

Ref: 11-12/ISS/742 /KS
September 13, 2011

All Registered Intermediaries of ISS (RIs)

Dear Sir / Madam,

Sub. : Issuance of Contract Note to clients are optional for sub-brokers.

ISS is presently issuing contract notes to clients in the following ways:

1. Daily the Electronic Contract Notes (ECN) are sent to end clients who have provided valid e-mail id's.
2. ISS issues Physical Contract Note (PCN) to the clients, wherever the ECN have not been delivered or bounced.
3. Daily, ISS sends trade confirmation note via SMS and e-mail to all traded clients in all segments.
4. Clients can view and take print out of the Contract Notes from the back office software of ISS (iSPARC) under Customer Care with unique client code and password.
5. Clients can also view and take print out of Contract Notes from ISS website at www.isesec.com through a secured login under unique client code and password.

In view of the above, ISS compliance requirements of sending Contract Notes to clients are met. Hence, Sub-brokers sending Physical Contract Note (PCN) to their client are made optional.

Sub-brokers who wish to send PCN to clients are requested to provide the list of their authorised signatories to ISS. (in case corporate). Please note that contract note should be duly signed by the authorised signatory and any change in authorised signatory should be intimated to ISS immediately.

Sub-brokers who are sending PCN contract note should send duplicate Contract Note copies **to ISS HO ONLY** duly bounded in all segments separately before 10th of Every month with proof of delivery (POD). i.e. Clients signature should be on the contract note issued or Courier received receipt from the client with signature.

Members are requested to update client's full postal address, valid e-mail id and active mobile Numbers in iSPARC with consent letter from the clients for the issuance of Contract Note by ISS.

For any further clarifications, you may contact the under-signed or Mr. Datta Jogdand, custody@iseindia.com Tel. No's. 022-67941109, 67941138 or 67941115

Thanking you,
Yours faithfully,

For ISE SECURITIES AND SERVICES LTD.

KEVIN M N SUNDER

Senior Manager, Head Custody Department