



# Central Depository Services (India) Limited

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## COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/SETT/2025/324

May 15, 2025

### GUIDELINES PERTAINING TO PHYSICAL DELIVERY INSTRUCTION SLIPS

DPs are advised to refer to communicate **CDSL/OPS/DP/POLCY/4488 dated June 09, 2014**, giving reference of **SEBI circular CIR/MRD/DP/01/2014 dated January 07, 2014**, regarding Issuance and Processing of Delivery Instruction Slip (DIS). DPs are also advised to refer to communicate **CDSL/OPS/DP/POLCY/2024/162 dated March 21, 2024**, disseminating SEBI circular **SEBI/HO/MRD/MRD-PoD-2/P/CIR/2024/18 dated March 20, 2024**, regarding safeguards to address the concerns of the investors on transfer of securities in dematerialized mode.

In reference to the aforesaid circulars, DPs are once again advised to ensure compliance with respect to the following points.

#### **A. Processing of Transactions using Loose DIS:**

- 1) Delivery Instruction Slip (DIS) for transfer of securities through loose DIS shall be entered by the DP into the CDSL system on the same day of issuance of loose DIS.
- 2) If the transaction details as mentioned in the DIS is not entered into the CDSL system on the same day of issuance of loose DIS by the DP, then **the reason for not entering on the same day should be noted in the Loose DIS Register maintained by DP.**

#### **B. Processing of Delivery Instructions with serial numbers of 'used' or 'unissued' or 'lost / misplaced / stolen / cancelled' DISs:**

- 1) If the DIS booklet is lost / misplaced / stolen / not traceable by the BO, the same must be intimated to the DP immediately by the BO in writing. On receipt of such intimation, the DP shall cancel the unused DIS of the said booklet to avoid execution of such DIS in future.
- 2) CDSL system provides the facility for online entry or upload of DIS serial numbers which are 'lost / misplaced / stolen / cancelled'.
- 3) The CDSL system validates the said serial numbers of DIS booklet as mentioned in the delivery instruction with issue details and ensures that no instructions with a

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DIS serial number of 'used DIS' or 'unissued DIS' or DIS marked as lost / misplaced / stolen / cancelled' is processed.

- 4) If such DIS serial number which has been 'used' / 'unissued' / marked as 'lost / misplaced / stolen / cancelled' is received by the DP for processing a delivery instruction, then the DP should immediately inform the BOs about the attempt made to use the DIS which is either 'used' or 'unissued' or 'lost / misplaced / stolen / cancelled' DIS.
- 5) DP should communicate such intimation about attempt of usage of 'used' or 'unissued' or 'lost / misplaced / stolen / cancelled' DIS to BO via post or courier or electronic mail that can be provided as a record of communication thereof.

DPs are advised to take all necessary measures to ensure compliance to the aforementioned guidelines.

### Queries regarding this communiqué may be addressed to:

- ☐ **CDSL – Settlement Desk** on (022) 6234-3565, 6234-3566, 6234-3567, 6234-3571, 6234-3572 or 6234-3573. Emails may be sent to: [operations@cdslindia.com](mailto:operations@cdslindia.com).
- ☐ **CDSL – Helpdesk** Emails may be sent to: [dpertasupport@cdslindia.com](mailto:dpertasupport@cdslindia.com) and telephone number (022) 6234-3333.

For and on behalf of  
**Central Depository Services (India) Limited**

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**Prashant Kokate**  
**Vice President - Operations**

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