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APPENDICES

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1.1 Purpose

This Procedures Manual stipulates the procedures to be applied by the Authorised Depository Agents (ADA) in performing the following functions:-

- a. System Administration
- b. Account Management
- c. Deposit
- d. Transfer
- e. Withdrawal
- f. Transmission of Title
- g. Witness & Certification
- h. File Information Exchange (FIX)

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

1.2 Scope

All the requirements and procedures in this manual have been defined in the context of the Central Depository System – 2+ (CDS-2+) as implemented in September 1999. Any changes to this 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.

It is left to the ADA to define their own organisational structure to carry out the procedures defined here to meet Depository's requirements. ADA is hereby reminded that the procedures defined in this manual are to be strictly carried out by its designated staff and accordingly, must not be delegated to its agents or anyone else.

1.3 Organisation

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

Chapter 3 describes the function of “System Administration For CDS”.

Chapter 4 describes the function of “Account Management”.

Chapter 5 describes the function of “Deposit”.

Chapter 6 describes the function of “Transfer”.

Chapter 7 describes the function of “Withdrawal”.

Chapter 8 describes the function of “Transmission of Title”.

Chapter 9 describes the function of “Witness & Certification”.

Chapter 10 describes the function of “File Information Exchange (FIX)”.

Chapter 11 ## (Deleted)

Chapter 12 ## (Deleted)

APPENDICES contain different CDS forms, reports and checklists which are used during the operations of different CDS transactions.

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.

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This chapter gives an overview of the different CDS functions of System Administration For CDS, Account Management, Deposit, Transfer, Withdrawal, Transmission Of Title, Witness & Certification, File Information Exchange, Electronic Dividend (eDividend) and Electronic Statement (eStatement).

2.1 System Administration For CDS

This chapter stipulates the procedures to be complied with by the ADA with respect to system administration functions such as authorised signatory for system access, application for User ID, application for CDS task, activate / deactivate / remove CDS User ID, change printer location, reset password.

2.2 Account Management

This function consists of opening of CDS accounts by depositors, both individual and corporate as well as ADA's own Principal and wholly-owned Nominee accounts. Updating of specimen signatures and depositor's particulars, suspension / release of suspension of securities and account closures are also mentioned. Lastly, procedures on how depositors obtain their account balances, via balance enquiry or through ad-hoc statement requests are also covered.

2.3 Deposit

This chapter deals with the acceptance of physical share certificates for the purposes of depositing securities into a CDS account. Exemptions to the mandatory deposit exercise are also discussed.

2.4 Transfer

Procedures on how to accept, verify the transfer request and to check on the supporting documents (if any) are discussed.

2.5 Withdrawal

This chapter describes the procedures to be complied with by the ADA with respect to the acceptance and processing of withdrawal requests by the depositors and their subsequent submission to Bursa Depository.

2.6 Transmission Of Title

This chapter describes functions relating to shares residing in a deceased depositor's CDS account, in cases where the depositor has filed for bankruptcy or winding-up orders. In all of these cases, different procedures have been laid out to deal with the transfer of such securities into the accounts of the next-of-kin / personal representative of the estate, the Official Assignee or the Official Receiver / Liquidator.

2.7 Witness & Certification

This chapter is introduced by Bursa Depository to provide a list of acceptable witnesses, who may perform, amongst others, witnessing and certification functions for the depositor / ADA.

2.8 File Information Exchange (FIX)

Procedures on how an ADA should request for the FIX facility is discussed. This facility will enable ADA to download certain information which may be used by the ADA's back office system.

2.9 ## (Deleted)

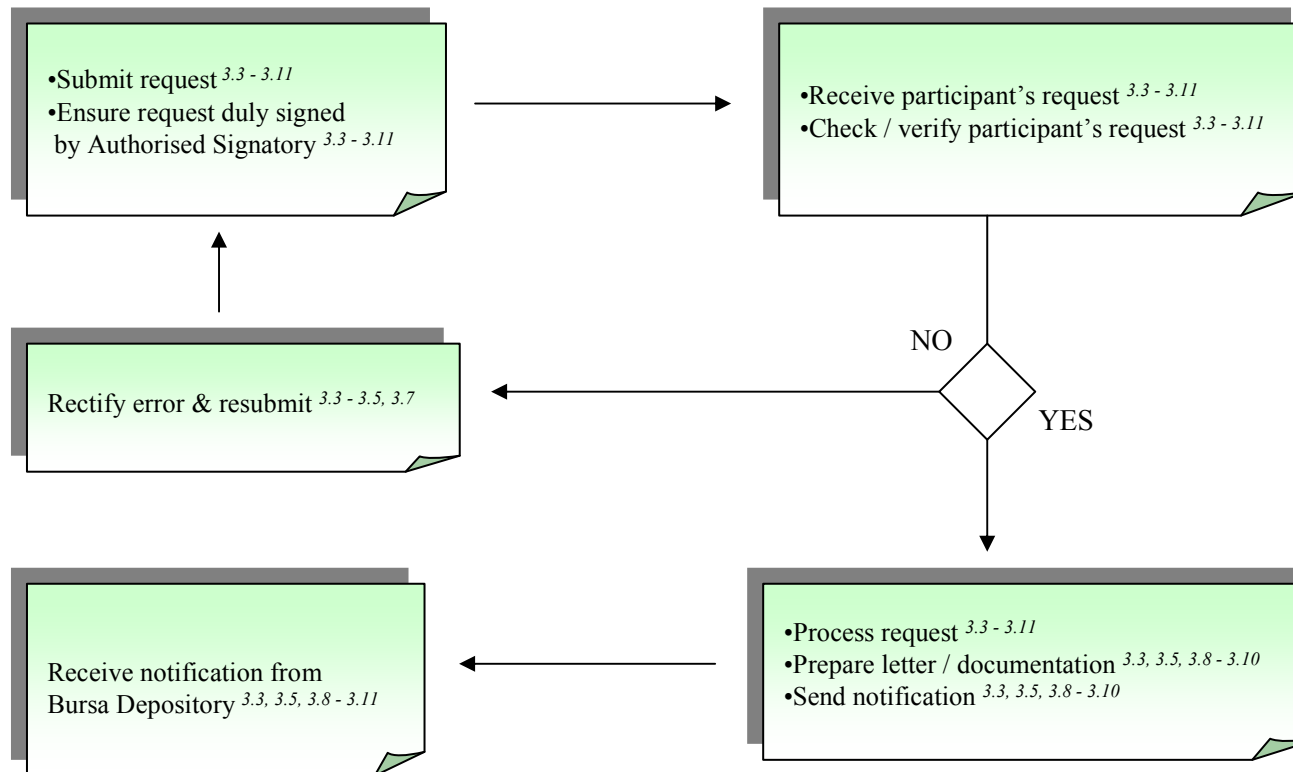
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SYSTEM ADMINISTRATION PROCESS WORKFLOW

ADA

BURSA DEPOSITORY



Note:

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

This chapter stipulates the procedures to be complied with by the ADA with respect to authorised signatory for system access, CDS data entry supervisors list, application for User ID, application for CDS task, activate / deactivate / remove CDS User ID, change printer location, reset password, submission of report to Bursa Malaysia Depository Sdn Bhd ["Bursa Depository"] and application to use CDS backup site.

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

3.1 Authorised Signatory For System Access

3.1.1 ADA is required to submit an **Authorised Signatories For System Access List** (Appendix 1) to Bursa Depository.

3.1.2 The 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).

***Note:** ADA is allowed to furnish maximum five (5) authorised signatories only.*

3.1.3 The List must be signed by the Executive Director or General Manager of the ADA.

3.1.4 Submit the original List to Bursa Depository.

3.1.5 The effective date will be the date receipt of the List from ADA or the effective date stated in the List, whichever is later.

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

3.2 CDS Data Entry Supervisors List

- 3.2.1 ADA is required to submit a **CDS Data Entry Supervisors List** (Appendix 2) to Bursa Depository.
- 3.2.2 The responsibilities of the CDS Data Entry Supervisors are as follow:-
- a. Administer and monitor access(es) to CDS terminal(s)
 - b. Supervise data entry(ies) at CDS terminal(s)
 - c. Report erroneous entry(ies) to Bursa Depository
 - d. Monitor communication with Bursa Depository through CDS terminal(s)
 - e. Perform such other function(s) as may be directed by Bursa Depository from time to time.
- 3.2.3 The List should contain the following:-
- a. Primary Data Entry Supervisor's name, designation, direct telephone number and specimen signature
 - b. Alternate Data Entry Supervisor's name, designation, direct telephone number and specimen signature.
- 3.2.4 The List must be signed by one (1) of the authorised signatories appearing in the Authorised Signatories For System Access List.
- 3.2.5 Submit the original List to Bursa Depository.
- 3.2.6 The effective date will be the date receipt of the List from ADA or the effective date stated in the List, whichever is later.
- 3.2.7 If there is changes to the Primary Data Entry Supervisor or Alternate Data Entry Supervisor, submit a fresh List to Bursa Depository. The new List will supersede the previous List submitted to Bursa Depository.

3.3 **Application For User ID**

3.3.1 Applicant duly completes and signs **User ID Application Form** (Appendix 3).

Note:

- (i) *A user can only has one User ID / Password maintain in the system at any point of time*
- (ii) *User name cannot be numeric or in the form of code such as UT4088. It should be reflective of the applicant's name.*

3.3.2 ADA's Authorised Signatory duly completes and signs at the approval column of the form.

Note: *Backdated form should not exceed one (1) month from the date received by Bursa Depository.*

3.3.3 Submit the original form to Bursa Depository.

3.3.4 If the form is not in order, Bursa Depository will reject the form to the ADA for rectification.

3.3.5 Receive the following from Bursa Depository upon successful assignment of the User ID by Bursa Depository:-

- a. Applicant to receive **Notification Letter** (Appendix 4) of User ID and password
- b. The Authorised Signatory who approved the application to receive **User ID/Password Application Acknowledgement Slip** (Appendix 5).

3.3.6 The Authorised Signatory who approved the application has to acknowledge the User ID/Password Application Acknowledgment Slip and return it to Bursa Depository within one (1) week from date received.

3.3.7 Upon receiving the User ID and password, the applicant is required to login into the system to change the password as soon as possible.

3.4 **Application For CDS Task**

- 3.4.1 Applicant duly completes and signs **Task/Printer Assignment Sheet** (Appendices 6a and 6b).
- 3.4.2 ADA's Authorised Signatory duly completes and signs at the approval column of the form.
- 3.4.3 Submit the original form to Bursa Depository.
- 3.4.4 If the form is not in order, Bursa Depository will reject the form to the ADA for rectification.
- 3.4.5 Ensure that the task assigned do not violate the **Task Grouping** as set out in Appendix 7.

***Note:** Group 1 task is assigned to personnel who perform monitoring and approval functions whereas Group 2 task is assigned to personnel who perform data entry.*

- 3.4.6 User having tasks from Group 1 is not allowed to have any tasks from Group 2 and vice versa. Other tasks not specified in the grouping may be assigned to any of the groups.
- 3.4.7 Applicant may check the status of his/her request from the system, two (2) market days after Bursa Depository received the form.

3.5 Application To Activate / Deactivate / Remove CDS User ID

3.5.1 ADA's Authorised Signatory duly completes and signs **Application To Activate / Deactivate / Remove CDS User ID Form** (Appendix 8).

3.5.2 Submit the form to Bursa Depository.

3.5.3 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 CDS User ID can be postdated.*

3.5.4 If the form is not in order, Bursa Depository will reject the form to the ADA for rectification.

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

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

3.5.6 The ADA's Authorised Signatory to receive the following letters for deactivation and removal of CDS User ID only:-

a. **Removal Of CDS User ID** (Appendix 9)

b. **Deactivation Of CDS User ID** (Appendix 10).

3.6 Application To Reset Password

- 3.6.1 Applicant duly completes and signs **Reset Password Application Form** (Appendix 11).
- 3.6.2 ADA's Authorised Signatory duly completes and signs at the approval column of the form.
- 3.6.3 Submit the form to Bursa Depository.
- 3.6.4 If the form is faxed to Bursa Depository, ensure the original copy reach Bursa Depository within three (3) market days for Klang Valley's ADA and one (1) week for outstation ADA.

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

- 3.6.5 Call System Administrator in order for him/her to authenticate the applicant's identity.
- 3.6.6 System Administrator will assign a new password and inform the applicant immediately.

3.7 Application To Change Printer Location

3.7.1 Applicant duly completes and signs Task/Printer Assignment Sheet.

Note:

(i) *Part A on Printer Assignment is to be completed*

(ii) *Part A on Task Assignment is to be left blank.*

3.7.2 ADA's Authorised Signatory duly completes and signs at the approval column of the form.

3.7.3 Submit the original form to Bursa Depository.

3.7.4 If the form is not in order, Bursa Depository will reject the form to the ADA for rectification.

3.7.5 Applicant may check the status of his/her request from the system, two (2) market days after Bursa Depository received the form.

3.8 Request To Configure CDS Terminal / Printer

- 3.8.1 The Authorised Signatory for System Access writes to Bursa Depository, requesting for configuration of CDS terminal and/or printer.
- 3.8.2 The letter must contains the following information:-
 - a. Type of equipment (terminal or printer) affected and quantity
 - b. Effective date
 - c. Contact person and telephone number.
- 3.8.3 The letter together with the relevant document (if any) is to reach Bursa Depository at least seven (7) market days before the effective date.
- 3.8.4 Receive acknowledgement letter from Bursa Depository informing that the request has been received and will be processed by Bursa Depository.
- 3.8.5 ADA will be notified on the status or progress of the request accordingly.

3.9 Request To Activate / Deactivate / Terminate CDS Terminal / Printer

- 3.9.1 The Authorised Signatory for System Access writes to Bursa Depository, requesting for activation (A) / deactivation (I) / termination of CDS terminal and/or printer.
- 3.9.2 The letter must contains the following information:-
- a. Type of equipment - terminal or printer
 - b. Number of affected terminal or printer
 - c. Terminal or printer address
 - d. Action required (activation, deactivation or termination)
 - e. Effective date
 - f. Contact person and telephone number.
- 3.9.3 The letter together with the relevant document (if any) is to reach Bursa Depository at least two (2) market days before the effective date.
- 3.9.4 Receive acknowledgement letter from Bursa Depository informing that the request has been received and will be processed by Bursa Depository.
- 3.9.5 ADA will be notified on the status or progress of the request accordingly.

3.10 Request To Relocate CDS Terminal / Printer

- 3.10.1 The Authorised Signatory for System Access writes to Bursa Depository, requesting for relocation of CDS terminal and/or printer.
- 3.10.2 The letter must contains the following information:-
- a. Type of equipment - terminal or printer
 - b. Number of affected terminal or printer
 - c. Terminal or printer address
 - d. Location of existing CDS terminal / printer
 - e. New location for CDS terminal / printer
 - f. Effective date
 - g. Contact person and telephone number.
- 3.10.3 The letter together with the relevant document (if any) is to reach Bursa Depository at least fourteen (14) market days before the effective date.
- 3.10.4 Receive acknowledgement letter from Bursa Depository informing that the request has been received and will be processed by Bursa Depository.
- 3.10.5 ADA will be notified on the status or progress of the request accordingly.

3.11 Application To Use CDS Terminal/Printer At Bursa Depository

ADA can apply to Bursa Depository to use the CDS terminal/printer at Bursa Depository's office in the event of minor disruption to the ADA's lease line or breakdown of CDS terminal/printer at the ADA's office.

Note: *CDS terminal/printer at Bursa Depository's office is provided by Bursa Depository "on best effort" and temporary basis and it is never intended to be used as the ADA's permanent Disaster Recovery Centre (DRC) or Business Continuity Plan (BCP) centre.*

3.11.1 ADA is required to call Head of Depository Division (HOD) to notify their problem and obtain HOD's approval.

3.11.2 Submit letter and **Application To Use The CDS Terminal/Printer Form** (Appendix 12) to HOD requesting to use the CDS terminal/printer at Bursa Depository.

3.11.3 The letter must contain the following:-

- a. Details of the problem encountered by the ADA
- b. User's name and User ID of authorised personnel who will be using the CDS terminal/printer at Bursa Depository
- c. Number of day(s) required.

3.11.4 Ensure letter is signed by ADA's Authorised Signatory.

3.11.5 ADA's Authorised Signatory duly completes and signs at the approval column of the form.

3.11.6 System Administrator will notify the ADA via telephone once the CDS terminal/printer has been set-up and ready to be utilised.

Note: *New or additional User ID is not required for this request.*

3.12 Printing And Submission Of Report To Bursa Depository

3.12.1 ADA is required to print the Tasks Assigned To A User Report (UT520RA) on half-yearly basis, in the months of June and December.

3.12.2 ADA is to verify the report for accuracy of tasks assigned to correct and valid personnel.

3.12.3 Ensure ADA's Authorised Signatory has signed the report and affix the company's rubber-stamp prior to submission.

***Note:** Failure to do so will result in the report being rejected by Bursa Depository.*

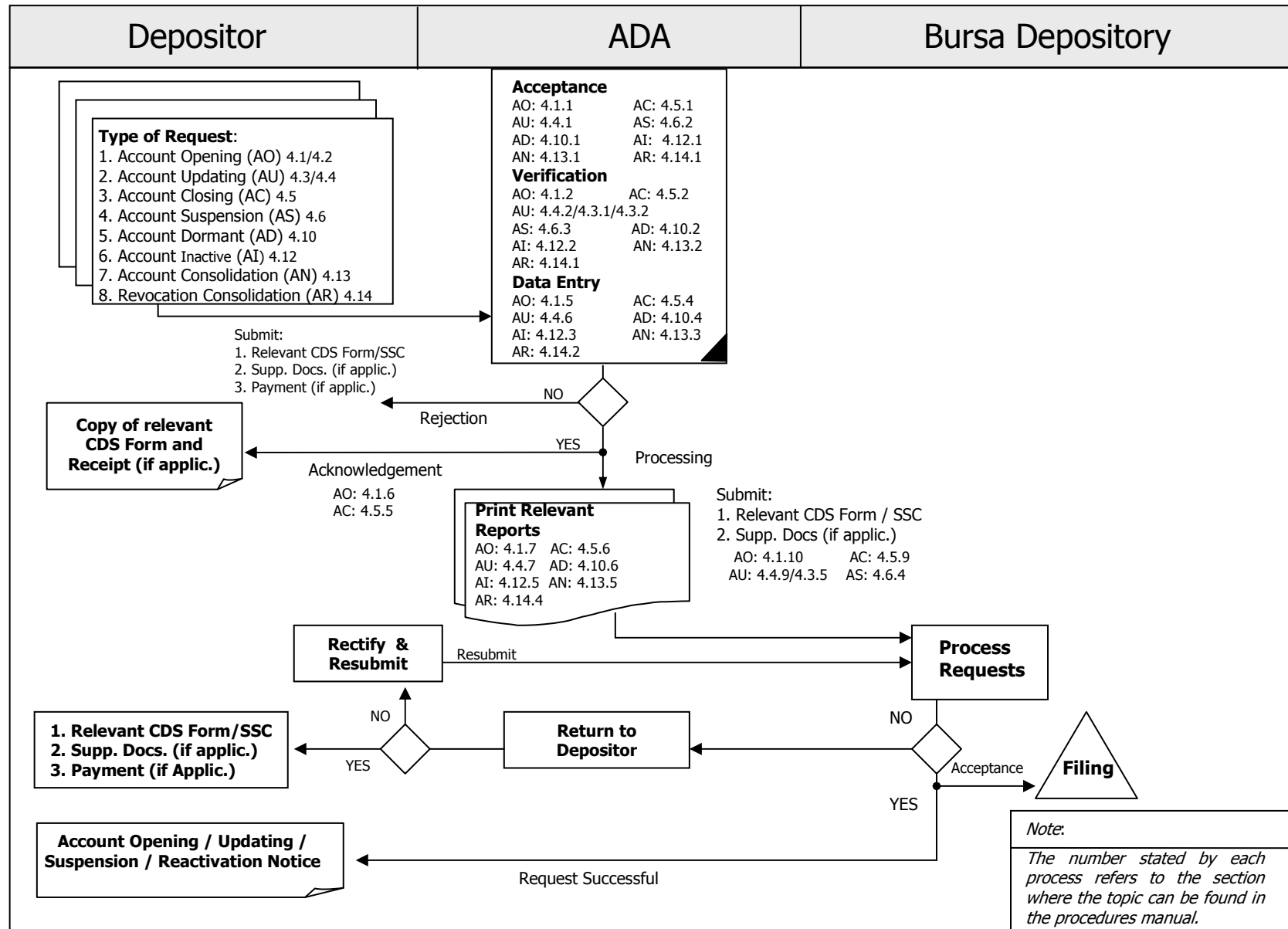
3.12.4 The report is to reach Bursa Depository latest by 30th June and 31st December respectively.

***Note:** Failure to do so will result in ADA's User IDs being suspended.*

3.12.5 Receive acknowledgement from Bursa Depository.

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ACCOUNT MANAGEMENT PROCESS WORKFLOW



This chapter stipulates the procedures for the ADA with respect to the following activities that requires the submission of the related documents to Bursa Depository as well as ADA's obligation under Bursa Rule 5.04A:-

- i. Opening of a depositor's CDS account inclusive of the ADA's principal and wholly owned nominee account.
- ii. Formalisation of centrally opened CDS accounts.
- iii. Updating of signatures / signatories.
- iv. Changing of depositor's particulars.
- v. Suspension / release of suspension of securities.
- vi. Re-activation of dormant / inactive accounts,
- vii. Enquiry with regards to depositor's CDS accounts,
- viii. Closing of depositor's CDS accounts,
- ix. Consolidation /revoke consolidation of CDS statement(s) of account

Note:

Pursuant to Bursa Depository Rules 5.04A, it is an on-going obligation of the ADA to ensure where an ADA is updating any particulars of a depositor in its internal records and where such data fields are available in the computer system, the ADA must ensure the particulars of the depositor's securities account are updated in the manner prescribed by the Bursa Depository. If an update was not conducted in CDS, the ADA must maintain written records of the depositor's reasonable justification for not updating the particulars of the securities account.

However, should individual depositor use CDS eServices platform to execute permitted CDS related transactions, the ADA is not required to submit any documents as the documents are stored in CDS.

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

It is mandatory for Malaysian citizens, Permanent Residents of Malaysia and Malaysian incorporated/registered entities to provide their bank account information during account opening. A depositor is required to indicate whether he would like to have the same bank account information to be used for all his/her CDS accounts (here called "Consolidate Bank Account" which means that to consolidate all his/her CDS accounts with One similar bank account information), inclusive of new CDS account that may be opened by the same depositor in the future.

In respect of the Consolidated Bank Account information for ADA's wholly owned nominee account(s), only those CDS accounts maintained at a particular ADA or its branches will be affected.

Email address is a mandatory information that all depositors must provide during the account opening regardless the depositor's nationality or place of incorporation and investor types. By registering the email address in CDS, the depositor will receive electronic notification instead of hardcopy notification or communication in relation to the following:

- i. CDS statements of accounts, CDS notices and other communication from Bursa Depository; and
- ii. as and when the service becomes available and the relevant persons such as issuers of securities or Participating Organisations (“POs”) elect to use such service, notices and communication in relation to the depositor’s deposited securities from such issuers, POs or other entities within Bursa Malaysia Berhad’s Group of Companies.

Note:

1. Pursuant to Securities Commission’s Directive dated 12 July 2019, with effect from 1 September 2019, all depositors opening new CDS accounts and existing depositors who trades online must register their email address in CDS.
2. This requirement is also applicable for CDS account opening performed through CDS-STP process.

The above stated notification or communication will be sent electronically to the depositor’s email address and, if the same is available, to the handphone number that have been registered in Bursa Depository’s records.

If a depositor (excluding the ADA’s wholly owned nominee company) has registered his email address for a particular CDS account, the same email address will be automatically linked to all CDS accounts of the same depositor which will also include any new CDS account that may be opened by the same depositor in the future.

4.1 Opening Of Account Applications

4.1.1 Accepting Account Opening Requests

Pursuant to Rule 5.02A(2) of the Rules of Bursa Depository, in relation to processing an application to open a securities account, an ADA must comply with the procedures prescribed by Bursa Depository to verify the applicant's identity and the authenticity of the application.

INDIVIDUAL DEPOSITORS

4.1.1.1. An ADA must comply with the following in verifying an individual applicant's identity and the authenticity of the application:

- (a) where the applicant appears in person before the ADA to submit the CDS Account Form (FMN070) (Appendix 96), the ADA must comply with the procedures set out in section 4.1.1(A); or
- (b) where the applicant does not appear in person before the ADA to submit the FMN070, the ADA must ensure either the following
 - (i) where the FMN070 is signed in the presence of any of the persons mentioned in section 4.1.1(B), ensure such person has verified the applicant's identity and the authenticity of the application and that the procedures set out in section 4.1.1(B) are complied with; or
 - (ii) where the FMN070 is not signed in the presence of any of the persons mentioned in section 4.1.1(A) and (B), take the necessary steps to ensure that the requirements of Bursa Malaysia Securities Berhad's ("Stock Exchange's") Directive 5-001 (Directives on Conduct of Business) are complied with by the ADA in its capacity as a Participating Organisation of the Stock Exchange, for example by obtaining confirmation that such requirements have been complied with in respect of CDS account opening and comply with the procedures set out in section 4.1.1(C); or
 - (iii) where the application for opening new CDS accounts is made through CDS eServices or ADA's electronic platform, ensure that the ADA complies with the procedures set out in section 4.1.1 (D) and 4.1.1 (E).

(A) PRESENT IN PERSON AT THE ADA'S PREMISES

4.1.1.2 Receive the following for each individual account opening request and sight the original identification documents of the applicant:-

- a. A completed and duly signed **FMN070**

- b. Two (2) copies of NRIC or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara / Passport (for foreigner) / Authority Card (for Armed Forces / Police Personnel)
- c. Two copies of any of the following supporting documents that contain the applicant's **name, bank account number and bank's name**:
 - i. Front page of bank savings book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from the bank's online account portal; 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 document evidencing the name of the depositor, bank account number and bank's name.
- d. Power Of Attorney (if applicable).

- Note:**
- i. *For ADA using the Paynet's Retail Payment Platform or other online verification methods approved by Bursa Depository, supporting documents mentioned under section 4.1.1.2 (c) is not required during opening of CDS account.*
 - ii. *In relation to online verification method, the ADA must keep the confirmation message or report received from the service providers for Bursa Depository's audit purpose.*
 - iii. *For foreign individual applicant, supporting documents mentioned under section 4.1.1.2 (c) may not be applicable where the foreigner opts not to provide their bank account information during opening of CDS account.*

4.1.1.3 For **foreign individual** applicants, the **primary identification document** to be submitted in applying for a CDS account is the **passport**.

Note: *All the original supporting documents mentioned in sections 4.1.1.2 (b), (c) & (d) (if applicable) and 4.1.1.3 must be sighted by the ADA personnel and stamped on copies of these documents as Original Sighted. Additionally, the supporting documents are to be stamped with the ADA's company rubber stamp bearing the ADA's personnel name, designation and its signature.*

B) WHERE FMN070 IS WITNESSED BY DEALER'S REPRESENTATIVE / AUTHORISED OFFICER OF THE ADA / NOTARY PUBLIC / SUCH OTHER PERSONS APPROVED BY BURSA DEPOSITORY

4.1.1.4 Receive the duly completed and executed copy of FMN070 from the applicant together with the relevant supporting documents stated in section 4.1.1.2 (b) to (d) which were witnessed by the list of acceptable witnesses stated in section 4.1.1.5. For the case of foreigner, instead of the passport, foreign individuals residing in their home country, may present their:-

- a. National Registration Identity Card, or
- b. National Health Insurance Card / Social Security Card, or
- c. Any other documents subject to Bursa Depository's approval on a case-by-case basis.

Note:

- i. *For ADA using the Paynet's Retail Payment Platform or other online verification methods approved by Bursa Depository, supporting documents mentioned under section 4.1.1.2 (c) is not required during opening of CDS account.*
- ii. *In relation to online verification method, the ADA must keep the confirmation message or report received from the service providers for Bursa Depository's audit purpose.*
- iii. *For foreign individual applicant, supporting documents mentioned under section 4.1.1.2 (c) may not be applicable where the foreigner opts not to provide their bank account information during opening of CDS account.*

4.1.1.5 Subject to section 4.1.1.6 below, ADA is to ensure that where the individual submits the FMN070 which has been executed by the individual in the presence of any one of the persons stated hereunder, the ADA must comply with the procedures as stated in section 4.1.1.7 hereafter:-

- a. Individual who holds a Capital Markets Services Representative's Licence pursuant to section 59(1) of the Capital Markets and Services Act 2007 to act as a representative for dealing in securities (**Dealer Representative**);
- b. Authorised officer of the ADA;
- c. Authorised officer of a Malaysian Embassy / High Commission Consulate;
- d. Lawyer in any jurisdiction who has a valid licence to practise law in that jurisdiction;
- e. Commissioner for oaths in any jurisdiction;

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- f. Notary Public in any jurisdiction
 - g. Justice of the Peace in any jurisdiction;
 - h. Marketing Representative registered pursuant to the Guidelines for Marketing Representatives issued by the Commission or Trading Representative registered under the Commission's Licensing Handbook;
 - i. Officer of a registered person referred to under the third column of Section 1(b) of Part 1 of Schedule 4 to the Capital Markets and Services Act 2007, who is authorised by such registered person to perform the activities referred to under the second column of the said section 1(b);
 - j. Authorised officer of
 - a. a licensed bank as defined in the Financial Services Act 2013; or
 - b. an Islamic bank licensed under the Islamic Financial Services Act 2013,and with which the individual holds an account;
 - k. In relation to a stockbroking company licensed or approved to trade on a recognised stock exchange as defined in the Rules of the Stock Exchange, any person who holds a license equivalent to a licence held by a dealer's representative or any other person authorised by such licensed stockbroking company; or
 - l. Such other person as may be approved by Bursa Depository from time to time

4.1.1.6 The ADA must be satisfied that it is reasonable for the ADA to rely on the verification and attestation of the persons stated in section 4.1.1.5 above and if the ADA is not satisfied, the ADA must employ another method of verification as set out in this Procedures Manual.

4.1.1.7 Verification Of FMN070 Witnessed By Dealer's Representative / Authorised Officer Of The ADA / Notary Public / Registered Person (referred to above) / Such Other Persons Approved By Bursa Depository From Time To Time

4.1.1.7.1 Ensure that the witness states his name, designation and signature on the FMN070 and the relevant supporting document as stated in 4.1.1.2(b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2(c) (if applicable).

4.1.1.7.2 Ensure the date the applicant signs FMN070 corresponds with the date of witnessing.

4.1.1.7.3 Thereafter the ADA is to comply with all the existing procedures from Accepting Account Opening Requests to the Filing of Documents as stated in this Procedures Manual.

C) NON FACE-TO-FACE VERIFICATION

4.1.1.8 Receive the duly completed and executed copy of FMN070 from the applicant together with the relevant supporting documents stated in 4.1.1.2 (b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2 (c) (if applicable).

Note: i. For ADA using the Paynet's Retail Payment Platform or other online verification methods approved by Bursa Depository, supporting documents mentioned under section 4.1.1.2 (c) is not required during opening of CDS account.

ii. In relation to online verification method, the ADA must keep the confirmation message or report received from the service providers for Bursa Depository's audit purpose.

iii. For foreign individual applicant, supporting documents mentioned under section 4.1.1.2 (c) may not be applicable where the foreigner opts not to provide their bank account information during opening of CDS account.

4.1.1.9 Pursuant to Rule 38.01(4) Rules of Bursa Depository, the following forms and supporting documents may be submitted by the depositor to the ADA by electronic means:-

- a. FMN070
- b. NRIC or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara / Authority Card (for Armed Forces / Police Personnel)
- c. Passport (primary identification documents for foreigner)
- d. National Registration Identity Card (for foreigner in home country without a passport)
- e. National Health Insurance Card / Social Security Card
- f. Any other account opening supporting documents subject to Bursa Depository's approval on a case-by-case basis

- g. Any document evidencing the name of applicant, bank account number and bank's name. Amongst others i.e. front page of bank savings book, Bank statement, Confirmation letter from the bank, Bank statement extracted from internet, Bank-in receipt, Cheque deposit receipt, Debit invoice, Bank identification card, Cheque book etc.

4.1.1.10 Thereafter, the ADA is to comply with all the existing procedures from Accepting Account Opening Requests to the Filling of Documents as stated in the Procedure Manual.

Note:

- (i) *All account opening applications received under the Non Face-to-Face Verification method must be processed within two (2) market days from the date of application.*
- (ii) *The "Declaration By Dealer's Representative/ADA's Authorised Officer(s)/Notary Public/Others As Approved By Bursa Depository" column in Form FMN070 is to be left blank if the securities account is opened under the Non Face-To-Face Verification method.*
- (iii) *In the event the applicant only submits one copy of the FMN070, the processed printed copy of the FMN070 and the relevant supporting documents are to be submitted to Bursa Depository. For ADA's record, it may keep a scanned copy of the completed documents and for depositor's copy, it may email a copy of the processed FMN070 to the applicant.*

D) CDS eSERVICES PLATFORM

4.1.1.11 Applicant may submit request to open new CDS account through CDS eServices platform by completing the required information for CDS account opening and upload the front and rear image of the applicant's MyKad and one copy of the supporting document stated in 4.1.1.2 (c).

Note:

- (i) *CDS eServices would only facilitate opening of new CDS account electronically for Malaysian with MyKad only.*
- (ii) *The supporting documents uploaded through CDS eServices platform need not be witnessed.*
- (iii) *The ADA is required to verify the eligibility of the applicant pursuant to Rule 25.02 of Bursa Depository Rules and carry out KYC checks on the applicant before proceeding to open the CDS account.*

- 4.1.1.12 ADA will be prompted on any request from applicant to open a CDS account via an active indicator at “Pending BA Request” tab on the CDS screen. ADA may retrieve the information entered by applicant to open a new CDS account and its related supporting documents either by clicking the “Pending BA Request” indicator or via the BA Request List and link to Verifier’s Details Page.

Note:

- (i) *The request to open CDS account via CDS eServices platform will be displayed in the BA Request list for 2 market days for ADA to process.*
- (ii) *Pursuant to Rule 5.02 of Bursa Depository Rules, ADA must process an application to open a securities account within 2 market days from the date of receipt of the complete applications and supporting documents.*
- (iii) *Request submitted by applicant on non-business day i.e. Weekends and Public Holidays, will be routed to the ADA on the next business day for processing.*

E) ADA’s ELECTRONIC PLATFORM

- 4.1.1.13 Application to open new CDS account can also be submitted through ADA’s own electronic platform (ePlatform). ADA in offering its ePlatform to onboard the applicant for CDS account opening must ensure that applicant is well informed with regard to the information provided by the applicant on the ePlatform is for the purpose of opening a CDS account.

Note: ADA is required to have a walkthrough session with Bursa Depository on their onboarding process via the ePlatform before the system is implemented.

- 4.1.1.14 The terms and conditions stipulated on the ADA’s ePlatform must include the declaration clauses in the Bursa Depository’s CDS Account Form.
- 4.1.1.15 ADA must ensure that the applicant **is fully aware of their obligations towards the Bursa Depository and has expressly provided his/her consent** to agree with the declaration prescribed by Bursa Depository before such applicant signs the prescribed application form generated from ADA’s ePlatform electronically.

The consent clause must include all the following elements:

- i. Applicant provides his/her express consent to Bursa Depository to disclose his/her information and documents to the ADA;
- ii. The consent provided will be valid until it is revoked by the applicant; and
- iii. Bursa Depository is not liable for any loss, damage, liability or cost arising from or in connection any disclosure by Bursa Depository.

- 4.1.1.16 The information provided by applicant must be populated or captured on a prescribed application form generated from the ADA's ePlatform.

Note:

- (i) *Prescribed application form refers to CDS transaction forms which includes the existing FMN070 (**Appendix 96**) as well as CDS Account Forms produced from CDS eServices (**Appendix 96A**) and ADAs ePlatform in the manner prescribed by Bursa Depository.*
- (ii) *ADA must obtain approval from Bursa Depository by providing a sample prescribed application form generated from its ePlatform before such form can be implemented in the ADA's ePlatform for CDS account opening.*
- (iii) *For the CDS Account Form generated from ADA's ePlatform, the layout of the form must be as per the Appendix 96 or Appendix 96A.*

- 4.1.1.17 Apart from physically signing the prescribed application form generated from ADA's ePlatform, ADA may adopt electronic Signature (eSignature) or Digital Signature for the application submitted through its ePlatform. Should ADA adopt the eSignature / Digital Signature, the ADA's registered personnel shall provide written confirmation to Bursa Depository of their compliance with the requirements of the Electronic Commerce Act 2006/ Digital Signatures Act, as the case may be, from an internal or external legal counsel.

