

4.1 Opening Of Account Applications

4.1.1 Accepting Account Opening Requests

Pursuant to Rule 5.02A(2) of the Rules of Depository, in relation to processing an application to open a securities account that was submitted either by completing physical CDS Account Form or electronic form via CDS eServices or ADA's electronic platform, an ADA must comply with the procedures prescribed by Depository to verify the applicant's identity and the authenticity of the application.

INDIVIDUAL DEPOSITORS

4.1.1.1. An ADA must comply with the following in verifying an individual applicant's identity and the authenticity of the application:

- (a) where the applicant appears in person before the ADA to submit the CDS Account Form (FMN070)(Appendix 96), the ADA must comply with the procedures set out in section 4.1.1(A); or
- (b) where the applicant does not appear in person before the ADA to submit the FMN070, the ADA must ensure either the following
 - (i) where the FMN070 is signed in the presence of any of the persons mentioned in section 4.1.1(B), ensure such person has verified the applicant's identity and the authenticity of the application and that the procedures set out in section 4.1.1(B) are complied with; or
 - (ii) where the FMN070 is not signed in the presence of any of the persons mentioned in section 4.1.1(A) and (B), take the necessary steps to ensure that the requirements of Bursa Malaysia Securities Berhad's ("Stock Exchange's") Directive 5-001 (Directives on Conduct of Business) are complied with by the ADA in its capacity as a Participating Organisation of the Stock Exchange, for example by obtaining confirmation that such requirements have been complied with in respect of CDS account opening and comply with the procedures set out in section 4.1.1(C); or
 - (iii) where the application for opening new CDS account is made through CDS eServices or ADA's electronic platform, ensure that the ADA complies with the procedures set out in section 4.1.1 (D) and 4.1.1(E).

(A) PRESENT IN PERSON AT THE ADA'S PREMISES

4.1.1.2 Receive the following for each individual account opening request and sight the original identification documents of the applicant:-

- a. A completed and duly signed **FMN070**

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- b. Two (2) copies of NRIC or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara / Passport (for foreigner) / Authority Card (for Armed Forces / Police Personnel)
- c. Two copies of any of the following supporting documents that contain the applicant's **name, bank account number and bank's name**:
- i. Front page of bank savings book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from the bank's online account portal; or
 - v. Bank-in receipt; or
 - vi. Cheque deposit receipt; or
 - vii. Debit invoice; or
 - viii. Bank identification card; or
 - ix. Cheque book or
 - x. Any other document evidencing the name of the depositor, bank account number and bank's name.
- d. Power Of Attorney (if applicable).

Note: Supporting documents mentioned under section 4.1.1.2 (c) may not be applicable to a foreign individual applicant as it is optional for a foreigner to provide their bank account information during opening of CDS account.

4.1.1.3 For **foreign individual** applicants, the **primary identification document** to be submitted in applying for a CDS account is the **passport**.

Note: All the original supporting documents mentioned in sections 4.1.1.2 (b), (c) & (d) (if applicable) and 4.1.1.3 must be sighted by the ADA personnel and stamped on copies of these documents as Original Sighted. Additionally, the supporting documents are to be stamped with the ADA's company rubber stamp bearing the ADA's personnel name, designation and its signature.

B) WHERE FMN070 IS WITNESSED BY DEALER'S REPRESENTATIVE / AUTHORISED OFFICER OF THE ADA / NOTARY PUBLIC / SUCH OTHER PERSONS APPROVED BY DEPOSITORY

4.1.1.4 Receive the duly completed and executed copy of FMN070 from the applicant together with the relevant supporting documents stated in section 4.1.1.2 (b) to (d) which were witnessed by the list of acceptable witnesses stated in section 4.1.1.5. For the case of foreigner, instead of the passport, foreign individuals residing in their home country, may present their:-

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- a. National Registration Identity Card, or
 - b. National Health Insurance Card / Social Security Card, or
 - c. Any other documents subject to Depository's approval on a case-by-case basis.

Note: Supporting documents mentioned under section 4.1.1.2 (c) may not be applicable to a foreign individual applicant as it is optional for a foreigner to provide their bank account information during opening of CDS account.

4.1.1.5 Subject to section 4.1.1.6 below, ADA is to ensure that where the individual submits the FMN070 which has been executed by the individual in the presence of any one of the persons stated hereunder, the ADA must comply with the procedures as stated in section 4.1.1.7 hereafter:-

- a. Individual who holds a Capital Markets Services Representative's Licence pursuant to section 59(1) of the Capital Markets and Services Act 2007 to act as a representative for dealing in securities (**Dealer Representative**);
- b. Authorised officer of the ADA;
- c. Authorised officer of a Malaysian Embassy / High Commission Consulate;
- d. Lawyer in any jurisdiction who has a valid licence to practise law in that jurisdiction;
- e. Commissioner for oaths in any jurisdiction;
- f. Justice of the Peace in any jurisdiction;
- g. Notary Public in any jurisdiction;
- h. Marketing Representative registered pursuant to the Guidelines for Marketing Representatives issued by the Commission or Trading Representative registered under the Commission's Licensing Handbook;
- i. Officer of a registered person referred to under the third column of Section 1(b) of Part 1 of Schedule 4 to the Capital Markets and Services Act 2007, who is authorised by such registered person to perform the activities referred to under the second column of the said section 1(b);

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- j. Authorised officer of
- a. a licensed bank as defined in the Financial Services Act 2013; or
 - b. an Islamic bank licensed under the Islamic Financial Services Act 2013,
and with which the individual holds an account;
- k. In relation to a stockbroking company licensed or approved to trade on a recognised stock exchange as defined in the Rules of the Stock Exchange, any person who holds a license equivalent to a licence held by a dealer's representative or any other person authorised by such licensed stockbroking company; or
- l. Such other person as may be approved by Depository from time to time

4.1.1.6 The ADA must be satisfied that it is reasonable for the ADA to rely on the verification and attestation of the persons stated in section 4.1.1.5 above and if the ADA is not satisfied, the ADA must employ another method of verification as set out in this Procedures Manual.

