This chapter stipulates the procedures for the ADM with respect to the following activities that includes submission of the related documents to Depository:-

i.   Opening of CDS accounts
ii.   Updating of signatories
iii.   Changing of depositor's CDS account particulars
iv.   Suspension / release of suspension of securities
v.   Reactivation of dormant / inactive accounts
vi.   Closing of CDS accounts

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

It is mandatory for Malaysian incorporated/registered entities to provide its bank account information during account opening. ADM and its wholly owned nominee company are required to indicate whether they would like to have the same bank account information to be used for all their CDS accounts ["Consolidated Bank Account Information"] which will also include new CDS accounts that may be opened in the future. In respect of the Consolidated Bank Account Information for ADM's wholly owned nominee account(s), only those CDS accounts maintained at a particular ADM or its branches will be affected.

Effective 1 September 2019, it is mandatory for the ADM and its wholly owned nominees company to provide their email address for new account opening. By providing the email address, ADM and its wholly owned nominees company will be able to receive electronic notification instead of hardcopy notification or communication in relation to the ADM's and its wholly owned nominees company's deposited securities from issuers of securities, Participating Organisation ("PO") or other entities within Bursa Malaysia Berhad's Group of Companies as and when the service becomes available and the relevant persons such as issuers of securities, Participating Organisations ("POs") elect to use such service.

The above stated notification or communication will be sent electronically to the ADM and its wholly owned nominees company's email address and, if the same is available, to the handphone numbers that have been registered in Depository's records.

Note:

1.   ***Pursuant to Securities Commission's Directive dated 12 July 2019, with effect from 1 September 2019, all depositors opening new CDS accounts must register their email address in CDS.***

2.   ***The ADM and its wholly owned nominee companies will receive CDS statements of account, CDS notices and other communication from Depository via eFIX.***

4.1 Opening Of Account Applications

4.1.1 Accepting Account Opening Requests

4.1.1.1 Receive the following for each account opening request:-

a. Two (2) original or certified true copy of the following or its equivalent:-

i. Board Resolution (for authorised signatories)

ii. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number

iii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return

b. The list of authorised signatory(ies) and specimen signatures

c. Power of Attorney (if applicable).

Note:

(i) Section under 4.1.1.1 need not be submitted for subsequent account opening provided the authorised signatory(ies)/information stated in them remain unchanged. However, where there is a change in the authorised signatory(ies)/information stated in the supporting documents, ADM is required to furnish Depository with the updated copies of the supporting documents.

4.1.1.2 Verify the below particulars of the following documents:-

a. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number

i. Company's name

ii. Company's registration number (where the company name has been changed)

b. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return

i. Ownership of the company

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4.1.2   <u>**Verification Of Application For Opening Of CDS Accounts**</u>

4.1.2.1   Verify all applications against the **Checklist For Verification Of Opening An Account** (Appendix 14) and if applicable, **Guidelines On Account Qualifier** in Appendix 15.

4.1.2.2   Ensure the relevant documentation is executed with the authority of the corporation and in the manner specified in the applicant's Board Resolution / Power Of Attorney / Minutes of Meeting.

4.1.2.3   Where the Board Resolution states that the applicant's common seal shall be affixed on the relevant documentation, the applicant's common seal should affixed accordingly in the relevant documentations.

4.1.2.4   Refer to Appendix 16, **Criteria For Board Resolution** and ensure that the applicant's Board Resolution complies with Depository's requirements.

4.1.2.5   Whereby applicant is using Power Of Attorney, refer to **Usage Of Power Of Attorney** (Appendix 17) and ensure that:-

     a.   The Power Of Attorney has been registered in the High Court of Malaya

     b.   The Power Of Attorney document specifies the Donee's power to deal in securities

     c.   The Donee produces two (2) copies of his NRIC which must be verified against the original. Also ensure that the name of the Donee corresponds with the NRIC.

4.1.2.6   For all relevant documentation that are to be executed by Power Of Attorney, the ADM is to affix the following rubber-stamp above the authorised signatories:-

"I/We as stated here below hereby affirm that the Power of Attorney dated _____ bearing Registration No. _____ pursuant to which this form is executed has not been revoked and I/We undertake to notify Depository of any revocation of this Power of Attorney".

Name of Donee(s)	NRIC / Passport No. / Reg. No.

Ensure that the Donee(s) complete(s) the above rubber-stamp.

4.1.2.7   The ADM must maintain one (1) of the two (2) originals or certified true copies of the list of authorised signatory(ies) and specimen signatures in its records.

4.1.2.8   Where facsimile signatures are used by the applicant, the ADM is to:-

a.   Obtain two (2) original or certified true copies of the Board Resolution containing:-

i.   Authorisation to use the facsimile signature(s)

ii.   A clause stating that the Letter Of Indemnity will be furnished to Depository

iii.   The names of the authorised signatories who will be signing the Letter Of Indemnity

b.   Obtain the specimen facsimile signature(s) of the authorised signatory(ies)

c.   Obtain the original stamped copy of the **Letter Of Indemnity For Facsimile Signatures** from the applicant addressed to Depository (Appendix 18).

4.1.2.9   Forward the original stamped copy of the Letter of Indemnity from the applicant to Depository together with copies of the supporting documents.

4.1.2.10 The ADM must file the duplicate copy of the Letter of Indemnity together with the original supporting documents for record and verification purposes.

4.1.3 Keying-In Account Opening Data Into The CDS By First (1st) Level User

4.1.3.1   Key-in the particulars using the CDS "Account Maintenance" screen. Comply with the Depository's **Standard Identification Guidelines On Data Entry Of Depositor's Identification Number In CDS** (Appendix 19).

> *Note:*　**If there is prior approval from Depository to waive the account opening 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 account opening.**

4.1.3.2　In the case of registered address, if the address of the depositor differs from that in the system, the ADM may proceed to update the registered address only upon sighting the original or certified true copy of the identification document, i.e. notice of change of registered address lodged with the Registrar of Companies.

4.1.3.3　Ensure that the CDS Account Form (FMN070) (Appendix 76) is also completed to give effect to the new update of the registered address.

4.1.3.4　Ensure all the particulars of the depositor have been keyed-in correctly before the request is forwarded to the 2nd level user (Approver).

Note:

(i)　　*All application received before 12.00 p.m. on any market day must be keyed-in into the CDS on the same market day*

(ii)　　*Where application is received after 12.00 p.m. on any market day, subject to the ADM's discretion, the request may be keyed-in on the same market day or the very latest the next market day.*

4.1.4   Bank Account Information For ADM's Principal Account(s) And Wholly-Owned Nominees Account(s)

4.1.4.1 FMN070 is not required to be completed to provide bank account information with regards to ADM's principal account(s) and wholly owned nominees account(s).

4.1.5   Email Address For ADM's Principal Account(s) And Wholly Owned Nominees Account(s)

ADMs and their wholly owned nominee companies, in respect of the ADM's principal account(s) and wholly-owned nominees account(s), is required to provide an email address to receive electronic notification in connection with their deposited securities, although such electronic notification will be confined to the following;-

a.   Communication from Bursa Malaysia Berhad's Group of Companies related to capital market matters; and

b.   Notices and other communication from the issuers of securities and Participating Organisations ("POs").

as and when the service to enable such electronic notification becomes available and the relevant persons such as the issuers, POs or other entities within Bursa Malaysia Berhad's Group of Companies elect to use such service.