Note:

- (i) *In the event the ADA does not use a legal counsel, personnel or firm as stated above, the Head of Compliance shall provide the attestation that the approach undertaken by the ADA to capture the applicant's signature on the prescribed application form complies with Electronic Commerce Act / Digital Signature Act.*
- (ii) *Use of eSignature onto the prescribed application form must comply with all legal requirements under the Electronic Commerce Act 2006 Part III provision under 9(1), 9(2) and 9(3).*

Provision under 9(1) - Where any law requires a signature of a person on a document, the requirement of the law is fulfilled, if the document is in the form of an electronic message, by an electronic signature which

- a. is attached to or is logically associated with the electronic message;*
- b. adequately identifies the person and adequately indicates the person's approval of the information to which the signature relates; and*
- c. is as reliable as is appropriate given the purpose for which, and the circumstances in which, the signature is required.*

Provision under 9(2) - For the purposes of provision 9 (1)(c), an electronic signature is as reliable as is appropriate if:

- a. the means of creating the electronic signature is linked to and under the control of that person only;*
- b. any alteration made to the electronic signature after the time of signing is detectable; and*
- c. any alteration made to that document after the time of signing is detectable.*

Provision under 9(3) – The Digital Signature Act 1997[Act 562] shall continue to apply to any digital signature used as an electronic signature in any commercial transactions

(iii) Usage of Digital Signature in the prescribed application form must comply with the signature requirements provided under Section 62(1) of Digital Signature Act 1997 as follows:

- a. that digital signature is verified by reference to the public key listed in a valid certificate issued by a licensed certification authority;*
- b. that digital signature was affixed by the signer with the intention of signing the message; and*
- c. the recipient has no knowledge or notice that the signer –*
 - aa. has breached a duty as a subscriber; or*
 - bb. does not rightfully hold the private key used to affix the digital signature.*

4.1.1.18 ADA must submit to Bursa Depository the duly completed prescribed application form together with the relevant supporting documents stated in 4.1.1.2 (b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2 (c) (if applicable).

Note:

- (i) For ADA using the Paynet's Retail Payment Platform or other online verification methods approved by Bursa Depository, supporting documents mentioned under section 4.1.1.2 (c) is not required during opening of CDS account.*
- (ii) In relation to online verification method, the ADA must keep the confirmation message or report received from the service providers for Bursa Depository's audit purpose.*
- (iii) For foreign individual applicant, supporting documents mentioned under section 4.1.1.2 (c) may not be applicable where the foreigner opts not to provide their bank account information during opening of CDS account.*

4.1.1.18A Thereafter the ADA is to comply with all the existing procedures for account opening in the Procedure Manual.

CORPORATE DEPOSITORS

The following are the requirements for an applicant falling under the category of companies incorporated under The Companies Act 2016.

4.1.1.19 Receive the following for each corporate account opening request:-

- a. A completed and duly signed FMN070, and
- b. A certified true copy of the following or its equivalent:-
 - i. Board Resolution (for authorised signatories)
 - ii. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
 - iii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return
- c. Two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.
- d. Two (2) certified true copies of any of the following supporting documents that captures applicant's **name, bank account number and bank's name**:
 - i. Front page of bank savings book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from internet; 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 document evidencing the name of depositor, bank account number and bank's name.
- e. Power Of Attorney (if applicable)

Note:

- (i) *Should an ADA be using the Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository for validating and verifying the bank account information for eDividend purpose, supporting documents mentioned under section 4.1.1.19 (d) is not required during opening of CDS account.*
- (ii) *However, ADA must keep the confirmation message or report received from the service providers for Bursa Depository's audit purpose.*

- (iii) *The sections listed in “b” to “d” need not be submitted for subsequent account openings provided the authorised signatory(ies) / information stated in them remain unchanged. However, where there is a change in the authorised signatory(ies) / information stated in the supporting documents, ADA is required to furnish Bursa Depository with the updated copies of the supporting documents*
- (iv) *For further instructions on the use and completion of Section “c”, the list of authorised signatory(ies) and specimen signatures, please refer to Sections 4.1.2.17, 4.1.2.18 and 4.1.2.19 on the operations of a set of “Master Record” list of authorised signatory(ies) and specimen signatures (if applicable).*
- 4.1.1.20 Please see **Appendix 15 Checklist For Verification Of Opening An Account**, for details on the requirements for other forms of corporate depositors, for example, trust foundation, society registered under the Societies Act 1966 and Co-operatives Act 1993 and foreign incorporated companies etc.

ADA’S PRINCIPAL ACCOUNTS AND WHOLLY OWNED NOMINEE ACCOUNT

- 4.1.1.21 ADA’s principal accounts are opened to facilitate the Participating Organisation’s trading activities.
- 4.1.1.22 These are the requirements for opening of ADA’s principal account or wholly owned nominee account.
- a. A certified true copy of the following or its equivalent:-
 - i. Board Resolution (for authorised signatories)
 - ii. Document(s) evidencing the incorporation or registration of the company, the company’s current name and registration number
 - iii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or the annual return
 - b. Two (2) certified true copies of any of the supporting documents stated under 4.1.1.19 (d) that captures applicant’s **name, bank account number and bank’s name**.
 - c. Two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.

Note:

- (i) *Should an ADA be using the Paynet’s Retail Payment Platform or any online verification methods approved by Bursa Depository for validating and verifying the bank account information for eDividend purpose, supporting documents mentioned under section 4.1.1.19 (d) is not required during opening of CDS account. However, ADA must keep the confirmation message or report received from the service providers for Bursa Depository’s audit purpose.*

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- (ii) *Sections listed under 4.1.1.19 is only applicable during the opening of the first principal account and the first CDS account for each of its wholly owned nominee company.*
- (iii) *However, where there is a change in the authorised signatory(ies) information stated in the supporting documents, ADA is required to furnish Bursa Depository with updated copies.*
- 4.1.1.23 Principal accounts can be used to facilitate trading activities which are subject to the rules and regulations of the relevant Stock Exchange. The following are the abbreviations for each account:-
- a. CLR – for purposes of clearing or any other similar activities
 - b. ERROR – for purposes of error and mistake or any other similar activities
 - c. IDA – for purposes of intra-day activities or any other similar activities
 - d. IVT – for purposes of investment or any other similar activities.
- 4.1.1.24 For each principal account, any one of these codes will form part of the account qualifier for that particular CDS account. For example, in a clearing account, the account qualifier field will be “CLR XXXX” where XXXX are the descriptive particulars prescribed by the relevant Stock Exchanges.
- 4.1.1.25 Each wholly owned nominee account opened can be for one beneficial owner or as an exempt nominee account by indicating the name of the Instructing Client that is a body corporate. Kindly refer to **Guidelines On Account Qualifier** (Appendix 16) for the naming convention to open a wholly owned nominee account.
- 4.1.1.26 Ensure the correct codes are used when entering the details into the CDS. Refer to **Codes For ADA** (Appendix 17) for codes to be used for the relevant fields.

ELIGIBILITY

- 4.1.1.27 Ensure that the applicant falls under one of the categories stated here below:-
- a. An individual who has attained the age of eighteen (18) years as of the application date
 - b. A corporation incorporated under the Companies Act 2016
 - c. Any corporate body that is incorporated within Malaysia and is by notice published in the Gazette declared to be a public authority or an instrumentality or agency of the Government Of Malaysia or of any State
 - d. A society under any written law relating to co-operative societies
 - e. A trustee or trust corporation duly constituted under any written law relating to co-operative societies

- f. A society registered under the Societies Act 1966
- g. Statutory bodies incorporated under an Act of Parliament.
- h. A limited liability partnership within the meaning of section 2 of the Limited Liability Partnerships Act 2012.

INELIGIBILITY

4.1.1.28 The following categories of persons shall not be eligible to open a CDS account:-

- a. A person who has been adjudicated a bankrupt under the Bankruptcy Act 1967 and remains an undischarged bankrupt at the time of application
- b. A “mentally disordered person” within the meaning of the Mental Health Act 2001
- c. A partnership within the meaning of the Partnership Act 1961
- d. A sole proprietorship cannot open an account in the name of the sole proprietorship but can open an account in his own personal capacity
- e. A person who is not a beneficial owner or not an authorised nominee of the deposited securities.

4.1.2 Verification Of Application For Opening Of Individual / Corporate Account Requests

- 4.1.2.1 Verify the original NRIC / Passport / Authority Card to authenticate the applicant's identity for those individuals appearing in person.
- 4.1.2.2 Reject the application if the form is not signed.
- 4.1.2.3 Verify the particulars stated by the applicant on the FMN070 against the Checklist For Verification Of Opening An Account (Appendix 15).
- 4.1.2.4 Where the supporting documents provided are incomplete, do not proceed to open the CDS account for the applicant. The ADA must ensure that all supporting documents are complete before the opening of the CDS account.

Note:

- i. *For Authorised Nominee type of corporate account, the ADA must also request supporting document to verify the details provided, and to authenticate on the end-beneficiary of the account. Such document is not required to be submitted to Bursa Depository. The documents must be kept by the ADA.*
- ii. *All documents in a foreign language must be accompanied by an English translated copy. The English copy must be certified by the translator.*

4.1.2.5 In respect of requirements for different categories of CDS accounts, please refer to the **Checklist For Verification Of Opening An Account** in Appendix 15 and if applicable, **Guidelines On Account Qualifier** in Appendix 16.

4.1.2.6 Where the FMN070 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 9.

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

4.1.2.7 For corporate bodies and societies, ensure that the FMN070 is executed by the signatory(ies) as authorised by the corporate body's Board Resolution / Power of Attorney / Minutes of Meeting.

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

- a. Authorisation to open and operate CDS accounts
- b. List of Authorised Signatories to execute CDS documents for opening and operation of the CDS accounts
- c. Condition of signing of the appointed authorised signatories for CDS documents.

4.1.2.9 Refer to Appendix 18 for **Criteria For Board Resolution** required and ensure that the corporate body's Board Resolution comply with Bursa Depository's criteria.

4.1.2.10 Where the Board Resolution states that the corporate body's common seal shall be affixed on the FMN070, ensure that the corporate body's common seal is affixed in accordance with the rules governing the corporate body in the relevant documents.

4.1.2.11 The authorised signatories are to execute the form in the manner specified in the corporate body's Board Resolution.

- 4.1.2.12 Ensure that all applicants furnish the specimen signature(s) in accordance with the Board Resolution / Power of Attorney / Minutes of Meeting submitted. This may be done by way of providing two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.
- 4.1.2.13 Ensure that the conditions of signing are stated in the Board Resolution / Power of Attorney / Minutes of Meeting submitted e.g. whether it is one (1) or more signatories to sign.
- 4.1.2.14 Where the FMN070 is signed under Power of Attorney, refer to **Usage Of Power Of Attorney** (Appendix 19).
- 4.1.2.15 For all CDS transaction forms that are to be executed by Power of Attorney, the ADA is to affix the following rubber-stamp on the “Declaration By The Applicant” column in the FMN070:-

“I/We as stated here below 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 of Donee(s)	NRIC / Passport No. / Reg. No.

Ensure that the Donee(s) complete(s) the above rubber-stamp and signs the FMN070.

- 4.1.2.16 Ensure that all Donees sign the FMN070 for Power of Attorney in accordance with the requirements of Bursa Depository in Appendix 19.
- 4.1.2.17 The ADA must maintain one (1) of the two (2) original or certified true copy of the list of authorised signatory(ies) and specimen signatures.
- 4.1.2.18 The term “Master Record” must be stated on the list of authorised signatory(ies) and specimen signatures of the corporate depositors who wish to maintain only one set of specimen signature(s) throughout for the operation of all their CDS accounts maintained at an ADA.

- 4.1.2.19 For cross reference purposes, ensure that the “Master Record” is filed properly for subsequent account opening of this corporate depositor.
- 4.1.2.20 Where facsimile signatures are to be used on any of the CDS forms executed by the corporate applicant, the ADA is to:-
- a. Obtain two (2) original or certified true copies of the Board Resolution containing:-
 - i. Authorisation to use the facsimile signature(s)
 - ii. A clause stating that the Letter Of Indemnity will be furnished to Bursa Depository
 - iii. The names of the authorised signatories who will be signing the Letter Of Indemnity
 - b. Obtain the specimen facsimile signatures of the authorised signatories
 - c. Obtain the original stamped copy of the **Letter Of Indemnity For Facsimile Signatures** (Appendix 20) from the corporate applicant addressed to Bursa Depository.
- 4.1.2.21 Forward the original stamped copy of the Letter of Indemnity to Bursa Depository together with copies of the supporting documents.
- 4.1.2.22 The ADA must file the duplicate copy of the stamped Letter of Indemnity together with the original supporting documents for record and verification purposes.
- 4.1.2.23 Affix the ADA’s company rubber-stamp at the space marked “to be completed by ADA” on the FMN070.
- 4.1.2.24 Ensure that the “approved by” column of the FMN070 is signed by an authorised signatory of the ADA.
- 4.1.2.25 Every amendment made on the form must be countersigned by the applicant and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.1.2.26 Any amendments made on Declaration by “Dealer Representative / ADA’s Authorised Officers / Notary Public / Others as approved by Bursa Depository” column of FMN070 must be countersigned by the ADA and the witness.
-

4.1.2.27 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

4.1.2.28 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

4.1.2A Verification Of Application For Opening Of Individual Account Received Through CDS eServices

4.1.2A.1 Verify the information provided and entered by depositor through the CDS eServices against the uploaded supporting documents.

4.1.2A.2 Alternatively, ADA may print the Pending Approval Listing Report (Appendix 97) to verify the information entered by applicant to open CDS account.

4.1.2A.3 Ensure the information entered is correct before confirming and approving the application to open the CDS account.

Notes:

i. *ADA must ensure that it had verified the client’s identity and authenticity of the application to open the CDS account. Once the ADA has confirmed the application, Bursa Depository would deem that the ADA had carried out all the relevant authentication check on the application and the accuracy of the information entered by the applicant.*

ii. *ADA staff is required to attend to all request in the CDS eServices Request List within 2 market days from the date of the request received. Failing which, the request will be removed from the system and it will be captured in the Account Rejected/Expired Control Report (Appendix 98).*

iii. *For removed request, an email notification will be sent to the applicant notifying him/her that his/her request to open a CDS account have been rejected as his/her chosen ADA failed to process the request within the prescribed time.*

4.1.2A.4 If there is any minor data entry error or discrepancies on the applicant’s information, ADA may amend the data entry error using his/her discretion. If the data entered is required to be removed from the system, the ADA is to reject the request to open the CDS account and provide reason for the rejection. The rejected transaction will be captured in the Account Rejected/Expired Control Report.

Note:

- i. *ADA should not reject any application for opening of CDS account received through CDS eServices where such request contains minor data entry error or abbreviation in the registered address such as missing the phrase “NO.” in the address or applicant entered “Tmn” for Taman, “Lrg” for Lorong, “Jln” for Jalan, “Kg” for Kampung and etc. In such cases, the ADA may accept the application and perform updating after the account is opened.*
- ii. *For CDS Account opening request where the name of the bank selected by applicant is not as per the supporting document but the details such as account holder’s name and account number is correct as per the supporting document, the ADA’s User shall accept the application form for confirmation and perform updating after the account is opened.*
- iii. *Notwithstanding the above, if there are discrepancies between the details of the applicant for opening of CDS account and the supporting document e.g. different NRIC number or significant difference in the registered address or the bank account details, ADA must reject the application and provide a detailed reason for the rejection under the reason for rejection.*
- iv. *Under circumstances where ADA is unsure whether to process an account opening request, the ADA should seek the assistance from Bursa Depository.*

4.1.3 Keying-In Account Opening Data Into The CDS By First (1st) Level User

- 4.1.3.1 Key-in the applicant particulars using the CDS “Account Maintenance” screen. Comply with the Bursa Depository’s **Standard Identification Guidelines On Data Entry Of Depositor’s Identification Number In CDS** (Appendix 21).

Note: *If there is a prior approval obtained from Bursa Depository to waive the opening of account fee, ADA is required to click on the fee waived and enter the letter reference number. Failing to enter both the information, will result in the billing for the opening of account.*

- 4.1.3.2 If the applicant has a new NRIC, the ADA must key-in **both the old (if any) and new NRIC numbers** at the respective fields to verify that the applicant does not already have a CDS account under the old NRIC.
- 4.1.3.3 **If the name and investor id differ from that in the system, do not proceed further. Inform Account Management of Bursa Depository immediately.**

- 4.1.3.4 In the case of registered address, if the address stated in the FMN070 differs from that in the system, the ADA may proceed to update the registered address only after sighting either the original or certified true copy of identification document to ensure that the address on the identification document is as per that stated in FMN070.
- 4.1.3.5 Ensure that the FMN070 is also completed to give effect to the new update of registered address. For further details, please refer to Section 4.4.2 and 4.4.4.
- 4.1.3.6 Ensure that all particulars as per FMN070 have been keyed-in correctly before confirming the data entry.
- 4.1.3.7 Ensure that the “data entry by” column in FMN070 is completed by the ADA personnel who performed the data entry.

Note:

- (i) *The data entry personnel must not be the same person approving the transaction.*
- (ii) *All complete account opening applications lodged by an applicant before 12.00pm on any market day must be keyed-in to the CDS on the same market day*
- (iii) *Where complete account opening applications are lodged after 12.00pm on any market day, subject to the ADA’s discretion, these requests may be keyed-in on the same market day or at the very latest the next market day.*

4.1.4 Confirmation Of Account Opening Data By Second (2nd) Level User

- 4.1.4.1 The 2nd level user to retrieve the account opening data via the Unattended Request List and link to Verifier’s Details Page to verify against the FMN070.
- 4.1.4.2 Alternatively, 2nd level user may verify the data entry using Pending Approval Listing (Appendix 97) to verify against the FMN070.
- 4.1.4.3 Verify and ensure the data keyed in correctly before confirming and approving the account opening.

Note:

- (i) *Once the 2nd level user confirmed the data entered by the 1st level user, Bursa Depository deems that the 2nd level user had verified and confirmed the accuracy of the data entered.*

(ii) *2nd level user is required to confirm the data entered by the 1st level user latest by next market day. Failing which, the data entered will be removed from the system and it will capture in the Account Rejected/Expired Control Report (Appendix 98).*

4.1.4.4 If there is any data entry error or discrepancies on the applicant's information, return the FMN070 to the data entry staff to amend the data. If the data entered is required to be removed from the system, the 2nd level user is to reject the data entered by the 1st level user and provide the reason for rejection. The rejected transaction information will be reflected on the Account Rejected/Expired Control Report.

4.1.4.5 If the account opening data entry is free from error, the 2nd level user is to confirm the data entry and sign on the "verified by" column of the FMN070.

4.1.4.6 Upon completion, record the CDS account number generated by CDS on the appropriate column in FMN070.

4.1.4.7 The ADA is to print and provide the applicant the invoice (Appendix 92) from the CDS in respect of the fee for the opening of account unless the applicant indicates he does not require the same.

Note : *In the event there is a request from a depositor to reprint the invoice, the ADA is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.*

4.1.4.8 On the next market day, ADA has the option to print the CDS Transaction Invoice Report (Appendix 93) from CDS. The purpose of this report is to assist the ADA to reconcile the amount collected for all the CDS transactions initiated on previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

4.1.5 Confirmation Of Account Opening Data By Second (2nd) Level User through the BA Request List

- 4.1.5.1 If the information entered by applicant is free from error, the 2nd level user is to confirm the application to open CDS account.
- 4.1.5.2 Upon the 2nd level user confirms the application, a PDF copy of the CDS Account Form (FMN070) populated with the applicant's information will be generated and binded by Digital Signature.
- 4.1.5.3 The ADA may access to confirmed request and supporting documents via the CDS eServices module and link to Completed BA Requests List.
- 4.1.5.4 The confirmed request and the relevant supporting document can be retrieved by entering the depositor's NRIC / Passport number or enquire by date.
- 4.1.5.5 The ADA is to print and provide the applicant the invoice (Appendix 92) from the CDS in respect of the fee for the opening of account if the applicant requests for one.

Note :

- i. *The CDS Account Form and relevant supporting documents in the Completed BA Requests List will only be available for 3 months. Thereafter the documents will be archived.*
- ii. *In the event there is a request from a depositor to reprint the invoice, the ADA is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.*

4.1.6 Acknowledge Receipt Of Account Opening Requests

- 4.1.6.1 Receive the account opening fee amount.
- 4.1.6.2 Return the **Applicant copy** of the FMN070 to the depositor as acknowledgement **only after the CDS account number has been generated and recorded on the applicant copy of the form.**
- 4.1.6.3 The ADA must maintain proper records of all account opening fees received.

4.1.7. Generate Participant Accounts Listing And eServices Registration Report

- 4.1.7.1 Print the Participant Accounts Listing (Appendix 23) and eServices Registration Report (Appendix 94).
- 4.1.7.2 The ADA personnel who performed data entry verification / checked and verified the reports must sign on the respective reports.
- 4.1.7.3 If there is(are) any data entry error(s), proceed with the Updating Of Account Particulars from Section 4.4.2.7 onwards.

4.1.8 Verifying Account Maintenance Control Report (Optional)

- 4.1.8.1 Printing and verifying the Account Maintenance Control Report (Appendix 99) on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

Note: *For section 4.1.7 and 4.1.8, the ADA may opt not to print these reports but download electronic copies of the report in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for the Bursa Depository's auditing purpose.*

4.1.9 Opening Of Principal And Wholly Owned Nominees Account(s) Of The ADA

- 4.1.9.1 FMN070 is not required to be completed for opening of ADA's principal and its wholly owned nominees account.
- 4.1.9.2 Upon checking the details of all ADA's principal account and its wholly owned nominees account entered into CDS are correct, print the **Principal And Nominees Account Report** (Appendix 24). It is optional for the ADA to print the Participant Account Listing to verify the data entry.
- 4.1.9.3 The Principal And Nominees Account Report will reflect all the ADA's principal accounts and its wholly owned nominees account opened for the day.
- 4.1.9.4 This report is sorted as follows:
- a. by principal and wholly owned nominees account
 - b. within the principal account, by the type of principal account i.e. CLR, ERROR, IDA and IVT.
- 4.1.9.5 ADA and its wholly owned nominees company's authorised signatory(ies) as per Board Resolution is(are) required to sign the 'Declaration Clause' on this report.
- 4.1.9.6 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the 'Declaration Clause' on this report.
- 4.1.9.7 All other opening of account application procedures detailed in section 4.1 (if relevant) are also applicable for opening of Principal and Wholly Owned Nominee account(s) of the ADA.

4.1.10 Bank Account Information For ADA's Principal Account(s) And Wholly-Owned Nominees Account(s)

- 4.1.10.1 FMN070 is not required to be completed to provide bank account information with regards to ADA's principal account(s) and wholly-owned nominees account(s).
- 4.1.10.2 Ensure all the bank account information with regards to the ADA's principal account(s) and wholly-owned nominees account(s) have been keyed-in correctly by verifying against the eServices Registration Report.
- 4.1.10.3 Upon verifying that the data has been keyed-in correctly, proceed to print the Principal And Nominees eDividend Registration Report (Appendix 88).
-

4.1.10.4 The Principal And Nominees eDividend Registration Report will reflect all the ADA's principal account(s) and wholly-owned nominees account(s)' bank account information registered for eDividend for the day.

4.1.10.5 The report will be sorted as follows:-

- a. By principal account(s) and wholly-owned nominees account(s)
- b. Within the principal account, by the type of principal account i.e. CLR, ERROR, IDA and IVT.

4.1.10.6 ADA and its wholly-owned nominees' authorised signatory(ies) as per Board Resolution is(are) required to sign the relevant 'Declaration Clause'.

4.1.10.7 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the 'Declaration Clause' on this report.

4.1.10.8 All other related procedures detailed in Section 4.1 (if applicable) are also applicable for providing bank account information for principal account(s) and wholly-owned nominee account(s) of the ADA.

4.1.11 Email Address For ADA's Principal Account(s) And Wholly Owned Nominees Account(s)

ADAs and their wholly owned nominee companies, in respect of the ADA's principal account(s) and wholly-owned nominees account(s), may provide an email address to receive electronic notification in connection with their deposited securities, although such electronic notification will be confined to the following:-

- a. Communication from Bursa Malaysia Berhad's Group of Companies related to capital market matters,
- b. Notices and other communication from the issuers of securities and Participating Organisations ("POs"), as and when the service to enable such electronic notification becomes available and the relevant persons such as the issuers, POs or other entities within Bursa Malaysia Berhad's Group of Companies elect to use such service.

- Notes :
- i. ADA's principal and wholly owned nominee companies accounts will receive CDS statement of accounts and notices from Bursa Depository via eFIX.
 - ii. The ADA and its wholly-owned nominee companies need not complete the FMN070 when providing the bank account information only or email address and bank account information together to Bursa Depository. However, FMN070 will need to be completed when providing the email address only to Bursa Depository.

4.1.12 Transmitting Principal And Nominee Account Report To Bursa Depository

4.1.12.1 ADAs are to submit the Principal and Nominee Account Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-

- a. Print the Principal and Nominee Account Report for the whole of previous week transactions by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week.
- b. Proceed to the Declaration Module and select the Principal/Nominee Account Opening Report and press the "Search" button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.
- c. Click the "Submit To Bursa" button upon confirming the contents of the report is correct. The 'Declaration Clause' will appear and ADAs are required to press the "Submit" button to transmit the report to Bursa Depository.
- d. ADAs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Principal/Nominee Account Opening Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Bursa Depository.*

4.1.13 Transmitting Principal And Nominees eDividend Registration Report To Bursa Depository

4.1.13.1 ADAs are to submit the Principal And Nominees eDividend Registration Report accompanied with the relevant declaration on a weekly basis. The report will be submitted on the first market day of the following week by initiating the following processes in the CDS:-

- a. Print Principal And Nominees eDividend Registration Report for the whole of previous week's transactions by indicating the first market day of the previous week as the "start date" and the last market day of the previous week as the "end date".
- b. Proceed to the Declaration Module and select the Principal And Nominees eDividend Registration Report and press the "Search" button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.
- c. Click the "Submit To Bursa" button confirming the contents of the report is correct. The Declaration Clause will appear and ADAs are required to press the "Submit" button to transmit the report to Bursa Depository
- d. ADAs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Principal And Nominees eDividend Registration Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Bursa Depository.*

4.1.14 Sorting And Packing Of Forms

- 4.1.14.1 Print the Account Maintenance Control Report for the whole month period.
- 4.1.14.2 The following documentations related to individual and corporate body depositors' account opening requests must be packed separately and sorted by date according to the Account Maintenance Control Report.
 - a. Bursa Depository copies of the FMN070.
 - b. Copies of supporting documents attached to FMN070.
 - c. The original or certified true copies of list of authorised signatory(ies) and specimen signatures attached to FMN070.
- 4.1.14.3 For those CDS account opening request submitted via CDS eServices, no forms or supporting document is required to be packed and submitted to Bursa Depository.
- 4.1.14.4 The sorted and packed documentations must be bundled together and accompanied with the printed Account Maintenance Control Report.
- 4.1.14.5 The Account Maintenance Control Report must be declared and signed by the authorised signatory(ies) of the ADA.

4.1.15 Submission Of Account Opening Documents To Bursa Depository

- 4.1.15.1 ADA and its branches must submit Bursa Depository's copies of FMN070 (with the relevant supporting documents) to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository.

Note: If ADA is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

- 4.1.15.2 For individual depositors, send the following to Bursa Depository:
 - a. Bursa Depository copy of the completed FMN070

- b. Copy of NRIC / Passport / Authority Card or other acceptable documents of identification as stated in Section 4.1.1.2 (b), or 4.1.1.3 or 4.1.1.4. This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.

- c. Copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name** as stated in Section 4.1.1.2 (c). This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.

However, where the bank account information is validated and verified using the Paynet's Retail Payment Platform or other online verification methods approved by Bursa Depository, copies of supporting documents is not required to be submitted to Bursa Depository.

- d. Power of Attorney (if applicable)

4.1.15.3 ADAs that have generated the FMN070 through its ePlatform, may approach Bursa Depository to obtain the guidance and guidelines on how the duly completed forms can be submitted electronically to Depository.

4.1.15.4 For corporate depositors, send the following to Bursa Depository:-

- a. Bursa Depository copy of the completed FMN070
- b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- c. Board Resolution or its equivalent (for e.g. Approved Minutes of meeting or Investment Panel's Resolution)
- d. One (1) certified true copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name as stated in Section 4.1.1.11 (d)**

However, where the bank account information is validated and verified by using the Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, copies of supporting documents is not required to be submitted to Bursa Depository.

- e. One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signatures.
- f. Power of Attorney (if applicable)
-

4.1.15.5 For ADA's Principal accounts and its Wholly Owned Nominee account, send the following to Bursa Depository:-

- a. Board Resolution
- b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- c. One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signatures
- d. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return

4.1.15.6 For corporate depositors' accounts, ADA's Principal and wholly owned nominee accounts, do not submit the supporting documents required as per sections 4.1.15.3, "b" to "f" and 4.1.15.4" for subsequent account openings unless the authorised signatory(ies) / information contained in the above documents have been updated.

4.1.16 Filing Of Documents

4.1.16.1 File the following documents:-

- a. ADA/ADM copy of the FMN070 for individual and corporate depositor.
- b. Participant Accounts Listing
- c. eServices Registration Report
- d. The duly signed and stamped Principal and Nominees Account Report.
- e. The duly signed and stamped Principal and Nominees eDividend Registration Report.
- f. The duly signed and stamped Account Maintenance Control Report.
- g. Account Rejected/Expired Control Report
- h. Original or certified true copy of the list of authorised signatory(ies) and specimen signatures

-
- i. A copy of the NRIC / Passport / Authority Card. This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.
 - j. A copy of beneficial owner's supporting documents for Authorised Nominees accounts such as copies of NRIC/Passport/Authority Card / Certificate of Registration/ any documents evidencing of incorporation of the entity as well as documents evidencing the ownership of the entity, as the case may be.
 - k. A copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name**. This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.
 - l. Where the bank account information is validated and verified using the Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, the confirmation message or report must be retained by the ADA.
 - m. Certified true copies of:-
 - i. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
 - ii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares (Appendix 27) or annual return
 - iii. Board Resolution
 - n. Power Of Attorney (if any).

4.1.16.2 Filing the following reports are optional to the ADA:

- a. Pending Approval Listing
- b. Unattended Account Maintenance Report (Appendix 100)
- c. Account Maintenance Control Report (if printed on daily basis)



4.2 Formalisation Of Centrally Opened Accounts

Pursuant to Rule 5.02A(2) of the Rules of Bursa Depository, in relation to processing an application to formalise a securities account, an ADA must comply with the procedures prescribed by Bursa Depository to verify the applicant’s identity and the authenticity of the application.

Where accounts are centrally opened by Bursa Depository, the ADA will receive the **Public Issue Account Opening Notify Report** (Appendix 29).

4.2.1 Accepting, Verifying And Updating Of Data To Formalise Centrally Opened Accounts

- 4.2.1.1 The procedures for verification, acknowledging receipt, for the formalisation of centrally opened accounts are the same as Section 4.1, i.e. Opening Of Account Applications, except that the procedures on Non Face-To-Face Verification in Section 4.1.1(C), CDS EServices Platform in 4.1.1(D) and ADA’s ePlatform 4.1.1(E) are not applicable to formalisation of centrally opened CDS accounts.
- 4.2.1.2 Affix the ADA’s company rubber-stamp on FMN070 at the space marked “to be completed by ADA”.
- 4.2.1.3 Ensure that the “approved by” column of the application form is signed by an authorised signatory of the ADA prior to data entry.
- 4.2.1.4 Every amendment made on the form must be countersigned by the applicant and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.2.1.5 Any amendment made on “Declaration by Dealer Representative / ADA’s Authorised Officers / Notary Public / Others as approved by Bursa Depository” column of FMN070 must be signed by the ADA and the witness.
- 4.2.1.6 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.
- 4.2.1.7 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).
- 4.2.1.8 Retrieve the depositor’s details via the CDS using the “Account Maintenance” screen

- 4.2.1.9 Ensure the details displayed correspond with the details on the FMN070
- 4.2.1.10 **If the name or investor id differ from that in the system, do not proceed further. Inform Account Management of Bursa Depository immediately.**
- 4.2.1.11 Where formalisation of a centrally opened account requires the updating of the account particulars, i.e. correspondence address, telephone number of a depositor, the ADA may complete the FMN070 on the depositor's behalf. For further details, please refer to Section 4.4.2 and 4.4.4 whichever procedures that are applicable.
- 4.2.1.12 The account particulars to be completed in FMN070 for the purpose of updating must be the same particulars completed by the depositor in FMN070 during the course of his account formalisation.
- 4.2.1.13 In the case of registered address, if the location address stated in the FMN070 differs from that in the system, the ADA may proceed to update the registered address only upon sighting the **original** identification document presented by the applicant to verify that the person before the ADA is the applicant himself and that the address on the identification document is as per that stated in FMN070.
- 4.2.1.14 Proceed to update the status of the depositor's account.
- 4.2.1.15 Complete and update the remaining fields on the "Account Maintenance" screen that are blank. Obtain the details from FMN070.
- 4.2.1.16 Ensure the "data entry by" column in FMN070 is completed by the ADA personnel who performed the data entry
- Note* i. The data entry personnel must not be the same person approving the transaction.
 ii. The verifier and approver may be the same person signing the FMN070

4.2.2 Generate And Verify The Formalised Account Listing And eServices Registration Report

- 4.2.2.1 Print the **Formalised Account Listing** (Appendix 30).
- 4.2.2.2 Check and verify that the total number of accounts formalised for the day against the report is correct.
- 4.2.2.3 Print the eServices Registration Report (Appendix 94)

- 4.2.2.4 The ADA personnel who checked and verified the report against the FMN070 must sign on the report.

Note: ADA may opt not to print these reports but download electronic copies of the reports in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository's auditing purpose.

4.2.3 Sorting And Packing Of Forms

- 4.2.3.1 Print the Formalised Account Listing for the whole month period.
- 4.2.3.2 The following documentations related to individual and corporate body depositors' account opening requests must be packed separately and sorted by date according to the Formalised Account Listing.
- Bursa Depository copies of the FMN070.
 - Copies of supporting documents attached to FMN070.
 - The original or certified true copies of list of authorised signatory(ies) and specimen signatures attached to FMN070.
- 4.2.3.3 The sorted and packed documentations must be bundled together and must be accompanied with the Formalised Account Listing.
- 4.2.3.4 The Formalised Account Listing must be signed by the authorised signatory(ies) of the ADA.

4.2.4 Submission Of Account Formalised Documents To Bursa Depository

- 4.2.4.1 ADA and its branches must submit Bursa Depository's copies of FMN070 (with the relevant supporting documents) to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository.

Note: If ADA is not able to submit the Bursa Depository's copies of FMN070 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

- 4.2.4.2 For individual depositors, send the following to Bursa Depository:
- Bursa Depository copy of the completed FMN070
-

- b. Copy of NRIC / Passport / Authority Card or other acceptable documents of identification as stated in Section 4.1.1.2 (b), or 4.1.1.3 or 4.1.1.4. This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B).
- c. Copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name** as stated in Section 4.1.1.2 (c). This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B).

However, where the bank account information is validated and verified by using Paynet's Retail Payment Platform or any online methods approved by Bursa Depository, copy of any of the supporting documents is not required to be submitted to Bursa Depository.

- d. Power of Attorney (if applicable)

4.2.4.3 ADAs who wish to submit the FMN070 electronically, may approach Bursa Depository to obtain the guidance and guidelines.

4.2.4.4 For corporate depositors, send the following to Bursa Depository:-

- a. Bursa Depository copy of the completed FMN070
- b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- c. Board Resolution or its equivalent (for e.g. Approved Minutes of meeting or Investment Panel's Resolution)
- d. One (1) certified true copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name as stated in Section 4.1.1.19 (d)**

However, where the bank account information is validated and verified by using Paynet's Retail Payment Platform or any online methods approved by Bursa Depository, copy of any of the supporting documents is not required to be submitted to Bursa Depository.

- e. One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signatures.
 - f. Power of Attorney (if applicable)
-

4.2.4.5 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of FMN070s and the related supporting documents.

