

This chapter stipulates the procedures to be complied with by the depositor with respect to registration of eDividend, updating of eDividend details, consolidation and revocation of consolidation of eDividend details.

11.1 Registration of eDividend

11.1.1 Procedures To Register For eDividend For Individual Depositor

11.1.1.1 Individual depositor must submit the following for each registration of eDividend request to the Authorised Depository Agent (ADA) where the depositor maintains his CDS account.

- a. A completed and duly signed eServices Form (FMN060) (Appendix 28).
- b. Two (2) copies of any of the following supporting documents that captures **depositor's name, banking account number and the bank**:
 - i. Front page of bankbook; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from internet (**certified by a bank officer of the same bank**); or
 - v. Bank-in Receipt; or
 - vi. Cheque Deposit Receipt; or
 - vii. Debit Invoice; or
 - viii. Bank Identification Card; or
 - ix. Cheque Book or
 - x. Any other similar supporting documents that captures depositor's name, banking account number and the bank.

11.1.1.2 If the individual depositor opts not to be present in person at ADA's office, the individual may execute the eServices Form in the presence of any one of the following persons:-

- a. Dealer's representative licensed under Subsection 19(1) of the Securities Industry Act 1983.
- b. Authorised officer of the Authorised Depository Agent
- c. Authorised officers of a Malaysian Embassy / High Commission Consulate

- d. Notary Public.

Note: For countries without a Notary Public, it may be witnessed by an advocate and solicitor or an authorised officer of a licensed stockbroking company with a recognized Stock Exchange

- e. Officer of a registered person referred to under the third column of Item 1(b) of Schedule 4 of the Capital Markets and Services Act 2007, who is authorized by such registered person to perform the activities referred to under the second column of the said Item 1(b) of Schedule 4;

- f. Authorised officer of

(a) a licensed bank as defined in the Banking and Financial Institutions Act 1989; or

(b) an Islamic bank licensed under the Islamic Banking Act 1983

and with which the individual holds an account, or

- g. Such other persons as may be approved by Bursa Depository from time to time.

11.1.1.3 Depositor must ensure that the eServices Form and photocopy of the supporting documents are certified by the same person as per item 11.1.1.2.

11.1.1.4 Depositor will receive an acknowledged copy of the eServices Form from the ADA after his request to update his bank account details has been successfully updated into his CDS account.

11.1.2 Procedures To Register eDividend for Corporate Depositors

11.1.2.1 Corporate depositor must submit the following for each registration of eDividend request to the Authorised Depository Agent (ADA) where the depositor maintains its CDS account.

- a. A completed and duly signed eServices Form.
- b. Two (2) original certified true copies of any of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositor's name, banking account number and the bank.**

11.1.2.2 For corporate depositor, the eServices Form should be executed by the signatory(ies) as authorised by the corporate body's Board Resolution / Power of Attorney / Trust Deed / Minutes of Meeting.

11.1.2.3 Corporate depositor will receive an acknowledged copy of the eServices Form from the ADA after its request to update its bank account details has been successfully updated into its CDS account.

11.1.3 Inter Branch Transaction

Depositor is allowed to register for eDividend at any branch office of the same ADA where his CDS account is being maintained.



11.2 Updating Of Depositor's eDividend Details

A depositor is allowed to update its eDividend details i.e. bank account details, indication on joint account or otherwise, e-mail address and handphone number.

Types of Changes

1. Name of Bank
2. Bank Account Number
3. Indication on joint account or otherwise
4. E-mail Address
5. Handphone number

Important Notes:

1. ***Required supporting documents mentioned in 11.1.1.1 (b) that captures the depositor name, banking account number and the bank for updating of bank account detail and indication on joint account or otherwise. Other types of updating i.e. email address and handphone number do not require any supporting documents.***
2. ***For individual and corporate account, where the depositor has consolidated his eDividend details, any subsequent update on eDividend details will have a global effect.***

11.2.1 Procedures To Update Of eDividend Details Request Made In Person

11.2.1.1. Depositor to submit the following documentation for updating of eDividend details:-

- a. Completed and duly signed eServices Form.
- b. Two (2) copies of any of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositor's name, banking account number and the bank (only applicable for updating of bank account details)** .

11.2.1.2 Depositor will receive an acknowledged copy of the eServices Form from the ADA upon its request to update its eDividend details have been successfully updated into his CDS account.

11.2.2 Procedures To Update eDividend Details Without Being Present In Person

11.2.2.1 Complete the eServices Form and mail it together with the relevant supporting documents, (if any) to his ADA.

Note: *Where applicable, relevant supporting documents must be attached to support the reason(s) for updating the details.*

1. Where the request for updating is in relation to changes to bank account details, the eServices Form and the supporting documents must be certified by the acceptable witness as per 11.1.1.2.

11.2.2.2 Depositor to submit the following documentation for updating of eDividend details:-

a. Completed and duly signed eServices Form.

b. Two (2) original certified true copies of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositor's name, banking account number and the bank (only applicable for updating of bank account details)** .

Note: *All the original copies of supporting documents mentioned in items 11.1.1.1(b) must be original sighted by the acceptable witnesses mentioned in item 11.1.1.2 or any person authorised to do so in the Memorandum & Articles of Association (in the case of corporate body).*

11.2.2.3 Depositor will receive an acknowledged copy of the eServices Form from the ADA after his request to update its bank account details has been successfully updated into its CDS account.

11.2.3 Inter Branch Transaction

Depositor is allowed to update his eDividend details at any branch office of the same ADA which his CDS account is being maintained.



11.3 Consolidation Of eDividend Details

A depositor may choose to consolidate his eDividend details in the following scenarios:

1. During the eDividend Registration, depositor may opt to consolidate his eDividend details.
2. A depositor who has more than one (1) CDS accounts that has initially register separately for eDividend using his different CDS accounts and subsequently wants to consolidate his eDividend details.

Once the depositor has consolidated his eDividend details, he is only allowed to maintain the same bank account details, e-mail address and handphone number for all his CDS accounts maintained with various ADAs.

11.3.1 In order for the depositor to consolidate his eDividend details, he is required to complete and sign the eServices Form before submitting it to his ADA where his CDS account is being maintained.

11.3.2 Depositor will receive an acknowledged copy of the eServices Form from the ADA after his request to consolidate his eDividend details have been successfully updated into his CDS account.

11.3.3 Inter Branch Transaction

Depositor is allowed to consolidate his eDividend details at any branch office of the same ADA where his CDS account is being maintained.



11.4 Revocation Of Consolidated Of eDividend Details

A depositor may choose to revoke consolidation of his eDividend details.

Once the depositor has revoked his consolidated eDividend details, he is required to update his eDividend details, i.e. bank account details, e-mail address and handphone number individually at the ADAs where he maintained his CDS accounts if he intends to maintain different eDividend details for each of his CDS accounts.

If he does not perform any updating, his eDividend details will remain the same for all his CDS accounts.

11.4.1 In order for the depositor to revoke his consolidated eDividend details, he is required to complete and sign the eServices Form before submitting it to his ADA where his CDS account is being maintained.

11.4.2 Depositor will receive an acknowledged copy of the eServices Form from the ADA after his request to revoke consolidation of his eDividend details has been successfully updated into his CDS account.

11.4.3 Inter Branch Transaction

Depositor is allowed to revoke consolidated eDividend details at any branch office of the same ADA where his CDS account is being maintained.