Notes :   i.   ADM's principal and wholly owned nominee companies accounts will receive CDS statement of account and notices from Depository via eFIX.

ii.   The ADM and/or its wholly-owned nominee companies need not complete the FMN070 when providing the email address and bank account information together that need to be keyed into CDS. However, FMN070 will need to be completed when providing separately only the email address that need to be keyed into CDS.

4.1.6 Confirmation Of Account Opening Data By Second (2nd) Level User

4.1.6.1   2nd level user to retrieve the account opening data via the Unattended Request List and link to Verifier's Details Page to verify against the FMN070.

4.1.6.2   Alternatively, 2nd level user may verify the data entry using Pending Approval Listing (Appendix 77) to verify against the FMN070.

4.1.6.3   Verify and ensure the data keyed in is correct before approving the account opening.

Note: *a)*   *Once the 2nd level user confirmed the data entered by the 1st level user, Depository considered the 2nd level user has verified and confirmed the accuracy of the data entered.*

        b)   *2nd level user is required to confirm the data entered by the 1st level user latest by next market day. Failing which, the data entered will be removed from CDS and will be reflected in the Account Rejected/Expired Control Report (Appendix 78).*

4.1.6.4   If there is any data entry error or discrepancies on the applicant's information, return the FMN070 to the 1st level user to amend the data. If the data entered is required to be removed from CDS , the 2nd level user to reject the data entered by the 1st level user and provide the reason for rejection. The rejected transaction will be reflected in the Account Rejected/Expired Control Report.

4.1.6.5   If the account opening data entry is free from error, the 2nd level user is to confirm the data entry and sign on the "Approved by" column of the FMN070.

4.1.6.6   Upon completion, record the CDS account number generated on the appropriate column in FMN070.

4.1.6.7   The ADM is to print and provide the applicant the invoice (Appendix 72) from the CDS in respect of the fee for the opening of account unless the applicant indicates he does not require the same.

Note :   **In the event there is a request from a depositor to reprint the invoice, the ADM is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.**

4.1.6.8   On the next market day, ADM has the option to print the CDS Transaction Invoice Report (Appendix 73) from CDS. The purpose of this report is to assist the ADM to reconcile the 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.

4.1.7 Verifying Account Maintenance Control Report (Optional)

4.1.7.1   Printing and verifying the Account Maintenance Control Report (Appendix 80) on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

4.1.8 **Generate And Verify Participant Accounts Listing And eServices Registration Report**

    4.1.8.1   Print the Participant Accounts Listing (Appendix 20)

    4.1.8.2   Print the eServices Registration Report (Appendix 74)

    4.1.8.3   Verify the data contained in the reports.

    4.1.8.4   The ADM personnel who checked and verified the reports must sign on the respective reports.

    4.1.8.5   If there is (are) any data entry error(s), proceed with the Updating Of Account Particulars under Section 4.3.1.

    Notes:

> *ADM may opt not to print reports under section 4.1.8 in hardcopy but download electronic copies of these reports in PDF form for review and verification. Should ADM adopt this method for review and verification process, the ADM must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed.*

4.1.9 **Generation Of Principal And Nominees Account Report**

    4.1.9.1   Upon verifying the correctness of details for all accounts opened for the day under Section 4.1.7 or 4.1.8, to print the **Principal And Nominees Account Report** (Appendix 21).

    4.1.9.2   The Principal And Nominees Account Report will reflect the details of all principal and wholly owned nominee accounts opened for the day.

    4.1.9.3   This report will be sorted by principal and wholly owned nominee accounts.

    4.1.9.4   ADM and its wholly owned nominee company's authorised signatory(ies) as per the Board Resolution is(are) required to sign the relevant "Declaration Clause" that will be reflected on every page of the Principal And Nominees Account Report.

    4.1.9.5   Where the Board Resolution states that the company's Common Seal will be used, the company's Common Seal will need to be affixed at the "Declaration Clause" on the Principal And Nominees Account Report.

4.1.9.6   Please refer to Section 4.1.12 for further details relating to the execution of the Declaration Clause on the reports.

4.1.10 Generation Of Principal And Noms eDividend Registration Report

4.1.10.1   Upon verifying the correctness of details for all accounts opened for the day under Section 4.1.7 or 4.1.8, print the Principal and Noms eDividend Registration Report (Appendix 69).

4.1.10.2   The Principal And Noms eDividend Registration Report will reflect the bank account information of all principal and wholly owned nominee accounts registered for the day.

4.1.10.3   This report will be sorted by principal and wholly owned nominee accounts.

4.1.10.4   ADM and its wholly owned nominee company's authorised signatory(ies) as per the Board Resolution is(are) required to sign the relevant "Declaration Clause" that will be reflected on every page of the Principal And Noms eDividend Registration Report.

4.1.10.5   Where the Board Resolution states that the company's common seal will be used, the company's common seal will need to be affixed at the "Declaration Clause" on the Principal and Noms eDividend Registration Report.

4.1.10.6   Please refer to Section 4.1.12 for further details relating to the execution of the Declaration Clause on the reports.

4.1.11 Transmitting Principal And Nominees Account Report To Depository

4.1.11.1   ADMs are to submit the Principal and Nominees Account Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-

     a.   Print the Principal and Nominees Account Report for the whole of previous week transactions by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week

b.   Proceed to the Declaration Module and select the Principal/Nominee Account 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 upon 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 Depository

d.   ADMs are allowed to enquire on their submission of report to Depository via the Submitted Principal/Nominee Account Report Enquiry.

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

4.1.12 Transmitting Principal And Nominees eDividend Registration Report To Depository

4.1.12.1 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 Depository.

d.   ADMs are allowed to enquire on their submission of report to 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 Depository.*

4.1.13 Sorting And Packing Of Documents

4.1.13.1   For ADM's principal and wholly owned nominee account, send the following to Depository:-

     a.   FMN070 (if applicable)

     b.   Board Resolution

     c.   Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number, if applicable

     d.   One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signature(s), if applicable.

4.1.13.2   Do not submit the documents required under section "b" to "d" for subsequent account opening unless the authorised signatory(ies) / information contained in the above documents have been updated,

4.1.14 Filing Of Documents

4.1.14.1   File the following documents:-

     a.   FMN070 (if applicable)

     b.   The duly signed and stamped Principal And Nominees Account Report.

     c.   The duly signed and stamped Principal and Noms eDividend Registration Report.

     d.   Account Rejected/Expired Control Report

     e.   Copy of original or certified true copy of the list of authorised signatory(ies) and specimen signature(s)

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f.   Certified true copies of:-

         i.   Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number

         ii.   Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares (Appendix 24)/annual return

         iii.   Board Resolution

g.   Power Of Attorney (if applicable).

4.1.14.2   File the Participant Accounts Listing and eServices Registration Report according to date if the ADM printed these two reports.

4.1.14.3   Printing and filing the following reports are optional to the ADM:

a.   Pending Approval Listing

b.   Unattended Account Maintenance Report

c.   Account Maintenance Control Report (if printed on daily basis)

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4.2   Updating Of Signature / Signatories

Depositor may at one time or another, update their authorised signatory(ies). The depositor is required to submit a board resolution / authorisation letter expressing its intention to update its authorised signatory(ies). In doing so, the list of authorised signatory(ies) must be updated to reflect the change.

