

## Investor Registration (Manual Process)

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

- **1<sup>st</sup> Phase:** 1<sup>st</sup> “SysAdmin” user will Register the investor.
- **2<sup>nd</sup> Phase:** 2<sup>nd</sup> “SysAdmin” user will verify and activate the investor.

### 1<sup>st</sup> Phase

SysAdmin → System Users → User Maintenance → Add

**Preview:**

Chittagong Stock Exchange Ltd. Home | Logout  
Userid: 147RMS CSE

System Masters System Users System Instruments System Risk

Investors are trading clients , who use goTX system facilities for trading. goTX investors have the option of trading online or through a Trader or by using both methods. Every investor registered in the system will be given valid investor code. This facility allows supervisors to create, modify and view the list of investors in the system. [Details](#)

Participant: CSE1 Type: My Level Office ID: Investor Code: \*  
Investor Name: Investor Category: --- Select One --- Investor's with: -- Select One --

There is no data to display.

There is no data to display.

**Login as 1<sup>st</sup> “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)

**Investor General Information**

Investor Code: 1471    Investor ID: 1471    Investor Type: Domestic Individual  
Office ID: 147001    Search    Internet Access: Disabled    Family Account: Individual  
Operation Type: Single

**Individual Investor Details**

Salutation: Mr.    First Name / Initials: Syed Md.  
Middle / Full Name: \_\_\_\_\_  
Last / Surname Name: Moinuddin  
Date Of Birth: #    Gender: Male    Marital Status: Single  
Personal Mobile: \_\_\_\_\_    Office Mobile: \_\_\_\_\_    Introducer: \_\_\_\_\_  
Email ID: \_\_\_\_\_    Father/Husband Name: \_\_\_\_\_  
Educational Qualification: Not Provided    Occupation: Not Provided    Income Range: Not Provided  
Nationality: BANGLADESHI

**Investor Other Details**

Registration Number: \_\_\_\_\_    Physical Application No: \_\_\_\_\_    KYC: Application Sent  
Risk Category: High Risk    Brokerage Category: Default\_Plan    Plans detail    Power User: None  
Trader: \_\_\_\_\_    Search    PFA: \_\_\_\_\_  
Authorized Person Name: \_\_\_\_\_  
Authorized Person Address: \_\_\_\_\_

\* :- Mandatory Fields  
# :- YYYY-MM-DD

Product Registered\*    Gotx Products

CSE/EQUITY    REMOVE    ADD    7

**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:

**Thanks for Registering ! Your Registration No :QKUWzy3078 Your user Id :147CSE1**

- Please Save Your Registration number for future communication.
- Our customer service representative will contact you soon.
- Keep the following documents ready for Quicker Processing:
  1. Address Proof
  2. Identification Proof
  3. TIN No

Ok

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

10. Select "A" Button

Chittagong Stock Exchange Ltd. Home | Logout  
Userid: 147RMS CSE

System Masters System Users System Instruments System Risk

Investor Maintenance  
User Maintenance  
User Password  
Menu Maintenance  
Registration Approval  
Office Maintenance

Here all requests that come in investor to commence trading. The requests can be in the form of registration enquiries from potential customers, or a request from an existing of each request, as it passes through the registration cycle, is updated and tracked through this screen. Details

Type My Level Office Id Search Quick Registration No  
Start Date 2011-10-01 End Date 2011-10-08 Registration Status All  
Trader Id Search Registration No First Name Submit

RegNo.	First Name	Last Name	Investor Code	OfficeID	Trader	RegistrationDate	Registration Status	Options
QKUWzy3078	Syed Md.	Moinuddin	147CSE1	147001		2011-10-08	Trader Assigned	R A V C B

A - Add V - Verify R - Reject C - Close B - Brokerage Recommendation AR - Add Remarks

