

The CDS Guideline – Nomination

July 2024

User Guideline for CDS Participants e - Nomination Process

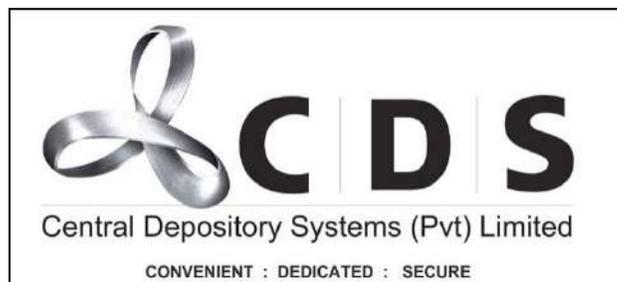


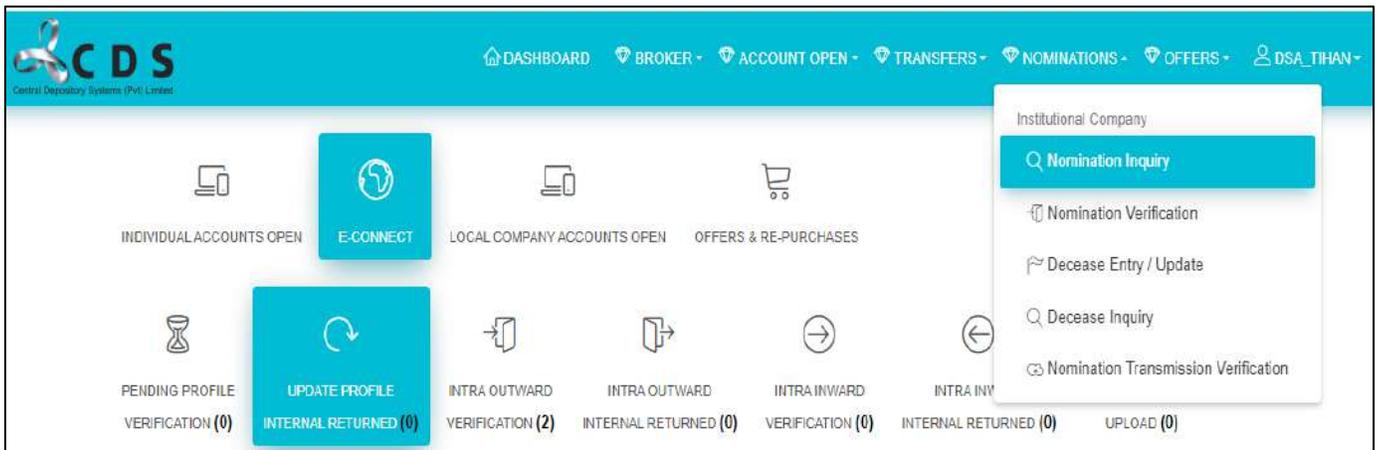
Table of Contents

1	Inquiry of Nomination Records of CDS Account Holders in Various Statuses	1
2	Verification & Approval of Electronic Information Capture Forms Submitted for Nominations via CDS eConnect by the CDS Account Holders	4
3	Notifying the CDS of Demise of a CDS Account Holder with Nomination Records through CDS eConnect.....	9
4	CDS Participant Processing Nominee Claims initiated by Respective Nominees of a Deceased CDS Accountholder	12

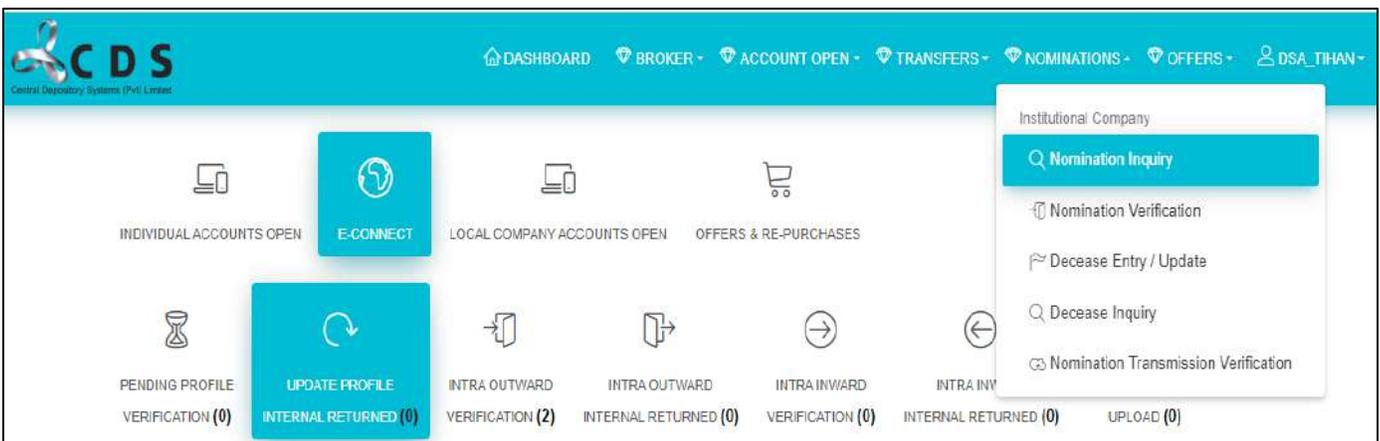
1 Inquiry of Nomination Records of CDS Account Holders in Various Statuses

1. Once the CDS Participant entry user logs into the CDS eConnect system, in the menu bar there is an option for “NOMINATIONS.”