4.2.5 Filing Of Documents

4.2.5.1 File the following documents:-

- a. ADA copy of the FMN070 for individual and corporate depositor
- b. The duly signed and stamped Formalised Account Listing.
- c. The duly signed and stamped eServices Registration Report.
- d. Original or certified true copy of the list of authorised signatory(ies) and specimen signatures.
- e. A copy of the NRIC / Passport / Authority Card. . This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B).
- f. A copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name**. This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B).

Where the bank account information is validated and verified by using Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, the confirmation message or report must be retained by the ADA.

- g. Certified true copies of:-
 - i. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
 - ii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares (Appendix 27) or annual return
 - iii. Board Resolution
- h. Power Of Attorney (if any).

4.2.5.2 File the Formalised Account Listing and eServices Registration Report according to date.



4.3 Updating Of Signature / Signatories

A depositor, whether an individual or corporate body may at one time or another, update their signature / signatories. Updating of signatures of individual depositors may be done by way of:-

- a. An individual depositor being present in person at the ADA to update his signature with a letter requesting for the signature to be updated
- b. Tendering a written request to the ADA stating that an individual depositor is suffering from a critical medical condition which prevents him from coming in person to update his signature
- c. An individual depositor, being unable to recall his “old” signature or due to “signature evolution” is unable to reproduce his “old” signature, comes in person to update his signature with a written request.
- d. Tendering a written request to the ADA stating that an individual depositor has been declared to be mentally disordered and a committee or committees of the person and of the estate of the person (“Committee”) has been appointed to take over his CDS account. The specimen signature of the individual depositor to be changed to the specimen signature of the Committee.

For updating of authorised signatories for corporate bodies, please proceed to Section 4.3.2.

4.3.1 Verification And Updating Of Signature For Individual

A. Individual Depositor Appearing In Person

The individual depositor must be present in person before the ADA to request for an update of his/her signature with a letter unless he falls under the circumstances as stated in Section 4.3, Section “b” and “d”. Proceed to section 4.3.1.8 and 4.3.1.14 for procedures on updating of signatures for those under Section 4.3, Section “b” and “d”.

4.3.1.1 Two letters from the individual depositor officially stating his/her intention to update his/her signature should contain the following:-

- a. The depositor’s CDS account number
- b. The “old” and “new” signature must be on the letter
- c. The effective date of the new signature

Verify the original NRIC / Passport / Authority Card (for armed forces and police personnel) to authenticate the depositor’s identity for individuals appearing in person.

- 4.3.1.2 Retrieve the specimen signature card (Appendix 14) (if any) / FMN010/FMN070 based on the CDS account number provided.
- 4.3.1.3 Verify the depositor's "old" signature on the letter against the ADA's records of specimen signature(s).
- 4.3.1.4 Reject the depositor's request if the signatures differ and return the documents to the depositor.
- 4.3.1.5 Ensure the old specimen signature card (if any) is marked "Cancelled" and signed by the authorised signatory(ies) of the ADA.
- 4.3.1.6 The effective date will be the date the ADA receives the letter from the depositor or the effective date stated in the letter, whichever is later.

B. Individual Depositor Unable To Sign Due To Critical Medical Condition

The following are the procedures to be complied with in cases where an individual depositor of sound mind is suffering from a critical medical condition which prevents the depositor from signing his signature.

- 4.3.1.7 The depositor who is unable to be present in person to execute his "old" signature must submit the following:-
 - a. Two letters to state his intention to change his "old" signature with the following information:
 - i. CDS account number
 - ii. Left / right thumbprint or new signature
 - iii. The effective date of the left / right thumbprint or "new" signature
 - b. Letter from doctor addressed to the ADA

Note: *The left / right thumbprint or new signature of the depositor contained in Section "a" stated above must be witnessed by the same doctor.*

- 4.3.1.8 As the depositor is unable to execute his “old” signature due to his medical condition, the thumbprint / new signature affixed / signed on the depositor’s written request must be witnessed by the depositor’s doctor. The following attestation clause is to be used:-

“I, _____ (name and NRIC No. of doctor), hereby affirm and attest that the right / left thumbprint / signature of _____ (name of depositor) has been affixed / signed in my presence and belongs to _____ (name of depositor) who has so appeared in person before me and that _____ (name of depositor) is of sound mind.

Signed by _____”

- 4.3.1.9 A letter from the doctor who attested to the above clause must also be submitted to the ADA. This letter, using the medical centre’s letterhead, must confirm that the depositor is unable to sign his “old” signature due to a critical medical condition and must be addressed to the specific ADA of which the signature update is to be carried out.

Proceed with procedures stated in Sections 4.3.1.6 to 4.3.1.7 to update the depositor’s signature.

C. Individual Depositor Unable To Recall Signature Or Unable To Sign Due To Signature Evolution

In respect of individual depositors who are present before the ADA but are unable to recall their signature in Bursa Depository’s records OR are unable to sign as per their “old” signature due to “signature evolution”, proceed with the following updating procedures.

- 4.3.1.10 Ensure the depositor is present in person.
- 4.3.1.11 Obtain the original NRIC / Passport / Authority Card of the depositor and verify that the particulars stated in the NRIC / Passport / Authority Card and in the system are the same.
- 4.3.1.12 Depositor is to produce a written request in two original copies to the ADA, stating that he is unable to recall his signature in Bursa Depository’s records OR that he is unable to sign his “old” signature due to “signature evolution”.

Proceed with procedures stated in Sections 4.3.1.6 to 4.3.1.7 to update the depositor’s signature.

D. Individual Depositor Unable To Sign And Declared Mentally Disordered

The following are the procedures to be complied with in cases where an individual depositor has been declared mentally disordered by the Court and is unable to manage his own CDS account.

4.3.1.14 A letter from the Committee that have been appointed to manage the depositor's account(s) and the reason for the appointment of Committee.

4.3.1.15 Two (2) letters to state the following:

- a. The intention of the Committee to change the specimen signature of the depositor.
- b. The reason for changing the signature
- c. The specimen signature of the Committee
- d. The mode of operations will be signed by the Committee

4.3.1.16 Obtain the following supporting documents:

- a. Two (2) certified true copies of the Court Order
- b. Two (2) certified true copies of identification documents of the Committee

Proceed with procedures stated in Sections 4.3.1.6 to 4.3.1.7 to update the depositor's signature.

E. Individual Depositor Updating Signature For CDS Account Opened Through CDS eServices

The individual depositor must be present in person before the ADA to update his/her signature if such depositor opened CDS Account through CDS eServices and wishes to perform CDS transaction that is not offered via CDS eServices. The following are the procedures to be complied with.

4.3.1.17 ADA to request the depositor to complete his/her name and NRIC numbers on the CDS Account Form (FMN070) and sign on the form to capture his/her signature.

4.3.1.18 Retrieve the FMN070 generated from CDS eServices and attach to the FMN070 that was completed and signed by the depositor.

4.3.1.19 Obtain the original NRIC from the depositor and verify the details against the duly completed FMN070 and the CDS Account Form generated from CDS eServices.

4.3.1.20 Reject the request if the particulars such as name, New NRIC number and registered address differs against the CDS Account Form generated from CDS eServices.

4.3.1.21 Accept the updated FMN070 form with signature if all particulars on the original NRIC matches with printed CDS Account opening from CDS eServices system. Indicate the date the depositor provided the physical signature on the form.

4.3.1.22 ADA to indicate the mode of the CDS account opened by stamping “CDS eServices” on top of the FMN070 and safekeep the form.

4.3.2 Verification And Updating Of Signature(s) For Corporate Body

4.3.2.1 Updating of signature(s) for corporate body may be done by way of:-

- a. Submitting an authorisation letter from the corporate depositor containing the name(s) of the new authorised signatory(ies), or
- b. Submitting a new Board Resolution containing the name(s) of the new authorised signatory(ies)

4.3.2.2 For an update via an authorisation letter from the corporate depositor, ensure that the existing Board Resolution authorises the corporate depositor to do so.

4.3.2.3 If the existing Board Resolution does not authorise an update via an authorisation letter from the corporate depositor, then a new Board Resolution containing the name(s) of the new authorised signatory(ies) must be submitted.

4.3.2.4 Ensure that the certified true copy of the Board Resolution is signed by the Company Secretary, Director or other authorised personnel empowered to do so.

4.3.2.5 Where update of facsimile signatures is required, the ADA is to obtain the following supporting documents from their clients:-

- a. A certified true copy of the Board Resolution authorising the update of the facsimile signature of the respective authorised signatories on the said forms with the effective date stated

Note: *The effective date will be the date of receipt of the Board Resolution or the effective date as stated in the Board Resolution, whichever is later*

- b. The specimen facsimile signatures of the authorised signatories

- c. An updated original stamped copy of the Letter Of Indemnity For Facsimile Signatures from the depositor addressed to Bursa Depository (as per Appendix 20).

4.3.2.6 Forward the original updated copy of the Letter Of Indemnity from the depositor to Bursa Depository together with copies of the supporting documents.

4.3.2.7 The ADA must file the duplicate copy of the updated Letter Of Indemnity together with the original supporting documents for record and verification purposes.

4.3.2.8 For updating of signature(s) for a corporate depositor, ensure the particulars on two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures are provided, and that:-

- a. The corporate body states the name(s) of the signatory(ies) beside the signature(s), and if applicable,

- b. The designation(s) of the authorised signatory(ies) are stated

4.3.2.9 The operating instructions of the specimen signatures as per the Board Resolution should be stated on the original or certified true copy of the list of authorised signatories and specimen signatures, i.e. whether it is one or more signatories to sign.

4.3.2.10 Ensure that the updates are verified and signed by the authorised signatory(ies) of the ADA and are marked with the word “Cancelled” when applicable.

4.3.2.11 Ensure that the updates are marked with the words “Effective dd/mm/yyyy” where dd/mm/yyyy is defined as the effective date.

4.3.2.12 The effective date will be the date of receipt of the authorisation letter / Board Resolution from the corporate depositor to the ADA or the effective date stated in the authorisation letter / Board Resolution, whichever is later.

***Note:** The “effective date” of the updated signature(s) must not be earlier than the current date.*

4.3.3 Filing Of Documents

4.3.3.1 File the following documents:-

- a. Original or certified true copy of the list of authorised signatory(ies) and specimen signatures

- b. Authorisation letter / Board Resolution from corporate depositor
- c. Letter from individual depositor (if applicable).

4.3.4 Sorting And Packing Of New List Of Signatory(ies) and Specimen Signatures

4.3.4.1 Pack the following by CDS account number:-

- a. All the second copies of the original or certified true copy of the list of authorised signatory(ies) and specimen signatures
- b. A duplicate copy of the authorisation letter / Board Resolution specifying the change of signatory(ies) from corporate depositor.
- c. The original letter from individual investor specifying the change of signatory(ies) together with the supporting documents (if applicable).

4.3.4.2 Send them to Bursa Depository together with the covering letter.

4.3.4.3 Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter.

4.3.5 Submission Of Documents To Bursa Depository

4.3.5.1 ADA and its branches to submit the documents mentioned under section 4.3.4.1 'a' to 'c' together with a covering letter to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository.

Note: If ADA is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

4.3.5.2 The covering letter to Bursa Depository must state the number of request for updating of signature.

4.3.5.3 The covering letter must be signed by the authorised signatory(ies) of the ADA.

4.4 Updating Of Depositor's Particulars

A. Updating Performed At ADA Offices

A depositor may choose to update his particulars by appearing in person at the ADA where his account is maintained or by writing to the ADA. However, for depositors that are not able to be present in person, the supporting documents must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 9.

If a depositor update any of the following particulars, such update will result in a global update reflected in respect of all other CDS accounts of the same depositor:

- a. Name
- b. NRIC/Company Registration Number
- c. Registered Address
- d. Nationality/Place of Incorporation
- e. Investor Type
- f. Race/Ownership
- g. Handphone number
- h. Email Address
- i. Consolidated bank account information

Additionally, the particulars referred to above will also be replicated for any new CDS account that may be opened by such depositor.

If a depositor updates the other particulars in respect of a CDS account such as the correspondence address, telephone number, account qualifier, account type and beneficiary details, such update will only affect that particular CDS account at that particular ADA where the change was made.

In relation to bank account information, depositors have the option to maintain the same bank account information across all its CDS accounts including any new CDS accounts by updating their bank account information and opting for the "Consolidation" feature. Otherwise, depositors can maintain separate bank account information for each of their CDS accounts. As such, depositors have the choice to either opt for the "Consolidation" feature or revoke the "Consolidation" feature in terms of managing their bank account information reflected in respect of their CDS accounts. This is applicable for depositors changing the particulars of their existing bank account information in CDS or an existing depositor that is providing its bank account information to Bursa Depository for the first time.

In respect of the ADA's wholly owned nominee company that has provided /updated its email address and opted for the "Consolidation" of bank account information feature, the same email address and bank account information will be automatically linked to the same nominee account(s) at a particular ADA's branch. It will not affect the same nominee CDS account maintained with other ADA branches.

Updating of Investor Particulars

The investor id, registered address, investor type, nationality / place of incorporation, name, race/ownership particulars, email address, handphone number and consolidated/unconsolidated bank account information fields are known as "**investor particulars**".

Any update made to the investor particulars will result in a global update on other accounts belonging to the same depositor maintained with other ADA.

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.	Two (2) certified true copies of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number or Letter Of Confirmation from Companies Commission Of Malaysia (CCM) or any other confirmation letter from relevant authority.
Beneficiary ID (for authorized nominee account)	One (1) copy of the same document mentioned above	One (1) copy of the same document mentioned above
2. Registered Address	Two (2) copies of NRIC / Passport / Authority Card or other forms of acceptable identification documents indicating the change in registered address.	One (1) certified true copy of notice of change of registered address lodged with the Registrar of Companies or its equivalent.

Types Of Changes	Individual	Corporate Depositor
3. Investor Type Beneficiary's Investor Type	Depositor to indicate accordingly by completing FMN070. Same as above	Two (2) certified true copies of notice of conversion to a private company/public company issued by the Registrar of Companies or its equivalent. One (1) copy of the same documents mentioned above.
4. Nationality / Place of Incorporation	Two (2) copies of Malaysian NRIC or passport indicating the nationality.	One (1) certified true copy of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number or its equivalent.
5. Name	Two (2) copies of NRIC / passport / Authority Card or other forms of acceptable identification documents.	One (1) certified true copy of document(s) evidencing the incorporation or registration of the company, the company's current name and registration number or its equivalent.
6. Race / Ownership Beneficiary Race/Ownership	Depositor to indicate accordingly by completing FMN070. Same as above	One (1) certified true copy of document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or if unavailable, the latest annual return or its equivalent. Same as above

Types Of Changes	Individual	Corporate Depositor
<p>7. Bank Account Information</p> <p>a. name of bank b. bank account number (Also applicable for existing depositors registering their bank account information in its CDS account for the first time)</p>	<p>Two copies of any of the supporting document that captures applicant's name, bank account number and bank's name as stated in Section 4.1.1.2 (c)</p> <p>Copies of any of the supporting documents are not required if the verification and validating of bank account information is performed via the Paynet's Retail Payment Platform or any other online verification methods approved by Bursa Depository.</p>	<p>Two (2) certified copy of any of the supporting documents that captures applicant's name, bank account number and bank's name as stated in Section 4.1.1.19 (d)</p> <p>Copies of any of the supporting documents are not required if the verification and validating of bank account information is performed via the Paynet's Retail Payment Platform or any other online verification methods approved by Bursa Depository.</p>
8. Consolidate/ Revoke Consolidation (Bank Account)	Depositor to indicate accordingly by completing FMN070.	The update will be according to the declaration made by the depositor in FMN070.
9. Joint Bank Account	Depositor to indicate accordingly by completing FMN070 or provide the relevant supporting document indicating the change.	Not applicable for body corporate. ADA to complete the FMN070 in cases of data entry error and send to Bursa Depository.
10. Email Address/ Handphone Number	Depositor to indicate accordingly by completing FMN070.	The update will be according to the declaration made by the depositor in FMN070.

Note:

- (i) ADA to complete the FMN070 in case of data entry error and send to Bursa Depository.

- (ii) *The original supporting documents of individual depositor must be sighted by the ADA personnel. The ADA personnel who sighted and verified the original supporting documents is required to sign and stamp the ADA's company rubber-stamp bearing the ADA personnel's name and designation on the supporting documents.*
- (iii) *Where a depositor is not able to be present in person, the ADA may request such depositor to submit the FMN070 for updating purpose through the email address registered in CDS. The supporting documents attached to the FMN070 must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 9.*
- (iv) *ADA must perform all the necessary verification with the depositor who has sent a request to update their particulars through email before the update can be performed in CDS. ADA should maintain a record on the verification details performed with the depositor.*
- (v) *Individual depositors registering their bank account information for the first time, must also register their email address and handphone number.*
- (vi) *Once email address is registered in CDS, the depositor is **NOT** allowed to remove or revoke the email address in CDS however if they wish to update, they can do so.*
- (vii) *For individual and corporate accounts, where the depositor has opted for the consolidation feature, the same bank account information will be used across all its CDS accounts maintained at other ADAs and any subsequent update on bank account information will also be updated across all the CDS accounts of the depositor maintained at other ADAs. .*
- (viii) *For nominee account, where it has opted for the consolidation feature, the same bank account information will be used across all its CDS accounts maintained at the particular ADA or ADA branches and any subsequent update on the bank account information will also be updated across all the CDS accounts of the nominee maintained at the particular ADA or ADA branches.*
- (ix) *Updates on the Investor ID can only be performed by Bursa Depository.*

Updating Of Account Particulars

The correspondence address, account type, account qualifier, telephone number, beneficiary fields are known as “**account particulars**”.

Any update made to the account particulars of a depositor will only affect the CDS account at that particular ADA where the change was made.

Type Of Changes

1. Account qualifier
 - a. Replacing the existing beneficial owner's full name with another beneficial owner's name in the account qualifier **is not permitted**. However, changes to the beneficial owner's name are permitted for those arising from due process of the law, i.e. change of company name (these changes must be supported by relevant legal documentation)
 - b. Other forms of updating may be a misspelling or abbreviation of an intermediary's name
2. Account Type
3. Tagging code
4. Correspondence address
5. Telephone number

Note:

- (i) *Except for the account qualifier i.e. beneficial owner's name, other account particulars' changes do not require any supporting documents*
- (ii) *For a complete list of **Permitted Updates Of Account Qualifier By Authorised Nominees** please refer to Appendix 31.*

Updating Of CDS Account Particulars of ADA's Principal Accounts And Wholly Owned Nominee Accounts

In relation to an ADA's principal account(s) and wholly-owned nominees account(s), the ADA is required to complete FMN070 and submit the relevant supporting document (if applicable) when performing changes to their CDS account information.

Verify FMN070 for completeness before proceeding to key-in the changes in CDS. Upon executing the relevant updates in CDS, the ADA is required to submit Bursa Depository's copy of FMN070 and the relevant supporting documents (if any) as per those required for investor and account particular updates.

For bulk updating of **correspondence address** and **telephone number**, the ADA, or its wholly owned nominee may utilise a single FMN070. The following are required to be submitted to Bursa Depository:

- a. A letter from the ADA if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to states the ADA's or the appropriate nominee company's intention to update particulars of multiple CDS accounts using a single FMN070 together with an attached listing detailing the following:
 - i. The number of CDS accounts to be updated
 - ii. CDS account numbers
 - iii. Account Qualifiers
- b. A duly completed FMN070. Indicate "To update all CDS accounts as per the authorised list attached" at the "CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the updating form.

The request letter, FMN070 and each page of the listing must be signed by the authorised signatories as stated in the ADA's principal, or its wholly owned nominee's Board Resolution.

All the other updating of particulars in CDS account procedures detailed in section 4.4 (if relevant) are also applicable for updating account particulars of ADA's principal and its wholly owned nominee account.

Note: *Procedures related to bulk updating of correspondence address and telephone number is also applicable to nominee companies that are not wholly owned by the ADA.*

4.4.1 Accepting Updating Of Individual / Corporate Account Requests

If an individual depositor wishes to update the particulars in his/her account, he/she may choose to be present in person at the ADA office to make such an application.

- 4.4.1.1 Ensure the depositor completes FMN070 and attached relevant supporting documents (where applicable).
- 4.4.1.2 For updating depositor's bank account information request, ADA is not required to request the depositor to submit a copy of the supporting document as per 4.1.1.2 (c) or 4.1.1.19(d) if the ADA will use the Paynet's Retail Payment Platform or any other online verification methods approved by Bursa Depository for verification and validation of the bank account details before updating the information in CDS.

4.4.2 Verification Of Updating Of Individual / Corporate Account Requests Made In Person To The ADA

- 4.4.2.1 Receive FMN070 from the depositor.
- 4.4.2.2 Verify the details in the form against the relevant supporting documents.
- 4.4.2.3 Ensure the signature on the form corresponds with that on the ADA's records of specimen signature(s).
- 4.4.2.4 Reject the application if the signature differs. Return the form to the depositor.
- 4.4.2.5 Obtain copies of the relevant supporting documents. For an individual depositor, compare the copies with the original supporting documents. In the case of a corporate body, obtain certified true copies of the relevant supporting documents.
- 4.4.2.6 Any changes requested by a depositor must be accompanied by the relevant supporting documents as stated in the matrix found in Section 4.4.
- 4.4.2.7 If the change of depositor's particulars is due to a data entry error made by the ADA personnel:-
 - a. Complete the FMN070 and initiate the update in CDS. Submit the appropriate copy of FMN070 to Bursa Depository.
 - b. Affix the form with the designated "Updating of account particular(s) due to data entry error request" rubber-stamp.
 - c. The ADA must justify the data entry error by providing Bursa Depository with the relevant supporting documents furnished by the depositor showing the discrepancy in data entry.
- 4.4.2.8 Affix the ADA's company rubber-stamp on FMN070 at the space marked "to be completed by ADA".
- 4.4.2.9 Ensure that the "approved by" columns are signed by an authorised signatory of the ADA before data entry.
- 4.4.2.10 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

- 4.4.2.11 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 4.4.2.12 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.4.2.13 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

4.4.3 Accepting Updating Of Individual / Corporate Account Requests Made In Writing To The ADA

- 4.4.3.1 All depositor's particulars may be updated by way of writing to the ADA concerned.
- 4.4.3.2 A depositor may do so by way of:-
 - a. Completing FMN070 and sending it to the ADA, or
 - b. Submitting a letter to the ADA, indicating the type of updating required. However, this is **not applicable for updating of bank account information, email address and handphone number**, whereby the depositor will need to complete FMN070.

In both cases, relevant documents must be attached supporting the reason(s) for updating the account.

- 4.4.3.3 For written requests by the depositor, the ADA is to complete FMN070 on the depositor's behalf.

4.4.4 Verification Of /Updating Of Individual / Corporate Account Requests Made In Writing To The ADA

- 4.4.4.1 Receive the completed FMN070 or written request and supporting documents from the depositor.
- 4.4.4.2 Verify the details in FMN070/letter against the relevant supporting documents. In the case of individual depositors, any changes, must be accompanied by two (2) certified true copies of the NRIC / Passport / Authority Card or any other identification documents reflecting the change. These supporting documents must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 9.
- 4.4.4.3 In the case of updating of bank account information, the supporting document evidencing the bank account information must be certified by any of the acceptable witnesses stated in the List Of Acceptable Witnesses in Chapter 9. [Where the verification of bank account information is performed using the Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, supporting document is not required.](#)
- 4.4.4.4 In the case of a corporate body, any changes must be accompanied by the supporting documents as per those in the matrix in Section 4.4 or in Appendix 31 in case of any changes to the Account Qualifier information.
- 4.4.4.5 Verify and ensure the signature on FMN070/letter corresponds with that on the ADA's records of specimen signature(s).
- 4.4.4.6 Reject the application if the signature differs and return FMN070/letter to the depositor.
- 4.4.4.7 For written requests by a depositor, if the signature in letter matches with the ADA's records of specimen signature(s), the ADA is to complete FMN070 on behalf of the depositor.
- 4.4.4.8 Affix the ADA's designated rubber-stamp bearing "Updating of account particulars due to account holder's written request" at the space marked "Signature(s)/ Thumbprint(s) Of Applicant/Depositor/Authorised Signatory(ies)/Attorney(s)".
- 4.4.4.9 Affix the ADA's company rubber-stamp on FMN070 at the space marked "to be completed by ADA".
- 4.4.4.10 Ensure that the "approved by" columns are signed by an authorised signatory of the ADA before data entry.
- 4.4.4.11 Proceed to Section 4.4.6 for procedures to edit and update the affected field(s).

4.4.5 Verification Of Updating Of Individual / Corporate Account Details By Way Of Authorisation From Bursa Depository

- 4.4.5.1 Receive the authorisation letter/email from Bursa Depository.
- 4.4.5.2 To complete FMN070 on behalf of the depositor by completing the relevant details that need to be updated.
- 4.4.5.3 FMN070 to be completed by the ADA with words "Account Updated Due to Bursa Depository's Authorisation" at the space marked "Signature(s)/ Thumbprint(s) Of Applicant/Depositor/Authorised Signatory(ies)/Attorney(s)". Attach the authorisation letter/email from Bursa Depository to the FMN070.

4.4.6 Keying-In Updating Of Account Data Into The CDS By First (1st) Level User

- 4.4.6.1 After verification of the completeness and validity of FMN070, proceed to update the details into the CDS via the "Account Maintenance" screen.
- 4.4.6.2 Compare the particulars on the CDS against the particulars on FMN070.
- 4.4.6.3 ADA is allowed to change all depositor's particulars **except** for the change of "Investor ID" for the accountholder .
- 4.4.6.4 For updates of "Investor ID" requested by the depositor, the ADA should verify the signature on the FMN070 and the cover letter sent by the depositor, if one is provided against the ADA's records of specimen signature(s) before forwarding the completed FMN070 and all relevant supporting documents to Bursa Depository.
- 4.4.6.5 If the updates of "Investor ID" is due to a data entry error by the ADA, the ADA must complete the FMN070, affixed with the rubber-stamp "Updating of account particular(s) due to data entry error request".
- 4.4.6.6 The ADA's authorised signatory(ies) must sign on the FMN070 on behalf of the depositor in cases where the update is due to a data entry error by the ADA.

Notes:

- a. *A fee of RM10 will be imposed on an existing depositor providing his bank account information to the Bursa Depository for the first time.*
- b. *The ADA is to print and provide such depositor with the invoice from CDS in respect of this fee unless such depositor indicates he/she does not require the same.*

- c. *In the event Bursa Depository has waived the fee for providing bank account information, ADAs are required to click the "Fee Waived" field on the Account Maintenance screen and thereafter to key in the reference number of the approval letter from Bursa Depository.*
- d. *In the event there is a request from depositor to reprint the invoice, the ADA is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.*

4.4.7 Confirmation of Updating Of Depositor's Particulars By Second (2nd) Level User

- 4.4.7.1 The 2nd level user to retrieve the new depositor's particulars via the Unattended Request List and link to Verifier's Details Page to verify against the FMN070.
- 4.4.7.2 Alternatively, 2nd level user may print the Pending Approval Listing and use it to verify the data entry against the FMN070.
- 4.4.7.3 Ensure the data entered is correct before confirming and approving the updating of investor/account particulars.

Notes:

- a. *Once the 2nd level user confirmed the data entered by the 1st level user, Bursa Depository would deem that the 2nd level user had verified and confirmed the accuracy of the data entered.*
 - b. *2nd level user is required to confirm the data entered by the 1st level user within 2 market days. Failing which, the data entered will be removed from the system and it will capture in the Account Rejected/Expired Control Report.*
- 4.4.7.4 If there is any data entry error or discrepancies on the depositor's particulars, return the FMN070 to the 1st level user to amend the depositor's particulars. If the data entered is required to be removed from the system, the 2nd level user is to reject the data entered by the 1st level user and provide the reason for rejection. The rejected transaction is will capture in the Account Rejected/Expired Control Report.
 - 4.4.7.5 If the updated depositor's particulars is free from error, the 2nd level user is to confirm the data entry and sign on the "Verified by" column of the FMN070.

B. Updating Performed Through CDS eServices Platform

CDS eServices is a self-service electronic platform that allows individual depositors to perform certain CDS related transactions through Bursa Anywhere Mobile Application (Bursa Anywhere). Body corporate and Nominee companies are not allowed to use CDS eServices to perform CDS transactions.

Individual depositor must register his/her valid email address and handphone number if they want to use CDS eServices.

CDS eServices permits registered individual to submit updating request for the following account particulars:

- a. Name
- b. Registered address
- c. Nationality
- d. Race
- e. Bank account information
- f. Correspondence Address
- g. Telephone Number (landline)
- h. Consolidation / Revocation of consolidated bank account information
- i. Consolidation / Revocation of consolidated CDS statement of accounts

Updating of depositor's information for item (a) to (e) above through CDS eServices would still need the ADA's confirmation and approval as these updates requires supporting documents that need to be verified against the information provided by depositor. Additionally, any changes to information from (a) to (d) above will have global effects on all other CDS accounts that belongs to the same depositor. Changes to bank account information will have global effect on all other CDS accounts of the same depositor provided such depositor have opted for consolidation of bank account information.

Notes:

- i. A fee of RM10 will be imposed on an existing depositor providing his bank account information to the Bursa Depository for the first time through CDS eServices provided the CDS account is opened prior to 19 April 2013. The fee will be paid to Bursa Depository via Paynet's FPX system. However, no such fee is imposed for CDS account opened on and after the 19 April 2013.*
- ii. The depositor must request to the ADA to print the invoice from CDS in respect of this fee unless such depositor indicates he/she does not require the same.*

However, request for updating depositor's particulars from (f) to (i) through CDS eServices does not require any supporting documents or ADA's approval and changes to these information in depositor's CDS account will be effected immediately once the depositor had successfully submitted the request.

4.4.8 Accepting Updating Request Submitted Through CDS eServices

- 4.4.8.1. Individual depositor may submit his/her request to update permitted account particulars through CDS eServices by completing the required information and attach the relevant supporting documents.
- 4.4.8.2. The updating request will be captured in the BA Pending Request List for the ADA to access and process. An indicator on the number of request submitted through CDS eServices pending ADA's action will be displayed on the CDS screen.

Note:

- i. Submission of supporting documents for updating of account particulars through CDS eServices can be done via image format or uploading PDF document.*
- ii. For updating the depositor name, registered address and nationality, the depositor is only required to submit the front image of his/her NRIC. The image taken through Bursa Anywhere, a watermark will be captured on the image.*
- iii. If the depositor uploads the supporting documents in PDF format, the depositor is required to upload document with both sides of NRIC on single page. No watermark will be captured if the supporting documents is submitted via PDF format.*

C. Updating Request submitted Through ADA's electronic Platform

ADAs offering the ePlatform to their client to submit updating of account particular requests for trading account may also use the same platform to accept updating of account particulars request for CDS account purposes. ADA must ensure that depositor is well informed that the information provided will be used to updated CDS accounts particulars as well.

The information provided by the depositor through the ADA's ePlatform must be captured in the FMN070 generated from the ePlatform and signed by the depositor. The mode of capturing the signature will be the same as per the process adopted during the account opening through the ePlatform.

Thereafter, the ADA is to comply with all the existing procedures from 4.4.1 to 4.4.18 as stated in the Procedure Manual.

4.4.9 Keying-In Updating Of Account Data Into The CDS

- 4.4.9.1. The 1st level data entry is performed by the depositor and no action is required from ADA to perform this function.
- 4.4.9.2. The data entered by the depositor through CDS eServices will be automatically captured in the Account Maintenance screen.
- 4.4.9.3. Request for updating of depositors' information such as name, registered address, bank account information, nationality and race, submitted through CDS eServices will not be updated in CDS until the 2nd level user confirms the update request.
- 4.4.9.4. However, the information entered by depositor for updating of correspondence address, telephone number, consolidation of bank account information, revocation of consolidated bank account information, consolidation of CDS statements of accounts and revocation of consolidated CDS statement of accounts will be automatically updated in CDS and does not require any confirmation from ADA's 2nd level User.

4.4.10 Confirmation of Updating Of Depositor's Particulars Made Through CDS eServices By 2nd Level User

- 4.4.10.1. The ADA's 2nd level User is to retrieve the information entered by depositor for updating of account information and its related supporting documents via the BA Request List and link to Verifier's Details Page. Verify the information entered by depositor against the uploaded supporting document.
- 4.4.10.2. Alternatively, 2nd level User may print the Pending Approval Listing report and use it to verify the data entry against the supporting document.
- 4.4.10.3. Ensure the information entered is correct before confirming and approving the updating of investor particulars.

Notes:

- a. *Once the 2nd level user confirmed the information entered by the depositor himself, Bursa Depository would deem that the 2nd level user had verified and confirmed the accuracy of the information entered.*

- b. *2nd level user is required to attend to all request in the CDS eServices Request List within 2 market days from the date of the request received. Failing which, the information entered will be removed from the system and it will capture in the Account Rejected/Expired Control Report.*
- c. *Email notification will be sent to the depositor notifying him/her that his/her request in CDS eServices to update the depositor's particulars have been approved / rejected.*

4.4.10.4. If there is any data entry error or discrepancies on the depositor's particulars, the ADA's 2nd level user may amend the data entry error using his/her discretion. If the data entered is required to be removed from the system, the 2nd level User is to reject the data entered by the depositor and provide reason for the rejection. The rejected transaction will be captured in the Account Rejected/Expired Control Report.

4.4.10.5. If the updated depositor's particulars is free from error, the 2nd level User is to confirm the data entry.

4.4.11 Access To Confirmed Request And Supporting Documents

4.4.11.1. ADA may access to confirmed request and supporting documents via the Completed BA Request List.

Note:

The confirmed BA request module will only display completed request up to 3 months before the records are archived.

4.4.11.2. The confirmed request and the relevant supporting document can be retrieved by entering the depositor's NRIC / Passport number or by transaction date and ADA code.

4.4.12 Verifying Account Maintenance Control Report (Optional)

4.4.12.1. Printing and verifying the Account Maintenance Control Report (Appendix 99) on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

4.4.13 Generate And Verify Account / Investor Audit Report

- 4.4.13.1. Print the **Account / Investor Audit Report** (Appendix 32) which highlights the update of depositor's particulars.
- 4.4.13.2. Verify that the updates made to the CDS accounts for the day are correct against the relevant report.
- 4.4.13.3. The ADA personnel who performed the verification / checked and verified the reports must sign the reports.
- 4.4.13.4. If there are any data entry errors in the updates, the ADA must initiate the update procedures again as mentioned in Section 4.4.6
- 4.4.13.5. If there are any data entry errors in the updates where the request originated from CDS eServices , the ADA must initiate the update procedures again by completing the FMN070 on the depositor's behalf by indicating "Correction for CDS eServices Request" at the space marked "Signature(s)/ Thumbprint(s) Of Applicant/ Depositor/ Authorised Signatory(ies) /Attorney(s)".
- 4.4.13.6. Update on correspondence address and telephone number performed by the depositor via CDS eServices platform will be captured in this report and is for the ADA's notation only.

4.4.14 Generate And Verify eServices Audit Report

- 4.4.14.1. Print the **eServices Audit Report** (Appendix 95) which highlights the updating of bank account number, email address and handphone number, removal of handphone number, consolidation of bank account information and revocation of consolidated bank account information.
- 4.4.14.2. Verify that the updates made to the CDS accounts for the day are correct against the relevant reports.
- 4.4.14.3. The ADA personnel who checked and verified the reports must sign the report.
- 4.4.14.4. If there are any data entry errors in the updates, the ADA must initiate the update procedures again.

4.4.15 Generate Rejected Email Address Report

- 4.4.15.1. Print the Rejected Email Address Report (Appendix 101) which captures email addresses that was provided by depositors during the CDS account opening and/or updating of email address processes and subsequently rejected by CDS during the validation process.
- 4.4.15.2. Verify the rejected email address against the FMN070 to ensure the rejection was not due to data entry error by the ADA. If it was due to data entry error by the ADA, the ADA must initiate an update procedure by completing the FMN070 on the depositor's behalf by indicating "Updating of account particular(s) due to data entry error" at the space marked "Signature(s)/Thumbprint(s) Of Applicant/ Depositor/ Authorised Signatory(ies) /Attorney(s)".
- 4.4.15.3. If the email address rejection was not due to data entry error, kindly contact the depositor and inform the depositor to update the email address.

