



**AMENDMENTS TO THE RULES AND DIRECTIVES OF BURSA MALAYSIA SECURITIES BERHAD (“BMS RULES AND DIRECTIVES”) IN RELATION TO HARMONISATION OF THE FRAMEWORK FOR PROPRIETARY DAY TRADERS (“PDT”) & SALARIED DEALER’S REPRESENTATIVES TRADING FOR INVESTMENT ACCOUNT (“IVT”)**

PARA.	EXISTING PROVISIONS	PARA.	AMENDED PROVISIONS																
<b>INTRODUCTION TO THE DIRECTIVES OF BURSA MALAYSIA SECURITIES BERHAD</b>																			
	<p align="center"><b>LIST OF DIRECTIVES</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Directive No.</th> <th>Source</th> <th>Title of Directive</th> </tr> </thead> <tbody> <tr> <td>29.</td> <td>7.05(1)-001</td> <td>R/R 17 of 2006</td> <td>Directives on the Use of Day Trading Activities Account</td> </tr> </tbody> </table>	No.	Directive No.	Source	Title of Directive	29.	7.05(1)-001	R/R 17 of 2006	Directives on the Use of Day Trading Activities Account		<p align="center"><b>LIST OF DIRECTIVES</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Directive No.</th> <th>Source</th> <th>Title of Directive</th> </tr> </thead> <tbody> <tr> <td>29.</td> <td>7.05(1)-001</td> <td>R/R 17 of 2006</td> <td>Directives on the Use of Day Trading Activities Account <i>[Deleted]</i></td> </tr> </tbody> </table>	No.	Directive No.	Source	Title of Directive	29.	7.05(1)-001	R/R 17 of 2006	Directives on the Use of Day Trading Activities Account <i>[Deleted]</i>
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<b>DIRECTIVE NO. 2.01(2)-003: DIRECTIVES ON SUBMISSION OF STATISTICAL REPORTS OF INVESTOR TRADING ON THE EXCHANGE</b>																			
<b>Schedule 1</b>	<b>Please see Annexure 2A.</b>	<b>Schedule 1</b>	<b>Please see Annexure 2A.</b>																
<b>DIRECTIVE NO. 2.01(2)-004: DIRECTIVES ON SUBMISSION OF PERIODIC REPORTS</b>																			
<b>Schedule</b>	<b>Please see Annexure 2B.</b>	<b>Schedule</b>	<b>Please see Annexure 2B.</b>																
<b>Appendix 1d</b>	<b>Please see Annexure 2B.</b>	<b>Appendix 1d</b>	<b>Please see Annexure 2B.</b>																
<b>Appendix 1f</b>	<b>Please see Annexure 2B.</b>	<b>Appendix 1f</b>	<b>Please see Annexure 2B.</b>																



Appendix 3a	Please see Annexure 2B.	Appendix 3a	Please see Annexure 2B.
<b>DIRECTIVE NO. 3-001: DIRECTIVES ON APPLICATIONS TO THE EXCHANGE AND FEES PURSUANT TO CHAPTER 3 OF THE RULES</b>			
3.2	<b>Transfer of Dealer's Representative after re-designation</b>  (1) A Commissioned Dealer's Representative intending to transfer to another Participating Organisation within 6 months of the re-designation of that Commissioned Dealer's Representative's status from a Salaried Dealer's Representative to a Commissioned Dealer's Representative is subject to the transfer fee of a Salaried Dealer's Representative.  (2) If at any time during the period of 6 months prior to the application for transfer, the Proprietary Day Trader was a Commissioned Dealer's Representative or a Salaried Dealer's Representative, the Proprietary Day Trader will be subject to the following transfer fee:  (i) if the Proprietary Day Trader was a Commissioned Dealer's Representative, the transfer fee of a Commissioned Dealer's Representative; or  (ii) if the Proprietary Day Trader was a Salaried Dealer's Representative, the transfer fee of a Salaried Dealer's Representative.	3.2	<b>Transfer of Dealer's Representative after re-designation</b>  (1) A Commissioned Dealer's Representative intending to transfer to another Participating Organisation within 6 months of the re-designation of that Commissioned Dealer's Representative's status from a Salaried Dealer's Representative to a Commissioned Dealer's Representative is subject to the transfer fee of a Salaried Dealer's Representative.  (2) <del>If at any time during the period of 6 months prior to the application for transfer, the Proprietary Day Trader was a Commissioned Dealer's Representative or a Salaried Dealer's Representative, the Proprietary Day Trader will be subject to the following transfer fee:</del>  <del>(i) if the Proprietary Day Trader was a Commissioned Dealer's Representative, the transfer fee of a Commissioned Dealer's Representative; or</del>  <del>(ii) if the Proprietary Day Trader was a Salaried Dealer's Representative, the transfer fee of a Salaried Dealer's Representative. <i>[Deleted]</i></del>
<b>DIRECTIVE NO. 3.36-002: DIRECTIVES ON COMPLIANCE REPORT</b>			
Appendix 1	<b><u>EXECUTIVE SUMMARY</u></b>  <b><u>DETAILED REPORT</u></b>	Appendix 1	<b><u>EXECUTIVE SUMMARY</u></b>  <b><u>DETAILED REPORT</u></b>



	<p><b>11. On segregation of duties and policies and procedures, the Head of Compliance must report:</b></p> <p>(a) Irregularities noted on the segregation of duties especially between the back and front office; and</p> <p>(b) Exceptions noted on the inadequacies of policies and procedures of the Participating Organisation (e.g. margin, Discretionary Financing Account, PDT, etc).</p>		<p><b>11. On segregation of duties and policies and procedures, the Head of Compliance must report:</b></p> <p>(a) Irregularities noted on the segregation of duties especially between the back and front office; and</p> <p>(b) Exceptions noted on the inadequacies of policies and procedures of the Participating Organisation (e.g. margin, Discretionary Financing Account, <del>PDT</del>, etc).</p>
<b>DIRECTIVE NO. 5-001: DIRECTIVES ON CONDUCT OF BUSINESS</b>			
<b>13.1(2)</b>	<p><b>13.1 Client's assets</b></p> <p>(2) A Participating Organisation must pay into the trust account:</p> <p>(a) all amounts, less any brokerage and other proper charges, received from or on account of a Client for the purchase of securities and that are not attributable to securities delivered to a Participating Organisation not later than the next bank business day or such other day as may be specified by the Commission on which the amounts were received by the Participating Organisation;</p> <p>(b) all amounts, less any brokerage and other proper charges, received for or on account of a Client from the sale of securities and that are not paid to that Client or as that Client directs not later than the next bank business day or such other day as may be specified by the Commission on which the</p>	<b>13.1(2)</b>	<p><b>13.1 Client's assets</b></p> <p>(2) A Participating Organisation must pay into the trust account:</p> <p>(a) all amounts, less any <del>brokerage-commission</del> and other proper charges, received from or on account of a Client for the purchase of securities and that are not attributable to securities delivered to a Participating Organisation not later than the next bank business day or such other day as may be specified by the Commission on which the amounts were received by the Participating Organisation;</p> <p>(b) all amounts, less any <del>brokerage-commission</del> and other proper charges, received for or on account of a Client from the sale of securities and that are not paid to that Client or as that Client directs not later than the next bank business day or such other day as may be specified by the Commission</p>

**ANNEXURE 2**  
**Amendments to the BMS Rules and Directives in relation to**  
**Harmonisation of the Framework for**

**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



	amounts were received by the Participating Organisation.		on which the amounts were received by the Participating Organisation.
<b>DIRECTIVE NO. 7.05(1)-001: DIRECTIVES ON THE USE OF DAY TRADING ACTIVITIES ACCOUNT</b>			
	Please see Annexure 2C.		Please see Annexure 2C.
<b>DIRECTIVE NO. 7.05(1)-002: DIRECTIVES ON THE USE OF CLEARING ACCOUNT, ERROR OR MISTAKE ACCOUNT AND INVESTMENT ACCOUNT</b>			
<b>1(3)</b>	“Error or Mistake Account” means a trading account opened in the name of a Participating Organisation and used by the Participating Organisation for recording errors or mistakes committed by the dealer’s representatives or as the case may be, central buyers or such other authorised persons when executing orders in the event such errors or mistakes are not rectified in the manner envisaged by the Rules of Bursa Securities, the directives, rulings and/or guidelines issued pursuant to it.	<b>1(3)</b>	“Error or Mistake Account” means a trading account opened in the name of a Participating Organisation and used by the Participating Organisation for recording errors or mistakes committed by the <del>d</del> Dealer’s <del>r</del> Representatives or as the case may be, central buyers or such other authorised persons when executing orders in the event such errors or mistakes are not rectified in the manner envisaged by the Rules of Bursa Securities, the directives, rulings and/or guidelines issued pursuant to it.
<b>1.3</b>	<p><b>1.3 <u>Investment Account</u></b></p> <p>(1) A Participating Organisation may provide to each of its Directors, paid Dealer’s Representatives or teams of paid Dealer’s Representatives, as the case may be, an Investment Account. A Participating Organisation must ensure that the Directors carefully monitor the Investment Account(s) of paid Dealer’s Representatives and teams of paid Dealer’s Representatives.</p> <p>(2) An Investment Account must carry the word “IVT” in its account qualifier.</p> <p>(3) A Participating Organisation must ensure that the names of the Directors, paid Dealer’s</p>	<b>1.3</b>	<p><b>1.3 <u>Investment Account</u></b></p> <p>(1) A Participating Organisation may provide to each of its Directors, <del>paid s</del>Salaried Dealer’s Representatives or teams of <del>paid Salaried</del> Dealer’s Representatives, as the case may be, an Investment Account. A Participating Organisation must ensure that the Directors carefully monitor the Investment Account(s) of <del>paid Salaried</del> Dealer’s Representatives and teams of <del>paid s</del>Salaried Dealer’s Representatives.</p> <p>(2) <u>Where An Investment Account is handled by more than 1 Salaried Dealer’s Representative, the account qualifier of the Investment Account must carry the word “IVT”, followed by an account name assigned to</u></p>



