



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2023/123

February 23, 2023

AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER 2 & 6

DPs are advised to note that amendments have been effected in CDSL's DP Operating Instructions Chapter 2 - in Annexure 2.7 Rights and Obligations, Annexure 2.9 and a new Delivery Instructions Slip format Annexure 6.2 b Combined Instruction Slip has been incorporated in OI Chapter 6 based on SEBI Circular no. SEBI /HO/MIRSD/MIRSD/-PoD-1/P/Cir/2022/137 dated October 06, 2022

The amendments to DP Operating Instructions are attached herewith in track changed mode refer **Annexure – A, Annexure 2.7, 2.9 and new Annexure 6.2b** .

DPs are advised to take note of the same.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: helpdesk@cdslindia.com and telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041, 2300-2033 or 08069144800.

sd/-

Nilesh Shah
Asst. Vice President – Operations

2. ACCOUNT OPENING		
Point No.	Existing	Proposed Amendments
2.3.3	<p>Minor:</p> <p>The minor shall be the first and sole holder in the account i.e. there shall not be any joint accounts where a minor is a First / Second / Third joint holder. PAN card details of minor have to be entered in CDSL system.</p> <p>In case of death of Guardian of existing Minor account holder :</p> <p>In the case of death of the guardian of an existing minor account holder, the following procedure shall be followed:</p> <p>I. Original Death Certificate of the deceased Guardian or a copy of the same, duly notarized or attested by a Gazetted Officer or Death certificate downloaded from the online portal of Government carrying digital/facsimile signature of the issuing authority may be submitted to the DP. Incase death certificate is downloaded from the online portal of Government, the authorised official of the DP should verify the details from the Governments website or from the office of the concerned registrar (birth/death) and keep a record of the same with his signature and stamp of DP.</p> <p>II. The minor's account shall be frozen under the appropriate reason code till the new guardian has completed all</p>	<p>Minor:</p> <p>The minor shall be the first and sole holder in the account i.e. there shall not be any joint accounts where a minor is a First / Second / Third joint holder. PAN card details of minor have to be entered in CDSL system.</p> <p>In case of death of Guardian of existing Minor account holder :</p> <p>In the case of death of the guardian of an existing minor account holder, the following procedure shall be followed:</p> <p>I. Original Death Certificate of the deceased Guardian or a copy of the same, duly notarized or attested by a Gazetted Officer or Death certificate downloaded from the online portal of Government carrying digital/facsimile signature of the issuing authority may be submitted to the DP. Incase death certificate is downloaded from the online portal of Government, the authorised official of the DP should verify the details from the Governments website or from the office of the concerned registrar (birth/death) and keep a record of the same with his signature and stamp of DP.</p> <p>II. The minor's account shall be frozen under the appropriate reason code till the new guardian has completed</p>

	<p>formalities.</p> <p>III. Original or copy of the Court Order (duly notarized or attested by a Gazetted Officer), if the new guardian has been appointed by the Court. Chapter 2 Account Opening CDSL - DP Operating Instructions – March 2022 Page 5 of 27</p> <p>IV. The new guardian shall submit a new account opening form duly complete in all respects along with KYC application form or details of KRA registered with.</p> <p>V. DP has to provide a copy of Rights and Obligations document to the new guardian and keep an acknowledgement of the same on record.</p> <p>VI. The new guardian shall submit a fresh Nomination Form for the minor's account.</p> <p>VII. After verification of the AOF and documentation, details of the Guardian of the Minor account holder shall be suitably modified in the CDSL system.</p> <p>VIII. The signature of the deceased guardian shall be deleted and the signature of the new guardian shall be recorded in the CDSL system.</p> <p>IX. POA documents/details, if any, recorded with the signature of the deceased guardian shall be deleted.</p>	<p>all formalities.</p> <p>III. Original or copy of the Court Order (duly notarized or attested by a Gazetted Officer), if the new guardian has been appointed by the Court. Chapter 2 Account Opening CDSL - DP Operating Instructions – March 2022 Page 5 of 27</p> <p>IV. The new guardian shall submit a new account opening form duly complete in all respects along with KYC application form or details of KRA registered with.</p> <p>V. DP has to provide a copy of Rights and Obligations document to the new guardian and keep an acknowledgement of the same on record.</p> <p>VI. The new guardian shall submit a fresh Nomination Form for the minor's account.</p> <p>VII. After verification of the AOF and documentation, details of the Guardian of the Minor account holder shall be suitably modified in the CDSL system.</p> <p>VIII. The signature of the deceased guardian shall be deleted and the signature of the new guardian shall be recorded in the CDSL system.</p> <p>IX. Power Of Attorney (POA) / Demat Debit and Pledge Instruction (DDPI) documents/details, if any, recorded with the signature of the deceased</p>
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		guardian shall be deleted.
2.3.4 2.3.4.1	<p>HUF:</p> <ul style="list-style-type: none"> The PAN details of the HUF entity would have to be entered in the CDSL system. Declaration by Karta giving details of the family members of the HUF with their names, sex (male/ female), date of birth and relationship with the Karta. DPs shall note the following while opening a HUF account: HUF accounts cannot be opened with joint holder(s). HUF accounts cannot appoint a nominee. In the account opening form, the Karta shall sign under the HUF stamp. Account shall be opened in the name of HUF entity. PAN details of both the HUF entity and Karta of the HUF. shall be obtained from the Beneficial Owner. The name shall be as it appears in the PAN card, e.g. A H Doshi & Sons, Bal Govind Zangle (HUF). In case POA is to be given by the karta to some other entity to operate the HUF Account, the POA shall be signed by all the members of the HUF account in addition to the karta. 	<p>HUF:</p> <ul style="list-style-type: none"> The PAN details of the HUF entity would have to be entered in the CDSL system. Declaration by Karta giving details of the family members of the HUF with their names, sex (male/ female), date of birth and relationship with the Karta. DPs shall note the following while opening a HUF account: HUF accounts cannot be opened with joint holder(s). HUF accounts cannot appoint a nominee. In the account opening form, the Karta shall sign under the HUF stamp. Account shall be opened in the name of HUF entity. PAN details of both the HUF entity and Karta of the HUF. shall be obtained from the Beneficial Owner. The name shall be as it appears in the PAN card, e.g. A H Doshi & Sons, Bal Govind Zangle (HUF). In case POA /DDPI is to be given by the karta to some other entity to operate the HUF Account, the POA/DDPI shall be signed by all the members of the HUF account in addition to the karta.
2.3.4.4	Procedure to be followed in case of POA being given for the HUF	Procedure to be followed in case of POA / DDPI-being given for the HUF

