



**Perbadanan Insurans Deposit Malaysia**  
**Protecting Your Insurance And Deposits In Malaysia**

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**GUIDE TO USING THE ELECTRONIC DEPOSIT PRODUCT  
REGISTRATION FORM FOR MEMBER INSTITUTIONS  
("MI USER GUIDE FOR EDPR FORM")**

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**REVISED DATE: 14 FEBRUARY 2020**



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<b>Ref No</b>	PIDM/UGI/LEGAL/2011/01	<b>Version No</b>	4.0
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## PART A: INTRODUCTION

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### 1.0 Introduction

- (a) The purpose of this MI User Guide for eDPR Form is to provide a step-by-step guide to assist member institutions (“MIs”) in using and completing the Electronic Deposit Product Registration (“eDPR”) form<sup>1</sup> for the purpose of submitting their deposit product information to Perbadanan Insurans Deposit Malaysia (“PIDM”).
- (b) This MI User Guide for eDPR Form is to be read in conjunction with the Guidelines on Submission of Deposit Product Information<sup>2</sup> and the Guide to Using the PIDM Industry Portal (“User Manual”).<sup>3</sup> This MI User Guide for eDPR Form is effective 1 March 2020 and will supersede the Guide to Using the Electronic Deposit Product Registration Form for Member Institutions dated 16 March 2017.
- (c) With effect from 1 March 2020, MIs are required to submit their deposit product information by using the eDPR form accessible at the PIDM Industry Portal.<sup>4</sup>
- (d) Please note that the screenshots provided in this MI User Guide for eDPR Form are for illustration purposes only.
- (e) A reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.

### 1.1 Conditions of Use

PIDM owns the title, copyright and other intellectual property rights in the eDPR form. By accessing, using, saving, copying or otherwise using the eDPR form, an MI agrees

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<sup>1</sup> Available at the PIDM Industry Portal via the Deposit Product Registration module.

<sup>2</sup> Issued on 14 February 2020.

<sup>3</sup> Issued on 14 February 2020.

<sup>4</sup> Accessible via <https://industryportal.pidm.gov.my>. Submission using the offline eDPR form made available at PIDM’s website via <https://www.pidm.gov.my> will cease effective from 1 March 2020.



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to be bound by the terms in this MI User Guide for eDPR Form, including the Conditions of Use in Part J. The term “eDPR form” shall include the computer programming and processes incorporated therein.

## 1.2 Conventions and Features in the MI User Guide for eDPR Form

To use your time effectively, be sure that you understand the stylistic conventions that are used throughout this MI User Guide for eDPR Form. The following list explains these conventions:

- (a) Hands-on exercises for you to follow are presented as lists of numbered steps (1, 2, and so on).
- (b) Keywords are depicted in **bold** font.
- (c) Button-names, functions and hyperlinks of the PIDM Industry Portal and the Deposit Product Registration module are depicted in *Italic* font.
- (d) A note that is labeled as **Note** is used to give you more information about a specific topic.
- (e) A note that is labeled as **Important** is used to point out information that can help you avoid a problem.
- (f) A note that is labeled as **Tip** is used to convey advice that you might find useful when using the Deposit Product Registration module or the eDPR form.

## 1.3 Feedback and Support

We have made every effort to ensure the accuracy of the MI User Guide for eDPR Form. However, we welcome feedback on any topic it contains. This includes technical issues specific to the recommendations, usefulness and usability issues, and writing and editing issues. Please contact [legal@pidm.gov.my](mailto:legal@pidm.gov.my) for enquiries.

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## PART B: ACCESSIBILITY REQUIREMENTS

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### 2.0 Software and Hardware Requirements

The software and hardware requirements to access and use the PIDM Industry Portal are listed in the User Manual. MIs are to refer to Section 2 (Pre-requisite Checklist) of the User Manual for further details on the requirements and ensure compliance prior to the use of the PIDM Industry Portal.

#### 2.1 PIDM Industry Portal Support

Queries related to user account creation and accessibility of the PIDM Industry Portal may be directed to:

Telephone: 1-800-88-1266

Email: [industryportalinfo@pidm.gov.my](mailto:industryportalinfo@pidm.gov.my)

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## PART C: ROLES AND RESPONSIBILITIES

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### 3.0 For the purposes of this MI User Guide for eDPR Form —

“**MIALO**” means any person nominated by an MI as the Member Institution Administrative Liaison Officer for the purposes of performing the roles and responsibilities in accordance with this MI User Guide for eDPR Form;

“**MIPO**” means any person nominated by an MI as the Member Institution Primary Liaison Officer for the purposes of performing the roles and responsibilities in accordance with this MI User Guide for eDPR Form;

“**MIOfficer**” means any person nominated by an MI as the Member Institution Officer for the purposes of performing the roles and responsibilities in accordance with this MI User Guide for eDPR form;



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“**PIDM Industry Portal**” means PIDM’s online portal that comprises several modules (including the Deposit Product Registration module) and enables submissions of information and documents by the MIs to PIDM;

“**Deposit Product Registration module**” means a module in the PIDM Industry Portal that enables submissions of the eDPR form and the supporting documents (including any letter, brochure, term sheet contract terms and conditions and form) by the MIs to PIDM; and

“**User**” means any person nominated by an MI to access or use the PIDM Industry Portal, including the MIALO.

**3.1** The roles and responsibilities of the MIALO, MIPLO and MIOfficer in relation to the Deposit Product Registration module are set out in the table below:<sup>5</sup>

	<b>Role</b>	<b>Responsibilities</b>
1.	MIALO	<p>a. <b>Manages the access and privileges of users within the MI</b> (i.e. MIPLO and MIOfficer), as determined by the MI’s internal governance framework (e.g. creating new users and permissions, deactivating users and updating user profiles).</p> <p>b. i. Ensures the information technology (IT) requirements of the MI facilitate the use of the PIDM Industry Portal; ii. Provides technical support to users within the MI; and iii. Engages the PIDM IT team on technical aspects of the PIDM Industry Portal.</p> <p>c. Recommended to be from the IT department.</p>
2.	MIPLO	a. <b>Governs the overall engagements between the MI and PIDM</b> as the central point of contact in respect of PIDM

<sup>5</sup> For the overall roles and responsibilities and headcount for the MIALO, MIPLO and MIOfficers in relation to the PIDM Industry Portal, please refer to Section 4 (Roles and Responsibilities) of the User Manual for further details.



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	Role	Responsibilities	
			Industry Portal. Monitors, coordinates and communicates with PIDM on matters relating to the PIDM Industry Portal.
		b.	Provides oversight and collaborates with the MIOfficer(s) to ensure complete and timely submissions of information on deposit products using the eDPR form for PIDM's certification of their insurability status.
		c.	If the MIPLO is granted access and rights (i.e. contribute and edit) to the Deposit Product Registration module, the MIPLO may also perform the responsibilities of the MIOfficer.
3.	MIOfficer	a.	<p><b>Conducts the operational tasks in relation to the eDPR form submissions</b></p> <p>i. Makes complete and timely submissions of information on deposit products using the eDPR form via <b>the Deposit Product Registration module</b> for PIDM's certification of their insurability status; and</p> <p>ii. Liaises with PIDM pertaining to all matters relating to the eDPR form submissions and certification of the deposit products.</p>

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## PART D: WHICH EDPR FORM SHOULD I USE

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**4.0** There are two (2) eDPR forms designed specifically for both Islamic and conventional deposit products.

**4.1** Please use the **conventional eDPR form** for **conventional** deposit products and **Islamic eDPR form** for **Islamic** deposit products.

**Note:** Please contact PIDM if you are not certain which form is suitable for your deposit product.

**4.2** Both the **Islamic** and **conventional** eDPR forms are accessible at the PIDM Industry Portal (<https://industryportal.pidm.gov.my>) via the **Deposit Product Registration module**.

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## PART E: HOW TO ACCESS THE ELECTRONIC DPR FORM

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### MIPLO or MIOfficer: First Time Log In

**5.0** Please follow the steps described under Section 5 (MI User Creation) of the User Manual on how to log in to the PIDM Industry Portal for the first time.

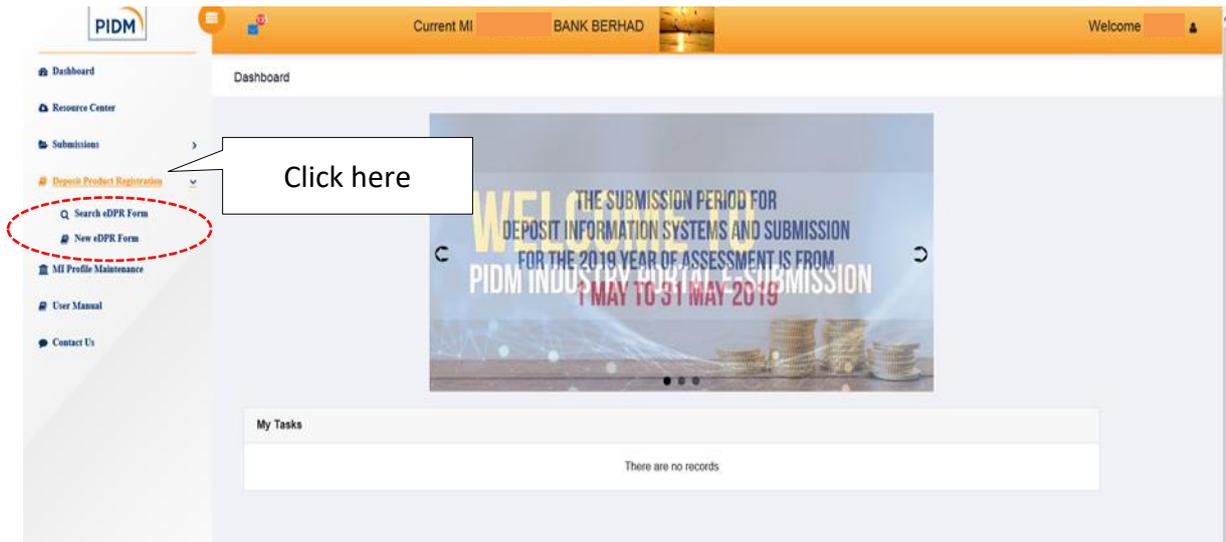
**Important:** Prior to logging in to the PIDM Industry Portal, a user account with or without the rights (i.e. contribute and edit) to the Deposit Product Registration module must be first created. Only users with the rights (i.e. contribute and edit) to the Deposit Product Registration module will be able to access and use the eDPR form. Please contact your MIALO for matters related to user account creation for the Deposit Product Registration module.

**Note:** In the event the user is representing more than one (1) MI (i.e. conventional and Islamic MIs from the same group) for the purposes of making an eDPR submission, the user will be required to select the applicable MI from the message box the user is representing at that given time.

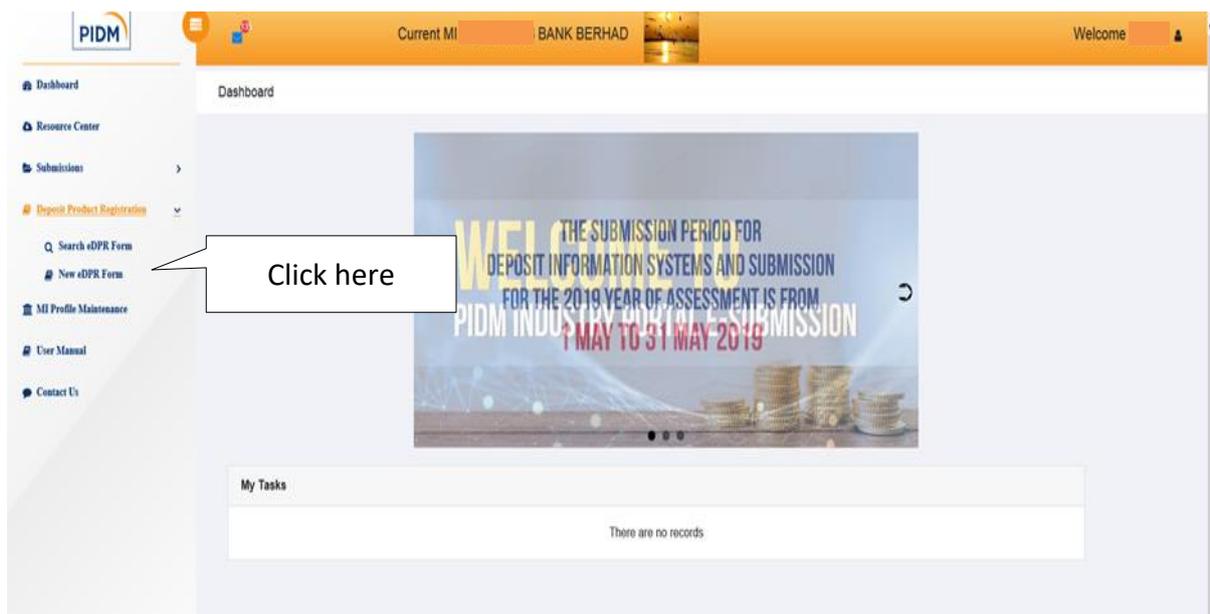
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## Access to the eDPR Form

**5.1 Step 1:** Upon successfully logging in to the PIDM Industry Portal, click on the Deposit Product Registration module to access the eDPR form. The functions of *Search eDPR Form* and *New eDPR Form* will be made available.

