

# 04-01 West Block,  
World Trade Centre, Echelon Square,  
Colombo 00100, Sri Lanka.

[cds@cse.lk](mailto:cds@cse.lk)  
[www.cse.lk](http://www.cse.lk)

10 December 2024

To: The Company Secretaries & Registrars of Listed Entities/Listed Entities

**CIRCULAR NO: 11/2024**

Dear Sir/Madam,

**Registration of Nominations Relating to CDS Account Holders**

Onboarding Company Secretaries & Registrars to the CDS eConnect to View Nomination Records and Authorize Transmission of Shares

We are pleased to update you about the eNomination facility which was implemented by the Central Depository System (CDS) in 2023. This initiative enables efficient and secure management of nominations for CDS account holders, further extending the advantages to the Company Secretaries and Registrars of the listed securities in handling transmission of shares of their shareholders.

To facilitate seamless access to nomination records and authorization of share transmissions for CDS account holders, we encourage you to onboard your organization to the CDS eConnect facility.

**Benefits of Onboarding:**

- Real-time access to nomination records: View nomination details applicable for your shareholders CDS accounts.
- Efficient authorization of share transmissions: Speed up the transmission process by authorizing transmission requests online.
- Enhanced security: Benefit from the robust security measures implemented by the CDS to protect sensitive information.
- Reduced paperwork: Minimize physical documentation and streamline the nomination process.

Contd...2/-

**Onboarding Process:**

To get started, please complete the enclosed CDS 32 Form and submit it to the CDS along with the required documentation. Once your organization is successfully onboarded, authorized users will be granted access to the eNomination facility.

**Key Features of the eNomination Facility through CDS eConnect:**

- User-friendly interface: easy-to-navigate portal for efficient operations.
- Secure authentication: security measures to protect sensitive data.
- Real-time updates: access for updated nomination records
- Comprehensive reports: Ability to download detailed reports of applicable nomination records

For further assistance and clarifications, please contact:

Anuraj Wickramasinghe – 0112356453  
Ashen Hirantha - 0112356470

We encourage you to take advantage of this valuable service and streamline your nomination processes.

Yours faithfully,



Nadeera Athukorale

**Head – Central Depository Systems**

-ng

Request for User Registration of CDS Systems

Name of Requesting Organization: ..... Organization Code:

We hereby request the CDS to provide the CDS Systems access, as specified below, enabling us to perform tasks related to CDS Processes.

Name of the User: *(pls fill in using BLOCK CAPITALS)*


e-Mail Address of the User: *(pls fill in using BLOCK CAPITALS)*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile Number of the User: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NIC No of the User: 

--	--	--	--	--	--	--	--	--	--	--	--	--

Required Access Effective Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Instructions for granting access to users.

[Tick (√) in the relevant boxes according to the access each user should be granted]

Required Access Level		Required Access Level	
CDS Digital Front Desk		CDS E-Connect - Stockbroker Research Portal Access	
Millennium Depository System		Document Upload	
Viewing of Security Balances		Authorization	
Decentralized Account Openings		CDS E-Connect - Access to CEO Dashboard	
Entry		View	
Authorization		CDS E-Connect - Margin Providers/ Local Company/ Wealth/Investment Managers/Custodians	
Intra Transfers		Verification	
Entry		Authorization/ 2nd Authorization	
Incoming Authorization		Legal Officer/ Certifying Officer	
Outgoing Authorization		CDS E-Connect - Company Secretary/Registrar*	
Master File Changes <i>(Pls refer Terms &amp; Conditions)</i>		Verification	
Entry		Authorization	
Authorization		CDS E-Connect – Colombo Stock Exchange (CSE)/Central Depository System (CDS)	
CDS E-Connect – Participants		Verification	
Verification		Authorization	
Authorization		Inquiry	
CDS E-Connect - Securities & Exchange Commission (SEC)			
Verification – Corporate Affairs			
Authorization – Corporate Affairs			
Verification - Finance			

\*Note: Please enclose a comprehensive list of securities (Equities and Debentures) in the format of Annexure I, for which your organization has been appointed as the registrar/secretary and is authorized to handle the transmission of shares. (This is applicable only for Company Secretary/Registrar)

We hereby confirm that the information given above are true and correct and the CDS shall be absolved from any liability for loss/damage occurred due to any incorrect/false information provided by us. Further, we hereby confirm that we have read and understood the terms & conditions set out herein.

Signature of the User: ..... Designation: .....

Compliance Officer/Authorize Officer:

.....

.....

.....

