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1) Incorporation of New Client Type and Sub Types in DPM system:

Following new client types and sub-types will be incorporated in the Client Maintenance Module of DPM System:

New Client type				
New Client Type	**Code of Type**	**New Client sub-type**	**Code of sub-type**	**Remark**
Alternative Investment Fund (AIF)	15	Category I	1	AIF registered under SEBI (AIF) Regulation can open account under these type & sub-type.
		Category II	2	
		Category III	3	
New Client sub-type				
Client Type	**Code of Type**	**New Client sub-type**	**Code of sub-type**	**Remark**
Foreign Portfolio Investor (Individual)	13	Category III – DR	4	To hold the securities received by FPI pursuant to conversion of Depository Receipts
Foreign Portfolio Investor (Corporate)	14	Category I – DR	4	
		Category II – DR	5	
		Category III – DR	6	
Body Corporate	5	Limited Liability Partnership (Foreign)	31	For those LLP which are incorporated outside India
		Limited Liability Partnership (Foreign) – DR	32	To hold the securities received by LLP incorporated outside India pursuant to conversion of Depository Receipts.

2) Facility of conversion of existing FII and QFI accounts into FPI account:

A new facility is provided in DPM system whereby Participant can convert existing FII and QFI accounts into FPI accounts. Participant can carry out the following modification in type and sub-type of Clients:

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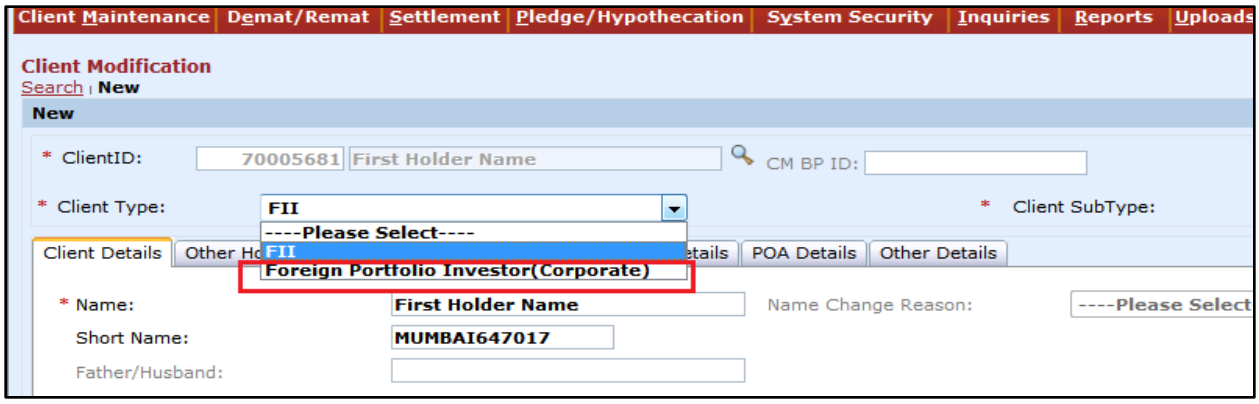
Sr. No.	Current Type	Current Sub-type	New Type (as applicable)	New sub-type (as applicable)	Remark
1	FII	Mauritius Based	FPI-Corporate	Category I Category II Category III	Participant can change type & sub-type of existing accounts only after completion of procedure of conversion of FII/QFI into FPI as specified by SEBI
		Others			
		DR	FPI - Corporate	Category I - DR Category II - DR Category III - DR	
2	QFI	Corporate	FPI-Corporate	Category I Category II Category III	
3	QFI	Individual	FPI – Individual	Category III	

