

# **The CDS Guideline – Nomination**

**July 2024**

**User Guideline for Individual Investors e - Nomination Process**



**Central Depository Systems (Pvt) Limited**

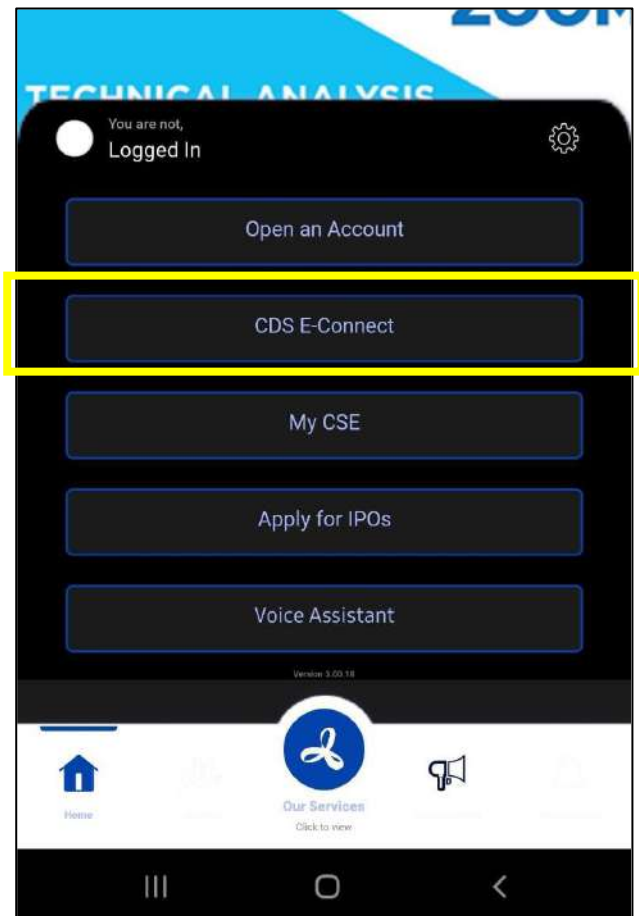
**CONVENIENT : DEDICATED : SECURE**

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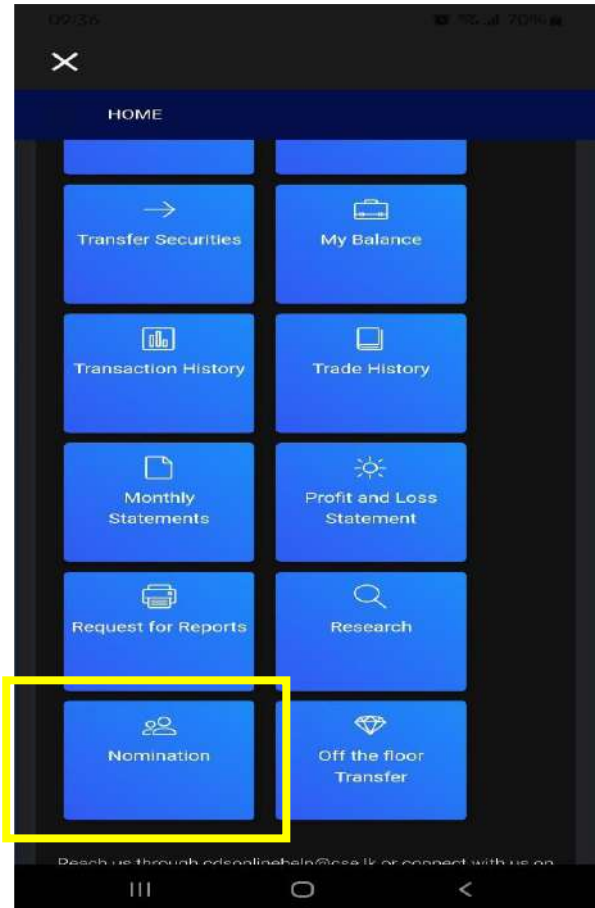
# 1 Electronic Information Capture Form Submission for Nominations via CDS eConnect (for CDS Account Holders)

The CDS accountholders should submit the form through the “CDS eConnect” in the CSE mobile app. If the user still not subscribed to the CDS e connect facility, user can download the CSE mobile app from App store for IOS or from Google Play for Android and register for the CDS e connect facility.

