

Participant Letter
To be printed/typed on Participant's letterhead
(In case of closure of old account)

Ref. No. : _____

Date : _____

Name and address of the Issuer

We wish to inform you that we have received a request for transfer of locked-in securities / securities held under suspended ISIN from our client (**Client name**) having DP ID (____); Client ID (____) on account **of closure of the said account**. We have verified the documents submitted by client and confirm that the documents are in order and the signature(s) of the transferor(s) have been verified by us. We also confirm that the client has an account with the other Depository Participant in same name, order of names and that the account holder is the same entity/person. We are enclosing the copies of client master report from the DPM (DP) for both, the old account and the new account with the other Participant. Since the securities are locked-in/ the ISIN is suspended, we are unable to execute the instruction. Hence, we request you facilitate us to transfer the securities as instructed by the client. Details of instructions received by us are as follows:

To facilitate transfer of securities where:	☐	Securities are in lock-in
	☐	ISIN of Securities is in suspended status
(tick any one)		

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old account (to be closed)

DP ID	
Client ID	
Quantity	

Details of new account

DP ID	
Client ID	
Quantity	

Signature :
 Name :
 Designation :

CC: National Securities Depository Limited
 4th Floor, A Wing, Trade World
 Kamala Mills Compound,
 Senapati Bapat Marg, Lower Parel
 Mumbai – 400013.

To be printed on the letterhead of the issuer
(In case of closure of old account)
CORPORATE ACTION INFORMATION FORM
(For transfer of locked-in securities/securities under suspended ISIN due to change in demat account)

Ref. No. : _____

Date : _____

National Securities Depository Limited
 4th Floor, A Wing, Trade World
 Kamala Mills Compound,
 Senapati Bapat Marg, Lower Parel
 Mumbai – 400013.

We wish to execute a corporate action to facilitate transfer of securities in the depository system, which have been issued under lock-in by us/ the ISIN for securities of our company is suspended to prevent transfer. The details of the corporate action for transfer of locked-in securities / securities held under suspended ISIN due to change of demat account as provided by the Participant are as follows:

To facilitate transfer of securities where:	☐ the securities are locked-in ☐ ISIN of Securities is in suspended status (tick any one)
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ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old Account (Debit)

DP ID	
Client ID	
Client Name	
Quantity	

Details of new account (Credit)

DP ID	
Client ID	
Client Name	
Quantity	

Signature :

Name :

Designation :

CC: R&T Agent