4.1.1.7 Verification Of FMN070 Witnessed By Dealer's Representative / Authorised Officer Of The ADA / Notary Public / Registered Person (referred to above) / Such Other Persons Approved By Depository From Time To Time

4.1.1.7.1 Ensure that the witness states his name, designation and signature on the FMN070 and the relevant supporting document as stated in 4.1.1.2(b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2(c) (if applicable).

4.1.1.7.2 Ensure the date the applicant signs FMN070 corresponds with the date of witnessing.

4.1.1.7.3 Thereafter the ADA is to comply with all the existing procedures from Accepting Account Opening Requests to the Filing of Documents as stated in this Procedures Manual.

C) NON FACE-TO-FACE VERIFICATION

4.1.1.8 Receive the duly completed and executed copy of FMN070 from the applicant together with the relevant supporting documents stated in 4.1.1.2 (b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2 (c) (if applicable).

Note: Supporting documents mentioned under section 4.1.1.2 (c) may not be applicable to a foreign individual applicant as it is optional for a foreigner to register their bank account information during opening of CDS account.

4.1.1.9 Pursuant to Rule 38.01(4) Rules of Depository, the following forms and supporting documents may be submitted by the depositor to the ADA by electronic means:-

- a. FMN070
- b. NRIC or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara / Authority Card (for Armed Forces / Police Personnel)
- c. Passport (primary identification documents for foreigner)
- d. National Registration Identity Card (for foreigner in home country without a passport)
- e. National Health Insurance Card / Social Security Card
- f. Any other account opening supporting documents subject to Depository's approval on a case-by-case basis
- g. Any document evidencing the name of applicant, bank account number and bank's name. Amongst others i.e. front page of bank savings book, Bank statement, Confirmation letter from the bank, Bank statement extracted from internet, Bank-in receipt, Cheque deposit receipt, Debit invoice, Bank identification card, Cheque book etc.

The ADA is to print 3 copies of FMN070 and 2 copies of supporting documents submitted electronically by the applicant.

4.1.1.10 Thereafter, the ADA is to comply with all the existing procedures from Accepting Account Opening Requests to the Filing of Documents as stated in the Procedure Manual.

Note:

- (i) *All account opening applications received under the Non Face-to-Face Verification method must be processed within two (2) market days from the date of application.*

- (ii) *The “Declaration By Dealer’s Representative/ADA’s Authorised Officer(s)/Notary Public/Others As Approved By Depository” column in Form FMN070 is to be left blank if the securities account is opened under the Non Face-To-Face Verification method.*

D) CDS eSERVICES PLATFORM

- 4.1.1.11 Applicant may submit request to open new CDS account through CDS eServices platform by completing the electronic account opening form (account opening eform) with the applicant particulars or information for CDS account opening and upload the front and back page image of the applicant’s NRIC and one copy of the supporting document stated in 4.1.1.2 (c).

Note:

- i. *CDS eServices would only facilitate opening of new CDS account electronically for Malaysian with MyKad only.*
- ii. *The supporting documents uploaded through CDS eServices platform need not be witnessed.*
- iii. *The ADA is required to carry out the relevant KYC check on the applicant before proceeding to open the CDS account.*

- 4.1.1.12 ADA will be prompted on any request from applicant to open a CDS account via an active indicator at “Pending BA Request” tab on the CDS screen. ADA may retrieve the information entered by applicant to open a new CDS account and its related supporting documents either by clicking the “Pending BA Request” indicator or via the BA Request List and link to Verifier’s Details Page.

Note:

- i. *The request to open CDS account via CDS eServices platform will be displayed in the BA Request list for 2 market days for ADA to process.*
- ii. *Pursuant to Rule 5.02 of Bursa Depository Rules, ADA must process an application to open a securities account within 2 market days from the date of receipt of the complete applications and supporting documents.*
- iii. *Request submitted by applicant on non-business day i.e. Weekends and Public Holidays, will be routed to the ADA on the next business day for processing.*
- iv. *The information entered by applicant will be for opening new CDS account only and ADA may contact the applicant to open trading account.*
- v. *ADA may rectify any discrepancies in the completed information if it differs with the supporting documents.*

E) ADA's ELECTRONIC PLATFORM

4.1.1.13 In facilitating CDS account opening, ADA may collect individual applicant's particulars through its electronic platform via its template subject to its template containing clear instruction to complete the template with applicant's particulars and the terms and conditions / declarations as required by Bursa Malaysia Depository Sdn Bhd (Bursa Depository).

Note: The terms and conditions /declaration clauses must be the same in relation to account opening as per the Bursa Depository's CDS Account Form (FMN070)

4.1.1.14 Information collected by ADA through its template must be populated into a prescribed application form generated from the ADA's electronic platform in PDF format as per **Appendix 96A**. Bursa Depository will not accept or approve any application form without any of the information as per the **Appendix 96A**.

Note:

- i. Prescribed application form refers to CDS transaction forms which includes the existing FMN070 as well as CDS account forms produced from CDS eServices and ADAs electronic platforms in the manner prescribed by Bursa Depository.*
- ii. ADA must obtain approval from Bursa Depository by providing a sample prescribed application form generated from its electronic platform before such form can be used for CDS account opening.*
- iii. Bursa Depository will only accept application form that are the same as the approved sample prescribed application form.*

4.1.1.15 ADA must ensure that the applicant is made aware and expressly provide his/her consent to agree with terms and conditions prescribed by Bursa Depository before such applicant signs the prescribed application form.

4.1.1.16 For signature, the ADA's electronic platform may adopt e-Signature or Digital Signature. Alternatively, ADA may print the duly completed prescribed application form from its electronic platform and request the applicant to physically sign on the printed copy of the prescribed application form.

