



Bursa Malaysia Berhad

Appendix 5

User Manual for eRapid User ID Forms Entry

Version 1.0

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1. Purpose of the document

This document is to describe the standard procedure of applications of eRapid user ID creations, password reset, task updates, activation, deactivation and deletions.

2. Standard procedure of applications of eRapid user ID

The following table shows the standard procedure of the applications of eRapid user ID:

No.	Procedure												
1.	Applicant fills in the application forms ("form") in Excel format, which are attached in section 3 in this document. The guide of filling in the form is shown in section 5 to 7 in this document.												
2.	Applicant converts filled form to PDF version. The guide on converting the form from Excel to PDF is shown in item 5.7 to 5.9, section 5 in this document.												
3.	Applicant sends the PDF version of the form to the authorised person for his/her sign-off digitally. The guide for digital sign-off on PDF is shown in item 5.10, section 5 in this document. Please note that: <ol style="list-style-type: none"> 1. Only forms which are converted from excel to PDF are accepted by Bursa Depository. Hand-written and scanned a forms are not acceptable. 2. If there are multiple applications to be submitted, please submit each application in separate emails. 												
4.	The authorised person ^(Note) sends the signed PDF version of the form via email to the following: <ol style="list-style-type: none"> 1. rpaprod01@bursamalaysia.com 2. accesscontrol@bursamalaysia.com 3. Issuer Services, Depository team. <p>Note Only forms that are sent by person listed in the authorised signatories list are accepted by Bursa Depository.</p> <p>The subject line of the email needs to be as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Application type</th> <th style="text-align: center;">Required subject line</th> </tr> </thead> <tbody> <tr> <td>User ID creation</td> <td>eRapid User ID Creation - <user ID/ username></td> </tr> <tr> <td>User ID tasks updates</td> <td>eRapid User ID Tasks Update - <user ID></td> </tr> <tr> <td>User ID password resets</td> <td>eRapid User ID Password Reset - <user ID></td> </tr> <tr> <td>User ID activation or deactivation</td> <td>eRapid User ID Activation/Deactivation - <user ID></td> </tr> <tr> <td>User ID removal</td> <td>eRapid User ID Removal - <user ID></td> </tr> </tbody> </table>	Application type	Required subject line	User ID creation	eRapid User ID Creation - <user ID/ username>	User ID tasks updates	eRapid User ID Tasks Update - <user ID>	User ID password resets	eRapid User ID Password Reset - <user ID>	User ID activation or deactivation	eRapid User ID Activation/Deactivation - <user ID>	User ID removal	eRapid User ID Removal - <user ID>
Application type	Required subject line												
User ID creation	eRapid User ID Creation - <user ID/ username>												
User ID tasks updates	eRapid User ID Tasks Update - <user ID>												
User ID password resets	eRapid User ID Password Reset - <user ID>												
User ID activation or deactivation	eRapid User ID Activation/Deactivation - <user ID>												
User ID removal	eRapid User ID Removal - <user ID>												

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5.	If required detail is missing in the PDF version of the form, the authorised person who sent the form will be informed via email to rectify the error and resubmit the revised PDF version of the form.
6.	Once the processing of the form is successful, the authorised person will be informed accordingly.

3. Forms

There are three forms in use for the eRapid User ID Application process. Below are details and forms.

No	Form Name	Form
1	User ID Application Form	Attachment A
2	User ID Maintenance Form	Attachment B
3	Task Assignment Form	Attachment C

