Annexure A

1) Conversion of Units Represented by Statement of Account (SoA)

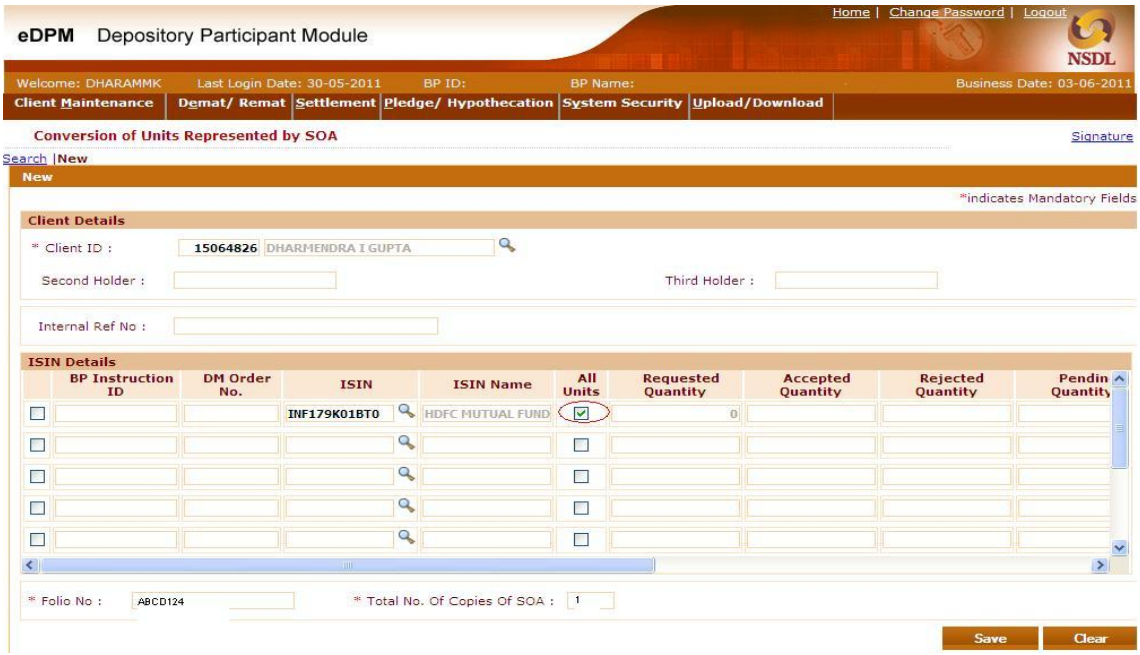
Currently, at the time of initiating instructions with respect to conversion of mutual fund (MF) units (*represented by SoA*) into dematerialised form, the number of units is entered in the quantity field i.e., 'Requested Quantity'. This module is enhanced to facilitate conversion of all units with respect to a mutual fund (MF) scheme (ISIN) held in the folio of the Client at the time of confirmation of request by the Asset Management Company (AMC) / Registrar and Transfer Agent (RTA). The facility to initiate instructions with option 'ALL Units' (*i.e., not entering number of units*) with respect to MF ISINs (*Security Type Code '13' and '20'*) is being provided. Further, following reports available at Local DPM System→Reports→Mutual Fund, will provide instruction details initiated with option 'ALL Units' or specified quantity.

- Conversion of Units Represented by SOA – Request Form
- Conversion of Units Represented by SOA – Request Status Report
- Conversion of Units Represented by SOA – Request Rejection Memo

Salient features:

i) Client will make a request in the Conversion Request Form by specifying 'ALL' instead of quantity, ISIN of the MF and other requisite details.

ii) At the time of initiating instruction, Participants will enter the requisite details including the MF ISIN and select 'ALL Units' option. Upon selecting 'ALL Units' option, 'Requested Quantity' field would get disabled. Sample screen of eDPM System is exhibited below :



iii) The Transaction Statement and Statement of Holdings reports as well as SOT/SOH downloads will not display any details with respect to instruction initiated with 'ALL Units' option till the instruction is confirmed by the AMC/ RTA. However, Changed Orders for the Day (COD) download and Report named 'Conversion of Units Represented by SOA – Request Status Report' will display the instruction details.

