## **CDS PROCEDURES MANUAL FOR ADM** APPENDICES

NO	TITLE
1	Authorised Signatories For System Access
2	CDS Data Entry Supervisors List
3	User ID Application Form
4	Notification Letter
5	User ID/Password Application Acknowledgement Slip
6a	Task / Printer Assignment Sheet – Group One
6b	Task / Printer Assignment Sheet – Group Two
7	Task Grouping
8	Application To Activate / Deactivate / Remove CDS User ID Form
9	Removal Of CDS User ID Letter
10	Deactivation Of CDS User ID Letter
11	Reset Password Application Form
12	Application To Use The CDS Terminal/Printer Form
13	Sample Of Specimen Signature Card
14	Checklist For Verification Of Opening An Account
15	Guidelines On Account Qualifier
16	Criteria For Board Resolution
17	Usage Of Power Of Attorney
18	Letter Of Indemnity For Facsimile Signatures
19	Standard Identification Guidelines On Data Entry Of Depositor's Identification Number In CDS
20	Participant Accounts Listing
21	Principal And Nominees Account Report
22	Certificate Of Incorporation
23	Certificate Of Incorporation On Change Of Name Of Company
24	Return Of Allotment Of Shares
25	Notice Of Situation Of Registered Office And Of Office Hours And Particulars Of Change



## **CDS PROCEDURES MANUAL FOR ADM** APPENDICES

NO	TITLE
26	Permitted Updates Of Account Qualifier By Authorised Nominees
27	## (Deleted)
28	Account / Investor Audit Report
29	## (Deleted)
30	Checklist For Verification Of FMN040 "Application For Closing Of Account" Form
31	## (Deleted)
32	## (Deleted)
33	Application For Suspension/Release Of Suspension Of Securities Form (FMN030)
34	Checklist For Verification Of Suspension / Release Of Suspension Of Securities
35	Application For Reactivation Of CDS Account Form
36	Reactivated Account Report
37	Codes For ADM
38	Securities Deposit Request Form (FDE010)
39	Checklist For Verification Of Deposit Request
40	Moratorium Shares Declaration
41	Standard Guidelines For Keying-In Share Certificate Numbers
42	Deposit Report
43	Deposit Amendment Report
44	Deed Of Indemnity
45	List Of Authorised Personnel For Telephone Confirmation
46	Rejection Of Scrip Deposited Letter From Bursa Depository
47	Settlement Value Reversal Report
48	Deposit Amendment By Depository Report
49	Deposit Confirmation Report
50	Good Value Confirmation Report
51	Checklist For Verification Of Transfer Request



### CDS PROCEDURES MANUAL FOR ADM APPENDICES

NO **TITLE** 52 Approved Reasons For Transfer 53 Transfer Report 54 Transfer Cancellation Report 55 **Transfer Confirmation Report** 56 **Unattended Transfer Report** 57 Transfer Deleted At EOD Report 58 Securities Withdrawal Request Form (FWT010) 59 Checklist For Verification Of Withdrawal Request Withdrawal Report 60 61 Withdrawal Amend/Cancel Report Rejection Of Withdrawal Request Letter From Bursa Depository 62 Withdrawal Cancellation Report 63 64 Withdrawal Confirmation Report Authorisation Letter On Transferring Of Securities Directly To Beneficiary's CDS 65 Account 65A Request For Approval To Transfer Securities In An Authorised Nominee Account 66 File Information Exchange (FIX) Terminal Configuration Request Form 67 CDS FIX Request Form 68 eDividend Registration Report 69 Principal And Nominees eDividend Registration Report 70 ## (Deleted) 71 eDividend Audit Report 72 Tax Invoice 73 **CDS Transaction Invoice Report** 



eServices Registration Report

eServices Audit Report

74

75

#### 03/09/19

# **CDS PROCEDURES MANUAL FOR ADM** APPENDICES

NO	TITLE
76	CDS Account Form (FMN070)
77	Pending Approval Listing Report
78	A/C Rejected / Expired Control Report
79	Account Maintenance Control Report
80	Unattended A/C Maintenance Report
81	Rejected eMail Report