	<p>Representatives or teams of paid Dealer's Representatives assigned with the Investment Account(s) and all transactions executed by the above persons in relation to the Investment Account(s) are properly recorded.</p> <p>(4) Investment Accounts must not be used for and on behalf of Clients of a Participating Organisation.</p> <p>(5) A Participating Organisation must open a separate Securities Account for each Investment Account and designate that account as "IVT".</p>		<p><u>the Investment Account, in its account qualifier as set out below:</u></p> <p><u>Illustration:</u> <u>ABC Securities Sdn Bhd</u> <u>A/C Qualifier: IVT SW Team 1</u></p> <p><u>(2A) Where an Investment Account is handled by a single Salaried Dealer's Representative, the account qualifier of the Investment Account must carry the word "IVT", followed by the full name of the Salaried Dealer's Representative, as set out below:</u></p> <p><u>Illustration:</u> <u>ABC Securities Sdn Bhd</u> <u>A/C Qualifier: IVT Tan Chong Wei</u></p> <p>(3) A Participating Organisation must ensure that the names of the Directors, <del>paid Salaried</del> Dealer's Representatives or teams of <del>paid Salaried</del> Dealer's Representatives assigned with the Investment Account(s) and all transactions executed by the above persons in relation to the Investment Account(s) are properly recorded.</p> <p>(4) Investment Accounts must not be used for and on behalf of Clients of a Participating Organisation.</p> <p>(5) A Participating Organisation must open a separate Securities Account for each Investment Account and designate that account <del>as "IVT"</del> <u>in accordance with the requirements prescribed in paragraphs 2 or 2A, as the case may be.</u></p>
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DIRECTIVE NO. 8-002: DIRECTIVES ON REGULATED SHORT SELLING			
5.1	<p><b>Thresholds for suspension</b></p> <p><b>Total Gross Short Position threshold</b></p> <p>(1) The daily threshold for suspension prescribed by the Exchange pursuant to Rule 8.31 is triggered when the quantity of the total gross short position of an Approved Securities on a particular Market Day is 3% of the outstanding securities of the Approved Securities on that Market Day.</p> <p><b>Total Net Short Position threshold</b></p> <p>(2) In addition to the threshold in paragraph 5.1(1), the aggregate threshold for suspension prescribed by the Exchange pursuant to Rule 4.18 and Rule 8.31 is triggered when the aggregated quantity of the total net short position of an Approved Securities, PSS Securities (excluding the Permitted Short Selling of ETF units by an ETF Market Maker) or Dual List Securities, as the case may be, is at 10% of the quantity of the outstanding securities of such Approved Securities, PSS Securities (excluding the Permitted Short Selling of ETF units by an ETF Market Maker) or Dual List Securities, as the case may be.</p> <p><b>Net Short Position threshold for Permitted Short Selling of ETF units</b></p> <p>(3) In respect of a Permitted Short Selling of ETF units by an ETF Market Maker, the aggregate threshold for suspension prescribed by the Exchange pursuant to Rule 4.18 is triggered when the aggregated quantity of the total net short position of ETF units under the Permitted Short</p>	5.1	<p><b>Thresholds for suspension</b></p> <p><u>(1) The thresholds for suspension prescribed by the Exchange pursuant to Rule 4.18, Rule 8.31 and both Rules 4.18 and 8.31 are as follows:</u></p> <p><b>Total Gross Short Position threshold</b></p> <p><del>(1)</del> <u>(a) The</u> daily threshold for suspension prescribed by the Exchange pursuant to Rule 8.31 is triggered when the quantity of the total gross short position of an Approved Securities on a particular Market Day is 3% of the outstanding securities of the Approved Securities on that Market Day.</p> <p><b>Total Net Short Position threshold</b></p> <p><del>(2)</del> <u>(b) In addition to the threshold in paragraph 5.1(1) with the exception of paragraph 5.1(1)(c) below,</u> the aggregate threshold for suspension prescribed by the Exchange pursuant to Rule 4.18 and Rule 8.31 is triggered when the aggregated quantity of the total net short position of an Approved Securities, PSS Securities <del>(excluding the Permitted Short Selling of ETF units by an ETF Market Maker)</del> or Dual List Securities, as the case may be, is at 10% of the quantity of the outstanding securities of such Approved Securities, PSS Securities <del>(excluding the Permitted Short Selling of ETF units by an ETF Market Maker)</del> or Dual List Securities, as the case may be; <u>and</u></p> <p><b>Net Short Position threshold for Permitted Short Selling of ETF units <u>by an ETF Market Maker</u></b></p>



	Selling is at 100% of the quantity of the outstanding units of such ETF units.		<del>(3) – (e)(c)</del> In respect of a Permitted Short Selling of ETF units by an ETF Market Maker, the aggregate threshold for suspension prescribed by the Exchange pursuant to Rule 4.18 is triggered when the aggregated quantity of the total net short position of ETF units under <del>the</del> Permitted Short Selling <u>and Regulated Short Selling</u> is at 100% of the quantity of the outstanding units of such ETF units.
<b>5.2(1)</b>	(1) The suspension in relation to the circumstances described in paragraph 5.1(1), may be for the remaining Market Day from the time the suspension was instituted on that Market Day.	<b>5.2(1)</b>	(1) The suspension in relation to the circumstances described in paragraph 5.1(1) <u>(a)</u> , may be for the remaining Market Day from the time the suspension was instituted on that Market Day.
<b>5.2(2)</b>	(2) The suspension in relation to the circumstance described in paragraphs 5.1(2) and 5.1(3) respectively, may be for the period until the aggregated quantity falls below the threshold as set out in paragraphs 5.1(2) and 5.1(3) respectively.	<b>5.2(2)</b>	(2) The suspension in relation to the circumstance described in paragraphs 5.1 <del>(2)(b)</del> and 5.1 <del>(3)(c)</del> respectively, may be for the period until the aggregated quantity falls below the threshold as set out in paragraphs 5.1 <del>(2)(b)</del> and 5.1 <del>(3)(c)</del> respectively.
<b>5.2(3)</b>	(3) If a suspension for short selling is imposed under paragraph 5.1(1) on the shares of an Issuer or securities of a listed Collective Investment Scheme, which are Approved Securities (“ <b>Principal Securities of the total gross short position</b> ”), such suspension would also apply to:  (a) such other Approved Securities where its underlying instrument comprises the Principal Securities of the total gross short position, notwithstanding such securities has not triggered the threshold as set out in paragraph 5.1(1); and  (b) such Day Trading Eligible Securities where its underlying instrument comprises solely the	<b>5.2(3)</b>	(3) If a suspension for short selling is imposed under paragraph 5.1(1) <u>(a)</u> on the shares of an Issuer or securities of a listed Collective Investment Scheme, which are Approved Securities (“ <b>Principal Securities of the total gross short position</b> ”), such suspension would also apply to:  (a) such other Approved Securities where its underlying instrument comprises the Principal Securities of the total gross short position, notwithstanding such securities has not triggered the threshold as set out in paragraph 5.1(1) <u>(a)</u> ; <del>and</del>  (b) <del>such Day Trading Eligible Securities where its underlying instrument comprises solely the</del>



