

This chapter stipulates the procedures for the ADM to comply with, in respect of the ADM and/or its wholly-owned nominees' registration for eDividend, updating of ADM and/or its wholly owned nominees's bank account details, consolidation of bank account details, revocation of a previous request to consolidate the bank account details as well as submission of these documents to Bursa Depository.

Please refer to the eStatement section in Chapter 12 for the procedures that need to be complied with (if any) in relation to the handling of email address and handphone number that are received together with a request for registration for eDividend.

Further to the procedures stated in the eStatement section in Chapter 12, once the e-mail address and handphone number is recorded in Bursa Depository's records, the depositor will receive electronic notifications in relation to cash dividends and other cash distributions paid directly into the depositors bank account with regards to the securities held in the depositors' CDS account(s).

11.1 Registration For eDividend

ADM's Principal Account(s) And Wholly-Owned Nominees Account(s)

ADM and/or its wholly-owned nominees are **exempted** from completing eServices Form and submission of any supporting documents to register for eDividend.

11.1.1 Registration For eDividend For ADM 's Principal Account(s) And Wholly-Owned Nominees Account(s)

11.1.1.1 eServices Form and supporting documents are not required to be completed and submitted for registration for eDividend with regards to ADM 's principal account(s) and wholly-owned nominees account(s).

11.1.1.2 Ensure that all the bank account details with regards to ADM's principal account(s) and wholly-owned nominees account(s) is correct by checking against the **eServices Registration Report** (Appendix 68).

11.1.1.3 Upon verifying the data has been keyed-in correctly, proceed to print **Principal And Nominees eDividend Registration Report** (Appendix 69).

11.1.1.4 The Principal And Nominees eDividend Registration Report will show all the ADM's principal account(s) and wholly-owned nominees account(s) and bank account number(s) registered for eDividend for the day

11.1.1.5 The report will be sorted by principal account(s) and wholly-owned nominees account(s).

11.1.1.6 ADM and its wholly-owned nominees' authorized signatory(ies) as per Board Resolution is(are) required to sign the relevant Declaration Clause that will be reflected on the Principal And Nominees eDividend Registration Report.

11.1.1.7 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the declaration clause on this report.

11.1.1.8 If the usage of common seal is not specified in the Board Resolution, then affix the respective company's rubber stamp at the declaration clause on this report.

11.1.2 Keying-In eDividend Request Into The CDS

11.1.2.1 Key-in the particulars using the CDS "Account Maintenance" screen.

11.1.2.2 Ensure that all particulars have been keyed-in correctly before confirming the data entry.

Important Notes:

(i) *Indicate correctly in the CDS whether the ADM and its wholly-owned nominees would like to link all the CDS accounts to the same bank account.*

(ii) *In respect of the consolidation (bank accounts) of ADM's wholly owned nominee account(s), only those CDS accounts maintained at a particular ADM or its branches will be affected.*

11.1.2.3 The ADM is to print and provide the depositor the tax invoice (Appendix 72) from the CDS in respect of the fee for registration for eDividend 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.

11.1.2.4 On the next market day, ADM has the option to print the Participants CDS Transaction Invoice Report (Appendix 73) from CDS. The purpose of this report is to assist the ADM to reconcile the GST amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

11.1.3 Generate And Verify eServices Registration Report

11.1.3.1 Print the eServices Registration Report.

11.1.3.2 Verify the eServices Registration Report to ensure the data entry has been performed correctly.

11.1.3.3 If there is(are) any data entry error(s), proceed with the Updating Of ADM And Wholly-Owned Nominees' Bank Account Details from Section 11.2 onwards.

11.1.4 Transmitting Principal And Nominees eDividend Registration Report To Bursa Depository

11.1.4.1 ADMs are to submit the Principal And Nominees eDividend Registration Report accompanied with the relevant declaration on a weekly basis. The report will be submitted on the first market day of the following week by initiating the following processes in CDS:-

- a. Print Principal And Nominees eDividend Registration Report for the whole of previous week's transactions by indicating the first market day of the previous week at the "start date" and the last market day of the previous week at the "end date"
- b. Proceed to the Declaration Module and select the Principal And Nominees eDividend Registration 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 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

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- d. ADMs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Principal and Nominees eDividend Registration Report Enquiry.

