Fully Owned Subsidiary of the Colombo Stock Exchange Company No: PV 1270



Ground Floor M&M Center 341/5, Kotte Road Rajagiriya, Sri Lanka.

www.cds.lk

04 September 2023

To : All Chief Executive Officers of Trading Participants All Heads of Custody Services of Custodian Banks

CIRCULAR NO : 02-09-2023

Dear Sir / Madam,

# <u>Registration of Nominations Relating to CDS Account Holders</u> <u>Introduction of an update facility for CDS accounts with a "Notification of Demise "of CDS account holders</u>

We write with reference to the captioned subject matter and wish to inform you that the said facility has been enabled.

All depository participants are kindly requested to take steps to inform the respective account holders regarding this facility.

Please find below the CDS eConnect System functions to be performed by the CDS participants during the registration process by the account holders.

- 1. Verification & Approval of Electronic Information Capture Forms Submitted for Nominations via CDS eConnect by the CDS Account Holders
- 2. Notifying the CDS of Demise of a CDS Account Holder with Nomination Records through CDS eConnect
- 3. Processing Nominee Claims initiated by Respective Nominees of a Deceased CDS Account Holder with nominee records.

Further we attach the below **annexures** for the ease of reference of the account holders and CDS participants.

- 1. Annexure I The process to be followed by CDS account holders when making Nominations to the CDS Account
- 2. Annexure II User Guideline prepared for the CDS Participants regarding the e-Nomination Process.

Contd ... 2/-

Voice : 9412356456 Fax : 9412440396 3. Annexure III - Flow chart showing the full process of the nomination registration, notifying the demise of a CDS accountholder with nominations and transmission of shares subsequent to nominee claims.

At present registration of nomination facility is enabled for resident individual account holders in the CDS eConnect via the CSE Mobile App and we are in the process of developing a web portal for the same.

Whilst thanking all the representatives of CDS Participants who participated in the awareness sessions and those who have already started the digital onboarding process of nomination records, we look forward for your assistance in making this initiative an industry-wide success.

Please feel free to contact the undersigned or below officers at CDS if you require further clarification in this regard.

- Vindhya Colombage Senior Assistant Manager/Project Lead Research & Development Strategy (CDS) 0718712676
- 2. Minura Hemachandra Lead Corporate Solutions (Service Optimization) 0741228568
- 3. Geshan Pethiyagoda Junior Executive Corporate Solutions 0750261330

Your assistance and cooperation in this regard is highly appreciated.

Yours faithfully,



Nalin Fonseka Senior Vice President/Head - Central Depository Systems

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## Electronic Information Capture Form Submission for Nominations via CDS eConnect (for CDS Account Holders)

The CDS accountholders should submit the form via the CDS eConnect in the CSE mobile app. If you are a new user for the CSE mobile app, you can download the same from App store for IOS (more info on <u>CSE Mobile App on the App Store (apple.com</u>)) or from GooglePlay for Android (more info on <u>CSE Mobile App - Apps on Google Play</u>)

When you download is successful and you open the app, you will be directed to a home screen as follows.



At the bottom of the screen there is an option to view the services. Click here to view the service options.



Once clicked on the option, you will be shown a list of services to select from, as follows.

Once email address and mobile number is authenticated and matched with the registered details in the CDS system, you will be directed to the CDS eConnect home page.

Note: If the email address and mobile number you used to register for the CSE mobile app is different from the ones registered in the CDS system you will be prompted to submit a registration form for the new information, via the mobile app. This request will be forwarded to one of your registered brokers (of your choice). Once the authenticity of the request is verified by the stockbroker and authorized by the CDS, you can login to the CDS eConnect.



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Once the user clicks on the "Nomination" option, this agreement will be displayed. There is an option to download the detailed terms and conditions as well. Make sure to read these before clicking on the "Agree" option.

If you click on the "Agree" option you will be able to proceed further. If you Click "Not Agree" you will be able to exit the form.

> Once the "Agree" option is clicked, you will be directed to this information capture form

AGREEMENT

×

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE USING NOMINATION.

a). This is just an information capture for the nominations, and it will not be the final unless you submit the physical document signed and duly attested by a Notary Public to the Central Depository Systems (Pvt) Limited (CDS).

b). Your application is considered final after the approval of the CDS. The same will be confirmed via an e-mail.

c). If you do not submit the physical document with the wet signature and notarial attestation to the CDS within 10 days after entering your nomination details, your request for nomination will be cancelled. You should submit a fresh request if you wish to continue the nomination process.

AGREE

Click here to download terms and conditions

NOT AGREE

INFORMATION CAPTURE FORM

This is your CDS account number. Please select the applicable option from the dropdown.

CDS Account

×

---FOR ALL CDS ACCOUNT ---

### **CDS Account Example**

ABC-123456789

Broker Prefix Suffix Joint combination

00

## Please enter the details of your Nominee(s).

Nominee CDS Account

ABC-123456789-LI-0

Title

## --- SELECT TITLE-

On the information capture form, there is a field to select whether the nomination is applicable for all CDS accounts or you can select a specific CDS account from the dropdown as shown below.