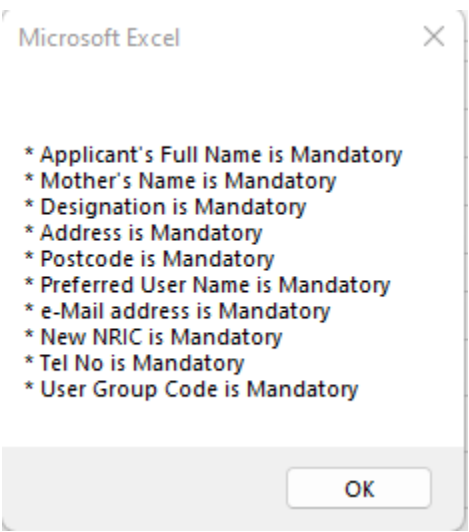
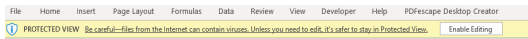
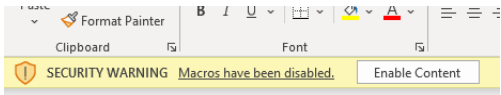
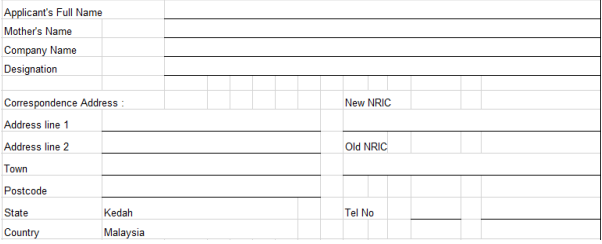
4. eRapid Activities and Forms Requirement

Activity	Form Required
Create User	<ul style="list-style-type: none">• User ID Application Form• Task Assignment Form
Add/ Update/ Delete Task	<ul style="list-style-type: none">• Task Assignment Form
Remove User	<ul style="list-style-type: none">• User ID Maintenance Form
Reset Password	<ul style="list-style-type: none">• User ID Maintenance Form
Deactivate Login ID	<ul style="list-style-type: none">• User ID Maintenance Form
Activate User	<ul style="list-style-type: none">• User ID Maintenance Form

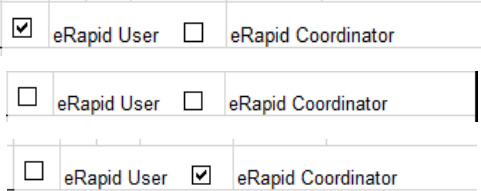
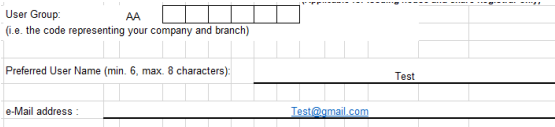
5. User ID Application Form – Data Entry

No	Task	Screenshot
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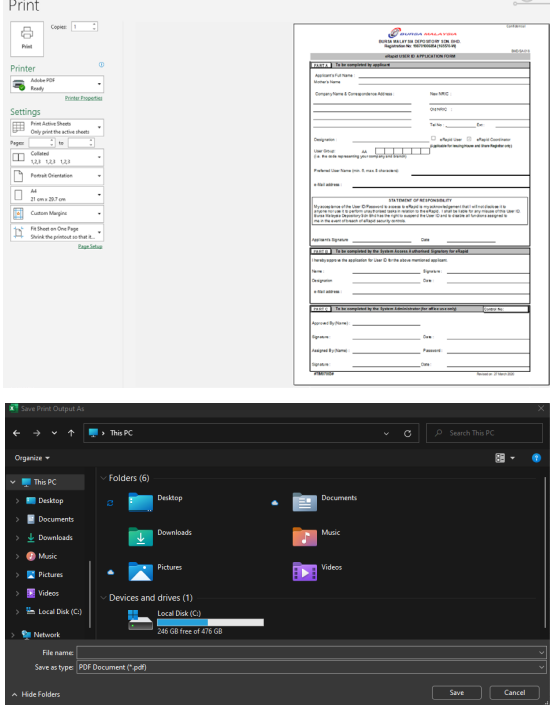
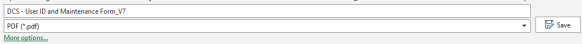
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<p>5.1</p>	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> • Applicant’s Full Name • Mother’s Name • Designation • Address • Postcode • Preferred User Name • User Type (either eRapid user or eRapid Coordinator) • User Group • New NRIC • Email address • Tel No <p>If the applicant prints or saves as PDF without filling in mandatory information, a pop-up message will show along with the missing details. The applicant needs to fill in all the mandatory information before converting the document to PDF.</p>	
<p>5.2</p>	<p>Enabling Editing</p> <ul style="list-style-type: none"> • Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file. <p>Note: This will appear when the applicant tries to open the file for the first time.</p>	
<p>5.3</p>	<p>Enable Macros</p> <ul style="list-style-type: none"> • Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file. • Click “Yes” on the Security Warning window. <p>Note: This will appear when the applicant opens the file for the first time.</p>	
<p>5.4</p>	<p>Applicant’s Full Name</p> <ul style="list-style-type: none"> • Click on Column D9 to key in Applicant Full Name <p>Applicant’s Mother’s Name</p> <ul style="list-style-type: none"> • Click on Column D10 to key in Mother’s Name <p>Company Name</p> <ul style="list-style-type: none"> • Click on Column D11 to key in Company Name 	

