

The CDS Guideline – Non-Resident Individuals (FIs)

July 2023

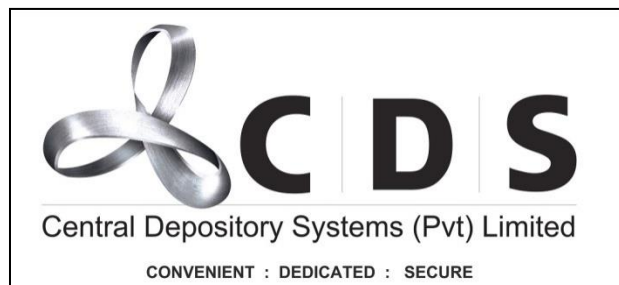


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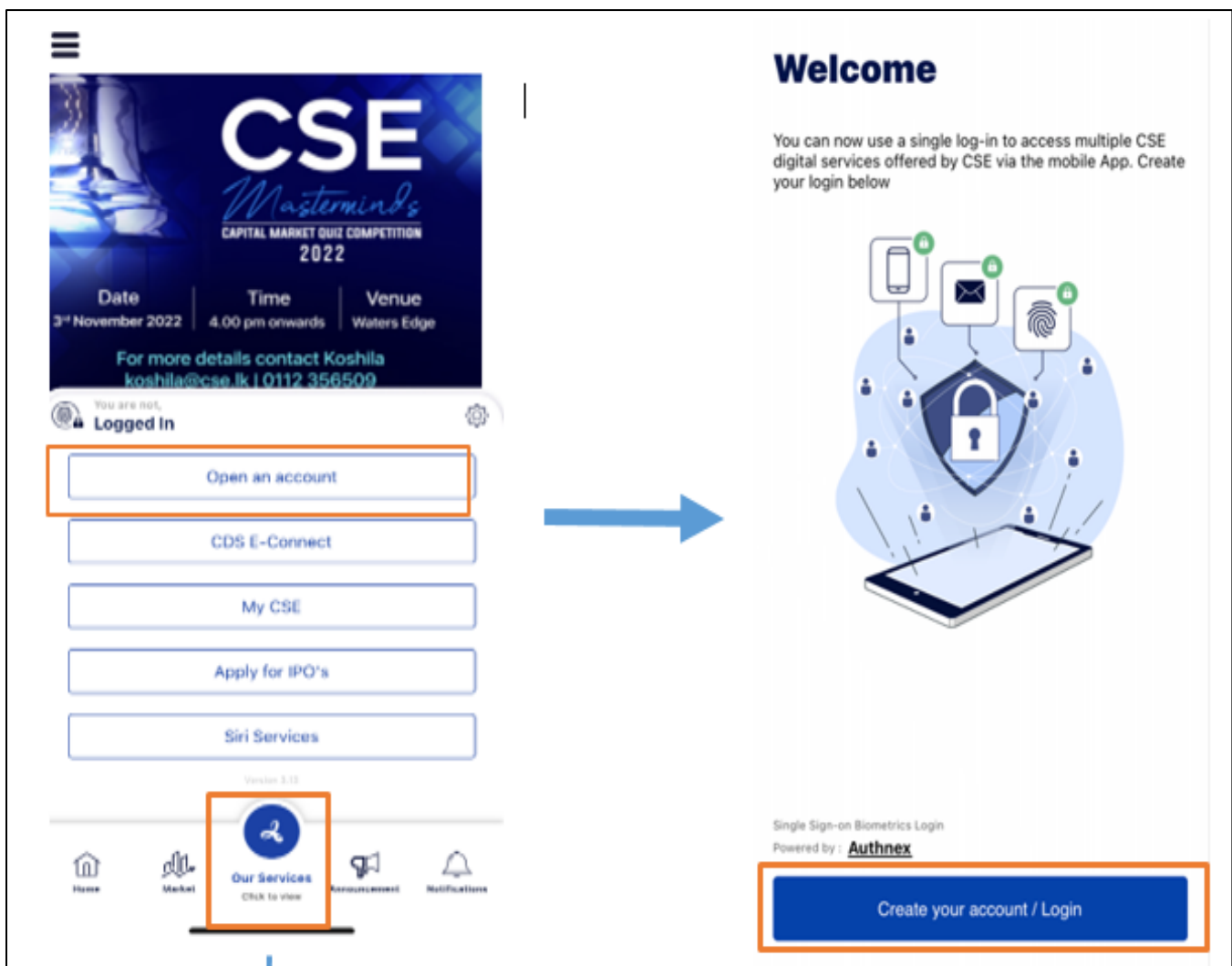
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1 Non - Resident Individual Account Opening