4.2.1   Verification And Updating Of ADM's Principal And Its Wholly Owned Nominee's Authorised Signatory(ies)

4.2.1.1   Updating of signatory(ies) for ADM's principal and its wholly owned nominee's CDS account may be done by way of:-

     a.   Submitting an authorisation letter containing the name(s) of the new authorised signatory(ies), or

     b.   Submitting a new Board Resolution containing the name(s) of the new and existing authorised signatory(ies).

4.2.1.2   For an update via an authorisation letter from the ADM's principal or its wholly owned nominee, ensure that the existing Board Resolution authorises the ADM's principal or its wholly owned nominee to do so.

4.2.1.3   If the existing Board Resolution does not authorise an update via an authorisation letter from the ADM's principal or its wholly owned nominee, then a new Board Resolution containing the name(s) of the authorised signatory(ies) must be submitted.

4.2.1.4   The certified true copy of the Board Resolution is signed by the Company Secretary, Director or other persons empowered to do so.

4.2.1.5   Where update of facsimile signatures is required, the ADM is to obtain the following supporting documents:-

     a.   Two (2) original or certified true copies of the Board Resolution authorising the update of the facsimile signature of the respective authorised signatories on the said forms with the effective date stated

         Note: *The effective date will be the date of receipt of the Board Resolution or the effective date as stated in the Board Resolution, whichever is later*

b.   The specimen facsimile signatures of the authorised signatories

c.   An updated original stamped copy of the Letter Of Indemnity For Facsimile Signatures from the depositor addressed to Depository (as per Appendix 18).

4.2.1.6   Forward the original updated copy of the Letter Of Indemnity from the depositor to Depository together with copies of the supporting documents.

4.2.1.7   The ADM must file the duplicate copy of the updated Letter Of Indemnity together with the original supporting documents for record and verification purposes.

4.2.1.8   For updating of signature(s), ensure the particulars on two (2) original or certified true copies of the list of authorised signatory(ies) are provided, and that:-

a.   The name(s) of the signatory(ies) are stated beside the signature(s), and if applicable,

b.   The designation(s) of the authorised signatory(ies) are stated

4.2.1.9   The operating instructions of the specimen signatures as per the Board Resolution should be stated on the original or certified true copy of the list of authorised signatories and specimen signatures.

4.2.1.10   Ensure that the updates are verified and signed by the authorised signatory(ies) of the ADM and marked with the word "Cancelled" when applicable.

4.2.1.11   Ensure that the updates are marked with the words "Effective dd/mm/yyyy" where dd/mm/yyyy is defined as the effective date.

Note: *The effective date of the updated signature(s) must not be earlier than the current date.*

4.2.2 Filing Of Documents

4.2.2.1   File the following documents:-

a.   New list of authorised signatory(ies) and specimen signature(s), stapled in front of the old specimen signature card/old list of authorised signatory(ies) (if any), or

b.   Original or certified true copy of the list of authorised signatory(ies) and specimen signature(s)

c.   Authorisation letter / Board Resolution from ADM Principal / depositor

4.2.2.2   The new list of authorised signatory(ies) and specimen signature(s) must be used for future references.

4.2.3 Sorting And Packing Of List Of Authorised Signatory(ies)

4.2.3.1   Pack the following by CDS account number:-

a.   All the second copies of original or certified true copy of the lists of authorised signatory(ies) and specimen signature(s)

b.   A duplicate copy of the ADM's principal or its wholly owned nominee's authorisation letter / Board Resolution.

4.2.3.2   Send the documents to Depository together with a covering letter that is signed by the authorised signatory(ies) of the ADM.

4.2.3.3   Depository will acknowledge receipt on the duplicate copy of the covering letter.

4.2.4 Submission Of Documents To Depository

4.2.4.1   ADM and its branches must submit the documents mentioned under section 4.2.3.1 "a" and "b" together with a covering letter to Depository by the fifth (5th) market day of the following month or such other day as instructed by Depository.

Note: If ADM is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Depository, the ADM must submit a formal written request seeking for extension of time for the form submission.

4.2.4.2   The covering letter to Depository must state the number of request for updating of signature.

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

4.3   Updating Of Depositor's CDS Account Particulars

Depositor can choose to update any of its particulars by submitting its request to the ADM.

If the depositor updates any of the following particulars, such update will be a global impact that will result in the changes requested being reflected in all the other CDS accounts of the same depositor in the system:

a.   Name
b.   NRIC/Company Registration Number
c.   Registered Address
d.   Investor Type
e.   Nationality/Place of Incorporation
f.   Race/Ownership
g.   Handphone number
h.   Email Address
i.   Consolidated bank account information

Additionally, these CDS account particulars will also be replicated into any new CDS account that may be opened by such depositor:

Whereas any changes to CDS account particulars such as correspondences address, telephone number, account qualifier, account type and beneficiary details will only effect the CDS account at that particular ADM where the change was made.

In relation to bank account information, depositors have the option to maintain the same bank account information across all its CDS accounts including any new CDS accounts by updating their bank account information and opting for the "Consolidation" feature. Otherwise, depositors can maintain separate bank account information for each of their CDS accounts. As such, depositors have the choice to either opt for the "Consolidation" feature or revoke the "Consolidation" feature in terms of managing their bank account information reflected in respect of their CDS accounts. This is applicable for depositors changing the particulars of their existing bank account information in CDS or an existing depositor that is providing its bank account information to Depository for the first time.

In respect of the ADM's wholly owned nominee company that has provided its email address and opted for "Consolidation" of bank account information feature, the same email address and bank account information will be automatically linked to the same nominee account(s) at a particular ADM's branch. It will not affect the same nominee CDS account maintained with other ADM branches.

Updating Of Investor Particulars

The investor ID, beneficiary ID, registered address, investor type, beneficiary investor type, nationality / place of incorporation, name and race / ownership particulars, beneficiary ownership, email address, handphone number and consolidated/unconsolidated bank account information fields are known as **"investor particulars"**.

Updates Of Investor Particulars and the Supporting Documents Required

Types Of Changes	Corporate Depositor
1. Investor ID	Two (2) certified true copies of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number (if applicable) or letter of confirmation from Companies Commission Of Malaysia (CCM) or any other confirmation letter from relevant authority.
Beneficiary ID	One (1) copy of the beneficiary's NRIC/Passport/ document evidencing the incorporation or registration of the company, as the case may be.
2. Registered Address	One (1) certified true copy of notice of changed of registered address lodged with the Registrar of Companies or its equivalent.
3. Investor Type	Two (2) certified true copies of notice of conversion to a private company/public company issued by the Registrar of Companies or its equivalent.
Beneficiary Investor Type	One copy of the above supporting document.
4. Nationality / Place of Incorporation	One (1) certified true copy of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number or its equivalent.
5. Name	One (1) certified true copy of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number or its equivalent.

