			PAGE	
1.	INTRO	DDUCTION	1-1	
2.	OVERVIEW			
3.	System Administration Process Workflow			
	3.1	Authorised Signatory For System Access	3-1	
	3.2	CDS Data Entry Supervisors List	3-2	
	3.3	Application For User ID	3-3	
	3.4	Application For CDS Task	3-4	
	3.5	Application To Activate / Deactivate / Remove CDS User ID	3-5	
	3.6	Application To Reset Password	3-6	
	3.7	Application To Change Printer Location	3-7	
	3.8	Request To Configure CDS Terminal / Printer	3-8	
	3.9	Request To Activate / Deactivate / Terminate CDS Terminal / Printer	3-9	
	3.10	Request To Relocate CDS Terminal / Printer	3-10	
	3.11	Application To Use CDS Terminal/Printer At Bursa Depository	3-11	
	3.12	Printing And Submission Of Report To Bursa Depository	3-12	
4.	ACCOUNT MANAGEMENT			
	Account Management Process Workflow			
	4.1	Opening Of Account Applications 4.1.1 Accepting Account Opening Requests 4.1.2 Verification Of Application For Opening Of Individual / Corporate Account Requests	4-1	



	4.1.3	Keying-In Account Opening Data Into The CDS
	4.1.4	Acknowledge Receipt Of Account Opening Requests
	4.1.5	Generate And Verify Participant Accounts Listing
	4.1.6	Opening Of Principal And Wholly Owned Nominees Account(s) Of The ADA
	4.1.7	Transmitting Principal And Nominee Account Report To Bursa
		Depository
	4.1.8	Sorting And Packing Of Forms
	4.1.9	Submission Of Account Opening Documents To Bursa
		Depository
	4.1.10	Filing Of Documents
4.2	Formalisati	on Of Centrally Opened Accounts 4-24
		Accepting, Verifying And Updating Of Data To
		Formalise Centrally Opened Accounts
	4.2.2	Generate And Verify The Formalised Account Listing
43	Undating C	Of Signature / Signatories 4-29
1.5	4.3.1	Verification And Updating Of Signature For Individual
	4.3.2	Verification And Updating Of Signature(s) For Corporate Body
	4.3.3	Filing Of Documents
	4.3.4	Sorting And Packing Of New Specimen Signature Cards
	4.3.5	Submission Of Documents To Bursa Depository
	TT 1 0	
4.4		Of Depositor's Particulars 4-36
	4.4.1	Accepting Updating Of Individual / Corporate Account Requests
	4.4.2	Verification Of Updating Of Individual / Corporate
		Account Requests Made In Person To The ADA
	4.4.3	Accepting Updating Of Individual / Corporate Account
		Requests Made In Writing To The ADA
	4.4.4	Verification Of Updating Of Individual / Corporate
		Account Requests Made In Writing To The ADA
	4.4.5	Verification Of Updating Of Individual / Corporate Account
		Details By Way Of Authorisation From Bursa Depository
	4.4.6	Keying-In Updating Of Account Data Into The CDS By 1st Level User
	4.4.7	Confirmation of Updating Of Depositor's Particulars By 2 nd Level User
	4.4.8	Accepting Updating of Individual Account Request Made Through CDS
		eServices
	4.4.9	Keying-In Updating of Account Data Into The CDS
	4.4.10	Confirmation of Updating Of Depositor's Particulars Made Through
		CDS eServices By 2 nd Level User
	4.4.11	Access to Confirmed Request and Supporting Documents
	4.4.12	Verifying Account Maintenance Control Report (Optional)



	4.4.13	Generate And Verify The Account / Investor Audit Report	
	4.4.14	Generate And Verify eServices Audit Report	
	4.4.15	Generate Rejected Email Address Report	
	4.4.16	Sorting And Packing Of Forms	
	4.4.17	Submission Of Account Updating Documents To Bursa	
		Depository	
	4.4.18	Filing Of Documents	
4	.5 Application	a For Closing Of Accounts	4-55
	4.5.1	Accepting Account Closure Requests	
	4.5.2	Verification Of Application For Closing Of Account Requests	
	4.5.3	Closure Of Principal And Wholly Owned Nominee Account	
		Of The ADA	
	4.5.4	Keying-In Account Closure Data Into The CDS	
	4.5.5	Acknowledge Receipt Of Account Closure Requests	
	4.5.6	Status Of Account Closure	
	4.5.7	Rejection Of Account Closure Requests	
	4.5.8	Closing Of Account For Deceased Depositor (With Nil Balance)	
	4.5.9	Packing And Submission Of Account Closure Documents	
		To Bursa Depository	
	4.5.10	Filing Of Documents	
	4.5.11	Automatic Closure Of Domant Accounts	
4	.6 Suspension	/ Release Of Suspension Of Securities	4-64
	4.6.1	Types Of Suspension	
	4.6.2	Categories Of Persons Requesting For Suspension	
		/ Release Of Suspension	
	4.6.3	Verification Of Application For Suspension / Release	
		Of Suspension Of Securities Requests	
	4.6.4	Packing And Submission Of Suspension / Release	
		Of Suspension Documents To Bursa Depository	
	4.6.5	Acknowledgement Of Receipt Of Suspension / Release	
		Of Suspension Of Securities Requests By Bursa Depository	
	4.6.6	Filing Of Documents	
4	.7 Enquiry		4-68
	4.7.1	Balance Enquiry By Depositor	
	4.7.2	Balance Enquiry On A Deceased Depositor's Account	
	4.7.3	Balance Enquiry Through Depositor's Authorisation	