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

11.1.5 Filing Of Documents

- 11.1.5.1 File the duly signed and stamped Principal And Nominees eDividend Registration Report according to date.

11.2 Updating Of ADM And Wholly-Owned Nominees' Bank Account Details,

Types Of Changes

- a. Name of the Bank
- b. Bank Account Number
- c. Indication on joint bank account

Important Note: *For nominees account(s), where it has consolidated its bank account details, any subsequent update will only affect the same nominees account(s) at the particular ADM or ADM's branches.*

ADM's Principal Account(s) And Wholly-Owned Nominees Account(s)

ADM and wholly-owned nominees are **exempted** from submitting any supporting documents to update bank account details.

11.2.1 Accepting Updating Of Bank Account Details Request

11.2.1.1 Ensure the ADM and wholly-owned nominees complete the **eServices Form** (Appendix 70).

11.2.2 Verification Of Updating Of Bank Account Details Request

11.2.2.1 Receive the completed eServices Form.

11.2.2.2 Verify the details in the eServices Form against the relevant supporting documents.

11.2.2.3 Ensure the signature on the eServices Form corresponds with that of the ADM's records of specimen signature(s).

11.2.2.4 Reject the application if the signature differs.

11.2.2.5 If the request to update any particulars is due to data entry error committed by the ADM personnel:-

- a. Complete the eServices Form and initiate the update in CDS. Submit the appropriate copy of eServices Form to Bursa Depository
- b. Affix the eServices Form with the designated “Updating of account particular(s) due to data entry error request” rubber-stamp
- c. The ADM must justify the data entry error by providing Bursa Depository with the relevant supporting documents showing the discrepancy in data entry (if any).

11.2.2.6 Affix the ADM’s company rubber-stamp on eServices Form at the space marked “to be completed by ADM”.

11.2.2.7 Ensure that the “verified by” and “approved by” columns are signed by two (2) different authorized signatories of the ADM before data entry.

11.2.2.8 Every amendment made on the eServices Form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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.

11.2.2.9 Where the signature of the Authorised Signatory(ies) of the wholly owned-nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).

11.2.2.10 Any amendments made in the “for office use only” column in the eServices Form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM’s name affixed.

11.2.2.11 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly-owned nominees, verify the signature against the ADM’s records of specimen signature(s).

11.2.3 Keying-in The Updating Of ADM And Wholly Owned Nominees' Bank Account Details Request

11.2.3.1 After verification of the completeness and validity of the eServices Form, perform the requested changes of particulars in the CDS terminal via the CDS "Account Maintenance" screen.

11.2.3.2 Compare the particulars on the terminal against particulars on eServices Form.

11.2.3.3 Proceed with the updating via the CDS terminal.

11.2.3.4 The ADM's Authorised Signatory(ies) must sign on the eServices Form on behalf of the depositor in cases where the update is due to a data entry error by the ADM.

11.2.3.5 Ensure that the "data entry by" column of the eServices Form is completed by the ADM personnel who performed the data entry.

Note: The data entry personnel must not be the same person approving the Updating Request.

11.2.4 Acknowledge Receipt Of Updating Of ADM And Wholly Owned-Nominees' Bank Account Details

11.2.4.1 Return the Applicant's Copy of the eServices Form as acknowledgement only after the ADM has updated the requested bank account details in the CDS.

11.2.5 Generate And Verify The eServices Audit Report

11.2.5.1 Print the **eServices Audit Report** (Appendix 71)

11.2.5.2 Verify that the updates made to the bank account details for the day are correct against the eServices Audit Report.

11.2.5.3 The ADM personnel who checked and verified the reports must sign the reports.

11.2.5.4 If there are any data entry errors in the updates, the ADM must initiate the update procedures again mentioned in item 11.2.3.

11.2.6 Sorting And Packing Of Forms

11.2.6.1 Pack according to date of updating and within the date of updating by ascending account number, the following:-

- a. Bursa Depository's copies of the eServices Form
- b. Original certified true copies of supporting documents (if applicable).

11.2.6.2 Each package must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of updating.

11.2.6.3 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.2.7 Submission Of the Updating of Bank Account Details Documents To Bursa Depository

11.2.7.1 All the documents mentioned in item 11.2.6 must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of updating.

11.2.7.2 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.2.7.3 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of eServices Form and the related supporting documents.