Types Of Changes	Corporate Depositor
6. Race / Ownership Beneficiary Ownership	One (1) certified true copy of document(s) evidencing the ownership of the company e.g. return of allotment of shares or if unavailable, the latest annual return or its equivalent. One (1) copy of similar document as mentioned above of the beneficiary

7.   Bank Account Information
 	
   a. name of bank
   b. bank account number
(Also applicable for existing depositor providing its bank account information in its CDS account for the first time)
	Two (2) certified true copy of any of the following supporting documents that captures applicant's name, bank account number and bank's name:
	
	i. Front page of bank savings book; or
	ii. Bank statement; or
	iii. Confirmation letter from the bank; or
	iv. Bank statement extracted from the bank's online account portal; or
	v. Bank-in receipt; or
	vi. Cheque deposit receipt; or
	vii. Debit invoice; or
	viii. Bank identification card; or
	ix. Cheque book or
	x. Any other document evidencing the name of the depositor, bank account number and bank's name.
	
	Note: The above supporting documents are applicable in the case of updating of existing bank account number/name to another bank account number/name.

8. Consolidation / Revoke Consolidation (Bank Account)	The update will be according to the declaration made by the depositor in FMN070.
9. Joint Bank Account	The update will be according to the declaration made by the depositor in FMN070.
10. Email Address/ Handphone Number	The update will be according to the declaration made by the depositor in FMN070.

Note:

(i)   ADM to complete the FMN070 in case of data entry error

(ii)   *For ADM's wholly owned nominee account, where it has opted for consolidation feature, the same bank account information will be used across all its CDS accounts maintained at the particular ADM or ADM's branches and any subsequent update on the bank account information will also be updated across all the CDS accounts of the wholly owned nominee maintained at the particular ADM or ADM's branches.*

(iii)   *Updates on the investor ID can only be performed by Depository.*

Updating Of Account Particulars

The correspondence address, account type, account qualifier, telephone number, beneficiary fields are known as **"account particulars".**

Any update made to the account particulars of a depositor will only affect the CDS account at that particular ADM where the change was made.

Type Of Changes

1.   Account qualifier

      a.   Replacing the existing beneficial owner's full name with another beneficial owner's name in the account qualifier field is **not permitted**. However, changes to the beneficial owner's name are permitted for those arising from the due process of the law, i.e. change of company name (these changes must be supported by relevant legal documentation)

      b.   Other forms of updating may be a misspelling or abbreviation of an intermediary's name

2.   Account Type

3.   Tagging code

4.   Correspondence address

5.   Telephone number.

Note:

(i)   *Except for the account qualifier i.e. beneficial owner's name, ID and Ownership, other account particulars' changes do not require any supporting documents*

(ii)   *For a complete list of Permitted Updates Of Account Qualifier By Authorised Nominees please refer to Appendix 26.*

4.3.1 **Updating Of CDS Account Particulars Of ADM Principal And Wholly Owned Nominee Accounts**

4.3.1.1 In relation to an ADM's principal and wholly owned nominee account(s), the ADM and wholly owned nominee company are required to complete the FMN070 and submit the relevant supporting document (if applicable) when performing changes to their CDS account particulars.

Verify FMN070 for completeness before proceeding to key-in the changes in CDS. Upon executing the relevant updates in CDS, the ADM is required to submit Depository's copy of FMN070 and the relevant supporting documents (if any) as per those required for investor and account particulars updates.

4.3.1.2 For bulk updating of **correspondence address** and **telephone number**, the ADM's principal or its wholly owned nominee may utilise a single FMN070. The following are required to be submitted to Depository:

a. A letter from the ADM if the request is related to its principal accounts or from the appropriate nominee if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADM's or the appropriate nominee company's intention to update particulars of multiple CDS accounts using a single FMN070 together with an attached listing detailing the following:

i.   The number of CDS accounts to be updated
ii.   CDS account numbers
iii. Account Qualifiers

b. A duly completed FMN070. Indicate "To update all CDS accounts as per the authorised list attached" at the "CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the updating form.

4.3.1.3 The request letter, FMN070 and each page of the listing must be signed by the authorised signatories as stated in the ADM's principal or its wholly owned nominee's Board Resolution.

4.3.1.4 All the other updating of particulars in CDS account procedures detailed in section 4.3 (if relevant) are also applicable for updating account particulars of ADM's principal and wholly owned nominee accounts.

4.3.2 Accepting Updating Of ADM's Principal And Wholly Owned Nominee Accounts

    4.3.2.1   Ensure the ADM's principal and wholly owned nominee completes the FMN070.

4.3.3 Verification Of Updating Of ADM Principal And Wholly Owned Nominee Accounts

    4.3.3.1   Receive the FMN070 from the ADM's principal or wholly owned nominee.

    4.3.3.2   Verify the details in the FMN070 against the relevant supporting documents.

    4.3.3.3   Ensure the signature on the FMN070 corresponds with that on the ADM's records of specimen signature(s).

    4.3.3.4   Reject the application if the signature differs. Return the form to the ADM's Principal or wholly owned nominee.

    4.3.3.5   Obtain copies of the relevant supporting documents, obtain certified true copies signed by any persons empowered to do so.

    4.3.3.6   Any changes required by an ADM's principal or wholly owned nominee must be accompanied by the relevant supporting documents as stated in the matrix found in Section 4.3.

    4.3.3.7   If the change of depositor's particulars is due to an error made by the ADM personnel:-

        a.   Complete FMN070 and initiate the update in the CDS. Submit the appropriate copy of the FMN070 to Depository.

        b.   Affix the form with the designated "Updating of account particular(s) due to data entry error request" rubber-stamp

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

    4.3.3.8   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.

    4.3.3.9   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).

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4.3.3.10   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.

4.3.3.11   Where the amendments are signed by the authorised signatory(ies) of the wholly owned nominee, verify the signature against the ADM's records of specimen signature(s).

4.3.4 Keying-In Updating Of CDS Account Data Into The CDS By First (1st) Level User

4.3.4.1   After verification on the completeness and validity of the FMN070, update the details into the CDS via the "Account Maintenance" screen

4.3.4.2   ADM is allowed to change all depositors' particulars except for change of "Investor ID".

4.3.4.3   Compare the particulars on the CDS terminal against the particulars on the FMN070.

4.3.4.4   Proceed with the updating via the CDS terminal.

4.3.4.5   For update of "Investor ID", the ADM should verify the signature on FMN070 against the ADM's records of specimen signature(s) before forwarding the completed FMN070 and all relevant supporting documents to Depository.

4.3.4.6   If the update of "Investor ID" is due to data entry error by the ADM, the ADM must complete the FMN070, affixed it with the rubber-stamp "Updating of account particular(s) due to data entry error request".

4.3.4.7   The ADM's authorised signatory(ies) must sign on the FMN070 on behalf of the depositor in cases where the update is due to data entry error made by the ADM.
Notes:
    a.   *A fee of RM10 will be imposed on an existing depositor providing its bank account information to the Depository for the first time.*
    b.   *The ADM is to print and provide such depositor with the invoice from CDS in respect of this fee unless such depositor indicates it does not require the tax invoice*
    c.   *In the event Depository has waived the fee for providing for bank account information, ADMs are required to click the "Fee Waived" field on the Account Maintenance screen and thereafter to key in the reference number of the approval letter from Depository*

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4.3.5   Confirmation of Updating Of Depositor's Particulars By Second (2nd) Level User

4.3.5.1   2nd level user to retrieve the new depositor's particulars via the Unattended Request List and link to Verifier's Details Page to verify against the FMN070.

