

This chapter stipulates the procedures to be complied with by the ADM with respect to accepting, verifying, keying-in, filing and rejecting Securities Deposit Request Forms (FDE010), scrips, external instrument of transfer for the relevant securities or any other instruments of transfer accepted by the Exchange as well as submission of these documents to Bursa Depository. All deposit procedures detailed in this chapter are also applicable for deposit of unlisted securities.

All the activities of the ADM with respect to the treatment of new scrip and instruments of transfer in the deposit functions are stipulated here below.

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

EXEMPTION FROM MANDATORY DEPOSIT

Pursuant to Rules 6.01A(3)(a)(iii) and 27.01A(3)(a)(iii), the following four (4) classes of securities are exempted from the requirement of mandatory deposit:-

- A. Securities or class of securities of an issuer, which is subject to an existing court order that restrains any dealing in the securities obtained:-
- Prior to 1st December 1998; or
 - On or before the prescribed date

Note: Prescribed date, in relation to any prescribed security means the date specified in a notice given by a stock exchange under subsection 14(3) as being the last day on which the prescribed security may be traded on a stock market of the stock exchange unless such security has been deposited with the Central Depository.

(collectively referred to as “the relevant date”)

provided that the respective share registrars have been properly served with a copy of that court order on or before the relevant date and an undertaking is given to Bursa Depository and the share registrar by the parties to the proceedings stating that the person entitled to the securities as per the decision of the court shall deposit the securities with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit

1. The following are provisions for the deposit of securities where the suit is finally disposed:-

- a. The depositor, i.e. the person entitled to the securities as stipulated in the documents stated below, must deposit all the certificates into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-
- i. **Securities Deposit Request Form (FDE010)** (Appendix 38)
 - ii. Certified true copy (certified by a solicitor) of the documents evidencing the final disposal of all claims in the relevant suit (for example the settlement agreement / court order / notice of discontinuance)
 - iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

Note: *The depositor must deposit the certificates with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit..*

- B. Securities or class of securities of an issuer, belonging to a deceased person, in respect of which an application for a Grant of Probate or Letters of Administration is made or an application to reseal the same pursuant to the Probate and Administration Act 1959 has been filed in the Courts of Law in Malaysia or with any other relevant authorities in Malaysia:-

- Prior to 1st December 1998; or
- On or before the prescribed date

Note: *Prescribed date, in relation to any prescribed security means the date specified in a notice given by a stock exchange under subsection 14(3) as being the last day on which the prescribed security may be traded on a stock market of the stock exchange unless such security has been deposited with the Central Depository.*

(collectively referred to as “the relevant date”)

provided that the petitioner submit to the respective share registrar:-

1. Certified true copy (certified by solicitor) of the death certificate

2. Certified true copy (certified by solicitor) of the Petition (duly acknowledged receipt by the Court)

The petitioner shall also submit to Bursa Depository and the respective share registrar before the relevant date, a Letter of Undertaking executed by the proposed executor or administrator stating that, the securities will be deposited with Bursa Depository within six (6) months from the date of extraction of the Grant of Probate or Letters of Administration or the resealed Grant of Probate or Letters of Administration.

3. The following are provisions for the deposit of securities which fall within the above category where the Grant of Probate or Letters of Administration or resealed copies of the same have been extracted:-

- a. All certificates of the deceased person must be deposited by the executor(s) / administrator(s) into the executor / administrator's CDS account by submitting the following documents:-

- i. FDE010
- ii. Certified true copy (certified by a solicitor) of the Grant of Probate or Letters of Administration (as the case may be)

Note: *The executor / administrator must deposit the certificates with Bursa Depository within six (6) months from the date of the extraction of the Grant of Probate or Letters of Administration or resealed copies of the same.*

- C. Securities or class of securities of an issuer, which have been seized or confiscated by any person duly authorised under any written law

1. The following are provisions for the deposit of securities where the authorities have released the certificates after seizure or confiscation:-

- a. All certificates must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- i. FDE010
- ii. Certified true copy (certified by a solicitor) of the original letter from the relevant authorities confirming the release of the certificates to the depositor.

- iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

Note: *The depositor must deposit the share certificates with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in clause 1a(ii) above.*

D. Securities or class of securities of an issuer, which is subject to Section 583 of the Companies Act 2016.

1. The following are provisions for the deposit of securities subject to Section 583 where the owner claims for the certificates before the expiry of ten (10) years:-

a. All certificates must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- i. FDE010
- ii. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming the release of the share certificates to the depositor
- iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

2. The following are provisions for the deposit of securities by the Minister charged with the responsibility for finance ("Minister of Finance") pursuant to Section 583 (2) of the Companies Act 2016 where the owner does not claim for the certificates within ten (10) years:-

a. All certificates must be deposited into the Minister of Finance's CDS account by submitting the following documents:-

- i. FDE010

- ii. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming that the whereabouts of the shareholder remain unknown resulting in the deposit of securities into the Minister of Finance's CDS account pursuant to Section 583 (2) of the Companies Act 2016.

Note: The depositor or the Minister of Finance, where applicable, must deposit the certificates with Bursa Depository within six (6) months from the date of issuance of the letter(s) in clause 1a(ii) and 2a(ii) above.

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Final reminder

- i. All share certificates must be deposited with Bursa Depository via the ADA or ADM
- ii. Where the share certificates are not deposited with Bursa Depository within the time frame prescribed above, the depositor shall be in breach of Section 9 of the Securities Industry (Central Depositories) Act 1991 and therefore guilty of an offence punishable under Section 51 of the Securities Industry (Central Depositories) Act 1991
- iii. For securities falling within the above categories, in the event that there is more than one beneficial owner to the securities in the form of physical share certificates, the splitting of share certificates according to their distribution is required before the deposit of share certificates into their respective CDS account.

EXEMPTION FROM MANDATORY DEPOSIT (DOES NOT REQUIRE ANY PROCESSING BY ADAs)

There are two (2) other classes of securities that are exempted from the requirement of mandatory deposit and if a deposit of such securities are required to be made, such deposit will be processed by the issuer or its share registrar. These two (2) categories are:

- I. Securities or class of securities of an issuer, which are listed on a Foreign Stock Exchange whereby:
 - (a) the holders of that securities have invested in the securities of the issuer in that Foreign Stock Exchange; and
 - (b) such holdings are recorded in the Foreign Register.

In this paragraph (I) -

“Foreign Register” means the register of holders maintained by an issuer which is listed on a Foreign Stock Exchange in the jurisdiction of that Foreign Stock Exchange; and

“Foreign Stock Exchange” means a foreign stock exchange on which an issuer is listed or approved to be listed.

1. The following are provisions for the deposit of securities into the relevant CDS account of depositor as the result of a request from the holder of securities of an issuer listed or approved to be listed on other foreign stock exchange for transmission of securities in accordance with the listing requirements and/or rules of the relevant stock exchange from the register maintained by the issuer in the jurisdiction of the other foreign stock exchange to the register maintained by the issuer in Malaysia:-

a. The request for crediting the transmitted securities into the CDS account of the depositor i.e. registered holder of the transmitted securities or into an authorised nominee account’s CDS account where the depositor is indicated as the beneficial owner will be processed by the local share registrar upon receiving amongst others the following documents:-

- i. Duly executed instrument of transfer, whereby the transferor’s column of instrument of transfer has been duly completed and signed by the registered holder of the transmitted securities
- ii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation from the EAN that the beneficial owner of the EAN account is the registered holder of the transmitted securities.

II. Securities or class of securities of an issuer, which are deposited and settled in the Real Time Electronic Transfer of Funds and Securities (RENTAS) system which is operated by the Malaysian Electronic Clearing Corporation Sdn. Bhd. (a subsidiary of Bank Negara Malaysia)

Important Note: ***Please be advised the normal procedures for deposit of certificate as stated in this chapter is NOT applicable for Category (E) of Exemption From Mandatory Deposit.***

5.1 Accepting Securities Deposit Requests

5.1.1 Receive the following for each deposit request:-

- a. FDE010 duly completed for each security and scrip and external instrument of transfer with the Transferor Part duly completed; or
- b. FDE010 duly completed for each security and scrip and pre-printed instrument of transfer on the reverse of the scrip with the Transferor Part duly completed; or
- c. FDE010 duly completed for each security and scrip and pre-printed instrument of transfer on the reverse with attached external instrument of transfer, the Transferor Part duly completed.

5.1.2 Where two (2) or more types of securities are lodged, ensure that a separate FDE010 and external instrument of transfer (if applicable) for each type of security is completed.

