



Central Depository Services (India) Limited

CDSL/BDO/RTA/51

December 13, 2002

COMMUNIQUÉ TO ISSUERS / RTAs

REJECTION OF DEMAT REQUESTS

Issuers / RTAs are aware that as per the provisions of the Operating procedures for Issuers / RTAs, the dematerialisation process (acceptance / rejection) has to be completed within 15 days from the date of receipt of the documents from depository participants.

Issuers / RTAs are requested to note the following while rejecting any demat request -

- a) If the demat request is rejected, the documents under objection, have to be sent back by the Issuers / RTAs to the Depository Participants immediately on rejecting the request in the CDAS system.
- b) If physical documents are not received by the Issuers / RTAs within 15 days from the date of setup of the demat request, the same may be rejected by the Issuers / RTAs after ascertaining the despatch details of such request from the DP.
- c) Presently, at the time of acceptance / rejection of the demat request, the date of receipt of the demat request has to be mandatorily entered. However, where documents are not received by the Issuers / RTAs while rejecting the demat request, **the Issuers / RTAs should enter the “setup date” itself as the “received date” of the demat request.**

Further, in such cases where the demat documents are not received, Issuers / RTAs are advised to follow the procedure as specified in communiqué ref no.CDS/OPS/RTA/16 dated 01-12-2000 and also communiqué ref no. CDS/OPS/RTA/47 dated 07-11-2002.

RTAs handling only electronic connectivity for Issuer companies are requested to inform the above to the companies serviced by them.

Queries if any, may be addressed to Ms.Preeti Rupji (extn 8655)

Sd/-

Hitendra Patil

Vice President – Business Development and Operations