



Central Depository Services (India) Limited

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COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2022/101

May 12, 2022

STATIC DATA UPLOAD BY RTA FOR REMAT AFTER MARCH 31, 2019

Issuers/RTAs are advised to refer to attached file format to upload static database for Remat cases of the Shareholders who have rematerialized shares in physical form after March 31, 2019 [**refer Annexure**]. The said functionality was already released in CDAS system on 31st December, 2021.

Issuers/RTAs are advised to take note of the same and incorporate necessary changes in their back-office software, if any.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk**: on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

sd/-

Nilesh Shah
Asst. Vice President - Operations

FILE FORMAT: Static Database For Others

File Name : <<RTA ID>>_DEM_PHY_OTH_DTLS_<<DDMMYYYYHH24MISS>>

E.g. 00000107_DEM_PHY_OTH_DTLS_05112019154100

Input Type : **Mandatory / Optional**

Header Record: This record will contain:

FIELD DESCRIPTION	FIELD TYPE	INPUT TYPE	FIELD SIZE	REMARKS
RECORD IDENTIFICATION	NUMBER	M	2	VALUE = 01 Header Record
BATCH ID	NUMBER	M	8	Distinct Serial Number for each File.
Depository ID	CHAR	M	8	For CDSL Depository id - "IN000026"
RTA ID	CHAR	M	8	RTA ID
RTA INTERNAL REFERENCE NUMBER	CHAR	O	16	
ISIN	CHAR	M	12	
COMPANY NAME	CHAR	M	100	ISIN DESCRIPTION
Information As On DATE	DATE	M	8	DDMMYYYY
TOTAL NUMBER OF PHYSICAL SHARES	NUMBER	M	(16,3)	Sum of the field " QUANTITY OF SHARES" in "02" records.
TOTAL NUMBER OF DETAIL RECORDS	NUMBER	M	7	Total number of Lines/records including record type "02"
Field for identifying static data pertaining to physical shares from April 1, 2019	CHAR	M	2	"02" For Physical Holding from April 1, 2019

Details Records: This record will contain following lines:

FIELD DESCRIPTION	FIELD TYPE	INPUT TYPE	FIELD SIZE	REMARKS
RECORD IDENTIFICATION	NUMBER	M	2	Value = 02 DETAIL RECORD
RECORD LINE NUMBER	NUMBER	M	7	
FOLIO NUMBER	CHAR	M	16	Folio number for physical certificates.
CERTIFICATE NUMBER FROM	CHAR	M	10	Certificate Number From
CERTIFICATE NUMBER TO	CHAR	M	10	Certificate Number To
DISTINCTIVE NUMBERS FROM	INTEGER	M	18	Distinctive Number From
DISTINCTIVE NUMBERS TO	INTEGER	M	18	Distinctive Number To
QUANTITY OF SHARES	NUMBER	M	(16,3)	
FIRST HOLDER'S NAME	CHAR	M	164	
PAN OF SOLE/FIRST HOLDER	CHAR	O	10	
SECOND HOLDER'S NAME	CHAR	O	164	
PAN OF SECOND HOLDER	CHAR	O	10	
THIRD HOLDER'S NAME	CHAR	O	164	
PAN OF THIRD HOLDER	CHAR	O	10	
FOURTH HOLDER'S NAME	CHAR	O	164	
PAN OF FOURTH HOLDER	CHAR	O	10	
Physical Shares Status as on Upload Date	NUMBER	M (It should be always 01)	02	01- Physical 02- Dematerialized 03- Physical shares Transferred 04- Physical Shares Transmitted 05- Physical Shares where Transposition effected 06- Pending Physical Transfer request (i.e., physical transfer request was rejected by RTA before April 1, 2019)
TRANSFEREE SOLE/FIRST HOLDER'S NAME	CHAR	O	164	Mandatory only in case value of physical shares status as on upload date is either of 03, 04, 05 or 06, else optional for data as on march 31, 2019. Not applicable for Field for identifying static data
TRANSFEREE PAN OF SOLE/FIRST HOLDER	CHAR	O	10	
TRANSFEREE SECOND HOLDER'S NAME	CHAR	O	164	
TRANSFEREE PAN OF SECOND HOLDER	CHAR	O	10	
TRANSFEREE THIRD	CHAR	O	164	

HOLDER'S NAME				pertaining to physical shares from April 1, 2019 (i.e. It should be blank)
TRANSFEE PAN OF THIRD HOLDER	CHAR	O	10	
TRANSFEE FOURTH HOLDER'S NAME	CHAR	O	164	
TRANSFEE PAN OF FOURTH HOLDER	CHAR	O	10	
Purpose of providing data	CHAR	M	1	C – CA N – Newly Listed companies that have joined depository P – Public Issue D – Direct Listing R – De-listing rescinded T - Rematerialisation
CA TYPE	CHAR	O (Mandatory for Purpose of providing data value = C)	2	01 – Bonus 02 – Demerger 03 – Rights Issue 04 – Merger 05 – Abeyance cases 06 – Sub-Division 07 – ESOP 08 – Consolidation 09 – Capital Reduction
FILLER	CHAR	O	100	

NOTES:

- Double Hash (##) should be used as field separators.
- Padding should not be used for any field. Only actual values to be entered.
- If any field does not have value, then 4 consecutive hashes (####) should be entered.
- Transferee Sole/First Holder's name will be optional and 16# for 8 fields should be entered.
- If Value for Purpose of providing data is "C" then Value for CA type should be present in file.