

EXTERNAL GUIDE FOR APPLYING MORE THAN ONE NIN FOR INVESTORS

Version 1.1

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Content

1.	Criteria for Applying for More than One Investor Number	2
2.	Procedure for Applying for More than One Investor Number	2
3.	Impact of Additional NINs	2
	Appendix 1 – Application for Additional NIN	6
	Appendix 2 – Transfer Request Form	Error! Bookmark not defined.

Document History

No.	Date	Description of Changes
1.	30/09/2019	Final version for issue
2.	12/12/2019	Updated for: 1. Process for investors applying for additional NIN which is a direct NIN; 2. Transfer of securities for direct NIN to another NIN with a custodian.
3.	4/3/2020	Update for; 1. Appendix 2 delete 2. Application from Additional NIN new form with Dubai CSD log was added

1. Criteria for Applying for More than One Investor Number

- 1.1. Certain investors will be permitted to apply for and use more than one Investor Number (NIN) from the effective implementation date.
- 1.2. The following are the criteria for investors to apply for more than one NIN:
 - 1.2.1. An existing investor with a NIN under a local custodian who requires segregation of assets or, for back up purpose, wants to use:
 - 1.2.1.1. one or more NIN either under the same local custodian;
 - 1.2.1.2. one or more NIN under a different local custodian;
 - 1.2.1.3. a direct NIN in addition to NIN with local custodian which shall be restricted to one direct NIN.
 - 1.2.2. An existing investor having an existing direct NIN who is going to use the services of a local custodian.

2. Procedure for Applying for More than One Investor Number

- 2.1. The application for the additional NIN(s) shall be initiated by the local custodian member for the investor.
- 2.2. Where the additional NIN requested for is with the same local custodian:
 - 2.2.1. The local custodian is to initiate the application process by completing the prescribed declaration form in Appendix 1 in the NIN application request.
 - 2.2.2. The local custodian will assign a new NIN as per current procedure.
- 2.3. Where the additional NIN requested for is with a different local custodian from where the existing NIN is:
 - 2.3.1. The local custodian applying for the new NIN is to complete the NIN request application form **together** with the prescribed declaration form in Appendix 1.
 - 2.3.2. The local custodian will assign a new NIN as per current procedure.
 - 2.3.3. The local custodian will have to submit the relevant supporting documents for the new NIN.
- 2.4. Where an existing investor under a local custodian is requesting for a direct NIN:
 - 2.4.1. The investor must apply through the local custodian for a direct NIN with Dubai CSD.
 - 2.4.2. The local custodian must facilitate the application process for the investor by ensuring that the investor completes Investor Number Request Form along with Additional Investor Number Request Form.
 - 2.4.3. The investor must also provide copies of all necessary supporting documentations with the direct NIN application.
- 2.5. The current NIN processing turnaround timeframe will apply for the additional NIN applications.

3. Impact of Additional NINs

3.1. Trades

- 3.1.1. All the investor's NINs will be linked together for purposes of enforcing any applicable Individual Ownership Limits imposed by issuers.
- 3.1.2. This means that all the investor's NINs cannot have orders which exceed the prescribed Individual Ownership Limit, where applicable.
- 3.1.3. Trades cannot be executed above the applicable Individual Ownership Limit.
- 3.1.4. If any Individual Ownership Limits were to be breached for whatever reasons, Dubai CSD reserves the right to implement measures to reduce

the investor's aggregate holdings to comply with the prescribed Individual Ownership Limit including but not limited to conducting a forced-sale in consultation with the investor.

3.2. Cash Type of Corporate Action Event

- 3.2.1. Any cash type of corporate action (CA) event for each of the investor's linked NINs will be paid to the respective local custodian having the NIN and to the investor with respect to the direct NIN and in accordance to whether each NIN holds Owned share balances.
- 3.2.2. For example, if investor A has four NINs as follows: NIN1234 with Local Custodian A – 1,000 shares; NIN4567 with Local Custodian B – 10,000 shares, NIN2345 with Local Custodian C – 0 shares and a direct NIN7890 – 20,000 shares, the cash dividends will be paid to the following based on Owned share balances held under each NIN:
 - i. Local custodian A for NIN1234;
 - ii. Local Custodian B for NIN4567;
 - iii. Investor A for NIN7890.
- 3.2.3. Payments will be made to the relevant payment method (ie. bank account or iVestor Card) registered with DFM by Local Custodian A, Local Custodian B and Investor A respectively.

3.3. Securities Type of CA Event

- 3.3.1. All securities type of CA event will be calculated based only on the balances under each account of each NIN and credited accordingly.
- 3.3.2. Each NIN will be treated separately; there will be no aggregation of balances under different NINs of the same investor for CA entitlement. An investor may potentially lose out on securities type of CA events if the investor maintains more than one NIN.

Example: CA event type is a 2 for 1 bonus issue. An investor has 2 different NINs – NIN1234 with Local Custodian A and NIN4567 with Local Custodian B. Each NIN has a balance of 1 share. This investor will NOT be entitled for the bonus issue. Dubai CSD will not aggregate the balances of the investor's different NINs for corporate actions.