## 😧 🗟 📶 69% 🛢

INFORMATION CAPTURE FORM

09:43 🗟 🖪

This is your CDS account number. Please select the applicable option from the dropdown.

FOR ALL CD	S ACCOUNT	
ASI/ 123456789	∋ -VN/0	0
BMS/ 12345678	89 -VN/0	0
FWS/ 12345678	89 -VN/0	0
JBS/ 123456789	9 -VN/0	0
MSB/4633910	50-VN/0	0
111	0	<

After selecting your CDS account option, please scroll down and complete the Nominee information. If you wish to nominate more than one person, please fill in the information of the 1<sup>st</sup> nominee

Select the suitable
option for your CDS
Account, prior to
completing the
nominee info

Nominee CDS Account	
ABC-123456789-LI-00	
Title	
SELECT TITLE	
Initials	
Names Denoted by Initials	
Surname	
Address Line 1	
Address Line 2	
ress Line 3	
Town	
District	
Select District	-
Country	
Sri Lanka	-
Identification Proof	
NIC	
NIC No	

 $\mathsf{Page}\mathbf{5}$ 

Percentage for which Nomination is made (%)

Front view of the NIC

**Capture Image** 

Rear view of the NIC

Please Upload supporting documents

Once a nominee record is added a green colour confirmation message, on top of the screen, as shown in this screen shot.

**Capture Image** 

Please continue to enter the details of the next nominee in this form

If there are more than one nominee, include the percentage of shares assigned to the nominee whose information you have filled above. Attached nominee NIC/Passport images and click on the "ADD" option below the image uploads. If there are multiple nominees, you can now proceed to add the information of the 2<sup>nd</sup> nominee, the same way as before.

09:57 🗟 📓

C St 1 68%

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INFORMATION CAPTURE FORM

Nominee Record Successfully Added!

This is your CDS account number. Please select the applicable option from the dropdown.

## CDS Account

BMS/123456789-VN/0

**CDS Account Example** 



## Please enter the details of your Nominee(s).

Ο

Nominee CDS Account

ABC-123456789-LI-00

Title

--- SELECT TITLE---

Initials

Names Denoted by Initials

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1

## **Annexure I**



Added nominee details will be shown here, in a table, at the bottom of the screen. Below this table are the declarations & terms & conditions. Please download these and read them carefully. After reading the T&C, please tick the statements and click on the submit button at the bottom of the screen

## 10:05 🖪 🛃 💀

#### THIS FORM SHOULD BE SIGNED BY THE CDS ACCOUNT HOLDER (NOMINATOR) IN FRONT OF A NOTARY PUBLIC AND HANDED OVER TO THE CENTRAL DEPOSITORY SYSTEM (VT) LIMITED WITHIN IO BAYS OF DO2260/00 FOR THE NOMINATION INFORMATION ENTERED THROUGH CDS EVALUATION F44 OF THE CIVIL NOTECE OF NOMINATION UNDER SECTION 544 OF THE CIVIL

### PROCEDURE CODE PART A - DETAILS OF NOMINATOR \* PART B - DETAILS OF NOMINEE/S -

imber(s) :- BMS/463391050-VN/0 1. Nominee 1

 (a). CDS Account Number(s) :- BMS/463391050-VN/0
 (b). Name of the CDS Account Holder :- MR. SARATH CHANDRA MOHOTTI
 (c) Considered Address and (C. NUC).

(c). Correspondence Address :- 236/1, KUDA BUTHGAMUWA, KOTIKAWATTA, ANGODA

BUITGOARUWA, ENDWALLA, ANGUDA Li presently revisiting at the above address, and the legal owner of the securities held in the aforesaid Securities held in the said Securities Account at the time of my death and do hereby rights and obligations in: respect of the above-mentioned securities belonging to me shall vest in the event of my death. Iborabu sathwaris to transfer the sametilized monitorial to my death and the sametilized monitorial to my death.

I hereby authorize to transfer the securities deposited in my aforesaid CDS Account(s) to the nominee(s) named under Section B of this form in the event of my death and 1 understand that such nomination shall take effect upon my death. Any Nomination made by me prior to this nomination is hereby revoked.

revoted. The nomine(s) and L, the nominator, acknowledge and agree (which acknowledgement and agreement shall, on my death be binding on my state) that the COS shall not be responsible or liable howsoever in respect of any loss or damage whatsoever arising out of or in relation to any irmansciton that is carried out prior to receipt by the CDS of notice of my (nominator) death. Accordingly, the nomine(s and I, the nominator, shall keep the CDS freed and indemnifice against any loss or damage whatsoever arising howinever arising, foresaid incling from any act or omission by the nominator share in the interprint or receipt of notice of death of the nominator by the CDS.

I hereby undertake to forthwith notify the CDS in writing of any revocation made in respect of the nomination/s made aforesaid.