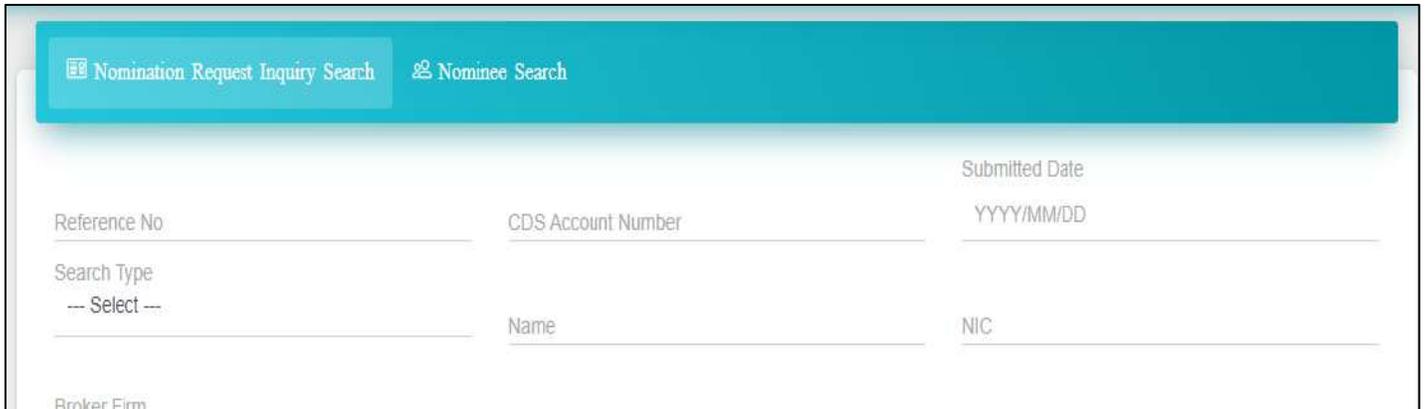
After the user clicks on the option, a drop-down as shown below will appear.



2. “Nomination Inquiry” option is used to search nomination records in various statuses and to view the information of such records.



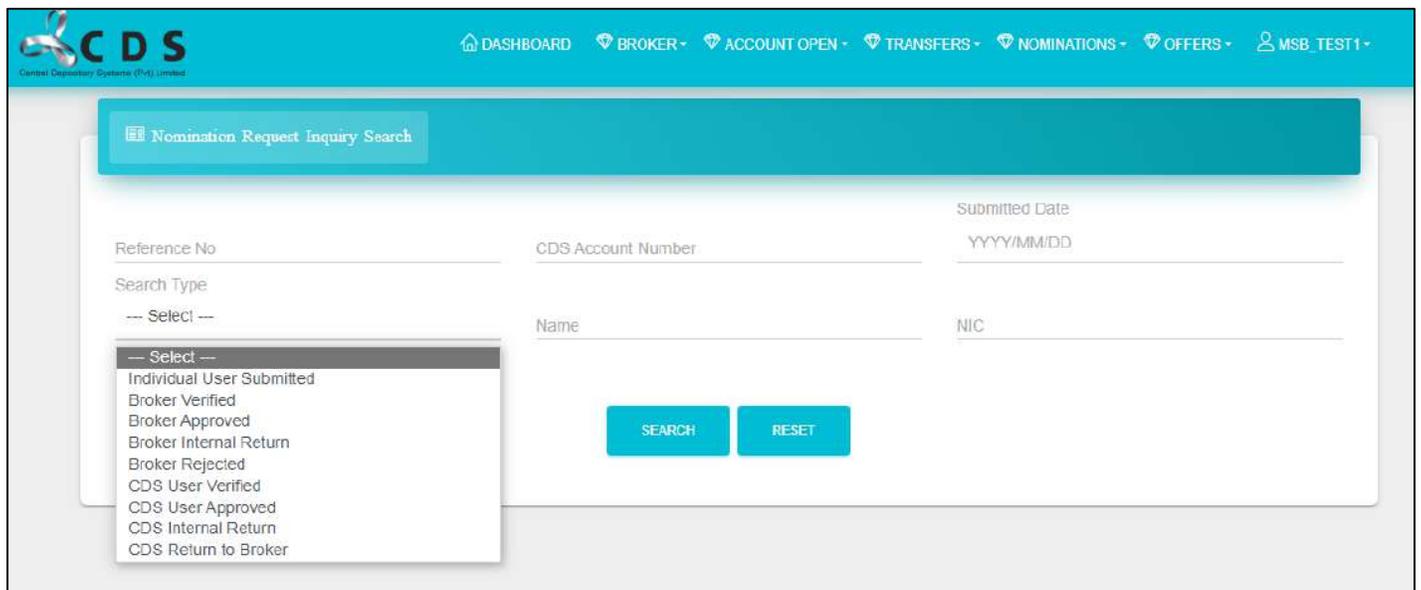
3. Clicking on the “**Nomination Inquiry**” option will lead the user to the screen shown below. Records in different statuses can be searched by selecting the relevant status from “**Search Type.**”



The screenshot shows a web interface for "Nomination Request Inquiry Search". At the top, there are two tabs: "Nomination Request Inquiry Search" (active) and "Nominee Search". Below the tabs, there are three input fields: "Reference No", "CDS Account Number", and "Submitted Date" (with a date format hint "YYYY/MM/DD"). Below these, there is a "Search Type" dropdown menu currently set to "-- Select --". Below the dropdown, there are two more input fields: "Name" and "NIC". At the bottom left, there is a "Broker Firm" input field.

4. Statuses of Records

Nomination Records could be in several statuses. What is meant by each of these statuses is explained in the table given below.

