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## **APPENDICES**

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## 1.1 P\_p\_e

This Procedures Manual stipulates the procedures to be complied by the eRapid User Groups and Users for the following functions:-

- a.            System Administration
- b.            CDS Circular
- c.            Record Of Depositors (ROD)
- d.            Corporate Exercise
- e.            Public Issue
- f.            Exchange Traded Fund (ETF)
- g.            Cross Border Listing.

The eRapid services and facilities are available from Monday to Friday, from 8.30 a.m. to 7.00 p.m., unless otherwise determined by Bursa Depository from time to time.

Every User Groups shall be bound by the procedures, which include the appendices in every chapter and any amendments / inclusions thereto from time to time, issued by Bursa Depository. The requirements of the above chapters and its related appendices must be complied with at all times by the User Groups.

## 1. De i i i    A d I   e p e a i

The following terms and expressions shall have the following meanings unless the context otherwise requires:-

### **a Dep i**

Means Bursa Malaysia Depository Sdn. Bhd.

### **eRapid**

Means eRapid System, which is a web-based system established by Bursa Depository for the electronic transmission of information or records between Bursa Depository and the issuer and such other web-based services or facilities as may be determined by Bursa Depository.

### **eDi ide d**

Means a facility for cash payments to be credited directly into depositor's bank account registered with Bursa Depository.

**“User”**

In relation to a User Group, includes any employee of the User Group who has been approved and authorised by the User Group to access or use any or all of the eRapid services or facilities.

**“Requester”**

In relation to eRapid user, which includes the Authorised Depository Agents (ADAs), Authorised Direct Members (ADMs), Issuers, Share Registrars, Issuing Houses and any other category of user to be approved by Bursa Depository.

**1.3    Scope**

All the requirements and procedures in this manual have been defined in the context of the eRapid system. Any changes to the system may have a bearing on the requirements and procedures.

Only the requirements and procedures related to the above functions have been described. It is not intended to include requirements or procedures of any other function.

Within each function itself, procedures having computer interaction via terminal have not been described in detail. These are provided for in the technical User Guide manual.

Procedures in relation to collection of charges and billing are covered in the Billings Procedures Manual.

In meeting Bursa Depository’s requirement, User Groups are to define their own organisational structures when carrying out the procedures defined in this manual. User Groups are hereby reminded that the procedures defined in this manual are to be strictly carried out by their designated users and accordingly must not be delegated to their agents or anyone else.

**1.4    Organisation**

**Chapter 2** gives an overview of the functions and describes the activities associated with each of the functions.

**Chapter 3** describes the function of “System Administration”. This chapter describes the procedures in submitting Authorised Signatory List for approving access to eRapid. It also describes the procedures in applying and maintaining User ID and password for eRapid users.

**Chapter 4** describes the function of “CDS Circular”. This chapter describes the procedures in accessing to CDS Circulars in the eRapid server.

**Chapter 5** The chapter on Record Of Depositors (ROD) describes the procedures involved in requesting for the ROD in order to ascertain the shareholders of a company as of a particular lodgement date. The ROD contains a list of shareholders’ names, addresses, CDS account numbers, NRIC/Company Registration numbers and their shareholdings.

**Chapter 6** describes the tasks involved in processing of securities arising from various types of Corporate Exercises.

**Chapter 7** describes the tasks involved in processing of securities arising from Initial Public Offering (IPO).

**Chapter 8** describes the tasks involved in the processing of the creation and redemption of an Exchange Traded Fund (ETF).

**Chapter 9** describes the tasks involved in the processing request to transfer securities from Bursa Malaysia Securities Berhad to an Approved Foreign Market. The process is to be initiated by the share registrar.

**APPENDICES** contain different forms, reports that are used during the operation of eRapid.

**NOTE:** “ ## ” to denote that the procedure has been deleted.

A vertical black line on the right, beside the affected paragraph(s) as shown here is to denote that certain changes have been made to the procedure.



This chapter gives an overview on System Administration, CDS Circular, Record Of Depositors (ROD), Corporate Exercise, Public Issue, Exchange Traded Fund (ETF) and Cross Border Listing.

## **2.1 System Administration**

The chapter on System Administration describes the procedures in submitting Authorised Signatory List for approving access to eRapid. It also describes the procedures in applying and maintaining User ID and password for eRapid users.

## **2.2 CDS Circular**

The chapter on CDS Circular describes the procedures in accessing CDS Circulars in the eRapid server.

## **2.3 Record Of Depositors (ROD)**

The chapter on Record Of Depositors (ROD) describes the procedures involved in requesting for the ROD in order to ascertain the shareholders of a company as of a particular lodgement date. The ROD contains a list of shareholders' names, addresses, CDS account numbers, NRIC/Company Registration numbers and their shareholdings.

## **2.4 Corporate Exercise**

The chapter on Corporate Exercise describes the tasks involved in the various types of corporate exercises, from the process of requesting corporate exercise ROD, preparation of allotment files to the crediting or debiting of securities into or out of the depositors' CDS accounts.

## **2.5 Public Issue**

The chapter on Public Issue describes the tasks involved in requesting for public issue verification, preparation of allotment record for Public Issue and crediting of securities into the successful applicants' CDS accounts. It includes preparation of allotment record for Provision of Information related to Initial Public Offering (PIPO), Electronic Share Application (ESA) and the Final Verification Request by the Issuing House. Creation of public issue request, uploading and downloading of ESA files, PIPO files and Final Verification files can be requested from Monday to Friday, 8.30 a.m. to 7.00 p.m., or any other time prescribed by Bursa Depository.



**2.6    Exchange Traded Fund (ETF)**

The chapter on Exchange Traded Fund (ETF) describes the tasks involved in the creation of ETF units, redemption of ETF units, requesting for non-corporate exercise an corporate exercises ROD and processing of any corporate exercise associated to ETF.

**2.7    Cross Border Listing**

The chapter on Cross Border Listing describes the tasks involved in the transfer of securities from Bursa Malaysia Securities Berhad to an Approved Foreign Market by way of debit of the securities together with the necessary documentation associated with the request. The transfer process is to be initiated by the share registrar.

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This chapter stipulates the procedures to be complied with by the eRapid users with respect to:-

- a. Authorised signatories for eRapid
- b. Application for User ID and password
- c. Application to activate / suspend / remove User ID
- d. Application to reset password.

The requirements of this chapter and its related appendices must be complied with at all times by the User Group.

### **3.1 Authorised Signatories For eRapid**

3.1.1 Each User Group is required to submit an **Authorised Signatories For eRapid** (“Authorised Signatory List”) (Appendix 1) to Bursa Depository.

3.1.2 The Authorised Signatory List should contain the following:-

- a. Name(s) of the authorised signatory(ies)
- b. Designation of the authorised signatory(ies)
- c. Specimen signature(s) of the authorised signatory(ies)
- d. E-mail address of the User Group.

***Note:** All e-mail correspondences between Bursa Depository and the User Group will be through this e-mail address.*

3.1.3 The Authorised Signatory List must be approved and signed by the Director, General Manager or Company Secretary of the User Group.

3.1.4 Submit the original Authorised Signatory List to Bursa Depository.

3.1.5 The effective date will be the date receipt of the Authorised Signatory List from User Group or the effective date stated in the Authorised Signatory List, whichever is later.

3.1.6 If there is changes to the authorised signatory(ies), submit a fresh Authorised Signatory List to Bursa Depository. The new Authorised Signatory List will supersede the previous Authorised Signatory List submitted to Bursa Depository.

### **3.2 Application For User ID And Password**

3.2.1 Each user in the User Group to submit duly completed and signed **eRapid User ID Application Form** (Appendix 2).

**Note:**

- (i) *A user can only has one User ID (Login ID) / Password maintain in the system at any point of time*
- (ii) *eRapid Authorised Signatory can apply for User ID. The application form must be approved by another authorised signatory*
- (iii) *User name cannot be numeric or in the form of code such as UT4088. It should be reflective of the user's name*
- (iv) *User to indicate whether applying as eRapid user or as eRapid Coordinator (applicable to Share Registrar and Issuing House only).*

3.2.2 User Group's Authorised Signatory to complete and sign at the approval column of the form.

**Note:**

- (i) *Backdated form should not exceed one (1) month from the date received by Bursa Depository*
- (ii) *Postdated form is acceptable but should not be more than one (1) month from the date received by Bursa Depository.*

3.2.3 Submit the original form to Bursa Depository.

3.2.4 If the form is not in order, Bursa Depository will reject the form to the User Group for rectification.

3.2.5 Letters will be sent to the following upon successful assignment of the User ID and password by Bursa Depository:-

- a. User to receive **Notification Letter** (Appendix 3) of User ID and password
- b. The Authorised Signatory to receive **Letter For Acknowledgement** (Appendix 4).

- 3.2.6      The Authorised Signatory who approved the application has to acknowledge receipt on the eRapid Acknowledgement Slip and revert to Bursa Depository within two (2) market days from date received.
- 3.2.7      Upon receiving the User ID and password, the new user is required to login into the system to change the password as soon as possible.

**Note:**

- (i)                      *The user shall be responsible for keeping his/her User ID and password confidential*
- (ii)                      *The user must not at any time or under any circumstances reveal his/her User ID and password to unauthorised person*
- (iii)                      *The user shall take the necessary step to prevent discovery or disclosure of his/her User ID and password by or to any unauthorised person*
- (iv)                      *The user shall be responsible for any transaction effected through his/her User ID and password.*
- (v)                      *The user shall be held liable for any misuse of his/her User ID and password.*

### **3.3 Application To Activate / Deactivate / Remove User ID**

3.3.1 User to complete and sign the **eRapid User ID Maintenance Form** (Appendix 5).

*Note: Not applicable for removal of User ID. For removal of User ID, the form is to be completed by the Authorised Signatory only.*

3.3.2 Authorised Signatory to complete and sign at the approval column of the form.

3.3.3 Submit the form to Bursa Depository.

3.3.4 The form is to reach Bursa Depository at least two (2) market days before the effective date.

*Note: The effective date to activate, deactivate or remove User ID can be postdated.*

3.3.5 If the form is not in order, Bursa Depository will reject the form to the User Group for rectification.

3.3.6 If the form is faxed to Bursa Depository, ensure the original copy reach Bursa Depository within three (3) market days for Klang Valley's User Group and one (1) week for outstation User Group.

*Note: System Administrator will suspend the user's User ID if the original form is not received within the stipulated time.*

3.3.7 E-mail notification will be sent to the user upon successful completion of the following by Bursa Depository:-

- a.        Activation of User ID
- b.        Deactivation of User ID
- c.        Removal of User ID.

### **3.4    Application To Reset Password**

- 3.4.1    Applicant to complete and sign the eRapid User ID Maintenance Form.
- 3.4.2    Authorised Signatory to complete and sign at the approval column of the form.
- 3.4.3    Submit the form to Bursa Depository.
- 3.4.4    If the form is not in order, Bursa Depository will reject the form to the User Group for rectification.
- 3.4.5    If the form is faxed to Bursa Depository, ensure the original copy reach Bursa Depository within three (3) market days for Klang Valley's User Group and one (1) week for outstation User Group.  
  
*Note:    System Administrator will suspend the user's User ID if the original form is not received within the stipulated time.*
- 3.4.6    Call System Administrator in order for him/her to authenticate the applicant's identity.
- 3.4.7    System Administrator will assign a new password and inform the applicant immediately.



This chapter stipulates the procedures to be complied with by the eRapid users with respect to accessing to CDS Circulars.

The requirements of this chapter and its related appendices must be complied with at all times by the User Group.

#### **4.1    Access To CDS Circular**

- 4.1.1    Receive e-mail notification from Bursa Depository informing the User Group that a new Circular has been posted on the eRapid.

**Note:**

- (i)        *E-mail notification will be sent to the registered User Group's e-mail address*
  
- (ii)       *Ensure that the e-mail address provided to Bursa Depository is updated and is able to receive e-mail from external party*
  
- (iii)      *Failure to receive e-mail notification will not be construed as failure to receive the CDS Circulars.*

- 4.1.2    User is to access the eRapid in a timely manner to monitor the availability of new CDS Circulars posted on the eRapid.

- 4.1.3    User may access the CDS Circulars from eRapid by keying in the correct User ID and password.

**Note:**    *The User ID and password are case sensitive.*

- 4.1.4    User may download the CDS Circulars or print the CDS Circulars for future reference.

**Note:**    *The CDS Circulars will be maintained on-line in the eRapid for a maximum period of six (6) months.*

**4.2    Failure To Access CDS Circular**

- 4.2.1    User is to notify Bursa Depository of any failure to access CDS Circular.
- 4.2.2    Submit a letter to Bursa Depository.
- 4.2.3    Pending investigation, Bursa Depository reserves the right to forward the CDS Circular to the affected User / User Group in whatever mode of communication it deems fit.





This chapter describes the tasks involved in requesting for the Record Of Depositors (ROD), in order to ascertain the shareholders of a company as of a particular lodgement date. The ROD contains a list of shareholders' names, addresses, CDS account numbers, NRIC/Company Registration numbers and their shareholdings.

#### **.1 Types Of Non-Corporate Exercise ROD**

- a.            General ROD  
This ROD is only generated upon confirmation from the share registrar on any deposit done as at a particular lodgement date. Failure to confirm the deposit by the share registrar will delay in the production of the ROD.
- b.            Backdated ROD  
This ROD captured the depositor's shareholdings as at a post dated lodgement date. The date of the Backdated ROD must be within the record retention period maintained by Bursa Depository.
- c.            Express ROD  
This ROD excludes any deposit, which have not been confirmed by the share registrar.
- d.            Foreign ROD  
This ROD is similar to General ROD except that only foreign shareholdings are extracted. The ROD can be used for statistical information on foreign ownership.
- e.            **Mailing Labels** (Appendix 6)  
The mailing labels contain information such as names of depositors and their correspondence addresses as at a particular lodgement date. The **Mailing Labels ROD S a Report** (Appendix 7) is forwarded to the share registrar together with the mailing labels.
- f.            Mailing Label ROD  
The Mailing Label ROD consists of the mailing labels and the General ROD as at a particular lodgement date.
- g.            Statistical  
Information is used for statistical purposes only and comprises of **Annual Exercise Report** (Appendix 8) and **Annual Statement Report** (Appendix 9) as at a particular lodgement date.

h.        **Foreign Limitation Summary File (FLSF)** (Appendix 10)

This file shows the percentage of foreign ownership as at a particular date for securities that are under foreign limitation.

i.        **Foreign Shares Transaction Report / File (FSTR)** (Appendix 11)

In order to request for this report / file, share registrar is required to forward a **Letter** (Appendix 12) to Counter Management Department. The Letter must contains the following information:-

- Stock name and stock code
- Lodgement date
- The period for the request, i.e. From dd/mm/yyyy To dd/mm/yyyy

**Note:**

- (i)        *The period should not exceed one year*
- (ii)      *The "To" date must be the lodgment date*
- (iii)     *Share registrar must request for a Corporate Action ROD or a General ROD prior to requesting for the FSTR.*

Bursa Depository may transmit the FSTR electronically or copied into a tape/diskette/cartridge. In this instance, Bursa Depository will produce a **Summary Report** (Appendix 13) which reflects the total of foreign shareholders' accounts and securities.

**Note:**    *All the Non-Corporate Exercise ROD can be requested in two (2) formats, i.e. hardcopy or electronically or both except for Mailing Labels and Mailing Label ROD.*

## **5.2    Request For Non-Corporate Exercise ROD**

5.2.1      Login to eRapid to request for Non-Corporate Exercise ROD.

5.2.2      Key-in the following particulars into the Non-Corporate Exercise ROD Request in the eRapid:-

- a.        Stock code
- b.        Type of ROD
- c.        Lodgement date

***Note:**    Lodgement date is defined as the date where the ROD will reflect the shareholders and their holdings for a particular company as at that particular date.*

- d.        Required media, i.e. electronic or hardcopy
- e.        Record format, i.e. Carriage Return or Continuous or none
- f.        Disclose account no., i.e. Suppress or Account.

***Note:**    The requestor has the option to choose either to display the CDS account numbers or to suppress whereby the CDS account numbers are not displayed.*

5.2.3      CDS Reference Number will be generated by eRapid after creation of each of the ROD request.

5.2.4      If a particular company has more than one (1) type of securities, in the form of Ordinary, Warrant etc., the requestor must indicate the specific stock code of the securities requested.

**Note:**

- (i)        *The requestor must ensure that sufficient Security Deposit is maintained with Bursa Depository prior to the requisition of the ROD*
- (ii)        *The request for the ROD will not be processed if there is insufficient Security Deposit.*

- 5.2.5        Each ROD request is to be used to request for one (1) type of security and one (1) type of media only. Please key-in a separate request if more than one (1) type of media is requested.

### **5.3    Access To Non-Corporate Exercise ROD Request**

- 5.3.1    ROD can be requested from Monday to Friday, 8.30 am to 6.00 pm, or any other time prescribed by Bursa Depository.
  
- 5.3.2    Any amendments to the ROD request must be made before 6.30 pm on the lodgement date or any other time prescribed by Bursa Depository.
  
- 5.3.3    Any request for amendments after 6.30 pm on the lodgement date may be rejected by eRapid.

#### **5.4    Downloading Of ROD**

5.4.1        In general, ROD will be made available in the eRapid server within three (3) market days from the lodgement date.

5.4.2        The share registrar may download the ROD record from the eRapid. The ROD record will consist of the following:-

- a.            ROD data
- b.            **ROD File Transfer Report** (Appendix 14).

***Note:**    The share registrar will be able to download ROD file in the eRapid server from Monday to Sunday, 8.30 a.m. to 7.00 p.m. or any other time prescribed by Bursa Depository.*

5.4.3        The ROD file will be maintained in the eRapid server for seven (7) calendar days.

***Note:**    The ROD will be removed from the server after seven (7) calendar days or any other period decided by Bursa Depository.*

5.4.4        The share registrar to verify the electronic ROD for the following:-

- a.            Stock name and stock code
- b.            Lodgement date
- c.            Type of ROD requested
- d.            Details of shareholders
- e.            Total shares.