	The Power of Attorney (POA) document shall be signed by the Karta of the HUF and all the co-parceners.	The Power of Attorney (POA) / <u>DDPI</u> document shall be signed by the Karta of the HUF and all the co-parceners.
2.4	<p>Procedure to be followed while opening an account.</p> <p>An investor wishing to open an account in CDSL shall approach a DP registered with CDSL. The applicant shall fill up the KYC Application form as specified by the KYC Registration Agency for individuals or for Non-Individuals as the case may be and additional KYC Form for opening a Demat Account for Individuals (Annexure 2.1) or for Non-Individuals (Annexure 2.2) and submit the same to the DP. The applicant should submit any one of the documents as valid Proof of Identity and Proof of address as specified by SEBI from time to time. If the investor is already KRA compliant, the investor should disclose such details of KRA with whom he / she is registered. Such investor need not submit KYC documents and KYC application form again. A Power of Attorney holder cannot open a demat account on behalf of the BO.</p>	<p>Procedure to be followed while opening an account.</p> <p>An investor wishing to open an account in CDSL shall approach a DP registered with CDSL. The applicant shall fill up the KYC Application form as specified by the KYC Registration Agency for individuals or for Non-Individuals as the case may be and additional KYC Form for opening a Demat Account for Individuals (Annexure 2.1) or for Non-Individuals (Annexure 2.2) and submit the same to the DP. The applicant should submit any one of the documents as valid Proof of Identity and Proof of address as specified by SEBI from time to time. If the investor is already KRA compliant, the investor should disclose such details of KRA with whom he / she is registered. Such investor need not submit KYC documents and KYC application form again. A Power of Attorney holder cannot open a demat account on behalf of the BO.</p>
2.4.17	The DP shall scan the signature(s) of the BO(s), authorised signatory(ies) and Power of Attorney holder(s), if any, at the time of account opening or immediately thereafter.	The DP shall scan the signature(s) of the BO(s), authorised signatory(ies) and Power of Attorney POA holder(s) / <u>DDPI holder(s)</u> , if any, at the time of account opening or immediately thereafter.
2.4.21.	The DP shall send the BO a system-generated confirmation letter for having opened the account mentioning the account number along with the formats of necessary forms	The DP shall send the BO a system-generated confirmation letter for having opened the account mentioning the account number along with the formats of necessary

