This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in, filing and rejecting Transfer of Securities Request Forms (FTF010s) and submission of these documents to the Bursa Depository.

However, should individual depositors use CDS eServices platform to execute transfer requests, the ADA is not required to submit FTF010 to Depository.

Procedures for the transfer of securities arising from the death of the depositor (Transmission of Title) are prescribed under Chapter 8 and fulfill the requirements for Approved Reasons for Transfer under Appendix 67.

The requirements of this chapter and its related appendices (checklists) must be complied with at all times by the ADA.

A.   Transfer Performed Through the ADA

6.1   Accepting Transfer Of Securities Requests

6.1.1   Receive the following for transfer of securities request:-

a. **Transfer Of Securities Request Form** (FTF010) (Appendix 65) duly completed by the depositor

b. Relevant documents supporting the reason for transfer, if any

c. Transfer fee amount, to be based on the number of securities requested for transfer.

d. Transfer of securities in relation to Securities Donation Scheme (Shares2share), depositor is required to submit the signed "Declaration to Bursa Malaysia Depository by the Applicant donating to Shares2share" (Appendix 104) together with FTF010.

e. Transfer fees are waived for all Shares2share transfers of securities into the Yayasan Bursa Malaysia's CDS Account as well as to the participating broker's EAN CDS account for the Shares2share purpose.

Note:
i. *In the instance depositor was to submit the duly completed FTF010 downloaded from Bursa Malaysia website via email, such depositor is only required to submit single copy of the FTF010 and email it to the ADA with relevant supporting document (if any) for the ADA to process. The request must be submitted via the email address that is registered with CDS.*

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    ii.   *ADA must ensure proper verification on the depositor's identity and the authenticity of the transfer request; is performed before executing the transfer transaction in CDS.*

    iii.   *For ADA and Bursa's copy, it could make photocopy of the processed FTF010 so long the prescribed contents remain unchanged and for depositor's copy, it may email a processed copy for the depositor's record.*

6.1.2   Depositors are allowed to transfer more than one (1) securities using the same FTF010 but not exceeding the number of securities allowable under the "Particulars of Securities" column of the FTF010. This transfer of securities request must be effected to the same transferee and within the same category for transfer. In the case of "Change In Beneficial Ownership" category, the Approved Reasons For Transfer must be the same.

Note:

    i.   *Shares2share is an initiative by Bursa Malaysia Berhad to facilitate the donation of securities towards charitable causes.*

    ii.   *Donors may submit transfer request for all type of stocks under the Shares2share **except** the following:*
    a. Stocks listed on LEAP Market
    b. Delisted / Unlisted Securities
    c. Structured Warrants
    d. Leveraged & Inverse Exchange Traded Funds
    e. Non-Equity Securities
    f. Securities classified as PN17 / GN3.

    iii.   *Under the Shares2share, donors who opted to transfer the securities into the Yayasan Bursa Malaysia's CDS account is not allowed to recall the donated securities.*

    iv.   *However, donors opting to transfer the securities into the participating broker's designated Exempt Authorised Nominee (EAN) CDS account for the Shares2share, the donor is allowed to recall the donated securities **within one month from the date of transfer** and transfer fee of RM10.00 will be imposed for each transfer transactions.*

6.2   <u>**Verification Of Transfer Of Securities Requests**</u>

6.2.1   Verify the signature on the FTF010 against the ADA's records of specimen signature(s).

6.2.2   Verify all the particulars on every FTF010 against the **Checklist For Verification Of Transfer Request** (Appendix 66).

6.2.3   Ensure transfer transaction falls under the **Approved Reasons For Transfer** and that it is supported by relevant documents, if any. See Appendix 67 for more details.

Note: *Approved Reasons for Transfer is not applicable for unlisted / delisted securities.*

6.2.4   Ensure the "verified by" and "approved by" columns are completed by two (2) different Authorised Signatory(ies) of the ADA.

6.2.5   Reject the transfers if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 66 and Appendix 67. Return the FTF010 and the supporting documents (if any) to the depositor.

6.2.6   However, for FTF010 that contained more than one (1) securities, reject only the affected transfer request that has error. Continue processing the remainder of the transfer requests indicated on the FTF010.

6.2.7   The affected transfer request with error or discrepancy at the "Particulars of Securities" column of the FTF010 must be cancelled and countersigned by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. For the rejected transfer request, return a photocopy of the FTF010 to the depositor.