5.4.5        Ensure the summary total appearing in ROD File Transfer Report matches with the securities held and issued in the name of Bursa Malaysia Depository Nominees Sdn Bhd in the Register Of Members (ROM).

5.4.6        Should there be any discrepancies, contact Bursa Depository's Counter Management Department immediately.

## **5.5    Collection Of Hardcopy ROD**

5.5.1    For hardcopy ROD, the share registrar may collect the ROD from Bursa Depository within three (3) market days from the lodgement date.

*Note:    The share registrar is advised to make arrangement with Counter Management Department prior to coming to Bursa Depository to collect the ROD report.*

5.5.2    The share registrar may also request Bursa Depository to deliver the hardcopy ROD via external courier appointed by Bursa Depository. The courier charges will be borne by the share registrar.

5.5.3    The share registrar will receive the following for hardcopy ROD:-

- a.        **ROD Despatch Letter** (Appendix 15), in duplicate
- b.        **Confirmed ROD Report** (Appendix 16).

5.5.4    The share registrar must acknowledge receipt on the duplicate copy of the ROD Despatch Letter.

5.5.5    The share registrar to verify the electronic / hardcopy ROD for the following:-

- a.        Stock Name and Stock Code
- b.        Lodgement Date
- c.        Type of ROD Requested
- d.        Details of Shareholders
- e.        Total shares.

5.5.6    Ensure the summary total appearing in Confirmed ROD Report matches with the securities held and issued in the name of Bursa Malaysia Depository Nominees Sdn Bhd in the Register Of Members (ROM).

5.5.7    Should there be any discrepancies, contact Bursa Depository's Counter Management Department immediately.

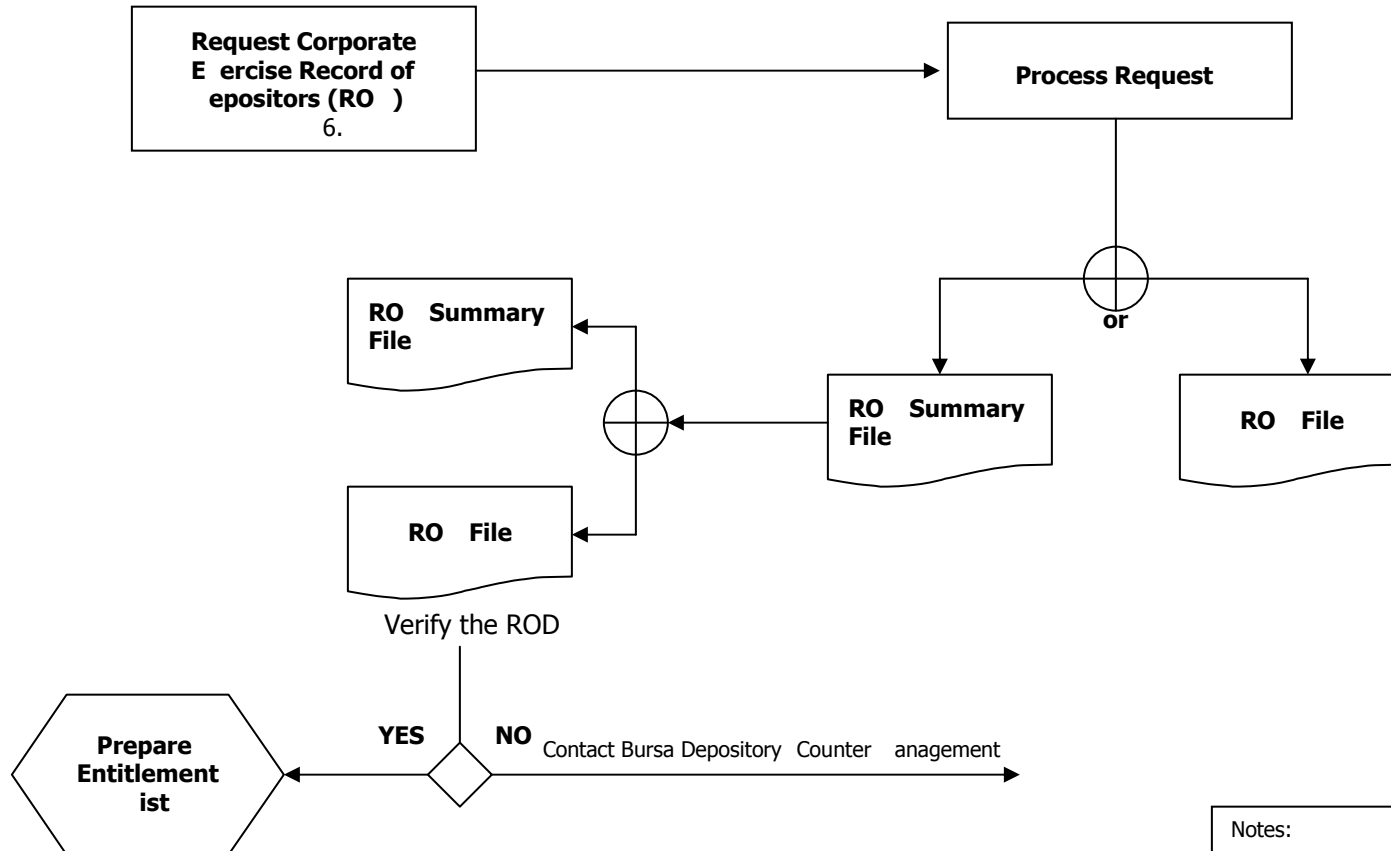


# CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

**Request for Corporate Exercise Record of Depositors (ROD) (No Approval)**  
 Rights Issue Bonus Issue Maturity Dividend Payment  
 Interest Payment General Offer



Notes:  
 . The number stated by each process refers to the section where the topic can be found in the procedures manual.



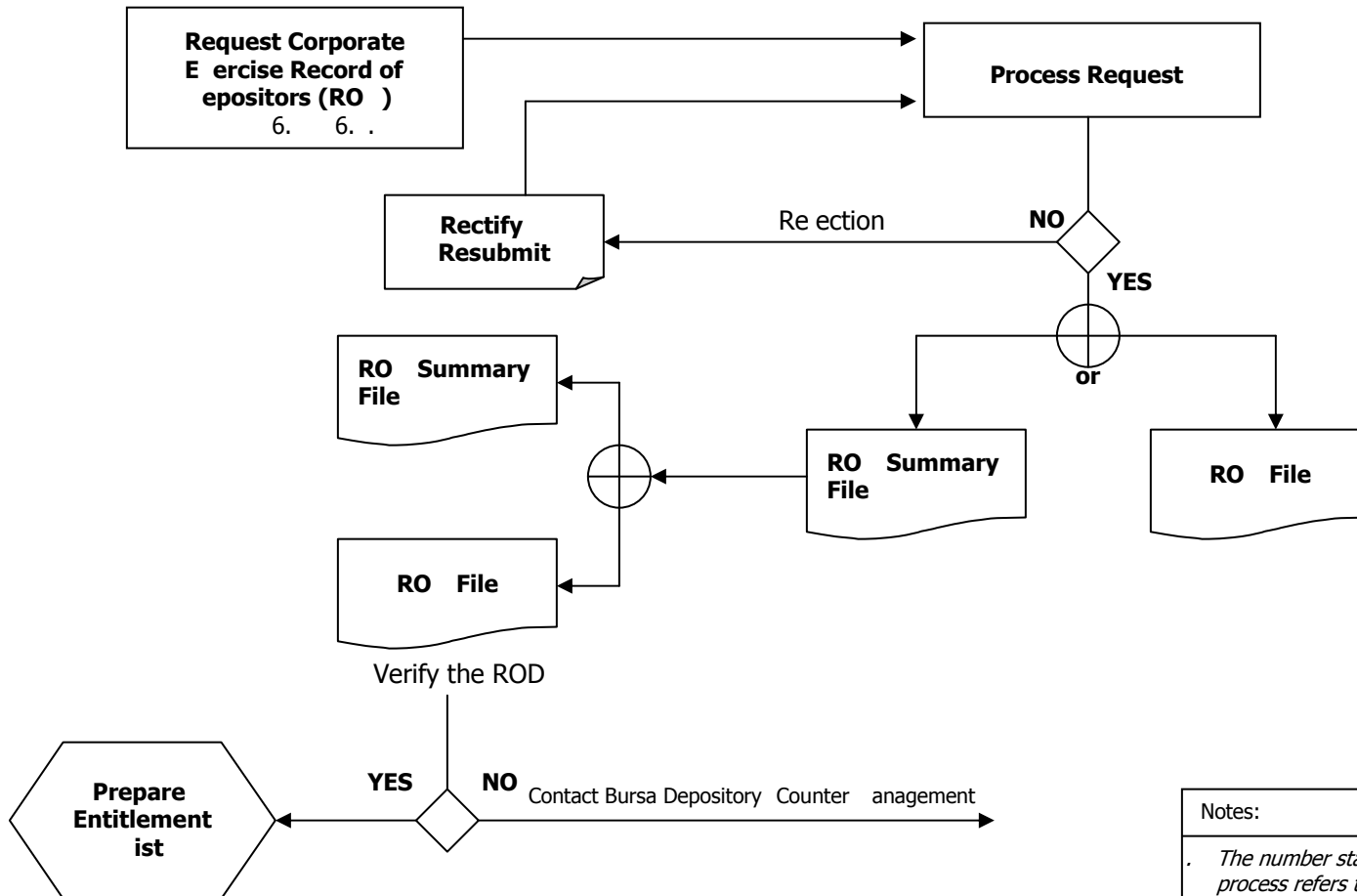
# CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

## Request for Corporate Exercise RO (Require Approval)

Capital Restructuring  
 Majority Conversion Redemption  
 Split Foreign Equity of PAL PLO



Notes:  
 . The number stated by each process refers to the section where the topic can be found in the procedures manual.

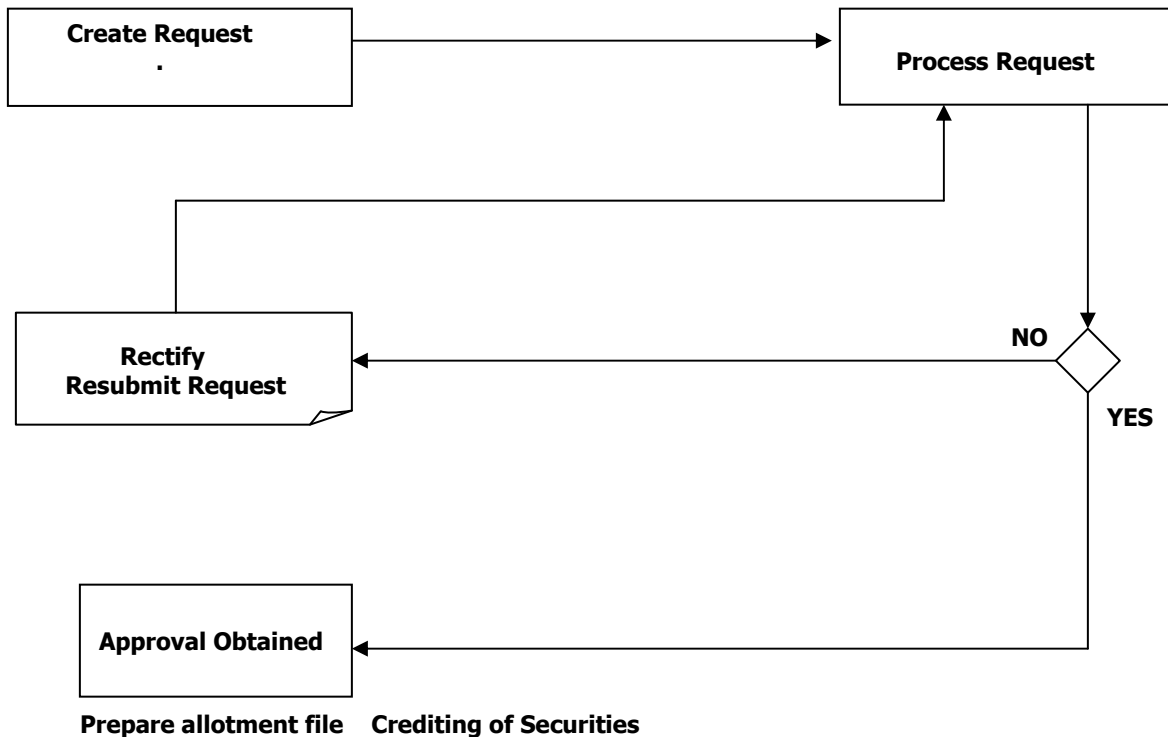
# CORPORATE E ERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

## Request For Corporate E rcise Allotment Processing

Bonus Rights Employees Share Option Scheme ESOS Special Issue



Notes:

The number stated by each process refers to the section where the topic can be found in the procedures manual.

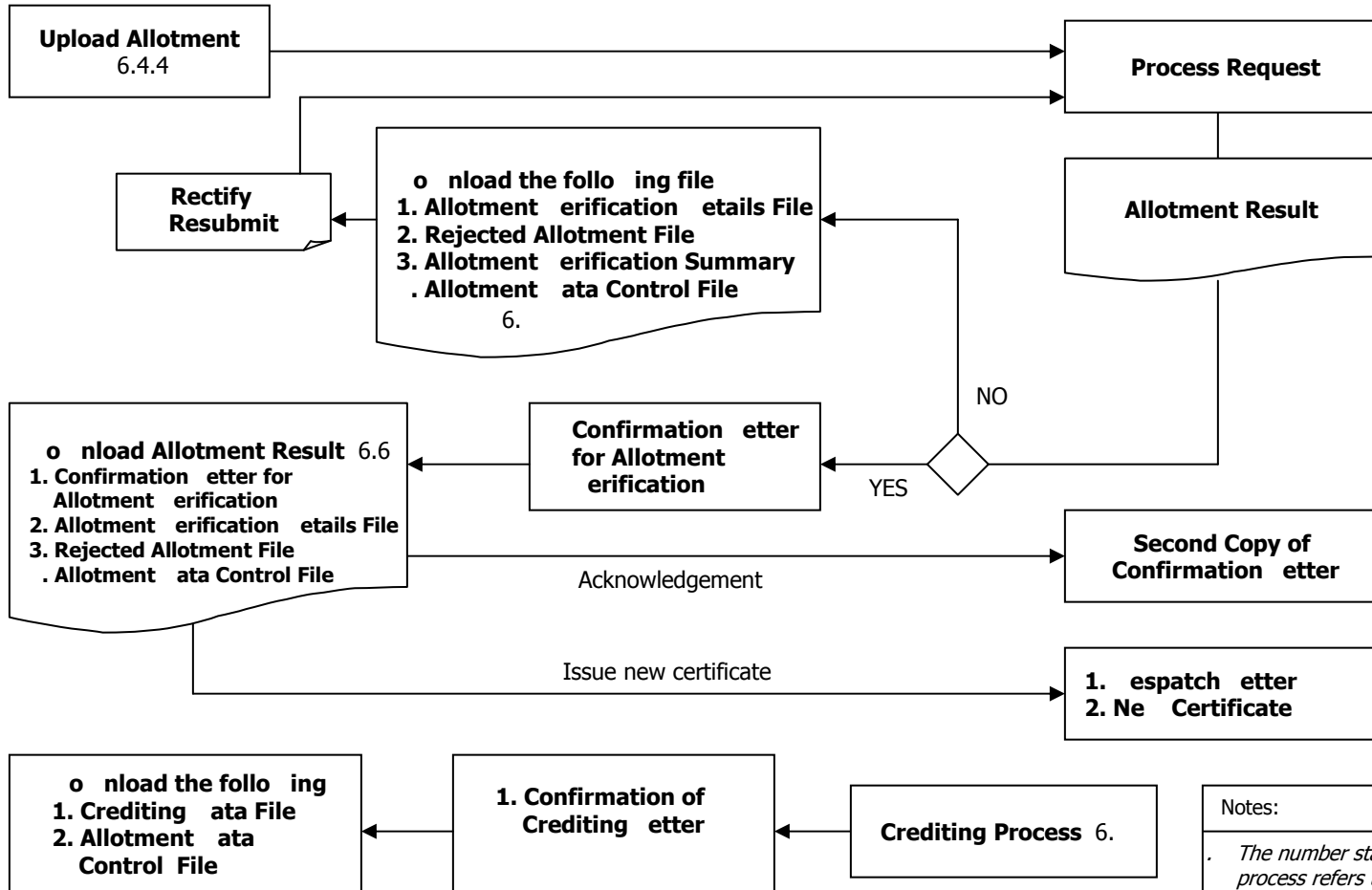
# CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

## Prepare Allotment File Crediting of Securities

Rights Bonus Capital Restructureaturity Conversion  
Split Foreign General Offer Exercise of NES Special Issue ESOS



Notes:

The number stated by each process refers to the section where the topic can be found in the procedures manual.