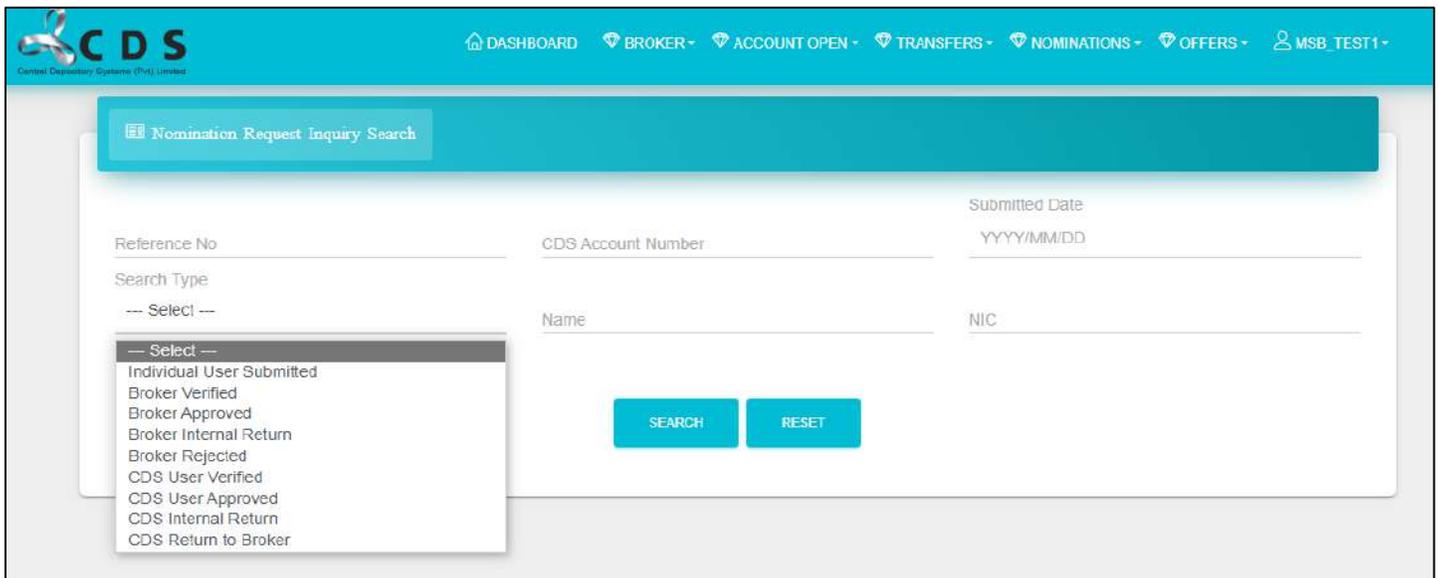


The screenshot shows the same web interface as above, but with the "Search Type" dropdown menu open. The dropdown menu lists the following statuses: "-- Select --", "Individual User Submitted", "Broker Verified", "Broker Approved", "Broker Internal Return", "Broker Rejected", "CDS User Verified", "CDS User Approved", "CDS Internal Return", and "CDS Return to Broker". Below the dropdown menu, there are two buttons: "SEARCH" and "RESET".

Status	Meaning
Individual User Submitted	CDS account holder has completed and submitted the Electronic Information Capture Form for Nominations via the CDS eConnect
Broker Verified	1st Level User (Verification User) of the CDS Participant (your own firm) has checked and submitted the electronic form for the next level action by the 2nd Level Participant User.
Broker Approved	2nd Level User (Authorization User) of the CDS Participant (your own firm) has checked and approved the electronic form. Next action pending from CDS.
Broker Internal Return	2nd Level User (Authorization User) of the CDS Participant has returned the electronic nomination form to the 1 st Level user due to an issue. Next action pending from 1 st Level User of the Participant.
Broker Rejected	Rejected by the 1st Level User to the CDS Account Holder. Next action pending with the CDS account holder
CDS User Verified	1st Level user of the CDS has checked and accepted the electronic form. Next action pending with the 2nd Level User of the CDS
CDS User Approved	2nd Level user of the CDS has checked and accepted the record.
CDS Internal Return	2nd Level user of the CDS has returned the record to the 1 st Level CDS user
CDS Return to Broker	1st Level CDS user has returned the record to the broker users

2 Verification & Approval of Electronic Information Capture Forms Submitted for Nominations via CDS eConnect by the CDS Account Holders

