



Central Depository Services (India) Limited

Convenient Dependable Secure

COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/NP/DP/STMT/5045

March 04 , 2015

REVISED INSTRUCTION FORMAT FOR DISPATCH OF TRANSACTION AND HOLDING STATEMENTS ON BEHALF OF DEPOSITORY PARTICIPANTS

Attention of Depository Participants (DPs) is invited to communiqué nos. **CDSL/NP/DP/STMT/3384** dated December 21, 2012 and **CDSL/NP/DP/STMT/3582** dated March 26, 2013 relating to dispatch of transaction cum holding statements by CDSL on behalf of DPs.

In this regard, DPs may kindly note that due to the recent changes introduced by SEBI relating to Consolidated Account Statement (CAS), CDSL has revised the instruction format required to be issued by DPs to CDSL for dispatch of statements. The revised format in line with the new SEBI requirements is provided in the Revised **Annexure-C** format enclosed. The revised instructions would be effective from April 01, 2015.

DPs who have entered into agreements with CDSL for statement dispatch should send the instructions as per Revised **Annexure-C** to CDSL by March 20, 2015.

DPs who have opted for bill cum statements should tick the include option in the monthly statements.

Queries relating to this communiqué may be addressed to:

CDSL – New Projects Team – Sunanda Markande on (022) 2272-5109, Latha Nair on (022) 2272-5062. Emails may be sent to: sunandam@cdslindia.com; lathan@cdslindia.com

Sunil Alvares
Sr. Vice President – New Projects

INSTRUCTIONS FOR DISPATCH OF TRANSACTION CUM HOLDING STATEMENTS

1	DP Id	
2	Branch DPs	Include/Exclude
3	CAS Flag='Y'	Include/Exclude
4	Statement Periodicity	Monthly
4.1	BO Criteria- Clients who have transacted during the month	
4.2	Data Criteria	All/Include/Exclude
4.3	Mode	
	Email : Physical : Correspondence address Physical : Permanent address for third party clients for year end statement	☐ ☐ ☐
5	Statement Periodicity	Semi Annual
5.1	BO Criteria- Clients who have not transacted but have holding	
5.2	Data Criteria	All/Exclude
5.3	Mode	
	Email : Physical : Correspondence address Physical : Permanent address for third party clients for year end statement	☐ ☐ ☐
6	Statement Periodicity	Annual
6.1	BO Criteria- Clients who have not transacted and have no holding	
6.2	Data Criteria	All/Exclude
6.3	Mode	
	Email: List of Bos to be provided by DP Physical : Permanent address for third party address clients Physical : Correspondence address for other clients	☐ ☐ ☐
7	Compliance Officer Details	
7.1		Name
7.2		Email Id
7.3		Signature
7.4		Date

Note: CM and Ben accounts will be excluded for all categories