4.3.5.2   Alternatively, 2nd level user may verify the data entry using Pending Approval Listing to verify against the FMN070.

4.3.5.3   Verify and ensure the data keyed in correctly before confirming and approve the updating of investor/account particulars.

Note:

a)   *Once the 2nd level user confirmed the data entered by the 1st level user, Depository considered the 2nd level user had verified and confirmed the accuracy of the data entered.*

b)   *2nd level user is required to confirm the data entered by the 1st level user latest by next market day. Failing which, the data entered will be removed from CDS and will be reflected in the Account Rejected/Expired Control Report.*

4.3.5.4   If there is any data entry error or discrepancies on the depositor's particulars, return the FMN070 to the 1st level user to amend the depositor's particulars. If the data entered is required to be removed from CDS , the 2nd level user is to reject the data entered by the 1st level user and provide reason for rejection. The rejected transaction will be reflected in the Account Rejected/Expired Control Report.

4.3.5.5   If the updated depositor's particulars is free from error, the 2nd level user is to confirm the data entry and sign on the "Approved by" column of the FMN070.

4.3.7   Verifying Account Maintenance Control Report (Optional)

4.3.7.1   Print and verifying the Account Maintenance Control Report on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

4.3.8 Generate And Verify The Account / Investor Audit Report And eServices Audit Report

4.3.8.1   Print the **Account / Investor Audit Report** (Appendix 28) and eServices Audit Report which highlights the update of depositor's particulars.

4.3.8.2   Verify that the update made to the CDS account(s) for the day is correct against the relevant reports.

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

4.3.8.4   If there are any data entry errors in the updates, ADM must initiate the update procedures again as mentioned in Section 4.3.4 and 4.3.5.

> *Notes:*
> *ADM may opt not to print reports under section 4.3.8 but download electronic copies of these reports in PDF form for review and verification. Should ADM adopt this method for review and verification process, the ADM must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed.*

4.3.9 Sorting And Packing Of Forms

4.3.9.1   For updating of "Investor ID", pack according to descending account number, the following:-

a.   The **ADM and Depository copies** of the FMN070

Note: *The depositor copy of the FMN070 is to be forwarded to the depositor as acknowledgement.*

b.   Letters from depositors (if applicable)

c.   Photocopies of supporting documents.

4.3.9.2   For updating of depositors' particulars not including those in section 4.3.9.1, pack the following according to the Account Maintenance Control Report printed for the whole month period: -

a.   **Depository copies** of the FMN070

b.   Letters from depositors (if applicable)

c.   Photocopies of supporting documents.

4.3.9.3   The Account Maintenance Control Report must be declared and signed by the authorised signatory (ies) of the ADM.

4.3.10 Submission Of Account Updating Documents To Depository

4.3.10.1   FMN070 together with the relevant supporting documents in relation to updating of "Investor ID" to Depository latest by the next market day.

4.3.10.2   All the documents mentioned in sections 4.3.9.1 must be accompanied with a covering letter addressed to Depository stating the number of FMN070 being submitted to Depository.

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

4.3.10.4   Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of the FMN070s and the relevant supporting documents.

4.3.10.5   For updating of "Investor ID", Depository will return the ADM copies of the FMN070 to the ADM once the update has been done.

4.3.10.6   For updating of depositors' particulars initiated by the ADM, ADM and its branches must submit Depository's copies of FMN070 with the relevant supporting documents (if any) to Depository by the fifth (5th) market day of the following month or such other day as instructed by Depository.

Note: If ADM is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Depository, the ADM must submit a formal written request seeking for extension of time for the form submission

4.3.10.7   All the documents mentioned under section 4.3.9.2 must be accompanied with a Account Maintenance Control Report which has been declared and signed by the authorised signatory(ies) of the ADM before sending to Depository.

4.3.11 **Filing Of Documents**

  4.3.11.1 File the following documents:-

  a.   The **ADM/copies** of the FMN070

  b.   Letters from depositors (if applicable)

  c.   Any supporting documents

  d.   Account Rejected/Expired Control Report

  e.   The duly signed and stamped Account Maintenance Control Report

  f.   Account / Investor Audit Report

  g.   eServices Audit Report

  4.3.11.2 Printing and filing the following reports are optional to the ADM:

  a.   Pending Approval Listing

  b.   Unattended Account Maintenance Report

  c.   Account Maintenance Control Report (if printed on daily basis).

4.4   <u>**Application For Closing Of CDS Accounts**</u>

The following parties can authorise the closure of an account:-

a.   The depositor

b.   Depository.

4.4.1 <u>**Accepting CDS Account Closure Requests**</u>

4.4.1.1   A CDS account may be closed by way of:-

a.   Depositor completing the **CDS Account Form (FMN070)** , or

b.   A letter of authorisation from Depository

4.4.1.2   For section "b", the FMN070 must be completed by the ADM with the words "Account Closure Due To Depository's Authorisation" stated on the signature column.

4.4.1.3   ADM may use a single FMN070 to close multiple CDS accounts of the ADM's principal or its wholly owned nominee accounts. The following are required to be submitted to Depository:

a.   A letter from the ADM if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADM's or the appropriate nominee company's intention to close multiple CDS accounts using a single FMN070 together with an attached listing detailing the following:

    i.   The number of CDS accounts to be closed
    ii.   CDS account numbers
    iii.   Account qualifiers

b.   A duly completed FMN070. Indicate "To close all CDS accounts as per the authorised list attached" at the 'CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the FMN070.

4.4.1.4   The request letter,   FMN070 and each page of the listing must be signed by the authorised signatories as stated in the respective board resolution of the ADM or its wholly owned nominee company(ies).

4.4.2 Verification Of CDS Account Closure Requests

4.4.2.1   Verify the signature on the FMN070 against the ADM's records of specimen signature(s).

4.4.2.2   Verify the details against the **Checklist For Verification Of Closing Of Account** (Appendix 30).

4.4.2.3   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.

4.4.2.4   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).

4.4.2.5   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.

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

4.4.3 Keying-In CDS Account Closure Data Into The CDS By First (1st) Level User

4.4.3.1   Proceed to the Account Maintenance Screen and key-in the CDS account number stated in FMN070 to retrieve the depositor's details.

4.4.3.2   Ensure the details displayed correspond with the details stated in FMN070.

4.4.3.3   If the details differ from that in the system, reject the account closure request.

4.4.3.4   Proceed to close the depositor's account

4.4.3.5   Ensure the "data entry by" column is completed by the ADM personnel who performed the data entry.

> *Note: The person who performed the data entry must not be the same person approving the request.*

4.4.4 Confirmation Of Account Closure Data By Second (2nd) Level User

4.4.4.1   2nd level user to retrieve the account closing data via the Unattended Request List and link to Verifier's Details Page to verify against the FMN070.

4.4.4.2   Alternatively, 2nd level user may verify the data entry using Pending Approval Listing to verify against the FMN070.

4.4.4.3   Verify and ensure the data entry is keyed in correctly before confirming and approve the account closing.

N*ote:*   *a)   Once the 2nd level user confirmed the data entered by the 1st level user, Depository considered the 2nd level user had verified and confirmed the accuracy of the data entered.*

     b)   2nd level user is required to confirm the data entered by the 1st level latest by next market day. Failing which, the data entered will be removed from CDS and it will be reflected in the Account Rejected/Expired Control Report.

