



Bursa Malaysia Berhad

## **Appendix 6**

# **User Manual for CDS User ID Forms Entry**

Version 1.0

## Table of Contents

1.	Purpose of this document .....	3
2.	Standard procedure of applications of CDS user ID .....	3
3.	Forms .....	4
4.	CDS Activities and Forms Requirement .....	4
5.	User ID Application Form – Data Entry .....	4
6.	CDS Task Assignment Form – Data Entry .....	8
7.	Reset Password Application Form – Data Entry.....	12
8.	Activate Deactivate Remove User ID Form – Data Entry .....	15

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

**1. Purpose of this document**

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

**2. Standard procedure of applications of CDS user ID**

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

No.	Procedure												
1.	Applicant fills in application forms (“form”) in Excel format, which are attached as appendices in this document. The guide of filling in the forms is shown in <b>sections 5 to 8</b> in this document.												
2.	Applicant converts filled form to PDF version. The guide on converting the form from Excel to PDF is shown in <b>items 5.5 to 5.7, section 5</b> in this document.												
3.	Applicant sends the PDF version of form to the authorised person for his/her sign-off digitally. The guide for digital sign-off on PDF is shown in <b>item 5.8, section 5</b> in this document.  <b>Please note that:</b> <ol style="list-style-type: none"> <li>1. <b>Only forms which are converted from excel to PDF are accepted by Bursa Depository. Hand-written and scanned forms are not acceptable.</b></li> <li>2. <b>If there are multiple applications to be submitted, please submit each application in separate emails.</b></li> </ol>												
4.	The authorised person <sup>(Note)</sup> sends the signed PDF version of form via email to the following: <ol style="list-style-type: none"> <li>1. <a href="mailto:rpaprod01@bursamalaysia.com">rpaprod01@bursamalaysia.com</a></li> <li>2. <a href="mailto:accesscontrol@bursamalaysia.com">accesscontrol@bursamalaysia.com</a></li> <li>3. Depository team.</li> </ol> <p><b>Note</b> <b>Only forms that are sent by person listed in the authorised signatories list are accepted by Bursa Depository.</b></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>CDS User ID Creation - &lt;user ID/ username&gt;</td> </tr> <tr> <td>User ID tasks updates</td> <td>CDS User ID Tasks Update - &lt;user ID&gt;</td> </tr> <tr> <td>User ID password resets</td> <td>CDS User ID Password Reset - &lt;user ID&gt;</td> </tr> <tr> <td>User ID activation or deactivation</td> <td>CDS User ID Activation/Deactivation - &lt;user ID&gt;</td> </tr> <tr> <td>User ID removal</td> <td>CDS User ID Removal - &lt;user ID&gt;</td> </tr> </tbody> </table>	Application type	Required subject line	User ID creation	CDS User ID Creation - <user ID/ username>	User ID tasks updates	CDS User ID Tasks Update - <user ID>	User ID password resets	CDS User ID Password Reset - <user ID>	User ID activation or deactivation	CDS User ID Activation/Deactivation - <user ID>	User ID removal	CDS User ID Removal - <user ID>
Application type	Required subject line												
User ID creation	CDS User ID Creation - <user ID/ username>												
User ID tasks updates	CDS User ID Tasks Update - <user ID>												
User ID password resets	CDS User ID Password Reset - <user ID>												
User ID activation or deactivation	CDS User ID Activation/Deactivation - <user ID>												
User ID removal	CDS User ID Removal - <user ID>												

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

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 four forms in use for the CDS User ID Application process. Below are details and forms.

No	Form Name	Form
1	User ID Application Form	Appendix 3
2	CDS Task Assignment Form	Appendix 6a
3	Reset Password Application Form	Appendix 11
4	Activate Deactivate Remove User ID Form	Appendix 8

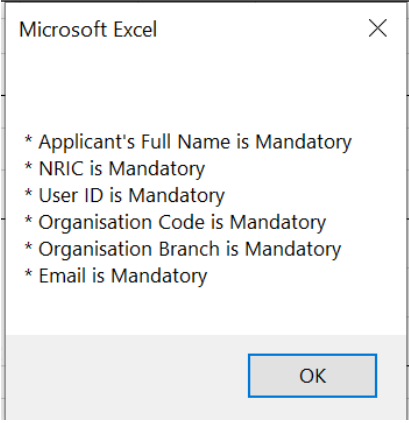
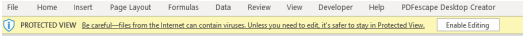
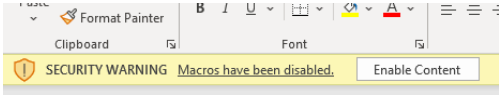
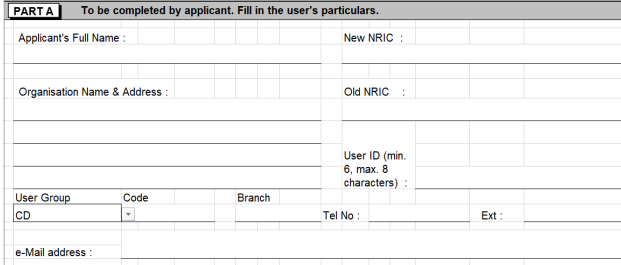
**4. CDS Activities and Forms Requirement**

