
NO	TITLE
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3	Usage of Power of Attorney
4	Criteria For Board Resolution
5	Checklist For Opening Of Account For Trust Foundation, Society, Statutory Body And Foreign Incorporated Companies
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NO	TITLE
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USAGE OF POWER OF ATTORNEY

The following requirements must be fulfilled for the usage of a Power of Attorney in CDS transactions:-

1. The Power of Attorney must have been registered in the High Court of Malaya.
2. The Power of Attorney must be executed before the persons stated hereunder:-
 - a. If executed within West Malaysia, the instrument is to be executed before:-
 - i. A Magistrate, or
 - ii. A Justice of the Peace, or
 - iii. A Land Administrator, or
 - iv. A Notary Public, or
 - v. A Commissioner for Oaths, or
 - vi. An advocate and solicitor, or
 - vii. An officer, acting in the course of his employment, or a company carrying on the business of banking in West Malaysia and incorporated by or under any written law in force in West Malaysia, or
 - b. If executed outside West Malaysia, the execution of such instrument is executed before:-
 - i. A Notary Public, or
 - ii. A Commissioner for Oaths, or
 - iii. Any Judge, or
 - iv. A Magistrate, or
 - v. A British Consul or Vice-Consul, or
 - vi. A representative of Her Britannic Majesty, or
 - vii. On and after Merdeka Day, any Consular Officer in Malaysia

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- viii. In the case of an instrument executed in the Republic of Singapore, an advocate and solicitor of the Supreme Court of the Republic, or an officer, acting in the course of his employment, of a company carrying on the business of banking in the Republic and incorporated by or under any written law of the Republic.
3. Ensure that the Power of Attorney empowers the Donee to deal in securities.
4. An original certified true copy of the Power of Attorney document must be lodged with the ADA. For Individual and corporate depositors, the Power of Attorney can be certified by a person stated in the List Of Acceptable Witnesses in Chapter 10. In addition, for a corporate body, the Power of Attorney can be certified by the company director, company secretary or any other persons authorised to do so in the Memorandum and Article of Association of that particular company.
5. Where the Power of Attorney is to be used, the ADA must affix the rubber-stamp bearing the following declaration on the Application For Opening Of Account Form (FMN010) for completion by the Donee:-

“ I/We as stated herebelow hereby affirm that the Power of Attorney dated _____ bearing Registration No. _____ pursuant to which this form is executed has not been revoked and I/We undertake to notify Bursa Depository of any revocation of this Power of Attorney.

NAME/S OF DONEE(S)	NRIC/PASSPORT/REG. NO

6. Donee(s) to complete(s) the Name and NRIC / Passport / Reg. No of the Donor, state(s) the conditions of signing and sign(s) the Specimen Signature Cards in accordance with the Power of Attorney.
7. Donee to submit a copy of his identification document (NRIC / Passport / Certificate of Incorporation) must be obtained and must be verified against the original document.
8. If the Donee is/are an individual(s), the Donee must be above 18 years of age.
9. Where the Donee is an individual, it is mandatory for the individual to be present in person to the ADA unless is waived by the ADA.

CRITERIA FOR BOARD RESOLUTION

The four basic criteria required by Bursa Depository in a corporate investor's Board Resolution are:-

- i. Authorisation for the company to **open and operate CDS account(s)**
(The phrase "authorisation to open and operate CDS account(s)" is essential as the words 'open' and 'operate' are two different and separate actions, respectively).
- ii. List of **authorised signatories** to execute CDS documents for opening and operation of the CDS account(s)
(A list of authorised signatories must be provided to enable identification of the persons authorised to execute CDS documents for opening and operation of the CDS account(s) of a corporate body).
- iii. **Mode and manner** of execution by the appointed authorised signatories of CDS documents
(Where more than one authorised signatory is authorised to execute any CDS documents, the mode and manner of execution must be clearly stipulated in the Board Resolution).
- iv. Whether **affixation** of common seal of the company on all or certain specified CDS documents is required.