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	<p>Designation</p> <ul style="list-style-type: none"> Click on Column D12 to key in Designation <p>Address</p> <ul style="list-style-type: none"> Click on Column C15 and C16 to key in Address Click on Column C17 to key in Town Click on Column C18 to key in Postcode Click on Column C19 to select State from dropdown Click on Column C20 to select country "Malaysia" from dropdown. <p>New NRIC</p> <ul style="list-style-type: none"> Click on Column K15 to key in New NRIC <p>Old NRIC</p> <ul style="list-style-type: none"> Click on Column K17 to key in Old NRIC (if applicable) <p>Tel No</p> <ul style="list-style-type: none"> Click on Column N19 to key in Area Number of the Telephone Number Click on Column P19 to key in Telephone No 	
5.5	<p>User Type</p> <p>To select User Type</p> <ul style="list-style-type: none"> Click on appropriate option <p>To change option</p> <ul style="list-style-type: none"> Click again on the selected option to unselect it. This will enable both options for selection. Select new option by clicking appropriate checkbox. 	 <p>The screenshot shows three rows of checkboxes for 'eRapid User' and 'eRapid Coordinator'. Row 1: <input checked="" type="checkbox"/> eRapid User <input type="checkbox"/> eRapid Coordinator Row 2: <input type="checkbox"/> eRapid User <input type="checkbox"/> eRapid Coordinator Row 3: <input type="checkbox"/> eRapid User <input checked="" type="checkbox"/> eRapid Coordinator</p>
5.6	<p>User Group</p> <ul style="list-style-type: none"> Click on C23 to select Group Key in 6 digits for User Group in E23 to J23 <p>Preferred User Name</p> <ul style="list-style-type: none"> Click on I26 to key in Preferred User Name, with 6 to 8 characters. <p>Email ID</p> <ul style="list-style-type: none"> Click in C28 to key in Email ID 	 <p>The screenshot shows the input fields for User Group, Preferred User Name, and Email ID. User Group: AA [] [] [] [] [] [] Preferred User Name (min. 6, max. 8 characters): Test e-Mail address : Test@gmail.com</p>

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<p>5.7</p>	<p>PDF Generation</p> <p>There are two option to generate PDF document from excel file.</p> <ul style="list-style-type: none"> • Print to PDF (Section 5.8) • Save As (Section 5.9) 	
<p>5.8</p>	<p>Option A: Print to PDF</p> <ul style="list-style-type: none"> • Click on File Menu • Select “Print” option • At Printer option select “Microsoft Print to PDF” • Click on Print • Select Folder from “Save Print Output as” window • Key in PDF file name • Click on Save <p style="color: red;">Note: Do not change any print settings.</p>	
<p>5.9</p>	<p>Option B: Save As</p> <ul style="list-style-type: none"> • Click on File Menu • Select “Save a Copy” option • Key in File Name • Select “PDF (.PDF)” option from dropdown • Click on Save • Select Folder from “Save Print Output as” window • Key in PDF file name • Click on Save 	

