Circular No.: NSDL/POLICY/2015/0068 Date: August 6, 2015

Subject: *Separate mobile number and E-mail address for each Client*.

As Participants are aware, SEBI had advised Participants to ensure that separate mobile number and E-mail address are uploaded for each client (*Ref. : Circular No. NSDL/POLICY/2015/0040 dated April 13, 2015*). Further, Participants were advised about postponement of DPM Version Release 5.6 and providing the required alerts on the i-Assist system (*Circular No. NSDL/POLICY/2015/0067 dated July 31, 2015*). In this context, Participants are requested to take note of the following:

1. Considering re-scheduling of the version release 5.6, Participants are advised to maintain internal records of the permitted exceptions and additional email ID (*for custodial accounts*) in terms of aforesaid Circular dated April 13, 2015 and update the same in the DPM system after the new release.

2. The alerts required to identify client accounts where the same mobile number and email address are captured across NSDL system (*ignoring the permitted exceptions*) is made available to Participants through i-Assist (post DP login). For inter-DP alerts, the link for downloading the alerts is available through i-Assist under "**List of Same Mobile number and email address (Inter DP)".** For intra-DP alerts, a utility is made available on i-Assist under utility menu "**Generation of Intra DP Alert for mobile number and email Address (within same DP)**". The utility is required to be executed on the Local DPM server for installation. Upon installation of the utility on the Local DPM server, the Participant will get the report of intra-DP alerts.

3. The list of Inter DP and Intra DP alert reports are given below:

   a. Inter DP alerts :

Sr. No.	Report	Type of Client Individual / Non-individual	Description of Report
1	Same Mobile number	Individual	Report will contain mobile numbers which are captured in demat account (across the Participants) for more than one Clients [across all the account holders].
2		Non-Individual	
3	Same email Address	Individual	Report will contain E-mail addresses which are captured in demat account (across the Participants) for more than one Clients [across all the account holders].
4		Non-Individual	

b. Intra DP alert after execution of aforesaid utility :

Sr. No.	Report	Type of Client Individual / Non-individual	Description of Report
1	Same Mobile number	Individual	Report will contain mobile numbers which are captured in demat account (within the same DP/DP ID) for more than one Clients [across all the account holders].
2		Non-Individual	
3	Same email Address	Individual	Report will contain E-mail addresses which are captured in demat account (within the same DP/DP ID) for more than one Clients [across all the account holders].
4		Non-Individual	

4. Aforesaid reports will facilitate Participant to identify the accounts where same mobile number / email address are captured for more than one Client. Participant must verify that whether it falls within the permitted exceptions as per aforesaid Circular dated April 13, 2015 and take up the matter with Client, if it falls within the permitted exceptions, to obtain specific written request from Client. The format of the request is given at Annexure A. Participants, if so desire, can also incorporate the aforesaid request in their account opening form. In case the email ID/mobile number captured is not falling under the permitted exceptions, take up with the concerned client for updation (replace or remove) of the details in the DPM system.

5. For request for updation in email ID or mobile number received from the Client, Participant must either obtain a physical paper request from the Client or request through email or request through website of the Participant as per the prescribed procedure (*Clause 2.5 and 2.8 NSDL Master Circular on Account Opening, version 5.0*). For request for updation of permitted exceptions also, Participant must follow a similar procedure and either obtain a physical paper request from the Client or request through email or request through website of the Participant.

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.
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.

Digitally signed by
Name : Samar Banwat
Date : 8/6/2015 7:30:31 PM
Reason : Authentication