The following is an example of a Board Resolution incorporating the above criteria:-

RESOLVED:

1. That authority be and is hereby given to the **Company** to **open** Securities Accounts with Bursa Malaysia Depository Sdn Bhd ("Bursa Depository") and to **operate** the Securities Accounts in accordance with the Rules of Bursa Malaysia Depository Sdn Bhd.
2. That until and unless otherwise resolved by the Company's Board of Directors, the following **personnel** be and are hereby authorised to **open** and **operate** the aforesaid Securities Accounts hereinstated:

The following are some examples of the mode and manner of execution available:

Example 1

*That **any one** of the following persons is authorised to execute CDS documents pertaining to the opening and operation of the CDS accounts:*

	<i>Name</i>	<i>Designation</i>
i.	A	CEO
ii.	B	Director
iii.	C	Director
iv.	D	Company Secretary
v.	E	GM

OR

Example 2

That the following persons are authorised to execute CDS documents **jointly** pertaining to the opening and operation of CDS accounts:

	Name	Designation
i.	A	Director
ii.	B	Company Secretary

OR

Example 3

That **any two/three/four** of the following persons are authorised to execute CDS documents pertaining to the opening and operation of the CDS accounts:

	Name	Designation
i.	A	Executive Director
ii.	B	Director
iii.	C	Director
iv.	D	Company Secretary
v.	E	Manager

Note:

It is not mandatory for corporate bodies to affix their common seal on the CDS documents. Affixation of common seal is at the discretion of the corporate body.

- i. *If the corporate body wishes to affix its common seal, the ADA must ensure that it is clearly stipulated in the Board Resolution. Alternatively, if the common seal is required in respect of certain documents only, the company must specify the documents upon which the common seal is to be affixed.*
- ii. *If the Board Resolution does not authorise usage of the common seal i.e. if it is silent, the common seal must not be affixed on any document. **Instead the corporate body's company rubber-stamp must be affixed.***

CHECKLIST FOR OPENING OF ACCOUNT FOR TRUST FOUNDATION, SOCIETY, STATUTORY BODY AND FOREIGN INCORPORATED COMPANIES

A. TRUST FOUNDATION

1. Original certified true copy of:-
 - a. Trust Deed
 - b. Certificate of Registration
 - c. Minutes of meeting
 - d. Power of Attorney (if applicable), and
 - e. Two (2) completed specimen signature cards / two (2) original certified true copies of the list of authorised signatory(ies).

1. In the case where a Power of Attorney is used to transact on behalf of the Trust Foundation, then the following need to be adhered to:-
 - a. The minutes of the meeting authorises the use of a Power of Attorney
 - b. The Power of Attorney has been registered with the High Court of Malaya
 - c. The Power of Attorney document specifies the Donee's power to deal in securities
 - d. The Donee must produce the following:-
 - i. Two (2) copies of NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
 - ii. Two (2) copies of specimen signature cards to be completed by the Donee.

B. SOCIETY REGISTERED UNDER THE SOCIETIES ACT 1966 AND CO-OPERATIVES ACT 1993

1. Original certified true copy of:-

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- a. Constitution of the society / cooperative (to determine the object clause)
 - b. Rules of the Society / Bylaws of the Cooperative
 - c. Certificate of Registration
 - d. Minutes of meeting / Board Resolution.
2. The Constitution of the Society / Cooperative allows the society / cooperative to deal in securities.
3. Where a Power of Attorney is utilised to transact on behalf of the society, then the following need to be adhered to:-
- a. The Board Resolution authorises the use of a Power of Attorney
 - b. The Power of Attorney has been registered in the High Court of Malaya
 - c. The Power of Attorney document specifies the Donee's power to deal in securities
 - d. The Donee must produce the following:-
 - i. Two (2) copies of the NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
 - ii. Two (2) copies of the specimen signature cards completed by the Donee(s).

C. CORPORATIONS INCORPORATED BY AN ACT OF PARLIAMENT OR STATE ENACTMENT AND OTHER STATUTORY BODIES (FEDERAL AND STATE)

1. Original certified true copy of:-
 - a. Board / Investment Panel's Resolution
 - b. Power of Attorney (where applicable)
 - c. In respect of statutory body other than EPF, LUTH, SOCSO, LTAT, a copy of the Act / Enactment incorporating the said body.
2. Where a Power of Attorney is used to transact on behalf of the company, then the following need to be adhered to:-

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- a. The Board Resolution authorises the use of a Power of Attorney
- b. The Power of Attorney has been registered with the High Court of Malaya
- c. The Power of Attorney document specifies the Donee's power to deal in securities
- d. The Donee must produce the following:-
 - i. Two (2) copies of the NRIC which must be verified against the original. Also ensure that the name of the Donee mentioned in the Power of Attorney corresponds with the NRIC
 - ii. Two (2) copies of the specimen signature cards completed by the Donee.

D. FOREIGN INCORPORATED COMPANIES

Submit an original certified true copy of the foreign incorporated company's equivalent of the legal documentation to support evidence of ownership, registered address, company name, registration number and place of incorporation.

