

23rd December 2025

To: All Chief Executive Officers of Stockbroker Firms/ All Head of Custodian Banks

CIRCULAR NO: 10-12-2025

Dear Sir/Madam,

MANDATORY UPDATE OF KEY INFORMATION AND STAGGERED SUSPENSION OF CDS ACCOUNTS

Reference is made to CDS Circular No: 08-06-2025 dated 1st July 2025 and the CDS Rule 3.5. In line with the capital market's digitalization roadmap, it is mandatory for all existing account holders to update their "Key Information" in the CDS System. The lack of accurate contact and banking details has historically impeded the efficiency of industry-level operations, specifically regarding electronic communications and the direct crediting of dividends.

Mandatory Key Information

As previously stipulated, all Depository Participants (DPs) must ensure that the following information is updated for their existing account holders on or before 31st December 2025.

- eMail Address
- Mobile Number
- Bank Account Number (DDI)

Staggered Suspension of Non-Compliant Accounts

While the CDS has provided adequate publicity and grace periods, to minimize potential impact on active CDS accounts and turnover volumes, the CDS will proceed with a staggered suspension of accounts that do not maintain the required Key Information, as follows:

Suspension Date	Targeted Account Category	Condition
1st January 2026	Accounts without a portfolio	Inactive for the 3 months prior (Oct–Dec 2025)
1st January 2026	Accounts with a portfolio	Inactive for one year prior (Jan–Dec 2025)
1st April 2026	Accounts with a portfolio	Inactive for the 3 months prior (Jan–Mar 2026)

*The course of action for the remainder of the CDS accounts without key information will be notified to all Depository Participants in due course.

Responsibilities of Depository Participants

Participants are requested to

- Notify Clients: Proactively reach out to all account holders whose records remain incomplete.
- Facilitate Updates: Assist clients in submitting the necessary information update requests using the CSE Mobile App/CDS e-Connect (electronic CDS 28 form) for digital updates.
- Verification: Ensure that all updated data is accurate and verify Bank Account Numbers (DDI) against supporting documents as per existing KYC guidelines.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Nadeera', with a stylized flourish extending to the right.

Nadeera Athukorale

Head – Central Depository Systems

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