

This chapter gives an overview of the different CDS functions of System Administration For CDS, Account Management, Deposit, Transfer, Withdrawal, Transmission Of Title, Witness & Certification, File Information Exchange, Electronic Dividend (eDividend) and Electronic Statement (eStatement).

## **2.1 System Administration For CDS**

This chapter stipulates the procedures to be complied with by the ADA with respect to system administration functions such as authorised signatory for system access, application for User ID, application for CDS task, activate / deactivate / remove CDS User ID, change printer location, reset password.

## **2.2 Account Management**

This function consists of opening of CDS accounts by depositors, both individual and corporate as well as ADA's own Principal and wholly-owned Nominee accounts. Updating of specimen signatures and depositor's particulars, suspension / release of suspension of securities and account closures are also mentioned. Lastly, procedures on how depositors obtain their account balances, via balance enquiry or through ad-hoc statement requests are also covered.

## **2.3 Deposit**

This chapter deals with the acceptance of physical share certificates for the purposes of depositing securities into a CDS account. Exemptions to the mandatory deposit exercise are also discussed.

## **2.4 Transfer**

Procedures on how to accept, verify the transfer request and to check on the supporting documents (if any) are discussed.

## **2.5 Withdrawal**

This chapter describes the procedures to be complied with by the ADA with respect to the acceptance and processing of withdrawal requests by the depositors and their subsequent submission to Bursa Depository.

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## **2.6    Transmission Of Title**

This chapter describes functions relating to shares residing in a deceased depositor's CDS account, in cases where the depositor has filed for 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.

## **2.7    Witness & Certification**

This chapter is introduced by Bursa Depository to provide a list of acceptable witnesses, who may perform, amongst others, witnessing and certification functions for the depositor / ADA.

## **2.8    File Information Exchange (FIX)**

Procedures on how an ADA should request for the FIX facility is discussed. This facility will enable ADA to download certain information which may be used by the ADA's back office system.

**2.9    ## (Deleted)**

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