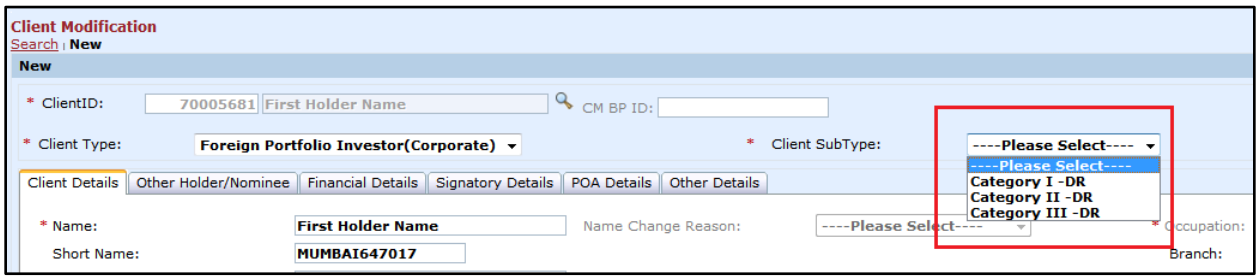
Participant will be able to modify the aforesaid Client types and sub-types by following the given link:

Client Maintenance→Client Modification→Primary, Address and Signatory Details Modification



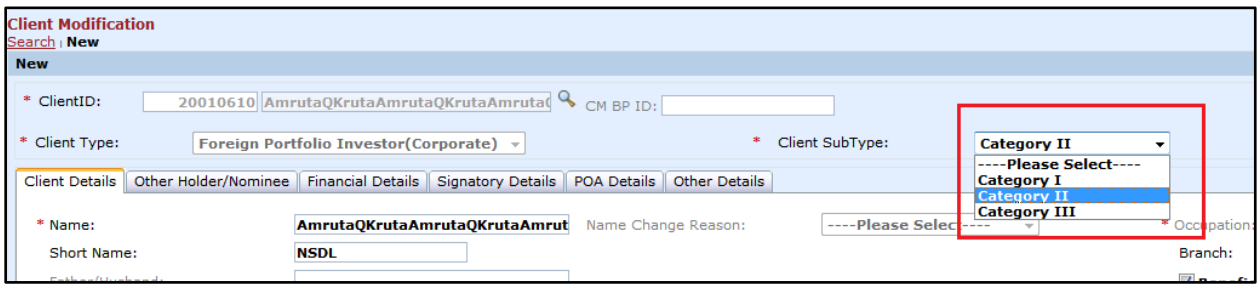
Participants will be able to select client type and client sub type from the drop down option for executing the modification as exhibited below:

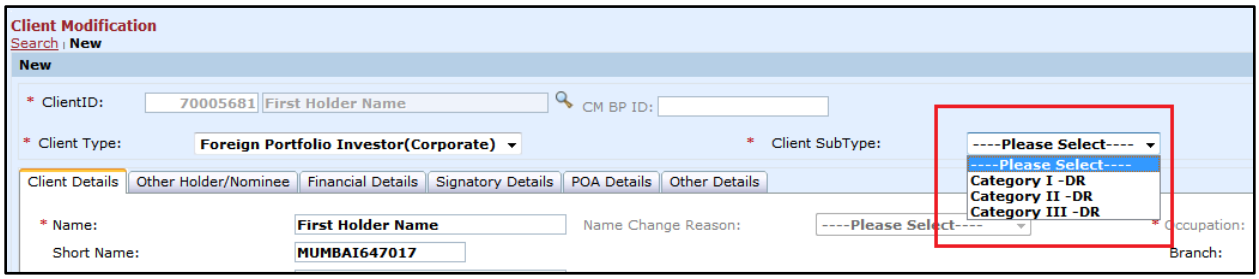




3) Facility for modification of sub types in respect of depository accounts opened under client type Foreign Portfolio Investor (FPI) (Corporate client maintenance module) :