5.2 Verification Of Securities Deposit Requests

5.2.1 Verification Of FDE010, Scrip And External Instrument of Transfer

- 5.2.1.1 Verify the signature of the depositor on the FDE010 against the ADM's records of specimen signature(s).
- 5.2.1.2 Verify every scrip and external instrument of transfer against the **Checklist for Verification of Deposit Request** (Appendix 39).
- 5.2.1.3 Reject the deposit if there is (are) error(s) or discrepancy(ies) or non-compliance with Appendix 36. Return the FDE010, scrip and external instrument of transfer to the depositor.

Postdated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

- 5.2.1.4 If the deposit consists of more than one (1) scrip of the same security and with the same registered holder, only one (1) external instrument of transfer may be completed for that deposit.
- 5.2.1.5 Affix the ADM's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".
- 5.2.1.6 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatories of the ADM before data entry.
- 5.2.1.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.2.1.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.2.1.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.

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

5.2.1.11 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data Into The CDS.

5.2.2 Verification Of FDE010 And Scrip (With Pre-printed Instrument of transfer On The Reverse Of Scrip)

5.2.2.1 Verify the signature of the depositor on the FDE010 against the ADM's records of specimen signature(s).

5.2.2.2 Verify every scrip (with pre-printed instrument of transfer on the reverse of the scrip) and the duly completed instrument of transfer on the reverse of scrip, against the Checklist for Verification of Deposit Request (Appendix 36).

5.2.2.3 Reject the deposit if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 36. Return the FDE010, and scrip (with pre-printed instrument of transfer on the reverse of the scrip) to the depositor.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

5.2.2.4 Affix the ADM's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".

5.2.2.5 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatory(ies) of the ADM before data entry.

5.2.2.6 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

5.2.2.7 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies).

- 5.2.2.8 Any amendments made in the “for office use only” column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM’s name affixed.
- 5.2.2.9 Where the amendments are signed by the depositor, verify the signature against the ADM’s records of specimen signature(s).
- 5.2.2.10 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data into The CDS.

5.2.3 Verification Of FDE010, Scrip (With Pre-printed Instrument of Transfer On The Reverse Of Scrip) And External Instrument of transfer

- 5.2.3.1 Verify the signature of the depositor on the FDE010 against the ADM’s records of specimen signature(s).
- 5.2.3.2 Verify every scrip (with pre-printed instrument of transfer on the reverse of the scrip) and the duly completed external instrument of transfer, against the Checklist for Verification of Deposit Request (Appendix 36).
- 5.2.3.3 Reject the deposit if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 36. Return the FDE010, scrip (with pre-printed instrument of transfer on the reverse of the scrip) and external instrument of transfer to the depositor.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

- 5.2.3.4 If the deposit consists of more than one (1) scrip of the same security and with the same registered holder, only one (1) external instrument of transfer may be completed for that deposit.
- 5.2.3.5 Affix the ADM’s company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".
- 5.2.3.6 Ensure the "verified by" and “approved by” columns are completed by two different Authorised Signatories of the ADM before data entry.

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- 5.2.3.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.2.3.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.2.3.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.
- 5.2.3.10 Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).
- 5.2.3.11 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data Into The CDS.

5.2.4 Verification Of FDE010 And Moratorium Securities

- 5.2.4.1 Verify the signature of the depositor on FDE010 against the ADM's records of specimen signature(s).
- 5.2.4.2 Ensure the moratorium certificates are correctly stated in FDE010 using the appropriate stock code. These certificates are denoted by the existing stock code of that particular counter followed by an "MM" after the stock code.
- 5.2.4.3 Moratorium securities may be deposited into:-
- a. The CDS account of the registered holder of the moratorium certificates, or
 - b. A pledged securities account under the name of an authorised nominee. However, the account qualifier must have the word "Pledged Securities Account" followed by the fullname of the registered holder of the moratorium certificate. This request must also be accompanied by a **Moratorium Shares Declaration** (Appendix 40) signed by

the CDS depositor, i.e. the authorised nominee, stating that the deposit of shares will not result in any change in the beneficial ownership of the said certificate.

