Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/5311 **July 13, 2015**

AMENDMENTS TO CDSL's DP OPERATING INSTRUCTIONS

DPs are advised to note that amendments have been effected in Chapter-2 and Chapter - 3 of CDSL's DP Operating Instructions **(Refer Annexure-A)** as detailed below to incorporate regulatory and operational changes.

1. SEBI circular no. **CIR/MIRSD/1/2015 dated March 04, 2015** regarding introduction of 'SARAL' Account Opening Form (AOF) and addition of a new **Annexure 2.8** to be obtained by DPs along with SARAL AOF for resident individuals to obtain the additional information which is required for opening a demat account.
2. Additional facility provided to DPs for rectification of name of the account holder in CDSL system due to data entry errors at DP's end.

The amendments in *track changes mode* **(Refer Annexure-A)** are attached herewith along with the new **Annexure 2.8.**

DPs are advised to take note of the same.

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

Nayana
Mandar
Ovalekar

Digitally signed by Nayana Mandar Ovalekar
DN: c=IN, o=Central Depository Services India Limited, postalCode=400001, st=Maharashtra, serialNumber=96cedf504232ae5ff7ccb1f5909a3c0d90f0808b855796d8e9875cba284ced4d, cn=Nayana Mandar Ovalekar
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Nayana Ovalekar
Sr. Vice President – Operations

Point No.	Existing	Proposed Amendments
Chapter 2: Account Opening		
2.3.1	**Documents required to be submitted by the Investor while opening an account:** **KYC related documents:** DPs are required to comply with SEBI Circular no. MIRSD/SE/Cir-21/2011 dated October 5, 2011 regarding KYC documents admissible as Proof of Identity and Proof of Address and additional documents to be obtained from individuals and non-individuals, over and above the proof of identity and proof of address. DPs are also required to comply with SEBI Circular No. MIRSD/Cir-26/2011 dated December 23, 2011 providing the guidelines for intermediaries, in-person verification and subsequent circulars issued by SEBI from time to time in this regard. The documents as prescribed by SEBI are the minimum requirements for opening a demat account. The DPs are required to exercise Customer due diligence while establishing the identity of the persons as given in SEBI Circular No. ISD/AML/CIR-1/2008 dated December 19, 2008, ensuring the safety and integrity of the depository system.	**Documents required to be submitted by the Investor while opening an account:** **KYC related documents:** DPs are required to comply with SEBI Circular nos. MIRSD/SE/Cir-21/2011 dated October 5, 2011 regarding KYC documents admissible as Proof of Identity and Proof of Address and additional documents to be obtained from individuals and non-individuals, over and above the proof of identity and proof of address. DPs are also required to comply with SEBI Circular No. MIRSD/Cir-26/2011 dated December 23, 2011 providing the guidelines for intermediaries, in-person verification and subsequent circulars issued by SEBI from time to time in this regard including SEBI circular no. CIR/MIRSD/1/2015 dated March 04, 2015 The documents as prescribed by SEBI are the minimum requirements for opening a demat account. The DPs are required to exercise Customer due diligence while establishing the identity of the persons as given in SEBI Circular No. ISD/AML/CIR-1/2008 dated December 19, 2008, ensuring the safety and integrity of the depository system.

Point No.	Existing	Proposed Amendments
2.8	*Not existing*	**SARAL Account Opening Form (AOF) for resident individuals:** SEBI vide its circular no. CIR/MIRSD/1/2015 dated March 04, 2015, has specified a simplified Account Opening Form (AOF) termed as SARAL AOF which can be used by only resident individuals for opening demat accounts. If an applicant submits SARAL AOF then the DP should obtain additional KYC form as per annexure 2.8 (instead of annexure 2.1)
Chapter 3: Account Administration And Maintenance		
3.4.10 **3.4.10.1**	**Updation of Change in Name** **Updation of change in name of Beneficial Owner** The DP can modify the name of the BO in the CDSL system on receipt of a request letter for change in name / account modification form duly signed by the holder whose name is being changed along with the self attested copies of the following documents:	**Updation of Change in Name /Rectification in name due to typographical errors at DP end** **I. Updation of change in name of Beneficial Owner** The DP can modify the name of the BO in the CDSL system on receipt of a request letter for change in name / account modification form duly signed by the holder whose name is being changed along with the self attested copies of the following documents.