Postdated FTF010s are not allowed and backdated FTF010s are only acceptable up to 6 months from the transfer date.

6.2.8   Affix the ADA's company rubber-stamp at the space marked "to be completed by ADA".

6.2.9   In the case of FTF010 that contained more than one (1) securities, every amendment made on the form except for transfer cancellation stated in item 6.2.7 must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with the rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

6.2.10   Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.

6.2.11   Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

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6.3   <u>**Keying-In Transfer Data Into The CDS By First (1st) Level User**</u>

6.3.1   The first (1st) level user is to enter all transfer data using the CDS "Transfer Maintenance" screen.

6.3.2   The first (1st) level user is also required to enter the following:-

    a.   Appropriate code denoting the reason for transfer

    b.   Reference number as appearing in Bursa Depository's letter approving the transfer (if applicable).

Note: *The securities to be transferred are now earmarked and may not be used for any other purposes.*

6.3.3   Ensure the "data entry by" column in FTF010 is completed by first (1st) level user.

    Note: *The data entry personnel must not be the same person approving the request.*

6.3.4   If the transfer data is rejected by the system, verify to ensure that there is(are) no data entry error(s). If there is(are) no data entry error(s), return the FTF010 to the depositor immediately, stating the reason(s) for rejection.

6.3.5   However, for FTF010 that contained more than one (1) securities, reject only the affected transfer request that has error. Continue processing the remainder of the transfer requests indicated on the FTF010.

6.3.6   The affected transfer request with error or discrepancy at the "Particulars of Securities" column of the FTF010 must be cancelled and countersigned by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. For the rejected transfer request, return a photocopy of the FTF010 to the depositor.

6.3.7   Upon completion, the transfer reference number will be generated and displayed on the CDS terminal.

6.3.8   Record the transfer reference number on the FTF010.

Notes:

(i)   *Transfer request can only be keyed-in by the ADA for securities that are under "free" status.*

(ii)   *All accepted transfer requests lodged by a depositor before 3.30pm on any market day must be keyed-in to the CDS terminal before 4.30pm on the same market day.*

(iii)   *All transfer requests that have been successfully keyed into CDS by 4.30pm shall be either deleted or confirmed by the ADA by 5.00pm on the same day.*

(iv)   *Transfer requests lodged after 3.30pm must be keyed-in before 4.30pm on the following market day.*

(v)   *CDS to suspend transfer request and transfer confirmation by the ADA from 12.00pm to 12.30pm daily.*

(vi)   *Securities that are traded as Designated Securities under the Rules of Bursa Malaysia Securities Bhd, the transfer requests can be confirmed from 8.30am and onwards or such time as may be prescribed by Bursa Depository.*

(vii)   *Transfer request relating to approved reason under "B5", select the reason from the drop down list of the Approved Reason field.*

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6.4   <u>Verify Transfer Requests Keyed Into CDS Database</u>

6.4.1   After the transfer requests have been keyed into the CDS database, perform the following:-

6.4.1.1   Verify the FTF010s against Transfer Maintenance Screen or **Transfer Report** (Appendix 68) and ensure that the following details in FTF010s correspond with those in the Transfer Maintenance Screen or Transfer Report:-

a.   Transferor's CDS account number, name and account qualifier (if any)

b.   Transferee's CDS account number, name and account qualifier (if any)

c.   Securities' code and name

d.   Quantity of securities

e.   Transfer reference number and transfer date

f.   Approved reason for transfer.

6.4.2   The Transfer Report, if applicable can be printed either by:-

a.   Specific account; or

b.   All accounts.

6.4.3   Ensure that data has been keyed-in correctly. Make the necessary cancellation(s) if there is(are) any discrepancy(ies) or data entry error(s).

6.4.4   Print the **Transfer Cancellation Report** (Appendix 69) to verify the cancellation(s) made and ensure that the cancellation(s) made is(are) correct.

6.4.5   Repeat the data entry procedure under Section 6.3 – Keying-In Transfer Data Into The CDS By First (1st) Level User, if there is(are) error(s).

6.4.6   Ensure each of the Transfer Report, if applicable is verified and signed on the same day by authorised signatory(ies) of the ADA.

6.4.7   Hand over the following to second (2nd) level user:-

a.   Duly signed transfer report, if applicable

b.   FTF010s and relevant supporting documents (if any).