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5.10

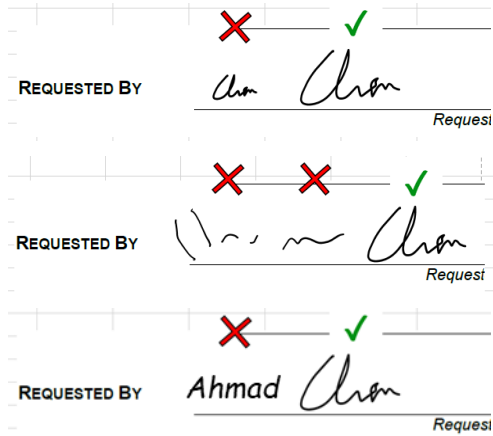
Signature

- Open PDF document generated in Acrobat Reader
- Click on “Signature” icon
- Click on “Add Signature”
- Add signature by selecting Type, Draw
- Click on “Apply” button
- Move to where to add signature
- Click on anywhere on the document
- On the Close button

Click on “File” Menu and select “Save” to save document

For more information, please visit Adobe’s website for more instructions, including on how to upload and convert a photograph of your signature into an Adobe Signature: <https://helpx.adobe.com/acrobat/using/fill-and-sign.html>

Please ensure that the signature is clear, not in typing words, with well-defined stroke and large enough (at least 2 times of the height of 16-font-size word). Please refer to the following illustration:



IRSA MALAYSIA

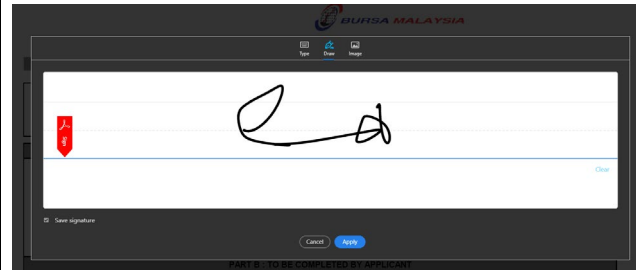
JN. BHD. (165570W)

T SHEET

_____ Designation : _____

Existing User

* For new user, kindly attach the User IC



PART A : TO BE COMPLETED BY APPLICANT

_____ : _____

PART C : TO BE COMPLETED BY AUTHORITY

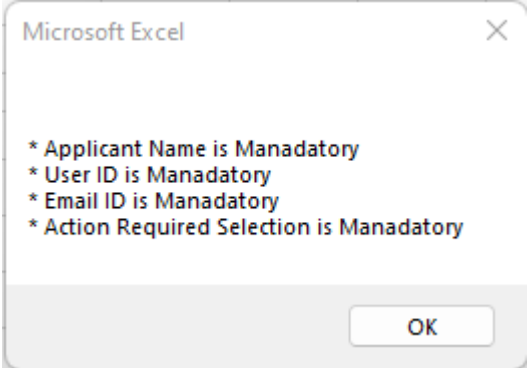
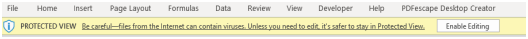
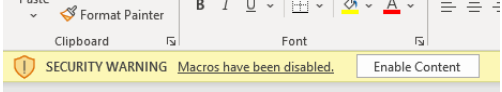
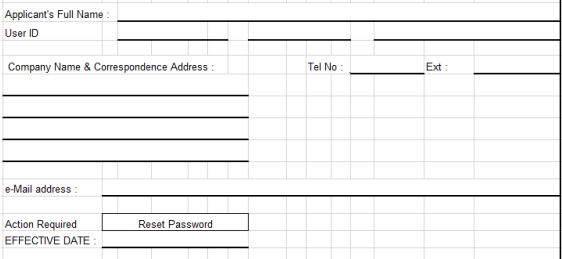
_____ : _____

When you save a form with a signature or initials you will no longer be able to edit the existing form fields.

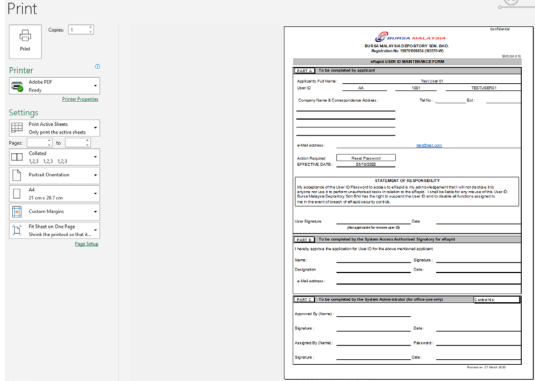
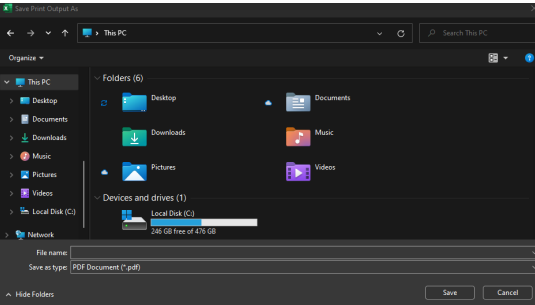



