

CHECKLIST FOR VERIFICATION OF TRANSFER REQUEST

1. Transfers from the Principal or Wholly-owned Nominee account(s) of the ADM, FTF010 need not be completed.
2. Verify the reason for transfer. **Please refer to Appendix 27 for the Approved Reasons For Transfer.** Approved Reasons for Transfer is not applicable for unlisted / delisted securities.
3. For each transaction, check for the following in the Transfer Report:-
 - a. Transferor's CDS account number
 - b. Transferor's name and account qualifier (if applicable)
 - c. Transferee's CDS account number
 - d. Transferee's name and account qualifier (if applicable)
 - e. Securities code and securities name
 - f. Securities quantity
 - g. Transfer date
 - h. Transfer reference number
 - i. Approved reason for transfer.
4. For transfers related to Shares2share, the ADM must submit the signed and completed "Declaration to Bursa Malaysia Depository by the Applicant donating to Shares2share". The signed declaration document must be emailed to depositoryoperations@bursamalaysia.com.
5. Ensure only eligible stocks are allowed to be transferred for Shares2share.
6. Ensure that the Transfer Report is verified by the authorised signatory(ies) of the ADM and approved by the second (2nd) level user of the ADM.
7. Ensure that the Transfer Confirmation Report is verified and signed on the same day by an authorised signatory of the ADM who is not the person that verified, keyed-in or approved the transfer requests.

8. Ensure that the declaration clause, **“We hereby affirm and declare that the information represented in this report on whether the transfer falls under Category A (no change in beneficial ownership) or Category B (change in beneficial ownership) and the reason thereto is true”** reflected on the Transfer Confirmation Report is signed by the ADM’s authorised signatory(ies) as per the Board Resolution. This is to confirm that the transfer transactions initiated by the ADM’s Principal or Wholly-owned Nominee account(s) are in accordance to the approved reasons for transfer.
9. Ensure the Unattended Transfer Report is printed before the system cut-off time.
10. Ensure that there is no unattended transfer transactions reflected in the Unattended Transfer Report. This report is to be verified and signed by the authorised signatory(ies) of the ADM.
11. Refrain from accepting any transfer request after the ROD Date* till the maturity of non-equity securities.
12. Refrain from accepting any transfer request after the Effective Date* and up to the Conversion Date* in relation to the completion of conversion of shares.

Note: * As defined in the Rules of Bursa Malaysia Depository Sdn. Bhd.