Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/AUDIT/RTA/POLCY/2022/47 **March 02, 2022**

SEBI CIRCULAR ON "RELAXATION IN ADHERENCE TO PRESCRIBED TIMELINES DUE TO COVID 19"

RTAs are advised to refer SEBI Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/26 dated February 25, 2022 regarding Extension to SEBI Circular on **"Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19"**. [Refer Annexure].

In this regard, a copy of CDSL Circular No. CDSL/OPS/RTA/POLCY/2020/54 dated April 15, 2020 and CDSL/AUDIT/RTA/POLCY/2021/59 dated May 03, 2021 issued by CDSL to Issuers/RTAs, is enclosed for information and necessary action of Issuers/RTAs.

Issuers/RTAs are advised to take note of the same and ensure compliance.

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/-

Latha Nair
Assistant Vice President – Audit, Inspection & Compliance

Annexure

भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

CIRCULAR

SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/26 February 25, 2022

To,

All registered Registrars to an Issue and Share Transfer Agents(RTAs)

All Recognized Stock Exchanges

All Listed Companies through Recognized Stock Exchanges

All Recognized Depositories

All Depository Participants through Depositories

Dear Sir / Madam,

Sub: Extension to SEBI Circular on "Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19" dated April 13, 2020

1. SEBI had issued circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2020/59 dated April 13, 2020 wherein "Relaxations in adherence to prescribed timelines" for carrying out various shareholder requests and for other regulatory filings were granted to RTAs in view of the Covid-19 pandemic.

2. Further, SEBI had issued circular no. SEBI/HO/MIRSD/RTAMB/P/CIR/2021/558 dated April 29, 2021 wherein relaxation in prescribed timelines were extended in view of second wave of the Covid-19 pandemic and resultant lockdown. The circular listed 13 items that were eligible for relief in terms of timelines, out of which 7 items related to service requests are mentioned in the table below:

Sr. No.	Particulars
1	Processing of Remat Requests
2	Processing of Transmission Requests
3	Processing of request for Issue of Duplicate Share Certificates

4	Processing of Requests for Name Deletion / Name Change / Transposition
5	Processing of Requests for Consolidation / Split / Replacement of Share Certificates / Amalgamation of Folios
6	Handling Investor Correspondence / Grievances / SCORES complaint
7	Processing of the demat requests

3. Relaxation is hereby being given to intermediaries / market participants w.r.t. compliance with the prescribed timelines which has been extended to June 30, 2022 in view of the Covid-19 situation. The aforesaid relaxation shall be applicable for items No. 1-7 mentioned at para no. 2 above.

4. Accordingly, the intermediaries / market participants may take an additional 30 days over the prescribed timelines for completion of service requests mentioned in the table at para no. 2 above.

5. The Stock Exchanges and Depositories shall bring the contents of this circular along with the circular dated April 13, 2020 and April 29, 2021 to the notice of all their respective constituents.

6. This circular is being issued in exercise of powers conferred under Section 11 (1) of the Securities and Exchange Board of India Act, 1992, to protect the interests of investors in securities and to promote the development of, and to regulate the securities market.

7. This circular is available on SEBI website at www.sebi.gov.in under the categories “Legal Framework -> Circulars”.

Yours faithfully,

Sd/-
Aradhana Verma
Deputy General Manager
Market Intermediaries Regulation and Supervision Department
Tel. No. 022-2644 9633
Email id - aradhanad@sebi.gov.in

Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2020/54 **April 15, 2020**

RELAXATION IN ADHERENCE TO PRESCRIBED TIMELINES ISSUED BY SEBI DUE TO COVID 19

Issuers/RTAs are advised to refer to SEBI Circular no. **SEBI/HO/MIRSD/RTAMB/CIR/P/2020/59** dated April 13, 2020 regarding **Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19** [**refer Annexure**].

Issuers/RTAs are advised to take note of the same.

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/-

Umesh Kambli
Asst. Vice President - Operations

भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

CIRCULAR

SEBI/HO/MIRSD/RTAMB/CIR/P/2020/59 April 13, 2020

To,

All Depositories
All Registrars to an Issue & Share Transfer Agents (RTA)
All Recognised Stock Exchanges
All Listed Companies (through Stock Exchanges)

Sir/ Madam,

Sub: Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19

1. In wake of the current nationwide lock down of 21 days as directed by Government of India due to issue of Covid-19, a need has been felt to extend the timelines for processing of various investor requests pertaining to physical securities and Compliance and disclosures to be made under SEBI Regulations and various SEBI circulars. The directions are being issued for Registrars to an Issue and Share Transfer Agents / Issuer Companies, holding SEBI registration under Category 1 or Category 2 of RTI/STA.

2. Considering the nationwide lock down and marginal / skeleton staff strength of RTAs / Issuer companies, "relaxation is hereby being given to intermediaries / market participants for equivalent period of lock down declared by Government of India i.e. 21 days, over and above the prescribed time limits, respectively, for activities / investor requests / compliance as per the annexure.

3. In the event of further extension in the lock down period as directed by Government of India / State Governments, additional relaxation in prescribed timelines for equal number of extended days in lock down is also being given to intermediaries / market participants.