Note:

- i. Use of eSignature onto the prescribed application form must comply with all legal requirements under the Electronic Commerce Act 2006 Part III provision under 9(1), 9(2) and 9(3).*

- ii. *Provision under 9(1) - Where any law requires a signature of a person on a document, the requirement of the law is fulfilled, if the document is in the form of an electronic message, by an electronic signature which:*
 - a. *is attached to or is logically associated with the electronic message;*
 - b. *adequately identifies the person and adequately indicates the person's approval of the information to which the signature relates; and*
 - c. *is as reliable as is appropriate given the purpose for which, and the circumstances in which, the signature is required.*
- iii. *Provision under 9(2) - For the purposes of provision 9 (1)(c), an electronic signature is as reliable as is appropriate if:*
 - a. *the means of creating the electronic signature is linked to and under the control of that person only;*
 - b. *any alteration made to the electronic signature after the time of signing is detectable; and*
 - c. *any alteration made to that document after the time of signing is detectable.*
- iv. *Provision under 9(3) – The Digital Signature Act 1997 [Act 562] shall continue to apply to any digital signature used as an electronic signature in any commercial transactions.*
- v. *Usage of Digital Signature in the prescribed application form must comply with the signature requirements provided under Section 62(1) of Digital Signature Act 1997 as follows:*
 - a. *that digital signature is verified by reference to the public key listed in a valid certificate issued by a licensed certification authority;*
 - b. *that digital signature was affixed by the signer with the intention of signing the message; and*
 - c. *the recipient has no knowledge or notice that the signer –*
 - aa. *has breached a duty as a subscriber; or*
 - bb. *does not rightfully hold the private key used to affix the digital signature.*

4.1.1.17 Thereafter the ADA is to comply with all the existing procedures for account opening in the Procedure Manual.

4.1.1.18 ADA may submit the completed prescribed application form and the supporting documents as mentioned under 4.1.1.2 (b) or 4.1.1.3 or 4.1.1.4 and 4.1.1.2 (c) (if applicable) either electronically or in hardcopy to Bursa Depository. Where the ADAs wants to safe keep the ADA's copy of the prescribed application form in electronic format, it must ensure that all relevant internal controls have been put in place. ADA have to ensure that the depositor's copy of the prescribed application form is provided to the applicant once the account is opened.

CORPORATE DEPOSITORS

The following are the requirements for an applicant falling under the category of companies incorporated under The Companies Act 2016.

4.1.1.19 Receive the following for each corporate account opening request:-

- a. A completed and duly signed FMN070, and
- b. A certified true copy of the following or its equivalent:-
 - i. Board Resolution (for authorised signatories)
 - ii. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
 - iii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return
- c. Two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.
- d. Two (2) certified true copies of any of the following supporting documents that captures applicant's **name, bank account number and bank's name**:
 - i. Front page of bank savings book; or
 - ii. Bank statement; or
 - iii. Confirmation letter from the bank; or
 - iv. Bank statement extracted from internet; or
 - v. Bank-in receipt; or
 - vi. Cheque deposit receipt; or
 - vii. Debit invoice; or
 - viii. Bank identification card; or
 - ix. Cheque book or
 - x. Any other document evidencing the name of depositor, bank account number and bank's name.
- e. Power Of Attorney (if applicable)

Note:

- (i) *The sections listed in "b" to "d" need not be submitted for subsequent account openings provided the authorised signatory(ies) / information stated in them remain unchanged. However, where there is a change in the authorised signatory(ies) / information stated in the supporting documents, ADA is required to furnish Depository with the updated copies of the supporting documents.*

- (ii) *For further instructions on the use and completion of Section “c”, the list of authorised signatory(ies) and specimen signatures, please refer to Sections 4.1.2.17,4.1.2.18 and 4.1.2.19 on the operations of a set of “Master Record” list of authorised signatory(ies) and specimen signatures (if applicable).*

4.1.1.20 Please see Appendix 15 **Checklist For Verification Of Opening An Account**, for details on the requirements for other forms of corporate depositors, for example, trust foundation, society registered under the Societies Act 1966 and Co-operatives Act 1993 and foreign incorporated companies etc.

ADA’S PRINCIPAL ACCOUNTS AND WHOLLY OWNED NOMINEE ACCOUNT

4.1.1.21 ADA’s principal accounts are opened to facilitate the Participating Organisation’s trading activities.

4.1.1.22 These are the requirements for opening of ADA’s principal account or wholly owned nominee account.

- a. A certified true copy of the following or its equivalent:-
- i. Board Resolution (for authorised signatories)
 - ii. Document(s) evidencing the incorporation or registration of the company, the company’s current name and registration number
 - iii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or the annual return
- b. Two (2) certified true copies of any of the supporting documents stated under 4.1.1.11 (d) that captures applicant’s **name, bank account number and bank’s name**
- c. Two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.

Note:

- (i) *Sections listed under 4.1.1.11 is only applicable during the opening of the first principal account and the first CDS account for each of its wholly owned nominee company.*
- (ii) *However, where there is a change in the authorised signatory(ies) information stated in the supporting documents, ADA is required to furnish Depository with updated copies.*

- 4.1.1.23 Principal accounts can be used to facilitate trading activities which are subject to the rules and regulations of the relevant Stock Exchange. The following are the abbreviations for each account:-
- a. CLR – for purposes of clearing or any other similar activities
 - b. ERROR – for purposes of error and mistake or any other similar activities
 - c. IDA – for purposes of intra-day activities or any other similar activities
 - d. IVT – for purposes of investment or any other similar activities.
- 4.1.1.24 For each principal account, any one of these codes will form part of the account qualifier for that particular CDS account. For example, in a clearing account, the account qualifier field will be “CLR XXXX” where XXXX are the descriptive particulars prescribed by the relevant Stock Exchanges.
- 4.1.1.25 Each wholly owned nominee account opened can be for one beneficial owner or as an exempt nominee account by indicating the name of the Instructing Client that is a body corporate. Kindly refer to **Guidelines On Account Qualifier** (Appendix 16) for the naming convention to open a wholly owned nominee account.
- 4.1.1.26 Ensure the correct codes are used when entering the details into the CDS. Refer to **Codes For ADA** (Appendix 17) for codes to be used for the relevant fields.

