

Ref: 08-09/ISS/ **802** /KS
June 17, 2008

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**All Registered Intermediaries of ISS
Administrators/ Executive Director of Participating Exchanges, Co-ordination Officers at
Participating Exchanges/ Regional Administrative Offices**

Dear Sir / Madam,

Sub: POA Account Activation for only ONE BO ID.

It has been observed that few members, while providing POA to Custody department provide multiple POA account which causes inconvenience to Client Registration department. Please be informed that for auto payin of trades done in ISS only one account ISE can be made available for the above facility. If clients have given more one POA of different BO ID in the same client code, he should specify the default BO ID. Please note that ISS will not be held responsible for any auction done for shortage in payin.

The Registered Intermediaries who wish to avail the facilities of activating POA are required to ensure the following procedures.

1. Power of Attorney (format enclosed) to be franked on Rupees 100/- stamp paper.
2. The franking date should be clearly visible on the POA.
3. The Date of Agreement on the Power of Attorney to be kept blank.
4. The Registered Intermediaries should fill up the client's name and addresses in Capital Letters as per DP records.
5. The Beneficiary Account No. (BO-ID) with the Central Depository Services Limited (CDSL) should be (16 digit) clearly written by the client.
6. The client should sign on the Power of Attorney wherever handwritten are mentioned.
7. In case of any correction in the POA the client should counter sign.
8. Place and date at the end of Power of Attorney to be written correctly.
9. The name, address and signature of the witness are to be filled correctly by the client.

Once CRD receives the POA and complete in as aspects as per our below check list (enclosed for your reference) same will be provided to the DP for verification and activation at DP end. Once DP activates and gives us the confirmation same would be applied in the ISS Custody department. Custody department will in turn send the concerned Sub-broker with an email indicating the Settlement No. from which the POA mode of PAY-IN obligations is considered. So Sub-Broker should continue the DIS way till such confirmations are received. Approximate time consumed on this process is 2-3 days on receipt of POA at CRD.

Some of the common errors noticed by ISS

1. Two POA provided of different BO ID in same client code.
2. Signature mismatch on POA with the records of ISE DP.
3. 2ndholder's signature not available in the POA. All holders should sign.
4. Date of activation given of the date prior to franking date.
5. Franking not visible.
6. Power of Attorney given on plain paper (Not franked).
7. Details not filled in POA.
8. Client's Signature not available in the POA.
9. Witnesses Signature not available in the POA.
10. BO-ID No. not mention.

Yours faithfully,
For ISE SECURITIES & SERVICES LTD

Kevin M. N. Sunder
Head, Client Registration