

---

## 1.1 Purpose

This CDS Guides For Depositor stipulates the procedures to be complied with by the depositor in performing the following:-

- a. Account Management
- b. Deposit
- c. Transfer
- d. Withdrawal
- e. Transmission of Title
- f. Witness & Certification
- g. Registration for eDividend.
- h. Transmission of Securities
- i. Receiving eMail Address For eStatement

Every depositor shall be bound by the procedures, which include the appendices and checklists in every chapter and any amendments / inclusions thereto from time to time, issued by Bursa Depository. The requirements of the above chapters and its related appendices and checklists must be complied with at all times by the depositor.

## 1.2 Definition / Interpretation

In these CDS Guides, the following definition will apply unless stated otherwise:-

“ADA” means Authorised Depository Agent. The agent is appointed by Bursa Depository to carry out CDS transactions.

“Home Branch” means the branch where the securities account was opened and maintained.

“Branch Office” in relation to an ADA means a branch office of that ADA.

“Inter Branch Transaction” means CDS transaction that is initiated through the branch office of the ADA.

“CDS Account” means the securities account maintained by a depositor with Bursa Depository.

“Bursa Depository” means Bursa Malaysia Depository Sdn. Bhd.

“CDS” means Central Depository System – refer to the system established by Bursa Depository for holdings of securities.

---

“CDS eServices” refers to a self-service electronic platform that only allows individual depositors to access and perform CDS related transactions.

“Foreign Register” means the register of holders maintained by an issuer which is listed on a Foreign Stock Exchange in the jurisdiction of that Foreign Stock Exchange.

“Foreign Stock Exchange” means a foreign stock exchange on which an issuer is listed or approved to be listed.

“Malaysian Register” means the register maintained by the issuer in Malaysia.

“eDividend” means a facility for cash payments to be credited directly into depositor’s bank account registered with Bursa Depository.

“SMS TAC” refers to Transaction Authorisation Code, a unique 6-digit code sent via SMS to the depositor’s mobile phone for transaction authentication use.

### 1.3 **General Procedures**

The procedures stipulated herein are applicable to all CDS transactions unless stated otherwise.

Depositor may approach the home branch of his/her ADA or any of the branch offices of the ADA or use CDS eServices electronic platform to initiate CDS transaction. Currently only selected CDS transactions such as updating of CDS account particulars can be initiated via CDS eServices. Transaction initiated through the ADA’s branches is classified as Inter Branch Transaction.

In order to initiate any CDS transaction at ADA’s home branch or branch offices, unless specified otherwise, depositor is required to complete the prescribed CDS form. The form must be completed correctly, duly signed by the depositor, applicant or authorised signatory(ies) and witnessed by the acceptable witnesses (if applicable).

Should individual depositor opted to initiate CDS transaction via CDS eServices, the depositor may or may not require completing electronic form (eForm). Submission of the eForm by the depositor will be authenticated through the use of SMS TAC code.

Any amendment made on the CDS 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.

---

## 1.4 Organisation

### **Chapter 2 – Opening, Formalisation, Reactivation And Closing Of CDS Account**

This chapter describes the procedures to be complied by the depositor with respect to opening, formalisation, reactivation and closing of CDS account.

### **Chapter 3 – Updating Of CDS Account**

This chapter describes the procedures to be complied by the depositor with respect to updating of depositor's particulars and specimen signature.

### **Chapter 4 – Suspension/Release Of Suspension Of Securities**

This chapter describes the procedures to be complied by the depositor with respect to suspension of securities/CDS account and release of suspension of securities/CDS account.

### **Chapter 5 – CDS Balance Enquiry And CDS Statement**

This chapter describes the procedures to be complied by the depositor with respect to requisition for CDS account balance, ad-hoc statement and consolidation/revocation of consolidated CDS account statement.

### **Chapter 6 – Deposit**

This chapter describes the procedures to be complied by the depositor with respect to deposit of physical certificate into his/her CDS account.

### **Chapter 7 – Transfer**

This chapter describes the procedures to be complied by the depositor with respect to request for transfer of deposited securities within CDS account.

### **Chapter 8 – Withdrawal**

This chapter describes the procedures to be complied by the depositor with respect to request for withdrawal of deposited securities from CDS account.

### **Chapter 9 – Transmission Of Title**

This chapter describes the procedures to be complied by the Personal Representative with respect to transmission of title for deceased depositor, bankruptcy or winding-up orders. In all of these cases, different procedures have been laid out to deal with the transfer of such securities into the accounts of the next-of-kin / personal representative of the estate, the Official Assignee or the Official Receiver / Liquidator.

### **Chapter 10 – Witness & Certification**

This chapter describes the list of acceptable witnesses, who may perform, amongst others, witnessing and certification functions for the depositor.

### **Chapter 11 – Electronic Dividend (eDividend)**

This chapter describes functions relating to provision of bank account information by depositor for purposes of eDividend, both individual and corporate. Updating of eDividend details, consolidation of eDividend details and revocation of consolidated eDividend details are also covered.

### **Chapter 12 – Transmission of Securities**

This chapter describes the procedures to be complied by the depositor that holds securities of a listed company that is dually listed on Bursa Malaysia Securities Bhd and also on a Foreign Stock Exchange, whereby the relevant depositor wishes to request to move its securities between both these markets.

### **Chapter 13 – Providing eMail Address For eStatement**

This chapter describes procedures relating to provision of email address by depositors for purposes of eStatement, both individual and corporate. Updating of email address and revocation of eStatement details are also covered.

### **Chapter 14 – Registration for CDS e-Services Access**

This chapter stipulates the procedures depositor need to comply with when such depositor registers for the CDS e-Services electronic platform to view all his/her direct CDS accounts profiles and to perform permitted CDS transaction using CDS e-Services platform without the need to be present-in-person to ADA offices and completing the physical CDS prescribed forms.

For ease of reference in this Procedures Manual, the provision of email address by depositors for purposes of eStatement, shall be referred to as the “registration for eStatement” (including its various grammatical forms).

**APPENDICES** contain different CDS forms and checklists which are to be used during the operations of different CDS transactions.



This chapter stipulates the procedures to be complied with by the depositor with respect to opening, formalisation, reactivation and closing of CDS account.

## **2.1 Opening Of CDS Account**

### **2.1.1 Eligible / Ineligible Categories**

<b>ELIGIBILITY CATEGORIES</b>	<b>INELIGIBILITY CATEGORIES</b>
<ul style="list-style-type: none"> <li>• An individual who has attained the age of eighteen (18) years as of the application date</li> <li>• A corporation within the meaning of Section 4 of the Companies Act 1965</li> <li>• 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</li> <li>• A society under any written law relating to co-operative societies</li> <li>• A trustee or trust corporation duly constituted under any written law relating to co-operative societies</li> <li>• A society registered under the Societies Act 1966</li> <li>• Statutory bodies incorporated under an Act of Parliament.</li> <li>• A limited liability partnership within the meaning of section 2 of the Limited Liability Partnerships Act 2012.</li> </ul>	<ul style="list-style-type: none"> <li>• A person who has been adjudicated a bankrupt under the Bankruptcy Act 1967 and remains an undischarged bankrupt at the time of application</li> <li>• A “mentally disordered person” within the meaning of the Mental Disorders Ordinance 1952</li> <li>• A partnership within the meaning of the Partnership Act 1966</li> <li>• A sole proprietorship cannot open an account in the name of the sole proprietorship but can open an account in his own personal capacity</li> <li>• A person who is not a beneficial owner or not an authorised nominee of the deposited securities.</li> </ul>

### **2.1.2 Procedures To Open CDS Account For Individual Depositor At The ADA Office**

**It is mandatory for Malaysian citizens, Permanent Residents of Malaysia and Malaysian incorporated/registered entities to register for eDividend during account opening.**

2.1.2.1 Individual applicant must submit the following for each individual account opening request to the ADA:-

- a. A completed and duly signed **CDS Account Form (FMN070)** (Appendix 1) together with the account opening fee. The beneficial ownership declaration in the “Declaration By Applicant” column in FMN070 must be properly completed
- b. The Account Opening fee is RM10 per CDS account.
- c. Malaysian individual applicant - Two (2) copies of NRIC or other forms of acceptable identification documents issued by Jabatan Pendaftaran Negara / Authority Card (for Armed Forces / Police Personnel); or
- d. Foreign individual applicant – Two (2) copies of passport (primary identification document) or home country National Registration Identity Card / National Health Insurance Card / Social Security Card / any other documents subject to Bursa Depository’s approval on a case-by-case basis
- e. Power Of Attorney (if applicable). Please refer to **Appendix 3** on the **Usage Of Power Of Attorney**.

2.1.2.2 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. Please refer to Chapter 10 on procedures for affixation of Jurat Clause.

2.1.2.3 If the Authorised Depository Agent waives the requirement for the presence of the individual before the Authorised Depository Agent, the individual may execute the FMN070 in the presence of any one of the following persons:-

- 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;
- b. Authorised officer of the Authorised Depository Agent;
- 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. Commissioners for oaths in any jurisdiction;
  - f. Justice of the Peace in any jurisdiction;
  - g. Notary public in any jurisdiction;
  - h. Officer of a registered person referred to under the third column of Item 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 item 1(b);
  - i. Authorised officer of
    - (a) a licensed bank as defined in the Banking and Financial Institutions Act 1989; or
    - (b) an Islamic bank licensed under the Islamic Banking Act 1983,and with which the individual holds an account;
  - j. Person 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 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
  - k. Such other persons as may be approved by Bursa Depository from time to time provided that notification of such approval is forwarded to the Securities Commission within three (3) market days from the date of such approval.
- 2.1.2.4 Applicant must ensure that the FMN070, photocopy of the identification documents and other supporting documents (if any) are certified by the same person as per item 2.1.2.3.
- 2.1.2.5 Once the CDS account has been opened, applicant to receive the Applicant copy of the FMN070 from the ADA. The FMN070 must contain the CDS account number that has been generated from the CDS.