Notes:

- i. *ADA may opt not to print reports under section 4.4.12, 4.4.13, 4.4.14 and 4.4.15 but download electronic copies of these reports in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository's auditing purpose.*
- ii. *Only hard bounce email addresses such as where the depositor's email address on record is invalid will be captured in the report.*
- iii. *For soft bounce email address for reasons such as mailbox full, depositor block the sender's email address and etc, will not be captured in the report.*
- iv. *Depositor with a rejected email address status in CDS will not be allowed to perform any updates to its account particulars if such depositor does not update his email address as well.*

4.4.16 Sorting And Packing Of Forms

4.4.16.1. For updating of “Investor ID” and “Investor Type”, pack according to ascending account number as follows:

- a. **ADA and Bursa Depository copies of FMN070**

***Note:** The Depositor copy of FMN070 is to be forwarded to the depositor as acknowledgement.*

- b. Letters from depositors (if applicable)
- c. Photocopies of supporting documents.

4.4.16.2. For updating of depositor's particulars not including in Section 4.4.16.1, pack the following according to the Account Maintenance Control Report :-

- a. Bursa Depository copies of FMN070
- b. Letters from depositors (if applicable)
- c. Photocopies of supporting documents

4.4.16.3. For those update request submitted via CDS eServices, no forms or supporting document is required to be packed and submitted to Bursa Depository.

4.4.16.4. The Account Maintenance Control Report must be declared and signed by the authorised signatory(ies) of the ADA.

4.4.17 Submission Of Account Updating Documents To Bursa Depository

4.4.17.1. Submit FMN070 together with the relevant supporting documents in relating to updating of “Investor ID” or “Investor Type” to Bursa Depository **latest by next market day**.

- 4.4.17.2. For updating of depositor particulars ADA and its branches to forward the FMN070 together with the relevant supporting documents (if any) to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository

Note: If ADA is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

- 4.4.17.3. All the documents mentioned under section 4.4.16.1 must be accompanied with a covering letter addressed to Bursa Depository.

- 4.4.17.4. The covering letter must be signed by the authorised signatory(ies) of the ADA.

- 4.4.17.5. Bursa Depository will acknowledge receipt on the duplicate copy of the covering letter upon receipt of FMN070 and the relevant supporting documents.

- 4.4.17.6. For updating of "Investor ID" or "Investor Type", Bursa Depository will return the ADA copies of the FMN070 to the ADA once the update has been done.

- 4.4.17.7. All the documents mentioned under section 4.4.16.2 must be accompanied with Account Maintenance Control Report which has been declared and signed by the authorised signatory(ies) of the ADA before sending to Bursa Depository.

- 4.4.17.8. ADAs that have generated the FMN070 for updating request through its ePlatform, may approach Bursa Depository to obtain the guidance and guidelines on how the duly completed forms can be submitted electronically to Bursa Depository.

- 4.4.17.9. Where the bank account information is validated and verified by using the Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, copies of supporting documents of the bank account are not required to be submitted to Bursa Depository.

4.4.18 Filing Of Documents

4.4.18.1. File the following documents:-

- a. The **ADA** copies of the FMN070
- b. Letters from the depositors (if applicable)
- c. Any supporting documents

Where the bank account information is validated and verified using Paynet's Retail Payment Platform or any online verification methods approved by Bursa Depository, the confirmation message or report must be retained by the ADA.

- d. Account Rejected/Expired Control Report
- e. The duly signed and stamped Account Maintenance Control Report
- f. Account / Investor Audit Report
- g. eServices Audit Report
- h. Rejected Email Address Report

4.4.18.2. Printing and filing the following reports are optional to the ADA:

- a. Pending Approval Listing
- b. Unattended Account Maintenance Report
- c. Account Maintenance Control Report (if printed on daily basis)



4.5 Application For Closing Of Accounts

The following parties can authorise the closure of an account:-

- a. The depositor
- b. Bursa Depository.

4.5.1 Accepting Account Closure Requests

4.5.1.1 A CDS account may be closed by way of:-

- a. Depositor completing (FMN070) in person before the ADA or sending the completed FMN070 to the ADA, or
- b. Depositor writing a letter to the ADA stating his request to close the CDS account, or
- c. A letter of authorisation from Bursa Depository, or
- d. ADA completing FMN070 and sending it to Bursa Depository in the case of an ADA requesting for the closure of their owned Principal account(s).

4.5.1.2 For item “b”, FMN070 must be completed by the ADA on the depositor’s behalf with the words “Account Closure Due To Depositor’s Written Request” on the space marked “Signature(s) / Thumbprint(s) Of Applicant / Depositor / Authorised Signatory(ies) / Attorney(s)”.

4.5.1.3 For item “c”, FMN070 must be completed by the ADA with the words “Account Closure Due To Bursa Depository’s Authorisation” stated on the signature column.

4.5.2 Verification Of Application For Closing Of Account Requests

4.5.2.1 Verify the signature on FMN070/letter from depositor against the ADA’s records of specimen signature(s).

4.5.2.2 Verify the details against the **Checklist For Verification Of Closing Of Account** (Appendix 34).

- 4.5.2.3 Verify and ensure that the “approved by” columns of the application form is signed by an authorised signatory of the ADA.
- 4.5.2.4 Every amendment made on the form must be countersigned by the depositor and the authorised signatory of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.5.2.5 Where the person requesting the closure of the account is an authorised signatory of the ADA, the amendment made on the form need to be countersigned by different authorised signatory.
- 4.5.2.6 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory of the ADA with a rubber-stamp bearing the ADA’s name affixed.
- 4.5.2.7 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

4.5.3 Closure Of Principal And Wholly Owned Nominee Account Of The ADA

- 4.5.3.1 To complete a separate FMN070 for closure of ADA’s principal, its wholly owned nominee account respectively.
- 4.5.3.2 ADA may use a single FMN070 to close multiple CDS accounts of the ADA i.e. its principal or its wholly owned nominee accounts. The following are required to be submitted to Bursa Depository:
 - a. A letter from the ADA if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADA’s or the appropriate nominee company’s intention to close multiple CDS accounts using a single FMN070 together with an attached listing detailing the following:
 - i. The number of CDS accounts to be closed
 - ii. CDS account numbers
 - iii. Account qualifiers

- b. A duly completed FMN070. Indicate “To close all CDS accounts as per the authorised list attached” at the ‘CDS Account Number’ column and “Refer to authorised list attached” at the “Account Qualifier” column of the FMN070.

- 4.5.3.3 The request letter, FMN070 and each page of the listing must be signed by the authorised signatories as stated in the respective board resolution of the ADA or its wholly owned nominee company(ies).
- 4.5.3.4 Verify FMN070 for completeness before proceeding to initiate the closure into CDS.
- 4.5.3.5 Upon executing the closure in CDS, the ADA is required to submit Bursa Depository’s copy of FMN070 and supporting documents (if any).
- 4.5.3.6 All the other closing of CDS account procedures detail in section 4.5 (if relevant) are also applicable for closing of ADA’s Principal its wholly Owned Nominee account.

Note: **Procedures related to bulk closing of CDS accounts is also applicable to nominee companies that are not wholly owned by the ADA.**

4.5.4 Keying-In Account Closure Request Into The CDS By First (1st) Level User

- 4.5.4.1 Proceed to the Account Maintenance Screen and key-in the CDS account number stated in FMN070 to retrieve the depositor’s details.
- 4.5.4.2 Ensure the details displayed correspond with the details stated in FMN070.
- 4.5.4.3 If the details differ from that in the system, reject the account closure request.
- 4.5.4.4 Proceed to close the depositor’s account.
- 4.5.4.5 Ensure the “data entry by” column is completed by the ADA personnel who performed the data entry.

Note: *The person who performed the data entry must not be the same person approving the request.*

4.5.5 Confirmation Of Account Closure Data By Second (2nd) Level User

- 4.5.5.1 The 2nd level user to retrieve the account closure request via the Unattended Request List and link to Verifier's Details Page to verify against the FMN070.
- 4.5.5.2 Alternatively, 2nd level user may verify the data entry using Pending Approval Listing to verify against the FMN070.
- 4.5.5.3 Verify and ensure the data entry is keyed is correct before confirming and approving the account closing.

Note:

- a. *Once the 2nd level user confirmed the data entered by the 1st level user, Bursa Depository would consider the 2nd level user had verified and confirmed the accuracy of the data entered.*
 - b. *2nd level user is required to confirm the data entered by the 1st level user within 2 market days. Failing which, the data entered will be removed from the system and it will capture in the Account Rejected/Expired Control Report.*
- 4.5.5.4 If there is any data entry error or discrepancies on the applicant's CDS account number, reject the account closing request and provide the reason for rejection. Return the FMN070 to the data entry staff to initiate the account closing request again. The rejection will be captured in the Account Rejected/Expired Control Report.
 - 4.5.5.5 If the account closing data entry is free from error, the 2nd level user is to confirm the data entry and sign at the "Verified by" column of the FMN070.

4.5.6 Acknowledge Receipt Of Account Closure Requests

- 4.5.6.1 Affix the ADA's company rubber-stamp at the space marked "to be completed by ADA".
- 4.5.6.2 Return the **Depositor copy** of FMN070 to the depositor as acknowledgement.

4.5.7 Verifying Account Maintenance Control Report

- 4.5.7.1 Printing and verifying the Account Maintenance Control Report (Appendix 99) on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

4.5.8 Status Of Account Closure

Account closure status are divided into two (2) categories:-

- a. Temporarily closed
- b. Permanently closed

4.5.8.1 Account closures initiated and confirmed for the day will be under the temporarily closed status. This is indicated with a small “c” at the account status column.

4.5.8.2 The system will further proceed to permanently close the account if there are no outstanding trade transactions and corporate exercises. This is indicated with a capital “C” at the account status column.

4.5.8.3 Keep both the **ADA and Bursa Depository copies** of FMN070 together with any supporting documents in a “Keep In View” file.

4.5.8.4 Obtain and check the **Confirmed Closed Account Report** and the **Rejected Closed Account Report** extracted from **Daily Finalised Account Closure File (CFT015)** against the ADA and Bursa Depository copies of FMN070 in the “Keep In View” file.

Note:

- (i) *The Confirmed Closed Account Report shows the details of accounts that have been confirmed closed on that particular business date.*
- (ii) *The Rejected Closed Account Report shows the details of accounts for which the application for closure has been rejected due to the existence of outstanding transactions.*

4.5.8.5 Retrieve the specimen signature card (if any) / list of authorised signatory(ies) and the specimen signature(s) and the **ADA and Bursa Depository copies** of the forms for all accounts that appear on the Confirmed Closed Account Report.

4.5.8.6 Ensure that the “account closed on” date is completed in the ADA and Bursa Depository copies of FMN070.

4.5.8.7 Ensure that the specimen signature card (if any) / list of authorised signatory(ies) is marked “Account Closed” and signed by the ADA’s authorised signatory(ies) with the words “Effective dd/mm/yyyy” stated where dd/mm/yyyy is defined as the effective date.

4.5.8.8 For those using the signature verification system (SVS), ensure that the account closure status is updated accordingly.

4.5.8.9 A corporate depositor may also request for the closure of an account to which a certain Master Record is tagged against. The ADA is to mark “Account Closed” on the specimen signature card (if any) / list of authorised signatory(ies) to give effect to the closure of this account. However, this Master Record’s specimen signature(s) of the authorised signatory(ies) is not to be discarded as it is still valid and to be used for verification of the authorised signatories and their specimen signatures for any other CDS accounts of the same corporate depositor at the ADA.

4.5.8.10 This closure does not nullify all other accounts belonging to the same corporate depositor. These accounts are still active and reference to the specimen signature(s) and operations of the authorised signatory(ies) in the Master Record for these accounts may continue to be used.

4.5.9 Rejection Of Account Closure Requests

4.5.9.1 Retrieve both the **ADA and Bursa Depository copies** of FMN070 from the “Keep In View” file.

4.5.9.2 Check if there are any outstanding transactions for the affected accounts.

4.5.9.3 If there are no outstanding transactions in this account, proceed to Section 4.5.4 and 4.5.5 for keying-in account closure data and confirmation of account closure data respectively into the CDS.

4.5.10 Closing Of Account For Deceased Depositor (With Nil Balance)

In the event of the death of a CDS depositor, the following persons (hereinafter known as “the applicant”) can apply for the closure of the deceased depositor’s CDS account:-

- a. Personal Representative of the Estate of the Deceased pursuant to a Grant Of Representation; or
- b. DGI appointed by the Court.

Note: The Grant of Representation will amongst others include item (a) to item (c) as stated under item 8.1.1.3

This applies only to CDS accounts with “Nil Balance” in the account. The ADA is required to advise the applicant to follow the procedures stipulated below. Under no circumstances is the ADA to close the deceased depositor’s account without prior authorisation from Bursa Depository.

- 4.5.10.1 The applicant is to notify Bursa Depository in writing of the death of the depositor and request for the CDS account of the deceased to be closed.
- 4.5.10.2 The request should be accompanied by a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9:-
- a. Grant of Representation, where applicable, or
 - b. Court Order, and
 - c. Death Certificate, and
 - d. Applicant's identification document(s) and relevant supporting documents (if applicable).
- 4.5.10.3 Bursa Depository will authorise the closure of the deceased depositor's account after due verification that the notice and supporting documents are in order and provided that there are no shares standing to the credit in the deceased person's CDS account.
- 4.5.10.4 Upon receiving authorisation from Bursa Depository to close the deceased depositor's account, the ADA is required to follow the procedures stipulated in Section 4.5.1 onwards for closing of accounts.

4.5.11 Packing And Submission Of Account Closure Documents To Bursa Depository

- 4.5.11.1 For closing of depositor account, pack the documentation according to the Account Maintenance Control Report, as follows:
- a. Bursa Depository copies of FMN070
 - b. Letter from depositor / Bursa Depository (if applicable)
- 4.5.11.2 All the above-mentioned documentation must be accompanied with Account Maintenance Control Report.
- 4.5.11.3 The Account Maintenance Control Report must be signed by the authorised signatory(ies) of the ADA.
- 4.5.11.4 ADA and its branches to deliver FMN070 with the relevant supporting document to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository.

Note: If ADA is not able to submit the Bursa Depository's copies of the FMN070 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

4.5.11.5. ADAs that have generated the FMN070 for updating request through its ePlatform, may approach Bursa Depository to obtain the guidance and guidelines on how the duly completed forms can be submitted electronically to Bursa Depository.

4.5.12 Filing Of Documents

4.5.12.1 File the following:-

- a. The ADA copies of FMN070
- b. Any supporting documents
- c. Cancelled specimen signature cards (if any)
- d. Cancelled certified true copies of the list of authorised signatory(ies) (if applicable)
- e. Confirmed Closed Account Reports extracted from CFT015.
- f. Rejected Closed Account Reports extracted from CFT015.
- g. Account Rejected/Expired Control Report
- h. The duly signed and stamped Account Maintenance Control Report

4.5.12.2 Printing and filing the following reports are optional to the ADA:

- a. Pending Approval Listing
- b. Unattended Account Maintenance Report
- c. Account Maintenance Control Report (if printed on daily basis)

4.5.12.3 Bursa Depository will only send a notice to the depositor whose application has been rejected.

4.5.13 Automatic Closure Of Dormant Accounts

Pursuant to Rule 26.06A(1), Bursa Depository may proceed to close a dormant account with Nil balance as defined in Rule 26.10(1)(a) upon the expiry of the 4th year of such account being designated as dormant.

Automatic Closure of Dormant Accounts is a yearly exercise undertaken by Bursa Depository to automatically close dormant accounts maintained in the Central Depository System (CDS) which fulfil the following criteria:

1. There are no securities in such account; and
2. there have not been any debit or credit entries in such accounts for at least seven (7) consecutive years prior to the date of the closure.

ADAs will receive the following two (2) files for the closure of dormant accounts:

a. Pending Closing Dormant Account File (CFT050)

This file will be sent one (1) month prior to the closure of the affected dormant accounts. Bursa Depository will send CFT050 via eFIX to all the affected ADAs detailing the dormant accounts that will be subjected to this automatic closure exercise.

b. Confirmed Closed Dormant Account File (CFT051)

This file will be sent upon successful closure of the affected dormant accounts. Bursa Depository will send CFT051 via eFIX to all the affected ADAs. The file will contain all the affected dormant accounts that have been closed by Bursa Depository which are maintained with the respective ADAs.

4.5.13.1 Housekeeping of Account Opening related Documentations (Optional)

ADAs are provided with an option whether to retrieve all the account opening related documents of the affected dormant accounts that have been closed and have it destroyed or to continue to retain such documents in its current manner.

4.5.13.2 Filing Of Documents

4.5.13.2.1 File the following:

- a. Reports extracted from the Confirmed Closed Dormant Account File i.e. CFT051 (optional)

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4.6 Suspension / Release Of Suspension Of Securities

The deposited securities in a particular depositor's account can be suspended under any one of the circumstances stipulated under Rule 36.02 of the Rules of Bursa Depository.

The request for suspension / release of suspension of deposited securities in a securities account may be made by the following persons:-

- a. The Authorised Depository Agent (ADA), subject to prior approval from Bursa Depository unless the suspension / release of suspension is for the ADA's own Principal account(s)
- b. The depositor,
- c. Personal Representative of the Estate of the Deceased (refer to procedures 8.1.1.3 for details on documentation required for submission to Bursa Depository) or
- d. Director General of Insolvency, Official Receiver or Liquidator appointed by the Court, or
- e. Such other persons stated under Rule 36.02 of the Rules of Bursa Depository.

The ADA / depositor / applicant must complete the **Application For Suspension / Release Of Suspension Of Securities Form (FMN030)** (Appendix 38).

4.6.1 Types Of Suspension

- 4.6.1.1 Freeze/hold on a particular securities account or on all securities accounts of a particular depositor.
- 4.6.1.2 Freeze/hold of deposited securities of a particular security in all securities account held by Bursa Depository or a particular ADA or ADM.
- 4.6.1.3 Freeze/hold of a particular security of deposited securities in a particular depositor's securities account.
- 4.6.1.4 Freeze/hold of a particular quantum of deposited securities in a particular depositor's securities account

Note: *Suspension of securities in the account does not affect trade settlement for trades committed prior to the suspension of securities date. However, the suspended shares may not be used for outward CDS transactions and for trade settlement if the trade is committed after the suspension of securities date.*

4.6.2 Categories Of Persons Requesting For Suspension / Release Of Suspension

4.6.2.1 Request by the ADA

4.6.2.1.1 For applications made by the ADA, prior approval must be obtained from Bursa Depository unless the suspension / release of suspension is for the ADA's own Principal account(s). Once approval in writing has been obtained, forward the completed FMN030 to Bursa Depository.

4.6.2.2 Request by the depositor

4.6.2.2.1 For requests made in person, the ADA is to verify the details stated in FMN030 against the **Checklist For Verification Of Suspension / Release Of Suspension Of Securities** (Appendix 39). Once verified, the ADA is to forward the FMN030 to Bursa Depository.

4.6.2.2.2 For requests from depositors made in writing, by way of letter / completed FMN030 (if applicable), in addition to complying with Appendix 39, the ADA is to verify the signature on the letter / completed FMN030 against the ADA's records of specimen signature(s) and forward to Bursa Depository.

Note:

- (i) *In cases where the letter is not accompanied by a completed FMN030, the ADA is to complete the FMN030 on the depositor's behalf and forward the same to Bursa Depository.*
- (ii) *At the signature column of FMN030, the ADA must state "Suspension / Release Of Suspension Due To Depositor's Written Request".*

4.6.2.3 Request by the applicant in cases of deceased depositor

4.6.2.3.1 For applications made by applicants in person, ADA is to verify the supporting documents as stipulated under procedures 8.1.1.3 in order to establish the relationship between the applicant and the deceased depositor. Once verified, the ADA is to forward the FMN030 and the supporting documents to Bursa Depository.

4.6.2.3.2 For requests from applicants made in writing, by way of letter / completed FMN030 (if applicable), the ADA is to forward the letter / completed FMN030 (if applicable) to Bursa Depository.

4.6.2.3.3 For all applications made by applicants, whether in person or in writing, ADA is to ensure that Appendix 39 is complied with.

4.6.2.4 Request by other persons stated in Rule 36.02 of the Rules of Bursa Depository.

4.6.2.4.1 **For any other applications other than the above, forward these requests directly to Bursa Depository together with the relevant supporting documents.**

4.6.3 Verification Of Application For Suspension / Release Of Suspension Of Securities Requests

- 4.6.3.1 Verify the details on the FMN030 against the Checklist For Verification Of Suspension / Release Of Suspension Of Securities (Appendix 39).
- 4.6.3.2 **Reject the FMN030 if the particulars on the form differ from supporting documents provided.**
- 4.6.3.3 **Where the application is made by the depositor, verify the depositor's signature in FMN030 / letter against the ADA's records of specimen signature(s).**
- 4.6.3.4 Reject the application if the depositor's signature in FMN030 / letter differs.
- 4.6.3.5 Where the application is made by an applicant in person, ensure that the signature of the applicant on FMN030 is duly witnessed by the authorised officer of the ADA.
- 4.6.3.6 Ensure that the reason(s) for suspension of securities is stated on the form (if applicable).
- 4.6.3.7 The effective date of suspension / release of suspension will be 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).
- 4.6.3.8 Verify and ensure that the "checked by" and "verified by" columns in the space "to be completed by ADA/ADM" are completed by two (2) different authorised signatories of the ADA.
- 4.6.3.9 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.6.3.10 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 4.6.3.11 Any amendments made in the "for office use only" column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.6.3.12 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

4.6.4 Packing And Submission Of Suspension / Release Of Suspension Documents To Bursa Depository

- 4.6.4.1 Pack **all copies** of the FMN030 and any supporting documents together with the covering letter stating the number of FMN030 being submitted to Bursa Depository. This covering letter must be signed by the authorised signatory(ies) of the ADA.
- 4.6.4.2 All FMN030s received by the ADA for submission to Bursa Depository must be forwarded to Bursa Depository immediately.

4.6.5 Acknowledgement Of Receipt Of Suspension / Release Of Suspension Of Securities Requests By Bursa Depository

- 4.6.5.1 Bursa Depository will acknowledge receipt of the suspension / release of suspension of securities requests by acknowledging the duplicate of the covering letter upon receipt of FMN030.
- 4.6.5.2 The **Depositor/Applicant copy** of the FMN030 will be sent to the depositor if the suspension / release of suspension of securities request is successful.
- 4.6.5.3 A notice will be sent by Bursa Depository if the suspension / release of suspension of securities request is successful.

4.6.6 Filing Of Documents

- 4.6.6.1 The **ADA copy** of the FMN030 will be returned to the ADA, once the suspension / release of suspension of securities has been initiated.
- 4.6.6.2 File the following:-
 - a. The **ADA copy** of the FMN030



4.7 Enquiry

4.7.1 Balance Enquiry By Depositor

- 4.7.1.1 The depositor may from time to time request for his/her CDS account balance by completing the **Balance Enquiry Request Form** (Appendix 40).
- 4.7.1.2 Verify the depositor's signature against the ADA's records of specimen signature(s).
- 4.7.1.3 Reject the request if the signature differs.
- 4.7.1.4 Do not send the completed Balance Enquiry Request Form to Bursa Depository.
- 4.7.1.5 File the Balance Enquiry Request Form.
- 4.7.1.6 For depositors that have registered for CDS eServices, he/she may check the balance of securities in his/her securities account at any time without the need to complete any form.

Note:

The securities balances in CDS eServices platforms are updated three (3) times a day i.e. 7:00 am, 2:30 pm and 8:00 pm

4.7.2 Balance Enquiry On A Deceased Depositor's Account

- 4.7.2.1 For a balance enquiry, the applicants as per those defined in Section 4.5.8 "a" and "b" or its advocate and solicitor, must apply to Bursa Depository in writing.
- 4.7.2.2 The request should be accompanied by a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9:-
 - a. Grant of Representation, where applicable, and
 - b. Death Certificate, and
 - c. Applicant's identification document(s) and relevant supporting documents (if applicable).

4.7.2.3 In addition to the above requirements, where the request is submitted by an advocate and solicitor, a letter from the applicant to Bursa Depository, authorising Bursa Depository to release information on the deceased depositor's account to the advocate and solicitor, must be submitted.

4.7.2.4 Under no circumstances is the ADA to release any information to anyone without prior notification and authorisation from Bursa Depository.

4.7.3 Balance Enquiry Through Depositor's Authorisation

This section stipulates the procedures to be applied by the ADA in processing a depositor's request to authorise

- i. a third party representative or his dealer's representative to enquire into his CDS account balance; or
 - ii. Bursa Depository to share the depositor's anticipated securities balances with ADA arising from SPEEDS corporate exercises;
- and any subsequent revocation by that depositor.

This authorisation is for making balance enquiry requests and sharing securities balances with ADA and not for ad-hoc statement requests.

The authorisation may be given by a depositor to:-

- a. A third party representative other than a dealer's representative
- b. A dealer's representative attached to an ADA where the depositor's CDS account is maintained.

Third Party Representative Other Than A Dealer's Representative

The authorisation given to a third party representative other than a dealer's representative is only effective for the purpose of making one (1) balance enquiry only. To authorise a third party representative, the depositor has to write a letter of authorisation containing the following information:-

- a. Name and CDS account number of depositor
- b. Name and NRIC / Passport No. / Authority Card No. of third party representative
- c. Signature of depositor.

4.7.3.1 Accepting Letter Of Authorisation From Third Party Representative

- 4.7.3.1.1 Ensure the depositor's particulars are completed in the Balance Enquiry Request Form and that the representative signs on behalf of the depositor.
- 4.7.3.1.2 Obtain the letter of authorisation and completed Balance Enquiry Request Form from the representative.
- 4.7.3.1.3 Check the depositor's signature on the letter of authorisation against the ADA's records of specimen signature(s).
- 4.7.3.1.4 Sight the representative's original NRIC / Passport / Authority Card to verify the name and NRIC / Passport No. / Authority Card No. stated in the letter of authorisation from the depositor.
- 4.7.3.1.5 Reject the request if the depositor's signature differs or if there are discrepancies in the representative's particulars.
- 4.7.3.1.6 Enter all enquiry data using the CDS "Account Enquiry" screen. Ensure that the CDS account number is keyed-in correctly.
- 4.7.3.1.7 The two (2) different persons who approve and release the information to the representative must sign at the appropriate columns in the Balance Enquiry Request Form.
- 4.7.3.1.8 File the letter of authorisation from the depositor together with the Balance Enquiry Request Form after the enquiry has been done.

Dealer's Representative

4.7.3.2 Accepting Authorisation For Balance Enquiry Request Form

- 4.7.3.2.1 To receive the duly completed **Authorisation / Consent For Balance Enquiry Request Form** (AFBIR) (Appendix 41) for each authorisation relating to an individual depositor.
- 4.7.3.2.2 Receive the duly completed AFBIR for authorisation by corporate depositor. Corporate depositor can perform the function of giving authorisation to enquire the balance of its CDS account by completing the AFBIR as follows:-

- a. Corporate depositor giving authorisation to more than one (1) CDS account can complete separate AFBIR for each different CDS account, or

Corporate depositor giving authorisation to more than one (1) CDS account can complete only one (1) AFBIR and attached a listing detailing the CDS accounts' numbers that can be enquired by the Dealer's Representative. The AFBIR and the CDS Account Listing must be signed by the same authorised signatory(ies) with either the Company Seal or company's rubber-stamp affixed, or

- b. Corporate depositor giving authorisation to more than one (1) CDS account can complete only one (1) AFBIR and indicate on the AFBIR that the authorisation will be for all CDS accounts including any CDS account to be opened in the future.

4.7.3.2.3 ADA is to advise the dealer representative to inform the depositor that by signing the AFBIR, the depositor have given authorisation to the dealer representatives to access to the CDS account for balance enquiry and authorises the ADA to obtain the depositor's anticipated securities balances arising from SPEEDS corporate exercise from Bursa Depository.

4.7.3.2.4 Ensure that the "received by" and "time/date received" columns are completed.

4.7.3.2.5 Verify the signature on the AFBIR and the CDS Account Listing (if applicable) against the ADA's records of specimen signature(s).

4.7.3.2.6 Verify all particulars on the AFBIR against the **Checklist For Verification Of Authorisation For Balance Enquiry Request Form** (Appendix 42).

4.7.3.2.7 Reject the AFBIR if there is(are) error(s) or non-compliance. For rejection procedures, proceed to Section 4.7.3.2.14.

4.7.3.2.8 Affix the ADA's company rubber-stamp on the AFBIR at the space marked "to be completed by ADA".

4.7.3.2.9 Ensure that the “verified by” and “approved by” columns in the AFBIR are completed by two (2) different authorised signatory(ies) of the ADA.

4.7.3.2.10 Every amendment made on the AFBIR or the CDS Account Listing (if applicable) must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Cancel the error and make the correction.

4.7.3.2.11 Any amendments made in the “for office use only” column in the AFBIR must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

4.7.3.2.12 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

4.7.3.2.13 Complete the **Notice Of Acceptance / Rejection Of Authorisation For Balance Enquiry Form** (Notice-AFBIR) (Appendix 43).

4.7.3.2.13 If the authorisation is accepted, retain the original AFBIR and the CDS Account Listing (if applicable) and return a copy of the AFBIR and a copy of the CDS Account Listing (if applicable) to the depositor along with the Notice-AFBIR clearly stating the period of validity, no later than two (2) market days from the day the AFBIR was received.

4.7.3.2.14 If authorisation for balance enquiry request is rejected, return the original AFBIR and the CDS Account Listing (if applicable) to the depositor along with the Notice-AFBIR clearly stating the reason(s) for the rejection, no later than two (2) market days from the day the AFBIR was received.

Note:

- i. ADA may opt to automate the generation of Notice-AFBIR from their back office system instead of completing the notice manually and send the notice via email to the depositor’s email address as registered in CDS.
- ii. For system generated Notice-AFBIR, ADA may use the electronically produced rubber-stamp at the “Signature of Authorised Signatories of the ADA” and capture the phrase “This is a computer generated letter, Signature is not required” on the Notice-AFBIR.

- iii. *ADA must have in place proper safeguard measures to prevent misuse/ fraud/ abuses. Examples would be an audit trail of approval by the authorised signatory, or ensuring the printout can only be made as authorized personnel, etc.*
- iv. *The authorisation given to the dealer's representative for the purpose of balance enquiry may be valid for a period as specified by the depositor in the AFBIR unless revoked earlier by the depositor or revoked automatically as the result of dealer's representative ceased to be a dealer's representative of the trading arm of the ADA where the depositor's CDS account is maintained.*

4.7.3.2.15 File the following:-

- a. Authorisation / Consent For Balance Enquiry Request Form (AFBIR) together with the CDS Account Listing (if any)
- b. Notice Of Acceptance / Rejection Of Authorisation For Balance Enquiry Request Form (Notice-AFBIR) together with the CDS Account Listing (if any).

4.7.3.3 The ADA may process a balance enquiry request by a dealer's representative via the following methods:-

- a. Accepting Balance Enquiry Request form; or
- b. The ADA's online system if the online system satisfies the following requirements:-
 - i. The online system gives the Dealer's Representative access to the CDS account balances obtained by the ADA via the CDS-STP service;
 - ii. the online system gives the Dealer's Representative access to the CDS account balances of only those depositors who have authorised that Dealer's Representative via the AFBIR and not any other depositor; and
 - iii. the ADA has taken all reasonable security measures to prevent unauthorised access into the online system.

Accepting Balance Enquiry Request Form

- 4.7.3.3.1 Receive the Balance Enquiry Request Form (Appendix 40) duly completed from the dealer's representative. Separate Balance Enquiry Request Form for each depositor. For corporate depositor opted for a single Balance Enquiry Request Form for more than one (1) CDS account, the appropriate details on the Balance Enquiry Request Form must be completed.
- 4.7.3.3.2 Verify the signature of the dealer's representative.
- 4.7.3.3.3 Ensure that the request from the dealer's representative is valid and that the authorisation in favour of the dealer's representative has not expired.
- 4.7.3.3.4. Ensure that all balance enquiry requests are released only to the authorised dealer's representative. For corporate depositor using a single Balance Enquiry Request Form accompanied by a CDS Account Listing, ensure the CDS Account Listing belongs to the same corporate depositor and that the account balance released is in relation to the account stated in the CDS Account Listing.
- 4.7.3.3.5 Affix the ADA's company rubber-stamp on the Balance Enquiry Request Form at the space marked "to be completed by ADA".
- 4.7.3.3.6 Ensure that the "approved by" and "balance released by" columns are completed by two (2) different authorised signatories of the ADA.
- 4.7.3.3.7 Every amendment made on the Balance Enquiry Request Form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- Any amendments made in the "for office use only" column in the Balance Enquiry Request Form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.7.3.3.8 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 4.7.3.3.9 Enter all enquiry data using the CDS "Account Enquiry" screen. Ensure that the CDS account number is keyed-in correctly.

4.7.3.3.10 File the Balance Enquiry Request Form.

4.7.3.3.11 Do not send the completed Balance Enquiry Request Form to Bursa Depository

Processing A Balance Enquiry Request Via The ADA's Online System

4.7.3.3.12 An ADA that processes a balance enquiry request via the ADA's online system must ensure that the online system satisfies the following requirements:-

- a. the online system gives the Dealer's Representative access to the CDS account balances obtained by the ADA via the Central Depository System-Straight Through Processing ("CDS-STP") service and any other mode used by Bursa Depository;
- b. the online system gives the Dealer's Representative access to the CDS account balances of only those depositors who have authorised that Dealer's Representative via the AFBIR and not any other depositor; and
- c. the ADA has taken all reasonable security measures to prevent unauthorised access into the online system.

Sections 4.7.3.3.13 to 4.7.3.3.22 are applicable to ADAs that have received the AFBIR and using the AFBIR to update the details of depositors with consent via the "Account Consent Maintenance" screen in CDS.

Keying-In Depositor Consent Into CDS

4.7.3.3.13 Proceed to the Account Consent Maintenance screen and key-in the CDS account number to retrieve the depositor's details.

4.7.3.3.14 Ensure the details displayed correspondence with the details in AFBIR.

4.7.3.3.15 If the details differ from that in the system, reject the consent request.

4.7.3.3.16 ADA is to ensure that only CDS account number of depositors who have given consent are to be registered into CDS via Account Consent Maintenance screen.

4.7.3.3.17 ADA is to ensure that the consent period given by the depositor is keyed-in correctly into CDS.

4.7.3.3.18 Proceed to register the depositor's consent via Account Consent Maintenance screen.

4.7.3.3.19 Alternatively, ADA may use the file upload facilities i.e. Bulk Account Tagging via eFIX

4.7.3.3.20 Print the Depositor Consent Listing and verify the data entry against the AFBIR.

4.7.3.3.21 The authorized Dealer's Representative will access the CDS account balances of its clients via the ADA's online system. The authorized Dealer Representative will only be accessing the CDS account balances of clients that have provided their consent via the AFBIR.

4.7.3.3.22 Bursa Depository will only share anticipated securities balances or indicative securities balance of the depositors that have provided their consent via eFix file on the last cum date of the corporate exercise.

4.7.3.4 Accepting Revocation Of Authorisation / Consent For Balance Enquiry Request Form

4.7.3.4.1 Receive the authorisation letter or the duly completed **Revocation Of Authorisation / Consent For Balance Enquiry Request Form** (RAFBIR) (Appendix 44) for each authorisation relating to a depositor. Corporate depositor is allowed to complete a single RAFBIR for more than one (1) CDS account by completing the appropriate details in the RAFBIR.

4.7.3.4.2 For the authorisation letter, affix the acknowledged receipt stamp on the letter and state the date of receipt clearly on the letter.

4.7.3.4.3 Ensure that the "received by" and "time/date received by" columns are completed in the RAFBIR.

4.7.3.4.4 Verify the signature on the authorisation letter / RAFBIR against the ADA's records of specimen signature(s)

Note:

(i) *For cases where the revocation request is made by way of an authorisation letter, the ADA must complete the RAFBIR on the depositor's behalf*

(ii) *At the signature column of the RAFBIR, the ADA must state "Revocation Due To Depositor's Written Request".*

4.7.3.4.5 Verify all particulars on the RAFBIR against the **Checklist For Verification Of Revocation Of Authorisation / Consent For Balance Enquiry Request Form** (Appendix 45).