	Principal Securities of the total gross short position.		<del>Principal Securities of the total gross short position. [deleted]</del>
<b>5.2(4)</b>	<p>(4) If a suspension for short selling is imposed under paragraph 5.1(2) or 5.1(3) on the shares of an Issuer or securities of a listed Collective Investment Scheme, which are Approved Securities, PSS Securities or Dual List Securities, as the case may be (“<b>Principal Securities of the total net short position</b>”), such suspension would also apply to:</p> <p>(a) such other Approved Securities, PSS Securities or Dual List Securities, as the case may be, where its underlying instrument comprises the Principal Securities of the total net short position, notwithstanding such securities has not triggered the threshold as set out in paragraph 5.1(2) or 5.1(3); and</p> <p>(b) such Day Trading Eligible Securities where its underlying instrument comprises solely the Principal Securities of the total net short position.</p>	<b>5.2(4)</b>	<p>(4) If a suspension for short selling is imposed under paragraph 5.1<del>(2)(b)</del>, or 5.1<del>(3)(c)</del> on the shares of an Issuer or securities of a listed Collective Investment Scheme, which are Approved Securities, PSS Securities or Dual List Securities, as the case may be (“<b>Principal Securities of the total net short position</b>”), such suspension would also apply to:</p> <p>(a) such other Approved Securities, PSS Securities or Dual List Securities, as the case may be, where its underlying instrument comprises the Principal Securities of the total net short position, notwithstanding such securities has not triggered the threshold as set out in paragraph 5.1<del>(2)(b)</del> or 5.1<del>(3)(c)</del>; and</p> <p>(b) <del>such Day Trading Eligible Securities where its underlying instrument comprises solely the Principal Securities of the total net short position. [deleted]</del></p>
<b>5.2(5)(b), (e), (f) &amp; (g)</b>	<p>(5) For the purposes of paragraphs 5.1 and 5.2 above, the following applies:</p> <p>(b) “Day Trading Eligible Securities” has the same meaning assigned to that expression in the Directives on the Use of Day Trading Activities Account (Directive No. 7.05(1)-001);</p>	<b>5.2(5)(b), (e), (f) &amp; (g)</b>	<p>(5) For the purposes of paragraphs 5.1 and 5.2 above, the following applies:</p> <p>(b) <del>“Day Trading Eligible Securities” has the same meaning assigned to that expression in the Directives on the Use of Day Trading Activities Account (Directive No. 7.05(1)-001); [Deleted]</del></p>





	<p>(e) “the aggregated quantity of the total net short position of an Approved Securities” in paragraph 5.1(2) means the total net short position pursuant to Regulated Short Selling only;</p> <p>(f) “the aggregated quantity of the total net short position of a Dual List Securities” in paragraph 5.1(2) means the total net short position pursuant to Regulated Short Selling and Permitted Short Selling; and</p> <p>(g) “total gross short position” in paragraph 5.1(1) means the total gross short position pursuant to Regulated Short Selling, Intraday Short Selling and short selling under Day Trading.</p>		<p>(e) “the aggregated quantity of the total net short position of an Approved Securities” in paragraph 5.1<del>(2)</del><u>(1)(b)</u> means the total net short position pursuant to Regulated Short Selling only;</p> <p>(f) “the aggregated quantity of the total net short position of a Dual List Securities” in paragraph 5.1<del>(2)</del><u>(1)(b)</u> means the total net short position pursuant to Regulated Short Selling and Permitted Short Selling; and</p> <p>(g) “total gross short position” in paragraph 5.1(1)<u>(a)</u> means the total gross short position pursuant to Regulated Short Selling, <u>and</u> Intraday Short Selling <del>and short selling under Day Trading</del>.</p>
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**ANNEXURE 2A**  
**Amendments to the BMS Directives**  
**in relation to Harmonisation of the Framework for**  
**Proprietary Day Traders & Salaried Dealer Representatives Trading for Investment Account**



**ANNEXURE 2A**

**Schedule 1**

**Guidelines on Categories of Investors Trading on Bursa Malaysia Securities Berhad**

No.	Investor Categories	Description
1	Individual	refers to trades conducted for an account belonging to a person who is acting as the principal who is also the beneficiary.
2	Inter-broker	refers to trades conducted for an account belonging to a foreign broker acting as an intermediary, where the beneficiary is not known.
3	Institution	refers to trades conducted for an account belonging to a legal entity as listed below: <ul style="list-style-type: none"> <li>1. Bank</li> <li>2. Investment Trust/Foundation</li> <li>3. Investment Banks</li> <li>4. Insurance Companies</li> <li>5. Venture Capital Companies</li> <li>6. Corporate Advisory/Investment Advisory</li> <li>7. Clubs/Associations/Societies</li> <li>8. Cooperatives</li> <li>9. Private Limited Company (Sdn. Bhd./Pte. Ltd.)</li> <li>10. Limited Company (Bhd./Ltd.) <ul style="list-style-type: none"> <li>a) Trading</li> <li>b) Share Buy Back</li> </ul> </li> <li>11. Asset/Fund Management Companies</li> <li>12. Discount Houses <ul style="list-style-type: none"> <li>a) Sdn. Bhd. or Pte. Ltd.</li> <li>b) Bhd. or Ltd.</li> </ul> </li> <li>13. Clearing Houses <ul style="list-style-type: none"> <li>a) Sdn. Bhd. or Pte. Ltd.</li> <li>b) Bhd. or Ltd.</li> </ul> </li> <li>14. Foreign Broking house as the principal account owner with a Local Broking House</li> <li>15. Government Agencies</li> </ul>
4	Participating Organisation	refers to trades conducted for an account belonging to the Participating Organisation acting as principal, which includes the following: <ul style="list-style-type: none"> <li>1. Principal Account</li> <li>2. <del>Proprietary Day Trading Account</del> <i>[Deleted]</i></li> <li>3. Intraday Activities Account</li> <li>4. Investment Account</li> <li>5. Error Account</li> </ul>
5	Others	refers to trades conducted for accounts not belonging to any of the above investor categories

**ANNEXURE 2B**  
**Amendments to the BMS Rules and Directives in relation to**  
**Harmonisation of the Framework for**

**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



**Annexure 2B**

**Schedule**

No.	Name of Report	Appendix	Frequency	Timing of submission of periodic reports [paragraph 1.1(1)]	Timing of re-submission of periodic reports [paragraphs 1.1(2) and 1.1(3)]
1.	Market Positions of Participating Organisations	Appendix 1a	Weekly	By 5.30 p.m., of the first Market Day of the week following the date of the report	By 8.30 p.m., of the first Market Day of the week following the date of the report
2.	Margin Account Positions of Participating Organisations	Appendix 1b			
3.	Clients' Trust Monies, Commissioned Dealer's Representatives'/ Salaried Dealer's Representatives' Deposits and Overpledging of Shares	Appendix 1c			
4.	Investment, <del>Proprietary Day Trader (PDT)</del> & Error or Mistake Accounts of Participating Organisations	Appendix 1d			
5.	Securities Borrowing & Lending/ ISSBNT – List of Clients with collateral below 102%	Appendix 1e			
6.	<i>[Deleted]</i>	<i>[Deleted]</i>			
7.	Additional Explanatory Notes ( <i>for report item no. 1 to 5</i> )	Appendix 1f			
8.	Gearing Ratio and Shareholders' Funds	Appendix 2a	Monthly	By 5.30 p.m., not later than 10 Market Days from the last day of the reporting month	By 8.30 p.m., not later than 10 Market Days from the last day of the reporting month
9.	Maintenance of Margin Accounts – Equity Value <130% of the Outstanding Balance	Appendix 2b			
10.	Interest In Suspense and Provision for Bad & Doubtful Debts	Appendix 2c			

**Amendments to the BMS Rules and Directives in relation to  
Harmonisation of the Framework for**

**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



No.	Name of Report	Appendix	Frequency	Timing of submission of periodic reports [paragraph 1.1(1)]	Timing of re-submission of periodic reports [paragraphs 1.1(2) and 1.1(3)]
11.	Additional Explanatory Notes ( <i>for report item no. 8 to 10</i> )	Appendix 2d			
12.	Profit & Loss Statement of Participating Organisations	Appendix 3a	Quarterly	By 5.30 p.m., on the last Market Day of the fifth week, following the reporting quarter	By 8.30 p.m., on the last Market Day of the fifth week, following the reporting quarter
13.	Additional Explanatory Notes ( <i>for report item no. 12</i> )	Appendix 3b			
14.	Failure to Deliver (Buying-in without notice)	Appendix 4	As and when there is a buying-in without notice	By 5.30 p.m. on the buying-in day (T+2)	By 8.30 p.m. on the buying-in day (T+2)
15.	Failure to Deliver (Manual Buying-in)	Appendix 5	As and when there is a manual buying-in	By 5.30 p.m. on the buying-in day	By 8.30 p.m. on the buying-in day
16.	Securities Borrowing & Lending/ ISSBNT for potential failed trades	Appendix 6	As and when SBL/ISSBNT is utilised for potential failed trades	By 5.30 p.m. on the next Market Day	By 5.30 p.m. on the next Market Day

[End of Schedule]

