

CHECKLIST FOR VERIFICATION OF DEPOSIT REQUEST

1. Verify Securities Deposit Request Form (FDE010) against the following:-
 - a. Depositor's CDS account number, name and signature with the ADM's records of specimen signature(s)
 - b. Security's name on scrip with security's name on the Transferor Part of the instrument of transfer and the FDE010
 - c. Certificate number and quantity on the scrip with certificate number and quantity on the Transferor Part of instrument of transfer and the FDE010
 - d. Ensure the FDE010 has been executed by the authorised signatory(ies) of the depositor.
 - e. Date on FDE010 - no postdating allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date
 - f. 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
 - g. 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)
 - h. 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
 - i. Where the amendments are signed by the depositor, verify the signature against the ADM's records of specimen signature(s).
2. Verify the Transferor Part of instrument of transfer against the following:
 - a. Transferor's name and address on the scrip with the name and address on the Transferor Part of instrument of transfer
 - b. Transferor's new and old NRIC No. (if applicable) / Passport No. / Registration No. (in the case of a corporate body) has been inserted correctly in the instrument of transfer
 - c. Transferor's nationality / place of incorporation (in the case of corporate body) has been inserted correctly in instrument of transfer
 - d. Transferor has signed at the correct space in the Transferor Part of instrument of transfer. In the case of Joint Ownership, all owners must sign

- e. Transferor's signature in the Transferor Part of instrument of transfer has been duly witnessed by a third party. In the case where the common seal has been affixed, ensure that it is affixed according to the Resolution authorising the affixation of the common seal
- f. Where the instrument of transfer has been executed by a person who is not able to read or understand the content, it should be accompanied by a Jurat Clause. The Jurat Clause needs to be witnessed by a person stated in the List of Acceptable Witnesses in Chapter 9

Jurat Clause:-

I (NRIC No.) have distinctly, clearly and audibly interpreted the above in the language/dialect to the above named person who seemed to clearly understand the above and who made his/her mark in my presence.

Signed by

- g. Every amendment on instrument of transfer (Part 1 or Part 2) must be signed by the registered holder. Do not use correcting fluid. Cancel the error and make the correction
 - h. Information required in instrument of transfer Part 1 / Transferor Part has been fully furnished
 - i. Ensure all scrip issued after 31.03.93 are executed using the new instrument of transfer
 - j. All Transmission Receipts are not acceptable for deposit into CDS
 - k. Ensure that the Transferee Part of instrument of transfer is not completed by the transferee
 - l. For the old transfer deed having the Form of Declaration on its reverse side, ensure that both sides of this transfer deed are signed and endorsed with Bursa Depository's rubber-stamp bearing the word "Certificates Lodged For Registration In The Name Of Bursa Malaysia Depository Nominees Sdn Bhd". However for deposit of unlisted securities ensure that the transferee's column on the Form Of Declaration is not completed.
3. For moratorium securities:
- a. Verify the Restrictive Clause endorsed on the certificate(s) to ensure that the date stated on this clause has not lapsed
 - b. Ensure the moratorium securities are only deposited into the CDS account of the registered holder or into a pledged securities account with the fullname of the registered holder under the account qualifier column
 - c. In the event that the securities are deposited into a pledged securities account, ensure that it is accompanied by a Moratorium Shares Declaration (Appendix 40) executed by the Authorised Signatory of the authorised nominee

- d. Ensure all moratorium securities are deposited into the appropriate stock code, which is denoted by the existing stock code followed by “MM”.