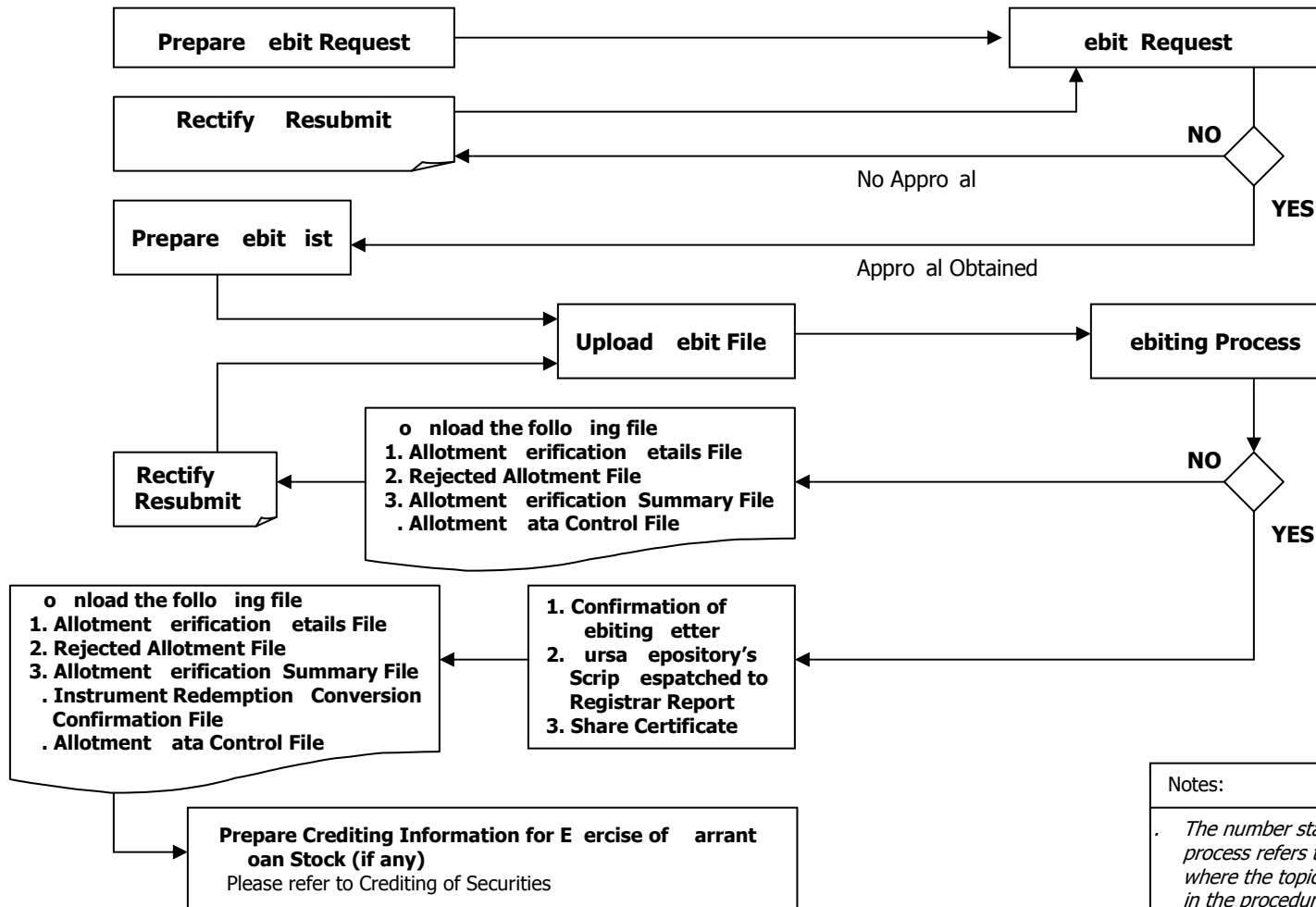
# CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

## Exercising of Securities (Instruction from Share Registrar)

Exercise of Warrants Loan Stocks Bonds Bulk Transfer  
Cross Transfer Exercise of PAL PLO



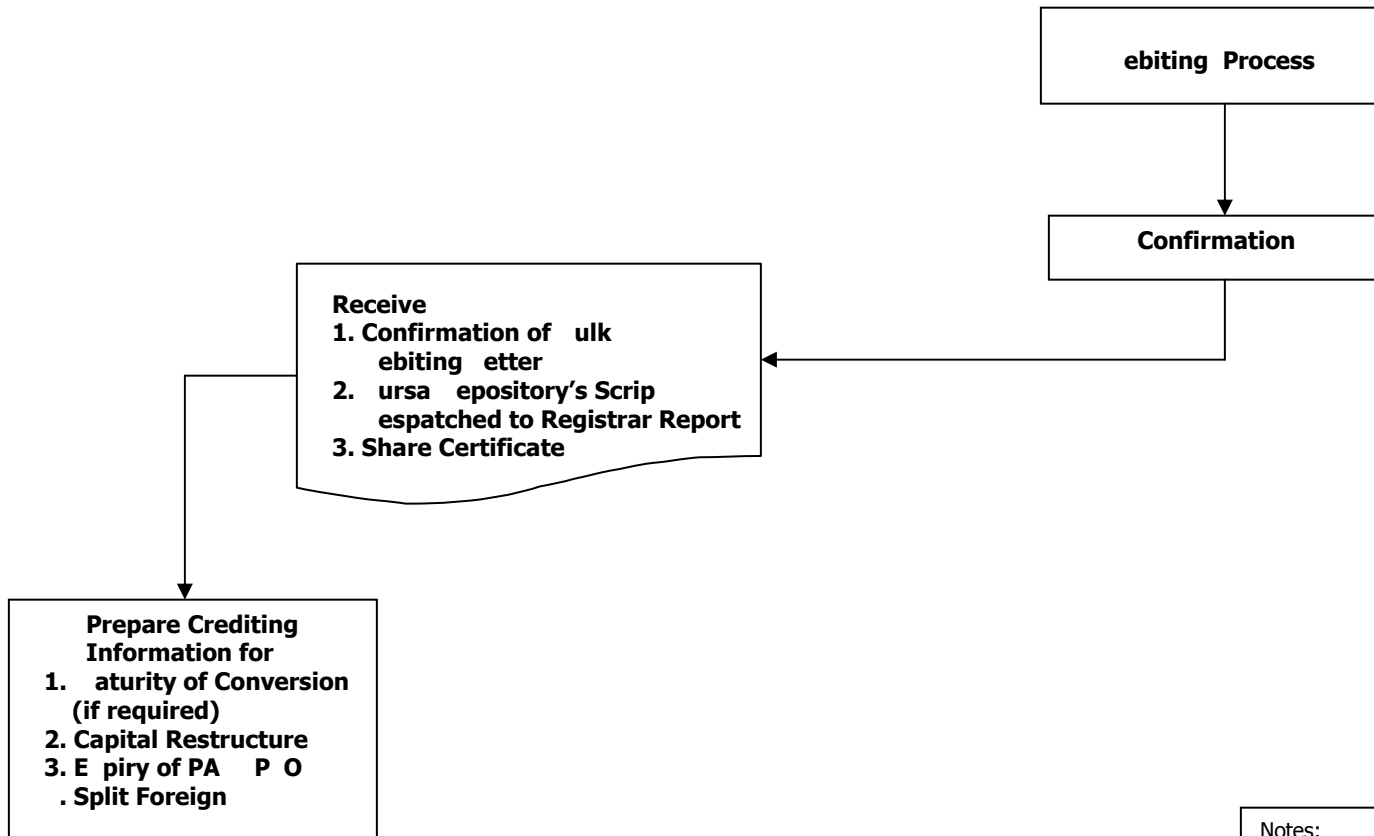
Notes:  
The number stated by each process refers to the section where the topic can be found in the procedures manual.

# CORPORATE EXERCISE PROCESS WORKFLOW

SHARE REGISTRAR

BURSA DEPOSITORY

**Listing of Securities by Bursa Depository**  
 Authority Conversion Capital Restructure  
 Issuance of PAL or PLO Split Foreign



Notes:  
 . The number stated by each process refers to the section where the topic can be found in the procedures manual.

This chapter describes the tasks involved in the various types of Corporate Exercises, from the process of requesting corporate exercise ROD, preparation of allotment files to the crediting or debiting of securities into or out of the depositors' CDS accounts.

### **.1 Type Of Corporate Exercise**

The following are some of the common types of corporate exercises:-

a.      Dividend and Interest Payment

***Note:** Bursa Depository will produce the ROD to assist the Share Registrar in the production of dividend payment. To assist the authorised nominees in reconciling the dividend payments, Share Registrar is required to include the full name of the beneficial owner as stated in the account qualifier field and the CDS account number on the tax voucher.*

*Dividend payment includes share dividend and cash dividend.*

b.      Rights Issue

c.      Bonus Issue

d.      Capital Restructure

e.      Maturity Conversion / Redemption

f.      Split Foreign

g.      General Offer

h.      Exercise of Warrants / TSRs / Loan Stock / Bonds

i.      Cross Transfer

j.      Special Issue

k.      Bulk Transfer.

•    **Request For Corporate Exercise ROD**

6.2.1    The following types of corporate exercises require a request for Corporate Exercise ROD to be made:-

a.            Dividend Payment

**Note**        *Bursa Depository maintains separate codes for Cash Dividend and Share Dividend.*

*Issuer/Share Registrar requesting for Cash Dividend ROD will receive a bank account information file in addition to the ROD. The bank account information file consists of information for shareholders who have registered for their bank account details to receive their cash dividend via eDividend electronically credit into their bank account. In addition to the ROD information, the bank account information file will have the shareholder's bank account details, email address if provided and mobile phone number if provided. Issuers are to provide electronic notification either via email or SMS or both upon dividend payment is made on payment date, to shareholders who have provided their email address or mobile phone number.*

*Within working days from the payment date, share registrar to provide to Bursa Depository via file upload through eRapid, the details of shareholders whose bank account number has been rejected by the bank for dividend payment and the reasons for the rejection. Upon processing of this file, Bursa Depository will send notices to the affected shareholder to request them to rectify their records with their ADA.*

b.            Interest Payment

**Note**        *Issuer/Share Registrar requesting for Interest Payment ROD will receive a bank account information file in addition to the ROD. The bank account information file consists of information for unit holders who have registered for their bank account details to receive their interest payment via eDividend. In addition to the ROD information, the bank account information file will have the unit holder's bank account details, email address if provided and mobile phone number*

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*if provided. Issuers are to provide electronic notification either via email or SMS or both upon interest is made on payment date, to unit holders who have provided their email address or mobile phone number.*

*Within working days from the payment date, share registrar to provide to Bursa Depository via file upload through eRapid, the details of unit holders whose bank account number has been rejected by the bank for interest payment and the reasons for the rejection. Upon processing of this file, Bursa Depository will send notices to the affected unit holder to request them to rectify their records with their ADA.*

c. Rights Issue

**Note:** *If the crediting of Rights entitlement is under the SPEEDS initiative. Please refer to Section 6.2 for SPEEDS Corporate Exercise Processing.*

d. Bonus Issue

**Note:** *If the bonus issue is under the SPEEDS initiative. Please refer to Section 6.2 for SPEEDS Corporate Exercise Processing.*

e. Capital Restructure

**Note:** *If the shares from Capital Restructure is under the SPEEDS initiative. Please refer to Section 6.2 for SPEEDS Corporate Exercise Processing.*

*Issuer/share registrar paying capital repayments, may request for Cash Repayment ROD to make payments directly into shareholders bank accounts that are registered with Bursa Depository. Issuer/ Share Registrar will comply with the similar requirements stated for Cash Dividend ROD and Interest Payment ROD stated in 6.2(a) and 6.2(b).*

f. Maturity Conversion / Redemption

g. Split Foreign

h. General Offer



- i.                      Provisional Letter Of Allotment (PAL) / Provisional Letter Of Offer (PLO).

6.2.2                      For item 6.2.1(f), the share registrars are to adhere to the following timelines:-

- a.                      Maturity/Expiry of Non-Equity Securities (NES) i.e. Warrants, Loan Stock or Bonds

The Lodgement Date or ROD date shall be four (4) clear market days before the maturity/expiry date of the NES.

- b.                      Maturity/Expiry of Equity Link Structures (ELS) and all cash-settled structured warrants

The Lodgement Date or ROD date shall be on the same date of the maturity/expiry date of the ELS or cash settled structured warrants.

- c.                      Maturity/Expiry of all physical settled structured warrants

The Lodgement Date or ROD date shall be four (4) clear market days before the maturity/expiry of the physical settled structured warrants.

6.2.3                      To request for Corporate Exercise ROD, key-in the following particulars into Corporate Exercise ROD Request in the eRapid:-

- a.                      Stock code
- b.                      Type of ROD
- c.                      New stock code (if any)
- d.                      Lodgement date

***Note:** Lodgement date is defined as the date where the corporate exercise ROD will reflect the shareholders and their holdings for a particular company as at that particular date. The lodgement date can also be defined as Books Closing Date .*

- e.                      Type of media, i.e. electronic or hardcopy
- f.                      ROD format, i.e. carriage return or continuous or none

g.            Allotment quantity (if any).

6.2.4        If a particular company has more than one (1) type of securities, in the form of Ordinary, Warrant, etc., the requestor must indicate the specific stock code of the securities requested.

***Note:**        The requestor must ensure that sufficient Security Deposit is maintained with Bursa Depository prior to the submission of the ROD. Insufficient security deposit will result in the rejection of ROD request.*

6.2.5        Each request is to be used to request for one (1) type of security and one (1) type of media only. Please key-in a separate request if more than one (1) type of media is requested.

6.2.6        Corporate Exercise ROD can be requested from Monday to Friday, 8.30 a.m. to 7.00 p.m., or any other time prescribed by Bursa Depository.

6.2.7        Any ROD request which falls during the prescribed period and nine (9) market days after the prescribed period, must be accompanied by an undertaking letter from the requestor. The undertaking letter must indicate that the requestor is willing to accept unreconciled ROD and indemnify Bursa Depository from any actions arising from the unreconciled ROD.

6.2.8        In the case of Corporate Exercise ROD, the requestor must key-in the ROD request at least seven (7) market days before lodgement date.

6.2.9        The following types of Corporate Exercise ROD will require Bursa Depository to approve the request:-

- a.            Capital Restructure
- b.            Maturity Conversion / Redemption
- c.            Split Foreign
- d.            Expiry of PAL/PLO.
- e.            Cash Repayment
- f.            Cash Dividend / Interest Payment

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**Note:**    *For a to e , the approval from Bursa Depository is required as the corporate exercise will result in the suspension of the depositors' balances for the particular issuer.*

*For Cash Dividend ROD, Interest Payment ROD and Cash Repayment ROD request will result in generation of an additional bank account details file which is only needed for purpose of facilitating cash dividend distribution exercise.*

*Issuer intending to use the eDividend for their Cash Payment or Redemption exercise may request for the ROD and bank account details file from Bursa Depository. Issuer must submit a letter confirming that depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details for purposes of making electronic refunds to shareholders. Supporting documents on the consent must be forwarded together with the letter.*

- 6.2.10    Bursa Depository to approve the Corporate Exercise ROD request at least four (4) market days before the lodgement date.

**Note:**    *Once Bursa Depository approves the Corporate Exercise ROD request, the request will then be transferred from eRapid to the CDS.*

- 6.2.11    The ROD request will capture its status as "Processing" at eRapid once the request has been transferred to CDS for processing.

**6.3    Downloading / Collection Of Corporate Exercise ROD**

- 6.3.1        The procedures are as per those stated in Section 5.4 – Downloading Of ROD and Section 5.5 – Collection Of Hardcopy ROD in Chapter 5.

#### **6.4    Request For Corporate Exercise Allotment Processing**

6.4.1      The following corporate exercise requires allotment processing request before the securities is credited into the depositor's CDS account:-

- a.            Bonus Issue
- b.            Rights Issue
- c.            Employees Share Option Scheme (ESOS)
- d.            Special Issue.

6.4.2      In order to upload the allotment files, Share Registrar must create the corporate exercise request in the eRapid.

6.4.3      To request for corporate exercise, key-in the following information in the Corporate Exercise Request:-

- a.            Stock code
- b.            Type of corporate exercise
- c.            New stock code (if any)
- d.            Type of media, i.e. electronic / hardcopy or credit only
- e.            ROD format, i.e. carriage return or continuous or none
- f.            Allotment quantity.

***Note:**      If the corporate exercise, i.e. Bonus and Rights Issues are sharing the same lodgement date, request for additional corporate exercise request. Share Registrar to select the "credit only" function.*

6.4.4      Once the corporate exercise request is successful, prepare the allotment file for uploading via the eRapid.

***Note:**      eRapid system to generate a CDS Reference No. if the request is successful.*

6.4.4 Once the corporate exercise request is successful, prepare the allotment file for uploading via the eRapid.

*Note: eRapid system to generate a CDS Reference No. if the request is successful.*

6.4.5 The allotment file must comply with the requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document. Failure to comply with these requirements may result in the allotment file being rejected.

6.4.6 To minimize data entry on the processing of allotments, share registrar may use SID ("Shareholders Information from Depository") facilities offered by Bursa Depository where they will be provided with the CDS accounts' information of those depositors that they have allotted with securities.

6.4.7 The procedures on processing allotments using SID are stated in a new Section 6.10 – Processing Of Allotments Using SID.

6.4.8 To upload the allotment file, login to eRapid and key-in the following:-

- a. Stock code or CDS Reference Number
- b. File format, i.e. BMD or COR.
- c. Version number
- d. Attach allotment file.

*Note: The allotment file must be in text file format and the file name must not be more than eight characters.*

6.4.9 Allotment file can be uploaded from Monday to Friday, 8.30 am to 7.00 pm.

6.4.10 Allotment file uploaded by 4.00 p.m. will be processed on the same day and the results will be made available to the Share Registrar on the same day. Allotment file received after 4.00p.m. will be processed the same day with the results being made available by the next market day. Bursa Depository will only process data uploaded on market day (business day) and will not be held responsible for any delay created by the Issuer / Share Registrar.

