



CDBL Operating Instruction – 112 - 14

January 8, 2014

To: All CDBL Participants

Account information update by BO Account holders by 31st January 2014

Bangladesh Securities and Exchange Commission vide letter no. BSEC/CDS/10/2010/63 dated January 1, 2014 has directed CDBL to inform all DPs that the Commission has decided that **all BO Account holders must update their account information at their respective DPs by 31st January 2014**. The Commission's directive in this regard is reproduced below:

"কমিশনের সিদ্ধান্ত মোতাবেক আগামী ৩১ শে জানুয়ারী, ২০১৪ইং তারিখের মধ্যে সকল বেনিফিশিয়ারী মালিক (বিও) হিসাবধারী তাদের স্ব স্ব ডিপির নিকট বিও হিসাবের প্রয়োজনীয় সকল তথ্য যথাযথভাবে হালনাগাদ করতে হবে। এ মর্মে সকল ডিপিজিটরী পার্টিসিপেন্ট (ডিপি) - কে অবহিত করতে সেন্ট্রাল ডিপিজিটরী বাংলাদেশ লিমিটেড (সিডিবিএল) - কে নির্দেশ প্রদান করা যাচ্ছে।"

Accordingly, all DPs must take immediate action to get their BO Account holders to update their BO Account information in the CDS by 31st January 2014 as directed by the Commission. In this regard, BO Account particulars and corresponding information to be updated is described below which you will find helpful.

SL	BO Account particulars	Information to be updated
1.	Name of Contact Person	Full name (applicable in case of Institutional BO Accounts)
2.	Sex code	Male / Female from selection box
3.	Occupation	Business / Service / Student / Housewife etc.
4.	Father's Name	Full name
5.	Mother's Name	Full name
6.	Contact Details	Address with city, country, postcode, Telephone, Fax & Email
7.	Passport Details (if any)	Passport No, Place of Issue, Issue & Expiry Date
8.	Bank Details	Routing number, Bank Name, Branch Name, 13 digit Account number
9.	Other Information	i) Nationality, Date of Birth, Resident / Non-Resident, Statement Cycle code & DP internal reference number. ii) Registration No. & Date in case of Company iii) Trading ID & Exchange ID in case of Clearing Account
10.	Signatures	First holder, Second holder, POA & Nominee

If you have any queries please feel free to call us on our help lines 01199 883 425-7, 913 7469, 812 5402, 913 7906 and our Mr. Raquibul Islam Chowdhury (01715 107 619), Mr. Md. Moinul Haque (01911 367826) and Mr. K M Shaberul Islam (01711 900 979) will be pleased to assist you.

Thanking you


M H Samad
Managing Director & CEO

CC to: Executive Director (CDS), Bangladesh Securities and Exchange Commission