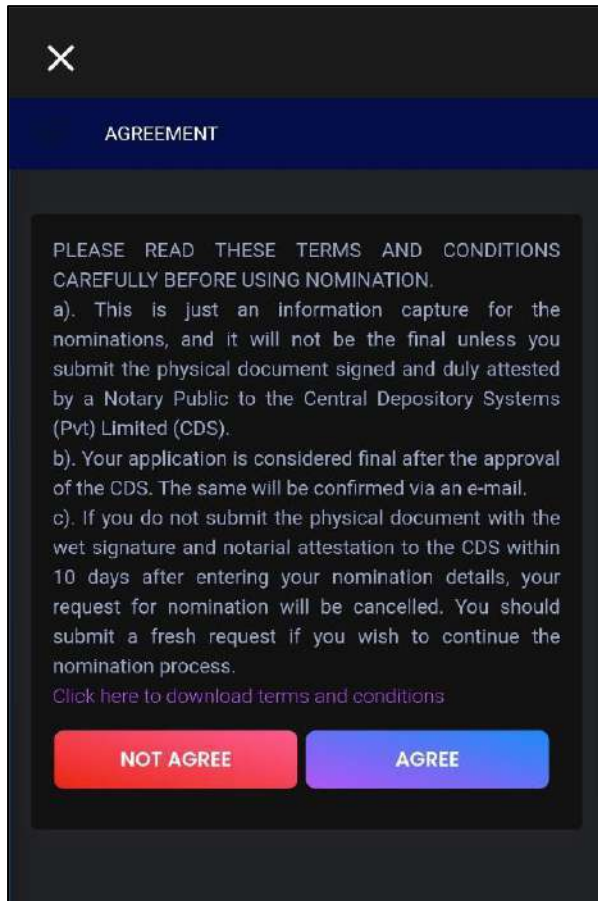


Once the user subscribed to the CDS e connect facility, then the user will be directed to the CDS eConnect home page.

Once scrolled down in the menu, at the bottom of the options, “**Nomination**” will be shown. Click on the “Nomination” option to proceed.



Once the user clicks on the “Nomination” option, the agreement applicable to the nominations will be displayed. There is an option to download the detailed terms and conditions as well. Make sure to read these before clicking on the “Agree” option.

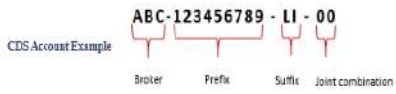


Once the user clicks on the “**Agree**” option user will be able to proceed further and if the user click “Not Agree” user will be exit the form.

Once the “Agree” option is clicked, user will be directed to this information capture form.

This is your CDS account number. Please select the applicable option from the dropdown.

CDS Account



Please enter the details of your Nominee(s).

Nominee CDS Account

Title

Initials

Names Denoted by Initials

Surname

Address Line 1

Address Line 2

Address Line 3

Town

District

Country

Identification Proof

NIC No

Percentage for which Nomination is made (%)

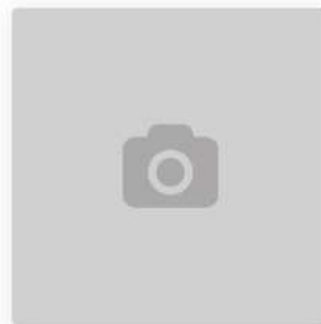
Please Upload supporting documents

Front view of the NIC



Capture Image

Rear view of the NIC



Capture Image

ADD

| Reference No | Nominee No | CDS Account | Nominee Account | Title | Passport No | Surname | Name with initials | Adress 1 | Adress 2 | Adress 3 | Town  | District |
|--------------|------------|-------------|-----------------|-------|-------------|---------|--------------------|----------|----------|----------|-------|----------|
| 381          | 1          |             |                 | MR.   | T.          | TEST2   | TEST               | TEST1    | TEST2    | TEST3    | TEST4 | COLOMBO  |

