Circular No.: NSDL/POLICY/2015/0021 Date: February 10, 2015

Subject: Simplification of procedure to be followed for change of address.

Attention of Participants is invited to point no. 2.1 of Master Circular Version 5.0 on Account Opening, May 2014 in respect of change of address. All Participants are hereby informed that based on the suggestion/ feedback received from Participants, procedure for change of address is simplified. The revised procedure is given below:

1. While processing requests for change of address received from Clients, Participants should obtain the following documents:

   (a) a written application for change of address from the Client (*In case of joint holdings, all holders must sign the application and in case of non-individual,* authorised *signatory(ies) must sign*);
   (b) Proof of new address [*copy of any one of the documents mentioned at point no. 1.1.3 of Master Circular on Account Opening*] alongwith the original document of the new address for verification.

2. The Participant should verify the signature of the Client on the application with the signature of the Client available with the Participant. Further, the document pertaining to new address should be verified and attested in accordance with point no. 1.1.1 (b) of Master Circular on Account Opening and thereafter record the change of address in the DPM System.

3. In case of change (*addition/ deletion/ modification*) in the landmark details for the address which is already captured in the DPM System, Participants may limit the changes to the landmark details, after obtaining a request from the Clients on a plain paper, which is signed by all the holder(s) (*in case of joint holdings*). Participants are advised to note that the address of the Client captured in the DPM System, as mentioned in the proof of address, should not change and only limit the change in the landmark details.

4. After effecting the change of address in the DPM System, the Participant should send a communication to the Client, confirming the change of address, to the old and the new addresses.

5. The Participant shall upload the updated information of the Client on the system of KRA.

In view of the aforesaid, point no. 2.1 of aforesaid Master Circular is revised and enclosed at Annexure-A in track change mode.

Participants are requested to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

Samar Banwat
Senior Vice President

Enclosed: One

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.

Digitally signed by
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