Point No.	Existing	Proposed Amendments
	A. **Change in name on account of marriage:** i. Copy of Marriage Certificate or ii. Copy of Passport showing husband's name or iii. Publication of name change in official gazette. B. **Change in name on account of reasons other than marriage:** i. Publication of name change in official gazette C. **Change in father's name.** i. Publication of name change in official gazette. The DP shall retain the originals of the documents received from the BO.	A. **Change in name on account of marriage:** i. Copy of Marriage Certificate or ii. Copy of Passport showing husband's name or ii. Publication of name change in official gazette. B. **Change in name on account of reasons other than marriage:** ii. Publication of name change in official gazette C. **Change in father's name.** i. Publication of name change in official gazette. The DP shall retain the originals of the documents received from the BO. **II. Rectification of name due to typographical error at DPs end** The DP can modify the name of the BO in CDSL system, if it is observed that the name as given by the BO in the account opening form has been wrongly entered by the DP in CDSL system. The DP should keep following documents on record for name change. i. Copy of the demat account opening form showing details of

Point No.	Existing	Proposed Amendments
		the name as filled by the BO. ii. Copy of the PAN card, checked and verified for the name of the BO. iii. Extract of the PAN details from income tax website duly verified by DP official. ~~i.~~iv. Authorisation by the compliance officer/ authorized signatory of the DP for rectification/modification in the name.
3.4.10.2	**Updation of change in name of corporate / FII**: The DP shall update the change in name of the corporate / FII in the CDSL system on receipt of the following documents from the Corporate / FII : • Letter from Corporate / FII requesting for change in name. • Certified copy of the Board resolution where the change in name was approved. • Certified copy of the Fresh Certificate of Incorporation from Registrar of Companies (ROC) / SEBI Registration Certificate in case of FII.	**Updation of change in name of corporate / FII and Rectification of name due to typographical errors at DP end**: **I. Updation of change in name** The DP shall update the change in name of the corporate / FII/ in the CDSL system on receipt of the following documents from the Corporate / FII : • Letter from Corporate / FII requesting for change in name. • Certified copy of the Board resolution where the change in name was approved. • Certified copy of the Fresh Certificate of Incorporation from

Point No.	Existing	Proposed Amendments
	• List of authorized signatories along with specimen signature with due verification from Managing Director/Company Secretary. In case of amalgamation / scheme of arrangement of the entity registered under the Companies Act, 1956, the DP shall obtain the following documents and update the change in name in the CDSL system: • Letter from Corporate / FII requesting for change in name. • Certified true copy of court order sanctioning the amalgamation / scheme of arrangement. • Form no. 21 filed with the Registrar of Companies along with ROC receipt showing the payment of fees as generated from the website of Ministry of Corporate Affairs. The DP shall retain the originals of the documents received from the BO.	Registrar of Companies (ROC) / SEBI Registration Certificate in case of FII. • List of authorized signatories along with specimen signature with due verification from Managing Director/Company Secretary. In case of amalgamation / scheme of arrangement of the entity registered under the Companies Act, 1956, the DP shall obtain the following documents and update the change in name in the CDSL system: • Letter from Corporate / FII requesting for change in name. • Certified true copy of court order sanctioning the amalgamation / scheme of arrangement. • Form no. 21 filed with the Registrar of Companies along with ROC receipt showing the payment of fees as generated from the website of Ministry of Corporate Affairs. The DP shall retain the originals of the documents received from the BO. **II. Rectification of name due to typographical error at DPs end.** The DP can modify the name of the BO in CDSL system, if it is observed that the name as given by the BO in the account opening form has been wrongly entered by the DP in

Point No.	Existing	Proposed Amendments
		CDSL system. The DP should keep following documents on record for name change. i. Copy of the demat account opening form showing details of the name as filled by the BO. ii. Copy of the PAN card, checked and verified for the name of the BO. iii. Extract of the PAN details from income tax website duly verified by DP official. iv. Authorisation by the compliance officer/ authorized signatory of the DP for rectification/modification in the name.

Additional information to be obtained along with the SARAL Account Opening Form for Resident Individuals

Date	D	D	M	M	Y	Y	Y	Y

To be filled by the Depository Participant)

Application No.		Date	D	D	M	M	Y	Y	Y	Y
DP Internal Reference No.										
DP ID		Client ID								

Holders Details

Sole / First Holder's Name		UID	
Second Holder's Name		PAN	
		UID	
Third Holder's Name		PAN	
		UID	

Name *	________________________________
*In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned above.	