11.2.8 Filling Of Documents

11.2.8.1 File the following documents:-

- a. ADA/ADM copy of the eServices Form
- b. Supporting documents (if applicable).

11.2.8.2 File the eServices Audit Report according to date.

11.3 Consolidation (Bank Account)

This section stipulates the procedures to be complied with by the ADM with respect to accepting, verifying, keying-in and filing of the Consolidation (Bank Account) as requested by ADM and wholly-owned nominees via the eServices Form (“Consolidation Request”).

Once ADM has consolidated the bank account details for all CDS accounts, the same bank account details will be replicated for all the CDS accounts maintained with the ADM and/or ADM’s branches.

For Consolidation Request in relation to nominee account(s), only those CDS accounts maintained at a particular ADM or its branches will be affected and will not affect the same nominee CDS account maintained with ADAs.

The requirements of this section must be complied with at all times by the ADM.

11.3.1 Accepting Consolidation Request

11.3.1.1 Receive completed and duly signed eServices Form from ADM and wholly-owned nominees.

11.3.2 Verification Of Consolidation Request

11.3.2.1 Verify the signature on the eServices Form against the ADM’s records of specimen signature(s).

11.3.2.2 Reject the application if the signature on the eServices Form differs.

11.3.2.3 Affix the ADM’s company rubber-stamp on the eServices Form at the space marked “to be completed by ADM”.

11.3.2.4 Ensure the “verified by” column is completed by the ADM personnel who performed the verification.

11.3.2.5 Ensure the “approved by” column is completed by the ADM’s Authorised Signatory(ies) before performing the data entry.

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- 11.3.2.6 Every amendment made on the eServices Form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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.
- 11.3.2.7 Where the signature of the Authorised Signatory(ies) of the wholly-owned nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).
- 11.3.2.8 Any amendment made in the "for office use only" column in the eServices Form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.
- 11.3.2.9 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly owned nominees, verify the signature against the ADM's records of specimen signature(s).

11.3.3 Keying-In The Consolidation Request

- 11.3.3.1 Key-in CDS account number using the "Account Maintenance" screen. Retrieve the depositor's details and verify against the details stated in the eServices Form.
- 11.3.3.2 Reject the Consolidation Request if the particulars of the depositor in the CDS differ from eServices Form and state the reason(s) for rejection.
- 11.3.3.3 Proceed to update the Consolidation Request if the particulars of the ADM or wholly-owned nominees are the same in the eServices Form and CDS.
- 11.3.3.4 Ensure that the "data entry by" column of the eServices Form is completed by the ADM personnel who performed the data entry.

Note: The data entry personnel must not be the same person approving the Consolidation Request.

11.3.4 Acknowledgement Of Receipt Of The Consolidation Request

11.3.4.1 Return a copy of the eServices Form as acknowledgement after processing the Consolidation Request.

11.3.5 Generate And Verify eServices Registration Report / eServices Audit Report

11.3.5.1 Print the eServices Registration Report in the case of the ADM or wholly-owned nominees registered for eDividend and consolidate the eDividend details at the same time.

11.3.5.2 Print the eServices Audit Report in the case of ADM or wholly-owned nominees decided to consolidate the eDividend details at a later stage after had registered for eDividend.

11.3.5.3 Verify the eServices Registration Report / eServices Audit report against the eServices Form to ensure that data entry has been performed correctly.

11.3.5.4 The ADM personnel who checked and verified the reports against the eServices Form must sign on the report.

11.3.6 Sorting And Packing Of Forms

11.3.6.1 Pack Bursa Depository's copies of the eServices Form according to date of consolidation and within the date of consolidation by ascending account number.

11.3.6.2 Each package must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of consolidation.

11.3.6.3 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.3.7 Submission Of Consolidation Documents To Bursa Depository

11.3.7.1 All the eServices Form must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of consolidation.

11.3.7.2 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.3.7.3 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of eServices Forms and the related supporting documents.

11.3.8 Filing Of Documents

11.3.8.1 File the following documents:-

- a. ADA/ADM copy of the eServices Form
- b. eServices Registration Report / eServices Audit Report

11.4 Revocation Of Consolidation (Bank Account)

This section stipulates the procedures to be complied with by the ADM with respect to accepting, verifying, keying-in and filing of the Revocation Of Consolidation (Bank Account) as requested by ADM and/or wholly-owned nominees via the eServices Form (“Revocation Request”).

