



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/POLCY/2026/369

June 02, 2026

### **AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 4**

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] - **Chapter 4 – DEMATERIALIZATION OF EXISTING SCRIPS** basis on SEBI circular no. HO/38/13/ (3)2026-MIRSD-POD/I/3763/2026 dated January 30, 2026, for Operational modalities regarding doing away with letter of confirmation.

The said amendments to the **DP OI** are attached herewith in track changes mode refer **Annexure - A**.

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: [dpertasupport@cdslindia.com](mailto:dpertasupport@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.	Chapter 4 . Demat of existing scrips	
	Existing Process	New Process
4.10	<p><b>Demat setup by RTA :</b></p> <ol style="list-style-type: none"> <li>1) In case of Demat setup by RTA for the Investor Service Requests (ISR) such as issuance of duplicate securities certificates, transmission, transposition, claim from unclaimed suspense account and corporate actions in physical form.</li> <li>2) DPs shall provide the Latest Client Master List (CML) to the demat account holder and the same shall not be older than 2 months.</li> <li>3) BO will affix their signature(s) on the CML, and the signature of the BO should be duly attested by the DP Official with the sign &amp; seal, after due verification of the signature(s) of the BO with the specimen signature of the account holder(s) available in demat account.</li> </ol>	<p><b>Demat setup by RTA :</b></p> <ol style="list-style-type: none"> <li>1) In case of Demat setup by RTA for the Investor Service Requests (ISR) such as issuance of duplicate securities certificates, transmission, transposition, claim from unclaimed suspense account and corporate actions in physical form.</li> <li>2) DPs shall provide the Latest Client Master List (CML) to the demat account holder and the same shall not be older than 2 months.</li> <li>3) BO will affix their signature(s) on the <u>Demat Conversion Request Form (CMDCRF)</u>, and the signature of the BO should <u>be</u> duly attested by the DP Official with the sign &amp; seal, after due verification of the signature(s) of the BO with the specimen signature of the account holder(s) available in demat account <u>as well as the details are required to be verified</u> .</li> </ol>