

**CSD & REGISTRY COMPANY LIMITED
(CSDR)**

OPERATIONAL MANUAL

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1. INTRODUCTION

1.1 Central Securities Depository (CSD) and Registry Company Limited (CSD) is a Private Limited Company incorporated under the laws of Tanzania having a certificate of incorporation number 132530.

This operational manual describes the procedures to be applied by the CSD and CSD Members (Depository Participants - DPs) in performing their functions.

1.2 These procedures assume that:

1.2.1 A trading session on T is from 10:00 am to 3:00 pm for debt and equity securities as designated by Dar es salaam Stock Exchange (DSE).

1.2.2 A pre-opening trading period is from 10:00 am to 10:30 am, for equity securities.

1.2.3 The trading hours may be extended by Dar es salaam Stock Exchange (DSE) from time to time.

1.2.4 A settlement cycle of T+1 for both Corporate Bonds and Government Bonds traded at the secondary market.

1.2.5 A settlement cycle of T+3 for secondary market transactions for equity.

1.3 The settlement cycle for both debt and equity securities may be subject to changes when the procedures are reviewed in future as a result of changes in the underlying DSE Rules

1.4 These procedures may be changed from time to time.

2. DEFINITIONS

This section of definitions is to be read in conjunction with the CSD Rules.

Allotment Report

A report submitted to CSD by Issuer consisting of a list of Securities Account Holders allotted with Securities in respect of Public Offers, Primary Market issuance (IPOs), Bonus Issues, Rights Issues, mergers and any other securities qualified to be deposited in the CSD.

Clearing Bank

A commercial Bank designated by CSD to provide services of clearing funds between Settlement Partners (LDMs and CSD Members). Clearing Bank is also referred as Settlement Bank.

CSD Members	A body corporate or entity admitted by the CSD to act as an intermediary between the CSD and investors in the securities market by providing depository services.
Custodian	A legal person (CSD Member) that acts as a custodian of securities, regulated by the CMSA, admitted as a CSD Member of the CSD.
Issuer	A Public company or other legal entity whose securities are listed at the DSE or are the subject of an application for listing or any entity with a potential for listing or trading.
Register Report	A report generated by CSD containing Securities Account holders entitled to Security's Dividends, Interest/Maturities Payments, Bonus Issue, Rights Issue and other Corporate Actions.
Netting	A process by which gross, or trade-by-trade obligations between counterparties in a transaction are settled by a single transfer of the net amount of funds.
Standard Identification	Identification cards includes any of National Identification Card, Passport, Voters Registration ID Card and Driver's License.
Settlement Instruction	An electronic instruction generated by the CSD to the Clearing Bank to effect funds settlement in accordance with the settlement schedule.
Settlement Schedule	A report generated by CSD to show net payment obligation by each LDM and other CSD Members who participated in the trading session of the day.

3. SECURITIES ACCOUNT OPENING

This section describes the procedures to be complied with by CSD Members with respect to accepting, verifying and filling of Depository Account Application Form CDS 1(a) and relevant documents.

- 3.1 The investor will submit a duly completed and signed Depository Account Application Form CDS 1(a) together with a copy of Standard Identification to the CSD Member.

The Depository Account Application Form CDS 1(a) shall be supported by the relevant documentary evidence as set forth in the table below

The following information / documents will be required of the Investor	
Type of Investor	Copies of documents applicable
a) INDIVIDUAL	
Individual over 18 years	<ul style="list-style-type: none"> • Standard Identification • Passport Picture and • Proof of Address
Minor	<ul style="list-style-type: none"> • Birth Certificate of minor or any applicable Standard Identification of Minor • Passport Picture of Minor and • Standard Identification of Guardian / Trustee
b) COMPANY	
	<ul style="list-style-type: none"> • Certificate of Incorporation • Board Resolution and Authorized Signatures • Passport Pictures of authorized signatories
c) TRUST	
Trust Account by Individual trustees / Joint Trustees	<ul style="list-style-type: none"> • Constitution • Trust Deed • Standard IDs of the Trustees
Foundations / Trust Funds (Registered Fund)	<ul style="list-style-type: none"> • Certificate of Registration of Trust • Board Resolution
Societies, Investment Club & Churches	<ul style="list-style-type: none"> • Constitution / Certificate of Registration • Resolution of the Governing body
Corporations incorporated by an Act of Parliament	<ul style="list-style-type: none"> • Board Resolution
Succession	<ul style="list-style-type: none"> • Letter of Administration • Death Certificate • Probate with will annexed • Standard Identification of Administrators

3.2 The CSD Member shall ensure full disclosure of investor's relevant information, verify the information provided thereof and witness investor's signature.

