



DCCI Building (3rd Floor), 65-66 Motijheel C/A, Dhaka – 1000
Phone: 02-41052431 , E-mail: info@cmsfbd.org, claim@cmsfbd.org

Operational Guideline for Cash & Stock Settlement

1. Investor:

The Issuer Company will provide an 'Application Form' (Form-1) to the Investor. This form must be filled out by the investor with the necessary information. Based on the claim's type, the investor will fill in the relevant details. The investor may give a folio number/share certificate if he or she does not have a 16-digit BO ID. Please note that the Investor is also known as a Claimant, Shareholder, or Securities Holder. The information required is as follows:

1.1 Required document of Cash Claim:

In case of a **Shareholder** claiming for his own cash dividend, the required documents are

1. Application to the Issuer
2. Updated BO Setup / Share Certificate
3. Bank Cheque Leaf [MICR]
4. Signature Verification as per CDBL by the Issuer.
5. NID Photocopy of the Shareholder

In the case of an **Authorized Person** claiming dividend, the required documents are

1. Application to the Issuer
2. Updated BO Setup/ Share Certificate
3. Bank Cheque Leaf [MICR]
4. Signature verification from CDBL
5. NID Photocopy of the shareholder
6. Duly Signed Authorization Letter
7. NID Photocopy of the Authorized Person

In the case of **Power of Attorney** (Non-residential Bangladeshi), the required documents are

1. Application to the Issuer
2. Updated BO Setup / Share Certificate
3. Bank Cheque Leaf [MICR]
4. Signature Verification from CDBL
5. NID Photocopy of the Shareholder
6. Duly signed Power of Attorney Letter
7. NID Photocopy of Power of Attorney Person

In the case of **Successor/Nominee (Death case)**, the required documents are

1. Application to the Issuer
2. Updated BO Setup / Share Certificate
3. NID Photocopy of the Shareholder
4. Copy of Death Certificate
5. Application of Successor/Nominee
6. Original Notarized Certificate of Inheritance with a Photograph of Successor
7. Photocopy of Court Succession (To whom issue the DW)
8. Bank Cheque Leaf [MICR]
9. NID Photocopy of the Successor



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1.2 Required document of Stock Claim:

In case of a **Shareholder** claiming for his own cash dividend, the required documents are

1. Application to the Issuer
2. Updated BO Setup
3. Signature verification as per CDBL by the Issuer.
4. NID Photocopy of the Shareholder

In the case of an **Authorized Person** claiming dividend, the required documents are

1. Application to the Issuer
2. Updated BO Setup
3. Signature Verification from CDBL
4. NID Photocopy of the Shareholder
5. Duly Signed Authorization Letter
6. NID Photocopy of the Authorized Person

In the case of **Power of Attorney** (Non-residential Bangladeshi), the required documents are

1. Application to the Issuer
2. Updated BO Setup
3. Signature Verification from CDBL
4. NID Photocopy of the Shareholder
5. Duly signed **Power of Attorney** Letter
6. NID Photocopy of the Authorized Person

In the case of **Successor/Nominee** (Death case), the required documents are

1. Application to the Issuer
2. Updated BO Setup
3. NID Photocopy of the Shareholder
4. Photocopy of Death Certificate
5. Application of Successor/Nominee
6. Original Notarized Certificate of Inheritance with a Photograph of the Successor
7. Photocopy of Original Court Succession (To whom issue the DW)
8. NID Photocopy of the Successor

AS PER RULE 9 of Bangladesh Securities and Exchange Commission (Capital Market Stabilization Fund) Rule, 2021, the form along with the attachments must be submitted to the Issuer Company



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Application for Unpaid Dividend (Form-1)

Date:

The Company Secretary

Company Name:

Address:

Dear Sir/Madam,

I/WeShareholder(s) of the company request you to pay my/our unpaid dividend for the period mentioned below.

Type of Claim	Self / Authorized / Nominee / Succession
BO ID/ Folio*	
Number of Shares/Amount	
Email (As per CDBL records)	
Mobile Number (As per CDBL records) *	
National Identification Number (NID)*	
Bank account Number (As per CDBL records) *	
Name of the Bank*	
Branch Name*	
Routing Number*	
Bank Account Beneficiary Name*	
Year of unpaid dividend with details*	
Warrant Number (If any)	
Nominee (If any)	
Authorized Person (If any)	
Succession Certificate (If any)	
Death Certificate (If any)	

Yours faithfully,

Signature of the Shareholder(s) (As per NID)

Address:

Notes:

- (*) must be filled
- Shareholder must enclose NID photocopy and relevant documents evidencing BO ID, Number of shares, and Bank Information.
- The payment of dividends shall be subject to verification.



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2. Issuer Company:

The Issuer Company will receive the filled claim form and send a copy to CMSF's email address (claim@cmsfbd.org) immediately. The issuer shall then examine the investor's details to ensure that the investor is a legitimate shareholder and also cross-check the information associated with the given BO ID / Folio No to verify the claim. Then, the Issuer shall send a prescribed forwarding letter along with the claim application, BO Setup , and all attachments received from the investor. **Note that, according to CMSF Rules, 2021, the issuer is required to send verified application details (hard copy) to CMSF within 15 (fifteen) days. If the investor owns a Folio number/share certificate (not having BO ID, hence the issuer is not able to provide BO setup), the issuer must verify the Folio number/share certificate.**



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Forwarding Letter of Issuer (Form-2)

Reference:
Chief of Operation
Capital Market Stabilization Fund
Temporary Office: 5th Floor, 9/G, Motijheel C/A,
Dhaka 1000

Date:

Subject: Request to pay unclaimed Cash/Stock Dividend from Capital Market Stabilization Fund (CMSF)

Dear Sir,

We refer to the “Clause no. 10(1) Claims Settlement Procedures” of the Capital Market Stabilization Fund (CMSF) Rules, 2021 dated 01 June 2021, the shareholder, who is required to pay off his/her unclaimed Cash/Stock Dividend to his/her respective bank account from Capital Market Stabilization Fund (CMSF) is listed with details. We have properly verified the details and found them correct and herewith are furnishing for your kind perusal -

Serial No:	BO ID/ Folio ID:	Investor's Name:	Bank Details					Year of Dividend	Amount of Dividend (BDT)	Fraction Dividend (BDT)	Tax (BDT)	Net Dividend (BDT)
			A/C	A/C Name	Bank	Branch	Routing No					
Total												

Thanking you in advance for your effort to pay the said unclaimed Cash Dividend to our respective shareholder(s).

Sincerely yours,

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Enclosure:

1. Investors' Application
2. Required attachments of investor (NID, BO ID, Bank details)

A/C: Account No
A/C name: Account name
B.N: Bank name
R.N: Routing No



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