6.5   Confirmation Of Transfer Requests By Second (2nd) Level User

6.5.1   Verify the FTF010s against Transfer Confirmation/Cancellation Maintenance Screen or Transfer Report and ensure that the following details in FTF010s correspond with those in the Transfer Confirmation/Cancellation Maintenance Screen or Transfer Report:-

a.   Transferor's CDS account number, name and account qualifier (if any)

b.   Transferee's CDS account number, name and account qualifier (if any)

c.   Securities' code and name

d.   Quantity of securities

e.   Transfer reference number and transfer date

f.   Approved reason for transfer.

6.5.2   Ensure that data has been keyed-in correctly.

6.5.3   Make the necessary cancellation(s) if there is(are) any discrepancy(ies) or data entry error(s).

6.5.4   Print the Transfer Cancellation Report to verify the cancellation(s) made and ensure that the cancellations(s) made is(are) correct.

6.5.5   Return the rejected transfer request and related documents (if any) to the first (1st) level user and repeat procedures under Section 6.3 – Keying-In Transfer Data Into The CDS By First (1st) Level User.

6.5.6   If the transfer transaction(s) is (are) free from error(s), the second (2nd) level user is to sign at the "approved by" column of the FTF010.

6.5.7   Tick fee waiver's box at Transfer Confirmation Maintenance screen or Bulk Transfer Confirmation Maintenance screen and at the Reference Number's field, keyed-in the following:

a.   "Shares2share" if the transfer is arising from Shares2share

b.   TOT Reference number provided by Bursa Depository for transfers arising from Transmission of Title for Death Depositor request.

Note: Failure to tick fee waiver's box will result in ADA incurring the transfer fee.

6.5.8   Confirm the transfer transaction(s) either by:-

a. Specifying transfer reference number; or

b. Specific account.

6.5.9   Ensure that the quantity transferred being confirmed is **within the authorised confirmation limit**.

Note: Transfer Confirmation Limit Maintenance task enables the holder to set the transfer confirmation limit for each of the ADA's authorised personnel. This task is only assigned to senior authorised personnel at the principal office of the ADA.

6.5.10   If the transfer transaction is confirmed using the transfer reference number via the Transfer Confirmation Maintenance screen and the quantity transferred exceed the authorised confirmation limit, this transfer transaction will be rejected.

Note: The appropriate rejection message will be reflected on the CDS screen.

6.5.11   If one (1) or more transfer transactions for the same CDS account are confirmed using the Bulk Transfer Confirmation screen, the transactions that are within the authorised confirmation limit will be confirmed and reflected in the **Transfer Confirmation Report** (Appendix 70) that will be generated automatically.

Note: ADA would still have the flexibility of printing this report as and when required.

This report can also be printed at the ADA's principal office by its authorised personnel for transfer transactions entered and confirmed by all its branches for the purpose of monitoring the transfer activities at the branches.

6.5.12   If one (1) or more transfer transactions for the same CDS account are confirmed using the Bulk Transfer Confirmation screen, the quantity transferred that exceed the authorised confirmation limit will be rejected and reflected in the **Transfer Confirmation Exception Report** that will be generated automatically.

6.5.13   Ensure that the Transfer Confirmation Report is verified and signed on the same day by an authorised signatory of the ADA who is not the person that verified, keyed-in or approved the transfer requests.

6.5.14   The ADA is to print and provide the depositor the invoice from the CDS in respect of the fee for the transfer transaction unless the depositor indicates he does not require the same

> **Note :   In the event there is a request from a depositor to reprint the invoice, the ADA is to re-print the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the re-printed invoice before forwarding it to the depositor.**

6.5.14   On the next market day, ADA has the option to print the Participants CDS Transaction Invoice Report from CDS. The purpose of this report is to assist the ADA to reconcile the amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

6.6   Acknowledge Receipt Of Transfer Requests

6.6.1   Return the Depositor copy of the FTF010 to the depositors as acknowledgement only after the transfer reference number has been generated and recorded on the FTF010.