- 5.2.4.4 Any request to deposit moratorium securities into a CDS account other than the above is not permitted.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

- 5.2.4.5 Affix the ADM's company rubber-stamp on FDE010 at the space marked "to be completed by the ADA/ADM".
- 5.2.4.6 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatories of the ADM before data entry.
- 5.2.4.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.2.4.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.2.4.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.
- 5.2.4.10 Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).

5.3 Keying-In Deposit Data Into The CDS

- 5.3.1 Enter all deposit data using the CDS "Deposit Maintenance" screen. Ensure that alphabets or beginning zeroes of the scrip number are keyed-in as per **Standard Guidelines For Keying-In Share Certificate Numbers** (Appendix 41).

Note: If there is prior approval from Bursa Malaysia Depository to waive on the deposit fee, ADAs are required to click on the fee waived and enter the letter reference number. Failing to enter both the information, may result in the billing for the deposit transaction.

- 5.3.2 Ensure the "data entry by" column in FDE010 is completed by the data entry personnel.

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

- 5.3.3 When details of a scrip reported lost/stolen is keyed-in, the system will send an appropriate error message to the terminal. Re-enter the data in case of a data entry error, otherwise reject the scrip.

- 5.3.4 Ensure that scrip numbers in running order to be keyed-in using the block scrip entry facility, are made up of at least four (4) digits. Key-in individually, scrip numbers in running order which are of three (3) digits or less.

- 5.3.5 Upon completion, the deposit reference number will be generated and displayed on the CDS terminal.

- 5.3.6 Record the deposit reference number on the FDE010

Note:

- (i) All accepted deposit requests lodged by the depositor before 12.00pm on any market day must be keyed-in to the CDS terminal before 12.30pm on the same market day
- (ii) Where deposit requests are lodged after 12.00pm, and are not keyed-in for value the same day, these requests must be keyed-in before 12.30pm on the following market day
- (iii) Any data keyed-in 12.30pm and after will be considered as deposit requests for the next market day

- (iv) *Amendment cut-off time for deposits keyed-in to the CDS terminal before 12.30pm, is 3.00pm or any specific time decided by Bursa Depository.*

5.3.7 The ADM is to print and print and provide the depositor the tax invoice (Appendix 72) from the CDS in respect of the fee for the deposit transaction unless the depositor indicates he does not required the same.

Note: **In the event there is a request from a depositor to reprint the original tax invoice, the ADM is to reprint the tax invoice from CDS and endorse it with a rubber stamp bearing the word “COPY” on the top section of the reprinted tax invoice before forwarding it to the depositor.**

5.4 Acknowledge Receipt Of Deposit Requests

- 5.4.1 Receive the deposit fee and the relevant GST amount.
- 5.4.2 Return the **Depositor copy** of the FDE010 to the depositor as acknowledgement **only after the deposit reference number has been generated and recorded on the form.**
- 5.4.3 The ADM must maintain proper records of all deposit fees received.

5.5 Processing The Transferee Part Of Instrument of Transfer

- 5.5.1 Complete the transferee part of instrument of transfer (on the reverse of the scrip or on the attached external Instrument of transfer, as the case may be) on behalf of Bursa Depository by affixing the designated rubber-stamp bearing the words "Certificates Lodged For Registration In The Name Of Bursa Malaysia Depository Nominees Sdn Bhd".
- 5.5.2 Ensure that the form is signed by the ADM's Authorised Signatories at the space provided by the rubber-stamp bearing the words "Certificates Lodged For Registration In The Name Of Bursa Malaysia Depository Nominees Sdn Bhd".
- 5.5.3 The consideration sum need not be inserted in instrument of transfer as stamp duty has been waived.

Note:

- (i) *Please take note that items 5.5.1 and 5.5.2 in relation to processing of the transferee part of Instrument of transfer is not applicable when processing deposit request relating to unlisted securities*
- (ii) *When processing deposit request relating to unlisted securities ensure the transferee column of instrument of transfer is not completed*
- (iii) *The transferee column of instrument of transfer relating to unlisted securities will be completed by Bursa Malaysia Depository Nominees Sdn Bhd before forwarding the certificate to the relevant share registrar.*