Nomination Form For Signature [Download](#)

Declarations [Download](#)

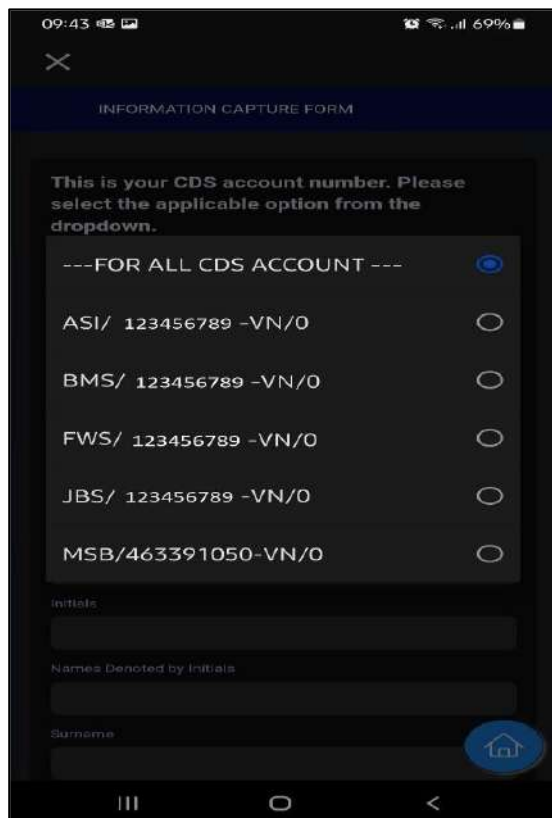
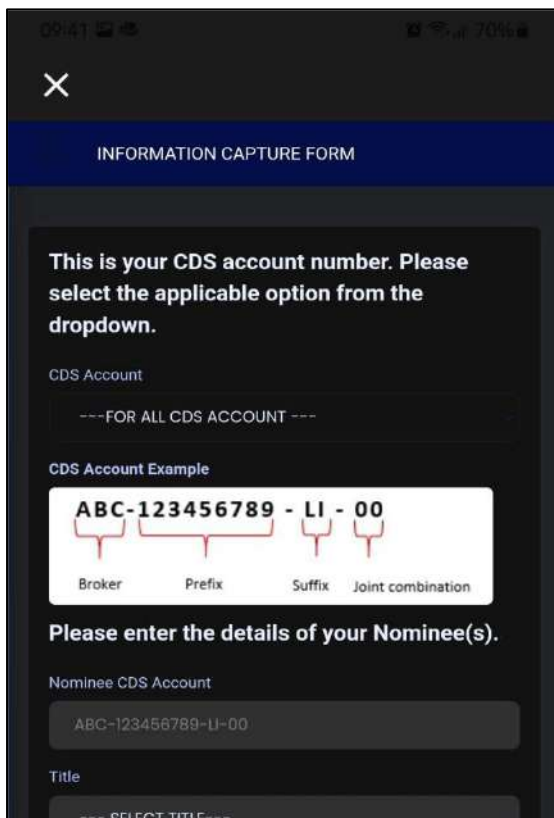
Terms and Conditions [Download](#)

I read and understood both Declarations document and Terms and Conditions document before using nomination