I hereby understand and acknowledge that the execution of this Nomination as requested hereby shall be subject to the final approval of the Company Secretaries/Registrars of the Listed Companies in which I hold shares at the time of my death.

Companies in which a loost shares at the time of my death. I understand and eacet that, I such externation of the source of the

Nominee 1 NIC Document

Front of NIC Nominee 2 NIC Document







<sup>p</sup>age

Back of NIC

n of fue

Signature of the Nominator

Signature of two witnesses; Name and Address:

1.

(to be placed before the witnesses and Notary Public)

Date

Signature:

1.

2.\_\_\_\_\_

ATTESTATION ...of.... ......in the Democratic Socialist Republic of Sri Lanka Notary Public do hereby certify and attest that the foregoing instrument was signed by .... ....and ..... In the presence of ..... ...witnesses hereto and also by me the said Notary in my presence and in the presence of one another all being present together at the same time at..... .....on the..... ....day of ..... ..... 20..... 1. TEST. TEST TEST 2. TEST. TEST TWO TEST as the nominee/s to receive and the securities as mentioned in Part A of this form. NOTARY PUBLIC

After successful submission of the form, you will be able to download a PDF form similar to this. (PDF form is available in the CDS eConnect Nomination option, under the table with your nominee info)

A duly completed hard copy of the PDF form should be sent to the CDS within 10 days upon submitting the electronic information capture form, for the Nomination to be accepted and recorded by the CDS

## 😧 🗟 ااا 🌀

(a). CDS Account No :- JKB-1-VN-0

- (b). Full Name of the Nominee :- TEST. TEST TEST
- (c). Residential Address :- TEST, TEST, , COLOMBO, SRI LANKA
- (d). National Identity Card/Passport Number
- 123456789123 (e). Percentage for which nomination is made :- 50%

1. Nominee 2 (a). CDS Account No :- SMS-66995-LI-0

- (a), CDS Account NO :- SBIS-00995-LI-0 (b), Full Name of the Nominee :- TEST TWO TEST
- (c). Residential Address :- TEST, TEST, , COLOMBO, SRI
- (d). National Identity Card/Passport Number

(e). Percentage for which nomination is made :- 50%



# User Guideline for CDS Participants eNomination Process

Version 1.0 July 2023

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De	ceased CDS Accountholder	10

# 1. Inquiry of Nomination Records of CDS Account Holders in Various Statuses

1.1. Once the CDS Participant entry user logs into the CDS eConnect system, in the menu bar there is an option for "**NOMINATIONS**"

After the user clicks on the option, a drop-down as shown below will appear.



1.2. "**Nomination Inquiry**" option is used to search nomination records in various statuses and to view the information of such records.

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÷	С	https://brokerportalu	uat.cse.lk/HomeUI.a	spx				A 🟠 🔀 🕄 🗲	÷ %	🏚 ···	· b
	Central Deposit	CDS boy Systems (Pvt) Limited		습 DASHBOARD 《	🕫 BROKER - 🔍 ACCC	UNT OPEN • 💎 TRANS	FERS •		B_TEST1 -		Q
T		G	$(\mathfrak{I})$			Þ		Institutional Company Q Nomination Inquiry			•
		INDIVIDUAL ACCOUNTS OPEN	E-CONNECT	LOCAL COMPANY ACCO	OUNTS OPEN OFFERS	& RE-PURCHASES		<ul> <li>⑦ Nomination Verification</li> <li>☆ Decease Entry / Update</li> </ul>			±ĭ ⊘
		Z	*	$\bigcirc$	3	35		Q Decease Inquiry			0
		PENDING ACCOUNTS (16)	RE-SUBMITTED (4)	INTERNAL RETURNS <b>(0</b>	COMPLETED (28)	drp unavailable <b>(0)</b>	DRP PI	3 Nomination Transmission Verification			+

1.3. Clicking on the "Nomination Inquiry" option will lead the user to the screen shown below. Records in different statuses can be searched by selecting the relevant status from "Search Type"

🔞 🗖 🖧 Colombo Stock Exchange 🗙 🕂			- 0;	×
$\leftarrow \rightarrow \ C  \stackrel{\circ}{\scriptstyle \leftarrow}  https://brokerportaluat.cse.lk/Nom$	ination/NominationInquiryUI.aspx?pageType=I	A 🟠 🗹 🗘 👍 庙	🗞 🍓 … 🧕	6
ACDE			a	2
Central Depository Systems (Pvt) Limited		V TRANSFERS V NUMINATIONS V UPPERS A MOB_TEST		,
Nomination Request inquiry Search				ľ
		Submitted Date		
Reference No	CDS Account Number	YYYY/MM/DD		_
Search Type			•	7
Select	Name	NIC		-
			+	+
	SEADCH DESET			
	SLARVII RESET			

Page 3 | 14

## 1.4. Statuses of Records

Nomination Records could be in several statuses. What is meant by each of these statuses are explained in the table given below.

