CDSL/OPS/DP/POLCY/2445 **May 12, 2011**

TRANSFER OF SECURITIES THAT ARE UNDER ‘LOCK IN’ OR ‘INACTIVE’ ISIN

DPs are aware that in case of closure of an account due to shifting or transmission within the same CDSL DP and from one CDSL DP to another CDSL DP, free balances would be transferred. Any balances, which are under lock-in or securities under inactive ISINs will not be transferred. For transfer of such securities, the following process shall be followed:

A. IN CASE OF SHIFTING OF ACCOUNT:

1. For DPs:

i. BO intending to transfer the securities shall submit a copy of the Client Master Report [CMR], with stamp and signature of the target DP.

ii. DP shall verify that the account holder (s) name(s), status and sub-status in the target account and existing account are same and in the same order.

iii. DP shall forward a request [see-**Annexure A**] to the concerned Issuer / RTA along with copies of CMR of the existing and the target account duly stamped and signed for execution of corporate action to effect the transfer of securities. A copy of “Annexure-A” should be forwarded to CDSL.

2. For Issuers/ RTAs:

i. Based on the request received from the DP, Issuer / RTA shall submit a Corporate Action Information Form [see-**Annexure B**] for transfer of securities.

ii. RTA shall submit a request letter for submission of corporate action file for debit and credit of securities.

B. IN CASE OF TRANSMISSION:

1. For DPs:

i. Upon submission of all the required documents by the legal heir / legal representatives of the deceased Client, as mentioned in the CDSL’s DP Operating Instructions [Chapter 7: Transmission], the DP shall verify the documents and forward a request [see-**Annexure C**] to the concerned Issuer / RTA for execution of corporate action to effect the transfer. The copy of “Annexure C” should be forwarded to CDSL.

2. **For Issuers / RTAs:**
   i. The Issuer / RTA shall submit a Corporate Action Information Form (for transfer of lock in securities or securities held under Inactive ISIN due to transmission) [see- **Annexure B**]

   ii. Issuers / RTAs shall submit a request letter for submission of corporate action file for debit and credit of securities.

On receipt of the requisite documents [Annexure A or Annexure C, as the case may be] the Issuers / RTAs shall effect transfer of securities through Corporate Action.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk:** (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8625, 2272-8639, 2272-8663, 2272-1261, or 2272-2075. Emails may be sent to: helpdesk@cdslindia.com

sd/-

K H Iyer
Assistant Vice President – Operations

REMINDER TO DPs

✓ **Deadline date of May 15, 2011 – Submission of Internal Audit Reports to CDSL for the period October 01, 2010 to March 31, 2011**
Reference: Communiqué no. **CDSL/OPS/DP/2365** dated March 22, 2011 regarding submission of the Internal Audit Report [IAR] and Concurrent Audit Report [CAR] in the **revised** format.

Depository Participant Letter
To be printed/typed on DPs letterhead
(In case of shifting of account)

Ref. No. ___________________ **Date _______**

Name and address of the Issuer / RTA

We wish to inform you that we have received a request for transfer of locked-in securities / securities held under Inactive ISIN from our client _____________________ (**Name of the client) (BOID __________________________)** on account **of shifting of the account**. We have verified the documents submitted by client and confirm that the documents are in order and the signature(s) of the transferor(s) have been verified by us. We also confirm that the client has an account with the other Depository Participant in the same name, order of names and that the account holder is the same entity/person. We are enclosing the copies of client master report of the existing account and the new account with the other DP. Since the securities are locked-in/ the ISIN is Inactive, we are unable to process the request. Hence, we request you to facilitate the transfer of the securities as instructed by the client. Details of the request received by us are as follows:

To facilitate transfer of securities where:	☐	Securities are under lock-in
	☐	ISIN of Securities is in Inactive status
	(tick any one)	

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN being Inactive	
Lock-in Release Date (if applicable)	

Attach an Annexure (with signature(s)) if the space above is found insufficient.

Details of old account (to be closed)

BOID	
Quantity	

Details of new account

BOID	
Quantity	

Signature :________________________________

Name :________________________________

Designation :________________________________

(Rubber stamp of DP to be affixed)

c.c Central Depository Services (India) Limited

16th Floor, Phiroze Jejeebhoy Towers

Dalal Street, Mumbai 400 001

To be printed on the letterhead of the Issuer
(In case of shifting of account/transmission of securities)
CORPORATE ACTION INFORMATION FORM
(For transfer of locked-in securities/securities under Inactive ISIN due to shifting of account/transmission of securities)

Ref. No. ___________________ **Date _______**

To:
Central Depository Services (India) Limited
16th Floor, P J Towers, Dalal Street
Fort, Mumbai – 400 001

We wish to execute a corporate action to facilitate transfer of securities in the depository system, which have been issued under lock-in by us/ the ISIN for securities of our company is 'Inactive'. The details of the corporate action for transfer of locked-in securities / securities held under Inactive ISIN due to shifting of demat account/transmission as provided by the DP are as follows:

To facilitate transfer of securities where:	☐	the Securities are locked-in
	☐	ISIN of Securities is in Inactive status
	(tick any one)	

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN being Inactive	
Lock-in Release Date (if applicable)	

Attach an Annexure (with signature(s)) if the space above is found insufficient.

Details of old account (Debit))

BOID	
Name of the BO	
Quantity	

Details of new account (Credit)

BOID	
Name of the BO	
Quantity	

[**Authorized Signatory**]

Name and Designation

COMPANY STAMP

CC: RTA

Depository Participant Letter
To be printed / typed on Depository Participant's letterhead
(For transmission of locked-in securities / securities held under Inactive ISIN)

Ref. No. ___________________ **Date _______**

Name and address of the Issuer

We wish to inform you that we have received a request for transmission of locked-in securities / securities held under Inactive ISIN from the legal heir(s) / legal representative(s) of our deceased client. We have verified the documents submitted by the legal heir(s) / legal representative(s) of the deceased and confirm that the documents are in order and the signature(s) of the transferor (s) (if applicable) have been verified by us. Since the securities are locked-in / the ISIN is in Inactive status, we are unable to process the request. Hence, we request you facilitate the transmission of the securities as instructed by the legal heir(s) / legal representative(s) of our deceased client. Details of request received by us are as follows:

To facilitate transmission of securities where:	☐	Securities are under lock-in
	☐	ISIN of Securities is in Inactive status
	(tick any one)	

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN being Inactive	
Lock-in Release Date (if applicable)	

Attach an Annexure (with signature(s)) if the space above is found insufficient.

Details of old account (*to be closed*))

BOID	
Name of the BO	
Quantity	

Details of new account [*of legal heir(s) / legal representative(s)*]

BOID	
Name of the BO	
Quantity	

Signature : ___________________________

Name : ________________________

Designation : ________________________

(Rubber stamp of DP to be affixed)

c.c Central Depository Services (India) Limited
16th Floor, Phiroze Jejeebhoy Towers
Dalal Street, Mumbai 400 001