3.3 For an investor that does not have a CSD Account, the CSD Member shall capture the data obtained from the completed Depository Account Application Form CDS 1(a) together with all or any relevant Know Your Client (KYC) documents submitted by the investor into the CSD system which shall be saved and subsequently approved by the CSD. CSD system will then generate a CSD Account number for the Investor.

- 3.4 CSD system will then generate a CSD Account number for the Investor. Where the applicant indicates an Existing CSD Account on the form, the CSD system will not generate or create a new CSD Account number. In this case, the CSD Member will register the Investors CSD Account number with the CSD systems.
- 3.4 Where the applicant indicates an Existing CSD Account on the form, the CSD member will not generate or create a new CSD Account number. In this case, the CSD grant the CSD Member access to the investor's CSD Account.
- 3.5 The new clients created into the CSD system by CSD Members will be available online to the CSD system for approval or rejection. Only accounts that have been approved or accepted by the CSD will be available for transactions by the CSD Member.
- 3.6 CSD accounts that are rejected by the CSD must be set up again in the CSD system by the affected CSD Members.
- 3.7 The CSD Member shall enter the CSD Account Number on the form and shall return to the Client a copy of Depository Account Application Form, duly signed and stamped.
- 3.8 A CSD Member shall retain copies of identification documents to assist in identifying its clients. CSD Members shall also ensure the safe custody of specimen signatures of their clients.
- 3.9 Each party involved in a joint account shall have to satisfy the account opening requirements stated above. Subsequently, the CSD Member shall create the joint accounts.

4. SECURITIES ACCOUNT MAINTENANCE (AMENDMENTS OF ACCOUNT REGISTRATION DETAILS)

This section describes the procedures to be complied with by CSD Members with respect to changing/amending particulars of investors and filing relevant documents.

- 4.1 Where the investor wishes to change any particulars submitted when opening an account, the investor will submit duly signed Amendment of CDS Account Details Form CDS 2 (d) indicating the desired changes together with a Standard Identification and any other required supporting documents to his CSD Member.
- 4.2 The CSD Member shall verify the accuracy of information provided by the investor and authenticate the signature before submitting the documents to the CSD. The Amendment of CSD Account details form shall be duly signed and stamped by CSD Member's authorized officer.
- 4.3 The CSD Member shall forward the original form to the CSD within 2 business days of receipt.

- 4.4 The CSD Member shall confirm the change request to the investor by returning a copy of the Amendment of CDS Account Details Form (CDS 2 (d)) duly signed, stamped and dated.
- 4.5 The CSD Member shall keep its copy of the Amendment of CSD Account Details Form (CSD 2)
- 4.6 The CSD may reject a request for Amendment of CSD Account Details submitted by a CSD Member on behalf of a client if the documents submitted to the CSD are unsatisfactory. CSD will communicate the reason thereof to the CSD Member within 2 business days of receipt.
- 4.7 The CSD reserves the right to suspend or close a CSD Account upon receipt of written instructions to do so together with the supporting documents from an investor through a CSD Member. The CSD Member shall not have the power to close clients' CSD Accounts.
- 4.8 The Securities in the suspended CSD Account will no longer be available for subsequent transactions until the suspension is released.

5. DEPOSITS OF CERTIFICATED SECURITIES (TRANSFER OF SHARES TO CSD CUSTODY)

This section describes the procedures to be complied with by CSD Members with respect to accepting, verifying, submitting of Transfer of Share to CSD Custody Forms (TD 1(a)) and Securities Certificates to the CSD and capturing / depositing of the securities to the CSD system.

- 5.1 The investor will submit in triplicate completed and signed Transfer of Shares to CSD custody Form and relevant securities certificates and any supporting document where applicable to its CSD Member.
- 5.2 The CSD Member shall verify the accuracy of information provided in the Transfer of shares to CSD custody Form.
- 5.3 The CSD Member shall acknowledge receipt of the documents by returning to the investor a copy of the Transfer of Shares to CSD Custody Form, duly signed, stamped and dated.
- 5.4 The CSD Member shall, within two business days, deliver the two copies of the duly signed Transfer of Shares to CSD Custody Form together with securities certificates to the Registrar of the company for certification and authorization.

