

## Mandatory fields in Investor information file creation

### Non-Hosted Investors

For Non-Hosted investors four (4) columns are mandatory.

- 1) BO ID
- 2) Client Name
- 3) Client Code
- 4) Branch ID

Considerations for above fields are given below:

#### **1) BO ID**

BO ID should be 16 digits long. If BO ID is greater than 16 digit or less than 16 digit, then it will be rejected by the system and client cannot be create.

Example of correct BO ID:

1211234601234562

Example of wrong BO ID:

121121256125458 (length is less than 16 )

12112125612545890 (length is greater than 16 )

#### **2) Client Name**

Name should not be greater than 40 characters long. A client name having length greater than 40 will be rejected by the system.

#### **3) Client Code**

For client code following condition should be checked.

- i) Maximum length of 'Client Code' is eight (8). So a client name greater than 8 characters will be rejected by the system.
- ii) One client code can be used for only one client. Same client code cannot be used for more than one client. Duplicate client code will be rejected by the system.
- iii) Client Code should contain only alphabet (a to z) and numeric characters (0 to 9). Client code is an alphanumeric field. Any especial characters like (-.~!@#\$\$%^&\*()\_+`-=,./<>?) and space

cannot be used in the client code. A Client code with section characters will be rejected by the system.

#### Example of Correct Client Code:

123  
9  
S908  
J12  
Ctg01  
DHK134  
C654J

#### Example of Wrong Client Code:

ctg1231234 (wrong: client code great than 8 digits)  
ctg 123 (wrong: space is not allowed)  
j-56 (wrong: special characters like – is not allowed in client code)  
7898(j) (wrong special characters like ( ) are not allowed in client code)  
8765=k (wrong special characters like = are not allowed in client code)

#### 4) Branch ID

Branch ID should match the Polaris system branch code. A branch id that does not match with Polaris branch id will be rejected by the system.

### Hosted Investors

For hosted investors, 18 columns are mandatory.

- 1) BO ID
- 2) Client Name
- 3) Sex Code
- 4) Date Of Birth
- 5) Residency Flag
- 6) Nationality
- 7) Address 1
- 8) City
- 9) State
- 10) Country
- 11) Postal Code
- 12) Bank Name

- 13) Bank Branch Name
- 14) Bank Account Number
- 15) Client Code
- 16) Branch ID

Considerations for above fields are given below:

**1) BO ID**

Same as before

**2) Client Name**

Same as before

**3) Sex Code**

The value of this column can be only exactly 'Male' or 'Female'. If this value is not Male or Female then system will reject the insertion of client.

The first character of these two values should be in capital letters and others should be in small letters.

Example of Correct value:

Male

Female

Example of wrong value:

male (wrong: first character M should be in capital letter)

female (wrong: first character F should be in capital letter)

MALE (wrong: only first character should be in capital letter)

FEMALE(wrong: only first character should be in capital letter)

**4) Date Of Birth**

Date of Birth Should be in the format dd-mon-yyyy.

Example of correct date of birth:

9-May-1952

22-Jul-1984

Example of wrong date of birth:

9-May-52 (wrong: format should be dd-mon-yyyy)

9-05-1952 (wrong: format should be dd-mon-yyyy)

## 5) Residency Flag

The value of this field should be only Resident or Non-Resident

Example of correct Residency Flag:

Resident

Non-Resident

Example of wrong Residency Flag:

RESIDENT

NON-Resident

## 6) Nationality

The maximum length of Nationality field is 20 character. Any value for this field greater than 20 character will be rejected by the system.

Example of correct Nationality :

Bangladeshi

## 7) Address

The maximum length of Address field is 50 characters. If address field contain more than 40 character then user registration will be rejected.

## 8) City

The maximum length of City field is 50 characters. If address field contain more than 40 character then user registration will be rejected.

## 9) State

The maximum length of State field is 50 characters. If address field contain more than 40 character then user registration will be rejected.

## 10) Country

The maximum length of Country field is 50 characters. If address field contain more than 40 character then user registration will be rejected.

## 11)Postal Code

Maximum length of Postal Code is eight (8) . It can contain only alphanumeric value.

Example of correct Postal Code:

4000

ctg4000

Example of wrong Postal Code:

2340989876 (wrong: length is greater than 8)

Ctg-4000 ( wrong: character like – is not allowed, only alphabet and numeric is allowed)

## **12) Bank Name**

The maximum length of 'Bank Name' field is 60 characters. If 'Bank Name' field contain more than 60 character then user registration will be rejected.

## **13) Bank Branch Name**

The maximum length of 'Bank Branch Name' field is 60 characters. If 'Bank Branch Name' field contain more than 60 character then user registration will be rejected.

## **14) Bank Account Number**

The maximum length of 'Bank Account Number' field is 20 characters. If 'Bank Account Number' field contain more than 20 character then user registration will be rejected.

## **15) Client Code**

Same as before

## **16) Branch ID**

17) Same as before

## **OMNIBUS Account**

To register investors having Omnibus account, an extra field 'Bo Category' must be provided.

If the account is an omnibus account, then value of this field can not be omitted and the value OMNIBUS must be all in capital letters.

Example of correct value:

OMNIBUS

Example of wrong value:

Omnibus ( wrong: all letters must be in capital letters)

omnibus ( wrong: all letters must be in capital letters)