<p>and instruction slips. This letter shall be given to the BO and the DP shall maintain proof of such despatch. The letter along with other documents mentioned earlier may also be given to the BO if the BO wants to collect the same in person. Proof of such delivery shall be maintained by the DP.</p> <p>Alternatively, the client master report may be provided by the DP to the BO at the email address recorded in the CDSL system or through its website, provided the same can be accessed by the BO through secured access-e.g. Login ID-Password / three factor authentication. In case the DP is not able to provide the same by email / the BO cannot access the same through its website due to any reason (including bounced emails), the DP should ensure that the same is provided to the BO in paper form. The DP should maintain record of delivery/ non-delivery of the emails to the BO or accessing of the information by the BO through its website. The BO should be informed at the time of account opening that such information will be made available through email /website, as the case may be.</p> <p>In case DIS booklet is required to be sent to BO, it must be separately issued to the BO.</p> <p>A BO may have an on-line trading account and give /execute a power of attorney (POA) in favour of the CM for executing delivery instructions for settling stock exchange trades effected through such CM or a BO may have</p>	<p>forms and instruction slips. This letter shall be given to the BO and the DP shall maintain proof of such despatch<u>dispatch</u>. The letter along with other documents mentioned earlier may also be given to the BO if the BO wants to collect the same in person. Proof of such delivery shall be maintained by the DP.</p> <p>Alternatively, the client master report may be provided by the DP to the BO at the email address recorded in the CDSL system or through its website, provided the same can be accessed by the BO through secured access-e.g. Login ID-Password / three factor authentication. In case the DP is not able to provide the same by email / the BO cannot access the same through its website due to any reason (including bounced emails), the DP should ensure that the same is provided to the BO in paper form. The DP should maintain record of delivery/ non-delivery of the emails to the BO or accessing of the information by the BO through its website. The BO should be informed at the time of account opening that such information will be made available through email /website, as the case may be.</p> <p>In case DIS booklet is required to be sent to BO, it must be separately issued to the BO.</p> <p>A BO may have an on-line trading account and give /execute a power of attorney (POA) / <u>DDPI</u> in favour of the CM for executing delivery instructions for settling stock</p>
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	<p>registered for eDIS (submission of electronic instructions through online portal of DP) facility provided by DP or a BO may be a PMS client of a PMS manager and give / execute a power of attorney (POA) in favour of the PMS manager or execute a PMS agreement with an authority to PMS manager to manage the portfolio of securities. In such a case, the BO shall be given an option to receive the Delivery Instruction Slip Booklet (DIS) on the DP completing the account opening procedure or at any later date on request by the BO. The BO can exercise such option by submitting an 'Option Form for issue of DIS booklet', as given in Annexure 2.5, which shall be given to the intending-BO along with the Account Opening Form (physically / electronically). A written consent shall be obtained from BO in case BO agrees to waive off the right to receive DIS booklet at the time of account opening and opts to receive it at a later date.</p>	<p>exchange trades effected through such CM or a BO may have registered for eDIS (submission of electronic instructions through online portal of DP) facility provided by DP or a BO may be a PMS client of a PMS manager and give / execute a power-of attorney-(POA) in favour of the PMS manager or execute a PMS agreement with an authority to PMS manager to manage the portfolio of securities. In such a case, the BO shall be given an option to receive the Delivery Instruction Slip Booklet (DIS) on the DP completing the account opening procedure or at any later date on request by the BO. The BO can exercise such option by submitting an 'Option Form for issue of DIS booklet', as given in Annexure 2.5, which shall be given to the intending-BO along with the Account Opening Form (physically / electronically). A written consent shall be obtained from BO in case BO agrees to waive off the right to receive DIS booklet at the time of account opening and opts to receive it at a later date.</p>
2.9.17	<p>The DP should note that Power of Attorney, if executed by the BOs will be independent of the 'mode of operation' or any change in the 'mode of operation' chosen by the BO.</p>	<p>The DP should note that Power-of Attorney <u>POA / DDPI</u>, if executed by the BOs will be independent of the 'mode of operation' or any change in the 'mode of operation' chosen by the BO.</p>
2.10 2.10.1	<p>Records</p> <p>The DP shall maintain the following records-</p> <ul style="list-style-type: none"> • Electronic records of KYC Application form • Additional KYC forms for opening a 	<p>Records</p> <p>The DP shall maintain the following records-</p> <ul style="list-style-type: none"> • Electronic records of KYC Application form • Additional KYC forms for opening a

	<p>demat account</p> <ul style="list-style-type: none"> • Agreement or acknowledgement of Rights and Obligations document, as applicable • Power of Attorney documents • Nomination Form • Supporting documents furnished with Account Opening Form. • Nomination register • Power of Attorney register 	<p>demat account</p> <ul style="list-style-type: none"> • Agreement or acknowledgement of Rights and Obligations document, as applicable • Power of Attorney documents (POA) • Demat Debit and Pledge Instruction (DDPI) • Nomination Form • Supporting documents furnished with Account Opening Form. • Nomination register • Power of Attorney register
3.4.2	<p>Addition of nomination</p> <ul style="list-style-type: none"> • This transaction allows the DP to setup a nomination request for a BO. • The DP should mandatorily obtain a nomination form (Annexure 3.2) from the BO (Individual/NRI/Foreign National categories), duly filled and signed by all the holders. • The DP shall ensure that the nomination is given by individuals only. Non-individuals including society, trust, corporate body, partnership firm, HUF, AOP, holder of POA, cannot appoint a nominee. A minor can nominate through a guardian. An NRI can nominate. 	<p>Addition of nomination</p> <ul style="list-style-type: none"> • This transaction allows the DP to setup a nomination request for a BO. • The DP should mandatorily obtain a nomination form (Annexure 3.2) from the BO (Individual/NRI/Foreign National categories), duly filled and signed by all the holders. • The DP shall ensure that the nomination is given by individuals only. Non-individuals including society, trust, corporate body, partnership firm, HUF, AOP, holder of POA, cannot appoint a nominee. A minor can nominate through a guardian. An NRI can nominate.
3.4.3	<p>Delete Name and Address</p> <p>DP can delete the name and address of</p>	<p>Delete Name and Address</p> <p>DP can delete the name and address of</p>

