



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2024/270

May 21, 2024

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 - Demat of existing scrips** regarding Dematerialization of Existing Scrips (refer **Annexure – A**).

The said amendments to the DP Operating Instructions are provided in 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: dprtasupport@cdslindia.com and connect through our IVR Number 022-62343333.

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

sd/-

Nilesh Shah
Asst. Vice President – Operations

Sr. No.	Chapter-4- Dematerialisation of Existing Scrips	
	Existing Process	New Process
4.4.7	<p data-bbox="289 306 911 384">The DP shall verify the following before accepting the DRF :-</p> <ul data-bbox="380 449 911 1346" style="list-style-type: none"> <li data-bbox="380 449 911 764">• Whether the securities intended for Dematerialisation have been admitted in CDSL. If the securities intended for dematerialisation are not admitted in CDSL, the DP shall inform the same to BO and return the documents to the BO. <li data-bbox="380 785 911 911">• Whether the certificate details mentioned on the DRF and on the certificates enclosed, tally. <li data-bbox="380 932 911 1346">• Whether the name(s) of the account holder(s) and the name(s) of the holder(s) appearing on the certificates tally exactly with those recorded under the BO account maintained with CDSL. (In case the names are matching, but order of the names is not the same, refer to Transposition-cum-Demat procedure mentioned elsewhere in this chapter). 	<ul data-bbox="1029 449 1544 1388" style="list-style-type: none"> <li data-bbox="1029 449 1544 764">• Whether the securities intended for Dematerialisation have been admitted in CDSL. If the securities intended for dematerialisation are not admitted in CDSL, the DP shall inform the same to BO and return the documents to the BO. <li data-bbox="1029 785 1544 911">• Whether the certificate details mentioned on the DRF and on the certificates enclosed, tally. <li data-bbox="1029 932 1544 1388">• Whether the name(s) of the account holder(s) and the name(s) of the holder(s) appearing on the certificates tally exactly with those recorded under the BO account maintained with CDSL. (In case the names are matching, but order of the names is not the same, refer to Transposition-cum-Demat procedure mentioned elsewhere in this chapter).

	<ul style="list-style-type: none"> • In case the BO's name on the DRF is not matching with that on the certificate (e.g. the holder of the securities may have opened the demat account in the name of Sushil Ramesh Shah but his name on the certificate may appear as Sushil R. Shah or S. R. Shah, etc.), the dematerialisation request could be accepted by the DP, if the BO's signature on the DRF matches with specimen signature available on record with the DP. • Whether all the holders have signed the DRF and the signatures of the account holders tally with those recorded by the DP. • If there is any discrepancy in any of the details, the DP shall get it rectified and duly authenticated by all the holders. • The error-free DRF shall be taken up for further processing by the DP. • The Participants shall check the Distinctive Numbers of certificates of securities submitted by its clients for dematerialisation with the records of Distinctive Numbers made available by the depository and ensure that the appropriate International Securities Identification Number [ISIN] is filled in DRF, as applicable. 	<ul style="list-style-type: none"> • In case the BO's name on the DRF is not matching with that on the certificate (e.g. the holder of the securities may have opened the demat account in the name of Sushil Ramesh Shah but his name on the certificate may appear as Sushil R. Shah or S. R. Shah, etc.), the dematerialisation request could be accepted by the DP, if the BO's signature on the DRF matches with specimen signature available on record with the DP. • Whether all the holders have signed the DRF and the signatures of the account holders tally with those recorded by the DP. • If there is any discrepancy in any of the details, the DP shall get it rectified and duly authenticated by all the holders. • The error-free DRF shall be taken up for further processing by the DP. • The Participants shall check the Distinctive Numbers of certificates of securities submitted by its clients for dematerialisation with the records of Distinctive Numbers made available by the depository and ensure that the appropriate International Securities Identification Number [ISIN] is filled in DRF, as applicable. • In case BO submits the Certificates having the old name of the company • DPs are advised to check for the name of the company on CDSL's website wherein details of old and new name of the company are available.
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