

This chapter stipulates the procedures to be complied with by the eRapid users with respect to:-

- a. Authorised signatories for eRapid
- b. Application for User ID and password
- c. Application to activate / suspend / remove User ID
- d. Application to reset password.

The requirements of this chapter and its related appendices must be complied with at all times by the User Group.

### **3.1 Authorised Signatories For eRapid**

3.1.1 Each User Group is required to submit an **Authorised Signatories For eRapid** (“Authorised Signatory List”) (Appendix 1) to Bursa Depository.

3.1.2 The Authorised Signatory List should contain the following:-

- a. Name(s) of the authorised signatory(ies);
- b. Designation of the authorised signatory(ies);
- c. Specimen signature(s) of the authorised signatory(ies);
- d. E-mail address of the authorised signatory(ies); and
- e. E-mail address of the User Group.

***Note:** All e-mail correspondences between Bursa Depository and the User Group will be through this e-mail address.*

3.1.3 The Authorised Signatory List must be approved and signed by the Director, General Manager or Company Secretary of the User Group.

3.1.4 Submit the original Authorised Signatory List to Bursa Depository.

3.1.5 The effective date will be the date receipt of the Authorised Signatory List from User Group or the effective date stated in the Authorised Signatory List, whichever is later.

3.1.6 If there are changes to the authorised signatory(ies), submit a fresh Authorised Signatory List to Bursa Depository. The new Authorised Signatory List will supersede the previous Authorised Signatory List submitted to Bursa Depository.

### **3.2 Application For User ID And Password**

3.2.1 Each user in the User Group to submit duly completed and signed **eRapid User ID Application Form (“form”)** in a converted PDF format. Hand-written and scanned copies of the form are not accepted. - Please refer to updated **User Manual for eRapid User ID Forms Entry (“eRapid User Guide Manual”)** on the application of User ID and password (Appendix 5).

**Note:**

- (i) *A user can only have one User ID (Login ID) / Password maintain in the system at any point of time*
- (ii) *eRapid Authorised Signatory can apply for User ID. The form must be approved by another authorized signatory (as per signatory list provided to Bursa Depository)*
- (iii) *Username cannot be numeric or in the form of code such as UT4088. It should be reflective of the user’s name*
- (iv) *User to indicate whether applying as eRapid user or as eRapid Coordinator (applicable to Share Registrar and Issuing House only).*

3.2.2 User Group’s Authorised Signatory to complete and sign at the approval column of the form. Please refer to updated **eRapid User Guide Manual** on applying signatures on the PDF copy. (Appendix 5).

**Note:**

- (i) *Backdated form should not exceed one (1) month from the date received by Bursa Depository*
- (ii) *Postdated form is acceptable but should not be more than one (1) month from the date received by Bursa Depository.*

3.2.3 *Submit the PDF form to Bursa Depository.*

3.2.4 If the PDF form is not in order, Bursa Depository will reject the PDF form to the User Group for rectification.

3.2.5 An automated e-mail notification will be sent to the new user upon successful assignment of the User ID and password.

3.2.6    The Authorised Signatory to also receive the e-mail notification. Please refer to the updated **eRapid User Guide Manual** on the application of User ID and password (Appendix 5). The Authorised Signatory who approved the application has to acknowledge receipt of the e-mail sent and revert to Bursa Depository within two (2) market days from date received.

3.2.7    Upon receiving the User ID and password, the new user is required to login into the system to change the password as soon as possible.

**Note:**

- (i)        *The user shall be responsible for keeping his/her User ID and password confidential*
  
- (ii)        *The user must not at any time or under any circumstances reveal his/her User ID and password to unauthorised person*
  
- (iii)        *The user shall take the necessary step to prevent discovery or disclosure of his/her User ID and password by or to any unauthorised person*
  
- (iv)        *The user shall be responsible for any transaction effected through his/her User ID and password.*
  
- (v)        *The user shall be held liable for any misuse of his/her User ID and password.*

### **3.3 Application To Activate / Deactivate / Remove User ID**

- 3.3.1 Please refer to updated **eRapid User Guide Manual** on the application of activate/deactivate/remove User ID (Appendix 5).
  
- 3.3.2 An authorized signatory and e-mail address (refer to section 3.1) needs to be provided to Bursa Depository to enable the processing of the application.

### **3.4    Application To Reset Password**

- 3.4.1    Please refer to updated **eRapid User Guide Manual** on the application of User ID. (Appendix 5).
- 3.4.2    An authorized signatory and e-mail address (refer to section 3.1) needs to be provided to Bursa Depository to enable the processing of the application.

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