

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.