



CDBL Operating Instruction – 117 - 15

October 25, 2015

To: All CDBL Participants

DPs to ensure their BO Accountholders information in the CDS is kept updated

Bangladesh Securities and Exchange Commission (BSEC) have again directed CDBL to inform all DPs that their BO Accountholders account information must be kept updated at all times. In particular, bank details must be correct with bank name, branch name, **9 digit routing number and 13 digit bank account number**.

DPs maintaining BO Accounts with incorrect or missing information are in violation of BSEC directive going back to 1st January 2014 under reference BSEC/CDS/10/2010/63 contents of which 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 ডিপজিটরী পার্টিসিপেন্ট (ডিপি) - কে অবহিত করতে সেন্ট্রাল ডিপজিটরী বাংলাদেশ লিমিটেড (সিডিবিএল) - কে নির্দেশ প্রদান করা যাচ্ছে।”

Commission's deadline of 31st January 2014 for updating BO Account information passed a year & 8 months ago and yet **9 digit routing numbers and 13 digit bank account numbers** are missing or incorrect in many DP houses. All DPs must therefore take immediate action to rectify this by thorough analysis of their DP29: BO Listing Report to justify a clean report on this matter to be submitted to the Commission as soon as possible. At the same time, BO Account particulars and corresponding information to be kept updated as described below may be checked by the DPs.

SL	BO Account particulars	Information to be kept updated
1.	Name	Full name (of contact person 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 street, city, postcode, country, Telephone, Fax & Email
7.	TIN Number	12 digit e-TIN number to ensure correct deduction of tax
8.	Passport Details (if any)	Passport No, Place of Issue, Issue & Expiry Date
9.	Bank Details	9 digit Routing number , Bank Name, Branch Name, 13 digit Account number
10.	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 iv) Nominee details. v) POA on Stamp paper duly notarized
11.	Signatures	First holder, Second holder, POA & Nominees duly uploaded

If you have any queries please call us on our help lines 01199 883 427, 913 7469, 913 7518, 913 7928, 815 6953, 815 7279, & our Mr. Raquibul Islam Chowdhury (01715 107 619), Mr. Md. Moinul Haque (01911 367826) & 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

BDBL Bhaban (18th floor), 12 Kawran Bazar, Dhaka-1215, Tel : 8125402, 9137469, 9137518
Fax : 880-2-8124630, E-mail : cdbl@bol-online.com, Website : www.cdbl.com.bd