Circular No.: NSDL/POLICY/2016/0031 Date: March 21, 2016

Subject: Updation of details pertaining to Date of Birth (DOB).

Attention of all Participants is invited to Circular No. NSDL/POLICY/2015/0074 dated August 21, 2015 regarding incorporation of a new field viz., '**Date of Birth'** (DOB) for each accountholder in depository account in the Client Maintenance Module of Local DPM and eDPM system and Circular No. NSDL/POLICY/2015/0089 dated October 6, 2015 informing Participants that the field viz., DOB has been made **mandatory** in respect of individual clients (*except accounts opened under sub-types 'HUF' and 'HUF promoters'*) for each account holder in depository account in the Client Maintenance Module of Local DPM system.

Participants have approached NSDL seeking permission to update the DOB in the DPM system as available in their back-office/trading/banking system without taking any separate request/document as proof from the client for the updation of DOB. Participants are hereby informed that in case the Participant has the details pertaining to DOB available in its back-office, trading account or in the bank account which is provided by the client, then the Participant may update the details pertaining to DOB and intimate the client about the updation. Participants must ensure that the correct details pertaining to DOB as provided by the client is updated in the DPM system.

In order to capture the details in the NSDL Depository System, Participants can prepare a client modification batch file (as per the Local DPM file formats) from their Back-office system and upload the same in Local DPM system for the updation of details pertaining to DOB in the depository accounts. In case the Participant is unable to prepare the client modification file from its back-office, such a Client Modification file can be provided by NSDL to the respective Participants. For this purpose, Participants will be required to provide the client details as per the below mentioned format (in excel file) on NSDL intranet site i.e. i-Assist (upon DP User Login) under the link viz., **'Client Details for DOB Updation - Upload'** in respect of demat accounts for which DOB needs to be updated in DPM system:

Sr No	DP ID	CLIENT ID	1st Holder Details		2nd Holder Details		3rd Holder Details	
			PAN	DOB	PAN	DOB	PAN	DOB
1	INXXXXXX	XXXXXXXX	AAAAA1234A	DD/**MMM**/YYYY	BBBBB1234B	DD/**MMM**/YYYY	CCCCC1234C	DD/**MMM**/YYYY

(Upload Excel File Nomenclature: DPID_DOB_UPLOADDATE, for Example: INXXXXXX_DOB_DDMMYYYY)

Further, NSDL will provide client modification batch upload file on NSDL intranet site i.e. i-Assist (upon DP User Login) under the link viz., **'Client Details for DOB Updation - Download'** to be uploaded on the Local DPM System by Participants for the updation of DOB in depository accounts on or before EOD of the next working day. After updation of the above in the DPM System, Participants must send a communication via letter / email / Client Master Report generated from the DPM System or client modification letter generated from DPM system or its back office or any other mode which the Participant may deem fit to all such Clients informing about changes carried out in their depository account pertaining to DOB field.

Participants are requested to take note of the above.

For and on behalf of
National Securities Depository Limited

Samar Banwat
Executive Vice President

FORTHCOMING COMPLIANCE			
Particulars	**Deadline**	**Manner of sending**	**Reference**
Investor Grievance Report (Monthly)	By 10th of the following month.	Through "e-Participant-Inspection Audit and Supervision System (e-PASS)	1. Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015
Charge Structure	April 30th every year.	By email at dpfeesnsdl.co.in	1. Circular No. NSDL/POLICY/2006/0064 dated December 26, 2006. 2. Circular No. NSDL/POLICY/2007/0003 dated January 8, 2007.

Digitally signed by
Name : Samar Banwat
Date : 3/21/2016 8:24:18 PM
Reason : Authentication