

TASK ASSIGNMENT SHEET - ADA & ADM

User ID : _____	Designation : _____
User's Full Name: _____	Existing User : <input type="checkbox"/> * New User : <input type="checkbox"/>
* 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	Delt	(Tick where applicable)
<input type="radio"/> <input type="radio"/>			Account Maintenance

- Reactivate Dorm/Inact Account
 - Activate New Account #**
 - Statement Consolidation #**
 - Revoke Statement Consolidation #**
- } (for ADA only)

- Account Enquiry By ID
 - Account Enquiry By Name
 - Account Balance Enquiry #**
 - Account Stock Detail Enquiry #**
 - Account Uncleared Enquiry
 - Account Earmarked Enquiry
 - Account Suspended Enquiry
 - Account / Investor Audit Report
 - Participant Account Listing
 - Inactive Accounts Report
 - Reactivated Account Rpt
 - Principal & Nominees Account Rpt
 - Account Tagging Enquiry
 - Ad Hoc Statementing #**
 - eDividend Registration Report
 - eDividend Audit Report
 - Principal & Noms eDividend Registration Report
 - eStatement List Enquiry
 - eStatement Registration Report
 - eStatement Audit Report
 - Formalised Accounts Listing #**
 - Intra Day Activity Report #**
- } (for ADA only)

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)

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

TRADE SETTLEMENT TRANSACTION

- Insufficient Balance Report (for ADA only)

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 #

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 CDS - SYSTEM ADMINISTRATOR

Approved By : _____ Assigned By : _____

Signature : _____ Signature : _____

Date : _____ Date : _____

Action Required : Add / Update / Remove / Printer