	<p>guardian/ nominee / holder of POA in respect of a BO account on receipt of account modification form / letter signed by the account holder(s). The name(s) of the account holder(s) cannot be modified or deleted except as stated in 3.4.10 and 3.4.11</p> <p>3.4.4 Set up a POA for BO</p> <ul style="list-style-type: none"> The DP shall ensure that all the joint holders sign the POA, if the POA is granted by all of them. The DP shall verify the signature of the holders with records. The POA should be duly stamped. Notarization thereof, is at the discretion of the DP. In case a copy of the POA document is submitted, the BO(s) should certify the same as a "TRUE COPY". The dates till which the POA is valid are captured. This date may be specified by the BO in the Account Modification form or mentioned in the POA. At the time of set up of a POA for a BO account, the DP shall, mandatorily, register the BO (or first holder of a joint account), with the exception of accounts held by non-individuals, foreign nationals and NRIs, for the SMART [SMS Alert] facility [see Annexure 2.4 – SMS Alert Registration Form]. 	<p>guardian/ nominee / holder of POA/<u>holder of DDPI</u> in respect of a BO account on receipt of account modification form / letter signed by the account holder(s). The name(s) of the account holder(s) cannot be modified or deleted except as stated in 3.4.10 and 3.4.11</p> <p>Set up a POA/<u>DDPI</u> for BO</p> <ul style="list-style-type: none"> The DP shall ensure that all the joint holders sign the POA / <u>DDPI</u>, if the POA <u>and /or the DDPI has been is</u> granted by all of them. The DP shall verify the signature of the holders with records. The POA <u>and / or DDPI</u> should be duly stamped. Notarization thereof, is at the discretion of the DP. In case a copy of the POA <u>and / or DDPI</u> document is submitted, the BO(s) should certify the same as a "TRUE COPY". The dates till which the POA <u>and / or the DDPI</u> is valid are captured. This date may be specified by the BO in the Account Modification form or mentioned in the POA <u>and /-or DDPI</u>. At the time of set up of a POA <u>and / or DDPI</u> for a BO account, the DP shall, mandatorily, register the BO (or first holder of a joint account), with the exception of accounts held by non-individuals, foreign nationals and NRIs, for the SMART [SMS Alert] facility [see Annexure 2.4 – SMS Alert Registration
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<p>3.4.4.1</p>	<ul style="list-style-type: none"> • All debits to the account, effected by the POA holder, will be intimated by CDSL to the BO directly through the SMS Alert facility. • If the BO does not have a mobile phone, he/she may provide the mobile number of any person as per his/her discretion. • The DP shall give a unique POA Identification number, which is stored along with the BO ID for which the POA is setup. A register of the POAs received should be maintained. • All POA details are stored and linked to a BO. <p>The DP shall, at all times, irrespective of subsequent variations and cancellations, maintain an updated "Register of Power of Attorney", either in physical or electronic form which shall contain the following information:-</p> <ol style="list-style-type: none"> a) Power of attorney Registration Number. b) Date of Registration. c) BO A/c Number for which Power of Attorney is being received. d) Name of Power of Attorney. e) Address of Power of Attorney. f) Remarks. 	<p>Form].</p> <ul style="list-style-type: none"> • All debits to the account, effected by the POA <u>and / or DDPI</u> holder, will be intimated by CDSL to the BO directly through the SMS Alert facility. <ul style="list-style-type: none"> • If the BO does not have a mobile phone, he/she may provide the mobile number of any person as per his/her discretion. • The DP shall give a unique POA <u>and / or DDPI</u> Identification number, which is stored along with the BO ID for which the POA <u>and / or DDPI</u> is setup. A register of the POAs <u>and the DDPIs</u> received should be maintained. • All POA <u>and / or DDPI</u> details are stored and linked to a BO. <p>The DP shall, at all times, irrespective of subsequent variations and cancellations, maintain an updated "Register of Power of Attorney-POA and /-DDPI ", either in physical or electronic form which shall contain the following information:-</p> <ol style="list-style-type: none"> a) a) Power of attorney <u>POA</u> Registration Number. <u>b) DDPI registration number</u> a)c) <u>Date of Registration.</u> b)d) <u>BO A/c Number for which Power of Attorney-POA and / or DDPI</u> is being received. e)e) <u>Name of Power of Attorney</u> <u>POA / DDPI holder.</u>
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<p>3.4.4.2</p> <p>3.4.4.3</p> <p>3.4.4.4</p>	<p>The setup / modification (cancellation request) letter should be dated and time stamped on receipt of the same. After verification of the documents for setup/modification/cancellation of Power of Attorney, particulars of the same should be recorded in the CDSL system within 7 days of receipt of the documents.</p> <p>A beneficial owner may revoke the Power of Attorney executed in favour of the Stock Broker / DP / any other entity at any time. Such revocation shall become applicable from the date and time the letter, communicating such revocation, is received by the DP. However, such revocation shall not be applicable to any outstanding settlement obligation arising out of the trades carried out prior to receiving the request for modification / revocation of the POA.</p> <p>The BO should submit request for revocation of POA at a DP branch / centre which is servicing him. The revocation letter shall be</p>	<p>f) <u>Address of Power of AttorneyPOA /DDPI holder.</u></p> <p>e)g) <u>Purpose of DDPI i.e. for Settlement of trades on exchange, —Margin pledge / repledge or both, in favour of trading member (TM) / clearing member (CM) , Mutual Fund transactions , Tendering shares in open offers (in compliance with SEBI circular SEBI/HO/CFD/DCR-III/CIR/P/2021/615 dated August 13, 2021)</u></p> <p>e)h) <u>Remarks.</u></p> <p>The setup / modification (cancellation request) letter should be dated and time stamped on receipt of the same. After verification of the documents for setup/modification/cancellation of Power of Attorney, particulars of the same should be recorded in the CDSL system within 7 days of receipt of the documents.</p> <p>A beneficial owner may revoke the Power-of Attorney-POA / DDPI executed in favour of the Stock Broker / DP / any other entity at any time. Such revocation shall become applicable from the date and time the letter, communicating such revocation, is received by the DP. However, such revocation shall not be applicable to any outstanding settlement obligation arising out of the trades carried out prior to receiving the request for modification / revocation of the POA /DDPI.</p> <p>The BO should submit request for revocation of POA /DDPI at a DP branch / centre which is servicing him. The revocation letter shall</p>
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	<p>dated and stamped by the DP branch / centre to ensure proper audit trail.</p> <p>3.4.5 Modify POA details for BO</p> <ul style="list-style-type: none"> • Additional care should be taken by the DP to verify the authenticity of the BO authorising the change in the POA, at the time of accepting any request for modification in the POA details. • All the holders should sign the account modification form . <p>3.4.6 Delete POA details for BO</p> <ul style="list-style-type: none"> • When POA details are deleted, the associated name, address and signatures of the POA holder are also deleted. • Written instruction, Account modification form / letter, should be obtained from the BO for deletion of POA, signed by all joint account holder(s). 	<p>be dated and stamped by the DP branch / centre to ensure proper audit trail.</p> <p>Modify POA / <u>DDPI</u> details for BO</p> <ul style="list-style-type: none"> • Additional care should be taken by the DP to verify the authenticity of the BO authorising the change in the POA/<u>DDPI</u>, at the time of accepting any request for modification in the POA/<u>DDPI</u> details. • All the holders should sign the account modification form <p>Delete POA/<u>DDPI</u> details for BO</p> <ul style="list-style-type: none"> • When POA/<u>DDPI</u> details are deleted, the associated name, address and signatures of the POA/<u>DDPI</u> holder are also deleted. • Written instruction, Account modification form / letter, should be obtained from the BO for deletion of POA/<u>DDPI</u> , signed by all joint account holder(s) <u>and in case of DDPI the request can be accepted digitally signed /e signed also</u> .
<p>3.4.7</p>	<p>Set up BO Signature</p> <ul style="list-style-type: none"> • In order to set up the BO signature, there are three pre-requisites namely: - <ol style="list-style-type: none"> 1. BO should be set up before the signature is attached to the BO ID. 2. POA should be setup before scanning 	<p>Set up BO Signature</p> <ul style="list-style-type: none"> • In order to set up the BO signature, there are three pre-requisites namely: - <ol style="list-style-type: none"> 1. BO should be set up before the signature is attached to the BO ID. 2. POA /<u>DDPI</u> should be setup before