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- 4.7.3.4.6 Reject the authorisation letter / RAFBIR if there is(are) error(s) or non-compliance. For rejection procedures, please proceed to section 4.7.3.4.14.
- 4.7.3.4.7 Affix the ADA's company rubber-stamp on the RAFBIR at the space marked "to be completed by ADA".
- 4.7.3.4.8 Ensure that the "verified by" and "approved by" columns are completed by two (2) different authorised signatory(ies) of the ADA.
- 4.7.3.4.9 Every amendment made on the RAFBIR must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.7.3.4.10 Any amendment made in the "for office use only" column in RAFBIR must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.7.3.4.11 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 4.7.3.4.12 Complete the **Notice Of Acceptance / Rejection Of The Revocation Of Authorisation For Balance Enquiry Form** (Notice-RAFBIR) (Appendix 46).
- 4.7.3.4.13 If the revocation is accepted, retain the original RAFBIR and return a copy of the RAFBIR to the depositor along with the Notice-RAFBIR no later than two (2) market days from the day the RAFBIR was received.
- 4.7.3.4.14 If the revocation is rejected, return the original RAFBIR to the depositor along with the Notice-RAFBIR clearly stating the reason(s) for the rejection, no later than two (2) market days from the day the RAFBIR was received.

Note:

- i. *ADA may opt to automate the generation of Notice-RAFBIR from their back office system instead of completing the notice manually and send the notice via email to the email address as registered in CDS.*
 - ii. *For system generated Notice-RAFBIR, ADA may use the electronically produced rubber-stamp at the "Signature of Authorised Signatories of the ADA" and capture the phrase "This is a computer generated letter, Signature is not required" on the Notice-RAFBIR.*
-

iii. ADA must have in place proper safeguard measures to prevent misuse/ fraud/ abuses. Examples would be an audit trail of approval by the authorised signatory, or ensuring the printout can only be made as authorized personnel, etc.

4.7.3.4.15 File the following:-

- a. Authorisation Letter / Revocation Of Authorisation For Balance Enquiry Form (RAFBIR) (if applicable)
- b. Notice Of Acceptance / Rejection Of The Revocation Of Authorisation For Balance Enquiry Form.

4.7.3.5 Automatic Revocation Of Authorisation On Enquiry As The Result Of Dealer's Representative Ceased To Be An Authorised Dealer's Representative Of An ADA Where The Depositor's CDS Account Is Maintained

4.7.3.5.1 Complete a RAFBIR on behalf of the affected depositors. Print a listing of all the affected CDS accounts from the ADA's Online System and attach to the duly completed RAFBIR.

4.7.3.5.2 At the signature column of the RAFBIR, the ADA must state "Revocation Due To Authorised Dealer's Representative No Longer With ADA".

4.7.3.5.3 File the RAFBIR completed by the ADA.

Sections 4.7.3.5.4 only applicable to ADAs that have received RAFBIR and using such form to update the details of depositors with revocation of consent via the "Account Consent Maintenance" screen in CDS.

Keying-In Revocation Of Depositor Consent Into CDS

4.7.3.5.4 Revocation Of Consent Requested By Depositor Via The Revocation Of Authorisation / Consent For Balance Enquiry Request Form (RAFBIR).

4.7.3.5.4.1 Verify the signature of the depositor against the ADA's records of specimen signature.

4.7.3.5.4.2 Proceed to the Account Consent Maintenance screen and key –in the CDS account number to retrieve the depositor's details.

4.7.3.5.4.3 Ensure the details displayed correspondence with the details in RAFBIR.

4.7.3.5.4.4 If the details differ from that in the system, reject the revocation consent request.

4.7.3.5.4.5 Proceed to revoke the depositor's consent via Account Consent Maintenance screen.

4.7.3.5.4.6 Print the Depositor Consent Audit to verify the data entry against the RAFBIR.

4.7.3.5.4.7 Please refer to CDS-STP User Guide for detailed instructions.



4.8 Ad-Hoc Statement

4.8.1 Ad-Hoc Statement For Depositors

- 4.8.1.1 A depositor may also request for an ad-hoc statement on their CDS account by:-
- a. Completing the **Ad-Hoc Statement Request Form** (Appendix 47)
 - b. Writing to the ADA
- 4.8.1.2 For item b, the ADA is to complete the Ad-Hoc Statement Request Form on behalf of the depositor.
- 4.8.1.2 Verify the depositor's signature on the Ad-Hoc Statement Request Form / letter against the ADA's records of specimen signature(s).
- 4.8.1.3 Reject the request if the signature differs.
- 4.8.1.4 Do not send the completed Ad-Hoc Statement Request Form to Bursa Depository.
- 4.8.1.5 File the following:-
- a. Ad-Hoc Statement Request Form
 - b. Letter from depositor (if applicable).

4.8.2 Ad-Hoc Statement For Personal Representative

- 4.8.2.1 For an ad-hoc statement, the applicants as per those defined in Section 4.5.10 "a" and "b", or its advocate and solicitor , must apply to Bursa Depository in writing.
- 4.8.2.2 The request should be accompanied by a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9:-
- a. Grant of Representation, where applicable, and
 - b. Death Certificate, and
 - c. Applicant's identification document(s) and relevant supporting documents (if applicable).

- 4.8.2.3 In addition to the above requirements, where the request is submitted by an advocate and solicitor, a letter from the applicant to Bursa Depository, authorising Bursa Depository to release information on the deceased depositor's account to the advocate and solicitor, must be submitted.
- 4.8.2.4 Under no circumstances is the ADA to release any information to anyone without prior notification and authorisation from Bursa Depository.

4.8.3 Ad-Hoc Statements For ADA's Principal Accounts

- 4.8.3.1 Printing of ad-hoc statements for an ADA's Principal and wholly-owned Nominee account(s) may be done by way of printing an **Intra-Day Activities Report** (Appendix 48).
- 4.8.3.2 Print report either by specifying account type or account number but not both. Alternatively, you may view the report in softcopy without the need to print hardcopy.

***Note:** To print all accounts or stock, key in an asterisk (*) in the respective field.*



4.9 Reactivation Of Dormant Account Requests

A. Reactivation Performed At ADA Office

4.9.1 Accepting Reactivation Of Dormant Account Requests

4.9.1.1 Receive completed and duly signed **Application For Reactivation Of CDS Account Form** (Reactivation Form) (Appendix 49) / written request from depositor for each request.

4.9.1.2 Ensure that the Reactivation Form / letter is submitted together with payment.

4.9.2 Verification Of Reactivation Requests

4.9.2.1 Verify the depositor's signature on the Reactivation Form / letter against the ADA's records of specimen signature(s).

4.9.2.2 Reject if the signature in the Reactivation Form / letter differs or if payment is not received and state the reason(s) for rejection.

4.9.2.3 For written request by a depositor, if the signature in letter matches with the ADA's record of specimen signature(s), the ADA is to complete the Reactivation Form on behalf of the depositor.

4.9.2.4 Affix the ADA's designated rubber-stamp bearing "Reactivation of account due to account holder's written request" at the space marked "Signature of Depositor / Authorised Signatories / Attorney(s).

4.9.2.5 Affix the ADA's company rubber-stamp in the Reactivation Form at the space marked "to be completed by ADA/ADM".

4.9.2.6 Ensure the "verified by" column is completed by the ADA personnel who received the payment and performed the verification.

4.9.2.7 Ensure the "approved by" column is completed by the ADA's Authorised Signatory(ies) before data entry.

4.9.2.8 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

4.9.2.9 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

4.9.2.10 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

4.9.3 Keying-In Reactivation Requests

4.9.3.1 Key-in depositor’s CDS account number through the “Account Maintenance” screen. Retrieve the depositor’s details and check against the details stated in the Reactivation Form / letter.

Note: If there is a prior approval from Bursa Depository to waive the fee for reactivation of dormant account, ADAs are required to click on the fee waived and enter the letter reference number. Failure to enter both the information will result in billing for such reactivation of dormant account.

4.9.3.2 Reject if the particulars differ and state the reason(s) for rejection.

4.9.3.3 Proceed to update the status of the depositor’s account.

4.9.3.4 Ensure that the “reactivated by” and “reactivated on” columns are completed by the ADA personnel who performed the data entry

Note: The data entry personnel must not be the same person approving the reactivation request.

4.9.3.5 Forward a copy of the Reactivation Form to the depositor upon completion of the updating process.

4.9.3.6 Do not send the completed Reactivation Form to Bursa Depository.

4.9.3.7 The ADA is to print and provide the depositor the tax invoice (Appendix 92) from the CDS in respect of the fee for the reactivation of dormant account unless the depositor indicates he does not require the same.

Note : In the event there is a request from a depositor to reprint the original tax invoice, the ADA is to reprint the tax invoice from CDS and endorse it with a rubber stamp bearing the word “COPY” on the top section of the reprinted tax invoice before forwarding it to the depositor.

4.9.3.8 On the next market day, ADA has the option to print the CDS Transaction Invoice Report (Appendix 93) from CDS. The purpose of this report is to assist the ADA to reconcile the GST amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

4.9.4 Acknowledge Receipt Of Reactivation Requests

4.9.4.1 Receive the reactivation fee and the relevant GST amount.

4.9.4.2 The ADA must maintain proper records of all reactivation fees received.

4.9.5 Reactivation Of ADA’s Principal Accounts And Wholly Owned Nominee Account

4.9.5.1 To complete a separate Reactivation Form for reactivation of ADA’s principal and its wholly owned nominee accounts respectively

4.9.5.2 ADA may use a single Reactivation Form to reactivate multiple CDS accounts of the ADA i.e. its principal or its wholly owned nominee accounts. The following are required to be submitted to Bursa Depository:

- a. A letter from ADA if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADA’s or the appropriate nominee company’s intention to reactivate multiple dormant CDS accounts using a single Reactivation Form together with an attached listing detailing the following:
 - i. The number of dormant CDS accounts to be reactivated.
 - ii. CDS account numbers
 - iii. Account Qualifiers

- b. A duly completed Reactivation Form. Indicate “To reactivate all CDS accounts as per the authorised list attached” at the CDS Account Number” column and “Refer to authorised list attached” at the “Account Qualifier” column of the Reactivation Form.
- c. The request letter, Reactivation Form and each page of the listing must be signed by the authorised signatories as stated in the ADA’s principal or its wholly owned nominee’s Board Resolution.

Note: Procedures related to bulk reactivation of dormant CDS accounts is also applicable to nominee companies that are not wholly owned by the ADA.

- 4.9.5.3 Verify the Reactivation Form for completeness before proceeding to key-in the reactivation request into CDS.
- 4.9.5.4 Upon executing the relevant updates in CDS, the ADA is not required to send the Reactivation Form to Bursa Depository.
- 4.9.5.5 All the other reactivation of Dormant Account procedures detailed in Section 4.9 (if relevant) are also applicable for reactivation of ADA’s Principal, Wholly Owned Nominee and Non Wholly Owned Nominee account.

B. Reactivation Performed Through CDS eServices Platform

4.9.6 Reactivation of Dormant CDS Account Through CDS eServices

- 4.9.6.1. Individual depositor registered for CDS eServices may request to reactivate his/her Dormant CDS account through the electronic platform. Such request does not require the depositor to complete any form for the ADA’s approval.
- 4.9.6.2. The depositor opted to reactivate his/her Dormant CDS account through the CDS eServices platform will be required to make the reactivation fee payable through the Financial Processing Exchange (FPX) direct to Bursa Depository bank account.
- 4.9.6.3. The reactivation of Dormant CDS account will be affected immediately in CDS system once the reactivation fee payable through the FPX is successful.

4.9.6.4. If the reactivation fee transaction through FPX is failed, the affected Dormant CDS account status will remain dormant in CDS system.

4.9.6.5. For all successful reactivation of Dormant CDS account through CDS eServices platform, the invoice (Appendix 92) is printable at ADA office. The ADA is to print and provide the depositor the invoice from the CDS in respect of the fee for the reactivation of dormant account if the depositor request for one.

4.9.7 Generate And Verify The Reactivated Account Report

4.9.7.1 Print the **Reactivated Account Report** (Appendix 50) which highlights depositors' accounts reactivated for the day.

4.9.7.2 The Reactivated Account Report will capture all successful reactivation activities performed at ADA office and through CDS eServices

4.9.7.3 Verify the reactivation made to CDS account(s) for the day is correct.

4.9.7.4 The ADA personnel who checked and verified the report must sign the report.

Note: ADA may opt not to print the Reactivated Account Report but download electronic copies of this report in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository's auditing purpose.

4.9.8 Filing Of Documents

4.9.8.1 File the following documents:-

- a. Completed Reactivation Form for reactivation performed at ADA
- b. Letters from depositor or listing of affected accounts (if applicable)
- c. Reactivated Account Report.

4.10 Reactivation Of Inactive Account Requests

A. Reactivation Performed At ADA Office

4.10.1 Accepting Reactivation Of Inactive Account Requests

- 4.10.1.1 Receive completed and duly signed **Application For Reactivation Of CDS Account Form** (Reactivation Form) (Appendix 49) / written request from depositor for each request.

4.10.2 Verification Of Reactivation Requests

- 4.10.2.1 Verify the depositor's signature on the Reactivation Form / letter against the ADA's records of specimen signature(s).
- 4.10.2.2 Reject if the signature in the Reactivation Form / letter differs.
- 4.10.2.3 For written request by a depositor, if the signature in letter matches with the ADA's records of specimen signature(s), the ADA is to complete the Reactivation Form on behalf of the depositor.
- 4.10.2.4 Affix the ADA's designated rubber-stamp bearing "Reactivation of account due to account holder's written request" at the space marked "Signature of Depositor / Authorised Signatories / Attorney(s)".
- 4.10.2.5 Affix the ADA's company rubber-stamp in the Reactivation Form at the space marked "to be completed by ADA/ADM".
- 4.10.2.6 Ensure the "verified by" column is completed by the ADA personnel who performed the verification.
- 4.10.2.7 Ensure the "approved by" column is completed by the ADA's authorised signatory(ies) before data entry.
- 4.10.2.8 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

4.10.2.9 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

4.10.2.10 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

4.10.3 Keying-In Reactivation Requests

4.10.3.1 Key-in depositor’s CDS account number through the “Account Maintenance” screen. Retrieve the depositor’s details and check against the details stated in the Reactivation Form / letter.

4.10.3.2 Reject if the particulars differ and state the reason(s) for rejection.

4.10.3.3 Proceed to update the status of the depositor’s account.

4.10.3.4 Ensure that the “reactivated by” and “reactivated on” columns are completed by the ADA personnel who performed the data entry.

***Note:** The data entry personnel must not be the same person approving the reactivation request.*

4.10.3.5 Forward a copy of the Reactivation Form to the depositor upon completion of the updating process.

4.10.3.6 Do not send the completed Reactivation Form to Bursa Depository.

4.10.4 Reactivation Of Principal And Wholly Owned Nominee Account Of The ADA

4.10.4.1 To complete a separate Reactivation Form for reactivation of ADA’s Principal and its Wholly Owned Nominee accounts respectively.

4.10.4.2 ADA may use a single Reactivation Form to reactivate multiple CDS accounts of the ADA i.e. principal or its wholly owned nominee accounts. The following are required to be submitted to Bursa Depository:

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- a. A letter from the ADA if the request is related to its principal accounts or from the appropriate nominee company if the request is related to any of its wholly owned nominee accounts. The letter needs to state the ADA's or the appropriate nominee company's intention to reactivate multiple inactive CDS accounts using a single Reactivation Form together with an attached listing detailing the following:
 - i. The number of inactive CDS accounts to be reactivated.
 - ii. CDS account numbers
 - iii. Account Qualifier
 - b. A duly completed Reactivation Form. Indicate "To reactivate all CDS accounts as per the authorised list attached" at the CDS Account Number" column and "Refer to authorised list attached" at the "Account Qualifier" column of the reactivation form.
 - c. The request letter, Reactivation Form and each page of the listing must be signed by the authorised signatories as stated in the ADA's principal or its wholly owned nominee's Board Resolution.

Note: Procedures related to bulk reactivation of active CDS accounts is also applicable to nominee companies that are not wholly owned by the ADA.

- 4.10.4.3 Verify the Reactivation Form for completeness before proceeding to key-in the reactivation request into CDS.
- 4.10.4.4 Upon executing the relevant updates in CDS, the ADA is not required to send the Reactivation Form to Bursa Depository.
- 4.10.4.5 All the other reactivation of Inactive Account procedures detailed in Section 4.10 (if relevant) are also applicable for reactivation of ADA's principal, wholly owned nominee and non wholly owned nominee account.

B. Reactivation Performed Through CDS eServices Platform

4.10.5 Reactivation of Inactive CDS Account Through CDS eServices

- 4.10.5.1. Individual depositor registered for CDS eServices may request to reactivate his/her Inactive CDS account through the electronic platform. Such request does not require the depositor to complete any form for the ADA's approval.
- 4.10.5.2. The reactivation of Inactive CDS account will be affected immediately in CDS system once the request is successfully submitted through the CDS eServices Platform.

4.10.6 Generate And Verify Reactivated Account Report

- 4.10.6.1 Print Reactivated Account Report, which highlights depositors' accounts reactivated for the day.
- 4.10.6.2 The Reactivated Account Report will capture all successful reactivation activities performed at ADA office and through CDS eServices.
- 4.10.6.3 Verify the reactivation made to CDS account(s) for the day is correct.
- 4.10.6.4 The ADA personnel who checked and verified the report must sign the report

Note: ADA may opt not to print the Reactivated Account Report but download electronic copies of this report in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository's auditing purpose.

4.10.7 Filing Of Documents

- 4.10.7.1 File the following documents:-
 - a. Completed Reactivation Form for reactivation performed at ADA
 - b. Letters from depositors or listing of affected accounts (if applicable).
 - c. Reactivated Account Report.

4.11 Consolidation Of CDS Statement Of Account

This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in and filing of the Consolidation of CDS Statement of Account as requested by the depositor via the CSA Form (“Consolidation Request”).

The requirements of this chapter must be complied with at all times by the ADA.

A. Request Was Made At ADA Office

4.11.1 Accepting A Consolidation Request

- 4.11.1.1 Receive completed and duly signed **Consolidation/Revocation Of Consolidated CDS Statement Of Account** form (“CSA Form”) (Appendix 51) from the depositor.

4.11.2 Verification Of A Consolidation Request

- 4.11.2.1 Verify the depositor’s signature on the CSA Form against the ADA’s records of specimen signature(s).
- 4.11.2.2 Reject the application if the depositor’s signature on the CSA Form differs.
- 4.11.2.3 Affix the ADA’s company rubber-stamp on the CSA Form at the space marked “to be completed by ADA”.
- 4.11.2.4 Ensure the “verified by” column is completed by the ADA personnel who performed the verification.
- 4.11.2.5 Ensure the “approved by” column is completed by the ADA’s authorised signatory(ies) before performing the data entry.
- 4.11.2.6 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Instead cancel the error and make the correction.
- 4.11.2.7 Any amendments made in the “for office use only” column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

4.11.2.8 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

4.11.3 Keying-In The Consolidation Request

4.11.3.1 Key-in depositor's company registration number / passport number / NRIC number using the "Account Maintenance" screen. Retrieve the depositor's details and verify against the details stated in the CSA Form.

4.11.3.2 Reject the Consolidation Request if the particulars of the depositor differ in CDS from the CSA Form and state the reason(s) for rejection.

4.11.3.3 Proceed to update the status of the depositor's account if the particulars of the depositor are the same in the CSA Form and CDS

4.11.3.4 Ensure that the "data entry by" column of the CSA Form is completed by the ADA personnel who performed the data entry.

***Note:** The data entry personnel must not be the same person approving the Consolidation Request.*

4.11.4 Acknowledgement Of Receipt Of The Consolidation Request

4.11.4.1 Return a copy of the CSA Form to the depositor as acknowledgement **after processing the Consolidation Request.**

B. Request Made Via CDS eServices Platform

4.11.5 Consolidation CDS Statement of Accounts

4.11.5.1. Individual depositor registered for CDS eServices may request to consolidate CDS Statement of Accounts through the electronic platform. Such request does not require any supporting documents or ADA's approval and changes to these information in depositor's CDS account will be effected immediately once the depositor had successfully submitted through CDS eServices.

4.11.6 Generate And Verify Account / Investor Audit Report

- 4.11.6.1 Print the **Account / Investor Audit Report** (“the report”) (Appendix 32).
- 4.11.6.2 The report will capture both types of transactions i.e. that was executed at the ADA office and via CDS eServices Platform.
- 4.11.6.3 Verify the particulars of the correspondence address and consolidation status against the CSA Form for transactions performed at ADA office. However, for the consolidation request performed by depositor through CDS eServices, the ADA is not required to do any verification.
- 4.11.6.4 The ADA personnel who checked and verified the report against the CSA Form must sign on the report.

Note: ADA may opt not to print the Account / Investor Audit Report but download electronic copies of this report in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository’s auditing purpose.

4.11.7 Filing Of Documents

- 4.11.7.1 File the following documents:-
 - a. CSA Forms
 - b. Account / Investor Audit Report.

4.12 Revocation Of Consolidated CDS Statement Of Account

This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in and filing of the Revocation of Consolidated CDS Statement of Account as requested by the depositor via the CSA Form (“Revocation Request”).

The requirements of this chapter must be complied with at all times by the ADA.

A. Request Was Made At ADA Office

4.12.1 Accepting And Verifying A Revocation Request

4.12.1.1 Follow the procedures as stated in Section 4.11.1 – Accepting A Consolidation Request and Section 4.11.2 – Verification Of A Consolidation Request.

4.12.2 Keying-In The Revocation Request

4.12.2.1 Key-in the depositor’s company registration number / passport number / NRIC number using the “Account Maintenance” screen. Retrieve the depositor’s details from CDS and check it against the details stated in the CSA Form.

4.12.2.2 Follow procedures as stated in Section 4.11.3 – Keying-In The Consolidation Request to revoke the Consolidation Request of the depositor.

4.12.3 Acknowledgement Of Receipt Of The Revocation Request

4.12.3.1 Return a copy of the CSA Form to the depositor as acknowledgement **after the Revocation Request has been processed.**

B. Request Was Made Through CDS eServices Platform

4.12.4 Revoke Consolidation of Statement of CDS Accounts

4.12.4.1 Similar to consolidation of CDS statement of accounts, the individual depositor may also request to revoke the consolidation of CDS statement of accounts through CDS eServices platform. Such request will be immediately effected in CDS upon the depositor confirms the transactions and submitted via CDS eServices.

4.12.5 Generate And Verify Account / Investor Audit Report

4.12.5.1 Follow procedures as stated in Section 4.11.6 – Generate And Verify Account / Investor Audit Report.

Note: ADA may opt not to print the Account / Investor Audit Report but download electronic copies of this report in PDF form for review and verification. Should ADA adopt this method for review and verification process, the ADA must ensure that the PDF documents are kept securely together with the evidence of the review and verification work performed for Bursa Depository's auditing purpose.

4.12.6 Filing Of Documents

4.12.6.1 Follow procedures as stated in Section 4.11.7 – Filing Of Documents.

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4.13 Inter Branch Transactions

Inter Branch Transactions are transactions initiated at the branch office of an ADA.

4.13.1 Inter Branch Transactions With Regards To Updating Of Depositor's Particulars

- 4.13.1.1 Depositor may choose to appear in person at the ADA's office to update his account particulars.
- 4.13.1.2 Ensure the depositor completes the FMN070.
- 4.13.1.3 Receive the completed FMN070 from the depositor
- 4.13.1.4 For change in investor particulars, verify the details in the form against the relevant supporting documents.
- 4.13.1.5 Ensure the signature on the form corresponds with that on the ADA's records of specimen signature(s).
- 4.13.1.6 Reject the application if the signature differs. Return the form to the depositor.
- 4.13.1.7 Obtain copies of the relevant supporting documents. For an individual depositor, compare the copies with the original documents. In the case of a corporate body, obtain certified true copies signed by any persons empowered to do so.
- 4.13.1.8 Any changes requested by a depositor must be accompanied by the relevant supporting documents as stated in the matrix found in Section 4.4.
- 4.13.1.9 If the change of depositor's particulars is due to data entry error made by the ADA personnel:-
 - a. Complete and submit to Bursa Depository the FMN070
 - b. Affix the form with the designated "Updating of account particular(s) due to data entry error request" rubber-stamp
 - c. The ADA must justify the data entry error by providing Bursa Depository with the relevant supporting documents furnished by the depositor showing the discrepancy in data entry

- 4.13.1.10 Affix the ADA's company rubber-stamp on FMN070 at the space marked "to be completed by ADA".
- 4.13.1.11 Ensure that the "approved by" columns are signed by an authorised signatory of the ADA.
- 4.13.1.12 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.13.1.13 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 4.13.1.14 Any amendments made in the "for office use only" column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.13.1.15 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 4.13.1.16 Ensure that all FMN070s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of these documents.
- 4.13.1.17 Ensure that the ADA/ADM copies of FMN070 bearing the IBT rubber-stamp are properly filed at the ADA.
- 4.13.1.18 All the other relevant procedures detailed in Section 4.4 are also applicable for Inter Branch Transaction with regards to Updating of Depositor Particulars.

4.13.2 Inter Branch Transactions With Regards To Updating of Signature

Individual Depositor Appearing In Person

Individual depositor must be present in person before the ADA's office to request for an update of his/her signature with a letter unless he falls under the circumstances as stated in Section 4.3 "b" and "d". Proceed to section 4.3.1.8 and 4.3.1.14 for procedures on updating of signatures for those under Section 4.3 "b" and "d".

- 4.13.2.1. Two letters from the individual depositor officially stating his/her intention to update his/her signature should contain the following:-
- d. The depositor's CDS account number
 - b. The "old" and "new" signatures must be on the letter
 - c. The effective date of the new signature
- 4.13.2.2 Verify the original NRIC / Passport / Authority Card (for armed forces and police personnel) to authenticate the depositor's identity for individuals appearing in person.
- 4.13.2.3 Retrieve the specimen signature card (Appendix 14) (if any) / FMN010 / FMN070 based on the CDS account number provided.
- 4.13.2.4 Verify the depositor's "old" signature on the letter against the ADA's records of specimen signature(s).
- 4.13.2.5 Reject the depositor's request if the signatures differ and return the documents to the depositor.
- 4.13.2.6 Ensure the old specimen signature card (if any) is marked "Cancelled" and signed by the authorised signatory(ies) of the ADA.
- 4.13.2.7 The effective date will be the date the ADA receives the letter from the depositor or the effective date stated in the letter, whichever is later.
- 4.13.2.8 Ensure that all request letters are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the updating was executed. The rubber-stamp is to be stamped on the top right hand corner of each of these documents.
- 4.13.2.9 Ensure that the letter bearing the IBT rubber-stamp are properly filed at the ADA.

Individual Depositor Unable To Recall Signature Or Unable To Sign Due To Signature Evolution

In respect of individual depositors who are present before the ADA's office but are unable to recall their signature in Bursa Depository's records OR are unable to sign as per their "old" signature due to "signature evolution", proceed with the following updating procedures.

- 4.13.2.10 Obtain the original NRIC / Passport / Authority Card of the depositor and verify that the particulars stated in the NRIC / Passport / Authority Card and in the system are the same.
- 4.13.2.11 Depositor is to produce a written request to the ADA, stating that he is unable to recall his signature in Bursa Depository's records OR that he is unable to sign his "old" signature due to "signature evolution".
- 4.13.2.12 Ensure the old specimen signature card (if any) is marked "Cancelled" and signed by the authorised signatory(ies) of the ADA.
- 4.13.2.13 The effective date will be the date the ADA receives the letter from the depositor or the effective date stated in the letter, whichever is later.
- 4.13.2.14 Ensure that all request letters are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the updating was executed. The rubber-stamp is to be stamped on the top right hand corner of each of these documents.
- 4.13.2.15 Ensure that the letter bearing the IBT rubber-stamp are properly filed at the ADA

Individual Depositor Unable To Sign And Declared Mentally Disordered

In respect of changing the specimen signature of an individual depositor who is declared mentally disordered by the court and is unable to manage his own CDS account, proceed with the following updating procedures.

- 4.13.2.16 A letter from the Committee stating its intention to manage the depositor's account(s) and the reason for the appointment of Committee.
- 4.13.2.17 Two (2) letters from the Committee to state the following:
 - a. The intention of the Committee to change the specimen signature of the depositor.
 - b. The reason for changing the signature
 - c. The specimen signature of the Committee
 - d. The mode of operations will be signed by the Committee

- 4.13.2.18 Obtain the following supporting documents:
- a. Two (2) certified true copies of a court order declaring the depositor as mentally disordered and appointing the Committee to manage the affairs of such depositor; and
 - b. Two (2) certified true copies of identification documents of the Committee
- 4.13.2.19 Ensure the old specimen signature card (if any) is marked “Cancelled” and signed by the authorised signatory(ies) of the ADA.
- 4.13.2.20 The effective date will be the date the ADA receives the letter from the Committee or the effective date stated in the letter, whichever is later.
- 4.13.2.21 Ensure that all request letters are stamped with the rubber-stamp bearing the words “IBT” and the branch code where the updating was executed. The rubber-stamp is to be stamped on the top right hand corner of each of these documents.
- 4.13.2.22 Ensure that the letter bearing the IBT rubber-stamp are properly filed at the ADA
- 4.13.2.23 All the other relevant procedures detailed in Section 4.3 are also applicable for Inter Branch Transactions with regards to Updating of Signatures.

4.13.3. Inter Branch Transactions With Regards To Account Closure Request

- 4.13.3.1 Verify the signature on the FMN070 from depositor against the ADA’s records of specimen signature(s).
- 4.13.3.2 Verify the details against the **Checklist For Verification Of Closing Of Account** (Appendix 34).
- 4.13.3.3 Verify and ensure that the “approved by” columns are completed by an Authorised Signatory of the ADA before data entry.
- 4.13.3.4 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.13.3.5 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).

- 4.13.3.6 Ensure that all FMN070s are stamped with the rubber-stamp bearing the words “IBT” and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each of these documents.
- 4.13.3.7 Ensure that the ADA/ADM copies of FMN070 bearing the IBT rubber-stamp are properly filed at the ADA.
- 4.13.3.8 All the other relevant procedures detailed in Section 4.5 are also applicable for Inter Branch Transactions with regards to Closing of Accounts.

4.13.4 Inter Branch Transactions With Regards To Balance Inquiry / Ad-Hoc Statement Request

- 4.13.4.1 Ensure the depositor is present in person to perform this CDS transaction request(s).
- 4.13.4.2 The depositor may from time to time request for his CDS account balance by completing the Balance Enquiry Request Form or alternatively, for an ad-hoc statement on their CDS account by completing the Ad-Hoc Statement Request Form.
- 4.13.4.3 Verify the signature on the Balance Enquiry Request Form / Ad-Hoc Statement Request Form (whichever is applicable) against the ADA’s records of specimen signature(s).
- 4.13.4.4 Reject the request if the signature differs.
- 4.13.4.5 Ensure that all Balance Enquiry Request Forms / Ad-Hoc Statement Request Forms are stamped with the rubber-stamp bearing the words “IBT” and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each of these documents.
- 4.13.4.6 Do not send the completed Balance Enquiry Request Forms / Ad-Hoc Statement Request Forms to Bursa Depository.
- 4.13.4.7 Ensure that the Balance Enquiry Request Forms / Ad-Hoc Statement Request Forms bearing the IBT rubber-stamp are properly filed at the ADA.
- 4.13.4.8 All the other relevant procedures detailed in Section 4.7 and 4.8 are applicable to Inter Branch Transactions with regards to Balance Inquiry / Ad-hoc Statement Request.

Note: *In the case of a depositor who is physically present at an ADA office to perform IBT related transactions involving balance enquiry or requisition for ad hoc statement of his CDS account, and the ADA concerned is unable to perform such transaction in CDS, then the ADA concerned can obtain such information via another of its branch office. As such, the depositor’s physical presence is not required at that ADA’s branch office that will be obtaining the required information from the CDS.*

4.13.5 Inter Branch Transactions With Regards To Reactivation Of Inactive Account Request

- 4.13.5.1 Ensure the depositor completes the Application For Reactivation Of CDS Account Form (**Reactivation Form**) (**Appendix 49**).
- 4.13.5.2 Verify the signature on the Reactivation Form against the ADA's records of specimen signature(s).
- 4.13.5.3 Reject the request if the signature differs.
- 4.13.5.4 Affix the ADA's company rubber-stamp in the Reactivation Form at the space marked "to be completed by ADA/ADM".
- 4.13.5.5 Ensure the "verified by" column is completed by the ADA personnel who performed the verification.
- 4.13.5.6 Ensure the "approved by" column is completed by the ADA's authorised signatory(ies) before data entry.
- 4.13.5.7 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.13.5.8 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only to be signed by that signatory(ies).
- 4.13.5.9 Any amendments made in the "for office use only" column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.13.5.10 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 4.13.5.11 Ensure that the Reactivation Form are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each these documents.
- 4.13.5.12 Do not send the completed Reactivation Form to Bursa Depository.
- 4.13.5.13 File the completed Reactivation Form.
- 4.13.5.14 All the other relevant procedures mentioned in Section 4.10 are also applicable for Inter Branch Transaction with regards to Reactivation of Inactive Account.

4.13.6 Inter Branch Transactions With Regards To Reactivation Of Dormant Account Request

- 4.13.6.1 Ensure the depositor completes the Reactivation Form.
- 4.13.6.2 Verify the signature on the Reactivation Form against the ADA's records of specimen signature(s).
- 4.13.6.3 Reject the request if the signature differs or if any payment is not received and state the reason(s) for rejection.
- 4.13.6.4 Affix the ADA's company rubber-stamp in the Reactivation Form at the space marked "to be completed by ADA/ADM".
- 4.13.6.5 Ensure the "verified by" column is completed by the ADA personnel who performed the verification.
- 4.13.6.6 Ensure the "approved by" column is completed by the ADA's authorised signatory(ies) before data entry.
- 4.13.6.7 Every amendment made on the form must be countersigned by the depositor and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.13.6.8 Where the signature(s) of the depositor and the authorised signatory(ies) of the ADA are the same, the amendment made on the form need only to be signed by that signatory(ies).
- 4.13.6.9 Any amendments made in the "for office use only" column in the form must be signed by the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 4.13.6.10 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 4.13.6.11 Ensure that the Reactivation Form are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each of these documents.
- 4.13.6.12 Do not send the completed Reactivation Form to Bursa Depository.
- 4.13.6.13 File the completed Reactivation Form.
- 4.13.6.14 All the other relevant procedures detailed in Section 4.9 are also applicable for Inter Branch Transaction with regards to Reactivation of Dormant Account.

4.13.7 Inter Branch Transactions With Regards To Consolidation Of CDS Statement Of Account

- 4.13.7.1 Ensure that the depositor completes the **Consolidation/Revocation Of Consolidated CDS Statement Of Account** form (“CSA Form”) (Appendix 51).
- 4.13.7.2 Follow procedures as stated in Section 4.11.1 – Accepting A Consolidation Request and Section 4.11.2 – Verification Of A Consolidation Request in accepting and verifying the depositor’s request.
- 4.13.7.3 Ensure that the CSA Form is stamped with the rubber-stamp bearing the words “IBT” and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each of these documents.
- 4.13.7.4 Follow procedures as stated in Section 4.11.3 – Keying-In The Consolidation Request to enter the request of the depositor.
- 4.13.7.5 With respect to acknowledgement, follow procedures as stated in Section 4.11.4 – Acknowledgement Of Receipt Of The Consolidation Request.
- 4.13.7.6 Generate and verify CDS Account / Investor Audit Report by referring to and following the procedures as stated in Section 4.11.6 – Generate And Verify Account / Investor Audit Report.
- 4.13.7.7 With respect to filing of the documents, follow the procedures as stated in Section 4.11.7 – Filing Of Documents.

4.13.8 Inter Branch Transactions With Regards To Revocation Of Consolidated CDS Statement Of Account

- 4.13.8.1 Ensure that the depositor completes the CSA Form.
- 4.13.8.2 Follow procedures as stated in Section 4.12.1 – Accepting and Verifying A Revocation Request in accepting and verifying the depositor’s request.
- 4.13.8.3 Ensure that the CSA Form is stamped with the rubber-stamp bearing the words “IBT” and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right-hand corner of each of these documents.
- 4.13.8.4 Follow procedures as stated in Section 4.12.2 – Keying-In The Revocation Request to revoke the Consolidation Request of the depositor.