Non-resident foreigners and non-resident Sri Lankans are eligible for opening the Foreign Individual (FI) accounts with the Central Depository Systems (CDS) of Sri Lanka to invest in the Colombo Stock Exchange (CSE).

1.1 Login Creation

Once the CSE Mobile App is downloaded to the mobile phone non – resident individuals can open their CDS account. Once the investor enters the foreign mobile number to the mobile app, he/she is categorized as a foreign individual.



Create a Login

Your Email
[redacted]@gmail.com

Display Name

Country
+64

Phone number

Password Policy
your password must be at least 8 in length, at most 15 in length, at least 1 uppercase letter(s), at least 1 lowercase letter(s), at least 1 number(s), and at least 1 special character(s).

Enter Password

Re Enter Password

Please remember the Email and Password as you will have to re-login for verification.

Please enter your display name here. It can be the name that you prefer.

Please enter your foreign mobile number here and make sure to select your **country code** carefully.

- Kindly note that applicants may not use existing mobile numbers that are already registered with other account holders

- Password should be at least 8 in length, at most 15 in length, at least 1 uppercase letter(s), at least 1 number(s) and at least 1 special character(s).
- Kindly note that investor has to remember the Email and password which you have entered to the CSE app as you will have to re-login for verification

Enter Password

Re Enter Password

Please remember the Email and Password as you will have to re-login for verification.

If you wish to receive marketing materials from CSE and CDS ('CSE Group') such as market updates, announcements, educational content, communications on market awareness programmes, etc. please tick the box below.

(By ticking the box below, you give your consent to CSE and CDS to share your contact details such as telephone number, email address and the correspondence address within the CSE Group, subject to the condition that such details should not be shared outside the 'CSE Group' without your specific consent thereto.)

I Agree

You must read, agree with, and accept all of the **terms and conditions** contained in these Terms. By creating an account.

Create an account

Re Enter Password

Please remember the Email and Password as you will have to re-login for verification.

If you wish to receive marketing materials from CSE and CDS ('CSE Group') such as market updates, announcements, educational content, communications on market awareness programmes, etc. please tick the box below.

(By ticking the box below, you give your consent to CSE and CDS to share your contact details such as telephone number, email address and the correspondence address within the CSE Group, subject to the condition that such details should not be shared outside the 'CSE Group' without your specific consent thereto.)