Activity	Form Required
Create User	<ul style="list-style-type: none"> <li>• User ID Application Form (Mandatory)</li> <li>• Task Assignment Form (Mandatory)</li> </ul>
Update Task	<ul style="list-style-type: none"> <li>• Task Assignment Form (Mandatory)</li> </ul>
Remove User	<ul style="list-style-type: none"> <li>• Activate Deactivate Remove User ID Form (Mandatory)</li> </ul>
Reset User	<ul style="list-style-type: none"> <li>• Reset Password Application Form (Mandatory)</li> </ul>
Deactivate User	<ul style="list-style-type: none"> <li>• Activate Deactivate Remove User ID Form (Mandatory)</li> </ul>
Activate User	<ul style="list-style-type: none"> <li>• Activate Deactivate Remove User ID Form (Mandatory)</li> </ul>

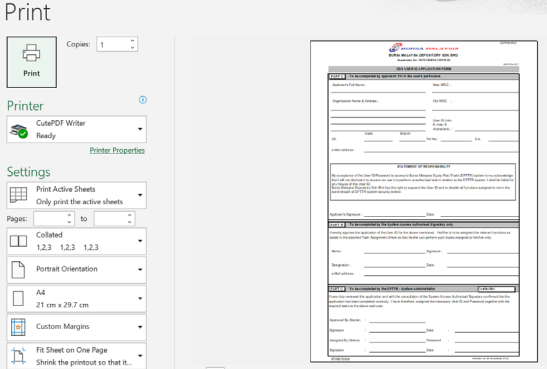
**5. User ID Application Form – Data Entry**

No	Task	Screenshot

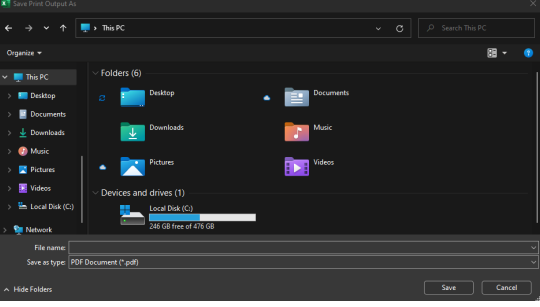
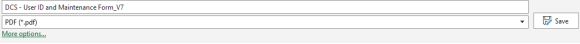
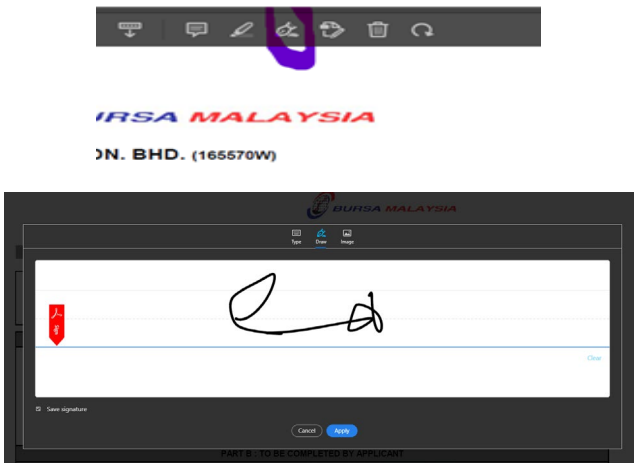
**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

<p>5.1</p>	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> <li>• Applicant's Full Name</li> <li>• New NRIC</li> <li>• User ID (min. 6, max. 8 characters)</li> <li>• User Group</li> <li>• Organisation Code</li> <li>• Organisation Branch</li> <li>• Email address</li> </ul> <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"> <li>• Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file.</li> </ul> <p>Note: This will appear when the applicant opens the file for the first time.</p>	
<p>5.3</p>	<p>Enable Macros</p> <ul style="list-style-type: none"> <li>• Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file.</li> <li>• Click “Yes” on the Security Warning window.</li> </ul> <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"> <li>• Click on Column B10 to key in Applicant's Full Name</li> </ul> <p>New NRIC</p> <ul style="list-style-type: none"> <li>• Click on Column K10 to key in NRIC</li> </ul> <p>Old NRIC</p> <ul style="list-style-type: none"> <li>• Click on Column K13 to key in Old NRIC, if any</li> </ul> <p>Organisation Name &amp; Address</p> <ul style="list-style-type: none"> <li>• Click on Column B13 to key in Organisation Name</li> <li>• Click on Column B14, B15 and B16 to key in Address</li> </ul>	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

	<p><b>User Group</b></p> <ul style="list-style-type: none"> <li>Click on Column B18 to select the User Group of your organisation. For example, to select “AA” if your organisation is an ADA, or select “AM” if your organisation is an ADM.</li> </ul> <p><b>Organisation Code</b></p> <ul style="list-style-type: none"> <li>Click on Column C18 to key in Organisation Code</li> </ul> <p><b>Organisation Branch</b></p> <ul style="list-style-type: none"> <li>Click on Column G18 to key in Organisation Branch Code</li> </ul> <p><b>User ID</b></p> <ul style="list-style-type: none"> <li>Click on Column N16 to key in preferred User ID with 6 to 8 characters</li> </ul> <p><b>Tel No</b></p> <ul style="list-style-type: none"> <li>Click on Column L18 to key in Area Number of the Telephone Number</li> <li>Click on Column P18 to key in Telephone Number</li> </ul> <p><b>Email Address</b></p> <ul style="list-style-type: none"> <li>Click on Column C20 to key in Applicant’s Email Address</li> </ul>	
<p>5.5</p>	<p><b>PDF Generation</b></p> <p>There are two options to generate PDF document from excel file.</p> <ul style="list-style-type: none"> <li>Print to PDF (Section 5.6)</li> <li>Save As (Section 5.7)</li> </ul>	
<p>5.6</p>	<p><b>Option A: Print to PDF</b></p> <ul style="list-style-type: none"> <li>Click on File Menu</li> <li>Select “Print” option</li> <li>At Printer option select “Microsoft Print to PDF”</li> <li>Click on Print</li> <li>Select Folder from “Save Print Output as” window</li> <li>Key in PDF file name</li> <li>Click on Save</li> </ul> <p><b>Note: Do not change any print settings.</b></p>	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