All documents in a foreign language must be accompanied by an English translated copy. Both documents, i.e. the foreign document and the English copy, must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 10.

LETTER OF INDEMNITY FOR FACSIMILE SIGNATURES

To:

Bursa Malaysia Depository Sdn Bhd
6th Floor Exchange Square
Bukit Kewangan
50200 Kuala Lumpur

Dear Sir,

In consideration of your having agreed to our request to accept and act upon all or any of the prescribed CDS Forms (hereinafter referred to as “the said Forms”) bearing our common seal and impressed with the facsimile signatures of _____ and _____, a specimen of which is furnished herewith, we hereby agree and confirm that you may accept and effect the transactions requested for in the said Forms which are executed by us in the manner as aforesaid and presented to your Authorised Depository Agents for effecting the requested transactions and we also hereby agree to indemnify you upon the terms hereafter stated.

We also agree and confirm that you will be in no way responsible for the misuse or unauthorised use of the instrument or equipment for impressing the facsimile signatures on any of the said Forms or any other forms to be introduced by Bursa Depository from time to time and that you will be under no duty to enquire into the genuineness or authenticity of the facsimile signatures as appearing on any of the said Forms.

We hereby undertake:-

- (a) at all times to keep our instrument or equipment for effecting facsimile signatures [except when in use by our duly authorised officer(s)] securely locked in our safe/vault and to report to you immediately, if the same is stolen or missing.
- (b) to indemnify you, and keep you indemnified, in full, against all or any loss, claims, demands, costs, damage expenses and all other liabilities of whatsoever nature which may be put in consequence of your accepting and effecting the said Forms bearing such facsimile signatures instead of the autographic signatures of the abovenamed persons.

Dated this _____ day of _____ yyyy

The Common Seal of _____)
 _____)
 _____)
 was hereunto fixed in the _____)
 presence of: _____)
 Director Director / Secretary

CHECKLIST FOR REQUEST FOR SUSPENSION OF DEPOSITED SECURITIES IN A DECEASED DEPOSITOR'S CDS ACCOUNT

1. A request for suspension of deposited securities in a securities account can only be made by the estate of the deceased (hereinafter known as “the applicant”).

Where the appointment of the Administrator / Administratrix of the estate / Official Administrator appointed by the Court, is yet to be made, a request for suspension of deposited securities in a securities account may be made in the following order and manner:-

- a. Where the deceased was married at the time of death, the following persons (hereinafter known as “the applicant”) living and in the following order and manner may apply:-
 - i. Surviving husband or wife and if there is no surviving husband / wife then
 - ii. Any child of the deceased who has attained 18 years of age and if the deceased leaves no children above 18 years of age then
 - iii. Father or Mother of the deceased and if there are no parents surviving then
 - iv. A brother / sister of the deceased and if there is no such person then
 - v. A Grandparent of the deceased
- b. Where the deceased was of an unmarried status at the time of death, the following persons living and in the following manner and order may apply:-
 - i. Father or Mother of the deceased and if there are no parents surviving then
 - ii. A brother / sister of the deceased and if there is no such person then
 - iii. A Grandparent of the deceased.

2. In addition to a completed Suspension / Release Of Suspension Of Securities Request Form (FMN030), the applicant must forward a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10 (pending extraction of the Letter Of Administration / Grant Of Probate, as the case may be):-

- a. Death certificate, and
- b. Birth certificate (if the applicant is the child / parent / brother / sister), or

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- c. Marriage certificate (if the applicant is the spouse), and
 - d. NRIC of the applicant and such documents as Bursa Depository (Bursa Depository deems necessary).
3. The applicant has to indicate his / her relationship with the deceased beside his / her signature.

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Updates Of Investor Particulars and the Supporting Documents Required

Types Of Changes	Individual	Corporate Depositor
1. Investor ID	Two (2) copies of NRIC / Passport / Authority Card or other forms of acceptable identification documents.	One (1) original certified true copy of Form 13 (if applicable) or Letter of Confirmation from Companies Commission Of Malaysia (CCM) or any other confirmation letter from relevant authority.
2. Registered Address	Two (2) copies of NRIC / Passport / Authority Card or other forms of acceptable identification documents indicating the change in registered address. ADA to raise the FMN020 in cases of data entry error and send to Bursa Depository.	One (1) original certified true copy of Form 44 or its equivalent.
3. Investor Type	ADA to raise the FMN020 in cases of data entry error and send to Bursa Depository.	One (1) original certified true copy of Form 19 – Certificate Of Incorporation On Conversion To A Private Company or Form 20 – Certificate Of Incorporation On Conversion To A Public Company.
4. Nationality / Place of Incorporation	ADA to raise the FMN020 in cases of data entry error and send to Bursa Depository.	One (1) original certified true copy of Form 8 or 9 or its equivalent.
5. Name	Two (2) copies of NRIC / passport / Authority Card or other forms of acceptable identification documents.	One (1) original certified true copy of Form 13 or its equivalent.
6. Race / Ownership	The update will be according to the declaration made by the depositor in FMN020.	One (1) certified true copy of Form 24 or if unavailable, the latest Annual Return or its equivalent.