4.4.4.4   If there is any data entry error or discrepancies on the applicant's CDS account number, reject the account closing transaction and provide reason for the rejection. Return the FMN070 to the data entry staff to initiate the account closing transaction again. The rejection will be reflected in the Account Rejected/Expired Control Report.

4.4.4.5   If the account closing data entry is free from error, the 2nd level user is to confirm the data entry and sign at the "Approved by" column of the FMN070.

4.4.5 Verifying Account Maintenance Control Report

4.4.5.1   Printing and verifying the Account Maintenance Control Report on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to. the Account Maintenance Control Report .

4.4.7 Status Of CDS Account Closure

Account closure status are divided into two (2) categories:-

a.   Temporarily closed

b.   Permanently closed.

4.4.7.1   Account closures initiated and confirmed for the day will be under the temporarily closed status. This is indicated with a small "c" at the account status column.

4.4.7.2   The system will further proceed to permanently close the account if there are no outstanding trade transactions and corporate exercises. This is indicated with a capital "C" at the account status column.

4.4.7.3   Keep both ADM and Depository copies of the FMN070 together with any supporting documents in a "Keep In View" file.

4.4.7.4   Obtain and check the **Confirmed Closed Account Report** and the **Rejected Closed Account Report** extracted from **Daily Finalised Account Closure File (CFT015)** against the ADM and Depository copies of FMN070 in the "Keep In View" file.

Note:
(i)   The Confirmed Closed Account Report shows the details of accounts that have been confirmed closed on that particular business date

(ii)   The Rejected Closed Account Report shows the details of accounts for which the application for closure has been rejected due to the existence of outstanding transactions.

4.4.7.5   Retrieve the specimen signature card (if any) / list of authorised signatory(ies) and the specimen signature(s) and the **ADM copies** of the FMN070 for all accounts that appear on the Confirmed Closed Account Report.

4.4.7.6   Ensure that the "Account Closed On" date is completed in the ADM and Depository copies of the FMN070.

4.4.7.7   Ensure that the specimen signature card (if any) / list of authorised signatory(ies) and the specimen signature(s) is marked "Account Closed" and signed by the ADM's authorised signatory(ies) with the words "Effective dd/mm/yyyy" stated where dd/mm/yyyy is defined as the effective date.

4.4.7.8 For those using a signature verification system (SVS), ensure that the account closure status is updated accordingly.

4.4.8 Rejection Of CDS Account Closure Requests

4.4.8.1 Retrieve both the **ADM and Depository copies** of the FMN070 from the "Keep In View" file.

4.4.8.2 Check if there are any outstanding transactions for the affected accounts.

4.4.8.3 If there are no outstanding transactions in this account, proceed to Section 4.4.3 and 4.4.4 for keying-in account closure data and confirmation of account closure data respectively into the CDS.

4.4.9 Packing And Submission Of CDS Account Closure Documents To Depository

4.4.9.1 For closing of depositor's account, pack the documentation according to the Account Maintenance Control Report , the following:-

a. Depository copies of FMN070

b. Letters from depositors / Depository (if applicable)

4.4.9.2 All the above mentioned documentation must be accompanied with Account Maintenance Control Report ..

4.4.9.3 The Account Maintenance Control Report must be signed by the authorised signatory(ies) of the ADM.

4.4.9.4 ADM and its branches to deliver FMN070s with the relevant supporting documents to Depository by the fifth (5th) market day of the following month or such other day as instructed by Depository.

Note: If ADM is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Depository, the ADM must submit a formal written request seeking for extension of time for the form submission.

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4.4.10 Filing Of Documents

     4.4.10.1   File the following:-

       a.   The **ADM copies** of the FMN070

       b.   Any supporting documents

       c.   Cancelled specimen signature cards (if any)

       d.   Cancelled original or certified true copies of the list of authorised signatory(ies) (if applicable)

       e.   Confirmed Closed Account Reports extracted from CFT015

       f.   Rejected Closed Account Reports extracted from CFT015.

       g.   Account Rejected/Expired Control Report

       h.   The duly signed and stamped Account Maintenance Control Report

     4.4.10.2   Printing and filing the following reports are optional to the ADM:

       a.   Pending Approval Listing

       b.   Unattended Account Maintenance Report

       c.   Account Maintenance Control Report (if printed on daily basis)

4.4.11   Automatic Closure Of Dormant Accounts

Pursuant to Rule 26.06A(1), Bursa Malaysia Depository may proceed to close a dormant account with Nil balance as defined in Rule 26.10(1)(a) upon the expiry of the 4th year of such account being designated as dormant. Automatic Closure of Dormant Accounts is a yearly exercise undertaken by Bursa Malaysia Depository to automatically close dormant accounts maintained in the Central Depository System (CDS) which fulfil the following criteria:

1.   There are no securities in such account; and

2.   there have not been any debit or credit entries in such accounts for at least seven (7) consecutive years prior to the date of the closure.

ADMs will receive the following two (2) files for the closure of dormant accounts:

a.   Pending Closing Dormant Account File (CFT050)

This file will be sent one (1) month prior to the closure of the affected dormant accounts. Depository will send CFT050 via eFIX to all the affected ADMs detailing the dormant accounts that will be subjected to this automatic closure exercise.

b.   Confirmed Closed Dormant Account File (CFT051)

This file will be sent upon successful closure of the affected dormant accounts. Depository will send CFT051 via eFIX to all the affected ADMs. The file will contain all the affected dormant accounts that have been closed by Depository which are maintained with the respective ADMs.

4.4.11.1Housekeeping of Account Opening Related Documentations (Optional)

ADMs are provided an option whether to retrieve all the account opening related documents of the affected dormant accounts that have been closed and have it destroyed or to continue to retain such documents in its current manner.

4.4.11.2Filing Of Documents

4.4.8.2.1   File the following:

     a.   Reports extracted from the Confirmed Closed Dormant Account File i.e. CFT051.(optional)

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4.5   Suspension / Release Of Suspension Of Securities

The deposited securities in a particular depositor's account can be suspended under any one of the circumstances stipulated under Rule 36.02 of the Rules of Depository.

The request for suspension / release of suspension of deposited securities in a securities account may be made by the following persons:-

a.   The Authorised Direct Member (ADM), subject to prior approval from Depository unless the suspension / release of suspension is for the ADM's own Principal account(s)

b.   The depositor

c.   Such other persons stated under Rule 36.02 of the Rules of Depository.

The ADM / depositor must complete the **Application For Suspension / Release Of Suspension Of Securities Form** (FMN030) (Appendix 33).

4.5.1 Types Of Suspension

4.5.1.1   Freeze/hold on a particular securities account or on all securities accounts of a particular depositor.

4.5.1.2   Freeze/hold of deposited securities of a particular securities in all securities account held by Depository or a particular ADA or ADM.

