
This chapter stipulates the procedures to be complied with by the depositor with respect to transfer of securities in CDS account.

7.1 Completing Transfer Of Securities Request

- 7.1.1 Depositor to obtain the **Transfer Of Securities Request Form (FTF010)** (Appendix 21) from any ADA's office or alternatively can download the FTF010 from Bursa Malaysia Website
- 7.1.2 Depositor to complete and sign the FTF010 indicating all the relevant transfer particulars.
- 7.1.3 Depositor is 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.
- 7.1.4 Ensure transfer transaction falls under the **Approved Reasons For Transfer** and that it is supported by relevant documents, if any. See **Appendix 22** for more details.

***Note:** Approved Reasons For Transfer is not applicable for unlisted / delisted securities. Please indicate Reason "B5" for transfer request relating to unlisted / delisted securities.*

7.2 Submission Of Transfer Request To ADA

- 7.2.1 Depositor must submit the duly completed and signed FTF010, relevant documents supporting the reason for transfer (if any) together with the transfer fee to the ADA where the CDS account is maintained for data entry.
- 7.2.2 Depositor may choose to email the duly completed and signed FTF010 to the ADA where his/her CDS account is maintained with, through the email address registered with CDS. The ADA upon receive the transfer request, will contact the depositor to perform verification before such transfer request is entered into CDS for processing.
- 7.2.3 The transfer fee is RM10 per transfer.

Note:

- (i) *Transfer request lodged by depositor at or before 3.00 p.m. will be treated as a transfer on the same market day*
- (ii) *Transfer request lodged by depositor after 3.00 p.m. will be treated as a transfer for the following market day*
- (iii) *Post-dated FTF010s are not allowed and backdated FTF010s are only acceptable up to 6 months from the transfer date.*

7.3 Acknowledge Receipt Of Transfer Request From ADA

7.3.1 Depositor to receive a copy of the FTF010 from the ADA as acknowledgement. If the request was originally submitted via email to the ADA, the acknowledgement will be provided through email as well. The FTF010 must contain the transfer reference number that has been generated from the CDS system.

7.4 Receiving Rejected Transfer Request

7.4.1 Depositor to receive the following from ADA for any rejected transfer request:-

- a. Original copy of Rejected FTF010s or
- b. Photocopy of FTF010 if the rejected transfer request is sharing the same FTF010 with the other transfer requests that have been accepted
- c. Supporting documents (if any)
- d. Two (2) copies of the Rejection of Transfer Request Letter issued by the ADA.

7.4.2 Depositor to acknowledge receipt of the rejection by signing on the second copy of the Rejection Letter.

7.4.3 For request submitted via email, the rejected FTF010 will be emailed to the requestor with reason for rejection.

7.5 Enquiry On The Status Of Transfer Request

- 7.5.1 Depositor may enquire the status of their transfer request from ADA by quoting the transfer reference number.
- 7.5.2 Depositor will also receive transfer notice from Bursa Depository confirming the status of the transfer.

7.6 Submission Of No Change in Beneficial Owner (NCBO) Transfer Request Through CDS eServices

- 7.6.1 Depositor may submit NCBO type of transfer request through CDS eServices platform and no supporting document is required for such transfer.
- 7.6.2 NCBO transfer request submitted through CDS eServices will require the ADA's approval before the transfer can be completed.
- 7.6.3 Depositor may initiate the NCBO transfer anytime on a business date from 9.00 am to 4.30 pm.
- 7.6.4 The transfer fee is RM10 per transfer.
- 7.6.5 Depository will receive email and inbox notification once the request have been submitted to the ADA and after the ADA have processed the request.

Note:

- (i) *Transfer request cannot be performed on non-business day and before 9.00 am and after 4.30 pm during business day.*

7.7 Inter Branch Transaction

Depositor is allowed to perform transfer activity via inter branch transaction.

