Circular No.: NSDL/POLICY/2018/0001 Date: January 4, 2018

Subject: Processing of Account Closure and Transmission through 'Transfer of Holding' module only.

As Participants are aware, the requests for 'closure of accounts' and 'transmission' received from clients/claimants in the accounts may involve transfer of securities from one account to another, where there are balances in the accounts. In April 2011, a facility was introduced in the eDPM system to facilitate Participants to process such Account Closure and Account Transmission requests through "Transfer of Holdings" module (*Ref. : NSDL/POLICY/2011/0029 dated April 6, 2011*) where the target account is in NSDL. It is observed that in certain instances, Participants continue to use the "Account Transfer" module for transfer of securities to a target account which is in NSDL.

Participants are requested to take note to use only 'Transfer of Holding' module to process account closure and transmission requests where the target account is in NSDL. Participants are requested to take note to adhere compliance to the aforesaid latest by January 31, 2018. In respect of account closure or transmission requests where the target account is in CDSL or in case of transmission in an account with multiple nomination, Participants may continue to process such requests through the inter-depository or account transfer module.

For and on behalf of
National Securities Depository Limited

Ravindra Sahu
Senior Manager

FORTHCOMING COMPLIANCE			
Particulars	**Deadline**	**Manner of sending**	**Reference**
Investor Grievance Report (Monthly)	By 10th of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015
Compliance Certificate (July - December)	January 31st every year.	Digitally signed compliance certificate by email at nsdl-bp-inspection@nsdl.co.in Alternatively, by hard copy to Inspection Department.	Circular No. NSDL/ POLICY/2006/0023 dated July 6, 2006 and Circular No. NSDL/POLICY/2010/0017 dated February 22, 2010

Digitally signed by
Name : Ravindra Sahu
Date : 1/4/2018 11:17:19 AM
Reason : Authentication