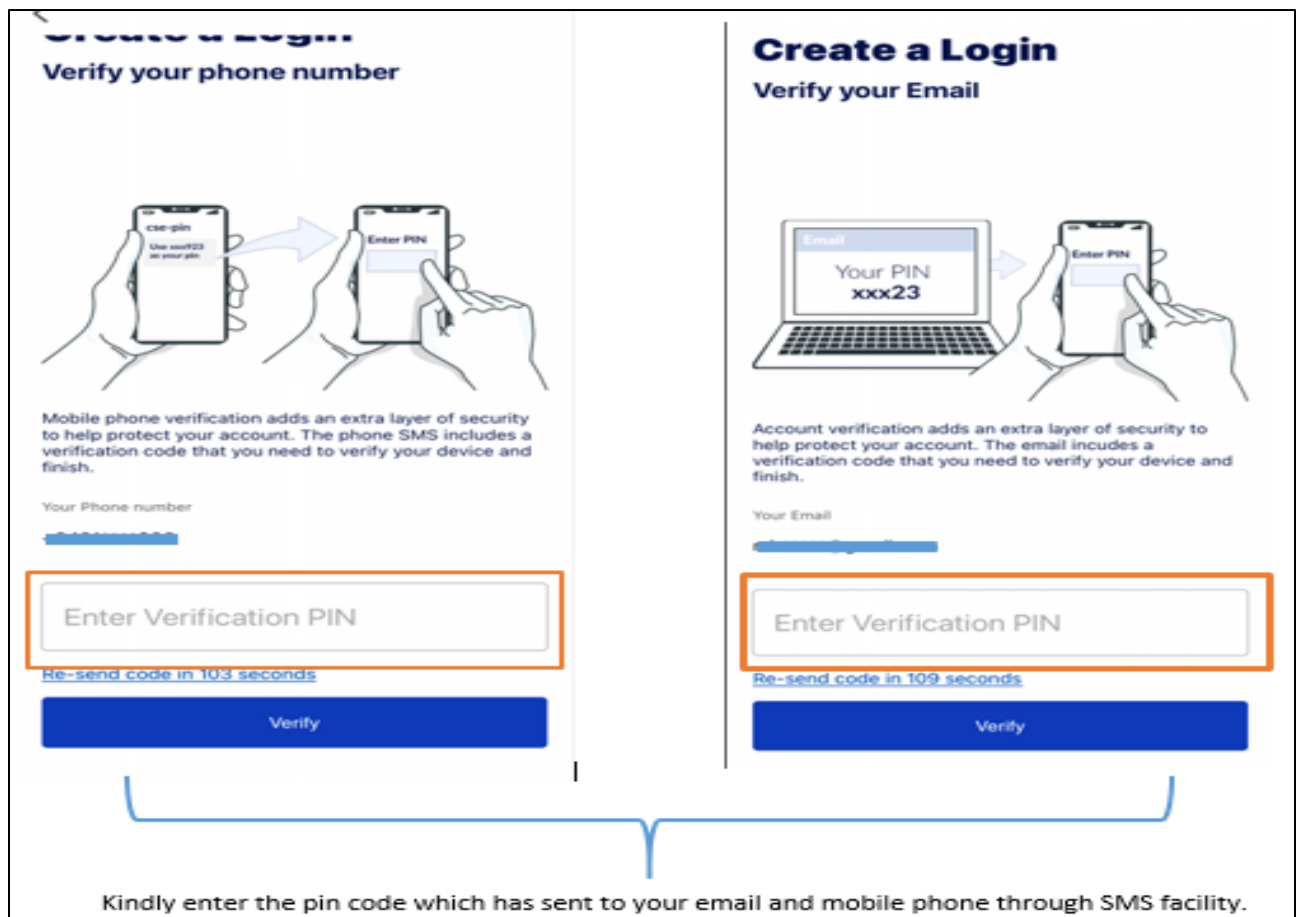
I Agree

You must read, agree with, and accept all of the **terms and conditions** contained in these Terms. By creating an account.

Create an account

Kindly read the CSE & CDS terms and conditions tick both boxes. Once you tick both boxes, “**Create an Account**” box will turn to blue color and by clicking on this box your account login will be created.

After successfully create the account, CSE mobile app will verify the client email address and mobile numbers. CSE app make sure to adds an extra layer of security to help protect your account. The email and phone SMS include a verification code that investors need to verify your device and finish.




Next step is Authenticator type. Customers must use their device authentication options for faster, easier access to CSE account.

As an example, if applicant has a PIN password on his/her lock screen he/she must use that PIN code for the CSE authenticator as well.

Create a Login

Login with your biometrics.




Use your device authentication options for faster, easier access to your CSE account.

All of the authenticator options on this device can be used to log into your CSE account.


[Link your Authenticator](#)

Select Your Authenticator Type



Face ID

Provides highest security, the most convenient and the most recommended authentication.




Passcode

Provides medium security and less convenient authentication.

Create a Login

Your Digital Login process is Successful!.



Great!
You have successfully completed your Digital Login process.

To complete your account opening full process, you need follow few more steps.

