

Circular No.: NSDL/POLICY/2022/100

July 15, 2022

Subject: Facility for Conversion / modification of Sub-Type of existing demat accounts of Stock Brokers

1. Attention of Participants is invited to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_DPIEA/P/CIR/2022/83 dated June 20, 2022 regarding Naming / Tagging of demat accounts maintained by Stock Brokers (Refer NSDL Circular Nos. NSDL/POLICY/2022/0087 and NSDL/POLICY/2022/090 dated June 23, 2022 and June 29, 2022 respectively) wherein Participants were advised to inform their Stock Broker clients to tag all demat accounts of Stock Brokers which were untagged by June 30, 2022.
2. Participants vide aforesaid Circular dated June 29, 2022 were informed that a screen based facility was made available in DPM system whereby Participant can convert/modify Sub-type of existing demat accounts of Stock Brokers opened under type 'Body Corporate' through modification module of Local DPM system. Further, for accounts of Stock Brokers opened under other than type Body Corporate, Participant were advised to send the request to NSDL for convert/ modify the Sub-type of existing demat accounts.
3. Participants are hereby informed that NSDL has developed a recategorization utility which will facilitate Participants to change Stock Brokers demat accounts opened under the type 'Resident' as mentioned in below table:

Existing		New Type/Sub-type Change	
Client Type	Sub Type	Client Type	Sub Type
Resident	Ordinary	Resident	Stock Broker – Proprietary
Resident	Ordinary DR	Resident	Stock Broker – Proprietary
Resident	Stock Broker – Collateral	Resident	Stock Broker – Proprietary

Through this 'Recategorization utility', Participant will also be able to convert/modify Sub-type of existing demat accounts of Stock Brokers opened under type 'Body Corporate' (available in screen based facility in DPM system) as mentioned at point no. 1 of aforesaid circular dated June 29, 2022 and accounts opened under the sub type as mentioned in below table:



Existing		New Type/Sub-type Change	
Client Type	Sub Type	Client Type	Sub Type
Body Corporate	Domestic-Promoter	Body Corporate	Stock Broker – Proprietary
Body Corporate	Stock Broker – Collateral	Body Corporate	Stock Broker – Proprietary

The 'Recategorization utility' has been made available on NSDL Intranet site i.e. i-Assist under 'Utilities' menu and the user manual for the same is enclosed as **Annexure**. Participants are requested to verify and tag such untagged depository accounts in the Local DPM system using the aforesaid utility on or before **July 31, 2022**.

For "removal of restrictions in stock broker demat account" and for accounts of Stock Brokers opened under other than type/sub-type mentioned above at point no. 3, Participant are requested to follow the procedure mentioned in NSDL Circular No. NSDL/POLICY/2022/090 dated June 29, 2022.

Participants are requested to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

**Arockiaraj
Manager**

Enclosed: One

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
Artificial Intelligence /Machine Learning Reporting Form (if offering or using such technologies as defined) (Quarterly)	July 15	Through e-PASS	Circular No. NSDL/POLICY/2021/0102 dated October 04, 2021
Cyber Security & Cyber Resilience framework of Depository Participants (Quarterly)	July 15	Through e-PASS	1. Circular no. NSDL/POLICY/2020/0069 dated May 15, 2020. 2. Circular No. NSDL/POLICY/2021/0047 dated May 10, 2021
Reporting of status of the alerts generated by Participants- (Quarterly)	July 15	Through e-PASS	1. Circular No. NSDL/POLICY/2021/0072 dated July 15, 2021 2. Circular No.: NSDL/POLICY/2022/001 dated January 03, 2022
Compliance Certificate (half yearly)	July 31	Through e-PASS	Circular No.: NSDL/POLICY/2020/0152 dated November 19, 2020

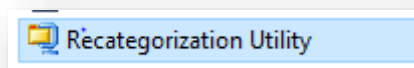
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NATIONAL SECURITIES DEPOSITORY LIMITED