Note: *Should the depositor submit duly completed FTF010 downloaded from Bursa Malaysia website via email in single copy, the ADA may make photocopy of the processed FTF010 so long the prescribed contents remain unchanged and email it to the depositor for its record.*

6.6.2.   The ADA must maintain proper records of all transfer fees received.

B.   Transfer Request Performed Through CDS eServices Platform

CDS eServices is a self-service electronic platform that allows individual depositors to submit transfer of securities requests directly from the Bursa Anywhere mobile application. Depositors are allowed to perform the following types of transfer transaction requests:

i.   **No Change of Beneficial Owner** (**NCBO**) type of transfer involving depositors direct CDS accounts only. Transfer to/from depositor's nominee CDS account is not allowed through CDS eServices platform. This type of transfer will fall under Category A of the Approved Reasons for Transfer at Appendix 67.

ii.   **Change of Beneficial Owner (CBO) – Family Member** type of transfer that allows the depositor to transfer securities between securities accounts where the beneficial owners are related to each other in the manner prescribed in Appendix 67 of this procedures manual. This type of transfer will fall under Category B2 of the Approved Reasons for Transfer at Appendix 67.

iii.   **General Offer / Take Over (eGO)** type of transfer allowing the depositor to transfer the specified securities into the designated CDS account of the "Offeror" pursuant to a general offer/take-over offer arising from corporate exercise. This type of transfer will fall under Category B1 of the Approved Reasons for Transfer at Appendix 67.

iv.   **Securities Donation Scheme (Shares2share)** allowing depositor to donate listed securities by transferring the securities from their direct CDS accounts into either the Yayasan Bursa Malaysia/s CDS accounts or Shares2share participating broker's designated Exempt Authorised Nominee (EAN) CDS account. This type of transfer will fall under Category B5(C) of the Approved Reasons for Transfer at Appendix 67.

Note: Corporate bodies are not allowed to perform the above type of transfer transactions through CDS eServices.

Depositors need not attach any supporting documents for the transfer request submitted through CDS eServices platform for items (i), (iii) and (iv) above. However, for the transfer transactions that falls under Category B2 (as defined at B(ii) above), supporting documents as prescribed in Appendix 67 must be submitted.

For transfer transactions performed at the ADA offices, the ADA must ensure the procedures prescribed under section 6.1.1 are followed.

For transfer requests via CDS eServices, ADAs are not required to collect the transfer fee from the depositors. The fee payment for the transfer will be paid directly by the depositor to Bursa Depository via the Financial Payment Exchange (FPX) channel. Bursa Depository will provide the ADAs a monthly invoice on the matter.

Note: *No transfer fee will be charged to the depositor undertaking transfer transactions for Shares2share purposes.*

All securities transfer request made by depositors via CDS eServices, will be notified to the CDS users at ADA via the Bursa Anywhere's task bar in the CDS system.

6.7.   Accepting Request for Transfer Made Through CDS eServices

6.7.1   CDS eServices registered depositor may submit his/her request for transfer of securities for NCBO, CBO-Family Member, eGO and Shares2share through CDS eServices platform by completing the respective transfer form.

6.7.2   No acknowledgement / depositor copy of the securities transfer request form is provided when the depositor submits a transfer request through CDS eServices for NCBO, eGO and Shares2share. The depositor's copy of **Appendix 65A** will be provided to the depositor sending the transfer request for all approved CBO-Family Member transfer transactions. The depositor transferring the securities will receive an email from Bursa Anywhere to inform that his/her transfer request has been submitted to the ADA for processing only if the transfer fee payment via FPX is successful.

> *Note*   *i.   The transferor's signature will not be captured in Appendix 65A as the authentication is performed through SMS TAC received via the handphone number registered in the CDS account.*
> *ii.   No witness is required when executing the transfer transaction through the Bursa Anywhere mobile application*

6.7.3   For CBO-Family Member transfer requests received through CDS eServices platform, the ADA is required to perform reverse confirmation with the depositor who initiated the transfer before processing the request.

> *Note*   *i.   For the confirmation with the depositor, the ADA is advised to contact the depositor via the telephone number registered in CDS which would be the same as in Bursa Anywhere.*
> *ii.   ADA shall keep the record of confirmation made with the depositor for investigation if needed.*
> *iii.   In case the depositor is not contactable the first time when the ADA called, the ADA is advised to try contacting the depositor a few more times until the transfer confirmation cut-off time. If still failed to contact, ADA may opt to reject the request by stating the reason in the CDS system.*

6.7.4   ADA must ensure that the depositor transferring the securities has submitted the applicable supporting documents as prescribed in the Appendix 67. Failure to submit the correct supporting documents, the ADA may reject the application.

6.7.5   Depositor is not required to attach the Letter of Acceptance or any other documents that form part of the Offer Document issued by the Offeror as supporting documents for the eGO transfer request submitted via the CDS eServices platform.