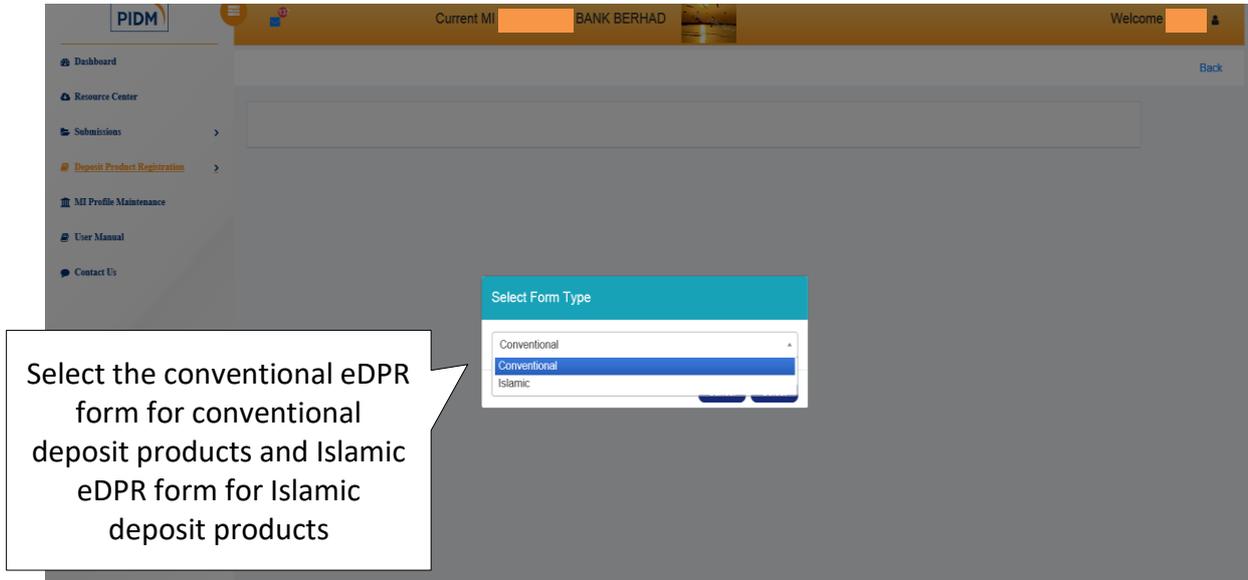


**5.2 Step 2:** Click on the *New eDPR Form* function to create a new eDPR form for submission.

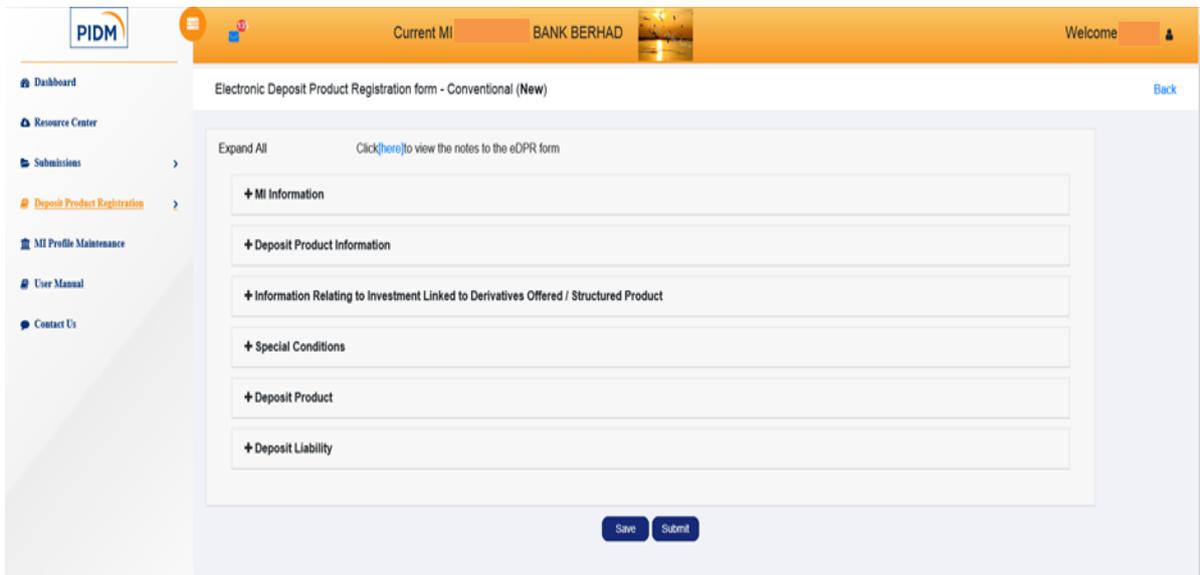


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**Note:** For an MI that carries on Islamic banking business in addition to its conventional banking business, the user will be required to select either the conventional eDPR form or the Islamic eDPR form before being directed to the new eDPR form page.

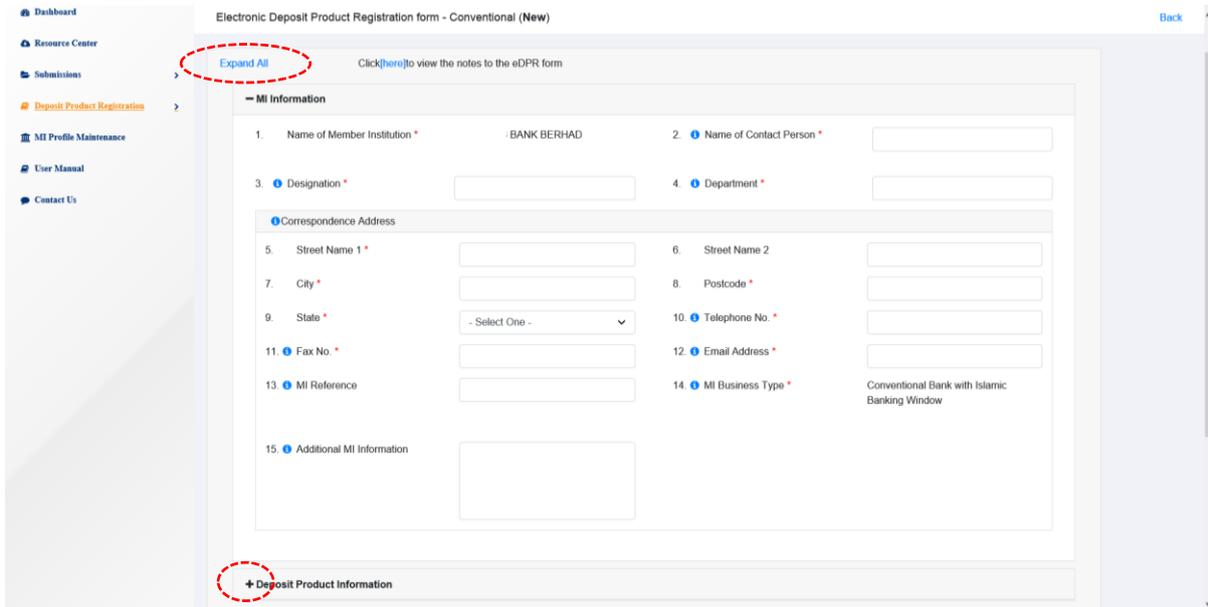


### 5.3 Step 3: The user will be directed to the new eDPR form page.



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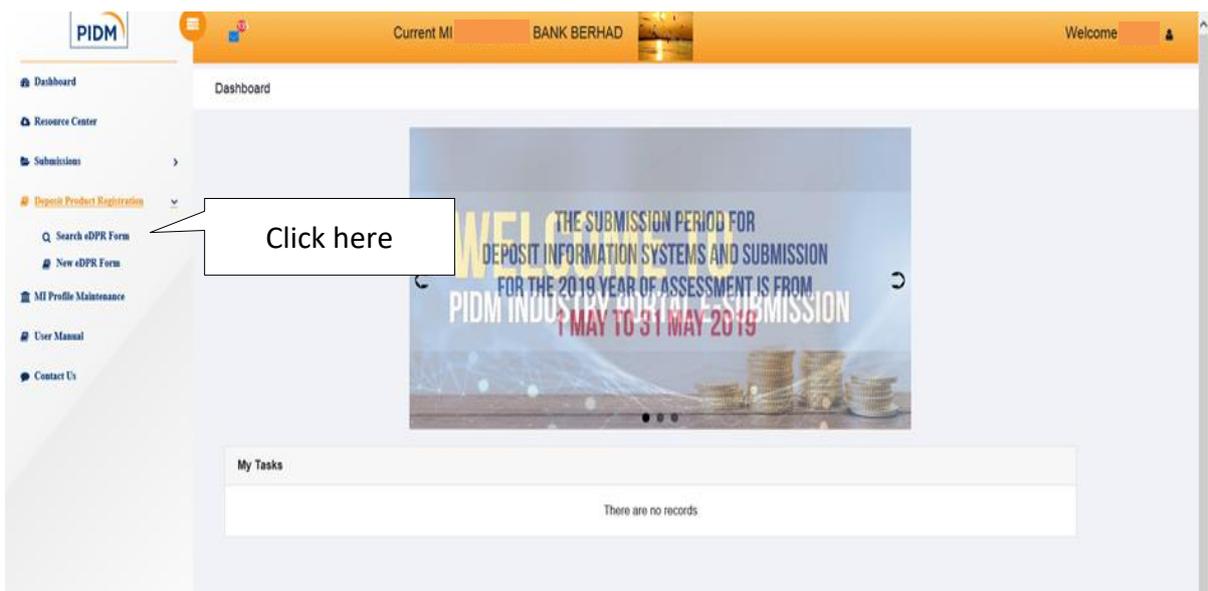
**5.4 Step 4:** Click on the *Expand All* function to display all questions in the eDPR form or the “+” function to display the questions of a specific section in the eDPR form.



The screenshot shows the 'Electronic Deposit Product Registration form - Conventional (New)'. The 'Expand All' button is circled in red. Below it, the 'MI Information' section is expanded, showing fields for Name of Member Institution (BANK BERHAD), Name of Contact Person, Designation, Department, Correspondence Address (Street Name 1, Street Name 2, City, Postcode, State, Telephone No., Fax No., Email Address, MI Reference, MI Business Type), and Additional MI Information. The 'Deposit Product Information' section is also expanded, indicated by a red circle around the '+' icon.

Alternative way to access the eDPR form

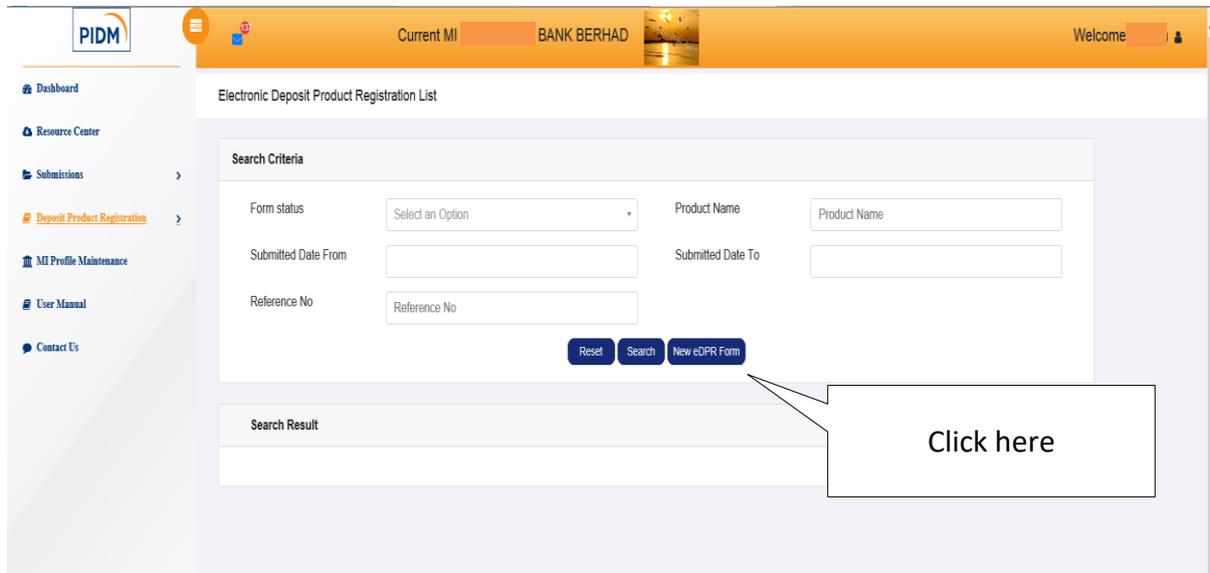
**5.5 Step 1:** Click on the *Search eDPR Form* function under the Deposit Product Registration module.



The screenshot shows the PIDM dashboard for a user named 'BANK BERHAD'. The 'Deposit Product Registration' module is expanded in the left sidebar, and the 'Search eDPR Form' option is highlighted with a callout box that says 'Click here'. The main content area shows a banner for the submission period for deposit information systems and submission for the 2019 year of assessment, from 1 May to 31 May 2019. Below the banner, there is a 'My Tasks' section with the message 'There are no records'.