4.5.1.3   Freeze/hold on all deposited securities in a particular securities account.

4.5.1.4   Freeze/hold of a particular security of deposited securities in a particular depositor's securities account.

4.5.1.5   Freeze/hold of a particular quantum of deposited securities in a particular depositor's securities account

Note: *Suspension of securities in the account does not affect trade settlement for trades committed prior to the suspension of securities date. However, the suspended shares may not be used for outward CDS transactions and for trade settlement if the trade is committed after the suspension of securities date.*

4.5.2 Categories Of Persons Requesting For Suspension / Release Of Suspension

4.5.2.1   Request by the ADM.

4.5.2.1.1 For applications made by the ADM, prior approval must be obtained from Depository unless the suspension / release of suspension is for the ADM's own principal account(s). Once approval in writing has been obtained, forward the completed FMN030 to Depository Operations Department.

4.5.2.2   Request by the depositor.

4.5.2.2.1 The ADM is to verify the details stated in FMN030 against the **Checklist For Verification Of Suspension / Release Of Suspension Of Securities** (Appendix 34). Once verified, the ADM is to forward the FMN030 to Depository Operations Department.

4.5.2.2.2 For requests from depositors made in writing, by way of letter / completed FMN030 (if applicable), in addition to complying with Appendix 34, the ADM is to verify the signature on the letter / completed FMN030 against the ADM's records of specimen signature(s) and forward to Depository Operations Department.

Note:

(i)   In cases where the letter is not accompanied by a completed FMN030, the ADM is to complete the FMN030 on the depositor's behalf and forward the same to Depository Operations Department

(ii)   At the signature column of FMN030, the ADM must state "Suspension / Release Of Suspension Due To Depositor's Written Request".

4.5.3 Verification Of Application For Suspension / Release Of Suspension Of Securities Requests

4.5.3.1   Verify the details on the FMN030 against the Checklist For Verification Of Suspension / Release Of Suspension Of Securities (Appendix 34).

4.5.3.2   Reject the FMN030 if the particulars on the form differ from supporting documents provided.

4.5.3.3   Where the application is made by the depositor, verify the depositor's signature in FMN030 / letter against the ADM's records of specimen signature(s).

4.5.3.4   Reject the application if the depositor's signature in FMN030 / letter differs.

4.5.3.5   Ensure that the reason(s) for suspension of securities is stated on the form (if applicable).

4.5.3.6   The effective date of suspension / release of suspension will be the date stated in the Account Suspension Notice / Release Of Account Suspension Notice or the Securities Suspension Notice / Release Of Securities Suspension Notice (whichever is applicable).

4.5.3.7   Verify and ensure that the "checked by" and "verified by" columns in the space "to be completed by ADA/ADM" are completed by two (2) different authorised signatories of the ADM.

4.5.3.8   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.

4.5.3.9   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).

4.5.3.10 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.

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

4.5.4 **Packing And Submission Of Suspension / Release Of Suspension Documents To Depository**

4.5.4.1   Pack **all copies** of the FMN030 and any supporting documents together with a covering letter stating the number of FMN030s being submitted to Depository. This covering letter must be signed by the authorised signatory(ies) of the ADM.

4.5.4.2 All FMN030s received by the ADM for submission to Depository must be forwarded to Depository immediately.

4.5.5 **Acknowledgement Of Receipt Of Suspension / Release Of Suspension Of Securities Requests By Depository**

4.5.5.1   Depository will acknowledge receipt of the suspension / release of suspension of securities requests by acknowledging the duplicate copy of the covering letter upon receipt of FMN030s.

4.5.5.2   The **Depositor copy** of the FMN030 will be returned to the ADM when the suspension / release of suspension of securities has been initiated.

4.5.5.3   A notice will be sent by Depository if the suspension / release of suspension of securities request is successful.

4.5.6 **Filing Of Documents**

4.5.6.1   The **ADM copy** of the FMN030 will be returned to the ADM, once the suspension / release of suspension of securities request is initiated by Depository.

4.5.6.2   File the following:-

a.   The **ADM copy** of the FMN030.

Reactivation Of Dormant Account Requests

4.6.1 Accepting Reactivation Of ADM Principal / Depositors' CDS Accounts

4.6.1.1 Receive the completed and duly signed **Application For Reactivation Of CDS Account Form** (Reactivation Form) (Appendix 35) from depositor for each request.

4.6.1.2 Ensure that the Reactivation Form /letter is submitted together with payment.

4.6.1.3 ADM may use a single Reactivation Form to reactivate multiple CDS accounts of the ADM i.e. its principal or its wholly owned nominee accounts. The following are required to be submitted to Depository:

a. A letter from ADM if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADM's or the appropriate nominee company's intention to reactivate multiple dormant CDS accounts using a single Reactivation Form together with an attached listing detailing the following:

   i. The number of dormant CDS accounts to be reactivated.
   ii. CDS account numbers
   iii. Account Qualifiers

b. A duly completed Reactivation Form. Indicate "To reactivate all CDS accounts as per the authorised list attached" at the CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the Reactivation Form.

c. The request letter, Reactivation Form and each page of the listing must be signed by the authorised signatories as stated in the ADM's principal or its wholly owned nominee's Board Resolution..

4.6.2 Verification Of Reactivation Requests

4.6.2.1 Verify the depositor's signature on the Reactivation Form against the ADM's records of specimen signature.

4.6.2.2   Reject if the signature in the Reactivation Form differs or if payment is not received.

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

4.6.2.4   Ensure the "verified by" column is completed by the ADM personnel who received the payment and performed the verification.

4.6.2.5   Ensure the "approved by" column is completed by the ADM's authorised signatory(ies) before data entry.

4.6.2.6   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.

4.6.2.7   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.

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

4.6.3 Keying-In Reactivation Requests

4.6.3.1   Key-in depositor's CDS account number through the "Account Maintenance" screen. Retrieve the depositor's details and check against the details stated in the Reactivation Form / letter.

> *Note:*   **If there is prior approval from Depository to waive on the reactivation of the dormant account 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 reactivation of the dormant account.**

4.6.3.2   Reject if the particulars differ and state the reason(s) for rejection.

4.6.3.3   Proceed to update the status of the depositor's account.

4.6.3.4   Ensure that the "reactivated by" and "reactivated on" columns are completed by the ADM personnel who performed the data entry.

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

4.6.3.5   Forward a copy of the Reactivation Form to the depositor upon completion of the updating process.

4.6.3.6   Do not send the completed Reactivation Form to Depository.

4.6.3.7   The ADM is to print and provide the depositor the tax invoice (Appendix 72) from the CDS in respect of the fee for the reactivation of dormant account unless the depositor indicates he does not required 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.**

4.6.3.8   On the market day, ADM has the option to print the 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 transaction initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

4.6.4   **Generate And Verify The Reactivated Account Report**

4.6.4.1   Print the **Reactivated Account Report** (Appendix 36) which highlight all the accounts reactivated for the day.

4.6.4.2   Verify the reactivation made on CDS account(s) for the day is correct.

4.6.4.3   The ADM personnel who checked and verified the report must sign the report.

Note: *ADM may opt not to print the Reactivated Account Report but download electronic copies of this report in PDF form for review and verification. Should ADM adopt the downloading method for review and verification process, the ADM must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed.*

4.6.5 **Filing Of Documents**

     4.6.5.1   File the completed Reactivation Form.

     4.6.5.2   Letters from depositor or listing of affected accounts (if applicable)

     4.6.5.3   Reactivated Account Report.

Reactivation Of Inactive Account Requests

4.7.1 Accepting Reactivation Of Inactive Account Request

4.7.1.1   Receive the completed and duly signed Application For Reactivation Of CDS Account Form (Reactivation Form) (Appendix 35) from depositor for each request.

