

CDBL Operating Instruction – 114 – 14

30th November 2014

To all CDBL Participants

Internet Balance Enquiry & SMS Alerts services of CDBL

As you know CDBL provide both the above services for an Annual Fee of Taka 200 per annum for each service. For greater use of these services BSEC has proposed that we request DP Houses to actively market these services to their BO Accountholders and clients of your house who register for either of these services, we shall share the fee half & half i.e. 50% to your house and 50% to CDBL.

Accordingly, your DP House may please bring to your BO Accountholders notice the above services provided by CDBL to keep themselves informed of the status and security of their shareholdings in their BO Accounts on a regular basis by registering for CDBL's

Internet Balance Enquiry service

which will keep them advised of debits and credits to their BO Accounts as also CDBL's

SMS Alerts service

Your BO Accountholders can register for the above services by downloading the application forms from CDBL's website link mentioned below

www.cdbl.com.bd/pdf/Web_Reg_Form.doc for **Balance Enquiry registration form (sample attached)**

and entering another link given below

www.cdbl.com.bd/pdf/SMS_Reg_Form_web.doc for **SMS Alerts registration form (sample attached)**


The filled up registration forms duly signed by your BO Accountholders with attached photograph may please be sent (after affixing your company's seal) to CDBL addressed to **Value Added Services, Central Depository Bangladesh Ltd., BDBL Bhaban (18th floor), 12 Kawran Bazar, Dhaka-1215**. The annual service fee for Balance Enquiry and / or SMS Alert service registration fee shall be retained by your DP House and CDBL will bill you at the month end for its portion of the fees retained by your DP House.

Upon receipt of the Registration Forms, CDBL will carry out its validation process and e-mail to the BO Accountholders the **username** and **password** to their e-mail address and SMS alerts will be sent to their mobile number as and when Debits/Credits to their accounts occur.

If you have any queries please call for assistance from our Mr. Raquibul Islam **01715-107619** OR Mr. Moinul Haque **01911-367826** OR Mr. Shaberul Islam **01711-900979**.

We look forward to welcoming your BO Accountholders to our **Internet Balance Enquiry & SMS Alerts services**.

Thanking you


M H Samad
Managing Director & CEO

Copy to: BSEC, Executive Director (CDS)