**ANNEXURE 2B**  
**Amendments to the BMS Rules and Directives in relation to**  
**Harmonisation of the Framework for**

**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



**Annexure 2B**

Appendix 1d

**SUBMISSION TO BURSA MALAYSIA SECURITIES BERHAD ON**  
**INVESTMENT, ~~PDT~~ AND ERROR OR MISTAKE ACCOUNTS OF PARTICIPATING ORGANISATIONS**  
**(Weekly Submission)**

Participating Organisation : <<insert name of Participating Organisation>>  
 Position As At : month/date/year  
 (last market day of the week)

**Company's Investment In Quoted Shares (Shares Listed on Bursa Malaysia and Recognised Stock Exchanges)**

COST				Marked To Market Value As At End Of The Week RM
Position As At Beginning Of The Week RM	Acquisition During The Week RM	Disposal During The Week RM	Position As At End Of The Week RM	
0.00	0.00	0.00	0.00	

**Trades of PDTs**

COST				Marked To Market Value As At End Of The Week RM
Position As At Beginning Of The Week RM	Acquisition During The Week RM	Disposal During The Week RM	Position As At End Of The Week RM	
0.00	0.00	0.00	0.00	

**Company's Other Investments (eg. Money market instruments, Unit Trust & Private Debt Securities)**

COST				Marked To Market Value As At End Of The Week RM
Position As At Beginning Of The Week RM	Acquisition During The Week RM	Disposal During The Week RM	Position As At End Of The Week RM	
0.00	0.00	0.00	0.00	

**Company's Error or Mistake Account**

COST				Marked To Market Value As At End Of The Week RM
Position As At Beginning Of The Week RM	Addition During The Week RM	Disposal During The Week RM	Position As At End Of The Week RM	
0.00	0.00	0.00	0.00	

[End of Appendix 1d]

**ANNEXURE 2B**  
**Amendments to the BMS Rules and Directives in relation to**  
**Harmonisation of the Framework for**

**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



Appendix 1f

**SUBMISSION TO BURSA MALAYSIA SECURITIES BERHAD**  
**(Weekly Submission)**

Participating Organisation : <<insert name of Participating Organisation>>  
 For the reporting week ending : month/date/year

Additional Explanatory Notes (if any)

	ISSUES	ADDITIONAL EXPLANATORY NOTES
1	Clients' accounts (excluding discretionary financing & margin accounts)	
2	Clients' accounts classified under discretionary financing	
3	Margin Accounts, Clearing Accounts And Short-Selling Positions	
4	Margin Account Positions	
5	Clients' Trust Monies	
6	Commissioned Dealer's Representatives' / Salaried Dealer's Representatives' Net Deposits	
7	Overpledging Of Shares	
8	Company's Investment, <del>PDT</del> and Error Or Mistake Accounts	
9	Securities Borrowing & Lending / ISSBNT - List of clients with collateral below 102%	
10	Others	

[End of Appendix 1f]

**ANNEXURE 2B**  
**Amendments to the BMS Rules and Directives in relation to**  
**Harmonisation of the Framework for**  
**Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**



**Annexure 2B**

Appendix 3a

**SUBMISSION TO BURSA MALAYSIA SECURITIES BERHAD ON**  
**PROFIT & LOSS STATEMENT OF PARTICIPATING ORGANISATIONS**  
*(Quarterly Submission)*

Participating Organisation: <<insert name of Participating Organisation>>  
For the quarter ending on: month/date/year

Item	Retail A RM	Institutional B RM	Inter-broker C RM	Others D RM	Total E = A + B + C + D RM
<b>VALUE OF TRADES DONE</b>					
1. Online routed trades	0.00	0.00	0.00	0.00	0.00
2. Other trades	0.00	0.00	0.00	0.00	0.00
3. Trades in Recognised Stock Exchanges	0.00	0.00	0.00	0.00	0.00
<b>TOTAL VALUE OF SECURITIES TRADES DONE (1+2+3)</b>	0.00	0.00	0.00	0.00	0.00
<b>NUMBER OF DERIVATIVES CONTRACTS</b>					
4. Online routed trades	0.00	0.00	0.00	0.00	0.00
5. Other trades	0.00	0.00	0.00	0.00	0.00
6. Trades in Specified Exchanges	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NO. OF DERIVATIVES CONTRACTS DONE (4+5+6)</b>	0.00	0.00	0.00	0.00	0.00
<b>REVENUE</b>					
Gross <u>brokerage commission</u> for equities:					

## ANNEXURE 2B

Amendments to the BMS Rules and Directives in relation to  
Harmonisation of the Framework for

## Proprietary Day Traders &amp; Salaried Dealer's Representatives Trading for Investment Account



1. Online routed trades	0.00	0.00	0.00	0.00	0.00
2. Offline	0.00	0.00	0.00	0.00	0.00
<b>Total Gross Brokerage-Commission for equities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Less : Commission/incentives/salary/bonus to dealer's representatives:					
1. Online routed trades	0.00	0.00	0.00	0.00	0.00
2. Offline	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Net <u>brokerage-commission</u> for equities:					
1. Online routed trades	0.00	0.00	0.00	0.00	0.00
2. Offline	0.00	0.00	0.00	0.00	0.00
<b>Total Net Brokerage-Commission for equities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Gross <u>brokerage-commission</u> for derivatives					
1. Online routed trades	0.00	0.00	0.00	0.00	0.00
2. Offline	0.00	0.00	0.00	0.00	0.00
<b>Total Net Brokerage-Commission for derivatives</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Net BrokerageCommission</b>					
Interest Income:					
Placement & Deposit				0.00	
Share margin financing (SMF)				0.00	
Loans & advance (excluding SMF)				0.00	
Financial instruments				0.00	
Interest on amount due from holding / related company				0.00	
Other interest income				0.00	
<b>Sub Total</b>				<b>0.00</b>	
Interest expense:					
Interbank borrowing & deposit				0.00	
Loans & advances				0.00	
Other interest expense				0.00	
<b>Sub Total</b>				<b>0.00</b>	
<b>Net interest income</b>					
<b>Fee Income:</b>					
Advisory & arranger (Corporate Finance related)				0.00	
Underwriting & Placement				0.00	



Amendments to the BMS Rules and Directives in relation to  
Harmonisation of the Framework for

Proprietary Day Traders & Salaried Dealer’s Representatives Trading for Investment Account



Other (specify if more than 5% of total operating income)				0.00	
<b>Total Fee Income</b>					<b>0.00</b>
<b>Proprietary:</b>					
<del>Net gain/(loss) from proprietary day trading (PDT)</del>				0.00	
Net gain/(loss) from quoted shares (excluding PDT)				0.00	
Net gain/(loss) from other financial instruments / diminution in value of investment				0.00	
<b>Total Proprietary</b>					<b>0.00</b>
<b>Net income from Islamic Banking Operations</b>					<b>0.00</b>
<b>Other Income:</b>					
Dividend				0.00	
Bad debts recovered				0.00	
Provision for bad & doubtful debts written back				0.00	
Others (to specify if more than 5% of total revenue) - please provide in the attached worksheet in Page 2				0.00	
<b>Total Other Income</b>					<b>0.00</b>
<b>TOTAL REVENUE</b>					<b>0.00</b>
<b>EXPENSES</b>					
<b>Personnel expenses:</b>					
Wages & salaries				0.00	
Bonus				0.00	
Other				0.00	
<b>Total personnel expenses</b>					<b>0.00</b>
<b>Others:</b>					
Establishment costs					0.00



Marketing costs		0.00
Administration & general expenses		0.00
Bad debts written off		0.00
Impairment for bad & doubtful debts		0.00
Depreciation and amortisation of goodwill		0.00
Others (to specify if more than 5% of total expenses) - please provide in the attached worksheet in Page 2		0.00
<b>TOTAL EXPENSES</b>		<b>0.00</b>
<b>PROFIT / (LOSS) BEFORE TAX</b>		<b>0.00</b>
Less: Taxation & zakat		<b>0.00</b>
<b>PROFIT AFTER TAX</b>		<b>0.00</b>

## Annexure 2C

Relevant to	: Rule 7.05(1)
Introduced with effect from	: 2 May 2013
Amended	: 16 June 2017 vide R/R 7 of 2017, 16 April 2018 vide R/R 5 of 2018 and R/R 6 of 2018, 29 April 2019 vide R/R 1 of 2019, <del>and 7 December 2020 vide R/R 13 of 2020, and XX vide R/R of XX</del>
POs' Circular No(s).	: R/R 17 of 2006
Refer also to Directive No(s).	: 3-001, 7.05(1)-002

**1. ~~Introduction~~**

~~(1) Section 98(4)(c) of the Capital Markets and Services Act states that section 98(1) is not applicable for a sale of securities where:~~

~~(a) the securities are included in a class of securities in relation to which there is a provision in the rules of the stock exchange to the effect that the class of securities to which this paragraph applies;~~

~~(b) the sale is made as may be provided by the rules of the stock exchange; and~~

