

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.*