The Revocation Request is meant for ADM and/or wholly owned nominees that has consolidated the eDividend details i.e. bank account details and now intends to maintain different bank account details for each of the CDS accounts. Once the ADM and/or wholly owned nominees have revoked the consolidated eDividend details, the ADM and/or wholly owned nominees are required to update the bank account details individually at the ADM or ADM’s branches where the CDS accounts are maintained.

If the ADM and/or wholly owned nominees does not update the bank account details for the individual accounts, the bank account details will remain the same for all the CDS accounts.

For Revocation Request in relation to nominee account, only those CDS accounts maintained at a particular ADM or its branches will be affected and will not affect the same nominee CDS account maintained with ADAs.

The requirements of this section must be complied with at all times by the ADM.

11.4.1 Accepting Revocation Request

11.4.1.1 Receive completed and duly signed eServices Form from ADM or wholly-owned nominees.

11.4.2 Verification Of Revocation Request

11.4.2.1 Verify the signature on the eServices Form against the ADM’s records of specimen signature(s).

11.4.2.2 Reject the application if the signature on the eServices Form differs.

11.4.2.3 Affix the ADM’s company rubber-stamp on the eServices Form at the space marked “to be completed by ADM”.

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- 11.4.2.4 Ensure the “verified by” column is completed by the ADM personnel who performed the verification.
- 11.4.2.5 Ensure the “approved by” column is completed by the ADM’s Authorised Signatory(ies) before performing the data entry.
- 11.4.2.6 Every amendment made on the eServices Form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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.
- 11.4.2.7 Where the signature of the Authorised Signatory(ies) of the wholly-owned nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).
- 11.4.2.8 Any amendment made in the “for office use only” column in the eServices Form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM’s name affixed.
- 11.4.2.9 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly-owned nominees, verify the signature against the ADM’s records of specimen signature(s).

11.4.3 Keying-In The Revocation Request

- 11.4.3.1 Key-in depositor’s CDS account number using the “Account Maintenance” screen. Retrieve the depositor’s details and verify against the details stated in the eServices Form.
- 11.4.3.2 Reject the Revocation Request if the particulars of the depositor in the CDS differ from eServices Form and state the reason(s) for rejection.
- 11.4.3.3 Proceed to update the Revocation Request into the CDS account if the particulars of the depositor are the same in the eServices Form and the CDS.

11.4.3.4 Ensure that the “data entry by” column of the eServices Form is completed by the ADM personnel who performed the data entry.

Note: The data entry personnel must not be the same person approving the Revocation Request.

11.4.4 Acknowledgement Of Receipt Of The Revocation Request

11.4.4.1 Return a copy of the eServices Form to the ADM or wholly-owned nominees as acknowledgement after the Revocation Request has been processed.

11.4.5 Generate And Verify eServices Audit Report

11.4.5.1 Print the eServices Audit Report.

11.4.5.2 Verify the eServices Audit Report against the eServices Form to ensure that data entry has been performed correctly.

11.4.5.3 The ADM personnel who checked and verified the reports against the eServices Form must sign on the report.

11.4.6 Sorting And Packing Of Forms

11.4.6.1 Pack Bursa Depository’s copies of the eServices Form according to date of revocation and within the date of revocation by ascending account number.

11.4.6.2 Each package must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of revocation.

11.4.6.3 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.4.7 Submission Of Revocation Documents To Bursa Depository

11.4.7.1 All the eServices Form must be accompanied with a covering letter addressed to Bursa Depository stating the breakdown of eServices Form by date of revocation.

11.4.7.2 The covering letter must be signed by the authorised signatory(ies) of the ADM.

11.4.7.3 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of eServices Forms and the related supporting documents.

11.4.8 Filing Of Documents

11.4.8.1 File the following documents:-

- a. ADA/ADM copy of the eServices Form
- b. eServices Audit Report.

11.5 Inter Branch Transactions For eDividend

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

11.5.1 Inter Branch Transactions With Regards To Registration For eDividend

11.5.1.1 ADM and wholly-owned nominees are **exempted** from completing the eServices Form as well as to submit any supporting documents for registration for eDividend.

11.5.1.2 All the other relevant procedures detailed in Section 11.1 are also applicable for Inter Branch Transaction With Regards To Registration for eDividend.