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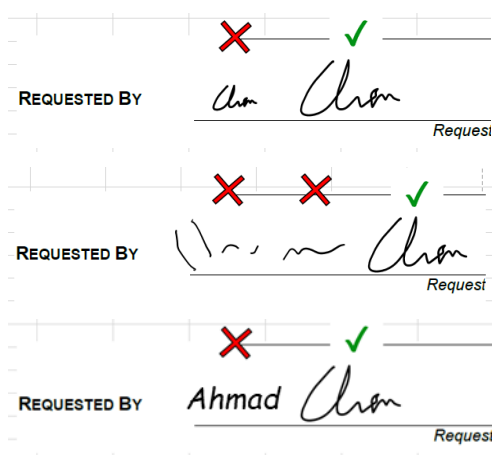

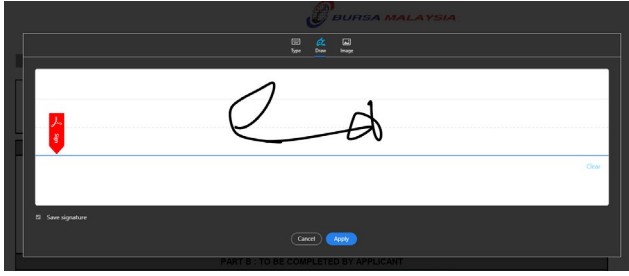
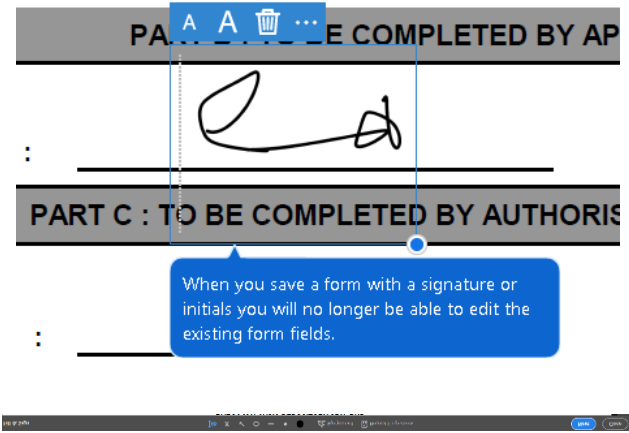
6. User ID Maintenance Form – Data Entry

No	Task	Screenshot
6.1	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> Applicant’s Name User ID Email address Action Required <p>If the applicant prints or saves as PDF without filling in the mandatory information, a pop-up message will show along with the missing details. The applicant needs to fill in all the mandatory information before converting the document to PDF.</p>	
6.2	<p>Enabling Editing</p> <ul style="list-style-type: none"> Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file. <p>Note: This will appear when the applicant opens the file for the first time.</p>	
6.3	<p>Enable Macros</p> <ul style="list-style-type: none"> Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file. Click “Yes” on the Security Warning window. <p>Note: This will appear when the applicant opens the file for first time.</p>	
6.4	<p>Applicant’s Full Name</p> <ul style="list-style-type: none"> Click on Column D9 to key in Applicant Full Name <p>User ID</p> <ul style="list-style-type: none"> Click on Column D10 to select Group Click on Column I10 to enter 6-digit Group code Click on Column N10 to enter user ID name <p>Company name and correspondence address</p> <ul style="list-style-type: none"> Click on Column B13, B14, B15 and B16 to key in the Address line 	