4.8	Ad-Hoc S	tatement	4-79
7.0	4.8.1	Ad-Hoc Statement For Depositors	T -12
	4.8.2	Ad-Hoc Statement For Next-Of-Kin / Beneficiaries	
	4.8.3	Ad-Hoc Statements For ADA's Principal Accounts	
	4.0.5	Ad-110c Statements 1 of ADA 5 11 melpai Accounts	
4.9	Reactivati	on Of Dormant Account Requests	4-81
	4.9.1	Accepting Reactivation Of Dormant Account Requests	
	4.9.2	Verification Of Reactivation Requests	
	4.9.3	Keying-In Reactivation Requests	
	4.9.4	Acknowledge Receipt Of Reactivation Requests	
	4.9.5	Reactivation Of ADA's Principal Accounts And Wholly	
		Owned Nominee Account Of ADA	
	4.9.6	Reactivation of Dormant CDS Account Through CDS eServices	
	4.9.7	Generate And Verify The Reactivated Account Report	
	4.9.8	Filing Of Documents	
4.10	Reactivati	on Of Inactive Account Requests	4-86
		Accepting Reactivation Of Inactive Account Requests	
		Verification Of Reactivation Requests	
		Keying-In Reactivation Requests	
		Reactivation Of Principal And Wholly Owned Nominee	
		Reactivation of Inactive CDS Account Through CDS eServices	
		Generate And Verify Reactivated Account Report	
		Filing Of Documents	
4.11	Consolid	lation Of CDS Statement Of Account	4-89
7.11	4.11.1	Accepting A Consolidation Request	7 07
	4.11.2	Verification Of A Consolidation Request	
	4.11.3	Keying-In The Consolidation Request	
	4.11.4	Acknowledgement Of Receipt Of The Consolidation Request	
	4.11.5	Consolidated CDS Statement of Accounts	
	4.11.6	Generate And Verify Account / Investor Audit Report	
	4.11.7	Filing Of Documents	
	7.11.7	Timing of Documents	
4.12		ion Of Consolidated CDS Statement Of Account	4-92
	4.12.1	Accepting And Verifying A Revocation Request	
	4.12.2	Keying-In The Revocation Request	
	4.12.3	Acknowledgement Of Receipt Of The Revocation Request	
	4.12.4	Revoke Consolidation of Statement of CDS Accounts	
	4.12.5	Generate And Verify Account / Investor Audit Report	
	4.12.6	Filing Of Documents	



	4.13	Inter Branch Transactions	4-94
		4.13.1. Inter Branch Transactions With Regards To Updating Of De Particulars	positor's
		4.13.2. Inter Branch Transactions With Regards To Updating Of Signatu	ıre
		4.13.3. Inter Branch Transactions With Regards To Account Closure Re	
		4.13.4. Inter Branch Transactions With Regards To Reactivation Of Account Request	•
		4.13.5. Inter Branch Transactions With Regards To Reactivation Of Account Request	Dormant
		4.13.6. Inter Branch Transactions With Regards To Consolidation Statement Of Account	Of CDS
		4.13.7. Inter Branch Transactions With Regards To Revocation Of Con-	solidated
		CDS Statement Of Account	Jonatica
	4.14	Codes	4-68
5.	DEPOSI	${f T}$	
	Deposit I	Process Workflow	5-0
	5.1	Accepting Securities Deposit Requests	5-6
	5.2	Verification Of Securities Deposit Requests	5-7
		5.2.1 Verification Of FDE010, Scrip And External Form 32A	
		5.2.2 Verification Of FDE010 And Scrip (With Preprinted Form 32A	
		On The Reverse Of Scrip)	
		5.2.3 Verification Of FDE010, Scrip (With Preprinted Form 32A	
		On The Reverse Of Scrip) And External Form 32A	
		5.2.4 Verification Of FDE010 And Moratorium Securities	
	5.3	Keying-In Deposit Data Into The CDS	5-12
	5.4	Acknowledge Receipt Of Deposit Requests	5-13
	5.5	Processing The Transferee Part Of Form 32A	5-14
	5.6	Generate And Verify Deposit Report	5-15
	5.7	Sorting And Packing Of Scrip And Forms	5-16
	5.8	Submission Of Deposit Requests To Bursa Depository	5-17