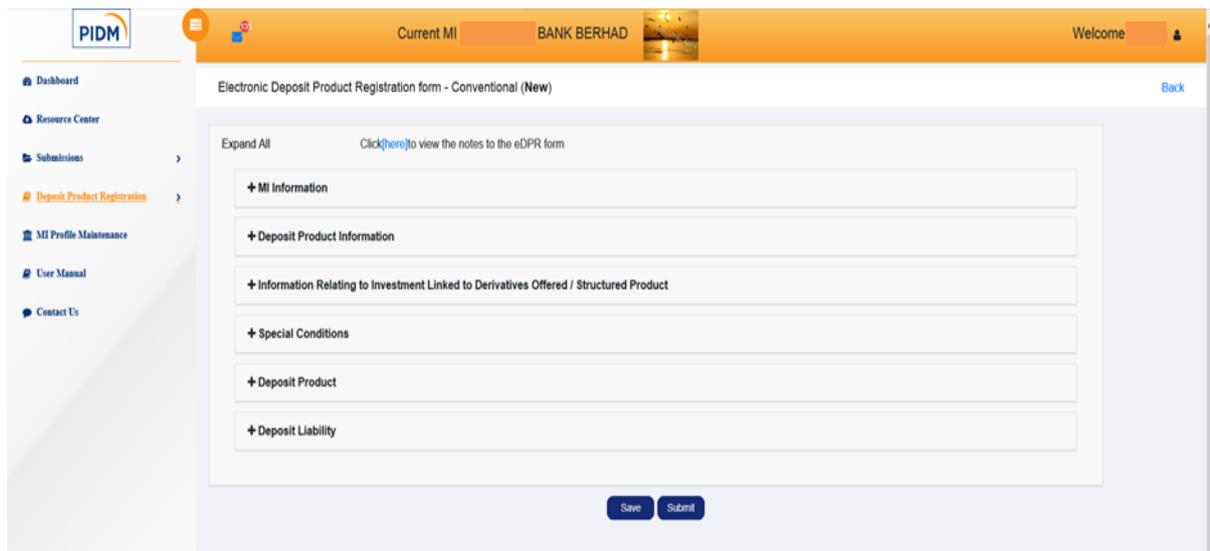
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**5.6 Step 2:** The user will be directed to the *Search eDPR Form* page. Click on the *New eDPR Form* button in this page.



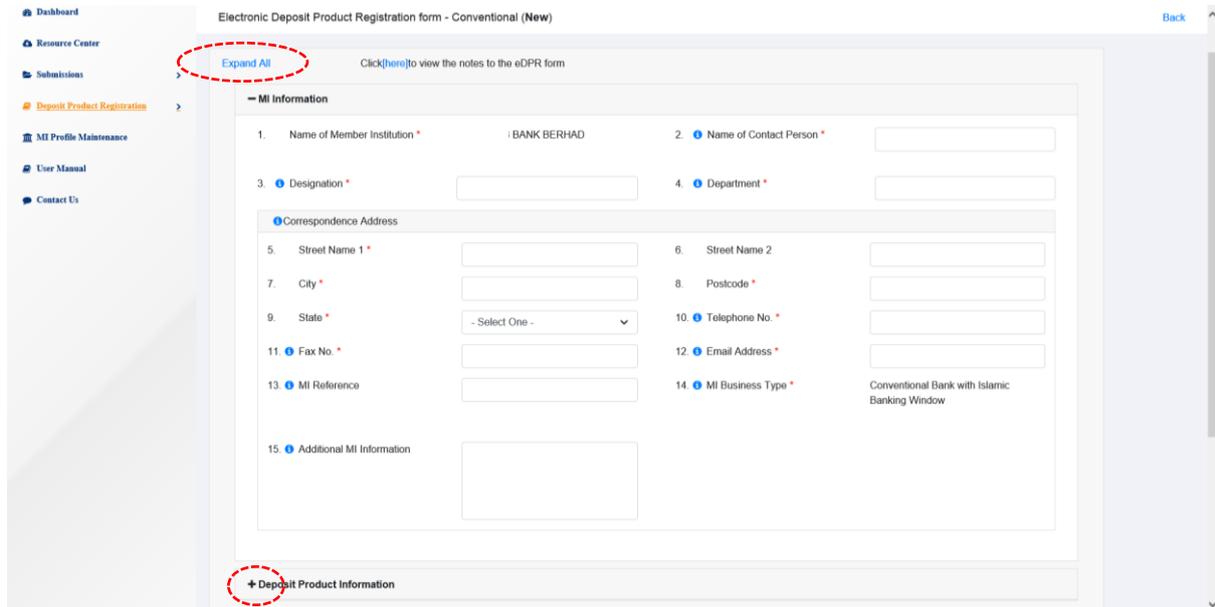
**Note:** For an MI that carries on Islamic banking business in addition to its conventional banking business, the user will be required to select either the conventional eDPR form or the Islamic eDPR form before being directed to the new eDPR form page.

**5.7 Step 3:** The user is directed to the new eDPR form page.



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**5.8 Step 4:** Click on the *Expand All* function to display all questions in the eDPR form or the “+” function to display the questions of a specific section in the eDPR form.



The screenshot shows the 'Electronic Deposit Product Registration form - Conventional (New)' interface. On the left is a navigation menu with items like Dashboard, Resource Center, Submissions, Deposit Product Registration, MI Profile Maintenance, User Manual, and Contact Us. The main content area is titled 'Electronic Deposit Product Registration form - Conventional (New)' and includes a 'Back' link. Below the title, there is an 'Expand All' button circled in red and a link 'Click [here] to view the notes to the eDPR form'. The form is divided into sections: 'MI Information' and 'Correspondence Address'. The 'MI Information' section contains fields for: 1. Name of Member Institution (pre-filled with 'BANK BERHAD'), 2. Name of Contact Person, 3. Designation, 4. Department, 5. Street Name 1, 6. Street Name 2, 7. City, 8. Postcode, 9. State (dropdown menu), 10. Telephone No., 11. Fax No., 12. Email Address, 13. MI Reference, 14. MI Business Type (with a dropdown menu showing 'Conventional Bank with Islamic Banking Window'), and 15. Additional MI Information. The 'Correspondence Address' section is currently collapsed. At the bottom of the form, there is a '+' icon next to 'Deposit Product Information', also circled in red.

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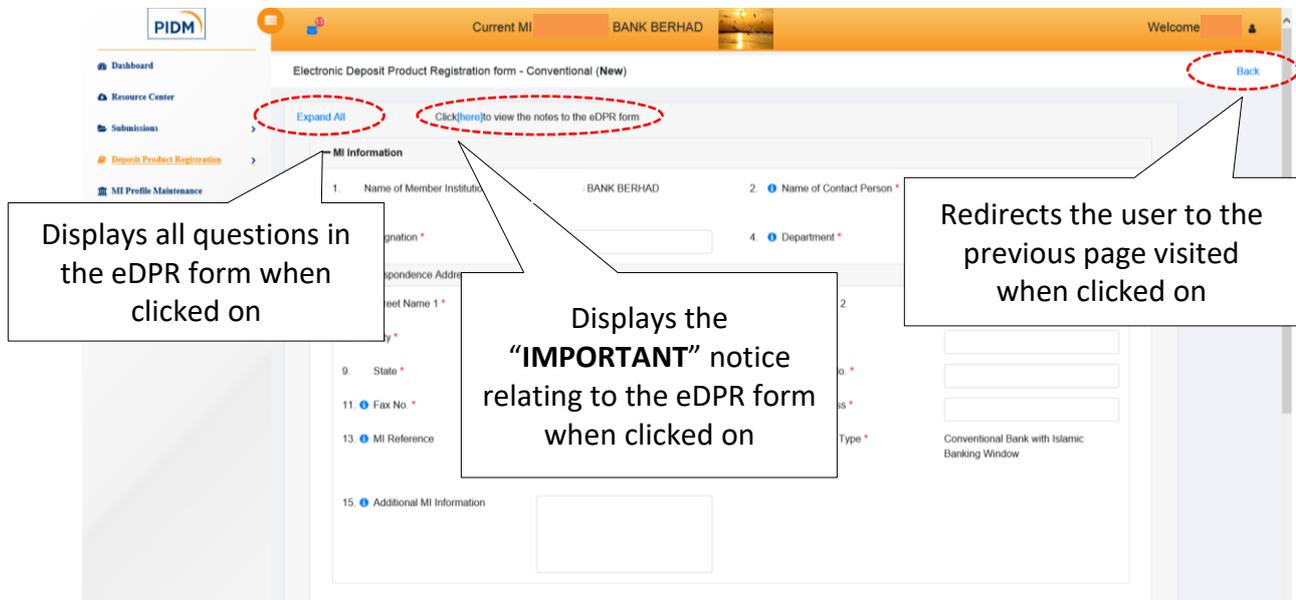
## PART F: EDPR FORM

6.0 The eDPR form has three (3) main components:

(a) **Function Links**

Function links are located at the top of the eDPR form. There are three (3) functions links and they comprise:

- (i) *Expand All* – displays all questions in the eDPR form. See paragraph 5.4 or 5.8 above for further details.
- (ii) *Notes to the eDPR form* – display the “**IMPORTANT**” notice relating to the eDPR form. A user must read and understand this notice before answering the questions in the eDPR form; and
- (iii) *Back* – redirects the user to the previous page visited.

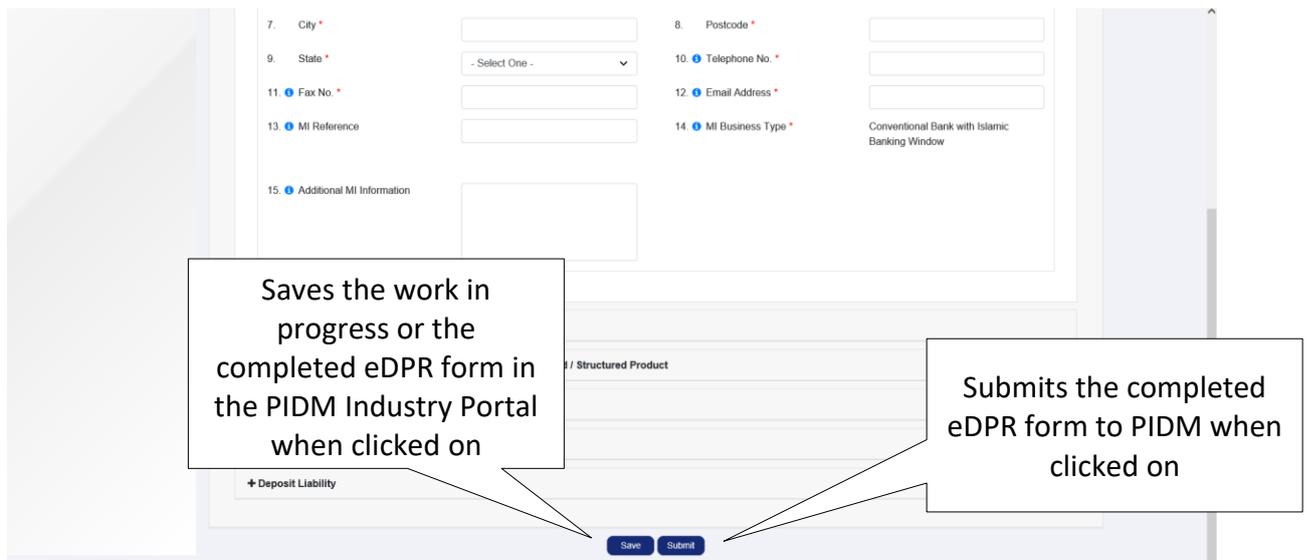


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## (b) Function Buttons

Function buttons are located at the bottom of the eDPR form. There are two (2) functions buttons and they comprise:

- (i) *Save* – saves the eDPR form that the user is working on (“work in progress”) or the completed eDPR form in the PIDM Industry Portal.<sup>6,7</sup> If the user has saved a work in progress, the user may continue to complete the rest of the eDPR form by searching for the work in progress using the *Search eDPR Form* function.<sup>8</sup> For completed but yet to submit eDPR form, the user may search the eDPR form using the *Search eDPR Form* function<sup>9</sup> and submit it to PIDM using the *Submit* button.
- (ii) *Submit* – submits the completed eDPR form to PIDM.<sup>10</sup>



The screenshot shows a web form with various input fields. At the bottom of the form, there are two buttons: 'Save' and 'Submit'. Two callout boxes are present:

- A callout box pointing to the 'Save' button: "Saves the work in progress or the completed eDPR form in the PIDM Industry Portal when clicked on".
- A callout box pointing to the 'Submit' button: "Submits the completed eDPR form to PIDM when clicked on".

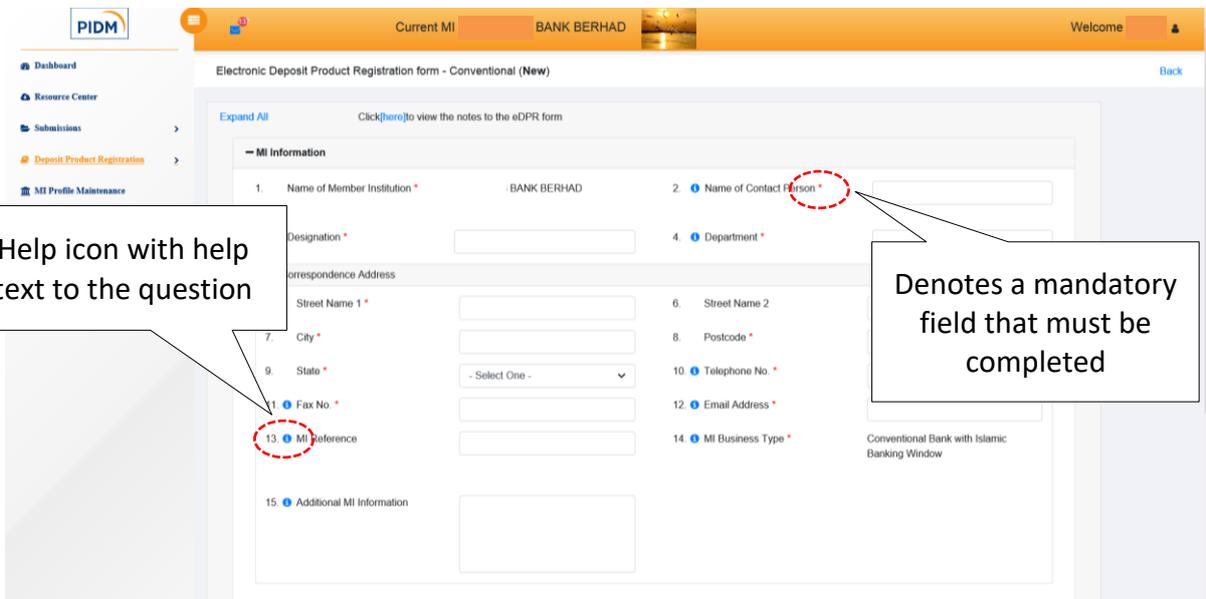
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<sup>6</sup> In the event the user is not yet ready to submit the eDPR form to PIDM.  
<sup>7</sup> See paragraph 7.0 below for further details.  
<sup>8</sup> See paragraph 7.1 below for further details.  
<sup>9</sup> See paragraph 7.1 below for further details.  
<sup>10</sup> See paragraph 7.2 below for further details.