Name

Signature

Date

## Terms & Conditions

**Proprietary Rights:** The Firm acknowledges that the software underlying the said systems are the legal property of the CDS. The permission given by the CDS to access the systems will not convey any proprietary or ownership rights in the above software. The Firm shall not attempt to modify, translate, disassemble, decompile, or reverse engineer the software underlying the systems or create any derivative product based on the software. The Firm acknowledges and agrees that all logos, custom graphics, trademarks, and URL related to CDS may not be copied or used without written consent of CDS.

**Safeguard:** Users who are given access to the system shall; - commit the username & password to memory and not record it in any form including written or electronic. – Keep the password confidential and do not reveal the same to a third party. – Not let an unauthorized person to have access to devices or leave them unattended while logged in to the system(s). The CDS is not responsible for any malicious programs including computer virus, problems or malfunctions resulting from a malicious application, or related problems that may be associated with accessing the internet. We recommend that you routinely update your virus guard software, apply all security patches for your operating system and install a host firewall on your Access Device.

**Liability:** The CDS shall under no circumstances be liable to the user,

- If the access is not available in the desired manner for reasons including but not limited to natural calamities, legal restraints, faults in the telecommunication network or network failure or any other reason beyond the control of the CDS.
- For damages whatsoever, whether such damages are direct, indirect, incidental, consequential, and irrespective of whether any claim is based on loss of revenue, interruption of business, or any loss of any character or nature.

Illegal or improper use of the access to the system(s) by the user shall render the user liable for payment of financial charges as determined by the CDS and may result in suspension of the access to the system(s).

**Master File Changes:** The Firm shall only perform master file change(s) if there is a valid registration under the Firm. If there is no new registration, all the other master file change requests submitted by the account holder should be forwarded to the CDS.

**Nomination Authorization:** The Company Secretary or the Registrars are exclusively authorized to approve and process the nominations pertaining to equities and debentures, solely for those securities for which the Company Secretary or the Registrars are duly authorized to manage.

**e - Mail Notifications:** The provided email address will be used to send notifications according to CDS Rules & Guidelines.

**Non-Transferability:** The right to access the system(s) are not transferable by the user under any circumstance and shall be used only by the said user. The firm shall agree to immediately notify the CDS in writing of any changes to the user access.

**Notices:** The CDS may give notices pertaining to the said systems in (one) the following manner.

- Via Circulars, changes to the CDS Rules or CDS Guidelines
- Via e-mails to the e-mail address notified to CDS at the time of registration.
- Via hand delivery or post to the postal address of the Firm
- The CDS may also publish notices in general nature, which are applicable to all system users, on the CDS & CSE web sites. All these notices will have the same effect as a notice served individually to each user.

All proprietary rights in the information received shall remain the property of the CDS. Reproduction, redistribution, and transmission of any information contained are prohibited.

**Modifications to Terms and Conditions:** CDS reserves the right, in its sole and absolute discretion and without any notice and any liability to the Client, to change, modify or amend any portion of these Terms and Conditions at any time, and such amended Terms and Condition will be hosted on the CDS website.

**CDS System Updates and Upgrades:** CDS expressly reserve the right to change, modify, update, remove, revise, or otherwise change any portions of the CDS System at any time and in no event CDS shall be liable for any claims or damages caused by or arising out of such action. The CDS may occasionally restrict access to CDS System, partially or completely to enable necessary repairs or maintenance with prior notice (when possible). CDS may introduce software updates or upgrades from time to time and the Firm acknowledges and agrees that complying with such system requirements, which may be changed from time to time are solely the responsibility of the Firm.

**Indemnity:** The Firm shall indemnify, defend and hold harmless, CDS and any associate company and other affiliates, its directors, employees, information providers, licensors and other applicable third parties (collectively “Indemnified Parties”) from and against any and all claims, losses, demands, causes of action, debt or liability, including without limitation to reasonable attorneys’ fees and costs incurred by the Indemnified Parties arising out of the provision of services as envisaged herein.

CDS 32A – Annexure I

**Applicable only for Company Secretaries & Registrars requesting for CDS eConnect access for transmission of shares process for e - Nominations.**

Section A: Information to set-up approval for the transmission process of each security

\*If the company secretary should approve each request after the registrars, please tick required for both options. If only one party needs to approve, please select the appropriate section.

If you need 2 user levels for each/any security, please tick ‘Dual Authorization.’

Security ID	Registrar Approval	Secretary approval
Ex: ABC.N0000	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required
	<input type="checkbox"/> Required <input type="checkbox"/> Dual authorization required	<input type="checkbox"/> Required <input type="checkbox"/> Dual Authorization required