~~(c) at the time of the sale, neither the person who sold the securities, nor any person on behalf of whom the first mentioned person sold the securities, was an associate, in relation to the sale, of the body corporate that issued or made available the securities.~~

~~(2) Pursuant to the above section, a Participating Organisation is allowed to carry out Day Trading subject to compliance with the following directives.~~

~~(3) For the purposes of these Directives only:~~

~~“associated” has the same meaning as associated person in section 3 of the Capital Markets and Services Act;~~

~~“Day Trading Eligible Securities” means the securities prescribed by the Exchange under paragraph 2(1) including any changes that may be made by the Exchange under paragraph 2(2);~~

~~“Investment Account” means a trading account opened in the name of a Participating Organisation and used by the Participating Organisation for taking positions in securities with respect to its own investment for a period determined by the Participating Organisation.~~

~~(4) Nothing in these Directives is construed as prohibiting a Participating Organisation from using its Investment Account in taking proprietary positions on an intra-day buy and sell, in which case the provisions in these Rules in relation to Investment Account must apply to those positions.~~

**2. ~~Day Trading Eligible Securities~~**

~~(1) The Exchange prescribes all securities admitted to the Official List, excluding securities listed on the ACE Market and the LEAP Market as securities that fall within the class of securities to which section 98(4)(c) of the Capital Markets and Services Act applies and to which a short sale may be executed subject to the terms of these Directives.~~

~~(2) The Exchange may amend the list of Day Trading Eligible Securities from time to time.~~

**3. ~~Rule 7.05(1)~~**

~~(1) Rule 7.05(1) provides that a Participating Organisation may only open and operate the following types of trading accounts:~~

- ~~(a) — Proprietary Account in the name of the Participating Organisation;~~
  - ~~(b) — Client's account in the name of the respective Client; and~~
  - ~~(c) — Authorised Nominees account in the name of the Participating Organisation or its wholly owned nominee company.~~
- ~~(2) — In undertaking Day Trading, including executing a short sale in Day Trading Eligible Securities and in discharging the obligations under Rule 7.05(1), a Participating Organisation must comply with the following Directives.~~

### ~~3.1 — Opening of Day Trading Activities Account~~

- ~~(1) — A Participating Organisation may carry out Day Trading subject to the following conditions:~~
- ~~(a) — the Participating Organisation must close off any sell positions with buy positions on T day itself;~~
  - ~~(b) — the Participating Organisation must close off any buy positions with sell positions not later than T+1;~~
  - ~~(c) — only a Proprietary Day Trader may carry out any Day Trading on behalf of the Participating Organisation;~~
  - ~~(d) — the Participating Organisation must comply with these Rules and these directives and any other directives issued from time to time by the Exchange in relation to Day Trading;~~
  - ~~(e) — the Participating Organisation must ensure compliance with these Rules and these directives by its Proprietary Day Traders and must remain liable for all actions of its Proprietary Day Traders; and~~
  - ~~(f) — no Day Trading is allowed for ACE Market and LEAP Market securities.~~
- ~~(2) — A Participating Organisation must carry out all Day Trading in Day Trading Activities Accounts and in no other accounts.~~
- ~~(3) — A Participating Organisation may open and maintain a Day Trading Activities Account for the purposes stipulated under paragraph 3.1(1) subject to the following conditions:~~
- ~~(a) — the Day Trading Activities Account must be a proprietary account of the Participating Organisation;~~
  - ~~(b) — the Day Trading Activities Account must be opened in the name of the Participating Organisation;~~
  - ~~(c) — only a Proprietary Day Trader is authorised to operate a Day Trading Activities Account on behalf of the Participating Organisation;~~
  - ~~(d) — where more than one Day Trading Activities Account is opened, each account opened must be assigned to one Proprietary Day Trader only and no sharing of the account is allowed among the Proprietary Day Traders of the Participating Organisation;~~
  - ~~(e) — the “account qualifier” of each Day Trading Activities Account must contain the word “PDT” followed by the code of the Participating Organisation, the code of the Proprietary Day Trader in brackets and the full name of the Proprietary Day Trader as set out below;~~

~~Illustration:  
ABC Securities Sdn Bhd~~

~~A/C Qualifier: PDT (123-456) Tan Ah Kow~~

- ~~(f) — proper records must be maintained in respect of each Day Trading Activities Account opened by the Participating Organisation; and~~
- ~~(g) — Contract amendment as provided in Rule 8.09 is prohibited in relation to Day Trading Activities Accounts and/or the Securities Account stipulated in paragraph 3.1(4).~~
- ~~(4) — A Participating Organisation must open a separate Securities Account in the name of the Participating Organisation for each Day Trading Activities Account opened by the Participating Organisation and subject to the requirements in the Depository Rules, designate that Securities Account in accordance with the requirements stipulated in paragraph 3.1(3)(e).~~
- ~~(5) — A Participating Organisation must submit in such format prescribed by the Exchange the particulars of the Day Trading Activities Account and Securities Account operated by each Proprietary Day Trader.~~
- ~~(6) — The particulars of the Day Trading Activities Account and Securities Account operated by each Proprietary Day Trader must be submitted in writing to the Exchange, addressed to 'Head Market Surveillance Division'. The information must include the following:
  - ~~(a) — Trading Account and Securities Account numbers;~~
  - ~~(b) — Date the above accounts were opened;~~
  - ~~(c) — Name & Code of the Participating Organisation;~~
  - ~~(d) — Principal/Branch Office Code;~~
  - ~~(e) — Name of the Proprietary Day Trader;~~
  - ~~(f) — Date of Submission;~~
  - ~~(g) — Dealer Code; and~~
  - ~~(h) — Broker front end User ID.~~~~

### ~~3.2 — Suspension on Day Trading~~

- ~~(1) — Without prejudice to any other powers that may be conferred on the Exchange in these Rules and these directives, the Exchange may suspend any order entry into the order book in the ATS for any further short sale of the Day Trading Eligible Securities of an Issuer, where the Day Trading Eligible Securities is also an Approved Securities or a PSS Securities, as the case may be, if a suspension is imposed against the carrying out of:
  - ~~(a) — Permitted Short Selling on a PSS Securities in accordance with Part E of Chapter 4 of these Rules;~~
  - ~~(b) — Regulated Short Selling on an Approved Securities in accordance with Part C of Chapter 8 of these Rules; or~~
  - ~~(c) — Intraday Short Selling on an Approved Securities in accordance with Part D of Chapter 8 of these Rules.~~~~
- ~~(2) — Where the Day Trading Eligible Securities in paragraph 3.2(1) are shares of an Issuer, the suspension imposed on the Day Trading Eligible Securities pursuant to paragraph 3.2(1) is also applicable to the following:
  - ~~(a) — all classes of securities other than the shares issued by the Issuer; and~~
  - ~~(b) — all securities issued by any Issuer where the underlying instrument of the securities issued comprise solely the shares of an Issuer in relation to which the suspension pursuant to paragraph 3.2(1) has been imposed.~~~~
- ~~(3) — Unless directed otherwise by the Exchange, the suspension imposed on the Day Trading Eligible Securities pursuant to paragraph 3.2(1) will be removed concurrently when the suspension imposed against the carrying out of Permitted Short Selling, Regulated Short Selling or Intraday Short Selling as stipulated in paragraph 3.2(1) is uplifted.~~
- ~~(4) — [Deleted]~~

### 3.3 — Delivery and Settlement

~~For the avoidance of doubt, these Rules in particular Chapter 9 in relation to delivery and settlement of securities traded on the Exchange is applicable to both sell and buy trades respectively.~~

