

## 1.1 Purpose

This Procedures Manual stipulates the procedures to be applied by the Authorised Depository Agents (ADA) in performing the following functions:-

- a. System Administration
- b. Account Management
- c. Deposit
- d. Transfer
- e. Withdrawal
- f. Transmission of Title
- g. Witness & Certification
- h. File Information Exchange (FIX)

Every ADA 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 Depository. The requirements of the above chapters and its related appendices and checklists must be complied with at all times by the ADA.

## 1.2 Scope

All the requirements and procedures in this manual have been defined in the context of the Central Depository System – 2+ (CDS-2+) as implemented in September 1999. Any changes to this system may have a bearing on the requirements and procedures.

Only the requirements and procedures related to the above functions have been described. It is not intended to include requirements or procedures of any other function.

Within each function itself, procedures having computer interaction via terminal have not been described in detail. These are provided for in the technical User Guide manual.

Procedures in relation to collection of charges and billing are covered in the Billings Procedures Manual.

It is left to the ADA to define their own organisational structure to carry out the procedures defined here to meet Depository's requirements. ADA is hereby reminded that the procedures defined in this manual are to be strictly carried out by its designated staff and accordingly, must not be delegated to its agents or anyone else.

### 1.3 Organisation

**Chapter 2** gives an overview of the functions and describes the activities associated with each of the CDS functions.

**Chapter 3** describes the function of “System Administration For CDS”.

**Chapter 4** describes the function of “Account Management”.

**Chapter 5** describes the function of “Deposit”.

**Chapter 6** describes the function of “Transfer”.

**Chapter 7** describes the function of “Withdrawal”.

**Chapter 8** describes the function of “Transmission of Title”.

**Chapter 9** describes the function of “Witness & Certification”.

**Chapter 10** describes the function of “File Information Exchange (FIX)”.

**Chapter 11 ##** (Deleted)

**Chapter 12 ##** (Deleted)

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

**NOTE:** “ ## ” to denote that the procedure has been deleted.

A vertical black line on the right, beside the affected paragraph(s) as shown here is to denote that certain changes have been made to the procedure.