11.5.2 Inter Branch Transactions With Regards To Updating Of Bank Account Details.

11.5.2.1 Ensure the eServices Form is completed.

11.5.2.2 Receive the completed eServices Form.

11.5.2.3 Verify the details in the form against the relevant supporting documents (if any).

11.5.2.4 Ensure the signature on the form corresponds with that on the ADM's records of specimen signature(s).

11.5.2.5 Reject the application if the signature differs.

11.5.2.6 If the request to change the particulars is due to data entry error made by the ADM personnel:-

- a. Complete and submit to Bursa Depository the eServices Form
- b. Affix the eServices Form with the designated "Updating of account particular(s) due to data entry error request" rubber-stamp

- c. The ADM must justify the data entry error by providing Bursa Depository with the relevant supporting documents furnished by the depositor showing the discrepancy in data entry.

11.5.2.7 Affix the ADM's company rubber-stamp on eServices Form at the space marked "to be completed by ADM".

11.5.2.8 Ensure that the "verified by" and "approved by" columns are signed by two (2) different authorized signatories of the ADM before data entry.

11.5.2.9 Every amendment made on the eServices Form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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 made the correction.

11.5.2.10 Where the signature of the Authorised Signatory(ies) of the wholly-owned nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).

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

11.5.2.12 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly-owned nominees, verify the signature against the ADM's records of specimen signature(s).

11.5.2.13 Ensure that all eServices Forms 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 these documents.

11.5.2.14 Ensure that the ADA/ADM copies of eServices Form bearing the IBT rubber-stamp are properly filed at the ADM.

11.5.2.15 All the other relevant procedures detailed in Section 11.2 are also applicable for Inter Branch Transaction With Regards To Updating Of ADM And Wholly Owned Nominees' Bank Account Details

11.5.3 Inter Branch Transactions With Regards To Consolidation (Bank Account)

- 11.5.3.1 Ensure the eServices Form is completed.
- 11.5.3.2 Receive the completed eServices Form.
- 11.5.3.3 Verify the signature on the eServices Form against the ADM's records of specimen signature(s).
- 11.5.3.4 Reject the application if the signature differs.
- 11.5.3.5 Ensure that the "verified by" and "approved by" columns are signed by two (2) different authorized signatories of the ADM before data entry.
- 11.5.3.6 Every amendment made on the eServices Form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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 made the correction.
- 11.5.3.7 Where the signature(s) of the Authorised Signatory(ies) of the wholly-owned nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).
- 11.5.3.8 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.
- 11.5.3.9 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly-owned nominees, verify the signature against the ADM's records of specimen signature(s).
- 11.5.3.10 Ensure that all eServices Forms 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 these documents.
- 11.5.3.11 Ensure that the ADA/ADM copies of eServices Form bearing the IBT rubber-stamp are properly filed at the ADM.

11.5.3.12 All the other relevant procedures detailed in Section 11.3 are also applicable for Inter Branch Transaction With Regards To Consolidation (Bank Account).

11.5.4 Inter Branch Transactions With Regards To Revocation Of Condolidation (Bank Account)

11.5.4.1 Ensure the eServices Form is completed.

11.5.4.2 Receive the completed eServices Form.

11.5.4.3 Verify the signature on the eServices Form against the ADM's records of specimen signature(s).

11.5.4.4 Reject the application if the signature differs.

11.5.4.5 Ensure that the "verified by" and "approved by" columns are signed by two (2) different authorized signatories of the ADM before data entry.

11.5.4.6 Every amendment made on the form must be countersigned by the Authorised Signatory(ies) of the wholly-owned nominees 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 made the correction.

11.5.4.7 Where the signature(s) of the Authorised Signatory(ies) of the wholly-owned nominees and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the eServices Form need only be signed by that signatory(ies).

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

11.5.4.9 Where the amendments are signed by the Authorised Signatory(ies) of the ADM or wholly-owned nominees, verify the signature against the ADM's records of specimen signature(s).

11.5.4.10 Ensure that all eServices Forms 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 these documents.

11.5.4.11 Ensure that the ADA/ADM copies of eServices Form bearing the IBT rubber-stamp are properly filed at the ADM.

11.5.4.12 All the other relevant procedures detailed in Section 11.4 are also applicable for Inter Branch Transaction With Regards To Revocation Of Consolidation (Bank Account).