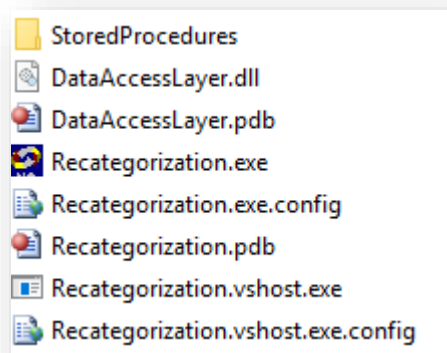
Manual – Recategorization Utility

1. Prerequisite:

- i. Participants are requested to note that the Recategorization utility is provided on the basis of DPM version compatible to **7.50,7.51,7.52,7.53 & 7.54**. Hence, Participants are advised to check current version of Local DPM system and accordingly download the relevant utility from NSDL i-Assist site for Recategorization of identified depository accounts.
- ii. Copy Utility viz., “Recategorization Utility .zip” at C drive under Client Images folder of server and extract the .Zip file in the same folder.



- iii. After extraction of the .zip file, “Recategorization Utility” folder will appear consisting of 8 files as shown below.



2. User Guidelines:

- i. Prepare an input file in a .csv format for Re-Categorization with correct information. Ensure all the required fields as applicable for target client type sub type are entered in the input field. Please refer below sample file for the same. (Column A to G in input file are mandatory)



Input file.csv

- ii. The date format in input file should be in “YYYY-MM-DD” (viz., “2019-11-11”)
- iii. Please note that the maximum length of address line field in the input file shall be 36 characters each.
- iv. In the Recategorization Utility folder, please double click on Executable file viz., Recategorization .exe.
- v. GUI screen of Recategorization utility will appear as below.

The screenshot shows a Windows-style application window titled "Recategorization". It features three distinct sections for user interaction. The first section, "User Details Validation", includes input fields for "User ID" and "DP ID", followed by a "Validate" button. The second section, "File Upload", consists of a large empty text box and a "Browse File" button. The third section, "Download Status File", contains a "Date" dropdown menu currently set to "16/08/2019" and a "Download" button. At the bottom of the window are two buttons: "Close" and "Process".

Fig 1.

- vi. Enter valid User ID and DP ID.
- vii. Click on “**Validate**” Button.
- viii. Once the validation is successfully completed, then browse the csv File to upload in the utility.
- ix. Click on “**Process**” button to upload it.

- x. While File Uploading is in progress, **please don't close or terminate a utility.**
- xi. Once file get successfully uploaded, a message will appear as shown in below fig.

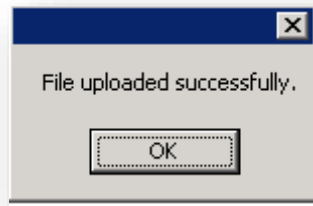


Fig 2.

- xii. An output file will be generated at **C drive** under **Client Images** folder of a server.
- xiii. An output file will be generated in .csv format with naming convention "**OutputYYYYMMDD_HH_MM_SS**" (viz., "**Output20190814_17_32_29**"). Refer below sample output file.



Output20190814_17
_32_29.csv

- xiv. To get the status of modification request from DPM system, enter the Date and Click on 'Download' button provided under 'Download Status File' section.
- xv. A file will be generated at '**C drive**' under **client images** folder under '**Report**' folder of a server. Please refer below fig.

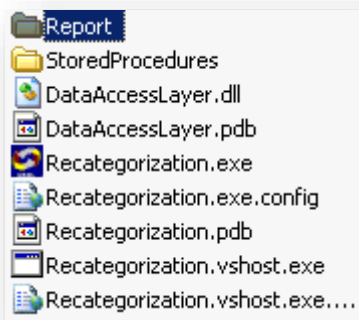


Fig. 3

- xvi. A file will be generated in .csv format with naming convention “YYYYMMDD_HHMMSS” (viz., “20190814_173229”). Refer below sample file



20190819_141526.csv

- xvii. Click on “**Close**” button for closing a utility.