Central Depository Services (India) Limited

Convenient Dependable Secure

COMMUNIQUÉ TO ISSUERS / RTAs

CDSL/BDO/RTA/58 January 23, 2003

RECONCILIATION OF THE ADMITTED, ISSUED AND LISTED CAPITAL

Issuers / RTAs are requested to refer to SEBI circular ref no.D&CC/FITTC/CIR-17/2002 dated 31-12-2002 addressed to Registrar and Share Transfer Agents (RTAs), copy of which is attached herewith for ready reference.

2. To comply with the SEBI requirement vide point no.3 of the circular, RTAs are advised to furnish to CDSL an exception report on a daily basis in respect of each of such company where the total number of shares held in dematerialised form with CDSL, NSDL together with the shares held in physical form **does not tally** with the total number of shares admitted with the depositories and / or issued and listed with the stock exchanges on any day. The format in which the report is to be submitted is attached herewith. Non receipt of such exception report for any day will be treated as confirmation that total securities held in demat and physical form do not exceed the listed / admitted capital.

3. The report can be e-mailed at e-mail id rta@cdslindia.com or faxed at 022-22723199

Queries if any, may be addressed to Mr.Yatin Sang (extn 8654) or Mr.Ramkumar K (extn 8633).

Hitendra Patil
Vice President – Business Development and Operations

Encl :a/a

EXECUTIVE DIRECTOR

D&CC/FITTC/CIR – 17/2002
December 31, 2002

Chairman / Managing Director,
All Registrar and Share Transfer Agents

Dear Sir,

Sub: RECONCILIATION OF THE ADMITTED, ISSUED AND LISTED CAPITAL

Please refer to SEBI circular no. D&CC/FITTC/CIR-15/2002 dated December 27, 2002 regarding appointment of common agency for physical share registry work and establishing connectivity with the depositories.

Further to the above all the registrars and share transfer agents (RSTA) are hereby directed, that:

1. They shall maintain records of all the shares dematerialised, rematerialised and details of all securities declared to be eligible for dematerialisation in the depositories and ensure that dematerialisation of shares shall be confirmed / created only after an in-principle approval of the stock exchange / s where the shares are listed and the admission of the said share with the depositories have been granted.
2. They shall have proper systems and procedures in place to verify that the securities tendered for dematerialisation have not been dematerialised earlier.
3. They shall ascertain, reconcile daily and confirm to the depositories that the total number of shares held in NSDL, CDSL and in the physical form tallies with the admitted, issued and listed capital of the issuer company; and
4. They shall confirm that the dematerialisation requests have been processed within 21 days and shall also state the reasons for shares pending confirmation for more than 21 days from the date of request.

Any non compliance of the directives shall entail suitable action under the various rules, regulations and Acts.

Yours faithfully,

R M JOSHI

Date :

To,

Central Depository Services (India) Limited
28th Floor, P J Towers,
Dalal Street,
Mumbai – 400 001.

Dear Sir,

With reference to communiqué ref no.CDSL/OPS/RTA/58 dated 23-01-2003, we furnish hereunder the particulars for ______________________________, where we note that there is a
(Name of company)
difference between the capital issued / listed / admitted with the depositories.

Name of the Issuer company		
ISIN		Face value
1	**Particulars**	**No. of shares as on (date)**
A	Issued by the company	
B	Listed on BSE	
C	Listed on NSE	
D	Listed on regional stock exchange/s with name/s of the exchange/s	
E	Admitted with CDSL	
F	Admitted with NSDL	
G	Dematerialised with CDSL	
H	Dematerialised with NSDL	
I	Total dematerialised with depositories (G+H)	
J	Physical	
K	Total of I + J	
2	In case the number of shares given at (K) differs from the number of shares given at any or all from 1A to 1F, please explain the reason in respect of each given difference.	

We certify that the above information has been compiled with due care and is correct in all respects.

Thanking you,

Yours faithfully,

Name and Seal of RTA with signature of authorised signatory(ies)