ELIGIBILITY

- 4.1.1.27 Ensure that the applicant falls under one of the categories stated here below:-
- a. An individual who has attained the age of eighteen (18) years as of the application date
 - b. A corporation incorporated under the Companies Act 2016
 - c. Any corporate body that is incorporated within Malaysia and is by notice published in the Gazette declared to be a public authority or an instrumentality or agency of the Government Of Malaysia or of any State
 - d. A society under any written law relating to co-operative societies
 - e. A trustee or trust corporation duly constituted under any written law relating to co-operative societies
 - f. A society registered under the Societies Act 1966
 - g. Statutory bodies incorporated under an Act of Parliament.
 - h. A limited liability partnership within the meaning of section 2 of the Limited Liability Partnerships Act 2012.

INELIGIBILITY

4.1.1.28 The following categories of persons shall not be eligible to open a CDS account:-

- a. A person who has been adjudicated a bankrupt under the Bankruptcy Act 1967 and remains an undischarged bankrupt at the time of application
- b. A “mentally disordered person” within the meaning of the Mental Health Act 2001
- c. A partnership within the meaning of the Partnership Act 1961
- d. A sole proprietorship cannot open an account in the name of the sole proprietorship but can open an account in his own personal capacity
- e. A person who is not a beneficial owner or not an authorised nominee of the deposited securities.

4.1.2 Verification Of Application For Opening Of Individual / Corporate Account Requests

4.1.2.1 Verify the original NRIC / Passport / Authority Card to authenticate the applicant’s identity for those individuals appearing in person.

4.1.2.2 Reject the application if the form is not signed.

4.1.2.3 Verify the particulars stated by the applicant on the FMN070 against the Checklist For Verification Of Opening An Account (Appendix 15).

4.1.2.4 Where the supporting documents provided are incomplete, do not proceed to open the CDS account for the applicant. The ADA must ensure that all supporting documents are complete before the opening of the CDS account.

***Note:** All documents in a foreign language must be accompanied by an English translated copy. The English copy must be certified by the translator.*

4.1.2.5 In respect of requirements for different categories of CDS accounts, please refer to the **Checklist For Verification Of Opening An Account** in Appendix 15 and if applicable, **Guidelines On Account Qualifier** in Appendix 16.

4.1.2.6 Where the FMN070 has been executed by a person who is **not able to read or understand the content**, it should be accompanied by a Jurat Clause. The Jurat Clause needs to be affixed and signed by a person stated in the List Of Acceptable Witnesses in Chapter 9.

Jurat Clause:-

I (NRIC No.) have distinctly, clearly and audibly interpreted the above in the language/dialect to the abovenamed person who seemed to clearly understand the above and who made his/her mark in my presence.

Signed by

- 4.1.2.7 For corporate bodies and societies, ensure that the FMN070 is executed by the signatory(ies) as authorised by the corporate body's Board Resolution / Power of Attorney / Minutes of Meeting.
- 4.1.2.8 The basic provisions required by Depository in a corporate investor's Board Resolution are:-
- a. Authorisation to open and operate CDS accounts
 - b. List of Authorised Signatories to execute CDS documents for opening and operation of the CDS accounts
 - c. Condition of signing of the appointed authorised signatories for CDS documents.
- 4.1.2.9 Refer to Appendix 18 for **Criteria For Board Resolution** required and ensure that the corporate body's Board Resolution comply with Depository's criteria.
- 4.1.2.10 Where the Board Resolution states that the corporate body's common seal shall be affixed on the FMN070, ensure that the corporate body's common seal is affixed in accordance with the rules governing the corporate body in the relevant documents.
- 4.1.2.11 The authorised signatories are to execute the form in the manner specified in the corporate body's Board Resolution.
- 4.1.2.12 Ensure that all applicants furnish the specimen signature(s) in accordance with the Board Resolution / Power of Attorney / Minutes of Meeting submitted. This may be done by way of providing two (2) original or certified true copies of the list of authorised signatory(ies) and specimen signatures.
- 4.1.2.13 Ensure that the conditions of signing are stated in the Board Resolution / Power of Attorney / Minutes of Meeting submitted e.g. whether it is one (1) or more signatories to sign.

4.1.2.14 Where the FMN070 is signed under Power of Attorney, refer to **Usage Of Power Of Attorney** (Appendix 19).

4.1.2.15 For all CDS transaction forms that are to be executed by Power of Attorney, the ADA is to affix the following rubber-stamp on the “Declaration By The Applicant” column in the FMN070:-

“I/We as stated here below hereby affirm that the Power of Attorney dated _____ bearing Registration No. _____ pursuant to which this form is executed has not been revoked and I/We undertake to notify Depository of any revocation of this Power of Attorney”.

Name of Donee(s)	NRIC / Passport No. / Reg. No.

Ensure that the Donee(s) complete(s) the above rubber-stamp and signs the FMN070.

4.1.2.16 Ensure that all Donees sign the FMN070 for Power of Attorney in accordance with the requirements of Depository in Appendix 19.

4.1.2.17 The ADA must maintain one (1) of the two (2) original or certified true copy of the list of authorised signatory(ies) and specimen signatures.

4.1.2.18 The term “Master Record” must be stated on the list of authorised signatory(ies) and specimen signatures of the corporate depositors who wish to maintain only one set of specimen signature(s) throughout for the operation of all their CDS accounts maintained at an ADA.

4.1.2.19 For cross reference purposes, ensure that the “Master Record” is filed properly for subsequent account opening of this corporate depositor.