. Receipt Of Rejected Allotment Results

- 6.5.1 Upon completion of processing, the requestor may upload the allotment results from Bursa Depository via eRapid. The allotment results consist of the following:-
- a. **Accepted and Rejected Allotment Data File** (Appendix 17). This report details all the accepted and rejected records in relation to a particular allotment tape
  - b. **Rejected Allotment Data File** (Appendix 18). This report lists all the records rejected in relation to a particular allotment tape
  - c. **Accepted and Rejected Allotment Data File** (Appendix 19)
  - d. Data File
  - e. **Accepted and Rejected Allotment Data File** (Appendix 20).
- 6.5.2 Upon rectification of the rejected records, the requestor should upload the allotment files that have been rejected only. However, the requestor is allowed to add, update or remove allotment records.
- 6.5.3 Repeat the process as per those stated from 6.4.8 to 6.4.10 until there are no rejections received from Bursa Depository.

• Receipt Of Accepted Allotment Results

6.6.1 Upon completion of processing, the requestor may download the allotment results from Bursa Depository via the eRapid. The allotment results consist of the following:-

- a. Allotment Verification Details File
- b. Rejected Allotment File (with no rejection record)
- c. Allotment Verification Summary File
- d. Data File
- e. Allotment Data Control File.
- f. Allotment Notification (ERAPID) Report (Appendix 21A)

6.6.2 Upon confirmation of allotment results are in order, the requestor will receive a **Acceptance Notification ERAPID Report** (Appendix 21A) at eRapid for the appropriate share certificate to be issued to Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository for the total number of securities to be credited.

6.6.3 Print the share certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd for the requested denomination. Verify the certificate that is to be deposited with Bursa Depository for its validity such as the securities' name and denomination. Prepare a **Confirmation Letter On Final Allotment** (Appendix 44) in duplicate to accompany the certificate to Bursa Depository.

*Note:* Certificates for bearer securities must be deposited with Bursa Depository in the manner and in such denominations as may be prescribed by Bursa Depository via the **Acceptance Notification ERAPID Report** (Appendix 21A).

6.6.4 The Confirmation Letter On Final Allotment must consist the following:-

- a. CDS Reference Number
- b. Stock name and stock code
- c. Type of corporate exercise



- d.            Certificate number and quantity of securities appearing in the certificate
- e.            Total number of shares and CDS account allotted
- f.            The latest issued and paid-up share capital of the listed Issuer (in units of securities and Ringgit Malaysia (amount)) after taking into account of the allotted shares.

6.6.5        Ensure that the securities certificate and Confirmation Letter on Final Allotment must reach Bursa Depository by 10:00a.m. on the day the Issuer announce the listing date for the newly allotted securities.

***Note:**    Failure to adhere to the above date line will result in delay for the listing of the allotted securities.*

6.6.6        Issuer can only announce the listing date for the newly allotted securities to Bursa Malaysia Securities upon receiving the duplicate copy of the covering letter that has been completed by Bursa Depository with confirmation from Bursa Depository that it has received the necessary documents to facilitate the crediting of the allotted securities.

## **6.7    Crediting Of Allotted Securities**

6.7.1      Bursa Depository to credit the allotment upon obtaining confirmation from Bursa Malaysia Securities Bhd.

*Note:*      *Crediting of securities is initiated on the eve of the listing date.*

6.7.2      On the listing day, download the following files from eRapid:-

- a.            Crediting Data File (after crediting)
- b.            Allotment Data Control File.

*Note:*      *The files contained a list of all the credited CDS accounts based on the records in the allotment file.*

6.7.3      Receive the **Confirmation Letter For Corporate Exercise Crediting** (Appendix 22) on the listing day.

## **6.8    Request For Debiting Corporate Exercise Process**

6.8.1    The debiting of securities apply to the following types of corporate exercises:-

- a.        Exercise of Warrants / TSRs / Loan Stock / Bonds
- b.        Bulk Transfer
- c.        Cross Transfer
- d.        Maturity Conversion / Redemption
- e.        Capital Restructure
- f.        Expiry of PAL/PLO
- g.        Split Foreign.

6.8.2    For item 6.8.1 “a”, the Share Registrar will have to prepare an instruction to Bursa Depository in the form of a Debit List. The Debit List must contains the following:-

- a.        Serial number
- b.        Name of account holder
- c.        CDS account number
- d.        NRIC or Company registration number
- e.        Stock name and stock code
- f.        Debited quantity
- g.        Total debited quantity
- h.        Total number of account holders.

6.8.3    For item 6.8.1 “b” and “c”, the Share Registrar is required to prepare a Cross Transfer / Bulk Transfer List which contains both debit and credit records.

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**Note:** *The debiting and crediting of securities are effected simultaneously upon confirmation by Bursa Depository.*

6.8.4 The Cross Transfer / Bulk Transfer List must contain the following:-

- a. Serial number
- b. Name of account holder
- c. CDS account number
- d. NRIC or Company registration number
- e. Stock name and stock code
- f. Debited and credited quantity
- g. Total debited and credited quantity
- h. Total number of account holders.

6.8.5 For item 6.8.1 “d” to “g”, the Share Registrar will have to prepare an instruction to Bursa Depository in the form of a letter, which contains the following:-

- a. Stock name
- b. Type of corporate exercise
- c. The effective date of debiting.

6.8.6 The following corporate exercise request requires Bursa Depository to approve the request before the request is uploaded in eRapid:-

- a. Exercise of Warrants / TSRs / Loan Stock / Bonds
- b. Cross Transfer
- c. Bulk Transfer
- d. Expiry of PAL/PLO.

---

**Note:** *The approval from Bursa Depository is required as the corporate exercise will result in the suspension of balances of the securities from the depositor's CDS account.*

6.8.7 Bursa Depository to approve the corporate exercise request on the same day of the request.

**Note:** *If the corporate exercise request is submitted to Bursa Depository before 12.00 noon, the corporate exercise request will be approved before 2.00 pm and any request submitted after 12.00 noon the request may be approved by 4.00 pm.*

6.8.8 Key-in corporate exercise request via eRapid to obtain CDS Reference Number. The reference number will be used to upload the relevant data into eRapid.

6.8.9 To upload allotment file, login into eRapid and key-in/perform the following:-

- a. Stock code or CDS reference number
- b. File format, i.e. BMD or COR.
- c. Version number
- d. Attach allotment file.

**Note:** *The allotment file must be in text file format and the file name must not be more than eight (8) characters.*

6.8.10 The debiting must comply with requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document. Failure to comply with these requirements may result in the information downloaded being rejected.

6.8.11 All debiting uploaded via eRapid by 12.00 noon will be processed on the same day and the results made available to the Share Registrar on the same day. Request downloaded after 12.00 noon may be processed on the same day with the results made known the next market day. Bursa Depository will only process request uploaded on market days and will not be held responsible for any delay created by the Issuer/Share Registrar.

6.8.12 The debiting request can be downloaded from Monday to Friday, 8.30 am to 7.00 pm.

- 6.8.13 Upon completion of processing, the Share Registrar may download the following files from Bursa Depository via eRapid:-
- a. Allotment Verification Details File
  - b. Rejected Allotment File
  - c. Allotment Verification Summary File
  - d. Data File
  - e. Allotment Data Control File.
- 6.8.14 Upon rectifying the rejection, the requestor must upload the rectified List Of Debiting to eRapid.
- 6.8.15 Repeat the process as per those stated from item 6.8.9 to item 6.8.13 until there are no rejections received from Bursa Depository.
- 6.8.16 Bursa Depository will initiate the debiting process upon receipt of the letter of instruction from the Share Registrar.
- 6.8.17 For item 6.8.1 “a”, download the **I n d e x / C e i t i f i c a t e F i l e** (Appendix 23) from eRapid one (1) market day after the debiting of securities.
- 6.8.18 For item 6.8.1 “b” and “c”, download **C o n t r i b u t i o n / T a x F i l e** (Appendix 24) from eRapid one (1) market day after the debiting of securities.
- 6.8.19 For item 6.8.1 “d” to “g”, the Share Registrar will receive the following from Bursa Depository:-
- a. **C e i t i f i c a t e F i l e** (Appendix 25)
  - b. Scrip Despatched To Registrar Report
  - c. Share certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository.
- 6.8.20 In addition to the debiting process, certain types of corporate exercises involve a crediting process after the completion of the debiting process. They are:-
-

- a.            Maturity Conversion
- b.            Capital Restructure
- c.            Split Foreign.

6.8.21    Proceed to Sections 6.4 to 6.7 for procedures on the preparation of allotment file(s) and the subsequent crediting of the securities into the account holder's CDS account.

**F e a t u r e s a r e R e i a a e e e C p a e E e i e M a i e e p a e.**

b.            Capital Restructure

c.            Split Foreign.

6.8.21    Proceed to Sections 6.4 to 6.7 for procedures on the preparation of allotment file(s) and the subsequent crediting of the securities into the account holder's CDS account.

**For easy reference, the Share Registrar may refer to the Corporate Exercise Matrix shown on the next page.**



## **6.9    SPEEDS Corporate Exercise Processing**

### **6.9.1    Types Of Corporate Exercise Under SPEEDS**

6.9.1.1    Listed below are the types of corporate exercise under SPEEDS timeline:-

- a.        Bonus Issue (on a stand alone basis)
- b.        Sub-Division (on a stand alone basis)
- c.        Shares Consolidation (on a stand alone basis)
- d.        Any combination of the above.

### **6.9.2    Submission Of Documents to Bursa Depository**

6.9.2.1    Issuer/Share Registrar must submit a **Notification Letter** (Appendix 34) to Counter Management Department of Bursa Depository on the announcement date of the Books Closing Date (“BCD”).

6.9.2.2    The Notification Letter must contain the following:-

- a.        The Issued and Paid up Capital of the Issuer after the above SPEEDS corporate exercise
- b.        Designated CDS Account for the crediting of any fractional securities
- c.        Any CDS account(s) designated for the purpose of Share Buy Back by the Issuer.
- d.        An undertaking that the new share certificate will be submitted to Bursa Depository on BCD.

6.9.2.3    On BCD, forward the appropriate share certificate to Bursa Depository.

***Note:** For Share Registrar located in Klang Valley, the share certificate must reach Bursa Depository on or before 5.00pm on BCD whilst for outstation Share Registrar the share certificate must be fax to Bursa Depository by 5.00pm on*

*BCD. The original share certificate to be delivered on the next market day.*

### **6.9.3      Receiving SPEEDS Crediting Confirmation**

6.9.3.1    Download the crediting data from eRapid one (1) market day after the BCD.

***Note:**    The crediting data is to allow the share registrar to process and print the Notice of Allotment (NOA). The NOA must be issued to the entitled shareholders no later than four (4) market days after listing date.*

## **.10 PROCESSING OF ALLOTMENTS USING PROVISION SHAREHOLDERS INFORMATION FROM DEPOSITOR SID**

6.10.1 The allotment file must comply with the requirement stated in Bursa Depository's "Registrar/Issuing House CDS Interface" document.

6.10.2 Bursa Depository may reject any record, which fail to comply with the above instruction. In such instance, Bursa Depository will not proceed with the assignment of the CDS accounts' information.

6.10.3 To upload the allotment file, login to eRapid and key-in the following:-

a. Stock code or CDS Reference Number

b. File format, i.e. SID.

*Note: File format S D is used to denote that the allotment will be processed under S D facilities.*

c. Version number

d. Attach allotment file.

*Note: The allotment file must be in text file format and the file name must not be more than eight characters.*

6.10.4 Allotment file can be uploaded from Monday to Friday, 8.30 am to 7.00 pm.

6.10.5 Allotment file uploaded by 4.00 p.m. will be processed on the same day and the results will be made available to the Share Registrar on the same day. Allotment file received after 4.00p.m. will be processed the same day with the results being made available by the next market day. Bursa Depository will only process data uploaded on market day (business day) and will not be held responsible for any delay created by the Issuer / Share Registrar.

6.10.6 Bursa Depository will assign the CDS accounts' information as stipulated in the "Registrar/Issuing House CDS Interface" document. The information assigned includes the followings:-

a. Participant's (ADA's) name, code and branch code

b. Depositor's name

- 
- c. Depositor's address
  - d. State code and country code
  - e. Depositor's Nationality / Place of incorporation code
  - f. Depositor's Race / Ownership code
  - g. Investor type
  - h. Beneficiary code
  - i. Account qualifier
- 6.10.7 Bursa Depository will perform the assignment of CDS accounts' information every time an allotment file is submitted to eRapid for verification when the file format is quoted as "SID".
- 6.10.8 Upon completion of processing and assignment of CDS accounts' information by Bursa Depository, share registrar will be able to download the assigned CDS accounts' information from eRapid.
- 6.10.9 The following files will be made available at eRapid:-
- a. **PIPO A i e De ai Fi e** (Appendix 30). This file contains the CDS accounts' information in relation to all the accepted allotment records and rejected allotment records.
  - b. Allotment Data Control File. This file contains a summary of allotment information being copied into the allotment file.
  - c. Allotment Verification Details File.
  - d. Rejected Allotment File.
- 6.10.10 Verify all the information provided by Bursa Depository against the information provided by the depositors in their application forms and rectify all errors contained in the Rejected Allotment File.
- 6.10.11 Upon rectification of the rejected records, the requestor should upload the allotment files that have been rejected only. Requestor are advised not to resubmit allotment records that have been accepted unless to amend or remove the accepted records.

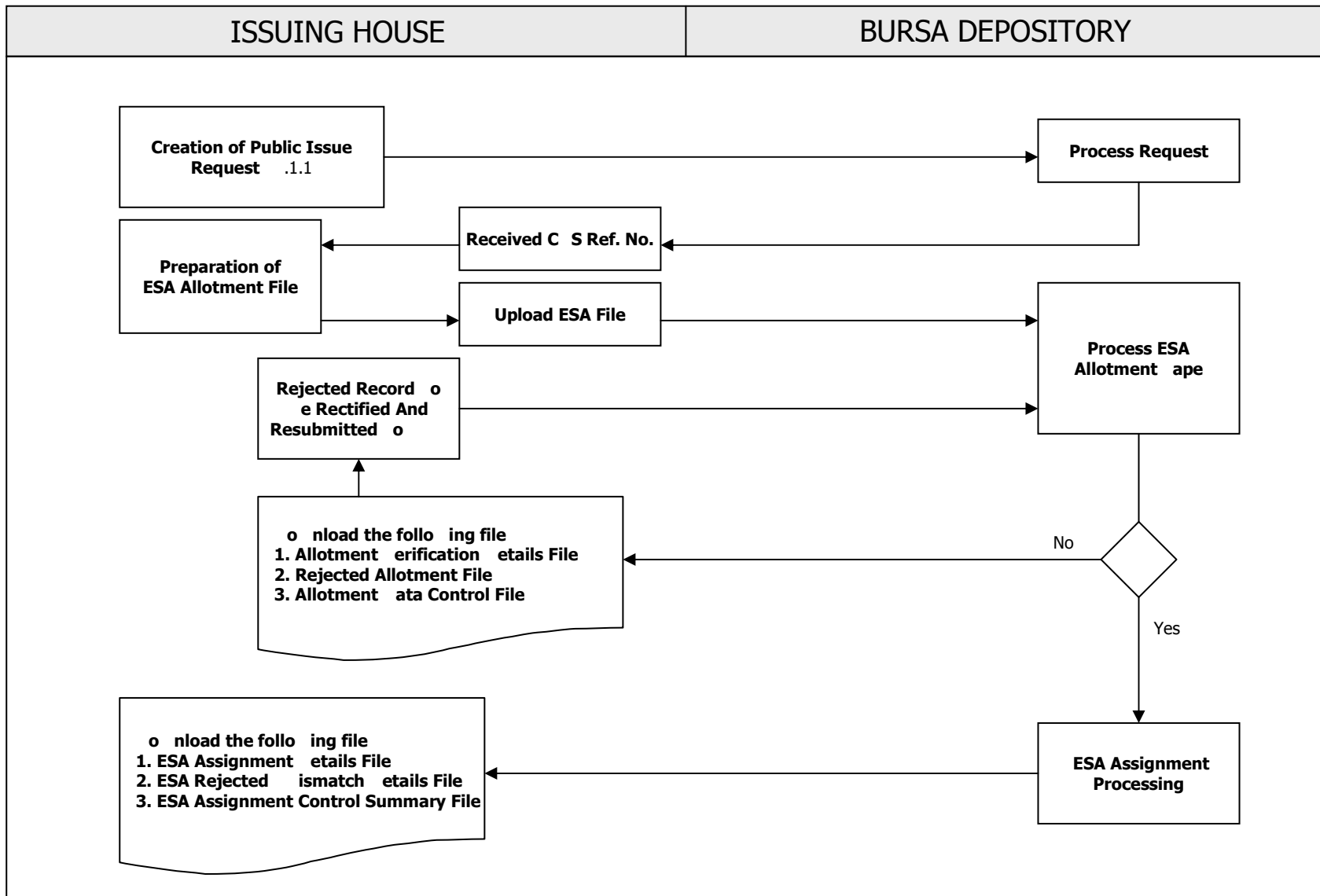
**CORPORATE EXERCISE MATRIX**

Types of Corporate Exercise	ROD Required	Require Approval	Tape for Debiting Required	Allotment Tape for Crediting Required	Remarks
Dividend / Interest Payment	√				
Rights Issue	√			√	
Bonus Issue	√			√	<u>If the corporate exercise is not under SPEEDS.</u>
Capital Restructure	√	√		√	The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Maturity Conversion	√	√		√ (if any arising shares)	The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Maturity Redemption	√	√			The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository
Split Foreign	√	√		√	The securities of the account holders classified as foreigners will be automatically debited from their CDS accounts by Bursa Depository
General Offer	√			√	
Exercise of Warrants / TSRs / Loan Stock / Bonds		√	√	√ (if any arising shares)	
Cross Transfer		√			Allotment tape consist of both debit and credit records

Types of Corporate Exercise	ROD Required	Require Approval	Tape for Debiting Required	Allotment Tape for Crediting Required	Remarks
Special Issue				√	
Employees' Share Option Scheme (ESOS)				√	
Bulk Transfer		√			Allotment tape consist of both debit and credit records
Provisional Letter of Allotment (PAL)	√	√			The securities will be automatically debited from the shareholders' CDS accounts by Bursa Depository