		
5.7	<p><b>Option B: Save As</b></p> <ul style="list-style-type: none"> <li>• Click on File Menu</li> <li>• Select “Save a Copy” option</li> <li>• Key in File Name</li> <li>• Select “PDF (.PDF)” option from dropdown</li> <li>• Click on Save</li> <li>• Select Folder from “Save Print Output as” window</li> <li>• Key in PDF file name</li> <li>• Click on Save</li> </ul>	
5.8	<p><b>Signature</b></p> <ul style="list-style-type: none"> <li>• Open PDF document generated in Acrobat Reader</li> <li>• Click on “Signature” icon</li> <li>• Click on “Add Signature”</li> <li>• Add signature by selecting Type, Draw</li> <li>• Click on “Apply” button</li> <li>• Move to where to add signature</li> <li>• Click on anywhere on the document</li> <li>• On the Close button</li> </ul> <p>Click on “File” Menu and select “Save” to save document</p> <p>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: <a href="https://helpx.adobe.com/acrobat/using/fill-and-sign.html">https://helpx.adobe.com/acrobat/using/fill-and-sign.html</a></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>PA A A ... E COMPLETED BY AP</p> <p>: _____</p> <p><b>PART C : TO BE COMPLETED BY AUTHORIS</b></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>

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

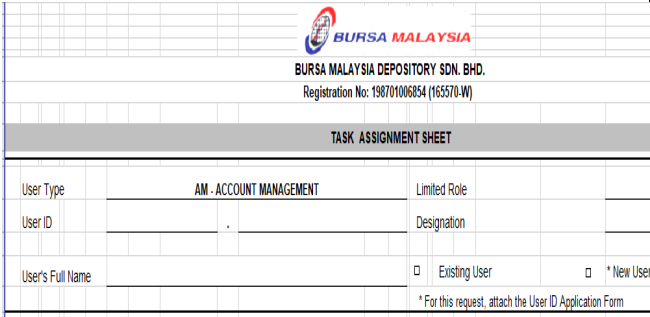
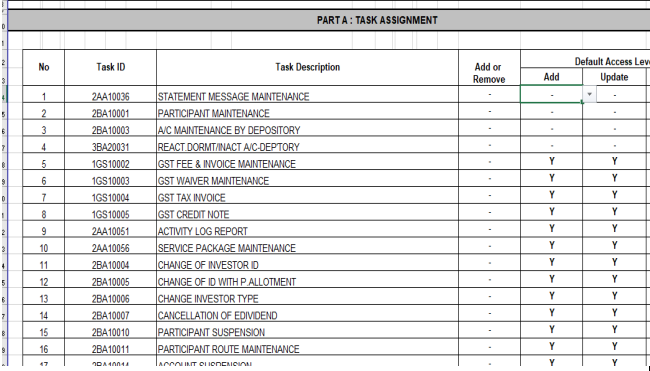


**6. CDS Task Assignment Form – Data Entry**

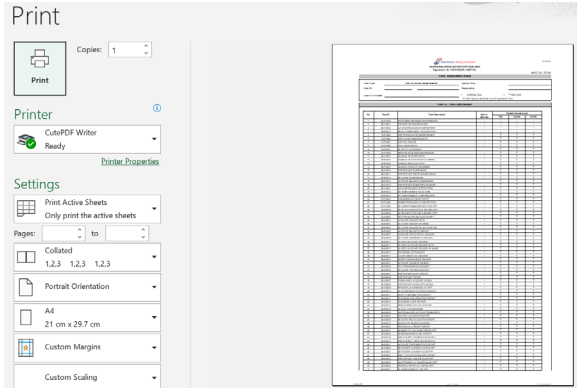
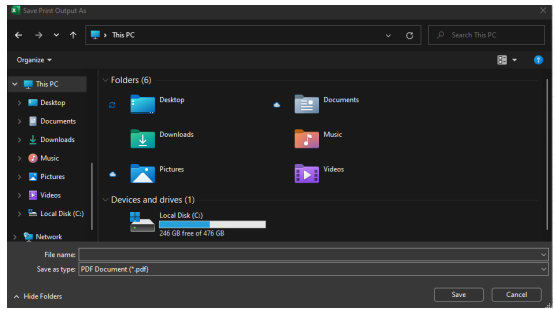

No	Task	Screenshot
6.1	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> <li>• User Type</li> <li>• Limited Role</li> <li>• User ID</li> <li>• User Full Name</li> <li>• Designation</li> <li>• New/Existing Check Box</li> </ul> <p>If the applicant prints or saves as PDF without 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>A screenshot of a Microsoft Excel dialog box titled 'Microsoft Excel'. It contains a list of mandatory fields: '* New/Existing Selection is Mandatory', '* User ID is Mandatory', '* User ID is Mandatory', '* User Full Name is Mandatory', and '* Designation is Mandatory'. There is an 'OK' button at the bottom right.</p>
6.2	<p>Enabling Editing</p> <ul style="list-style-type: none"> <li>• Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file.</li> </ul> <p>Note: This will appear when the applicant opens the file for the first time.</p>	<p>A screenshot of the Microsoft Excel ribbon. At the top, there is a yellow warning bar that says 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' and an 'Enable Editing' button.</p>
6.3	<p>Enable Macros</p> <ul style="list-style-type: none"> <li>• Applicant needs to click "Enable Content" if they see this Excel ribbon when opening the Excel file.</li> <li>• Click "Yes" on the Security Warning window.</li> </ul>	<p>A screenshot of the Microsoft Excel ribbon. At the top, there is a yellow warning bar that says 'SECURITY WARNING Macros have been disabled.' and an 'Enable Content' button.</p>



