

CHECKLIST FOR VERIFICATION OF TRANSFER REQUEST

1. Verify Transfer Of Securities Request Form (FTF010) against the following:
 - a. Date on FTF010 - no postdating allowed and backdated FTF010s are only acceptable up to 6 months from the transfer date
 - b. Securities code and securities name
 - c. Quantity of securities to be transferred
 - d. Depositor's CDS account number
 - e. Name of depositor and account qualifier (if applicable)
 - f. Signature / thumbprint of depositor / authorised signatory(ies) of corporate depositor against the ADA's records of specimen signature(s)
 - g. Particulars of witness i.e. name, NRIC / Passport, address, occupation, signature and date
 - h. Where a transfer is made by the depositor into the Principal Account(s) or wholly owned Nominee Account(s) of the ADA, the ADA's employee (including remisier, dealer and dealer's representative) may witness the depositor's signature provided that the employee holds the designation of an executive (or equivalent ranking) or above
 - i. Where a transfer is from the Principal Account(s) or wholly owned Nominee Account(s) of the ADA, FTF010 need not be completed
 - j. All signature(s) on the FTF010 must be witnessed by a third party. The depositor and the transferee involved cannot witness the transfer. The husband is not allowed to witness the signature of the wife and vice versa
 - k. Particulars of the transferee are completed i.e. CDS account number, name and account qualifier (if applicable)
 - l. Where the same FTF010 is used to transfer more than one (1) securities, ensure this transfer is to be effected to the same transferee and within the same category for transfer. In the case of "Change In Beneficial Ownership" category, the Approved Reasons For Transfer must be the same

m. Reason for the transfer. **Please refer to Appendix 67 for the Approved Reasons For Transfer.** Approved Reasons for Transfer is not applicable for unlisted / delisted securities.

n. Where the FTF010 has been executed by a person who is not able to read or understand the content, it should be accompanied by a Jurat Clause. The Jurat Clause needs to be affixed and signed by a person stated in the List Of Acceptable Witnesses in Chapter 9

Jurat Clause:-

I (NRIC No.) have distinctly, clearly and audibly interpreted the above in the language/dialect to the abovenamed person who seemed to clearly understand the above and who made his/her mark in my presence.

Signed by

o. Where execution is pursuant to Power of Attorney or Board Resolution, ensure the following:-

i. Person executing is the person named in the Power of Attorney or Board Resolution

ii. Person executing is authorised to carry out that particular transaction

iii. In the case of a corporate body where there is a requirement to affix the common seal, ensure that the affixation is done in accordance with the **rules governing the corporate body.**

iv. Where the FTF010 is signed under the Power of Attorney, please refer to the Usage Of Power Of Attorney (Appendix 19) to ensure that the Power of Attorney is in order and that the persons signing the form are empowered to do so

p. For FTF010 that contained more than one (1) securities, reject only the affected transfer request that has error provided the error or discrepancy is in relation to "Particulars of Securities" column of the FTF010. Cancel the rejected transfer request on the FTF010. The cancellation must be countersigned by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed. Continue processing the remainder of the transfer requests indicated on the FTF010

q. In the case of FTF010 that contained more than one (1) securities, every amendment made on the form except for transfer cancellation stated in item (p) above, must be countersigned by the depositor and the Authorised Signatory(ies)

of the ADA with a rubber-stamp bearing the ADA's name affixed. Do not use correcting fluid. Cancel the error and make the correction

- r. Any amendments made in the "for office use only" column in the form must be signed by the Authorised Signatory(ies) of the ADA with a rubber-stamp bearing the ADA's name affixed
 - s. Where the amendments are signed by the depositor, verify the signature against the ADA's records of specimen signature(s).
2. For each transaction, check for the following in the relevant screen or Transfer Report against the relevant FTF010:-
- a. Transferor's CDS account number
 - b. Transferor's name and account qualifier (if applicable)
 - c. Transferee's CDS account number
 - d. Transferee's name and account qualifier (if applicable)
 - e. Securities code and securities name
 - f. Securities quantity
 - g. Transfer date
 - h. Transfer reference number
 - i. Approved reasons for transfer.
3. Ensure that the Transfer Confirmation Report is verified and signed on the same day by an authorised signatory of the ADA who is not the person that verified, keyed-in or approved the transfer requests.
4. Ensure that the declaration clause, "**We hereby affirm and declare that the information represented in this report on whether the transfer falls under Category A (no change in beneficial ownership) or Category B (change in beneficial ownership) and the reason thereto is true**" reflected on the Transfer Confirmation Report is signed by the ADA's authorised signatory(ies) as per the Board Resolution. This is to confirm that the transfer transactions initiated by the ADA's Principal or Wholly-owned Nominee account(s) are in accordance to the approved reasons for transfer.
5. Ensure the Unattended Transfer Report is printed before the system cut-off time.

6. Ensure that there is no unattended transfer transactions reflected in the Unattended Transfer Report. This report is to be verified and signed by the authorised signatory(ies) of the ADA.
7. Refrain from accepting any transfer request after the ROD Date* till the maturity of non-equity securities.
8. Refrain from accepting any transfer request after the Effective Date* and up to the Conversion Date* in relation to the completion of conversion of shares.

Note: * As defined in the Rules of Bursa Malaysia Depository Sdn. Bhd.