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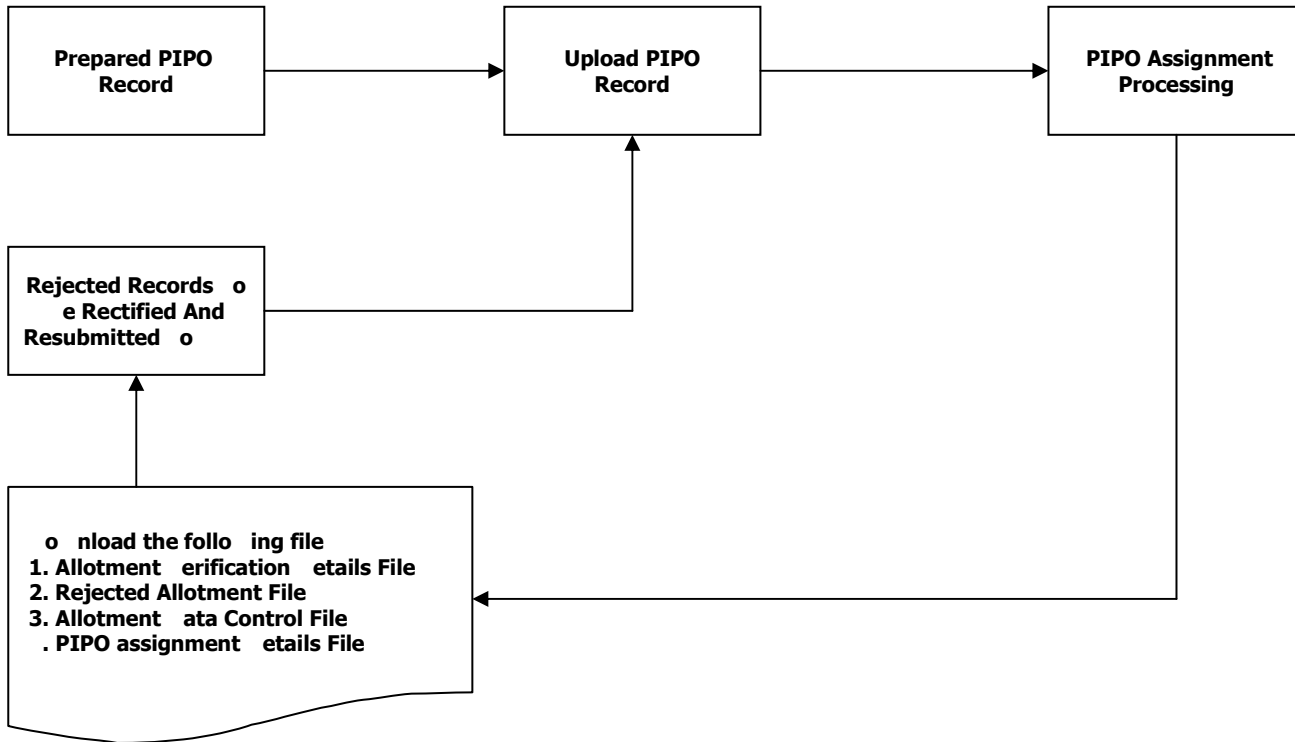
# ELECTRONIC SHARE APPLICATION ESA ALLOT ENT PROCESS WORKFLOW



# PROVISION OF INFORMATION RELATED TO INITIAL PUBLIC OFFERING PIPO PROCESS WORKFLOW

ISSUING HOUSE

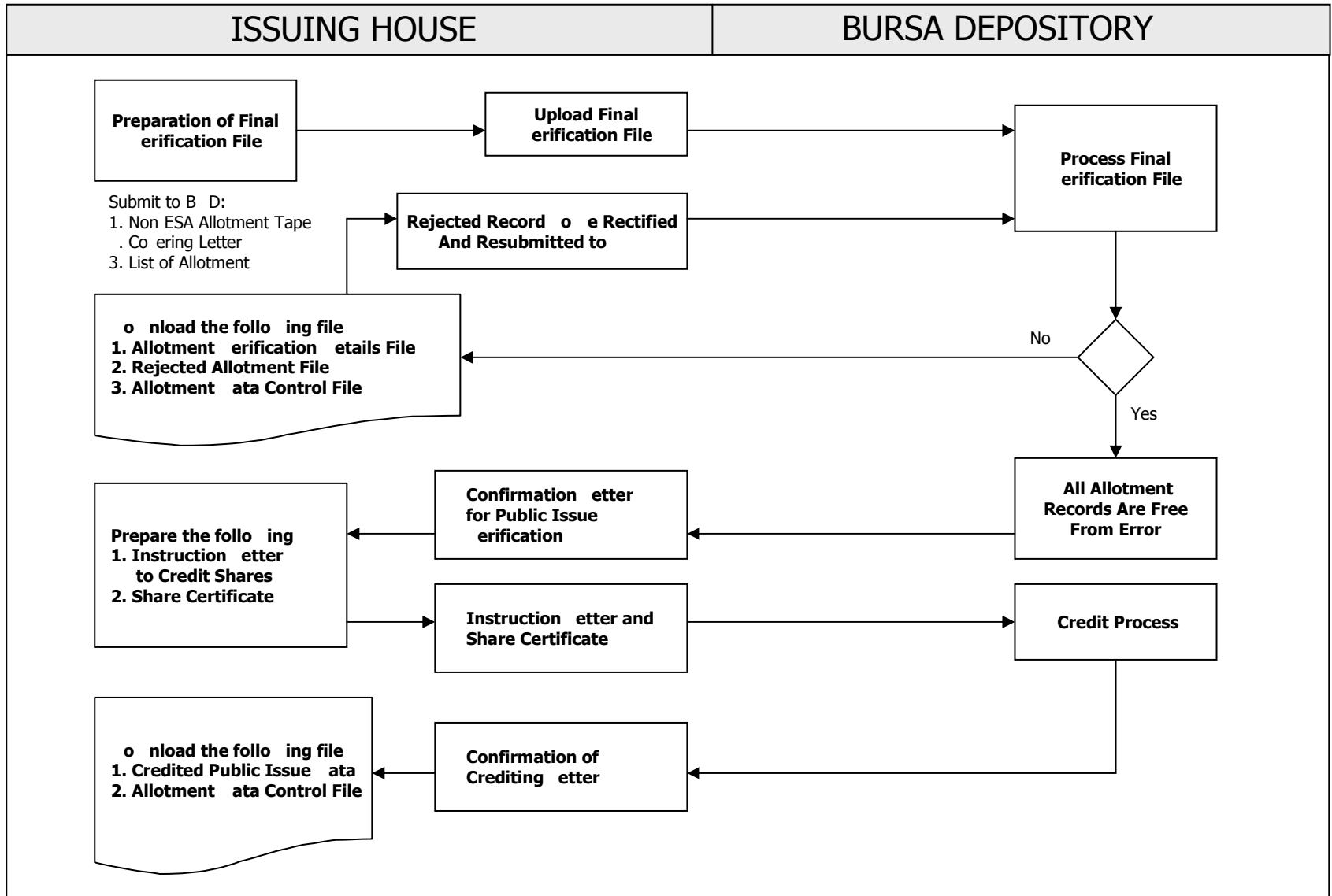
BURSA DEPOSITORY





# FINAL VERIFICATION

# ERGED PROCESS WORKFLOW



This chapter describes the tasks involved in requesting for public issue verification, preparation of allotment record for Public Issue and crediting of securities into the successful applicants' CDS accounts. It includes preparation of allotment record for Provision of Information related to Initial Public Offering (PIPO), Electronic Share Application (ESA) and the Final Verification Request by the Issuing House. Creation of public issue request, uploading and downloading of ESA files, PIPO files and Final Verification files can be requested from Monday to Friday, 8.30 a.m. to 7.00 p.m., or any other time prescribed by Bursa Depository.

## **7.1    Electronic Share Application (ESA)**

### **7.1.1    Creation Of Public Issue Request**

7.1.1.1    To create Public Issue request, login into eRapid.

*Note:    To request for only one (1) public issue request for each new public issue unless instructed by Bursa Depository.*

7.1.1.2    Key-in the following particulars of Public Issue into Public Issue Request:-

- a.        Stock code
- b.        File format, i.e. continuous or carriage return
- c.        Allotment quantity.

7.1.1.3    CDS reference number will be generated by eRapid after the successful creation of the Public Issue Request.

7.1.1.4    The CDS reference number must be obtained first before proceed to prepare and upload the allotment file for public issue.

### **7.1.2    Preparation Of ESA Data And Information File**

7.1.2.1    Prepare the ESA Data and Information File (ESA File) as set out in the "Registrar/Issuing House CDS Interface" document. The Data and Information contained in the ESA File is in respect of the particulars relating to each successful applicant ("Record").

7.1.2.2    Bursa Depository may reject the ESA File if the instructions in preparing the ESA File are not complied by the Issuing House.

7.1.2.3    To insert a “**Dummy Record**” each time the ESA File is created. This is to avoid the allotment file from being finalised and to also facilitate further verification request.

7.1.2.4    To strictly follow the instruction stated below to create the Dummy Record:-

- a.            Serial Number “99999999”
- b.            CDS Account Number “999-999-999999999”
- c.            NRIC/Registration Number “999999-99-9999”.

### **7.1.3        Upload ESA Verification Request**

7.1.3.1    Upload the ESA record into eRapid by using the Upload Public Issue.

7.1.3.2    Key-in the following particulars of the public issue:-

- a.            Stock code or CDS reference number
- b.            File version

*Note:*     *The file version must be indicated as “ESA9999”.*

- c.            Allotment file to be attached.

*Note:*     *The ESA file must be in a text file format and the file name must not exceed eight (8) characters.*

7.1.3.3    If any of the above particulars are keyed-in wrongly, Bursa Depository will not be able to assign the CDS accounts’ information and may reject the ESA verification request.

### **7.1.4        Download ESA Verification Result**

7.1.4.1    For ESA verification process, Bursa Depository will only verify the following particulars:-

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- 
- a. National Registration Identification Card (NRIC) number or Company Registration Number
  - b. CDS account number of the applicant
  - c. Serial number.

7.1.4.2 Upon completion of processing of CDS accounts' information by Bursa Depository, Issuing House will be able to download the verification result from eRapid server.

7.1.4.3 Login to eRapid and download the following files for ESA verification:-

- a. Allotment Verification Details File (AVD). This file contained all records processed (without the additional CDS accounts' information) from the ESA record provided to Bursa Depository.

The Issuing House is required to verify the AVD against its list of allotment. This is to ensure that all the data appearing in the AVD is the same as per the Issuing House's list of allotment.

- b. Rejected Allotment File (RAR). This file details all the records that are rejected from the ESA record given to Bursa Depository. Each rejected record will be indicated with "E.S.A." to show that the rejected records are from ESA allotment.

The Issuing House is required to verify and rectify the rejected records in this file before submitting the amended ESA record to Bursa Depository.

- c. Allotment Data Control File (ADCF). This file details the control totals appearing in the verified ESA record. The Issuing House is required to verify the ADCF to ensure the relevant Control Total provided by Bursa Depository reconciled with its' List Of Allotment (ESA).
- d. Allotment Verification Summary File. This file will show the summary of the allotment verification result.

7.1.4.4 When re-submitting the ESA record, please ensure the ESA record only contains rejected records that have been rectified or records

to be removed. However, Issuing House is strongly advised not to resubmit again allotment records that been accepted, unless these accepted records are to be removed.

7.1.4.5 Repeat the process as per those stated from 7.1.2 to 7.1.4.3 until no rejection from Bursa Depository.

7.1.4.6 In the event the Control Total matches but there are few records which are rejected by Bursa Depository's system, instead of preparing an amended tape to Bursa Depository for processing, the Issuing House can request Bursa Depository to proceed with the ESA Assignment by sending an **Authorisation Letter** (Appendix 26). This letter will authorise Bursa Depository to proceed with assigning CDS accounts' information for all the records in ESA File except for those records that are rejected.

*Note: This option is to enable the Issuing House to shorten the processing time when necessary. Bursa Depository will reject any request for the assignment of CDS accounts' information if the Issuing House failed to produce the authorisation letter.*

### 7.1.5 ESA Assignment Process

7.1.5.1 Bursa Depository will only assign the following CDS accounts' information into the ESA record for those ESA records with valid CDS account numbers and NRIC numbers:-

- a. Applicant's name
- b. Correspondence address or registered address, as per the instruction of the Issuing House.

7.1.5.2 For rejected records, the Issuing House will deal with the rejections separately.

7.1.5.3 ESA Assignment can only be performed once for each public issue.

### **7.1.6    Downloading Of ESA Assignment Information**

7.1.6.1    Upon completion of the assignment process by Bursa Depository, Issuing House will be able to download the ESA Assignment from the eRapid server.

7.1.6.2    Login to eRapid and download the following files for ESA CDS account information:-

- a.        **ESA Assignment Details File (ESAAD)** (Appendix 27). This file details all successfully verified records with the additional CDS accounts' information from the ESA File and is only provided once upon verification. This file will reflect the applicant's name, CDS account number, applicant's NRIC number / company registration number and registered address.

The Issuing House is required to verify the ESAAD against its ESA Balloted List to ensure that all data appearing in the report is the same as per its' List of Allotment.

- b.        **ESA Rejected/Mismatch Details File (ESARMD)** (Appendix 28). This file details only rejected or mismatch ESA records, if applicable. Mismatch records are not rejected but highlighted for you to verify. Rejected records are indicated by “\*\*” at the front of the affected information while mismatch information will be indicated by “\*”.

The Issuing House is required to verify the ESARMD report and resolve all the rejections appearing in this report before forwarding to Bursa Depository the allotment file in the final verification request.

- c.        **ESA Assignment Control Summary File (ESAACS)** (Appendix 29). This file details the control totals of the ESA Assignment appearing in the verified ESA file.

The Issuing House is required to verify the ESAACS File to ensure that the Control Totals in relation to “Records Processed” provided by Bursa Depository reconciled with the figures reflected in its' List of Allotment (ESA) before processing the File.

**PIPO Record**

**7.2.1 Preparation of PIPO Record**

7.2.1.1 Prepare the PIPO Record as set out in the “Registrar/Issuing House CDS Interface” document.

7.2.1.2 The PIPO Record should not include successful applicants arising from ESA.

7.2.1.3 Verify the CDS account numbers’ details against the successful applicants’ listing before preparing the PIPO Allotment Record.

*Note: This is to ensure no invalid data is given to Bursa Depository.*

7.2.1.4 Bursa Depository may reject PIPO Record, which fail to comply with the above instruction. In such instance, Bursa Depository will not proceed with the assignment of the CDS accounts’ information.

7.2.1.5 To insert a **Dummy Record** each time the PIPO Record is created. This is to avoid the allotment file from being finalised and to also facilitate further verification request.

7.2.1.6 To strictly follow the instruction stated below to create the Dummy Record:-

- a. Serial number “99999999”
- b. CDS account number “999-999-999999999”
- c. NRIC/Registration number “999999-99-9999”.

**7.2.2 Update PIPO Record**

7.2.2.1 Submit a letter confirming that depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details for purposes of making electronic refunds to shareholders instead of via cheque.

*Note: This Confirmation letter is to be submitted together with relevant supporting documents such as extracted pages of*

*prospectus and public issue application form indicating depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details. The Confirmation letter and the supporting documents must be forwarded to Bursa Depository prior to sending the first PPO file to Bursa Depository.*

7.2.2.2 Upload the PIPO Request into eRapid server using the Upload Public Issue.

7.2.2.3 Key-in the following particulars of the public issue:-

a. Stock code or CDS reference number

*Note: To use the same CDS Reference Number created in item . unless instructed by Bursa Depository.*

b. File version

*Note: The file version must be indicated as S D .*

c. Allotment file to be attached.

*Note: The allotment file must be in a text file format and the file name must not exceed eight characters.*

7.2.2.4 If any of the above particulars are keyed-in wrongly, Bursa Depository will not be able to assign the CDS accounts' information and may reject the PIPO Request.

7.2.2.5 Bursa Depository will only assign the CDS accounts' information to those records with valid CDS account numbers and will reject any records with invalid CDS account numbers.

## PIPO Assignment

7.2.3.1 During PIPO Assignment Process, Bursa Depository will assign the CDS accounts' information and bank account information (PIPO Assignment) as stipulated in the "Registrar/Issuing House CDS Interface" document. The information assigned are as follows:-



- a. Applicant's name
- b. Correspondence address or registered address, as per the instruction of the Issuing House
- c. ADA's name, code and branch code
- d. State code and country code
- e. Nationality / Place of incorporation code
- f. Race / Ownership code
- g. Investor type
- h. Account qualifier
- i. Bank account number (if available)
- j. Bank code and SWIFT code (if available)
- k. Status code.

7.2.3.2 Bursa Depository will perform the PIPO Assignment every time the Issuing House submits the PIPO Verification Request for processing.

.. **Download PIPO Assignment**

7.2.4.1 Upon completion of processing and assignment of CDS accounts' information by Bursa Depository, Issuing House will be able to download the PIPO Assignment from the eRapid server.

7.2.4.2 Login to eRapid and download the following files for PIPO:-

- a. **PIPO Assignment Details File** (Appendix 30). This file contains the CDS accounts' information in relation to all the accepted allotment records and rejected allotment records
- b. Allotment Data Control Report. This file contains a summary of allotment information being copied into the allotment file
- c. Allotment Verification Details File

d. Rejected Allotment File.

