



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2021/460

October 11, 2021

AMENDMENTS TO CDSL's DP OPERATING INSTRUCTIONS

DPs are advised to note that amendments have been incorporated in various chapters of CDSL's DP Operating Instructions as per SEBI Circular no. **SEBI/HO/MRD2/DDAP/CIR/P/2020/153 dated August 18, 2020**, Corrigendum to Master Circular for Depositories dated October 25, 2019 on preservation of records wherein Depositories and Depository Participants are required to preserve the records and documents for a minimum period of 8 years.

The amendments to CDSL's DP Operating Instructions [refer **Annexure - A**] in track changes mode are attached herewith.

sd/-

Sheron Sawant
Sr. Manager - Operations

| Point No. | Existing | Proposed Amendments |
|---|--|---|
| 2 ACCOUNT OPENING | | |
| 2.10 2.10.2 | <p>Records</p> <p>All the above documents related to account opening activity shall be maintained as long as the account is active and, subsequently, for a minimum period of 5 years or any such period as specified by SEBI/CDSL/ Prevention of Money Laundering Act 2002, whichever is higher, after the account is closed and subject to any other law in force for the time being.</p> | <p>All the above documents related to account opening activity shall be maintained as long as the account is active and, subsequently, for a minimum period of <u>5 8</u> years or any such period as specified by SEBI/CDSL/ Prevention of Money Laundering Act 2002, whichever is higher, after the account is closed and subject to any other law in force for the time being.</p> |
| ACCOUNT ADMINISTRATION AND MAINTENANCE | | |
| 3.6 3.6.1 | <p>Records</p> <p>The DP will have to maintain all the written instructions with the enclosures received from the BO till the account is active and subsequently for a period of 5 years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, whichever is higher after the account is closed.</p> | <p>The DP will have to maintain all the written instructions with the enclosures received from the BO till the account is active and subsequently for a period of <u>5 8</u> years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, whichever is higher after the account is closed.</p> |

| Point No. | Existing | Proposed Amendments |
|---|--|--|
| DEMATERIALIZATION OF EXISTING SCRIPS | | |
| 4.10 4.10.2 | Records The DP shall maintain a copy of the DRF and supporting documents, for a minimum period of 5 years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, which ever is higher | The DP shall maintain a copy of the DRF and supporting documents, for a minimum period of <u>5 8</u> years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, which ever is higher. |
| SETTLEMENTS | | |
| 6.8 6.8.2 | Records All DIS received from BO should be maintained for a period of 5 years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002, whichever is higher. | Records All DIS received from BO should be maintained for a period of <u>5 8</u> years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002, whichever is higher. |
| <u>TRANSMISSION</u> | | |
| 7.9 7.9.7 | Records to be maintained All the above documents are to be preserved for a period of 5 years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act, 2002, whichever is higher. | All the above documents are to be preserved for a period of <u>5 8</u> years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act, 2002, whichever is higher. |

| Point No. | Existing | Proposed Amendments |
|---------------------------------------|---|--|
| PLEDGE / UNPLEDGE / INVOCATION | | |
| 8.7 8.7.1 | Records The DP shall maintain copies of all Pledge Request Forms (PRF), Unpledge Request Forms (URF) & Invocation Request Forms (IRF) for a minimum period of 5 years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher.. | The DP shall maintain copies of all Pledge Request Forms (PRF), Unpledge Request Forms (URF) & Invocation Request Forms (IRF) for a minimum period of <u>58</u> years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher. |
| REMATIALIZATION / REPURCHASE | | |
| 9.7 9.7.1 | Records The DP shall maintain copies of all RRF / Repurchase Request Forms, where applicable, for a minimum period of 5 years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher | The DP shall maintain copies of all RRF / Repurchase Request Forms, where applicable, for a minimum period of <u>58</u> years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher. |
| ACCOUNT CLOSURE | | |
| 10.9 10.9.4 | Records to be maintained All the above documents are to be preserved for a period of 5 years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, whichever is higher. | All the above documents are to be preserved for a period of <u>5 8</u> years or any such period as specified by SEBI/CDSL/Prevention of Money Laundering Act 2002, whichever is higher. |

| Point No. | Existing | Proposed Amendments |
|--|--|---|
| FREEZE AND UNFREEZE | | |
| 13.7 13.7.1 | Records The DP shall maintain copies of all FRF, URF, Orders for freezing/unfreezing from Court, Tribunal, Statutory, Revenue or Regulatory Authorities and other supporting documents for a minimum period of 5 years or any such period as specified by SEBI / CDSL/ Prevention of Money Laundering Act 2002, whichever is higher. | The DP shall maintain copies of all FRF, URF, Orders for freezing/unfreezing from Court, Tribunal, Statutory, Revenue or Regulatory Authorities and other supporting documents for a minimum period of <u>5.8</u> years or any such period as specified by SEBI / CDSL/ Prevention of Money Laundering Act 2002, whichever is higher. |
| ARBITRATION | | |
| 14.9 | Records The DP shall maintain all records pertaining to Arbitration proceedings including the Arbitration Award for a minimum period of 5 years after the Award is passed or any such period as specified by SEBI/CDSL whichever is higher. | The DP shall maintain all records pertaining to Arbitration proceedings including the Arbitration Award for a minimum period of <u>5.8</u> years after the Award is passed or any such period as specified by SEBI/CDSL whichever is higher. |
| CHANGE IN DP NAME AND REGISTERED OFFICE ADDRESS | | |
| 15.8 15.8.1 | Records to be maintained All the above documents are to be preserved for a period of 5 years or any such period as specified by SEBI /CDSL which ever is higher. | All the above documents are to be preserved for a period of <u>5-8</u> years or any such period as specified by SEBI /CDSL which ever is higher. |
| STATEMENT OF ACCOUNTS | | |

| Point No. | Existing | Proposed Amendments |
|---------------------------------------|---|--|
| 16.8 | <p>Records</p> <p>Record of proof of dispatch of statements to the BO and any other supporting documents shall be maintained with the main DP for 5 years or any such period specified by SEBI / CDSL from time to time.</p> | <p>Record of proof of dispatch of statements to the BO and any other supporting documents shall be maintained with the main DP for <u>5.8</u> years or any such period specified by SEBI / CDSL from time to time.</p> |
| NON DISPOSAL UNDERTAKING (NDU) | | |
| 19.6 19.6.1 | <p>Records</p> <p>The DP shall maintain copies of all NDU forms for a minimum period of 5 years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher</p> | <p>The DP shall maintain copies of all NDU forms for a minimum period of <u>5.8</u> years or any such period as specified by SEBI / CDSL/Prevention of Money Laundering Act, 2002 whichever is higher.</p> |