6.7.6   Similarly, no supporting documents are required to be attached for the transfer request submitted via CDS eServices for Shares2share.

6.8   Keying-In Transfer Request Into the CDS

6.8.1.   As the 1ˢᵗ level data entry is performed by the CDS eServices registered depositor, the ADA's data entry staff is not required to perform this function.

6.8.2   The data entered by the depositor through CDS eServices platform will be automatically captured in the Transfer Maintenance screen.

6.8.3   Request for transfer of securities submitted through CDS eServices will not result in the securities to be automatically transferred to the transferee's CDS account until the 2ⁿᵈ level user confirms the transfer request.

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6.9.   Confirmation on Transfer of Securities Made Through CDS eServices by 2nd Level User

6.9.1   The ADA's 2nd level User (Verifier/Approver) is to retrieve the information entered by depositor for the request for transfer of securities via the Bursa Anywhere's Request List that links to Transfer Confirmation Maintenance Page.

6.9.2   Print the Transfer Report or Unattended Transfer Report. These reports will show all transfer transactions to be processed and pending to be confirmed/rejected by the 2nd Level User respectively.

Note: *2nd level user is required to attend to all transfer requests in the CDS eServices Request List on the same day when such requests are submitted. Failing which, the information entered will be removed from the system at the end of market day. Transfer request made via CDS eServices will be denoted as "BA" under the User_1 in the transfer module related reports.*

6.9.3   The 2nd level User is to perform the necessary verifications and if the transfer request is in order, proceed to confirm the transfer request accordingly.

Note: The supporting documents for the CBO-Family Member transfer request will be made available for the ADA's user to verify. The supporting documents can be in the form of image(s) taken via mobile phone or in the form of PDF scanned documents.

6.9.4   Tick fee waiver's box at Transfer Confirmation Maintenance screen for transfer related to Shares2share as for such transfer request, no transfer fee of RM10.00 is charged to the donor (depositor).

Note: *Failure to tick fee waiver's box will result in ADA incurring the transfer fee.*

6.9.5   Under circumstances where the 2nd Level User is not able to confirm the transfer request, the 2nd Level User must reject the transfer request by providing the reason for the rejection.

Note: *Email notification will be sent to the depositor notifying them on the status of their transfer request. For rejected transfer request, the reason provided by the ADA will be captured in the email notification.*

6.9.6   For the confirmed transfer requests made through CDS eServices platform, the ADA user may check the Completed BA Request List for list of approved transfer.

6.10   Generate Unattended Transfer Report

6.10.1.   Print the **Unattended Transfer Report** (Appendix 71) before system cut-off time, after all transfer transactions for the day have been attended by the second (2nd) level user.

6.10.2.   Check the report to ensure that there are no unattended transfers that have yet to be attended.

6.10.3.   If any unattended transfers appear in this report, either confirm or cancel the transfers before the system cut-off time.

6.10.4.   Print the final Unattended Transfer Report to ensure that there are no unattended transfers.

6.10.5.   The report is to be verified and signed by the authorised signatory(ies) of the ADA.

Note: *All unattended transfer transactions will be deleted during End-Of-Day (EOD) processing at Bursa Depository. These unattended transfers that are deleted during EOD will be reflected in the **Transfer Deleted At EOD Report** (Appendix 72) that can be printed by the ADA the next market day.*

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6.11 **Transfers From Principal Or Wholly-Owned Nominee Account(s) Of The ADA**

6.11.1.   FTF010 **is not required** to be completed for transfers from the Principal or Wholly-owned Nominee account(s) of the ADA.

6.11.2.   ADA's authorised signatory(ies) as per the Board Resolution is(are) required to sign 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**" that is reflected on the Transfer Confirmation Report. This is to confirm that the transfer transactions initiated by the ADA's Principal or Wholly-owned Nominee account(s) are in accordance to the approved reasons for transfer.

6.11.3.   All other transfer procedures detailed in this chapter (if relevant) are also applicable for transfers from the Principal or Wholly-owned Nominee account(s) of the ADA.

6.12   Inter Branch Transactions With Regards To Transfer Requests

Inter Branch Transactions are transactions initiated at the branch office of an ADA.