	5.9	Acknowledgement Of Receipt Of Deposit Requests By Bursa Depository	5-19		
	5.10	Rejection Of Deposit Requests By Bursa Depository	5-20		
	5.11	ADA Returning Rejected Deposit Requests To The Depositor	5-22		
	5.12	Deposits Into Principal Or Wholly-Owned Nominee Account(s) Of The ADA	5-23		
	5.13	Inter Branch Transactions With Regards To Deposit Requests	5-24		
	5.14	Bursa Depository Reports	5-25		
	5.15	Filing Of Documents	5-26		
	5.16	Deposit Of Provisional Allotment Letters (PALs) / Provisional Letters Of Offer (PLO)	5-27		
6.	TRANSFER				
	Transfe	r Process Workflow	6-0		
	6.1	Accepting Transfer Of Securities Requests	6-1		
	6.2	Verification Of Transfer Of Securities Requests	6-2		
	6.3	Keying-In Transfer Data Into The CDS By First (1st) Level User	6-4		
	6.4	Acknowledge Receipt Of Transfer Requests	6-6		
	6.5	Verify Transfer Requests Keyed Into CDS Database	6-7		
	6.6	Confirmation Of Transfer Requests By Second (2nd) Level User	6-9		
	6.7	Generate Unattended Transfer Report	6-11		
	6.8	Transfers From Principal Or Wholly-Owned Nominee Account(s) Of The ADA	6-12		
	6.9	Inter Branch Transactions With Regards To Transfer Requests	6-13		
	6.10	Transmitting Transfer Confirmation Report To Bursa Depository	6-14		



	6.11	Sorting And Packing Of Forms	6-15
	6.12	Submission Of Transfer Requests To Bursa Depository	6-16
	6.13	ADA Returning Rejected Transfer Requests To The Depositor	6-17
	6.14	Filing Of Documents	6-18
7.	WITHI	DRAWAL	
	Withdra	wal Process Workflow	7-0
	7.1	Accepting Withdrawal Requests	7-1
	7.2	Verification Of Securities Withdrawal Requests	7-2
	7.3	Keying-In Withdrawal Data Into The CDS	7-3
	7.4	Acknowledge Receipt Of Withdrawal Requests	7-4
	7.5	Generate And Verify Withdrawal Report	7-5
	7.6	Sorting And Packing Of Forms	7-6
	7.7	Submission Of Withdrawal Requests To Bursa Depository	7-7
	7.8	Acknowledgement Of Receipt Of Withdrawal Requests By Bursa Depository	7-9
	7.9	Rejection Of Withdrawal Requests By Bursa Depository	7-10
	7.10	ADA Returning Rejected Withdrawal Requests To The Depositor	7-11
	7.11	Withdrawals From Principal Or Wholly-Owned Nominee Account(s) Of The ADA	7-12
	7.12	Inter Branch Transactions With Regards To Withdrawal Requests	7-13
	7.13	Bursa Depository Reports	7-14
	7.14	Filing Of Documents	7-15



8. TRANSMISSION OF TITLE ON DEATH, BANKRUPTCY, WINDING-UP AND RECEIVERSHIP OF A COMPANY Transmission Of Title Process Workflow 8-0 8.1 Transmission Of Title On Death Of An Individual 8-1 8.1.1 CDS Account Held In The Name Of Deceased 8.1.2 CDS Account Held In The Name Of Authorised Nominee For The Deceased 8.2 Transmission Of Title On Bankruptcy Of An Individual 8-3 8.3 Transmission Of Title On Winding-Up / Liquidation (Dissolution) 8-5 Of A Company 8.4 Operations Of CDS Accounts By Receivers And Managers 8-8 In Respect Of Company Under Receivership 9. WITNESS & CERTIFICATION 9.1 List Of Acceptable Witnesses 9-2 10. FILE INFORMATION EXCHANGE (eFIX) File Information Exchange (FIX) Process Workflow 10-0 10.1 Request For Access To File Information Exchange (FIX) Facility 10-1 10.2 Daily Information Available In FIX Facility 10-2 10.3 Weekly Information Available In FIX Facility 10-3 10.4 Adhoc FIX Requests 10-4 10.4.1 Request For Full Downloading Of Account Stock Balance File (CFT003) 10.4.2 Request For Account Information File (CFT010) 10.4.3 Request For Dormant Account Information File (CFT011)