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### (c) eDPR Questions

This section (divided into six (6) categories, see below) contains the list of questions that a user must answer in order to register a deposit product with PIDM. There are also help icons  next to selected questions to help a user in answering the questions in the eDPR form. Please refer to them before answering the questions. The help text is for both conventional and Islamic eDPR forms. Go through each question in the eDPR form carefully and answer the questions where applicable. An asterisk \* in the eDPR form denotes a mandatory field that must be completed. A "Not Applicable" or "N/A" answer is not acceptable for questions marked with asterisk \*.



The screenshot shows the 'Electronic Deposit Product Registration form - Conventional (New)' interface. The form is titled 'MI Information' and contains 15 numbered questions. Question 1 is 'Name of Member Institution \*' with 'BANK BERHAD' entered. Question 2 is 'Name of Contact Person \*' with a red dashed circle around the asterisk and a callout box stating 'Denotes a mandatory field that must be completed'. Question 13 is 'MI Reference' with a red dashed circle around the question number and a callout box stating 'Help icon with help text to the question'. Other questions include Designation, Department, Street Name 1, City, State, Postcode, Telephone No., Fax No., Email Address, and MI Business Type. A 'Back' button is visible in the top right corner.

The conventional eDPR Form consists of 49 submission questions whereas Islamic eDPR form consists of 53 submission questions. All submission questions are divided into six (6) categories and they are:

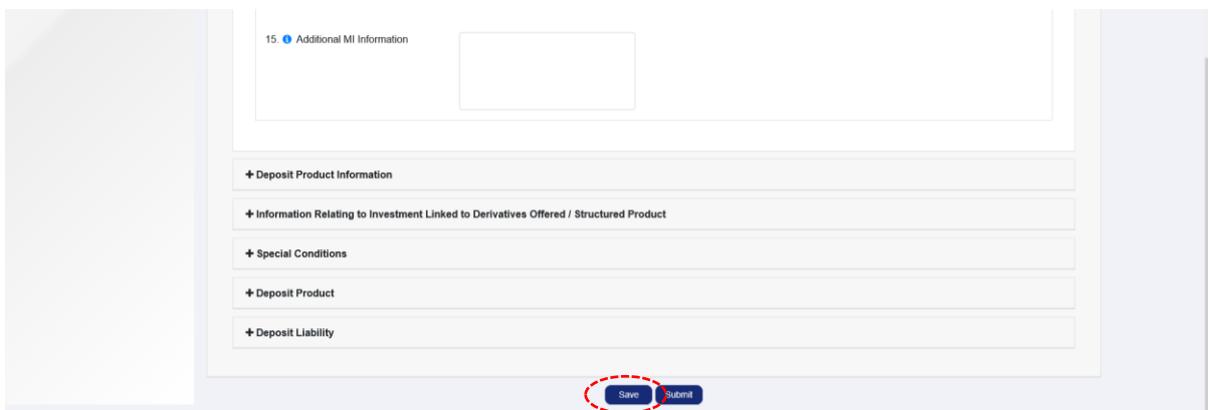
- (i) MI Information;
- (ii) Deposit Product Information;
- (iii) Information Relating to Investment Linked to Derivatives Offered / Structured Product;
- (iv) Special Conditions;
- (v) Deposit Product; and
- (vi) Deposit Liability.

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## PART G: COMPLETING THE EDPR FORM IN MULTIPLES SESSIONS<sup>11</sup>

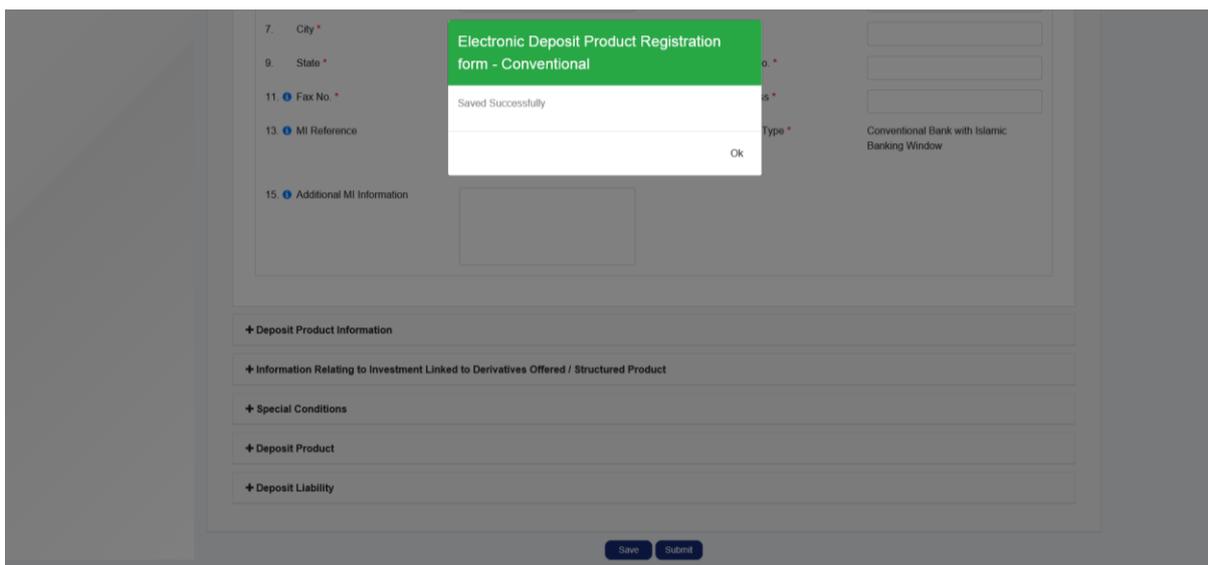
### 7.0 How to Save a Work in Progress or Completed eDPR Form

- (a) A user can save a work in progress or a completed but yet to submit eDPR form by clicking on the *Save* button.



The screenshot shows a web form titled '15 Additional MI Information'. Below the form fields, there are several expandable sections: '+ Deposit Product Information', '+ Information Relating to Investment Linked to Derivatives Offered / Structured Product', '+ Special Conditions', '+ Deposit Product', and '+ Deposit Liability'. At the bottom right of the form, there are two buttons: 'Save' and 'Submit'. The 'Save' button is circled in red.

- (b) The user will be prompted with a confirmation message that the work in progress or the completed but yet to submit eDPR form has been saved.

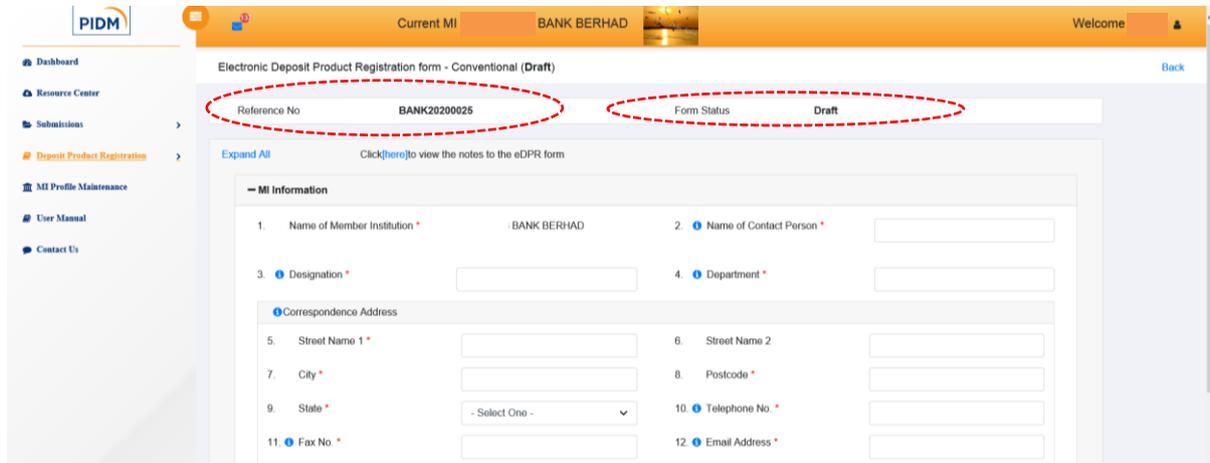


The screenshot shows the same eDPR form as in (a), but with a confirmation message overlay. The message is titled 'Electronic Deposit Product Registration form - Conventional' and says 'Saved Successfully'. There is an 'Ok' button at the bottom of the message. The background form is dimmed.

<sup>11</sup> Users are advised to work on one (1) eDPR form at a time and encouraged to complete the eDPR Form in one (1) session.

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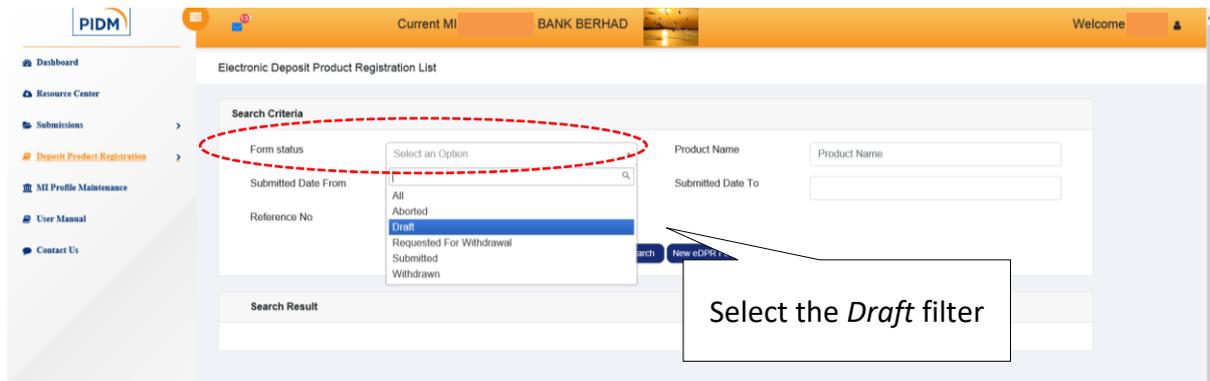
- (c) The saved work in progress or the completed but yet to submit eDPR form will be assigned with a reference number.



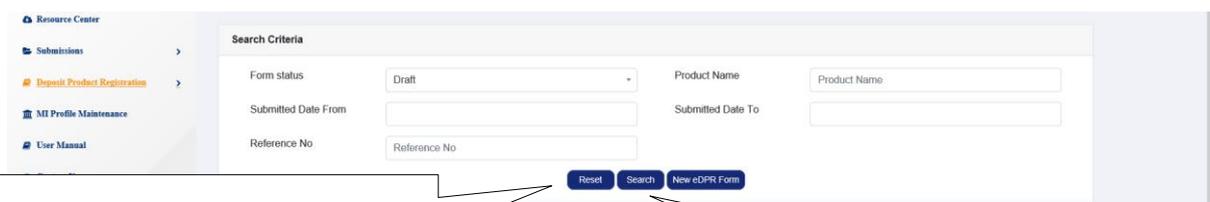
The screenshot shows the 'Electronic Deposit Product Registration form - Conventional (Draft)' interface. The 'Reference No' is 'BANK20200025' and the 'Form Status' is 'Draft', both highlighted with red dashed circles. The form includes fields for MI Information (Name of Member Institution, Name of Contact Person, Designation, Department) and Correspondence Address (Street Name 1, Street Name 2, City, Postcode, State, Telephone No., Fax No., Email Address).

## 7.1 How to Continue Completing or Editing a Saved eDPR Form

- (a) Where a user has saved a work in progress and wants to continue working on it, the user should use the *Search eDPR Form* function, select the *Form status* as the search criterion, choose the *Draft* filter and click on the *Search* button.



The screenshot shows the 'Electronic Deposit Product Registration List' interface. The 'Search Criteria' section is highlighted with a red dashed circle. The 'Form status' dropdown menu is open, showing options: All, Aborted, Draft, Requested For Withdrawal, Submitted, and Withdrawn. The 'Draft' option is selected. A callout box points to the 'Draft' filter with the text 'Select the Draft filter'.



