

**Department: Inspection**

**Segment: All Segments**

**Circular No: MSE/INSP/6758/2018**

**Date : September 04, 2018**

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**Subject: Standardisation of Register of Securities, Holding Statement, Bank Book and Client Ledger**

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To All Members,

This has reference to Regulation 15.1 of MSE Currency Derivatives Regulation and 7.1 of MSE Capital Market and 7.1 of MSE F&O Regulation regarding maintenance of Register of Securities, Bank Book and client ledgers.

In order to standardize the maintenance of books of accounts / records and ensure uniformity across all Stock brokers, a standard format of Register of Securities, Holding Statement, Bank Book and Client Ledger is prescribed herewith. The formats have been finalized in consultation with SEBI.

Please find enclosed herewith the following Annexures in this regard:

1. Formats for Register of Securities, Holding Statement, Bank Book & Client Ledger-**Annexure A**.
2. Guidelines on its implementation for reference -**Annexure B**

The revised formats shall be applicable w.e.f. December 01, 2018. Stock Brokers are advised to make necessary changes in their back office in order to comply with requirements.

Members shall preserve the aforementioned records for such periods as stipulated by the relevant Acts, Rules, Regulations and various circulars issued from time to time.

Stock brokers are requested to make note that, post implementation of standard formats across the stock broker, Exchange may seek periodic upload of data relating to funds and securities in the manner prescribed in the formats. The details of the same including the periodicity shall be informed in due course.

Stock broker may further note that non-maintenance of Register of Securities, Holding Statement, Bank Book and Client Ledger in the prescribed format is violation of the provisions of the Securities Contracts (Regulation) Rules 1957 / Regulations of the Exchange and will attract appropriate disciplinary action as per Rule 1 and 2 of Chapter V of MSE Rules.

All members are requested to take note and comply.

For and on behalf of

**Metropolitan Stock Exchange of India Limited**

Mahendra Choudhari

Asst. Vice President – Inspection

In-case of any query kindly contact Inspection Department on 6112 9000 or mail on [compliancemsx@msei.in](mailto:compliancemsx@msei.in)