

Subject : Obtaining Signatures of Sub-Account Holders on Posted Account Reports

Attachments :

Priority : High

Message : October 4, 2013

Dear Participants,

As you are aware that since inception CDC has taken various investor facilitation and protection related measures.

With respect to Sub-Accounts, one of the key areas is to ensure the completeness and correctness of data entered by the Participants in the CDS. You must be aware that this information is relied upon by Issuers of CDS Eligible Securities for the purpose of corporate actions and sending notices & other documents including dividend warrants. Discrepancies in the said data may result in non-receipt of such notices and documents /statements causing losses or inconvenience to the Sub-Account Holders. Similarly, any error in entering mobile numbers or email addresses in the CDS will result in failure in transmitting SMS / *e*Alert / *e*Statements.

In view of the above, procedures relating to opening of Sub-Accounts in the CDS have been amended. It is now mandatory for the Participants (TREC Holders) to obtain signatures of concerned Sub-Account Holders / Authorized Signatories as acknowledgement on the **Posted Account Report** generated from the CDS (containing registration and other details of Sub-Account Holders) after establishing Sub-Accounts in their names. A proper documentary record of such signed reports must also be maintained. This requirement is only applicable on new Sub-Accounts opened from **Monday, October 21, 2013** onwards.

All CDS Participants (TREC Holders) are requested to note the above-mentioned requirements and ensure compliance.

Regards,

Faisal Hashmi

Senior Manager - Operations & Customer Services