Annexure

Operational guidelines regarding Database for Distinctive Number (DN) of Shares.

A. Upload of DN details - as on cut-off date

1. Issuers/R&T Agents shall download the details of the quantities as provided by Stock Exchange (SE) having nationwide trading terminals viz., quantity of shares for which it has issued final trading approval/dealing permission, quantity of shares for which it has issued in-principle approval but final trading approval/dealing permission is awaited and total number of equity shares as on cut-off date i.e. **September 30, 2015**.

2. Issuers/R&T Agents shall verify the details of the quantities as received from all the stock exchanges with its records.

3. In cases of companies where quantity of shares as per Issuers/R&T Agents records match with the details as received from all the stock exchanges as on cut-off date:
    a. Issuers/R&T Agents shall retrieve the DN details from their records, as per the prescribed file formats.
    b. Issuers/R&T Agents shall validate format of the files containing DN details in the prescribed file formats using the File Validation and consolidation utility. Issuers/R&T Agents can refer to the user manual for further details.
    c. The authentication and consolidation of the file using the utility carries out the following functions:
        i. Validation of the file with respect to the format to be uploaded in the DN database
        ii. Consolidation of the file by aligning the details of Distinctive Numbers pertaining to physical and demat shares having continuous DN for physical and dematerialised shares. The consolidated file will be provided in a separate output folder. For example if a series of shareholders are holding shares in physical form then the utility shall consolidate a continuous DN range as “physical” and similarly continuous DN range for shares that are dematerialised shall be consolidated as “Demat”.
        iii. Providing the summary report having control details of input file and consolidated file.

d. Issuers/R&T Agents shall verify the details of the summary report before uploading the consolidated file in the DN database.
e. Issuers/R&T Agents have a provision for uploading the DN details in a single/incremental file. It is recommended that the Issuers/R&T Agents complete the upload of DN details in a single file matching the quantity as provided by stock exchange. A single file should include 25,000 DN records.
f. In case, Issuers/R&T Agents intends to upload incremental file for an ISIN, then Issuers/R&T Agents have to ensure that the stock exchange wise details as provided in the summary file of the file consolidation utility matches with the details provided by the stock exchange.
g. Issuers/R&T Agents shall request NSDL for facilitating any update in the details subsequent to uploading the matched DN details as on cut-off date

4. In cases of companies where the quantity of shares as per the Issuers/R&T Agents records do not match with the details as received from all the stock exchanges as on cut-of date:
   a. Issuers/R&T Agents shall inform NSDL regarding the mismatch in details as per its records with the details as received from all the stock exchanges indicating the mismatch in quantity and the respective stock exchange.
   b. Issuers/R&T Agents shall initiate steps to reconcile the mismatch in details with the respective stock exchange as per SEBI circular No. CIR/MRD/DP/10/2015 dated June 5, 2015.
   c. After the reconciliation of the mismatched details with the stock exchanges, Issuers/R&T Agents shall intimate the same to NSDL and shall upload DN details in respect of such Issuers.

B. Upload of DN details - After the cut-off date

1. Issuers/R&T Agents shall upload DN details for any further issuance in the database.
2. Issuers/R&T Agents shall upload the DN details of the issuance in the prescribed format in DN database with the holding flag as “Physical” along with appropriate “Issue Description”/”Flag for status of DN Range”.
3. Issuers/R&T Agents shall upload DN details in the new ISIN of the company that has sub-divided/consolidated the face value of equity shares two days prior to the execution of corporate action.

4. Issuers/R&T Agents shall provide/update code for the ”Flag for status of DN Range” of the DN details as follows

Code	Flag for status of DN Range	Description	Remarks
1	Final trading permission is available	DN details where the final trading permission is available	
2	Final trading permission is awaited	DN details where the final trading permission is awaited	
3	Cancelled	DN details status is cancelled after cut-off date	To be uploaded/updated by the Issuers/R&T Agents for confirmation by the stock exchange(s)
4	Forfeiture	DN details status is forfeited after cut-off date	To be uploaded/updated by the Issuers/R&T Agents for confirmation by the stock exchange(s)
5	Abeyance	DN details status is marked as abeyance after cut-off date	To be uploaded/updated by the Issuers/R&T Agents for confirmation by the stock exchange(s)
6	Buyback	DN details status cancelled pursuant to buyback of shares by the company after cut-off date	To be uploaded/updated by the Issuers/R&T Agents for confirmation by the stock exchange(s)
7	Direct Listing	DN details provided pursuant to direct listing on stock exchange having nationwide trading terminals after cut-off date	To be uploaded/updated by the Issuers/R&T Agents with the Nature of ISIN as “Permanent” on the date of listing and before the trading effective date for confirmation by the stock exchange(s)
8	Initial Public Offer	DN details provided pursuant to Initial Public Offer upon listing on stock exchange having nationwide trading terminals after cut-off date	To be uploaded/updated by the Issuers/R&T Agents after the execution of credit corporate action with the Nature of ISIN as “Permanent” before the date of listing for confirmation by the stock exchange(s)
9	ESOP	DN details provided pursuant to ESOP allotment with holding flag as “Physical” after cut-off date	
99	Miscellaneous	For future use, if any	

C. Dematerialisation/Rematerialisation in respect of ISINs for which DN details are uploaded in database

1. Issuers/R&T Agents shall receive the documents for Dematerialisation/Rematerialisation from Depository Participants and the electronic details of the dematerialisation (demat)/rematerialisation (remat) requests, in the NSDL DPM-SHR system as per the existing dematerialisation/rematerialisation procedure.
2. Issuers/R&T Agents shall provide DN details at the time of confirmation of the demat/remat request in the NSDL DPM-SHR system in respect of the ISINs where DN details available in the DN database thus changing the type of holding of the specified DNs in the DN database from physical to demat and vice-versa on successful confirmation.

D. Corporate action (after the cut-off date)

1. Issuers/R&T Agents shall upload DN details with holding type as 'Physical' for any further issuance in the DN database.
2. Issuers/R&T Agents shall be enabled to execute corporate actions in the respective ISINs in NSDL DPM-SHR system based on respective approval dates provided by the Stock Exchange(s) in database.
3. Issuers/R&T Agents shall provide DN details for the shares being credited in respect of the ISINs where DN details are available in DN database in NSDL DPM-SHR system as follows
    a. In the prescribed file formats for Normal Corporate Action
    b. On the ACA screen for Auto Corporate Actions
    c. In the prescribed file formats for debit/Credit ISINs for Simultaneous Corporate Action

    The type of holding in respect of DN details provided in the corporate action shall be changed from physical to demat in seriatim (DNR sequence) on successful execution of corporate action in NSDL system.