	<p>the POA signature.</p> <p>3. Scanned data of signature should be available.</p> <ul style="list-style-type: none"> All the signature data is stored along with BO details in the CDSL system. 	<p>scanning the POA /DDPI signature and in case the DDPI is digitally signed /e-signed the same can also be scanned and stored .</p> <p>3. Scanned data of signature should be available.</p> <ul style="list-style-type: none"> All the signature data is stored along with BO details in the CDSL system.
6.5.1.1 3	<p>Precautions in case of Inventory Control of DIS booklets:</p> <ul style="list-style-type: none"> Either manual or electronic register should be maintained for Inventory of the DIS booklets. This register should be updated as and when new DIS booklets are printed and also at the time of issuance of the DIS booklets to the BOs. Custody of the stock of DIS booklets as well as the inventory register should be with a senior official of the DP. Periodic reconciliation of the inventory register with physical stock should be carried out and properly recorded. A senior official of the DP who is not responsible for issuance and maintenance of the DIS booklets should do the said checks. For accounts operated by holder of POA or joint account holders, DIS may be printed in such a way that 	<p>Precautions in case of Inventory Control of DIS booklets:</p> <ul style="list-style-type: none"> Either manual or electronic register should be maintained for Inventory of the DIS booklets. This register should be updated as and when new DIS booklets are printed and also at the time of issuance of the DIS booklets to the BOs. Custody of the stock of DIS booklets as well as the inventory register should be with a senior official of the DP. Periodic reconciliation of the inventory register with physical stock should be carried out and properly recorded. A senior official of the DP who is not responsible for issuance and maintenance of the DIS booklets should do the said checks. For accounts operated by holder of POA /DDPI or joint account holders, DIS may be printed in such a way

