Circular No.: NSDL/POLICY/2018/0045 Date: August 16, 2018

Subject: Submission of additional information alongwith Demat Request Form.

All Participants are hereby informed that Registrar and Transfer Agents have requested that at the time of receiving the physical requests for dematerialisation of securities, Participants must forward additional details of the client such as address and contact details of the client, status of the account, type and sub-type of the account, PAN of all the holders and the bank account details captured in the demat account so as to assist the Issuers/Registrar and Transfer Agents to carry out due diligence while processing the dematerialisation requests. Accordingly, Participants are requested to take note of the following:

1. Participants must enclose following alongwith the Dematerialisation Request Forms:
    a. A duly certified Client Master Report printed either from the DPM system or from Participant's back-office system; OR
    b. A covering letter generated from the DPM system or from Participant's back-office system which incorporates the aforesaid details while forwarding the demat requests.
2. The covering letter generated from the DPM system for forwarding the demat request is being enhanced to incorporate the aforesaid details.

Participants are requested to take note that the aforesaid changes will be required to be implemented by the Participants with effect from a date to be notified separately.

For and on behalf of
National Securities Depository Limited

Chirag Shah
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
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 : Chirag Shah
Date : 16-08-2018 19:08:14
Reason : Authentication