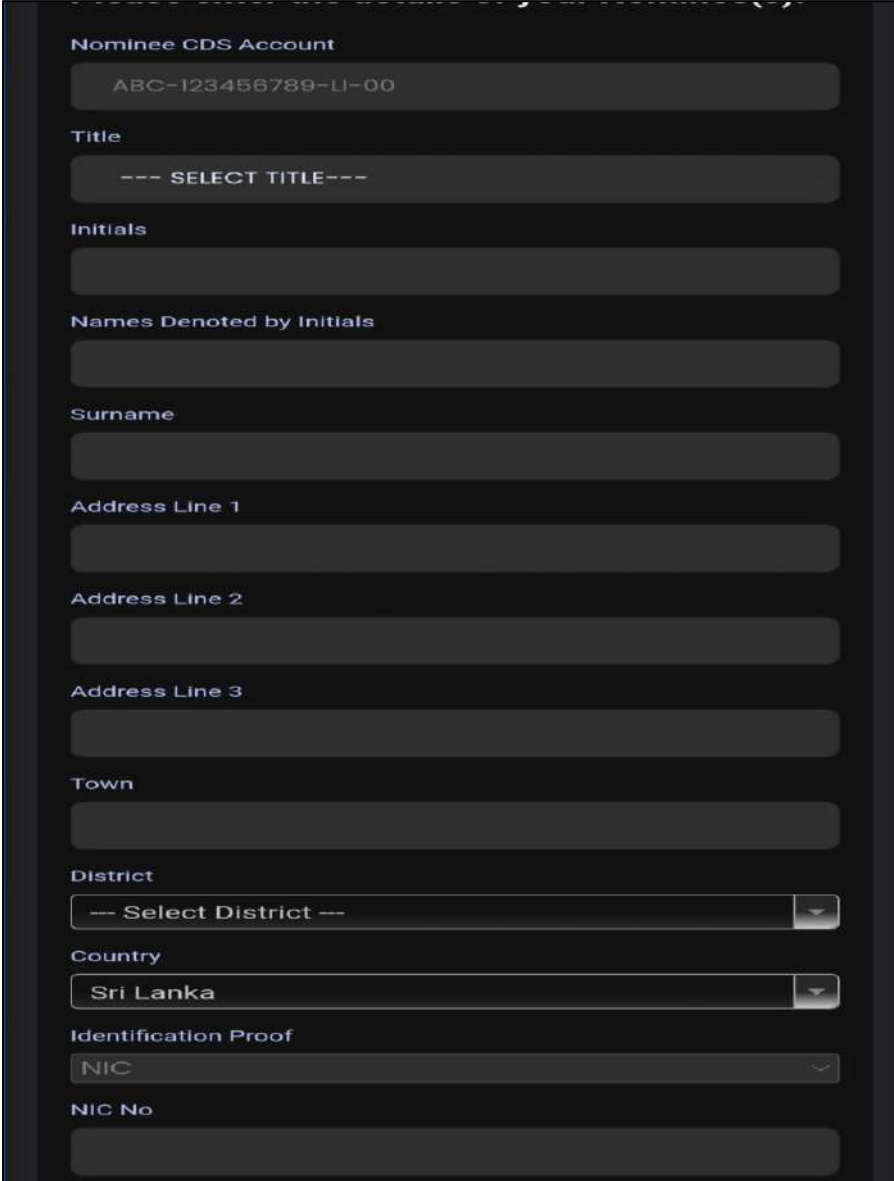
I understand and accept that,

- This is just an information capture for the nominations, and it will not be final unless I submit the physical document with the wet signature and notarial attestation to the CDS.
- My application is considered final after the approval of the CDS.
- If I do not submit the physical document with the wet signature and notarial attestation to the CDS within 10 days after entering my nomination details, my request for nomination will be cancelled and that I should submit a fresh request if I wish to continue the nomination process.

On the information capture form, there is a field to select whether the nomination is applicable for **all CDS accounts** or for **a specific CDS account** from the dropdown as shown below.



After selecting the CDS account option, please scroll down and complete the Nominee information. If the user wishes to nominate more than one person, please fill in the information of the **1<sup>st</sup> nominee**.



The image shows a dark-themed form for entering nominee information. The fields are as follows:

- Nominee CDS Account:** Text input field containing "ABC-123456789-LI-00".
- Title:** Dropdown menu with the placeholder text "--- SELECT TITLE ---".
- Initials:** Text input field.
- Names Denoted by Initials:** Text input field.
- Surname:** Text input field.
- Address Line 1:** Text input field.
- Address Line 2:** Text input field.
- Address Line 3:** Text input field.
- Town:** Text input field.
- District:** Dropdown menu with the placeholder text "--- Select District ---".
- Country:** Dropdown menu with "Sri Lanka" selected.
- Identification Proof:** Dropdown menu with "NIC" selected.
- NIC No:** Text input field.

