

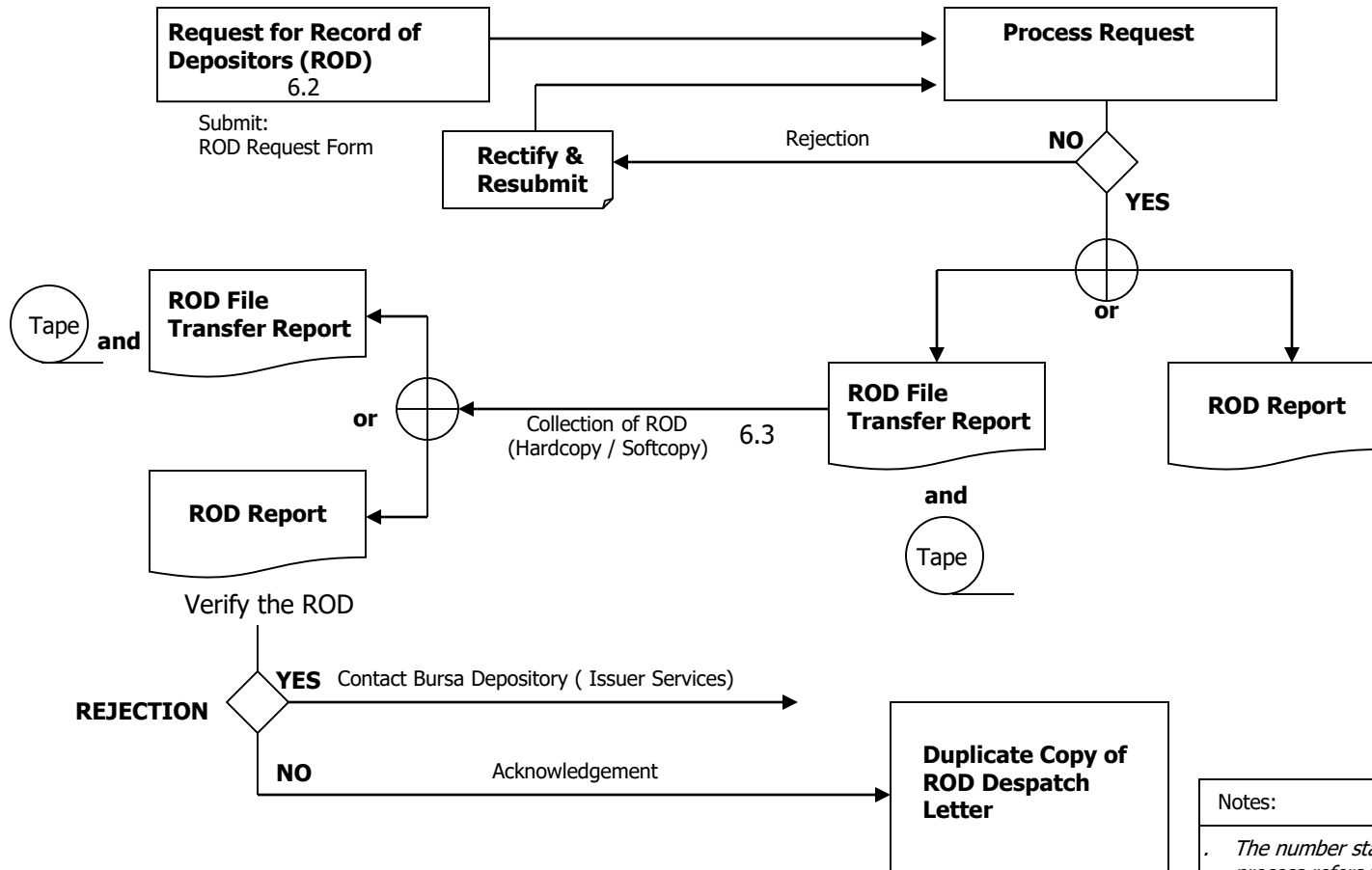
CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

Request for Corporate Action ROD

(Rights Issue/ Bonus Issue/ Capital Restructure/ Maturity Conversion/ Redemption/ Split Foreign/ General Offer)



Notes:
 The number stated by each process refers to the section where the topic can be found in the procedures manual.

