



Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/101

April 01, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communicate nos. **CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, and CDSL/OPS/RTA/POLCY/2026/77** dated March 12, 2026, regarding the operational process for doing away with Letter of Confirmation ("LOC") and online setup of the dematerialisation request in CDSL systems by RTAs.

In continuation to the above communiques, RTAs / Issuers are advised to note that the additional investor service requests like Renewal / Exchange of certificates, Endorsement, Sub-division / Splitting of certificates, Consolidation of certificates / folios, Any other services are also included in addition to **issuance of duplicate certificates, transmission, transposition, claims from unclaimed suspense account and corporate actions** in the **Annexure 1.4** attached herewith. Option for capturing the said type of investor service requests will be also enabled in the live CDSL systems.

Issuers/ RTAs are advised to take note of the above changes and ensure that necessary changes are incorporated in their back office as per the file format before April 02, 2026.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtasupport@cdslindia.com and connect through our **IVR Number 022-62343333**.

For and on behalf of
Central Depository Services (India) Limited.

sd/-

Nilesh Shah
Vice President - Operations

☐ Normal Dematerialization ☐ Transmission-cum- Dematerialization
☐ Transposition-cum-Dematerialization

(To be filled up by the Registrar Transfer Agent)

DRN		Date	D	D	M	M	Y	Y	Y	Y
DRF No.		Date	D	D	M	M	Y	Y	Y	Y

I / We request you to dematerialise the enclosed security certificate(s) registered in my / our name into my / our demat account.

[illegible]

Type of Security	☐ Equity ☐ Debentures ☐ Bonds ☐ Units ☐ Other (Specify)					
Face Value of Securities						
	From	To	From	To	From	To
Folio No.						
Certificate Numbers						
Distinctive Numbers						
Quantity						

		Investor service request		
issuance of duplicate certificates ☐	Transmission ☐	Transposition ☐	Unclaimed suspense account ☐	Corporate Actions ☐
Renewal / Exchange of certificates ☐	Endorsement ☐	Sub-division / Splitting of certificates ☐	consolidation of certificates /folios ☐	Any other services (please specify) ☐

The original certificates / documents are hereby surrendered by me / us for dematerialisation and the same are free from any lien or charge or encumbrance and represent the Bonafide securities of the Issuer Company to the best of

my / our knowledge and belief.

	First / Sole Holder	Second Holder	Third Holder
Name			
Signature with RTA			

Registrar Transfer Agent Seal and Signature

===== (Please tear here) =====

Acknowledgement Receipt

DRF No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID		Client ID								
First / Sole Holder Name										
Second Joint Holder Name										
Third Joint Holder Name										
Name of the Company										
Type of Security	☐ Equity ☐ Debentures ☐ Bonds ☐ Units ☐ Other (Specify)									
ISIN										
No. of Securities (in figures)										
No. of Securities (in words)										
No. of Certificates (in figures)										
No. of Certificates (in words)										

We hereby acknowledge the receipt of certificates / documents, in respect of the above securities for dematerialization subject to verification.

Registrar Transfer Agent Seal and Signature

Instructions:

1. In case of transmission-cum-demat, a notarized copy of death certificate of the deceased holder, copy of the Order of the Court, etc. to be attached with DRF.
2. In case of transposition-cum-demat, a duly executed Transposition Request Form to be attached with the DRF.