

**TASK ASSIGNMENT SHEET - ADA & ADM**

User ID : _____	Designation : _____
User's Full Name : _____	Existing User : <input type="checkbox"/> * New User : <input type="checkbox"/>
* For new user, kindly attach the User ID Application Form	

**PART A : TASK ASSIGNMENT**

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

\*\* (NOTE : GROUP 2 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH #)

**UTILITY**

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

**ACCOUNT PROCESSING**

		Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R					Account Maintenance
<input type="radio"/> A <input type="radio"/> R					Reactivate Dorm/Inact Account
<input type="radio"/> A <input type="radio"/> R					Account Enquiry By ID
<input type="radio"/> A <input type="radio"/> R					Account Enquiry By Name
<input type="radio"/> A <input type="radio"/> R					Account Uncleared Enquiry
<input type="radio"/> A <input type="radio"/> R					Account Earmarked Enquiry
<input type="radio"/> A <input type="radio"/> R					Account Suspended Enquiry
<input type="radio"/> A <input type="radio"/> R					Account Tagging Enquiry
<input type="radio"/> A <input type="radio"/> R					Account / Investor Audit Report
<input type="radio"/> A <input type="radio"/> R					Participant Account Listing
<input type="radio"/> A <input type="radio"/> R					Inactive Accounts Report
<input type="radio"/> A <input type="radio"/> R					Reactivated Account Report
<input type="radio"/> A <input type="radio"/> R					Principal & Nominees Account Report
<input type="radio"/> A <input type="radio"/> R					eDividend Registration Report
<input type="radio"/> A <input type="radio"/> R					eDividend Audit Report
<input type="radio"/> A <input type="radio"/> R					Principal & Noms eDividend Registration Report
<input type="radio"/> A <input type="radio"/> R					eStatement List Enquiry
<input type="radio"/> A <input type="radio"/> R					eStatement Registration Report
<input type="radio"/> A <input type="radio"/> R					eStatement Audit Report

(for ADA only)

**CDS-STP**

- A  R Account Consent Maintenance
- A  R Account Consent Enquiry
- A  R Depositor Consent Listing
- A  R Depositor Consent Audit

(for CDS-STP subscriber only)

**STOCK PROCESSING**

- A  R Stock Enquiry

**DEPOSIT TRANSACTION**

		Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R					<b>Deposit Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R					Deposit Listing Enquiry
<input type="radio"/> A <input type="radio"/> R					Lost Scrip Enquiry
<input type="radio"/> A <input type="radio"/> R					Lost Scrip Detail Enquiry
<input type="radio"/> A <input type="radio"/> R					Deposit Amendment Report
<input type="radio"/> A <input type="radio"/> R					Deposit Amendment By Deposit Report
<input type="radio"/> A <input type="radio"/> R					Deposit Confirmation Report

**WITHDRAWAL TRANSACTION**

		Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R					<b>Withdrawal Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R					Withdrawal List Enquiry
<input type="radio"/> A <input type="radio"/> R					Withdrawal Report
<input type="radio"/> A <input type="radio"/> R					Withdrawal Amend/Cancel Report
<input type="radio"/> A <input type="radio"/> R					Withdrawal Cancellation Report
<input type="radio"/> A <input type="radio"/> R					Withdrawal Confirmation Report

**TRANSFER TRANSACTION**

		Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R					<b>Transfer Maintenance #</b>
<input type="radio"/> A <input type="radio"/> R					<b>Online Bulk Transfer #</b>
<input type="radio"/> A <input type="radio"/> R					Transfer Listing Enquiry
<input type="radio"/> A <input type="radio"/> R					Transfer Cancellation Report
<input type="radio"/> A <input type="radio"/> R					Transfer Deleted at EOD Report
<input type="radio"/> A <input type="radio"/> R					Transfer Confirmation Report
<input type="radio"/> A <input type="radio"/> R					Unattended Transfer Report

**CORPORATE ACTION TRANSACTION**

- A  R Corporate Event Enquiry By Date
- A  R Corporate Event Enquiry By Stock

**TRADE SETTLEMENT TRANSACTION**

- A  R Insufficient Balance Report (for ADA only)

**PART B : TO BE COMPLETED BY APPLICANT**

User's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**PART C : TO BE COMPLETED BY AUTHORISED SIGNATORY**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
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