I Nomination Request Inquiry Search		
		Submitted Date
Reference No	CDS Account Number	YYYY/MM/DD
Search Type		
Select	Name	NIC
Select     Individual User Submitted     Broker Verified     Broker Approved     Broker Internal Return     Broker Internal Return     CDS User Verified     CDS User Approved     CDS Internal Return     CDS Return to Broker	SEARCH RESET	

S	Status	Meaning
Ir	ndividual User Submitted	CDS account holder has completed and submitted the Electronic Information Capture Form for Nominations via the CDS eConnect
В	Broker Verified	1 <sup>st</sup> Level User (Verification User) of the CDS Participant (your own firm) has checked and submitted the electronic form for the next level action by the 2 <sup>nd</sup> Level Partcipant User.
В	Broker Approved	2 <sup>nd</sup> Level User (Authorization User) of the CDS Participant (your own firm) has checked and approved the electronic form. Next action pending from CDS.
В	Broker Internal Return	2 <sup>nd</sup> Level User (Authorization User) of the CDS Participant has returned the electronic nomination form to the 1 <sup>st</sup> Level user due to an issue. Next action pending from 1 <sup>st</sup> Level User of the Participant.
В	Broker Rejected	Rejected by the 1 <sup>st</sup> Level User to the CDS Account Holder. Next action pending with the CDS account holder
C	DS User Verified	1 <sup>st</sup> Level user of the CDS has checked and accepted the electronic form. Next action pending with the 2 <sup>nd</sup> Level User of the CDS
C	CDS User Approved	2 <sup>nd</sup> Level user of the CDS has checked and accepted the record.
C	CDS Internal Return	2 <sup>nd</sup> Level user of the CDS has returned the record to the 1 <sup>st</sup> Level CDS user
C	CDS Return to Broker	1 <sup>st</sup> Level CDS user has returned the record to the broker users

- 2. Verification & Approval of Electronic Information Capture Forms Submitted for Nominations via CDS eConnect by the CDS Account Holders
  - 2.1. CDS Participant User 1 (Verification User) will be able to verify the accuracy and confirm the records in "Individual User Submitted" status. User can search for the records in this status by selecting the same from the drop down.

CDS antory Bystema (Pvt) Limited	습 DASHBOARD	🕏 BROKER -		♥ TRANSFERS •	♥ NOMINATIONS •	♥ OFFERS -	A MSB_TEST1
Nomination Request Inquiry Search							
				Sub	mitted Date		
Reference No	CDS A	ccount Numbe		Y	YY/MM/DD		
Search Type							
Select	Name			NIC			
Select Individual User Submitted							
Broker Verlined Broker Approved Broker Internal Return Broker Rejected CDS User Verlined		SEARCH	RESET				
CDS User Approved CDS Internal Return CDS Return to Broker							

2.2. Once the CDS Participant Verification User searches for the records submitted by individual account holders, the list of all submitted by the clients of the respective participant will be shown. The user must click on the "Select" option to view the information of the record.

S		습 DASHBOARD 🔍 BRC	KER • 🖤 ACCOUNT OPEN •	♥ TRANSFERS - ♥ NOMINATIO	DNS+ ♥OFFERS+ &MSB_TEST1+
🗈 Nomi	nation Request Verification Sear	rch			
Reference Search Typ	No	CDS Account Numbe	r	Submitted Date	
Individual	User Submitted	Name		NIC	
		SE	ARCH RESET		
NO	MINATION REQUEST VERIFICAT	ION INQUIRY			
	Reference No	CDS Account No	Submitted Date	Status	
	1 325	MSB/4	29-SEP-22	Individual User Submitted	Select
					© 2022 CSE-IT
					S 2022 GOL II

2.3. Clicking on the 'Select' option will lead the user to a screen as follows. CDS account details of the CDS account holder submitting the nomination record will be visible here together with the nominee accounts and the nominated percentage. By clicking on the "**Details**" option will enable the Participant user to view more details of the nominee.

		ሰ dashboard 🛛 🗇	BROKER • 🔍 ACCOUNT OPEN •	🗇 TRANSFERS 🗧 🗇 NOMIN/	ATIONS - 🗇 OFFERS -
සු ශ	ê				
		MSB/46339	1050-V/N/0 - Reference No	325	
		mob/+0338	Tood where thereinder no.	. 020	
CDS Accour	nt Details				
Name	MR. SAF	M			
Address	236/1, BU	А, <b>К</b> ОТ	A		
Contact No	2		Email	d <b>i se interna di si interna di se</b> or	n
Master Level Sta	tus Dealing Allow		Client Type	Normal Client	
Client ID	4 <b>4444</b>				
Nominees Ir	fomation				
	Nominee CDS Acc. No	Nominee Full Name	Nominee Address	NIC/Passport No	Precentage
NOMINEE 1	CTS-64	TEST, TEST TEST	TEST, TEST, TEST, TEST, SRI LANKA	9	100% Details