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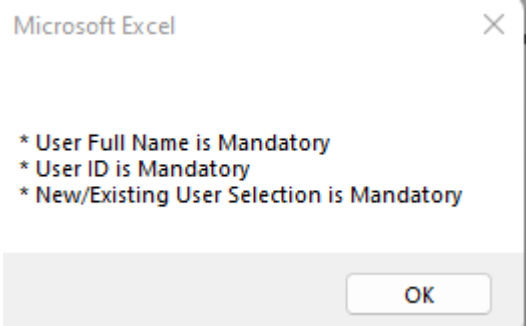
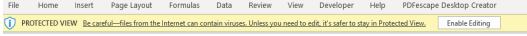
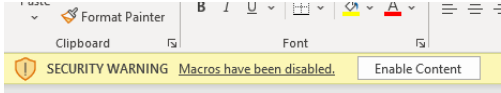
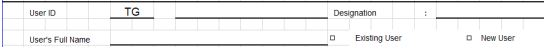
	<p>Email Address</p> <ul style="list-style-type: none"> Click on Column C18 to key in Email Address <p>Action Required</p> <ul style="list-style-type: none"> Click on Column C20 and drop down will be shown Select Action Required from dropdown Click on any other column <p>Effective Date</p> <ul style="list-style-type: none"> Click on Column C21 to key in Effective Date 	
6.5	<p>PDF Generation</p> <p>There are two options to generate PDF document from excel file.</p> <ul style="list-style-type: none"> Print to PDF (Section 6.6) Save As (Section 6.7) 	
6.6	<p>Option A: Print to PDF</p> <ul style="list-style-type: none"> Click on File Menu Select "Print" option From Printer option select Microsoft Print to pdf Click on Print Select Folder from "Save Print Output as" window Key in pdf file name Click on Save <p style="color: red;">Note: Do not change any print settings.</p>	 
6.7	<p>Option B: Save As</p> <ul style="list-style-type: none"> Click on File Menu Select "Save a Copy" option Key in File Name Select "PDF (.PDF)" option from dropdown Click on Save 	

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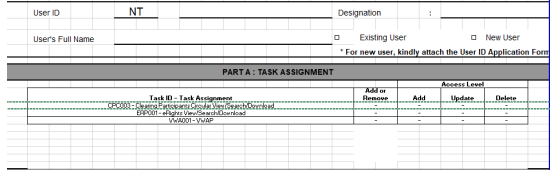
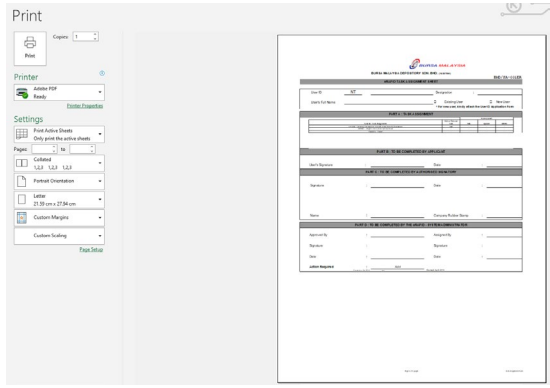
	<ul style="list-style-type: none"> • Select Folder from “Save Print Output as” window • Key in PDF file name • Click on Save
<p>6.8 Signature</p> <ul style="list-style-type: none"> • Open PDF document generated in Acrobat Reader • Click on “Signature” icon • Click on “Add Signature” • Add signature by selecting Type, Draw • Click on “Apply” button • Move to where to add signature • Click on anywhere on the document • On the Close button <p>Click on “File” Menu and select “Save” to save document</p> <p>For more information, instructions, including on how to upload and convert a photograph of your signature into an Adobe Signature please visit Adobe’s website at https://helpx.adobe.com/acrobat/using/fill-and-sign.html</p> <p>Please ensure that the signature is clear, not in typing words, with well-defined stroke and large enough (at least 2 times of the height of 16-font-size word). Please refer to the following illustration:</p> 	 <p style="text-align: center;">IRISA MALAYSIA</p> <p>DN. BHD. (165570W)</p> <p>T SHEET</p> <p>_____ Designation : _____</p> <p><input checked="" type="checkbox"/> Existing User</p> <p>* For new user, kindly attach the User ID</p>  <p style="text-align: center;">PART A : TO BE COMPLETED BY APPLICANT</p> <p>_____ :</p> <p style="text-align: center;">PART C : TO BE COMPLETED BY AUTHORISED PERSONNEL</p> <p>_____ :</p> <p>When you save a form with a signature or initials you will no longer be able to edit the existing form fields.</p> 

