

# ELECTRONIC NEGOTIATED LARGE TRADE (ENLT)

### **INDUSTRY GUIDELINES MANUAL**

**DECEMBER 12, 2019** 

BURSA MALAYSIA BERHAD Bukit Kewangan, Exchange Square, 50200, Kuala Lumpur



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### INTRODUCTION

### WHAT IS ENLT?

- a Web Application that combine workflow automation system with digital signature solution to register NLT online.
- It is an off-the-shelf software which has the capability and function to automate the current NLT process.
- Cloud-based solution which run by Local Cloud Service Provider (CSP).
- Used by Bursa Malaysia (Derivatives Trading Operations team), Trading Participants (TP's), and Clearing Participants (CP's).

### ROLES OF EDITOR

- Fill up the trade information in the eNLT form in the Web Application.
- Assign the signer & Approver by updating the placeholder in respective Template.
- No Signature is required for the Editor.

### ROLES OF AUTHORIZED SIGNATORIES

- Fill up the trade information in the eNLT form in the Web Application.
- Assign the signer & Approver by updating the placeholder in respective Template.
- Required to sign the eNLT form (once be assigned).



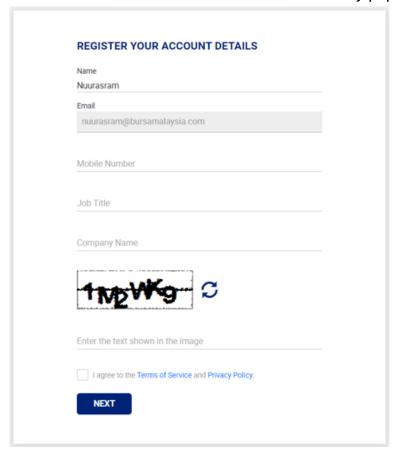
### **ACCOUNT REGISTRATION & ACTIVATION**

### **ROLE: EDITOR ONLY**

1. Receive Email Notification to Join Enterprise Account. It is highly recommended to register and activate your account using Laptop/Workstation.

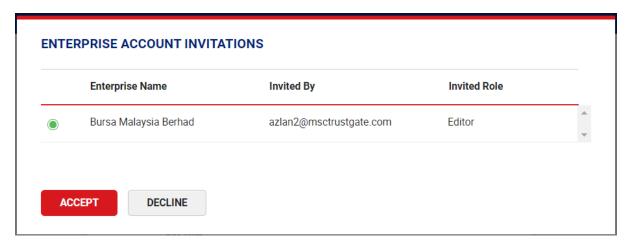


- 2. Click "VIEW INVITATION" icon.
- 3. Your Name & Email Address will be automatically populated.

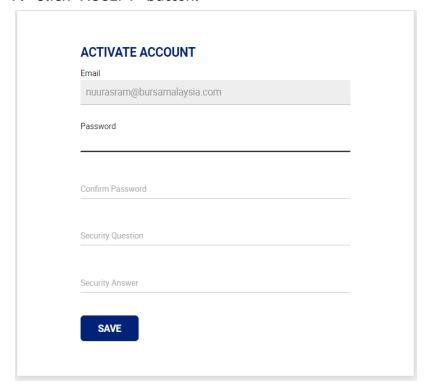




- 4. Enter the following details: -
  - Mobile phone number with Country Code, e.g. +60123456789 (Mandatory)
  - Job Title (Optional)
  - Company Name (Mandatory)
  - Captcha Image (Mandatory)
- 5. Tick the box for the declaration
- 6. Click 'NEXT' button.



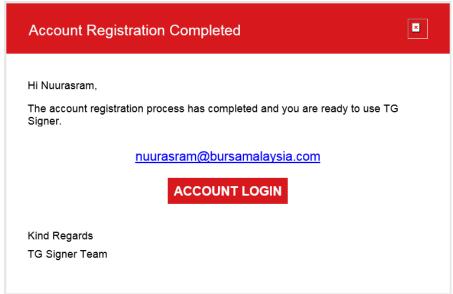
7. Click 'ACCEPT' button.



- 8. Enter the password. The password must follow the following criteria: -
  - Include 1 or more upper-case characters
  - Include 1 or more numbers
  - The minimum password length is 8 characters
- 9. Confirm the password by enter the same password keyed-in earlier.
- 10. Create any Security Question. (Preferable something related to you)

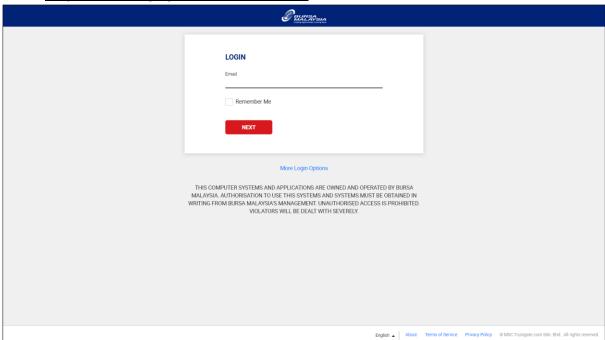


- 11. Write suitable answer for the question (Preferable an answer which is easy to memorize)
- 12. Click 'SAVE' button.
- 13. Receive Email Notification of Account Registration Completed.



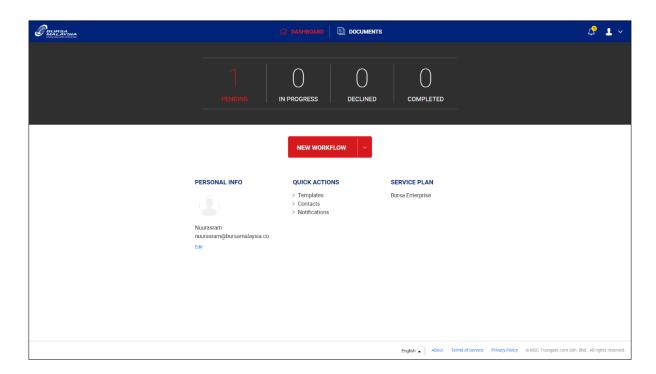
### **LOGIN TO THE ACCOUNT**

1. Go to <a href="https://web.tgsigner.com/enltbursa">https://web.tgsigner.com/enltbursa</a>



- 2. Enter your registered Email & Password.
- 3. Click 'LOGIN' button.
- 4. Receive SMS "RMO Your SigningHub OTP is XXX-XXX".
- 5. Enter 6 digit OTP code sent to your mobile phone number.
- 6. Click 'LOGIN' button.





- 7. Dashboard for the Editor as following: -
  - PENDING indicate document pending your action (review/sign).
  - IN PROGRESS indicate your document is under reviewed or pending signature by another person.
  - DECLINED indicate your document that has been declined by another signer.
  - COMPLETED indicate your requested document has been signed successfully.
  - NEW WORKFLOW to start/initiate a new workflow.

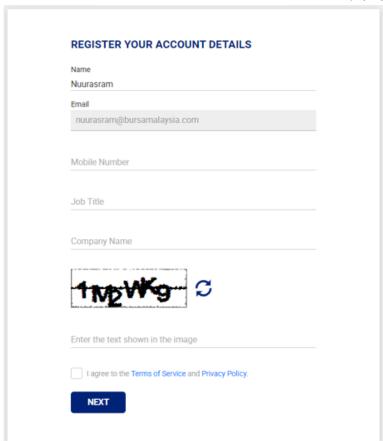


### **ROLE: AUTHORIZED SIGNATORIES ONLY**

1. Receive Email Notification to Join Enterprise Account. It is highly recommended to register and activate your account using Laptop/Workstation.

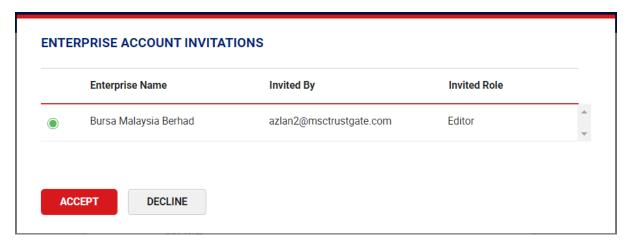


- 2. Click "VIEW INVITATION" icon.
- 3. Your Name & Email Address will be automatically populated.