- 7.2.4.3 Verify all the information provided by Bursa Depository and rectify all errors contained in the Rejected Allotment File.
- 7.2.4.4 Issuing House to update records that have been accepted during the earlier rounds of verification and is strongly advised not to resubmit again allotment records that have been accepted, unless these accepted records are to be removed or amended.
- 7.2.4.5 The Issuing House shall verify the information provided through PIPO with the information provided by the applicants in their application forms.
- 7.2.4.6 In the event of any discrepancy detected and if the Issuing House intend to rectify the discrepancy, the Issuing House may submit an amended PIPO Allotment Information to Bursa Depository for processing by repeating procedures 7.2.1 to 7.2.4.

### **7.3    Final Verification Request**

#### **7.3.1    Preparation Of Final Verification File**

- 7.3.1.1    Prepare the Final Verification File (BMD File) as set out in the “Registrar/Issuing House CDS Interface” document. The data and information contained in the BMD File is in respect of the particulars relating to each successful applicant (“Record”).
- 7.3.1.2    Bursa Depository may reject the BMD File if the instructions in preparing the BMD File are not complied by the Issuing House.
- 7.3.1.3    To insert a “**Dummy Record**” each time the BMD File is created. This is to avoid the allotment file from being finalised and to also facilitate further verification request.
- 7.3.1.4    To strictly follow the instruction stated below to create the Dummy Record:-
- a.        Serial number “99999999”
  - b.        CDS account number “999-999-999999999”
  - c.        NRIC/Registration number “999999-99-9999”.
- 7.3.1.5    The “Dummy Record” will only be removed after all rejections are rectified and the public issue is ready for crediting.

#### **7.3.2    Upload Final Verification Request**

- 7.3.2.1    Upload the Final Verification Request into eRapid server using the Upload Public Issue.
- 7.3.2.2    Key-in the following particulars of the public issue:-
- a.        Stock code or CDS reference number

***Note:**    To use the same CDS Reference Number created in item 7.1 unless instructed by Bursa Depository.*

- b. File version

*Note:* The file version must be indicated as “BMD9999”.

- c. Allotment file to be attached.

*Note:* The allotment file must be in a text file format and the file name must not exceed eight (8) characters.

- 7.3.2.3 Public Issue Request can be requested from Monday to Friday, 8.30 a.m. to 7.00 p.m., or any other time prescribed by Bursa Depository.

### 7.3.3 Download Final Verification Request

- 7.3.3.1 Upon completion of the Final Verification Request by Bursa Depository, Issuing House will be able to download the final verification result from eRapid server.

- 7.3.3.2 Login to eRapid and download the following files from eRapid server:-

- a. Allotment Verification Details File (AVD)
- b. Rejected Allotment File (RAR)
- c. Allotment Data Control File (ADCF)
- d. Deleted Allotment Record File. This file reflects all the allotment records arising from Final allotment deleted due to quantity of shares stated as “zero” in the final verification request. Such records will not be reflected in the AVD mentioned in item (a) above.

- 7.3.3.3 Upon successful downloading the documents as mentioned in item 7.3.3.2, the Issuing House must ensure that all the reports provided by BMD are verified and corrective measures are taken before resubmitting the rectified records to Bursa Depository for processing.

- 7.3.3.4 When re-submitting the BMD verification request, please ensure it only contains rejected records that have been rectified or records to be removed. However, Issuing House is strongly advised not to resubmit again allotment records that have been accepted, unless these accepted records are to be removed or to be amended.

- 
- 7.3.3.5 In the case of application being rejected due to mismatch of CDS account and the NRIC number / company registration number, the Issuing House will have to check the record against its source document, i.e. photocopy of NRIC or Certificate of Incorporation of Company.
- 7.3.3.6 If the checking confirmed that the data entered is similar to the source document, whereby the NRIC number / company registration number is the same as per the copy enclosed by the applicant, then revert the rejection to Bursa Depository together with the supporting document for the purpose of investigation by Bursa Depository.
- 7.3.3.7 If such a case is presented to Bursa Depository, Bursa Depository will check and effect the amendments if Bursa Depository's Authorised Depository Agent (ADA) creates the error during account opening. Bursa Depository will not perform any amendment if it is found that the ADA has entered correct details of the applicant, which are substantiated by the relevant supporting documents. In such case, the Issuing House will have to decide whether to accept or reject the application.
- 7.3.3.8 Bursa Depository may assist the Issuing House to rectify any discrepancy but the decision as to whether to accept or reject the application is up to the Issuing House's discretion.
- 7.3.3.9 Upon rectifying all the rejected records, forward final verification request to Bursa Depository for further processing.
- 7.3.3.10 Repeat procedures 7.3.1 to 7.3.3.2 until no error is encountered.
- 7.3.3.11 Once all allotment records are error free, Bursa Depository to forward a **Confirmation Letter For Public Issue Verification** (Appendix 31).
- Note: These accepted allotment records are locked in CDS and are ready for the crediting process.*
- 7.3.3.12 It is advisable to have all the allotment records verified and error free at least three (3) market days prior to the listing date.
- 7.3.3.13 Bursa Depository shall not be responsible for any discrepancy in the final allotment list and will credit the shares based on the Issuing House's instruction. Bursa Depository shall not be responsible for wrong credits resulting from discrepancy in the allotment tape and shall not be liable for any losses suffered by the applicants arising from errors committed by the Issuing House.

.. Re e i F Ne Ce i i a e

7.3.4.1 Bursa Depository to forward a **C e i L e e R e e i N e S a e Ce i i a e** (Appendix 32) requesting for new certificate to be issued in the name of Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository for the public issue.

*Note: The letter may also be sent to the ssuing ouse subse uently after the issuance of the prospectus / advertisement date, so that the ssuing ouse will have sufficient time to prepare the new certificate.*

7.3.4.2 The Issuing House is to acknowledge receipt on the second copy of the letter.

7.3.4.3 To print the new certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd with the correct registered address and correct shares denomination.

*Note: Certificate s for bearer securities must be deposited with Bursa Depository in the manner and in such denominations as may be prescribed by Bursa Depository via its **C e i L e e R e e i N e S a e Ce i i a e** (Appendix 32).*

7.3.4.4 The Issuing House must forward the new certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd certificate(s) for bearer securities at least five (5) market days before the listing date of the public issue.

## **7.4    Crediting Of Public Issue**

### **7.4.1    Instruction Letter**

7.4.1.1    The Issuing House to forward a letter instructing Bursa Depository to credit the public issue shares. The letter shall consists the following information:-

- a.            Stock name and stock code
- b.            Instruction to authorise Bursa Depository to credit the shares.

7.4.1.2    Upon crediting of the new shares into the successful applicants' CDS accounts, Issuing House to login to eRapid to obtain the following files from the eRapid server:-

- a.            Crediting Public Issue Data
- b.            Allotment Data Control File.

7.4.1.3    Bursa Depository to forward a **Confirmation Of Crediting Letter** (Appendix 33) to the Issuing House after the completion of the crediting process.

7.4.1.4    Issuing House **should not** release any Notice of Allotment to the applicants until confirmation by Bursa Depository is obtained.

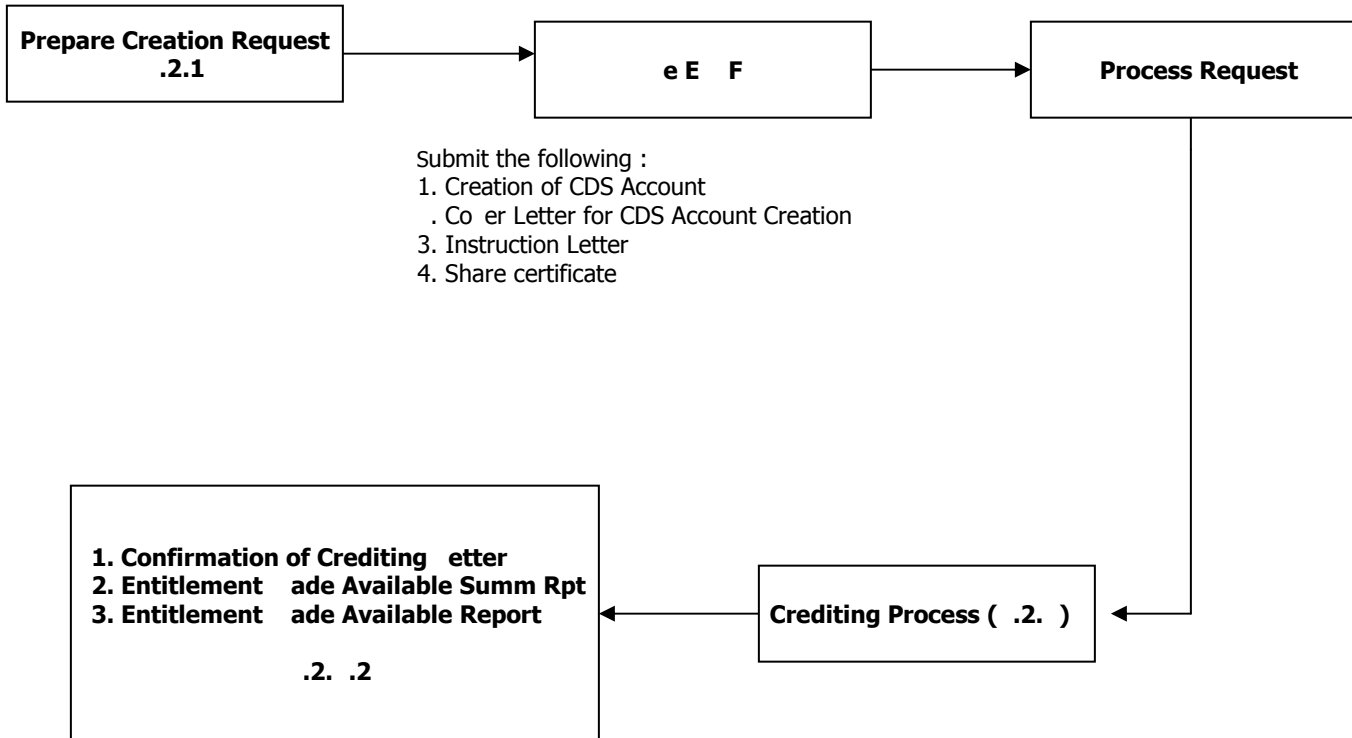
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# E CHANGE TRADED FUND PROCESS WORKFLOW

TRUSTEE

BURSA DEPOSITORY

**Prepare Creation Request Crediting of Securities**  
 Creation of E change Traded Fund ETF units



Notes:  
*The number stated by each process refers to the section where the topic can be found in the procedures manual.*



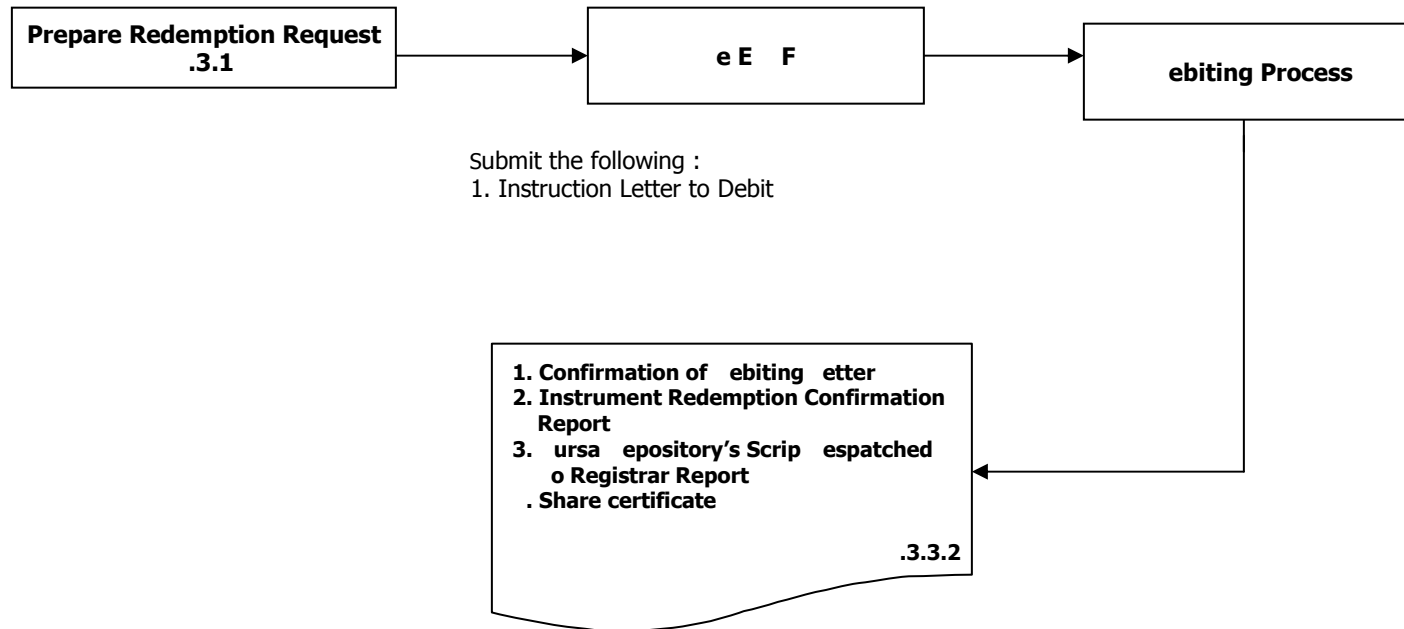
# E CHANGE TRADED FUND PROCESS WORKFLOW

TRUSTEE

BURSA DEPOSITORY

## Prepare Redemption Request

Redemption of E change Traded Fund ETF units



Notes:

*The number stated by each process refers to the section where the topic can be found in the procedures manual.*

This chapter describes the processing of Exchange Traded Fund (ETF) listed on Bursa Malaysia Securities Berhad (Bursa Securities). These include the tasks involved in the creation of ETF units, redemption of ETF units, requesting for non-corporate and corporate exercise ROD and processing of any corporate exercise associated to ETF. Pursuant to Clause 10.01(2) of the Securities Commission's ETF Guidelines, Rules 20A.09B & 20A.09C of Rules of Bursa Depository, creation and redemption of ETF units must be done by the Trustee in accordance with the instructions given by the Management Company (MC). As for the requisition of the non-corporate and corporate exercise ROD, only the MC can perform the task as the Issuer of the securities as defined in the Securities Industry (Central Depositories) Act 1991 ["SICDA"].

Instruction to create and redeem of ETF units will be provided to Bursa Depository by the appointed Trustee, via a web base application, electronic Exchange Traded Fund (eETF) under the eRapid infrastructure as provided by Bursa Depository. Depending on the nature of the instruction, Bursa Depository will process the instruction and will result in either crediting or debiting of the ETF units from the specified CDS accounts.

## **8.1    Creation Of Management Company CDS Account**

### **8.1.1    Request For CDS Account Creation**

8.1.1.1    Prepare an **Instruction Letter To Create CDS Account In eETF** (Appendix 35) to Bursa Depository for the creation of the required CDS Account in the eETF system. The letter must contain the following information:-

- a.            Stock Name an Stock Code
- b.            Name of Allottees
- c.            CDS Account Number
- d.            NRIC / Company Registration Number.

**Note:**            *The above information is to allow Bursa Depository to create the CDS account number in the eETF for the Trustee to either create or redeem the ETF units.*

## **8.2    Creation Of ETF**

### **8.2.1    Preparation For Creation Request**

8.2.1.1    Create the creation request through the eETF. Login the URL address for eETF which is <https://erapid.bursamalaysia.com/eETF>.

*Note:    The creation of ETF units can be created from Monday to Friday, 8.30am until 4.00pm.*

8.2.1.2    Ensure the creation request is keyed in correctly before forwarding the request to the “Approver”.

### **8.2.2    Approval For Creation Request**

8.2.2.1    Approve the creation request through the eETF. Login the URL address for eETF, which is <https://erapid.bursamalaysia.com/eETF>.

8.2.2.2    The Approver must approve the ETF creation, before the creation request can be forwarded to Bursa Depository for the crediting process.

### **8.2.3    Preparation Of Share Certificate**

8.2.3.1    Prepare the required share certificate in the name of “Bursa Malaysia Depository Nominees Sdn Bhd” for the total number of the ETF units as contained in each of the creation request. The number of share certificate is to be based on the number of creation request.

8.2.3.2    Prepare an **Instruction Letter To Credit Exchange Traded Fund (ETF) Units** (Appendix 36) to instruct Bursa Depository to credit the ETF units. The instruction letter must be signed by Authorized Signatory(ies) and contain the following information:-

- a.        Stock Name an Stock Code
- b.        Type of request
- c.        The effective date for crediting

- d. Number of ETF units and number of account to be credited.

8.2.3.3 Ensure that the following items reaches Counter Management Department latest by 4.00pm on the creation date:-

- a. The creation request is approved by the Approver via eETF.  
b. Share certificate in the name of “Bursa Malaysia Depository Nominees Sdn Bhd” for the ETF units.  
c. Instruction Letter to credit the ETF units.

*Note: If the above creation request and documentation reaches Bursa Depository after 4.00pm, Bursa Depository would not be responsible if there is any delay in the crediting of the ETF units on the creation date.*

#### 8.2.4 Crediting Of ETF Units

8.2.4.1 Bursa Depository will only credit the ETF units once all the documentation specified in item 8.2.3.3 is received by Bursa Depository by 4.00pm on or before the creation date.

*Note: Crediting of ETF units is to be initiated on the same day the creation request is submitted to Bursa Depository.*

8.2.4.2 Upon confirmation of creation request and crediting, Trustee will receive the following:-

- a. **Confirmation Of Crediting Letter** (Appendix 37)  
b. Entitlement Made Available Report  
c. Entitlement Made Available Summary Report.

8.2.4.3 Acknowledge receipt on the second copy of Appendix 37.

### **8.3    Redemption Of ETF**

#### **8.3.1    Preparation Of Redemption Request**

8.3.1.1    Create the redemption request through the eETF. Login the URL address for eETF, which is <https://erapid.bursamalaysia.com/eETF>.

