



**Central Depository Company
of Pakistan Limited**

Guidelines for Account Opening/Updation in CDS

(After the roll out of CKO regime)

Introduction to the CKO Regime

TREC Holder Participants (Securities Brokers) will have to be admitted as Authorized Intermediaries with NCCPL under the KYC regime. Hence, they will also be required to use separate KYC Form for the Main Applicant and each Joint Applicant in addition to the CRF for opening of Sub-Account. TREC Holder Participants (Securities Brokers) have to obtain both these forms i.e. CRF and KYC Form(s) from their customers for the purpose of opening of Sub-Account.

1. Guidelines for Account Opening:

1.1. For Clients NOT having UKN (Unique KYC Number)

- I. Obtain duly filled Customer Relationship Form (CRF) and KYC form from the client.
- II. Perform Biometric verification as per NCCPL procedures (if applicable).
- III. Enter the data in Central Portal (CP) using information as mentioned in CRF and KYC Form.
- IV. Enter the UIN and select the Contact Person followed by pressing the “Get details from CKO System(s)” in the Account Mapping screen of CDS. This will auto-fill all the related fields from CP in CDS.
- V. CRF related fields may still be updated in CDS (if required)
- VI. Subscribe for IVR/Web services/Alerts in CDS
- VII. Save and Post the new A/c in CDS.
- VIII. Undertake the tagging process in KIS

1.2. For Clients Already having UKN

- I. Obtain only duly filled CRF from the client(s) and ensure that UKN field(s) also filled.
- II. Perform Biometric verification as per NCCPL procedures (if applicable).
- III. Enter the UIN & UKN and select the Contact Person followed by pressing the “Get details from CKO System(s)” in the Account Mapping screen of CDS. This will auto-fill all the related fields from CP in CDS.
- IV. Input the CRF related fields in CDS
- V. Subscribe for IVR/Web Services/alerts in CDS
- VI. Save and Post the new A/c in CDS
- VII. Undertake the tagging process in KIS



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Notes:

- Till the time UKN is issued, clients will not be able to open multiple accounts in CDS.
- Details once posted on CP, NCCPL will not allow any updation/correction in data entered in CP
- Any subsequent updation in KYC related fields shall be processed through KIS of NCCPL
- Any subsequent updation in CRF related fields shall be processed directly in CDS of CDC.
- **Contact Person:** In an Individual account, Contact Person shall not be the person other than the Main Applicant, any one of the Joint Applicants or their Attorney
- UKN will be issued to the client after successful completion of KYC process by NCCPL. During this process client will be allowed to open one CDS Account and undertake trading on basis of information provided through CP.
- It is mandatory that mobile number is in the name of respective Account Holder.
- In case of Joint account IBAN details of the Principal Account Holder are required to be provided that will be auto populated.

1.3. For tagging of existing Accounts (i.e. account opened before the roll out of CKO regime) with UKN:

- I. Participant shall obtain duly KYC Form from the client.
- II. Perform Biometric verification as per NCCPL procedures (if applicable).
- III. Enter the data in KIS using information as mentioned in KYC Form.
- IV. After the issuance of UKN by NCCPL, access existing account in update form. Enter UIN and UKN in CDS and select the Contact Person CDS followed by pressing the “Get details from CKO Systems” in Account Mapping screen in CDS. This will auto-populate all the required information from KIS in CDS.
- V. CRF related fields are required to be updated in CDS.
- VI. Save and Post the updation in CDS.

2. Guidelines for Updation in CDS Accounts:

2.1. For Accounts Opened after the roll out of CKO Regime:

For sub-accounts opened under the CKO Regime, updations in account details will be executed in the following manner:

KIS Related Fields:

- All KYC Form related details will be updated by the respective Participant in KIS
- The updated information once approved by NCCPL will be automatically transmitted to CDS from KIS that would be updated in all the active accounts (maintained by all Participants) of the respective UIN holder having the UKN tagged in CDS.

CRF Related Fields:

- All CRF related fields will be updated by the respective Participants directly in CDS.



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- Updation rights through a request letter signed by authorized personnel will need to be obtained from CDC for the following two types of updations:
 - Salutation Prefix
 - Repatriation Status

2.2. For Accounts Opened before roll out of CKO Regime:

Updations is existing accounts will be performed as per existing practice.

However, following changes need to be incorporated in existing at the time of updation:

- Mandatory selection of Nationality for account holders having residential status other than Pakistani in CDS via a drop-down menu wherein, the values of Nationality can be selected from the options available.
- Selection of “Contact Reference” in the Account Details tab from a drop-down list for selection of the contact person while updating an existing account. Following options are available for selection in the Contact Person field:
 - Principal
 - Attorney
 - Joint Holder1
 - Joint Holder2
 - Joint Holder3