This chapter stipulates the procedures to be complied with by the ADM with respect to authorised signatory for system access, CDS data entry supervisors list, application for User ID, application for CDS task, activate / deactivate / remove CDS User ID, change printer location, reset password, submission of reports to Bursa Malaysia Depository Sdn Bhd ["Bursa Depository"] and application to use CDS terminal/printer at Bursa Depository.

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

3.1 Authorised Signatory For System Access

3.1.1 ADM is required to submit an **Authorised Signatories For System Access List** (Appendix 1) to Bursa Depository.

3.1.2 The 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).

Note: *ADM is allowed to furnish a maximum of five (5) authorised signatories only.*

3.1.3 The List must be signed by the Executive Director or General Manager of the ADM.

3.1.4 Submit the original List to Bursa Depository and a copy to Bursa Malaysia's Group Technology – Access Control team.

3.1.5 The effective date will be the date of receipt of the List from ADM or the effective date stated in the List, whichever is later.

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

3.2 CDS Data Entry Supervisors List

3.2.1 ADM is required to submit a **CDS Data Entry Supervisors List** (Appendix 2) to Bursa Depository.

3.2.2 The responsibilities of the CDS Data Entry Supervisors are as follow:-

a. Administer and monitor access(es) to WebCDS

b. Supervise data entry(ies) at WebCDS

c. Report erroneous entry(ies) to Bursa Depository

d. Monitor communication with Bursa Depository through WebCDS

e. Perform such other function(s) as may be directed by Bursa Depository from time to time.

3.2.3 The List should contain the following:-

a. Primary Data Entry Supervisor's name, designation, direct telephone number and specimen signature

b. Alternate Data Entry Supervisor's name, designation, direct telephone number and specimen signature.

3.2.4 The List must be signed by one (1) of the authorised signatories appearing in the Authorised Signatories For System Access List.

3.2.5 Submit the original List to Bursa Depository.

3.2.6 The effective date will be the date of receipt of the List from ADM or the effective date stated in the List, whichever is later.

3.2.7 If there are changes to the Primary Data Entry Supervisor or Alternate Data Entry Supervisor, submit a fresh List to Bursa Depository. The new List will supersede the previous List submitted to Bursa Depository.

3.3 Application For User ID

3.3.1 Applicant duly completes and signs the User ID Application Form (Appendix 3). and converts it into PDF format, of which guidance is outlined in the User Manual for CDS User ID Forms Entry ("CDS User Guide Manual") (Appendix 6). Hand-written and scanned forms will be rejected

Note:

(i) A user can only have one User ID / Password maintained in the system at any point in time

(ii) Username cannot be numeric or in the form of a code such as UT4088. It should be reflective of the applicant's name.

3.3.2 ADM's Authorised Signatory duly completes and signs at the approval column of the User ID Application Form digitally as per the CDS User Guide Manual (Appendix 6)

Note:
The Backdated form should not exceed one (1) month from the date received by Bursa Depository.

3.3.3 ADM's Authorised Signatory submits the User ID Application Form in PDF format as per the guideline outlined in the CDS User Guide Manual (Appendix 6).

3.3.4 If the PDF form is not in order, Bursa Depository will reject the form to the ADM for rectification.

3.3.5 Upon successful assignment of the User ID by Bursa Depository, the applicant and the ADM's Authorised Signatory will receive an e-mail notification of User ID and password.

3.3.6 The ADM's Authorised Signatory who approved the application must acknowledge the User ID/Password Application e-mail by replying to the Group Technology – Access Control e-mail account with a copy to Bursa Depository within 2 (two) days from the date when said email is received.

3.3.7 Upon receiving the User ID and password, the applicant is required to login into the system to change the password as soon as possible.

3.4 Application For CDS Task

3.4.1 Applicant duly completes the Task Assignment Sheet (Appendix 6a and Appendix 6b) and converts into PDF format, of which guidance is outlined in the User Manual for CDS User ID Forms Entry ("CDS User Guide Manual") (Appendix 6). Hand-written and scanned forms will be rejected.

