



## ISE Securities & Services Limited

Corporate Office : 6th Floor, 601, "Dakshna" Next to Raigad Bhavan, Sector-11, CBD-Belapur,  
Navi Mumbai - 400614, Tel : (022) 61829500, Fax: (022) 61829547, e-mail : [helpdesk@iseindia.com](mailto:helpdesk@iseindia.com)  
Internet URL : <http://www.isesec.com>, Investor grievance e-mail : [invgrieviss@iseindia.com](mailto:invgrieviss@iseindia.com)



CIN: U67190MH2000PLC12370

Ref: 14-15/ISS/CNS/031/3698/KS  
July 28, 2014

### All Registered Intermediaries of ISS (RIs)

Dear Sir / Madam,

### Sub. : Implementation of Common Contract Note with effect from August 01, 2014.

This has reference to the various circulars of NSE / BSE / SEBI regarding the implementation of Common Contract Note with effect from 1<sup>st</sup> August 2014. Circulars attached for your reference.

Consequently, Common Contract Notes are to be issued with effect from August 01, 2014 as per the format specified in Exchange circular NSE/INSP/25030 dated November 18, 2013.

In view of the above and to meet with compliance requirement of regulators, ISS will issue common contract Note across CM, F&O and CD segments and across all exchanges with effect from August 01, 2014.

Members issuing Physical Contract Note (PCN) to their clients are requested to obtain PCN from HO / Branches and test print the common contract note and check the alignment.

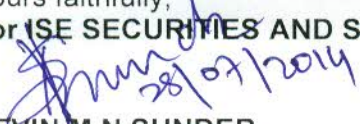
The new common contract note are available for testing on July 30, 2014 at <http://121.241.81.235/isparcv4/> under Trading >>> Reports >>> Common ECN for the trades done on July 15, 2014.

Please note that old contract note will not be available with effect from August 01, 2014

For any further clarifications, you may contact the under-signed or **Mr. Ashok Mishra** at, [cns@iseindia.com](mailto:cns@iseindia.com) Tel. No's. 022-61829540, 61829541 or your relationship Managers.

Thanking you,

Yours faithfully,  
For ISE SECURITIES AND SERVICES LTD.

  
KEVIN M N SUNDER  
Senior Manager, CNS Department.

Encl.: As Above.

### ISE Securities & Services Limited

BSE:INB011077733 (Equities Segment), NSE:INB 231077731 (Capital Market Segment), INF 231077737 (Equity Derivatives Segment), INE 231077737 (Currency Derivatives Segment), MCX-SX:INE 261077737 (Currency Derivatives Segment)

Registered Office: International Infotech Park, Tower No. 7, 5th Floor, Sector-30, Vashi, Navi Mumbai-400 703. Tel : (022) 6794 1100 / 2781 2056-6

**NATIONAL STOCK EXCHANGE OF INDIA LIMITED**

<b>DEPARTMENT : INSPECTION</b>	
Download Ref.No.: NSE/INSP/27155	Date : July 16, 2014
Circular Ref.No.: 190/2014	

To All Members

**Sub : Clarification on the Format of Common Contract Note**

This is in continuation to Exchange circular NSE/INSP/25030 dt. November 18, 2013 regarding the format of common contract note and our subsequent circulars NSE/INSP/26233 dated March 20, 2014 and NSE/INSP/26834 dated May 30, 2014 for the extension of the timeline for implementation.

Based on the feedback and representations received from the Members and in consultation with SEBI and other Exchanges, we are pleased to issue clarifications regarding the implementation of the Common Contract Note. The same is attached as **Annexure-A**. The clarifications on Brokerage, Statutory & Regulatory Levies issued vide our earlier circular NSE/INSP/23739 dated June 24, 2013 is again reproduced as **Annexure-B** for your reference.

Members are hereby requested to take note of the same and comply with the revised format with effect from **August 01, 2014**.

In case of any clarifications, Members may contact our below offices:

<b>CENTRE</b>	<b>CONTACT NO.</b>	<b>E MAIL ID</b>
<b>Ahmedabad</b>	079-49008612	inspectionahm@nse.co.in
<b>Chennai</b>	044-28479915 / 17	Inspection_CRO@nse.co.in
<b>Delhi</b>	011-23459143/146	Delhi_Inspection@nse.co.in
<b>Kolkata</b>	033-40400411 / 406	Inspection_Kolkata@nse.co.in
<b>Mumbai</b>	022-25045224 / 227	compliance_wro@nse.co.in

**For and on behalf of  
National Stock Exchange of India Limited**

Rachana Bhusari  
Chief Manager

Encl:

1. Clarification on Common Contract Note as Annexure-A
2. Clarification on Brokerage, Statutory & Regulatory Levies & Charges as Annexure-B
3. Format of Common Contract Note as Annexure-C.

<b>Telephone No</b>	<b>Fax No</b>	<b>Email id</b>
1800 2200 51	+91-22-26598194	compliance_assistance@nse.co .in

**CLARIFICATION ON THE COMMON CONTRACT NOTE**

1. The contract note should mandatorily be in the revised format intimated vide Exchange circular NSE/INSP/25030 dated November 18, 2013. The same is again enclosed for your reference as **Annexure-C**.
2. Members may opt to issue a single consolidated contract note or issue separate contract notes for different segments/Exchanges as the case may be.
3. In case of Institutional clients, the existing format and practice of issuing contract notes through STP may be continued.
4. The following clarifications may be noted for issuance of the revised format of contract notes:-
  - a. The contract note shall be printed and issued in a readable font. The same need not be on a pre-printed stationary.
  - b. In case of multiple Exchange memberships, all SEBI registration numbers are required to be mentioned where consolidated contract notes are issued.
  - c. Serial Number of the contract notes issued in the revised format shall commence from the first trade executed on the date of initial issue in the new format. In case the Member does not opt for consolidated contract note, they may continue with the current serial numbers.
  - d. Where Back office trading code of a client is different from the UCC of such client that is uploaded to the Exchange, such Exchange and Segment wise back office code shall be separately mentioned in the table provided.
  - e. In case a client has different Exchange wise & segment wise UCC, the same shall be mentioned by inserting an additional row in the table for capturing the trading and back office code.
  - f. Exchange-wise rows for Brought Forward Position in case of Derivatives segment shall be optional and in such case the document shall be called Contract note and not Contract Note cum Bill.
  - g. Where column for Brought Forward Position are not shown, column for “closing rate per unit (only for derivatives)” shall be removed from the common contract note format.
  - h. Securities Transaction Tax (STT) and Service tax amounts shall be mentioned as a consolidated figure on the Contract note. Members may also provide details of STT trade wise in the contract notes. However details of trade wise STT shall be provided by the Members on an annual or periodic basis to clients on their specific request if the same is not provided in the contract note or along with the contract note.
  - i. In case of any square off trade/s executed by the Trading Member, pursuant to margin calls being made to the client and the client failing to comply with them, the remark column in the contract note shall indicate the same against such trades.