Circular No.: NSDL/POLICY/2014/0085 Date: August 5, 2014

Subject: Scanning of Delivery Instruction Slip (DIS).

Attention of Participants is invited to Circular Nos. NSDL/POLICY/2014/0004 dated January 8, 2014 and NSDL/POLICY/2014/0080 dated July 4, 2014 regarding standardization, monitoring and scanning of DIS which shall be effective from October 1, 2014. In regard to scanning of DIS, all Participants are requested to note the following and ensure compliance:

1. **Scanning of DIS**: Every DIS executed in the DPM on or after October 1, 2014 must be scanned alongwith all annexures / computer printouts (*if any*) by the end of the next working day. Detailed specifications regarding scanning of DIS are given at Annexure A.

2. **Signing and posting of DIS images**: SEBI Circular No. CIR/MRD/DP/01/2014 dated January 7, 2014, which has been attached to the aforesaid NSDL Circular dated January 8, 2014, requires depositories to put in place adequate checks and procedures to prevent unauthorized changes to scanned DIS. In view of the same, NSDL will implement a 'DIS Image Validation System' (DIVS). Participants must digitally sign the scanned image of the DIS and post the same to DIVS for validation and affixing of digital signature by NSDL. The DIVS will be hosted on the Local DPM. Participants are required to prepare a zip file containing (a) digitally signed text file having details of the DIS scanned images being posted and (b) all digitally signed scanned images, as per the procedure given at Annexure B. The DIVS will validate the Participant's digital signature associated with each DIS scanned image and generate a response file. The response file is a zip file containing (a) text file digitally signed by NSDL indicating successful validation or rejection by DIVS of the posted scanned images, (b) successfully validated scanned images returned after affixing NSDL's digital signature and (c) rejected scanned images returned as they are. File formats for the .in and .out files are given at Annexure C.

3. **Tamper proof storage**: The NSDL signed DIS images (*i.e. aforesaid response files generated by DIVS*) must be stored in the system set up by the Participants. Such system must maintain proper records of all NSDL signed DIS images including audit trail for changes made, if any and put in place adequate checks and procedures to prevent

unauthorized changes to scanned DIS images. To store the NSDL signed DIS images, the following measures must be adapted:

a) The system must not permit unauthorized alteration or deletion.

b) In the event of any authorized replacement required in the original DIS after scanning and storage, the DIS must be scanned again. The nomenclature of such rescanned DIS image file must be in accordance with the file naming convention given at Annexure A. The reason for such replacement must be recorded in the Index file. The Participant must follow above mentioned procedure for signing and posting the new scanned image to DIVS to obtain NSDL signed DIS image. Participant must store both old as well as new DIS image which are digitally signed by NSDL.

c) For instructions received through fax, the Participant must scan the DIS received through fax and post the same to the DIVS in the same manner as prescribed above. Subsequently, when original DIS is received [*which is expected within three working days (excluding Sundays and Bank holidays) from the date of receipt of the fax instruction*], the Participant shall post details of the same in DIVS within one working day from receipt of original DIS.

d) NSDL signed DIS images must be preserved as per record keeping requirements. Detailed specifications for storage will be provided subsequently.

4. **Exemption from putting Participant official's signatures on original DIS:** For those Participants who process the DIS based on the scanned image, the Participant's officials need not put his/her signature on the original DIS, provided details of the maker, checker and additional checker, as may be applicable, who have captured and verified the DIS are maintained in the back-office system of the Participant and such records are made available, as and when required.

For information / clarification about the above process, Participants are requested to contact the following NSDL officials:

Name of the official	Contact details	Email ID
Mr. Parag Joshi	022-2499 4758	joship@nsdl.co.in
Mr. Dipesh Salkar	022-2499 4724	dipeshs@nsdl.co.in
Mr. Aswin Menon	022-2499 4874	aswinm@nsdl.co.in
Ms. Gayatri P. Mane	022-2499 4884	gayatrim@nsdl.co.in

For and on behalf of
National Securities Depository Limited

Ravindra Sahu
Senior Manager

Enclosed – Three

FORTHCOMING COMPLIANCE			
Particulars	**Deadline**	**Manner of sending**	**Reference**
Investor Grievance Report (Monthly)	By 10th of the following month.	By email at dp_igreport@nsdl.co.in Alternatively, by hard copy to the Investor Relationship Cell.	1. Circular No. NSDL/PI/98/500 dated October 6, 1998. 2. Circular No. NSDL/PI/2004/1688 dated September 16, 2004.
Networth Certificate and Audited Financial Statements.	September 30th every year.	By hard copy to Participant Interface Department.	Circular No. NSDL/PI/98/414 dated September 1, 1998.

Signature Not Verified
Digitally signed by SAHU RAVINDRA KUMAR
Date: 2014.08.05 22:12:11 +05:30
Reason: Authentication
Location: NSDL, Mumbai