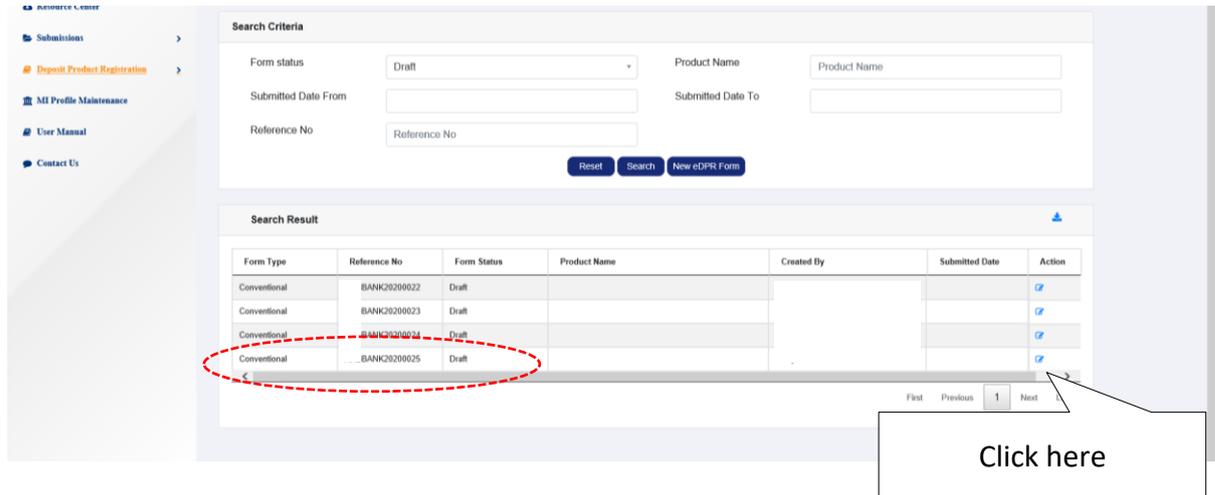
The screenshot shows the 'Electronic Deposit Product Registration List' interface. The 'Search Criteria' section is highlighted with a red dashed circle. The 'Form status' dropdown menu is open, showing options: All, Aborted, Draft, Requested For Withdrawal, Submitted, and Withdrawn. The 'Draft' option is selected. Callout boxes point to the 'Reset' and 'Search' buttons with the text 'The Reset button will reset the search criterion once clicked on' and 'Click Search'.

The Reset button will reset the search criterion once clicked on

Click Search

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- (b) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the saved work in progress.

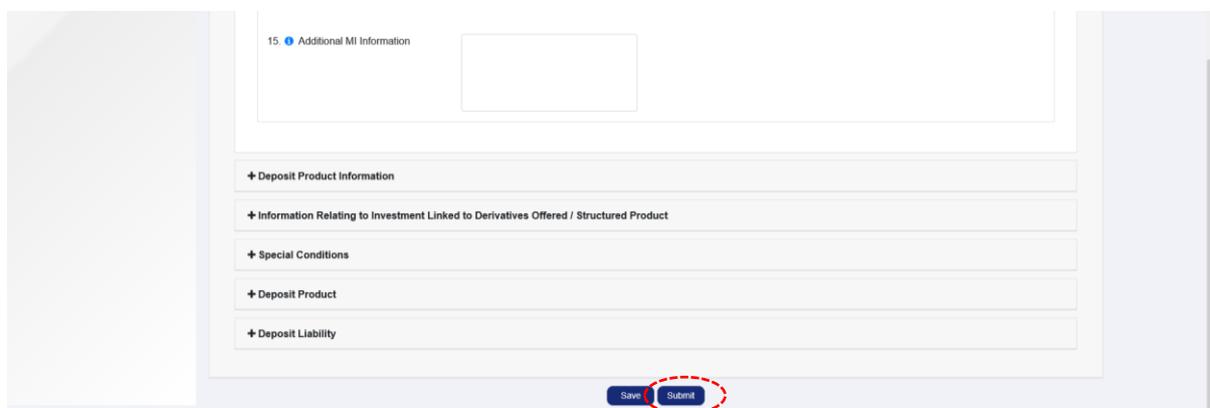


The screenshot shows a web interface with a search criteria section and a search result table. The search criteria section includes fields for Form status (set to Draft), Product Name, Submitted Date From, Submitted Date To, and Reference No. Below these are buttons for Reset, Search, and New eDPR Form. The search result table has columns for Form Type, Reference No, Form Status, Product Name, Created By, Submitted Date, and Action. The table contains four rows, all with 'Draft' status. The 'Action' column for each row contains a blue icon. A red dashed circle highlights the 'Action' icon for the row with Reference No. BANK20200025. A callout box with an arrow points to this icon, containing the text 'Click here'.

- (c) The user will be directed to the saved work in progress once the blue *Action* icon is clicked on.
- (d) To search for completed but yet to submit eDPR form, follow the steps described in paragraphs 7.1(a) to (c) above.

## 7.2 How to Submit a Completed eDPR to PIDM

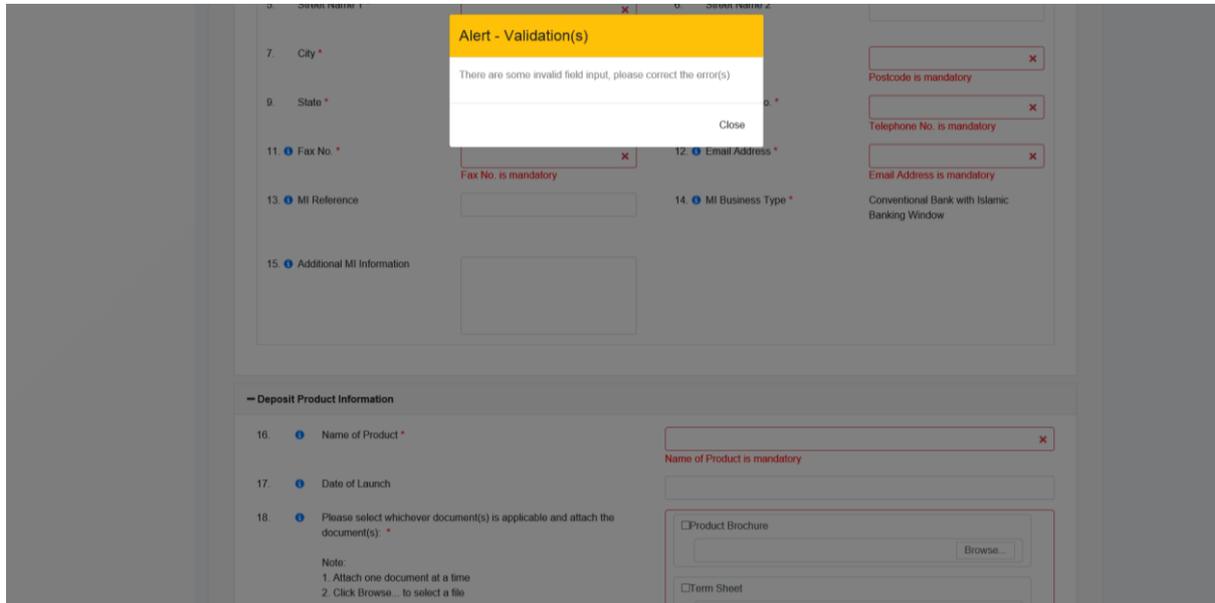
- (a) When the eDPR form is ready for submission and the user wants to submit it to PIDM, the user should click on the *Submit* button.



The screenshot shows a form with several sections: '15 Additional MI Information', 'Deposit Product Information', 'Information Relating to Investment Linked to Derivatives Offered / Structured Product', 'Special Conditions', 'Deposit Product', and 'Deposit Liability'. At the bottom of the form, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is circled in red.

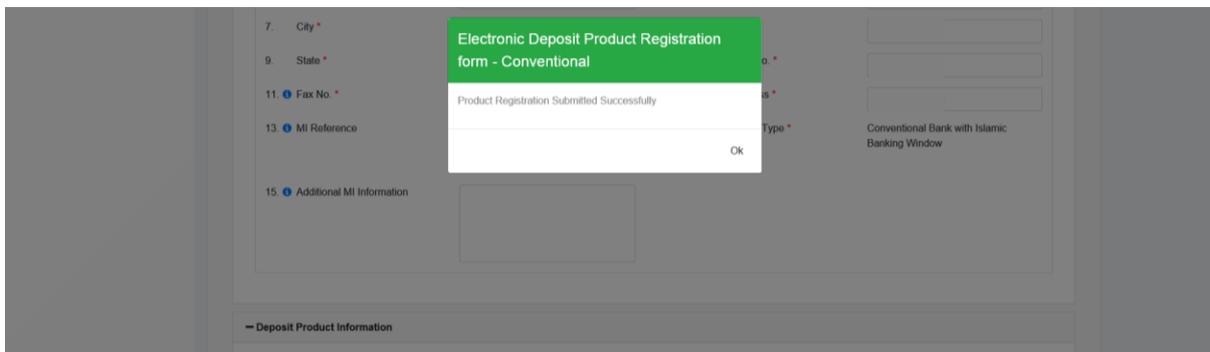
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- (b) The information in the eDPR form will be checked for completeness and errors. If errors are found, a warning message will appear.



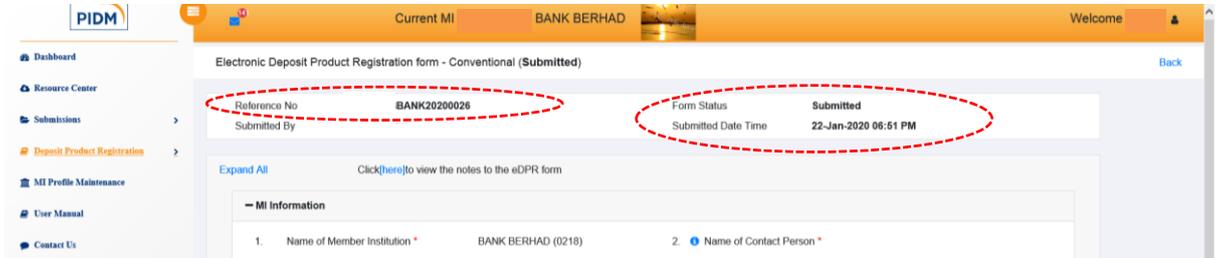
**Important: DO NOT** fill in a postmaster or general use email address e.g. [enquiry@bank.com](mailto:enquiry@bank.com) for the contact person's email address in the eDPR form. The user must also rectify all the errors before submitting the eDPR form to PIDM. PIDM has the right to reject any incomplete submission.

- (c) If there is no error, the user will be prompted with a confirmation message that the eDPR form has been successfully submitted to PIDM.



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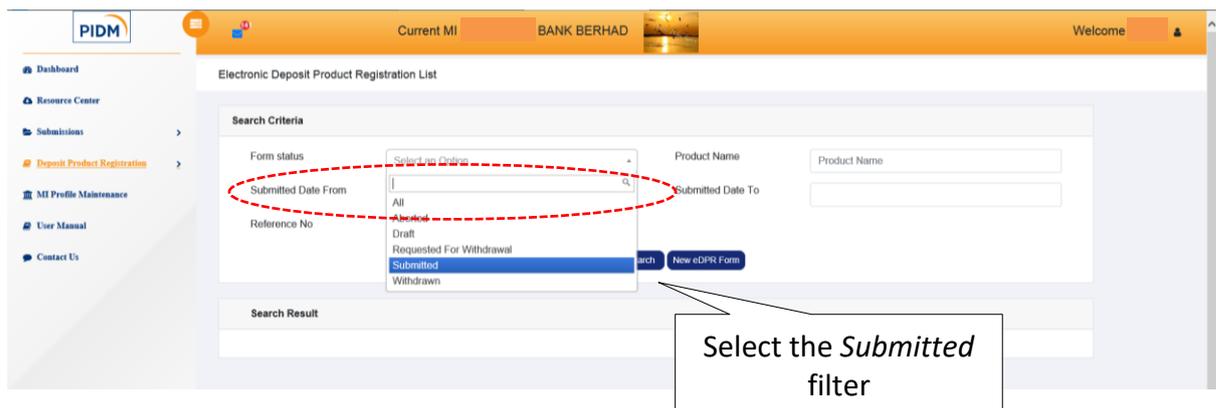
(d) The submitted eDPR form will be assigned with a reference number.



(e) An email confirmation will be automatically sent to the user's inbox in the PIDM Industry Portal informing the user of the successful submission.

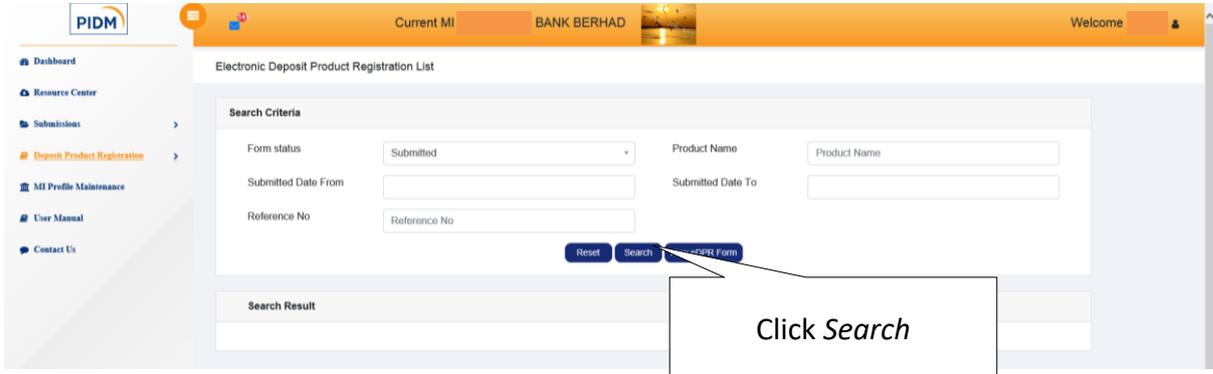


(f) The user may use the *Search eDPR Form* function to search for an eDPR form which has been submitted successfully. Please select the *Form status* as the search criterion, choose the *Submitted* filter and click on the *Search* button.