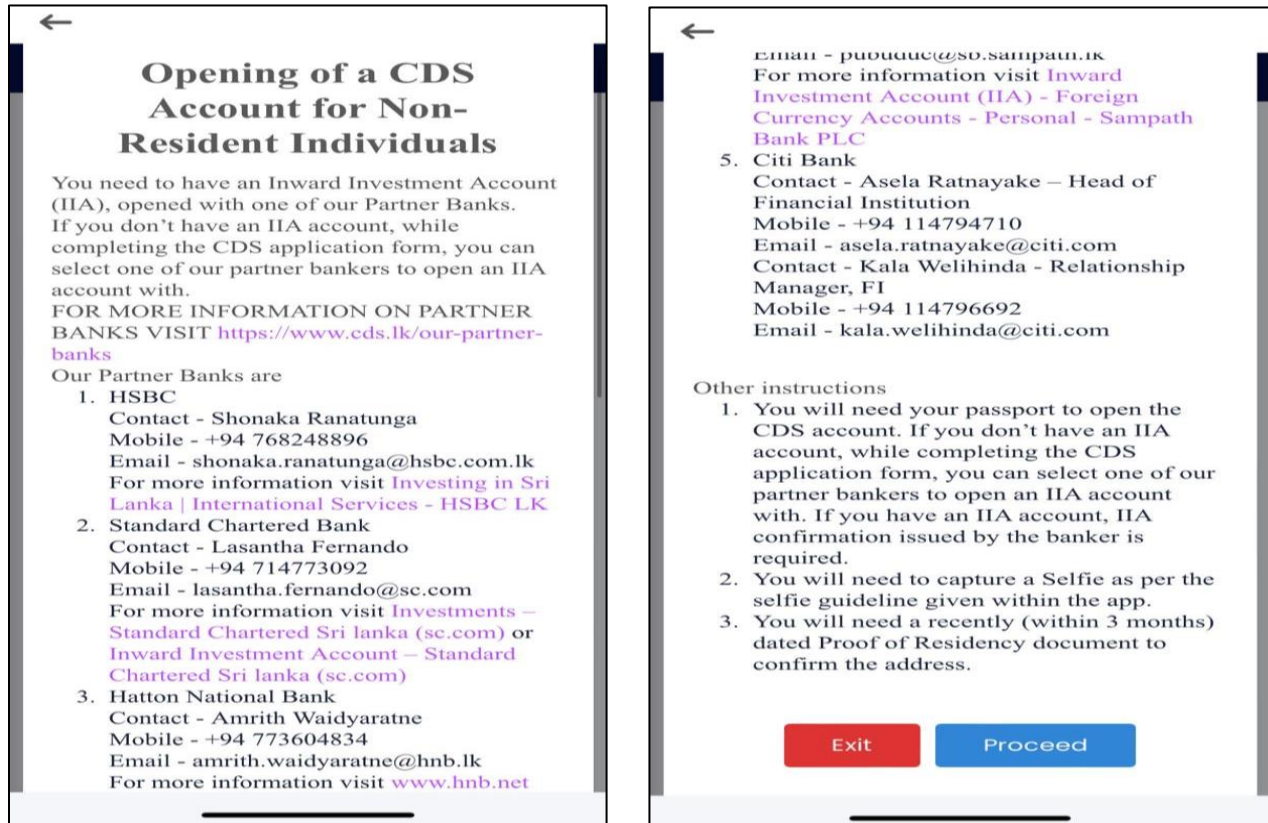
[It's do it later](#)

[Continue to Account Opening](#)

After selecting the CSE authenticator type your digital login process will be successfully completed. After completing the login process, investors can open their account opening.

1.2 FI Account Opening

Non-resident foreigners and non-resident Sri Lankans can open CDS accounts under the FI category. In the event a resident Sri Lankan becomes a non-resident, that person shall open a new CDS FI account as well. Below screen appears after the authentication.



There are few more steps to complete the CDS account opening process. There are some documents along with a selfie which you must upload to the mobile app.

1.2.1 Personal Information

The screenshot shows a 'Personal Information' form with the following fields: Title (SELECT TITLE), Initials (A.B.C.), Names Denoted by Initials, Surname, Mobile No, Telephone (OPTIONAL), Email Address, and Identification Proof (Passport). A red bracket on the right side of the form points to a callout box containing the following text:

Make sure that you have to enter your name according to according to the Passport.