Yours faithfully,

Deepak Trivedi
Chief General Manager
E mail: dtrivedi@sebi.gov.in
Ph: +91-22-2644 9753

Annexure

S. No.	Particulars
1	Processing of Remat Requests
2	Processing of Transmission Requests
3	Processing of request for Issue of Duplicate Share Certificates
4	Processing of Requests for Name Deletion/ Name Change/ Transposition/ Pending Share Transfers (Re-lodgement cases in the case of share transfers)
5	Processing of Requests for Consolidation / Split / Replacement of Share Certificates / Amalgamation of Folios
6	Handling Investor Correspondence / Grievances / SCORES complaint
7	Submission of Half Yearly Report to SEBI pursuant to Circular No. CIR/MIRSD/7/2012 dated July 5, 2012
8	Compulsory Internal Audit of RTAs by CA / CS / CMA holding Certificate of Practice and Certified Information Systems Auditor (CISA) / Diploma Information Systems Auditor (DISA) pursuant to Circular dated April 20, 2018, issued by SEBI
9	Submission of Audit Report by CISA / CISM qualified or equivalent auditor by QRTAs to SEBI along with comments of the Board pursuant to Circular dated September 8, 2017 issued by SEBI on Cyber Security and Cyber Security Resilience framework for QRTAs
10	Submission of Compliance Report by QRTAs duly reviewed by the Board of Directors of the QRTA to SEBI on Enhanced monitoring of QRTAs pursuant to Circular dated August 10, 2018 issued by SEBI
11	Regulation 74(5) of the SEBI (D & P) Regulations, 2018
12	Regulation 76 of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/AUDIT/RTA/POLCY/2021/59 **May 03, 2021**

SEBI CIRCULAR – ADDENDUM TO SEBI CIRCULAR ON "RELAXATION IN ADHERENCE TO REGULATORY REQUIREMENTS"

RTAs are advised to refer SEBI Circular no. SEBI/HO/MIRSD/RTAMB/P/CIR/2021/558 dated April 29, 2021 regarding addendum to SEBI Circular on "Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19" dated April 13, 2020. [refer Annexure].

RTAs are advised to take note of the same and ensure compliance.

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/-

Latha Nair
Assistant Vice President – Audit, Inspection & Compliance

भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

CIRCULAR

SEBI/HO/MIRSD/RTAMB/P/CIR/2021/558 April 29, 2021

To,

All Listed Companies (through Stock Exchanges)
All Recognized Stock Exchanges
All Registrars to an Issue & Share Transfer Agents (RTA)
All Depositories

Dear Sir / Madam,

Sub: Addendum to SEBI Circular on "Relaxation in adherence to prescribed timelines issued by SEBI due to Covid 19" dated April 13, 2020

1. SEBI had issued Circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2020/59 dated April 13, 2020 wherein "Relaxations in adherence to prescribed timelines" for carrying out various shareholder requests and for other regulatory filings were granted to RTAs in view of the Covid-19 pandemic.

2. The Annexure to the aforementioned Circular listed out 12 specific items wherein such relaxation in prescribed timelines were granted. It has been now decided to add, 'Processing of the demat requests', to this list and accordingly the list of 13 items that are eligible for relief stand revised as follows;

Sr. No.	Particulars
1	Processing of Remat Requests

2	Processing of Transmission Requests
3	Processing of request for Issue of Duplicate Share Certificates
4	Processing of Requests for Name Deletion / Name Change / Transposition / Pending Share Transfers (Re-lodgement cases in the case of share transfers)
5	Processing of Requests for Consolidation / Split / Replacement of Share Certificates / Amalgamation of Folios
6	Handling Investor Correspondence / Grievances / SCORES complaint
7	Submission of Half Yearly Report to SEBI pursuant to Circular No. CIR/MIRSD/7/2012 dated July 5, 2012
8	Compulsory Internal Audit of RTAs by CA / CS / CMA holding Certificate of Practice and Certified Information Systems Auditor (CISA) / Diploma Information Systems Auditor (DISA) pursuant to Circular dated April 20, 2018, issued by SEBI
9	Submission of Audit Report by CISA / CISM qualified or equivalent auditor by QRTAs to SEBI along with comments of the Board pursuant to Circular dated September 8, 2017 issued by SEBI on Cyber Security and Cyber Security Resilience framework for QRTAs
10	Submission of Compliance Report by QRTAs duly reviewed by the Board of Directors of the QRTA to SEBI on Enhanced monitoring of QRTAs pursuant to Circular dated August 10, 2018 issued by SEBI
11	Regulation 74(5) of the SEBI (D & P) Regulations, 2018 w.r.t. verification and mutilation of share certificate
12	Regulation 76 of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 w.r.t. audit of reconciliation of share capital
13	Processing of the demat requests

3. Relaxation is hereby being given to intermediaries / market participants w.r.t. compliance with the prescribed timelines which has been extended to July 31, 2021 in view of the Covid-19 situation. The aforesaid relaxation shall be applicable for items No. 1-13.

4. Additionally, regarding the half-yearly Internal Audit Report (IAR) to be submitted by RTAs within 45 days from the closure of the half year as mandated by NSDL Circular No. NSDL/CIR/II/19/2016 dated November 7, 2016 and CDSL Circular No. CDSL/AUDIT/RTA/1205 dated July 12, 2016; it has now been decided that the timeline of May 15, 2021 for submission of IAR by RTAs for half year ended March 31, 2021 has been extended to July 31, 2021 in view of the Covid-19 situation.

5. This circular is being issued in exercise of powers conferred under Section 11 (1) of the Securities and Exchange Board of India Act, 1992, to protect the interests of investors in securities and to promote the development of, and to regulate the securities market.

6. The Stock Exchanges and Depositories shall bring the contents of this circular along with the circular dated April 13, 2020 to the notice of all their respective constituents.

Yours faithfully,

Deepak Trivedi
Chief General Manager
Tel. no: 022-26449753
Email: dtrivedi@sebi.gov.in