4.1.2.20 Where facsimile signatures are to be used on any of the CDS forms executed by the corporate applicant, the ADA is to:-

- a. Obtain two (2) original or certified true copies of the Board Resolution containing:-

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- i. Authorisation to use the facsimile signature(s)
 - ii. A clause stating that the Letter Of Indemnity will be furnished to Depository
 - iii. The names of the authorised signatories who will be signing the Letter Of Indemnity
 - b. Obtain the specimen facsimile signatures of the authorised signatories
 - c. Obtain the original stamped copy of the **Letter Of Indemnity For Facsimile Signatures** (Appendix 20) from the corporate applicant addressed to Depository.
- 4.1.2.21 Forward the original stamped copy of the Letter of Indemnity to Depository together with copies of the supporting documents.
- 4.1.2.22 The ADA must file the duplicate copy of the stamped Letter of Indemnity together with the original supporting documents for record and verification purposes.
- 4.1.2.23 Affix the ADA's company rubber-stamp at the space marked "to be completed by ADA" on the FMN070.
- 4.1.2.24 Ensure that the "approved by" column of the FMN070 is signed by an authorised signatory of the ADA.
- 4.1.2.25 Every amendment made on the form must be countersigned by the applicant and the authorised signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction.
- 4.1.2.26 Any amendments made on Declaration by "Dealer Representative / ADA's Authorised Officers / Notary Public / Others as approved by Depository" column of FMN070 must be countersigned by the ADA and the witness.
- 4.1.2.27 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.
- 4.1.2.28 Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).

4.1.2A Verification Of Application For Opening Of Individual Account Received Through CDS eServices

- 4.1.2A.1 Verify the information provided and entered by depositor through the CDS eServices against the uploaded supporting documents.
- 4.1.2A.2 Alternatively, ADA may print the Pending Approval Listing Report (Appendix 97) to verify the information entered by applicant to open CDS account.
- 4.1.2A.3 Ensure the information entered is correct before confirming and approving the application to open the CDS account.

Notes:

- i. ADA must ensure that it had verified the client's identity and authenticity of the application to open the CDS account. Once the ADA has confirmed the application, Bursa Depository would deem that the ADA had carried out all the relevant authentication check on the application and the accuracy of the information entered by the applicant.*
 - ii. ADA staff is required to attend to all request in the CDS eServices Request List within 2 market days from the date of the request received. Failing which, the information entered will be removed from the system and it will be captured in the Account Rejected/Expired Control Report (Appendix 98).*
 - iii. Email notification will be sent to the applicant notifying him/her that his/her request to open a CDS account have been rejected by his/her chosen ADA.*
- 4.1.2A.4 If there is any minor data entry error or discrepancies on the applicant's information, the ADA staff may amend the applicant's information using his/her discretion. If the data entered is required to be removed from the system, the ADA staff is to reject the data entered by the depositor and provide reason for the rejection. The rejected transaction will be captured in the Account Rejected/Expired Control Report.

4.1.3 Keying-In Account Opening Data Into The CDS By First (1st) Level User

- 4.1.3.1 Key-in the applicant particulars using the CDS "Account Maintenance" screen. Comply with the Depository's **Standard Identification Guidelines On Data Entry Of Depositor's Identification Number In CDS** (Appendix 21).

Note: If there is a prior approval obtained from Depository to waive the opening of account fee, ADA is required to click on the fee waived and enter the letter reference number. Failing to enter both the information, will result in the billing for the opening of account.

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- 4.1.3.2 If the applicant has a new NRIC, the ADA must key-in **both the old (if any) and new NRIC numbers** at the respective fields to verify that the applicant does not already have a CDS account under the old NRIC.
- 4.1.3.3 **If the name and investor id differ from that in the system, do not proceed further. Inform Account Management of Depository immediately.**
- 4.1.3.4 In the case of registered address, if the address stated in the FMN070 differs from that in the system, the ADA may proceed to update the registered address only after sighting either the original or certified true copy of identification document to ensure that the address on the identification document is as per that stated in FMN070.
- 4.1.3.5 Ensure that the FMN070 is also completed to give effect to the new update of registered address. For further details, please refer to Section 4.4.2 and 4.4.4.
- 4.1.3.6 Ensure that all particulars as per FMN070 have been keyed-in correctly before confirming the data entry.
- 4.1.3.7 Ensure that the “data entry by” column in FMN070 is completed by the ADA personnel who performed the data entry.

Note:

- (i) *The data entry personnel must not be the same person approving the transaction.*
- (ii) *All complete account opening applications lodged by an applicant before 12.00pm on any market day must be keyed-in to the CDS on the same market day*
- (ii) *Where complete account opening applications are lodged after 12.00pm on any market day, subject to the ADA’s discretion, these requests may be keyed-in on the same market day or at the very latest the next market day.*

4.1.4 Confirmation Of Account Opening Data By Second (2nd) Level User

- 4.1.4.1 The 2nd level user to retrieve the account opening data via the Unattended Request List and link to Verifier’s Details Page to verify against the FMN070.
- 4.1.4.2 Alternatively, 2nd level user may verify the data entry using Pending Approval Listing (Appendix 97) to verify against the FMN070.
- 4.1.4.3 Verify and ensure the data keyed in correctly before confirming and approving the account opening.

Note:

- a. *Once the 2nd level user confirmed the data entered by the 1st level user, Depository deems that the 2nd level user had verified and confirmed the accuracy of the data entered.*
- b. *2nd level user is required to confirm the data entered by the 1st level user latest by next market day. Failing which, the data entered will be removed from the system and it will capture in the Account Rejected/Expired Control Report (Appendix 98).*

4.1.4.4 If there is any data entry error or discrepancies on the applicant's information, return the FMN070 to the data entry staff to amend the data. If the data entered is required to be removed from the system, the 2nd level user is to reject the data entered by the 1st level user and provide the reason for rejection. The rejected transaction information will be reflected on the Account Rejected/Expired Control Report.