iv) AMC/RTA can confirm the instruction by specifying the requisite number of units as free or locked-in, as may be applicable in respect of instruction initiated in the Client account. AMC/RTA will have the ability to provide partial or final confirmation. In case AMC/RTA confirms the instruction partially, the instruction will remain in open status till the final confirmation is done. The Transaction Statement and Statement of Holdings will display the credit of units in the demat account, only upon confirmation of the instruction by the AMC/RTA. COD download and Report named 'Conversion of Units Represented by SOA – Request Status Report' will also display the

instruction details. Sample Transaction Statement and Statement of Holdings are exhibited below :

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF204K01II4	RELIANCE MUTUAL FUND			
Beneficiary				Opening Balance :	11,000.000
07-Jun-2011	10000000001388	By Conversion of Units represented by Statement of Account	500.000		11,500.000
				Closing Balance :	11,500.000

Statement of Holdings

ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF204K01II4	RELIANCE MUTUAL FUND		Beneficiary	11,500.000	
					11,500.000

v) AMC/RTA can reject the instruction in partial or full. Details of the rejected instructions can be ascertained from COD downloads, 'Conversion of Units Represented by SOA – Request Status Report' and 'Conversion of Units Represented by SOA – Request Rejection Memo', as rejected details will not be displayed in the Transaction Statement and Statement of Holdings.

Back office impact : Yes. Refer file formats provided in Circular No. NSDL/POLICY/2011/0048 dated June 13, 2011.

2) Mutual Fund Redemption Module

Currently, at the time of initiating instructions for redemption of MF units, the number of units is entered in the quantity field i.e., 'Requested Quantity'. This module is enhanced whereby facility to mention 'All Units' or 'Amount' is being made available. Further, following reports available at Local DPM

System→Reports→Mutual Fund, will provide instruction details initiated with option 'ALL Units' / 'Amount' / specified quantity:

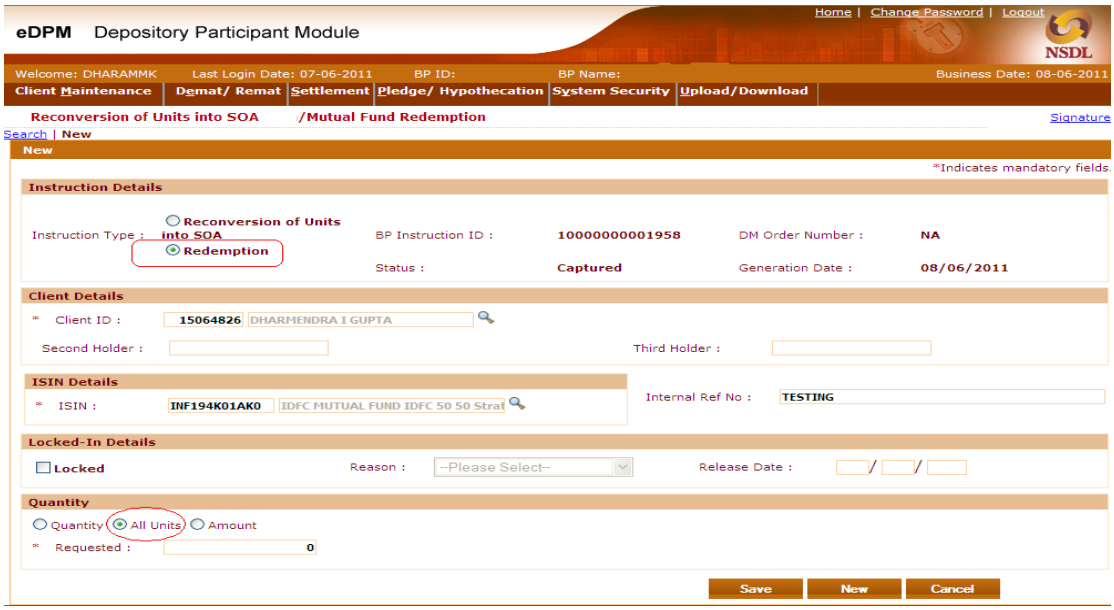
- Redemption –Request Form
- Redemption –Request Status Report
- Redemption –Request Rejection Memo

Salient features of options 'ALL Units' and 'Amount' are as follows :

a) 'All Units'

i) Clients will make request in the Redemption Form by specifying 'ALL' (*instead of specifying quantity*), ISIN of the MF and other requisite details.

