Central Depository Services (India) Limited

Convenient Dependable Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/144 **May 14, 2004**

DEMATERIALISATION OF SHARES

In addition to the various provisions of the CDSL Bye Laws, Operating Instructions and communiqués issued from time to time, Issuers/ RTAs are advised to take note of the following points during dematerialisation of securities:

2. Issuers/ RTAs are informed that henceforth DPs will send the Physical certificates affixing the below mentioned stamp instead of only "Surrendered for Dematerialisation".

Surrendered for Dematerialisation
DP Name - XYZ
BO ID 12012000 00001234
DP ID **Client ID**

Issuers/ RTAs should check the BO ID stamped on certificates with that of DRF. In case DP makes an error in writing the client ID, the authorized signatory of DP would authenticate the changes incorporated in the Client ID. Issuers/ RTAs should accept certificates carrying such changes, only if they are authenticated as stated above.

In case Issuers/ RTAs receives the certificates without affixing the said rubber stamp and if there is an error in the client ID, Issuers/ RTAs are advised to reject the DRNs setup by the DP mentioning the reason for rejection. Such as –

1. "Corrections in BO ID in certificates is not authenticated"

   or

2. "Incorrect BO ID is mentioned on certificates"

Such rejected DRFs may be resubmitted again by the concerned DP vide a fresh DRN.

3. The covering letter sent along with the DRF and certificates by the DP to the Issuer/ RTA will now have the address of the beneficial owner as well. The provision for including the BO address in the covering letter will be made shortly. Till such time, DPs will attach the copy of the letter addressed to the BO, while forwarding the covering letter addressed to the RTA alongwith DRF & certificates. Issuers/ RTAs should check the address of the BO on the letter with the address recorded with Issuers/ RTAs. In case the address recorded with the DP is different from

the address as per Issuers/ RTAs records, extra caution should be exercised before confirming the demat requests.

The procedures mentioned above should be implemented with effect from June 1, 2004.

Queries, if any, may be addressed to Ms. Nebha M. (ext. 8611), Ms. Shelma D'souza (extn. 8680)

Cyrus Khambata
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