If there is **more than one nominee**, include the **percentage of shares assigned to the nominee** whose information have filled above. Attached nominee NIC/Passport images and click on the “ADD” option below the image uploads. **If there are multiple nominees, users can now proceed to add the information of the 2<sup>nd</sup> nominee, the same way as before.**



Percentage for which Nomination is made (%)

Please Upload supporting documents

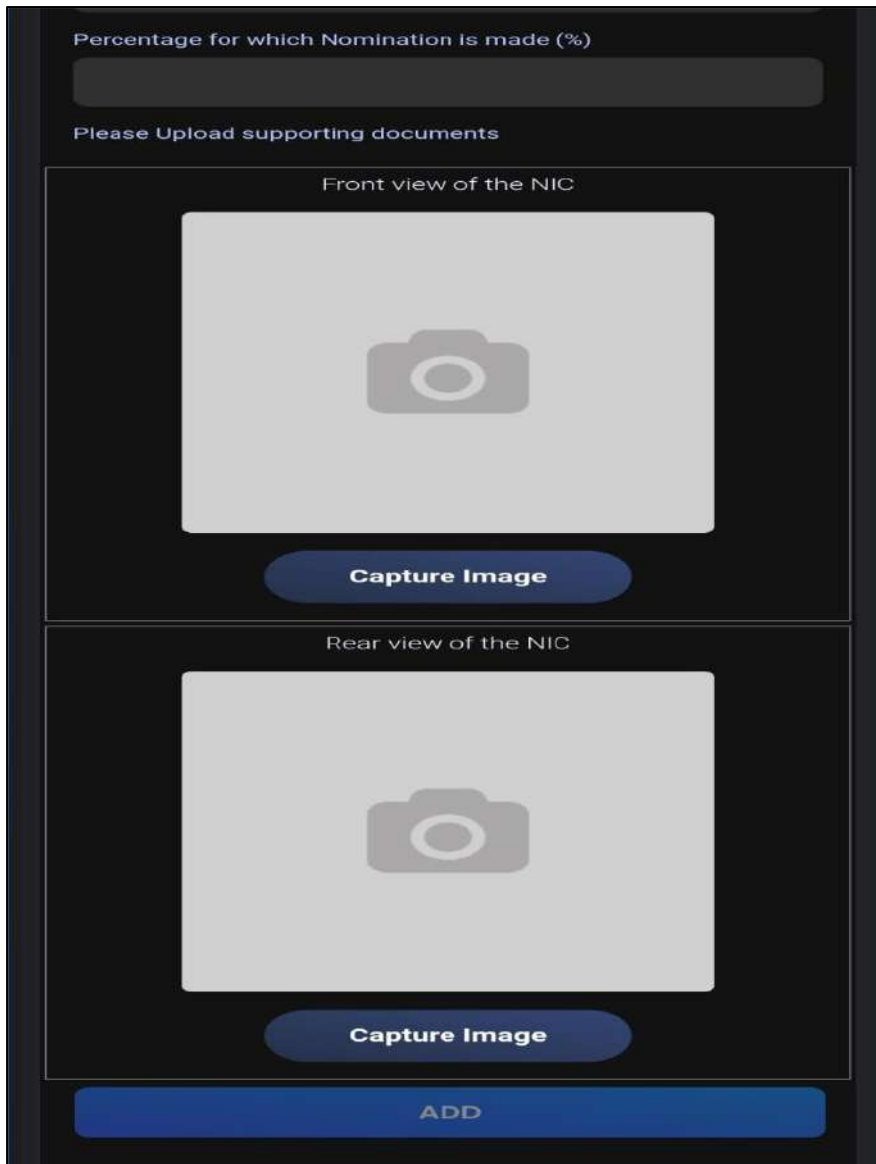
Front view of the NIC

Capture Image

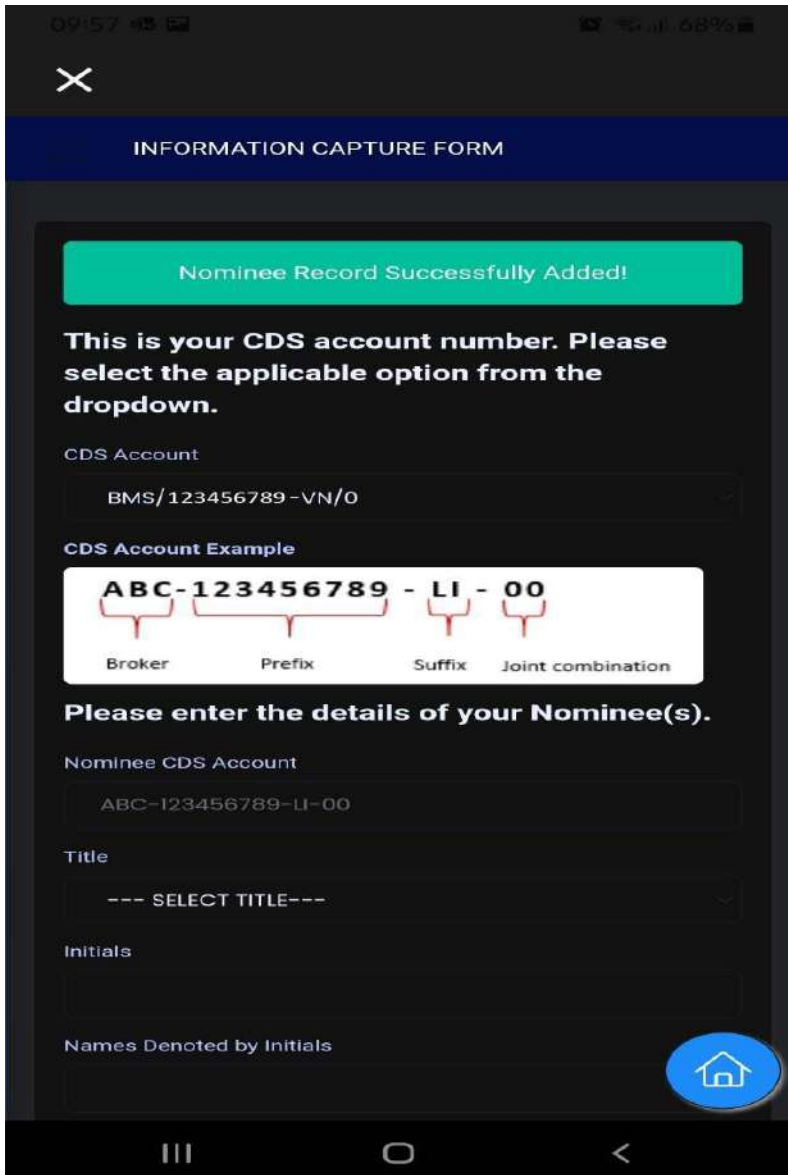
Rear view of the NIC

Capture Image

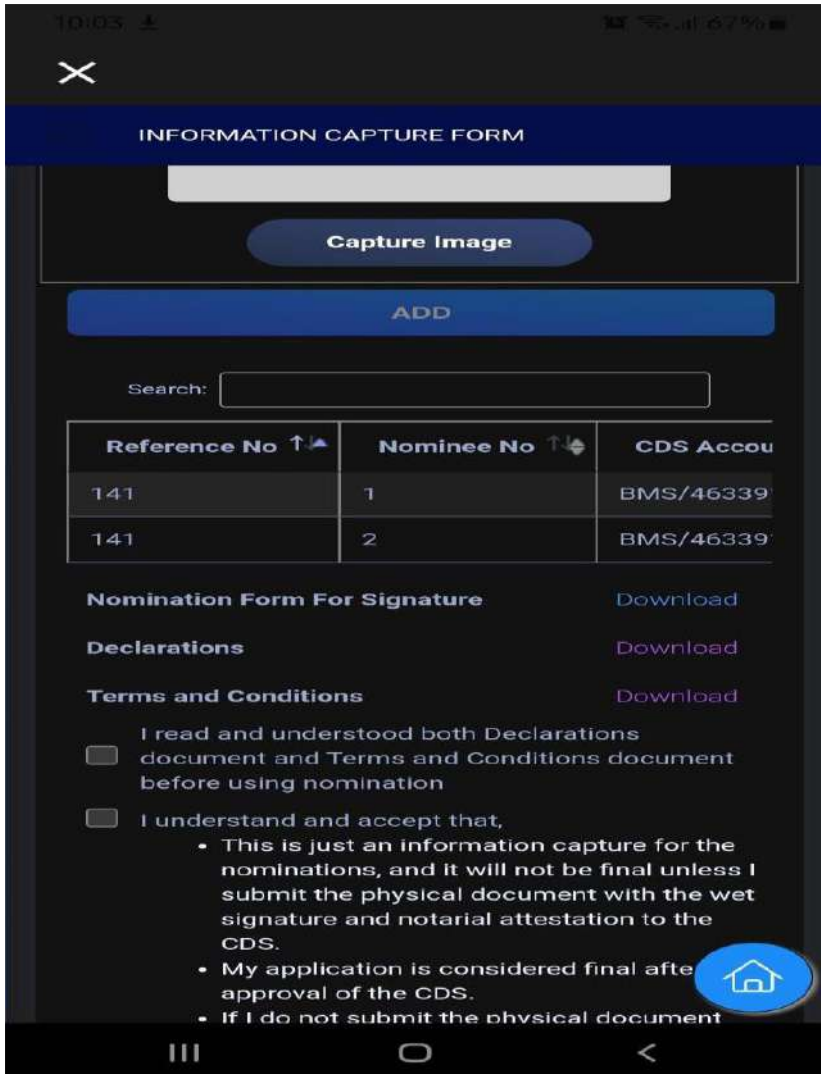
ADD



Once a nominee record is added, a green color confirmation message, on top of the screen, as shown in the below screen shot. After that users can continue to enter the details of the next nominee in this form.