ii) At the time of initiating redemption instruction, Participant will enable the radio button of instruction type - 'Redemption', enter Locked-in details (*if any*), enter requisite details including the MF ISIN and select 'ALL Units' option. Upon selecting 'ALL Units' option, 'Requested quantity' field would get disabled. Further, redemption instruction can be generated only with respect to MF ISINs (*Security Type Code '20'*). Sample screen is exhibited below :



iii) Instruction will be generated for the MF units <u>available</u> in the Client account (*free / locked-in balance*) for the specified MF ISIN at the time of verify/release of instructions. Transaction Statement and Statement of Holdings displaying details of redemption instruction initiated under free balance are exhibited below :

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund			
Beneficiary				Opening Balance :	10,000.000
08-Jun-2011	10000000001958	To Redemption		10,000.000	0.000
				Closing Balance :	0.000
Pending Redemption/Reconversion				Opening Balance :	0.000
08-Jun-2011	10000000001958	By Redemption Request	10,000.000		10,000.000
				Closing Balance :	10,000.000

Statement of Holdings

ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund		Pending Redemption/Reconversion	10,000.000	
					10,000.000

iv) AMC/RTA will have the ability to confirm the redemption instruction in partial or in full. Upon providing partial or full confirmation to the redemption instruction, Transaction Statement and Statement of Holdings will display the details of MF units debited from the Client account i.e., MF units redeemed in the Client account, as exhibited below :

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund			
Beneficiary				Opening Balance :	10,000.000
08-Jun-2011	10000000001958	To Redemption		10,000.000	0.000
				Closing Balance :	0.000
Pending Redemption/Reconversion				Opening Balance :	0.000
08-Jun-2011	10000000001958	By Redemption Request	10,000.000		10,000.000
08-Jun-2011	10000000001958	By Redemption Request Confirmation		1,000.000	9,000.000
				Closing Balance :	9,000.000

Statement of Holdings

ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund		Pending Redemption/Reconversion	9,000.000	
					9,000.000

v) AMC/RTA can reject the redemption instruction in full or partial. Transaction Statement and Statement of Holdings displaying the details are exhibited below :

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund			
Beneficiary				Opening Balance :	10,000.000
08-Jun-2011	10000000001958	To Redemption		10,000.000	0.000
08-Jun-2011	10000000001958	By Redemption Request Rejection	1,000.000		1,000.000
				Closing Balance :	1,000.000
Pending Redemption/Reconversion				Opening Balance :	0.000
08-Jun-2011	10000000001958	By Redemption Request	10,000.000		10,000.000
08-Jun-2011	10000000001958	To Redemption Request Rejection		1,000.000	9,000.000
				Closing Balance :	9,000.000

Statement of Holdings

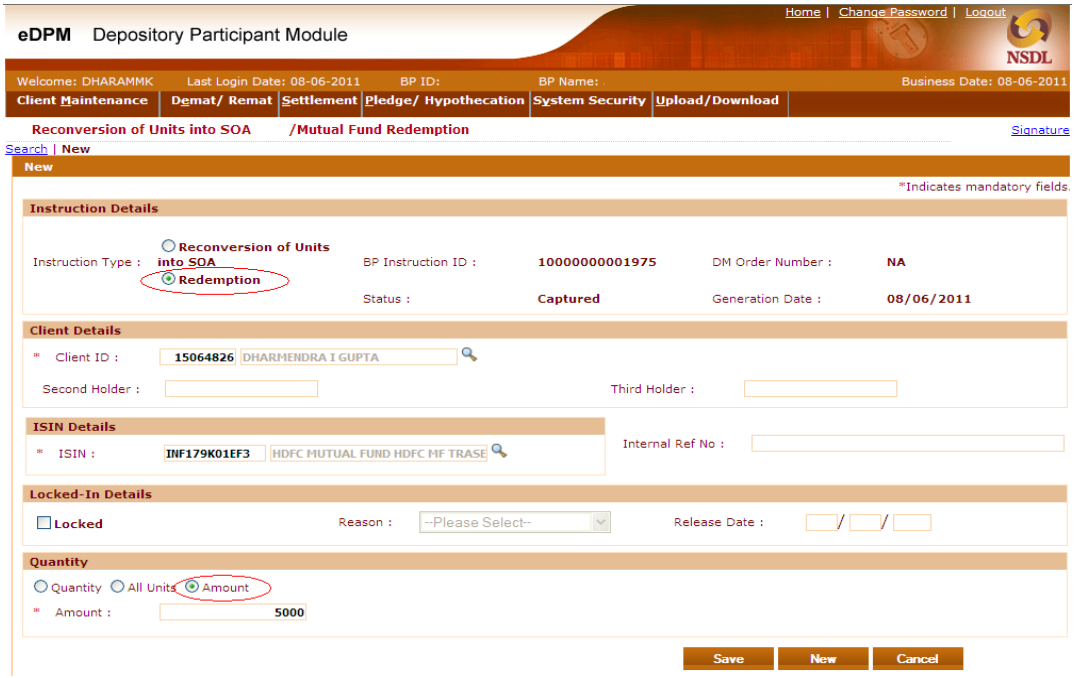
ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF194K01AK0	IDFC MUTUAL FUND IDFC 50 50 Strategic Sector Fund		Beneficiary	1,000.000	
			Pending Redemption/Reconversion	9,000.000	
					10,000.000