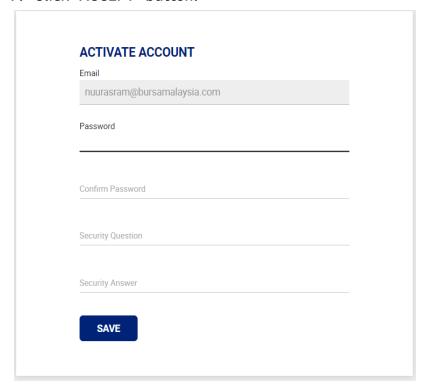




- 4. Enter the following details: -
  - Mobile phone number with Country Code, e.g. +60123456789 (Mandatory)
  - Job Title (Optional)
  - Company Name (Mandatory)
  - Captcha Image (Mandatory)
- 5. Tick the box for the declaration
- 6. Click 'NEXT' button.



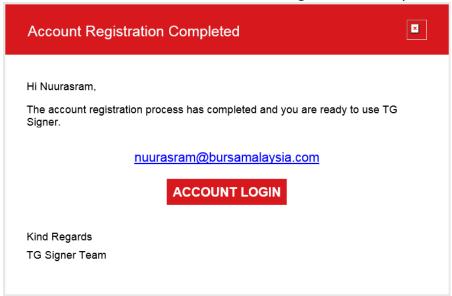
7. Click 'ACCEPT' button.



- 8. Enter the password. The password must follow the following criteria: -
  - Include 1 or more upper-case characters
  - Include 1 or more numbers
  - The minimum password length is 8 characters
- 9. Confirm the password by enter the same password keyed-in earlier.
- 10. Create any Security Question. (Preferable something related to you)

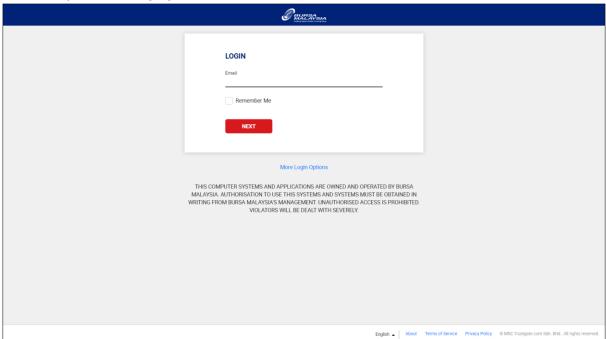


- 11. Write suitable answer for the question (Preferable an answer which is easy to memorize)
- 12. Click 'SAVE' button.
- 13. Receive Email Notification of Account Registration Completed.



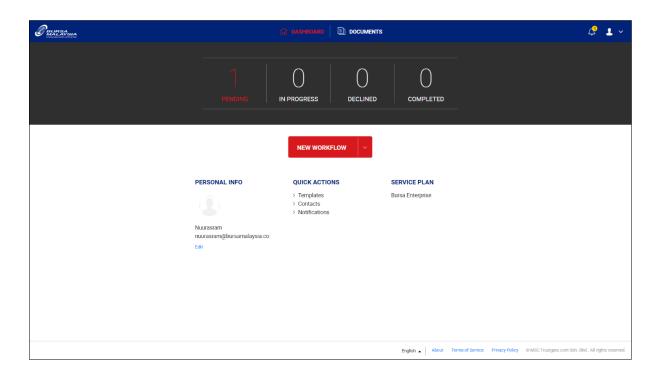
Login to the Account

8. Go to <a href="https://web.tgsigner.com/enltbursa">https://web.tgsigner.com/enltbursa</a>



- 9. Enter your registered Email & Password.
- 10. Click 'LOGIN' button.
- 11. Receive SMS "RMO Your SigningHub OTP is XXX-XXX".
- 12. Enter 6 digit OTP code sent to your mobile phone number.
- 13. Click 'LOGIN' button.



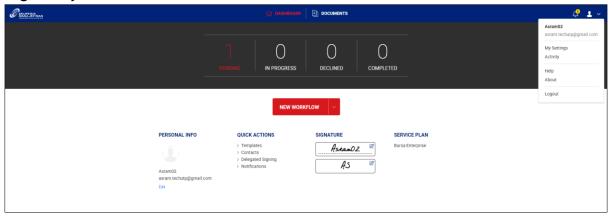


### 14. Dashboard for the Editor as following: -

- PENDING indicate document pending your action (review/sign).
- IN PROGRESS indicate your document is under reviewed or pending signature by another person.
- DECLINED indicate your document that has been declined by another signer.
- COMPLETED indicate your requested document has been signed successfully.
- NEW WORKFLOW to start/initiate a new workflow.

### SIGNATURE SETTINGS (AUTHORIZED SIGNATORIES ONLY)

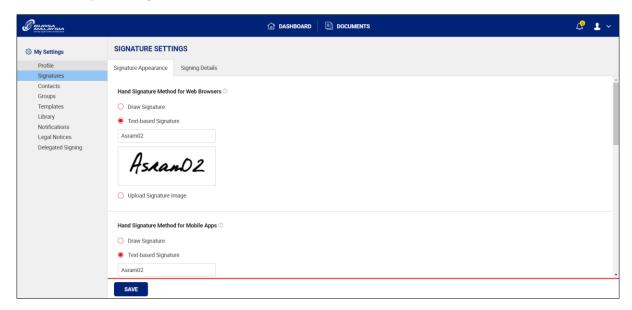
1. Log in to your Account.



- 2. Hover the mouse to the upper-right icon (profile icon).
- 3. Click drop down menu.



4. Click My Settings.



- 5. Click 'Signatures' on the 2<sup>nd</sup> Tab.
- 6. Choose your Hand Signature Method for Web Browser, Mobile Apps, & Initial
  - Draw Signature
  - Text based Signature (We recommend using this one for Web Browser & Initial)
  - Upload Signature Image



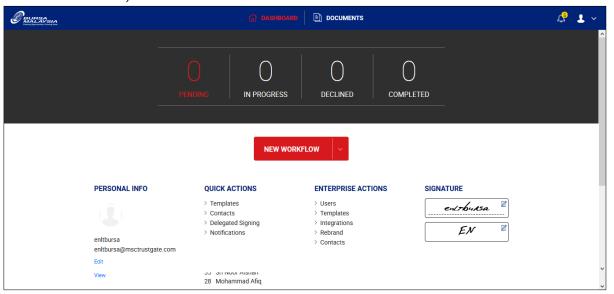
- 7. Choose 'Hand Signature with Details and Logo' for Signature Appearance.
- 8. Upload your company Logo (Mandatory) by clicking 'BROWSE' button. (This logo will be shown every time you have signed any eNLT form).
- 9. Click 'SAVE' button.



### **HOW TO SUBMIT ENLT FORM**

### TEMPLATE A (TP & CP IS SAME COMPANY - 1 SIGN FOR ALL)

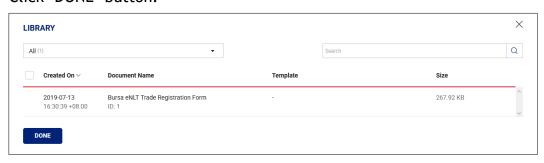
- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

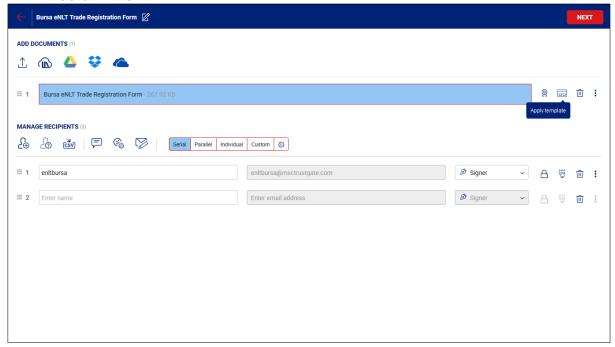


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

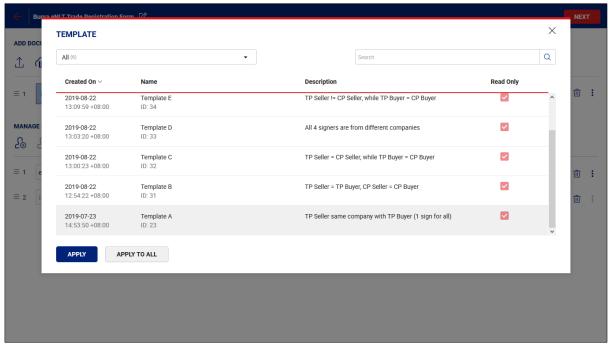




6. Click 'Apply Template' icon.

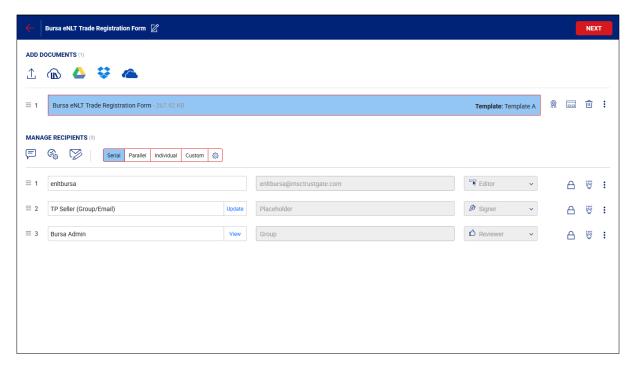


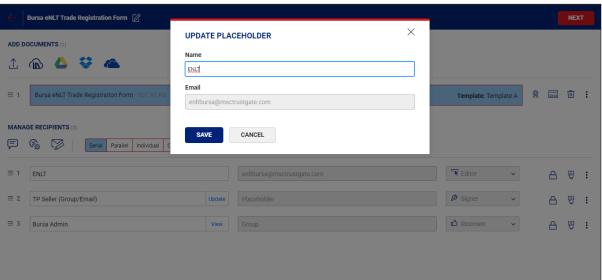
- 7. Choose Template 'A'.
- 8. Click 'APPLY' button.



- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)

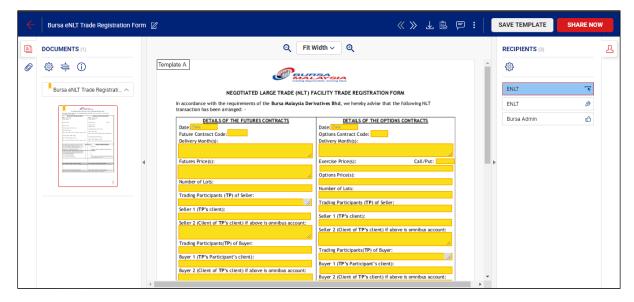




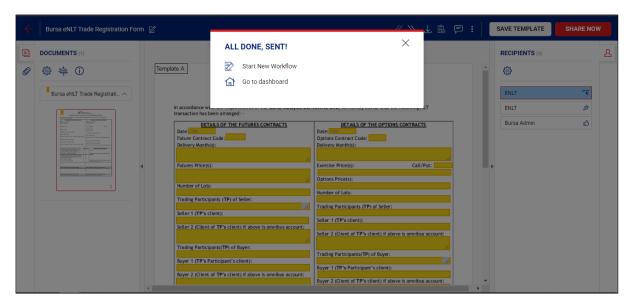


- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.

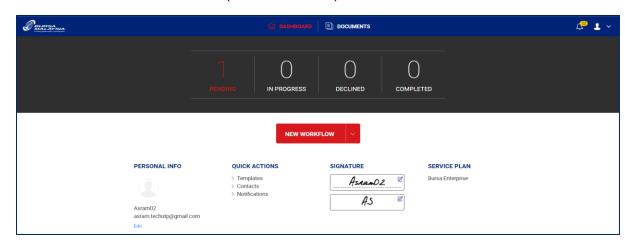




12. Click 'Go to dashboard'.

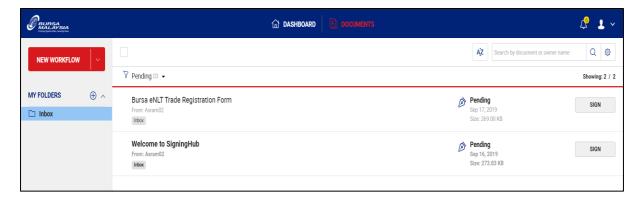


13. Click the 'PENDING' item (at the number).

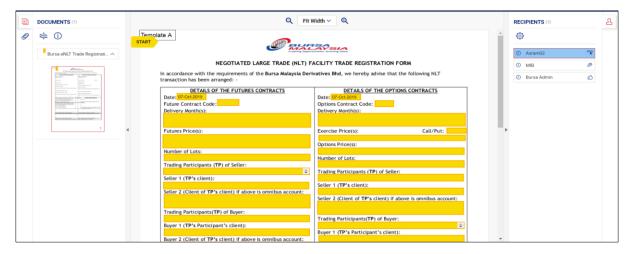


14. Click 'SIGN' button.

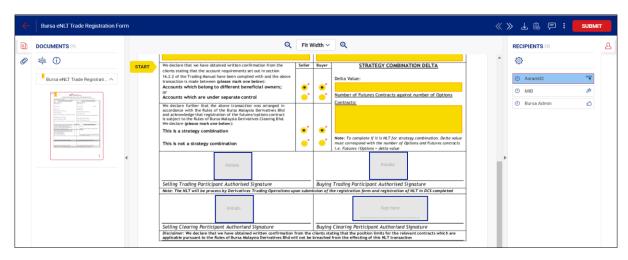




15. Fill up the trade information in the yellow highlighted box.



16. Tick the declaration box.

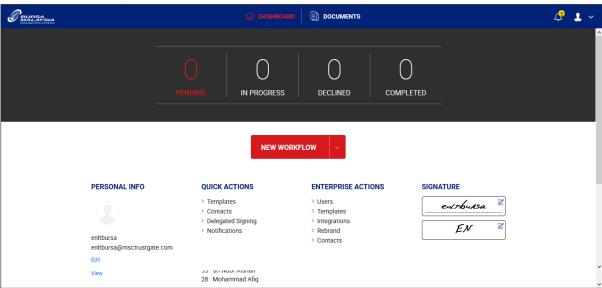


17. Click 'SUBMIT' button.



# TEMPLATE B (TP SELLER & TP BUYER SAME COMPANY, CP SELLER & CP BUYER DIFFERENT COMPANY)

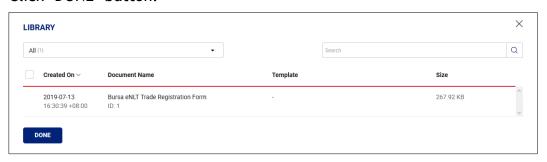
- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

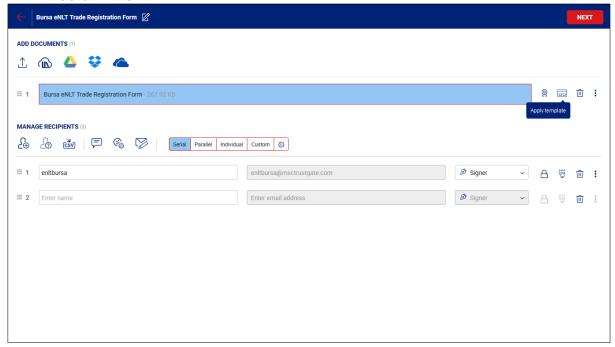


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

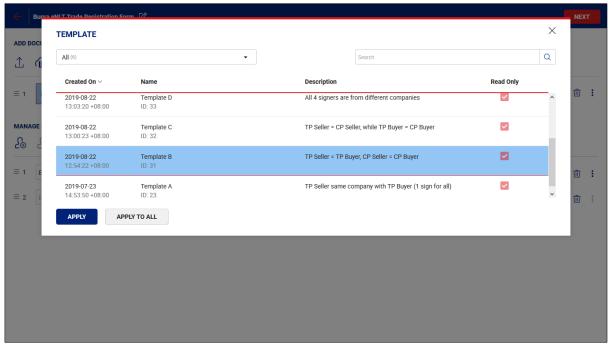




6. Click 'Apply Template' icon.

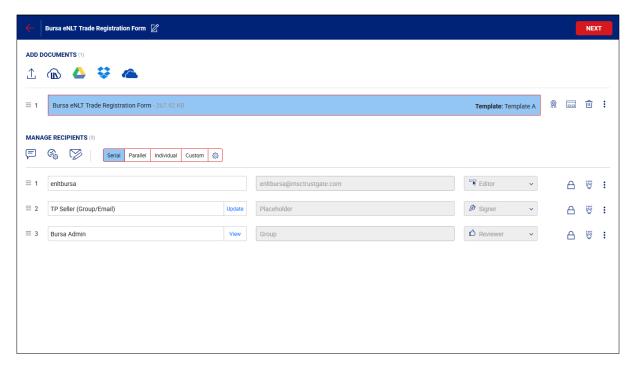


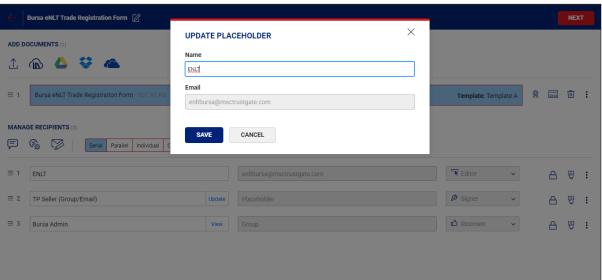
- 7. Choose Template 'B'.
- 8. Click 'APPLY' button.



- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)

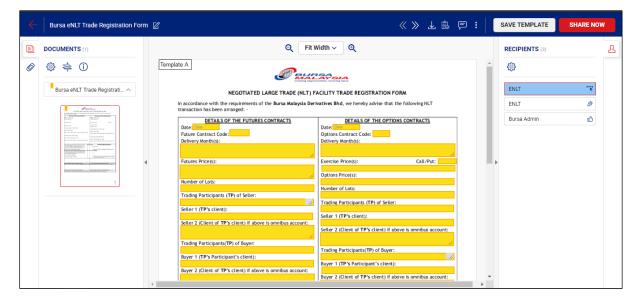




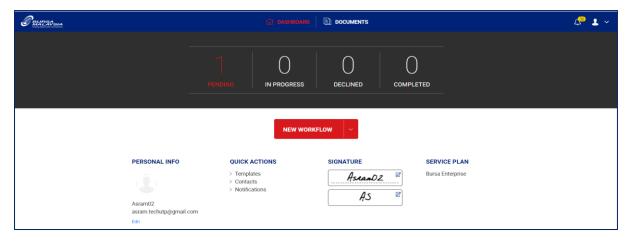


- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.

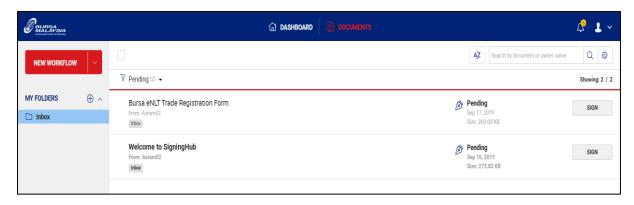




- 12. Click 'Go to dashboard'.
- 13. Click the 'PENDING' item (at the number).

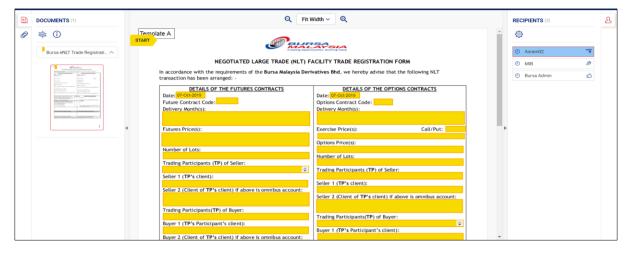


14. Click 'SIGN' button.

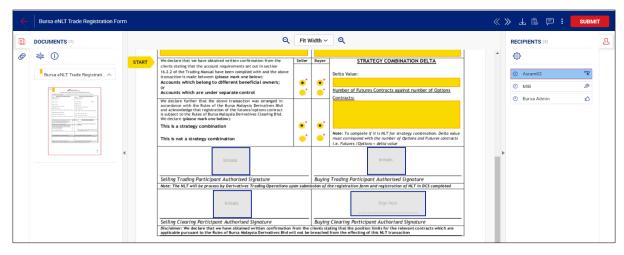


15. Fill up the trade information in the yellow highlighted box.





### 16. Tick the declaration box.

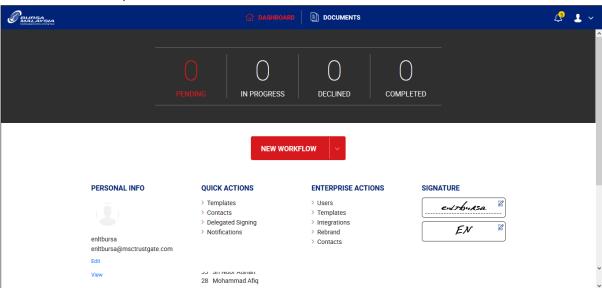


17. Click 'SUBMIT' button.



# TEMPLATE C (TP SELLER & CP SELLER SAME COMPANY, TP BUYER & CP BUYER SAME COMPANY)

- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

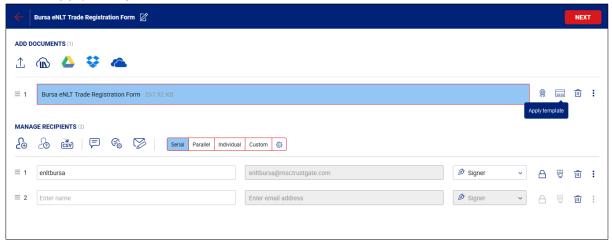


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

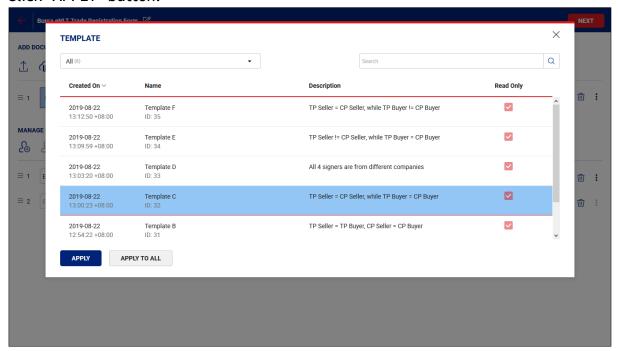




6. Click 'Apply Template' icon.

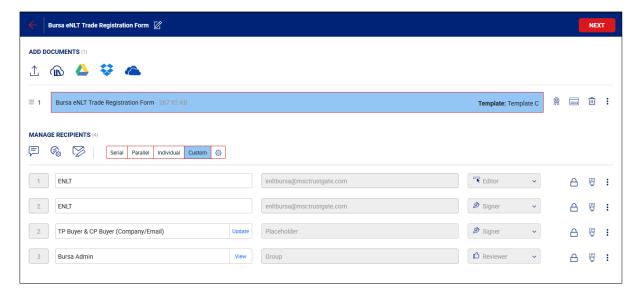


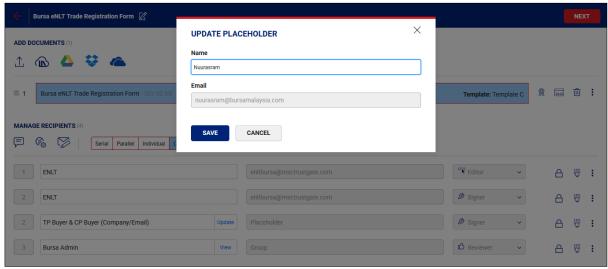
- 7. Choose Template 'C'.
- 8. Click 'APPLY' button.



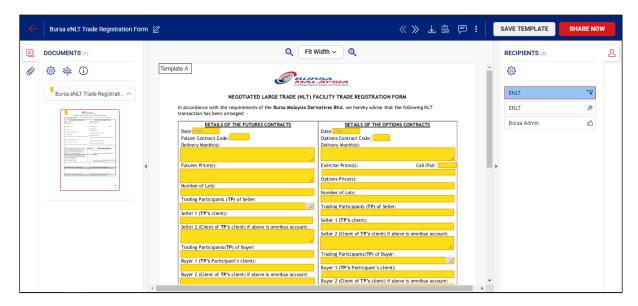
- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)





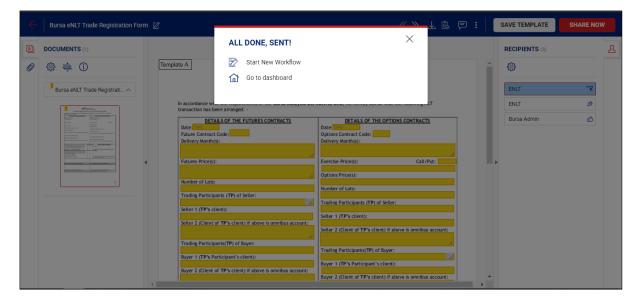


- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.