5.6 Generate And Verify Deposit Report

- 5.6.1 Print the **Deposit Report** (Appendix 42) in hardcopy or alternatively view the softcopy of this report after all deposits have been keyed-in for the day.
- 5.6.2 Verify the FDE010s and scrip against the Deposit Report in hardcopy or alternatively view the softcopy of this report in CDS.
- 5.6.3 Ensure that data has been keyed-in correctly.
- 5.6.4 Make the necessary amendments if there is(are) any discrepancy(ies) or data entry error(s).
- 5.6.5 Print the **Deposit Amendment Report** (Appendix 43).
- 5.6.6 Verify the report to ensure that amendment(s) made is(are) correct.
- 5.6.7 Print the **final Deposit Report** in duplicate after amendments have been made.
- 5.6.8 Affix the ADM's company rubber-stamp on the final Deposit Report.
- 5.6.9 Ensure that the final Deposit Report is verified and signed by the ADM's Authorised Signatories as evidence of approval for such deposits.
- 5.6.10 If the ADM is unable to print the Deposit Report from the computer system, prepare a letter using the ADM's letterhead, addressed to Bursa Depository with the following:-
 - a. Reason for failure to print the Deposit Report (if due to printer failure, indicate time and name of the person(s) from Bursa Depository/Bursa IT contacted)
 - b. Securities name, CDS account number and name of depositor for all securities deposited
 - c. Total scrip count and quantity of scrip for each security
 - d. Company rubber-stamp affixed and signed by the ADM's Authorised Signatories.

5.7 Sorting And Packing Of Scrip And Forms

5.7.1 Verify and ensure that the transferee part of instrument of transfer is completed on behalf of Bursa Depository.

Note: For unlisted securities ensure the transferee part of instrument of transfer is not completed. The transferee's column will be completed by Bursa Malaysia Depository Nominees Sdn Bhd instead.

5.7.2 Sort and pack **Bursa Depository copy** of the FDE010, scrip and the external Instrument of transfer, or scrip with pre-printed instrument of transfer on the reverse, together with the final Deposit Report in the following order:-

- a. By security, in sequence of ascending securities code
- b. Within each security, in sequence as appearing on the final Deposit Report.

5.7.3 Ensure that the scrip are attached to the corresponding external instrument of transfer (if applicable).

5.7.4 Each package must be accompanied by the final Deposit Report duly verified and approved by the ADM's Authorised Signatories.

5.7.5 Ensure that the Authorised Signatories affixed the company rubber-stamp on the final Deposit Report.

5.8 Submission Of Deposit Requests To Bursa Depository

- 5.8.1 Klang Valley ADM and ADM's branches must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Deposit Report, all the packed deposit requests and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.2 ADM and ADM's branches located outside Klang Valley must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Deposit Report, all the packed deposit requests and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.3 ADM and ADM's branches located outside Klang Valley can apply for exemption from Procedure 5.8.2, by writing to Bursa Depository and enclosing the following documents:-
- a. **Deed Of Indemnity** (Appendix 44)
 - b. **List Of Authorised Personnel For Telephone Confirmation** (Appendix 45).
- 5.8.4 Once the request for exemption from Procedure 5.8.2 is approved by Bursa Depository, the requesting ADM and ADM's branches need to adhere to the Prescribed Procedures, defined in this Section as follows:-
- 5.8.4.1 For all deposit transactions keyed into the CDS terminal for value the same day, ADM must fax one (1) copy of the duly signed and stamped final Deposit Report, all FDE010s and scrip with external Instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.4.2 The faxed documents must be accompanied by a cover letter, containing details on the number of transactions done and the number of pages faxed, to be signed by an authorised personnel as stated in the List Of Authorised Personnel For Telephone Confirmation submitted by the ADM to Bursa Depository previously.

- 5.8.4.3 Following this, confirmation via telephone must be made by the same authorised personnel who signed the cover letter with an authorised personnel at Deposit Section of Bursa Depository before 4.00pm on the same day, confirming receipt of the faxed documents.
- 5.8.4.4 For all deposit requests which have been faxed, copy of the duly signed and stamped final Deposit Report, all the packed deposit requests and scrip with external Instrument of transfer, or scrip with pre-printed instrument of transfer must be sent to Bursa Depository before 12.30pm the following market day.

