BURSA MALAYSIA

BURSA MALAYSIA DEPOSITORY SDN. BHD. (165570W)

BMD/SA-004A

TASK ASSIGNMENT SHEET - ADA & ADM	
	GROUP ONE

User ID : _____ . _____   Designation : _____

User's Full Name: _____

Existing User : ☐   * New User : ☐

* For this request, attach the User ID Application Form

PART A : TASK ASSIGNMENT

(Please tick where applicable : "A" - to assign tasks, "R" - to remove tasks)   (NOTE : *GROUP 1 TASKS HIGHLIGHTED IN BOLD AND MARKED WITH # *)

UTILITY

- (A)(R) **Transfer Confirmation Limit Maintenance #** *(for principal office only)*
- (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)
☐	☐	☐	Account Maintenance

- (A)(R) Reactivate Dorm/Inact Account
- (A)(R) **Activate New Account   #**
- (A)(R) **Statement Consolidation   #**   } *(for ADA only)*
- (A)(R) **Revoke Statement Consolidation #**
- (A)(R) Account Enquiry By ID
- (A)(R) Account Enquiry By Name
- (A)(R) **Account Balance Enquiry   #**
- (A)(R) **Account Stock Detail Enquiry   #**
- (A)(R) Account Uncleared Enquiry
- (A)(R) Account Earmarked Enquiry
- (A)(R) Account Suspended Enquiry
- (A)(R) Account / Investor Audit Report
- (A)(R) Participant Account Listing
- (A)(R) Inactive Accounts Report
- (A)(R) Reactivated Account Rpt
- (A)(R) Principal & Nominees Account Rpt
- (A)(R) Account Tagging Enquiry
- (A)(R) **Ad Hoc Statementing   #**
- (A)(R) eServices Registration Report
- (A)(R) eServices Audit Report
- (A)(R) Principal & Noms eDividend Registration Report
- (A)(R) eStatement List Enquiry
- (A)(R) **Formalised Accounts Listing   #**   } *(for ADA only)*
- (A)(R) **Intra Day Activity Report   #**

CDS-STP

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

INTER-BRANCH TRANSACTION

- (A)(R) **IBT-Account Balance Enquiry   #**
- (A)(R) **IBT-Account Stock Detail Enquiry   #**
- (A)(R) **IBT-Ad Hoc Statementing   #**
- (A)(R) **IBT- Transfer Confirmation Report   #**
- (A)(R) **IBT-Intra Day Activity Report   #**   *(for ADA only)*

TRADE SETTLEMENT TRANSACTION

- (A)(R) Insufficient Balance Report   *(for ADA only)*

STOCK PROCESSING

- (A)(R) Stock Enquiry

DEPOSIT TRANSACTION

- (A)(R) Deposit Listing Enquiry
- (A)(R) Lost Scrip Enquiry
- (A)(R) Lost Scrip Detail Enquiry
- (A)(R) **Deposit Report   #**
- (A)(R) Deposit Amendment Report
- (A)(R) Deposit Amendment By Dep. Report
- (A)(R) Deposit Confirmation Report
- (A)(R) **Good Value Confirmation Report   #**

WITHDRAWAL TRANSACTION

- (A)(R) Withdrawal List Enquiry
- (A)(R) Withdrawal Report
- (A)(R) Withdrawal Amend/Cancel Report
- (A)(R) Withdrawal Cancellation Report
- (A)(R) Withdrawal Confirmation Report

TRANSFER TRANSACTION

- (A)(R) **Bulk Transfer Confirmation   #**
- (A)(R) **Transfer Confirmation Maintenance   #**
- (A)(R) **Transfer Cancellation Maintenance   #**
- (A)(R) Transfer Listing Enquiry
- (A)(R) **Transfer Inward Enquiry   #**
- (A)(R) **Transfer Report   #**
- (A)(R) **Transfer Inward Credit Report   #**
- (A)(R) Transfer Cancellation Report
- (A)(R) Transfer Deleted at EOD Report
- (A)(R) Transfer Confirmation Report
- (A)(R) Unattended Transfer Report
- (A)(R) **Weekly Transfer Confirmation Report #**

CORPORATE ACTION TRANSACTION

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

DECLARATION

- (A)(R) **Principal/Nominee Account Opening Report   #**
- (A)(R) **Submitted Principal/Nominee Account Opening Report Enquiry #**
- (A)(R) **Transfer Confirmation Report #**
- (A)(R) **Submitted Transfer Confirmation Report Enquiry #**
- (A)(R) **Principal & Noms eDividend Registration Report #**
- (A)(R) **Submitted Principal & Noms eDividend Registration Report #**

GOODS AND SERVICE TAX (GST)

- (A)(R) GST Tax Invoice
- (A)(R) GST CDS Transaction Invoice Report
- (A)(A) GST Backdated Invoice
- (A)(A) GST Backdated Invoice List

PART B : TO BE COMPLETED BY APPLICANT

User's Signature : _____   Date : _____

PART C : TO BE COMPLETED BY AUTHORISED SIGNATORY

Manager's Signature : _____   Date : _____

Manager's Name : _____   Company Rubber Stamp : _____

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

Approved By : _____   Assigned By : _____

Signature : _____   Signature : _____

Date : _____   Date : _____

Action Required : Add / Update / Remove

Ver. 1.0 - Revised 28 July 2016