Added nominee details will be shown here, in a table, at the bottom of the screen. Below this table, are the Declarations & Terms & Conditions. Users can download these and read them carefully. After reading the T&C, please tick the statements and click on the submit button at the bottom of the screen.



After successful submission of the form, users will be able to **download a PDF** form similar to the below. (**PDF form is available in the CDS eConnect Nomination option, under the table with your nominee info**)

A duly completed hard copy of the PDF form should be **sent to the CDS within 10 days** upon submitting the electronic information capture form, for the Nomination to be accepted and recorded by the CDS.



THIS FORM SHOULD BE SIGNED BY THE CDS ACCOUNT HOLDER (NOMINATOR) IN FRONT OF A NOTARY PUBLIC AND HANDED OVER TO THE CENTRAL DEPOSITORY SYSTEM (PVT) LIMITED WITHIN 10 DAYS OF 2022/05/10 FOR THE NOMINATION INFORMATION ENTERED THROUGH CDS ECONNECT TO BE VALID.

**NOTICE OF NOMINATION UNDER SECTION 544 OF THE CIVIL PROCEDURE CODE**

**PART A – DETAILS OF NOMINATOR**

- (a). CDS Account Number(s) :- BMS/463391050-VN/0
- (b). Name of the CDS Account Holder :- MR. SARATH CHANDRA MOHOTTI
- (c). Correspondence Address :- 236/1, KUDA BUTHGAMUWA, KOTIKAWATTA, ANGODA

I, presently residing at the above address, and the legal owner of the securities held in the aforesaid Securities Account(s) wish to make a nomination pertaining to all securities held in the said Securities Account at the time of my death and do hereby nominate the person/s under Section B of this form in whom all rights and obligations in respect of the above-mentioned securities belonging to me shall vest in the event of my death.