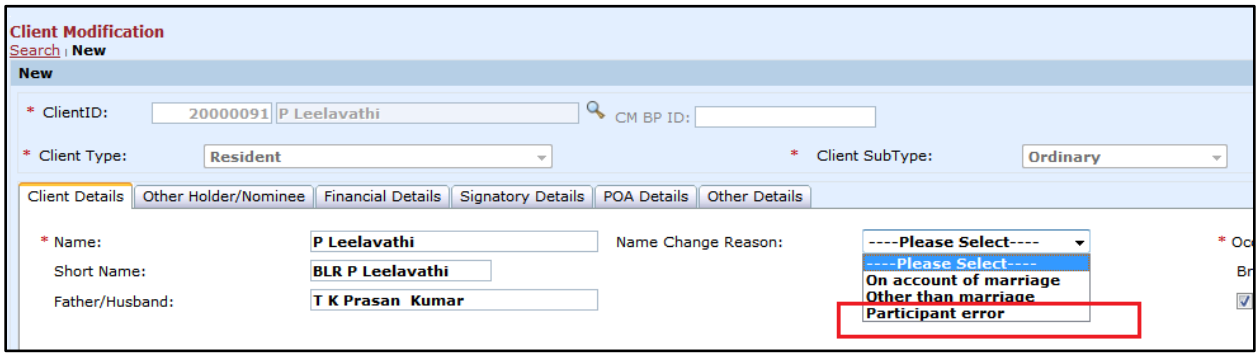
Facility has been made available in the Local DPM system to modify the sub-types (i.e. Category I, II & III) of the depository accounts opened under client type viz., Foreign Portfolio Investor (FPI) to another sub-types subsequent to change in the category of FPI. Participants are requested to note that the depository accounts opened under 'DR' sub type in respect of client type viz., Foreign Portfolio Investor (FPI) Corporate can be modified /switched only between respective DR sub-types pursuant to change in Category by the DDP.





4) **Additional reason viz., 'Participant Error' incorporated in respect of Name Change Reason field under client modification module:**

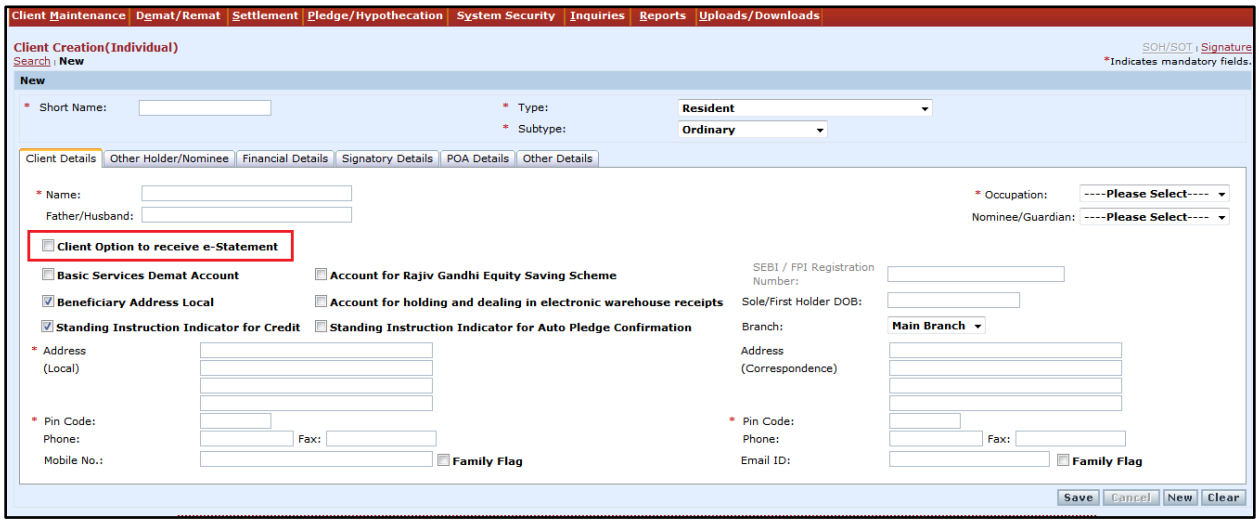
NSDL vide circular no. NSDL/POLICY/2015/0024 dated February 18, 2015 had informed Participants regarding the procedure to be followed in case of a data entry error by the Participant while opening an account or while effecting the change in name of the account holder. In order to facilitate participant to record the reason for modification in Local DPM system in respect of aforesaid guidelines, an additional option viz., '**Participant Error**' has been incorporated in 'Name Change Reason' field in respect of Individual depository accounts under client modification module of Local DPM system.