Status	**Sub – Status**
❑ Individual	❑ Individual Resident

I / We would like to instruct the DP to accept all the pledge instructions in my /our account without any other further instruction from my/our end (If not marked, the default option would be 'No')	❑ Yes ❑ No
Account Statement Requirement	❑ As per SEBI Regulation ❑ Daily ❑ Weekly ❑Fortnightly ❑Monthly
I / We request you to send Electronic Transaction-cum-Holding Statement at the email ID ____________________	❑ Yes ❑ No
I / We would like to share the email ID with the RTA	❑ Yes ❑ No
I / We would like to receive the Annual Report ❑ Physical / ❑ Electronic / ❑ Both Physical and Electronic (Tick the applicable box. If not marked the default option would be in Physical)	

I/ We wish to receive dividend / interest directly in to **my** bank account as given in SARAL AOF through ECS (If not marked, the default option would be 'Yes') [ECS is mandatory for locations notified by SEBI from time to time]	❑ Yes ❑ No

Other Details Gross Annual Income Details	**Income Range per annum:** ❑ Up to Rs.1,00,000 ❑ Rs 1,00,000 to Rs 5,00,000 ❑ Rs 5,00,000 to ₹ 10,00,000 ❑ Rs 10,00,000 to Rs 25,00,000 ❑ More than Rs 25,00,000
	Net worth as on (Date) D D M M Y Y Y Y Rs
	[Net worth should not be older than 1 year]
Occupation	❑ Private / Public Sector ❑ Govt. Service ❑ Business ❑ Professional ❑ Agriculture ❑ Retired ❑ Housewife ❑ Student ❑ Others (Specify) ____________
Please tick , if applicable:	❑Politically Exposed Person (PEP) ❑ Related to Politically Exposed Person (RPEP)
Any other information:	

SMS Alert Facility Refer to Terms & Conditions given as **Annexure - 2.4**	MOBILE NO. +91 __ __ __ __ __ __ __ __ __ __ [(Mandatory , if you are giving Power of Attorney (POA)] (if POA is not granted & you do not wish to avail of this facility, cancel this option).	
Transactions Using Secured Texting Facility (**TRUST**). Refer to Terms and Conditions **Annexure – 2.6**	I wish to avail the TRUST facility using the Mobile number registered for SMS Alert Facility. I have read and understood the Terms and Conditions prescribed by CDSL for the same. ☐ Yes ☐ No I/We wish to register the following clearing member IDs under my/our below mentioned BO ID registered for TRUST	
***E**asi*	To register for ***e**asi*, please visit our website www.cdslindia.com. ***E**asi* allows a BO to view his ISIN balances, transactions and value of the portfolio online.	

Stock Exchange Name/ID	Clearing Member Name	Clearing Member ID (Optional)

Nomination Details

Nomination Registration No.	**Dated**

I /We the sole holder / Joint holders / Guardian (in case of minor) hereby declare that:
I/We **do not wish to nominate any one for this demat account**.
I/We **nominate** the following person who is entitled to receive security balances lying in my/our account, particulars whereof are given below, in the event of my / our death.

Full Name of the Nominee								
Address								
City		State						
Country		PIN code						
Telephone No.		Fax No.						
PAN		UID						
E-mail ID								
Relationship with BO (If any)								
Date of birth (mandatory If nominee is a minor)	D	D	M	M	Y	Y	Y	Y

As the nominee is a minor as on date, to receive the securities in this account on behalf of the nominee in the event of the death of the Sole holder / all Joint holders, I/We appoint following person to act as **Guardian**:

Full name of Guardian of Nominee			
Address			
City		State	
Country		PIN	
Age		Fax No.	
Telephone No.			
E-mail ID			
Relationship of Guardian with Nominee			

This nomination shall supersede any prior nomination made by me / us and also any testamentary document executed by me / us.

Note: Two witnesses shall attest signature(s) / thumb impression(s)

Details of the Witness		
	First Witness	**Second Witness**
Name of witness		
Address of witness		
Signature of witness		

I / We have received and read the Rights and Obligations document and terms & conditions and agree to abide by and be bound by the same and by the Bye Laws as are in force from time to time. I / We declare that the particulars given by me/us above are true and to the best of my/our knowledge as on the date of making this application. I/We agree and undertake to intimate the DP any change(s) in the details / Particulars mentioned by me / us in this form. I/We further agree that any false / misleading information given by me / us or suppression of any material information will render my account liable for termination and suitable action.

	First/Sole Holder or Guardian (in case of Minor)	Second Holder	Third Holder
Name			
Signatures			

(S*ignatures should be preferably in black ink*).

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

Acknowledgement Receipt

Application No.: **Date:**

We hereby acknowledge the receipt of the Account Opening Application Form:

Name of the Sole / First Holder	
Name of Second Holder	
Name of Third Holder	

Depository Participant Seal and Signature