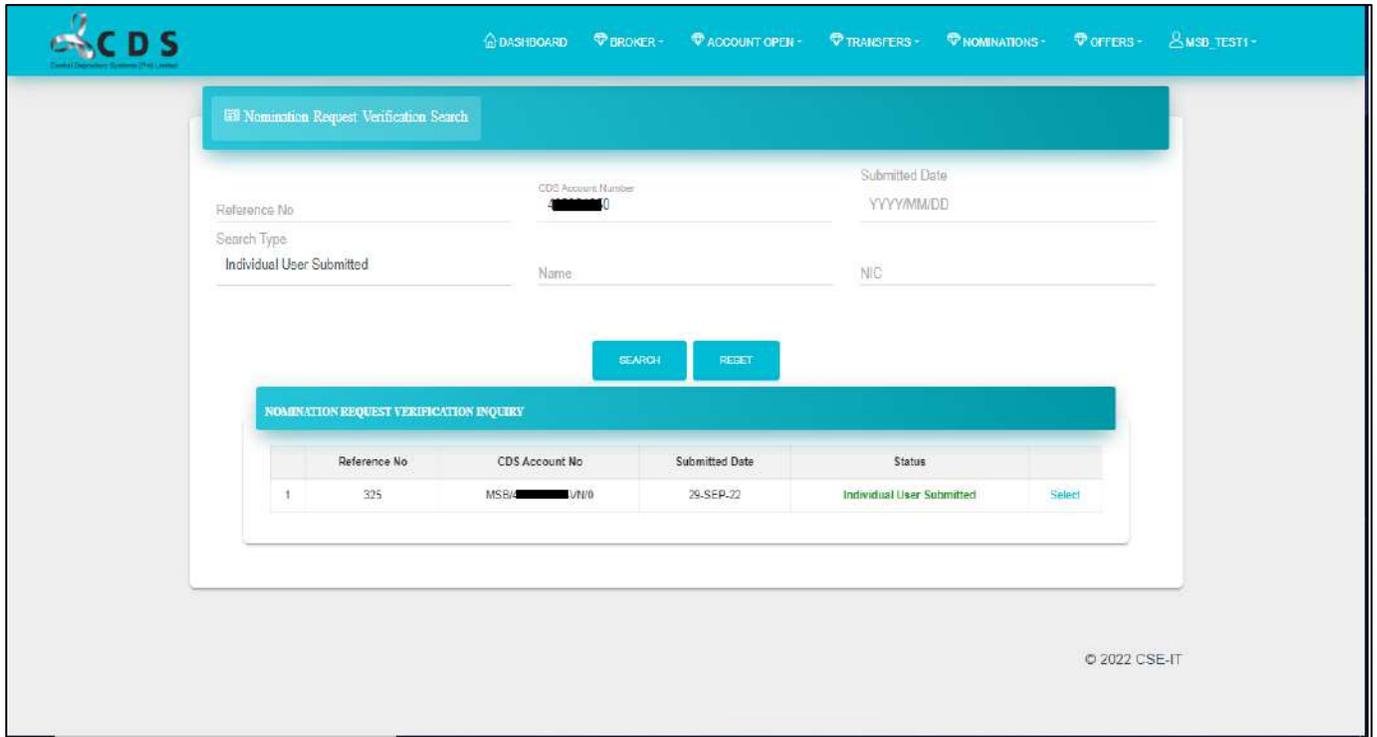
1. CDS Participant User 1 (Verification User) will be able to verify the accuracy and confirm the records in “**Individual User Submitted**” status. Users can search for the records in this status by selecting the same from the drop down.



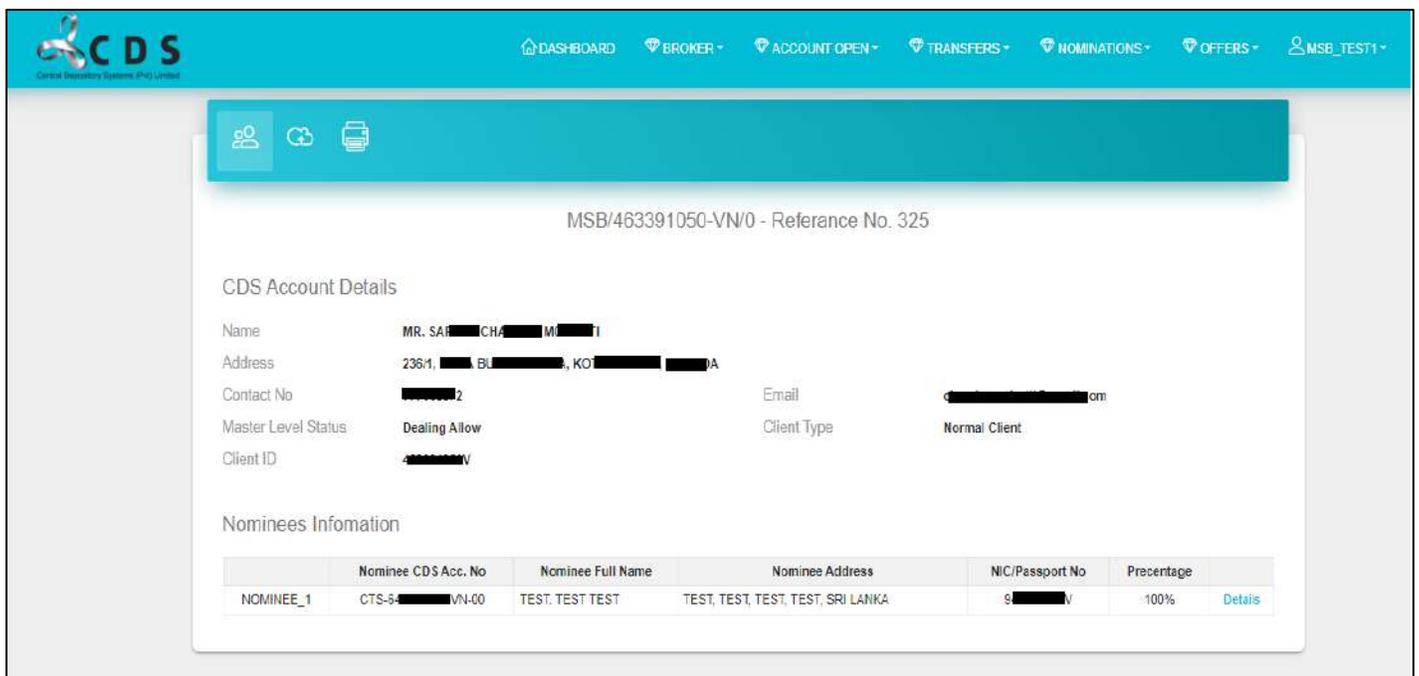
The screenshot displays the CDS eConnect interface for a "Nomination Request Inquiry Search". The header includes the CDS logo and navigation links for DASHBOARD, BROKER, ACCOUNT OPEN, TRANSFERS, NOMINATIONS, OFFERS, and a user profile for MSB_TEST1. The search form contains the following fields and controls:

- Reference No**: Text input field.
- CDS Account Number**: Text input field.
- Submitted Date**: Text input field with a placeholder "YYYY/MM/DD".
- Search Type**: A dropdown menu currently showing "-- Select --". The dropdown list is open, showing the following options: Individual User Submitted, Broker Verified, Broker Approved, Broker Internal Return, Broker Rejected, CDS User Verified, CDS User Approved, CDS Internal Return, and CDS Return to Broker.
- Name**: Text input field.
- NIC**: Text input field.
- SEARCH**: A blue button to execute the search.
- RESET**: A blue button to clear the search criteria.