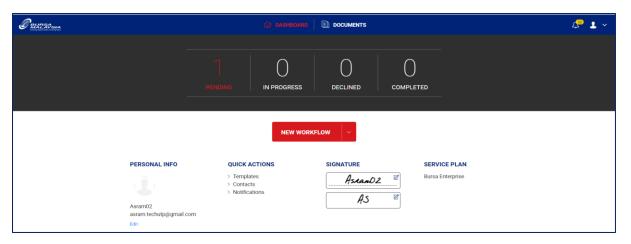


12. Click 'Go to dashboard'.

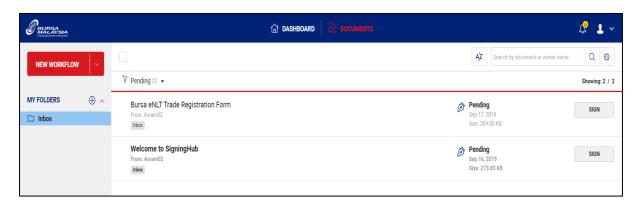




13. Click the 'PENDING' item (at the number).

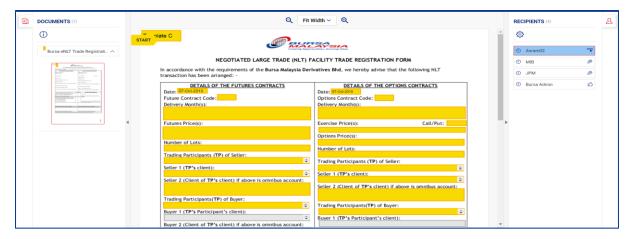


14. Click 'SIGN' button.

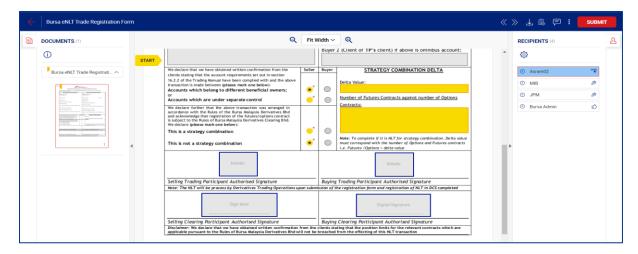


15. Fill up the trade information in the yellow highlighted box.





### 16. Tick the declaration box.

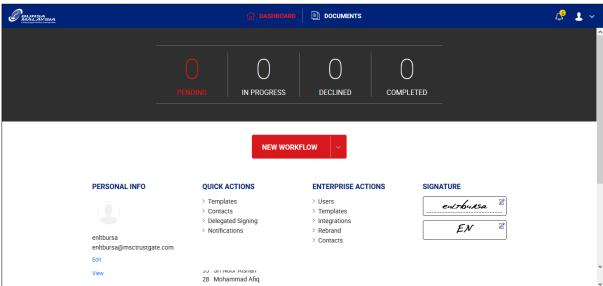


### 17. Click 'SUBMIT' button.

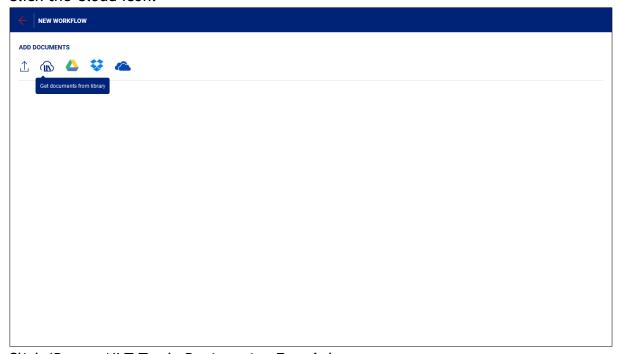


### TEMPLATE D (ALL 4 DIFFERENT COMPANIES)

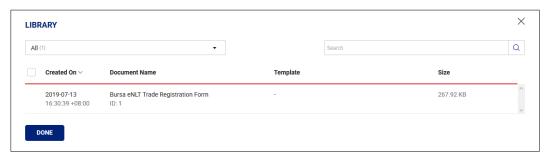
- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

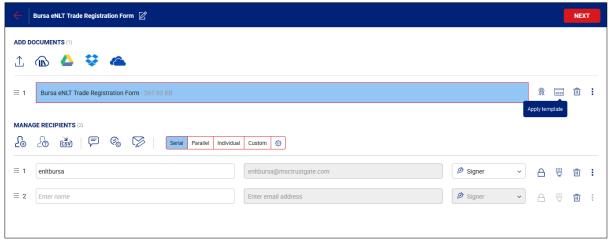


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

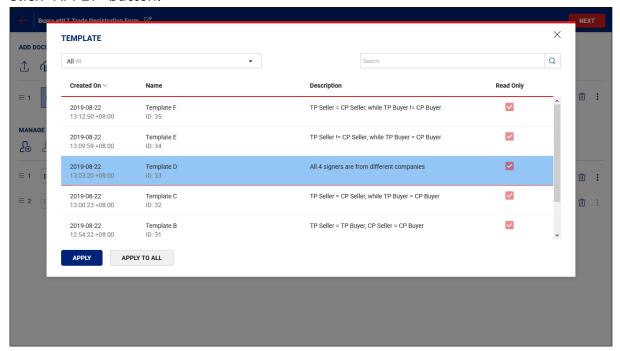




6. Click 'Apply Template' icon.

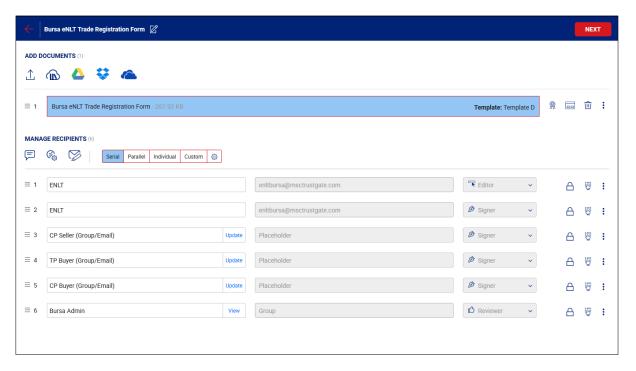


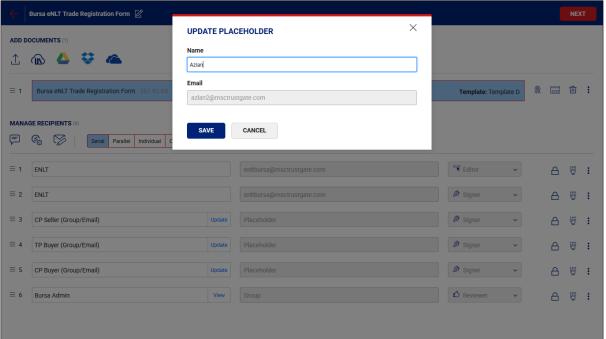
- 7. Choose Template 'D'.
- 8. Click 'APPLY' button.



- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)





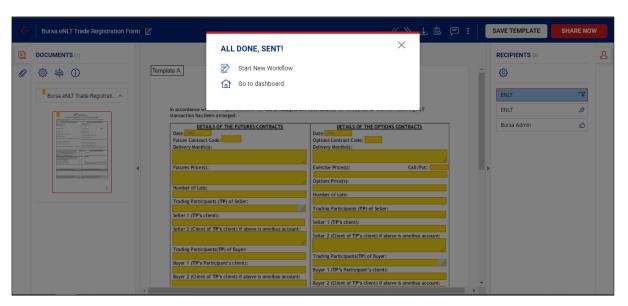


- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.