*Note:    The redemption request can be created in the eETF from Monday to Friday, 8.30am until 4.00pm.*

8.3.1.2    Ensure the redemption request is keyed in correctly before forwarding the request to the “Approver”.

8.3.1.3    Prepare an **Instruction Letter To Debit Exchange Traded Fund (ETF) Units** (Appendix 38) to instruct Bursa Depository to debit the ETF units. The Instruction Letter to be signed by Authorised Signatory(ies) must contain the following information:-

- a.          Stock Name
- b.          Type of request
- c.          The redemption date
- d.          Number of ETF units and number of accounts to be debited.

8.3.1.4    Ensure that the Instruction Letter reaches Counter Management Department latest by 4.00pm on the redemption request date.

#### **8.3.2    Approval For Redemption Request**

8.3.2.1    Approve the redemption request through the eETF. Login the URL address for eETF, which is <https://erapid.bursamalaysia.com/eETF>.

8.3.2.2    The Approver must approve the ETF redemption, before the redemption request can be forwarded to Bursa Depository for the debiting process at Bursa Depository.

*Note:    The Approver must approve the redemption request before 4.00pm on the redemption date before the redemption request is forwarded to Bursa Depository for the debiting process.*

### **8.3.3    Debiting Of ETF Units**

8.3.3.1    Bursa Depository will only debit the ETF units once all the documentation is in order.

*Note:    Debiting of ETF units is to be initiated on the same day the debiting request is submitted to Bursa Depository.*

8.3.3.2    Receive the following from Bursa Depository on the same day the redemption request is accepted by Bursa Depository:-

- a.        **Confirmation Of Debiting Letter** (Appendix 39)
- b.        Instrument Redemption / Conversion Confirmation Report (Appendix 23)
- c.        Bursa Depository's Scrip Despatched To Registrar Report
- d.        Share certificate in the name of "Bursa Malaysia Depository Nominees Sdn Bhd".

8.3.3.3    Acknowledge receipt on the second copy of Appendix 22.

#### **8.4    Request For Non-Corporate Exercise Record Of Depositors (ROD)**

This section describes the tasks involved in requesting for a Record of Depositor (ROD). The ROD will be used to ascertain the shareholders of a company as of a particular date. An ROD contains a list of investors' names, addresses, account numbers, NRIC numbers and number of shares they possess.

- 8.4.1        Request for Non-Corporate Exercise ROD must be made through eRapid.
  
- 8.4.2        Please refer to **Chapter 5** of the **Procedures Manual For eRapid User** for procedures on requisition for Non-Corporate Exercise ROD.

## **8.5    Processing Of Corporate Exercise**

This section describes the tasks involved in any corporate exercise associated to ETF, from the process of requesting for the corporate exercise ROD and the preparation of allotment request to credit the corporate exercise into the depositors' account.

### **8.5.1    Types Of Corporate Exercise**

8.5.1.1    The following are some of the common types of corporate exercise associated to ETF:-

- a.        Dividend/Interest Payment
- b.        Bonus issue.

### **8.5.2    Request For Corporate Exercise ROD**

8.5.2.1    The procedures are as per those stated in Section 6.2 of Chapter 6.

### **8.5.3    Collection Of Record Of Depositors (ROD)**

8.5.3.1    The procedures are as per **Section 5.4 – Downloading Of ROD** and **Section 5.5 – Collection Of Hardcopy ROD** of the **Procedures Manual For eRapid User**.

### **8.5.4    Preparation Of Allotment Tapes For Crediting**

8.5.4.1    The procedures are as per those stated in Section 6.4 of Chapter 6.

### **8.5.5    Receipt Of Rejected Allotment Results From Bursa Depository**

8.5.5.1    The procedures are as per those stated in Section 6.5 of Chapter 6.

### **8.5.6    Receipt Of Confirmed Allotment Results From Bursa Depository**

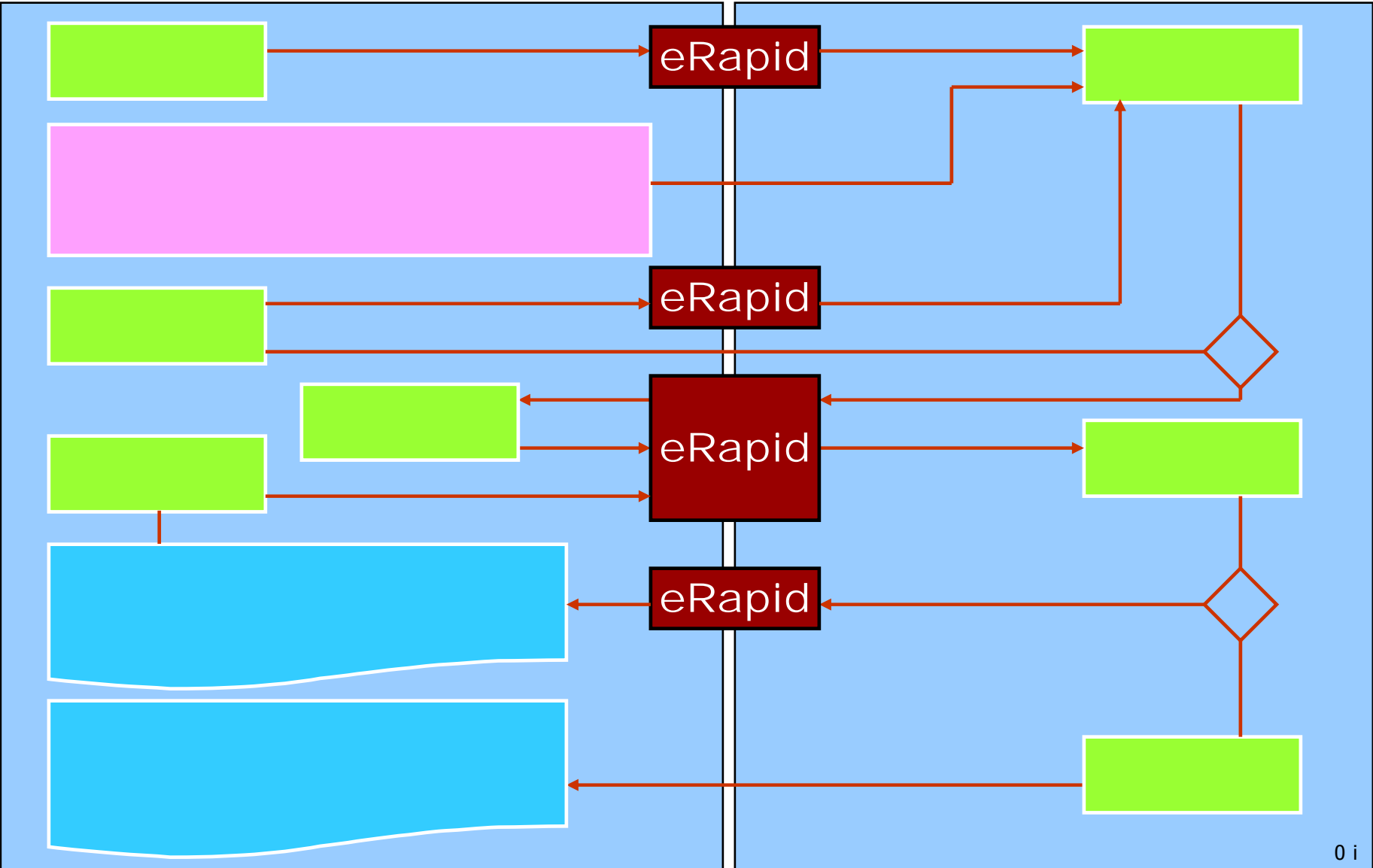
8.5.6.1    The procedures are as per those stated in Section 6.6 of Chapter 6.

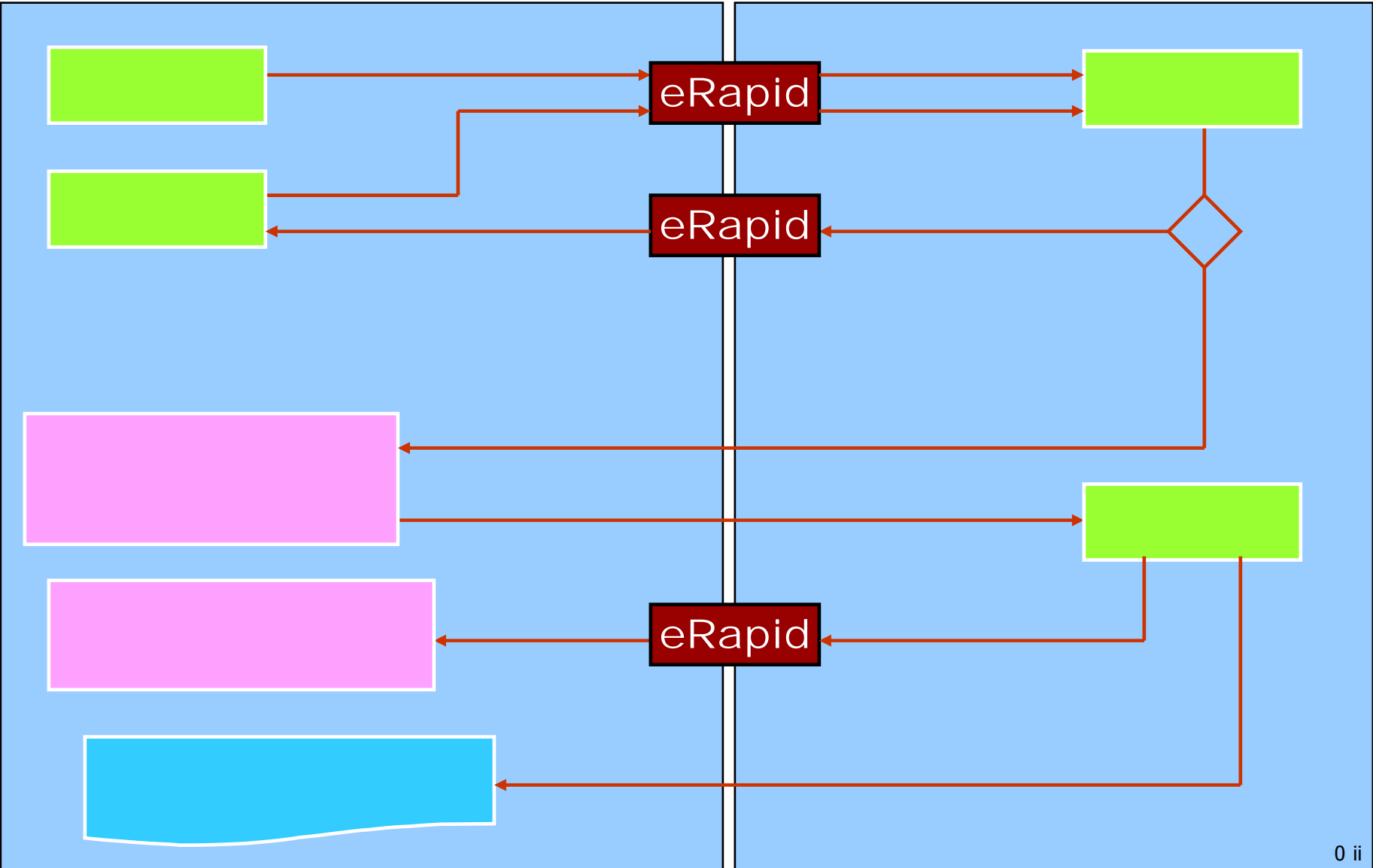


**8.5.7        Crediting of Securities Arising From Corporate Action**

8.5.7.1      The procedures are as per those stated in Section 6.7 of Chapter 6.

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This chapter describes the tasks in receiving request from the share registrar/issuer to transfer the securities from a Foreign Register to a Malaysian Register by way of crediting the securities into the depositor's CDS account or to receive request to debit (withdraw) the eligible securities from the Malaysian Register, to be transferred to the Foreign Register. The process to transfer will involve the share registrar preparing the necessary instruction to Bursa Depository via eRapid to verify the request and to subsequently credit or debit the securities upon receiving the required documentation from the share registrar.

In this chapter –

“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;

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

“Malaysian Register” means the register maintained by the issuer in Malaysia.

Pursuant to Rules 18.08(1) and 19.03(1), Bursa Depository will facilitate a transmission of securities of an issuer which is listed on a Foreign Stock Exchange:

- (a) from a Foreign Register to a Malaysian Register; and
- (b) from a Malaysian Register to a Foreign Register.

Upon receipt of an instruction from a depositor to transmit securities of such issuer to either the Malaysian Register or the Foreign Register, the issuer or its company registrar must take all the necessary steps to enable the relevant securities to be deposited with Bursa Depository or debited from the depositor's Central Depository System (“CDS”) account.

## 1 Receiving Request For Transfer Of Securities From A Foreign Register To A Malaysian Register

### 1.1 Introduction

- 9.1.1.1 In addition to receiving all the necessary documentation from the foreign share registrar /depositor for a request to transmit securities from a foreign market to Bursa Malaysia Securities Berhad, you are also to receive a separate **Form of Transfer of Securities** that has been executed and completed by the depositor. The depositor will need to complete and execute the transferor's column of the Form 32A or instrument of transfer.

- 9.1.1.2 Verify the documentation and ensure the request to credit the securities is into a CDS account where the depositor is the beneficial owner. The securities must be credited into the depositor's CDS account or an authorised nominee account where the depositor is indicated as beneficial owner.
- 9.1.1.3 Request to credit the securities in an Exempt Authorised Nominee account whereby the depositor's name does not appear as the beneficial owner should be supported by the a confirmation from the authorised nominee stating the depositor is a beneficial owner under that particular CDS account.
- 9.1.1.4 In the event of any discrepancy, return the relevant documentation to the foreign share registrar or depositor.
- 9.1.1.5 In the event the request is in order to proceed to create the transaction in the eRapid for purpose of crediting the securities into the relevant CDS account with the appropriate number of shares.

*Note: All such requests need to be entered into the eRapid for account verification process by latest the next market day.*

### **9.1.2 Request For Account Verification Processing (For Crediting)**

9.1.2.1 Create the request under the “Corporate Exercise Request” in the eRapid.

9.1.2.2 Key-in the following information in the Corporate Exercise Request:-

- a. Stock code
- b. Type of corporate exercise as “Special Issue”
- c. Type of media i.e electronic
- d. Format i.e. Carriage Return (Fixed Length) or Continuous
- e. Allotment Quantity.

9.1.2.3 Once the creation of the corporate exercise is successful, a CDS Reference Number is generated.

9.1.2.4 Prepare the verification file for uploading.

*Note: The allotment file must comply with the requirement stated in Bursa Depository’s “Registrar/Issuing House CDS Interface” document. Failure to comply with these requirements may result in the allotment file being rejected.*

9.1.2.5 Upload the allotment file, by selecting the “Upload Allotment File” in the Corporate Action module.

9.1.2.6 Key in the following information:-

- a. Stock code or CDS Reference Number
- b. File format
- c. Version number
- d. Attach allotment file.

*Note: The allotment file must be in text file format and the file name must not exceed eight (8) characters.*

9.1.2.7 Allotment file can be downloaded from Monday to Friday, 8.30 am to 7.00 pm.

9.1.2.8 Allotment file downloaded from 8.30am to 5.30pm the request will be processed on the same day and the results made available to the Share Registrar on the same day. Allotment file received after 5.30pm will be processed on the next market day. Bursa Depository will only process data downloaded on market days and will not be held responsible for any delay created by the Issuer / Share Registrar.

### 9.1.3 Receipt Of Rejected Verification Results

9.1.3.1 Upon completion of the account verification process, upload the verification results via eRapid. The verification results consist of the following files:-

- a. **Allotment Verification Details File** (Appendix 17). This report details all the accepted and rejected records in relation to a particular allotment file
- b. **Rejected Allotment File** (Appendix 18). This report lists all the records rejected in relation to a particular allotment file
- c. **Allotment Verification Summary File** (Appendix 19)
- d. Data File
- e. **Allotment Data Control File** (Appendix 20).

9.1.3.2 Upon rectification of the rejected records, the requestor should upload the allotment files that have been rejected only. However, the requestor is allowed to add, update or remove allotment records.

9.1.3.3 Repeat the process as per those stated from 9.1.2.5 to 9.1.2.8 until there are no rejections received from Bursa Depository.

#### **9.1.4                      Receipt Of Accepted Verification Results**

9.1.4.1                      Upon completion of account verification request, download the verification results from Bursa Depository via eRapid. The verification results consist of the following files:-

- a.                      Allotment Verification Details File
- b.                      Rejected Allotment File (with no rejection record)
- c.                      Allotment Verification Summary File
- d.                      Data File
- e.                      Allotment Data Control File.

9.1.4.2                      Upon confirmation of verification results are in order, receive **Confirmation Letter On Verification Request For Cross Border Listing** (Appendix 42) from Bursa Depository requesting for the following:-

- a.                      Share certificate in the name of **Bursa Malaysia Depository Nominees Sdn Bhd** for the total number of securities to be credited
- b.                      Form Of Transfer (Form 32A) or any Instrument of Transfer duly executed by the depositor as “the Transferor”
- c.                      Confirmation letter on the beneficial owner from the Authorised Nominee for request to credit securities into an Exempt Authorised Nominee’s CDS account (if applicable).

9.1.4.3                      Print the share certificate in the name of Bursa Malaysia Depository Nominees Sdn Bhd for the requested denomination. Verify the printed share certificate for its validity such as the securities’ name and denomination.

9.1.4.4                      Prepare **Request Letter To Credit Securities Arising From Cross Border Listing** (Appendix 43) in duplicate to accompany the certificate to Bursa Depository. The instruction letter must state the following:-

- a.                      CDS Reference Number



- b. Stock name and stock code
- c. Type of corporate exercise
- d. Certificate number
- e. Total allotted quantity
- f. Total number of securities issued
- g. The date for the securities to be credited into the depositors CDS account.