Example: -
Name in Passport - Aseel Navidnu Perera
Initials – A. N.
Name denoted by initials – Aseel Navidnu
Surname - Perera

The screenshot shows the lower portion of the form with the following fields: Nationality (Select Nationality), Are you Sri Lankan Passport Holder (No), Passport No, Passport Expiry Date (YYYY/MM/DD), Date of Birth, Gender (Male/Female), Stock Broker Firm (Select Stock Broker Firm), Investment Advisor, Do you have CDS Account (Yes/No), and TIN No (OPTIONAL). Three callout boxes provide instructions:

- A box pointing to the 'Are you Sri Lankan Passport Holder' field: "If you are Sri Lankan passport holder, kindly input your passport details here."
- A box pointing to the 'Stock Broker Firm' field: "Please select your Broker firm as per your preference."
- A box pointing to the 'TIN No' field: "If you are a Taxpayer, kindly input your Tax Identification Number (TIN)"

Do you have CDS Account

Yes No

CDS Account No

123456789-VN OR 123456-LI

If you are an existing account holder with CDS, kindly put your CDS account number here (The Prefix & the Suffix only).

1.2.2 Residential Information

Please fill in the Residential & Correspondent address details in this section.

Residential Information

Residency

Non-Resident

Status of Residential Address

Please Select

Address Line 1

Address Line 2

Address Line 3

Town

Country

Select Country

Is the Correspondence Address same as the Residential Address?

Yes No

ACCOUNT OPENING

Is the Correspondence Address same as the Residential Address?

Yes No

Address Line 1

Address Line 2

Address Line 3

Town

Country

Select Country

Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm)
 Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383.
 Voice: (+94)112356455
 Technical Support: (+94)112356450.

PREVIOUS **SAVE & NEXT**

1.2.3 Bank Account Details to Remit Dividends

You need to have an IIA / CTRA bank account, for the CDS account opening.

IIA Account

As per the CBSL regulations authorized dealers are permitted to open and maintain Inward Investment Accounts (IIA's) in the domestic banking units subject to the following.

Eligible Category

- A non-national, resident in or outside Sri Lanka.
- A Sri Lankan dual Citizen, resident in or outside Sri Lanka.
- Sri Lankan national who has obtained permanent residency status or citizenship in another country, resident in or outside Sri Lanka.
- A Sri Lankan citizen employed abroad, resident outside Sri Lanka. (excluding emigrants)

For more information, kindly visit <https://www.dfe.lk/>

CTRA Account

In terms of the Foreign Exchange regulations, authorize dealers are permitted to open and maintain Capital Transaction Rupee Account (CTRA) in the domestic banking unit, subject to the following.

Eligible Category

- An emigrant, resident in or outside Sri Lanka
- A non-national resident in or outside Sri Lanka including minors of such person.
- An individual Sri Lankan resident in or outside Sri Lanka who has obtained temporary resident visa in another country, aged 18 years or above.
- An individual Sri Lankan resident in Sri Lanka who is a prospective migrant under the parent migration scheme.
- An administrator or executor of the estate of a deceased person who was an emigrant.

For more information, kindly visit <https://www.dfe.lk/>

Bank Account Details to Remit Dividends

Do you have IIA/CTRA Account?

Bank

Branch

Account No

The CDS account can only be opened after the selected banker confirms the details you submitted.

Account Type

IIA CTRA

I hereby authorize the CDS and the CDS participant that I have selected, to obtain necessary confirmations from the selected Banking Partner.

Reach us through cdsonlinehelp@cse.lk or connect with us on
(weekdays from 8.30am to 4.30pm)
Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094,
(+94)740449383.
Voice: (+94)112356455
Technical Support: (+94)112356450.

If you already maintain an IIA/CTRA account, please select "Yes" and kindly put your IIA/CTRA bank account details in here.

Please select your account type here. (Whether is it an IIA account or a CTRA account.)

Save the details and move to the next section.

Kindly note that CDS and Broker institutions does not have any access to check whether your bank account number is active/closed/dormant. Therefore, make sure to enter an active bank account number to the CSE mobile app.