5) **Facility to capture mode of sending statement of account to Client is provided in DPM system [New Flag: 'Client Option to receive e-Statement']:**

As Participants are aware, Client can choose to receive statement of account either in electronic mode or physical mode. In this context, NSDL has vide its Circular No. NSDL/POLICY/2015/0054 dated May 19, 2015 provided a facility to inform aforesaid preference of Client to NSDL through i-Assist. Accordingly, NSDL is sending statement of account including Consolidated Account Statement (CAS) to investors since February 2015 either in physical or electronic form based on Client preference.

In this regard, a new flag viz., **'Client Option to receive e-Statement'** (as exhibited below) has been incorporated in the Local DPM system to update the client preference to receive statement in electronic form. NSDL will enable the aforesaid Flag in the depository system for the cases where Participant has provided information on i-Assist till August 22, 2015 in respect of those clients who have given consent for receiving statement in electronic mode. Necessary updates will be reflected in client master reports and downloads.



Participants should note that the after aforesaid release i.e. from **August 22, 2015** mode of receiving statement of account including CAS must be updated on Local DPM system instead of i-assist based on the request receive from the Client.

In case any Client wish to change its mode of receiving statement of account from electronic to physical, it has to submit written request to its Participant. On receipt of request and after necessary verification Participant can disable the aforesaid flag.

6) Incorporation of new field viz., Date of Birth (DOB):

For individual Clients, a new field viz., '**Date of Birth'** for each accountholder in depository account has been incorporated in the Client Maintenance Module of Local DPM and eDPM

system. It is optional to capture Date of Birth in the DPM system till **September 30, 2015**. Effective from October 1, 2015, the Date of Birth field will be mandatory in the DPM system at the time of opening depository accounts for Individual.

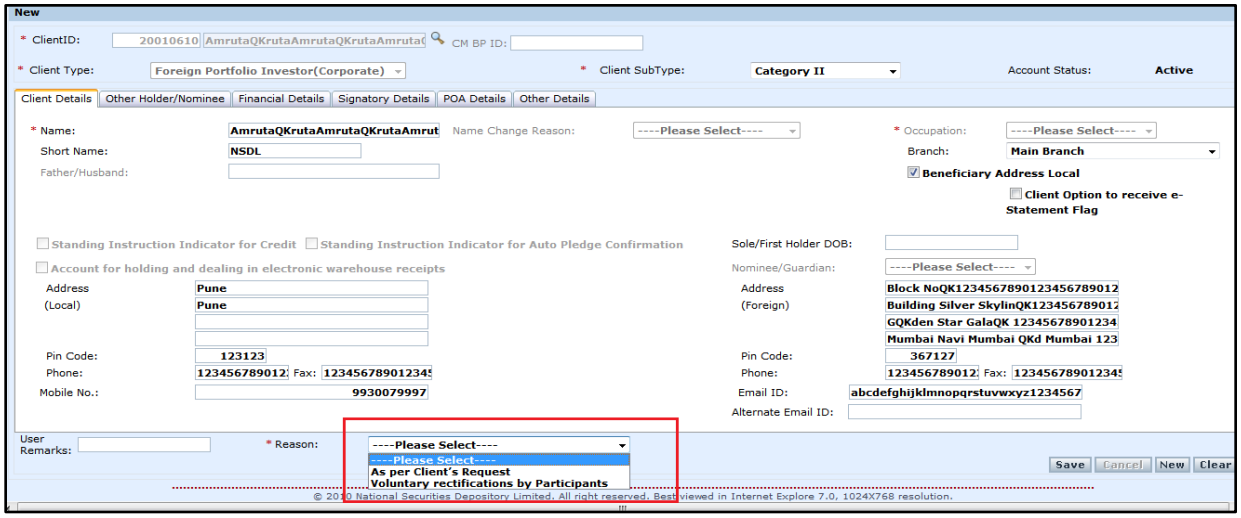
In case of accounts opened under sub-types '**HUF' and 'HUF promoters'**, date of birth is not applicable. Further, in case of accounts which are opened in the name of individual on behalf of Partnership firm, unregistered trust, unincorporated associations, etc. date of birth of the person in whose name account is opened needs to be captured in account.

