



CDSL  
Your Depository

**DP Name & Address**  
**DP ID and DP SEBI Reg. No.**  
**Instruction Slip for Delivery / Receipt**  
(To be filled in duplicate)

☐ **Delivery**

☐ **Receipt**

**\*\* Serial No.:**

**Date** : \_\_ / \_\_ / 200\_\_

I / We request you to **debit / credit** my / our account as under: -

DP ID										B O (CLIENT) ID**										First/Sole Holder's Name									
1																													
S. No.	ISIN										Security Name										Quantity		Instruction Ref no.(to be filled by DP)						
																					In figures	In words							
1	IN																												
2	IN																												
3	IN																												
4	IN																												
<b>Total Instructions Used (In words only)</b>															<b>Cash Transfer</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not required											

Tick the relevant columns -

Exchange	<input type="checkbox"/> BSE	<input type="checkbox"/> NSE	<input type="checkbox"/> Others (Mention name)	Execution date	D	D	M	M	2	0	0		
<b>Instruction details</b>	<input type="checkbox"/> 1. On Market		<input type="checkbox"/> 2. Off market (Transfers to/from CM accounts)	<input type="checkbox"/> 3. Off market (Transfers to/from BO accounts)	<input type="checkbox"/> 4. Early pay-in		<input type="checkbox"/> 5. Inter depository						
Settlement type / market type				NOT APPLICABLE									
Settlement no.													
CM ID			NOT APPLICABLE	NOT APPLICABLE			NOT APPLICABLE						
Counter BO ID / Client ID	NOT APPLICABLE												
Counter DP ID / CM-BP ID	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE		I	N					
Signature of First / Sole Holder				Signature of Second Holder				Signature of Third Holder					

**For DPs office use only**

Internal Ref. No.

Signature Verified By

Transaction Entered By

\*\* Prestamped



**Instructions for BOs –**

A) The BO should use separate instruction slips for confirming –

1. On – Market transactions - Transfers from broker to Clearing house for pay-in.
2. Off – Market transactions – Transfers to or from CM accounts
3. Off – Market transactions - Transfers to or from BO accounts
4. Early pay-in transactions – Direct delivery by BOs to the early pay-in accounts in order to save margin
5. Inter depository transactions - Transfers to BO / CM accounts of the other depository

AND

Delivery and Receipt Instructions.

B) In case of a joint account, all the account holders must sign the instruction slip.

C) BOs must fill all the relevant details as required in the instruction slips.

D) BOs must obtain DP's acknowledgement / receipt stamp on the copy of the instruction slip.

E) All holders must confirm any alternation, correction or cancellation made on the instruction slip with their signature(s)

**Abbreviations -**

CM – Clearing Member (Broker)    CH – Clearing House    BO – Beneficial Owner