Bank Account Details to Remit Dividends

Do you have IIA/CTRA Account?

✓

The CDS account can only be opened after the selected banker opens an IIA account & confirm the same to the CDS Participant.

Preferred Bank to Open IIA

I understand that the Preferred Bank that I have selected will open an Inward Investment Account (IIA) after completing the KYC & due diligence. I hereby authorize the CDS and the CDS participant that I have selected, to obtain necessary confirmations from the selected Banking Partner. Further I authorize the CDS Participant to update my IIA account number as the bank account number for dividend/coupon payments.

Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm)
 Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383.
 Voice: (+94)112356455
 Technical Support: (+94)112356450.

If the applicant does not have an IIA /CTRA account, while completing the CDS application form, the applicant can select one of our partner bankers to open an IIA account with.

Our partner bankers are: -

- HSBC Bank
- Standard Chartered Bank
- Hatton National Bank
- Sampath Bank
- Citi Bank

Save the details and move to next section

Note for Stockbroker Participants: - You need to get the following details confirmed by the applicant's Bank on which the participant will rely to perform the Customer Due Diligence (CDD), in addition to the given IIA / CTRA bank account details.


- Full name
- Residential Address
- Correspondence Address
- Passport Number, Issued date & expiry date
- Source of funds
- the given IIA / CTRA bank account details with the relevant bank for KYC & CDD purposes.

Partner Banks have agreed to provide the above details to the CDS Participants on request. However, the applicant's support will be required to obtain the above details from a non-partner Bank.

1.2.4 Employment Information

<p style="text-align: center;">Employment Information</p> <p>Are you Employed</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Self Employed <input type="radio"/> Student </p> <p>Occupation</p> <input type="text"/> <p>Name of Employer</p> <input type="text"/> <p>Address of Employer</p> <input type="text"/> <p>Office Phone No</p> <input type="text"/> <p>Office Email</p> <input type="text"/> <p>Other Connected Business / Professional Activities</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>Expected Value of Investment per annum</p> <input type="text" value="Please Select"/> <p>Please select Source(s) of Funds</p> <p><input type="checkbox"/> Salary / Profit</p>	<p>Please select Source(s) of Funds</p> <p> <input type="checkbox"/> Salary / Profit Income <input type="checkbox"/> Investment Proceeds / Savings <input type="checkbox"/> Sales and Business Turnover <input type="checkbox"/> Contract Proceeds <input type="checkbox"/> Sales of Property/Assets <input type="checkbox"/> Gifts <input type="checkbox"/> Donations / Charities (Local / Foreign) <input type="checkbox"/> Commission Income <input type="checkbox"/> Family Remittance <input type="checkbox"/> Export proceeds <input type="checkbox"/> Membership contribution </p> <p>What is your investment objective?</p> <input type="text"/> <p>What is your investment strategy?</p> <input type="text"/> <p>Are you an individual under the Foreign Account Tax Compliance Act (FATCA) of US?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>Do you Possess Dual Citizenship</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p style="text-align: center;"> Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm) Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383. Voice: (+94)112356455 Technical Support: (+94)112356450. </p>
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For the source of funds, please select expected source/s

<p>Are you an individual under the Foreign Account Tax Compliance Act (FATCA) of US?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>USA Tax Identification No</p> <input type="text"/> <p>FACTA Declaration</p> <p> <input type="checkbox"/> I AGREE & DECLARE </p> <p style="text-align: center;">Download</p>		<p>If the applicant is a US citizen complying FATCA (Foreign Account Tax Compliance Act) of US, he/she <u>has to</u> submit the USA tax identification number in here and agree for the FATCA declaration. The relevant FATCA declaration should be submitted to the Participant.</p>
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Do you Possess Dual Citizenship

Yes No

Country

Passport No

Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm)
 Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383.
 Voice: (+94)112356455
 Technical Support: (+94)112356450.

PREVIOUS **SAVE & NEXT**

If someone holding dual citizenship, please select "Yes". If yes, the applicant has to mentioned their country and passport number.

