



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/1911

March 10, 2010

PROCEDURE FOR THE DEMATERIALIZATION / REMATERIALIZATION OF OPEN-ENDED & CLOSE-ENDED MUTUAL FUND UNITS

DPs are advised to refer to communiqué no. **CDSL/OPS/DP/1808** dated December 07, 2009 outlining the operational procedure for transacting in Mutual Fund [MF] Units.

With regard to the dematerialization/rematerialization of MF units, DPs are advised to note the following:

Dematerialization of Physical Statements of Accounts [SoA]

Dematerialisation of Statements of Accounts will be carried out by Registrar & Transfer Agent [RTA].

• **What should Investor do?**

- ∅ The Investor will have to submit a request letter [see **Annexure–A**], to the AMC/RTA along with the latest Statement of Account and a self-certified copy of the Client Master Report of his demat account.
- ∅ The AMC/RTA will verify the investor's signature with that on its records and additionally check whether the mode of holding as per the Statement of Account and demat account are same.
- ∅ If the documents are in order, the AMC/RTA will return to the investor the "**Acknowledgement Receipt**" [see **Annexure-A**] duly stamped and signed by the AMC/RTA.
- ∅ The AMC/RTA will then be required to fill up CDSL's Corporate Action Form [CA Form] indicating the total number of records and total quantity to be credited and submit the same to CDSL.
- ∅ The RTA will then credit the investor's demat account through Corporate Action Module in the CDSL system (selecting Corporate Action, "MF Demat of SoA").
- ∅ In the case of rejected demat requests, the AMC/RTA will directly correspond with the investor without making any entry/reference in the CDSL system.

Dematerialization of Physical Certificates

In case of dematerialization of physical certificates of any Mutual Fund, the procedure as stipulated in CDSL's DP Operating Instructions, **Chapter 4**, for the dematerialization of physical equity shares should be followed.



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Rematerialization of Electronic Mutual Fund Units

In case of rematerialization of MF units for issue of physical certificates / statements of accounts, the procedure as stipulated in CDSL's DP Operating Instructions **Chapter 9**, for the rematerialization of electronic holdings/balances should be followed.

Queries regarding this communiqué may be addressed to **CDSL – Corporate Action Team:** Rakesh Dalvi (022) 2272-8680, Urmila Chougule 2272-8685, Sunil Shendge 2272-8608, Anil Sathe 2272-8613 or Tara Ajit 2272-8207. Emails may be sent to: rakeshd@cdslindia.com, urmilac@cdslindia.com, sunils@cdslindia.com anils@cdslindia.com or taraa@cdslindia.com.

sd/-

Ramkumar K.
Vice President – Operations

Ref. No:

Date:

To,
(AMC/RTA NAME & Address)_____

Dear Sir / Madam,

Ref: Demat Account No. _____

I/We holding demat account with CDSL (number _____) request you to dematerialize all the units represented in the enclosed Statement of Account detailed as follows:

Sr. No.	Name of the Scheme	No. of units
i)		
ii)		
iii)		
iv)		

The documents hereby surrendered by me/us for dematerialization stand in my/our name(s) and represent the bonafide units allotted by the AMC to me/us. The same are free from any lien or charge or encumbrance to the best of my/our knowledge and belief.

	First Holder	Second Holder	Third Holder
NAME			
SIGNATURE			

Encl: a) Self-certified Statement of Account
b) Self-certified Client Master Report

===== (Please Tear Here) =====

ACKNOWLEDGEMENT RECEIPT

[to be returned duly stamped & signed by the AMC/RTA to the investor]

(Details to be filled in by the investor)

To:

BO NAME : _____
BO ADDRESS : _____
_____BOID : _____
Name of First Holder : _____
Name of Second Holder : _____
Name of Third Holder : _____

We acknowledge receipt of your request letter for the dematerialization of all the units represented in the statement of account enclosed therewith, details of which are as follows:-

Sr. No.	Name of the Scheme	No. of units
i)		
ii)		
iii)		
iv)		

Date: _____

AMC/RTA Stamp & Signature
(to be signed & stamped by the AMC./RTA)