### 3.4 — Procedures and Controls

- ~~(1) — A Participating Organisation must establish and maintain adequate internal controls, systems and procedures to supervise and monitor its Day Trading in order to ensure compliance with these directives and any other directives that may be issued by the Exchange from time to time in relation to Day Trading. The internal controls, systems and procedures established by a Participating Organisation must include the following:~~
- ~~(a) — The criteria for the appointment of a Proprietary Day Trader;~~
  - ~~(b) — The value of trading limit set for each Proprietary Day Trader; and~~
  - ~~(c) — Monitoring mechanism in respect of the activities of its Proprietary Day Traders.~~
- ~~(2) — Where during the course of investigation and/or inspection on a Participating Organisation, the Exchange finds that the internal controls, systems and procedures established by a Participating Organisation are not adequate, the Exchange may direct the Participating Organisation to put in place the relevant internal controls, systems and procedures.~~
- ~~(3) — A Participating Organisation must report to the Exchange the following:~~
- ~~(a) — the net sell positions which have not been closed off in accordance with the requirements of paragraph 3.1(1)(a) and the reasons by 9.00 am on T+1;~~
  - ~~(b) — the net buy positions which have not been closed off in accordance with the requirements of paragraph 3.1(1)(b) and the reasons by 9.00 am on T+2; and~~
  - ~~(c) — the positions which are carried out for ACE Market and LEAP Market securities in breach of paragraph 3.1(1)(f) and the reasons by 9.00 am on T+1.~~
- ~~(4) — Pursuant to paragraph 3.1(5), a Participating Organisation must submit the report in the format attached to this Directive as **Appendix 1(a), 1(b) and 1(c)** (“Exceptional Reporting”) and in the following manner:~~
- ~~(a) — all reporting on the net sell positions which have not been closed off in accordance with the requirements of paragraph 3.1(1)(a) of these Directives must be in **Appendix 1(a)**;~~
  - ~~(b) — all reporting on the net buy positions which have not been closed off in accordance with the requirements of paragraph 3.1(1)(b) of these Directives must be in **Appendix 1(b)**;~~
  - ~~(c) — all reporting on the Day Trading carried out for ACE Market and LEAP Market securities in breach of paragraph 3.1(1)(f) of these Directives must be in **Appendix 1(c)**;~~
  - ~~(d) — a Participating Organisation must submit the Exceptional Reporting to the Exchange vide email address of **msdreporting@bursamalaysia.com** within the time prescribed under paragraph 3.4(3). The contents of the Exceptional Reporting must be verified by both the Head of Operations and the Head of Compliance and the submission is taken as a declaration by the above persons that the contents are true and accurate;~~
  - ~~(e) — if a Participating Organisation is unable to transmit the Exceptional Reporting by way of email due to system malfunction, the Participating Organisation must instead submit the duly completed and printed hardcopies of the Exceptional Reporting by way of~~

~~facsimile, courier or by hand within the time prescribed in paragraph 3.4(3) of these Directives and ensure that once the malfunction has been rectified, to transmit the Exceptional Reporting in the mode prescribed in paragraph 3.4(4)(d);~~

- ~~(f) — the Exceptional Reporting submitted by the Participating Organisation pursuant to paragraph 3.4(4)(e), must be executed by the Head of Operations and the Head of Compliance. In this respect, the Participating Organisations must ensure that the name and the designation of the authorised signatories are stipulated and the company's rubber stamp duly affixed on the printed hardcopies; and~~
- ~~(g) — for the purpose of submitting the Exceptional Reporting by way of facsimile pursuant to paragraph 3.4(4)(e), a Participating Organisation must fax the Exceptional Reporting addressed to 'Head Market Surveillance Division' to the facsimile number 03-2732 0764.~~

### ~~3.5 — Participating Organisation's association with Issuer~~

~~Without prejudice to any other provisions in these Rules, no Participating Organisation is permitted to execute any short sale of Day Trading Eligible Securities in relation to its Day Trading where the Participating Organisation is associated with the body corporate that issued or made available the Day Trading Eligible Securities.~~

### ~~3.6 — Actions by the Exchange~~

- ~~(1) — Without prejudice to any other powers of the Exchange contained in Part A of Chapter 15 of these Rules, the Exchange may summarily prohibit a Participating Organisation or a Proprietary Day Trader from carrying out Day Trading or any short sale of Day Trading Eligible Securities, or remove any other privileges accorded to the Participating Organisation or Proprietary Day Trader, or all of the above, in any manner or subject to any condition it deems fit, if the Exchange has reason to believe that the Participating Organisation or the Proprietary Day Trader:~~
- ~~(a) — has breached or is likely to breach any provision of these Rules, these Directives or any of the Exchange's other directives, guidelines or rulings issued from time to time; or~~
- ~~(b) — has committed or is likely to commit an offence under the Capital Markets and Services Act.~~
- ~~(2) — In taking any of the actions stipulated under paragraph 3.6(1), the provisions of Rule 2.02 will apply.~~

~~*[End of Directive]*~~

~~*[Deleted]*~~





<b>DIRECTIVES ON THE USE OF DAY TRADING ACTIVITIES ACCOUNT</b>	<b>No. 7.05(1)-001</b>
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**Appendix 1(a)**

Form \_\_\_\_\_ MSD/PDT  
 Report Name \_\_\_\_\_ PDT position reporting

**Part A \_\_\_\_\_ Exceptional reporting – Short sale carried forward (>T)**

Submission by  
 (PDT dealer) \_\_\_\_\_ (e.g. Dealer ID – XYZ) \_\_\_\_\_ (e.g. Dealer Name – Tan Ah Kow)

PDT Account \_\_\_\_\_ (e.g. 012-001-123456789)

#	Stock Code	Stock Name	Date (dd/mm/yy)	Quantity (in shares)			Reasons	Mitigation/Action Plan
				Shorted	Bought Back	Carry Forward		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*(Kindly insert new rows if the above is insufficient)*

We hereby acknowledge that the above has been verified and accurately reported as stipulated in accordance with **paragraph 3.4(4)(a)**

Reported by  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** **Authorised person** \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

Verified and reviewed  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

by  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Authorised Person** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[End of Appendix]*

*[Deleted]*

Form \_\_\_\_\_ MSD/PDT  
 Report Name \_\_\_\_\_ PDT position reporting

**Part B \_\_\_\_\_ Exceptional reporting – Long position carried forward (>T+1)**

Submission by  
 (PDT dealer) \_\_\_\_\_ (e.g Dealer ID – XYZ) \_\_\_\_\_ (e.g. Dealer Name – Tan Ah Kow)

PDT Account \_\_\_\_\_ (e.g 012-001-123456789)

#	Stock Code	Stock Name	Date (dd/mm/yy)	Quantity (in shares)			Reasons	Mitigation/Action Plan
				Shorted	Bought Back	Long Positions		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*(Kindly insert new rows if the above is insufficient)*

We hereby acknowledge that the above has been verified and accurately reported as stipulated in accordance with **paragraph 3.4(4)(b)**

Reported by  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** **Authorised person** \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

Verified and reviewed  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** **Authorised person** \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

by  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[End of Appendix]*

*[Deleted]*

Form MSD/PDT  
Report Name PDT position reporting

**Part C ~~Exceptional reporting – ACE Market / LEAP Market securities~~**

Submission by  
(PDT dealer) \_\_\_\_\_ (e.g. Dealer ID \_ XYZ) \_\_\_\_\_ (e.g. Dealer Name \_ Tan Ah  
Kow)

**Amendments to the BMS Rules and Directives  
in relation to Harmonisation of the Framework for the  
Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**

PDT Account \_\_\_\_\_ (e.g. 012-001-123456789)

#	Stock Code	Stock Name	Date (dd/mm/yy)	Quantity (in shares)			Reasons	Mitigation/Action Plan
				Shorted	Bought Back	Long Positions		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*(Kindly insert new rows if the above is insufficient)*

We hereby acknowledge that the above has been verified and accurately reported as stipulated in accordance with **paragraph 3.4(4)(c)**

Reported by  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** Authorised person \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

Verified and reviewed  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Position** Authorised person \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

by  
 \_\_\_\_\_  
 \_\_\_\_\_  
Authorised person \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[End of Appendix]*

*[Deleted]*

**Amendments to the BMS Rules and Directives  
in relation to Harmonisation of the Framework for the  
Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**

**AMENDMENTS TO THE BEST PRACTICES IN RELATION TO HARMONISATION OF THE FRAMEWORK FOR THE PDT & THE IVT**

PARA.	EXISTING PROVISIONS	PARA.	AMENDED PROVISIONS
<b>BEST PRACTICE NO. 3.36-001: RECOMMENDATIONS ON COMPLIANCE REPORTING</b>			
1.1(1)(b)	<p><b>(b) Dealer's Representatives</b></p> <p>The areas to be reported under this section should include:-</p> <ul style="list-style-type: none"> <li>▪ Information on dealer's representative who is not engaged in the office on a full time basis.</li> <li>▪ Exceptions on inactive dealer's representatives.</li> <li>▪ Exceptions on dealer's representatives who are involved in back office operations.</li> <li>▪ Ratio computations on the extent of Bumiputra participation and level of compliance with the relevant requirements.</li> <li>▪ Exceptions noted in respect of sharing of brokerage and standard remisier's agreement. To state period of coverage and the samples taken.</li> <li>▪ Exceptions on registration, renewal and cessation of dealer's representatives' licences.</li> <li>▪ Exceptions on unlicensed trading.</li> <li>▪ Instances of sharing of User-IDs and passwords and leaving BFE terminals unattended without temporarily logging off. To state the date and time of each visit to the trading floor.</li> </ul>	1.1(1)(b)	<p><b>(b) Dealer's Representatives</b></p> <p>The areas to be reported under this section should include:-</p> <ul style="list-style-type: none"> <li>▪ Information on <del>e</del>Dealer's <del>R</del>Representative who is not engaged in the office on a full time basis.</li> <li>▪ Exceptions on inactive <del>e</del>Dealer's <del>R</del>Representatives.</li> <li>▪ Exceptions on <del>e</del>Dealer's <del>R</del>Representatives who are involved in back office operations.</li> <li>▪ Ratio computations on the extent of Bumiputra participation and level of compliance with the relevant requirements.</li> <li>▪ Exceptions noted in respect of sharing of <del>brokerage</del> <u>commission</u> and standard remisier's agreement. To state period of coverage and the samples taken.</li> <li>▪ Exceptions on registration, renewal and cessation of <del>e</del>Dealer's <del>R</del>Representatives' licences.</li> <li>▪ Exceptions on unlicensed trading.</li> <li>▪ Instances of sharing of User-IDs and passwords and leaving BFE terminals unattended without temporarily logging off. To state the date and time of each visit to the trading floor.</li> </ul>
1.1(1)(f)	<p><b>(f) Brokerage</b></p> <p>The areas to be reported under this section should include:-</p> <ul style="list-style-type: none"> <li>▪ Exceptions noted on the brokerage charged and reflected in the contract notes. To state the period of coverage.</li> </ul>	1.1(1)(f)	<p><b>(f) <del>Brokerage</del>Commission</b></p> <p>The areas to be reported under this section should include:-</p> <ul style="list-style-type: none"> <li>▪ Exceptions noted on the <del>brokerage—</del>commission charged and reflected in the contract notes. To state the period of coverage.</li> </ul>