1.2.5 Political Exposed Person

PEP can define as a person who has been entrusted with a prominent public function or related/connected to such a person.

Politically Exposed Persons (PEPs)

Are you a Politically Exposed Person?
 (PEP is a person who has been entrusted with a prominent public function or related/connected to such a person)

Yes No

Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm)
 Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383.
 Voice: (+94)112356455
 Technical Support: (+94)112356450.

PREVIOUS **SAVE & NEXT**

Politically Exposed Persons (PEPs)

Are you a Politically Exposed Person?
 (PEP is a person who has been entrusted with a prominent public function or related/connected to such a person)

Yes No

1. Are you an individual who is entrusted domestically with prominent public functions?

Yes No

Please Specify

2. Are you an individual who is entrusted with prominent public functions by a foreign country?

Yes No

3. Are you an individual who is related to a PEP either directly (consanguinity) or through marriage or similar (civil) forms of partnership?

Yes No

4. Are you an individuals who is closely connected to a PEP, either socially or professionally?

Yes No

If an applicant is a politically exposed person, he/she must select “Yes” and kindly answer to the other questions. If an applicant is not a politically exposed person, kindly select “No”.

1.2.6 Document Uploading

There are few documents that investors must upload to the CDS account opening application. They are: -

The screenshot shows a mobile application interface for account opening. At the top, there's a navigation bar with icons for profile, home, documents, and other functions. The main section is titled 'Documents Upload' and contains four document upload sections:

- Selfie:** Includes instructions: 'Kindly upload a selfie taken at the time of completing the application. It should be clear, in focus & in colour. Photo shouldn't contain any other objects or people. It should be a full-face & shoulder shot squarely facing the camera. Do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.' Below the instructions is a blue square with a white smiley face icon and a 'CAPTURE YOUR SELFIE' button.
- Passport Detail Image:** Includes a camera icon and a 'CAPTURE IMAGE' button.
- Proof of Residency:** Subtitle: 'Utility bill within 3 months'. Includes a camera icon and a 'CAPTURE IMAGE' button.
- IIA Confirmation/CTRA Document:** Includes a camera icon and a 'CAPTURE IMAGE' button.

At the bottom, there are two buttons: 'PREVIOUS' and 'SAVE & NEXT'. Below the buttons, there is contact information: 'Reach us through cdcsonlinehelp@csis.lk or connect with us on (weekdays from 8.30am to 4.30pm) Whatsapp: (+94)7471766437, (+94)775241817, (+94)790544094, (+94) 6488449383, Voice: (+94)112259455, Technical Support: (+94)112386450.'

- A Selfie

Kindly upload a selfie taken at the time of completing the application. It should be clear, in focus and in color. Photo shouldn't contain any other objects or people. It should be a full-face and shoulder shot squarely facing the camera. Do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.

- Image of the Passport

Make sure to upload clear image of the Passport. CDS / Broker Institutions must verify the Passport details. (Passport number, Full name. Birth date, and address) and therefore make sure all details are clearly in order.

- Bank Proof

Make sure that your bank account number, account type, Currency, Bank name, Branch name and customer name and must clearly be visible in the bank proof.

- Billing Proof

Billing proof of residency documents must submit as per the Rules issued by the Financial intelligence unit of Sri Lanka. Kindly note that secondary documents are not acceptable such as dividend warrants, letters from CDS/Broker institutions, bought note/sold note etc.

If a non-national wishes to be giving a local correspondence address that person should provide sufficient information regarding the correspondence address (with valid residential visa).

1.2.7 Terms, Conditions & Declarations

Terms, Conditions & Declarations

Terms & conditions for Digital Account Opening Facility
English

Terms & Conditions for CDS Account Opening
English/ සිංහල / தமிழ்

Declarations for opening of a CDS Account
English/ සිංහල / தமிழ்

Convictions & Pending criminal proceedings

I or any persons(s) associated with me and/or any entity connected to me (as a partner, shareholder, director) do not have against me or persons connected and/or associated as aforesaid any convictions/pending criminal proceedings in Sri Lanka or in any other part of the world.(If "Yes" please specify)
සිංහල / தமிழ்

Yes No

This is the final part of CDS account opening.