	<p>they can be distinguished from those used by single holder account(s).</p> <ul style="list-style-type: none"> • Along with the preprinted / pre-stamped account number, DPs may print name of the first holder on the DIS. • For those BO accounts where correspondence address has been changed and request for DIS booklets is received within 30 days of address change, DP may confirm the request for issuance independently by way of written / verbal communication before despatching the DIS booklet to the new address. 	<p>that they can be distinguished from those used by single holder account(s).</p> <ul style="list-style-type: none"> • Along with the preprinted / pre-stamped account number, DPs may print name of the first holder on the DIS. • For those BO accounts where correspondence address has been changed and request for DIS booklets is received within 30 days of address change, DP may confirm the request for issuance independently by way of written / verbal communication before despatching the DIS booklet to the new address.
6.5.2	Issue of Loose DIS	Issue of Loose DIS
6.5.2.1	<p>While issuing loose DIS to BOs, DPs must ensure the following–</p> <ul style="list-style-type: none"> • As far as possible, a DP shall not issue loose DIS. • Loose DIS shall be issued only to the BO in person after verification of signature. Identity of the BOs should be verified with the documents submitted along with the account opening form. If this is not possible, then the BO should produce proof of identification. • DP shall obtain the signature of the 	<p>While issuing loose DIS to BOs, DPs must ensure the following–</p> <ul style="list-style-type: none"> • As far as possible, a DP shall not issue loose DIS. • Loose DIS shall be issued only to the BO in person after verification of signature. Identity of the BOs should be verified with the documents submitted along with the account opening form. If this is not possible, then the BO should produce proof of identification. • DP shall obtain the signature of the

	<p>BO in the register for loose DIS.</p> <ul style="list-style-type: none"> • BOs should fill and sign the instruction in presence of the authorized official of the DP. Another official of the DP as an additional precaution may verify the DIS. • Custody of loose DIS should be with a senior official of the DP. • Only one loose DIS booklet may be opened at any time • The DP shall not issue more than 10 loose DIS to one account holder in a financial year (April to March). The loose DIS can be issued only if the BO(s) come, in person, and sign the loose DIS in the presence of an authorised DP official. • Instruction pertaining to loose DIS shall be entered in the CDSL system on the same day. If not entered, then the reason for not entering on the same day should be noted in the Loose DIS Register. 	<p>BO in the register for loose DIS.</p> <ul style="list-style-type: none"> • BOs should fill and sign the instruction in presence of the authorized official of the DP. Another official of the DP as an additional precaution may verify the DIS. • Custody of loose DIS should be with a senior official of the DP. • Only one loose DIS booklet may be opened at any time • The DP shall not issue more than 10 loose DIS to one account holder in a financial year (April to March). The loose DIS can be issued only if the BO(s) come, in person, and sign the loose DIS in the presence of an authorised DP official. • Instruction pertaining to loose DIS shall be entered in the CDSL system on the same day. If not entered, then the reason for not entering on the same day should be noted in the Loose DIS Register.
6.5.3	Annexures to DIS	Annexures to DIS
6.5.3.1	<p>DPs can accept "Annexures" to DIS in any of the following cases:</p> <ul style="list-style-type: none"> • Where a BO gives instructions for credit of securities to multiple BO accounts, or • Where a BO gives receipt instructions 	<p>DPs can accept "Annexures" to DIS in any of the following cases:</p> <ul style="list-style-type: none"> • Where a BO gives instructions for credit of securities to multiple BO accounts, or • Where a BO gives receipt

<p>6.5.3.2</p>	<p>for receiving securities from multiple BO accounts, or</p> <ul style="list-style-type: none"> Where the space provided in the DIS is insufficient. <p>While accepting the "Annexures" to DIS, DPs must take the following precautions:</p> <ul style="list-style-type: none"> Each page of the Annexure should bear the DIS serial no. Each page of the Annexure should be signed by all the holders / authorised signatories / POA, if any. Any alteration, correction, cancellation on the Annexure should be authorised by all the holders / authorised signatories / POA, if any. DIS should bear the details of the total number of pages annexed to the DIS and also the total number of instructions contained therein 	<p>instructions for receiving securities from multiple BO accounts, or</p> <ul style="list-style-type: none"> Where the space provided in the DIS is insufficient. <p>While accepting the "Annexures" to DIS, DPs must take the following precautions:</p> <ul style="list-style-type: none"> Each page of the Annexure should bear the DIS serial no. Each page of the Annexure should be signed by all the holders / authorised signatories / POA/ <u>DDPI</u>, if any. Any alteration, correction, cancellation on the Annexure should be authorised by all the holders / authorised signatories / POA/<u>DDPI</u>, if any. DIS should bear the details of the total number of pages annexed to the DIS and also the total number of instructions contained therein
<p>6.5.3.3</p>	<p>Where multiple BOs have given POA to a single entity, including DP or CM for execution of transactions on their behalf, following procedure is to be followed by the DP in such cases–</p> <ul style="list-style-type: none"> DPs must maintain a separate register containing the details of BOs from whom such POA has been given. DPs should check that the delivery BOIDs have given POA to the entity signing such DIS. 	<p>Where multiple BOs have given POA/<u>DDPI</u> to a single entity, including DP or CM for execution of transactions on their behalf, following procedure is to be followed by the DP in such cases–</p> <ul style="list-style-type: none"> DPs must maintain a separate register containing the details of BOs from whom such POA <u>/DDPI</u> has been given. DPs should check that the delivery BOIDs have given POA <u>/DDPI</u> to the entity signing such DIS.