2.4. Nominee details will be visible as follows. User can close the pop-up screen with nominee information by clicking on the "x"

sitory Systems (Pvt) Limited					
	Nominee Details				×
CD	Nominee CDS Account No	:- CTS-6	Percentage	:- 100%	
Nam	Entered Name	:- TEST. TEST TEST	CDS System Name	:- MR. W/	RUKSHAN
Add Con Mas Clie	Entered Address Entered NIC/Passport Entered Contact No Entered Email	TEST, TEST, TEST, TEST, SRI LANKA Semme V 	CDS System NIC/Passport	:-	
Non	ninees intomation				_
NO	Nominee C DMINEE_1 CTS-6	DS Acc. No Nominee Full Name VN-00 TEST. TEST TEST	Nominee Address TEST, TEST, TEST, SRI LANKA	NIC/Passport No 9	Precentage 100% Details

2.5. By clicking on the second icon of the tab, Participant users will be able to view the documents (NIC copies of Nominees) uploaded by the CDS accountholder submitting the nomination

	MSB/463391050-VN/0 -	- Referance No. 325			
	MSB/463391050-VN/0 -	- Referance No. 325			
Uploaded Documents					
Nominee Name	Nominee CDS Account	File Name	Uploaded Date		
NOMINEE_1 TEST TEST	CTS-6	Front of NIC	9/29/2022 12:12:56 PM	Download	
NOMINEE_1 TEST. TEST TEST	CTS-6	Back of NIC	9/29/2022 12:12:56 PM	Download	

2.6. History details associated with the record (if any) can be viewed by clicking on the 3<sup>rd</sup> icon (printer icon). Action to either "Accept" or "Reject" the record could be taken through this screen.

If a record is 'Rejected', it is mandatory to view enter the reason for such rejection, in the space given to enter "Remarks"

Central Depository Bystems (Pvt) Limited		습 DASHBOARD	🖤 BROKER -	TACCOUNT OPEN -	TRANSFERS -	The nominations -	🖤 offers -	Amsb_test1 •
	22 (3)							
		MSB/4	19999 (959 VI	N/0 - Referance No	o. 325			
	History Details							
	Previous Nomination Details			Previous Rejec	t Reasons			
	No Previous Nomination!				No Previous F	Reject Reasons!		
	Decision Details			Decision O Accept	O Reject			
				Remarks				
					SUBMIT	BACK		

2.7. "Authorization User" will have access to a page named "Nomination Request Authorization Search" under the "NOMINATIONS" option of the menu. Clicking on this will lead the Authorization User to a page such as follows. And the user must select the search type "Broker Verified" to search for records accepted by the Verification User.

Authorization user can select the record to view more information and to take action to Accept or Reject the record.

🛁 C D S		Фолоноло	© ACMINI +	Øenovzit-	ACCOUNT OPEN+	TRAMSPERS -	P NOMINATIONS -	© orress-	8,000,0007
	II Nonination Report	Automation Search							
	Reference No		CDS A	ccount Number		Submitted D YYYYYMM	zie DO		
	Broker Verified		Nartas			NC			
				MAND1	HESET				
	NONENATION BZ	QUEST AUTHORIZATION	Ngtan						
	1	Veference No 325	CDS Acco	ount No	Submitted Date 29-587-22	Si Droke	verified Se	sect	

# 3. Notifying the CDS of Demise of a CDS Account Holder with Nomination Records through CDS eConnect

**IMPORTANT** - When the death of a CDS account holder is notified to the CDS Participants and/or when a CDS 19 form is received with regard to a CDS account, the Participant users should search the nomination records and ensure that there are no Nominations registered with the CDS under the name of the deceased CDS account holder. If there is a Nomination registered in the CDS, the participant should ensure to update the demise of the CDS account holder through the CDS eConnect and the transmission of shares is completed through the CDS eConnect as explained in this document.

3.1. To notify the demise of a CDS account holder with Nominations, the Participant entry user should select the drop-down item "Decease Entry/Update"

		<b>企 DASHBOARD</b>	TROKER -	ACCOUNT OPEN	TRANSFERS -	The mominations -	♥ OFFERS •	& MSB_TEST
						Institutional Company Q Nomination Inqu 	liry	
				ž?	Ë		Lindata	
PENDING ACCOUNTS	(2) RE-SUBMITTED (0)	INTERNAL RETURNS (0)	COMPLETED (28)	DRP UNAVAILABLE (0)	DRP PENDING (19)	G5 Nomination Tran	nsmission Verification	
Name	NIC No / Passport No	Mobile No	Telephone No	Email	Ge	nder Submitted Da	ate	

3.2. Once clicked on the "Decease Entry/Update", the user will be directed to the following screen.

Central Depository Systems (Pvt) Limited		☆ DASHBOARD	🕏 BROKER -	♥ ACCOUNT OPEN -	TRANSFERS •	♥ NOMINATIONS •	💎 offers -	AMSB_TEST1 →
	NOMINATION DEATH ENTRY							
	Broker Code * MSB	Client Prefix		Client Su	ffix * 0	ount No *		
			SEARCH	RESET				

