Investor Registration (Manual Process)

For investor Registration (Manual Process) two "SysAdmin" users are required.

- **1st Phase:** 1st "SysAdmin" user will Register the investor.

- **2nd Phase**: 2nd "SysAdmin" user will verify and activate the investor.

1st Phase

SysAdmin →   System Users→   User Maintenance →   Add

Preview:

Login as 1st "SysAdmin" User (ex.147sadmin) and Fill Up the " * " Marked Fields which are

mandatory as follows:

1. Select " Add" Button

2. Investor Code (Internal Office Code)

3. Investor ID (Investor Login Id, Can be same as Investor Code)

4. Office ID (Select applicable office ID from search)

5. First Name / Initials

6. Last / Sur Name

7. Product Registered (Just click Add)

N.B. "Date of Birth" & "Email id" is required for ITS investors

8. Click " Save" from bottom of the page.

You will get the confirmation as following:

9. Go to the " Registration Approval" page from " System Users"

10. Select "A" Button

11. Select " Add DP info" from the bottom of the page

12. Select " Search" option

13. Enter you DP number and click Find
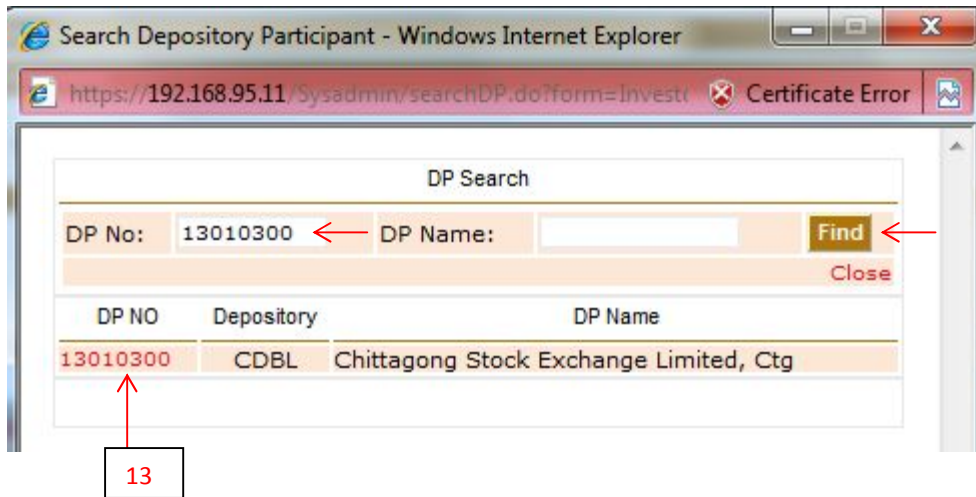
14. Click your DP Number.

15. Enter the BO number & Name for the client and click "Save".

2nd Phase

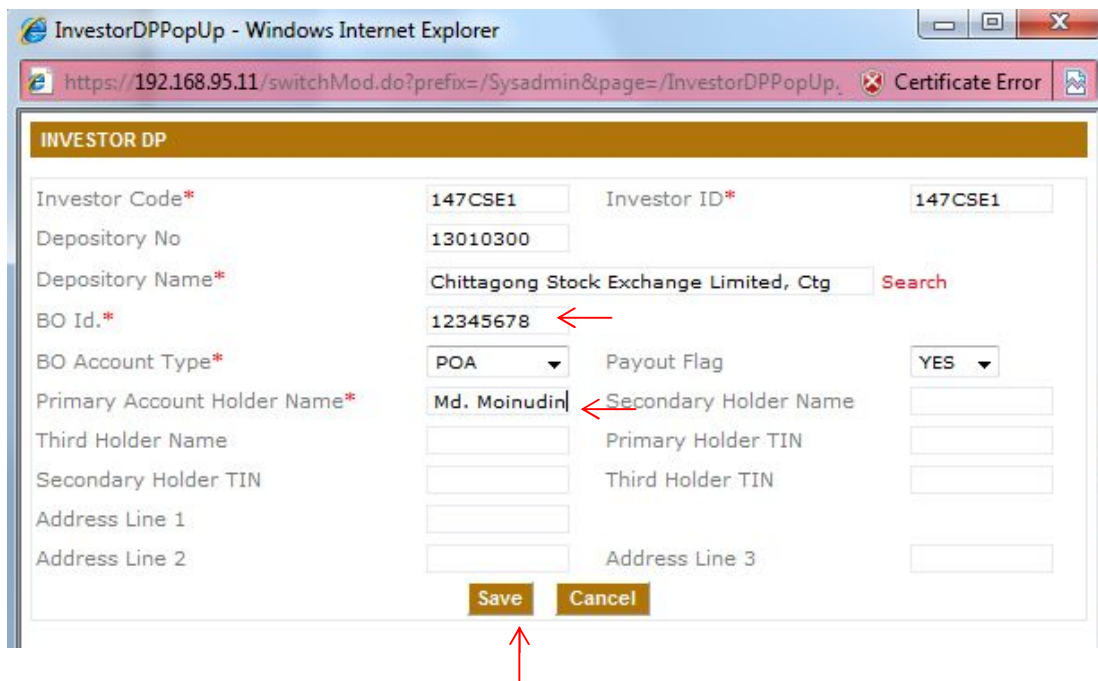**Login as 2nd "SysAdmin" User (ex.147rms) and perform the following steps:**

