Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/508 **December 08, 2009**

CORPORATE ACTION PROCEDURE FOR THE ALLOTMENT / REPURCHASE OF OPEN-ENDED MUTUAL FUND UNITS

Issuers/RTAs are advised to refer to communiqué no. **CDSL/OPS/RTA/506** dated December 07, 2009 wherein CDSL had communicated the procedure and documents required for the allotment (subscription) and repurchase (redemption) of the open-ended Mutual Fund [**MF**] units.

Pursuant to representations received from some Asset Management Companies [**AMCs**], CDSL has decided to allow Corporate Action Forms to be submitted by the RTA on behalf of the AMC. In this regard, Issuers/RTAs are advised to note the following:

1. The AMC would be required to inform CDSL, in advance, of the authority given by them to the RTA to execute and submit such corporate action forms on their behalf. The format of the authority letter to be submitted by the AMC to CDSL is attached [see **Annexure–A**].
2. RTAs can submit the Corporate Action Form for Allotment (subscription) of MF units [see **Annexure–B**] on the RTA's letterhead duly signed by the Compliance Officer / authorized signatory. The RTA can submit a single Corporate Action Form for various AMCs with annexures containing details of the MF units to be allotted.
3. RTAs can submit the Corporate Action Form for Repurchase (redemption) of MF units [see **Annexure–C**], on the RTA's letterhead duly signed by the Compliance Officer / authorized signatory. The RTA can submit a single Corporate Action Form for various AMCs with annexures containing details of the MF units to be repurchased.

Issuers/RTAs are advised to take note of the above and inform their AMC clients accordingly.

Queries regarding this communiqué may be addressed to **CDSL – Corporate Action** Rakesh Dalvi (022) 2272-8680, Urmila Chougule 2272-8685, Anil Sathe 2272-8613 or Tara Ajit 2272-8207. Emails may be sent to: rakeshd@cdslindia.com, urmilac@cdslindia.com, anils@cdslindia.com, or taraa@cdslindia.com.

sd/-

Ramkumar K.
Vice President – Operations

Format of Authority Letter from AMC (on its letterhead) **Annexure – A**

[AMC authorizing the RTA to execute CA Forms on their behalf for allotment/repurchase of open-ended MF units]

Letter No. _________________ **Date: __________**

To:

Central Depository Services (India) Limited
16th Floor, P J Towers
Dalal Street
Fort
Mumbai – 400 001

Kind attn: Vice President, Operations

Dear Sir / Madam,

Ref: Allotment/Repurchase of Open-ended Mutual Fund [MF] units

We, ____ (name of AMC) wish to inform CDSL that the RTA ______________________________ (name of the RTA) has been authorized to execute and submit the corporate action form in the requisite format, on our behalf, to CDSL and issue all letters/documents, etc. pertaining to the allotment/repurchase of open-ended MF units in compliance with CDSL's Bye-Laws & Operating Instructions in force from time to time.

Thanking you,

Yours faithfully,
for <**Name of AMC**>

Stamp of AMC

____
Authorized Signatory

CORPORATE ACTION INFORMATION FORM

(For Units – New Fund Offer (NFO) and Further Allotment)

Ref. No.: ________________________ Date: ______________

Vice President – Operations
Central Depository Services (India) Limited
16th Floor, P. J. Towers
Dalal Street, Fort
Mumbai – 400 001

Dear Sirs,

We wish to execute corporate action to **credit** the following units to demat accounts in CDSL. The details of the units allotted are as given below:

Issuer Name	
Corporate Action Description (eg: NFO, Further Allotment)	
Date of allotment	
Names of all stock exchanges where the MF units are listed	

Sr. No.	**ISIN**	**ISIN description**	**Face Value**	**CDSL**		**NSDL**	
				No. of records	Quantity	No. of records	Quantity

I, ____________________________________ (authorized person's name), ___________ (designation) of _______________________________________ (Name of RTA) declare that:

(i) these units are listed on stock exchanges (applicable where original units are listed); and
(ii) the AMC has obtained all the necessary approvals for the aforesaid issue of units.

____
Authorized Signatory **Date:** _________________

Stamp of RTA:

Note:

1. The form should be signed by the Compliance Officer / authorized signatory of the RTA.
2. Use separate forms for different allotment dates.

CORPORATE ACTION INFORMATION FORM

(For Repurchase of Mutual Fund Units)

Ref. No.: ________________________ Date: ______________

Vice President – Operations
Central Depository Services (India) Limited
16th Floor, P. J. Towers
Dalal Street, Fort
Mumbai – 400 001

Dear Sirs,

We wish to execute corporate action to **debit** the following units to demat accounts in CDSL. The details of the units to be repurchased are as given below:

Issuer Name	
Corporate Action Description	Repurchase of Units
Date of repurchase of units	

Sr. No.	**ISIN**	**ISIN description**	**Face Value**	**CDSL**		**NSDL**	
				No. of records	Quantity	No. of records	Quantity

I, ____________________________________ (authorized person's name), ___________ (designation) of _______________________________________ (Name of RTA) declare that:

(i) these units are listed on stock exchanges (applicable where original units are listed); and
(ii) the AMC has obtained all the necessary approvals for the aforesaid repurchase of units.

____
Authorized Signatory **Date:** _________________

Stamp of RTA:

Note:

1. The form should be signed by the Compliance Officer / authorized signatory of the RTA.
2. Use separate forms for different repurchase dates.