3.3.	Participant Entry User should	d enter the client	t prefix & suffix an	d search for the N	omination
	record.				

SC D S	ф ризнерина Фалонен -	♦ ACCOUNT OPEN -	• NOMENATIONS -	♥ orres •	American+
	NOMENATION DEATH ENTRY				
	MSB Class *	Caust belly * VN	Annel Assessed Inte 7		
	CDS Account Holder Details	LANCE HESE?			
	CDS Account No	CD/5 Masterfile Status			
	MSB-44	Dealing Allow			
	MR. S RAMOHOTTI				
	Address 236/T, KUDA BUTHGAMUWA, KOTIKAWATTA, ANGO	DA			
	Nommer Ortails				
	Nominee CDS Acc. No Nominee Full N	ame Nominee Address	NIC/Passport No I	Precentage	
	NOMINEE_1 CTS-6 GAMAGE	1. SRI LANKA	171	100%	
	Date of Demise of the Account Holder * YVYYAD	daw			
	Information of the Person Notifying the Der	mise of the CDS Account Holder			
	Dentitie of Account holder solfied by *				
	Relationship to the Account Holder *				
	Contact Number of the notifier *	estail address of the notifier *			
	Address address of the notifier *				
	Notified Date * Inny VintetOD				
	Death Certificate + Choose File No Ste chosen				
	Other Documents Choose File No file chosen				
		SUBAT			

- 3.4. Entry User should fill the necessary information in the screen and attach a certified copy of the Death Certificate of the CDS account holder and any other applicable and/or necessary document before submitting the entry of the demise.
- 3.5. Authorizing User of the Participant can view the records submitted by the entry user. Authorizing user should go through the information in the records and take action to approve or reject the record.
- 3.6. The CDS users will be notified about the death of the account holder only after the record is authorized by the Authorizing User of the CDS Participant.

**Note:** CDS Users will update the eConnect system after the CDS system account status is Trading Suspended and the CDS account is flagged as a 'Deceased' account. Only after the CDS eConnect is updated, the respective Nominees of the deceased CDS account holder can initiate the Nominee Claim process through their respective CDS eConnect logins.

# 4. CDS Participant Processing Nominee Claims initiated by Respective Nominees of a Deceased CDS Accountholder

## **Verification Process**

4.1. Verification User of the CDS Participant can view the nomination claims completed by the relevant nominee(s) by clicking on the "Nomination Transmission Verification" option under "Nominations" tab.

←	$\rightarrow$	С		brokerportaluat.cse.lk/Ho	omeUI.aspx						12 \$	
	Centr	al Deposite	<b>C</b> ory Syste	DS ms (Pvt) Limited		<b>企 DASHBOARD</b>	🏶 BROKER -	♥ ACCOUNT OPEN -	TRANSFERS -	♥ NOMINATIONS - ♥ OFFERS -	STS_USER1 -	
					_					Institutional Company		
				G	5					$\bigcirc$ Nomination Inquiry		
										⊰ <sup>[]</sup> Nomination Verification		
				INDIVIDUAL ACCOUNTS OPE	E-CONNECT	LOCAL COMPANY ACCO	UNTS OPEN			i <sup>~</sup> Decease Entry / Update		
				0	.2	$\frown$	$\sim$			Q Decease Inquiry		
				2	70	$( \star$		5,5		C3 Nomination Transmission Verific	ation	
				PENDING ACCOUNTS (1)	RE-SUBMITTED (0)	INTERNAL RETURNS (0)	COMPLETED (	0) DRP UNAVAILABLE	(0) DRP PENDING			

4.2. Verification User will be directed to a screen as shown below, upon clicking on the Nomination Transmission Verification. Verification user should select the search type "Nominee Approved" to search for the claims completed and submitted by the nominees.

NOMINATI	ON DEATH VERIFICATION SE	ARCH				
Reference	e No	CDS Account Num!	ber	Name		
Search Ty	rpe	Submitted Date		Date of Demise		
Nomine	e Approved	YYYY/MM/DD		YYYY/MM/DD		
		SEAR	CH RESET			
NOMINA	TION DEATH VERIFICATION	SEARG	CH RESET			
NOMINA	TION DEATH VERIFICATION Reference No	SEARC INQUIRY CDS Account No	2H RESET	Status		

OMINA	TION TRANSM	ISSION VERIF	ICATIO	ON DETAI	LS					
			S	TS/4	0001000 VN/	0 - Referanc	ce No.	161		
Vomi	nator Deta	ils								
DS A	count No					Request sub	mitted E	ate		
STS/4	1 <b></b> D-VN	1/0				09-NOV-22				
Accour	it Name									
MR. S	SA	монс	тті							
Entitle	ement Trar	nsfer Deta	ils						E col 1	
	Nominee ID		Percentage							
	1	CTS/6	••••-V	N/0 M	AR. M		AN	SRINATH	100%	View
				A	ANTH <b>E</b>	A				Transfer
				Upload	l Document Name					
			1	Death	Certificate		Dow	nload		
			2	Other [	Document		Dow	nload		
			3	Origina	I Nomination Form		Dow	nload		
revi	ous Decisi	on pprover Leve				Status		Comment	Entere	d Date
Nomir	ation Death En	try Broker			Death Entry	Broker Submitter	i		11/9/2022 9	9:36:02 AM
Nomir	ation Death En	try Authorizati	on Bro	ker	Death Entry Broker Approved			11/9/2022 9	9:39:23 AM	
Nomin	ation Death En	try CDS Verifi	cation		Death Entry	CDS Accepted			11/9/2022 9	9:50:29 AM
Nomin	ation Death En	try CDS Autho	rizatio	n	Death Entry	CDS Approved			11/9/2022 1	1:37:17 AM