3.4. Transfers of Securities between Different NINs of Same Investor

- 3.4.1. There are no restrictions to transfers of securities between the different NINs of the same investor.
- 3.4.2. The transferee local custodian must ensure that the local custodian signs the Transfer Request Form (available on e service) to confirm the transfer if the transfer is initiated from a NIN with a Local Custodian. select 'Others' on Custodian e service Transfers from.
- 3.4.3. If the transfer is from a direct NIN, the investor must complete the Transfer Request Form and submit this form to Dubai CSD for processing.
- 3.4.4. The receiving custodian must facilitate the transfer for the investor by submitting the duly completed and investor-signed Transfer Request Form on behalf of the investor to Dubai CSD.
- 3.4.5. The existing transfer cut-off times applies ie. requests received by Dubai CSD by 1.00PM UAE time will be processed on the same business day for same day value.

3.4.6. Transfer Fees: AED10 per security to be transferred.

3.5. Company Meetings

3.5.1. Each NIN of the same investor will be listed separately in the sharebook issued to listed issuers.

3.5.2. For NINs under custodians, voting will be according to NIN ie. each NIN under a custodian will vote up to the quantity of shares under the NIN although the investor name is the same.

3.5.3. The existing sharebook format will be modified by creating two additional columns at the end of existing format as follows:

3.5.3.1. First new column – Reference Number:

3.5.3.1.1. This column will show the link reference number for all linked NINs under the same investor if the same investor has other NINs with share balances of the same listed company of the issuer.

3.5.3.1.2. This reference number is only in numeric format in sequential order from 1 to a maximum of 9 digits.

3.5.3.1.3. The purpose of the reference number information is to facilitate sorting to identify all the linked NINs belonging to the same investor.

3.5.3.2. Second new column – Linked NINs:

3.5.3.2.1. This column will show details of the investor's other NINs only if the other NINs has shareholdings of the same listed company.

3.5.3.2.2. If the other NINs of the investor does not have any Owned balance of shares in the same listed company, no record will appear in the first and second new columns.

Example:

3.5.4. The NIN for Investor A [NIN ABCD1234] is opened by Custodian ABCD. Investor A decides to use 2 different custodians and another new NIN is opened for Investor A [NIN DEFG2345] with Custodian DEFG. The following are the balances in the accounts for Investor A for listed security by the name of TEST:

Custodian ABCD – NIN ABCD1234 Name: Investor A:	
CDS Registry Account No:11111 shares	100,000
Agent Trading Account No. 22222 shares	200,000
Agent Trading Account No. 33333 shares	500,000

Custodian DEFG – NIN DEFG2345 Name: Investor A:	
CDS Registry Account No:99999	0
shares	
Agent Trading Account No. 88888	1,000,000
shares	

Sample updated Sharebook format for the above example is as follows:

EST Share Book as on Settlement Date: 11/03/2011																										
TEST Total Shares:																										
Serial No.	NIN	CDS-UPDA	Name	English Name	Life Status	Client Type	Passport	Family ID	National ID	Visa No.	Com/Trak	Citiz	Cour	Coor	Address	Phone	Fax	Email	Qty	%Qty	Frozen	Last Tran	Payment Preference as	Reference No.	Linked NINS	
1	ABCD1234		INVESTOR A																800,000						1	DEFG2345
2	DEFG2345		INVESTOR A																1,000,000						1	ABCD1234

3.6. Contact Details

3.6.1. Requests shall be submitted to: registry@dubaicsd.ae

Appendix 1 – Application for Additional NIN

طلب إصدار رقم مستثمر إضافي

Additional Investor Number Request

Date: التاريخ:

Application Date:

تاريخ الطلب:

Investor Information in DFM	بيانات المستثمر في سوق دبي المالي
I hereby declare and disclose hereby that I/we have an existing NIN with DFM and the NIN details are as follows:	أصريح وأعلن عن امتلاكي لرقم مستثمر قائم لدى سوق دبي المالي موضحة تفاصيله أدناه:
Investor Name:	اسم المستثمر:
DFM Investor Number (NIN):	رقم المستثمر:
Reason for requesting additional NIN:	سبب طلب رقم مستثمر إضافي:
Undertaking:	تعهد:

I undertake to comply with the laws, regulations and procedures in force and not to use my NINs and accounts contrary to the provisions of the relevant Laws, regulations and procedures or circulars with regards to this request.

أتعهد بالالتزام بالقوانين والأنظمة والقرارات المعمول بها وعدم استخدام حساباتي ورقم المستثمر الإضافي في تنفيذ عمليات مخالفة لأحكام القانون والقرارات أو التعاميم الصادرة بناءً عليه أو التلاعب في السوق بأي شكل من الأشكال.

Stamp certifying the Signature	ختم جهة اعتماد التوقيع
Authorized Signature	التوقيع المعتمد