Amendments to the BMS Rules and Directives  
in relation to Harmonisation of the Framework for the  
Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account

Appendix 1	Please see Annexure 2D.	Appendix 1	Please see Annexure 2D.
<b>BEST PRACTICE NO. 8.16-001: DIRECT MARKET ACCESS HANDBOOK</b>			
3.9	<p><b>3.9 Order Technical Origin Authorization</b></p> <p>This risk filter is set by the DMA Participant according to the agreement it has with its client. If this risk filter is not set, all the activities are authorized for a client. This risk filter must be set correctly before authorizing a client to trade via DMA.</p> <p>The activities are listed below:</p> <p><b>A</b> : Other Front-end than Winscore  <b>R</b> : RSS sell order  <b>P</b> : PDT sell order  <b>I</b> : Internet Trading  <b>J</b> : Internet Trading RSS sell order  <b>K</b> : Internet Trading PDT sell order  <b>T</b> : Algorithmic Trading  <b>V</b> : Algorithmic Trading RSS sell order  <b>W</b> : Algorithmic Trading PDT sell order  <b>D</b> : Direct Market Access – Sponsored Access  <b>E</b> : Direct Market Access – Sponsored Access – RSS sell order  <b>F</b> : Direct Market Access – Sponsored Access – PDT sell order</p> <p>Notes:  a) A client should not be given P.  b) A dealer should not be given D, E, F.</p> <p>If you setup D for a DMA client, he won't be able to send RSS order.</p>	3.9	<p><b>3.9 Order Technical Origin Authorization</b></p> <p>This risk filter is set by the DMA Participant according to the agreement it has with its client. If this risk filter is not set, all the activities are authorized for a client. This risk filter must be set correctly before authorizing a client to trade via DMA.</p> <p>The activities are listed below:</p> <p><b>A</b> : <del>Other-Broker</del> Front-end than-Winscore  <b>R</b> : RSS sell order  <b>P</b> : <del>PDT sell order</del> [Deleted]  <b>I</b> : Internet Trading  <b>J</b> : Internet Trading RSS sell order  <b>K</b> : <del>Internet Trading PDT sell order</del> [Deleted]  <b>T</b> : Algorithmic Trading  <b>V</b> : Algorithmic Trading RSS sell order  <b>W</b> : <del>Algorithmic Trading PDT sell order</del> [Deleted]  <b>D</b> : Direct Market Access – Sponsored Access  <b>E</b> : Direct Market Access – Sponsored Access – RSS sell order  <b>F</b> : <del>Direct Market Access – Sponsored – PDT sell order</del> [Deleted]</p> <p>Notes:  a) A client should not be given P.</p>

**Amendments to the BMS Rules and Directives  
in relation to Harmonisation of the Framework for the  
Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account**

	<p><b>Example:</b> The DMA Participant ABC has a DMA Client XYZ, who is a PDT. Therefore, the authorized values are: W, F. If the Client XYZ tries to send an order with the tag 9941 set to D, his order will be rejected.</p>		<p><del>b) A dealer should not be given D, E, F.</del></p> <p><del>If you setup D for a DMA client, he won't be able to send RSS order.</del></p> <p><del><b>Example:</b> The DMA Participant ABC has a DMA Client XYZ, who is a PDT. Therefore, the authorized values are: W, F. If the Client XYZ tries to send an order with the tag 9941 set to D, his order will be rejected.</del></p> <p><del><i>[Deleted]</i></del></p>
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Annexure 2D  
Amendments to the BMS Rules and Directives  
in relation to Harmonisation of the Framework for the  
Proprietary Day Traders & Salaried Dealer's Representatives Trading for Investment Account



**COMPLIANCE PROGRAM  
FOR  
PARTICIPATING ORGANISATIONS**

## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 1.0 Trading Accounts

#### 1.1 Opening Of Trading Accounts

##### Objectives

- To ensure that the policies and procedures for opening of trading accounts are established
- To ensure compliance with the established policies and procedures

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Do the internal policies and procedures for opening of trading accounts include the following?:- <ul style="list-style-type: none"> <li>• Approving authorities (e.g. EDO, EDD, Credit Control Committee, BOD, etc) to approve the opening of trading accounts.</li> <li>• Clear policy of assignment of trading limits.</li> <li>• Clear policy on acceptable collateral.</li> <li>• The requirement to submit appropriate supporting documents.</li> <li>• Measures to ensure that all essential particulars and information about a client are obtained (including but not limited to the client's financing standing or creditworthiness and clients' investment objectives). POs shall also satisfy themselves that all such information is accurate before proceeding to open trading accounts for clients.</li> </ul>				
2. Has the approving authorities schedule (for principal and branch offices) been approved by the Board of Directors prior to implementation?				
3. Ensure that all clients have properly disclose the information as required in the manner according to Rules 5.15(8) and 5.15(9).				
4. Is the daily report on trading account opening or similar documents reviewed by an authorised person and does such report bear evidence of checking?				
5. Tagging of Securities account to Trading account Verify the clients' data in back office system against CDS; all clients' trading account opened shall be tagged to a Securities account.				
6. Check the accounts opened against the respective application forms to ensure that all accounts opened are duly supported.				

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
<p>Peruse application forms and ensure that:</p> <ul style="list-style-type: none"> <li>• Application forms are duly completed by the applicant and signed by the approving authorities as evidence of approval.</li> <li>• Approval on the application is granted before the client's first transaction.</li> <li>• Application forms are supported by at least the following documents:</li> </ul> <p><u>Individual</u></p> <ul style="list-style-type: none"> <li>• Clear and legible photocopy identity card attached to the application form.</li> </ul> <p><u>Corporate</u></p> <ul style="list-style-type: none"> <li>• Board Resolution to open trading account, trade in securities, appointment of signatories to open trading account and deal in securities.</li> <li>• Copy of constitution (if any). The constitution must include a clause which allows the client to deal in securities.</li> <li>• Certified copies of Notice of registration, Return of allotment of shares and Notification for change in the registered address/ Particulars of change or alteration relating to foreign company.</li> </ul> <p><u>Nominee</u></p> <ul style="list-style-type: none"> <li>• In addition to the requirements spelt out for corporate clients, the following is also applicable: <ul style="list-style-type: none"> <li>- name of the principal (ie. beneficial owner) for whom the agent is acting for and written evidence on the agent's authority to trade.</li> </ul> </li> <li>• Ensure that all clients' accounts under the nominees (in CDS) are identifiable and designated with the full name of the clients and not designated with a symbol or number.</li> </ul> <p><u>DMA Clients</u></p> <ul style="list-style-type: none"> <li>• Ensure DMA clients have executed an agreement.</li> </ul> <p><b><u>MULTIPLE TRADING ACCOUNTS</u></b></p> <p>1. POs shall maintain one trading account for every client. If the PO allows clients to open more than 1 trading account at either the principal office or branches, or both, PO must meet the minimum requirements:-</p>				

## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
a) only 1 Securities account is allowed to be maintained for each individual client with the PO irrespective of how many trading account he has opened; and b) for corporate/institutional client, the client has the option to tag any trading account with any Securities account at its discretion;  2. Ensure that individual clients are limited to maintaining not more than:- a) 5 trading accounts, if the PO has no branch offices; b) 10 trading accounts, if the PO has branch offices.  3. Review the policies and procedures on maintenance of multiple trading accounts, ensure that procedures on Chinese wall and firewalls have been incorporated.				

### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 1.2 Maintenance of Trading Accounts

#### Objectives

- To ensure that proper records of trading accounts are maintained.
- To ensure that monthly statements are sent to account holders for their records/reference purposes.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the PO maintain records in respect of the following information (either in account opening form, back office system or report) for all accounts opened: <ul style="list-style-type: none"> <li>• Date of account opened;</li> <li>• Client's financial position;</li> <li>• Name of the officer who approved the account opening and date of such approval;</li> <li>• Types of transactions for which the account is approved;</li> <li>• Information in relation to transactions effected:               <ul style="list-style-type: none"> <li>a) Particulars of all transactions;</li> <li>b) Current position of the account.</li> </ul> </li> <li>• The <del>e</del>Dealer's <del>r</del>Representative handling the account.</li> </ul>				
2. The outstanding balance in each account should be readily identifiable with specified transactions and with the date the transactions occurred.				
3. Ensure that monthly statements are sent to clients. The statements shall contain the following: <ul style="list-style-type: none"> <li>(i) Movement of clients' assets (e.g. monies, collateral, etc.); and</li> <li>(ii) Interest and other charges imposed.</li> </ul>				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 1.3 Updating Of Trading Account Particulars

#### *Objectives*

- To ensure that internal controls are adequate to prevent unauthorised update of client's particulars.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Review the internal policies and procedures for updating of account particulars and ensure that it is adequate.  2. Ensure that there is proper segregation of duties between staff who:- a. Initiates the update; b. Approve the update; and c. Confirm/check the updated information.  3. Ensure that the report generated by back office system upon completion of every update is checked by authorised personnel.				

#### **Conclusion**

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 2.0 Dealer's Representatives ("DR")

#### Objective

- To ensure that PO comply with the Rules on the conducts of DR.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Note licensed DRs who were not dealing in securities for more than 3 consecutive months. Note DRs who were attached to back office. Inform SC on this.				
2. Ensure that DRs do not share their commission directly/ indirectly with any person.				
3. Ensure that the PO has notified the Exchange and the SC in writing on cessation of employment of DR and deleted/disabled the BFE user-ID immediately.				
4. Ensure that a trainee DR is not in whatsoever form carrying out the functions of a DR i.e. dealing in securities.				
5. Review the Remisier's Agreement (RA) and ensure that: <ul style="list-style-type: none"> <li>The required clauses have been incorporated accordingly;</li> <li>No contradicting terms and conditions are incorporated in the agreement of which may deviate from the Exchange's requirements.</li> </ul>				
6. Ensure that the PO and all of its remisiers have complied with the Rules by executing the agreement.				
7. Ensure that the security deposit placed by remisiers for trading purpose are segregated from clients' deposit and are safeguarded. Record must be maintained for security deposit of each remisier:- <ol style="list-style-type: none"> <li>collateral in the form of cash shall be maintained in a Remisiers' Trust Account;</li> <li>collateral in the form of quoted securities shall be maintained in a pledged securities account.</li> </ol>				
8. Ensure that DRs are being assigned with the correct trading limits daily based on the policies and procedures.				

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
9. For increase in limit during trading hours, ensure that it is done in accordance with the policies and procedures.  10. Ensure that there are no sharing of passwords and User-IDs among DRs. The “Re-assignment” and “Associate” functions should be used. Ensure that the use of these functions comply with the company’s policies and procedures.  11. Ensure that the DRs temporarily log-off when they are away from their workstation. This will prevent unauthorised usage of the terminal.				

**Conclusion**

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 3.0 Segregation of Duties and Policies and Procedures

#### Objective

- To ensure adequate segregation of duties between operations and dealing.
- To ensure that there are adequate policies and procedures being established for all areas of the company's operations.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that there is segregation of duties between employees dealing in securities and those having duties administrative or operational in nature in Principal office and branches.				
2. Ensure that the PO has established a code of conduct for its employees and <del>d</del> Dealer's <del>r</del> Representatives which shall address, among others, conflict of interest situations.				
3. Ensure that there are adequate policies and procedures in respect of all areas of the company's operations including at the branches. Adequate policies and procedures must also be in place to monitor and supervise <del>d</del> Dealer's <del>r</del> Representatives. All operations manuals must be approved by the Board before implementation and must be regularly updated.				
4. Ensure that the branch offices adopt the same policies and procedures as the Principal Office.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 4.0 Complaints

#### Objective

- To ensure that the PO comply with the Rules on handling of complaints.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the PO has established written procedures for handling of complaints.				
2. Ensure that the PO has appointed staff at the Principal office and branch offices to handle clients' complaints as required. The name of these staff must be prominently displayed at the premises.				
3. Ensure that a register of complaints is maintained, including copies of written complaints received and copies of PO's replies.				
4. Review the complaints lodged. Ensure that the complaints are handled properly and in accordance with the established policies and procedures.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 5.0 Business Policies and Practices by PO

#### Objectives

- To ensure that the PO comply with the Rules and directives on imposition of new business policies or practices.
- To ensure that clients and eDealer's fRepresentatives are treated fairly and consistently.

Compliance Procedures	Completed by		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the following are followed for new internal policy issued: <ul style="list-style-type: none"> <li>a. a sufficient notice on the impending change has been issued to clients;</li> <li>b. the changes shall only be implemented after a lapse of one trading session, not including the trading session during which the notice was issued.</li> </ul> 2. For policies relating to eDealer's fRepresentatives, ensure that the policies are applied fairly and consistently among all the eDealer's fRepresentatives. These include policies on suspension of remisiers, trading limits assigned, trading multiples, deposits requirement, etc.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 6.0 Brokerage Commission

#### Objectives

- To ensure that brokerage commission charge on each transaction complied with Exchange's directives.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the <u>brokerage commission</u> charged by the PO are in accordance with prescribed rates stipulated.				
2. Ensure that the <u>brokerage commission</u> charged is shown on every contract note. No net contracts are allowed.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 7.0 Advertising

*Objective*

- To ensure that the PO complies with the Rules on advertising.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Peruse through publications for the purpose of soliciting or attracting business e.g. catalogue, pamphlet, etc. and also the following publications: a) Recruitment/vacancies; b) Tombstone; c) Change of address; d) Resignation of staff; e) Change in telephone numbers; f) Listing of telephone numbers; g) Congratulatory messages; h) Condolence messages; i) Communication in yellow pages; j) Communication in financial magazine; k) Communication in World Directory; l) Notice of book closure; and m) Notice of Annual General Meeting.				
2. Ensure that the publications are in compliance with the Rules.				
3. Ensure that the publication materials are vetted and reviewed before they are issued.				

### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 8.0 Training

#### Objective

- To ensure that adequate training system and program is established.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the PO has established a comprehensive training system and program. The training system and program should: <ul style="list-style-type: none"> <li>a) Ensure continuous improvements in critical areas of principal activities and operations; and</li> <li>b) Enhance the technical knowledge and knowledge of applicable legal and regulatory requirements.</li> </ul>				
2. Ensure that the training system and program are documented and the program should: <ul style="list-style-type: none"> <li>• set out the details of the training program that the PO proposes to implement;</li> <li>• be regularly updated in line with the development of the industry.</li> </ul>				
3. Ensure that the PO maintains proper records for training provided.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 9.0 Dissemination of Information

#### *Objective*

- To ensure that the PO complies with the Rules by promptly disseminating the relevant notices issued by the Exchange and the SC to **e**Dealer's **r**Representatives and employees.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the PO disseminates notices, bulletins and circulars issued by the Exchange and the SC to its <b>e</b> Dealer's <b>r</b> Representatives and employees promptly.				
2. Ensure that policies and procedures on dissemination of information are established. The procedures should include: <ol style="list-style-type: none"> <li>a. Predetermined timeframe for information received to be disseminated to all staff (including branch) under normal circumstances.</li> <li>b. Ways to ensure that all relevant staff is aware/ have received such information.</li> <li>c. The need to conduct briefing for all staff concerned to ensure no misinterpretation and no conflict in opinion.</li> <li>d. Appointing an officer to act as co-ordinator in assisting others to resolve/overcome difficulties arising with the implementation of new requirements/ guidelines.</li> </ol>				

#### **Conclusion**

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 10.0 Stamp Duty

#### Objective

- To ensure that stamp duty is appropriately charged and remitted.

Compliance Procedures	Completed By		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the stamp duty on contract notes are appropriately imposed and remitted.				

#### Conclusion

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## COMPLIANCE PROGRAM FOR PARTICIPATING ORGANISATIONS

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### 11.0 Research Office

#### Objectives

- To ensure that research office is properly maintained.
- To ensure that research office is strictly used for research purposes only.

Compliance Procedures	Completed by		W/P Ref.	Remarks
	Initial	Date		
1. Ensure that the research department/office is engaging solely in research activities and does not conduct any dealing activities.				
2. Ensure that the research department/office is physically segregated from other operational activities.				
3. Ensure that the PO has a valid publishing licence issued by Kementerian Dalam Negeri.				

#### Conclusion:

[End of Best Practice]

*[End of Amendments to BMS Directives]*

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