



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2025/488

July 23, 2025

AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 6

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] Chapter 6 - **SETTLEMENTS** Point **6.5.5 Safeguards to address the concerns of BOs on transfer of securities**.

The said amendments to the **DP OI Chapter 6, Annexure - A** is attached herewith and the changes given in track changes mode.

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

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtasupport@cdslindia.com and connect through our IVR Number 022-62343333.

**For and on behalf of
Central Depository Services (India) Limited**

sd/-

**Nilesh Shah
Vice President – Operations**

Sr. No.	Existing Process	New Process
	Chapter: SETTLEMENTS	
1)	6.5.5 Safeguards to address the concerns of BOs on transfer of securities	
	<p>6.5.5.1 The cautionary note: “BLANK & or SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/any other person / entity” should be printed on all types of DIS.</p> <p>6.5.5.2 DPs should not accept pre-signed DIS with blank columns from the BO(s).</p> <p>6.5.5.3 If the DIS booklet is lost / stolen / not traceable by the BO, the same must be intimated to the DP immediately by the BO in writing. On receipt of such intimation, the DP shall cancel the unused DIS of the said booklet so as to avoid execution such DIS in future.</p> <p>If a DIS is received from an account, which has been dormant wherein no transactions have taken place ,for a period of continuous Twelve months or more or any such period specified by CDSL and / or SEBI from time to time , the DP shall mandatorily verify the same with the account holders independently before executing the instruction.</p> <p>A credit in the demat account through purchase of securities and voluntary corporate action (such as subscribing to rights issues/ systematic investment plans (SIPs) of mutual funds, etc.) may be considered as a transaction for assessing the dormancy. However, any credit due to involuntary corporate action (such as bonus, split, etc.) may not be considered as transaction for assessing the dormancy.</p> <p>DPs shall be required to verify the same by way of recorded phone call on registered number of BO by the authorized official of the DP.</p>	<p>6.5.5.1 The cautionary note: “BLANK & or SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/any other person / entity” should be printed on all types of DIS.</p> <p>6.5.5.2 DPs should not accept pre-signed DIS with blank columns from the BO(s).</p> <p>6.5.5.3 If the DIS booklet is lost / stolen / not traceable by the BO, the same must be intimated to the DP immediately by the BO in writing. On receipt of such intimation, the DP shall cancel the unused DIS of the said booklet so as to avoid execution such DIS in future.</p> <p>If a DIS is received from an account, which has been dormant wherein no transactions have taken place ,for a period of continuous Twelve months or more or any such period specified by CDSL and / or SEBI from time to time , the DP shall mandatorily verify the same with the account holders independently before executing the instruction.</p> <p>A credit in the demat account through purchase of securities and voluntary corporate action (such as subscribing to rights issues/ systematic investment plans (SIPs) of mutual funds, etc.) may be considered as a transaction for assessing the dormancy. However, any credit due to involuntary corporate action (such as bonus, split, etc.) may not be considered as transaction for assessing the dormancy.</p> <p>DPs shall be required to verify the same by way of recorded phone call on registered number of BO by the authorized official of the DP.</p>

<p>However, in case of active accounts, such verification may be made mandatory, if the BO has 5 or more International Securities Identification Number (ISINs) and all such ISIN balances in that account (irrespective of the number of ISINs) are getting transferred at a time.</p> <p>The authorized official of the DP verifying transactions in dormant accounts / 5 or more ISINs in active account with the BO shall record the details of the process date, time etc., of the verification on the Instruction slip under his signature.</p> <p>Such verifications shall be additionally authorized by the Compliance Officer of the DP or any other designated senior official of the DP.</p>	<p>However, in case of active accounts, such verification may be made mandatory, if the BO has 5 or more International Securities Identification Number (ISINs) and all such ISIN balances in that account (irrespective of the number of ISINs) are getting transferred at a time.</p> <p>The authorized official of the DP verifying transactions in dormant accounts / 5 or more ISINs in active account with the BO shall record the details of the process date, time etc., of the verification on the Instruction slip under his signature.</p> <p>Such verifications shall be additionally authorized by the Compliance Officer of the DP or any other designated senior official of the DP.</p> <p>6.5.5.4 If a DIS serial number which has been 'used' / 'unissued' / marked as 'lost / misplaced / stolen / cancelled' is received by the DP for execution of transaction, then the DP should immediately inform the BOs about the attempt made to use the DIS which is either 'used' or 'unissued' or 'lost / misplaced / stolen / cancelled'.</p> <p>The mode of communication by DP can either be via post or courier or electronic mail that can be provided as a record of communication thereof.</p>
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