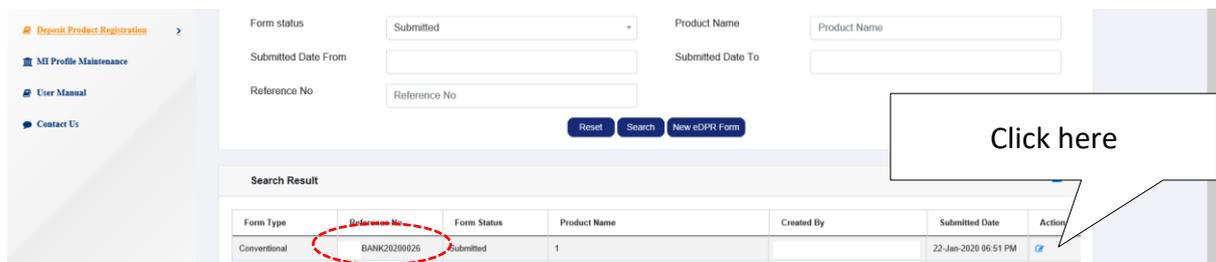


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- (g) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the submitted eDPR form to view the submitted eDPR form.



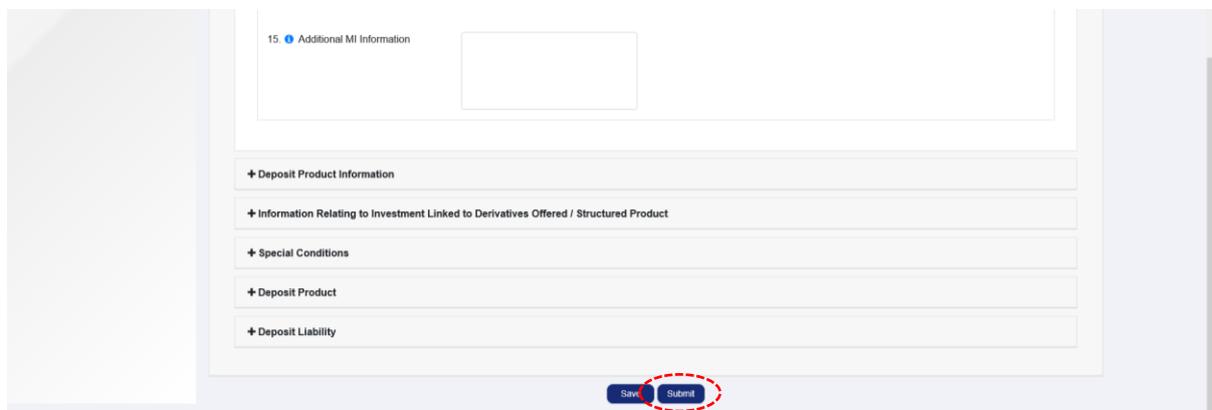
[The rest of this page is intentionally left blank]

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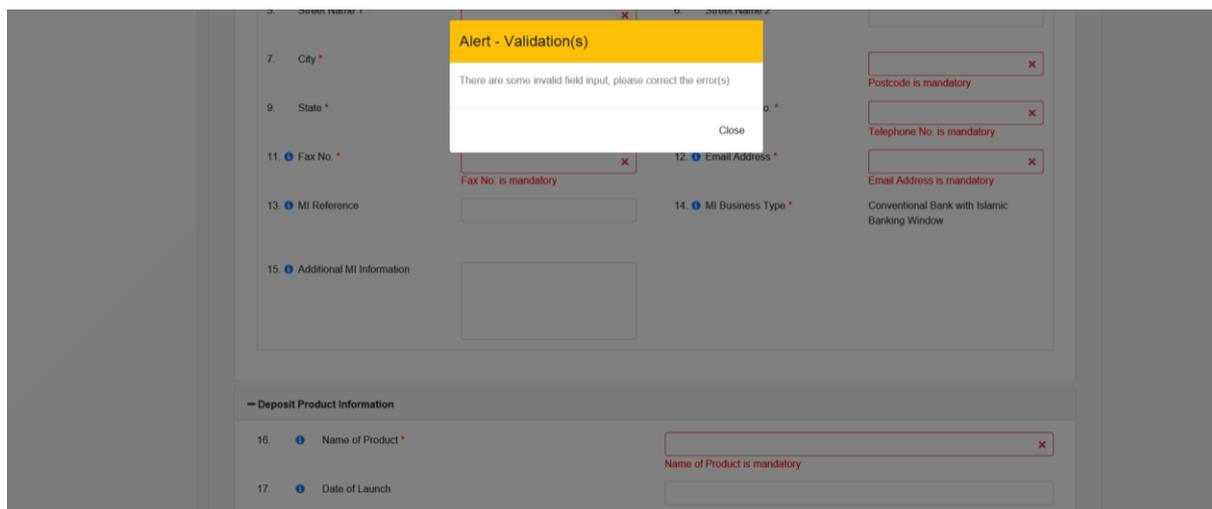
## PART H: HOW TO COMPLETE THE EDPR FORM IN ONE SESSION AND SUBMIT TO PIDM<sup>12</sup>

**8.0** Click on the Deposit Product Registration module and access the new eDPR form by either using the function of *New eDPR Form* or *Search eDPR Form*.<sup>13</sup>

**8.1** Once a user has answered all the questions in the eDPR form, the user can submit the completed eDPR form to PIDM by clicking on the *Submit* button.



**8.2** The information in the eDPR form will be checked for completeness and errors. If errors are found, a warning message will appear.



<sup>12</sup> Users are encouraged to complete the eDPR Form in one (1) session and submit to PIDM as there are fewer steps involved.

<sup>13</sup> See paragraphs 5.1 to 5.8 above for further details.

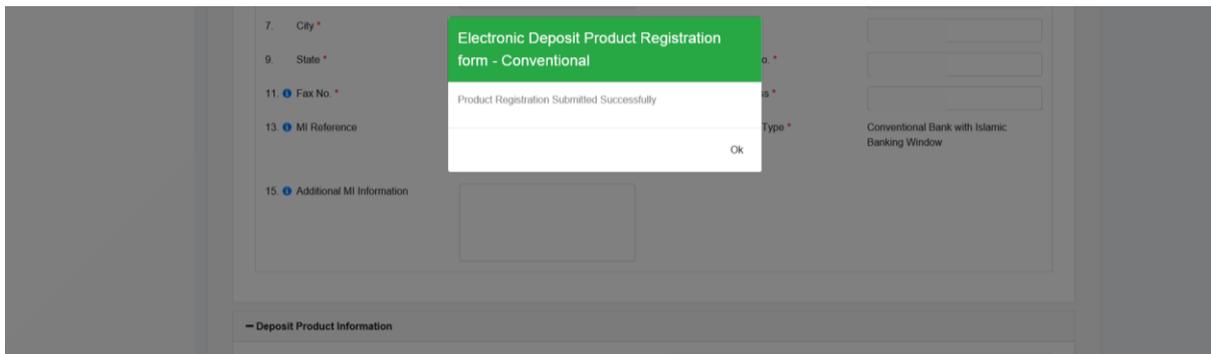


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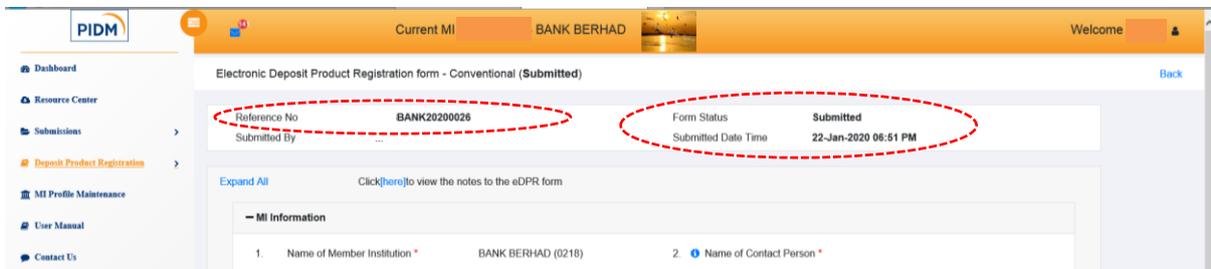
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**Important: DO NOT** fill in a postmaster or general use email address e.g. [enquiry@bank.com](mailto:enquiry@bank.com) for the contact person's email address in the eDPR form. The user must also rectify all the errors before submitting the eDPR form to PIDM. PIDM has the right to reject any incomplete submission.

**8.3** If there is no error, the user will be prompted with a confirmation message that the eDPR form has been successfully submitted to PIDM.



**8.4** The submitted eDPR form will be assigned with a reference number.



**8.5** An email confirmation will be automatically sent to the user's inbox in the PIDM Industry Portal informing the user of the successful submission.





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- 8.6 The user may use the *Search eDPR Form* function to search for an eDPR form which has been submitted successfully. Follow the steps described in paragraphs 7.2(f) to (g) above.

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## PART I: OTHER FUNCTIONS OF THE DEPOSIT PRODUCT REGISTRATION MODULE

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- 9.0 A user may also perform the following functions via the Deposit Product Registration module:

- (i) duplicate a submitted eDPR form;
- (ii) request to withdraw a submitted eDPR form;
- (iii) abort a work in progress;
- (iv) perform other searches; and
- (v) print an eDPR form.

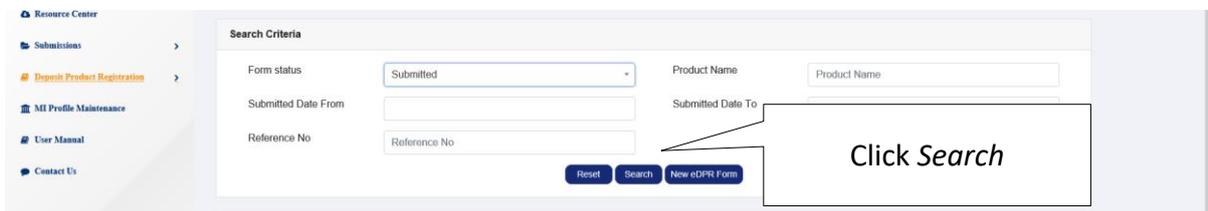
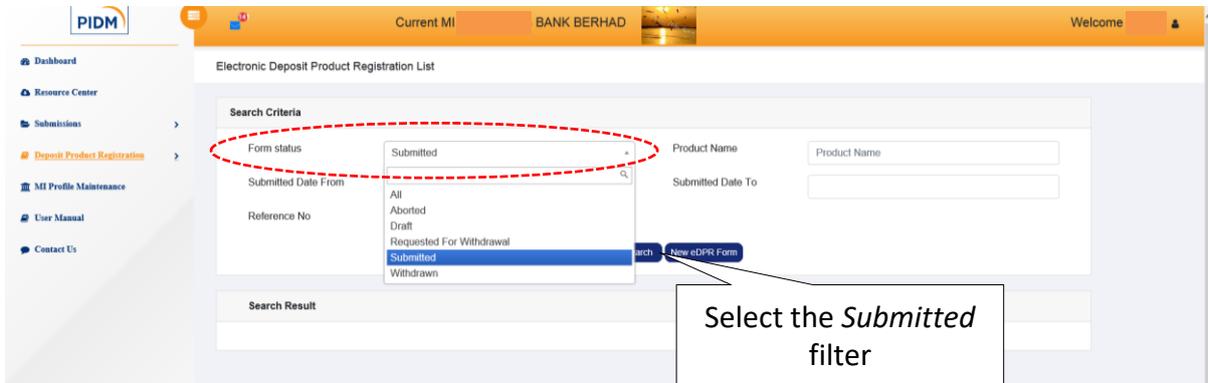
### 9.1 How to Duplicate a Submitted eDPR form

- (a) When a user wants to make another eDPR form submission, the user has the option to either create a new eDPR form by following the steps described in paragraphs 5.1 to 5.4 above, paragraphs 5.5 to 5.8 above or duplicate a submitted eDPR form.

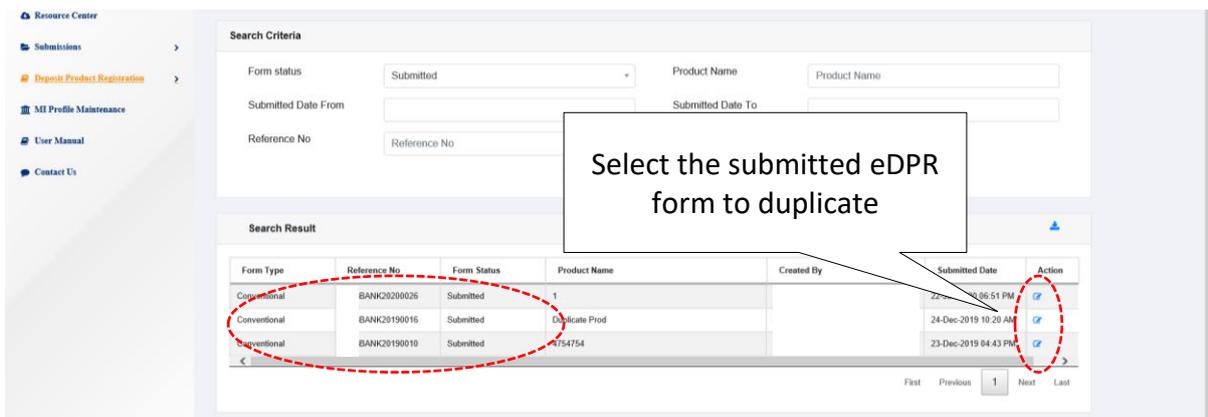
**Tip:** Duplication of an eDPR form applies to only an eDPR form that has been submitted to PIDM via the PIDM Industry Portal. The duplicated eDPR form will be populated with the same answers provided in the submitted eDPR form.