2. Once the CDS Participant Verification User searches for the records submitted by individual account holders, the list of all submitted by the clients of the respective participant will be shown. The user must click on the “**Select**” option to view the information of the record.



- Clicking on the ‘**Select**’ option will lead the user to a screen as follows. CDS account details of the CDS account holder submitting the nomination record will be visible here together with the nominee accounts and the nominated percentage. Clicking on the “**Details**” option will enable the Participant user to view more details of the nominee.



- Nominee details will be visible as follows. User can close the pop-up screen with nominee information by clicking on the “x”

Nominee Details

Nominee CDS Account No :- CTS-8[REDACTED]-VN-00 Percentage :- 100%

Entered Name :- TEST, TEST TEST CDS System Name :- MR. V[REDACTED] RUKSHAN

Entered Address :- TEST, TEST, TEST, TEST, SRI LANKA

Entered NIC/Passport :- [REDACTED] CDS System NIC/Passport :- [REDACTED]

Entered Contact No :-

Entered Email :-

Nominees information

	Nominee CDS Acc. No	Nominee Full Name	Nominee Address	NIC/Passport No	Percentage	
NOMINEE_1	CTS-8[REDACTED]/N-00	TEST, TEST TEST	TEST, TEST, TEST, TEST, SRI LANKA	[REDACTED]	100%	Details

© 2022 CSE-IT

- By clicking on the second icon of the tab, Participant users will be able to view the documents (NIC copies of Nominees) uploaded by the CDS accountholder submitting the nomination.

MSB/463391050-VN/0 - Reference No. 325

Uploaded Documents

	Nominee Name	Nominee CDS Account	File Name	Uploaded Date	
NOMINEE_1	TEST TEST TEST	CTS-8[REDACTED]/N-00	Front of NIC	9/29/2022 12:12:56 PM	Download
NOMINEE_1	TEST TEST TEST	CTS-8[REDACTED]-VN-00	Back of NIC	9/29/2022 12:12:56 PM	Download

- History details associated with the record (if any) can be viewed by clicking on the 3rd icon (printer icon). Action to either “**Accept**” or “**Reject**” the record could be taken through this screen.

If a record is ‘**Rejected**’, it is mandatory to view enter the reason for such rejection, in the space given to enter “Remarks.”

The screenshot displays the CDS (Central Depository System) web interface. The top navigation bar includes links for DASHBOARD, BROKER, ACCOUNT OPEN, TRANSFERS, NOMINATIONS, OFFERS, and MSB_TEST1. The main content area shows a record for MSB/XXXXXXXXXX/VN/0 - Reference No. 325. The page is divided into several sections: History Details, Previous Nomination Details, Previous Reject Reasons, Decision Details, and Decision. The Previous Nomination Details and Previous Reject Reasons sections both display a red message: "No Previous Nomination!" and "No Previous Reject Reasons!" respectively. The Decision section has two radio buttons: "Accept" and "Reject". Below the Decision section is a Remarks field. At the bottom of the page, there are two buttons: "SUBMIT" and "BACK".

- “**Authorization User**” will have access to a page named “**Nomination Request Authorization Search**” under the “NOMINATIONS” option of the menu. Clicking on this will lead the Authorization User to a page such as follows. And the user must select the search type “**Broker Verified**” to search for records accepted by the Verification User.

Authorization users can select the record to view more information and to take action to Accept or Reject the record.

Nomination Request Authorization Search

Reference No COS Account Number Submitted Date YYYYMMDD

Search Type

Broker Verified Name NIC

SEARCH

RESET

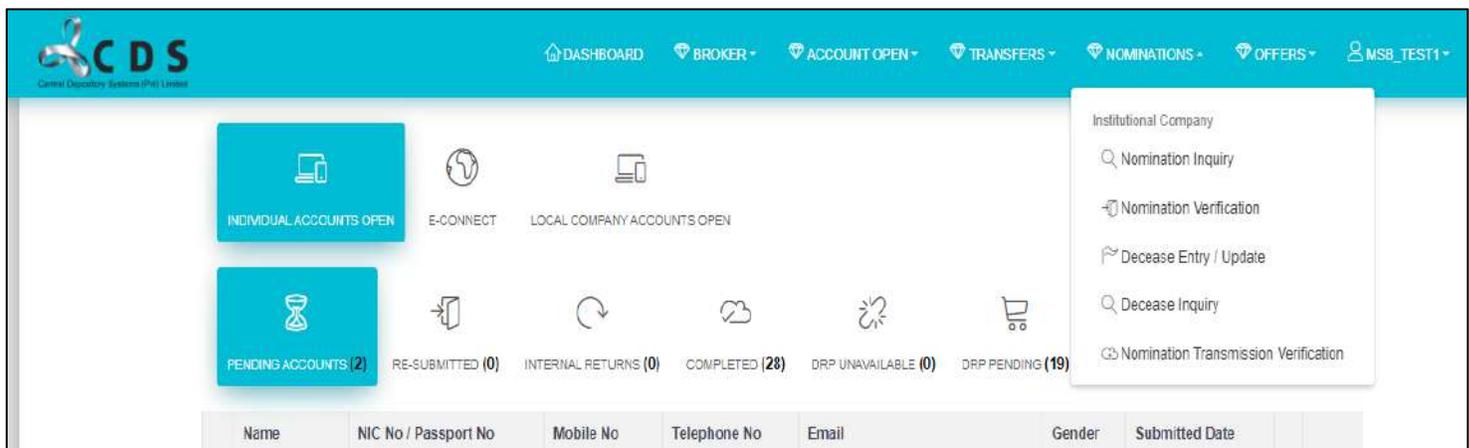
NOMINATION REQUEST AUTHORIZATION HISTORY

	Reference No	COS Account No	Submitted Date	Status	
1	325	MSB [REDACTED] NO	29-SEP-22	Broker Verified	Select