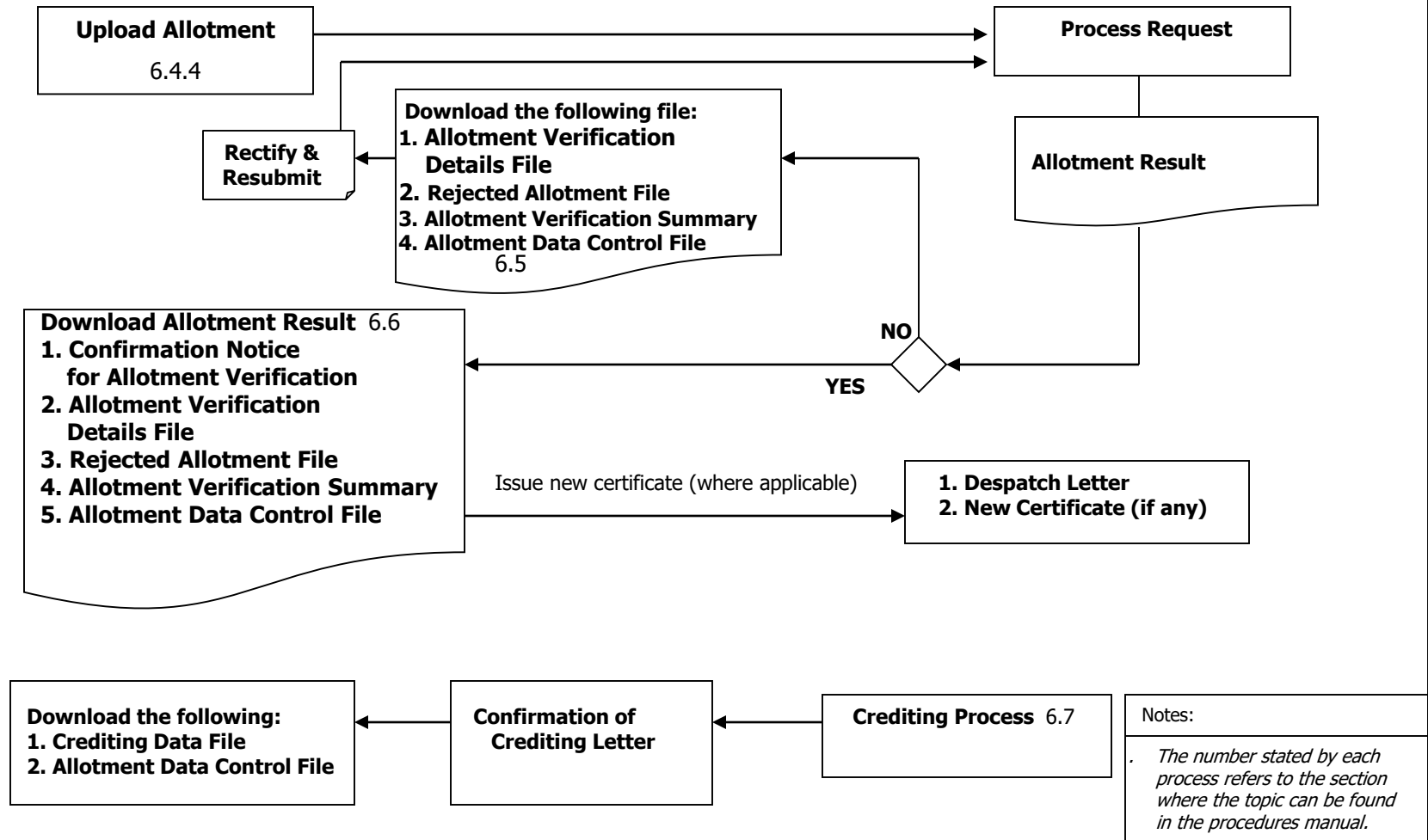
CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

Prepare Allotment File/ Crediting of Securities

(Rights/ Bonus/ Capital Restructure/ Maturity Conversion/
Split Foreign/ General Offer/ Exercise of NES/ Special Issue/ ESOS)