4.1.4.5 If the account opening data entry is free from error, the 2nd level user is to confirm the data entry and sign on the "verified by" column of the FMN070.

4.1.4.6 Upon completion, record the CDS account number generated by CDS on the appropriate column in FMN070.

4.1.4.7 The ADA is to print and provide the applicant the invoice (Appendix 92) from the CDS in respect of the fee for the opening of account unless the applicant indicates he does not require the same.

Note : In the event there is a request from a depositor to reprint the invoice, the ADA is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.

4.1.4.8 On the next market day, ADA has the option to print the CDS Transaction Invoice Report (Appendix 93) from CDS. The purpose of this report is to assist the ADA to reconcile the amount collected for all the CDS transactions initiated on previous day. The report can be printed by type of CDS transaction, by account type and by a specific period.

4.1.5 Confirmation Of Account Opening Data By Second (2nd) Level User through the BA Request List

4.1.5.1 If the information entered by applicant is free from error, the 2nd level user is to confirm the application to open CDS account.

- 4.1.5.2 Upon the 2nd level user confirms the application, a PDF copy of the CDS Account Form (FMN070) populated with the applicant's information will be generated and binded by Digital Signature.
- 4.1.5.3 The ADA may access to confirmed request and supporting documents via the CDS eServices module and link to Completed CDS eServices Request.
- 4.1.5.4 The confirmed request and the relevant supporting document can be retrieved by entering the depositor's NRIC / Passport number or enquire by date.
- 4.1.5.5 The ADA is to print and provide the applicant the invoice (Appendix 92) from the CDS in respect of the fee for the opening of account if the applicant requests for one.

Note :

In the event there is a request from a depositor to reprint the invoice, the ADA is to reprint the invoice from CDS and endorse it with a rubber stamp bearing the word "COPY" on the top section of the reprinted invoice before forwarding it to the depositor.

4.1.6 Acknowledge Receipt Of Account Opening Requests

- 4.1.6.1 Receive the account opening fee amount.
- 4.1.6.2 Return the **Applicant copy** of the FMN070 to the depositor as acknowledgement **only after the CDS account number has been generated and recorded on the applicant copy of the form.**
- 4.1.6.3 The ADA must maintain proper records of all account opening fees received.

4.1.7. Generate Participant Accounts Listing And eServices Registration Report

- 4.1.7.1 Print the Participant Accounts Listing (Appendix 23) and eServices Registration Report (Appendix 94).
- 4.1.7.2 The ADA personnel who checked and verified the data entry before confirming the account opening must sign on the respective reports.
- 4.1.7.3 If there is(are) any data entry error(s), proceed with the Updating Of Account Particulars from Section 4.4.2.7 onwards.

4.1.8 Verifying Account Maintenance Control Report (Optional)

- 4.1.8.1 Printing and verifying the Account Maintenance Control Report (Appendix 99) on a daily basis is optional. This report is a summary report that would contain information of all account opening, updating and closure requests that have been confirmed and attended to.

4.1.9 Opening Of Principal And Wholly Owned Nominees Account(s) Of The ADA

- 4.1.9.1 FMN070 is not required to be completed for opening of ADA's principal and its wholly owned nominees account.
- 4.1.9.2 Upon checking the details of all ADA's principal account and its wholly owned nominees account entered into CDS are correct, print the **Principal And Nominees Account Report** (Appendix 24). It is optional for the ADA to print the Participant Account Listing to verify the data entry.
- 4.1.9.3 The Principal And Nominees Account Report will reflect all the ADA's principal accounts and its wholly owned nominees account opened for the day.
- 4.1.9.4 This report is sorted as follows:
- a. by principal and wholly owned nominees account
 - b. within the principal account, by the type of principal account i.e. CLR, ERROR, IDA and IVT.
- 4.1.9.5 ADA and its wholly owned nominees company's authorised signatory(ies) as per Board Resolution is(are) required to sign the 'Declaration Clause' on this report.
- 4.1.9.6 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the 'Declaration Clause' on this report.
- 4.1.9.7 All other opening of account application procedures detailed in section 4.1 (if relevant) are also applicable for opening of Principal and Wholly Owned Nominee account(s) of the ADA.

4.1.10 Bank Account Information For ADA's Principal Account(s) And Wholly-Owned Nominees Account(s)

- 4.1.10.1 FMN070 is not required to be completed to provide bank account information with regards to ADA's principal account(s) and wholly-owned nominees account(s).
- 4.1.10.2 Ensure all the bank account information with regards to the ADA's principal account(s) and wholly-owned nominees account(s) have been keyed-in correctly by verifying against the eServices Registration Report.
- 4.1.10.3 Upon verifying that the data has been keyed-in correctly, proceed to print the Principal And Nominees eDividend Registration Report (Appendix 88).
- 4.1.10.4 The Principal And Nominees eDividend Registration Report will reflect all the ADA's principal account(s) and wholly-owned nominees account(s)' bank account information registered for eDividend for the day.
- 4.1.10.5 The report will be sorted as follows:-
- a. By principal account(s) and wholly-owned nominees account(s)
 - b. Within the principal account, by the type of principal account i.e. CLR, ERROR, IDA and IVT.
- 4.1.10.6 ADA and its wholly-owned nominees' authorised signatory(ies) as per Board Resolution is(are) required to sign the relevant 'Declaration Clause'.
- 4.1.10.7 Where the Board Resolution states that the company's common seal will be used, then the company's common seal will need to be affixed at the 'Declaration Clause' on this report.
- 4.1.10.8 All other related procedures detailed in Section 4.1 (if applicable) are also applicable for providing bank account information for principal account(s) and wholly-owned nominee account(s) of the ADA.

4.1.11 Email Address For ADA’s Principal Account(s) And Wholly Owned Nominees Account(s)

ADAs and their wholly owned nominee companies, in respect of the ADA’s principal account(s) and wholly-owned nominees account(s), may provide an email address to receive electronic notification in connection with their deposited securities, although such electronic notification will be confined to the following:-

- a. Communication from Bursa Malaysia Berhad’s Group of Companies related to capital market matters,
- b. Notices and other communication from the issuers of securities and Participating Organisations (“POs”), as and when the service to enable such electronic notification becomes available and the relevant persons such as the issuers, POs or other entities within Bursa Malaysia Berhad’s Group of Companies elect to use such service.

- Notes :
- i. ADA’s principal and wholly owned nominee companies accounts will receive CDS statement of accounts and notices from Depository via eFIX.
 - ii. The ADA and its wholly-owned nominee companies need not complete the FMN070 when providing the bank account information only or email address and bank account information together to Depository. However, FMN070 will need to be completed when providing the email address only to Depository.

4.1.12 Transmitting Principal And Nominee Account Report To Depository

4.1.12.1 ADAs are to submit the Principal and Nominee Account Report accompanied with the relevant declaration on a weekly basis. This report will be submitted on the first market day of the following week by initiating the following processes in CDS:-

- a. Print the Principal and Nominee Account Report for the whole of previous week transactions by indicating on start date as the first market day of the previous week and on end day as the last market day of the previous week.
- b. Proceed to the Declaration Module and select the Principal/Nominee Account Opening Report and press the “Search” button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.

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- c. Click the “Submit To Bursa” button upon confirming the contents of the report is correct. The ‘Declaration Clause’ will appear and ADAs are required to press the “Submit” button to transmit the report to Depository.
 - d. ADAs are allowed to enquire on their submission of report to Depository via the Submitted Principal/Nominee Account Opening Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Depository.*

4.1.13 Transmitting Principal And Nominees eDividend Registration Report To Depository

4.1.13.1 ADAs are to submit the Principal And Nominees eDividend Registration Report accompanied with the relevant declaration on a weekly basis. The report will be submitted on the first market day of the following week by initiating the following processes in the CDS:-

- a. Print Principal And Nominees eDividend Registration Report for the whole of previous week’s transactions by indicating the first market day of the previous week as the “start date” and the last market day of the previous week as the “end date”.
- b. Proceed to the Declaration Module and select the Principal And Nominees eDividend Registration Report and press the “Search” button. View the report to ensure it is the correct report containing the transactions for the whole of previous week.
- c. Click the “Submit To Bursa” button confirming the contents of the report is correct. The Declaration Clause will appear and ADAs are required to press the “Submit” button to transmit the report to Depository
- d. ADAs are allowed to enquire on their submission of report to Depository via the Submitted Principal And Nominees eDividend Registration Report Enquiry.

Note: *No signature is required for the declaration appearing on this report that is being submitted electronically to Depository.*

4.1.14 Sorting And Packing Of Forms

- 4.1.14.1 Print the Account Maintenance Control Report for the whole month period.
- 4.1.14.2 The following documentations related to individual and corporate body depositors' account opening requests must be packed separately and sorted by date according to the Account Maintenance Control Report.
 - a. Depository copies of the FMN070.
 - b. Copies of supporting documents attached to FMN070.
 - c. The original or certified true copies of list of authorised signatory(ies) and specimen signatures attached to FMN070.
- 4.1.14.3 For those CDS account opening request submitted via CDS eServices, no forms or supporting document is required to be packed and submitted to Bursa Depository.
- 4.1.14.4 The sorted and packed documentations must be bundled together and accompanied with the printed Account Maintenance Control Report.
- 4.1.14.5 The Account Maintenance Control Report must be declared and signed by the authorised signatory(ies) of the ADA.

4.1.15 Submission Of Account Opening Documents To Depository

- 4.1.15.1 ADA and its branches must submit Depository's copies of FMN070 (with the relevant supporting documents) to Depository by the fifth (5th) market day of the following month or such other day as instructed by Depository.
- 4.1.15.2 For individual depositors, send the following to Depository:
 - a. Depository copy of the completed FMN070
 - b. Copy of NRIC / Passport / Authority Card or other acceptable documents of identification as stated in Section 4.1.1.2 (b), or 4.1.1.3 or 4.1.1.4. This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.

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- c. Copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name** as stated in Section 4.1.1.2 (c). This document must have been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.
 - d. Power of Attorney (if applicable)

4.1.15.3 For corporate depositors, send the following to Depository:-

- a. Depository copy of the completed FMN070
- b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- c. Board Resolution or its equivalent (for e.g. Approved Minutes of meeting or Investment Panel's Resolution)
- d. One (1) certified true copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name as stated in Section 4.1.1.11 (d)**
- e. One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signatures.
- f. Power of Attorney (if applicable)

4.1.15.4 For ADA's Principal accounts and its Wholly Owned Nominee account, send the following to Depository:-

- a. Board Resolution
- b. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- c. One (1) original or certified true copy of the list of authorised signatory(ies) and specimen signatures
- d. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares or annual return

4.1.15.5 For corporate depositors' accounts, ADA's Principal and wholly owned nominee accounts, do not submit the supporting documents required as per sections 4.1.15.3, "b" to "f" and 4.1.15.4" for subsequent account openings unless the authorised signatory(ies) / information contained in the above documents have been updated.

4.1.16 Filing Of Documents

4.1.16.1 File the following documents:-

- a. ADA/ADM copy of the FMN070 for individual and corporate depositor.
- b. Participant Accounts Listing
- c. eServices Registration Report
- d. The duly signed and stamped Principal and Nominees Account Report.
- e. The duly signed and stamped Principal and Nominees eDividend Registration Report.
- f. The duly signed and stamped Account Maintenance Control Report.
- g. Account Rejected/Expired Control Report
- h. Original or certified true copy of the list of authorised signatory(ies) and specimen signatures
- i. A copy of the NRIC / Passport / Authority Card. This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.
- j. A copy of any of the supporting documents that captures applicant's **name, bank account number and bank's name**. This document has been attested or stamped according to Section 4.1.1 (A) or 4.1.1 (B) unless Section 4.1.1 (C) applies.

k. Certified true copies of:-

- i. Document(s) evidencing the incorporation or registration of the company, the company's current name and registration number
- ii. Document(s) evidencing the ownership of the company e.g. the latest return of allotment of shares (Appendix 27) or annual return
- iii. Board Resolution

l. Power Of Attorney (if any).