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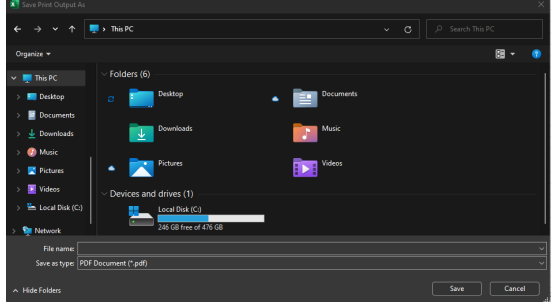
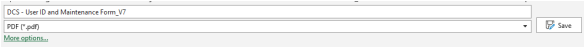
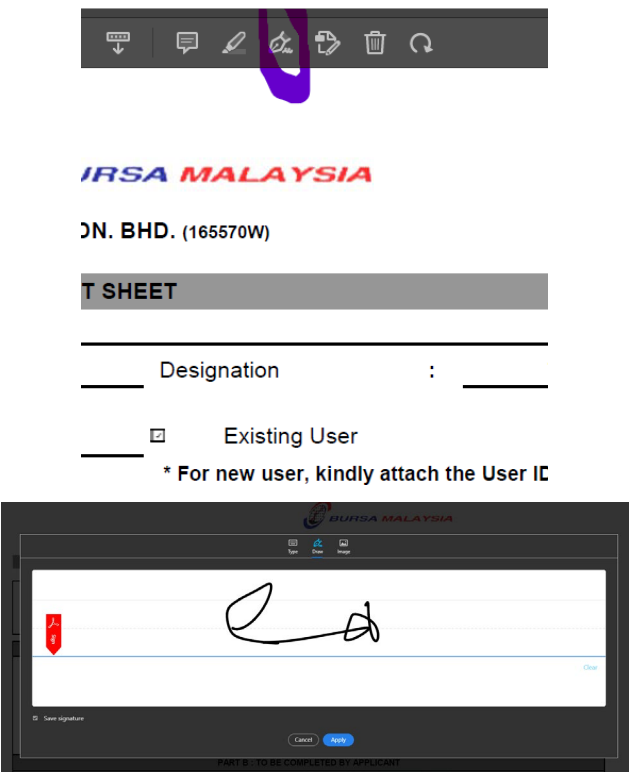
7. Task Assignment Form – Data Entry

No	Task	Screenshot
7.1	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> • User Id • User Full Name • Existing or New user selection <p>If the applicant prints or saves as PDF without filling in mandatory information, a pop-up message will show along with the missing details. The applicant needs to fill in all the mandatory information before converting the document to PDF.</p>	
7.2	<p>Enabling Editing</p> <ul style="list-style-type: none"> • Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file. <p>Note: This will appear when the applicant opens the file for the first time.</p>	
7.3	<p>Enable Macros</p> <ul style="list-style-type: none"> • Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file. • Click “Yes” on the Security Warning window. <p>Note: This will appear when the applicant opens the file for the first time.</p>	
7.4	<p>User ID</p> <ul style="list-style-type: none"> • Click on Column F7 and a dropdown will appear. Then, select the appropriate Group Code. • Click on I7 to key in User ID <p>Designation</p> <ul style="list-style-type: none"> • Click on Column U7 to key in Designation <p>User’s Full Name</p> <ul style="list-style-type: none"> • Click on Column F9 to key in User’s Full Name <p>To select User Type</p> <ul style="list-style-type: none"> • Click on appropriate option <p>To change option</p>	

