

TASK ASSIGNMENT SHEET - ADA & ADM

User ID : _____	Designation : _____
User's Full Name : _____	Existing User : <input type="checkbox"/> * New User : <input type="checkbox"/>
* For new user, kindly attach the User ID Application Form	

PART A : TASK ASSIGNMENT

** (Please tick where applicable : "A"- to assign tasks, "R"- to remove tasks)

** (NOTE : GROUP 2 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH #)

UTILITY

- A R Task Assigned To A User Report # (for CDS Coordinator only)
- A R Failed Logon Report by ADA/ADM
- A R Transfer Confirmation Limit Audit Report

ACCOUNT PROCESSING

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				Account Maintenance
<input type="radio"/> A <input type="radio"/> R				Reactivate Dorm/Inact Account
<input type="radio"/> A <input type="radio"/> R				Account Enquiry By ID
<input type="radio"/> A <input type="radio"/> R				Account Enquiry By Name
<input type="radio"/> A <input type="radio"/> R				Account Uncleared Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Earmarked Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Suspended Enquiry
<input type="radio"/> A <input type="radio"/> R				Account Tagging Enquiry
<input type="radio"/> A <input type="radio"/> R				Account / Investor Audit Report
<input type="radio"/> A <input type="radio"/> R				Participant Account Listing
<input type="radio"/> A <input type="radio"/> R				Inactive Accounts Report
<input type="radio"/> A <input type="radio"/> R				Reactivated Account Report
<input type="radio"/> A <input type="radio"/> R				Principal & Nominees Account Report
<input type="radio"/> A <input type="radio"/> R				eServices Registration Report
<input type="radio"/> A <input type="radio"/> R				eServices Audit Report
<input type="radio"/> A <input type="radio"/> R				Principal & Noms eDividend Registration Report
<input type="radio"/> A <input type="radio"/> R				eStatement List Enquiry } (for ADA only)

CDS-STP

- A R Account Consent Maintenance
 - A R Account Consent Enquiry
 - A R Depositor Consent Listing
 - A R Depositor Consent Audit
- } (for CDS-STP subscriber only)

STOCK PROCESSING

- A R Stock Enquiry

CORPORATE ACTION TRANSACTION

- A R Corporate Event Enquiry By Date
- A R Corporate Event Enquiry By Stock

DEPOSIT TRANSACTION

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				Deposit Maintenance #
<input type="radio"/> A <input type="radio"/> R				Deposit Listing Enquiry
<input type="radio"/> A <input type="radio"/> R				Lost Scrip Enquiry
<input type="radio"/> A <input type="radio"/> R				Lost Scrip Detail Enquiry
<input type="radio"/> A <input type="radio"/> R				Deposit Amendment Report
<input type="radio"/> A <input type="radio"/> R				Deposit Amendment By Deposit Report
<input type="radio"/> A <input type="radio"/> R				Deposit Confirmation Report

WITHDRAWAL TRANSACTION

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				Withdrawal Maintenance #
<input type="radio"/> A <input type="radio"/> R				Withdrawal List Enquiry
<input type="radio"/> A <input type="radio"/> R				Withdrawal Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Amend/Cancel Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Cancellation Report
<input type="radio"/> A <input type="radio"/> R				Withdrawal Confirmation Report

TRANSFER TRANSACTION

	Add	Updt	Delt	(Tick where applicable)
<input type="radio"/> A <input type="radio"/> R				Transfer Maintenance #
<input type="radio"/> A <input type="radio"/> R				Online Bulk Transfer #
<input type="radio"/> A <input type="radio"/> R				Transfer Listing Enquiry
<input type="radio"/> A <input type="radio"/> R				Transfer Cancellation Report
<input type="radio"/> A <input type="radio"/> R				Transfer Deleted at EOD Report
<input type="radio"/> A <input type="radio"/> R				Transfer Confirmation Report
<input type="radio"/> A <input type="radio"/> R				Unattended Transfer Report

TRADE SETTLEMENT TRANSACTION

- A R Insufficient Balance Report (for ADA only)

GOODS AND SERVICE TAX (GST)

- A R GST Tax Invoice
- A R GST CDS Transaction Invoice Report

PART B : TO BE COMPLETED BY APPLICANT

User's Signature : _____ Date : _____

PART C : TO BE COMPLETED BY AUTHORISED SIGNATORY

Signature : _____ Date : _____

Name : _____ Company Rubber Stamp : _____

PART D : TO BE COMPLETED BY THE CDS - SYSTEM ADMINISTRATOR

Approved By : _____ Assigned By : _____

Signature : _____ Signature : _____

Date : _____ Date : _____

Action Required : Add / Update / Remove