

Procedure to be followed for opening Client Unpaid Securities Account (CUSA)

A) Process for making an application for new CM-BP-ID for Clearing Members (CMs) in respect of CUSA:

1. For opening of CUSA, the Clearing Member (CM) will be required to make an application to NSDL Participant.
2. CMs will be required to open separate CM account for CUSA in respect of each Clearing Corporation and NSDL will provide separate CC wise CM-BP-ID to CMs. NSDL shall use the existing CM Code/ID (assigned to CMs by Clearing Corporations) for opening of CUSA pool account.
3. The CM will submit request letter to Participant for obtaining new CM-BP-ID for opening CUSA account in the format as enclosed below at **Annexure A**.
4. If the existing CM is registered on SPEED-e and the CM wish to opt for SPEED-e facility for operating the CUSA, then the CM will provide the confirmation to Participant as mentioned in **Annexure A**.
5. Based on the aforesaid request received from CM, Participant will send consolidated excel sheet containing the CM details for opening of CUSA as per format prescribed at **Annexure B** to NSDL on Email ID viz., ccinterface@nsdl.co.in. As per the confirmation received from the Participant through aforesaid email, the new CM-BP-ID for CUSA would be activated in NSDL DPM system using the details of existing CM Pool account maintained in NSDL depository system.
6. The details of CUSA pool account would be forwarded to the Participant for opening of CUSA.

B) Application for opening CUSA account in DPM system by Participant:

1. CM will be required to make an application to Participant for opening of CUSA by submitting the application form as enclosed at **Annexure A**. If CM is opening the CUSA with the existing Participant, then no additional documents will be required to be enclosed along with the application form. However, if CM opts to open CUSA with any other Participant, then CM will be required to follow the process of CM account opening prescribed in NSDL Master Circular on Account opening. Participants are advised to maintain the aforesaid forms with them and make provision to produce the same as and when required by NSDL.
2. If CM is opening the CUSA with the existing Participant, based on the aforesaid Annexure A submitted by CM the Participant shall open CUSA in Local DPM system

using the CM BP ID provided by NSDL. The Participant shall use the following details of existing CM while opening of CUSA in Local DPM system:

- a. Client Details viz., PAN, Address etc.
- b. Financial Details
- c. Signatory Details

(To be provided on the letterhead of Clearing Member applying for CUSA)

Annexure A

To,

<Participant Name>

Subject: Request for opening Clearing Member (CM) for Client Unpaid Securities Account (CUSA)

Madam / Dear Sir,

With reference to captioned subject, I / We < **CM Name** > request you to open CUSA in <Participant name>. Further, I/We < **CM Name** > hereby authorise <Participant Name> for sending the request to NSDL for creation of new CM BP ID(s) for opening of CUSA in respect of below mentioned existing CM account maintained with <Participant name>.

Sr. No.	CC ID	CC Name	CC CM ID	CM BP ID	DP ID	Client ID	Confirmation for Registration on SPEED-e facility for CUSA* (Yes/No)
1							
2							
3							

For <CM Name>

Signature of the CM:

Name of Authorised Signatory:

Date:

*** Note:**

It may be mentioned that the SPEED-e users of aforesaid existing pool account(s) alongwith the Digital Signature Certificate (DSC) of existing users shall be mapped to the newly opened CUSA. The new User ID for operating the aforesaid CUSA will be existing 'User ID' + 'u'.

For Example: If User ID of existing CM on SPEED-e is "userm" and "userc" then new User ID for operating CUSA will be "usermu" and "usercu" respectively..

Annexure B

Participants are required to provide the details of existing CM as per the below mentioned format to NSDL at Email ID viz., ccinterface@nsdl.co.in for creation of new CM BP ID for opening of CUSA.

(Details of existing CM to be provided by Participants to NSDL)

Sr. No.	CC ID	CC Name	CC CM ID	CM BP ID	DP ID	Client ID	Confirmation for Registration on SPEED-e facility for CUSA* (Yes/No)
1							
2							
3							