**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

	<p>Note: This will appear when the applicant opens the file for the first time.</p>																																																																																																															
<p>6.4</p>	<p><b>User Type</b></p> <ul style="list-style-type: none"> <li>Click on Column H13 to select User Type</li> </ul> <p><b>Limited Role</b></p> <ul style="list-style-type: none"> <li>Click on Column V13 to select Limited Role (Mandatory for user type ADA and ADM only)</li> </ul> <p><b>User ID</b></p> <ul style="list-style-type: none"> <li>Click on Column H14 to key in 1<sup>st</sup> part of User ID, consisting of User Group, Organisation Code and Branch Code (e.g. AA001001)</li> <li>Click on Column L14 to key in 2<sup>nd</sup> part of User ID, which is the User Name with 6 to 8 character</li> </ul> <p><b>Designation</b></p> <ul style="list-style-type: none"> <li>Click on Column V14 to key in Designation</li> </ul> <p><b>User's Full Name</b></p> <ul style="list-style-type: none"> <li>Click on Column H16 to key in User's Full Name</li> </ul> <p><b>New/Existing Check Box</b></p> <ul style="list-style-type: none"> <li>Select the applicable check box for Existing User or New User</li> </ul>																																																																																																															
<p>6.5</p>	<p><b>Part A- Task Assignment</b></p> <ul style="list-style-type: none"> <li>Based on the selection in User Type field, tasks list is populated dynamically.</li> <li>Under "Add or Remove" column (Column T), select "Add" to add the task to the User ID or select "Remove" to remove the tasks from the User ID.</li> <li>Under the Default Access Level columns (Column U to W):             <ul style="list-style-type: none"> <li>On tasks with columns U to W set default as " - ", select either Yes or No on these columns based on the following:                 <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul> </li> </ul>	 <table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Task ID</th> <th rowspan="2">Task Description</th> <th rowspan="2">Add or Remove</th> <th colspan="2">Default Access Level</th> </tr> <tr> <th>Add</th> <th>Update</th> </tr> </thead> <tbody> <tr><td>1</td><td>2AA10036</td><td>STATEMENT MESSAGE MAINTENANCE</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>2</td><td>2BA10001</td><td>PARTICIPANT MAINTENANCE</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>3</td><td>2BA10003</td><td>A/C MAINTENANCE BY DEPOSITORY</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>4</td><td>3BA20031</td><td>REACT DORMT/INACT A/C DEPTORY</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>5</td><td>1GS10002</td><td>GST FEE &amp; INVOICE MAINTENANCE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>6</td><td>1GS10003</td><td>GST WAIVER MAINTENANCE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>7</td><td>1GS10004</td><td>GST TAX INVOICE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>8</td><td>1GS10005</td><td>GST CREDIT NOTE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>9</td><td>2AA10051</td><td>ACTIVITY LOG REPORT</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>10</td><td>2AA10056</td><td>SERVICE PACKAGE MAINTENANCE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>11</td><td>2BA10004</td><td>CHANGE OF INVESTOR ID</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>12</td><td>2BA10005</td><td>CHANGE OF ID WITH P ALLTMENT</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>13</td><td>2BA10006</td><td>CHANGE INVESTOR TYPE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>14</td><td>2BA10007</td><td>CANCELLATION OF EVIDEND</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>15</td><td>2BA10010</td><td>PARTICIPANT SUSPENSION</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>16</td><td>2BA10011</td><td>PARTICIPANT ROUTE MAINTENANCE</td><td>-</td><td>Y</td><td>Y</td></tr> <tr><td>17</td><td>2BA10014</td><td>PARTICIPANT SUSPENSION</td><td>-</td><td>Y</td><td>Y</td></tr> </tbody> </table>	No	Task ID	Task Description	Add or Remove	Default Access Level		Add	Update	1	2AA10036	STATEMENT MESSAGE MAINTENANCE	-	-	-	2	2BA10001	PARTICIPANT MAINTENANCE	-	-	-	3	2BA10003	A/C MAINTENANCE BY DEPOSITORY	-	-	-	4	3BA20031	REACT DORMT/INACT A/C DEPTORY	-	-	-	5	1GS10002	GST FEE & INVOICE MAINTENANCE	-	Y	Y	6	1GS10003	GST WAIVER MAINTENANCE	-	Y	Y	7	1GS10004	GST TAX INVOICE	-	Y	Y	8	1GS10005	GST CREDIT NOTE	-	Y	Y	9	2AA10051	ACTIVITY LOG REPORT	-	Y	Y	10	2AA10056	SERVICE PACKAGE MAINTENANCE	-	Y	Y	11	2BA10004	CHANGE OF INVESTOR ID	-	Y	Y	12	2BA10005	CHANGE OF ID WITH P ALLTMENT	-	Y	Y	13	2BA10006	CHANGE INVESTOR TYPE	-	Y	Y	14	2BA10007	CANCELLATION OF EVIDEND	-	Y	Y	15	2BA10010	PARTICIPANT SUSPENSION	-	Y	Y	16	2BA10011	PARTICIPANT ROUTE MAINTENANCE	-	Y	Y	17	2BA10014	PARTICIPANT SUSPENSION	-	Y	Y
No	Task ID	Task Description					Add or Remove	Default Access Level																																																																																																								
			Add	Update																																																																																																												
1	2AA10036	STATEMENT MESSAGE MAINTENANCE	-	-	-																																																																																																											
2	2BA10001	PARTICIPANT MAINTENANCE	-	-	-																																																																																																											
3	2BA10003	A/C MAINTENANCE BY DEPOSITORY	-	-	-																																																																																																											
4	3BA20031	REACT DORMT/INACT A/C DEPTORY	-	-	-																																																																																																											
5	1GS10002	GST FEE & INVOICE MAINTENANCE	-	Y	Y																																																																																																											
6	1GS10003	GST WAIVER MAINTENANCE	-	Y	Y																																																																																																											
7	1GS10004	GST TAX INVOICE	-	Y	Y																																																																																																											
8	1GS10005	GST CREDIT NOTE	-	Y	Y																																																																																																											
9	2AA10051	ACTIVITY LOG REPORT	-	Y	Y																																																																																																											
10	2AA10056	SERVICE PACKAGE MAINTENANCE	-	Y	Y																																																																																																											
11	2BA10004	CHANGE OF INVESTOR ID	-	Y	Y																																																																																																											
12	2BA10005	CHANGE OF ID WITH P ALLTMENT	-	Y	Y																																																																																																											
13	2BA10006	CHANGE INVESTOR TYPE	-	Y	Y																																																																																																											
14	2BA10007	CANCELLATION OF EVIDEND	-	Y	Y																																																																																																											
15	2BA10010	PARTICIPANT SUSPENSION	-	Y	Y																																																																																																											
16	2BA10011	PARTICIPANT ROUTE MAINTENANCE	-	Y	Y																																																																																																											
17	2BA10014	PARTICIPANT SUSPENSION	-	Y	Y																																																																																																											