- 5.5 The Registrar shall, upon receipt of the documents from the CSD Member, verify the authenticity of the security certificates and certify or reject the transfer of the securities to the CSD's custody.
- 5.6 The CSD Member shall capture the details of the certificated security into the CSD system and submit the Transfer of shares to CSD custody Form (TD1 (a)) and securities certificates to the CSD for authorization of deposit.
- 5.7 The CSD shall check and verify the information captured in the CSD system in 5.6 above and authorize the deposit. Securities captured by the CSD Member will not be deposited into the investor's securities account until the CSD authorizes the transaction. The securities will therefore not be available for trading before authorization by the CSD.
- 5.8 The CSD may reject the deposit in the CSD system, stating the reason for the rejection and return to the CSD Member the incomplete Transfer of shares to CSD Custody form together with the securities certificate within two 2 business days upon receipt of the documents.
- 5.9 In case of the authorized deposit, the CSD will remain with the Transfer of shares to CSD custody form and security certificates. The CSD will print a CSD Depository Receipt for inventors who just wants to transfer shares to CSD custody.
- 5.10 The CSD shall accept request for deposits of Securities from CSD Members from 8.00 am to 5.00 pm on any Business Day.

6 FACILITATING TRADES

This section describes the procedures to be complied with by the CSD Members for trades effected on the secondary market with respect to:

1. Accepting buy / selling orders of the securities from investors
2. Providing trade details and investor information from CSD

6.1 BOND TRADES CAPTURED ON DSE

- 6.1.1 Upon receipt of sell orders from investors, CSD Members will verify availability of securities in the securities accounts of investors in the CSD system.
- 6.1.2 During the trading session, CSD Members will capture orders (Sell / Buy orders) on the trading platform provided by DSE from 10:00 am to 3.00 pm on T in accordance with the trading rules of the DSE.
- 6.1.3 All matched trades shall be transmitted by DSE to CSD online and in real time from 10.00 am to 3.00 pm on T.

- 6.1.4 The CSD system will generate a unique reference number for each trade received from the DSE trading platform.
- 6.1.5 Broker Initial Trade Settlement Report will be available on the CSD system online and in real time for matched trades to the CSD Members.
- 6.1.6 CSD Members shall be required to commit bond trades on T by 4:00 pm to facilitate final irrevocable settlement on T+1.

6.2 EQUITY TRADES CAPTURED ON DSE

- 6.2.1 Upon receipt of sell orders from investors, CSD Members will verify the availability of the securities in security accounts of investors.
- 6.2.2 During the trading session, CSD Members will capture orders (sell / buy orders) on the trading platform provided by the DSE from 10.00 am to 3.00 pm on T in accordance with the trading rules of the DSE.
- 6.2.3 All matched trades shall be received by the CSD system from the trading platform online and in real time from 10.00 am to 3.00 pm on T.
- 6.2.4 the CSD system shall generate a unique reference number for each trade received from the ATS of the DSE.
- 6.2.5 Broker Initial Settlement Report will be available online and in real-time in the CSD system for CSD Members for trades transmitted from the Trading Platform to the CSD system.
- 6.2.6 Broker Settlement Schedule Report detailing out net settlement obligations of all CSD Members (Licensed Dealing Members and Non-Trading LDMs) will be available online in the CSD system at 2.00 pm on T+2.
- 6.2.7 CSD Members shall be required to commit equity trades on T+2 by 4:00 pm to facilitate final irrevocable settlement on T+3.

6.3 REALLOCATION OF TRADE INFORMATION

- 6.3.1 Trades that were wrongly allocated by CSD Members may be re-allocated to the right securities accounts by:
1. 4.00 pm on T for debt securities and
 2. 12.00 pm on T+2 for equity securities
- 6.3.2 The affected CSD Members in 6.3.1 should write to CSD and DSE to explain the reason or the rationale for the reallocation for approval.

6.3.3 Reallocation is permitted under the condition that, there is complete absence of market manipulation, insider trading, forward trading / front running or any other unlawful act on the part of the CSD Member.

6.3.4 If it is proven that, the reallocation was executed unlawfully, CSD will suspend the CSD Member from undertaking any depository activities. CSD will thereafter inform CMSA and DSE for appropriate sanctions.