7) Incorporation of new reason codes in respect of client modification and client closure :

Facility to capture below mentioned reason codes has been incorporated in Local DPM and eDPM system in respect of client modification and client closure modules:

a) Client Modification :

1. As per Client's Request
2. Voluntary rectifications by Participants



b) Client Closure:

1. As per Client's Request
2. Closure Initiated by Participants



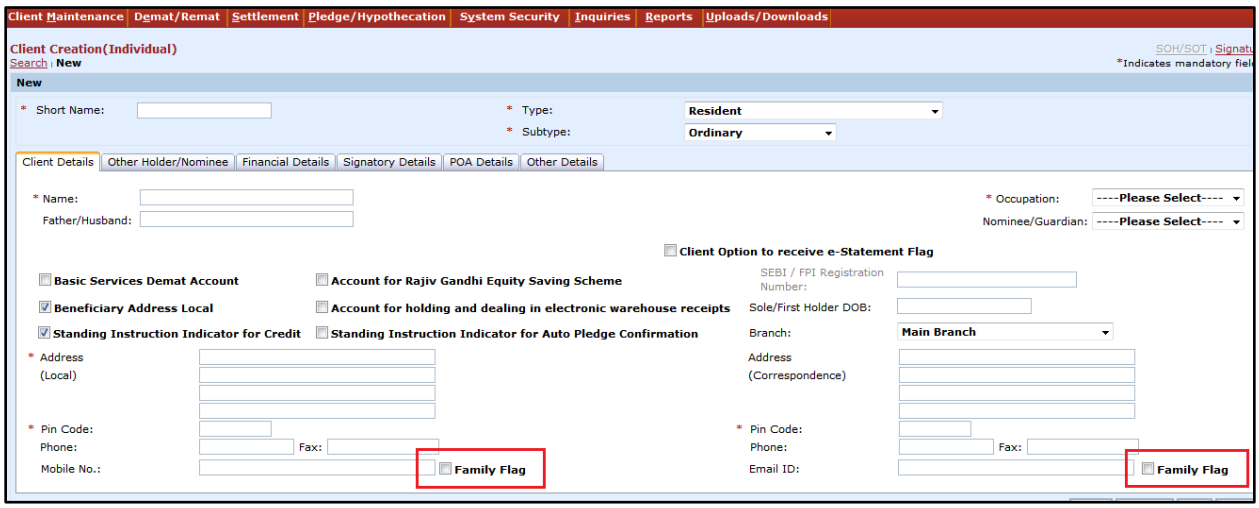
The selection of aforesaid reasons will be **mandatory** for client modification and account closure.

