



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2024/265

May 15, 2024

AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 6

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] **Chapter 6 - Settlements** regarding issue of DIS, issue of loose DIS & Safeguards to address the concerns of Bos on transfer of securities (refer **Annexure – A**).

The said amendments to the DP Operating Instructions are provided with track changes mode in attached Annexure – A and the same will be applicable with immediate effect.

DPs are advised to ensure compliance.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: helpdesk@cdslindia.com and telephone no. 08069144800.

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

sd/-

**Nilesh Shah
Asst. Vice President – Operations**

Sr. No.	Chapter-6- Settlements	
	Existing Process	New Process
6.5.1	Issue of DIS	
6.5.1.9	Fresh issuance of DIS booklets should be done on the basis of duly signed requisition slip. DP shall verify whether the requisition slip forms a part of the booklet issued to the BO as well as verify the signature(s) of the BOs. In case the fresh DIS booklet is hand-delivered to the BO, record of the signature of the BO of having received the DIS booklet should be maintained.	Fresh issuance of DIS booklets should be done on the basis of duly signed requisition slip. <u>(contained in the previous booklet)</u> . DP shall verify whether the requisition slip forms a part of the booklet issued to the BO as well as verify the signature(s) of the <u>Bo</u> s as per DP records . <u>Such issuance of DIS shall be authorized by the Compliance Officer or any other designated senior official of the DP.</u> In case the fresh DIS booklet is hand-delivered to the BO, record of the signature of the BO of having received the DIS booklet should be maintained.
6.5.1.10	DIS booklet may be hand-delivered to any person other than the BO, only on the basis of a requisition slip forming part of the earlier booklet issued and signed by the BO. The requisition slip should contain the signature of the person authorised by the BO to receive the new DIS booklet.	DIS booklet may be hand-delivered to any person other than the BO, only on the basis of a requisition slip forming part of the earlier booklet issued and signed by the BO. The requisition slip should contain the signature of the person authorised by the BO to receive the new DIS booklet.
6.5.1.11	DP shall verify the signature of the BO(s) on the requisition slip before handing over the DIS booklet. DP shall record the name and signature of the person to whom the DIS booklet is hand-delivered.	DP shall verify the signature of the BO(s) on the requisition slip before handing over the DIS booklet. DP shall record the name and signature of the person to whom the DIS booklet is hand-delivered.
6.5.1.12	In case DIS booklet issued by the DP does not contain the requisition slip or in case the BO has lost the requisition slip, a letter to that effect signed by all the holders shall be taken for issuance of fresh DIS booklets. In such case, one of the accountholder should personally come with such letter and with a valid proof of identity. DP should check the proof identity and keep the	In case DIS booklet issued by the DP does not contain the requisition slip or in case the BO has lost the requisition slip, a letter to that effect signed by all the holders shall be taken for issuance of fresh DIS booklets. In such case, one of the account holder should personally come with such letter and with a valid proof of identity. DP should check the proof identity and keep the same

	<p>same on record and hand deliver the DIS booklet. In case the account holder cannot come in person, the DIS may be couriered / mailed to the correspondence address of the BO. The DP should maintain record of dispatch.</p>	<p>on record and hand deliver the DIS booklet. In case the account holder cannot come in person, the DIS may be couriered / mailed to the <u>registered</u> correspondence address of the BO. The DP should maintain record of dispatch.</p> <p><u>In case the request for issuance of the DIS booklet is received in an inactive/dormant account i.e. wherein no transactions have taken place for a period of 12 months, the DIS booklet shall be delivered at the registered address of the BO as per address in the DP records.</u></p> <p><u>DP shall ensure the genuineness of the BO's request for issuance of DIS, such issuance of DIS shall be authorized by the Compliance Officer or any other designated senior official of the DP.</u></p>
<p>6.5.2.1</p>	<p>Issue of Loose DIS</p> <p>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.</p> <p>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>	<p>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.</p> <p>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>

<p>6.5.5</p> <p>6.5.5.1</p> <p>6.5.5.2</p> <p>6.5.5.3</p>	<p>Safeguards to address the concerns of Bos on transfer of securities</p> <p>The cautionary note: "<i>BLANK & SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/BROKER</i>" should be printed on all types of DIS.</p> <p>DPs should not accept pre-signed DIS with blank columns from the BO(s).</p> <p>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 and block them so as to avoid execution such DIS in future</p> <p>If a DIS is received from an account, which has been dormant i.e. not operated for a long period, SIX months or more or any such period specified by CDSL and / or SEBI from time to time, the DP may verify the same with the account holders independently before executing the instruction.</p>	<p>The cautionary note: "<i>BLANK & <u>or</u> SIGNED DIS SHOULD NOT BE LEFT WITH YOUR DP/BROKER <u>any other person / entity</u></i>" should be printed on all types of DIS.</p> <p>DPs should not accept pre-signed DIS with blank columns from the BO(s).</p> <p>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 and block them so as to avoid execution such DIS in future.</p> <p>If a DIS is received from an account, which has been dormant <u>wherein no transactions have taken place ,for a period of SIX continuous Twelve</u> months or more or any such period specified by CDSL and / or SEBI from time to time., the DP may <u>shall mandatorily</u> verify the same with the account holders independently before executing the instruction.</p> <p><i><u>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.</u></i></p>
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