4.7.1.2   ADM may use a single Reactivation Form to reactivate multiple CDS accounts of the ADM's principal or its wholly owned nominee accounts. The following are required to be submitted to Depository:

a.   A letter from the ADM if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to states the ADM's or the appropriate nominee company's intention to reactivate multiple inactive CDS accounts using a single Reactivation Form together with an attached listing detailing the following:

i.   The number of inactive CDS accounts to be reactivated.
ii.   CDS account numbers
iii.   Account Qualifier

b.   A duly completed Reactivation Form. Indicate "To reactivate all CDS accounts as per the authorised list attached" at the CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the reactivation form.

c.   The request letter, Reactivation Form and each page of the listing must be signed by the authorised signatories as stated in the ADM's principal or its wholly owned nominee's Board Resolution.

4.7.2 Verification Of Reactivation Requests

4.7.2.1   Verify the depositor's signature on the Reactivation Form against the ADM's records of specimen signature(s).

4.7.2.2   Reject if the signature in the Reactivation Form differs.

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

4.7.2.4   Ensure the "verified by" column is completed by the ADM personnel who performed the verification.

4.7.2.5   Ensure the "approved by" column is completed by the ADM's athorised signatory(ies) before data entry.

4.7.2.6   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.

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

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

4.7.3 Keying-In Reactivation Requests

4.7.3.1   Key-in depositor's CDS account number through the "Account Maintenance" screen. Retrieve the depositor's details and check against the details stated in the Reactivation Form / letter.

4.7.3.2   Reject if the particulars differ and state the reason(s) for rejection.

4.7.3.3   Proceed to update the status of the depositor's account

4.7.3.4   Ensure that the "reactivated by" and "reactivated on" columns are completed by the ADM personnel who performed the data entry.

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

4.7.3.5   Forward a copy of the Reactivation Form to the depositor upon completion of the updating process.

4.7.3.6   Do not send the completed Reactivation Form to Depository

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4.7.4 Generate And Verify Reactivated Account Report

4.7.4.1   Print the **Reactivated Account Report**, which highlight all the accounts reactivated for the day.

4.7.4.2   Verify the reactivation made on CDS account(s) for the day is correct.

4.7.4.3   The ADM personnel who checked and verified the report must sign the report.

Note: ADM may opt not to print the Reactivated Account Report but download electronic copies of this report in PDF form for review and verification. Should ADM adopt this method for review and verification process, the ADM must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed.

4.7.5 Filing Of Documents

4.7.5.1   File the completed Reactivation Form.

4.7.5.2   Letters from depositor or listing of affected accounts (if applicable)

4.7.5.3   Reactivated Account Report.

4.8   Inter Branch Transactions

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

4.8.1 Inter Branch Transactions With Regards To Updating Of Depositor's CDS Accounts Particulars

4.8.1.1   Complete FMN070.

4.8.1.2   For change in investor particulars, verify the details in the form against the relevant supporting documents.

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

4.8.1.4   Reject the application if the signature differs.

4.8.1.5   Obtain copies of the relevant supporting documents. In the case of a corporate body, obtain certified true copies signed by any persons empowered to do so.

4.8.1.6   Any changes requested by depositor must be accompanied by the relevant supporting documents as stated in the matrix found in Section 4.3.

4.8.1.7   If the change of depositor's particulars is due to data entry error made by the ADM personnel:-

    a.   Complete FMN070 and initiate the update in the CDS. Submit the appropriate copy of FMN070 to Depository

    b.   Affix the 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 Depository with the relevant supporting documents furnished by the depositor showing the discrepancy in data entry.

4.8.1.8   Affix the ADM's company rubber-stamp on FMN070 at the space marked "to be completed by ADM'.

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

4.8.1.10   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.

4.8.1.11   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).

4.8.1.12   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.

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

4.8.1.14   Ensure that all FMN070s 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.

4.8.1.15   Ensure that the ADA/ADM copies of FMN070 bearing the IBT rubber-stamp are properly filed at the ADM.

4.8.1.16   All the other relevant procedures detailed in Section 4.3 are also applicable for Inter Branch Transactions With Regards To Updating Of Depositor's CDS Accounts Particulars.

4.8.2 Inter Branch Transactions With Regards To Closing Of CDS Accounts

4.8.2.1   Verify the signature on the FMN070 from depositor against the ADM's records of specimen signature(s).

4.8.2.2   Verify the details against the Checklist For Verification Of Closing Of Account (Appendix 30).

4.8.2.3   Verify and ensure that the "verified by" and "approved by" column are completed by two (2) different authorised signatories of the ADM before data entry.

4.8.2.4   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.

4.8.2.5   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).

4.8.2.6   Ensure that all FMN070s 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.

4.8.2.7   Ensure that the ADA/ADM copies of the FMN070 bearing the IBT rubber-stamp are properly filed at the ADM.

4.8.2.8   All the other relevant procedures detailed in Section 4.4 are also applicable for Inter Branch Transactions With Regards To Closing Of CDS Accounts.

4.8.3 **Inter Branch Transactions With Regards To Reactivation Of Inactive Account Request**

4.8.3.1   Complete the Reactivation Form.

4.8.3.2   Verify the signature on the Reactivation Form against the ADM's records of specimen signature(s).

4.8.3.3   Reject the request if the signature differs.

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

4.8.3.5   Ensure the "verified by" column is completed by the ADM personnel who performed the verification.

4.8.3.6   Ensure the "approved by" column is completed by the ADM's authorised signatory(ies) before data entry.

4.8.3.7.   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.

4.8.3.8   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).

4.8.3.9   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.

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

4.8.3.11   Ensure that the Reactivation Form is 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.

4.8.3.12   Do not send the completed Reactivation Form to Depository.

4.8.3.13   File the completed Reactivation Form.

4.8.3.14   All the other relevant procedures detailed in Section 4.7 are also applicable for Inter Branch Transactions With Regards To Reactivation Of Inactive Account Request.

4.8.4 Inter Branch Transactions With Regards To Reactivation Of Dormant Account Request

4.8.4.1   Ensure the depositor complete the Reactivation Form.

4.8.4.2   Verify the signature on the reactivation Form against the ADM's records of specimen signature(s).

4.8.4.3   Reject the request if the signature differs.

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

4.8.4.5   Ensure the "verified by" column is completed by the ADM personnel who performed the verification.

4.8.4.6   Ensure the "approved by" column is completed by the ADM's authorised signatory(ies) before data entry.

4.8.4.7   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.

4.8.4.8   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).

4.8.4.9   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.

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

4.8.4.11   Ensure that the Reactivation Form is 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.

4.8.4.12   Do not send the completed Reactivation Form to Depository.

4.8.4.13   File the completed Reactivation Form.

4.8.4.14   All the other relevant procedures detailed in Section 4.6 are also applicable for Inter Branch Transactions With Regards To Reactivation Of Dormant Account Request.

4.9   <u>Codes</u>

4.9.1   Please refer the **Codes For ADM** in Appendix 37 for a listing of all codes used by the ADM

4.9.2   The country names in Appendix 37 are sorted in alphabetical order.

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