3 Notifying the CDS of Demise of a CDS Account Holder with Nomination Records through CDS eConnect

IMPORTANT - When the death of a CDS account holder is notified to the CDS Participants and/or when a CDS 19 form is received with regard to a CDS account, the Participant users should search the nomination records and ensure that there are no Nominations registered with the CDS under the name of the deceased CDS account holder. If there is a Nomination registered in the CDS, the participant should ensure to update the demise of the CDS account holder through the CDS eConnect and the transmission of shares is completed through the CDS eConnect as explained in this document.

1. To notify the demise of a CDS account holder with Nominations, the Participant entry user should select the drop-down item **“Decease Entry/Update.”**



The screenshot displays the CDS eConnect dashboard. The top navigation bar includes links for DASHBOARD, BROKER, ACCOUNT OPEN, TRANSFERS, NOMINATIONS, OFFERS, and a user profile (MSB_TEST1). The main dashboard area features several tiles: 'INDIVIDUAL ACCOUNTS OPEN', 'E-CONNECT', 'LOCAL COMPANY ACCOUNTS OPEN', 'PENDING ACCOUNTS (2)', 'RE-SUBMITTED (0)', 'INTERNAL RETURNS (0)', 'COMPLETED (28)', 'DRP UNAVAILABLE (0)', and 'DRP PENDING (19)'. A dropdown menu is open over the 'NOMINATIONS' link, listing options: 'Institutional Company', 'Nomination Inquiry', 'Nomination Verification', 'Decease Entry / Update' (highlighted), 'Decease Inquiry', and 'Nomination Transmission Verification'. Below the dashboard is a table with columns: Name, NIC No / Passport No, Mobile No, Telephone No, Email, Gender, and Submitted Date.

2. Once clicked on the “**Decease Entry/Update**”, the user will be directed to the following screen.

The screenshot shows the 'NOMINATION DEATH ENTRY' form. 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. The form itself has a teal header with the title 'NOMINATION DEATH ENTRY'. Below the header, there are four input fields: 'Broker Code' with the value 'MSB', 'Client Prefix', 'Client Suffix', and 'Joint Account No' with the value '0'. Below these fields are two buttons: 'SEARCH' and 'RESET'.

3. Participant Entry User should enter the client prefix & suffix and search for the Nomination record.

The screenshot shows the 'NOMINATION DEATH ENTRY' form after a search. The search criteria are filled in: Broker Code (MSB), Client Prefix (af), Client Suffix (VN), and Joint Account No (0). The 'SEARCH' button is highlighted. Below the search criteria, the form displays the following details:

CDS Account Holder Details

CDS Account No: MSB/af [REDACTED] VN/0
CDS Member Status: Dealing Allow

Account Name: MR. [REDACTED] RA MOHOTTI

Address: 206/1, KUDA BUTHSAMUWA, KOTIGAWATTA, ANGOA

Nominee Details

	Nominee CDS Acc. No	Nominee Full Name	Nominee Address	NIC/Passport No	Percentage
NOMINEE_1	CTS-0 [REDACTED] N-00	MR. [REDACTED] GAMAGE	[REDACTED] ISO 03, SRI LANKA	[REDACTED] TV	100%

Date of Demise of the Account Holder: YYYYMMDD

Information of the Person Notifying the Demise of the CDS Account Holder

Demise of Account Holder notified by: [REDACTED]

Relationship to the Account Holder: [REDACTED]

Contact Number of the notifier: [REDACTED] Email address of the notifier: [REDACTED]

Address address of the notifier: [REDACTED]

Notified Date: YYYYMMDD

Death Certificate: [Choose File] No file chosen

Other Documents: [Choose File] No file chosen

[SUMMIT]

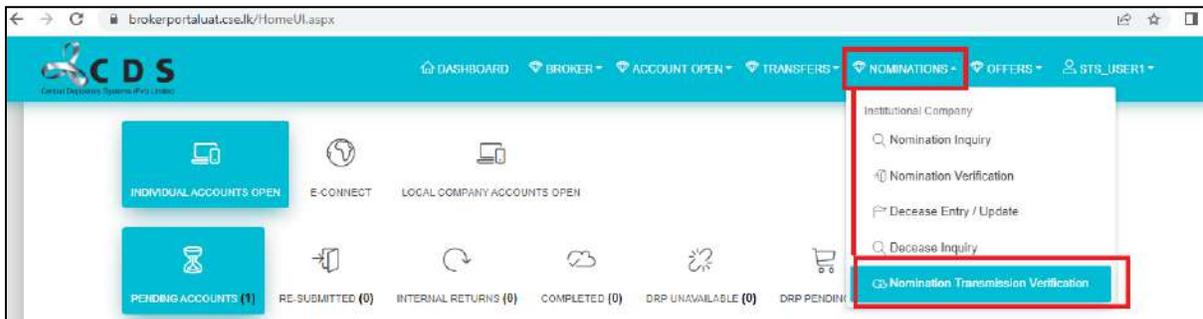
4. Entry User should fill the necessary information in the screen and attach a certified copy of the Death Certificate of the CDS account holder and any other applicable and/or necessary document before submitting the entry of the demise.
5. Authorizing User of the Participant can view the records submitted by the entry user. Authorizing users should go through the information in the records and act to approve or reject the record.
6. The CDS users will be notified about the death of the account holder only after the record is authorized by the Authorizing User of the CDS Participant.

