

Ref: 09-10/ISS/ 697 /KS  
June 22, 2009

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

Dear Sir,

**Sub: Client code Modification / Request for change of code in the back office.**

It is observed that some of our members are resorting to client code modifications quite frequently and in many cases total change of client. In this regard in continuation to our earlier circular Ref. No.08-09/ISS/3012/KS dated March 24, 2009, (Copy attached for your reference) we wish to inform that client code modifications should be carried out only in rare cases arising out of punching errors and other genuine mistakes etc. In order to discourage misuse of this facility the Board of Directors of ISS in its meeting held June 17, 2009 have decided that a penalty of Rupees one thousand only (Rs.1000/-) would be levied with effect from month beginning 1st July 2009 for each additional client code modification in excess of 5 (Five only) carried out during the month apart from any other penal action in cases of misuse of this facility.

In compliance of guidelines of auditors of NSE / BSE and SEBI, ISS will take adequate checks, balance and internal controls for client modifications in our back office system. We request our members to take note of the following:

1. Client code modification is allowed between 3.40 p.m. to 4.00 p.m. in BSE segment and NSE segment between 3.40 p.m. to 4.20 p.m.
2. It is the responsibility of the sub-broker to check the effects of code modification in ODIN and Class IBOS.
3. ISS will not entertain any code modification request directly from the sub-brokers after the stipulated hours which are not permissible as per NSE BSE Compliance.
4. No claims are entertained whatsoever once the final contact notes is generated.
5. ISS will also check the genuineness of the client code modification with value of client code which have been modified and levy penalty charge accordingly.

We request all members to take note of the above changes and incase you require any clarification you may contact the undersigned on 9323189537 at custody@iseindia.com or on landline 022 6794 1115.

Thanking you,

**Yours faithfully,**

**For ISE SECURITIES & SERVICES LIMITED**

**Kevin M. N. Sunder**  
**HEAD CUSTODY DEPARTMENT**