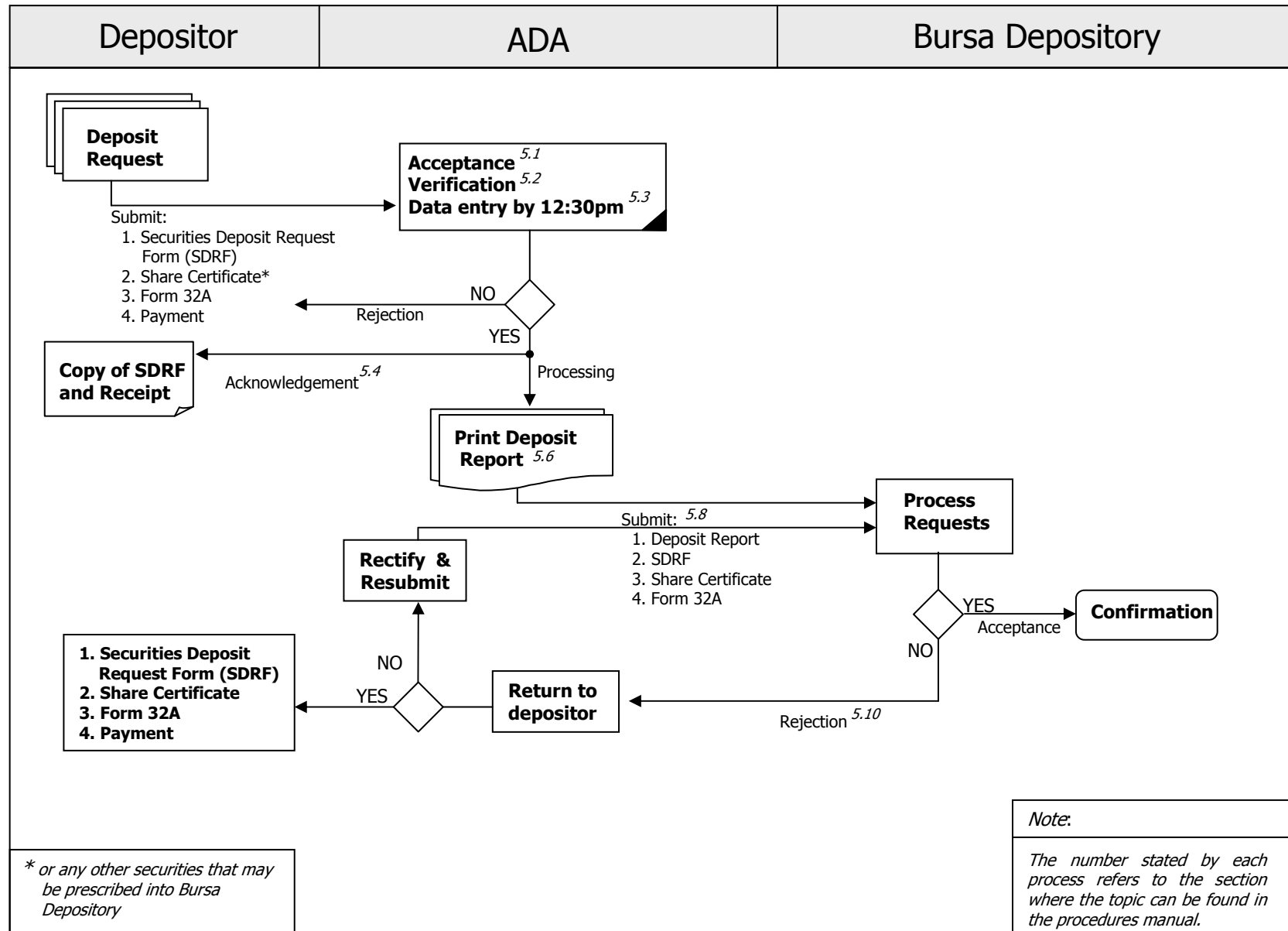
- 4.13.8.5 With respect to acknowledgement, follow the procedures as stated in Section 4.12.3 – Acknowledgement of Receipt of The Revocation Request.
- 4.13.8.6 Generate and verify the CDS Account / Investor Audit Report by referring to and following the procedures as stated in Section 4.12.5 – Generate And Verify Account / Investor Audit Report.
- 4.13.8.7 With respect to filing of the documents, follow the procedures as stated in Section 4.12.6 – Filing of Documents.

4.14 Codes

- 4.14.1 Please refer to the **Codes For ADA** in Appendix 17 for a listing of all codes used by the ADA.
- 4.14.2 The country names in Appendix 17 are sorted in alphabetical order.



DEPOSIT PROCESS WORKFLOW



* or any other securities that may be prescribed into Bursa Depository

Note:

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

This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in, filing and rejecting Securities Deposit Request Forms (FDE010), scrips, external instruments of transfer for the relevant securities or any other instruments of transfer accepted by the Exchange as well as submission of these documents to Bursa Depository. All deposit procedures detailed in this chapter are also applicable for deposit of unlisted securities.

All the activities of the ADA with respect to the treatment of new scrips and instruments of transfer in the deposit functions are stipulated here below.

The requirements of this chapter and its related appendices (checklists) must be complied with at all times by the ADA.

EXEMPTION FROM MANDATORY DEPOSIT

Pursuant to Rules 6.01A(3)(a)(iii) and 27.01A(3)(a)(iii), the following four (4) classes of securities are exempted from the requirement of mandatory deposit:-

A. Securities or class of securities of an issuer, which is subject to an existing court order that restrains any dealing in the securities obtained:-

- Prior to 1st December 1998; or
- On or before the prescribed date

***Note:** Prescribed date, in relation to any prescribed security means the date specified in a notice given by a stock exchange under subsection 14(3) as being the last day on which the prescribed security may be traded on a stock market of the stock exchange unless such security has been deposited with the Central Depository.*

(collectively referred to as “the relevant date”)

provided that the respective share registrars have been properly served with a copy of that court order on or before the relevant date and an undertaking is given to Bursa Depository and the share registrar by the parties to the proceedings stating that the person entitled to the securities as per the decision of the court shall deposit the securities with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit

1. The following are provisions for the deposit of securities where the suit is finally disposed:-

- a. The depositor, i.e. the person entitled to the securities as stipulated in the documents stated below, must deposit all the certificates into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-
- i. **Securities Deposit Request Form (FDE010)** (Appendix 52)
 - ii. Certified true copy (certified by a solicitor) of the documents evidencing the final disposal of all claims in the relevant suit (for example the settlement agreement / court order / notice of discontinuance)
 - iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

Note: *The depositor must deposit the certificates with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit.*

- B. Securities or class of securities of an issuer, belonging to a deceased person, in respect of which an application for a Grant of Probate or Letters of Administration is made or an application to reseal the same pursuant to the Probate and Administration Act 1959 has been filed in the Courts of Law in Malaysia or with any other relevant authorities in Malaysia:-

- Prior to 1st December 1998; or
- On or before the prescribed date

Note: *Prescribed date, in relation to any prescribed security means the date specified in a notice given by a stock exchange under subsection 14(3) as being the last day on which the prescribed security may be traded on a stock market of the stock exchange unless such security has been deposited with the Central Depository.*

(collectively referred to as "the relevant date")

provided that the petitioner submits to the respective share registrar:-

-
1. Certified true copy (certified by solicitor) of the death certificate |
 2. Certified true copy (certified by solicitor) of the Petition (duly acknowledged receipt by the Court) |

The petitioner shall also submit to Bursa Depository and the respective share registrar before the relevant date, a Letter of Undertaking executed by the proposed executor or administrator stating that, the securities will be deposited with Bursa Depository within six (6) months from the date of extraction of the Grant of Probate or Letters of Administration or the resealed Grant of Probate or Letters of Administration

3. The following are provisions for the deposit of securities which fall within the above category where the Grant of Probate or Letters of Administration or resealed copies of the same have been extracted:-

a. All certificates of the deceased person must be deposited by the executor(s) / administrator(s) into the executor / administrator's CDS account by submitting the following documents:-

i. FDE010

ii. Certified true copy (certified by a solicitor) of the Grant of Probate or Letters of Administration (as the case may be)

Note: *The executor / administrator must deposit the certificates with Bursa Depository within six (6) months from the date of the extraction of the Grant of Probate or Letters of Administration or resealed copies of the same.*

C. Securities or class of securities of an issuer, which have been seized or confiscated by any person duly authorised under any written law

1. The following are provisions for the deposit of securities where the authorities have released the certificates after seizure or confiscation:-

a. All certificates must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

i. FDE010

ii. Certified true copy (certified by a solicitor) of the original letter from the relevant authorities confirming the release of the certificates to the depositor.

- iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

Note: *The depositor must deposit the share certificates with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in clause 1a(ii) above.*

D. Securities or class of securities of an issuer, which is subject to Section 583 of the Companies Act 2016.

1. The following are provisions for the deposit of securities subject to Section 583 where the owner claims for the certificates before the expiry of ten (10) years:-

a. All certificates must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

i. FDE010

ii. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming the release of the share certificates to the depositor

iii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (ii) above.

2. The following are provisions for the deposit of securities by the Minister charged with the responsibility for finance ("Minister of Finance") pursuant to Section 583 (2) of the Companies Act 2016 where the owner does not claim for the certificates within ten (10) years:-

a. All certificates must be deposited into the Minister of Finance's CDS account by submitting the following documents:-

- i. FDE010
- ii. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming that the whereabouts of the shareholder remain unknown resulting in the deposit of securities into the Minister of Finance's CDS account pursuant to Section 583(2) of the Companies Act 2016.

Note: *The depositor or the Minister of Finance, where applicable, must deposit the certificates with Bursa Depository within six (6) months from the date of issuance of the letter(s) in clause 1a(ii) and 2a(ii) above.*

##

Final reminder

- i. All share certificates must be deposited with Bursa Depository via the ADA or ADM
- ii. Where the share certificates are not deposited with Bursa Depository within the time frame prescribed above, the depositor shall be in breach of Section 9 of the Securities Industry (Central Depositories) Act 1991 and therefore guilty of an offence punishable under Section 51 of the Securities Industry (Central Depositories) Act 1991
- iii. For securities falling within the above categories, in the event that there is more than one beneficial owner to the securities in the form of physical share certificates, the splitting of share certificates according to their distribution is required before the deposit of share certificates into their respective CDS account.

EXEMPTION FROM MANDATORY DEPOSIT (DOES NOT REQUIRE ANY PROCESSING BY ADAs)

There are two (2) other classes of securities that are exempted from the requirement of mandatory deposit and if a deposit of such securities are required to be made, such deposit will be processed by the issuer or its share registrar. These two (2) categories are:

- I. Securities or class of securities of an issuer, which are listed on a Foreign Stock Exchange whereby:
 - (a) the holders of that securities have invested in the securities of the issuer in that Foreign Stock Exchange; and
 - (b) such holdings are recorded in the Foreign Register.

In this paragraph (I) -

“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; and

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

1. The following are provisions for the deposit of securities into the relevant CDS account of depositor as the result of a request from the holder of securities of an issuer listed or approved to be listed on other foreign stock exchange for transmission of securities in accordance with the listing requirements and/or rules of the relevant stock exchange from the register maintained by the issuer in the jurisdiction of the other foreign stock exchange to the register maintained by the issuer in Malaysia:-

a. The request for crediting the transmitted securities into the CDS account of the depositor i.e. registered holder of the transmitted securities or into an authorised nominee account's CDS account where the depositor is indicated as the beneficial owner will be processed by the local share registrar upon receiving amongst others the following documents:-

- i. Duly executed instrument of transfer, whereby the transferor's column in the instrument of transfer has been duly completed and signed by the registered holder of the transmitted securities
- ii. Deposit of certificate into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation from the EAN that the beneficial owner of the EAN account is the registered holder of the transmitted securities.

II. Securities or class of securities of an issuer, which are deposited and settled in the Real Time Electronic Transfer of Funds and Securities (RENTAS) system which is operated by the Malaysian Electronic Clearing Corporation Sdn. Bhd. (a subsidiary of Bank Negara Malaysia)

Important Note:

Please be advised the normal procedures for deposit of certificate as stated in this chapter is NOT applicable for Category (E) of Exemption From Mandatory Deposit

5.1 Accepting Securities Deposit Requests

5.1.1 Receive the following for each deposit request:-

- a. FDE010 duly completed for each security and scrip and external instrument of transfer with the Transferor Part duly completed; or
- b. FDE010 duly completed for each security and scrip and pre-printed instrument of transfer on the reverse of the scrip with the Transferor Part duly completed; or
- c. FDE010 duly completed for each security and scrip and pre-printed instrument of transfer on the reverse with attached external instrument of transfer, the Transferor Part duly completed.

5.1.2 Where two (2) or more types of securities are lodged, ensure that a separate FDE010 and external instrument of transfer (if applicable) for each type of security is completed.

5.2 Verification Of Securities Deposit Requests

5.2.1 Verification Of FDE010, Scrip And External Instrument of Transfer

5.2.1.1 Verify the signature on the FDE010 against the ADA's records of specimen signature(s).

5.2.1.2 Verify every scrip and external instrument of transfer against the **Checklist for Verification of Deposit Request** (Appendix 53).

5.2.1.3 Reject the deposit if there is (are) error(s) or discrepancy(ies) or non-compliance with Appendix 53. Return the FDE010, scrip and external instrument of transfer to the depositor.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

5.2.1.4 If the deposit consists of more than one (1) scrip of the same security and with the same registered holder, only one (1) external instrument of transfer may be completed for that deposit.

5.2.1.5 Affix the ADA's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".

5.2.1.6 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatories of the ADA before data entry.

5.2.1.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

5.2.1.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).

5.2.1.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.

5.2.1.10 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

5.2.1.11 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data Into The CDS.

5.2.2 Verification Of FDE010 And Scrip (With Pre-printed instrument of transfer On The Reverse Of Scrip)

5.2.2.1 Verify the signature on the FDE010 against the ADA's records of specimen signature(s).

5.2.2.2 Verify every scrip (with pre-printed instrument of transfer on the reverse of the scrip) and the duly completed instrument of transfer on the reverse of scrip, against the Checklist for Verification of Deposit Request (Appendix 53).

5.2.2.3 Reject the deposit if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 53. Return the FDE010, and scrip (with pre-printed instrument of transfer on the reverse of the scrip) to the depositor.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

5.2.2.4 Affix the ADA's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".

5.2.2.5 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatory(ies) of the ADA before data entry.

5.2.2.6 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.

5.2.2.7 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).

5.2.2.8 Any amendments made in the “for office use only” column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed.

5.2.2.9 Where the amendments are signed by the depositor, verify the signature against the ADA’s records of specimen signature(s).

5.2.2.10 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data Into The CDS.

5.2.3 Verification Of FDE010, Scrip (With Pre-printed Instrument of Transfer On The Reverse Of Scrip) And External Instrument of Transfer

5.2.3.1 Verify the signature on the FDE010 against the ADA’s records of specimen signature(s).

5.2.3.2 Verify every scrip (with pre-printed instrument of transfer on the reverse of the scrip) and the duly completed external instrument of transfer, against the Checklist for Verification of Deposit Request (Appendix 53).

5.2.3.3 Reject the deposit if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 53. Return the FDE010, scrip (with pre-printed instrument of transfer on the reverse of the scrip) and external instrument of transfer to the depositor.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

5.2.3.4 If the deposit consists of more than one (1) scrip of the same security and with the same registered holder, only one (1) external instrument of transfer may be completed for that deposit.

5.2.3.5 Affix the ADA's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".

5.2.3.6 Ensure the "verified by" and “approved by” columns are completed by two different Authorised Signatories of the ADA before data entry.

- 5.2.3.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.2.3.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.2.3.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 5.2.3.10 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 5.2.3.11 Proceed to Section 5.3, i.e. the procedure for Keying-In Deposit Data Into The CDS.

5.2.4 Verification Of FDE010 And Moratorium Securities

- 5.2.4.1 Verify the signature on FDE010 against the ADA's records of specimen signature(s).
- 5.2.4.2 Ensure the moratorium certificates are correctly stated in FDE010 using the appropriate stock code. These certificates are denoted by the existing stock code of that particular counter followed by an "MM" after the stock code.
- 5.2.4.3 Moratorium securities may be deposited into:-
- a. The CDS account of the registered holder of the moratorium certificates, or
 - b. A pledged securities account under the name of an authorised nominee. However, the account qualifier must have the word "Pledged Securities Account" followed by the full name of the registered holder of the moratorium certificate. This request must also be accompanied by a **Moratorium Shares Declaration** (Appendix 54) signed by
-

the CDS depositor, i.e. the authorised nominee, stating that the deposit of shares will not result in any change in the beneficial ownership of the said certificate.

- 5.2.4.4 Any request to deposit moratorium securities into a CDS account other than the above is not permitted.

Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date.

- 5.2.4.5 Affix the ADA's company rubber-stamp on FDE010 at the space marked "to be completed by the ADA/ADM".
- 5.2.4.6 Ensure the "verified by" and "approved by" columns are completed by two different Authorised Signatories of the ADA before data entry.
- 5.2.4.7 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.2.4.8 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.2.4.9 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 5.2.4.10 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

5.3 Keying-In Deposit Data Into The CDS

- 5.3.1 Enter all deposit data using the CDS "Deposit Maintenance" screen. Ensure that alphabets or beginning zeroes of the scrip number are keyed-in as per **Standard Guidelines For Keying-In Share Certificate Numbers** (Appendix 55).

Note: If there is prior approval from Bursa Malaysia Depository to waive on the deposit fee, ADAs are required to click on the fee waived and enter the letter reference number. Failing to enter both the information, may result in the billing for deposit.

- 5.3.2 Ensure the "data entry by" column in FDE010 is completed by the data entry personnel

Note: The data entry personnel must not be the same person approving the deposit request.

- 5.3.3 When details of a scrip reported lost/stolen is keyed-in, the system will send an appropriate error message to the terminal. Re-enter the data in case of a data entry error, otherwise reject the scrip.

- 5.3.4 Ensure that scrip numbers in running order to be keyed-in using the block scrip entry facility, are made up of at least four (4) digits. Key-in individually, scrip numbers in running order which are of three (3) digits or less.

- 5.3.5 Upon completion, the deposit reference number will be generated and displayed on the CDS terminal.

- 5.3.6 Record the deposit reference number on the FDE010.

Note:

- (i) All accepted deposit requests lodged by a depositor before 12.00pm on any market day must be keyed-in to the CDS terminal before 12.30pm on the same market day
- (ii) Where deposit requests are lodged after 12.00pm, and are not keyed-in for value the same day, these requests must be keyed-in before 12.30pm on the following market day
- (iii) Any data keyed-in 12.30pm and after will be considered as deposit requests for the next market day

- (iv) *Amendment cut-off time for deposits keyed-in to the CDS terminal before 12.30pm, is 3.00pm or any specific time decided by Bursa Depository.*

5.3.7 The ADA is to print and provide the depositor the tax invoice Appendix (92) from the CDS in respect of the fee for the deposit transaction unless the depositor indicates he does not require the same.

Note: In the event there is a request from a depositor to reprint the original tax invoice, the ADA is to reprint the tax invoice from CDS and endorse it with a rubber stamp bearing the word “COPY” on the top section of the reprinted tax invoice before forwarding it to the depositor.

5.4 Acknowledge Receipt Of Deposit Requests

- 5.4.1 Receive the deposit fee and relevant GST amount.
- 5.4.2 Return the **Depositor copy** of the FDE010 to the depositor as acknowledgement **only after the deposit reference number has been generated and recorded on the form.**
- 5.4.3 The ADA must maintain proper records of all deposit fees received.

5.5 Processing The Transferee Part Of Instrument of Transfer

- 5.5.1 Complete the Transferee Part of instrument of transfer (on the reverse of the scrip or on the attached external instrument of transfer, as the case may be) on behalf of Bursa Depository by affixing the designated rubber-stamp bearing the words "Certificates Lodged For Registration In The Name Of Bursa Malaysia Depository Nominees Sdn Bhd".
- 5.5.2 Ensure that the form is signed by the ADA's Authorised Signatories at the space provided by the rubber-stamp bearing the words "Certificates Lodged For Registration In The Name Of Bursa Malaysia Depository Nominees Sdn Bhd".
- 5.5.3 The consideration sum need not be inserted in instrument of transfer as stamp duty has been waived.

Note:

- (i) *Please take note that this particular section, i.e. Section 5.5 in relation to processing of the transferee column of instrument of transfer is not applicable to process deposit request relating to unlisted securities*
- (ii) *When processing deposit request relating to unlisted securities ensure the transferee column of instrument of transfer is not completed*
- (iii) *The transferee column of instrument of transfer relating to unlisted securities will be completed by Bursa Depository before forwarding the certificate to the relevant share registrar.*

5.6 Generate And Verify Deposit Report

- 5.6.1 Print the **Deposit Report** (Appendix 56) in hardcopy or alternatively, view the softcopy of this report after all deposits have been keyed-in for the day.
- 5.6.2 Verify the FDE010s and scrip against the Deposit Report in hardcopy or alternatively, view the softcopy of this report in CDS.
- 5.6.3 Ensure that data has been keyed-in correctly.
- 5.6.4 Make the necessary amendments if there is(are) any discrepancy(ies) or data entry error(s).
- 5.6.5 Print the **Deposit Amendment Report** (Appendix 57).
- 5.6.6 Verify the report to ensure that amendment(s) made is(are) correct.
- 5.6.7 Print the **final Deposit Report** in duplicate after amendments have been made.
- 5.6.8 Affix the ADA's company rubber-stamp on the final Deposit Report.
- 5.6.9 Ensure that the final Deposit Report is verified and signed by the ADA's Authorised Signatories as evidence of approval for such deposits.
- 5.6.10 If the ADA is unable to print the Deposit Report from the computer system, prepare a letter using the ADA's letterhead, addressed to Bursa Depository with the following:-
 - a. Reason for failure to print the Deposit Report (if due to printer failure, indicate time and name of the person(s) from Bursa Depository/Bursa IT contacted)
 - b. Securities name, CDS account number and name of depositor for all securities deposited
 - c. Total scrip count and quantity of scrip for each security
 - d. Company rubber-stamp affixed and signed by the ADA's Authorised Signatories.

5.7 Sorting And Packing Of Scrip And Forms

- 5.7.1 Verify and ensure that the Transferee Part of instrument of transfer is completed on behalf of Bursa Depository.

***Note:** For unlisted securities ensure the transferee part of instrument of transfer is not completed.*

- 5.7.2 Sort and pack the **Bursa Depository copy** of the FDE010, scrip and the external instrument of transfer, or scrip with pre-printed instrument of transfer on the reverse, together with the final Deposit Report in the following order:-

- a. By security, in sequence of ascending securities code
- b. Within each security, in sequence as appearing on the final Deposit Report.

- 5.7.3 Ensure that the scrip are attached to the corresponding external instrument of transfer (if applicable).

- 5.7.4 Each package must be accompanied by the final Deposit Report duly verified and approved by the ADA's Authorised Signatories.

- 5.7.5 Ensure that the Authorised Signatories affixed the company rubber-stamp on the final Deposit Report.

5.8 Submission Of Deposit Requests To Bursa Depository

- 5.8.1 Klang Valley ADA and ADA's branches must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Deposit Report, all the packed deposit requests and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.2 ADA and ADA's branches located outside Klang Valley must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Deposit Report, all the packed deposit requests and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.3 ADA and ADA's branches located outside Klang Valley can apply for exemption of Procedure 5.8.2, by writing to Bursa Depository and enclosing the following documents:-
- a. **Deed Of Indemnity** (Appendix 58)
 - b. **List Of Authorised Personnel For Telephone Confirmation** (Appendix 59).
- 5.8.4 Once the request for exemption of Procedure 5.8.2 is approved by Bursa Depository, the requesting ADA and ADA's branches need to adhere to the Prescribed Procedures, defined in this Section as follows:-
- 5.8.4.1 For all deposit transactions keyed into the CDS terminal for value the same day, ADA must fax one (1) copy of the duly signed and stamped final Deposit Report, all FDE010s and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer, to Bursa Depository before 4.00pm on deposit day.
- 5.8.4.2 The faxed documents must be accompanied by a cover letter, containing details on the number of transactions done and the number of pages faxed, to be signed by an authorised personnel as stated in the List Of Authorised Personnel For Telephone Confirmation submitted by the ADA to Bursa Depository previously.

- 5.8.4.3 Following this, confirmation via telephone must be made by the same authorised personnel who signed the cover letter with an authorised personnel at Deposit Section of Bursa Depository before 4.00pm on the same day, confirming receipt of the faxed documents.
- 5.8.4.4 For all deposit requests which have been faxed, copy of the duly signed and stamped final Deposit Report, all the packed deposit requests and scrip with external instrument of transfer, or scrip with pre-printed instrument of transfer must be sent to Bursa Depository before 12.30pm the following market day.

5.9 Acknowledgement Of Receipt Of Deposit Requests By Bursa Depository

Bursa Depository will acknowledge receipt of the ADA's deposit requests on the Deposit Report printed at Bursa Depository after 3.00pm on deposit day.

Note: *In the event that Bursa Depository is required to acknowledge receipt of the ADA's Deposit Report, the acknowledgement is only for the receipt of the Deposit Report and not the transaction details in the supporting documents nor the scrip. The acknowledged Deposit Report printed at Bursa Depository will be forwarded to the ADA upon further checking of the transaction details in the supporting documents of the ADA's Deposit Report. Alternatively, the acknowledgement will be placed at the designated collection centre.*

5.10 Rejection Of Deposit Requests By Bursa Depository

Bursa Depository shall reject any deposit request that does not comply with the Rules of Bursa Depository, provision of this chapter including the appendices and any other directive issued by Bursa Depository from time to time.

5.10.1 For deposit requests rejected by Bursa Depository, the ADA will receive the following:-

- a. **Rejection Of Scrip Deposited Letter From Bursa Depository**
(Appendix 60) in duplicate and the rejected FDE010 (if any)
- b. Rejected scrip and external instrument of transfer or scrip with pre-printed instrument of transfer on the reverse
- c. Deposit Amendment Report or **Settlement Value Reversal Report**
(Appendix 61) as the case may be.

5.10.2 For Klang Valley ADA and ADA's branches, sign to acknowledge receipt of the rejected deposits from Bursa Depository. Return the duplicate copy of the Rejection Of Scrip Deposited Letter From Bursa Depository on the same market day.

5.10.3 For ADA and ADA's branches outside Klang Valley, sign to acknowledge receipt of the rejected deposits. Return the duplicate copy of the Rejection Of Scrip Deposited Letter From Bursa Depository by the next market day following the date of receipt of the rejection of deposit.

Re-submission Procedure

Where a rejected deposit is returned to the ADA and is rectifiable by the ADA, the ADA may rectify the error(s), rekey-in the deposit data and re-submit the original or photocopy of the FDE010 to Bursa Depository with the new deposit reference number and a rubber-stamp bearing the ADA's name must be affixed.

5.10.4 Deposited scrip which has been rejected after it has been utilised to settle a trade on the Exchanges during the prescribed period will result in a net negative balance in the depositor's CDS account. Rectify the negative balance within the shortest possible time, or any time frame decided by Bursa Depository by doing any one of the following:-

- a. Rectify the bad scrip and re-deposit into the affected CDS account

- b. Deposit a replacement scrip into the affected CDS account
- c. Transfer in security into the affected CDS account
- d. Purchase a similar security from the open market.

5.10.5 Failure to rectify the negative balance in the depositor's CDS account within the period stipulated in Bursa Depository's rejection letter will result in buying-in procedures taken against the ADA where the bad scrip was deposited.

5.11 ADA Returning Rejected Deposit Requests To The Depositor

- 5.11.1 Collect the rejected FDE010 (if any), scrip with external instrument of transfer or scrip with pre-printed instrument of transfer on the reverse, to be sent to the depositor(s) latest by the next market day and:-
- a. Prepare a Rejection of Securities Deposited Letter in duplicate, stating the reason(s) for rejection
 - b. Attach the rejected FDE010 (if any), scrip and external instrument of transfer or rejected scrip with pre-printed instrument of transfer on the reverse
 - c. Include the two (2) copies of the Rejection of Securities Deposited Letter issued by the ADA, to the depositor.
- 5.11.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 5.11.3 File the acknowledgement together with the Deposit Amendment Report or Settlement Value Reversal Report, as the case may be.

5.12 Deposits Into Principal Or Wholly-Owned Nominee Account(s) Of The ADA

- 5.12.1 The FDE010 is **required** to be completed and signed by the Authorised Signatory(ies) for deposits into the Principal or wholly-owned Nominee account(s) of the ADA.
- 5.12.2 All deposit procedures detailed in this chapter are also applicable for deposits into Principal or wholly-owned Nominee accounts of the ADA.

5.13 Inter Branch Transactions With Regards To Deposit Requests

Inter Branch Transactions are transactions initiated at the branch office of an ADA.

- 5.13.1 Receive the completed FDE010 for each security and scrip together with instrument of transfer with the transferor part only completed.
- 5.13.2 Verify the signature of the depositor on the FDE010 against the ADA's records of specimen signature(s).
- 5.13.3 Reject the request if the signature differs.
- 5.13.4 Ensure that all FDE010s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of the FDE010.
- 5.13.5 Ensure that the ADA/ADM copies of the FDE010 bearing the IBT rubber-stamp are properly filed at the ADA.

5.14 Bursa Depository Reports

5.14.1 Print the following reports at the beginning of the next market day:-

- a. **Deposit Amendment By Depository Report** (Appendix 62) (only if there was any deposit of certificate during the previous market day)
- b. **Deposit Confirmation Report** (Appendix 63) (Optional)
- c. **Good Value Confirmation Report** (Appendix 64) (Optional).
- d. Participant CDS Transaction Invoice Report (Appendix 93) (Optional)

Note : The purpose of this report is to assist the ADA to reconcile the GST amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by specific period.

5.14.2 Ensure these reports stated in item 5.14.1 (a to c) are verified and signed by the Authorised Signatory(ies) of the ADA as evidence of approval. Check any discrepancies with the Deposit Section of Bursa Depository.

5.14.3 Deposit Confirmation Report and Deposit Amendment By Bursa Depository Report will reflect all the deposit request(s) accepted and amended (including deleted) by Bursa Depository on deposit day.

5.14.4 Good Value Confirmation Report will reflect all the deposits that have been given good value confirmation (free balance) by Bursa Depository for that particular market day.

5.15 Filing Of Documents

File the following documents:-

- a. **ADA/ADM copy** of the FDE010
- b. A copy of Deposit Report
- c. The acknowledged Deposit Report printed at Bursa Depository
- d. Deposit Amendment Report or Settlement Value Reversal Report, as the case may be
- e. Deposit Confirmation Report (optional)
- f. Deposit Amendment By Bursa Depository Report (if applicable)
- g. Good Value Confirmation Report (optional).

5.16 Deposit Of Provisional Allotment Letters (PALs) / Provisional Letters Of Offer (PLO)

This section stipulates the procedures to be applied by the ADA arising from a deposit of PALs/PLO.

5.16.1 Accepting PALs/PLO For Deposit

The deposit of PALs/PLO may arise from the following provisions:-

- A. Securities or class of securities of an issuer, which is subject to an existing court order (obtained prior to 1 December 1998) that restrains any dealing in the securities, where the suit is finally disposed

5.16.1.1 The depositor, i.e. the person entitled to the securities as stipulated in the documents stated below, must deposit all the PALs/PLO arising from such securities into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. Securities Deposit Request Form (FDE010)
- b. Certified true copy (certified by a solicitor) of the documents evidencing the final disposal of all claims in the relevant suit (for example the settlement agreement / court order / notice of discontinuance)
- c. Deposit into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of the final disposal of all claims in the relevant suit.*

- B. Securities or class of securities of an issuer, belonging to a deceased person, in respect of which an application for a Grant of Probate or Letters of Administration is made or an application to reseal the same

pursuant to the Probate and Administration Act 1959 has been filed in the Courts of Law in Malaysia or with any other relevant authorities in Malaysia prior to 1 December 1998, where the Grant of Probate or Letters of Administration or resealed copies of the same have been extracted

5.16.1.2 All PALs/PLO of the deceased person must be deposited by the executor(s) / administrator(s) into the executor / administrator's or the beneficiary's CDS account by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the Grant of Probate or Letters of Administration (as the case may be)

Note: *The executor / administrator or beneficiary must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of the extraction of the Grant of Probate or Letters of Administration or resealed copies of the same.*

- C. Securities or class of securities of an issuer, which have been seized or confiscated by any person duly authorised under any written law, where the authorities have released the certificates after seizure or confiscation

5.16.1.3 All PALs/PLO must be deposited into the depositor's CDS account or an authorised nominee's CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the original letter from the relevant authorities confirming the release of the certificates to the depositor
- c. Deposit into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.16.1.3 “b”.*

D. Securities or class of securities of an issuer, which is subject to Section 583 of the Companies Act 2016, where the owner claims for the certificates before the expiry of ten (10) years.

5.16.1.4 All PALs/PLO must be deposited into the depositor’s CDS account or an authorised nominee’s CDS account where the depositor is indicated as beneficial owner by submitting the following documents:-

- a. FDE010
- b. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming the release of the share certificates to the depositor
- c. Deposit into an Exempt Authorised Nominee (EAN) account must be accompanied by confirmation that the beneficial owner of the EAN account is the same beneficial owner as stated in the supporting document mentioned in item (b) above.

Note: *The depositor must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.16.1.4 “b”.*

E. Deposit of PALs/PLO by the Minister of Finance pursuant to Section 583(2) of the Companies Act 2016 where the owner does not claim for the securities within ten (10) years.

5.16.1.5 All PALs/PLO must be deposited into the Minister of Finance’s CDS account by submitting the following documents:-

- a. FDE010

- b. Certified true copy (certified by a solicitor) of the original letter from the respective registrars confirming that the whereabouts of the shareholder remain unknown resulting in the deposit of securities into the Minister of Finance's CDS account pursuant to Section 583(2) of the Companies Act 2016.

Note: *Minister of Finance must deposit the PALs/PLO with Bursa Depository within six (6) months from the date of issuance of the letter(s) stated in 5.16.1.5 "b".*

5.16.1.6 Receive the FDE010 duly completed for each PAL/PLO with the Renunciation Form of PAL/PLO duly signed.

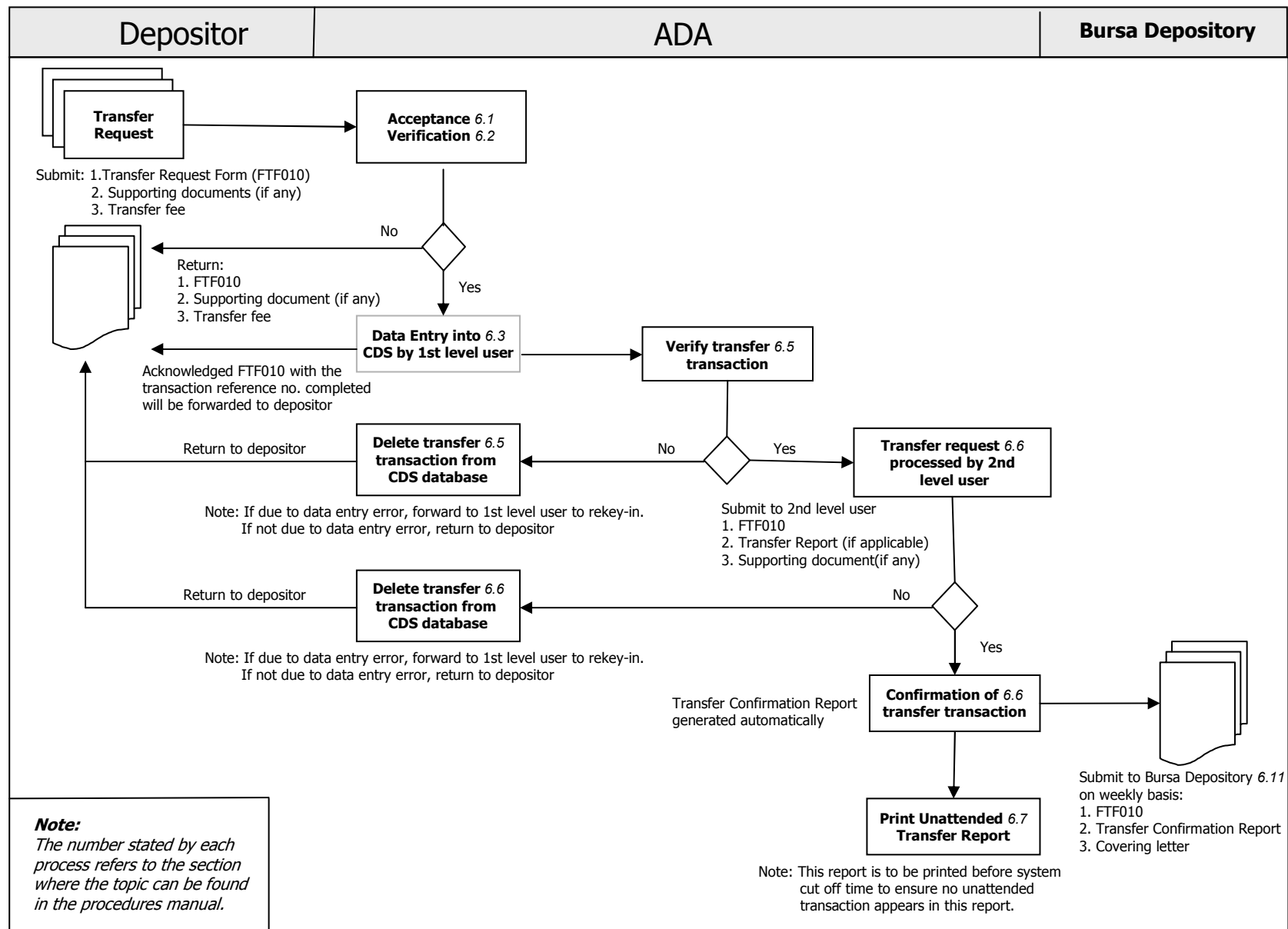
5.16.1.7 Where two (2) or more PALs/PLO representing different issuers of securities are lodged, ensure that a separate FDE010 for each PAL/PLO is completed.

