Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 6 AND ANNEXURE - 8.1

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] Chapter 6 - **SETTLEMENTS** Point **6.5.5 Safeguards to address the concerns of BOs on transfer of securities** and **Annexure 8.1 PLEDGE REQUEST FORM (PRF).**

The said amendments to the **DP OI Chapter 6, Annexure - A & Annexure 8.1** are attached herewith and the changes given in track changes mode.

DPs are advised to take note of the same and ensure compliance.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent **to:** dprtasupport@cdslindia.com and connect through our IVR Number 022-62343333.

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

sd/-

Nilesh Shah
Vice President – Operations

Sr. No.	Existing Process	New Process
	Chapter: SETTLEMENTS	
1)	**6.5.5 Safeguards to address the concerns of BOs on transfer of securities**	
	6.5.5.1 The cautionary note: "BLANK & or SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/any other person / entity" should be printed on all types of DIS. 6.5.5.2 DPs should not accept pre-signed DIS with blank columns from the BO(s). 6.5.5.3 If the DIS booklet is lost / 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 so as to avoid execution such DIS in future. If a DIS is received from an account, which has been dormant wherein no transactions have taken place ,for a period of continuous Twelve months or more or any such period specified by CDSL and / or SEBI from time to time , the DP shall mandatorily verify the same with the account holders independently before executing the instruction. A credit in the demat account through purchase of securities and voluntary corporate action (such as subscribing to rights issues/ systematic investment plans (SIPs) of mutual funds, etc.) may be considered as a transaction for assessing the dormancy. However, any credit due to involuntary corporate action (such as bonus, split, etc.) may not be considered as transaction for assessing the dormancy. DPs shall be required to verify the same by way of recorded phone call on registered number of BO by the authorized official of the DP.	6.5.5.1 The cautionary note: "BLANK & or SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/any other person / entity" should be printed on all types of DIS. 6.5.5.2 DPs should not accept pre-signed DIS with blank columns from the BO(s). 6.5.5.3 If the DIS booklet is lost / 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 so as to avoid execution such DIS in future. If a DIS is received from an account, which has been dormant wherein no transactions have taken place ,for a period of continuous Twelve months or more or any such period specified by CDSL and / or SEBI from time to time , the DP shall mandatorily verify the same with the account holders independently before executing the instruction. A credit in the demat account through purchase of securities and voluntary corporate action (such as subscribing to rights issues/ systematic investment plans (SIPs) of mutual funds, etc.) may be considered as a transaction for assessing the dormancy. However, any credit due to involuntary corporate action (such as bonus, split, etc.) may not be considered as transaction for assessing the dormancy. DPs shall be required to verify the same by way of recorded phone call on registered number of BO by the authorized official of the DP.

| | However, in case of active accounts, such verification may be made mandatory, if the BO has 5 or more International Securities Identification Number (ISINs) and all such ISIN balances in that account (irrespective of the number of ISINs) are getting transferred at a time. The authorized official of the DP verifying transactions in dormant accounts / 5 or more ISINs in active account with the BO shall record the details of the process date, time etc., of the verification on the Instruction slip under his signature. Such verifications shall be additionally authorized by the Compliance Officer of the DP or any other designated senior official of the DP. | However, in case of active accounts, such verification may be made mandatory, if the BO has 5 or more International Securities Identification Number (ISINs) and all such ISIN balances in that account (irrespective of the number of ISINs) are getting transferred at a time. The authorized official of the DP verifying transactions in dormant accounts / 5 or more ISINs in active account with the BO shall record the details of the process date, time etc., of the verification on the Instruction slip under his signature. Such verifications shall be additionally authorized by the Compliance Officer of the DP or any other designated senior official of the DP. 6.5.5.4 If a DIS serial number which has been 'used' / 'unissued' / marked as 'lost / misplaced / stolen / cancelled' is received by the DP for execution of transaction, 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'.