CHECKLIST FOR SUSPENSION / RELEASE OF SUSPENSION OF SECURITIES

1. Ensure that only one (1) Suspension / Release Of Suspension Of Securities Request Form (FMN030) can be used in respect of one (1) securities account. If the application for suspension / release of suspension covers more than one (1) securities account, the depositor / applicant is required to submit the requisite number of FMN030s.
2. Ensure that the following details have been filled in the FMN030:-
 - a. CDS account number
 - b. Depositor's NRIC No. / Passport No. / Reg. No. / Authority Card No.
 - c. Name of depositor
 - d. Account qualifier (if any)
 - e. Details for Part 1 – Suspension (if applicable):-
 - i. The relevant suspension instruction has been selected
 - ii. Securities code(s) and name(s)
 - iii. Quantity of securities to be suspended
 - iv. Reason(s) for suspension
 - v. Effective date for suspension
 - f. Details for Part 2 – Release Of Suspension (if applicable):-
 - i. The relevant release of suspension instruction has been selected
 - ii. Suspended securities code(s) and name(s)
 - iii. Quantity of suspended securities to be released
 - iv. Effective date for release of suspension.
3. Ensure the signature / thumbprint of depositor in FMN030 / letter corresponds with the ADA's records of specimen signature(s) where applicable.
4. Ensure the signature of the applicant on FMN030 is duly witnessed by a person stated in the List Of Acceptable Witnesses in Chapter 10.

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5. Where the FMN030 has been executed by a person who is not able to read or understand the content, it should be accompanied by a Jurat Clause. The Jurat Clause needs to be affixed and signed by a person stated in the List Of Acceptable Witnesses in Chapter 10.

Jurat Clause:-

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

Signed by

6. Where the execution is pursuant to Power of Attorney or Board Resolution, ensure the following:-
 - a. Person executing is the person named in the Power of Attorney / Board Resolution
 - b. Person executing is authorised to carry out that particular transaction.
7. In the case of a corporate body where there is a requirement to affix the common seal, ensure that the affixation is done in accordance with the Memorandum & Articles of Association of that corporate body. Affix the company rubber-stamp if the Board Resolution does not require the common seal to be affixed.
8. Where the FMN030 is signed under the Power of Attorney, please refer to the Usage Of Power Of Attorney (Appendix 3) to ensure that the Power of Attorney is in order and that persons signing the form are empowered to do so.
9. Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA. Do not use correcting fluid. Cancel the error and make the correction
10. Ensure that the date on FMN030 is not postdated. However, the effective date for the suspension / release of suspension is the date stated in the Account Suspension Notice / Release Of Account Suspension Notice or the Securities Suspension Notice / Release Of Securities Suspension Notice (whichever is applicable).

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FEQ015	
AD-HOC STATEMENT REQUEST	
CDS ACCOUNT NO :	NRIC/PASSPORT NO. REG. NO :
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
NAME OF ACCOUNT HOLDER :	

PERIOD OF AD-HOC STATEMENT REQUIRED	
FROM :	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
TO :	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	_____
SIGNATURE OF ACCOUNT HOLDER	DATE
FOR OFFICE USE ONLY	
To be completed by ADA (Sign and affix company's rubber stamp)	
ATTENDED BY : _____	DATE : _____
(Authorised signatory)	