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

Investor Address Details

Photocard Identity Information

ADD BANK INFO ADD DP INFO ADD PROOF INFO INVESTOR PREFERENCES ADDITIONAL ACCOUNT DETAILS

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12. Select "Search" option

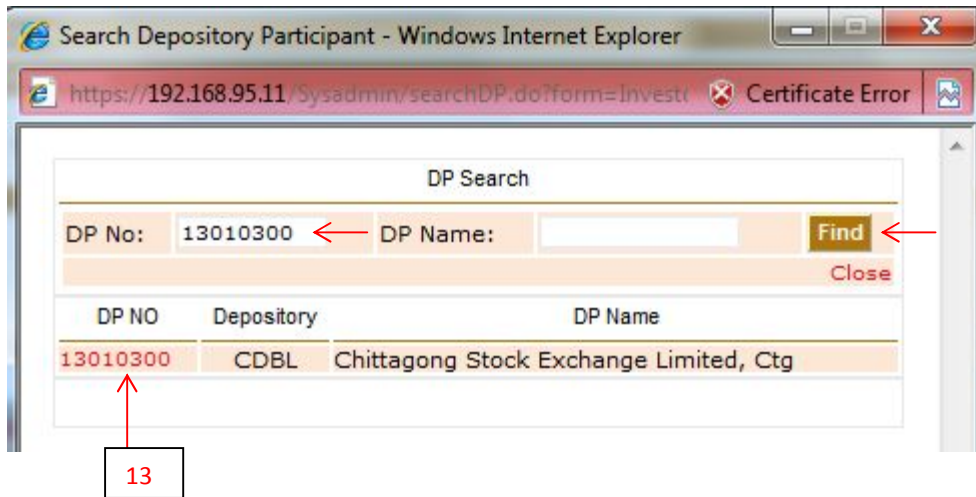
InvestorDPPopUp - Windows Internet Explorer  
https://192.168.95.11/switchMod.do?prefix=/Sysadmin&page=/InvestorDPPopUp. Certificate Error

INVESTOR DP

Investor Code\*\* 147CSE1 Investor ID\*\* 147CSE1  
Depository No  
Depository Name\*\* Search  
BO Id.\*\*  
BO Account Type\*\* POA Payout Flag YES  
Primary Account Holder Name\*\* Secondary Holder Name  
Third Holder Name Primary Holder TIN  
Secondary Holder TIN Third Holder TIN  
Address Line 1 Address Line 3  
Address Line 2  
Save Cancel

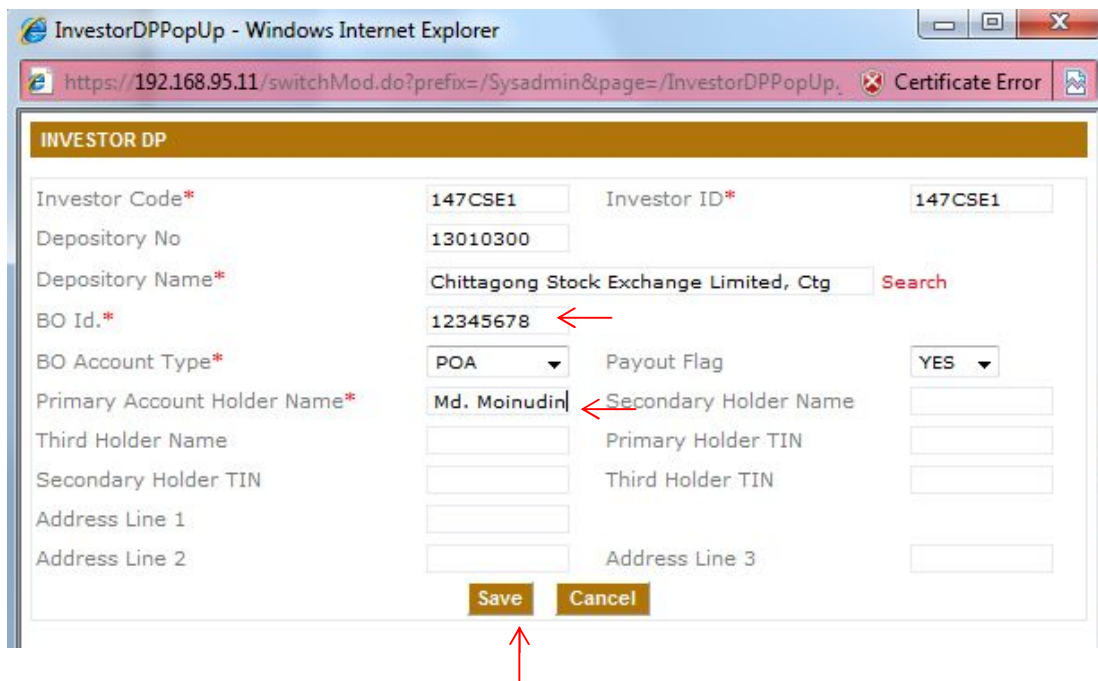
12

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

Home | Logout  
Userid: 147RMS

CSE

System Masters System Users System Instruments System Risk

Investor Maintenance  
User Maintenance  
User Password  
Menu Maintenance  
Registration Approval  
Office Maintenance