Request For Backdated Data Files And/Or Reports



10.4.4

TABLE OF CONTENTS

11. ELECTRONIC DIVIDEND (eDividend)

Electron	ic Divider	nd (eDividend) Process Workflow 11-0
11.1	Registra	tion For eDividend 11-1
	11.1.1	Accepting Application Form For eDividend
	11.1.2	Verification Of Application For Individual / Corporate Depositor's eDividend Request
	11.1.3	Keying-In eDividend Registration Data Into The CDS
	11.1.4	Acknowledge Receipt Of eServices Form
	11.1.5	Generate And Verify eDividend Registration Report
	11.1.6	Registration For eDividend For ADA's Principal Account(s) And Wholly-Owned Nominees Account(s)
	11.1.7	Transmitting Principal And Nominees eDividend Registration Report To Bursa Depository
	11.1.8	Sorting And Packing of Forms
	11.1.9	Submission Of eDividend Documents To Bursa Depository
	11.1.10	• •
11.2	Updating	g Of Depositor's Bank Account Details 11-15
	11.2.1	Accepting Updating Of Bank Account Details Request Made In Person
	11.2.2	Verification Of Updating Of Bank Account Details Request
	11.2.3	Accepting Updating Of Bank Account Details Request Made Without
		Being Present in Person
	11.2.4	Verification Of Updating Of Individual / Corporate Bank Account Details Made Without Being Present in Person
	11.2.5	Keying-in The Updating Of Bank Account Details Into The CDS
	11.2.6	Acknowledge Receipt Of Updating Of Depositor's Bank Account Details
	11.2.7	Generate And Verify The eServices Audit Report
	11.2.8	Sorting And Packing Of Forms
	11.2.9	Submission Of Bank Account Updating Documents To Bursa Depository
	11.2.,	Filling Of Documents
11.3	Consolic	dation (Bank Account) 11-22
11.0	11.3.1	Accepting Consolidation Request
	11.3.2	Verification Of Consolidation Request
	11.3.3	Keying-In The Consolidation Request
	11.3.4	Acknowledgement Of Receipt Of The Consolidation Request
	11.3.5	Generate And Verify eServices Registration Report / eServices Audit
	11.5.5	Report
	11.3.6	Sorting And Packing Of Forms

Submission Of Consolidation Documents To Bursa Depository



11.3.7 11.3.8

Filing Of Documents

	11.4	Revocat	tion Of Consolidated (Bank Account)	11-26
		11.4.1	Accepting Revocation Request	
		11.4.2	Verification Of Revocation Request	
		11.4.3	Keying-In The Revocation Request	
		11.4.4	Acknowledgement Of Receipt Of The Revocation Request	
		11.4.5	Generate And Verify eServices Audit Report	
		11.4.6	Sorting And Packing Of Forms	
		11.4.7	Submission Of Revocation Documents To Bursa Depository	
		11.4.8	Filing Of Documents	
	11.5	Inter Br	anch Transactions For eDividend	11-30
		11.5.1	Inter Branch Transactions With Regards To Application For eDiv	
		11.5.2	Inter Branch Transactions With Regards To Updating Of Dep	
			Bank Account Details	
		11.5.3	Inter Branch Transactions With Regards To Consolidation Of	Account
			Details	
		11.5.4	Inter Branch Transactions With Regards To Revocation Of Cons	olidated
			Bank Account Details	
12.	ELE	CTRONIC	STATEMENT (eStatement)	
	Electi	ronic Statem	ent (eStatement) Process Workflow	12-0
	12.1	Receiving e	Mail Address for eStatement	12-1
		12.1.1	Accepting eServices Form	
		12.1.2	Verification Of eServices Form	
		12.1.3	Keying-In eMail Addess Details For eStatement Into	
			The CDS	
		12.1.4	Acknowledge Receipt Of eServices Form	
		12.1.5	Generate And Verify eServices Registration Report	
		12.1.6	Sorting And Packing Of Forms	
		12.1.7	Submission Of eServices Form and Relevant Documents To	o Bursa
			Depository	
		12.1.8	Filing Of Documents	
	12.2	Updating O	f Depositor's eMail Address	12-7
		12.2.1	Accepting Request For Updating Of eMail Address	
		12.2.2	Verification Of Request For Updating Of eMail Address	
		12.2.3	Keying-in The New Details Of eMail Address Into The CDS	
		12.2.4	Acknowledge Receipt Of Request To Update eMail Address	
		12.2.5	Generate And Verify The eServices Audit Report	
		12.2.6	Sorting And Packing Of Forms	



TABLE OF CONTENTS

Bursa
12-11
10 15
12-15
lress

APPENDICES

* * * *