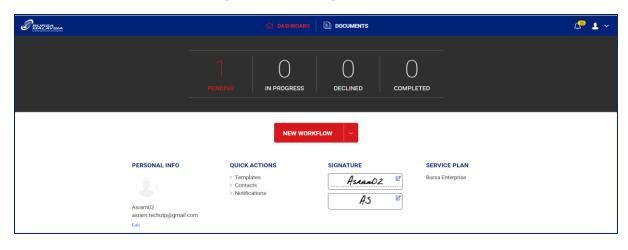




12. Click 'Go to dashboard'.

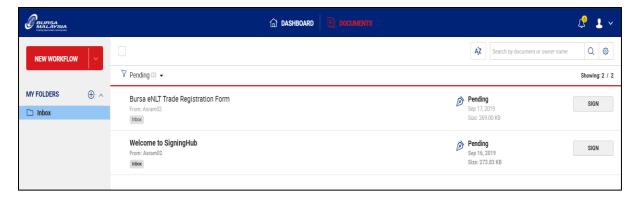


13. Click the 'PENDING' item (at the number).

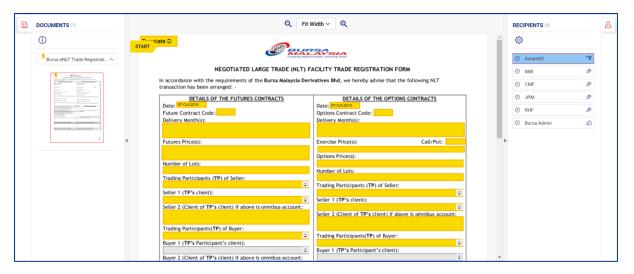


14. Click 'SIGN' button.

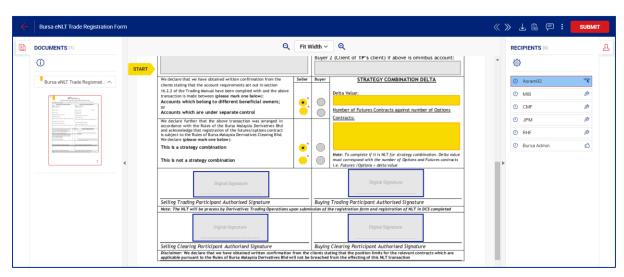




15. Fill up the trade information in the yellow highlighted box.



16. Tick the declaration box.

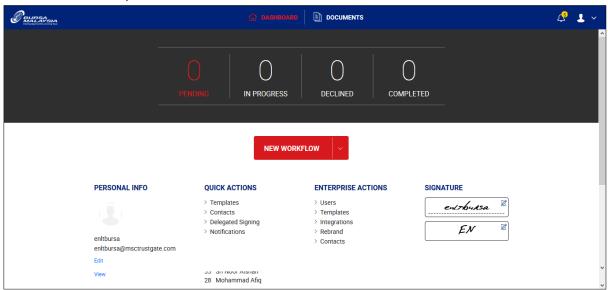


17. Click 'SUBMIT' button.



# TEMPLATE E (TP SELLER & CP SELLER DIFFERENT COMPANY, TP BUYER & CP BUYER SAME COMPANY)

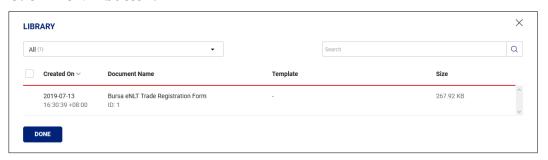
- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

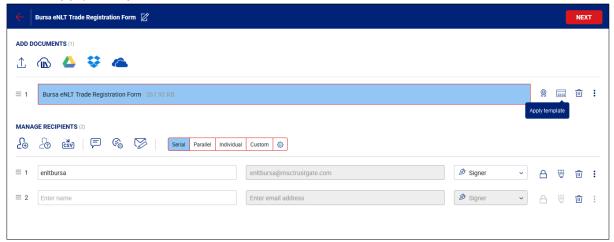


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

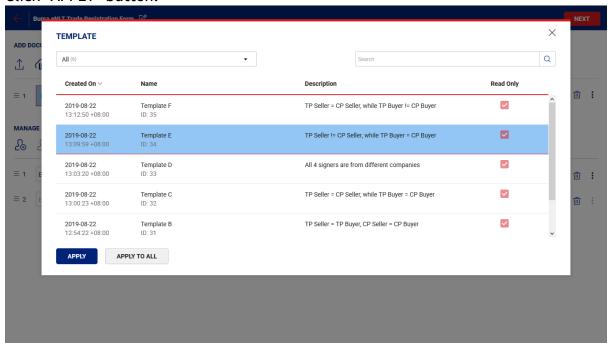




6. Click 'Apply Template' icon.

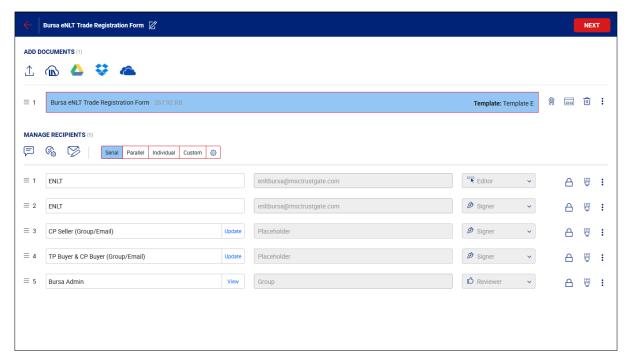


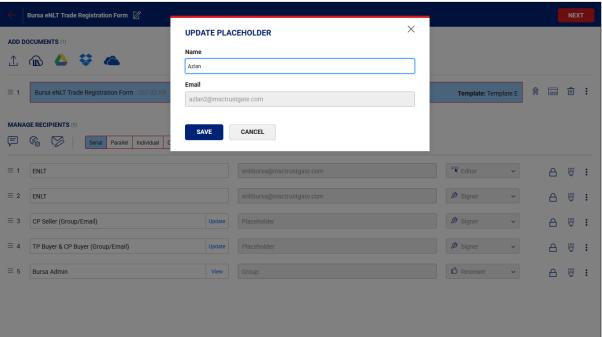
- 7. Choose Template 'E'.
- 8. Click 'APPLY' button.



- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)

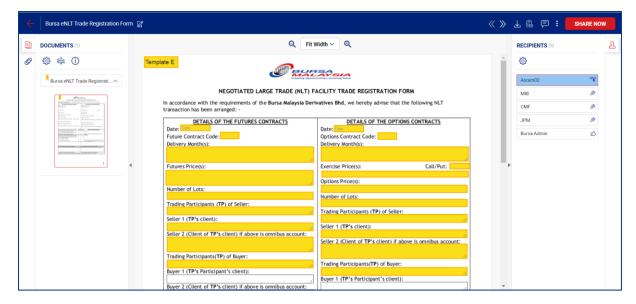




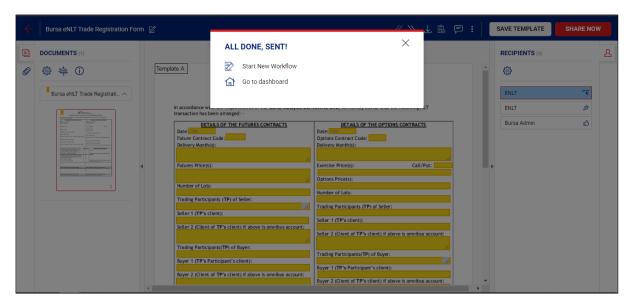


- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.

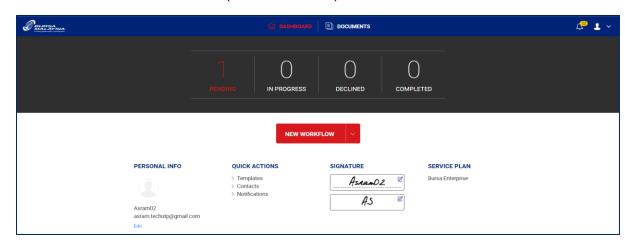




12. Click 'Go to dashboard'.

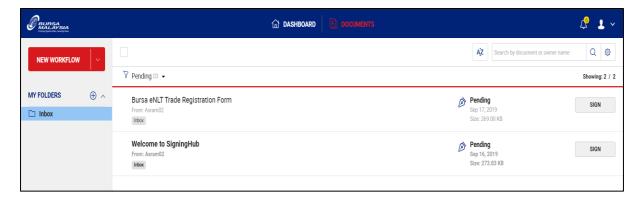


13. Click the 'PENDING' item (at the number).

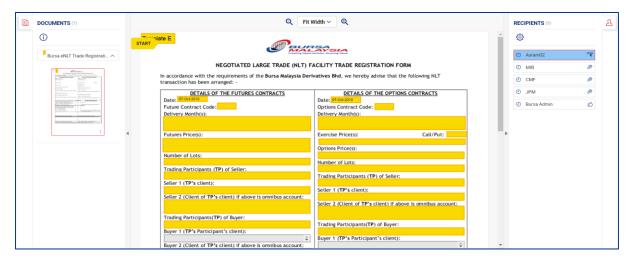


14. Click 'SIGN' button.

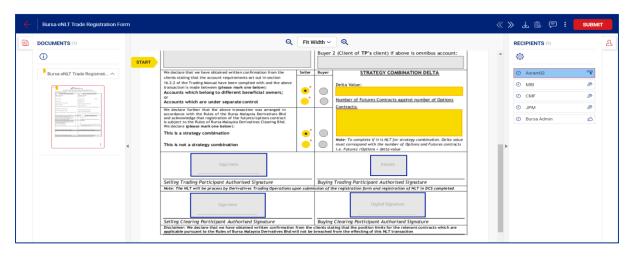




15. Fill up the trade information in the yellow highlighted box.



16. Tick the declaration box.

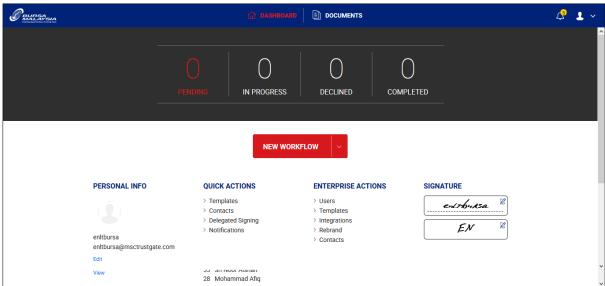


17. Click 'SUBMIT' button.



# TEMPLATE F (TP SELLER & CP SELLER SAME COMPANY, TP BUYER & CP BUYER DIFFERENT COMPANY)

- 1. Log in to your eNLT Account.
- 2. At the dashboard, click 'NEW WORKFLOW' button.