Note: CDS Users will update the eConnect system after the CDS system account status is Trading Suspended and the CDS account is flagged as a 'Deceased' account. Only after the CDS eConnect is updated, the respective Nominees of the deceased CDS account holder can initiate the Nominee Claim process through their respective CDS eConnect logins.

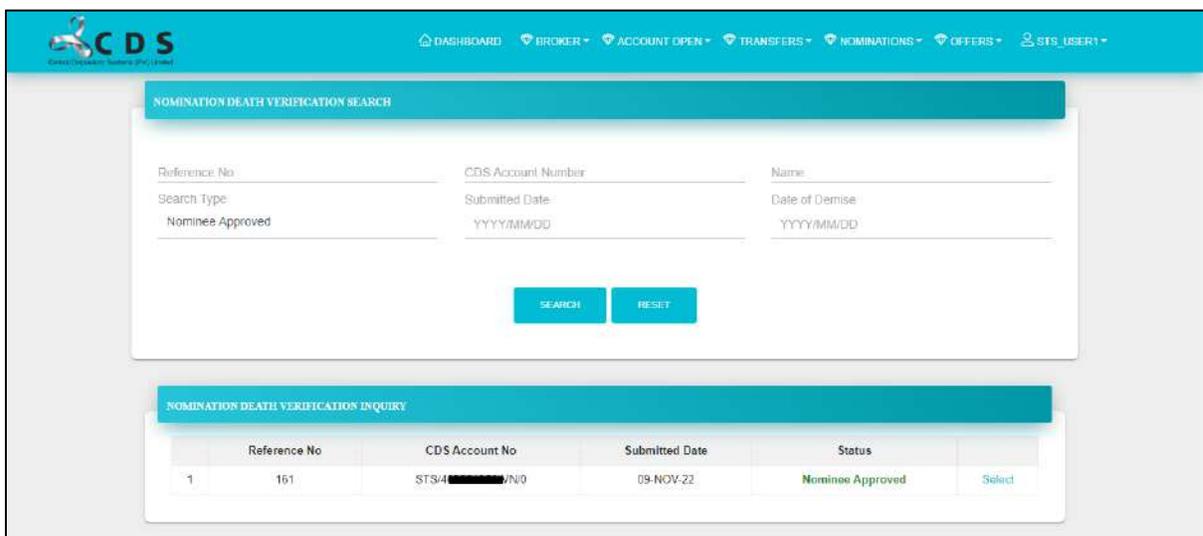
4 CDS Participant Processing Nominee Claims initiated by Respective Nominees of a Deceased CDS Accountholder

Verification Process

1. Verification User of the CDS Participant can view the nomination claims completed by the relevant nominee(s) by clicking on the “**Nomination Transmission Verification**” option under “Nominations” tab.



2. Verification User will be directed to a screen as shown below, upon clicking on the Nomination Transmission Verification. Verification users should select the search type “Nominee Approved” to search for the claims completed and submitted by the nominees.



3. Users should click on the “Select” option to view the information of the submitted claim.

NOMINATION TRANSMISSION VERIFICATION DETAILS

STS/4[REDACTED]VN/0 - Reference No. 161

Nominator Details

CDS Account No: STS/4[REDACTED]VN/0 Request submitted Date: 09-NOV-22

Account Name: MR. SA[REDACTED] MOHOTTI

Entitlement Transfer Details

<input type="checkbox"/> All	Nominee ID	Nominee CDS Acc. No	Nominee Full Name	Entitled Percentage	
<input type="checkbox"/>	1	CTS/6[REDACTED]VN/0	MR. V[REDACTED] AN SRINATH ANTH[REDACTED]A	100%	View Transfer

Upload Document Name

1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:50:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM

[ACCEPT](#) [BACK](#)

4. By clicking on the “**View Transfer**” option, as shown below, the verification user will be able to see the transfer portfolios for each Nominee.

DASHBOARD BROKER ACCOUNT OPEN TRANSFERS NOMINATIONS OFFERS

NOMINATION TRANSMISSION VERIFICATION DETAILS

Transfer Information

Nominee CDS Account No: CTS# [REDACTED] VN/0

Nominee Account Name: MR. Y [REDACTED] SHAN
SRI [REDACTED] ERA

Entitled Percentage: 100%

Security	Total Quantity	Entitled Quantity
HAYL-N-0000	8,811	8,811
JKH-N-0000	424	424
NDB-N-0000	121	121

Nominator Details

CDS Account No: STS/4 [REDACTED] VN/0

Account Name: MR. SA [REDACTED]

Entitlement Transfer

<input checked="" type="checkbox"/>	Nominee ID	Nominee Name	Entitled Percentage	Action
<input checked="" type="checkbox"/>	1	CTS# [REDACTED]	100%	View Transfer

Upload Document Name

1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:50:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM

- Upon verifying the transfer details, and nominee details against the original information in the Nomination form (scanned and attached to the record at the time of completion of nomination process by the CDS), the verification user should click on the “ACCEPT” option in the bottom of the page.

Upon successful Acceptance a message will be displayed as shown below.

