



BURSA LINK USER ID FORM

Applicant Information

Company Name: _____

Type of User: Listed Issuer External Secretarial Firm Investment Banks / Advisers

Type of ID: Authorized ID Common ID Security Admin ID

Type of Request	User Name	Email Address	Mobile No
Create New ID			
Update of ID information			
Delete ID			
Reset Security Admin Password			
Change of Company Name	<input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please specify the old Company Name below)		

Effective Date : _____

Remarks : _____

	Part A: Requestor Information	Part B: Company Authorized Approver
Name		
Designation		
Contact No		
Email		
Date		
Signature		
Company Stamp:		

Important: Part A and Part B CANNOT be the same person

Part A: Requestor - i.e. Company Secretary or Assistant Company Secretary

Part B: Company Authorized Approver - i.e. Company's Director, General Manager or HOD of Secretarial Department (Company Stamp is required)

FOR BURSA OFFICIAL USE

	Approved By	Processed By
Name		
Designation		
Date		
Signature		
Status	<input type="checkbox"/> Approve <input type="checkbox"/> Not Approved	To be Billed <input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks		

Please refer to the Procedures for better understanding to complete this Bursa LINK ID form

Please mail the original form to the following address:

Bursa LINK Application Administrator
Bursa Malaysia Berhad, 9th Floor, Listing Division
Exchange Square, Bukit Kewangan, 50200 Kuala Lumpur

PROCEDURE TO COMPLETE BURSA LINK USER ID FORM

1. Type of User

- 1.1 Listed Issuer
 - Public Listed Company
- 1.2 External Secretarial Firm
 - Secretarial Firm that provides secretarial services for the Public Listed Companies
- 1.3 Investment Banks / Advisers
 - Investment Banks / Advisers' companies that requires to submit announcement for the Public Listed Company

2. Type of ID

- 2.1 Authorized ID
 - Sender/Submission ID for Bursa LINK
- 2.2 Common ID
 - Data Entry ID for Bursa LINK
- 2.3 Security Admin ID
 - Admin ID to manage Authorized & Common ID (Error Code issue)

3. Type of Request

- 3.1 Create New ID
 - For new ID request and/or change of company name
 - Select type of ID (Authorized / Common ID / Security Admin ID)
**** Security Admin ID is given only 1 ID per company**
 - Specify new ID holder's **Email Address, Mobile No, Effective Date and Remarks** (if any)
- 3.2 Update of ID Information
 - Update ID holder's **Email Address** and **Mobile No** if there is any changes
 - To ensure the ID holder is contactable by Bursa if there is any issue regarding to announcement submitted
 - Specify the **Effective Date and Remarks** (If any)
- 3.3 Delete ID
 - For termination of ID (All / Multiple / One of the IDs), change of company name (old name) and delisting
 - Specify the User Name / ID and type of ID (Authorized / Common ID) to be deleted to ensure deletion of correct ID (Especially for Multiple / One of the IDs)
 - Specify the **Effective Date and Remarks** (If any)
- 3.4 Reset Security Admin Password
 - For user who unable to login using Security Admin ID with old / new password / forgotten password
 - Specify the User Name / ID
 - Specify the **Effective Date and Remarks** (If any)
- 3.5 Change of Company Name
 - For change of company name due to merger, take over, etc
 - Complete **Create New ID** and **Delete ID** request (Refer to 3.1 and 3.3)
 - Select **Yes** at Change of Company Name column and specify the old company name below
 - Specify the **Effective Date and Remarks** (If any)

4. Part A (Requestor Information)

To be completed by person in-charge of the company's announcement (i.e. Company Secretary, Assistant Company Secretary)

5. Part B (Company Authorized Approver)

- The Approver must not be the same person as Requestor in Part A
- The Approver must be
 - (a) Company's Director (applicable to Listed Issuer/Corporation)
 - (b) General Manager / HOD of Secretarial Department (applicable to External Secretarial Firm)
 - (c) General Manager / HOD of Corporate Finance (applicable to Investment Banks/Advisers)
- To affix company stamp at the respective Company Stamp column.