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

	<ul style="list-style-type: none"> <li>- If only View function is required on the task, select “No” for all “Add”, “Update” and “Delete” functions.</li> <li>o On tasks with columns U to W set default as “Y” or “N”, these columns selection are fixed <b><u>and do not change the selection.</u></b></li> </ul>	<table border="1"> <thead> <tr> <th style="background-color: #92d050;">TASK ASSIGNMENT</th> <th style="background-color: #ffff00;">Action</th> <th style="background-color: #ffff00;">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">ADD</td> <td>Enable/View the screen assignemnt</td> </tr> <tr> <td></td> <td style="text-align: center;">REMOVE</td> <td>Remove/Disable the screen assignment</td> </tr> <tr> <th style="background-color: #ffcc00;">ACCESS LEVEL</th> <td style="text-align: center;">ADD</td> <td>Add new record</td> </tr> <tr> <td></td> <td style="text-align: center;">UPDATE</td> <td>Amend record</td> </tr> <tr> <td></td> <td style="text-align: center;">DELETE</td> <td>Remove record</td> </tr> </tbody> </table>	TASK ASSIGNMENT	Action	Comments		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																		
	ADD	Enable/View the screen assignemnt																		
	REMOVE	Remove/Disable the screen assignment																		
ACCESS LEVEL	ADD	Add new record																		
	UPDATE	Amend record																		
	DELETE	Remove record																		
6.6	<p>PDF Generation</p> <p>There are two options to generate PDF document from excel file.</p> <ul style="list-style-type: none"> <li>• Print to PDF (Section 6.7)</li> <li>• Save As (Section 6.8)</li> </ul>																			
6.7	<p>Option A: Print to PDF</p> <ul style="list-style-type: none"> <li>• Click on File Menu</li> <li>• Select “Print” option</li> <li>• From Printer option select Microsoft Print to pdf</li> <li>• Click on Print</li> <li>• Select Folder from “Save Print Output as” window</li> <li>• Key in pdf file name</li> <li>• Click on Save</li> </ul> <p style="color: red;">• <b>Note: Do not change any print settings.</b></p>	 																		
6.8	<p>Option B: Save As</p> <ul style="list-style-type: none"> <li>• Click on File Menu</li> <li>• Select “Save a Copy” option</li> <li>• Key in File Name</li> <li>• Select “PDF (.PDF)” option from dropdown</li> <li>• Click on Save</li> <li>• Select Folder from “Save Print Output as” window</li> <li>• Key in PDF file name</li> <li>• Click on Save</li> </ul>																			

6.9

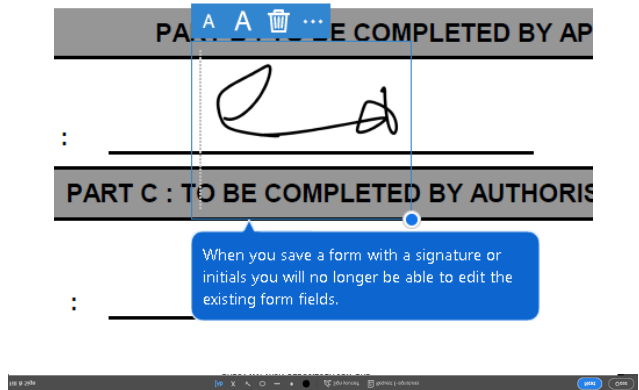
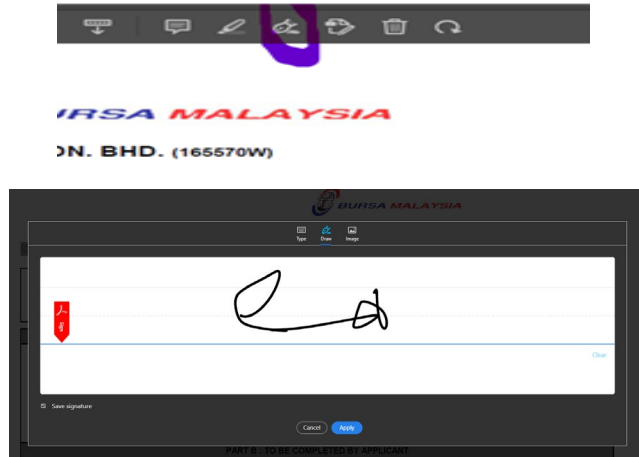
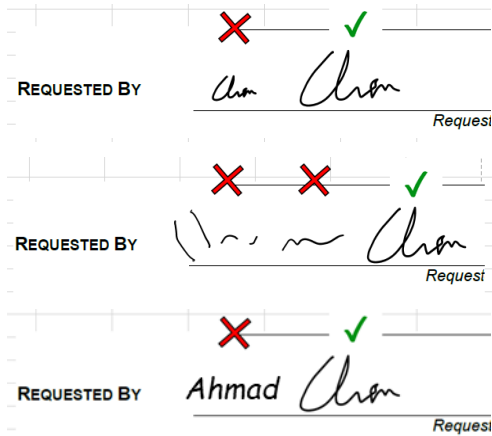
**Signature**