5.16.2 Verification Of FDE010 And PAL/PLO

- 5.16.2.1 Verify the signature on the FDE010 against the ADA's records of specimen signature(s).
- 5.16.2.2 Ensure the PAL/PLO serial number and stock code is correctly stated on FDE010.
- 5.16.2.3 Ensure the Renunciation Form of PAL/PLO has been duly executed.
- 5.16.2.4 Affix the ADA's company rubber-stamp on FDE010 at the space marked "to be completed by ADA/ADM".
- 5.16.2.5 Ensure the "verified by" and "approved by" columns are completed by two (2) different Authorised Signatories of the ADA before data entry.
- 5.16.2.6 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 5.16.2.7 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 5.16.2.8 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 5.16.2.9 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
- 5.16.2.10 In addition to the above requirements, ADA are to strictly comply with all other procedures and requirements governing deposit transactions as stated in this procedures manual.

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TRANSFER PROCESS WORKFLOW



This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in, filing and rejecting Transfer of Securities Request Forms (FTF010s) and submission of these documents to Bursa Depository.

However, should individual depositor use CDS eServices platform to execute transfer request for no change of beneficial owner (NCBO), the ADA is not required to submit FTF010 as the documents are stored in CDS.

Procedures for transfer of securities arising from death of depositor (Transmission of Title) are prescribed under Chapter 8 and fulfil the requirements for Approved Reasons for Transfer under Appendix 67.

The requirements of this chapter and its related appendices (checklists) must be complied with at all times by the ADA.

A. Transfer Performed Through the ADA

6.1 Accepting Transfer Of Securities Requests

6.1.1 Receive the following for transfer of securities request:-

- a. **Transfer Of Securities Request Form** (FTF010) (Appendix 65) duly completed by the depositor
- b. Relevant documents supporting the reason for transfer, if any
- c. Transfer fee amount, to be based on the number of securities requested for transfer.

Note:

- i. *In the instance depositor was to submit the duly completed FTF010 downloaded from Bursa Malaysia website via email, such depositor is only required to submit single copy of the FTF010 and email it to the ADA with relevant supporting document (if any) for the ADA to process. The request must be submitted via the email address that is registered with CDS.*
- ii. *ADA must ensure proper verification on the depositor's identity and the authenticity of the transfer request; is performed before executing the transfer transaction in CDS.*
- iii. *For ADA and Bursa's copy, it could make photocopy of the processed FTF010 so long the prescribed contents remain unchanged and for depositor's copy, it may email a processed copy for the depositor's record.*

- 6.1.2 Depositors are allowed to transfer more than one (1) securities using the same FTF010 but not exceeding the number of securities allowable under the “Particulars of Securities” column of the FTF010. This transfer of securities request must be effected to the same transferee and within the same category for transfer. In the case of “Change In Beneficial Ownership” category, the Approved Reasons For Transfer must be the same.

6.2 Verification Of Transfer Of Securities Requests

- 6.2.1 Verify the signature on the FTF010 against the ADA’s records of specimen signature(s).
- 6.2.2 Verify all the particulars on every FTF010 against the **Checklist For Verification Of Transfer Request** (Appendix 66).
- 6.2.3 Ensure transfer transaction falls under the **Approved Reasons For Transfer** and that it is supported by relevant documents, if any. See Appendix 67 for more details.

***Note:** Approved Reasons for Transfer is not applicable for unlisted / delisted securities.*

- 6.2.4 Ensure the “verified by” and “approved by” columns are completed by two (2) different Authorised Signatory(ies) of the ADA.
- 6.2.5 Reject the transfers if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 66 and Appendix 67. Return the FTF010 and the supporting documents (if any) to the depositor.
- 6.2.6 However, for FTF010 that contained more than one (1) securities, reject only the affected transfer request that has error. Continue processing the remainder of the transfer requests indicated on the FTF010.
- 6.2.7 The affected transfer request with error or discrepancy at the “Particulars of Securities” column of the FTF010 must be cancelled and countersigned by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA’s name affixed. For the rejected transfer request, return a photocopy of the FTF010 to the depositor.

Postdated FTF010s are not allowed and backdated FTF010s are only acceptable up to 6 months from the transfer date.

- 6.2.8 Affix the ADA's company rubber-stamp at the space marked "to be completed by ADA".
- 6.2.9 In the case of FTF010 that contained more than one (1) securities, every amendment made on the form except for transfer cancellation stated in item 6.2.7 must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with the rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 6.2.10 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 6.2.11 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

6.3 Keying-In Transfer Data Into The CDS By First (1st) Level User

6.3.1 The first (1st) level user is to enter all transfer data using the CDS "Transfer Maintenance" screen.

6.3.2 The first (1st) level user is also required to enter the following:-

- a. Appropriate code denoting the reason for transfer
- b. Reference number as appearing in Bursa Depository's letter approving the transfer (if applicable).

Note: *The securities to be transferred are now earmarked and may not be used for any other purposes.*

6.3.3 Ensure the "data entry by" column in FTF010 is completed by first (1st) level user.

Note: *The data entry personnel must not be the same person approving the request.*

6.3.4 If the transfer data is rejected by the system, verify to ensure that there is(are) no data entry error(s). If there is(are) no data entry error(s), return the FTF010 to the depositor immediately, stating the reason(s) for rejection.

6.3.5 However, for FTF010 that contained more than one (1) securities, reject only the affected transfer request that has error. Continue processing the remainder of the transfer requests indicated on the FTF010.

6.3.6 The affected transfer request with error or discrepancy at the "Particulars of Securities" column of the FTF010 must be cancelled and countersigned by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. For the rejected transfer request, return a photocopy of the FTF010 to the depositor.

6.3.7 Upon completion, the transfer reference number will be generated and displayed on the CDS terminal.

6.3.8 Record the transfer reference number on the FTF010.

Notes:

- (i) *Transfer request can only be keyed-in by the ADA for securities that are under “free” status.*
- (ii) *All accepted transfer requests lodged by a depositor before 3.30pm on any market day must be keyed-in to the CDS terminal before 4.30pm on the same market day.*
- (iii) *All transfer requests that have been successfully keyed into CDS by 4.30pm shall be either deleted or confirmed by the ADA by 5.00pm on the same day.*
- (iv) *Transfer requests lodged after 3.30pm must be keyed-in before 4.30pm on the following market day.*
- (v) *CDS to suspend transfer request and transfer confirmation by the ADA from 12.00pm to 12.30pm daily.*
- (vi) *Securities that are traded as Designated Securities under the Rules of Bursa Malaysia Securities Bhd, the transfer requests can be confirmed from 8.30am and onwards or such time as may be prescribed by Bursa Depository.*
- (vii) *Transfer request relating to unlisted / delisted securities, to key-in “B5” at the Approved Reason column and enter the word “Unlisted / Delisted” at the MCD Approval Ref. No column.*

6.4 Verify Transfer Requests Keyed Into CDS Database

- 6.4.1 After the transfer requests have been keyed into the CDS database, perform the following:-
- 6.4.1.1 Verify the FTF010s against Transfer Maintenance Screen or **Transfer Report** (Appendix 68) and ensure that the following details in FTF010s correspond with those in the Transfer Maintenance Screen or Transfer Report:-
- a. Transferor's CDS account number, name and account qualifier (if any)
 - b. Transferee's CDS account number, name and account qualifier (if any)
 - c. Securities' code and name
 - d. Quantity of securities
 - e. Transfer reference number and transfer date
 - f. Approved reason for transfer.
- 6.4.2 The Transfer Report, if applicable can be printed either by:-
- a. Specific account; or
 - b. All accounts.
- 6.4.3 Ensure that data has been keyed-in correctly. Make the necessary cancellation(s) if there is(are) any discrepancy(ies) or data entry error(s).
- 6.4.4 Print the **Transfer Cancellation Report** (Appendix 69) to verify the cancellation(s) made and ensure that the cancellation(s) made is(are) correct.
- 6.4.5 Repeat the data entry procedure under Section 6.3 – Keying-In Transfer Data Into The CDS By First (1st) Level User, if there is(are) error(s).
- 6.4.6 Ensure each of the Transfer Report, if applicable is verified and signed on the same day by authorised signatory(ies) of the ADA.
-

6.4.7 Hand over the following to second (2nd) level user:-

- a. Duly signed transfer report, if applicable
- b. FTF010s and relevant supporting documents (if any).

6.5 Confirmation Of Transfer Requests By Second (2nd) Level User

- 6.5.1 Verify the FTF010s against Transfer Confirmation/Cancellation Maintenance Screen or Transfer Report and ensure that the following details in FTF010s correspond with those in the Transfer Confirmation/Cancellation Maintenance Screen or Transfer Report:-
- a. Transferor's CDS account number, name and account qualifier (if any)
 - b. Transferee's CDS account number, name and account qualifier (if any)
 - c. Securities' code and name
 - d. Quantity of securities
 - e. Transfer reference number and transfer date
 - f. Approved reason for transfer.
- 6.5.2 Ensure that data has been keyed-in correctly.
- 6.5.3 Make the necessary cancellation(s) if there is(are) any discrepancy(ies) or data entry error(s).
- 6.5.4 Print the Transfer Cancellation Report to verify the cancellation(s) made and ensure that the cancellations(s) made is(are) correct.
- 6.5.5 Return the rejected transfer request and related documents (if any) to the first (1st) level user and repeat procedures under Section 6.3 – Keying-In Transfer Data Into The CDS By First (1st) Level User.
- 6.5.6 If the transfer transaction(s) is (are) free from error(s), the second (2nd) level user is to sign at the “approved by” column of the FTF010.
- 6.5.7 Confirm the transfer transaction(s) either by:-
- a. Specifying transfer reference number; or
 - b. Specific account.

- 6.5.8 Ensure that the quantity transferred being confirmed is **within the authorised confirmation limit**.

***Note:** Transfer Confirmation Limit Maintenance task enables the holder to set the transfer confirmation limit for each of the ADA's authorised personnel. This task is only assigned to senior authorised personnel at the principal office of the ADA.*

- 6.5.9 If the transfer transaction is confirmed using the transfer reference number via the Transfer Confirmation Maintenance screen and the quantity transferred exceed the authorised confirmation limit, this transfer transaction will be rejected.

***Note:** The appropriate rejection message will be reflected on the CDS screen.*

- 6.5.10 If one (1) or more transfer transactions for the same CDS account are confirmed using the Bulk Transfer Confirmation screen, the transactions that are within the authorised confirmation limit will be confirmed and reflected in the **Transfer Confirmation Report** (Appendix 70) that will be generated automatically.

***Note:** ADA would still have the flexibility of printing this report as and when required.*

This report can also be printed at the ADA's principal office by its authorised personnel for transfer transactions entered and confirmed by all its branches for the purpose of monitoring the transfer activities at the branches.

- 6.5.11 If one (1) or more transfer transactions for the same CDS account are confirmed using the Bulk Transfer Confirmation screen, the quantity transferred that exceed the authorised confirmation limit will be rejected and reflected in the **Transfer Confirmation Exception Report** that will be generated automatically.

- 6.5.12 Ensure that the Transfer Confirmation Report is verified and signed on the same day by an authorised signatory of the ADA who is not the person that verified, keyed-in or approved the transfer requests.

- 6.5.13 The ADA is to print and provide the depositor the invoice from the CDS in respect of the fee for the transfer transaction unless the depositor indicates he does not require the same

Note : In the event there is a request from a depositor to reprint the invoice, the ADA is to re-print the invoice from CDS and endorse it with a rubber stamp bearing the word “COPY” on the top section of the re-printed invoice before forwarding it to the depositor.

- 6.5.14 On the next market day, ADA has the option to print the Participants CDS Transaction Invoice Report from CDS. The purpose of this report is to assist the ADA to reconcile the amount collected for all the CDS transactions initiated on the previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

B. Transfer Request Performed Through CDS eServices Platform

CDS eServices is a self-service electronic platform that allows individual depositors to submit transfer of securities request directly from the Bursa Anywhere mobile application. Depositors are allowed to perform the following types of transfer transaction request:

- i. **No Change of Beneficial Owner (NCBO)** type of transfer involving depositors direct CDS accounts only. Transfer to/from depositor's nominee CDS account is not allowed through CDS eServices platform.
- ii. **General Offer / Take Over (eGO)** type of transfer allowing the depositor to transfer the specified securities into the designated CDS account of the "Offeror" pursuant to a general offer/take-over offer arising from corporate exercise.

Depositors need not attach any supporting documents for the transfer request submitted through CDS eServices platform. For transfer transactions performed at the ADA offices, the ADA must ensure the procedures prescribed under section 6.1.1 are followed.

For transfer request via CDS eServices, ADAs are not required to collect the transfer fee from the depositors. The fee payment for the transfer will be paid directly by the depositor to Bursa Depository via the Financial Payment Exchange (FPX) channel. Bursa Depository will provide the ADAs a monthly invoice on the matter.

Similar to the request under Account Management, all transfer request via CDS eServices will be at Bursa Anywhere's task bar in the CDS.

6.5.15 Accepting Request for Transfer Made Through CDS eServices

- 6.5.15.1 CDS eServices registered depositor may submit his/her request for transfer of securities for NCBO and eGO through CDS eServices platform by completing the respective transfer form.
- 6.5.15.2 No acknowledgement / depositor copy of the securities transfer request form is provided when depositor submits transfer request through CDS eServices, However, depositor will receive an email from Bursa Anywhere to inform that his/her transfer request have been submitted to the ADA provided the transfer fee payment via FPX is successful.

6.5.16 Keying-In Transfer Request Into the CDS

- 6.5.16.1 As the 1st level data entry is performed by the individual depositor, the ADA's data entry staff is not required to perform this function.
- 6.5.16.2 The data entered by the depositor through CDS eServices platform will be automatically captured in the Transfer Maintenance screen.
- 6.5.16.3 Request for transfer of securities submitted through CDS eServices will not result in the securities to be automatically transferred to the transferee's CDS account until the 2nd level user confirms the transfer request.

6.5.17 Confirmation on Transfer of Securities Made Through CDS eServices by 2nd Level User

- 6.5.17.1 The ADA's 2nd level User (Verifier/Approver) is to retrieve the information entered by depositor for the request for transfer of securities via the Bursa Anywhere's Request List that links to Transfer Confirmation Maintenance Page.
- 6.5.17.2 Print the Transfer Report or Unattended Transfer Report. These reports will show all transfer transactions to be processed and pending to be confirmed/rejected by the 2nd Level User respectively.
- Note:** *2nd level user is required to attend to all transfer requests in the CDS eServices Request List on the same day when such requests are submitted. Failing which, the information entered will be removed from the system at the end of market day. Transfer request made via CDS eServices will be denoted as "BA" under the User_1 in the transfer module related reports.*
- 6.5.17.3 The 2nd level User is to perform the necessary verifications and if the transfer request is in order, proceed to confirm the transfer request accordingly.
- 6.5.17.4 Under circumstances where the 2nd Level User is not able to confirm the transfer request, the 2nd Level User must reject the transfer request by providing the reason for the rejection.

Note: *Email notification will be sent to the depositor notifying them on the status of their transfer request. For rejected transfer request, the reason provided by the ADA will be captured in the email notification.*

- 6.5.17.5 For the confirmed transfer requests made through CDS eServices platform, the ADA user may check the Completed BA Request List for list of approved transfer.
- 6.5.17.6 Depositor is not required to attach Letter of Acceptance or any other documents that forms part of the Offer Document issued by the Offeror as supporting documents for the eGO transfer request submitted via CDS eServices platform.

6.6 Acknowledge Receipt Of Transfer Requests

- 6.6.1 Return the **Depositor copy** of the FTF010 to the depositors as acknowledgement only after the transfer reference number has been generated and recorded on the FTF010.

Note: Should the depositor submit duly completed FTF010 downloaded from Bursa Malaysia website via email in single copy, the ADA may make photocopy of the processed FTF010 so long the prescribed contents remain unchanged and email it to the depositor for its record.

- 6.6.2. The ADA must maintain proper records of all transfer fees received.

6.7 Generate Unattended Transfer Report

- 6.7.1 Print the **Unattended Transfer Report** (Appendix 71) before system cut-off time, after all transfer transactions for the day have been attended by the second (2nd) level user.
- 6.7.2 Check the report to ensure that there are no unattended transfers that have yet to be attended.
- 6.7.3 If any unattended transfers appear in this report, either confirm or cancel the transfers before the system cut-off time.
- 6.7.4 Print the final Unattended Transfer Report to ensure that there are no unattended transfers.
- 6.7.5 The report is to be verified and signed by the authorised signatory(ies) of the ADA.

Note: *All unattended transfer transactions will be deleted during End-Of-Day (EOD) processing at Bursa Depository.*

*These unattended transfers that are deleted during EOD will be reflected in the **Transfer Deleted At EOD Report** (Appendix 72) that can be printed by the ADA the next market day.*

6.8 Transfers From Principal Or Wholly-Owned Nominee Account(s) Of The ADA

- 6.8.1 FTF010 **is not required** to be completed for transfers from the Principal or Wholly-owned Nominee account(s) of the ADA.
- 6.8.2 ADA's authorised signatory(ies) as per the Board Resolution is(are) required to sign the declaration clause, **"We hereby affirm and declare that the information represented in this report on whether the transfer falls under Category A (no change in beneficial ownership) or Category B (change in beneficial ownership) and the reason thereto is true"** that is reflected on the Transfer Confirmation Report. This is to confirm that the transfer transactions initiated by the ADA's Principal or Wholly-owned Nominee account(s) are in accordance to the approved reasons for transfer.
- 6.8.3 All other transfer procedures detailed in this chapter (if relevant) are also applicable for transfers from the Principal or Wholly-owned Nominee account(s) of the ADA.

6.9 Inter Branch Transactions With Regards To Transfer Requests

Inter Branch Transactions are transactions initiated at the branch office of an ADA.

- 6.9.1 Ensure that the depositor is present in person to perform the CDS transaction request(s).
- 6.9.2 Verify the signature of the depositor on the FTF010 against the ADA's records of specimen signature(s).
- 6.9.3 Reject the request if the signature differs.
- 6.9.4 Ensure that all FTF010s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of the FTF010.
- 6.9.5 Ensure that ADA copies of the FTF010 bearing the IBT rubber-stamp are properly filed.
- 6.9.6 All other transfer procedures detailed in this chapter are also applicable for inter branch transactions with respect to transfer requests.

Note: *In the case of a depositor who is physically present at an ADA office to perform IBT related transactions involving transfer of securities and the ADA concerned is unable to perform the update into CDS due to unforeseen circumstances, then the ADA concerned can forward this request to another of its branch office. As such, the depositor's physical presence will not be required at that ADA's branch office that will performing the update into CDS.*

6.10 Transmitting Transfer Confirmation Report To Bursa Depository

- 6.10.1 ADAs are to submit the Transfer Confirmation Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-
- a. Submit the Transfer Confirmation report for the whole of previous week transactions via a reporting task namely Weekly Transfer Confirmation Report (TF153RC). Submit this report by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week.
 - b. Proceed to the Declaration Module and select the Transfer Confirmation Report and press the “Search” button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.
 - c. Click the “Submit To Bursa” button upon confirming the contents of the report is correct. The Declaration clause will appear and ADAs are required to press the “Submit” button to transmit the report to Bursa Depository.
 - d. ADAs are allowed to enquire on their submission of report to Bursa Depository via the Submitted Transfer Confirmation Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Bursa Depository.*

6.11 Sorting And Packing Of Forms

6.11.1 Sort and pack the **Bursa Depository copy** of the FTF010 in the following order:-

- a. One package for each transfer date
- b. Within the transfer date, by transferors' account numbers in sequence of ascending order
- c. Within each transferor's CDS account number, by stock code and within the stock code, by transfer reference number as appearing in the Transfer Confirmation Report.

Note:

- i. Item (c) above is not applicable for FTF010 that contained more than one (1) transfer reference number.*
- ii. No FTF010 forms are required to be submitted to Bursa Depository for transfer transactions executed via CDS eServices platform.*
- iii. Should ADA wish to submit the FTF010 electronically to Bursa Depository, ADA may seek guidance from Bursa Depository.*

6.11.2 Each package must be accompanied with a Covering Letter addressed to Bursa Depository stating the transaction date and number of FTF010s contained in the said package.

6.11.3 The Covering Letter must be signed by the authorised signatory(ies) of the ADA.

6.12 Submission Of Transfer Requests To Bursa Depository

- 6.12.1 ADA and its branches must submit Depository's copies of the FTF010s to Bursa Depository by the fifth (5th) market day of the following month or such other day as instructed by Bursa Depository.

Note:

If ADA is not able to submit the Bursa Depository's copies of the FTF010 by the 5th market day of the following month or any other days as instructed by Bursa Depository, the ADA must submit a formal written request seeking for extension of time for the form submission.

6.13 ADA Returning Rejected Transfer Requests To The Depositor

- 6.13.1 Rejected FTF010s and supporting documents (if any) to be returned to the depositor(s) latest by the next market day and:-
- a. Prepare a Rejection of Transfer Request Letter in duplicate stating the reason(s) for rejection
 - b. Attach the rejected FTF010s together with supporting documents (if any). The photocopy of FTF010 if the rejected transfer request is sharing the same FTF010 with the other transfer requests that have been accepted.
- 6.13.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 6.13.3 File the acknowledgement letter together with the Transfer Cancellation Report.

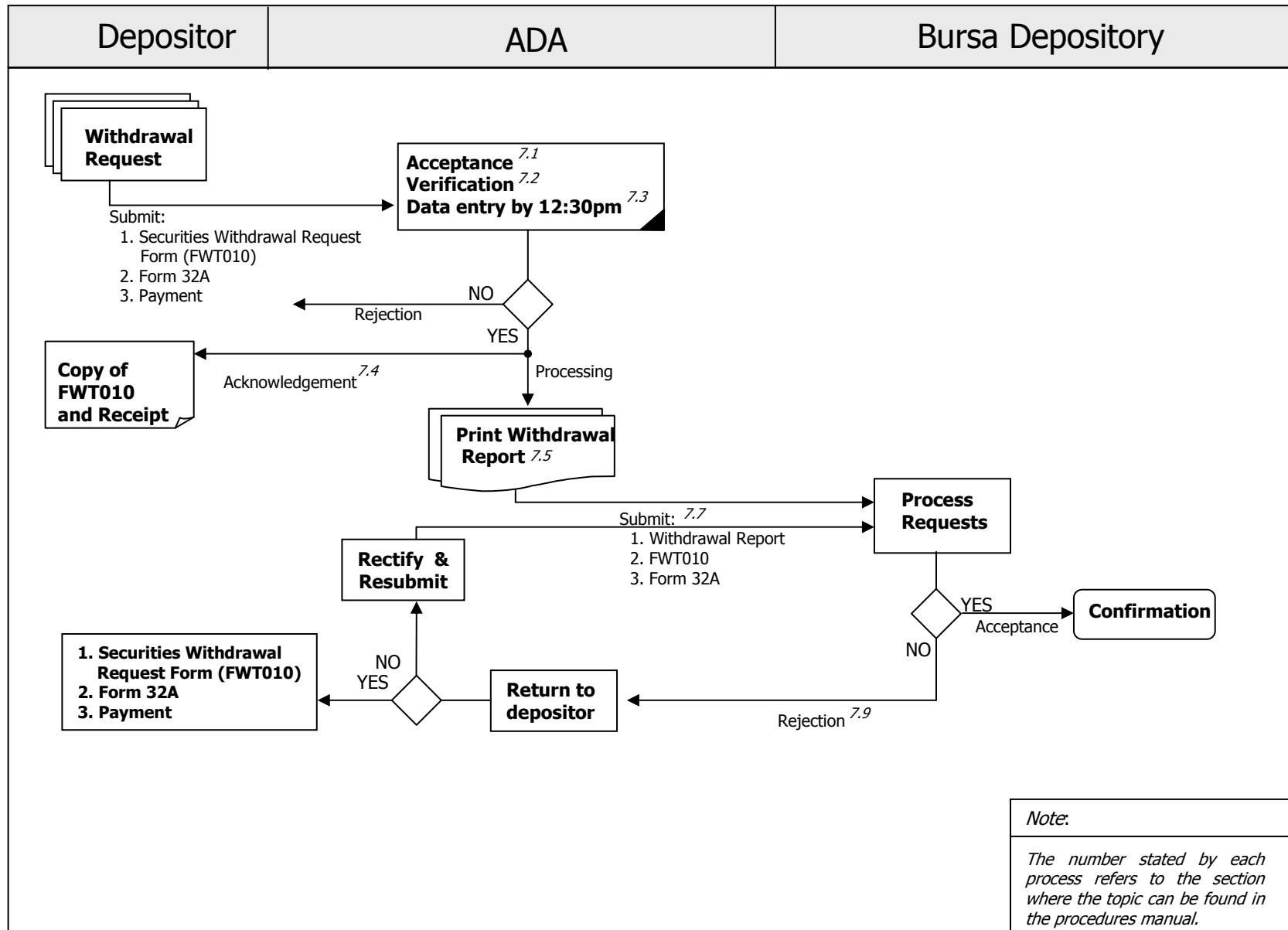
6.14 Filing Of Documents

6.14.1 File the following documents:-

- a. ADA copy of FTF010
- b. Supporting documents (if any)
- c. Copy of the Transfer Report (if applicable)
- d. The duly signed copy of Transfer Confirmation Report
- e. Final Unattended Transfer Report
- f. Transfer Deleted At EOD Report
- g. Rejection Letter to depositor.

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WITHDRAWAL PROCESS WORKFLOW



These withdrawal procedures are only applicable under certain circumstances as stated in the Rules of Bursa Malaysia Depository Sdn Bhd.

This chapter stipulates the procedures to be complied with by the ADA with respect to accepting, verifying, keying-in, filing and rejecting the Securities Withdrawal Request Forms (FWT010) and submission of these documents to Bursa Depository.

The requirements of this chapter and its related appendices (checklists) must be complied with at all times by the ADA.

Note: For withdrawal request relating to transmission of securities of a dual listed corporation from Malaysia to a foreign country where the corporation is dual listed, ADA is required to verify the signature of the depositor on the relevant request form that will be completed by the depositor prior to submitting such request to the relevant share registrar. This form is prescribed by the share registrar and need to be completed by the depositor for request to withdraw securities from his CDS account in order for the said securities to be transmitted to the foreign country. ADA is only required to verify the signature of the depositor that maintained CDS account with them. The other procedures relating to withdrawal request contained in this chapter is not applicable for withdrawal of such nature.

7.1 Accepting Withdrawal Requests

7.1.1 Receive the following for **each** withdrawal request:

- a. **Securities Withdrawal Request Form** (FWT010) (Appendix 73) duly completed in triplicate by the depositor for each security
- b. External instrument of transfer with the Transferee part duly completed

***Note:** Ensure instrument of transfer is franked with sufficient revenue stamp.*

7.1.2 Where two (2) or more types of securities are withdrawn, ensure that a separate FWT010 and instrument of transfer for each type of security is completed.

7.2 Verification Of Securities Withdrawal Requests

- 7.2.1 Verify the signature on the FWT010 against the ADA's records of specimen signature(s).
- 7.2.2 Verify all the particulars on every FWT010 against the **Checklist For Verification Of Withdrawal Request** (Appendix 74).
- 7.2.3 Ensure the "verified by" and "approved by" columns are completed by two (2) different Authorised Signatory(ies) of the ADA after verification prior to data entry.
- 7.2.4 Reject the withdrawals if there is(are) error(s) or discrepancy(ies) or non-compliance with Appendix 74. Return the FWT010 and the external instrument of transfer to the depositor.

Post-dated FWT010s are not allowed and backdated FWT010s are only acceptable up to 6 months from the withdrawal date.

- 7.2.5 Affix the ADA's company rubber-stamp at the space marked "to be completed by ADA".
- 7.2.6 Every amendment made on the form must be countersigned by the depositor and the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 7.2.7 Where the signature(s) of the depositor and the Authorised Signatory(ies) of the ADA are the same, the amendment made on the form need only be signed by that signatory(ies).
- 7.2.8 Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed.
- 7.2.9 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

7.3 Keying-In Withdrawal Data Into The CDS

7.3.1 Enter all withdrawal data using the CDS “Withdrawal Maintenance” screen. The security to be withdrawn is now earmarked and may not be used for any other purpose.

7.3.2 Ensure the “data entry by” column in FWT010 is completed by the data entry personnel

Note: *The data entry personnel must not be the same person approving the request.*

7.3.3 If the withdrawal data is rejected by the system, verify to ensure that there is(are) no data entry error(s). If there is(are) no data entry error(s), return the FWT010 to the depositor immediately, stating the reason(s) for rejection.

7.3.4 Upon completion, the withdrawal reference number will be generated and displayed on the CDS terminal and at the top right hand corner of the external instrument of transfer.

7.3.5 Record the withdrawal reference number on the FWT010

Note:

- (i) *All accepted withdrawal requests lodged by a depositor before 12.00pm on any market day must be keyed-in to the CDS terminal before 12.30pm on the same market day*
- (ii) *Where withdrawal requests are lodged after 12.00pm, and are not keyed-in for value the same day, these requests must be keyed-in before 12.30pm on the following market day*
- (iii) *Any data keyed-in 12.30pm and after will be considered as withdrawal requests for the next market day*
- (iv) *Amendment cut-off time for withdrawal keyed-in to the CDS terminal before 12.30pm is 3.00pm or any specific time decided by Bursa Depository.*

7.4 Acknowledge Receipt Of Withdrawal Requests

- 7.4.1 Receive the withdrawal fee.

- 7.4.2 Return the **Depositor copy** of the FWT010 to the depositor as acknowledgement only after the withdrawal reference number has been generated and recorded on the form.

- 7.4.3 The ADA must maintain proper records of all withdrawal fees received.

7.5 Generate And Verify Withdrawal Report

- 7.5.1 Print the **Withdrawal Report** (Appendix 75) in hardcopy or alternatively, view the softcopy of this report after all withdrawals have been keyed-in for the day.
- 7.5.2 Verify the FWT010s against the Withdrawal Report in hardcopy or alternatively, view the softcopy of this report in CDS.
- 7.5.3 Ensure that data has been keyed-in correctly.
- 7.5.4 Make the necessary amendments if there is(are) any discrepancy(ies) or data entry error(s).
- 7.5.5 Print the **Withdrawal Amend/Cancel Report** (Appendix 76) to determine if any amendments have been made.
- 7.5.6 Verify the report to ensure that the amendments made is(are) correct.
- 7.5.7 If cancellations have been made, print the final Withdrawal Report in duplicate.
- 7.5.8 Affix the ADA's company rubber-stamp on the final Withdrawal Report.
- 7.5.9 Ensure that the final Withdrawal Report is verified and signed by the ADA's Authorised Signatory(ies) as evidence of approval of such withdrawals.
- 7.5.10 If the ADA is unable to print the Withdrawal Report from the computer system, prepare a letter using the ADA's letterhead, addressed to Bursa Depository with the following:-
 - a. Reason for failure to print the Withdrawal Report (if due to printer failure, indicate time and name of the person(s) from Bursa Depository/Bursa IT contacted)
 - b. Securities name and securities code of all securities with an indication of quantity withdrawn for each security and certificate option
 - c. Details of withdrawals such as depositor's name, depositor's account number, withdrawal code and withdrawal reference number
 - d. Company rubber-stamp affixed and signed by the ADA's Authorised Signatory(ies).

7.6 Sorting And Packing Of Forms

- 7.6.1 Sort and pack the Bursa Depository copy of the FWT010, the relevant external instrument of transfer documents together with the final Withdrawal Report in the following order:
- a. By security in sequence of ascending securities code
 - b. Within each security, in sequence as appearing on the final Withdrawal Report.
- 7.6.2 Each package must be accompanied by the final Withdrawal Report duly verified and approved by the ADA's Authorised Signatory(ies).
- 7.6.3 Ensure that the Authorised Signatory(ies) affixed the company rubber-stamp on the final Withdrawal Report.

7.7 Submission Of Withdrawal Requests To Bursa Depository

- 7.7.1 Klang Valley ADA and ADA's branches must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.
- 7.7.2 ADA and ADA's branches located outside Klang Valley must submit one (1) copy of the duly signed and their companies' rubber-stamps affixed on the final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.
- 7.7.3 ADA and ADA's branches located outside Klang Valley can apply for exemption of procedure 7.7.2, by writing to Bursa Depository and enclosing the following documents:
- a. Deed of Indemnity (Appendix 58)
 - b. List of Authorised Personnel For Telephone Confirmation (Appendix 59).
- 7.7.4 Once the request for exemption of Procedure 7.7.2 is approved by Bursa Depository, the requesting ADA and ADA's branches need to adhere to the Prescribed Procedures, defined in this Section as follows:
- 7.7.4.1 For all withdrawal transactions keyed into the CDS terminal for value the same day, ADA must fax one (1) copy of the duly signed and stamped final Withdrawal Report, external instrument of transfer and all forms to Bursa Depository before 4.00pm on withdrawal day.
- 7.7.4.2 The faxed documents must be accompanied by a cover letter, containing details on the number of transactions done and the number of pages faxed, to be signed by an authorised personnel as stated in the List Of Authorised Personnel For Telephone Confirmation submitted by the ADA to Bursa Depository previously.
- 7.7.4.3 Following this, confirmation via telephone must be made by the same authorised personnel who signed the cover letter with an authorised personnel at Transfer Section of Bursa Depository before 4.00pm on the same day, confirming receipt of the faxed documents.
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7.7.4.4 For all withdrawal requests which have been faxed, copy of the duly signed and stamped final Withdrawal Report, external instrument of transfer and all forms must be sent to Bursa Depository before 12.30pm the following market day.

7.8 Acknowledgement Of Receipt Of Withdrawal Requests By Bursa Depository

Bursa Depository will acknowledge receipt of the ADA's withdrawal requests on the Withdrawal Report printed at Bursa Depository after 3.00pm on withdrawal day

Note: *In the event that Bursa Depository is required to acknowledge receipt of the ADA's Withdrawal Report, the acknowledgement is only for the receipt of the Withdrawal Report and not the transaction details in the supporting documents. The acknowledged Withdrawal Report printed at Bursa Depository will be forwarded to the ADA upon further checking of the transaction details in the supporting documents of the ADA's Withdrawal Report. Alternatively, the acknowledgement will be placed at the designated collection centre.*

7.9 Rejection Of Withdrawal Requests By Bursa Depository

Bursa Depository shall reject any withdrawal request that does not comply with the Rules of Bursa Depository, provisions of this chapter including the appendices and any other directives issued by Bursa Depository from time to time.

7.9.1 For withdrawal requests rejected by Bursa Depository, the ADA will receive the following:

- a. **Rejection Of Withdrawal Request Letter From Bursa Depository**
(Appendix 77) in duplicate
- b. Rejected FWT010
- c. Rejected external instrument of transfer (if any).

7.9.2 For Klang Valley ADA and ADA's branches, sign to acknowledge receipt of the rejected withdrawals from Bursa Depository. Return the duplicate copy of the Rejection of Withdrawal Request Letter From Bursa Depository on the same market day.

7.9.3 For ADA and ADA's branches outside Klang Valley, sign to acknowledge receipt of the rejected withdrawals. Return the duplicate copy of the Rejection of Withdrawal Request Letter From Bursa Depository by the next market day following the date of receipt of the rejection of withdrawal.

Re-submission Procedure

Where a rejected withdrawal is returned to the ADA and is rectifiable by the ADA, the ADA may rectify the error(s) and re-submit the original / new FWT010 with supporting documents (if any) to Bursa Depository with the new withdrawal reference number and a rubber-stamp bearing the ADA's name must be affixed.