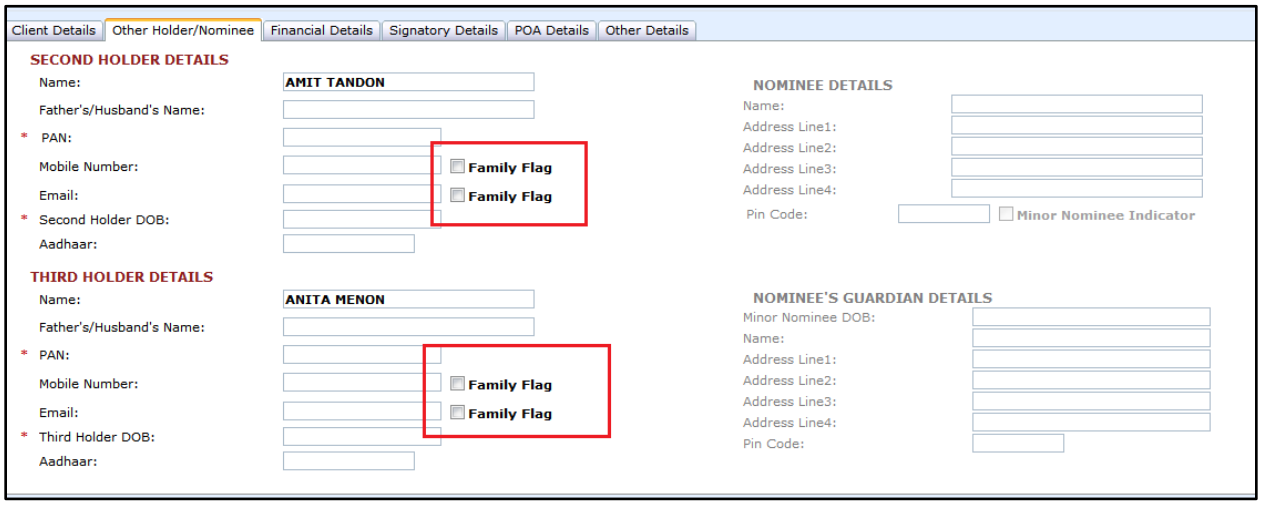
8) Incorporation of 'Family Flag' for Individual depository accounts:

Participants were advised vide NSDL Circular No. NSDL/POLICY/2015/0040 dated April 13, 2015 and Circular No. NSDL/POLICY/2015/0068 dated August 6, 2015 to ensure that separate mobile number and email address are uploaded for each client. Further, it was informed that in case the same mobile number or email ID is captured across multiple client account holders and the same is as per the permitted exceptions, a facility will be provided for the Participant to record such permitted exceptions in DPM system.

In order to enable Participants to record such permitted exceptions in DPM system, a new Flag viz., '**Family Flag'** in respect of mobile number and email address at each account holder level has been incorporated in the Local DPM and eDPM system in respect of individual depository accounts as exhibited below:

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As advised vide our aforesaid Circular dated August 6, 2015, in case where same mobile number / email address are captured for more than one Client, Participants are required to take up the matter with Client and if it falls within the permitted exceptions, Participants are required to obtain a physical paper request from the Client or request through email or request through website of the Participant as per the prescribed procedure (*from each account holder for their mobile number/ email address*). Upon receipt of such request from the account holder where account holder informed that the mobile number/ email address is belong to him or his family, Participant must update the family flag for that account holder.

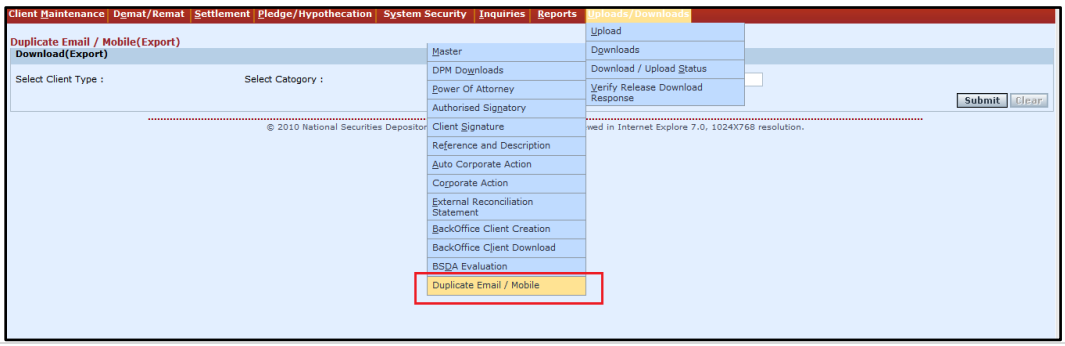
Example:

i) In case same mobile number is captured for first holder and second holder in a demat account, Participant must take up the matter with both the account holders and if it falls within the permitted exceptions (as defined under aforesaid Circular dated April 13, 2015), obtain request from the both the account holders and update family flag for both the account holders.

ii) In case same mobile number is captured for account holders of two different account, Participant must take up the matter with both the account holders and if it falls within the permitted exceptions (as defined under aforesaid Circular dated April 13, 2015), obtain request from the both the account holders and update family flag for both the account holders.