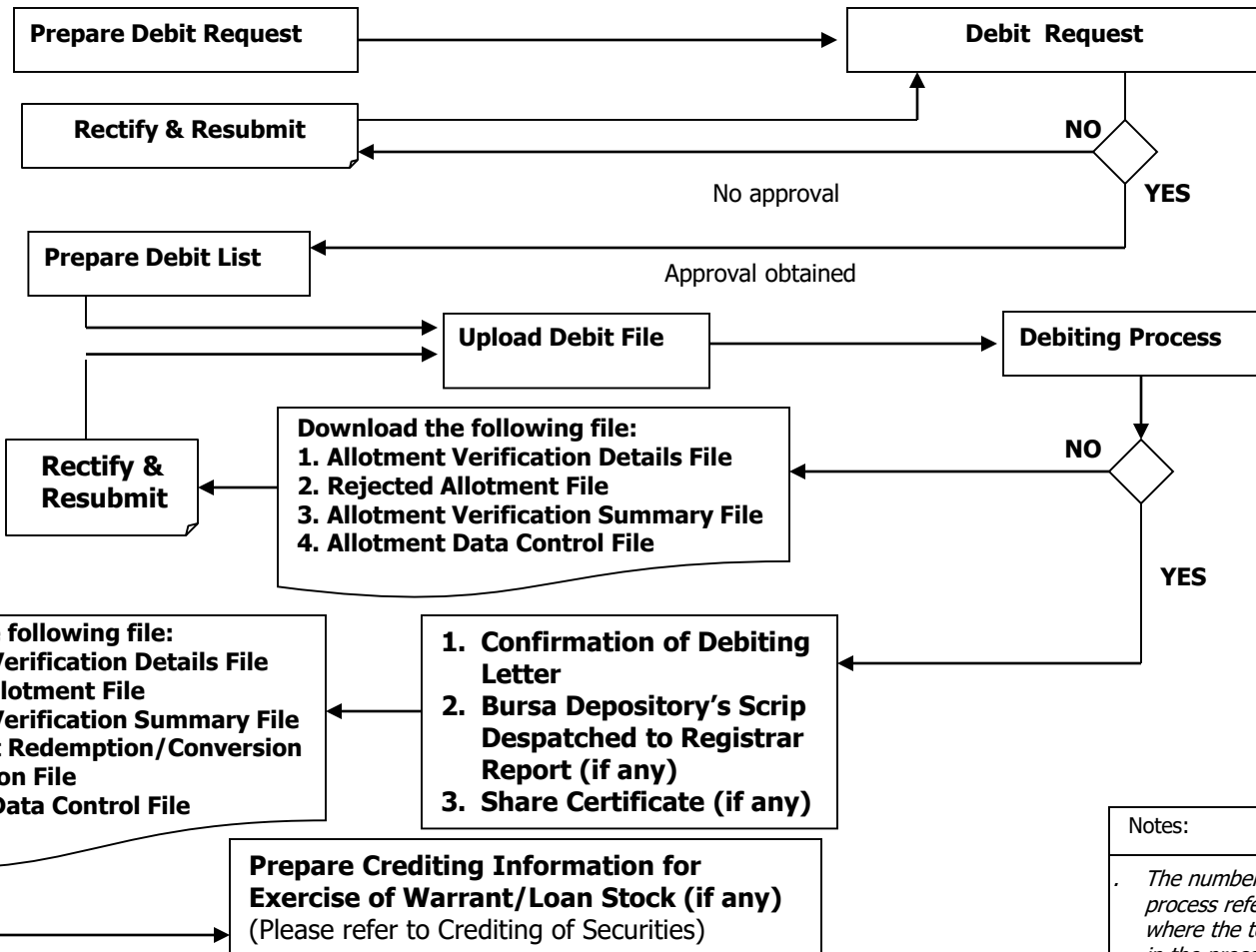


CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

Debiting of Securities (Instruction from Share Registrar)
 (Exercise of Warrants/ Loan Stocks/ Bonds/ Bulk Transfer/
 Cross Transfer/ Cancellation of Treasury Shares/ Expiry of PAL/PLO)



Notes:

The number stated by each process refers to the section where the topic can be found in the procedures manual.

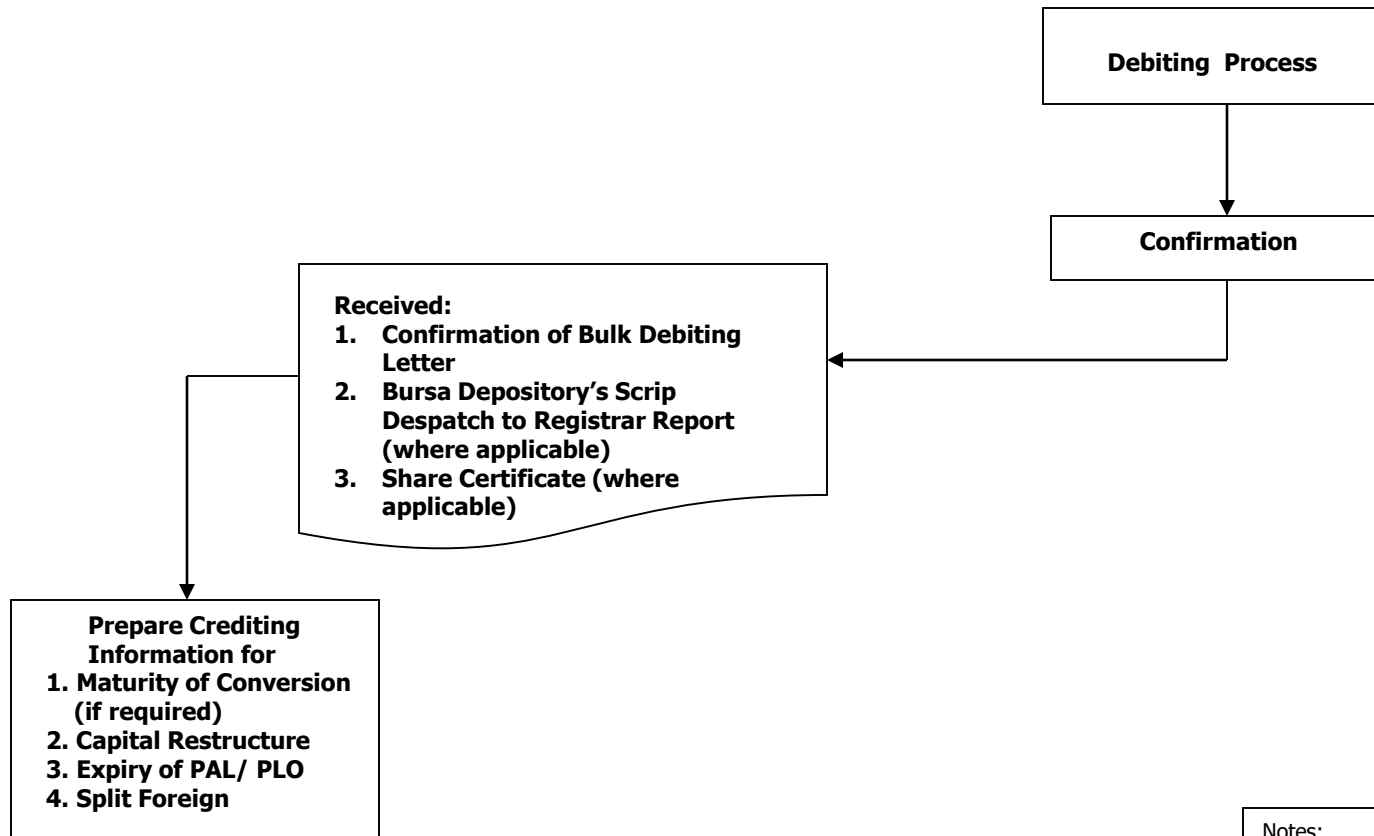
CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

Debiting of Securities by MCD

(Maturity Conversion/ Capital Restructure/
Expiry of PAL or PLO/ Split Foreign)



Notes:

The number stated by each process refers to the section where the topic can be found in the procedures manual.