### **2.1.2A Procedures To Open CDS Account For Individual Depositor Through CDS eServices Platform**

2.1.2A.1 Individual applicant must download the Bursa Anywhere Mobile Apps and select the “Open a CDS account” option and complete the electronic Oapplication form (account opening eform) and make payment for the account opening fee through Paynet’s FPX system.

2.1.2A.2 The account opening fee is RM10 per account.

2.1.2A.3 Applicant will be required to upload the image of his/her MyKad and any copy of the following documents for eDividend registrations.

- a. Front page of bank book; or
- b. Bank statement; or
- c. Confirmation letter from the bank; or
- d. Bank statement extracted from internet; or
- e. Bank-in Receipt; or
- f. Cheque Deposit Receipt; or
- g. Debit Invoice; or
- h. Bank Identification Card; or
- i. Cheque book

2.1.2A.4 Applicant will not be required to sign the application physically as the application will be binded with Digital Signature once the ADA has approved the application.

2.1.2A.5 Once the account is opened, the applicant will be informed of his new CDS account number through an email notification.

### **2.1.3 Procedures To Open CDS Account For Corporate Depositor**

The following are the requirements for an applicant falling under the category of companies incorporated under The Companies Act 1965 (Laws of Malaysia). **Effective 19 April 2010, it is mandatory to provide bank account details as part of the information when opening new CDS account for Malaysian incorporated/registered entities.**



2.1.3.1 Corporate applicant must submit the following for each corporate account opening request:-

- a. A completed and duly signed FMN070,
- b. An Account Opening fee of RM10 per CDS account and
- c. An original certified true copy of the following or its equivalent:-
  - i. Board Resolution (Please refer to **Appendix 4 on Criteria For Board Resolution**)
  - ii. Memorandum & Articles Of Association
  - iii. Form 8 or 9 (Certificate Of Incorporation For Limited Co. / Private Limited Co.) or Form 13 (Certificate Of Incorporation On Change Of Name Of Company)
  - iv. Form 44 (Notification Of Situation Of Registered Office)
  - v. Form 24 (Return Of Allotment Of Shares) or if unavailable, the latest Annual Return.
- d. Two (2) original certified true copies of the list of authorised signatory(ies)
- e. Power Of Attorney (if applicable). Please refer to **Appendix 3 on the Usage Of Power of Attorney**.

2.1.3.2 For detail requirements on other corporate depositors i.e. trust foundation, society registered under the Societies Act 1966 and Co-operatives Act 1993 and foreign incorporated companies, please refer to **Appendix 5 on Checklist For Opening Of Account For Trust Foundation, Society, Statutory Body and Foreign Incorporated Companies**.

2.1.3.3 For corporate depositor, the FMN070 and original certified true copies of the list of authorised signatory(ies) should be executed by the signatory(ies) as authorised by the corporate body's Board Resolution / Power of Attorney / Trust Deed / Minutes of Meeting.

2.1.3.4 All applicants must sign two (2) original certified true copies of the list of authorised signatory(ies) specimen signature(s) in accordance with the Board Resolution / Power of Attorney / Trust Deed submitted.

**Photocopies of these specimen signature(s) are not allowed.**

2.1.3.5 Where facsimile signatures are to be used on any of the CDS form executed by the corporate applicant, the applicant is to ensure:-

- a. The provision in the Articles of Association authorising execution of documents by way of facsimile signature
- b. Furnish to the ADA an original certified true copy of the Board Resolution containing:-
  - i. Authorisation to use the facsimile signature(s)
  - ii. A clause stating that the Letter Of Indemnity will be furnished to Bursa Depository
  - iii. The names of the authorised signatories who will be signing the Letter Of Indemnity.
- c. Furnish the ADA the specimen facsimile signatures of the Authorised Signatories
- d. Furnish the ADA the original stamped copy of the **Letter Of Indemnity For Facsimile Signatures** (Appendix 6) addressed to Bursa Depository.

2.1.3.6 Once the CDS account has been opened, applicant to receive the Applicant copy of the FMN070 from the ADA. The FMN070 must contain the CDS account number that has been generated from the CDS system.

## **2.2 Formalisation Of Centrally Opened Accounts**

Centrally Opened Account is a CDS account opened arising from Initial Public Offering (IPO). Once a centrally opened account was opened for the successful applicant for an IPO, Bursa Depository will issue a Centrally Account Opening Notice to notify the successful applicant. However, central opened account has been terminated on 1 December 2003.

### **2.2.1 Procedures To Formalise Centrally Opened Accounts**

2.2.1.1 The procedures for formalisation of centrally opened accounts are the same as item 2.1.

## **2.3 Reactivation Of Dormant / Inactive CDS Account**

CDS account will be designated as inactive or dormant account when there have not been any debit or credit entries in the depositor's securities account for thirty-six (36) months from the date of last entry made in the securities account.

CDS depositors may reactivate the dormant or inactive account through their ADA or [CDS eServices electronic platform](#).

### **2.3.1 Procedures To Reactivate Dormant / Inactive CDS Accounts Through ADA**

2.3.1.1 Depositor to complete and sign the **Application For Reactivation Of CDS Account Form (Reactivation Form)** (Appendix 7) or write to the ADA for each request.

2.3.1.2 Depositor to pay Reactivation fee of RM5 for reactivation of dormant account.

2.3.1.3 Depositor will receive a copy of the Reactivation Form from the ADA upon completion of the reactivation process.

### **2.3.2 Inter Branch Transactions**

Depositor is allowed to request for reactivation of dormant/inactive CDS account via Inter-Branch Transaction.

### **2.3.3 Through CDS eServices**

2.3.3.1 Depositor registered for CDS eServices may reactivate his/her Dormant or Inactive CDS account through the Bursa Anywhere Mobile Apps.

2.3.3.2 Depositor to pay Reactivation fee of RM5 for reactivation of dormant CDS accounts through Paynet's FPX system.

2.3.3.3 Depositor will receive email and inbox notifications upon the reactivation is successful.

## **2.4 Closing Of CDS Accounts**

Depositor may close his/her CDS account provided that there are no balance, outstanding trade transaction and corporate action in the said CDS account.

Closure of CDS account can be authorised by:-

- a. The depositor
- b. Bursa Depository.

### **2.4.1 Procedures To Close CDS Account By Depositor**

2.4.1.1 A depositor may request to close his CDS account by way of:-

- a. Completing the **CDS Account Form (FMN070)** (Appendix 1) in person before the ADA or
- b. Sending the completed FMN070 to the ADA, or
- c. Writing a letter to the ADA stating his/her request to close the CDS account.

2.4.1.2 Depositor to ensure that the date on FMN070 is not post dated. However, the effective date to close the account may be post dated.

2.4.1.3 Applicant may receive the Applicant copy of the FMN070 from the ADA once the account has been confirmed closed.

2.4.1.4 Bursa Depository will only send a notice to the depositor whose application has been rejected.

### **2.4.2 Inter Branch Transaction**

Depositor is allowed to request for closing of CDS account via Inter Branch Transaction.

### **2.4.3 Procedures To Close CDS Account For Deceased Depositor (With Nil Balance)**

2.4.3.1 In the event of the death of a CDS depositor, the following person (hereinafter known as “the applicant”) can apply for the closure of the deceased depositor’s CDS account.

- a. Next-of-kin of the deceased (please note that the request may be made according to the next-of-kin hierarchy laid down in **Appendix 9, Checklist For Request For Suspension Of Deposited Securities In A Deceased Depositor's CDS Account**, Items 1(a) and (b)
- b. Personal Representative of the Estate of the Deceased pursuant to a Grant Of Representation
- c. Official Administrator appointed by the Court.

2.4.3.2 The applicant is to notify Bursa Depository in writing of the death of the depositor and request for the CDS account of the deceased to be closed.

2.4.3.3 The request should be accompanied by a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10:-

- a. Marriage certificate / birth certificate as the case may be as proof of relationship between the deceased and the next-of-kin, or
- b. Grant of Probate or Letter of Administration or Distribution Order, where applicable, or
- c. Court Order, and
- d. Death Certificate, and
- e. Applicant's NRIC.

2.4.3.4 Bursa Depository will authorise the closure of the deceased depositor's account after due verification that the written notice and the supporting documents are in order and provided that there are no shares standing to the credit in the deceased person's CDS account.

#### **2.4.4 Procedures To Close CDS Account For Deceased Depositor (With Balance)**

2.4.4.1 The relevant procedures can be found in Chapter 9 – Transmission Of Title On Death, Bankruptcy, Winding-Up And Receivership Of A Company.

#### 2.4.5 Automatic Closure Of Dormant Account

Pursuant to Rule 26.06A(1), Bursa Depository may proceed to close a dormant account with Nil balance as defined in Rule 26.10(1)(a) upon expiry of the 4<sup>th</sup> year of such account being designated as dormant.

Automatic Closure of Dormant Account is a yearly undertaken by Bursa Depository to automatically close dormant accounts maintained in the Central Depository System which fulfil the following criteria:

- a. There are no securities in such account; and
- b. There have not been any debit or credit entries in such accounts for at least seven (7) consecutive years prior to the date of the closure.

Depositor will have an option to enquire on whether they have any dormant CDS account that is affected by the closure exercise by enquiring via Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com). This information will available in the website one (1) month before the closure. Alternatively, depositor can also make enquiry with the respective stock broker where his affected dormant CDS account is maintained.

If the depositor wishes to maintain the affected dormant account to deal in securities listed on Bursa Malaysia Securities Berhad, including subscribing for an initial Public Offering (IPO), depositor can re-activate the affected dormant account before the closure to avoid any rejection. Kindly, refer to item 2.3 for the procedures of re-activation of dormant account.

However, if depositor does not re-activate his CDS account prior to the closure, the affected dormant account will be automatically closed by Bursa Depository without any further notification being sent to the depositor in respect of such closure.

Once the affected dormant account has been closed, depositor can make enquiry on the closed affected dormant account via Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com). Alternatively, depositor can also make enquiry on the closed affected dormant account from the respective stock broker where he maintains his closed affected dormant account.



This chapter stipulates the procedures to be complied with by the depositors with respect to updating of signature/signatories and updating of depositor's particulars.