5.9 Acknowledgement Of Receipt Of Deposit Requests By Bursa Depository

Bursa Depository will acknowledge receipt of the ADM's deposit requests on the Deposit Report printed at Bursa Depository after 3.00pm on deposit day

***Note:** In the event that Bursa Depository is required to acknowledge receipt of the ADM's Deposit Report, the acknowledgement is only for the receipt of the Deposit Report and not the transaction details in the supporting documents nor the scrip. The acknowledged Deposit Report printed at Bursa Depository will be forwarded to the ADM upon further checking of the transaction details in the supporting documents of the ADM's Deposit Report. Alternatively, the acknowledgement will be placed at the designated collection centre.*

5.10 Rejection Of Deposit Requests By Bursa Depository

Bursa Depository shall reject any deposit request that does not comply with the Rules of Bursa Depository, provisions of this chapter including the appendices and any other directive issued by Bursa Depository from time to time.

5.10.1 For deposit requests rejected by Bursa Depository, the ADM will receive the following:-

- a. **Rejection Of Scrip Deposited Letter From Bursa Depository** (Appendix 46) in duplicate and the rejected FDE010 (if any)
- b. Rejected scrip and external Form instrument of transfer or scrip with pre-printed instrument of transfer on the reverse
- c. Deposit Amendment Report or **Settlement Value Reversal Report** (Appendix 47) as the case may be.

5.10.2 For Klang Valley ADM and ADM's branches, sign to acknowledge receipt of the rejected deposits from Bursa Depository. Return the duplicate copy of the Rejection Of Scrip Deposited Letter From Bursa Depository on the same market day.

5.10.3 For ADM and ADM's branches outside Klang Valley, sign to acknowledge receipt of the rejected deposits. Return the duplicate copy of the Rejection Of Scrip Deposited Letter From Bursa Depository by the next market day following the date of receipt of the rejection of deposit.

Re-submission Procedure

Where a rejected deposit is returned to the ADM and is rectifiable by the ADM, the ADM may rectify the error(s), rekey-in the deposit data and re-submit the original or photocopy of the FDE010 to Bursa Depository with the new deposit reference number and a rubber-stamp bearing the ADM's name affixed.

5.11 ADM Returning Rejected Deposit Requests To The Depositor

- 5.11.1 Collect the rejected FDE010 (if any), scrip with external instrument of transfer or scrip with pre-printed instrument of transfer on the reverse, to be sent to the depositor latest by the next market day and:-
- a. Prepare a Rejection of Securities Deposited Letter in duplicate, stating the reason(s) for rejection
 - b. Attach the rejected FDE010 (if any), scrip and external instrument of transfer or rejected scrip with pre-printed instrument of transfer on the reverse
 - c. Include the two (2) copies of the Rejection of Securities Deposited Letter issued by the ADM, to the depositor.
- 5.11.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 5.11.3 File the acknowledgement together with the Deposit Amendment Report or Settlement Value Reversal Report, as the case may be.

5.12 Inter Branch Transactions With Regards To Deposit Requests

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

- 5.12.1 Verify the depositor's signature on the FDE010 against the ADM's records of specimen signature(s).
- 5.12.2 Reject the request if the signature differs.
- 5.12.3 Ensure that all FDE010s 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 copy of the FDE010.
- 5.12.4 Ensure that the ADA/ADM copies of the FDE010 bearing the IBT rubber-stamp are properly filed at the ADM.

5.13 Bursa Depository Reports

5.13.1 Print the following reports at the beginning of the next market day:-

- a. **Deposit Amendment By Depository Report** (Appendix 48) (Only if there was deposit of certificate the previous market day)
- b. **Deposit Confirmation Report** (Appendix 49) (Optional)
- c. **Good Value Confirmation Report** (Appendix 50) (Optional).
- d. Participant CDS Transaction Invoice Report (Appendix 73) (Optional)

Note: The purpose of this report is to assist the ADM to reconcile the GST amount collected for all the CDS transactions initiated on previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

5.13.2 Ensure these reports stated in item 5.13.1 (a) – (c) are verified and signed by the Authorised Signatory(ies) of the ADM as evidence of approval. Check any discrepancies with the Deposit Section of Bursa Depository.

5.13.3 Deposit Confirmation Report and Deposit Amendment by Bursa Depository Report will reflect all the deposit request(s) accepted and amended (including deleted) by Bursa Depository on deposit day.

5.13.4 Good Value Confirmation Report will reflect all the deposits that have been given good value confirmation (free balance) by Bursa Depository for that particular market day.