6.4 TRADES ALLOCATED TO SECURITIES ACCOUNT OF CLIENTS OF CUSTODIANS

6.4.1 Custodians will have the responsibility to accept or refuse any trades allocated to their client erroneously by a CSD Member, having access to view all trade done by CSD Members on behalf of their clients, the custodian will have to:

- (i) By 4.00 pm on T accept trades involving debt securities. In case of refusal, the custodian shall inform the CSD in writing and the respective Trading LDM.
- (ii) By 12.00 noon on T+2 accept custodian trades involving equity securities. In case of refusal, the custodian shall inform the CSD in writing and the respective broker by 1.00 pm.

6.4.2 The Custodian shall write to CSD by indicating the reason thereof for the trade refusal or rejection. Custodians will be surcharged for rejected trades, if it is later on proven that, the trade rejection was wrongly executed by the Custodian.

6.4.3 Trade rejection by Custodians after the deadline prescribed in 6.4.1 above will not be granted by the CSD system.

6.4.4 Where a custodian refuses to accept a trade, the rejected trade(s) shall be automatically assigned to the executed CSD Member proprietary account for settlement. Once the trade is re-allocated, the trade may not subsequently be accepted by the Custodian.

7. CLEARING AND SETTLEMENT

This section stipulates the procedures to be complied with by CSD Members in respect of reporting and confirming transactions to the CSD to clear and settle such transactions through the services of the CSD.

7.1 SECURITIES AND FUND SETTLEMENT FOR SECONDARY TRADES (DEBT AND EQUITY SECURITIES)

7.1.1 A Broker Initial Trade Settlement Report, detailing trades executed on the Trading Platform by the CSD Members shall be online and in real-time to all CSD Members for both debt and equity securities on the CSD system.

- 7.1.2 A final Broker Settlement Schedule Report, showing settlement obligations for each CSD Member, will be available online in the CSD system to all CSD Members and Settlement Partners by:
- (a) 4.00 pm on T for debt securities.
 - (b) 2.00 pm on T+2 for equity securities.
- 7.1.3 Non-Bank CSD Members must have funds available in their settlement account with their respective Settlement Banks in accordance with the Final Broker Settlement Schedule Report in 7.1.2 above by:
- (a) 9.00 am on T+1 for Debt securities
 - (b) 9.00 am for equity securities on T+3.
- 7.1.4 If there are insufficient funds for settlement by the CSD Member by the indicated timelines in 7.1.3, the Settlement Bank shall immediately inform the CSD as well as inform the CSD Members to make funds available by:
- (a) 9.30 am for debt securities on T+1
 - (b) 9.30 am for equity securities on T+3
- 7.1.5 If there are insufficient funds for settlement by the timelines set in 7.1.4 above, the Settlement Bank will notify the CSD and the trade shall be dealt with in accordance to the Default Procedures set out by the CSD.
- 7.1.7 The CSD will submit to the Bank of Tanzania (BOT) and Settlement Banks an Electronic Settlement Instructions (SWIFT instructions) for final and irrevocable settlement to occur by:
- (a) 9.30 am on T+1 for debt securities.
 - (b) 9.30 am on T+3 for equity securities.
- 7.1.8 The Settlement Bank will electronically communicate the settlement of funds to the CSD system immediately whereupon the CSD system will simultaneously transfer the securities. The settlement of funds and movement of securities shall in any case simultaneously occur by 10.00 am on T+3 for equity securities and 10.00 am on T+1 for debt securities.

7.2 AMENDMENTS TO SETTLEMENT INSTRUCTIONS

- 7.2.1 The CSD will provide amended Broker Settlement Schedule Report in writing for Settlement Bank and amended Electronic Settlement Instruction to Settlement Bank in the following circumstances:
- (a) In case of funds default;
 - (b) In case of failure to commit the trade.
- 7.2.2 Once a trade is executed on the Trading platform of the DSE, amendment to price and quantity traded will not be acceptable in the CSD system.