7.10 ADA Returning Rejected Withdrawal Requests To The Depositor

- 7.10.1 Collect the rejected FWT010s and external instrument of transfer (if any) from Bursa Depository to be sent to the depositor(s) latest by the next market day and:
- a. Prepare a Rejection of Withdrawal Request Letter in duplicate stating the reason(s) for rejection
 - b. Attach the rejected FWT010s together with external instrument of transfer.
- 7.10.2 Obtain acknowledgement of receipt by the depositor on the second copy of the Rejection Letter.
- 7.10.3 File the acknowledgement letter together with the **Withdrawal Cancellation Report** (Appendix 78).

7.11 Withdrawals From Principal Or Wholly-Owned Nominee Account(s) Of The ADA

- 7.11.1 FWT010 is **required** to be completed and signed by the Authorised Signatory(ies) for withdrawal from the Principal or Wholly-owned Nominee account(s) of the ADA. However, the witness column in the FWT010 need not be completed.
- 7.11.2 All withdrawal procedures detailed in this chapter are also applicable for withdrawals from Principal or Wholly-owned Nominee accounts of the ADA.

7.12 Inter Branch Transactions With Regards To Withdrawal Requests

Inter Branch Transactions are transactions initiated at the branch office of an ADA.

- 7.12.1 Ensure that the depositor is present in person to perform the CDS transaction request(s).
- 7.12.2 Verify the signature of the depositor on the FWT010 against the ADA's records of specimen signature(s).
- 7.12.3 Reject the request if the signature differs.
- 7.12.4 Ensure that all FWT010s are stamped with the rubber-stamp bearing the words "IBT" and the branch code where the transaction was executed. The rubber-stamp is to be stamped on the top right hand corner of each of the FWT010.
- 7.12.5 Ensure that the ADA copies of the FWT010 bearing the IBT rubber-stamp are properly filed at the ADA.

Note: *In the case of a depositor who is physically present at an ADA office to perform IBT related transactions involving withdrawal of securities and the ADA concerned is unable to perform the update into CDS due to unforeseen circumstances, then the ADA concerned can forward this request to another of its branch office. As such, the depositor's physical presence will not be required at that ADA's branch office that will performing the update into CDS.*

7.13 Bursa Depository Reports

- 7.13.1 After initiating the withdrawal transactions, print the following reports for ADA reconciliation at the beginning of the next market day:
- a. **Withdrawal Cancellation Report** (Appendix 78) (only if there was any withdrawal transaction during the previous market day)
 - b. **Withdrawal Confirmation Report** (Appendix 79) (Optional).
- 7.13.2 Ensure these reports are verified by the designated Officer(s) of the ADA. If there is(are) any discrepancy(ies), check with Bursa Depository.
- 7.13.3 These reports detail the withdrawal requests cancelled and confirmed by Bursa Depository on the date of withdrawal.

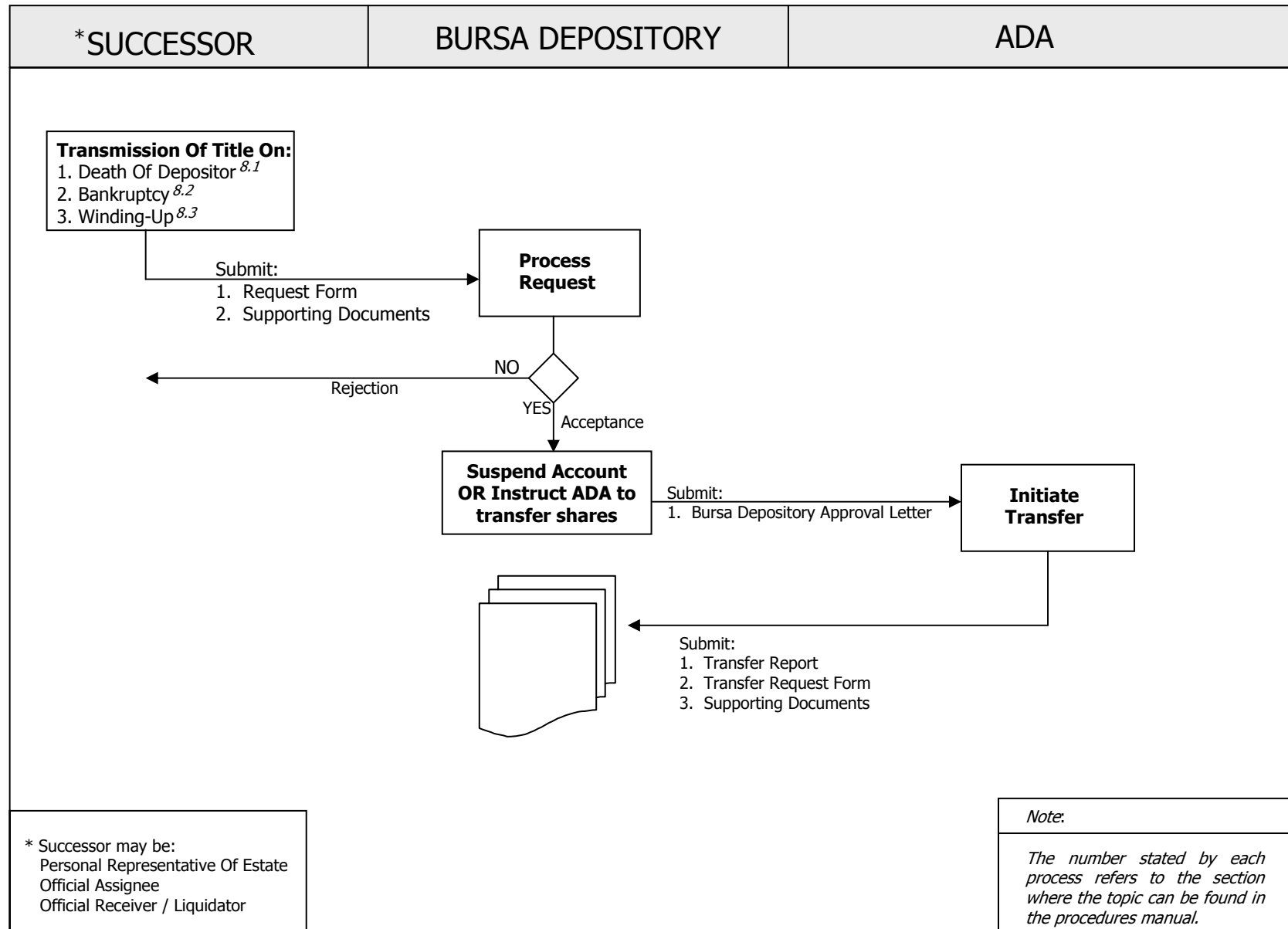
7.14 Filing Of Documents

7.14.1 File the following documents:-

- a. ADA/ADM copy of FWT010
- b. A copy of Withdrawal Report
- c. The acknowledged Withdrawal Report printed at Bursa Depository
- d. Withdrawal Amend/Cancel Report (if applicable)
- e. Withdrawal Cancellation Report (if applicable)
- f. Withdrawal Confirmation Report (optional)
- g. Rejection Of Withdrawal Request Letter From Bursa Depository (if any).

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TRANSMISSION OF TITLE PROCESS WORKFLOW



In the event of the death or bankruptcy of a CDS depositor, i.e. the individual depositor, or the winding up (dissolution) of a corporation, the following procedures stipulated in this chapter for the transmission of title of securities shall apply.

The procedures stipulated in this chapter shall apply to the following categories of persons:-

- a. The Personal Representative (PR) e.g. **executor/administrator** of the Estate of the Deceased Pursuant to a Grant of Representation
- b. The Official Assignee rightfully claiming legal title to the deposited securities in the securities account of the depositor upon the bankruptcy of the said depositor
- c. The Official Receiver / Liquidator rightfully claiming legal title to the deposited securities in the securities account of the depositor, upon the winding-up of the company.

8.1 Transmission Of Title On Death Of An Individual

8.1.1 CDS Account Held In The Name Of Deceased

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8.1.1.1 Receive document from Personnel Representative (PR).

- 8.1.1.1.1** Receive the duly completed **Personal Representative Authorization Letter Form** (Appendix 102) from PR and the original supporting documents as stipulated under procedure 8.1.1.1.2.

*Note: PR is required to be **present in person** at ADA office (unless exempted by Bursa Depository).*

8.1.1.1.2 The original supporting documents required are: -

- a. The Grant of Probate (where there is a will), or
- b. The Letter of Administration (where the deceased leaves no will), or
- c. The distribution order, if the same has been extracted or
- d. Any document approved by Bursa Depository, and

- e. The Death Certificate (original certified true copy by an Advocate and Solicitor is sufficient, only if original document is deposited to the Court) and
- f. The PR's NRIC.

Note : If the supporting documents (a) or (b) or (c) mentioned above is issued outside Malaysia, such document must be resealed at Malaysian High Court.

8.1.1.1.3 Sight the original supporting document and ensure all information in the Personal Representative Authorization Letter Form is completed correctly .

8.1.1.1.4 If the supporting documents presented are not in order, request the PR to produce the correct original supporting documents for verification.

8.1.1.1.5 If all the original Supporting documents are in order, ADA shall proceed to make photocopies of the original supporting documents and stamp "Certified True Copy" and sign by the authorised signatory of the ADA.

8.1.1.1.6 Email all certified true copies of supporting documents and the completed Personal Representative Authorization Letter Form to tot@bursamalaysia.com

Note : ADA is required to email to Bursa Depository immediately or the same day if the document received from PR before 3.00 p.m. Otherwise, to submit in the following working day.

8.1.1.1.7 Receive call from Bursa Depository staff to check the authenticity of the request.

8.1.1.2 Depository will be providing the deceased or account holder's CDS account(s) details, securities balances and Transmission of Title reference number (TOT ref no.) via an email.

8.1.1.3 Request PR to complete the **Notification Of Death Of Depositor Form (Appendix 80)** as prescribed by Bursa Depository, which can be obtained from Bursa Malaysia website. Please refer to the **Guideline To Complete the Notification Of Death Of Depositor Form (Appendix 103)**.

- 8.1.1.4 ADA to check and ensure information is duly completed by the PR against the supporting documents provided under 8.1.1.1.2 and the securities balances provided by Depository before requesting the PR to sign the form.

Note: PR is required to sign the Notification Of Death Of Depositor Form (Appendix 80) in front of the authorized personnel of the ADA.

- 8.1.1.5 If there is any discrepancy in the Notification Of Death Of Depositor Form, the PR is to rectify the error and the rectifications must be countersigned by the PR and ADA's authorised Signatories.

- 8.1.1.6 ADA to write the TOT Reference number provided by Depository on the top right of the Notification Of Death Of Depositor Form and proceed to complete "For Office Use Only" section of the form.

- 8.1.1.7 ADA is required to notify the PR that Depository will be imposing the following fees for the Transmission of Title processes:

- a. A transfer fee of RM10.00 per securities per transferee and an admin fee that will be determined by the Depository.
- b. ADA need to compile the list of the processed TOT Reference and submit to tot@bursamalaysia.com on a monthly basis together with the proof of admin fee remitted to Bursa Depository's bank account. The bank account is the same account where all depository related transaction fees are paid to.

- 8.1.1.8 Email to Depository (tot@bursamalaysia.com) the duly completed and signed scan copy of the Notification Of Death Of Depositor Form for Depository's approval within 3 business days after the PR have signed and paid the relevant fees.

- 8.1.1.9 Depository will reject the duly completed Notification Of Death Of Depositor Form if there is discrepancy on the form. ADA is required to contact the PR and perform the relevant rectification. All rectifications must be countersigned by the PR and ADA's authorized signatories.

- 8.1.1.10 If the duly completed Notification Of Death Of Depositor Form is in order, Depository will provide the authorisation via email to deceased ADA to initiate the transfer of securities from the deceased CDS account to the transferee CDS account in the Notification Of Death Of Depositor Form and follow the instruction to close the deceased CDS account. The execution of transfer and to close deceased CDS account must be completed within 5 business days.

Note: ADA may keyed-in the transfer transaction by using information stated in the Notification Of Death Of Depositor Form as mentioned in item 8.1.1.9. Upon confirmation of the said transfer transaction, print the Transfer Confirmation Report (TF153R) for the specific deceased CDS account number to replace the Transfer of Securities Request form (FTF010). The persons who are checking, verifying and approving the transfer transaction is required to sign on the said Transfer Confirmation Report (TF153R). Then, complete the CDS Account form and close deceased CDS account once the transfer transaction has been confirmed.

8.1.1.11 Notify Depository via email (tot@bursamalaysia.com) once the deceased CDS account has been closed.

8.1.1.12 File the Notification Of Death Of Depositor Form, all supporting documents submitted by the PR and the email correspondences between Depository and the ADA for audit purposes.

8.1.2 CDS Account Held In The Name Of Authorised Nominee For The Deceased

8.1.2.1 Transmission of title of securities from an authorised nominee account for a deceased to the securities account of the PR or PR's account with an authorised nominee, request letter (Appendix 81A), certified true copy of the following documents must be submitted to Bursa Depository by the authorised nominee for verification:-

- a. Grant of Representation,
- b. Death Certificate, and
- c. NRIC / Identification documents of the PR.

Note: Kindly ensure that the Grant of Representation (which amongst others include Grant of Probate, Letter of Administration and Distribution Order) and/or its annexures contain references to the securities deposited with Bursa Depository as part of the estate of the deceased that is to be administered.

Transmission of title of securities from an authorised nominee account can only be made to the securities account of the PR or the PR's account with an authorised nominee, excluding exempt authorised nominee accounts.

- 8.1.2.2 If securities held in the authorised nominee account are to be transferred directly to the securities account of the beneficiary / PR's account with an authorised nominee, in addition to the submission of documents as stipulated under procedure 8.1.2.1, a letter (**The Letter**) from the PR to confirm that the securities are to be transferred to the securities account of the beneficiary / PR's account with an authorised nominee must be submitted to Bursa Depository.
- 8.1.2.3 **The Letter** (Appendix 81) must be duly witnessed by any person stated in the List of Acceptable Witnesses in Chapter 9.

8.2 Transmission Of Title On Bankruptcy Of An Individual

8.2.1 Pursuant to Section 8(1)(b) of the Insolvency Act 1967, the assets of bankrupts vest with the Director General of Insolvency (DGI). As such all securities in the securities account of a bankrupt depositor legally belong to the DGI. The DGI is to notify Bursa Depository of the bankruptcy of the said depositor.

8.2.2 The DGI has *two options*:-

- a. He may take over the operation of the securities account of the bankrupt depositor by applying to update the signatory(ies) of the bankrupt depositor's securities account, or
- b. He may apply to transfer out the securities in the securities account of the bankrupt depositor to the DGI's securities account.

8.2.3 In the case of 8.2.2(a) above, the DGI is required to submit the following documents to the ADA:-

- a. A copy of the Bankruptcy Order, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9, for a depositor who has been adjudicated bankrupt
- b. A letter signed by the DGI specifying the following:-
 - i. That the depositor has been adjudged a bankrupt and that pursuant to the provisions in the Insolvency Act 1967 the shares in the securities account of the bankrupt depositor now vest with the DGI who wishes to operate the securities account of the said depositor, and
 - ii. Designating the authorised signatory(ies) for the operation of the securities account. Kindly ensure that the mode and manner of execution by the authorised signatories are clearly defined
- c. Two (2) original or original certified true copy of the list of authorised signatory(ies) together with the specimen signatures(s).

d. A CDS Account Form to effect the following updates in accordance with Section 4.4 Updating Of Depositor's Particulars:-

- i. To amend the name field to reflect "DGI of xxxxx, bankrupt" where xxxxx is the name of the bankrupt depositor
- ii. Change of correspondence address of the depositor to that of the DGI's official address (optional).

8.2.4 The ADA's records of specimen signature(s) must be updated with the new authorised signatories in accordance with Section 4.3 of Updating Of Signature / Signatories.

8.2.5 In the case of 8.2.2(b) above, the DGI or the DGI's appointed signatory is required to be **present in person** at Bursa Depository, except when exempted by Bursa Depository on such terms and conditions as it may require, to complete a **Notification Of Bankruptcy Of Depositor Form** (Appendix 82) as prescribed by Bursa Depository.

8.2.6 The duly completed Notification Of Bankruptcy Of Depositor Form must be accompanied by the following supporting documents:-

- a. The original letter from DGI appointing his signatory and the DGI's signatory's NRIC
- b. A copy of the Bankruptcy Order, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9, for a depositor who has been adjudicated bankrupt.

8.2.7 The DGI must submit the completed Notification Of Bankruptcy Of Depositor Form, supporting documents and the requisite fees to Bursa Depository for the execution of the request.

8.2.8 Bursa Depository will authorise the request for transmission of title (transfer) after due verification that the notice and supporting documents are in order.

DD/DSD	CDS PROCEDURES MANUAL FOR ADA	21/04/17
Chapter:	8 TRANSMISSION OF TITLE ON DEATH, BANKRUPTCY, WINDING-UP AND RECEIVERSHIP OF A COMPANY	
Section:	8.3 Transmission Of Title On Winding-Up / Liquidation (Dissolution) Of A Company	

8.3 Transmission Of Title On Winding-Up / Liquidation (Dissolution) Of A Company

8.3.1 Pursuant to Section 483 of the Companies Act 2016 the assets of a corporate depositor which has been wound up vest with the Official Receiver (OR) / Liquidator. As such all securities in the securities account of a corporate depositor which has been wound up, legally belong to the OR / Liquidator. The OR / Liquidator is to notify Bursa Depository of the winding-up of the said corporate depositor.

8.3.2 The OR / Liquidator then has *two options*:-

- a. He may take over the operation of the securities account of the corporate depositor which has been wound up by applying to update the signatory(ies) of the said company's securities account, or
- b. He may apply to transfer out the securities in the securities account of the corporate depositor which has been wound up to the OR's securities account.

8.3.3 In the case of 8.3.2(a) above, the OR / Liquidator is required to submit the following documents to the ADA:-

- a. A copy of the notice of resolution in respect of voluntary winding-up by the company lodged with the Registrar designated under s20A(1) of the Companies Commission of Malaysia Act 2001 ("Registrar of Companies") or Winding-up Order in respect of winding-up by the Order of Court, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9
- b. A copy of the notice of appointment and address of the liquidator lodged with the Registrar of Companies, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9
- c. A letter signed by the OR / Liquidator specifying the following:-
 - i. That the corporate depositor has been wound up and pursuant to the provisions in the Companies Act 2016 the shares in the securities account of the said depositor now vest with the OR/ Liquidator who wish to operate the securities account of the said corporate depositor, and

- ii. Designating the authorised signatory(ies) for the operation of the securities account. Kindly ensure that the mode and manner of execution by the authorised signatories are clearly defined
- d. Two (2) original or original certified true copy of the list of authorised signatory(ies) together with the specimen signatures(s).
- e. A CDS Account Form to effect the following updates in accordance with Section 4.4 Updating Of Depositor's Particulars:-
 - i. Addition of "***In liquidation***" after the name of the corporate depositor
 - ii. Change of correspondence address of the corporate depositor to that of the OR / Liquidator's official address (optional).
- 8.3.4 The ADA's records of specimen signature(s) must be updated with the new authorised signatories in accordance with Section 4.3 Updating Of Signature / Signatories.
- 8.3.5 In case of 8.3.2(b) above, the OR / Liquidator is required to be **present in person** at Bursa Depository, except when exempted by Bursa Depository on such terms and conditions as it may require, to complete a **Notification Of Winding-Up Of Company Form** (Appendix 83) as prescribed by Bursa Depository.
- 8.3.6 The OR / Liquidator must submit the Notification Of Winding-Up Of Company Form, supporting documents and the requisite fees to Bursa Depository for the execution of the request.
 - 8.3.6.1 For voluntary winding-up, the supporting documents required are:-
 - a. The original OR / Liquidator's NRIC
 - b. Certified true copy of the notice of resolution in respect of voluntary winding-up by the company lodged with the Registrar of Companies
 - c. Certified true copy of the notice of appointment and address of the liquidator lodged with the Registrar of Companies

8.3.6.2 For winding-up by the Order of Court, the supporting documents required are:-

- a. The original OR / Liquidator's NRIC,
- b. Certified true copy of the Winding up Order, and
- c. Certified true copy of the notice of appointment and address of liquidator lodged with the Registrar of Companies

Note: Both items b and c listed in 8.3.6.1. and 8.3.6.2 are to be duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9.

8.3.7 Bursa Depository will authorise the request for transmission of title (transfer) after due verification that the notice and supporting documents are in order.

8.4 Operations Of CDS Accounts By Receivers And Managers In Respect Of Company Under Receivership

The following are procedures to be adhered to by the ADA, with respect to requests by appointed Receivers and Managers (R&M) to take over the operations of the securities accounts of companies which have been placed under its receivership.

8.4.1 The ADA must request that the R&M submits the following supporting documents in respect of the company which has been placed under its receivership (the Company):-

- a. A covering letter stating that the Company has been placed under its receivership and that the R&M wishes to operate the securities account of the Company
- b. A copy of the notice of appointment of receiver or receiver and manager lodged with the Registrar of Companies, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 9
- b. Two (2) original or certified true copy of the new list of authorised signatory(ies) together with specimen signatures
- c. With a CDS Account Form to effect the following updates in accordance with Section 4.4 Updating Of Depositor's Particulars:-
 - i. Addition of "**In-Receivership**" after the name of the company
 - ii. Change of correspondence address of the Company to that of the appointed R&M's (optional).

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This chapter attempts to simplify and standardise the verification process at the ADA. To this end, Depository sets out the list of people, termed “acceptable witnesses”, who may perform, among others, witnessing and certification functions for the depositor / Authorised Depository Agent.

Any one of these acceptable witnesses may witness / certify relevant CDS forms and supporting documents which are required by Depository. Relevant cases may be those involving:-

a. Jurat Clause

Where a CDS form has been executed by a person who is not able to read or understand the content of the form, an acceptable witness, after having explained and interpreted the form’s contents to the depositor, affixes a jurat clause and signs on it.

A sample of a Jurat Clause is stated below:-

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

b. Transmission of Title

In the event of a death or bankruptcy of a CDS depositor or the winding-up of a corporation, the certification of relevant supporting documents by an acceptable witness is required prior to submission of those documents and the requisite CDS form to Depository.

c. Witnessing / certification of certain CDS forms and supporting documents, except as otherwise stated in this procedures manual

For example, a written request by a depositor to update his account particulars will require the certification of the supporting document provided, e.g. copy of NRIC, by an acceptable witness prior to the request being approved and processed by the ADA.

d. Certified translated copies of documents in a foreign language

Where a supporting document in a foreign language has been provided, it must be accompanied with an English translated copy. Both documents, i.e. the foreign document and the English copy, must be certified by an acceptable witness prior to submission to the ADA / Depository.

Please note that the examples provided above are for illustration purposes only and are not meant to be exhaustive in nature. Depository may, from time to time, introduce new procedures which require the witnessing and certification functions of an acceptable witness.

9.1 List Of Acceptable Witnesses

9.1.1 The following are a list of acceptable witnesses who may witness/certify relevant CDS forms and supporting documents submitted by depositor / authorised signatory(ies) except as otherwise stated in this procedures manual:-

- a. Authorised officers of the ADA;
- b. Individual who holds a Capital Markets Services Representative's Licence pursuant to section 59(1) of the Capital Markets and Services Act 2007 to act as a representative for dealing in securities;
- c. Authorised officers of a Malaysian Embassy / High Commission Consulate;
- d. Notary Public in any jurisdiction;
- e. Lawyer in any jurisdiction who has a valid licence to practice law in that jurisdiction;
- f. In relation to a stockbroking company licenced or approved to trade on a recognised stock exchange as defined in the Rules of the Stock Exchange, any person who holds a licence held by a dealer's representative or any other person authorised by such licenced stockbroking company;
- g. Authorised officer of
 - a. a licenced bank as defined in the Financial Services Act 2013; or
 - b. an Islamic bank licenced under the Islamic Financial Services Act 2013,

and with which the individual holds an account;
- h. Registered Representative registered pursuant to the Guidelines for Registered Person (Registered Representative) issued by the Securities Commission;
- i. Officer of a registered person referred to under the third column of Item 1(b) of Part 1 of Schedule 4 to the Capital Markets and Services Act 2007, who is authorised by such registered person to perform the activities referred to under the second column of the said item 1(b);

- j. District Officer / Assistant District Officer; or
- k. Such other person may be approved by Depository from time to time.

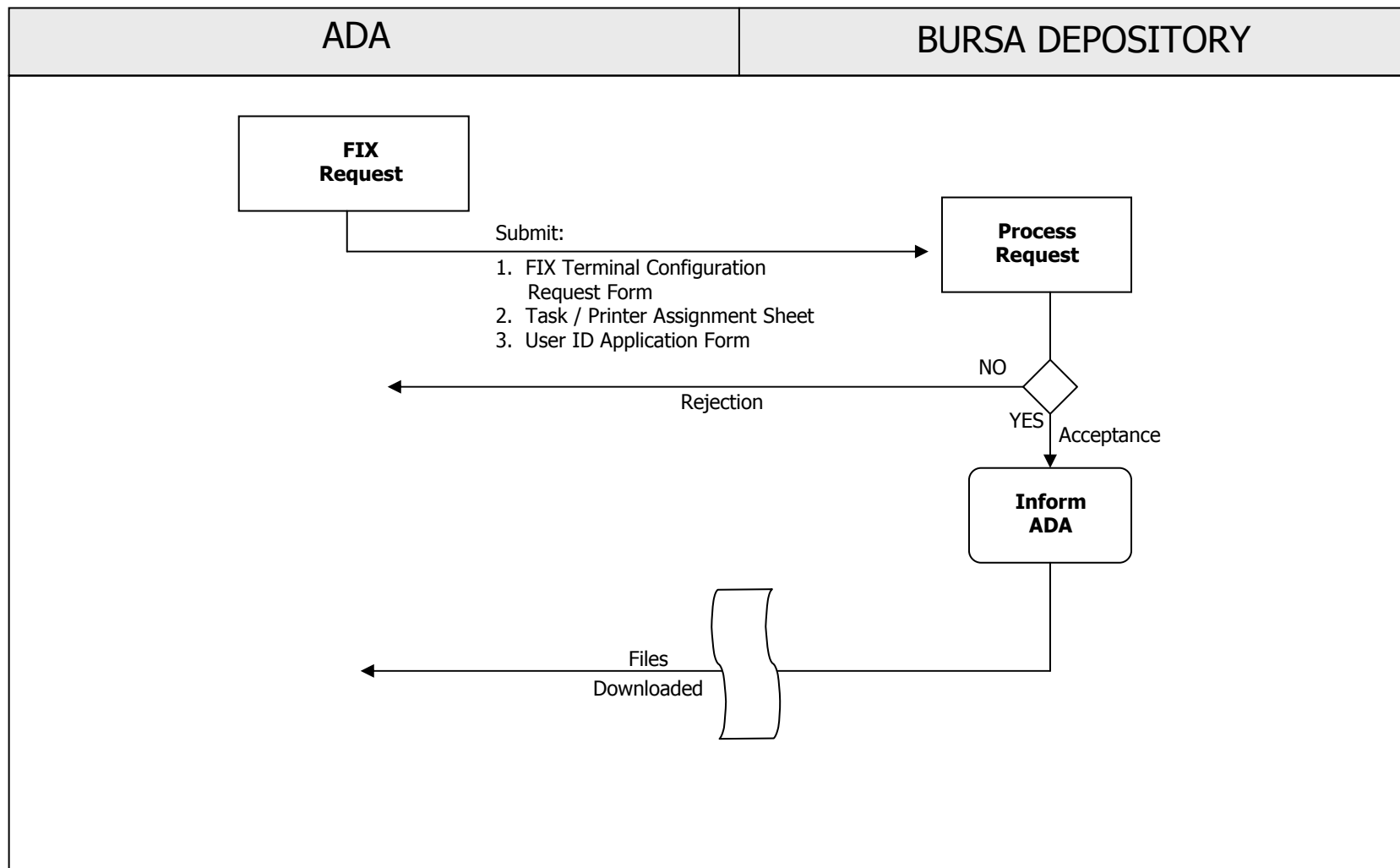
9.1.2 The name and designation of the witness must be stated by the person witnessing the depositor / authorised signatory(ies)' signature(s).

EXCEPTION

Please note that the above List Of Acceptable Witnesses in Section 9.1 does not apply in relation to verifying the applicant's identity and the authenticity of the application as required pursuant to Rule 5.02A of the Rules of Bursa Depository. The ADA is required to refer to item 4.1.1.1 (b) in this procedures manual for the list of witnesses who may witness or certify forms and documents for opening of CDS accounts..

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FILE INFORMATION EXCHANGE (FIX) PROCESS WORKFLOW



File Information Exchange Facility, otherwise known as FIX, is a facility available upon request and is designed to provide flexibility for participants to receive data from CDS. Its aim is to provide for an easy exchange of information between Bursa Depository and its participants. Participants will now have the flexibility to use data transferred to them for their back office system and not depend on the available online reports. Only users assigned with the FIX task are allowed to operate the FIX facility.

This chapter contains procedures involved in downloading data and submission of documents to the relevant parties. This document is directed to all external users in an effort to streamline the FIX procedures. Users must comply with the procedures stated to ensure that data are received and processed correctly.

All FIX requests must be accompanied by the original request forms. Requests sent via facsimile will not be entertained.

10.1 Request For Access To File Information Exchange (FIX) Facility

- 10.1.1 To request for the FIX facility, obtain **File Information Exchange (FIX) Terminal Configuration Request Form** (Appendix 84) from the FIX Coordinator.
- 10.1.2 The FIX terminal will only be available for use at the earliest after two (2) market days upon submission of the FIX Terminal Configuration Request Form.
- 10.1.3 Submit the completed form, duly signed by the ADA's System Access Authorised Signatory(ies) with the company rubber-stamp affixed, to the FIX Coordinator.
- 10.1.4 The following completed forms are to be signed by the ADA's System Access Authorised Signatory(ies) as evidence of approval and submitted to the System Administration Unit for users to access the FIX facility:-
 - a. **Task / Printer Assignment Sheet (Group One)** (Appendix 6a)
 - b. **User ID Application Form** (Appendix 3)

***Note:** Appendix 3 is only applicable for new User ID applications. New users will only receive at least one (1) market day after submission, a **Notification Letter** (Appendix 4) containing their new User ID and initial password.*

10.1.5 Upon receipt of File Information Exchange (FIX) Terminal Configuration Request Form, the FIX Coordinator will forward the following:-

- a. FIX User's Guide – ADA Operations
- b. FIX PC Link Diskette

Note: *In addition, the FIX Technical Specification made available to the ADA upon their appointment should be used to set up the ADA's back office system.*

10.2 Daily Information Available In FIX Facility

10.2.1 Insufficient Balance File (CFT001)

This file contains records of the seller's account which is likely to fail for trade settlement. It is generated after the End Of Day processing for T+3.

10.2.2 Shareholding Consolidated Transaction File (CFT002)

This file contains extraction of all CDS transactions and Institutional Settlement Services (ISS) excluding trade settlement only for accounts with transactions for a particular business date. Accounts without any transactions will not be downloaded.

10.2.3 Account Stock Balance File (CFT003)

This file contains only extraction of balances from Principal and wholly-owned Nominee account(s). Accounts having zero balances will not be provided in the file. Account balances that are not affected by any transactions on the business date are not extracted and will not be downloaded.

10.2.4 Account Status File (CFT007)

This file contains extraction of account status for Formalised Account, Bulk/Centrally Reactivated Dormant Account, Reactivated Dormant Account and Dormant Account for a particular business date.

10.2.5 Finalised Account Closure File (CFT015)

This file contains extraction of information of accounts being successfully closed or rejected close for a particular date.

10.2.6 Midday ISS DBT Transaction File (CFT016)

This file contains extraction of ISS Direct Business Transaction (buy) for a particular business date. The file will be generated during midday by 3.00 pm.

10.3 Weekly Information Available In FIX Facility

10.3.1 Account Opening Fee File (CFT004)

This file contains records of the account opening fee for the week. The fee is charged during online opening or upon formalisation.

10.3.2 Deposit Fee File (CFT005)

This file contains records of the deposit fee. The fee is charged when the scrip have been given good value during the week.

10.3.3 Transfer Fee File (CFT006)

This file contains records of the transfer fees. The fee is charged upon confirmation of the transfer requests during the week.

10.3.4 Reactivation Fee File (CFT014)

This file contains records of reactivated dormant account fees. The fee is charged upon confirmation of the reactivation requests during the week.

10.4 Ad-Hoc FIX Requests

10.4.1 Request For Full Downloading Of Account Stock Balance File (CFT003)

10.4.1.1 Ad-hoc requests for full downloading of the Account Stock Balance File is for the opening balances of the ADA's Principal and wholly-owned Nominee accounts as of a particular **future date**.

10.4.1.2 Submit the completed **CDS FIX Request Form** (Appendix 85) to the FIX Coordinator at least three (3) market days prior to date of downloading of data.

10.4.1.3 Complete the following in the CDS FIX Request Form:-

- a. ADA / ADM Code
- b. Telephone number
- c. Type of request
- d. Reason for request
- e. Media type
- f. Date required.

10.4.1.4 Ensure the "requested by" and "approved by" columns in the CDS Fix Request Form are completed and duly signed by the ADA's System Access Authorised Signatory(ies) with the company rubber-stamp affixed.

10.4.1.5 The FIX Coordinator will notify the ADA when the file is ready to be downloaded.

10.4.2 Request For Account Information File (CFT010)

10.4.2.1 This file contains information on all depositors' CDS accounts still opened and maintained at a particular ADA / ADM. These are:-

- a. Depositor's CDS account number

- b. NRIC No. / Passport No. / Reg. No.
- c. Name of depositor
- d. Account qualifier
- e. Correspondence address
- f. Date account opened.

10.4.2.2 Submit the completed CDS FIX Request Form to the FIX Coordinator.

10.4.2.3 Complete the following in the CDS FIX Request Form:-

- a. ADA / ADM Code
- b. Telephone number
- c. Type of request
- d. Reason for request
- e. Media type
- f. Date required (backdated).

10.4.2.4 Ensure the “requested by” and “approved by” columns in the CDS Fix Request Form are completed and duly signed by the ADA’s System Access Authorised Signatory(ies) with the company rubber-stamp affixed.

10.4.2.5 This request will take at least fourteen (14) market days from the date of submission to Bursa Depository to complete.

10.4.2.6 This request is only available in diskette form.

10.4.2.7 The FIX Coordinator will forward the diskettes to the ADA when the process is completed.

10.4.3 Request for Dormant Account Information File (CFT011)

10.4.3.1 This file contains information on all depositors' dormant accounts maintained at a particular ADA/ADM. These are:-

- a. Depositor's CDS account number
- b. NRIC No. / Passport No. / Reg. No.
- c. Name of depositor
- d. Account qualifier
- e. Correspondence address
- f. Date account dormant

10.4.3.2 Submit the completed CDS FIX Request Form to the FIX Coordinator.

10.4.3.3 Complete the following in the CDS FIX Request Form:-

- a. ADA / ADM Code
- b. Telephone number
- c. Type of request
- d. Reason for request
- e. Media type
- f. Date required (backdated).

10.4.3.4 Ensure the "requested by" and "approved by" columns in the CDS FIX Request Form are completed and duly signed by the ADA's System Access Authorised Signatory(ies) with the company rubber-stamp affixed.

10.4.3.5 This request will take at least fourteen (14) market days from the date of submission to Bursa Depository to complete.

10.4.3.6 This request is only available in diskette form.

10.4.3.7 The FIX Coordinator will forward the diskettes to the ADA when the process is completed.

10.4.4 Request For Backdated Data Files & Reports

10.4.4.1 Requests for backdated files for Sections 10.2.1 to 10.2.5 are only available for a period of not more than one (1) month from the current date.

10.4.4.2 Requests for backdated data files and reports for Sections 10.3.1 to 10.3.4 are only available for a period of not more than one (1) week from the current date.

10.4.4.3 For backdated requests, submit the completed CDS FIX Request Form to the FIX Coordinator.

10.4.4.4 Complete the following in the CDS FIX Request Form:-

- a. ADA / ADM Code
- b. Telephone number
- c. Type of request
- d. Reason for request
- e. Media type
- f. Date required (backdated).

10.4.4.5 Ensure the “requested by” and “approved by” columns in the CDS FIX Request Form are completed and duly signed by the ADA’s System Access Authorised Signatory(ies) with the company rubber-stamp affixed.

10.4.4.6 The FIX Coordinator will notify the ADA when the request is completed.

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