



BURSA MALAYSIA DEPOSITORY SDN. BHD. (165570W)

BMD/SA-004A

TASK ASSIGNMENT SHEET - ADA & ADM

GROUP ONE

User ID : _____ Designation : _____
 User's Full Name: _____ Existing User : * New User :
 * For this request, attach the User ID Application Form

PART A : TASK ASSIGNMENT

(Please tick where applicable : "A" - to assign tasks, "R" - to remove tasks)

(NOTE : GROUP 1 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH #)

UTILITY

- Transfer Confirmation Limit Maintenance # (for principal office only)**
- Task Assigned To A User Report (for CDS Coordinator only)
- Failed Logon Report by ADA/ADM
- Transfer Confirmation Limit Audit Report

ACCOUNT PROCESSING

- | | Add | Updt | Del | (Tick where applicable) |
|---|-----|------|-----|---|
| <input type="radio"/> <input type="radio"/> | | | | Account Maintenance |
| <input type="radio"/> <input type="radio"/> | | | | Reactivate Dorm/Inact Account |
| <input type="radio"/> <input type="radio"/> | | | | Activate New Account # |
| <input type="radio"/> <input type="radio"/> | | | | Statement Consolidation # } (for ADA only) |
| <input type="radio"/> <input type="radio"/> | | | | Revoke Statement Consolidation # |
| <input type="radio"/> <input type="radio"/> | | | | Account Enquiry By ID |
| <input type="radio"/> <input type="radio"/> | | | | Account Enquiry By Name |
| <input type="radio"/> <input type="radio"/> | | | | Account Balance Enquiry # |
| <input type="radio"/> <input type="radio"/> | | | | Account Stock Detail Enquiry # |
| <input type="radio"/> <input type="radio"/> | | | | Account Uncleared Enquiry |
| <input type="radio"/> <input type="radio"/> | | | | Account Earmarked Enquiry |
| <input type="radio"/> <input type="radio"/> | | | | Account Suspended Enquiry |
| <input type="radio"/> <input type="radio"/> | | | | Account / Investor Audit Report |
| <input type="radio"/> <input type="radio"/> | | | | Participant Account Listing |
| <input type="radio"/> <input type="radio"/> | | | | Inactive Accounts Report |
| <input type="radio"/> <input type="radio"/> | | | | Reactivated Account Rpt |
| <input type="radio"/> <input type="radio"/> | | | | Principal & Nominees Account Rpt |
| <input type="radio"/> <input type="radio"/> | | | | Account Tagging Enquiry |
| <input type="radio"/> <input type="radio"/> | | | | Ad Hoc Statementing # |
| <input type="radio"/> <input type="radio"/> | | | | eServices Registration Report |
| <input type="radio"/> <input type="radio"/> | | | | eServices Audit Report |
| <input type="radio"/> <input type="radio"/> | | | | Principal & Noms eDividend Registration Report |
| <input type="radio"/> <input type="radio"/> | | | | eStatement List Enquiry |
| <input type="radio"/> <input type="radio"/> | | | | Formalised Accounts Listing # } (for ADA only) |
| <input type="radio"/> <input type="radio"/> | | | | Intra Day Activity Report # |

CDS-STP

- Account Consent Maintenance
 - Account Consent Enquiry
 - Depositor Consent Listing
 - Depositor Consent Audit
- } (for CDS-STP subscriber only)

INTER-BRANCH TRANSACTION

- IBT-Account Balance Enquiry #**
- IBT-Account Stock Detail Enquiry #**
- IBT-Ad Hoc Statementing #**
- IBT- Transfer Confirmation Report #**
- IBT-Intra Day Activity Report # (for ADA only)**

TRADE SETTLEMENT TRANSACTION

- Insufficient Balance Report (for ADA only)

STOCK PROCESSING

- Stock Enquiry

DEPOSIT TRANSACTION

- Deposit Listing Enquiry
- Lost Scrip Enquiry
- Lost Scrip Detail Enquiry
- Deposit Report #**
- Deposit Amendment Report
- Deposit Amendment By Dep. Report
- Deposit Confirmation Report
- Good Value Confirmation Report #**

WITHDRAWAL TRANSACTION

- Withdrawal List Enquiry
- Withdrawal Report
- Withdrawal Amend/Cancel Report
- Withdrawal Cancellation Report
- Withdrawal Confirmation Report

TRANSFER TRANSACTION

- Bulk Transfer Confirmation #**
- Transfer Confirmation Maintenance #**
- Transfer Cancellation Maintenance #**
- Transfer Listing Enquiry
- Transfer Inward Enquiry #**
- Transfer Report #**
- Transfer Inward Credit Report #**
- Transfer Cancellation Report
- Transfer Deleted at EOD Report
- Transfer Confirmation Report
- Unattended Transfer Report
- Weekly Transfer Confirmation Report #**

CORPORATE ACTION TRANSACTION

- Corporate Event Enquiry By Date
- Corporate Event Enquiry By Stock

DECLARATION

- Principal/Nominee Account Opening Report #**
- Submitted Principal/Nominee Account Opening Report Enquiry #**
- Transfer Confirmation Report #**
- Submitted Transfer Confirmation Report Enquiry #**
- Principal & Noms eDividend Registration Report #**
- Submitted Principal & Noms eDividend Registration Report #**

GOODS AND SERVICE TAX (GST)

- GST Tax Invoice
- GST CDS Transaction Invoice Report
- Request Backdated GST Invoice
- Backdated Invoice Request Status

PART B : TO BE COMPLETED BY APPLICANT

User's Signature : _____ Date : _____

PART C : TO BE COMPLETED BY AUTHORISED SIGNATORY

Manager's Signature : _____ Date : _____

Manager's Name : _____ Company Rubber Stamp : _____

PART D : TO BE COMPLETED BY THE EPTR - SYSTEM ADMINISTRATOR

Approved By : _____ Assigned By : _____

Signature : _____ Signature : _____

Date : _____ Date : _____

Action Required : Add / Update / Remove