NOMINATION TRANSMISSION VERIFICATION DETAILS

STS/4[REDACTED]VN/0 - Reference No. 161

Nominator Details

CDS Account No: STS/4[REDACTED]VN/0 Request submitted Date: 09-NOV-22

Account Name: MR. SA [REDACTED] OTTI

Entitlement Transfer Details

<input checked="" type="checkbox"/>	Nominee ID	Nominee CDS Acc. No.	Nominee Full Name	Entitled Percentage	
<input checked="" type="checkbox"/>	1	CTS/641180637-VN/0	MR. WAR [REDACTED] NATH ANT [REDACTED]	100%	View Transfer

Upload Document Name

1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:56:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM

[ACCEPT](#) [BACK](#)

Successfully Accepted!

Authorization Process

- After the successful verification of the nomination record, the record will be pending for an action by the Authorization User. Authorization user must select the option “**Nomination Transmission Authorization**” under “Nominations” tab.

lbo Stock Exchange

brokerportaluat.lse.lk/HomeUI.aspx

CDS CDS Broker Systems (Pvt) Limited

DASHBOARD ADMIN BROKER ACCOUNT OPEN TRANSFERS **NOMINATIONS** OFFERS STS_USER2

INDIVIDUAL ACCOUNTS OPEN E-CONNECT LOCAL COMPANY ACCOUNTS OPEN

ACCEPTED ACCOUNTS (0) ERROR (0) COMPLETED (0) PENDING ACCOUNTS (1) DRP UNAVAILABLE (0) DRP PENDING

No Accepted Accounts Records!

Institutional Company

- Nomination Inquiry
- Nomination Authorization
- Decease Inquiry
- Decease Entry Authorization
- Nomination Transmission Authorization**

- Authorization users should select the Search Type “**Transmission Broker Accepted**” and search for records that are pending for Authorization from the CDS Participant users.

NOMINATION DEATH AUTHORIZATION SEARCH

Reference No: _____ CDS Account Number: _____ Name: _____
 Search Type: **Transmission Broker Accepted** Submitted Date: _____ Date of Demise: _____
 (YYYY/MM/DD) (YYYY/MM/DD)

SEARCH **RESET**

NOMINATION DEATH AUTHORIZATION INQUIRY

	Reference No	CDS Account No	Submitted Date	Status	
1	161	STS/4[REDACTED]VN/0	09-NOV-22	Transmission Broker Accepted	Select

- Authorization Participant user should click on the “Select” option to view the record details and action history, as shown below.

NOMINATION TRANSMISSION AUTHORIZATION DETAILS

STS/4[REDACTED]VN/0 - Reference No. 161

Nominator Details

CDS Account No: STS/4[REDACTED]VN/0 Request submitted Date: 09-NOV-22
 Account Name: MR. SA [REDACTED] OTTI

Entitlement Transfer Details

<input type="checkbox"/>	Nominee ID	Nominee CDS Acc. No	Nominee Full Name	Entitled Percentage	
<input type="checkbox"/>	1	CTS/[REDACTED]VN/0	MR. W. [REDACTED] NATHAN [REDACTED]	100%	View Transfer

Upload Document Name

1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:50:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM
Nomination Transmission Broker Verification	Transmission Broker Accepted		11/10/2022 12:26:49 AM

APPROVE **INTERNAL RETURN** **BACK**

- Similar to verification user, Authorization user also can view the transfer details for each nominee, by clicking on the “View Transfer” option.

NOMINATION TRANSMISSION AUTHORIZATION DETAILS

Transfer Information

Nominee CDS Account No: CTS/6 [REDACTED] VN/0
 Nominee Account Name: MR. WA [REDACTED] SHAN
 SR [REDACTED] RA
 Entitled Percentage: 100%

Security	Total Quantity	Entitled Quantity
HAYL-N-0000	8,811	8,811
JKH-N-0000	424	424
NDB-N-0000	121	121

Nominator Details
 CDS Account No: STS/4 [REDACTED] VN/0
 Account Name: MR. SA [REDACTED] RA

Entitlement Transfer

All	Nominee ID	Nominee Name	Entitled percentage	Action
<input checked="" type="checkbox"/>	1	CTS/6 [REDACTED] RA	100%	View Transfer

Upload Document Name

1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:50:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM
Nomination Transmission Broker Verification	Transmission Broker Accepted		11/10/2022 12:28:49 AM

APPROVE **INTERNAL RETURN** **BACK**

- Upon ensuring the accuracy of the transfer details, and nominee details, the authorization user should click on the “ACCEPT” option at the bottom of the page.

Upon successful Acceptance a message will be displayed as shown below.

NOMINATION TRANSMISSION AUTHORIZATION DETAILS

STS/4[REDACTED]VN/0 - Reference No. 161

Nominator Details

CDS Account No	Request submitted Date
STS/4[REDACTED]VN/0	09-NOV-22
Account Name	
MR. S[REDACTED]TTI	

Entitlement Transfer Details

<input checked="" type="checkbox"/> All	Nominee ID	Nominee CDS Acc. No	Nominee Full Name	Entitled Percentage	
<input checked="" type="checkbox"/>	1	CTS/6[REDACTED]VN/0	MR. W[REDACTED]H AN[REDACTED]A	100%	View Transfer

Upload Document Name		
1	Death Certificate	Download
2	Other Document	Download
3	Original Nomination Form	Download

Previous Decision

Approver Level	Status	Comment	Entered Date
Nomination Death Entry Broker	Death Entry Broker Submitted		11/9/2022 9:36:02 AM
Nomination Death Entry Authorization Broker	Death Entry Broker Approved		11/9/2022 9:39:23 AM
Nomination Death Entry CDS Verification	Death Entry CDS Accepted		11/9/2022 9:50:29 AM
Nomination Death Entry CDS Authorization	Death Entry CDS Approved		11/9/2022 11:37:17 AM
Nomination Transmission Broker Verification	Transmission Broker Accepted		11/10/2022 12:28:49 AM

[APPROVE](#)
[INTERNAL RETURN](#)
[BACK](#)

Successfully Approved!