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	<ul style="list-style-type: none"> Click again on the selected option to unselect it. This will enable both options for selection. Select new option by clicking appropriate checkbox. 																
<p>7.5 Task A- Task Assignment</p>	<ul style="list-style-type: none"> Based on Group Code selected in User ID field, tasks are going to populate dynamically. Under “Add or Remove” column (Column Q/R), select “Add” to add the task to the User ID or select “Remove” to remove the tasks from the User ID. Under the Access Level columns (Column S to X): <ul style="list-style-type: none"> If Add, Update and/or Delete functions are required on the task, select “Yes” under the respective column(s). The definition of the “Add”, “Update” and “Delete” functions is shown in the table on the right. If only View function is required on the task, select “No” for all “Add”, “Update” and “Delete” functions. 	 <table border="1" data-bbox="781 753 1414 1064"> <thead> <tr> <th>TASK ASSIGNMENT</th> <th>Action</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td rowspan="2">TASK ASSIGNMENT</td> <td>ADD</td> <td>Enable/View the screen assignemnt</td> </tr> <tr> <td>REMOVE</td> <td>Remove/Disable the screen assignment</td> </tr> <tr> <td rowspan="3">ACCESS LEVEL</td> <td>ADD</td> <td>Add new record</td> </tr> <tr> <td>UPDATE</td> <td>Amend record</td> </tr> <tr> <td>DELETE</td> <td>Remove record</td> </tr> </tbody> </table>	TASK ASSIGNMENT	Action	Comments	TASK ASSIGNMENT	ADD	Enable/View the screen assignemnt	REMOVE	Remove/Disable the screen assignment	ACCESS LEVEL	ADD	Add new record	UPDATE	Amend record	DELETE	Remove record
TASK ASSIGNMENT	Action	Comments															
TASK ASSIGNMENT	ADD	Enable/View the screen assignemnt															
	REMOVE	Remove/Disable the screen assignment															
ACCESS LEVEL	ADD	Add new record															
	UPDATE	Amend record															
	DELETE	Remove record															
<p>7.6 PDF Generation</p>	<p>There are two option to generate pdf document from excel file.</p> <ul style="list-style-type: none"> Print to PDF (Section 7.7) Save As (Section 7.8) 																
<p>7.7 Option A: Print to PDF</p>	<ul style="list-style-type: none"> Click on File Menu Select “Print” option From Printer option select Microsoft Print to pdf Click on Print Select Folder from “Save Print Output as” window Key in pdf file name Click on Save <p>Note: Do not change any print settings.</p>																

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<p>7.8</p>	<p>Option B: Save As</p> <ul style="list-style-type: none"> • Click on File Menu • Select “Save a Copy” option • Key in File Name • Select “PDF (.PDF)” option from dropdown • Click on Save • Select Folder from “Save Print Output as” window • Key in PDF file name • Click on Save 	
<p>7.9</p>	<p>Signature</p> <ul style="list-style-type: none"> • Open pdf document generated in Acrobat Reader • Click on “Signature” icon • Click on “Add Signature” • Add signature by selecting Type, Draw • Click on “Apply” button • Move to where to add signature • Click on anywhere on the document • On the Close button • Click on “File” Menu and select “Save” to save document <p>For more information including on how to upload and convert a photograph of your signature into an Adobe Signature, please visit Adobe’s website at https://helpx.adobe.com/acrobat/using/fill-and-sign.html for more instructions.</p> <p>Please ensure that the signature is clear, not in typing words, with well-defined stroke and large enough (at least 2 times of the height of 16-font-size word). Please refer to the following illustration:</p>	

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The image displays a screenshot of the eRapid User ID Forms Entry interface. On the left, three rows of the 'REQUESTED BY' field are shown. Each row contains a handwritten signature and a red 'X' or green checkmark above it. The first row has a red 'X' over the first signature and a green checkmark over the second. The second row has red 'X' marks over the first two signatures and a green checkmark over the third. The third row has a red 'X' over the first signature and a green checkmark over the second. The word 'Request' is written below each signature. On the right, a section titled 'PART C : TO BE COMPLETED BY AUTHORIS' is shown. It features a signature field with a handwritten signature. Above the signature field is a toolbar with icons for undo, redo, and delete. A blue tooltip box points to the signature field with the text: 'When you save a form with a signature or initials you will no longer be able to edit the existing form fields.'