### **3.1 Updating Of Signature / Signatories**

A depositor, whether an individual or corporate body may at one time or another, update their signature / signatories.

Updating of signature of individual depositor may be done by way of:-

- a. An individual depositor being present in person at the ADA to update his/her signature with a letter requesting for the signature to be updated
- b. Tendering a written request to the ADA stating that an individual depositor is suffering from a critical medical condition which prevents him/her from present in person to update his/her signature
- c. An individual depositor, being unable to recall his/her "old" signature or due to "signature evolution" is unable to reproduce his/her "old" signature, present in person to update his/her signature with a written request.

#### **3.1.1 Procedures To Update Signature For Individual Depositor Appearing In Person**

The individual depositor must be present in person before the ADA where the depositor's CDS account is maintained to request for an update of his/her signature and submit the following documents:-

- 3.1.1.1 Two (2) letters from the individual depositor officially expressing his/her intention to update his/her signature. The letter should include:-
  - a. The depositor's CDS account number
  - b. The "old" signature must be on the letter
  - c. The effective date of the new signature (optional).
- 3.1.1.2 Depositor is only allowed to update his/her signature at the home branch of his/her ADA.

---

**3.1.2 Procedures To Update Signature For Individual Depositor Unable To Sign Due To Critical Medical Condition**

3.1.2.1 The depositor who is unable to be present in person to execute his/her “old” signature due to his/her medical condition must submit a written request stating his/her intention to change his/her “old” signature with the following documents:-

- a. Two letters to state his/her intention to change his/her “old” signature with the following information:
  - i. CDS account number
  - ii. Left / right thumbprint or new signature
  - ii. The effective date of the left / right thumbprint or “new” signature
- b. Letter from doctor addressed to the ADA where the depositor’s CDS account is maintained. This letter, using the medical centre’s letterhead, must confirm that the depositor is unable to sign his/her “old” signature due to a critical medical condition
- c. The left / right thumbprint or new signature of the depositor contained in Item “a” stated above must be witnessed by the same doctor with his signature and rubber-stamp bearing his name and designation be affixed. The following attestation clause must also to be used:-

“I, \_\_\_\_\_ (name and NRIC No. of doctor), hereby affirm and attest that the right / left thumbprint / signature of \_\_\_\_\_ (name of depositor) has been affixed / signed in my presence and belongs to \_\_\_\_\_ (name of depositor) who has so appeared in person before me and that \_\_\_\_\_ (name of depositor) is of sound mind.

Signed by \_\_\_\_\_”

**3.1.3 Procedures To Update Signature For Individual Depositor Unable To Recall Signature Or Unable To Sign Due To Signature Evolution**

3.1.3.1 The depositor must be present in person.

3.1.3.2 Depositor to produce the original NRIC / Passport / Authority Card.



3.1.3.3 Depositor is to produce a written request to the ADA, stating that he/she is unable to recall his/her signature or that he/she is unable to sign his/her “old” signature due to “signature evolution”

3.1.3.4 Depositor is only allowed to update his/her signature at the home branch of his/her ADA.

**3.1.3A Procedures To Update Signature(s) For CDS Account Opened via CDS eServices**

3.1.3A.1 The depositor must be present in person and complete the CDS Account Form.

3.1.3A.2 Depositor to produce the original NRIC / Passport for ADA’s verification.

**3.1.4 Procedures To Update Signature(s) For Corporate Body**

3.1.4.1 Updating of signature(s) for corporate body may be done by way of:-

- a. Submit two (2) original certified true copy of the list of authorised signatory(ies) and
- b. Submit an authorisation letter from the corporate depositor containing the name(s) of the new authorised signatory(ies), or
- c. Submit a new Board Resolution containing the name(s) of the new authorised signatory(ies).

3.1.4.2 Update via an authorisation letter from the corporate depositor is allowed provided that the existing Board Resolution authorises the corporate depositor to do so.

3.1.4.3 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.

3.1.4.4 Ensure that the original certified true copy of the Board Resolution is signed by the Company Secretary, Director or other persons authorised to do so as stated in the Memorandum & Articles of Association.

- 3.1.4.5 Where update of facsimile signatures is required, the corporate depositor is required to furnish the following supporting documents to their ADA:-
- a. An original 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
  - b. The specimen facsimile signatures of the authorised signatories
  - c. An updated original stamped copy of the Letter Of Indemnity For Facsimile Signatures from the depositor addressed to Bursa Depository.
- 3.1.4.6 Further to the above, the corporate depositor is required to provide two (2) original certified true copies of the list of authorised signatory(ies), and that:-
- a. The corporate body states the name(s) of the signatory(ies) beside the signature(s), and if applicable,
  - b. The designation(s) of the authorised signatory(ies) are stated
  - c. The corporate body's rubber-stamp is affixed if the Board Resolution does not require the common seal to be affixed.
- 3.1.4.7 The operating instructions of the specimen signatures as per the Board Resolution should be stated on the original or certified true copy of the list of authorised signatories and specimen signatures , i.e. whether it is one or more signatories to sign.

**Note:**

- (i) *The "effective date" of the updated signature(s) and rubber-stamp must not be earlier than the current date*
- (ii) *The "effective date" will be the date of receipt of the authorisation letter / Board Resolution from the corporate depositor to the ADA or the effective date stated in the authorisation letter / Board Resolution, whichever is later.*

**Photocopies of these specimen signatures(s) are not allowed.**

### **3.2 Updating Of Depositor's Particulars at ADA Offices**

There are two types of updating for depositor's particulars, as follows:-

#### **a. Updating Of Depositor's Investor Particulars**

- i. Investor Particulars include Depositor's Name, Identification Number (ID), Registered Address, Investor Type, Nationality / Place Of Incorporation, Race / Ownership, email address, handphone number and consolidated bank account information.
- ii. Any update made to the Investor Particulars will have a global effect on other accounts belonging to the same depositor maintained with other ADA and such changes must be supported by relevant supporting document(s). Refer to **Appendix 11** for details of supporting documents.

#### **b. Updating Of Depositor's Account Particulars**

- i. Account Particulars includes Depositor's Correspondence Address, Telephone Number, Account Type and Account Qualifier and Beneficiary fields.
- ii. Any update made to the Account Particulars of a depositor will only affect the CDS account at that particular ADA where the change was made.

Individual and corporate depositor may choose to update their particulars by appearing in person at the ADA's office where the account is maintained or by writing to the ADA.

#### **3.2.1 Procedures To Update Individual / Corporate Account Requests Made In Person**

- 3.2.1.1 Depositor to complete the **CDS Account Form (FMN070)** (Appendix 1) with details as per the relevant supporting document.
- 3.2.1.2 Depositor to furnish copies and original of the relevant supporting documents to the ADA. In the case of a corporate body, furnish the original certified true copies signed by any persons authorised to do so in the Memorandum & Articles of Association to the ADA.
- 3.2.1.3 Any changes requested by a depositor must be accompanied by the relevant supporting documents as stated in **Appendix 11**.

### **3.2.2 Procedures To Update Individual / Corporate Account Requests Made In Writing**

3.2.2.1 All depositor's particulars may be updated by way of writing to the ADA concerned **except** for the individual depositor's name.

3.2.2.2 A depositor may do so by way of:-

- a. Completing the FMN070 and sending it to the ADA, or
- b. Writing a letter to the ADA, indicating the type of updating required.

3.2.2.3 Depositor must attach the relevant supporting documents to support the updating purpose. These supporting documents must be certified by a person stated in the List Of Acceptable Witnesses in Chapter 10.

3.2.2.4 Upon completion of updating process, applicant to receive the processed Applicant copy of the FMN070 from the ADA.

### **3.2.3 Inter Branch Transaction**

Depositor is also allowed to request for updating of depositor's particulars via Inter Branch Transaction. However, individual depositor who requests to update the depositor's name must be present in person at the ADA concerned.

### **3.3 Updating of Depositors Particulars Through CDS eServices**

As CDS eServices is a self-service electronic platform for individual depositors to perform selected CDS activities, the individual depositors may use this platform to perform the updating of their CDS Account particulars on their own instead of the need to be present-in-person to the ADA offices and complete the FMN070 form.

#### **3.3.1 Permitted Self-Service Account Particular Updates**

3.3.1.1. Currently, CDS eServices allows depositor to update the following information through the self-service mode:

- a. Depositor Name
- b. Registered Address
- c. Correspondence Address
- d. Bank Account Information
- e. Nationality
- f. Race
- g. Telephone Number
- h. Consolidation of CDS Statements of Accounts
- i. Revocation of Consolidated Statement of Accounts
- j. Consolidation of Bank Account Information
- k. Revocation of Consolidated Bank Account Information

3.3.1.2 Depositors who update the information stated above through self-service mode is deemed to have notified the relevant ADA as required in Rule 25.05 of the Rules of Bursa Depository.

3.3.1.3. Updating of the following information is not facilitated through CDS eServices and the individual depositor is required to be present-in-person and submit a duly completed FMN070 form for the updates to be effected in CDS:

- a. Identity Card or Passport Number
- b. Email address
- c. Handphone number

#### **3.3.2 Procedures to update depositor's information through CDS eServices**

3.3.2.1 Depositor may initiate to update of CDS account particulars via the CDS e-Services platform.

3.3.2.2 Updating of investor particulars such as name, bank account information, registered address, nationality and race requires supporting documents such as copy of NRIC and bank statements which can be uploaded by the depositors either in a PDF format file or taking photo of such supporting document.

- 3.3.2.3 Updates to investor particulars are only effected in CDS after the ADAs verification and confirmation of the request against the supporting documents.
- 3.3.2.4 Depositor may update his/her account particulars such as correspondence address and fixed line telephone number without furnishing any supporting documents and the updates are effected immediately in CDS
- 3.3.2.5 The submission of the updating request through CDS e-Services is authenticated by SMS TAC code.
- 3.3.2.6 Depositors will be notified of their updating status via email notifications as well as CDS e-Services inbox notification facilities.



---

This chapter stipulates the procedures to be complied with by the depositor with respect to suspension and release of suspension of securities.

#### **4.1 Suspension / Release Of Suspension Of Securities**

The deposited securities in a particular depositor's account can be suspended under any one of the circumstances stipulated under Rule 36.02 of the Rules of Bursa Depository.

The request for suspension / release of suspension of deposited securities in a securities account may be made by the following persons:-

- a. The Authorised Depository Agent (ADA), subject to prior approval from Bursa Depository
- b. The depositor
- c. Personal Representative of the Estate of the Deceased (refer to **Appendix 9** for details on documentation required for submission to Bursa Depository), or
- d. Official Administrator appointed by the Court, or
- e. Such other persons stated under Rule 36.02 of the Rules of Bursa Depository.

##### **4.1.1 Type Of Suspension**

There are four (4) types of suspension of securities:-

- a. Freeze/hold of deposited securities of a particular security in all securities account held by Bursa Depository or a particular ADA or ADM
- b. Freeze/hold on a particular securities account
- c. Freeze/hold of a particular security of deposited securities in a particular depositor's securities account
- d. Freeze/hold of a particular quantum of deposited securities in a particular depositor's securities account.

##### **4.1.2 Procedures To Suspense Or Release Of Suspension**

4.1.2.1 The ADA / depositor / applicant must complete the **Suspension / Release Of Suspension Of Securities Request Form (FMN030)** (Appendix 12).

4.1.2.2 In completing FMN030, the ADA / depositor / applicant must comply with the **Checklist For Suspension / Release Of Suspension Of Securities** (Appendix 13).

- 
- 4.1.2.3 Request by the applicant in cases of deceased depositor.
- 4.1.2.3.1 For application made by applicant in person or in writing, the next of kin to furnish to the ADA the supporting documents stated in **Appendix 9** in order to establish the relationship between the applicant and the deceased depositor.
- 4.1.2.3.2 For detail requirements, please refer to **Checklist For Suspension / Release Of Suspension Of Securities** (Appendix 13).
- 4.1.2.4 Upon completion of the suspension / release of suspension of securities process, the applicant will receive the processed Applicant copy of the FMN030 from the ADA.
- 4.1.2.5 A notice will be sent by Bursa Depository if the suspension / release of suspension of securities request is successful.





---

This chapter stipulates the procedures to be complied with by the depositor with respect to balance enquiry on CDS account and CDS statement.

## **5.1 CDS Balance Enquiry**

### **5.1.1 Procedures To Enquire CDS Balance By Depositor At ADA Office**

5.1.1.1 The depositor may from time to time request for his CDS account balance by completing the **Balance Enquiry Request Form** (Appendix 14) by present in person at the ADA office.

### **5.1.2 Procedures To Enquire CDS Balance For A Deceased Depositor's Account**

5.1.2.1 For a balance enquiry, the applicant as per those defined in item 2.4.3, items "a", "b" and "c", or its advocate and solicitor, must apply to Bursa Depository in writing.

5.1.2.2 The request should be accompanied by a set of the following documents, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10:-

- a. Marriage certificate / birth certificate as the case may be as proof of relationship between the deceased and the next-of-kin, or
- b. Grant of Probate or Letter of Administration, where applicable, and
- c. Death Certificate, and
- d. Applicant's NRIC.

5.1.2.3 In addition to the above requirements, where the request is submitted by an advocate and solicitor, a letter from the applicant to Bursa Depository, authorising Bursa Depository to release information on the deceased depositor's account to the advocate and solicitor must be submitted.

### **5.1.3 Procedures To Enquire CDS Balance Through Dealer's Representative**

Depositor may authorise his/her dealer's representative to enquire into his/her CDS account balance.

- 
- 5.1.3.1 Dealer Representative to submit the duly completed **Authorisation / Consent For Balance Enquiry Request Form (AFBIR)** (Appendix 15) for each authorisation relating to an individual depositor.
- 5.1.3.2 Corporate depositor can perform the function of giving authorisation to enquire the balance on its CDS account by completing the AFBIR as follows before submitting to its respective ADA:-
- a. Corporate depositor giving authorisation to more than one (1) CDS account can:-
- i. Complete separate AFBIR for each different CDS account, or
- ii. Complete only one (1) AFBIR and attached a listing detailing the CDS accounts' numbers that can be enquired by the Dealer's Representative. The AFBIR and the CDS Account Listing must be signed by the same authorised signatory(ies) with either the Company Seal or company's rubber-stamp affixed, or
- iii. Complete only one (1) AFBIR and indicate on the AFBIR that the authorisation will be for all CDS accounts including any CDS account to be opened in the future.
- 5.1.3.3 If the authorisation is accepted, the depositor will receive a copy of the AFBIR and a copy of the CDS Account Listing (if applicable) along with the Notice-AFBIR clearly stating the period of validity.
- 5.1.3.4 If authorisation for balance enquiry request is rejected, the ADA will return the depositor the original Notice-AFBIR clearly stating the reason(s) for the rejection.

**Note:** *The authorisation given to the dealer's representative for the purpose of balance enquiry may be valid for a period as specified by the depositor in the AFBIR unless revoked earlier by the depositor or revoked automatically as the result of dealer's representative ceased to be a dealer's representative of the ADA where the depositor's CDS account is maintained.*

- 
- 5.1.3.5 Depositor may revoke authorisation for balance enquiry by furnishing the revocation authorisation letter or the duly completed **Revocation Of Authorisation / Consent For Balance Enquiry Request Form (RAFBIR)** (Appendix 16) for each authorisation. Corporate depositor is allowed to complete a single RAFBIR for more than one (1) CDS account by completing the appropriate details in the RAFBIR.
- 5.1.3.6 If the revocation is accepted, the depositor will receive a copy of the RAFBIR along with the Notice-RAFBIR.
- 5.1.3.7 If the revocation is rejected, the ADA will return the original RAFBIR to the depositor along with the Notice-RAFBIR clearly stating the reason(s) for the rejection.

#### **5.1.4 Procedures To Enquire CDS Balance Through Third Party Representative**

Depositor's may authorise a third party representative other than dealer's representative to enquire into his/her CDS account balance.

- 5.1.4.1 The authorisation given to a third party representative other than a dealer's representative is only effective for the purpose of making one (1) balance enquiry only.
- 5.1.4.2 To authorise a third party representative, the depositor has to write a letter of authorisation containing the following information:-
- a. Name and CDS account number of depositor
  - b. Name and NRIC / Passport No. / Authority Card No. of third party representative
  - c. Signature of depositor.
- 5.1.4.3 The representative to ensure the depositor's particulars are completed in the Balance Enquiry Request Form and that the representative signs on behalf of the depositor.
- 5.1.4.4 The representative has to submit to the ADA the completed Balance Enquiry Request Form together with the letter of authorisation.

---

### 5.1.5 Self-Service CDS Balance Enquiry Through CDS eServices

5.1.5.1 Depositors registered with CDS eServices will be able to enquire and view all his/her direct CDS account balances by login to CDS eServices using Username and Password.

### 5.1.6 Inter Branch Transactions

Depositor is allowed to request for balance inquiry via inter-branch transaction.

## 5.2 CDS Statement

### 5.2.1 Procedures To Request Ad-Hoc Statement By Depositor

5.2.1.1 A depositor may request for an ad-hoc statement on his/her CDS account by:-

- a. Completing the **Ad-Hoc Statement Request Form** (Appendix 17)
- b. Writing to the ADA.

### 5.2.2 Procedures To Request Ad-Hoc Statement By Next-Of-Kin / Beneficiaries

5.2.2.1 For ad-hoc statement, the applicant as per those defined in Section 2.4.3, items “a”, “b” and “c”, or its advocate and solicitor, must apply to Bursa Depository in writing.

5.2.2.2 For details of supporting documents, please refer to item 5.1.2.2 to 5.1.2.3.

### 5.2.3 Procedures To Request For Consolidation Of CDS Statement At ADA Office

Consolidation of CDS Statement of Account is a service where the depositor may consolidate his/her CDS statements of various CDS accounts into one CDS statement. With the consolidation of CDS statement of account, the depositor may have a better control of his/her portfolio as he/she will know all the securities that he/she is holding.

5.2.3.1 Depositor to complete and signed the **Consolidation/Revocation Of Consolidated CDS Statement Of Account Form (“CSA Form”)** (Appendix 18) before forwarding to the ADA.

---

5.2.3.2 ADA will return a copy of the CSA Form to the depositor as acknowledgement **after processing the Consolidation Request.**

**5.2.4 Procedures To Request For Consolidation Of CDS Statement Through CDS eServices**

Depositor may also request to consolidate his/her CDS statements of various CDS accounts into one CDS statement through CDS eServices Platform. An email notification will be provided to the depositor after the Consolidation of CDS Statement of Accounts is processed by CDS.

**5.2.5 Procedures To Request For Revocation Of Consolidated CDS Statement**

Depositor who had opted to consolidate his/her CDS account statement may revoke his/her earlier consolidation request and revert to the normal arrangement where he/she will receive individual CDS statement for each of his/her CDS account.

5.2.5.1 Follow the procedures as stated in Item 5.2.3. - Procedures To Request For Consolidation of CDS Statement and 5.2.4 if the request is made via CDS eServices.

5.2.5.2 An email notification will be provided to the depositor after the revocation of the consolidated CDS Statement of Accounts is processed by CDS.

**5.2.6 View Monthly CDS Statement Through CDS eServices**

Depositor who had registered for CDS eServices service may be able to view online his/her monthly CDS statement for all his/her CDS accounts through the CDS eServices platform provided the CDS accounts are not in “Dormant” status.

**5.2.7 Inter Branch Transactions**

Depositor is allowed to request for Ad-hoc Statement and Consolidation/Revocation of CDS account via inter-branch transaction.

◆◆◆◆

---

This chapter stipulates the procedures to be complied with by the depositor with respect to deposit of securities into CDS account. It is mandatory to deposit securities of companies listed on Bursa Malaysia into CDS account except for the limited circumstances set out in item 6.7 below.

All deposit procedures detailed in this chapter are also applicable for deposit of approved unlisted securities.

## **6.1 Completing Securities Deposit Request Form**

- 6.1.1 Depositor to obtain the **Securities Deposit Request Form (FDE010)** (Appendix 19) from any ADA's office.
- 6.1.2 Depositor to complete and sign the following for each deposit request:-
- a. FDE010 in triplicate for each securities
  - b. Form 32A with the Transferor Part duly completed.
- 6.1.3 Where two (2) or more types of securities are lodged, ensure that a separate FDE010 and Form 32A for each type of securities is completed.
- 6.1.4 **For Moratorium Securities,**
- 6.1.4.1 Depositor to ensure the moratorium certificate is correctly stated in FDE010 using the appropriate stock code. Depositor is to check with his/her ADA/ADM or the share registrar on the stock code for the moratorium securities before completing the FDE010.
- 6.1.4.2 Moratorium securities may be deposited into:-
- a. The CDS account of the registered holder of the moratorium certificate, or
  - b. A pledged securities account under the name of an authorised nominee. The account qualifier must have the word "Pledged Securities Account" followed by the full name of the registered holder of the moratorium certificate. This request must also be accompanied by a Moratorium Shares Declaration (Appendix 20) signed by the CDS depositor, i.e. the authorised nominee, stating that the deposit of shares will not result in any change in the beneficial ownership of the said certificate.

---

**Note:** **Moratorium Securities means securities which are imposed with a restriction by the Commission, on selling, transferring, assigning or otherwise dealing with the securities, for a stipulated period.**

## **6.2 Submission Of Deposit Request To ADA**

6.2.1 Depositor must submit all copies (3 ply) of the duly completed and signed FDE010, Form 32A and certificate together with deposit fee to the ADA where the CDS account is maintained for data entry.

6.2.2 The deposit fee is RM10 per certificate (irrespective of volume).

**Note:**

(i) *Deposit request lodged by depositor at or before 12.00 p.m. will be treated as deposit on the same market day*

(ii) *Deposit request lodged by depositor after 12.00 p.m. will be treated as deposit for the following market day*

(iii) *Post-dated FDE010s are not allowed and backdated FDE010s are only acceptable up to 6 months from the deposit date*

(iv) *For any types of securities that are involved in corporate action, holders of such securities are not allowed to deposit their certificate for a period commencing from seven and a half (7.5) market days prior to the Book Closing Date to 12.30 p.m. on the Book Closing Date.*

## **6.3 Acknowledge Receipt Of Deposit Request From ADA**

6.3.1 Depositor to receive the **Depositor copy** of the FDE010 from the ADA as acknowledgement. This FDE010 must contain the deposit reference number that has been generated from the CDS system.

## **6.4 Receiving Rejected Deposit Request**

6.4.1 Depositor to receive the following from ADA for any rejected deposit request:-

a. Original copy of rejected FDE010 (if any), or

- 
- b. Scrip with external Form 32A or scrip with pre-printed Form 32A on the reverse
  - c. Two (2) copies of the Rejection of Securities Deposited Letter issued by the ADA.
- 6.4.2 Depositor to acknowledgement receipt on the second copy of the Rejection Letter.

## **6.5 Enquiry On The Status Of Deposit Request**

- 6.5.1 Depositor may enquire the status of his/her deposit request from ADA by quoting the Deposit reference number.
- 6.5.2 Depositor will also receive a notice from Bursa Depository in the event any certificate deposited is subsequently rejected by Share Registrar.

## **6.6 Inter Branch Transactions**

Depositor is allowed to perform deposit activity via inter branch transactions.

## **6.7 Exemption from Mandatory Deposit**

- 6.7.1 Pursuant to Rules 6.01A(3)(a)(ii) and 27.01A(3)(a)(ii), the following two (2) classes of securities are exempted from the requirement of mandatory deposit:
  - a. securities or class of securities of an issuer, which are listed on a Foreign Stock Exchange whereby:
    - i. the holders of that securities have invested in the securities of the issuer in that Foreign Stock Exchange; and
    - ii. such holdings are recorded in the Foreign Register.

In this paragraph 6.7.1(a) –

“Foreign Register” means the register of holders maintained by an issuer which is listed on a Foreign Stock Exchange in the jurisdiction of that Foreign Stock Exchange; and

“Foreign Stock Exchange” means a foreign stock exchange on which an issuer is listed or approved to be listed.



- b. securities or class of securities of an issuer, which are deposited and settled in the Real Time Electronic Transfer of Funds and Securities (RENTAS) system which is operated by the Malaysian Electronic Clearing Corporation Sdn. Bhd. (a subsidiary of Bank Negara Malaysia)
- 6.7.2 The other four (4) classes of securities which are exempted from the requirement of mandatory deposit and the requirement for the deposit of the same are as set out in Chapter 5 of the CDS Procedures Manual for ADA that are available on Bursa Malaysia's website.



---

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 requester 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.



---

**Withdrawal is only permitted under the following circumstances as stated in the Rules of Bursa Malaysia Depository Sdn Bhd:-**

- i. to facilitate cancellation of the issuer's own shares purchased by the issuer.
- ii. to facilitate conversion of non-equity securities.
- iii. to facilitate company restructuring process.
- iv. to facilitate rectification of error.
- v. to facilitate redemption or partial redemption of non-equity securities
- vi. to facilitate the restructuring of the non-equity securities arising from a declaration of an event of default in respect of the non-equity securities.
- vii. where a body corporate has been removed from the official list of a stock exchange
- viii. where such securities are unlisted securities.
- ix. to facilitate a transmission of securities out from Bursa Depository as contemplated under item 12.2.
- x. in relation to a Special Purpose Acquisition Company ("SPAC") as defined under the Securities Commission's Equity Guidelines, to facilitate the SPAC's compliance with the Securities Commission's Equity Guidelines or the Listing Requirements of the Stock Exchange.
- xi. in any other circumstances determined by Bursa Depository from time to time, after consultation with the Securities Commission.

This chapter stipulates the procedures to be complied with by the depositor with respect to withdrawal of securities from CDS account in respect of items (vii), (viii) and (xi).

The procedures to be complied with by the depositor with respect to the withdrawal of securities from CDS account in respect of item (ix) are set out in Chapter 12.

Withdrawals pursuant to the other circumstances referred to above will be processed by the issuer of the securities and the depositor will be notified by the issuer accordingly.

### **8.1 Completing Withdrawal Request**

8.1.1 Depositor to obtain the **Securities Withdrawal Request Form (FWT010)** (Appendix 23) from any ADA's office.

8.1.2 Depositor to complete and sign the following for each withdrawal request:-

- a. FWT010 in triplicate for each securities
- b. Form 32A with the Transferee part duly signed

*Note: Ensure Form 32A is franked with sufficient revenue stamp.*

- 
- 8.1.3 Where two (2) or more types of securities are withdrawn, ensure that a separate FWT010 and Form 32A for each type of securities is completed.

## 8.2 Submission Of Withdrawal Request To ADA

- 8.2.1 Depositor must submit all copies (3 ply) of the duly completed and signed FWT010, Form 32A together with withdrawal fee to the ADA where the CDS account is maintained for data entry.
- 8.2.2 The withdrawal fee is RM15 per 1,000 shares or part thereof.

### **Note:**

- (i) *Withdrawal request lodged by depositor at or before 12.00 p.m. will be treated as the same withdrawal on the same market day*
- (ii) *Withdrawal request lodged by depositor after 12.00 p.m. will be treated as withdrawal on the following market day*
- (iii) *Postdated FWT010s are not allowed and backdated FWT010s are only acceptable up to 6 months from the withdrawal date*
- (iv) *For any type of securities that are involved in corporate action, depositor of such securities is not allowed to withdraw his/her securities for a period commencing from seven and a half (7.5) market days prior to the Book Closing Date to 12.30 p.m. on the Book Closing Date.*

## 8.3 Acknowledge Receipt Of Withdrawal Request From ADA

- 8.3.1 Depositor to receive the **Depositor copy** of the FWT010 from the ADA as acknowledgement. This FWT010 must contain the withdrawal reference number that has been generated from the CDS screen.

## 8.4 Receiving Rejected Withdrawal Request

- 8.4.1 Depositor to receive the following from the ADA for any rejected withdrawal request:-
- a. Original copy of the rejected FWT010
  - b. External Form 32A

- c. Two (2) copies of the Rejection Of Withdrawal Request Letter issued by the ADA.

8.4.2 Depositor to acknowledge receipt on the second copy of the Rejection Letter.

### **8.5 Enquiry on the Status of Withdrawal Request**

8.5.1 Depositor may enquire the status of his/her withdrawal request from ADA by quoting the withdrawal reference number.

8.5.2 Depositor will also receive withdrawal notice from Bursa Depository confirming the status of withdrawal.

### **8.6 Inter Branch Transaction**

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

◆◆◆◆

This chapter stipulates the procedures to be complied for Transmission of Title of securities in the event of the death or bankruptcy of a CDS depositor or the winding up (dissolution) of a corporation.

The procedures stipulated shall apply to the following categories of persons:-

- a. The Personal Representative, i.e. executor/administrator (PR) of the Estate of the Deceased Pursuant to a Grant of Representation
- b. The Official Assignee rightfully claiming legal title to the deposited securities in the CDS account of the depositor upon the bankruptcy of the said depositor
- c. The Official Receiver / Liquidator rightfully claiming legal title to the deposited securities in the CDS account of the depositor, upon the winding-up of the company.

## 9.1 Transmission Of Title On Death Of An Individual

### 9.1.1 CDS Account Held In The Name Of Deceased

- 9.1.1.1 The PR is to notify Bursa Depository of the death of the deceased by completing the **Notification Of Death Of Depositor Form** (Appendix 24) as prescribed by Bursa Depository, which can be obtained from Bursa Depository.
- 9.1.1.2 The PR is required to be **present in person** at Bursa Depository, (unless exempted by Bursa Depository) to notify the death of the depositor by submitting all original supporting documents and pay the requisite fees.
- 9.1.1.3 The original supporting documents required are:-
  - a. The Grant of Probate (where there is a will), or
  - b. The Letter of Administration (where the deceased leaves no will), or
  - c. The distribution order, if the same has been extracted, and
  - d. The Death Certificate, and
  - e. The PR's NRIC.