- 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

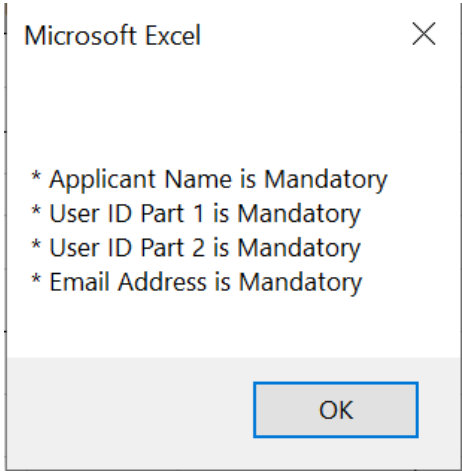
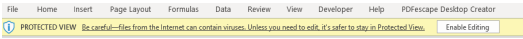
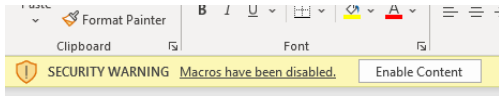
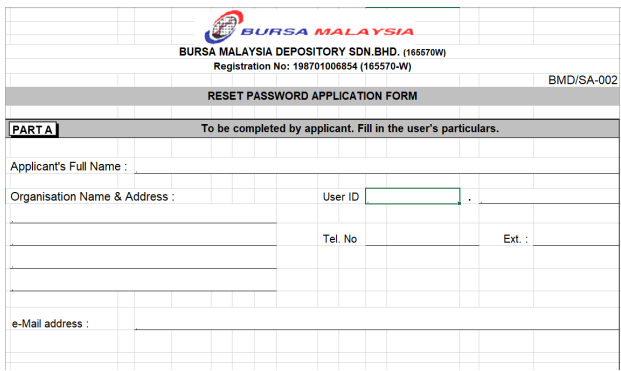
For more information, please visit Adobe’s website for more instructions, including on how to upload and convert a photograph of your signature into an Adobe Signature: <https://helpx.adobe.com/acrobat/using/fill-and-sign.html>

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:

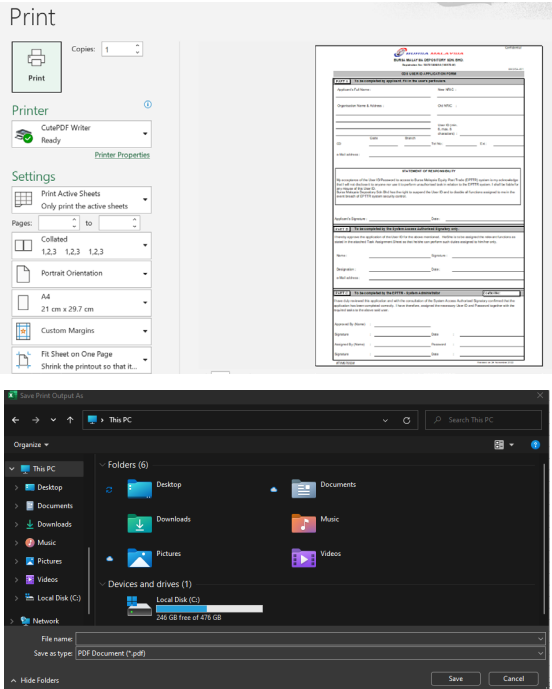


**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

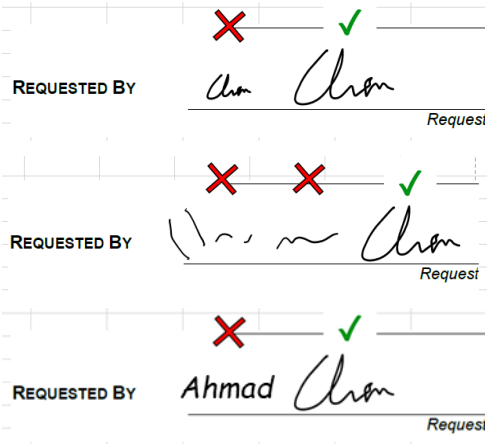
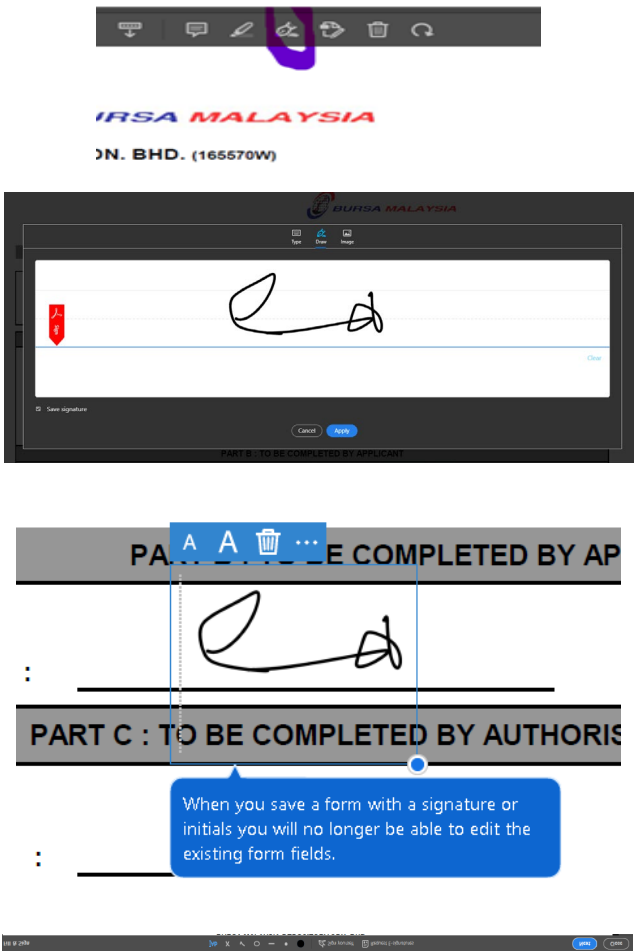
**7. Reset Password Application Form – Data Entry**

No	Task	Screenshot
7.1	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> <li>Applicant Name</li> <li>User ID</li> <li>Email Address</li> </ul> <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"> <li>Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file.</li> </ul> <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"> <li>Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file.</li> <li>Click “Yes” on the Security Warning window.</li> </ul> <p>Note: This will appear when the applicant opens the file for the first time.</p>	
7.4	<p>Applicant Name</p> <ul style="list-style-type: none"> <li>Click on Column D11 to key in Applicant Name</li> </ul> <p>User ID</p> <ul style="list-style-type: none"> <li>Click on Column L13 to key in 1<sup>st</sup> part of User ID, consisting of User Group, Organisation Code and Branch Code (e.g. AA001001)</li> <li>Click on Column O13 to key in 2<sup>nd</sup> part of User ID, which is the User Name with 6 to 8 characters</li> </ul>	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

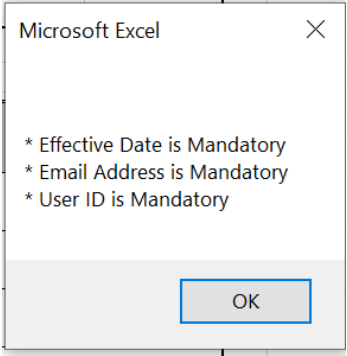
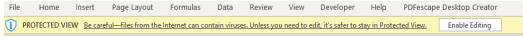
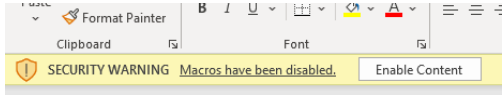
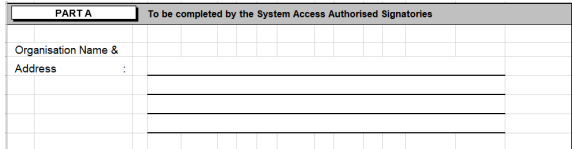
	<p>Organisation Name &amp; Address</p> <ul style="list-style-type: none"> <li>Click on Column B14 to key in Organisation Name</li> <li>Click on Column B15, B16 and B17 to key in Address</li> </ul> <p>Tel No</p> <ul style="list-style-type: none"> <li>Click on Column M15 to key in Telephone Number</li> <li>Click on Column P15 to key in the Extension Number of Telephone Number</li> </ul> <p>Email Address</p> <ul style="list-style-type: none"> <li>Click on Column D19 to key in Applicant's Email Address</li> </ul>	
7.5	<p>PDF Generation</p> <p>There are two options to generate PDF document from excel file.</p> <ul style="list-style-type: none"> <li>Print to PDF (Section 7.6)</li> <li>Save As (Section 7.7)</li> </ul>	
7.6	<p>Option A: Print to PDF</p> <ul style="list-style-type: none"> <li>Click on File Menu</li> <li>Select "Print" option</li> <li>From Printer option select Microsoft Print to pdf</li> <li>Click on Print</li> <li>Select Folder from "Save Print Output as" window</li> <li>Key in pdf file name</li> <li>Click on Save</li> </ul> <p><b>Note: Do not change any print settings.</b></p>	
7.7	<p>Option B: Save As</p> <ul style="list-style-type: none"> <li>Click on File Menu</li> <li>Select "Save a Copy" option</li> <li>Key in File Name</li> <li>Select "PDF (.PDF)" option from dropdown</li> </ul>	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