	<ul style="list-style-type: none"> • DPs shall maintain a separate series of DIS numbers for such purposes. • BO ID shall not be pre-printed / pre-stamped on such DIS. • Each page of the statement / computer printout attached along with such DIS should bear an DIS serial number. • DIS number to be checked against the issue details before execution of the instruction. • A record of statement / Computer printouts containing consolidated details of instructions executed by the DP on behalf of the clients who have given POA should be maintained. • For different types of transactions, separate statement / Computer printouts should be maintained. • The statements / computer printouts should contain all the details as specified by CDSL in the format of the DIS. Each instruction should bear the delivering BO ID. • Each row in the statements / computer printouts should contain the delivering BO ID. 	<ul style="list-style-type: none"> • DPs shall maintain a separate series of DIS numbers for such purposes. • BO ID shall not be pre-printed / pre-stamped on such DIS. • Each page of the statement / computer printout attached along with such DIS should bear an DIS serial number. • DIS number to be checked against the issue details before execution of the instruction. • A record of statement / Computer printouts containing consolidated details of instructions executed by the DP on behalf of the clients who have given POA/DDPI should be maintained. • For different types of transactions, separate statement / Computer printouts should be maintained. • The statements / computer printouts should contain all the details as specified by CDSL in the format of the DIS. Each instruction should bear the delivering BO ID. • Each row in the statements / computer printouts should contain the delivering BO ID.
6.5.4	Precautions while accepting DIS and executing transactions.	Precautions while accepting DIS and executing transactions.

6.5.4.1	As a risk management measure as well as to increase efficiency in DP operations,	As a risk management measure as well as to increase efficiency in DP operations,
6.5.4.2	DPs are advised to install a back-office system with Maker/Checker facility incorporating features as specified by CDSL through communiqués,	DPs are advised to install a back-office system with Maker/Checker facility incorporating features as specified by CDSL through communiqués,
6.5.4.3	In addition to specified features, the back office system should be "Settlement Pocket" compliant, that is: it should have all the features to support "Settlement Pocket". As a further risk management measure, CDSL has provided a utility to encrypt transaction files created in the back office. This feature should also be implemented in the back office system.	In addition to specified features, the back office system should be "Settlement Pocket" compliant, that is: it should have all the features to support "Settlement Pocket". As a further risk management measure, CDSL has provided a utility to encrypt transaction files created in the back office. This feature should also be implemented in the back office system.
6.5.4.4	DP shall record the date and time of receipt on the Delivery Instruction Slip, on DP's as well as BO's copy while accepting the same for execution.	DP shall record the date and time of receipt on the Delivery Instruction Slip, on DP's as well as BO's copy while accepting the same for execution.
6.5.4.5	The DP shall accept the DIS for pay-in of securities from the BO in physical form at least up to 4 p.m. on T+1 day and in electronic form up to 6 p.m. on T+1 day. In case of late receipt of instruction, it should be accepted by affixing a stamp "accepted for execution on best effort basis".	The DP shall accept the DIS for pay-in of securities from the BO in physical form at least up to 4 p.m. on T+1 day and in electronic form up to 6 p.m. on T+1 day. In case of late receipt of instruction, it should be accepted by affixing a stamp "accepted for execution on best effort basis".
6.5.4.6	DP must appoint an authorised official to check the DIS received from BO for execution of the instructions. Verification of delivery instruction slips has to be done by the staff of the DP only. The authorized official must verify the following details from the DIS :	DP must appoint an authorised official to check the DIS received from BO for execution of the instructions. Verification of delivery instruction slips has to be done by the staff of the DP only. The authorized official must verify the following details from the DIS :
	<ul style="list-style-type: none"> • Whether the DIS received from the 	<ul style="list-style-type: none"> • Whether the DIS received from the