This chapter describes the tasks involved in the various types of Corporate Exercises, from the process of requesting corporate exercise ROD, preparation of allotment files to the crediting or debiting of securities into or out of the depositors' CDS accounts.

6.1 Types Of Corporate Exercise

The following are some of the common types of corporate exercises:-

a. Dividend and Interest Payment

***Note:** Bursa Depository will produce the ROD to assist the Share Registrar in the production of dividend payment. To assist the authorised nominees in reconciling the dividend payments, Share Registrar is required to include the full name of the beneficial owner as stated in the account qualifier field and the CDS account number on the tax voucher.*

Dividend payment includes share dividend and cash dividend.

b. Rights Issue

c. Bonus Issue

d. Capital Restructure

e. Maturity Conversion / Redemption

f. Split Foreign

g. General Offer

h. Exercise of Warrants / TSRs / Loan Stock / Bonds

i. Cross Transfer

j. Special Issue

k. Bulk Transfer.

6.2 Request For Corporate Exercise ROD

6.2.1 The following types of corporate exercises require a request for Corporate Exercise ROD to be made:-

a. Dividend Payment

Note: *Bursa Depository maintains separate codes for Cash Dividend and Share Dividend.*

Issuer/Share Registrar requesting for Cash Dividend ROD will receive a bank account information file in addition to the ROD. The bank account information file consists of information for shareholders who have registered for their bank account details to receive their cash dividend via eDividend. In addition to the ROD information, the bank account information file will have the shareholder's bank account details, email address (if provided) and mobile phone number (if provided). Issuers are to provide electronic notification either via email or SMS or both upon dividend payment is made on payment date, to shareholders who have provided their email address or mobile phone number.

Within 5 working days from the payment date, share registrar to provide to Bursa Depository via file upload through eRapid, the details of shareholders whose bank account number has been rejected by the bank for dividend payment and the reasons for the rejection. Upon processing of this file, Bursa Depository will send notices to the affected shareholder to request them to rectify their records with their ADA.

b. Interest Payment

Note: *Issuer/Share Registrar requesting for Interest Payment ROD will receive a bank account information file in addition to the ROD. The bank account information file consists of information for unit holders who have registered for their bank account details to receive their interest payment via eDividend. In addition to the ROD information, the bank account information file will have the unit holder's bank account details, email address (if provided) and mobile phone number*

(if provided). Issuers are to provide electronic notification either via email or SMS or both upon interest is made on payment date, to unit holders who have provided their email address or mobile phone number.

Within 5 working days from the payment date, share registrar to provide to Bursa Depository via file upload through eRapid, the details of unit holders whose bank account number has been rejected by the bank for interest payment and the reasons for the rejection. Upon processing of this file, Bursa Depository will send notices to the affected unit holder to request them to rectify their records with their ADA.

c. Rights Issue

Note: *If the crediting of Rights entitlement is under the SPEEDS initiative. Please refer to Section 6.9 for SPEEDS Corporate Exercise Processing.*

d. Bonus Issue

Note: *If the bonus issue is under the SPEEDS initiative. Please refer to Section 6.9 for SPEEDS Corporate Exercise Processing.*

e. Capital Restructure

Note: *If the shares from Capital Restructure is under the SPEEDS initiative. Please refer to Section 6.9 for SPEEDS Corporate Exercise Processing.*

Issuer/share registrar paying capital repayments, may request for Cash Repayment ROD to make payments directly into shareholders bank accounts that are registered with Bursa Depository. Issuer/ Share Registrar will comply with the similar requirements stated for Cash Dividend ROD and Interest Payment ROD stated 6.2.1(a) and 6.2.1(b).

f. Maturity Conversion / Redemption

g. Split Foreign

h. General Offer

-
- i. Provisional Letter Of Allotment (PAL) / Provisional Letter Of Offer (PLO).

6.2.2 For item 6.2.1(f), the share registrars are to adhere to the following timelines:-

- a. Maturity/Expiry of Non-Equity Securities (NES) i.e. Warrants, Loan Stock or Bonds

The Lodgement Date or ROD date shall be four (4) clear market days before the maturity/expiry date of the NES.

- b. Maturity/Expiry of Equity Link Structures (ELS) and all cash-settled structured warrants

The Lodgement Date or ROD date shall be on the same date of the maturity/expiry date of the ELS or cash settled structured warrants.

- c. Maturity/Expiry of all physical settled structured warrants

The Lodgement Date or ROD date shall be four (4) clear market days before the maturity/expiry of the physical settled structured warrants.

6.2.3 To request for Corporate Exercise ROD, key-in the following particulars into Corporate Exercise ROD Request in the eRapid:-

- a. Stock code
- b. Type of ROD
- c. New stock code (if any)
- d. Lodgement date

Note: Lodgement date is defined as the date where the corporate exercise ROD will reflect the shareholders and their holdings for a particular company as at that particular date. The lodgement date can also be defined as "Books Closing Date".

- e. Type of media, i.e. electronic or hardcopy
- f. ROD format, i.e. carriage return or continuous or none

g. Allotment quantity (if any).