**Note:** *Bursa Depository will only credit the securities upon receiving the Instruction Letter, the required share certificate, Form 32A and the other relevant supporting documents.*

#### **9.1.5 Crediting Of Securities**

9.1.5.1 Bursa Depository to credit the allotment upon receiving the following from the Share Registrar:-

- a. Instruction Letter
- b. Share Certificate
- c. Form 32A duly executed by the depositor as the “Transferor”
- d. Confirmation letter on the beneficial owner from the Authorised Nominee for request to credit into an Exempt Authorised Nominee’s CDS account (if applicable).

9.1.5.2 After completion of the crediting process, download the following files from eRapid:-

- a. Crediting Data File
- b. Allotment Data Control File.

**Note:** *The files contained a list of all the credited CDS accounts based on the records in the verification file.*

9.1.5.3 Receive the following from Bursa Depository on the next market day after the crediting:-

- a. **Crediting Confirmation Letter** (Appendix 22)
- b. Form 32A duly completed by Bursa Depository as the “Transferee”.

9.1.5.4 To send a notification to the requesting depositor informing the depositor on the crediting of the securities into their CDS account.

**Receiving Request For Transfer Of Securities From A Malaysian Register To A Foreign Register**

**9.2 Receiving Request For Transfer Of Securities From A Malaysian Register To A Foreign Register**

9.2.1.1 Such requests will only be confined to transmission of securities from the Malaysian Register to the Foreign Register. Such request can be made as follows:-

- a. By the depositor whereby the securities concerned are held in its direct CDS account, or
- b. By the authorised nominee whereby the securities concerned are held in an authorised nominee or exempt authorised nominee account.

9.2.1.2 Receive the following from the depositor/requestor.-

- a. **Transferor's Signature**. The depositor/requestor signature must be verified by the respective Authorised Depository Agents (ADA) or Authorised Direct Members (ADM) where the CDS account is maintained.
- b. **Form 32A**. The Form 32A is duly executed by the depositor/requestor and the Form 32A must also be stamped by the Stamp Office.

**Note :** *In the event the securities to be debited is in a CDS account under the name of an Authorised Nominee/Exempt Authorised Nominee where the depositor is the beneficial owner, then the transferee's column of the instrument of transfer/Form A will need to be completed and executed by the authorised signatories of the Authorised Nominee.*

*The authorised signatories of the Authorised Nominee can then execute another instrument of transfer/Form A as transferor and where the transferee column can be completed and executed by the beneficial owner.*

9.2.1.3 Verify the documentation and ensure the request to debit the securities is from a CDS account whereby the depositor is the beneficial owner. In

the event of an authorised nominee account, the depositor is indicated as beneficial owner under this CDS account.

9.2.1.4 Request to debit securities from an Exempt Authorised Nominee account whereby the depositor's name does not appear as the beneficial owner should be supported by the a confirmation from the authorised nominee stating that the depositor is a beneficial owner under that particular CDS account.

9.2.1.5 In the event of any discrepancy, return the relevant documentation to the requestor.

9.2.1.6 In the event the request is in order, proceed to create the transaction in the eRapid for purpose of debiting the securities from the relevant CDS account with the appropriate number of shares.

*Note: All such requests are to be entered into the eRapid for account verification process by latest the next market day.*

## **9.2.2 Request For Account Verification Processing (For Debiting)**

9.2.2.1 Create the request under the "Corporate Exercise Request" in the eRapid.

9.2.2.2 Key-in the following information into the Corporate Exercise Request:-

- a. Stock code
- b. Type of corporate exercise as "Instrument Redemption"
- c. Type of media i.e. electronic
- d. Format i.e. Carriage Return (Fixed Length) or Continuous
- e. Withdrawal Quantity.

9.2.2.3 Once the creation of the corporate exercise is successful, a CDS Reference Number is generated. Prepare **Request Letter To Debit Securities Arising From Cross Border Listing** (Appendix 40) to be given to Bursa Depository for the withdrawal of the securities. The Instruction letter must state the following:-

- a. CDS Reference Number
-

- b. Stock name and stock code
- c. Type of corporate exercise
- d. Withdrawal quantity
- e. The date for the securities to be debited from the depositors CDS account.

9.2.2.4 Attached the Instruction Letter with the Form 32A duly completed by the depositors as the “Transferee” and the Form32A is stamped by the Stamp Duty office and if applicable the confirmation letter on the beneficial owner from the exempt authorised nominee.

9.2.2.5 Forward the letter to Bursa Depository for approval.

**Note:** *The approval from Bursa Depository is required in order to ensure that the withdrawal request is in order before the share registrar uploads the withdrawal verification request via eRapid. Furthermore, the withdrawal verification request will also result in the suspension of balances of the securities from the depositor’s CDS account.*

9.2.2.6 Prepare the verification file for uploading.

**Note:** *The verification file must comply with the requirement stated in Bursa Depository’s “Registrar/Issuing House CDS Interface” document. Failure to comply with these requirements may result in the allotment file being rejected.*

*If the withdrawal verification request is submitted to Bursa Depository before 10.00am, the withdrawal verification request will be approved before 11.00am and any request submitted after 11.00am the request will be approved by 3.00pm.*

9.2.2.7 Once the approval is obtained from Bursa Depository, upload the debiting verification file, by selecting the “Upload Allotment File” in the Corporate Action module.

9.2.2.8 Key in the following information:-

- a. Stock code or CDS Reference Number
-

- b. File format
- c. Version number
- d. Attach the verification file.

**Note:** *The verification file must be in text file format and the file name must not exceed eight (8) characters.*

*All debiting request uploaded via eRapid before 11.30 am will be processed on the same day and the results made available to the Share Registrar on the same day. Request uploaded after 11.30am will be processed on the same day but the actual debiting will be initiated on the next market day. Bursa Depository will only process request uploaded on market days.*

9.2.2.9 Debiting request can only be uploaded from Monday to Friday, 8.30 am to 7.00 pm.

### **9.2.3 Receipt Of Rejected Verification Results**

9.2.3.1 Upon completion of the account verification process, download the verification results via eRapid. The verification results consist of the following files:-

- a. **Allotment Verification Details File** (Appendix 17). This report details all the accepted and rejected records in relation to a particular allotment tape.
- b. **Rejected Allotment File** (Appendix 18). This report lists all the records rejected in relation to a particular allotment tape.
- c. **Allotment Verification Summary File** (Appendix 19).
- d. Data File
- e. **Allotment Data Control File** (Appendix 20).

9.2.3.2 Upon rectification of the rejected records, the requestor should upload the rectified verification files that have been rejected only. However, the requestor is allowed to add, update or remove debiting verification records.

9.2.3.3 Repeat the process as per those stated from 9.2.2.7 to 9.2.2.9 until there are no rejections received from Bursa Depository.

**Receiving Request For Transfer Of Securities From A Foreign Register To A Malaysian Register**

9.2.4.1 Upon completion of account verification process, download the verification results from Bursa Depository via the eRapid. The verification results consist of the following files:-

- a. Allotment Verification Details File
- b. Rejected Allotment File
- c. Allotment Verification Summary File
- d. Data File
- e. Allotment Data Control File.

9.2.4.2 Upon completion of the withdrawal process, receive the following from Bursa Depository:-

- a. Certificate of Deposit Allotment File (Appendix 41)
- b. Issuance Certificate Report (Appendix 23)
- c. Scrip Despatched To Registrar Report
- d. Share certificate in the name of the Malaysian Depository
- e. Form 32A duly completed by Bursa Depository as the "Transferor".

9.2.4.3 Return any excess shares to the Bursa Depository within 5 market days after receiving the share certificate from Bursa Depository.

9.2.4.4 Upon receipt of the share certificates and the relevant documents from Bursa Depository, the issuer or its company registrar must take all steps necessary to register the withdrawn securities in the Foreign Register in the name of or for the account of the depositor.

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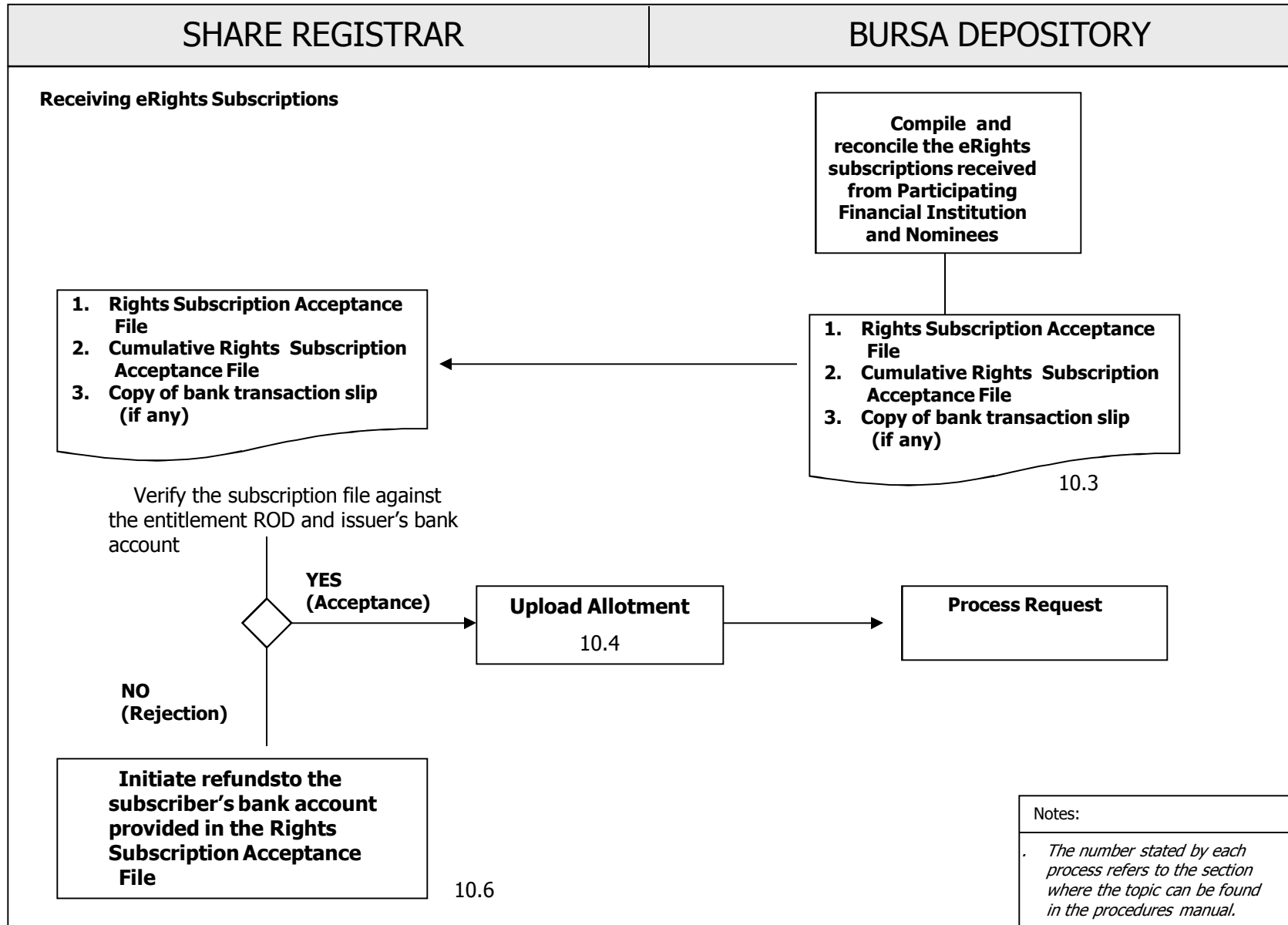
9.2.4.5 To send a notification to the requesting depositor upon the securities has been successfully debited from its CDS account.

9.2.4.6 The issuer or its company registrar must ensure that no scrip representing the withdrawn securities is issued under the Malaysian Register to the depositor as a result of the said transmission.

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# ERIGHTS PROCESS WORKFLOW



This chapter describes the tasks involved in processing subscription rights subscription that are received electronically.

## **10.1 N i i a i eRi E e**

- 10.1.1 Issuer/ share registrar to notify Bursa Depository on any new eRights issue exercise.
- 10.1.2 Issuer to ensure that the Abridge Prospectus incorporates the procedures for shareholders to subscribe for rights issue via eRights.

**10. Download / Collection of ROD eRights**

- 10.2.1      The procedures are as per those stated in Section 5.4 ó Downloading Of ROD and Section 5.5 ó Collection Of Hardcopy ROD in Chapter 5.
- 10.2.2      Download the SPEEDS Crediting File (if any) from eRapid.
- 10.2.3      Process and dispatch the Abridged Prospectus (AP), Rights Subscription Form (RSF) and Notice of Provisional Allotment Letters (PAL) to the entitled shareholders as appeared in the ROD or SPEEDS Crediting File.

**Note:**      *Printed copies of AP, RSF and PAL will not be provided to Nominees depositors who had been indicated as NRS in the ROD or SPEEDS Crediting File.*

*Nominees depositors who had subscribed to NRS will receive the electronic copy of AP and PAL from Bursa Depository. To facilitate this, A PDF copy of the AP that had been registered with Securities Commission, shall be provided to Bursa Depository.*

**10. Receiving eRights Subscriptions**

10.3.1 Receive the following files from eRapid:

a. Rights Subscription Acceptance File

*Note: Rights Subscription Acceptance File consist of information on new electronic rights subscriptions received on the day for a particular rights issue exercise.*

b. Cumulative Rights Subscription Acceptance File

*Note: Cumulative Rights Subscription Acceptance File consist of information on total electronic rights applications received for a particular rights issue exercise.*

10.3.2 Reconcile the subscription and stamp duty payment details in the Rights Subscription Acceptance File against the bank account statements for the issuer's designated bank account.

*Note: Copies of the bank transaction slips received from the nominees will also be provided to assist the issuer/share registrars to validate that the payments of the rights issue subscriptions had been paid to the issuer's designated bank account for the rights issue.*

10.3.3 Upon processing the acceptance of the electronic rights subscriptions, Issuers/ share registrar can proceed with the allotment process together with the accepted rights issues applications that were submitted via the physical forms.

**10. Re e F Ri I eA e P e i**

- 10.4.1 The procedures are as per those stated in Section 6.4 ó Request For Corporate Exercise Allotment Processing, Section 6.5 ó Receipt of Allotment Rejected Results and Section 6.6 ó Receipt of Accepted Allotment Results in Chapter 6.
- 10.4.2 Upon confirmation of allotment results are in order, the Issuer/share registrar will receive a **A e N i i a i ERAPID Rep** (Appendix 21A) at eRapid for the appropriate share certificate to be issued to Bursa Malaysia Depository Nominees Sdn Bhd or certificate(s) for bearer securities deposited with the Depository for the total number of securities to be credited.
- 10.4.3 Issuer/ share registrar is to confirm to Bursa Depository on the finalization of the Allotment file to enable the electronic allotment notification to be sent to the entitled Nominees Depositors who had successfully subscribed for their rights issue via the Nominees Rights Subscription Services (NRS).

***Note:** Printed copy of Notice of Allotment will not be provided to Nominees depositors who had subscribe for their rights issue via the NRS.*

**10. Crediting Of Allotted Securities**

10.5.1 Bursa Depository to credit the allotment on the eve of the listing date upon obtaining confirmation on the listing date from the followings:-

- a. Notification issued by Bursa Malaysia Securities Bhd.
- b. Announcement made by the Issuer

10.5.2 On the listing day, download the following files from eRapid:-

- a. Crediting Data File (after crediting)
- b. Allotment Data Control File.

***Note:** The files contained a list of all the credited CDS accounts based on the records in the allotment file.*

10.5.3 Receive the **Crediting Data File Control File** (Appendix 22) on the listing day.

**10. Re d eRi S i e U e App i a i**

- 10.6.1 Issuer/requestor shall attempts to refund the payments arising from unsuccessful applications, directly into the eRights subscriber's bank account as provided by the subscriber in the Rights Subscription Acceptance File.
- 10.6.2 Share Registrar to provide Bursa Depository with a listing on the details of refunds for unsuccessful subscriptions submitted via NRS by the Nominees Depositors.
- 10.6.3 This listing in 10.6.2 shall include the following information:
- a. Name of Depositors
  - b. Depositor's CDS account number
  - c. Depositor's company registration number
  - d. Account qualifier details
  - e. Number of unsuccessful securities
  - f. Amount refunded for unsuccessful rights issue subscription and excess application respectively.
  - g. Depositor's bank account number (partial ie 1<sup>st</sup> and last few digits)
  - h. Depositor's bank name
  - i. Stock name and stock code

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10. e R e d U e A p p i a i S i e A p p i e d i a  
R i S i p i F R S F

10.7.1 Issuer intending to refund the payments arising from unsuccessful RSF applications, directly into the depositors' bank account registered with Bursa Depository shall submit a letter confirming that depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details for purposes of making electronic refunds to shareholders instead of via cheque.

*Note: This Confirmation letter is to be submitted together with relevant supporting documents such as extracted pages of Abridged Prospectus and the RSF indicating depositor's consent has been obtained to enable Bursa Depository to disclose their bank account details.*

10.7.2 After forwarding the Confirmation Letter to Bursa Depository, the issuer/share registrar is to upload to eRapid, the request file (õ*eRights Depositor Refund File*ö) with the relevant depositors' records as set out in the õRegistrar/Issuing House CDS Interfaceö document.

10.7.3 Upon successfully validating the records in the request file, Bursa Depository will generate *eRights Depositor Refund Response File* with the bank accounts details provided by the relevant depositors.

10.7.4 Issuer/Share Registrar is to download the *eRights Depositor Refund Response File* from eRapid to process the refund payments.

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