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Start Date 2011-10-01 End Date 2011-10-08 Registration Status All  
Trader Id Search Registration No First Name Submit

RegNo.	First Name	Last Name	Investor Code	OfficeID	Trader	RegistrationDate	Registration Status	Options
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A - Add V - Verify R - Reject C - Close B - Brokerage Recommendation AR - Add Remarks

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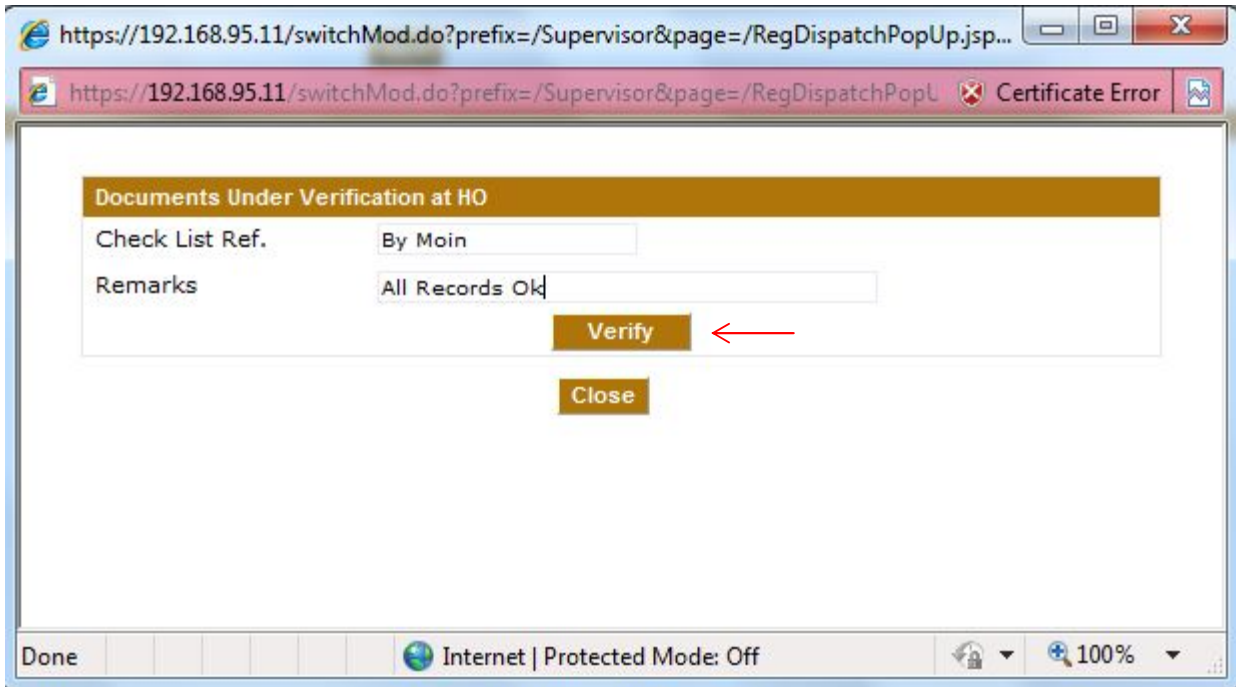
18. Select “Activate”

Registration No. QKUWzy3078 Investor Code 147CSE1

Documents Under Verification at HO  
Activate

Back

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:

180376000000188~~~~Mr. Rahi~~~~~1112~279001

180376000000187~~~~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

Home | Logout  
Userid: 2490P

**MEENHAR SECURITIES LIMITED**

goTX EOD Batches goTX Masters BackOffice Operations Exceptions

FO - Batch Processing

System Info Required Batch Files Batch TimeReport File Upload Refresh Help

Batch Name	Status	%	Start Time	End Time	Option
Cash Exception		-	19Aug - 05:42:49	19Aug - 05:42:49	S A

Any Time Batch Menu

- Investor Registration
  - Cash Exception
  - Stock Exception
  - Cash Recon generation
  - Stock Recon generation

**File Upload**

File Name  Browse... Upload

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

FO - Batch Processing

System Info | Batch Files | Required | Batch TimeReport | File Upload | Refresh | Help

Any Time Batch Menu	Batch Name	Status	%	Start Time	End Time	Option
Investor Registration	Investor Registration		-	19Aug - 05:42:46	19Aug - 05:42:46	S A
Cash Processing						
Stock Processing						
Cash Recon generation						
Stock Recon generation						

**Investor Registration - Process Inputs**

File Name	MNHAR#INVESTOR14-09-11.txt
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**Submit**