

7<sup>th</sup> April 2020

TO : All Chief Executive Officers of Member Firms

CIRCULAR NO: 07-04-2020

Dear Sir/Madam,

**CDS statements -As at 31 March 2020**

We wish to bring to your kind attention that the CDS is not in a position to dispatch CDS statements (for those who have not subscribed for e- statement facility) as at the aforesaid date due to the unavailability of regular postal services in light of the current Covid-19 pandemic situation.

CDS statements for e - statement subscribers were duly dispatched on 4 April 2020, and the said account holders will continue to receive the statements without any interruption.

We wish to inform you that the CDS is planning to notify all CDS account holders through the press of the inability of the CDS to dispatch CDS statements by regular mail and giving the account holders the option of registering for e-statements.

Please note that we have now made arrangements to facilitate account holder requests for e-statement facility registration via email, a method which is convenient to CDS account holders to register promptly by submitting the duly completed forms to CDS via CDS Participants.

The new set of forms which can be electronically submitted are attached for your ease of reference and the same can be downloaded from [www.cds.lk](http://www.cds.lk).

As a CDS Participant you will be required to verify the authenticity of the email and verify the correctness and genuineness of the request using any suitable verification method and forward the same to the CDS, who will act on your instructions and register such account holders to receive e-statements.

Nalin Fonseka, Head of CDS on 0773469467 or Nipun Gunasekera, Team Lead Depository Operations on 0719109299 for any clarifications.

Your cooperation and support in respect of such e-statement facility registration to enable CDS account holders to receive their CDS statements via email is much appreciated.

Yours faithfully,



Nalin Fonseka  
**Head of Central Depository Systems**

To: Central Depository System (Pvt) Ltd  
No 04-01, West Block, World Trade Centre,  
Echelon Square,  
Colombo 1.

**e-Service Form**  
**Registration for e-statement facility**  
**(To be submitted via email to the CDS Participant)**

I/We here by authorize "Central Depository System (Pvt) Ltd ('CDS'), to register my below details for a statement facility for me/us to receive the CDS e statement electronically on a monthly basis and request to discontinue sending CDS account statements to my registered address. I wish to abide by the enclosed "[\*\*Terms & Conditions\*\*](#) Governing the Provisions of e Statement facility by the CDS."

1. CDS account No:

2. Account Holder’s Name:  
.....  
.....

3. Registered Address:  
.....  
.....

4. E- mail address to which the statements are to be sent:  


5. Name of any registered stock broker:  
.....

6. Date of completion of the form: .....

In consideration of CDS doing so, I/We undertake to indemnify CDS, its directors and employees against all actions, claims, demands, losses and damages which may be made against CDS in consequence of CDS complying with this request.

**Note:**  
**The account holders who subscribe for the e statement facility will receive CDS e statement every month without any interruption. However, it should be noted that such account holders will not receive CDS Statement in hard copy via post once registered for the e-statement facility. CDS requests account holders to furnish the email addresses accurately via this form to update the CDS account. This form can be submitted via email to the participants for the duly authorization. Signature for this form is not required.**