6.2.4 If a particular company has more than one (1) type of securities, in the form of Ordinary, Warrant, etc., the requestor must indicate the specific stock code of the securities requested.

Note: The requestor must ensure that sufficient Security Deposit is maintained with Bursa Depository prior to the requisition of the ROD. Insufficient security deposit will result in the rejection of ROD request.

6.2.5 Each request is to be used to request for one (1) type of security and one (1) type of media only. Please key-in a separate request if more than one (1) type of media is requested.

6.2.6 Corporate Exercise ROD can be requested from Monday to Friday, 8.30 a.m. to 7.00 p.m., or any other time prescribed by Bursa Depository.

6.2.7 Any ROD request which falls during the prescribed period and nine (9) market days after the prescribed period, must be accompanied by an undertaking letter from the requestor. The undertaking letter must indicate that the requestor is willing to accept unreconciled ROD and indemnify Bursa Depository from any actions arising from the unreconciled ROD.

6.2.8 In the case of Corporate Exercise ROD, the requestor must key-in the ROD request at least seven (7) market days before lodgement date.

6.2.9 The following types of Corporate Exercise ROD will require Bursa Depository to approve the request:-

- a. Capital Restructure
 - b. Maturity Conversion / Redemption
 - c. Split Foreign
 - d. Expiry of PAL/PLO.
 - e. Cash Repayment
 - f. Cash Dividend / Interest Payment
-

Note: *For (a) to (e), the approval from Bursa Depository is required as the corporate exercise will result in the suspension of the depositors' balances for the particular Issuer.*

For Cash Dividend ROD, Interest Payment ROD and Cash Repayment ROD request will result in generation of an additional bank account details file which is only needed for purpose of facilitating cash dividend distribution exercise.

Issuer intending to use the eDividend for their Cash Payment or Redemption exercise may request for the ROD and bank account details file from Bursa Depository. Issuer must submit a letter confirming that depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details for purposes of making electronic refunds to shareholders. Supporting document(s) on the consent must be forwarded together with the letter.

- 6.2.10 Bursa Depository to approve the Corporate Exercise ROD request at least four (4) market days before the lodgement date.

Note: *Once Bursa Depository approves the Corporate Exercise ROD request, the request will then be transferred from eRapid to the CDS.*

6.3 Downloading / Collection Of Corporate Exercise ROD

- 6.3.1 The procedures are as per those stated in Section 5.4 – Downloading Of ROD and Section 5.5 – Collection Of Hardcopy ROD in Chapter 5.

6.4 Request For Corporate Exercise Allotment Processing

6.4.1 The following corporate exercise requires allotment processing request before the securities is credited into the depositor's CDS account:-

a. Bonus Issue

Note: If the bonus issue is under the SPEEDS initiative. Please refer to Section 6.9 for SPEEDS Corporate Exercise Processing.

b. Rights Issue

Note: If the crediting of Rights entitlement is under the SPEEDS initiative. Please refer to Section 6.9 for SPEEDS Corporate Exercise Processing.

c. Employees Share Option Scheme (ESOS)

d. Special Issue.

6.4.2 In order to upload the allotment files, Share Registrar must create the corporate exercise request in the eRapid.

6.4.3 To request for corporate exercise, key-in the following information in the Corporate Exercise Request:-

a. Stock code

b. Type of corporate exercise

c. New stock code (if any)

d. Type of media, i.e. electronic / hardcopy or credit only

e. ROD format, i.e. carriage return or continuous or none

f. Allotment quantity.

Note: If the corporate exercise, i.e. Bonus and Rights Issues are sharing the same lodgement date, request for additional corporate exercise request. Share Registrar to select the "credit only" function.

6.4.4 Once the corporate exercise request is successful, prepare the allotment file for uploading via the eRapid.

Note: eRapid system to generate a CDS Reference No. if the request is successful.

6.4.5 The allotment file must comply with the requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document. Failure to comply with these requirements may result in the allotment file being rejected.

6.4.6 To minimize data entry on the processing of allotments, share registrar may use SID ("Shareholders Information from Depository") facilities offered by Bursa Depository where they will be provided with the CDS accounts' information of those depositors that they have allotted with securities.

6.4.7 The procedures on processing allotments using SID are stated in a new Section 6.10 – Processing Of Allotments Using SID.

6.4.8 To upload the allotment file, login to eRapid and key-in the following:-

- a. Stock code or CDS Reference Number
- b. File format, i.e. BMD or COR.
- c. Version number
- d. Attach allotment file.

Note: The allotment file must be in text file format and the file name must not be more than eight (8) characters.

6.4.9 Allotment file can be uploaded from Monday to Friday, 8.30 am to 7.00 pm.

6.4.10 Allotment file uploaded by 4.00 p.m. will be processed on the same day and the results will be made available to the Share Registrar on the same day. Allotment file received after 4.00p.m. will be processed the same day with the results being made available by the next market day. Bursa Depository will only process data uploaded on market day (business day) and will not be held responsible for any delay created by the Issuer / Share Registrar.