4.1.16.2 Filing the following reports are optional to the ADA:

- a. Pending Approval Listing
- b. Unattended Account Maintenance Report (Appendix 100)
- c. Account Maintenance Control Report (if printed on daily basis)

D. Individual Depositor Unable To Sign And Declared Mentally Disordered

The following are the procedures to be complied with in cases where an individual depositor has been declared mentally disordered by the Court and is unable to manage his own CDS account.

4.3.1.14 A letter from the Committee that have been appointed to manage the depositor's account(s) and the reason for the appointment of Committee.

4.3.1.15 Two (2) letters to state the following:

- a. The intention of the Committee to change the specimen signature of the depositor.
- b. The reason for changing the signature
- c. The specimen signature of the Committee
- d. The mode of operations will be signed by the Committee

4.3.1.16 Obtain the following supporting documents:

- a. Two (2) certified true copies of the Court Order
- b. Two (2) certified true copies of identification documents of the Committee

Proceed with procedures stated in Sections 4.3.1.6 to 4.3.1.7 to update the depositor's signature.

E. Individual Depositor Updating Signature For CDS Account Opened Through CDS eServices

The individual depositor must be present in person before the ADA to update his/her signature if such depositor opened CDS Account through CDS eServices and wishes to perform CDS transactions that is not offered via CDS eServices. The following are the procedures to be complied with.

4.3.1.17 ADA to request the depositor to complete his/her name and NRIC numbers on the CDS Account Form (FMN070) and sign on the form to capture his/her signature.

4.3.1.18 Print the stored CDS account opening form binded with digital signature from CDS system and attach to the FMN070 that was completed and signed by the depositor.

4.3.1.19 Obtain the original NRIC from the depositor and verify the details against the duly completed FMN070 and the printed Account opening form binded with digital signature.

4.3.1.20 Reject the request if the particulars such as name, New NRIC number and registered address differs against the printed account opening form.

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- 4.3.1.21 Accept the updated FMN070 form with signature if all particulars on the original NRIC matches with printed CDS Account opening from CDS system. Indicate the date the depositor provided the physical signature on the form.
- 4.3.1.22 ADA to indicate the mode of the CDS account opened by stamping “CDS eServices” on top of the FMN070 and safekeep the form.

4.3.2 Verification And Updating Of Signature(s) For Corporate Body

- 4.3.2.1 Updating of signature(s) for corporate body may be done by way of:-
- a. Submitting an authorisation letter from the corporate depositor containing the name(s) of the new authorised signatory(ies), or
 - b. Submitting a new Board Resolution containing the name(s) of the new authorised signatory(ies)
- 4.3.2.2 For an update via an authorisation letter from the corporate depositor, ensure that the existing Board Resolution authorises the corporate depositor to do so.
- 4.3.2.3 If the existing Board Resolution does not authorise an update via an authorisation letter from the corporate depositor, then a new Board Resolution containing the name(s) of the new authorised signatory(ies) must be submitted.
- 4.3.2.4 Ensure that the certified true copy of the Board Resolution is signed by the Company Secretary, Director or other authorised personnel empowered to do so.
- 4.3.2.5 Where update of facsimile signatures is required, the ADA is to obtain the following supporting documents from their clients:-
- a. An certified true copy of the Board Resolution authorising the update of the facsimile signature of the respective authorised signatories on the said forms with the effective date stated
- Note:** The effective date will be the date of receipt of the Board Resolution or the effective date as stated in the Board Resolution, whichever is later*
- b. The specimen facsimile signatures of the authorised signatories

B. Updating Performed Through CDS eServices Platform

CDS eServices is a self-service electronic platform that allows individual depositors to perform certain CDS related transactions through this platform. Body corporate and Nominee companies are not allowed to use CDS eServices to perform CDS transactions.

Individual depositor may register for CDS eServices and the pre-requisite is that the depositor must register his/her email address and handphone number to use this service. Existing individual depositors that have subscribed for eStatement but have not updated their handphone number in CDS must register their handphone number when registering for CDS eServices.

CDS eServices permits registered individual to update the following depositor's information:

- a. Name
- b. Registered address
- c. Nationality
- d. Race
- e. Bank account information
- f. Correspondence Address
- g. Telephone Number
- h. Consolidation of bank account information
- i. Revocation of consolidated of bank account information

Updating of depositor's information for item (a) to (e) above through CDS eServices would still need the ADA's confirmation and approval as updates to these information requires supporting documents that need to be verified against the information updated by depositor. Additionally, any changes to information from (a) to (d) above will have global effects on all other CDS accounts that belongs to the same depositor. Changes to bank account information will have global effect on all other CDS accounts of the same depositor provided such depositor have opted for consolidation of bank account information.

Notes:

- a. *A fee of RM10 will be imposed on an existing depositor providing his bank account information to the Depository for the first time through CDS eServices provided the CDS account is opened prior to 19 April 2013. The fee will be paid to Bursa Depository via Paynet's FPX system. However, no such fee is imposed for CDS account opened on and after the 19 April 2013.*
- b. *The depositor must request to the ADA to print the invoice from CDS in respect of this fee unless such depositor indicates he/she does not require the same.*

However, request for updating depositor's particulars from (f) to (i) through CDS eServices does not require any supporting documents or ADA's approval and changes to these information in depositor's CDS account will be effected immediately once the depositor had successfully submitted through CDS eServices.