Back office impact : Yes. Refer file formats provided in Circular No. NSDL/POLICY/2011/0048 dated June 13, 2011.

(b) Amount

i) Client will make a request in the Redemption Form by specifying the 'Amount' (*instead of specifying quantity*), ISIN of the MF and other requisite details.

ii) Participants will enable the radio button of 'Amount' option. Amount field would be enabled to facilitate entering of an amount, as exhibited below :



iii) The Transaction Statement and Statement of Holdings reports as well as SOT/SOH downloads will not display any details with respect to redemption instructions initiated with 'Amount' option. However, COD download and 'Redemption –Request Status Report' will display the instruction details.

iv) AMC/RTA will confirm the redemption instruction by specifying the requisite number of units based on the applicable NAV. AMC/RTA can confirm the redemption partially or in full. Upon confirmation of the instruction by AMC/RTA, the Transaction Statement and Statement of Holdings will display the MF units debited from the Client account i.e., MF units redeemed in the Client account.

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF179K01EF3	HDFC MUTUAL FUND			
Beneficiary				Opening Balance :	7,900.000
08-Jun-2011	10000000001975	To Redemption		100.000	7,800.000
				Closing Balance :	7,800.000

Statement of Holdings

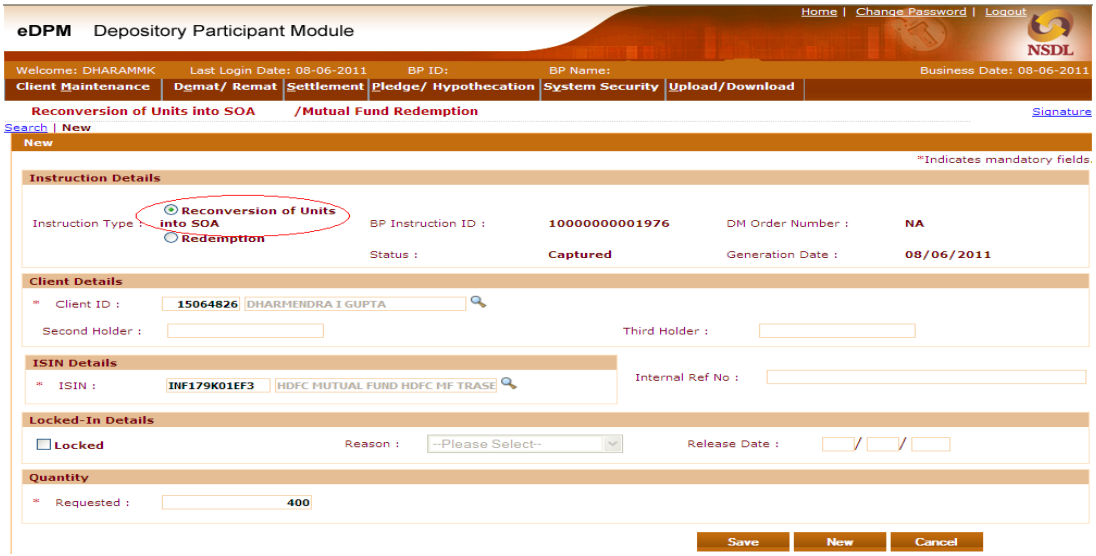
ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF179K01EF3	HDFC MUTUAL FUND		Beneficiary	7,800.000	
					7,800.000

v) AMC/RTA can reject the instruction in partial or full. The rejection details will be displayed at 'Redemption – Request Rejection Memo' report.