	<p>BO is from the range of DIS issued to the same BO.</p> <ul style="list-style-type: none"> • Whether all the account holders / authorized signatories / duly constituted POA, if any, have signed the DIS and the signature(s) on DIS match with signature(s) recorded in the CDSL system. • DIS having transactions with value more than 5 lakhs have to be verified by a senior official of the DP. Moreover, such DIS should be checked and countersigned by another employee of the DP (that is, two step verification). • Any alteration, correction, cancellation on the DIS should be authorized by all the holders / authorized signatories / POA, if any. 	<p>BO is from the range of DIS issued to the same BO.</p> <ul style="list-style-type: none"> • Whether all the account holders / authorized signatories / duly constituted POA <u>/DDPI</u>, if any, have signed the DIS and the signature(s) on DIS match with signature(s) recorded in the CDSL system. • DIS having transactions with value more than 5 lakhs have to be verified by a senior official of the DP. Moreover, such DIS should be checked and countersigned by another employee of the DP (that is, two step verification). • Any alteration, correction, cancellation on the DIS should be authorized by all the holders / authorized signatories / POA <u>/ DDPI holders</u>, if any.
<p>6.8 6.8.6</p>	<p>Records A record of statement / computer printouts containing consolidated details of instructions executed by the DPs on behalf of the clients who have given POA to the DPs should be maintained. For different types of transactions, separate statements</p>	<p>Records A record of statement / computer printouts containing consolidated details of instructions executed by the DPs on behalf of the clients who have given POA <u>/ DDPI</u> to the DPs should be maintained. For different types of transactions, separate statements <u>/ Computer printouts should be maintained.</u></p>

Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars / Notifications / Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

Beneficial Owner information

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.
4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the demat account or furnished to the DP from time to time.

Fees/Charges/Tariff

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the Tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "*no charges are payable for opening of demat accounts*".
6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.
7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

Dematerialization

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

Separate Accounts

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.

10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

Transfer of Securities

11. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.
13. The stock broker / stock broker and depository participant shall not directly / indirectly compel the clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

Statement of account

14. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.
15. However, if there is no transaction in the demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.
16. The DP may provide the services of issuing the statement of demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statement of demat account in the electronic mode, then the Participant shall be obliged to forward the statement of demat accounts in physical form.
17. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

Manner of Closure of Demat account

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.

19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

Default in payment of charges

20. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
21. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

Liability of the Depository

22. As per Section 16 of Depositories Act, 1996,
1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
 2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

Freezing/ Defreezing of accounts

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

Redressal of Investor grievance

25. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

Authorized representative

26. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

Law and Jurisdiction

27. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.
28. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.
29. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
30. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and /or SEBI
31. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.
32. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

Date:

BO ID (16 digits) -

BO Name/s -

Demat Debit and Pledge Instruction

S.No.	Purpose	Signature of Client /s *
1.	Transfer of securities held in the beneficial owner accounts of the client towards Stock Exchange related deliveries / settlement obligations arising out of trades executed by clients on the Stock Exchange through the same stock broker	
2.	Pledging / re-pledging of securities in favour of trading member (TM) / clearing member (CM) for the purpose of meeting margin requirements of the clients in connection with the trades executed by the clients on the Stock Exchange.	
3.	Mutual Fund transactions being executed on Stock Exchange order entry platforms	
4.	Tendering shares in open offers through Stock Exchange platforms	

* the same may be e-Signed or signed physically

DP Name :

DP Signature & Seal & Stamp :



CDSL Your Depository

DP Name Address
 DP ID and DP SEBI Reg. No.
 Instruction Slip for Delivery / Receipt
 (To be filled in duplicate)

Delivery Receipt

Annexure 6.2b

[DP Logo]

Serial no: # _____

I / We request you to debit / credit my / our account as under: -															Date: -		D	D	M	M	Y	Y	Y	Y
DPID \$		Client ID \$		First / Sole Holder's Name																				
Sr. No.	ISIN										Security Name					QUANTITY		Instruction Reference No. [to be filled by DP]						
	In figures		In words																					
1	I	N																						
2	I	N																						
3	I	N																						
4	I	N																						
5	I	N																						
Total Instructions Issued (In words only) →																								
CMID (Applicable for Early Pay-in and Normal Pay-in)										Execution Date (Not Applicable for Early Pay-in and Normal Pay-in)														
↓ -: Fill the relevant columns :- ↓																								
Instruction Type →		Account Transfer to CM With in CDSL (Transaction)					Account Transfer to CM Outside CDSL (Inter Depository)					Settlements Obligations												
Settlement Details →		B-D-CM					B-D-CM					Early Pay-in ↓		Normal Pay-in ↓										
Exchange Name →																								
Settlement / Market Type →																								
Settlement Number →																								
Counter CM / DP ID →												NOT APPLICABLE												
Counter Client ID →												NOT APPLICABLE												
Counter CM Name →																								
-: Blank & Signed Delivery Instruction Slips should not be left with your DP/Broker :-																								
Signature of First / Sole Holder					Signature of Second Holder					Signature of Third Holder														
↓ -: For DPs office use only :- ↓																								
Internal Ref. No.			Signature Verified By			Transaction Entered By																		

- Pre-printed, \$ - Pre-printed / Pre-stamped