



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2021/523

November 18, 2021

AMENDMENTS TO CDSL's DP OPERATING INSTRUCTIONS

DPs are advised to note that amendments have been effected in **Chapter 2: Account Opening** of CDSL's DP Operating Instructions, whereby option should be given to the BO's to receive Delivery Instruction Slip (DIS), if e-DIS is opted by the BOs.

The amendments to DP Operating Instructions in track changed mode are attached herewith as **Annexure - A and Annexure 2.5**.

DPs are advised to take note of the same and ensure compliance.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk**: on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

sd/-

Nilesh Shah
Asst. Vice President - Operations

CHAPTER 2: ACCOUNT OPENING		
Point No.	Existing	Proposed Amendments
2.4	Procedure to be followed while opening an account	Procedure to be followed while opening an account
2.4.21	<p>The DP shall send the BO a system generated confirmation letter for having opened the account mentioning the account number along with the formats of necessary forms and instruction slips. This letter shall be given to the BO and the DP shall maintain proof of such despatch. The letter along with other documents mentioned earlier may also be given to the BO if the BO wants to collect the same in person. Proof of such delivery shall be maintained by the DP.</p> <p>Alternatively, the client master report may be provided by the DP to the BO at the email address recorded in the CDSL system or through its website, provided the same can be accessed by the BO through secured access- e.g. Login ID-Password / three factor authentication. In case the DP is not able to provide the same by email / the BO cannot access the same through its website due to any reason (including bounced emails), the DP should ensure that the same is provided to the BO in paper form. The DP should maintain record of delivery/ non-delivery of the emails to the BO or accessing of the information by the BO through its website. The BO should be informed at the time of account opening that such information will be made available</p>	<p>The DP shall send the BO a system generated confirmation letter for having opened the account mentioning the account number along with the formats of necessary forms and instruction slips. This letter shall be given to the BO and the DP shall maintain proof of such despatch. The letter along with other documents mentioned earlier may also be given to the BO if the BO wants to collect the same in person. Proof of such delivery shall be maintained by the DP.</p> <p>Alternatively, the client master report may be provided by the DP to the BO at the email address recorded in the CDSL system or through its website, provided the same can be accessed by the BO through secured access- e.g. Login ID-Password / three factor authentication. In case the DP is not able to provide the same by email / the BO cannot access the same through its website due to any reason (including bounced emails), the DP should ensure that the same is provided to the BO in paper form. The DP should maintain record of delivery/ non-delivery of the emails to the BO or accessing of the information by the BO through its website. The BO should be informed at the time of account opening that such information will be made available</p>

<p>through email /website, as the case may be. In case DIS booklet is required to be sent to BO, it must be separately issued to the BO.</p> <p>A BO may have an on-line trading account and give /execute a power of attorney (POA) in favour of the CM for executing delivery instructions for settling stock exchange trades effected through such CM or a BO may be a PMS client of a PMS manager and give / execute a power of attorney (POA) in favour of the PMS manager or execute a PMS agreement with an authority to PMS manager to manage the portfolio of securities. In such a case, the BO may be given an option to receive the Delivery Instruction Slip Booklet (DIS) on the DP completing the account opening procedure or at any later date on request by the BO. The BO can exercise such option by submitting an 'Option Form for issue of DIS booklet', as given in Annexure 2.5, which shall be given to the intending-BO along with the Account Opening Form. A written consent shall be obtained from BO in case BO agrees to waive off the right to receive DIS at the time of account opening and opts to receive it at a later date.</p> <p>If the BO requires the DIS booklet at a later date then the DP shall issue the DIS booklet on receiving a request letter signed by all accountholders. The procedure for verifying the request/signatures, dispatch of DIS booklet or hand-delivery thereof, and maintenance of</p>	<p>through email /website, as the case may be. In case DIS booklet is required to be sent to BO, it must be separately issued to the BO.</p> <p>A BO may have an on-line trading account and give /execute a power of attorney (POA) in favour of the CM for executing delivery instructions for settling stock exchange trades effected through such CM <u>or a BO who may have registered for eDIS (submission of electronic instructions through online portal of DP facility provided by DP</u> -or a BO may be a PMS client of a PMS manager and give / execute a power of attorney (POA) in favour of the PMS manager or execute a PMS agreement with an authority to PMS manager to manage the portfolio of securities. In such a case, the BO <u>mayshall</u> -be given an option to receive the Delivery Instruction Slip Booklet (DIS) on the DP completing the account opening procedure or at any later date on request by the BO. The BO can exercise such option by submitting an 'Option Form for issue of DIS booklet', as given in Annexure 2.5, which shall be given to the intending-BO along with the Account Opening Form <u>(physically / electronically)</u> . A written consent shall be obtained from BO in case BO agrees to waive off the right to receive DIS <u>booklet</u> at the time of account opening and opts to receive it at a later date.</p> <p>If the BO requires the DIS booklet at a later date then the DP shall issue the DIS booklet on receiving a request letter signed by all accountholders. The procedure for verifying the request/signatures, dispatch of DIS booklet</p>
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	dispatch record / acknowledgement record by the DP would remain the same as mentioned under Item 6.5.1 (Issue of Instruction Slips) of CDSL's DP Operating Instructions.	or hand-delivery thereof, and maintenance of dispatch record / acknowledgement record by the DP would remain the same as mentioned under Item 6.5.1 (Issue of Instruction Slips) of CDSL's DP Operating Instructions.
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OPTION FORM FOR ISSUE OF DIS BOOKLET

Date	D	D	M	M	Y	Y	Y	Y
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DP ID										Client ID								
First Holder Name																		
Second Holder Name																		
Third Holder Name																		

To,
Depository Participant Name
Address

Dear Sir / Madam,

I / We hereby state that: [Select one of the options given below]

OPTION 1:

I / We require you to issue Delivery Instruction Slip (DIS) booklet to me / us immediately on opening of my / our CDSL account though I / we have issued a Power of Attorney (POA) / [registered for eDIS](#) / executed PMS agreement in favour of / with _____ (name of the attorney / Clearing Member / PMS manager) for executing delivery instructions for settling stock exchange trades [settlement related transactions] effected through such [Power of Attorney holder - Clearing Member / by PMS manager / for executing delivery instructions through eDIS](#).

Yours faithfully

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signatures			

OR

OPTION 2:

I / We do not require the Delivery Instruction Slip (DIS) [booklet](#) for the time being, since I / We have issued a POA/[registered for eDIS](#) / executed PMS agreement- in favour of / with _____ (name of the attorney / Clearing Member / PMS manager) for executing delivery instructions for settling stock exchange trades [settlement related transactions] effected through such [Power of Attorney Holder - Clearing Member / by PMS manager or for executing delivery instructions through eDIS](#). However, the Delivery Instruction Slip (DIS) booklet should be issued to me / us immediately on my / our request at any later date.

Yours faithfully

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signatures			

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

Acknowledgement Receipt

Received OPTION FORM FOR ISSUE / NON ISSUE OF DIS BOOKLET from :

DP ID										Client ID								
Name of the Sole / First Holder																		
Name of Second Joint Holder																		
Name of Third Joint Holder																		

Depository Participant Seal and Signature