6.5 Receipt Of Rejected Allotment Results

- 6.5.1 Upon completion of processing, the requestor may upload the allotment results from Bursa Depository via eRapid. The allotment results consist of the following:-
- a. **Allotment Verification Details File** (Appendix 17). This report details all the accepted and rejected records in relation to a particular allotment tape
 - b. **Rejected Allotment File** (Appendix 18). This report lists all the records rejected in relation to a particular allotment tape
 - c. **Allotment Verification Summary File** (Appendix 19)
 - d. Data File
 - e. **Allotment Data Control File** (Appendix 20).
- 6.5.2 Upon rectification of the rejected records, the requestor should upload the allotment files that have been rejected only. However, the requestor is allowed to add, update or remove allotment records.
- 6.5.3 Repeat the process as per those stated from 6.4.8 to 6.4.10 until there are no rejections received from Bursa Depository.

6.6 Receipt Of Accepted Allotment Results

6.6.1 Upon completion of processing, the requestor may download the allotment results from Bursa Depository via the eRapid. The allotment results consist of the following:-

- a. Allotment Verification Details File
- b. Rejected Allotment File (with no rejection record)
- c. Allotment Verification Summary File
- d. Data File
- e. Allotment Data Control File.
- f. Allotment Notification (ERAPID) Report (Appendix 21A)

6.6.2 Upon confirmation of allotment results are in order, the requestor will receive a **Allotment Notification (ERAPID) Report** (Appendix 21A) at eRapid for the appropriate share certificate to be issued to Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository for the total number of securities to be credited.

6.6.3 Print the share certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd for the requested denomination. Verify the certificate that is to be deposited with Bursa Depository for its validity such as the securities' name and denomination. Prepare a **Confirmation Letter On Final Allotment** (Appendix 44) in duplicate to accompany the certificate to Bursa Depository.

Note: *Certificate(s) for bearer securities must be deposited with Bursa Depository in the manner and in such denominations as may be prescribed by Bursa Depository via the **Allotment Notification (ERAPID) Report** (Appendix 21A).*

6.6.4 Item 6.6.3 will not apply to securities exempted under the Securities Industry (Central Depositories) (Exemption) Order 2013 ("Exemption Order"), which includes exchange traded bonds, that are deposited with the Malaysian Electronic Clearing Corporation Sdn. Bhd. ("MyClear") (a subsidiary of Bank Negara Malaysia) and which are to be listed and traded on Bursa Securities as the requirement to deposit, with Bursa Depository, the physical scrips for such securities is waived pursuant to the Exemption Order.

6.6.5 Similarly, all reference in relation to securities certificate in Chapter 6 will not apply to securities which are exempted under the Exemption Order. The Confirmation Letter On Final Allotment must consist the following:-

- a. CDS Reference Number
- b. Stock name and stock code
- c. Type of corporate exercise
- d. Certificate number and quantity of securities appearing in the certificate
- e. Total number of shares and CDS account allotted
- f. The latest issued shares of the listed Issuer (in units of securities after taking into account of the allotted shares.

6.6.6 Ensure that the securities certificate and Confirmation Letter on Final Allotment must reach Bursa Depository by 10:00a.m. on the day the Issuer announce the listing date for the newly allotted securities.

Note: Failure to adhere to the above date line will result in delay for the listing of the allotted securities.

6.6.7 Issuer can only announce the listing date for the newly allotted securities to Bursa Malaysia Securities upon receiving the duplicate copy of the covering letter that has been completed by Bursa Depository with confirmation from Bursa Depository that it has received the necessary documents to facilitate the crediting of the allotted securities.

6.7 Crediting Of Allotted Securities

6.7.1 Bursa Depository to credit the allotment on the eve of the listing date upon obtaining confirmation on the listing date from the followings:-

- a. Notification issued by Bursa Malaysia Securities Bhd.
- b. Announcement made by the Issuer

6.7.2 On the listing day, download the following files from eRapid:-

- a. Crediting Data File (after crediting)
- b. Allotment Data Control File.

***Note:** The files contained a list of all the credited CDS accounts based on the records in the allotment file.*

6.7.3 Receive the **Confirmation Letter For Corporate Exercise Crediting** (Appendix 22) on the listing day.

6.8 Request For Debiting Corporate Exercise Process

6.8.1 The debiting of securities apply to the following types of corporate exercises:-

- a. Exercise of Warrants / TSRs / Loan Stock / Bonds
- b. Bulk Transfer
- c. Cross Transfer
- d. Maturity Conversion / Redemption
- e. Capital Restructure
- f. Expiry of PAL/PLO
- g. Split Foreign.

6.8.2 For item 6.8.1 “a”, the Share Registrar will have to prepare an instruction to Bursa Depository in the form of a Debit List. The Debit List must contains the following:-

- a. Serial number
- b. Name of account holder
- c. CDS account number
- d. NRIC or Company registration number
- e. Stock name and stock code
- f. Debited quantity
- g. Total debited quantity
- h. Total number of account holders.

6.8.3 For item 6.8.1 “b” and “c”, the Share Registrar is required to prepare a Cross Transfer / Bulk Transfer List which contains both debit and credit records.

Note: The debiting and crediting of securities are effected simultaneously upon confirmation by Bursa Depository.

6.8.4 The Cross Transfer / Bulk Transfer List must contain the following:-

- a. Serial number
- b. Name of account holder
- c. CDS account number
- d. NRIC or Company registration number
- e. Stock name and stock code
- f. Debited and credited quantity
- g. Total debited and credited quantity
- h. Total number of account holders.

6.8.5 For item 6.8.1 “d” to “g”, the Share Registrar will have to prepare an instruction to Bursa Depository in the form of a letter, which contains the following:-

- a. Stock name
- b. Type of corporate exercise
- c. The effective date of debiting.

6.8.6 The following corporate exercise request requires Bursa Depository to approve the request before the request is uploaded in eRapid:-

- a. Exercise of Warrants / TSRs / Loan Stock / Bonds
- b. Cross Transfer
- c. Bulk Transfer
- d. Expiry of PAL/PLO.

Note: *The approval from Bursa Depository is required as the corporate exercise will result in the suspension of balances of the securities from the depositor's CDS account.*

6.8.7 Bursa Depository to approve the corporate exercise request on the same day of the request.

Note: *If the corporate exercise request is submitted to Bursa Depository before 12.00 noon, the corporate exercise request will be approved before 2.00 pm and any request submitted after 12.00 noon the request may be approved by 4.00 pm.*

6.8.8 Key-in corporate exercise request via eRapid to obtain CDS Reference Number. The reference number will be used to upload the relevant data into eRapid.

6.8.9 To upload allotment file, login into eRapid and key-in/perform the following:-

- a. Stock code or CDS reference number
- b. File format, i.e. BMD or COR.
- c. Version number
- d. Attach allotment file.

Note: *The allotment file must be in text file format and the file name must not be more than eight (8) characters.*

6.8.10 The debiting must comply with requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document. Failure to comply with these requirements may result in the information downloaded being rejected.

6.8.11 All debiting uploaded via eRapid by 12.00 noon will be processed on the same day and the results made available to the Share Registrar on the same day. Request downloaded after 12.00 noon may be processed on the same day with the results made known the next market day. Bursa Depository will only process request uploaded on market days and will not be held responsible for any delay created by the Issuer/Share Registrar.

6.8.12 The debiting request can be downloaded from Monday to Friday, 8.30 am to 7.00 pm.

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- 6.8.13 Upon completion of processing, the Share Registrar may download the following files from Bursa Depository via eRapid:-
- a. Allotment Verification Details File
 - b. Rejected Allotment File
 - c. Allotment Verification Summary File
 - d. Data File
 - e. Allotment Data Control File.
- 6.8.14 Upon rectifying the rejection, the requestor must upload the rectified List Of Debiting to eRapid.
- 6.8.15 Repeat the process as per those stated from item 6.8.9 to item 6.8.13 until there are no rejections received from Bursa Depository.
- 6.8.16 Bursa Depository will initiate the debiting process upon receipt of the letter of instruction from the Share Registrar.
- 6.8.17 For item 6.8.1 “a”, download the **Instrument Redemption / Conversion Confirmation File** (Appendix 23) from eRapid one (1) market day after the debiting of securities.
- 6.8.18 For item 6.8.1 “b” and “c”, download **Cross Transfer / Bulk Transfer File** (Appendix 24) from eRapid one (1) market day after the debiting of securities.
- 6.8.19 For item 6.8.1 “d” to “g”, the Share Registrar will receive the following from Bursa Depository:-
- a. **Covering Letter For Bulk Withdrawal** (Appendix 25)
 - b. Scrip Despatched To Registrar Report
 - c. Share certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository.

Note: *Item b and c will not apply to securities exempted under the Securities Industry (Central Depositories) (Exemption Order) 2013 (“Exemption Order”), which includes exchange traded bonds that are deposited with*

the Malaysian Electronic Clearing Corporation Sdn. Bhd. (“MyClear”) (a subsidiary of Bank Negara Malaysia) and which are to be listed and traded on Bursa Securities as the requirement to deposit with Bursa Depository the physical scrips for such securities is waived pursuant to the Exemption Order.

6.8.20 In addition to the debiting process, certain types of corporate exercises involve a crediting process after the completion of the debiting process. They are:-

- a. Maturity Conversion
- b. Capital Restructure
- c. Split Foreign.

6.8.21 Proceed to Sections 6.4 to 6.7 for procedures on the preparation of allotment file(s) and the subsequent crediting of the securities into the account holder’s CDS account.

For easy reference, the Share Registrar may refer to the Corporate Exercise Matrix shown on the next page.

6.9 SPEEDS Corporate Exercise Processing

6.9.1 Types Of Corporate Exercise Under SPEEDS

6.9.1.1 Listed below are the types of corporate exercise under SPEEDS timeline:-

- a. Specified Bonus Issue or Bonus Issue on a stand alone basis
- b. Specified Sub-Division or Sub-Division on a stand alone basis
- c. Specified Shares Consolidation or Shares Consolidation on a stand alone basis
- d. Crediting of shares from Specified Capital Restructuring exercise
- e. Crediting of Provisional Letter of Offer or Provisional Letter of Allotment (“Rights entitlement”)
- f. Any combination of the above.

6.9.2 Submission Of Documents to Bursa Depository

6.9.2.1 Issuer/Share Registrar must submit a **Notification Letter** (Appendix 34) to Counter Management Department of Bursa Depository on the announcement date of the Books Closing Date (“BCD”).

6.9.2.2 The Notification Letter must contain the following:-

- a. The total number of issued securities of the Issuer.
- b. Designated CDS Account for the crediting of any fractional securities
- c. Any CDS account(s) designated for the purpose of Share Buy Back by the Issuer.

- d. An undertaking that the new share certificate will be submitted to Bursa Depository on BCD.
- e. Confirmation from the Issuer on the treatment of fractional Rights Entitlement (applicable to crediting of Rights Entitlement only).

Note: Listed Issuer is given options to credit the fractional rights entitlements into the designated CDS account number decided by the Issuer or any computed fractional Rights Entitlement is to be disregarded.

- f. Confirmation from the Issuer on their choice to allot or not to allot a unit of Rights Entitlement to shareholders who are entitled to less than one (1) unit of Rights Entitlement (applicable to crediting of Rights Entitlement only).

Note: Bursa Depository is able to facilitate request from Listed Issuer who wanted to allot one (1) unit of Rights Entitlements to shareholders who are entitled to less than one (1) units of Right.

6.9.2.3 On BCD, forward the appropriate share certificate to Bursa Depository.

Note: For Share Registrar located in Klang Valley, the share certificate must reach Bursa Depository on or before 5.00pm on BCD whilst for outstation Share Registrar the share certificate must be fax to Bursa Depository by 5.00pm on BCD. The original share certificate to be delivered on the next market day.

6.9.3 Receiving SPEEDS Crediting Confirmation

6.9.3.1 Download the crediting data from eRapid one (1) market day after the BCD.

Note: The crediting data is to allow the share registrar to process and print the Notice of Allotment (NOA). The NOA must be issued to the entitled shareholders no later than four (4) market days after listing date.

For Rights Issue, the Notice of Provisional Allotment of Rights must be issued to the entitled shareholders no later than two (2) market days after the BCD for the Rights Issue.

6.10 PROCESSING OF ALLOTMENTS USING PROVISION SHAREHOLDERS' INFORMATION FROM DEPOSITORY (SID)

6.10.1 The allotment file must comply with the requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document.

6.10.2 Bursa Depository may reject any record, which fail to comply with the above instruction. In such instance, Bursa Depository will not proceed with the assignment of the CDS accounts' information.

6.10.3 To upload the allotment file, login to eRapid and key-in the following:-

- a. Stock code or CDS Reference Number
- b. File format, i.e. SID.

Note: File format "SID" is used to denote that the allotment will be processed under SID facilities.

- c. Version number
- d. Attach allotment file.

Note: The allotment file must be in text file format and the file name must not be more than eight (8) characters.

6.10.4 Allotment file can be uploaded from Monday to Friday, 8.30 am to 7.00 pm.

6.10.5 Allotment file uploaded by 4.00 p.m. will be processed on the same day and the results will be made available to the Share Registrar on the same day. Allotment file received after 4.00p.m. will be processed the same day with the results being made available by the next market day. Bursa Depository will only process data uploaded on market day (business day) and will not be held responsible for any delay created by the Issuer / Share Registrar.

6.10.6 Bursa Depository will assign the CDS accounts' information as stipulated in the "Registrar/Issuing House CDS Interface" document. The information assigned includes the followings:-

- a. Participant's (ADA's) name, code and branch code
- b. Depositor's name

-
- c. Depositor's address
 - d. State code and country code
 - e. Depositor's Nationality / Place of incorporation code
 - f. Depositor's Race / Ownership code
 - g. Investor type
 - h. Beneficiary code
 - i. Account qualifier
- 6.10.7 Bursa Depository will perform the assignment of CDS accounts' information every time an allotment file is submitted to eRapid for verification when the file format is quoted as "SID".
- 6.10.8 Upon completion of processing and assignment of CDS accounts' information by Bursa Depository, share registrar will be able to download the assigned CDS accounts' information from eRapid.
- 6.10.9 The following files will be made available at eRapid:-
- a. **PIPO Assignment Details File** (Appendix 30). This file contains the CDS accounts' information in relation to all the accepted allotment records and rejected allotment records.
 - b. Allotment Data Control File. This file contains a summary of allotment information being copied into the allotment file.
 - c. Allotment Verification Details File.
 - d. Rejected Allotment File.
- 6.10.10 Verify all the information provided by Bursa Depository against the information provided by the depositors in their application forms and rectify all errors contained in the Rejected Allotment File.
- 6.10.11 Upon rectification of the rejected records, the requestor should upload the allotment files that have been rejected only. Requestor are advised not to resubmit allotment records that have been accepted unless to amend or remove the accepted records.

CORPORATE EXERCISE MATRIX

Types of Corporate Exercise	ROD Required	Require Approval	Tape for Debiting Required	Allotment Tape for Crediting Required	Remarks
Dividend / Interest Payment	√				
Rights Issue	√			√	
Bonus Issue	√			√	If the corporate exercise is not under SPEEDS.
Capital Restructure	√	√		√	<u>If the corporate exercise is not under SPEEDS.</u> The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Maturity Conversion	√	√		√ (if any arising shares)	The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Maturity Redemption	√	√			The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Split Foreign	√	√		√	The securities of the account holders classified as foreigners will be automatically debited from their CDS accounts by Bursa Depository
General Offer	√			√	
Exercise of Warrants / TSRs / Loan Stock / Bonds		√	√	√ (if any arising shares)	

Types of Corporate Exercise	ROD Required	Require Approval	Tape for Debiting Required	Allotment Tape for Crediting Required	Remarks
<u>Cross Transfer</u>		√	√		<u>Allotment tape consist of both debit and credit records</u>
Special Issue				√	
Employees' Share Option Scheme (ESOS)				√	
Bulk Transfer		√			Allotment tape consist of both debit and credit records
Provisional Letter of Allotment (PAL)	√	√			The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository

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