

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.

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).