- (b) To duplicate a submitted eDPR form, use the *Search eDPR Form* function, select the Form status as the search criterion, choose the *Submitted* filter to search for a submitted eDPR form and click on the *Search* button.

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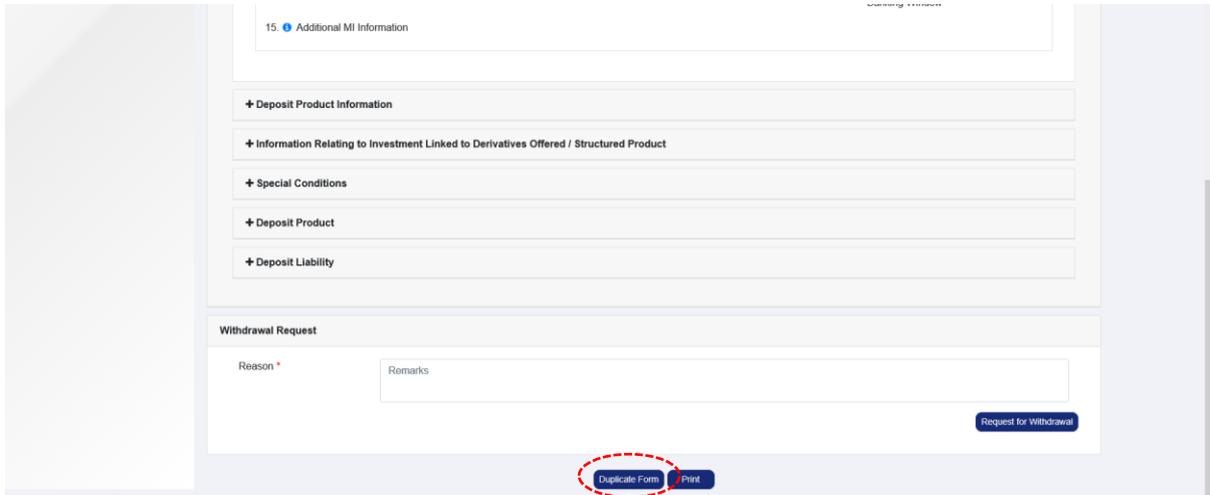


- (c) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the submitted eDPR form.



- (d) The user will be directed to the submitted eDPR form once the blue *Action* icon is clicked on. Once directed to the page, click on the *Duplicate Form* button to duplicate the submitted eDPR form.

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The screenshot shows a web interface for the eDPR form. At the top, there is a section for 'Additional MI Information'. Below this are several expandable sections: 'Deposit Product Information', 'Information Relating to Investment Linked to Derivatives Offered / Structured Product', 'Special Conditions', 'Deposit Product', and 'Deposit Liability'. The 'Withdrawal Request' section is visible at the bottom, containing a 'Reason' field, a 'Remarks' text area, and a 'Request for Withdrawal' button. At the very bottom of the interface, there are two buttons: 'Duplicate Form' (circled in red) and 'Print'.

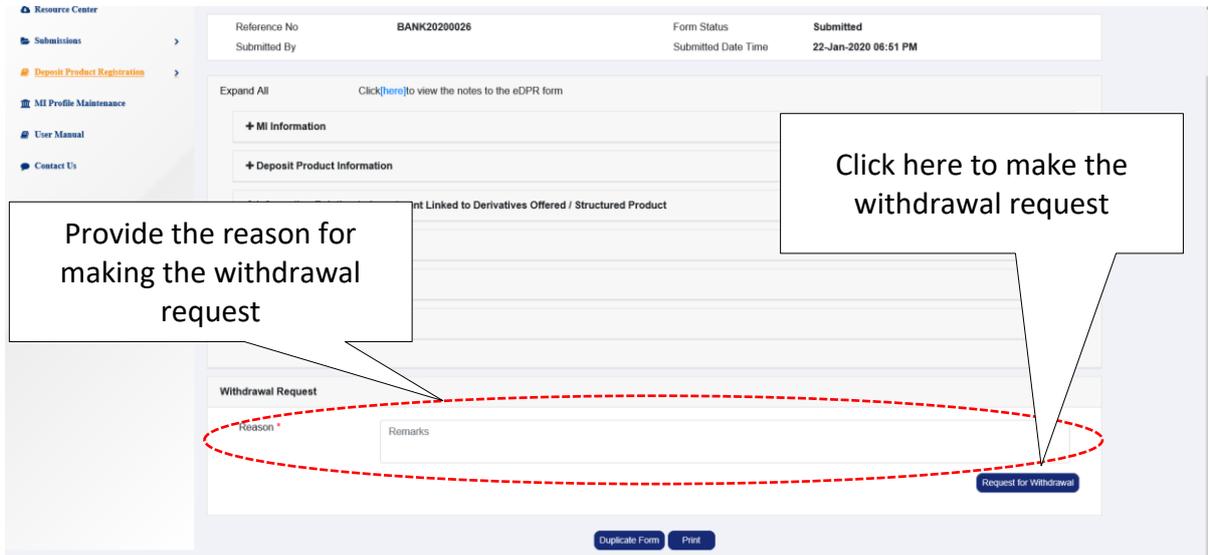
- (e) A duplicate of the submitted eDPR form will be created as a new eDPR form. All answers provided in the submitted eDPR form are populated in the new eDPR form.

**Important:** A user must make the necessary change to the populated answers contained in the new eDPR form. The answers in the new eDPR form must be in accordance with the deposit product information to be submitted to PIDM for certification. PIDM has the right to reject any erroneous or incomplete submission.

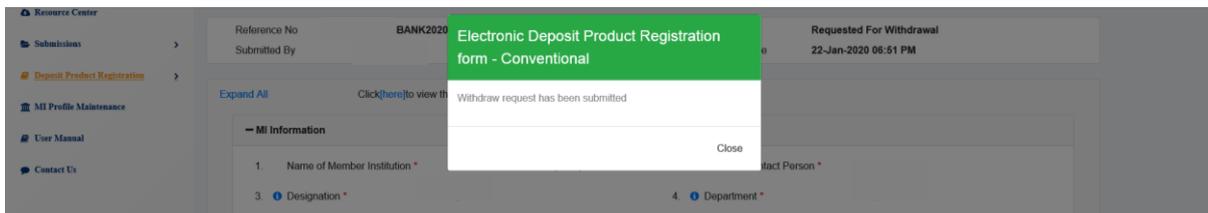
## 9.2 How to Request for a Withdrawal of a Submitted eDPR form

- (a) If a user wishes to withdraw an eDPR form that has been submitted to PIDM due to factual error in the answers or other reasons, the user may make a request to withdraw the submitted eDPR form following the steps below.
- (b) To search for the submitted eDPR form that the user wishes to make a request to withdraw, use the *Search eDPR Form* function, the relevant search filter or criteria and follow the steps described in paragraphs 9.1 (b) to (c) above.
- (c) The user will be directed to the submitted eDPR form once the blue *Action* icon is clicked on. Once directed to the page, provide a brief statement on the reason for making the request and click on the *Request for Withdrawal* button to request for a withdrawal.

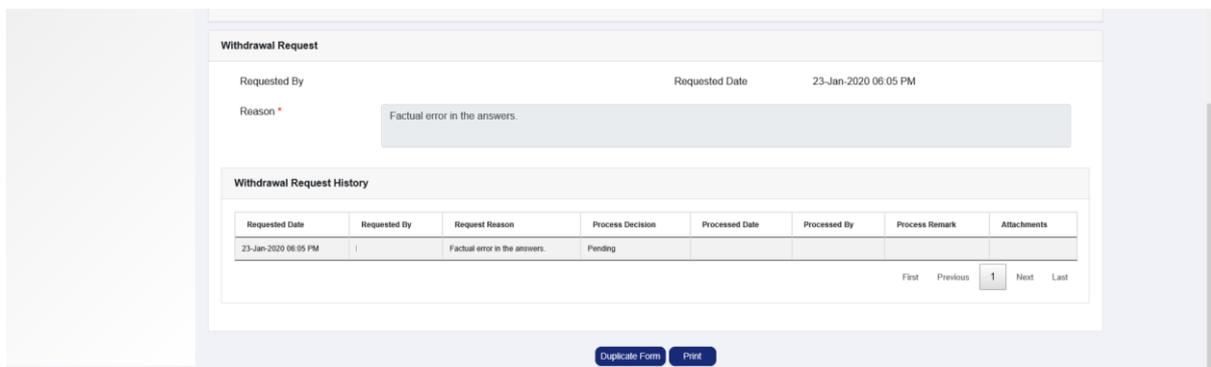
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- (d) The user will be prompted with a confirmation message that a withdrawal request has been submitted to PIDM.



- (e) An email confirmation will be automatically sent to the user's inbox in the PIDM Industry Portal informing the user of the withdrawal request made. The submitted eDPR form's page will also display the withdrawal request history and progress.

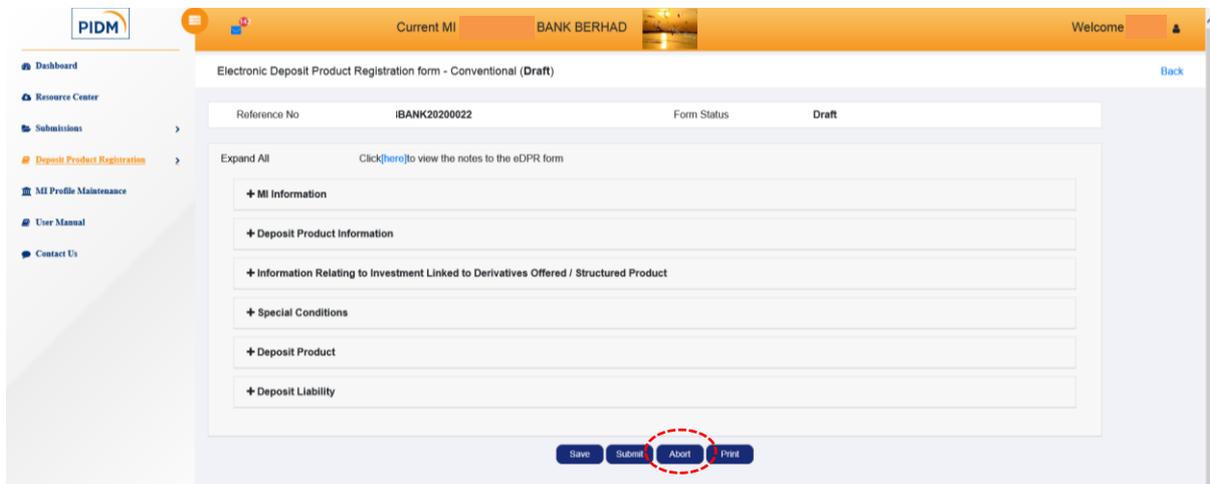


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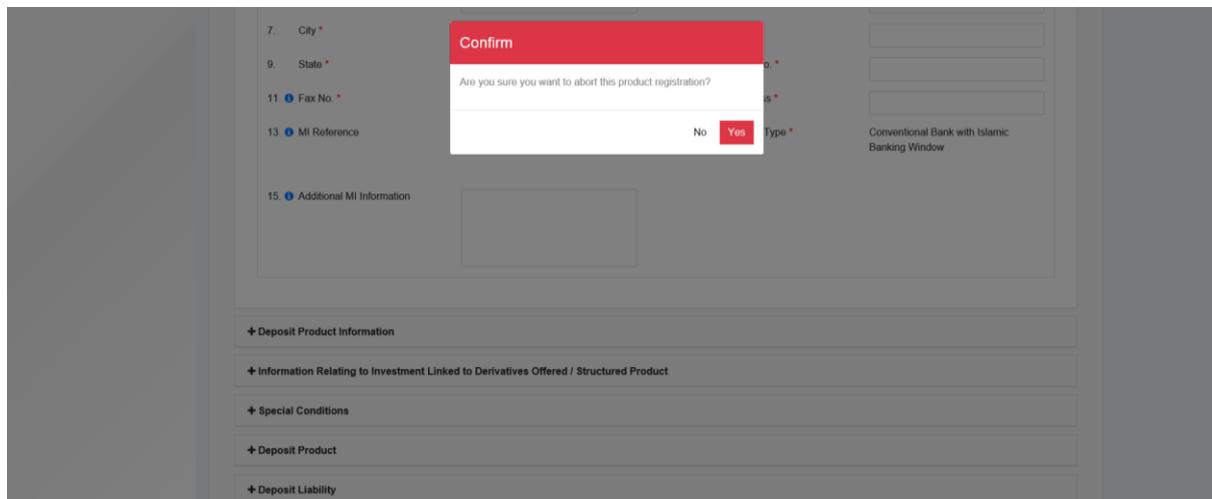
- (g) Should the user wishes to retract the withdrawal request made, please contact [legal@pidm.gov.my](mailto:legal@pidm.gov.my) and state the reason for the retraction. An email notification will be automatically sent to the user’s inbox in the PIDM Industry Portal informing either the successful withdrawal or the rejection of the withdrawal, as the case may be. The submitted eDPR form’s page will also display the updated progress.