7.2.3 Where there is funds default, CSD will effect funds settlement in accordance with the Default Procedures.

7.3 DEFAULT OF SETTLEMENT FUNDS

7.3.1 The Settlement Bank shall inform the CSD of any shortfall of the CSD Member in the funds settlement by 9.00 am.

7.3.2 The CSD will ask the Settlement Participant to provide funds in its account with the Settlement Bank in respect of transactions effected on Securities on T in accordance with the Broker Settlement Schedule Report in 7.1.2 by:

- (a) 9.30 am for debt securities on T+1.
- (b) 9.30 am for equity securities on T+3.

7.3.3 In case of failure of the CSD Member to provide settlement funds by timelines set in 7.3.2 above, the CSD will follow the Default Procedures as set out by the CSD.

7.4 FAILURE TO COMMIT TRADES BY CSD MEMBERS AND TRADING LDMs

7.4.1 Commitment of trades should be completed by all CSD Members by 8.00 am on T+1 bonds and T+3 for equities.

7.4.2 Where a trade is not committed by the timeline set in 7.4.1 and the CSD Member has not notified the CSD on the reason for un-commitment, a penalty shall be imposed on any uncommitted trade according to the late trade commitment.

8. PRIVATE TRANSFER OF SHARES

This section describes the procedures to be complied with by the CSD Member with respect to accepting, verifying and filling of Private Transfer of Shares Forms (TD 1(f)) and submission of the transfer documents to the CSD. This applies to transfer of shares where there is a change in beneficial ownership.

8.1 The investor will submit in triplicate duly completed and signed Private Transfer of Shares Form (TD 1 (f)) to the CSD Member. The CSD Member shall ensure that the CDS Account for the transferee of the private transfer request provided and supporting documents for the transfer request are adequate. In case the transferee in the private transfer request does not have an existing CDS Account, the CSD Member shall follow procedures set out in Securities Account Opening.

8.2 The CSD Member shall verify instructions and signature of investors and acknowledge receipt of the Private Transfer request by returning to the investor a copy of the Private Transfer of shares Form, duly signed, dated and stamped.

8.3 The CSD Member shall submit in writing a Private Transfer of Shares request through its authorized personnel to the CSD together with the supporting documentations.

8.4 The CSD will check whether the transfer request together with the supporting documentations are in conformity with the CSD rules on Private Transfers before effecting the transfer.

8.5 The CSD will within two (2) business days' process Private Transfer of shares or reject, giving reasons for rejection, and return for collection to the CSD Member private transfer requests that have not been approved.

9. CHANGE OF LDM BY CSD ACCOUNT HOLDER

This section describes the procedures to be complied with by the CSD Member with respect to accepting, verifying and filling of Change of LDM by CSD Account Holder Forms (TD 1(g)) and submission of the Transfer Form to the CSD. This applies to transfers where there is no change of beneficial owner.

9.1 The Investor wishing to change LDM will submit a duly filled Change of LDM Form (TD 1 (g)) in quadrant accompanied by relevant supporting documents to his current CSD Member (Transferor).

9.2 The CSD Member will verify instructions and signature of investor and will acknowledge receipt of the transfer request by returning to the investor copies of the Change of LDM Form (TD 1 (g)) duly signed, dated and stamped.

9.3 The Investor will deliver triplicate copies of the duly signed and stamped Change of LDM Forms to the destination LDM (Transferee).

9.4 The Receiving CSD Member (Transferee) will verify instructions and acknowledge receipt of the transfer request by returning to the investor a copy of the Change of LDM Form (TD 1 (g)) duly signed, dated and stamped. The Receiving CSD Member (Transferee) will also send one copy of the Change of LDM Form to the CSD.

9.5 Transferring CSD Member (Transferor) will process the Change of LDM Forms on the CSD system making use of the reference number in the Transfer form.

9.6 Receiving CSD Member (Transferee) will process the Change of LDM Forms on the CSD system making use of the reference number in the Transfer form.

9.7 All Change of LDM requests received by the transferring CSD Member before 1.00 pm will be processed the same day. Requests received after 1.00 pm will be transferred on the next business day before 10.00 am.

9.8 The CSD will check whether the Change of LDM request conforms with the CSD Rules and immediately authorizes the Change of LDM on the CSD system, or

9.9 The CSD will within one (1) business day reject, giving reasons for rejection, and return for collection by receiving CSD Member Change of LDM Forms.

10. MORTGAGE REQUEST / REALEASE & TRANSFER OF MORTGAGES SECURITIES ON DEFAULT

This section stipulates the procedure to be complied with by CSD Members with respect to:

- (i) Mortgage of securities already deposited in the CSD.
- (ii) Release of Mortgaged securities upon termination of the mortgage.
- (iii) Transfer of Mortgaged Securities in case of a default.