3. Click the Cloud Icon.

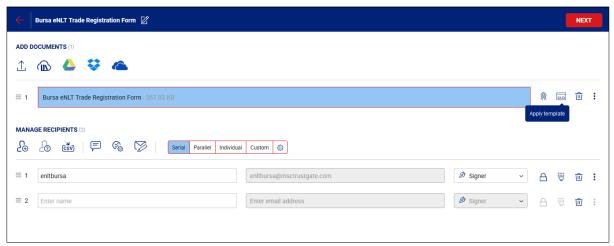


- 4. Click 'Bursa eNLT Trade Registration Form' document.
- 5. Click 'DONE' button.

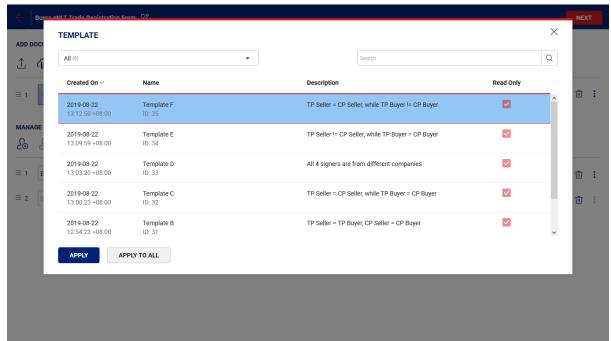


6.



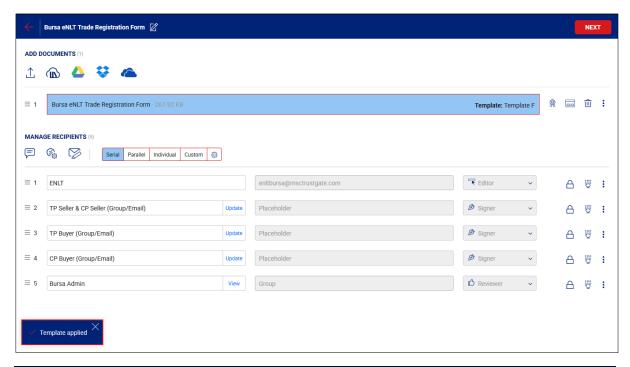


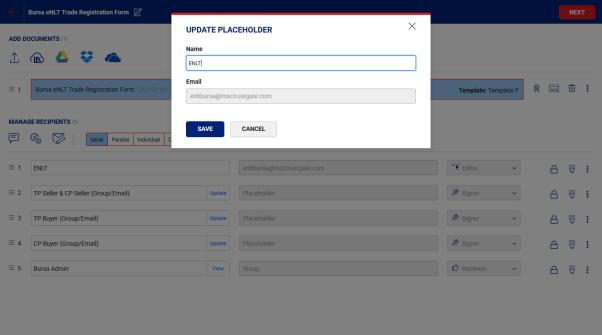
- 7. Choose Template 'F'.
- 8. Click 'APPLY' button.



- 9. Click 'Update' to update the Placeholder with the following choice: -
  - Broker Code (Highly Recommended)
  - Name (If you want a specific person sign the form)
  - Email Address (If you want a specific person sign the form)

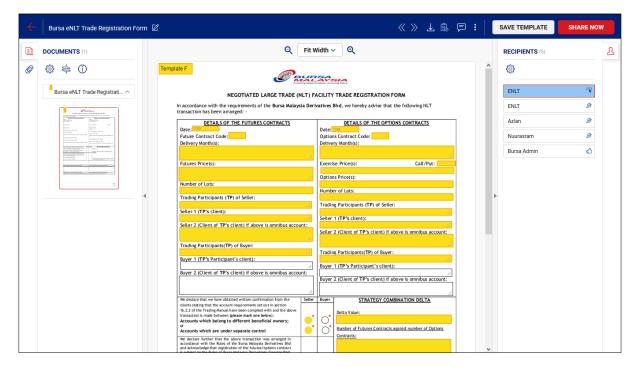






- 10. Click 'NEXT' button.
- 11. Click 'SHARE NOW' button.



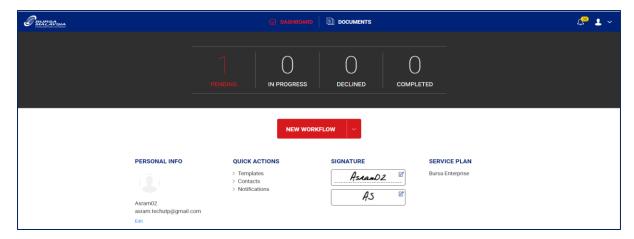


12. Click 'Go to dashboard'.

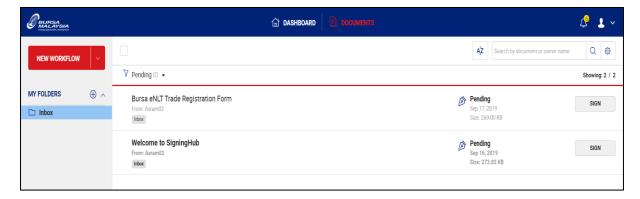


13. Click the 'PENDING' item (at the number).

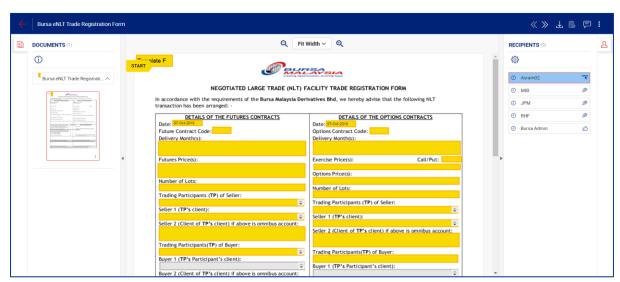




14. Click 'SIGN' button.

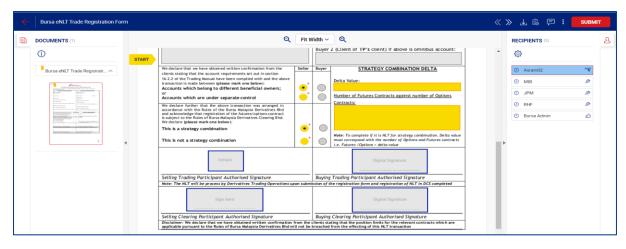


15. Fill up the trade information in the yellow highlighted box.



16. Tick the declaration box.



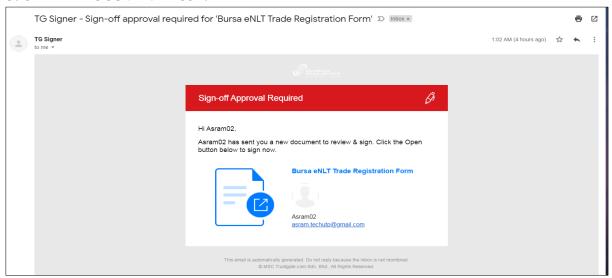


17. Click 'SUBMIT' button.

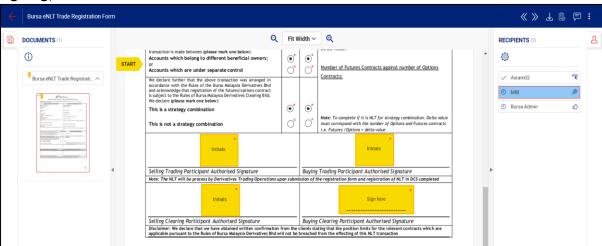


# HOW TO APPROVE REQUEST FOR ENLT FORM

- 1. Receive email notification to approve the request.
- 2. Click 'THE DOCUMENT' icon.

