



Central Depository Services (India) Limited

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COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/1219

September 02, 2016

AMENDMENTS TO CDSL's ISSUER / RTA OPERATING INSTRUCTIONS

Issuers/RTAs are advised to note that amendments have been effected in various Chapters of Issuer/RTA Operating Instructions as detailed below to incorporate regulatory and operational changes [refer **Annexure-A**].

1. Acceptance of combined form for Dematerialization with three options i.e. 1) Normal Dematerialization 2) Transmission-cum-Dematerialization and 3) Transposition-cum-Dematerialization [Amendments in **Chapter – 1**].
2. Acceptance of deostat requests in electronic form from the DPs [Amendments in **Chapter-9**].

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/-

Nayana Ovalekar
Sr. Vice President - Operations

Point No.	Existing	Proposed Amendments
RTA Chapter 1: DEMATERIALISATION OF EXISTING SCRIPS		
1.4	Procedure	
1.4.1	Issuers/RTAs are advised to devise appropriate controls over the processing activities to ensure that only " <i>clean stock</i> " i.e. share certificates, which were genuinely issued by the Issuer, are dematerialised.	Issuers/RTAs are advised to devise appropriate controls over the processing activities to ensure that only "clean stock" i.e. share certificates, which were genuinely issued by the Issuer, are dematerialised.
1.4.2	The Issuer/RTA can access the data immediately after the demat request is set-up by the DP. Each demat request is identified by a unique Demat Request Number (DRN).	The Issuer/RTA can access the data immediately after the demat request is set-up by the DP. Each demat request is identified by a unique Demat Request Number (DRN).
1.4.3	The Issuer/RTA, on receipt of certificates and Demat Request Form (DRF) from DP shall capture the date of receipt of the same against the DRN in the front-end system and will confirm to CDSL electronically through its front-end system. In case of transposition-cum- dematerialisation, the Issuer/RTA shall receive the Transposition Request Form along with the DRF. Similarly in the case of transmission - cum – dematerialization, the Issuer/RTA shall receive the Dematerialization Request Form, Original or copy of the death certificate of the deceased holder(s), duly notarized or attested by a Gazetted Officer and Transmission Request Form. The date of receipt should also be mentioned on the physical copy of the DRF.	The Issuer/RTA, on receipt of certificates and Demat Request Form (DRF) from DP shall capture the date of receipt of the same against the DRN in the front-end system and will confirm to CDSL electronically through its front-end system. In case of transposition-cum-dematerialisation, the Issuer/RTA shall receive the Transposition Request Form along with the DRF. Similarly in the case of transmission - cum – dematerialization, the Issuer/RTA shall receive the Dematerialization Request Form, <u>along with the</u> Original or copy of the death certificate of the deceased holder(s), duly notarized or attested by a Gazetted Officer <u>and</u> Transmission Request Form . The date of receipt should also be mentioned on the physical copy of the DRF.

1.4.4	The Issuer/RTA should verify the BO sub-status for the ISIN to be dematerialised in case the BO has different sub-status for the ISIN.	The Issuer/RTA should verify the BO sub-status for the ISIN to be dematerialised in case the BO has different sub-status for the ISIN.
1.4.5	The RTA must ensure the request has been generated for the correct ISIN, where the Issuer has issued more than one security and has more than one ISIN.	The RTA must ensure the request has been generated for the correct ISIN, where the Issuer has issued more than one security and has more than one ISIN.
1.4.6	In case of transposition-cum-dematerialisation, the Issuer/RTA shall ensure that the transposition form contains those combination of names in which the BO account has been opened.	In case of transposition-cum-dematerialisation, the Issuer/RTA shall ensure that the transposition form contains those combination of names in which the BO account has been opened.
1.4.7	Once a demat request is received physically, the Issuer/RTA will record the details in its back-office registers maintained either in physical or electronic form. (Refer to Annexure 1.1 – Demat-Register)	Once a demat request is received physically, the Issuer/RTA will record the details in its back-office registers maintained either in physical or electronic form. (Refer to Annexure 1.1 – Demat-Register)
1.4.8	On receipt of both electronic and physical request, Issuer/RTA initiates processing of the Dematerialisation request.	On receipt of both electronic and physical request, Issuer/RTA initiates processing of the Dematerialisation request.
1.4.9	Issuer/RTA verifies whether the DRN, BO ID, ISIN, quantity, number of certificates, etc. as mentioned on the DRF and as received electronically from CDSL, tally. The Issuer/RTA also verifies the signatures of BOs on the DRF with the signatures recorded by him. The Issuer/RTA also checks whether the DRF is authorised by the DP. In case of any discrepancy, the Issuer/RTA must reject the request under the relevant system-defined REJECTION CODE.	Issuer/RTA verifies whether the DRN, BO ID, ISIN, quantity, number of certificates, etc. as mentioned on the DRF and as received electronically from CDSL, tally. The Issuer/RTA also verifies the signatures of BOs on the DRF with the signatures recorded by him. The Issuer/RTA also checks whether the DRF is authorised by the DP. In case of any discrepancy, the Issuer/RTA must reject the request under the relevant system-defined REJECTION CODE.
1.4.10	If the details do not tally between electronic and physical request, the Issuer/RTA informs the DP and the DRF and certificates are sent back to the DP under rejection.	If the details do not tally between electronic and physical request, the Issuer/RTA informs the DP and the DRF and certificates are sent back to the DP under rejection.

Chapter – 9 Mutual Funds Units		
9.3.11	Nil	<u>Destatementization request in electronic mode:-</u> <u>The AMC /RTAs may process destat request received electronically received through CDAS without receipt of -MF- DRF and SOA as per following procedure.</u> <u>AMC / RTAs shall receive confirmation from the DP regarding setting up of the Destat request without physical DRF & SOA . Either through DP's-their registered email id or through a letter from the DP.</u> <u>AMC / RTAs are advised to ensure that the electronic Destat request received from the DP is identified by unique Destat Request Number (DRN).</u> <u>AMC / RTAs shall enter the date of receipt of MF- DRF -as the date on on which the RTA received the confirmation from the DP against the DRN in the CDAS system.</u> <u>AMC/RTAs are required to verify that the request is received from individual sole holder – and the name and signature of the BO, is— in the depository records is tallying with the records available with him-.</u> <u>AMC/RTAs shall follow rest of the procedures as laid down for the acceptance of the physical destat request.</u>