

# Guidelines to register for Centralized Cash Dividend Register (CCDR)

## Registration Process

- To register for eDividend services, please visit eServices Portal by accessing [www.eservices.cdcaccess.com.pk/public/index.xhtml](http://www.eservices.cdcaccess.com.pk/public/index.xhtml)
- If you are currently not availing this facility, please first register yourself by clicking **New Here? Register Now tab**. (Anyone can register provided they have CNIC/ NICOP/POC/Passport in case of individual clients AND Registration number OR NTN for corporate body)
- After clicking the **Register Now** option you are requested to fill up the form displayed on the screen. (All the mandatory fields having asterisk (\*) must be filled).
- After filling the requisite form, kindly save all the information by clicking the **SAVE** button.
- After successfully saving the form you will get a link on registered email address. Upon clicking this link another screen will open up for resetting of your password.
- The password can be of 8 to 16 characters out of which 6 characters should be alphabets (at least 1 upper case and 1 lower case letter) and at least 2 numeric digits.
- After setting up your password, return to the home page of eServices portal.
- Your User ID would be your CNIC or NICOP or POC or Passport in case of individuals and Registration number or NTN for corporate body. The password would be the same that you had setup earlier.

## Service Activation

- After successful login into your account, kindly click my **eDividend** tab appearing under **eDividend** option. **eDividend Service Activation** screen will be opened.
- For CDS Account Holder, give Participant ID and CDS Account Number and for Physical Share Certificate, give Folio Number and Security Symbol.
- Upon loading of the **List of My eDividend(s) screen**, kindly insert Participant ID and Account number, if you are a CDS Account Holder OR enter your Folio number and Security Symbol if you have Physical Share Certificates. You will be asked to opt OTP's option i.e. Mobile Number OR Email. After entering the same, your eDividend service will be activated.
- Once activated you will be directed to **List of My eDividend(s)** screen from where you can check your **Dividend Payment Status**. You can view dividend report of those records which have paid status.