16. Go to the " Registration Approval" page from " System Users"

17. Select "V" Button

18. Select "Activate"

19. Enter Check List Ref. & Remarks and click "Verify"
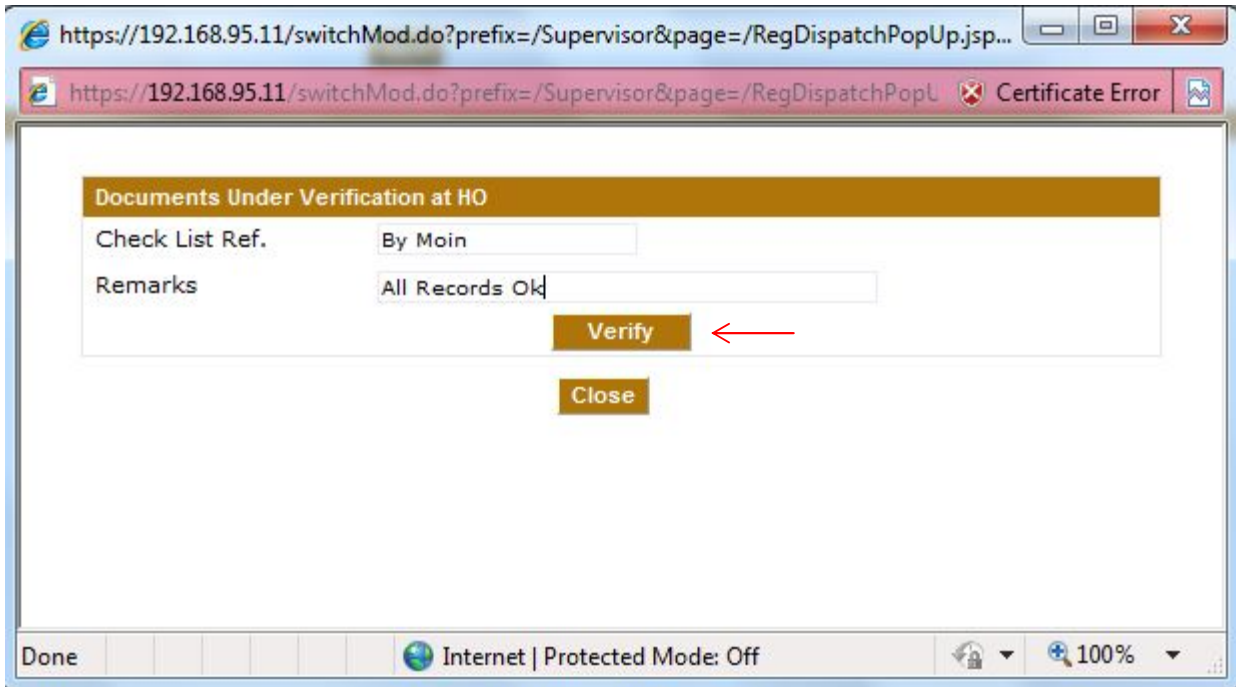
You will get confirmation and the user will be registered and activated.

N.B.

The Members whose are using **CSE Back Office software** all fields marked with **" * "** are required.

Investor Registration through File Upload

Investor Registration File Format (Shorter version with 4 fields only):

BO ID~~~~Investor Name~~~~~~Client Code~Branch ID

Example:

1803760000000188~~~~Mr. Rahi~~~~~~1112~279001

1803760000000187~~~~Mr.Moin~~~~~~1113~279001

File Upload Process:

First rename your Investor file as following format:

Participant ID#filename.txt

Example: MNHAR#INVESTOR14-09-11.txt

Then Login using "Operations" role user using website.

Step1: goTX EOD Batches=> FO Anytime Batch => File Upload => Browse your investor file => upload

Step2: Investor Registration => Click "S" Button => Give exact filename that you uploaded (i.e: MNHAR#INVESTOR14-09-11.txt) => Submit