I hereby authorize to transfer the securities deposited in my aforesaid CDS Account(s) to the nominee(s) named under Section B of this form in the event of my death and I understand that such nomination shall take effect upon my death. Any Nomination made by me prior to this nomination is hereby revoked.

The nominee/s and I, the nominator, acknowledge and agree (which acknowledgement and agreement shall, on my death be binding on my estate) that the CDS shall not be responsible or liable howsoever in respect of any loss or damage whatsoever arising out of or in relation to any transaction that is carried out prior to receipt by the CDS of notice of my (nominator) death.

Accordingly, the nominee/s and I, the nominator, shall keep the CDS freed and indemnified against any loss or damage whatsoever arising howsoever arising, howsoever from or in connection with the nomination made aforesaid including from any act or omission by the nominee/s and/or a participant prior to receipt of notice of death of the nominator by the CDS.

I hereby undertake to forthwith notify the CDS in writing of any revocation made in respect of the nomination/s made aforesaid.

I hereby understand and acknowledge that the execution of this Nomination as requested hereby shall be subject to the final approval of the Company Secretaries/Registrars of the Listed Companies in which I hold shares at the time of my death.

I understand and accept that, I have electronically completed an information capture form for the nomination, and such nomination shall not be final and conclusive unless I submit this physical document with the wet signature and notarial attestation to the CDS. Submission of nomination is considered final after the approval of the CDS.

**PART B – DETAILS OF NOMINEE/S**

**1. Nominee 1**

- (a). CDS Account No :- JKB-1-VN-0
- (b). Full Name of the Nominee :- TEST. TEST TEST
- (c). Residential Address :- TEST, TEST, , COLOMBO, SRI LANKA
- (d). National Identity Card/Passport Number :- 123456789123
- (e). Percentage for which nomination is made :- 50%

**2. Nominee 2**

- (a). CDS Account No :- SMS-66995-LI-0
- (b). Full Name of the Nominee :- TEST. TEST TWO TEST
- (c). Residential Address :- TEST, TEST, , COLOMBO, SRI LANKA
- (d). National Identity Card/Passport Number :- 123556789012
- (e). Percentage for which nomination is made :- 50%

**Nominee 1 NIC Document**



Front of NIC



Back of NIC

**Nominee 2 NIC Document**



Front of NIC



Back of NIC

-----  
Signature of the Nominator & thumb impression  
(to be placed before the witnesses and Notary Public)  
Signature of two witnesses;  
Name and Addresses of witnesses:

-----  
Date  
  
Signatures & thumb impression:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_  
  
2. \_\_\_\_\_

**ATTESTATION**

I, ..... Notary Public of  
..... in the Judicial Zone of  
..... do hereby certify and attest that the foregoing  
Nomination having been read and explained by me, the said notary, to the Nominator **MR.**  
: (holder of NIC No.....) who has signed illegibly  
and affixed his/her thumb impression of right/left hand in the presence of  
..... (Holder of NIC No  
.....) and .....  
(holder of NIC No.....) of the aforementioned addresses, the subscribing  
witnesses hereto, and who signed illegibly and affixed their thumb impressions of right/left hands respectively,  
and the same was signed by the said Nominator, the said witnesses and also by me the said Notary, in my  
presence in the presence of one another, all being present at the same time on the..... day of  
T w o T h o u s a n d a n d T w e n t y ..... (2 0.....) a t  
.....

I further certify and attest that I have checked the identities of the Nominator and witnesses by inspection of  
their National Identity Cards prior to the execution of the Nomination.

And I further certify and attest that the Nominator was in good and sound mind to execute the Nomination.

And I also certify that I have renewed my license for the year.

I further certify and attest that **MR. RAVINDRA ERLE RAMBUKWELLE** has been nominated.

- 1. MR.
- 2. MR.

as the nominee/s to receive and the securities as mentioned in Part A of this form.

WHICH I ATTEST

**NOTARY PUBLIC**