In case Client state that the mobile number / email address neither belong to him nor his family then Participant must update Client's correct mobile number/ email address based on the Client request.

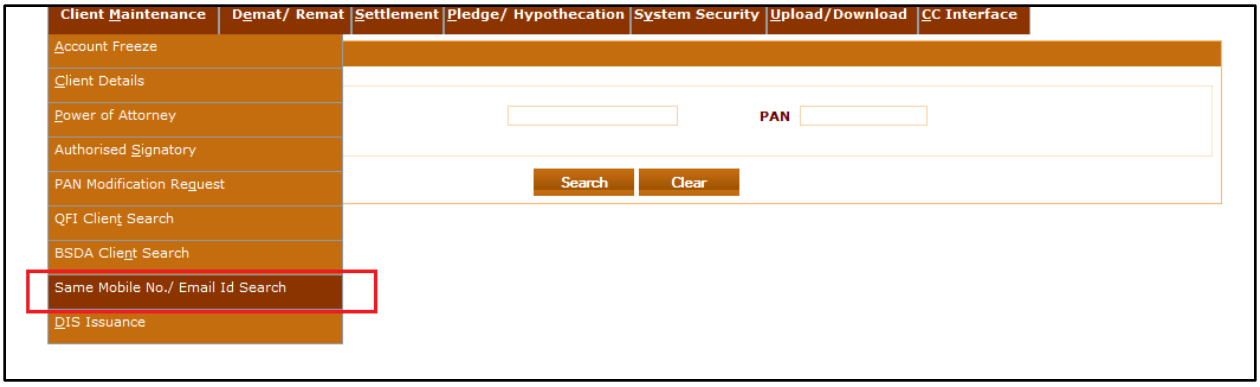
Further to NSDL Circular dated August 6, 2015, an export facility viz., Duplicate Mobile number / Email address (as exhibited below) is made available under Download option on Local DPM system for Participants to identify client accounts where the same mobile number and email address are captured within same Participant (Intra DP) excluding the permitted exceptions. Participants are advised to assign functional group rights to the user for availing the aforesaid facility.

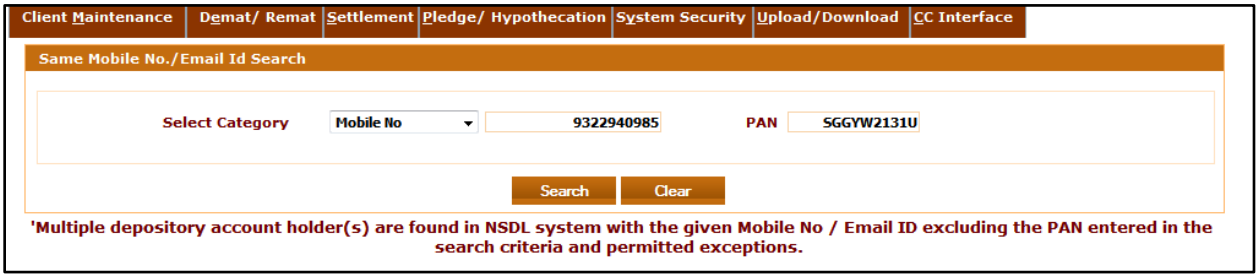


9) Search Facility in respect of Same Mobile number / Email addresses on eDPM and Local DPM system :

An additional search facility is made available on eDPM and Local DPM system to identify depository account holders having duplicate mobile numbers and email addresses. The user will be required to enter Mobile number / Email address along with the PAN of the client as exhibited below:

a) Facility of eDPM to search Duplicate Mobile No / Email Address for Inter-DP:





The eDPM system will provide a facility to find whether a particular email ID and/or mobile number is captured across NSDL system (Inter-DP search on eDPM system) excluding the given PAN entered in the search criteria and permitted exceptions.

b) Facility of Local DPM to search Duplicate Mobile No / Email Address for Intra-DP:

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Further, Local DPM system will provide Client details of depository account holders against which the mobile number / email address has been captured within the Participant system (Intra DP search on Local DPM system) excluding the given PAN entered in the search criteria and permitted exceptions.