**Note:** **Kindly ensure that the CDS account number of the deceased is stated in the Grant of Representation which amongst others will include item (a) to item (C) as stated under item 9.1.1.3.**

9.1.1.4 Bursa Depository will authorise the request for transmission of title (transfer) after due verification that the notice and supporting documents are in order.

9.1.1.5 In the event the PR resides outside Klang Valley and is not able to be present in person at Bursa Depository, the PR is required to write to Bursa Depository to obtain the waiver from this requirement. The PR needs to enclose copies of the relevant supporting documents as indicated in items 9.1.1.3 and state the preferred ADA where he/she will be able to execute the Notification of Death of Depositor Form.

**Note:** *The Grant of Probate and The Letter of Administration obtained outside Malaysia is to be resealed in The High Court of Malaya for it to be effective in Malaysia.*

#### **9.1.2 CDS Account Held In The Name Of Authorised Nominee For The Deceased**

9.1.2.1 The PR is to notify the Authorised Nominee of the death of the deceased by submitting the following supporting documents and pay the requisite fee:-

- a. Grant of Representation
- b. Death Certificate, and
- c. NRIC / Identification documents of the PR.

**Note:** *Kindly ensure that the CDS account number of the authorised nominee for the deceased is stated in the Grant of Representation which amongst others include Grant of Probate, Letter of Administration, Distribution Order and etc.*

9.1.2.2 If the securities held in the authorised nominees' account for a deceased are to be transferred to the CDS account of the PR, the authorised nominees must submit the above supporting documents to Bursa Depository for verification.

9.1.2.3 If the securities held in the authorised nominees' account are to be transferred directly to the CDS account of the beneficiary, in addition to the above supporting documents, the PR also need to submit a letter (The Letter) to confirm that the securities are to be transferred to the CDS account of the beneficiary. **The Letter** (Appendix 25) must be

---

duly witnessed by any person stated in the List of Acceptable Witnesses in Chapter 10.

**Note:**

- (i) *The Grant of Probate and The Letter of Administration obtained outside Malaysia is to be resealed in The High Court of Malaya for it to be effective in Malaysia*
- (ii) *The supporting documents stipulated in item 9.1.2.1 must be duly certified by any person stated in the List of Acceptable Witnesses in Chapter 10.*

**9.2 Transmission Of Title On Bankruptcy Of An Individual**

9.2.1 Pursuant to Section 24(4) of the Bankruptcy Act 1967 the assets of bankrupt vests with the Official Assignee (OA). As such all securities in the CDS account of a bankrupt depositor legally belong to the OA. The OA is to notify Bursa Depository of the bankruptcy of the said depositor.

9.2.2 The OA has **two (2) options**:-

- a. He may take over the operation of the CDS account of the bankrupt depositor by applying to update the signatory(ies) of the bankrupt depositor's CDS account, or
- b. He may apply to transfer out the securities in the CDS account of the bankrupt depositor to the OA's CDS account.

9.2.3 In the case of 9.2.2(a) above, the OA is required to submit the following documents to the ADA where the bankrupt depositor's CDS account is maintained:-

- a. A copy of the Adjudication and Receiving Order, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10, for a depositor who has been adjudicated bankrupt
- b. A letter signed by the OA specifying the following:-
  - i. That the depositor has been adjudged a bankrupt and that pursuant to the provisions in the Bankruptcy Act 1967 the shares in the CDS account of the bankrupt depositor now vest with the OA who wishes to operate the CDS account of the said depositor, and

- ii. Designating the authorised signatory(ies) for the operation of the CDS account. Kindly ensure that the mode and manner of execution by the authorised signatories are clearly defined.
  - c. Two (2) original or original certified true copy of the list of authorised signatory(ies) together with the specimen signature(s).
  - d. An Application For Updating Of Account Particulars Form to effect the following updates:-
    - i. To amend the name field to reflect “OA of xxxxx, bankrupt” where xxxxx is the name of the bankrupt depositor
    - ii. Change of correspondence address of the depositor to that of the OA’s official address (optional).
- 9.2.4 The ADA’s records of specimen signature(s) must be updated with the new authorised signatories.
- 9.2.5 In the case of item 9.2.2(b) above, the OA or the OA’s appointed signatory is required to be **present in person** at Bursa Depository, except when exempted by Bursa Depository on such terms and conditions as it may require, to complete a **Notification Of Bankruptcy Of Depositor Form** (Appendix 26) as prescribed by Bursa Depository, which can be obtained from Bursa Depository.
- 9.2.6 The duly completed Notification Of Bankruptcy Of Depositor Form must be accompanied by the following supporting documents:-
  - a. The original letter from OA appointing his signatory and the OA’s signatory’s NRIC
  - b. A copy of the Adjudication and Receiving Order, duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10, for a depositor who has been adjudicated bankrupt.
- 9.2.7 The OA must submit the completed Notification Of Bankruptcy Of Depositor Form, supporting documents and the requisite fees to Bursa Depository for the execution of the request.
- 9.2.8 Bursa Depository will authorise the request for transmission of title (transfer) after due verification that the notice and supporting documents are in order.

---

### 9.3 Transmission Of Title On Winding-Up / Liquidation (Dissolution) Of A Company

- 9.3.1 Pursuant to Section 233 of the Companies Act 1965 the assets of a corporate depositor which has been wound up vest with the Official Receiver (OR) / Liquidator. As such all securities in the CDS account of a corporate depositor which has been wound up, legally belong to the OR / Liquidator. The OR / Liquidator is to notify Bursa Depository of the winding-up of the said corporate depositor.
- 9.3.2 The OR / Liquidator then has *two (2) options*:-
- a. He may take over the operation of the CDS account of the corporate depositor which has been wound up by applying to update the signatory(ies) of the said company's CDS account, or
  - b. He may apply to transfer out the securities in the CDS account of the corporate depositor which has been wound up to the OR's CDS account.
- 9.3.3 In the case of item 9.3.2(a) above, the OR / Liquidator is required to submit the following documents to the ADA where the corporate depositor's account is maintained:-
- a. A copy of the Notice Of Resolution, i.e. Form 11 (in respect of voluntary winding-up by the company) / Winding-up Order (in respect of winding-up by the Order of Court) to be duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10
  - b. A copy of the Notice Of Appointment And Situation Of Office Of OR / Liquidator filed with the Registrar of Companies i.e. Form 70 (in respect of winding-up by the court) / Form 71 (in respect of member's voluntary winding-up) / Form 72 (in respect of creditors' voluntary winding-up) to be duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10
  - c. A letter signed by the OR / Liquidator specifying the following:-
    - i. That the corporate depositor has been wound up and pursuant to the provisions in the Companies Act 1965 the shares in the CDS account of the said depositor now vest with the OR / Liquidator who wish to operate the CDS account of the said corporate depositor, and

- ii. Designating the authorised signatory(ies) for the operation of the CDS account. Kindly ensure that the mode and manner of execution by the authorised signatories are clearly defined.
  - d. Two (2) original or original certified true copy of the list of authorised signatory(ies) together with the specimen signature(s).
  - e. An Application For Updating Of Account Particulars Form to effect the following updates:-
    - i. Addition of “*In liquidation*” after the name of the corporate depositor
    - ii. Change of correspondence address of the corporate depositor to that of the OR / Liquidator’s official address (optional).
- 9.3.4 The ADA’s records of specimen signature(s) must be updated with the new authorised signatories.
- 9.3.5 In case of item 9.3.2(b) above, the OR / Liquidator is required to be **present in person** at Bursa Depository, except when exempted by Bursa Depository on such terms and conditions as it may require, to complete a **Notification Of Winding-Up Of Company Form** (Appendix 27) as prescribed by Bursa Depository, which can be obtained from Bursa Depository.
- 9.3.6 The OR / Liquidator must submit the Notification Of Winding-Up Of Company Form, supporting documents and the requisite fees to Legal for the execution of the request.
  - 9.3.6.1 For voluntary winding-up, the supporting documents required are:-
    - a. The original OR / Liquidator’s NRIC
    - b. Original certified true copy of the Form 11
    - c. Original certified true copy of Form 71 or 72.
  - 9.3.6.2 For winding-up by the Order of Court, the supporting documents required are:-
    - a. The original OR / Liquidator’s NRIC
    - b. Original certified true copy of the Winding up Order

- c. Original certified true copy of Form 70.

*Note:* Both items b and c listed in 9.3.6.1. and 9.3.6.2 above are to be duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10.

- 9.3.7 Bursa Depository will authorise the request for transmission of title (transfer) after due verification that the notice and supporting documents are in order.

#### **9.4 Operations Of CDS Account By Receivers And Managers In Respect Of Company Under Receivership**

The following are procedures to be adhered to by the Receivers and Managers (R & M) with respect to take over the operations of the CDS accounts of companies which have been placed under its receivership.

- 9.4.1 The R&M to submit the following supporting documents to the ADA where the company that has been placed under receivership (the Company) maintained its CDS account:-

- a. A covering letter stating that the Company has been placed under receivership and that the R&M wishes to operate the CDS account of the Company
- b. A copy of the Notice Of Appointment Of Receiver And Manager (Form 59), duly certified by a person stated in the List Of Acceptable Witnesses in Chapter 10
- c. Two (2) original or original certified true copy of the list of authorised signatory(ies) together with the specimen signature(s).
- d. An Application For Updating Of Individual / Corporate Account Form to effect the following updates in accordance with Section 3.2 – Updating Of Depositor’s Particulars:-
  - i. Addition of “**In-Receivership**” after the name of the company
  - ii. Change of correspondence address of the Company to that of the appointed R&M’s (optional).



---

This chapter stipulates the list of “acceptable witnesses” who may perform, among others, witnessing and certification functions for the depositor.

### 10.1 List Of Acceptable Witnesses

10.1.1 The following is a list of acceptable witnesses who may witness/certify relevant CDS forms and supporting documents submitted by depositor / authorised signatory(ies) except as otherwise stated in this procedures manual:-

- a. Authorised officers of the ADA / Dealer’s Representative
- b. 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;
- c. Authorised officers of a Malaysian Embassy / High Commission Consulate
- d. Notary Public
- e. Lawyers in any jurisdiction who has a valid license to practice law in that jurisdiction
- f. Authorised officer of a licensed stockbroking company with a recognised Stock Exchange
- g. Authorised officer of
  - a. a licenced bank as defined in the Financial Services Act 2013;
  - or
  - b. an Islamic bank licenced under the Islamic Financial Services Act 2013,and with which the individual holds an account;
- h. Registered . Registered Representative registered pursuant to the Guidelines for Registered Person (Registered Representative) issued by the Securities Commission;
- i. Officer of a registered person referred to under the third column of Item 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 item 1(b);
- j. District Officer / Assistant District Officer
- k. Any others that may be approved by Bursa Depository.

- 
- 10.1.2 The name and designation of the witness must be stated by the person witnessing the depositor / authorised signatory(ies)' signature(s).

**Note:** *The above List Of Acceptable Witnesses does not apply when the ADA waives the requirement for the individual to be present before the ADA concerned in order to open a CDS account. Witnessing and certification procedures pertaining to these cases are discussed in Chapter 2 of this procedures manual instead.*

## 10.2 Witness And Certification Cases

- 10.2.1 Any one of the above acceptable witnesses may witness / certify relevant CDS forms and supporting documents that are required by Bursa Depository. Relevant cases may be those involving:-

a. **Jurat Clause**

Where a CDS form has been executed by a person who is not able to read or understand the content of the form, an acceptable witness, after having explained and interpreted the form's contents to the depositor, affixes a jurat clause and signs on it.

*A sample of a Jurat Clause is stated below:-*

*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 .....*

b. **Transmission of Title**

In the event of a death or bankruptcy of a CDS depositor or the winding-up of a corporation, the certification of relevant supporting documents by an acceptable witness is required prior to submission of those documents and the requisite CDS form to Bursa Depository.



---

c. **Witnessing / certification of certain CDS forms and supporting documents, except as otherwise stated in this procedures manual**

For example, a written request by a depositor to update his account particulars will require the certification of the supporting document provided, e.g. copy of NRIC, by an acceptable witness prior to the request being approved and processed by the ADA.

d. **Translated copies of documents in a foreign language**

Where a supporting document in a foreign language has been provided, it must be accompanied with an English translated copy. Both documents, i.e. the foreign document and the English copy, must be certified by an acceptable witness prior to submission to the ADA / Bursa Depository.

Please note that the cases provided above are for illustration purposes only and are not meant to be exhaustive in nature. Bursa Depository may, from time to time, introduce new procedures that require the witnessing and certification functions of an acceptable witness.



## **11.1 Updating Of Depositor's eDividend Details**

A depositor is allowed to update its eDividend details i.e. bank account details, indication on joint account or otherwise, e-mail address and handphone number.

### **A. Types of Changes**

1. Name of Bank
2. Bank Account Number
3. Indication on joint account or otherwise
4. E-mail Address
5. Handphone number

### **B. Required Supporting Documents (any one)**

1. Front page of bank book; or
2. Bank statement; or
3. Confirmation letter from the bank; or
4. Bank statement extracted from internet; or
5. Bank-in Receipt; or
6. Cheque Deposit Receipt; or
7. Debit Invoice; or
8. Bank Identification Card; or
9. Cheque Book

#### ***Important Notes:***

***For individual and corporate account, where the depositor has consolidated his eDividend details, any subsequent update on eDividend details will have a global effect.***

### **11.1.1 Procedures To Update Of eDividend Details Request Made In Person**

11.1.1.1 Depositor to submit the following documentation for updating of eDividend details:-

- a. Completed and duly signed CDS Account Form
- b. Two (2) copies of any of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositor's name, bank account number and bank name (only applicable for updating of bank account details)**.
- c. A fee of RM10.00 will be imposed to depositors registering the bank account details for eDividend the first time.

- 11.1.1.2 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA upon its request to update its eDividend details have been successfully updated into his CDS account.

### **11.1.2 Procedures To Update eDividend Details Without Being Present In Person**

- 11.1.2.1 Complete the CDS Account Form and mail it together with the relevant supporting documents, (if any) to his ADA.

**Note:** *Where applicable, relevant supporting documents must be attached to support the reason(s) for updating the details.*

- i. Where the request for updating is in relation to changes to bank account details, the CDS Account Form and the supporting documents must be certified by the acceptable witness as per 11.1.1.2.*

- 11.1.2.2 Depositor to submit the following documentation for updating of eDividend details:-

- a. Completed and duly signed CDS Account Form.
- b. Two (2) original certified true copies of the supporting documents mentioned in 11.1.1.1 (b) that captures the **depositor's name, bank account number and bank name (only applicable for updating of bank account details)**.
- c. A fee of RM10.00 will be imposed to depositors registering the bank account details for eDividend the first time.

**Note:** *All the original copies of supporting documents mentioned in items 11.1.1.1(b) must be original sighted by the acceptable witnesses mentioned in item 11.1.1.2 or any person authorised to do so in the Memorandum & Articles of Association (in the case of corporate body).*

- 11.1.2.3 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA after his request to update its bank account details has been successfully updated into its CDS account.

### **11.1.3 Procedures To Update eDividend Details Through CDS eServices**

- 11.1.3.1 Depositor to complete the required data field on the bank account updating eform and submit. The submission will be authenticated via SMS TAC.

**Note:** *The depositor must upload any of the relevant supporting documents mentioned under 11.1(B) when submitting the request through CDS eServices.*

- 11.1.3.2 Depositor will need to pay the eDividend Registration fee of RM10.00 via the Paynet's FPX system if the depositor is updating the bank account details for the first time.

*Note:*

*The eDividend registration fee of RM10.00 is only imposed for CDS account that was opened before 19 April 2013 and registering the bank account details for the first time. No such fee is imposed for CDS accounts that are opened on and after 19 April 2013.*

- 11.1.3.3 Depositor to receive email and inbox notification once the ADA have processes the request to update the bank account detail for eDividend purpose.

#### **11.1.4 Inter Branch Transaction**

Depositor is allowed to update his eDividend details at any branch office of the same ADA which his CDS account is being maintained.



## **11.2 Consolidation Of eDividend Details**

### **11.2.1 Request to consolidate eDividend Details are submitted to ADA**

A depositor may choose to consolidate his eDividend details in the following scenarios:

1. During the eDividend Registration, depositor may opt to consolidate his eDividend details.
2. A depositor who has more than one (1) CDS accounts that has initially register separately for eDividend using his different CDS accounts and subsequently wants to consolidate his eDividend details.

Once the depositor has consolidated his eDividend details, he is only allowed to maintain the same bank account details, e-mail address and handphone number for all his CDS accounts maintained with various ADAs.

- 11.2.1.1 In order for the depositor to consolidate his eDividend details, he is required to complete and sign the CDS Account Form before submitting it to his ADA where his CDS account is being maintained.
- 11.2.1.2 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA after his request to consolidate his eDividend details have been successfully updated into his CDS account.

### **11.2.2 Request to Consolidate Bank Account Details for eDividend Through CDS eServices**

- 11.2.2.1 A depositor may also choose to submit the request to consolidate the eDividend details through CDS eServices.
- 11.2.2.2 Such request will be authenticated through SMS TAC confirmation and email and inbox notifications will be sent to the depositor upon CDS system is successfully updated.

### **11.2.3 Inter Branch Transaction**

Depositor is allowed to consolidate his eDividend details at any branch office of the same ADA where his CDS account is being maintained.



### **11.3 Revocation Of Consolidated Of eDividend Details**

#### **11.3.1 Request to consolidate eDividend Details are submitted to ADA**

A depositor may choose to revoke consolidation of his eDividend details.

Once the depositor has revoked his consolidated eDividend details, he is required to update his eDividend details, i.e. bank account details, e-mail address and handphone number individually at the ADAs where he maintained his CDS accounts if he intends to maintain different eDividend details for each of his CDS accounts.

If he does not perform any updating, his eDividend details will remain the same for all his CDS accounts.

11.3.1.1 In order for the depositor to revoke his consolidated eDividend details, he is required to complete and sign the CDS Account Form before submitting it to his ADA where his CDS account is being maintained.

11.3.1.2 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA after his request to revoke consolidation of his eDividend details has been successfully updated into his CDS account.

#### **11.3.2 Request to Revoke Consolidation of Bank Account Information for eDividend Through CDS eServices**

11.3.2.1 A depositor may also choose to submit the request to revoke the consolidation of bank account information for eDividend through CDS eServices.

11.3.2.2 Such request will be authenticated through SMS TAC confirmation and email and inbox notifications will be sent to the depositor upon CDS system is successfully updated.

#### **11.3.3 Inter Branch Transaction**

Depositor is allowed to revoke consolidated eDividend details at any branch office of the same ADA where his CDS account is being maintained.



---

Pursuant to Rules 27.08(1) and 28.07(1), Bursa Depository will facilitate a transmission of securities of an issuer which is listed on a Foreign Stock Exchange:

- (a) from a Foreign Register to a Malaysian Register; and
- (b) from a Malaysian Register to a Foreign Register.

This chapter describes the procedures to be complied with by the depositor that holds securities of a listed company that is dually listed on Bursa Malaysia Securities Bhd and also on a Foreign Stock Exchange, whereby the relevant depositor wants to move its securities between both these markets. In this connection, a request to transfer deposited securities from a Foreign Register to a Malaysian Register is facilitated by way of crediting the securities into the depositor's Central Depository System ("CDS") account or to receive a request to debit (withdraw) the eligible securities from the Malaysian Register, to be transferred to the Foreign Register.