6.12.1.   Ensure that the depositor is present in person to perform the CDS transaction request(s).

6.12.2.   Verify the signature of the depositor on the FTF010 against the ADA's records of specimen signature(s).

6.12.3.   Reject the request if the signature differs.

6.12.4.   Ensure that all FTF010s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of the FTF010.

6.12.5.   Ensure that ADA copies of the FTF010 bearing the IBT rubber-stamp are properly filed.

6.12.6.   All other transfer procedures detailed in this chapter are also applicable for inter branch transactions with respect to transfer requests.

Note: *In the case of a depositor who is physically present at an ADA office to perform IBT related transactions involving transfer of securities and the ADA concerned is unable to perform the update into CDS due to unforeseen circumstances, then the ADA concerned can forward this request to another of its branch office. As such, the depositor's physical presence will not be required at that ADA's branch office that will performing the update into CDS.*

6.13   <u>**Transmitting Transfer Confirmation Report To Bursa Depository**</u>

     6.13.1   ADAs are to submit the Transfer Confirmation Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-

         a.   Submit the Transfer Confirmation report for the whole of previous week transactions via a reporting task namely Weekly Transfer Confirmation Report (TF153RC). Submit this report by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week.

         b.   Proceed to the Declaration Module and select the Transfer Confirmation Report and press the "Search" button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.

         c.   Click the "Submit To Bursa" button upon confirming the contents of the report is correct. The Declaration clause will appear and ADAs are required to press the "Submit" button to transmit the report to Bursa Depository.

         d.   ADAs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Transfer Confirmation Report Enquiry.

     Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Bursa Depository.*

6.14   Sorting And Packing Of Forms

6.14.1   Sort and pack the **Bursa Depository copy** of the FTF010 or duly signed Transfer Confirmation Report for Transmission of Title Request (TOT) by the respective staff in the following order:-

a.   One package for each transfer date

b.   Within the transfer date, by transferors' account numbers in sequence of ascending order

c.   Within each transferor's CDS account number, by stock code and within the stock code, by transfer reference number as appearing in the Transfer Confirmation Report.

Note: i.   *Item (c) above is not applicable for FTF010 that contained more than one (1) transfer reference number.*

ii. *No FTF010 forms (Appendix 65A) are required to be submitted to Bursa Depository for transfer transactions executed via CDS eServices platform.*

iii. *ADAs that wish to submit the FT010 (Appendix 65) electronically to Bursa Depository may refer to CDS Circular ADA/DOD/015/2022 issued on 28 April 2022 for guidelines.*

iv. *Transfer transaction by using Transfer Confirmation report must attached the Notification of Death of Depositor form (Form A) of the respective request.*

6.14.1.   Each package must be accompanied with a Covering Letter addressed to Bursa Depository stating the transaction date and number of FTF010s contained in the said package.

6.14.2.   The Covering Letter must be signed by the authorised signatory(ies) of the ADA.

6.15   Submission Of Transfer Requests To Bursa Depository

6.15.1.   ADA and its branches must submit Depository's copies of the FTF010s to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository. This includes the originally signed copy of the "Declaration to Bursa Malaysia Depository by the Applicant donating to Shares2share" attached to the FTF010 for transaction request submitted by depositors by completing the FTF010.

Note:

If ADA is not able to submit the Bursa Depository's copies of the FTF010 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

6.16   ADA Returning Rejected Transfer Requests To The Depositor

6.16.1   Rejected FTF010s and supporting documents (if any) to be returned to the depositor(s) latest by the next market day and:-

a.   Prepare a Rejection of Transfer Request Letter in duplicate stating the reason(s) for rejection

b.   Attach the rejected FTF010s together with supporting documents (if any).   The photocopy of FTF010 if the rejected transfer request is sharing the same FTF010 with the other transfer requests that have been accepted.

6.16.1.   Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.

6.16.2.   File the acknowledgement letter together with the Transfer Cancellation Report.

6.17   Filing Of Documents

6.17.1   File the following documents:-

a.   ADA copy of FTF010 or duly signed Transfer Confirmation Report for the specific accounts arising from Transmission of Title with respective Notification of Death of Depositor form (Form A)

b.   Supporting documents (if any)

c.   Copy of the Transfer Report (if applicable)

d.   The duly signed copy of Transfer Confirmation Report

e.   Final Unattended Transfer Report

f.   Transfer Deleted At EOD Report

g.   Rejection Letter to depositor

h.   Copy of the "Declaration to Bursa Malaysia Depository by the Applicant donating to Shares2share" signed by the depositor.

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