Appendix 19

PERMOHONAN MENDEPOSIT SEKURITI <i>SECURITIES DEPOSIT REQUEST</i>		
BUTIR - BUTIR PENDEPOSIT <i>PARTICULARS OF DEPOSITOR</i>		
NO. AKAUN CDS <i>CDS ACCOUNT NO :</i> <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; margin-bottom: 2px;"></div>	TARIKH DATE : <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 60px; height: 15px; margin-bottom: 2px;"></div>	
NAMA PENDEPOSIT DAN AKAUN KELAYAKAN (JIKA BERKENAAN) : <i>NAME OF DEPOSITOR AND ACCOUNT QUALIFIER (IF APPLICABLE) :</i> <hr style="border: 0.5px solid black;"/>		
BUTIR - BUTIR SIJIL <i>PARTICULARS OF CERTIFICATE(S)</i>		
KOD SEKURITI <i>SECURITIES CODE :</i> <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div>	NAMA SEKURITI <i>NAME OF SECURITIES :</i> <hr style="border: 0.5px solid black;"/>	
NO. SIJIL DARI <i>CERTIFICATE NO. FROM</i>	HINGGA NO. SIJIL <i>TO CERTIFICATE NO.</i>	KUANTITI <i>QUANTITY</i>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
JUMLAH BILANGAN SIJIL : <i>TOTAL NO. OF CERTIFICATE(S) :</i> _____	JUMLAH BILANGAN SAHAM <i>TOTAL NO. OF SHARES :</i> _____	
<hr style="border: 0.5px solid black;"/> TANDATANGAN PENDEPOSIT/PENANDATANGAN DIBERI KUASA <i>SIGNATURE OF DEPOSITOR/AUTHORISED SIGNATORY (IES,</i>		
UNTUK KEGUNAAN PEJABAT SAHAJA <i>FOR OFFICE USE ONLY</i>		
Untuk diisi oleh ADA/ADM <i>To be completed by ADA/ADM</i> (Tandatangan dan lekatkan cop rasmi syarikat) <i>(Sign and affix company rubber -stamp)</i>		
TARIKH DITERIMA : <i>DATE RECEIVED :</i> _____	MASA : <i>TIME :</i> _____	TARIKH : <i>DATE :</i> _____
DISEMAK OLEH : <i>VERIFIED BY :</i> _____	DILULUSKAN OLEH : <i>APPROVED BY :</i> _____	TARIKH : <i>DATE :</i> _____
DATA DIMASUKKAN OLEH : <i>DATA ENTRY BY :</i> _____		
NO. RUJUKAN DEPOSIT : <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; margin-bottom: 2px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; margin-bottom: 2px;"></div>		
DEPOSIT REFERENCE NO :		

MORATORIUM SHARES DECLARATION

“Letterhead Of The Authorised Nominee”

To :

Bursa Malaysia Depository Sdn Bhd
6th Floor, Exchange Square
Bukit Kewangan
50200 Kuala Lumpur

MORATORIUM SHARES DECLARATION

Depositor

CDS Account Number :

Name of CDS Account Holder :

Company Registration Number :

Account Qualifier :

Name of Counter :

Certificate No.(s) :

I/We, the abovenamed Depositor, hereby :-

1. Request that moratorium shares held by me/us to be deposited to the abovementioned Depositor’s CDS account in the manner as set out in the attached Securities Deposit Request form (FDE 010),
2. Declare that the deposit of the shares will not result in any change in the beneficial ownership of the said shares,

and
3. Undertake to ensure that there will be no change in the beneficial ownership of the said shares during the moratorium period and that there will be no sale, transfer or assignment of the moratorium shares without prior approval of the Securities Commission.

Signature(s) of Authorised Signatory/(ies)

Date :

c.c. The Director – Issues & Investment Division, Securities Commission

APPROVED REASONS FOR TRANSFER

1. **SUMMARY OF APPROVED REASONS FOR TRANSFER**

Category A: No Change in Beneficial Ownership (“NCBO”)

Reason Code	Reason	Remarks
A	- Not Applicable -	<p>a) This category of transfer would not result in change in Beneficial Owner.</p> <p>b) No prior approval from Bursa Depository is required to execute the transfer of securities.</p> <p>CLARIFICATION</p> <p>1. This category only applies to transfers of securities between securities accounts for the same BO. Such transfer transactions may takes place between the following securities accounts: -</p> <p>1.1. Direct securities accounts of the same BO;</p> <p>1.2. Direct securities account of a BO or securities account of AN with a named BO into securities account of an AN with a named BO and vice versa;</p> <p>1.3. Securities account of a BO or securities account of AN with a name BO into securities account of an Exempt AN and vice versa;</p> <p>1.4. Securities accounts of the same Exempt AN; and</p> <p>1.5. Securities accounts of different Exempt AN.</p> <p>SUPPORTING DOCUMENTS</p> <p>2. Supporting documents are not required where: -</p> <p>2.1. the name of the BO is transparent and identical in both the securities accounts of the transferor and transferee; and/or</p> <p>2.2. both the transferor and transferee are Exempt AN.</p> <p>3. In all other cases, supporting documents are required. Please refer to the following:</p> <p>3.1. the name of the BO is not transparent or identical in both securities accounts of the transferor and transferee.</p> <p>3.2 transfers of securities into or from a securities account of an Exempt AN with securities account of a BO or an AN.</p>