### 9.3 How to Abort a Work in Progress

- (a) A user may choose to cancel a work in progress by clicking on the *Abort* button.

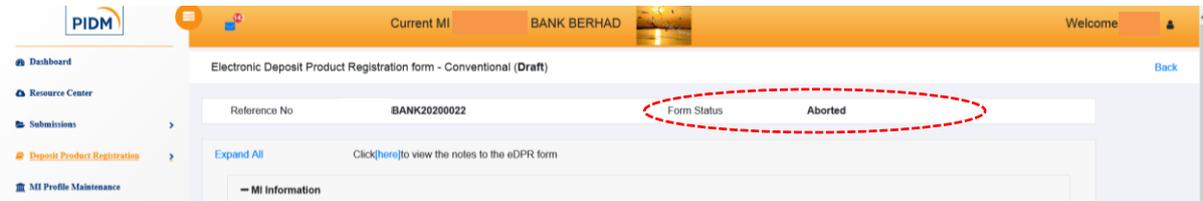


- (b) The user will be prompted with a confirmation message to cancel the work in progress. Click “Yes” to confirm, otherwise click “No”.



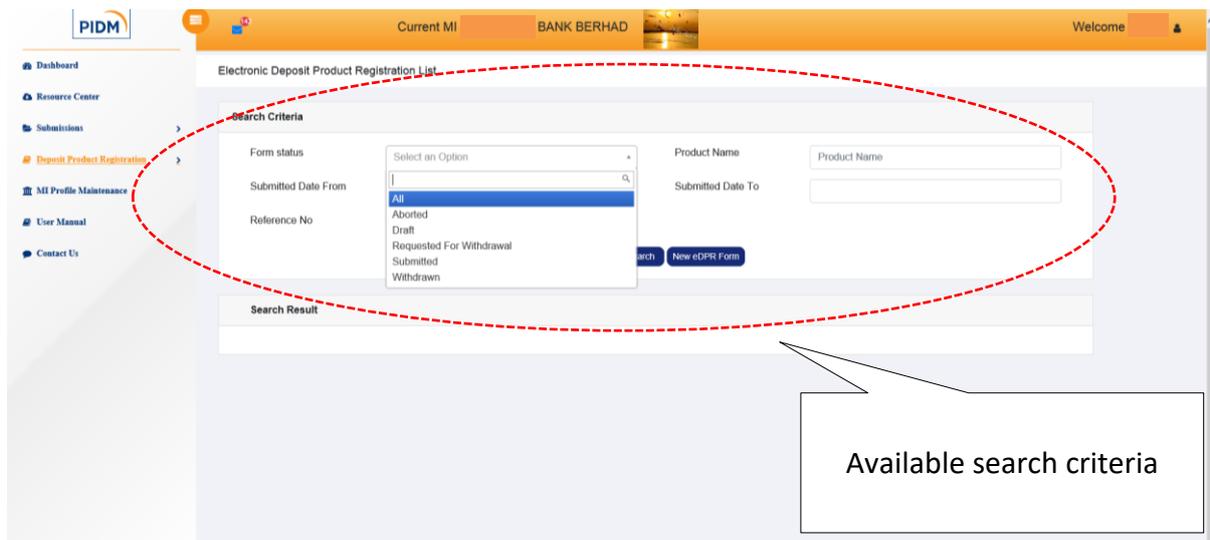
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- (c) The work in progress’s status will be updated as “Aborted”. The work in progress cannot be further edited for the purposes of making a submission to PIDM.

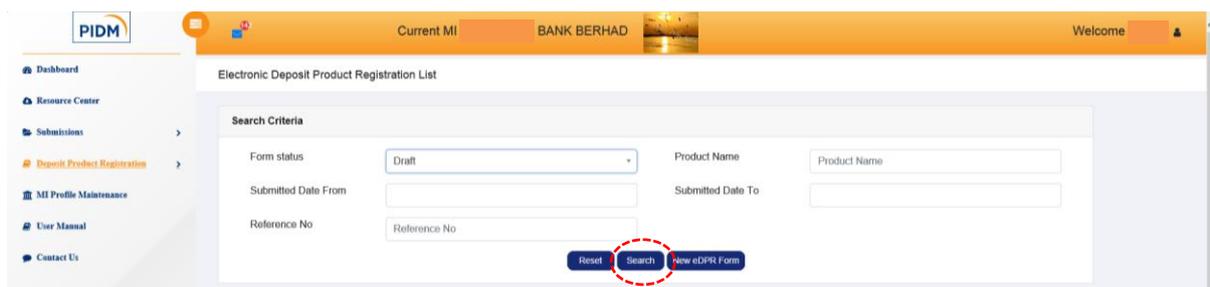


## 9.4 How to Perform Other Searches

- (a) A user may perform searches relating to the saved work in progress and the eDPR form (i.e. aborted, completed but yet to submit, submitted, requested for withdrawal and withdrawn) via the *Search eDPR Form* function and by using one (1) or more than one (1) search criterion.

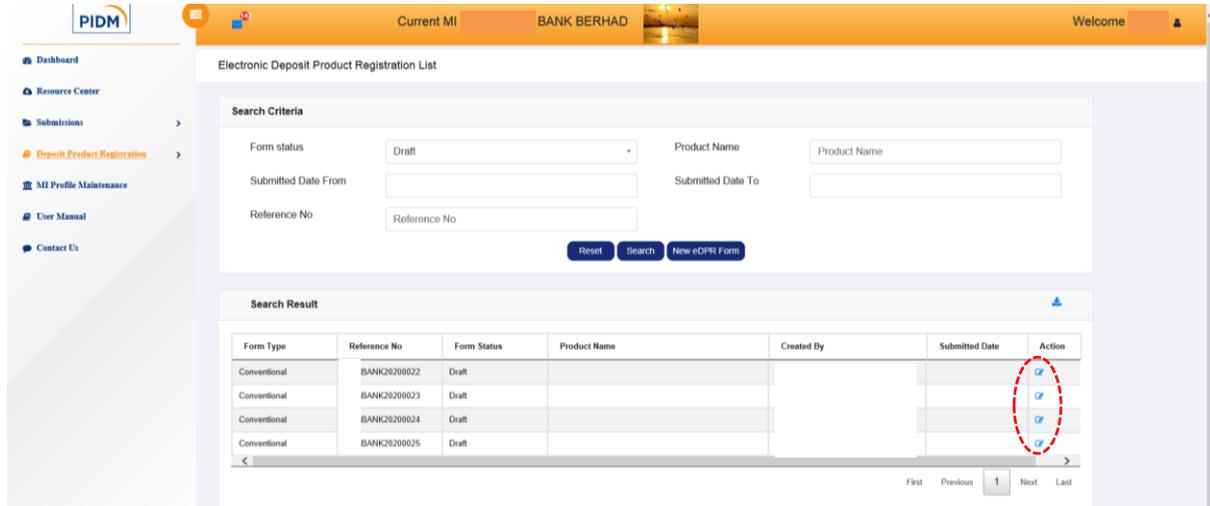


- (b) Upon keying the relevant search criteria, click on the *Search* button.



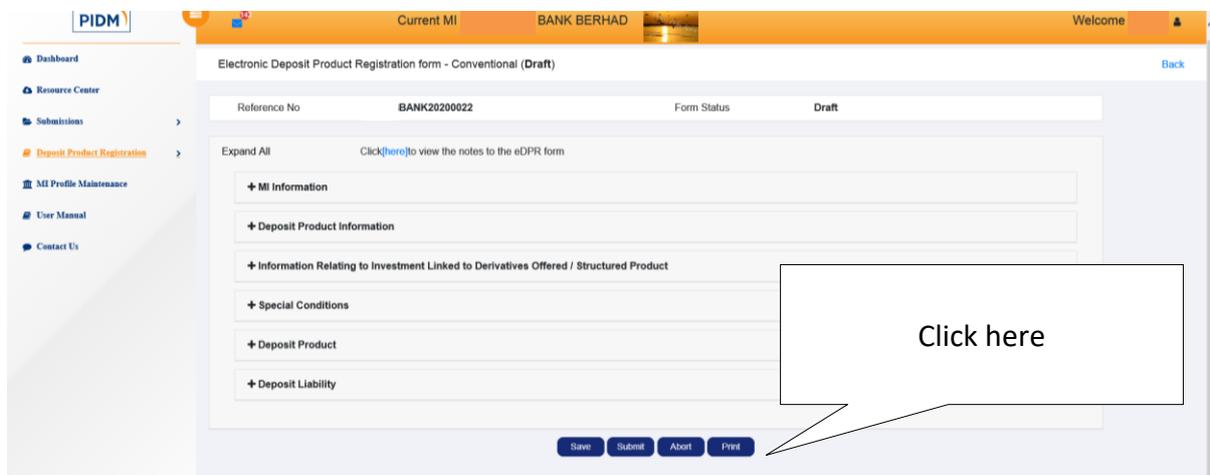
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- (c) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon to access the work in progress or the eDPR form.



## 9.5 How to Print an eDPR form

- (a) If a user wishes to print an eDPR form, the user may use the *Print* button to print the eDPR form.
- (b) To search for the eDPR form to be printed, use the *Search eDPR Form* function, the relevant search filter or criteria and follow the steps described in paragraphs 9.1 (b) to (c) above.
- (c) The user will be directed to the eDPR form once the blue *Action* icon is clicked on. Once directed to the page, click on the *Print* button to print the eDPR form.





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## PART J: CONDITIONS OF USE

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**IMPORTANT: BY ACCESSING, USING, SAVING, COPYING OR OTHERWISE USING THE EDPR FORM, THE MI AGREES TO BE BOUND BY THE FOLLOWING TERMS.**

### 10.0 GRANT OF LICENSE

PIDM grants the MI a non-exclusive, non-transferable, limited licence without any fees or charges to access, use, save and copy the eDPR form solely for the purpose of submitting the MI's deposit product information to PIDM and such other purposes as may be specified by PIDM in writing from time to time, and not for any other purposes.

### 10.1 RESTRICTIONS

Neither the MI nor its servants or agents shall directly or indirectly: (a) adapt, alter, merge, modify, translate or vary the whole or part of the eDPR form; (b) create any derivative works out of the whole or any part of the eDPR form; (c) decompile, disassemble or reverse engineer the whole or any part of the eDPR form; (d) alter or remove any copyright or any other proprietary legend or notice in the eDPR form; (e) sell, resell, sub-licence or otherwise transfer (for monetary value or otherwise) the whole or any part of the eDPR form; (f) provide or make available the whole or any part of the eDPR form to any third party without the prior written consent of PIDM; (g) use the eDPR form otherwise than for the purposes for which it is provide by PIDM or in any manner which jeopardises PIDM's rights in or to the eDPR form; or (h) use the eDPR form in any manner contrary to any applicable law or any instruction, rule and regulation of PIDM.

### 10.2 RESERVATION OF RIGHTS AND OWNERSHIP

PIDM reserves all rights not expressly granted to the MI. PIDM owns the title, copyright and all intellectual property rights in the eDPR form. The eDPR form is protected by copyright and other intellectual property laws and treaties. The MI acquires no right, title or interest in or to any trademark, service mark, logo or trade name or any other form of branding or identity of PIDM whatsoever.



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### 10.3 UPDATES

The conditions herein apply to updates, supplements and/or add-on components of the eDPR form which PIDM may provide to the MI or make available to the MI via the PIDM Industry Portal after the date the MIs access or use the initial eDPR form, unless otherwise expressly stated in writing by PIDM. PIDM is under no obligation to provide and the MI is solely responsible to procure at its own cost and expense all whatsoever hardware, software and system required for the effective use of the eDPR form and any updates, supplements and add-on components of the eDPR form.

### 10.4 WARRANTY

To the extent permitted by applicable law, PIDM provides the eDPR form to the MI on an AS IS AND WITH ALL FAULTS basis, and hereby disclaim all warranties and conditions, whether express, implied or statutory, including, but not limited to, any express, implied or statutory warranties, duties or conditions of merchantability, of fitness for any particular purpose, or accuracy or completeness of responses, or results, or workmanlike effort, or the security, or absence of software bugs, defects or errors, or lack of viruses, or absence of negligence with regard to the eDPR form. Without prejudice to the foregoing, PIDM does not warrant that the eDPR form shall be compatible, able to integrate and/or be usable in tandem with any hardware, software and/or system of the MI. PIDM may, but shall not be obliged to, offer and/or provide support and maintenance with regard to the eDPR form, and may charge any fees or charges to the MI for this purpose.

The MI represents and warrants to PIDM that the MI shall be solely responsible for its use of the eDPR form and all the risks attached to and/or associated with its use of the eDPR form.

### 10.5 INDEMNITY

Notwithstanding anything contained herein, the MI shall indemnify and hold PIDM, its employees, agents and authorised representatives harmless against all whatsoever actions, claims and demands (including the cost of defending or settling any damage, loss, expense, action, claim or demand) which may be instituted against PIDM, its employees, agents and/or authorised representatives and against all whatsoever liability arising out of or in any way related to the use of the eDPR form and/or



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otherwise under or in connection therewith or with any provision herein, notwithstanding any fault, omission or negligence whatsoever on the part of PIDM.

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