3.4.2 ADM's Authorised Signatory duly completes and signs at the approval column of the form digitally as per the CDS User Guide Manual (Appendix 6).

3.4.3 ADM's Authorised Signatory submits the PDF form to Bursa Depository as per the guideline outlined in the CDS User Guide Manual (Appendix 6).

3.4.4 If the form is not in order, Bursa Depository will reject the form to the ADM for rectification.

3.4.5 Ensure that the task assigned do not violate the **Task Grouping** as set out in Appendix 7.

Note:

i Group 1 task is assigned to personnel who perform monitoring and approval functions; and

ii Group 2 task is assigned to personnel who perform data entry.

3.4.6 User having tasks from Group 1 is not allowed to have any tasks from Group 2 and vice versa. Other tasks not specified in the grouping may be assigned to any of the groups.

3.4.7 Applicant may check the status of his/her request from the system, two (2) market days after the Bursa Depository received the form.

3.5 Application To Activate / Deactivate / Remove CDS User ID

3.5.1 ADM's Authorised Signatory duly completes and signs the Application to Activate/Deactivate/Remove CDS User ID Form (Appendix 8) at the approval column of the form digitally as per the User Manual for CDS User ID Forms Entry ("CDS User Guide Manual") (Appendix 6). Hand-written and scanned forms will be rejected.

3.5.2 ADM's Authorised Signatory submits the PDF form to Bursa Depository as per the guideline outlined in the CDS User Guide Manual (Appendix 6).

3.5.3 The PDF is to reach Bursa Depository at least two (2) market days before the effective date.

Note: *The effective date to activate, deactivate or remove CDS User ID can be postdated.*

3.5.4 If the PDF form is not in order, Bursa Depository will reject the form to the ADM for rectification.

3.5.5 If the form is faxed to Bursa Depository, ensure the original copy reaches Bursa Depository within three (3) market days for Klang Valley's ADM and one (1) week for outstation ADM.

Note: *The System Administrator will suspend the user's User ID if the original form is not received within the stipulated time.*

3.5.6 The ADM's Authorised E-mail Account will receive automated e-mail notifications for activation, deactivation, and removal of CDS User ID.

3.6 Application To Reset Password

3.6.1 Applicant duly completes Reset Password Application Form (Appendix 11) and converts into PDF format, which guidance is outlined in the User Manual for CDS User ID Forms Entry ("CDS User Guide Manual") (Appendix 6). Hand-written form and scanned form will be rejected.

3.6.2 ADM's Authorised Signatory duly completes and signs at the approval column of the form digitally as per the CDS User Guide Manual (Appendix 6).

3.6.3 ADM's Authorised Signatory submits the PDF form as per the guideline outlined in the CDS User Guide Manual (Appendix 6).

3.6.4 If the form is faxed to Bursa Depository, ensure the original copy reach Bursa Depository within three (3) market days for Klang Valley's ADM and one (1) week for outstation ADM.

Note: *The System Administrator will suspend the user's User ID if the original form is not received within the stipulated time.*

3.6.5 Call System Administrator in order for him/her to authenticate the applicant's identity.

3.6.6 System Administrator will assign a new password and inform the applicant immediately.

3.12 Printing And Submission Of Report To Bursa Depository

3.12.1. ADM is required to print the Tasks Assigned To A User Report (UT520RA) on half-yearly basis, in the months of June and December.

3.12.2. ADM is to verify the report for accuracy of tasks assigned to correct and valid personnel.

3.12.3. Ensure ADM's Authorised Signatory has signed the report and affix the company's rubber-stamp prior to submission.

Note: *Failure to do so will result in the report being rejected by Bursa Depository.*

3.12.4. The report is to reach Bursa Depository latest by 30th June and 31st December respectively.

Note: *Failure to do so will result in ADM's User IDs being suspended.*

3.12.5. Receive acknowledgement from Bursa Depository.

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