

Ref.: 10 -11/ISS/ 4627/CMC  
November 23, 2010

To:  
**All Registered Intermediaries of ISS**

Dear All,

**Sub.: Pay in of funds**

It is observed that the members are not entering the correct cheque numbers while entering pay-in of funds in our iSPARC. Members are requested to strictly comply with the following:

1. Cheque numbers are mandatory for fund payin entry as per the provision provided in iSPARC.
2. There should not be any prefix, while entering the cheque number Eg. Cheque number is 12345 **should not start** with 012345.
3. Amount entered in iSPARC should exactly tally with the actual cheque amount.
4. In the case of NEFT the cheque number column '0' to be entered
5. In the case of RTGS the cheque number column, please fill with UTR number.

If you follow the above instructions, you will get credit immediately and we can save lots of our time.

If any clarification kindly contact Ms. Mayuri Marathe on 67941161 or your Relationship Managers (RMs) at 022-67941163, 67941168 and 67941118.

Thanking you,

Yours faithfully,  
**For ISE SECURITIES AND SERVICES LTD.**

C. M. Cheriyan  
Head Finance