5.14 Filing Of Documents

File the following documents:-

- a. **ADA/ADM copy** of the FDE010
- b. A copy of Deposit Report
- c. The acknowledged Deposit Report printed at Bursa Depository
- d. Deposit Amendment Report or Settlement Value Reversal Report, as the case may be
- e. Deposit Confirmation Report (optional)
- f. Deposit Amendment by Bursa Depository Report (if applicable)
- g. Good Value Confirmation Report (optional).

5.15 Deposit Of Provisional Allotment Letters (PALs) / Provisional Letters Of Offer (PLO)

This section stipulates the procedures to be applied by the ADM arising from a deposit of PALs/PLO.

5.15.1 Accepting PALs/PLO For Deposit

The deposit of PALs/PLO may arise from the following provisions:-

- A. Securities or class of securities of an issuer, which is subject to an existing court order (obtained prior to 1 December 1998) that restrains any dealing in the securities, where the suit is finally disposed

5.15.1.1 The depositor, i.e. the person entitled to the securities as stipulated in the documents stated below, must deposit all the PALs/PLO arising from such securities into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. Securities Deposit Request Form (FDE010)
- b. Certified true copy (certified by a solicitor) of the documents evidencing the final disposal of all claims in the relevant suit (for example the settlement agreement / court order / notice of discontinuance)
- c. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit.*

- B. Securities or class of securities of an issuer, belonging to a deceased person, in respect of which an application for a Grant of Probate or Letters of Administration is made or an application to reseal the same

pursuant to the Probate and Administration Act 1959 has been filed in the Courts of Law in Malaysia or with any other relevant authorities in Malaysia prior to 1 December 1998, where the Grant of Probate or Letters of Administration or resealed copies of the same have been extracted

5.15.1.2 All PALs/PLO of the deceased person must be deposited by the executor(s) / administrator(s) into the executor / administrator's or the beneficiary's CDS account by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the Grant of Probate or Letters of Administration (as the case may be)

Note: *The executor / administrator or beneficiary must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of the extraction of the Grant of Probate or Letters of Administration or resealed copies of the same.*

C. Securities or class of securities of an issuer, which have been seized or confiscated by any person duly authorised under any written law, where the authorities have released the certificates after seizure or confiscation

5.15.1.3 All PALs/PLO must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the original letter from the relevant authorities confirming the release of the certificates to the depositor
- c. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.15.1.3 “b”.*

D. Securities or class of securities of an issuer, which is subject to Section 583 of the Companies Act 2016, where the owner claims for the certificates before the expiry of ten (10) years

5.15.1.4 All PALs/PLO must be deposited into the depositor’s CDS account or an authorised nominee’s CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming the release of the share certificates to the depositor
- c. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.15.1.4 “b”.*

E. Deposit of PALs/PLO by the Minister of Finance pursuant to Section 583 (2) of the Companies Act 2016 where the owner does not claim for the securities within ten (10) years

5.15.1.5 All PALs/PLO must be deposited into the Minister of Finance’s CDS account by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming that the whereabouts of the

shareholder remain unknown resulting in the deposit of securities into the Minister of Finance's CDS account pursuant to Section 583(2) of the Companies Act 2016.

Note: *Minister of Finance must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.15.1.5 "b".*

5.15.1.6 Receive the FDE010 duly completed for each PAL/PLO with the Renunciation Form of PAL/PLO duly signed.

5.15.1.7 Where two (2) or more PALs/PLO representing different issuers of securities are lodged, ensure that a separate FDE010 for each PAL/PLO is completed.

5.15.2 Verification Of FDE010 And PALs/PLO

- 5.15.2.1 Verify the signature on the FDE010 against the ADM's records of specimen signature(s).
- 5.15.2.2 Ensure the PAL/PLO serial number and stock code is correctly stated on FDE010.
- 5.15.2.3 Ensure the Renunciation Form of PAL/PLO has been duly executed.
- 5.15.2.4 Affix the ADM's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".
- 5.15.2.5 Ensure the "verified by" and "approved by" columns are completed by two (2) different Authorised Signatories of the ADM before data entry.
- 5.15.2.6 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.15.2.7 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADM are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.15.2.8 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADM with a rubber-stamp bearing the ADM's name affixed.
- 5.15.2.9 Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).
- 5.15.2.10 In addition to the above requirements, ADM is to strictly comply with all other procedures and requirements governing deposit transactions as stated in this procedures manual.