### **12.1 Request For Transfer Of Securities From A Foreign Register To A Malaysian Register**

- 12.1.1 A depositor may request for transmission of securities either held in physical or scripless form at a foreign jurisdiction by either surrendering the physical certificate for cancellation or having the securities debited from its depository account. In turn, this request for transmission will then undergo the relevant processes to have the securities credited into the depositor's CDS account.
- 12.1.2 A depositor who wishes to transmit the securities is required to approach the issuer or the appointed agent of the issuer i.e. share registrar to obtain the relevant information on the procedures, fee involved and the timeline to complete such request for transmission. The contact details of the relevant local share registrars are available on Bursa Malaysia's web site.
- 12.1.3 Thereafter, the depositor is then required to forward the request to the share registrar or any other party appointed by the issuer by completing the necessary documents to facilitate the transmission of securities from the foreign jurisdiction into the depositor's CDS account.
- 12.1.4 Upon receipt of the relevant certificates, instructions and documents from the issuer or its company registrar, Bursa Depository will credit the securities into the securities account of the depositor or such securities account where the depositor is a beneficial owner.



---

**12.2 Request For Transfer Of Securities From A Malaysian Register To A Foreign Register**

- 12.2.1 A depositor may request for transmission of securities held in the depositor's CDS account by having these securities debited from the depositor's CDS account. In turn, this request for transmission will then undergo the relevant processes to have the securities transferred to the Foreign Register.
- 12.2.2 A depositor who wishes to transmit the securities is required to approach the issuer or the appointed agent of the issuer i.e. share registrar to obtain the relevant information on the procedures, fee involved and the timeline to complete such request for transmission. The contact details of the relevant local share registrars are available on Bursa Malaysia's web site.
- 12.2.3 Thereafter, the depositor is then required to forward the request to the share registrar or any other party appointed by the issuer by completing the necessary documents to facilitate the transmission of securities from the depositor's CDS account to the depositor's account at the foreign jurisdiction.
- 12.2.4 Upon the receipt of the instruction and documents from the issuer or its company registrar, Bursa Depository will debit the relevant securities from the depositor's CDS account and forward the relevant certificates together with all relevant documents to the issuer or its company registrar.
- 12.2.5 Upon receipt of the certificates representing the withdrawn securities and the relevant documents from Bursa Depository, the issuer or its company registrar will take all steps necessary to register the withdrawn securities in the Foreign Register in the name of or for the account of the depositor.
- 12.2.6 No scrip representing the withdrawn securities is to be issued under the Malaysian Register to the depositor as a result of the said transmission.





This chapter stipulates the procedures to be complied with by depositors to provide their email addresses to Bursa Depository for eStatement. Under eStatement, depositors will receive their CDS statements of accounts, notices and other communication from Bursa Depository electronically via email registered in CDS for eStatement instead of hardcopies of these documents being delivered via ordinary mail. Additionally, this chapter also stipulates the procedures for depositors relating to maintenance of their email address for eStatement in the CDS.

### **13.1 Providing eMail Address For eStatement**

#### **13.1.1 Provide eMail Address To Bursa Depository For eStatement**

There are the following three (3) options for depositors to provide their email address for eStatement:

- a. Via Bursa Malaysia Berhad's (Bursa) Website at [www.bursamalaysia.com](http://www.bursamalaysia.com) or
- b. Via CDS e-Services's platform where the depositors will provide their email address during registration for CDS e-Services access process or
- c. Via the Authorised Depository Agent (ADA) where the depositor maintains his CDS account.

*Note:*

- i. *Effective 1 September 2019, registering email address is mandatory during CDS account opening process.*
- ii. *Depositor needs to provide an email address for eStatement only once even though such a depositor may be maintaining multiple CDS accounts with different ADAs. This is because the email address provided by the depositor for eStatement will be applicable for all his CDS accounts including any new CDS account that may be opened in the future..*

**13.1.1.1 Signing Up For eStatement Via Bursa Malaysia Berhad's Website**

13.1.1.1.1 This option to sign up for eStatement by providing the email address via the Bursa Website is only applicable to individual depositors. Depositors are required to key in the following information for the purpose of eStatement:

- a. Identification Number i.e. new or old NRIC number
- b. CDS account Number
- c. Email Address
- d. Confirm email address
- e. Password Phrase will be stated in your latest CDS statement of account or notice that you would have received after 9 December 2013.
- f. Captcha Validation (Please refer to the box below the password phrase for the information to be entered at this field).

***Note: Your request for eStatement will only be accepted or completed once you have tick on the terms and conditions box.***

13.1.1.1.2 Once the individual depositor has successful keyed in the above information into the Bursa Website, a message will be displayed to inform the depositor that the depositor's eStatement request has been conditionally accepted and will receive a confirmation notice from Bursa via the registered email address within the next two (2) business days.

13.1.1.1.3 If the depositor does not receive the confirmation notice within the stipulated time, the individual depositor can provide the email address for eStatement again via the Bursa Website or make an enquiry on the status of the depositor's eStatement request by forwarding a query to [www.bursamalaysia.custhelp.com](http://www.bursamalaysia.custhelp.com).

### **13.1.1.2 Signing Up For eStatement Via The CDS e-Services Platform**

- 13.1.1.2.1 This mode to sign up for eStatement is only applicable to individual depositors by providing the email address via the CDS e-Services platform. The requirement for depositors to register for eStatement is part of the whole registration process for depositors to access the CDS e-Services platform. Depositors are required to key in the following information for the purpose of eStatement :
- a. Identification Number i.e. new or old NRIC number or Passport number
  - b. Agree with terms and conditions specified by Bursa Depository
  - c. Email Address
  - d. Password Phrase will be stated in depositor's latest CDS statement of account or notice that the depositor would have received after 9 December 2013.
  - e. Email verification code – a six-digit number that will be sent to the email address provided by the depositor which the depositor is required to enter to validate the email address.
  - f. Create username and password and register mobile number
  - g. Answer three (3) security questions
  - h. Transaction Authorisation Code (TAC) will be sent to depositor's handphone number through short messaging service (SMS) where the depositors are required to enter the SMS TAC to validate the handphone number and complete registration.
- 13.1.1.2.2 Once the individual depositor has successfully registered the email address, CDS e-Services will send an email notification to the depositors to inform that the depositor has successfully registered for eStatement and access to CDS e-Services. Besides the email notification from CDS e-Services, the depositor will also receive a confirmation notice from Bursa Depository to the registered email address within the next two (2) business days.
- 13.1.1.2.3 If the depositor does not receive the email notification confirming his/her registration for eStatement and access to CDS e-Services, the individual depositor may try to re-register or call the CDS e-Services helpdesk or email to [bursaanywhere@bursamalaysia.com](mailto:bursaanywhere@bursamalaysia.com).
-

### **13.1.1.2 Signing Up For eStatement Via The Authorised Depository Agent (ADA) i.e. Stockbroker**

13.1.1.2.1 Individual and corporate depositors are able to sign up for eStatement by completing and signing the **CDS Account Form (FMN070) (Appendix 1)**. Thereafter, the depositor is required to submit the duly completed CDS Account Form to the ADA where the depositor's CDS account is being maintained.

13.1.1.2.2 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA after his email address for eStatement has been successfully updated into the CDS.

13.1.1.2.3 Additionally, depositor will also receive a confirmation notice mailed by Bursa Depository to inform that the depositor's email address for eStatement has been successfully received.

### **13.1.2 Inter Branch Transaction**

Depositor is allowed to provide the depositor's email address for eStatement at any branch office of the same ADA where the depositor's CDS account is being maintained.

## **13.2 Updating Of Depositor's eMail Address Relating To eStatement**

A depositor is allowed to update eStatement details, i.e. email address.

### **13.2.1 Procedures to Update eStatement Details Request**

13.2.1.1 Depositor is required to submit a completed and duly signed **CDS Account Form** to update the depositor's email address for eStatement at the ADA where the depositor's CDS account is being maintained.

13.2.1.2 Depositor will receive an acknowledged copy of the CDS Account Form from the ADA after the depositor's email address for eStatement has been successfully updated into the CDS.

13.2.1.3 Depositor is not allowed to update his/her email address through the CDS e-Services platform.

### **13.2.2 Inter Branch Transaction**

Depositor is allowed to request for the depositor's email address for eStatement to be updated at any branch office of the same ADA where the depositor's CDS account is being maintained.

## **13.3 Revocation Of eStatement**

Effective 1 September 2019, depositor is not allowed to remove the email address provided during the account opening process or during the eStatement registration. However, they are allowed to update the email address.

This chapter stipulates the procedures depositor need to comply with when such depositor registers for the CDS e-Services electronic platform to view all his/her direct CDS accounts profiles and to perform permitted CDS transaction without the need to be present-in-person to ADA offices and completing the physical CDS prescribed forms.

## **14.1 Registration of CDS e-Services**

### **14.1.1 Procedures to Register for CDS e-Services Access through Mobile Apps**

14.1.1.1 Only individual depositors are allowed to register for CDS e-Services.

14.1.1.2 Individual depositor requires smartphone to download the CDS e-Services Mobile Apps from Play Store for Android mobile phone users and from App Store for Apple phone users.

14.1.1.3 Depositors shall complete the following information in the CDS e-Services Mobile Apps during the registration process:

- i. Depositor's identity Card Number / Passport Number / Military Identity Card Number
- ii. Email address
- iii. Password Phrase (only applicable for existing non-eStatement subscribers)
- iv. Email verification code
- v. Agree to CDS e-Services Terms and Conditions
- vi. Date of birth
- vii. Gender
- viii. Handphone number
- ix. Username
- x. Password
- xi. 3 security questions
- xii. SMS TAC verification

**Note:**

*Password phrase is a unique 6-digit number that appears on all hardcopy CDS notifications such as CDS Statement of accounts and CDS notices issued to all individual depositors that have not registered for eStatement.*

14.1.1.4 Depositor will receive a 6-digit email verification code that is sent to the depositor's email address registered with Bursa Depository. This email verification code is required to be entered into the Mobile Apps for validation purpose.

---

- 14.1.1.5 Depositors must provide a valid handphone number as part of registration information as SMS TAC will be sent to the depositor's handphone number for authentication purpose.
- 14.1.1.6 Once the registration is complete, CDS e-Services will send a confirmation of successful registration to the CDS e-Services inbox as well as an email notification to the depositor's email address.
- 14.1.1.7 After the registration, depositor will be able to access to all his/her CDS accounts profiles and balances as well as perform permitted CDS transactions through the CDS e-Services Mobile Apps without the need to be present in person to the ADA.