10.1 MORTGAGE OF SECURITIES IN THE CSD SYSTEM

10.1.1 The investor wishing to Mortgage securities in the CSD shall obtain a Mortgage Request Form (MR 1) and Mortgage of Shares Transfer Form (TD 1c)) from the CSD Member.

10.1.2 The investor shall complete and sign the Mortgage Request Form in triplicate and Mortgage of Shares Transfer Form (one copy) and deliver the Forms to the lender to obtain the lender's signature.

10.1.3. The investor shall, thereafter, handover duly completed and signed Mortgage Request Form and Mortgage of Shares Transfer Form to the CSD Member.

10.1.4 The CSD Member will verify instructions and signature of the investor in the Mortgage Request Form and Mortgage of Shares Transfer Form.

10.1.5 The CSD Member will forward the completed and duly signed M Mortgage Request Form in triplicate and Mortgage of Shares Transfer Form to the CSD.

10.1.6 The CSD will check the information provided in the Mortgage request documents if are in conformity with the Rules and Procedures of the CSD and the status of securities being mortgaged.

10.1.7 The CSD will immediately process the mortgage request forms by freezing the securities in the mortgaged account.

10.1.8 The CSD will stamp and sign the three copies of Mortgage Request Forms, retain one copy of the Mortgage Request Form and give the remaining two copies of the Mortgage Request Forms and Mortgage of Shares Transfer Form to the CSD Member.

10.1.9 The CSD Member will submit to the investor Mortgage Request Forms duly stamped and signed by the CSD and a Mortgage of Shares Transfer Form.

10.1.10 The investor will submit the Mortgage Request Forms duly stamped and signed by the CSD and a Mortgage of Shares Transfer Form to the lending institution.

10.1.11 In case of rejection of the request, the CSD will return incomplete mortgage request documents to the CSD Member, stating reasons for rejection.

10.2 RELEASE OF THE MORGAGED SECURITIES

10.2.1 The Investor wishing to release securities mortgaged in the CSD shall obtain from the CSD Member a Mortgage Release Form (MR 2).

10.2.2 The Investor shall complete and sign a Mortgage Release Form in triplicate and deliver the Forms to the lender to obtain the lender's signatures.

10.2.3. The Investor shall, thereafter, handover duly completed and signed Mortgage Release Forms to a CSD Member.

10.2.4 The CSD Member shall verify instructions and signature of the borrower and lender in the Mortgage Release documents.

10.2.5 The CSD Member shall forward the completed and duly signed Mortgage Release documents in triplicate to the CSD.

10.2.6 The CSD will verify whether the information provided in the Mortgage Release documents conforms with the CSD Rules the status of securities being released.

10.2.7 The CSD will immediately process the Mortgage Release Forms by unfreezing the securities in the investor's account.

10.2.8 The CSD will stamp and sign the three copies of Mortgage Release Forms, remain with a copy of the Release Form and give the remaining two copies of the Mortgage Release Forms to the CSD Member.

10.2.9 The CSD Member will submit to a borrower a copy of the Mortgage Release Form duly stamped and signed by the CSD and another to copy to a lender.

10.2.10 Upon receipt of the Mortgage Release Form duly stamped and signed by the CSD a lender shall return to a borrower a Mortgage of Shares Transfer Form (TD 1 c)) that was kept by the lender in case of a mortgage default.

10.2.11 In case of rejection of the request, the CSD will return incomplete Mortgage Release Form to the CSD Member, stating reasons for rejection.

10.3 TRANSFER OF MORTGAGED SECURITIES ON DEFAULT

The lender may request for the CSD to transfer mortgaged securities to its account when the borrower has defaulted a loan on the mortgaged-on securities.

10.3.1 A lender wishing to transfer mortgaged securities to its account will submit the following to the CSD Member:

- (a) Mortgage of Shares Transfer Form duly signed by the borrower.
- (b) A copy of Mortgage Request Form (MR 1)

10.3.2 The CSD Member will forward a Mortgage of Shares Transfer Form to the CSD.

10.3.3 The CSD will process the Mortgage of Shares Transfer Form by effecting the transfer from the Borrower's CSD Account to the CSD Account of the Lender.