4.3. User should click on the "Select" option to view the information of the submitted claim.

4.4. By clicking on the "View Transfer" option, as shown below, the verification user will be able to see the transfer portfolios for each Nominee.

DMINATION TRANSMISSION	/ERIFICATI	ON DETAILS					
	Transfe	er Informati	on		×		
Iominator Details DS Account No STS/40	Nominee Account Nominee Name	e CDS No e Account	CTS/6	CTS/6			
ccount Name	Entitled	Percentage	100%				
MR. SAR	S	ecurity	Total Quantity	Entitled 0	Entitled Quantity		
	HAYL-N	1-0000	8,811		8,811		
Intitlement Transfer	JKH-N-	0000	424		424	E	
All Nominee ID Nom	NDB-N-	0000	121	121		Entitled	
✓ 1 CTS.		AN				100%	View Transfer
		Upload Do	ument Name				
	1	Death Certi	ficate	Dowr	nload		
	2	Other Docu	ment	Download			
	3	Original No	mination Form	Dowr	nload		
Previous Decision							
Approver	Level		Status		Comment	Entere	d Date
Nomination Death Entry Brok	er		Death Entry Broker Submit	ted		11/9/2022 9	:36:02 AM
Nomination Death Entry Auth	orization Br	oker	Death Entry Broker Approv	ed		11/9/2022 9	39:23 AM
Nomination Death Entry CDS	Verification		Death Entry CDS Accepted	ł		11/9/2022 9	:50:29 AM
Nomination Death Entry CDS	Authorizati	on	Death Entry CDS Approved	đ		11/9/2022 1	1:37:17 AM

4.5. Upon verifying the transfer details, and nominee details against the original information in the Nomination form (scanned and attached to the record at the time of completion of nomination process by the CDS), the verification user should click on the "ACCEPT" option in the bottom of the page.

Upon successful Acceptance a message will be displayed as shown below.

			S	TS/4	10000	1000-VN	/0 - Referanc	e No.	161		
Nomi	nator Deta	IIS					Description in the		-1-		
STS/		1/0					09-NOV-22		ate		
Account	t Nama										
MR. S	SA	HO	TTI								
Entitle	ement Trar	nsfer Deta	ils								
All	Nominee ID	Nominee CI	DS Ac	c. No		N	lominee Full Nam		Entitled Percentage		
<b>Z</b>	1	CTS/641180	637-V	N/0	MR. V	VAR			ARINATH	100%	View
					ANT	000/05050	Α				Transfer
				Uple	oad Doo	ument Name	9				
			1	Dea	th Certif	icate		Dowr	nload		
			2	Othe	er Docur	ment		Dowr	load		
			3	Orig	inal Nor	nination Form		Dowr	nload		
Previ	ous Decisio	on									
	Ap	oprover Level					Status		Comment	Entered	d Date
Nomin	ation Death En	try Broker				Death Entry	Broker Submitted			11/9/2022 9	1:36:02 AM
Nomin	ation Death En	try Authorizatio	on Bro	ker		Death Entry	Broker Approved			11/9/2022 9	139:23 AM
Nomin	ation Death En	try CDS Verlind	rizatio	n		Death Entry	CDS Accepted			11/9/2022 9	1:37:17 AM
	adon boadh En	ay 000710010	112000			Dout Entry	oborippiored			THOLOLL	

## **Authorization Process**

4.6. After the successful verification of the nomination record, the record will be pending for an action by the Authorization User.

Authorization user must select the option "**Nomination Transmission Authorization**" under "Nominations" tab.



4.7. Authorization user should select the Search Type "Transmission Broker Accepted" and search for records that are pending for Authorization from the CDS Participant users.

S		🛆 DASHBOARD	ADMIN *	🕸 BROKER 🕶		PEN 👻 🐨 TR	ANSFERS -		ONS -	🖤 offers 🕶	A STS_USER2
NOMINATI	ION DEATH AUTHORIZAT	ION SEARCH									
Reference	ce No		CDS Acc	count Number			Name				
Search Ty	уре		Submitte	ed Date			Date of Demise				
							2000/1	414/000			
Transmi	iission Broker Accepted		YYYY/	'MM/DD				MM/DD			
Transmi	IISSION BROKER ACCEPTED	ATION INQUIRY	YYYY/	MM/DD SEARCH	RESET			MM/DD			
Transmi	ATION DEATH AUTHORIZ Reference No	ATION INQUIRY CDS Acc	count No	SEARCH SEARCH	RESET		s	tatus			

4.8. Authorization Participant user should click on the "Select" option to view the record details and action history, as shown below.

