

Summary of the detail changes in the CDS Procedures Manuals for ADM

No.	Section	Relevant amendments	Page No.	Effective Date
1.	4.1.8 4.3.8 4.6.4 4.7.4	Notes added to provide guidance to ADM on the approach that can be adopted when performing verification.	4-6B 4-23 4-37 4-41	07/03/2022
2.	4.2.4.1 4.3.10.6 4.4.9.4	Notes added for ADA to submit written request for extension of time to submit the CDS transactional forms (FMN070) if it cannot comply with the timeline prescribed in the SOP.	4-13 4-24 4-28A	07/03/2022
3.	4.3	Updated procedures to notify that ADM will be able to update the Investor Type of depositors. Supporting documents to be furnished when request to update information on beneficial owner. Amendments to note (iii) under Updating of Investor Particulars and notes (i) and (ii) Updating of Account Particulars	4-14 4-15 to 4-16 4-17	01/07/2022 01/04/2022 01/07/2022
4.	4.3.4.2 4.3.4.5 4.3.4.6	Amendments to reflect that "Investor's ID can only be updated by Bursa Depository while for "Investor Type" info, ADM can update this field.	4-20	01/07/2022
5	4.3.9.1 4.3.10.1 4.3.10.5	Amendments to the procedure in relation to updating of Investor ID request	4-22 to 4-23	07/03/2022
6.	Appendix 14	Checklist for Verification of Opening An Account – opening account by Body Corporate		07/03/2022
7.	Appendix 15	Guidelines on Account Qualifier – Category B		01/04/2022
8.	Appendix 26	Permitted Updates on Account Qualifier by Authorised Nominees		01/07/2022

No.	Section	Relevant amendments	Page No.	Effective Date
9.	Appendix 37	Codes for ADM Item 1 of Appendix 17 (Investor Types) Items 2 (Nominee Type), 9 (Tagging Code), 10 (Beneficiary Type), 11 (Beneficiary Ownership)		01/04/2022 01/07/2022
10.	Appendix 76	CDS Account Form		01/07/2022

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.

- 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 Beneficiary 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. 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 Beneficiary 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. 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.*

- 4.3.3.10 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*

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.

- 4.4.7.8 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.

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.*

4.7.4 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.