

Department: Investigation	Segment: All
Circular No: MSE/ID/10286/2021	Date: April 05, 2021

Subject: Mandatory fields in Unique Client Code (UCC) information provided to Exchange

To All Members,

Trading Members are required to assign Unique Client Codes (UCC) for all the clients trading on the Exchange platform.

In this regard, it has been decided in consultation with SEBI and other Exchanges that the following details of clients shall be made **mandatory for new as well as existing clients**.

Sr.no	Field Name	Applicability to Category of Clients
1	Mobile Number	For Retail clients, Mobile number has been made mandatory. For Institutional clients (client category 4, 6, 12, 18, 19, 20, 24 and 25) either Telephone Number (Office) or Mobile Number is mandatory. It may be noted that '666666666' or "111100000" shall not be considered as valid mobile number.
2	Email Id	Email id has been made mandatory for ALL clients. In case of email id please note that "notprovided@notprovided.com" shall not be considered as valid email id.

In view of the above, please note that system development related to changes in the file upload format is under progress and once the system is ready for the same, it will be communicated to the trading members separately.

Further, it may be noted that the trading members are required to cross verify the client data for all their existing clients as well for new clients at their end to ensure that all the mandatory and important details for their clients such as Name, PAN, Category, Complete Address, PIN code, Mobile number, Email ID, Income details is updated on the UCC system of the Exchange latest by **May 31, 2021**.

In case of failure to meet the above guidelines, the status of such client codes shall be marked as "**Inactive**" in UCC system of the Exchange. Any trades executed in client codes not having the mandatory details will attract penal action.

Trading Members are requested to ensure compliance to the above requirement on immediate basis to avoid any difficulties / action in future.

For any clarifications, contact customer service desk at 022-61129000 or send an email at customerservice@msei.in.

Metropolitan Stock Exchange of India Limited

**For and on behalf of
Metropolitan Stock Exchange of India Limited**

**Prachi Lendhe
Assistant Vice President**