

6.9 Inter Branch Transactions With Regards To Transfer Requests

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

- 6.9.1 Ensure that the depositor is present in person to perform the CDS transaction request(s).
- 6.9.2 Verify the signature of the depositor on the FTF010 against the ADA's records of specimen signature(s).
- 6.9.3 Reject the request if the signature differs.
- 6.9.4 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.
- 6.9.5 Ensure that ADA copies of the FTF010 bearing the IBT rubber-stamp are properly filed.
- 6.9.6 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.*

6.10 Transmitting Transfer Confirmation Report To Bursa Depository

6.10.1 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.*

6.11 Sorting And Packing Of Forms

6.11.1 Sort and pack the **Bursa Depository copy** of the FTF010 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:** Item (c) above is not applicable for FTF010 that contained more than one (1) securities.*

6.11.2 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.

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

6.12 Submission Of Transfer Requests To Bursa Depository

- 6.12.1 Klang Valley's ADA and ADA's branches must submit Bursa Depository's copies of the FTF010s to Bursa Depository by the first (1st) market day of the following week or such other day as instructed by Bursa Depository.

- 6.12.2 ADA and ADA's branches located outside Klang Valley must submit Bursa Depository's copies of the FTF010s to Bursa Depository by the second (2nd) market day of the following week or such other day as instructed by Bursa Depository.

6.13 ADA Returning Rejected Transfer Requests To The Depositor

- 6.13.1 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.
- 6.13.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 6.13.3 File the acknowledgement letter together with the Transfer Cancellation Report.

6.14 Filing Of Documents

6.14.1 File the following documents:-

- a. ADA copy of FTF010
- 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.

