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This chapter stipulates the procedures to be complied with by the depositor with respect to transfer of securities in CDS account.

However, for transfer of securities in relation to Transmission of Title on a death of an account holder and Shares2share, kindly refer to Chapter 9 and Chapter 18 respectively.

## **7.1 Completing Transfer Of Securities Request**

- 7.1.1 Depositor to obtain the **Transfer Of Securities Request Form (FTF010)** (Appendix 18) from any ADA's office or alternatively can download the FTF010 from Bursa Malaysia Website
- 7.1.2 Depositor to complete and sign the FTF010 indicating all the relevant transfer particulars.
- 7.1.3 Depositor is 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.
- 7.1.4 Ensure transfer transaction falls under the **Approved Reasons For Transfer** and that it is supported by relevant documents, if any. See **Appendix 19** for more details.

*Note: Approved Reasons For Transfer is not applicable for unlisted / delisted securities. Please indicate Reason "B5" for transfer request relating to unlisted / delisted securities.*

## **7.2 Submission Of Transfer Request To ADA**

- 7.2.1 Depositor must submit the duly completed and signed FTF010, relevant documents supporting the reason for transfer (if any) together with the transfer fee to the ADA where the CDS account is maintained for data entry.
- 7.2.2 Depositor may choose to email the duly completed and signed FTF010 to the ADA where his/her CDS account is maintained with, through the email address registered with CDS. The ADA upon receive the transfer request, will contact the depositor to perform verification before such transfer request is entered into CDS for processing.
- 7.2.3 The transfer fee is RM10 per transfer.

**Note:**

- (i) *Transfer request lodged by depositor at or before 3.00 p.m. will be treated as a transfer on the same market day*
- (ii) *Transfer request lodged by depositor after 3.00 p.m. will be treated as a transfer for the following market day*
- (iii) *Post-dated FTF010s are not allowed and backdated FTF010s are only acceptable up to 6 months from the transfer date.*

**7.3 Acknowledge Receipt Of Transfer Request From ADA**

- 7.3.1 Depositor to receive a copy of the FTF010 from the ADA as acknowledgement. If the request was originally submitted via email to the ADA, the acknowledgement will be provided through email as well. The FTF010 must contain the transfer reference number that has been generated from the CDS system.

**7.4 Receiving Rejected Transfer Request**

- 7.4.1 Depositor to receive the following from ADA for any rejected transfer request:-
- a. Original copy of Rejected FTF010s or
  - b. Photocopy of FTF010 if the rejected transfer request is sharing the same FTF010 with the other transfer requests that have been accepted
  - c. Supporting documents (if any)
  - d. Two (2) copies of the Rejection of Transfer Request Letter issued by the ADA.
- 7.4.2 Depositor to acknowledge receipt of the rejection by signing on the second copy of the Rejection Letter.
- 7.4.3 For request submitted via email, the rejected FTF010 will be emailed to the requester with reason for rejection.

**7.5 Enquiry On The Status Of Transfer Request**

- 7.5.1 Depositor may enquire the status of their transfer request from ADA by quoting the transfer reference number.
- 7.5.2 Depositor will also receive transfer notice from Bursa Depository confirming the status of the transfer.

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## 7.6 Submission Of Transfer Request Through CDS eServices Platform

7.6.1 Depositor may submit the following types of transfer request through CDS eServices platform.

- a. **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.
- b. **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.
- c. **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 19 of this CDS Guide for Depositor.

- Note*
- i. *The transferor is not required to sign any hardcopy or form for CBO - Family Member transfer requests through the CDS eServices platform. The authentication of the request will be based on SMS TAC sent to the transferor's mobile number (registered with Bursa Depository) for dual-factor authentication.*
  - ii. *No supporting documents are required to be submitted for NCBO and eGO transfer types above but for transfer transactions related to CBO-Family Member, the relevant supporting documents as prescribed under Appendix 19 must be submitted.*
  - iii. *No witness is required for submission of transfer request through the CDS eServices platform.*
  - iv. *The transferor must declare that the transferee (i.e. recipient of the securities) in the CBO-Family Member transfer request is indeed a family member as allowed under Category B2 of the Approved Reasons of Transfer at Appendix 19.*
  - v. *ADA reserves the right to reject any transfer request which does not conform to the Rules and/or directions of Bursa Depository issued (including amendments thereto) by Bursa Depository from time to time.*

7.6.2 Transfer of securities request submitted through CDS eServices will require the ADA's approval before the transfer can be completed.

7.6.3 Depositor may initiate the transfers anytime on a market day from 9.00 am to 4.15 pm.

7.6.4 The transfer fee is RM10 for NCBO, eGO and **CBO-Family Member** transfer transactions respectively. However, eGO transfer transactions will attract handling fee which the rate will be determined by Bursa Depository.

- 7.6.5 Subject to the successful payment of the transfer fee, the depositor will receive email and inbox notification once the request have been submitted to the ADA and after the ADA have processed the request.

**Note:**

- i. *Transfer request cannot be performed on non-market day and before 9.00 am and after 4.15 pm during market day.*
- ii. *The depositor's copy of the FTF010 (Appendix 18A) will be attached in the email notification once the ADA has approved the CBO-Family transfer requests.*

**7.7 Inter Branch Transaction**

Depositor is allowed to perform transfer activity via inter branch transaction.