Back office impact : Yes. Refer file formats provided in Circular No. NSDL/POLICY/2011/0048 dated June 13, 2011.

3) Re-conversion of Mutual Fund units into SoA

Facility to initiate instructions for re-converting MF units (*held in dematerialised form*) into SoA is being provided. For accessing the module, click on Demat/ Remat module→'Reconversion of Units into SOA / Mutual Fund Redemption', enable the radio button of instruction type 'Reconversion of Units into SOA / Mutual Fund Redemption' and enter the requisite details as exhibited below:



AMC/RTA can confirm / reject re-conversion instructions. Sample Transaction Statement and Statement of Holdings displaying confirmation of re-conversion instructions by AMC/RTA are exhibited below:

Transaction Statement

Bkg. Date	Trans. No.	Description	Credit	Debit	Balance
ISIN	INF204K01II4	RELIANCE MUTUAL FUND			
Beneficiary				Opening Balance :	11,500.000
09-Jun-2011	10000000001978	To Reconversion of Units into Statement of Account		5,000.000	6,500.000
				Closing Balance :	6,500.000
Pending Redemption/Reconversion				Opening Balance :	0.000
09-Jun-2011	10000000001978	By Reconversion request of Units into Statement of Account	5,000.000		5,000.000
09-Jun-2011	10000000001978	By Confirmation of Reconversion request of Units into Statement of Account		2,400.000	2,600.000
				Closing Balance :	2,600.000

Statement of Holdings

ISIN	ISIN Description	ISIN Status	Account Description	Quantity	Total Balance
INF204K01II4	RELIANCE MUTUAL FUND		Beneficiary	6,500,000	
			Pending Redemption/Reconversion	2,600,000	
					9,100,000

Further, following three new reports is being made available at Local DPM System→ Reports→Mutual Fund, which will provide instruction details :

- Reconversion of Units into SOA – Request Form
- Reconversion of Units into SOA – Request Status Report
- Reconversion of Units into SOA – Request Rejection Memo

Back office impact : Yes. Refer file formats provided in Circular No. NSDL/POLICY/2011/0030 dated April 6, 2011.

Note :

(i) The current feature of entering the number of MF units (quantity) at the time of initiating instruction will remain unchanged with respect to modules mentioned in point nos. 1, 2 and 3.

(ii) 'Reports' and 'Downloads' that will be available in the Local DPM System is enclosed at Annexure B. Covering letters would be generated for the aforesaid modules upon initiation of instructions.

(iii) In case there are pending instructions to be confirmed/rejected by AMC/RTA with respect to Conversion instruction initiated with 'ALL Units' option and/or Redemption instruction initiated with 'Amount' option, Client account cannot be closed in such cases till the AMC/RTA fully confirms/rejects such instructions. To ascertain such cases, refer the respective request status report.

4) Client ID wise rejection report in '.pdf' format

Currently, after batch files are uploaded on the eDPM System, 'Out File' containing successful records and 'Error file' (*if any*) containing alerts and rejected records are displayed. Records can be rejected due to various reasons such as invalid Client ID, invalid ISIN, Pay-in deadline time passed etc. Post version release, upon upload of a batch file, in addition to the aforesaid two files i.e., 'Out file' and 'Error file', a 'Report file' (*as exhibited below*) would also be generated, which would contain Client ID wise details of the rejected records:



The 'Report file' would be available in a 'PDF' format. Thus, rejected records would be available in both 'Error file' (*in soft copy*) and in a 'PDF' format. The rejected records in the 'PDF' format would be grouped on the basis of Client ID (*such that details of each Client ID is printed on a new page*), will contain instructions details and the rejection reason.

5) Transfer of Holding - Account Closure / Transmission (facility to Upload batch files):

The Transfer of Holdings (Account Closure/Transmission) module was released in April 2011, to facilitate the transfer of securities in one-go from source Client account to target Client account (*between Participants of NSDL*) arising out of

Account Closure or Transmission. The facility to upload batch files (*generated from back-office*) for the same is being provided. As exhibited below, batch files can be uploaded on eDPM System under the head Uploads/Downloads→ Transfer of Holding (Account Closure / Transmission)'.



Instructions will be verify/released through regular 'Verify/Release' option.



Rejection report (*mentioned in point no. 4*) will not be available for this module and the same will be made available in the subsequent version release.

Back office impact : Yes. Refer file formats provided in Circular No. NSDL/POLICY/2011/0029 dated April 6, 2011

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