



## ISE Securities & Services Limited

**Corporate Office :** 6th Floor, 601, "Dakshna" Next to Raigad Bhavan, Sector - 11, CBD - Belapur, Navi Mumbai - 400 614, Tel : (022) 61829500, Fax : (022) 61829547, e-mail : [helpdesk@iseindia.com](mailto:helpdesk@iseindia.com)  
Internet URL : <http://www.iseindia.com>, **Investor grievance e-mail :** [invgrieviss@iseindia.com](mailto:invgrieviss@iseindia.com)  
CIN : U67190MH2000PLC123707



Ref: 17-18/ISS/CNS/ /KS/70/6370

December 1, 2017

All Registered Intermediaries of ISS (RIs)

Dear Sir / Madam,

**Sub.: CONTRACT NOTES SHOULD BE SIGNED BY AUTHORISED ISS OFFICIALS ONLY.**

ISS is presently issuing Contract Notes to Clients:

1. Daily the Electronic Contract Notes (ECN) are sent to end clients who have provided valid e-mail id's.
2. Daily, ISS sends trade confirmation via SMS and e-mail to all its traded clients.
3. Through their Intermediaries 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.
4. Clients can also view and take print out of Contract Notes from ISS website at [www.iseindia.com](http://www.iseindia.com) through a secured login under unique User Id and password.

It is pointed out by NSE to ISS that during their Inspection at our sub-brokers office, some of our sub-brokers are still signing on the Pre-Printed Contract Notes while giving the print copies from ISS Back Office to their Clients.

As the Contract Notes are to be signed only by ISS officials whose names mentioned in the Contract Notes, all Registered Intermediaries/Trading Members of ISS (RIs) are hereby requested not to Sign on the Contract Notes while giving the print copies to Clients.

If any Client requests for a signed copy, you may take the print-out from back office under Trading >>> Reports >>> Common DCN wherein duly signed Contract Notes is readily available or may approach ISS.

We once again request all Registered Intermediaries Not to Sign on the Physical Contract Notes (PCN).

Members/Clients are encouraged to update the latest e-mail Id, Mobile Numbers and Aadhar Number with ISS

For any further clarifications, you may contact the under-signed or Ms. Nayana K, at [cns@iseindia.com](mailto:cns@iseindia.com) Tel. No's. 022-61829540 or 61829541

Thanking you,

Yours faithfully,

For **ISE SECURITIES AND SERVICES LTD.**

  
**M N KEVIN SUNDER**

Senior Manager, Head CNS Department

### ISE Securities & Services Limited

BSE:INB011077733 (Equities Segment), NSE:INB 231077737 (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) 2781 2056