Category B: Change in Beneficial Ownership

Reason Code	Reason	Remarks		
B1	Take-Over Offer	<p>a) This category of transfer would result in change in Beneficial Owner.</p> <p>b) No prior approval from Bursa Depository is required to execute the transfer of securities.</p> <p>CLARIFICATION</p> <p>1. This reason allows for the transfers of shares for the purposes of effecting take-over offers and matters relating to the same pursuant to the provisions in Part IV, Division 2 of the SCA.</p> <p>SUPPORTING DOCUMENTS</p> <p>The Form/Letter of Acceptance and any other documents which forms part of the document ("Offer Document") issued by the person making the takeover offer ("Offeror"), evidencing acceptance by a relevant shareholder of a take-over offer.</p>		
B2	Family Member	<p>a.) This category of transfer would result in change in Beneficial Owner.</p> <p>b.) No prior approval from Bursa Depository is required to execute the transfer of securities.</p> <p>CLARIFICATION</p> <p>1. This reason allows for transfers of securities between securities accounts where the BOs (who are individuals) are related to each other in the manner described below.</p> <p>Note: This approved reason does not apply to depositors who are corporate bodies.</p> <p>SUPPORTING DOCUMENTS</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Parents</p> <p>Birth Certificate or adoption papers.</p> <p>Children</p> <p>Birth Certificate or adoption papers.</p> <p>Spouse</p> <p>Marriage Certificate or "surat nikah".</p> </td> <td style="vertical-align: top; width: 50%;"> <p>Brothers / Sisters</p> <p>Birth Certificates or adoption papers for both transferor and transferee having the same father and or mother</p> <p>Grandparents/Grandchild</p> <p>Birth certificates to prove the relationship.</p> </td> </tr> </table> <p>Note: Where the above supporting documents are genuinely not available (for reasons acceptable to Bursa Depository), Bursa Depository may accept/approve such other supporting documents it deems fit.</p>	<p>Parents</p> <p>Birth Certificate or adoption papers.</p> <p>Children</p> <p>Birth Certificate or adoption papers.</p> <p>Spouse</p> <p>Marriage Certificate or "surat nikah".</p>	<p>Brothers / Sisters</p> <p>Birth Certificates or adoption papers for both transferor and transferee having the same father and or mother</p> <p>Grandparents/Grandchild</p> <p>Birth certificates to prove the relationship.</p>
<p>Parents</p> <p>Birth Certificate or adoption papers.</p> <p>Children</p> <p>Birth Certificate or adoption papers.</p> <p>Spouse</p> <p>Marriage Certificate or "surat nikah".</p>	<p>Brothers / Sisters</p> <p>Birth Certificates or adoption papers for both transferor and transferee having the same father and or mother</p> <p>Grandparents/Grandchild</p> <p>Birth certificates to prove the relationship.</p>			

Reason Code	Reason	Remarks
B3	Transfer involving Government Authorities	<p>a.) This category of transfer would result in change in Beneficial Owner.</p> <p>B.) No prior approval from Bursa Depository is required to execute the transfer of securities.</p> <p>CLARIFICATION</p> <p>1. This reason allows for transfers of securities into or from securities accounts of any of the following government authorities or government related bodies:</p> <ul style="list-style-type: none"> - Minister of Finance; - Minister of Finance Incorporated; - Khazanah Nasional Berhad; - Accountant General; and - Registrar of Unclaimed Moneys. <p>SUPPORTING DOCUMENTS</p> <p>No supporting documents are required.</p>
B4	Pledge or Charge	<p>a.) This category of transfer would result in change in Beneficial Owner.</p> <p>b.) No prior approval from Bursa Depository is required to execute the transfer of securities.</p> <p>CLARIFICATION</p> <p>This reason allows for transfers of securities between securities accounts for the purpose of: -</p> <ol style="list-style-type: none"> 1. Delivering pledged securities that are intended for force-selling in the direct securities account of the lending institution; 2. PO/FI acquiring its clients' collateral to set-off its defaulted clients' credit facilities; and 3. Transfers of securities between securities accounts of depositors for the purpose of a pledge or a charge of securities executed by a pledgor or a chargor in favour of a pledgee or a chargee which result in change in beneficial ownership (arising from loan transactions). <p>Reminder: Disposal of pledged securities that are intended for force-selling must be executed via on market transactions or Direct Business Transactions ("DBT").</p> <p>SUPPORTING DOCUMENTS</p> <p>No supporting documents required.</p>