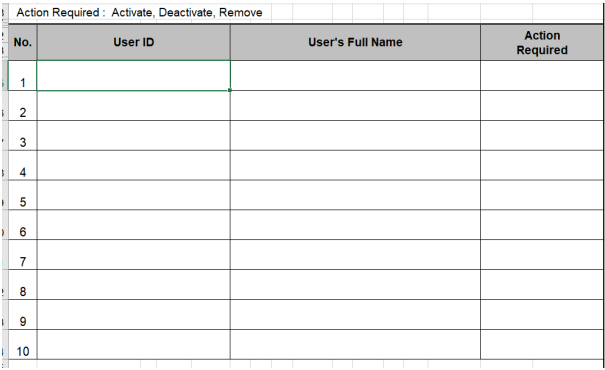
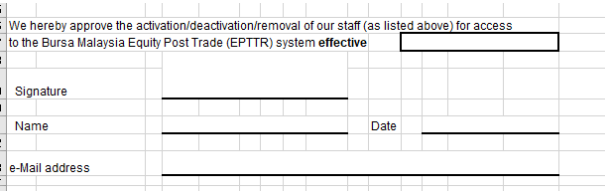
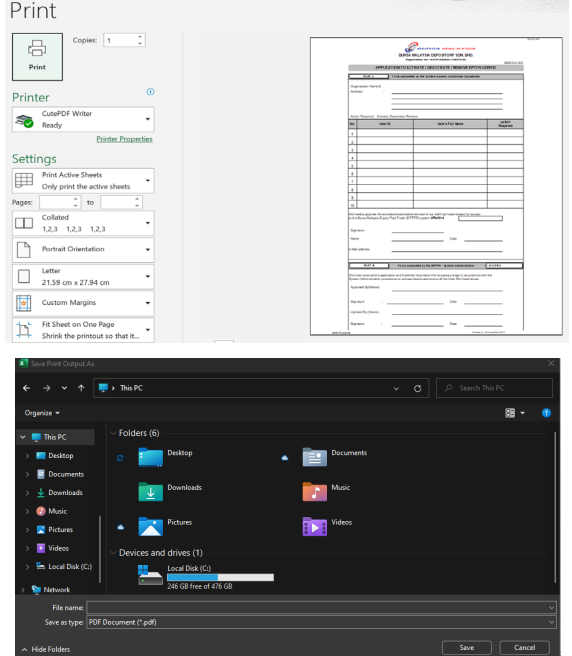
	<ul style="list-style-type: none"> <li>• Click on Save</li> <li>• Select Folder from “Save Print Output as” window</li> <li>• Key in PDF file name</li> </ul> <p>Click on Save</p>	
<p>7.8</p>	<p><b>Signature</b></p> <ul style="list-style-type: none"> <li>• Open PDF document generated in Acrobat Reader</li> <li>• Click on “Signature” icon</li> <li>• Click on “Add Signature”</li> <li>• Add signature by selecting Type, Draw</li> <li>• Click on “Apply” button</li> <li>• Move to where to add signature</li> <li>• Click on anywhere on the document</li> <li>• On the Close button</li> </ul> <p>Click on “File” Menu and select “Save” to save document</p> <p>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: <a href="https://helpx.adobe.com/acrobat/using/fill-and-sign.html">https://helpx.adobe.com/acrobat/using/fill-and-sign.html</a></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> 	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

**8. Activate Deactivate Remove User ID Form – Data Entry**

No	Task	Screenshot
8.1	<p>Mandatory details to be filled are</p> <ul style="list-style-type: none"> <li>• User ID</li> <li>• Effective Date</li> <li>• Email Address</li> <li>• Action Required</li> </ul> <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>	
8.2	<p>Enabling Editing</p> <ul style="list-style-type: none"> <li>• Applicant needs to enable editing if they see the Excel ribbon for the same when they open the Excel file.</li> </ul> <p>Note: This will appear when the applicant tries to open the file for the first time.</p>	
8.3	<p>Enable Macros</p> <ul style="list-style-type: none"> <li>• Applicant needs to click “Enable Content” if they see this Excel ribbon when opening the Excel file.</li> <li>• Click “Yes” on the Security Warning window.</li> </ul> <p>Note: This will appear when the applicant tries to open the file for the first time.</p>	
8.4	<p>Organisation Name &amp; Address</p> <ul style="list-style-type: none"> <li>• Click on Column D13 to key in Organisation Name</li> <li>• Click on Column D14, D15 and D16 to key in Address</li> </ul>	

**Bursa Malaysia Berhad**  
**User Manual for CDS User ID Forms Entry**

<p>8.5</p>	<p>User ID</p> <ul style="list-style-type: none"> <li>Click on Column B to key in User ID</li> </ul> <p>User's Full Name</p> <ul style="list-style-type: none"> <li>Click on Column F to key in User's Full Name</li> </ul> <p>Action Required</p> <ul style="list-style-type: none"> <li>Click on Column O and select Activate or Deactivate or Remove from the dropdown field</li> </ul> <p><b>Note – At least 1 row is mandatory</b></p>	
<p>8.6</p>	<p>Effective Date</p> <ul style="list-style-type: none"> <li>Click on Column L37 to key in Effective Date</li> </ul> <p>Email Address</p> <ul style="list-style-type: none"> <li>Click on Column D43 to key in Authorised Person's Email Address</li> </ul>	
<p>8.7</p>	<p>PDF Generation</p> <p>There are two options to generate pdf document from excel file.</p> <ul style="list-style-type: none"> <li>Print to PDF (Section 8.8)</li> <li>Save As (Section 8.9)</li> </ul>	
<p>8.8</p>	<p>Option A: Print to PDF</p> <ul style="list-style-type: none"> <li>Click on File Menu</li> <li>Select "Print" option</li> <li>From Printer option select Microsoft Print to pdf</li> <li>Click on Print</li> <li>Select Folder from "Save Print Output as" window</li> <li>Key in pdf file name</li> <li>Click on Save</li> </ul> <p><b>Note: Do not change any print settings.</b></p>	
<p>8.9</p>	<p>Option B: Save As</p> <ul style="list-style-type: none"> <li>Click on File Menu</li> </ul>	



