

## PROCEDURE TO COMPLETE BURSA LINK USER ID REQUEST / MAINTENANCE FORM

### 1. Type of User

#### 1.1 Listed Issuer

- Public Listed Company

#### 1.2 External Secretarial Firm

- Secretarial Firm that provides secretarial services for the Public Listed Companies

#### 1.3 Investment Banks/Advisers

- Merchant bankers, securities companies that requires to submit announcement for the Public Listed Company

### 2. Type of ID/Username

#### 2.1 Authorized ID

- Sender/Submission ID for Bursa LINK Web Browser user

#### 2.2 Common ID

- Data Entry ID for Bursa LINK Web Browser user only

#### 2.3 Username/ID

- Username/ID is based on the Company short name

### 3. Type of Request

#### 3.1 Create ID

- For new LINK user and/or change of company name
- Select type of ID
- Specify the **Reason** and **Effective Date** at the Reason for Request & Effective Date column.

#### 3.2 Delete ID

- For user who wants to permanently terminate their LINK service, change of company name (old name), delisting or to delete one of the multiple LINK IDs
- Specify the username/ID and type of ID to be deleted – this is to ensure deletion of correct ID for user with multiple LINK IDs
- Specify the **Reason** and **Effective Date** at the Reason for Request & Effective Date column.

#### 3.3 Reset Password

- For user who has forgotten current password, unable to login with old & new password
- Specify the username/ID and type of ID to be reset.
- Specify the **Reason** at the Reason for Request & Effective Date column.

#### 3.4 Change of Company Name

- For change of Company name due to merger, take over, etc.
- Specify the username/ID and type of ID.
- Select **Yes** or **No** option at Change of Company Name column and specify the old company name at the Old Company Name column.
- State the **Reason** i.e. merger, take over, etc. and specify the **Effective Date** at Reason for Request & Effective Date column.

### 4. Part A (Requestor Information)

To be completed by person in-charge of the company's announcement (i.e. Company Secretary, Assistant Company Secretary).

### 5. Part B (Company Authorized Approver)

- The Approver must not be the same person as Requestor in Part A.
- The Approver must be
  - (a) Company's Director (applicable to Listed Issuer/Corporation)
  - (b) General Manager or HOD of Secretarial Department (applicable to External Secretarial Firm)
  - (c) General Manager or HOD of Corporate Finance (applicable to Investment Banks/Advisers)
- To affix company stamp at the respective Company Stamp column.