

This chapter describes the tasks involved in requesting for the Record Of Depositors (ROD), in order to ascertain the shareholders of a company as of a particular lodgement date. The ROD contains a list of shareholders' names, addresses, CDS account numbers, NRIC/Company Registration numbers and their shareholdings.

5.1 Types Of Non-Corporate Exercise ROD

- a. General ROD
This ROD is only generated upon confirmation from the share registrar on any deposit done as at a particular lodgement date. Failure to confirm the deposit by the share registrar will delay in the production of the ROD.
- b. Backdated ROD
This ROD captured the depositor's shareholdings as at a post dated lodgement date. The date of the Backdated ROD must be within the record retention period maintained by Bursa Depository.
- c. Express ROD
This ROD excludes any deposit, which have not been confirmed by the share registrar.
- d. Foreign ROD
This ROD is similar to General ROD except that only foreign shareholdings are extracted. The ROD can be used for statistical information on foreign ownership.
- e. **Mailing Labels** (Appendix 6)
The mailing labels contain information such as names of depositors and their correspondence addresses as at a particular lodgement date. The **Mailing Label ROD Summary Report** (Appendix 7) is forwarded to the share registrar together with the mailing labels.
- f. Mailing Label ROD
The Mailing Label ROD consists of the mailing labels and the General ROD as at a particular lodgement date.
- g. Statistical
Information is used for statistical purposes only and comprises of **Analysis Of Equity Structure Report** (Appendix 8) and **Analysis Of Shareholders Report** (Appendix 9) as at a particular lodgement date.