Reason Code	Reason	Remarks
B5	Reasons with prior approval of Bursa Depository	<p>a) This category of transfer would result in change in BO.</p> <p>b) Prior written approval from Bursa Depository is required before the transfers of securities are executed.</p> <p>CLARIFICATION</p> <p>1. This reason allows for transfers of securities between securities accounts of depositors arising from the following circumstances:-</p> <p>1.1. Corporate Activities;</p> <p>1.2. Death, bankruptcy, winding-up or de-registration of a depositor;</p> <p>1.3. Pursuant to the provisions of any written law or order of courts of competent jurisdiction;</p> <p>1.4. Rectification of errors permitted by Bursa Depository; and</p> <p>1.5. Others (Please refer to your Authorised Depository Agent for further information)</p> <p>2. The applicant i.e. transferor/transferee or its legal representative is required to obtain prior approval from Bursa Depository for the execution of the transfer of securities. The application for approval must provide details on the transfer requested as per the Application form for B5 transfers and the relevant documents evidencing any one of the circumstances under item 1.1 to 1.5.</p> <p>SUPPORTING DOCUMENTS</p> <p>3. Letter of approval issued by Bursa Depository to the applicant (“Bursa Depository’s Approval Letter”).</p> <p>4. Note:</p> <p>4.1. Upon obtaining Bursa Depository’s approval for the transfer, the applicant (excluding ADA/ADM and its locally incorporated wholly owned nominee companies) is required to lodge the transfer form together with Bursa Depository’s Approval Letter to the relevant ADA for execution of the transfer.</p> <p>With respect to transfers of securities from the ADAs/ADMs principal and/or nominees accounts (as defined in the Rules of Bursa Depository), the relevant ADAs/ADMs are required to enter into CDS, the approval reference number stated in the Bursa Depository’s Approval Letter when executing the transfer.</p>

Please refer to your Authorised Depository Agent / Authorised Direct Membet for further information on the above “Approved Reasons for Transfer”.

2. DIRECTIONS

The following directions shall apply in the reading of the Approved Reasons for Transfer (“ART”).

2.1 PRINCIPLES

2.1.1 The ART is a direction issued by Bursa Depository Sdn. Bhd (“**Bursa Depository**”) as defined under section 9 of the Securities Industry (Central Depositories) Act 1991 (“**SICDA**”).

2.1.2 The examples cited in the ART are not intended to restrict or limit the interpretation or the application of the ART.

2.1.3. The enumeration of the supporting documents requested to be submitted in the ART does not in any way restrict Bursa Depository powers in requesting for further documents in circumstances it deems fit.

2.1.4. Where the clarification given for a particular ‘Reason Code’ in the ART relates to a specific Act of Parliament (law made by the Parliament of Malaysia), the words and expressions used therein shall bear the meaning as defined in that Act (unless otherwise specified).

2.1.5 All questions relating to the interpretation and construction of the ART shall be referred to and decided by Bursa Depository.

2.2 DEFINITIONS OF WORDS AND EXPRESSIONS

2.2.1 In this ART unless the context otherwise requires-

“exempt authorised nominee” means an authorised nominee that is exempted by an order of the Minister under section 62A of the SICDA from the provisions of subsection 25A(1) of the SICDA.

“contract note” means a contract for the sale or purchase transactions of securities entered into on a stock market of a stock exchange.

2.2.2 The following words and expressions shall have the meaning assigned to them respectively under section 2(1) of the SICDA:

“authorised nominee”	“securities account”
“beneficial owner”	“securities”
“depositor”	“stock exchange”
“issuer”	“stock market”
“participating organisation”	

2.3 ABBREVIATIONS

ADA	Authorised Depository Agent	Exempt AN	Exempt Authorised Nominee
ADM	Authorised Direct Member	Bursa Depository	Bursa Malaysia Depository Sdn. Bhd.
AN	Authorised Nominee	SC	Securities Commission
BO	Beneficial Owner	SCA	Securities Commission Act 1993
CA	Companies Act 1965	SIA	Securities Industry Act 1983

Date: DD/MM/YYYY

To: Authorised Nominee

Dear Sirs

**TRANSFER OF SECURITIES DIRECTLY TO BENEFICIARY(IES)
ESTATE OF (NAME OF DECEASED)**

We refer to the above matter.