At the final steps customers have to agree with terms & conditions for digital account opening facility, CDS account opening, declarations for opening of a CDS account and disclose convictions & pending criminal proceedings if any.

Agreements between Stockbroker and the Clients

This Client Agreement to be entered into between the Client and the relevant Stockbroker Participant ('Agreement') is a conditional agreement.
This Agreement will complete due execution and be legally binding

- upon explaining Risk Disclosure Statements contained in this Agreement to the Client by an authorized Officer of the Stockbroker Participant via telephone; and,
- upon completion of the requirements set out in Rule 2.3.5 read together with Annexure 3 to the CSE Stockbroker Rules.

Therefore, the Client will receive an email communication from the Stockbroker Participant for this purpose subsequent to opening the CDS Account digitally.

Client Agreement [View](#)

Reach us through cdsonlinehelp@cse.lk or connect with us on (weekdays from 8.30am to 4.30pm)
Whatsapp : (+94)741766437, (+94)775241817, (+94)789044094, (+94)740449383.
Voice: (+94)112356455
Technical Support: (+94)112356450.

This part is for the agreements between stockbroker and the Clients. You have to tick the agreements.

Kindly tick this part and your CDS application will be successfully submitted to the relevant Stockbroker.

After submission, an email notification will be received by the applicant with a copy of the application and contact details of the Stockbroker Participant.

1.2.8 Participant's Approval

In the 3rd tab Broker Firm's 1st user need to add the bank account details to the System. (Account No., Bank & Branch is editable in the system)

The screenshot displays the CDS (Central Depository System) interface. At the top, there is a navigation bar with the CDS logo and menu items: DASHBOARD, BROKER, ACCOUNT OPEN, TRANSFERS, NOMINATIONS, OFFERS, and MSB_TEST1. Below the navigation bar is a toolbar with icons for user profile, location, building, document, link, cloud, and printer. The main content area shows the following details:

- Foreign Individual**
- CSE MOBILE APP - Ref. No :- 3855**
- Bank Account Details to Remit Dividends**
- IIA Bank Account Status:** No
- Preferred IIA Bank:** HSBC
- Account No:** [Empty field]
- Bank:** --- Select ---
- Branch:** --- Select ---
- Account Type:** IIA
- Is KYC Checked** **Is Investor Editable**

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Foreign Individual
CSE MOBILE APP - Ref. No :- 3855

History Details

Call History

No Any Call History!

ADD NEW ENTRY

Other Parameters

Broker Parameters Not Configure!

Decision

Additional Documents Upload

BANK CONFIRMATION - Copy.pdf ←

UPLOAD / DOWNLOAD DOCUMENT ←

Client Search

Existing Prefix Existing Suffix

Previous Verified Broker Return Reasons

No Any Previous Return Reasons!

Previous Approved Broker Return Reasons

Date	Return User	Remark
2022/06/21 18:33	MSB_TEST2	.

Previous Reject Reasons

Date	Reject User	Reject Remark
2022/07/24 22:56	MSB_TEST1	TEST

The Participant user needs to upload the Bank Confirmation into the system as follows.

Prior to the approval, the participant user needs to confirm that necessary confirmations listed below from the applicant's Bank on which the participant will rely to perform the Customer Due Diligence (CDD), in addition to the given IIA / CTRA bank account details.

- Full name
- Residential Address
- Correspondence Address
- Passport Number, Issued date & expiry date
- Source of funds

The given IIA / CTRA bank account details with the relevant partner Banks have agreed to provide the above details to the CDS Participants on request. However, the applicant's support will be required to obtain the above details from a non-partner Banks.

📄 UPLOAD / DOWNLOAD DOCUMENT

Client Search

Existing Prefix

Existing Suffix

Master File Status

Broker Level Status

🔍 SEARCH CLEAR

- Client not identified in the UN Sanctions list circulated by the FIU.
- We hereby confirm that we have obtained necessary confirmations from the banker with regard to the Inward Investment Account (IIA) of this applicant



Broker Decision

Return To Investor Accept Reject

Remarks

SUBMIT

Successfully Accepted!