The mode of communication by DP can either be via post or courier or electronic mail that can be provided as a record of communication thereof. |

PLEDGE REQUEST FORM (PRF)
❑ Setup of Pledge   ❑ Confirmation of Pledge ❑ Rejection of Pledge

Depository Participant Name /Address

Please fill all the details in **Block Letters** in English

PRF No.		Date	D	D	M	M	Y	Y	Y	Y

I/We request you to **create the pledge / confirm the creation of pledge for** the following securities. I/We have read and understood the Depositories Act, SEBI Regulations and the Bye Laws   in relation to pledge of securities and I/We agree to abide by and be bound by the Act, Regulations and the Bye Laws as are in force from time to time for such pledges.

Pledgor's Details

DP ID							Client ID							
Pledgor's Name	1. 2. 3.													

Pledgee's Details

DP ID							Client ID							
Pledgee's Name	1. 2. 3.													

Details of Securities: ❑ **Free Securities** ❑ **Locked–in Securities**

Details of Securities offered for Pledge.

Sr. no	ISIN	Company Name	Quantity	Date of Release (lock-in)	PSN (System Generated)	Accepted / Rejected by Pledgee	Pledged value

Attach an annexure duly signed by the account holder(s), if the space above is insufficient.

Pledge Execution Date	D	D	M	M	Y	Y	Y	Y
Pledge Expiry Date	D	D	M	M	Y	Y	Y	Y
Total Pledge Value (Rs.)								
Agreement No.								
Date of Pledging	D	D	M	M	Y	Y	Y	Y
Pledge Reason [tick mark whichever is applicable]	**Collateral -Debt I issuance by Co./Grp Co.** ☐	**Collateral for loan by Company/Group Co** ☐	**Collateral for loan by the Third Party** ☐		**Margin Pledge/MTF for Exchange Trade** ☐	**Personal use by promoters and PACs** ☐	
	Collateral for Self Loan ☐	**CUSPA Pledge** ☐	**MFOS Pledge** ☐				

PAN of the Ultimate Lender :		

Note : As a pledgor and pledgee, We are aware that the pledge recorded in the system only prohibits the Pledgor from dealing with securities until redemption/maturity/expiry date of the securities pledged and that the records of pledged securities may be removed from the system as a result of redemption/maturity/expiry of the securities.

Pledge Rejection Details	Pledge Rejection by Pledgor DP	Pledge Rejection by Pledgee DP
Date of Rejection of Pledge		
Pledge Reason [tick mark whichever is applicable]	□ 01 Units not available for Amount requested. □ 02 Closure Date not accepted. □ 03 Pledged Quantity not accepted. □ 04 ISIN not accepted. □ 05 Security details not acceptable. □ 06 ISIN delisted from Trading. □ 07 POA not received from all holders. □ 08 Holders not acceptable to the pledgee. □ 09 Agreement no. differs from that on the agreement. □ 10 Others. □ 11 Transfer Quantity not accepted. □ 12 Violation of terms of agreement. □ 13 Closure Quantity not accepted. □ 14 Pledged amount/margin not paid. □ 15 Market value of the pledged ISIN is insufficient.	□ 01 Units not available for Amount requested. □ 02 Closure Date not accepted. □ 03 Pledged Quantity not accepted. □ 04 ISIN not accepted. □ 05 Security details not acceptable. □ 06 ISIN delisted from Trading. □ 07 POA not received from all holders. □ 08 Holders not acceptable to the pledgee. □ 09 Agreement no. differs from that on the agreement. □ 10 Others. □ 11 Transfer Quantity not accepted. □ 12 Violation of terms of agreement. □ 13 Closure Quantity not accepted. □ 14 Pledged amount/margin not paid. □ 15 Market value of the pledged ISIN is insufficient.

To be filled and signed in case of Set-up/ Rejection of Pledge by Pledgor BO

Signature of the Pledgor

First/ Sole Applicant	Second Applicant	Third Applicant

To be filled in case of acceptance/Rejection of Pledge by Pledgee BO

Signature of Pledgee(s) *

First Holder	Second Holder	Third Holder

* If the Pledgee is a bank DP, the signature of the pledgee need not be taken on the Pledge request form.

Depository Participant Seal and Signature