Please transfer (*all securities / name specific securities) held in the following securities account:-

Name of Account holder:

CDS Account No.:

to the following person(s):-

Name of Account holder:

NRIC No.:

CDS Account No.:

Yours faithfully

SIGNATURE(S) OF EXECUTOR(S)/ADMINISTRATOR(S)

DECLARATION BY WITNESS

I hereby affirm and attest that the signature(s) of the above-mentioned executor(s)/administrator(s) belong to the said executor(s)/administrator(s) who have so appeared in person before me.

Name:

NRIC No.:

Licence No.:

Designation:

Signature:

Date:

(*delete whichever is not correct)

Appendix 26

FORM B																											
NOTIFICATION OF BANKRUPTCY OF DEPOSITOR FORM																											
NAME	:	_____																									
ADDRESS	:	_____																									
NRIC/PASSPORT NO.	:	_____																									
SECURITIES A/C NO.	:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> </tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> </tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> <td style="width: 20px; height: 15px;"> </td> </tr> </table>																									
TELEPHONE NO.	:	_____																									
<p>The abovenamed person was adjudicated a bankrupt by order of the court dated _____ and *I/we have been appointed as the Official Assignee in this matter.</p>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">NRIC No/Co Reg No</th> <th style="width: 40%;">Address</th> <th style="width: 10%;">Tel. No.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Name	NRIC No/Co Reg No	Address	Tel. No.																				
Name	NRIC No/Co Reg No	Address	Tel. No.																								
<p>*I/We hereby request the Bursa Malaysia Depository Sdn Bhd ("Bursa Depository") to transfer the abovementioned deposited securities to the securities account(s) as follows:-</p>																											
1) Name : _____ * Securities A/C No. : _____ : _____ * NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____		2) Name : _____ * Securities A/C No. : _____ : _____ * NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____																									
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Name of Securities in Full	Quantity																										
Name of Securities in Full	Quantity																										
3) Name : _____ * Securities A/C No. : _____ : _____ * NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____		4) Name : _____ * Securities A/C No. : _____ : _____ * NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____																									
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Name of Securities in Full	Quantity																										
Name of Securities in Full	Quantity																										
<p>*I/We also request Bursa Depository to close the abovementioned bankrupt's securities account after effecting the said transfers provided that there are no securities standing to the credit of the bankrupt's securities account.</p>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 50%;">NAME</th> <th style="width: 30%;">SIGNATURE</th> <th style="width: 15%;">DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(ii)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(iii)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(iv)</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					NAME	SIGNATURE	DATE	(i)				(ii)				(iii)				(iv)							
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(iv)																											
<p style="text-align: center;"><i>*please delete whichever that is not applicable</i></p>																											
TO BE COMPLETED BY BURSA DEPOSITORY ONLY																											
Date Received : _____ Time Received : _____ Checked/Verified By : _____ Approved By : _____		Date : _____																									

Appendix 27

FORM C																					
NOTIFICATION OF WINDING-UP OF COMPANY FORM																					
NAME OF WOUND-UP COMPANY : _____																					
CO. REGISTRATION NO. : _____																					
SECURITIES A/C NO. : <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table>																					
The abovenamed body corporate was dissolved by an order of the court dated _____ and *I/we have been appointed as the Official Receiver/Liquidator in this matter.																					
Name	NRIC No/Co Reg No	Address	Tel. No.																		
*I/We hereby request the Bursa Malaysia Depository Sdn Bhd ("Bursa Depository") to transfer the abovementioned deposited securities to the securities account(s) as follows:-																					
(1) Name/Co. : _____ Securities A/C No. : _____ NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____		(2) Name/Co. : _____ Securities A/C No. : _____ NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____																			
Name of Securities in Full	Quantity	Name of Securities in Full	Quantity																		
(3) Name/Co. : _____ Securities A/C No. : _____ NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____		(4) Name/Co. : _____ Securities A/C No. : _____ NRIC/Passport No./Co Reg No. : _____ Telephone No. : _____																			
Name of Securities in Full	Quantity	Name of Securities in Full	Quantity																		
*I/We also request Bursa Depository to close the abovementioned dissolved body corporate's Securities Account after effecting the said transfer(s) provided that there are no securities standing to the credit of the dissolved body corporate's securities account.																					
NAME/CO	SIGNATURE	DATE																			
(i)																					
(ii)																					
(iii)																					
(iv)																					
<i>*please delete whichever that is not applicable</i>																					
TO BE COMPLETED BY BURSA DEPOSITORY ONLY																					
Date Received : _____																					
Time Received : _____																					
Checked/Verified By : _____																					
Approved By : _____																					
			Date : _____																		

