, depositor's account number, withdrawal code and withdrawal reference number

d. Company rubber-stamp affixed and signed by the ADM's Authorised Signatory(ies).

7.6   Sorting and Packing Of Forms

7.6.1   Sort and pack the Bursa Depository copy of the FWT010, the relevant external instrument of transfer documents together with the final Withdrawal Report in the following order:

a.   By security in sequence of ascending securities code

b.   Within each security, in sequence as appearing on the final Withdrawal Report.

7.6.2   Each package must be accompanied by the final Withdrawal Report duly verified and approved by the ADM's Authorised Signatory(ies).

7.6.3   Ensure that the Authorised Signatory(ies) affixed the company rubber-stamp on the final Withdrawal Report.

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7.7 Submission Of Withdrawal Requests To Bursa Depository

7.7.1 Klang Valley ADM and ADM's branches must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.

7.7.2 ADM and ADM's branches located outside Klang Valley must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.

7.7.3 ADMs and ADM's branches located outside Klang Valley can apply for exemption of Procedure 7.7.2, by writing to Bursa Depository and enclosing the following documents:

  a. Deed of Indemnity (Appendix 44)

  b. List of Authorised Personnel For Telephone Confirmation (Appendix 45).

7.7.4 Once the request for exemption of Procedure 7.7.2 is approved by Bursa Depository, the requesting ADM and ADM's branches need to adhere to the Prescribed Procedures, defined in this Section as follows:

  7.7.4.1 For all withdrawal transactions keyed into the CDS terminal for value the same day, ADM must fax one (1) copy of the duly signed and stamped final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.

  7.7.4.2 The faxed documents must be accompanied by a cover letter, containing details on the number of transactions done and the number of pages faxed, to be signed by an authorised personnel as stated in the List of Authorised Personnel For Telephone Confirmation submitted by the ADM to Bursa Depository previously.

  7.7.4.3 Following this, confirmation via telephone must be made by the same authorised personnel who signed the cover letter with an authorised personnel at Transfer Section of Bursa Depository before 4.00pm on the same day, confirming receipt of the faxed documents.

7.7.4.4   For all withdrawal requests which have been faxed, copy of the duly signed and stamped final Withdrawal Report, external instrument of transfer and all forms must be sent to Bursa Depository before 12.30pm the following market day.

7.8   Acknowledgement Of Receipt Of Withdrawal Requests By Bursa Depository

Bursa Depository will acknowledge receipt of the ADM's withdrawal requests on the Withdrawal Report printed at Bursa Depository after 3.00pm on withdrawal day

Note: *In the event that Bursa Depository is required to acknowledge receipt of the ADM's Withdrawal Report, the acknowledgement is only for the receipt of the Withdrawal Report and not the transaction details in the supporting documents. The acknowledged Withdrawal Report printed at Bursa Depository will be forwarded to the ADM upon further checking of the transaction details in the supporting documents of the ADM's Withdrawal Report. Alternatively, the acknowledgement will be placed at the designated collection centre.*

7.9   Rejection Of Withdrawal Requests By Bursa Depository

Bursa Depository shall reject any withdrawal request that does not comply with the Rules of Bursa Depository, provisions of this chapter including the appendices and any other directives issued by Bursa Depository from time to time.

7.9.1   For withdrawal requests rejected by Bursa Depository, the ADM will receive the following:

a.   **Rejection of Withdrawal Request Letter From Bursa Depository** (Appendix 62) in duplicate

b.   Rejected FWT010

c.   Rejected external instrument of transfer (if any).

7.9.2   For Klang Valley ADM and ADM's branches, sign to acknowledge receipt of the rejected withdrawals from Bursa Depository. Return the duplicate copy of the Rejection of Withdrawal Request Letter from Bursa Depository on the same market day.

7.9.3   For ADM and ADM's branches outside Klang Valley, sign to acknowledge receipt of the rejected withdrawals. Return the duplicate copy of the Rejection of Withdrawal Request Letter from Bursa Depository by the next market day following the date of receipt of the rejection of withdrawal.

Re-submission Procedure

Where a rejected withdrawal is returned to the ADM and is rectifiable by the ADM, the ADM may rectify the error(s) and re-submit the original / new FWT010 with supporting documents (if any) to Bursa Depository with the new withdrawal reference number and a rubber-stamp bearing the ADM's name must be affixed.

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7.10   <u>**ADM Returning Rejected Withdrawal Requests to The Depositor**</u>

7.10.1   Collect the rejected FWT010s and external instrument of transfer (if any) from Bursa Depository to be sent to the depositor(s) latest by the next market day and:

     a.   Prepare a Rejection of Withdrawal Request Letter in duplicate stating the reason(s) for rejection

     b.   Attach the rejected FWT010's together with external instrument of transfer.

7.10.2   Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.

7.10.3   File the acknowledgement letter together with the **Withdrawal Cancellation Report** (Appendix 63).

7.11 <u>**Inter Branch Transactions With Regards To Withdrawal Requests**</u>

Inter Branch Transactions are transactions initiated at the branch office of an ADM.

7.11.1   Ensure that the depositor is present in person to perform the CDS transaction request(s).

7.11.2   Verify the signature of the depositor on the FWT010 against the ADM's records of specimen signature(s).

7.11.3   Reject the request if the signature differs.

7.11.4   Ensure that all FWT010s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of the FWT010.

7.11.5   Ensure that the ADA/ADM copies of the FWT010 bearing the IBT rubber-stamp are properly filed at the ADM.

7.12   Bursa Depository Reports

7.12.1   After initiating the withdrawal transactions, print the following reports for ADM reconciliation at the beginning of the next market day:-

a.   Withdrawal Cancellation Report (Appendix 63) (Only if there was withdrawal transaction the previous market day)

b.   **Withdrawal Confirmation Report** (Appendix 64) (Optional)

c.   Participant CDS Transaction Invoice Report (Appendix 73) (Optional)

Note: **The purpose of this report is to assist the ADM to reconcile the GST amount collected for all the CDS transactions initiated on previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.**

7.12.2   Ensure these reports stated in item 7.12.1 (a) – (b) are verified by the designated Officer(s) of the ADM. If there is (are) any discrepancy(ies), check with the Depository Division of Bursa Depository.

7.12.3   These reports detail the withdrawal requests cancelled and confirmed by Bursa Depository on the date of withdrawal.

7.13   Filing Of Documents

7.13.1   File the following documents:-

a.   ADA/ADM copy of FWT010

b.   A copy of Withdrawal Report

c.   The acknowledged Withdrawal Report printed at Bursa Depository

d.   Withdrawal Amend/Cancel Report (if applicable)

e.   Withdrawal Cancellation Report (if applicable)

f.   Withdrawal Confirmation Report (optional)

g.   Rejection Of Withdrawal Request Letter From Bursa Depository (if any).

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