OMINA	ATION TRANSMI	ISSION AUTHO	RIZA	TION D	ETAIL	s					
			S	TS/4	•••	VN/0	- Referanc	e No	. 161		
Nomi	nator Detai	ils									
CDS A	ccount No						Request subr	nitted	Date		
STS/	46 <b></b> -VN	//0					09-NOV-22				
Accour	nt Name										
MR. S	SA	D	TTI								
	. т	6 D 1									
	Nominee ID	Nominee CE	IS NS Ac	No		No	minee Full Nam	•		Entitled	
<u> </u>	Noninee 12	10111100 01	,			10		Percentage			
	1	CTS/6+++s	V	N/0	MR. ANT	WA			NATH	100%	View Transfer
Upload Doc						cument Name					
	1 Death Certi				ificate		vnload				
2 Other Docu					iment						
3 Original Not						mination Form		Dov	vnload		
Previ	ous Decisio	on									
Approver Level							Status		Comment	Entered	I Date
Nomination Death Entry Broker						Death Entry Broker Submitted			11/9/2022 9:36:02 AM		
Nomination Death Entry Authorization Broker						Death Entry Br	oker Approved			11/9/2022 9	:39:23 AM
Nomi	nation Death En	try CDS Verific	ation	_		Death Entry Cl	DS Accepted			11/9/2022 9	:50:29 AM
Nomination Death Entry CDS Authorization					Death Entry Cl	JS Approved			11/9/2022 11	1.57117 AM	

4.9. Similar to verification user, Authorization user also can view the transfer details for each nominee, by clinking on the "View Transfer" option.

	Transfe	r Informati	ion	×		
Nominator Details CDS Account No STS/4	Nominee Account I Nominee Name	CDS No Account	CTS/6-WVN/0	SHAN		
account Name	Entitled F	ercentage	100%			
MR. SAME	Se	curity	Total Quantity	Entitled Quantity		
	HAYL-N	0000	8,811	8,8	311	
Intitlement Transfer	JKH-N-0000		424	4	124	
All Nominee ID Non	NDB-N-I	0000	121	1	I21 Entitles	
☑ 1 CTS.		A		100%	View Transfer	
		Upload Do	ocument Name			
	1	Death Cert	tificate			
	2	Other Docu	ument	Download		
	3	Original No	omination Form	Download		
Previous Decision						
Approver	Level		Status	Comme	ent Ente	red Date
Nomination Death Entry Brol	ker		Death Entry Broker Submit	ted	11/9/202	2 9:36:02 AM
Nomination Death Entry Auth	norization Bro	ker	Death Entry Broker Approv	ed	11/9/202	2 9:39:23 AM
Nomination Death Entry CDS	6 Verification		Death Entry CDS Accepted	11/9/202	2 9:50:29 AM	
Nomination Death Entry CDS	6 Authorizatio	n	Death Entry CDS Approved	11/9/2022	11:37:17 AM	
Nomination Transmission Br	oker Verificati	on	Transmission Broker Accep	11/10/202	2 12:28:49 AM	

4.10. Upon ensuring the accuracy of the transfer details, and nominee details, the authorization user should click on the "ACCEPT" option in the bottom of the page. Upon successful Acceptance a message will be displayed as shown below.

			S	TS/4		<del>01000 (</del> N/0	- Referanc	e No	. 161		
omi	nator Detai	ils									
DS A	count No						Request subr	nitted	Date		
STS/4	0-VN	1/0					09-NOV-22				
ccoun	t Name										
MR. S	6 <b>4</b>		ITTI								
ntitle	ement Tran	sfer Detai	ils								
	Nominee ID	Nominee CI	DS Ac	c. No		No	minee Full Nam	е		Entitled	
										Percentage	
2	1	CTS/6	-V	N/0	MR. AN	W			Ή	100%	View Transfer
				Uplo	ad Do	cument Name					
			1 Death Cert								
			2	Othe	er Docu	ument					
			3	Orig	inal No	mination Form					
Previ	ous Decisio	on									
	Ар	prover Level				Status C			Commen	t Entere	d Date
Nomination Death Entry Broker						Death Entry Broker Submitted				11/9/2022 9:36:02 AM	
Nomination Death Entry Authorization Broker						Death Entry Broker Approved			11/9/2022 9:39:23 AM		
Nomination Death Entry CDS Vertication						Death Entry CDS Accepted			11/9/2022 5:50:25 AM		
Nomin	ation Transmiss	sion Broker Ve	rificati	on		Transmission F	Broker Accepted			11/10/2022	12:28:49 AM

## Submission of Nomination Form by a CDS Account Holder & Steps taken in the event of death of a CDS Account Holder