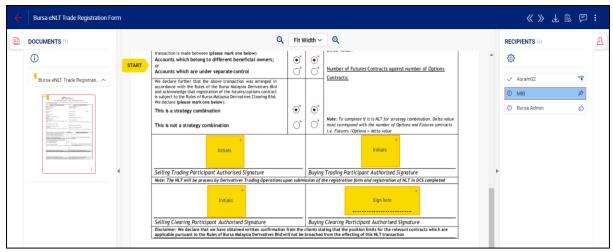


- 3. Click on the yellow area with 'Initials' caption.
- 4. Choose your Initial style (if required, depending on which Template you are signing) & click 'DONE' button.

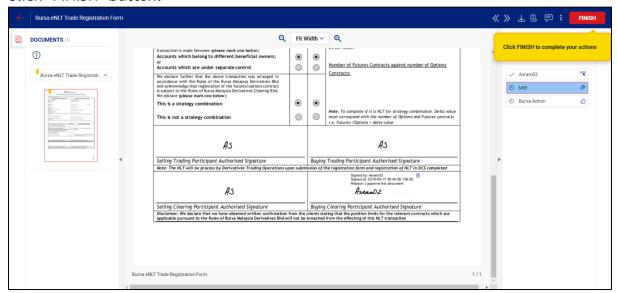


- 5. Click on the yellow area with 'Sign here' caption.
- 6. Choose your Signature style & click 'SIGN NOW' button.





7. Click 'FINISH' button.

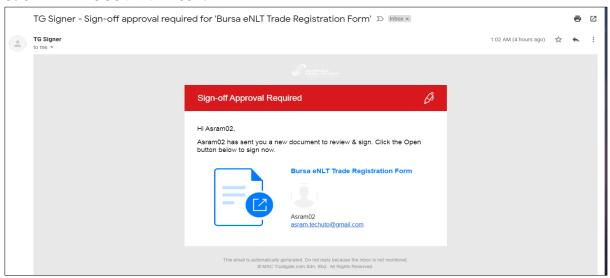


8. If all required signers have signed the form and Bursa side has approved the request, the requestor and respective signer shall receive email notification with the completed sign off form as attachment (pdf version).

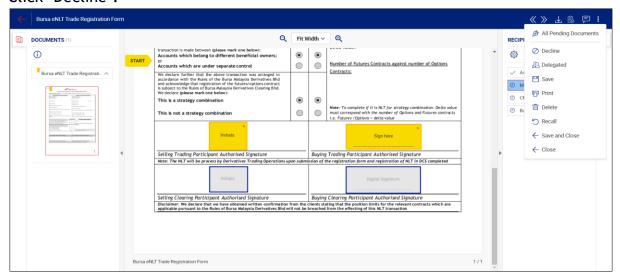


# HOW TO REJECT THE REQUEST FOR ENLT FORM

- 1. Receive email notification to approve the request.
- 2. Click 'THE DOCUMENT' icon.



- 3. Click 3 dot icon (upper-right icon).
- 4. Click 'Decline'.



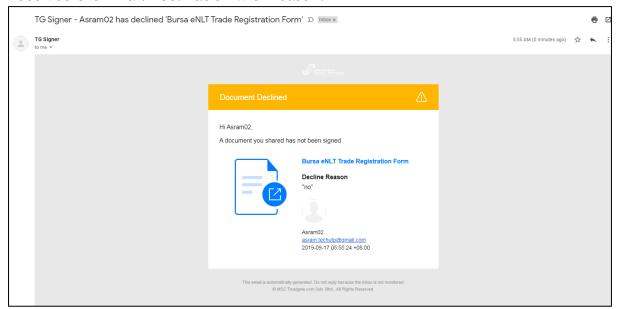
5. Enter the Decline/Reject reason in the box.



6. Click 'DECLINE NOW' button.



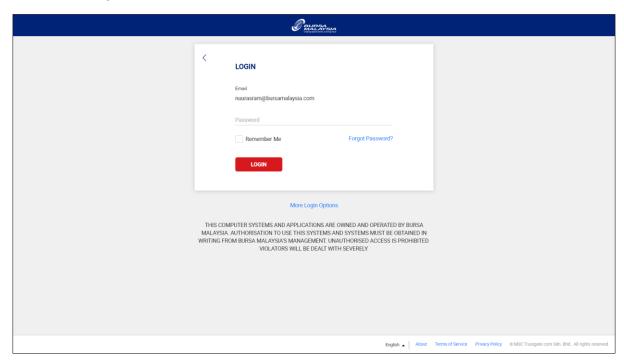
#### 7. Received the Email Declination with reason.



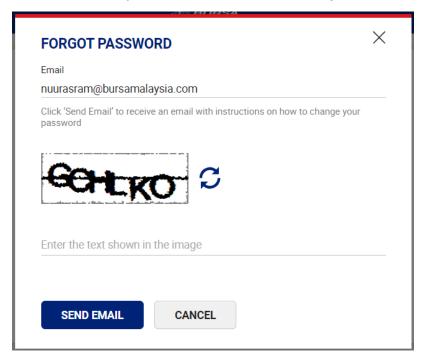


## **FORGOT PASSWORD**

- 1. At the Login page, Enter your email address.
- 2. Click 'Forgot Password'

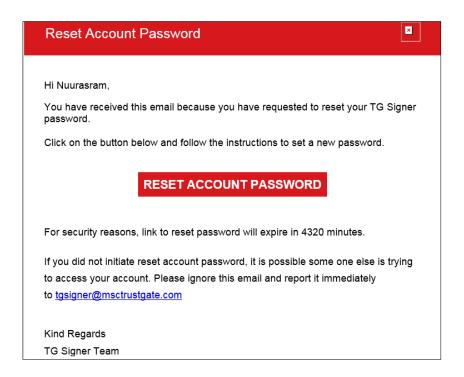


3. Enter the Captcha text shown in the image.

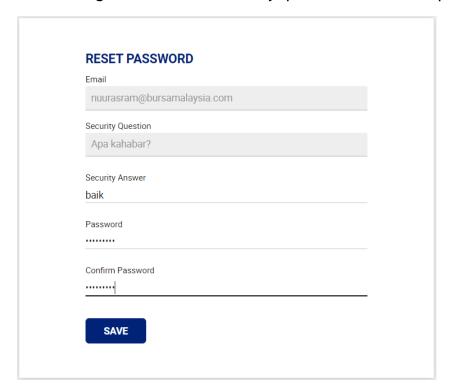


- 4. Click 'SEND EMAIL' button.
- 5. Receive email notification on the Reset Password.





- 6. Click 'RESET ACCOUNT PASSWORD' button.
- 7. Your registered email & security question will be auto-populated.



- 8. Enter the security answer.
- 9. Create the new Password. The password must follow the following criteria: -
  - Include 1 or more upper-case characters
  - Include 1 or more numbers
  - The minimum password length is 8 characters.
- 10. Confirm the password by enter the same password keyed-in earlier.



# LIST OF BROKER'S CODES

Participant ID	Full Name
AFN	AFFIN Hwang Investment Bank Berhad
AMF	AmInvestment Bank Berhad
CMF	CGS-CIMB Futures Sdn Bhd
CSM	Credit Suisse Securities (Malaysia) Sdn Bhd
FED	Fedrums Sdn Bhd
HLG	Hong Leong Investment Bank Berhad
IPF	Inter-Pacific Securities Sdn Bhd
JFA	JF Apex Securities Bhd
JPM	JPMorgan Securities (Malaysia) Sdn Bhd
KDM	Kenanga Futures Sdn Bhd
MIB	Maybank Investment Bank Berhad
MOM	Mewaholeo Marketing Sdn Bhd
OPF	Oriental Pacific Futures Sdn Bhd
PHI	Phillip Futures Sdn Bhd
RHF	RHB Investment Bank Bhd
TAF	TA Futures Sdn Bhd
UKH	UOB Kay Hian Securities (M) Sdn Bhd
WIL	Wilmar Edible Oils Sdn Bhd
YSM	Yutaka Shoji Malaysia Sdn. Bhd.



## LIST OF CONTACT PERSONS

Kindly contact the below persons if you experience any issues/problem during login the eNLT system.

1. Mazlan Yahya

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• Email: mazlanyahya@bursamalaysia.com

2. Edmund Koh Yee Loong

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• Email: kohyeelong@bursamalaysia.com

3. Yeong Yee Vei

• Direct Line: +60 2034 7293

• Email: yeevei@bursamalaysia.com

4. Loo Inn Inn

• Direct Line: +60 2034 7210

• Email: looinninn@bursamalaysia.com

5. Mohammad Afiq Mohamed Hauza

• Direct Line: +60 2034 7208

• Email: mohammadafiq@bursamalaysia.com