



How to use DDN



Central Securities Depository of Iran

International Relations Department

How to receive Services from Integrated Portal of Capital Market Stakeholders or DDN:

1. Visit <https://DDN.csdiran.com/login> (You can also download the DDN application from <https://www.csdiran.com/pages?page=apps> and have access to this service from your phone).
2. Enter your national ID number and captcha. An OTP code is sent to the CIGS-registered mobile phone number. Submit it in the relevant box. At the first login, you need to define your password according to the standard (at least 8 characters, including uppercase and lowercase letters, numbers, and symbols) in the relevant section. (Which will be used in future visits).
3. Your portfolio is accessible on the first page of the website.
As you can see, your portfolio is displayed with details including ticker-symbol, issuer name, number of securities, value, percentage of total, and trading account status. You can download your portfolio using the "Download Portfolio Report" option. You can also use the filter option to define a time interval for this request.
4. You can also receive daily transaction reports; monitor the information regarding Justice Shares, general meetings, ticker-symbols announcements, dividends and profits, freezes, etc.
5. You have all the mentioned items for the assets in Tehran Stock Exchange, Iran FaraBourse, Iran Energy Exchange and Iran Mercantile Exchange. Moreover, mutual fund units' details are available in this section, too.
Please note that bonus shares and shares right issues are displayed in the sections of Portfolio and Portfolio report.
6. You can monitor the markets' statistics separately by referring to the "Market" option.
7. On the right menu, you have access to your profile, market news, wallet, and other services of the system.

In addition, the "e-Service Desk" provides enables the investors to send their request on various CSDI services online:

- Profile modification request

To address the discrepancy between natural investors' identifications/legal investors' registration details and the information registered in the CSDI post-system, the profile needs to be modified. Natural shareholders can submit a relevant request through e-service desk. To do this, after clicking the "e-Service Desk" option, select "Profile Modification Request". A form opens up just like the following figure, which needs to be completed. The first page of the birth certificate (and the birth certificate description page if there are any descriptions) is to be attached, too.

- **Request to lift the sales ban of natural and legal persons**

Natural and legal persons who have not sold shares in the last two years and their portfolio value is more than 500,000,000 IR Rials, are prohibited from selling to prevent possible misuse of their trading accounts. These people also can submit their request to lift the sales ban by referring to the e-service desk. In this section, there is an option to submit a new request. By clicking on that, a list of requests including "Request to lift the sales ban of natural and legal persons" appears.

It should be noted that the person is able to sell shares for up to two years from the time of lifting the sales ban. If the person does not perform any sell operations in this period, they will be banned from selling again.

The following photo illustrates the sections needed to complete for submitting the request.

Other e-service desk possibilities are as follows:

- **Transfer on Death**

Via this service, the stages of "Transfer on Death" process can be monitored and followed by the beneficiary (chosen heir).

To do so, refer to the e-service desk, there is an option you can submit a new request. Now you just need to click on "Transfer on Death" option.

It should be noted that this request must be submitted by one of the heirs.

- **Follow up on the seizure of securities**

This service enables the beneficiaries to inquire about the legal order of seizure or to monitor the process of lifting the seizure of securities. In the e-service desk, there is an option to submit a new request, by clicking on that, a list of requests including “Follow up on the seizure of securities” appears. Select the relevant request and go through the subsequent stages. This request is only available to the sentenced investors.

- **Inquiring about “Pledging Essentials”**

In this service, the necessary documents to apply for pledging securities, their redemption, sale and inquiry of pledged securities are available to the applicant in the e-service desk.

- **Require a sample Power of Attorney for pledging securities**

In this service, a sample Power of Attorney required for pledging securities is provided to the applicant by submitting a request in the e-service desk.

- **Follow up on a case of “pledging of securities”**

This service allows the applicant to follow the steps of applying for pledging securities, as well as redeeming and selling pledged securities.

- **Inquiry about the essentials of Power of Attorney to sell securities**

In this service, the necessary documents to confirm the Power of Attorney for selling securities and the relevant process are announced to the applicant.

- **Require a sample Power of Attorney to sell securities**

In this service, a sample power of attorney to sell securities is provided to the applicant.

- **Complaints, suggestions, criticisms**

In this service, users can make complaints and feedback and follow them up.