10) Tagging off House Margin Account:

In the current DPM system, Participants are required to select the type and subtype at the time of opening first house account in its DPM system. Subsequently, Participants are not required to select type and sub type at the time of opening any other house account in its DPM system and type/sub type selected at the time of opening first house account is automatically allotted for subsequent house accounts opened by Participants. It is observed

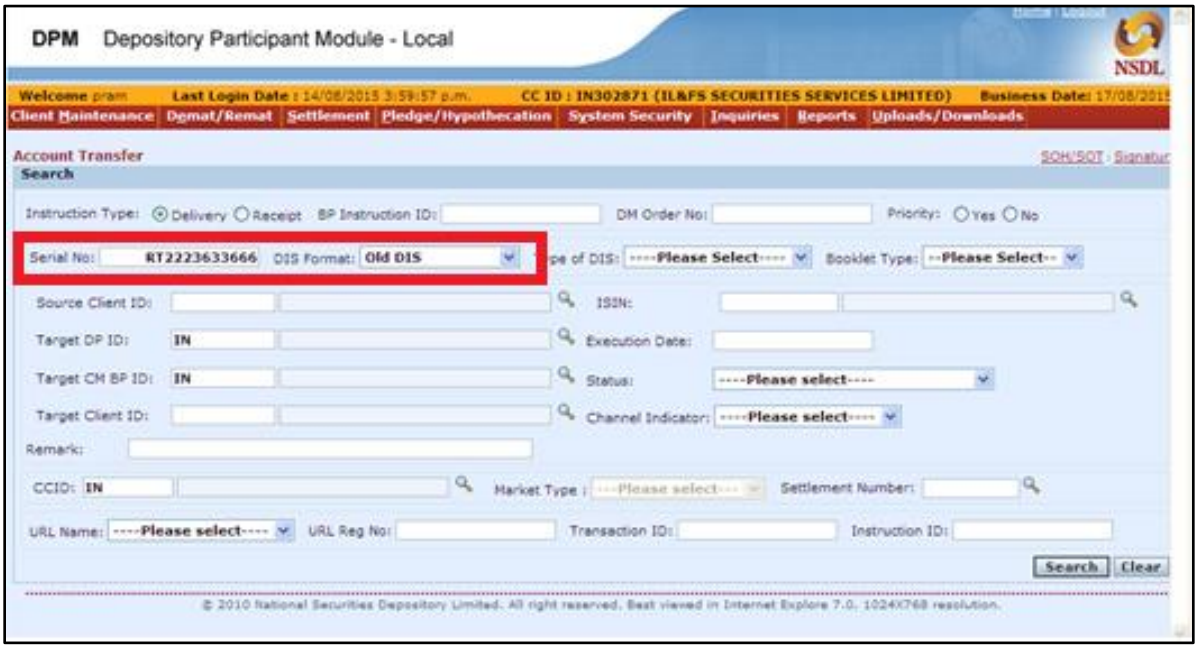
that some of the Participants have opened the first house account under sub type as "**Margin**".

As Participants are aware, house accounts opened by Participants are for holding and transacting their own securities, Participants are requested to note that subsequent to version release 5.6, Participants will not be allowed to open House account under sub type as '**Margin Account**'.

Further, if the Participants have already opened the first House Account as "Margin Account", in that case while opening the second House account Participants will be able to select the type/subtypes except as Margin Account and selected type and subtype will be applicable for the remaining house accounts opened by Participants.

11) Search facility on the basis of Delivery Instructions Slip (DIS) serial number on Local DPM system :

An additional search criterion is being made available in the search screens of settlement modules of Local DPM system to identify the instructions processed on the basis of DIS number. The user will be required to enter DIS serial number and DIS Format (Old / New) as exhibited below:



The Local DPM system will provide instruction details matching with given search criterion as exhibited below:

