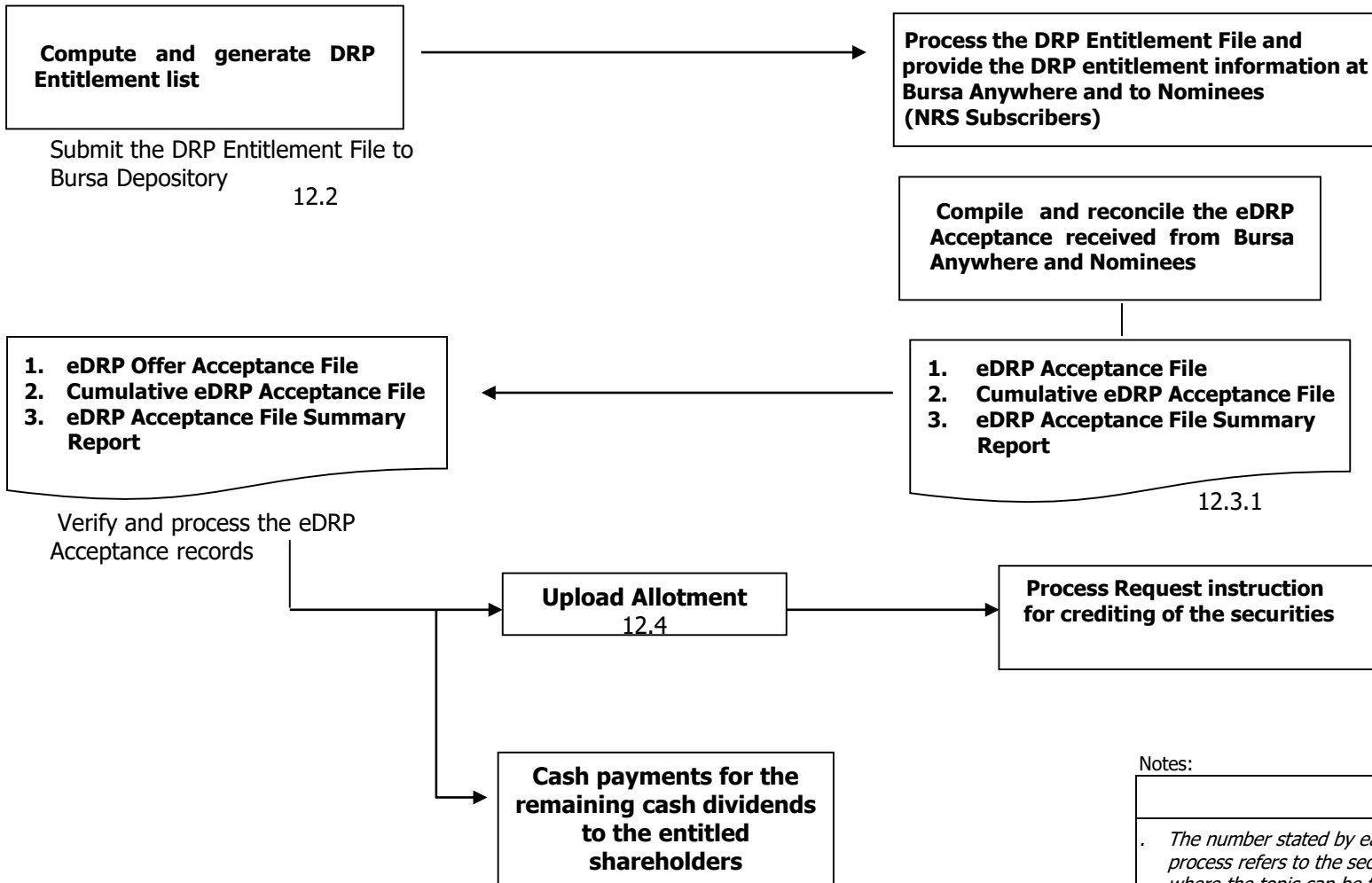


ELECTRONIC DIVIDEND REINVESTMENT PLAN (eDRP) PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

Submitting eDRP Entitlement and receiving eDRP Acceptance



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 processing of Dividend Reinvestment subscription that are received electronically.

12.1 Notification of eDRP Events

- 12.1.1 Where the Issuer/ share registrar intends to appoint Bursa Depository to provide the eDRP subscription service, the Issuer/ share registrar to notify Bursa Depository during the drafting process of its Dividend Reinvestment Plan Statement, on any new Dividend Reinvestment Plan (DRP) exercise and to appoint Bursa Depository to provide the eDRP subscription service.

- 12.1.2 Issuer to ensure that the Dividend Reinvestment Plan Statement shall incorporate the procedures for shareholders to accept the DRP via eDRP.

12.2 Submitting DRP Entitlement File

- 12.2.1 Compute the DRP Entitlement List based on the Dividend ROD.

- 12.2.2 Upon finalizing the DRP Entitlement List, upload the DRP Entitlement file to eRapid for submission to Bursa Depository.

- 12.2.3 Check the file uploading result at eRapid to ensure that the DRP Entitlement file is error free.

12.3 Receiving eDRP Acceptances

12.3.1. Receive the following files from eRapid:

a. eDRP Acceptance File

Note: eDRP Acceptance File consists of information on new electronic acceptance on the day for a DRP exercise.

The eDRP Acceptance File consists of applications submitted via Bursa Anywhere and by the Nominees to Bursa.

b. Cumulative eDRP Acceptance File

Note: Cumulative eDRP Acceptance File consists of information on total electronic applications received for a particular eDRP exercise.

c. eDRP Acceptance File (eDRPAF) Summary Report (Appendix 45)

Note: eDRPAF Summary Report consist of the total number of electronic DRP applications successfully submitted via Bursa Anywhere and the eDRP acceptance files received from Nominees for a particular DRP exercise.

12.3.2. Upon processing the eDRP acceptances, Issuers/ share registrar can proceed with the settlement process together with the accepted applications that are submitted via the physical forms or other approved methods.

Note: Any cash dividend settlement shall be paid to the depositors based on the details provided in Record of Depositors for the dividend entitlement.

Any settlement involving allotment of listed securities shall be credited into the depositor's CDS account used for accepting the eDRP which is also the same CDS account in the Record of Depositors for the dividend entitlement.

12.4 Request For Allotment Processing for Securities Settlement

- 12.4.1 Issuer who issues and lists new securities from the Dividend Reinvestment Plan exercise, please refer to the procedures as stated in Section 6.4 – Request For Corporate Exercise Allotment Processing, Section 6.5 – Receipt of Allotment Rejected Results, and Section 6.6 – Receipt of Accepted Allotment Results in Chapter 6.
- 12.4.2 Upon confirmation of allotment results are in order, the Issuer/share registrar will receive an **Allotment Notification (ERAPID) Report** (Appendix 21A) at eRapid requesting for the appropriate share certificate to be issued to Bursa Malaysia Depository Nominees Sdn Bhd for the total number of securities to be credited.

12.5 Crediting Of Allotted Securities

12.5.1 Bursa Depository shall credit the allotment on the eve of the listing date upon obtaining confirmation on the listing date from the following:-

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

12.5.2 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.*

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

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