Clause that will be reflected on the Principal And Nominees eDividend Registration Report.

11.1.1.1   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.

11.1.1.2   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)   *For nominees account(s) that has registered for eDividend by linking all the CDS accounts to the same bank account, such registration will apply for the same nominee account(s) at a particular ADM's branch.*

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 eDividend Registration Report**

11.1.3.1 Print the eDividend Registration Report.

11.1.3.2 Verify the eDividend 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' eDividend 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

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.