



Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/101

April 01, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique nos. **CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, and CDSL/OPS/RTA/POLCY/2026/77** dated March 12, 2026, regarding the operational process for doing away with Letter of Confirmation (“LOC”) and online setup of the dematerialisation request in CDSL systems by RTAs.

In continuation to the above communiques, RTAs / Issuers are advised to note that the additional investor service requests like Renewal / Exchange of certificates, Endorsement, Sub-division / Splitting of certificates, Consolidation of certificates / folios, Any other services are also included in addition to **issuance of duplicate certificates, transmission, transposition, claims from unclaimed suspense account and corporate actions** in the **Annexure 1.4** attached herewith. Option for capturing the said type of investor service requests will be also enabled in the live CDSL systems.

Issuers/ RTAs are advised to take note of the above changes and ensure that necessary changes are incorporated in their back office as per the file format before April 02, 2026.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtastupport@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

my / our knowledge and belief.

| | First / Sole Holder | Second Holder | Third Holder |
|--------------------|----------------------------|----------------------|---------------------|
| Name | | | |
| Signature with RTA | | | |

Registrar Transfer Agent Seal and Signature

===== (Please tear here) =====

Acknowledgement Receipt

| | | | | | | | | | | |
|----------------------------------|---|-----------|---|---|---|---|---|---|---|---|
| DRF No. | | Date | D | D | M | M | Y | Y | Y | Y |
| DP ID | | Client ID | | | | | | | | |
| First / Sole Holder Name | | | | | | | | | | |
| Second Joint Holder Name | | | | | | | | | | |
| Third Joint Holder Name | | | | | | | | | | |
| Name of the Company | | | | | | | | | | |
| Type of Security | <input type="checkbox"/> Equity <input type="checkbox"/> Debentures <input type="checkbox"/> Bonds <input type="checkbox"/> Units <input type="checkbox"/> Other (Specify) | | | | | | | | | |
| ISIN | | | | | | | | | | |
| No. of Securities (in figures) | | | | | | | | | | |
| No. of Securities (in words) | | | | | | | | | | |
| No. of Certificates (in figures) | | | | | | | | | | |
| No. of Certificates (in words) | | | | | | | | | | |

We hereby acknowledge the receipt of certificates / documents, in respect of the above securities for dematerialization subject to verification.

Registrar Transfer Agent Seal and Signature

Instructions:

1. In case of transmission-cum-demat, a notarized copy of death certificate of the deceased holder, copy of the Order of the Court, etc. to be attached with DRF.
2. In case of transposition-cum-demat, a duly executed Transposition Request Form to be attached with the DRF.



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/93

March 27, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, regarding the operational process for doing away with Letter of Confirmation ("LOC") and CDSL communique no. CDSL/OPS/RTA/POLCY/2026/77 dated March 12, 2026, regarding Direct credit of securities in dematerialisation account of the investor.

In continuation to the above, RTAs / Issuers are once again advised to note that the investor/s will be required to submit the following documents for direct credit of securities in dematerialisation format .

1. Duly filled and signed Demat Request Form (DRF) as per **Annexure 1.4** along with the Investor Service Request.,
2. The self-attested latest Client Master List (CML) of demat account / BO ID and signature of the BO/s duly verified by the DP Official along with the above mentioned DRF. The CML should not older than 2 months.
3. In case of change of order of names, the Transposition request form as per **Annexure 1.4A** and physical certificates, wherever applicable.

Issuers/RTAs can disseminate the above forms on their website for the convenience of the investors.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dptasupport@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**

Dematerialisation Request Form

- Normal Dematerialization Transmission-cum- Dematerialization
 Transposition-cum-Dematerialization

Registrar Transfer Agent Name / Address

(To be filled up by the Registrar Transfer Agent)

| | | | | | | | | | | |
|---------|--|------|---|---|---|---|---|---|---|---|
| DRN | | Date | D | D | M | M | Y | Y | Y | Y |
| DRF No. | | Date | D | D | M | M | Y | Y | Y | Y |

(To be filled by the BO. Please fill all the details in **BLOCK LETTERS** in English. Fill up a separate DRF for Free securities and Locked – in securities. In case of locked - in securities fill up a separate DRF for different lock-in reason / lock-in expiry dates.)

I / We request you to dematerialise the enclosed security certificate(s) registered in my / our name into my / our demat account.

| | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--------------|--|---|---|---|---|---|---|---|--|-----------|--|--|--|--|--|--|--|--|--|
| DP ID | | | | | | | | | | | Client ID | | | | | | | | | |
| Name of First Holder | | | | | | | | | | | | | | | | | | | | |
| Name of Second Holder | | | | | | | | | | | | | | | | | | | | |
| Name of Third Holder | | | | | | | | | | | | | | | | | | | | |
| Name of the Company | | | | | | | | | | | | | | | | | | | | |
| ISIN | I | N | | | | | | | | | | | | | | | | | | |
| Quantity to be Dematerialized | (In Figures) | | | | | | | | | | | | | | | | | | | |
| | (In Words) | | | | | | | | | | | | | | | | | | | |
| Number Of Certificates (in words) | | | | | | | | | | | | | | | | | | | | |
| Nature of Securities | | <input type="checkbox"/> Free Securities <input type="checkbox"/> Lock-in Securities | | | | | | | | | | | | | | | | | | |
| Lock-in reason | | | | | | | | | | | | | | | | | | | | |
| Lock in Expiry Date | | D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | |

| | | | | | | | | | | | |
|-------------------------------|---|--|----|--|------|--|----|--|------|--|----|
| Details of Securities: | | | | | | | | | | | |
| Type of Security | <input type="checkbox"/> Equity <input type="checkbox"/> Debentures <input type="checkbox"/> Bonds <input type="checkbox"/> Units <input type="checkbox"/> Other (Specify) | | | | | | | | | | |
| Face Value of Securities | From | | To | | From | | To | | From | | To |
| Folio No. | | | | | | | | | | | |
| Certificate Numbers | | | | | | | | | | | |
| Distinctive Numbers | | | | | | | | | | | |
| Quantity | | | | | | | | | | | |

| | | | | | |
|--|--------------------------|--------------------------|-----------------------------------|--------------------------|--|
| Investor service request | | | | | |
| Duplicate securities certificates | Transmission | Transposition | Unclaimed suspense account | Corporate Actions | As per Investor service request |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Attach an annexure (duly signed by account holder(s)) in the above format if the space is not sufficient.

The original certificates / documents are hereby surrendered by me / us for dematerialisation and the same are free from any lien or charge or encumbrance and represent the Bonafide securities of the Issuer Company to the best of my / our knowledge and belief.

| | | | |
|--------------------|----------------------------|----------------------|---------------------|
| | First / Sole Holder | Second Holder | Third Holder |
| Name | | | |
| Signature with RTA | | | |

Registrar Transfer Agent Seal and Signature

===== (Please tear here) =====

Acknowledgement Receipt

| | | | | | | | | | | |
|----------------------------------|---|-----------|---|---|---|---|---|---|---|---|
| DRF No. | | Date | D | D | M | M | Y | Y | Y | Y |
| DP ID | | Client ID | | | | | | | | |
| First / Sole Holder Name | | | | | | | | | | |
| Second Joint Holder Name | | | | | | | | | | |
| Third Joint Holder Name | | | | | | | | | | |
| Name of the Company | | | | | | | | | | |
| Type of Security | <input type="checkbox"/> Equity <input type="checkbox"/> Debentures <input type="checkbox"/> Bonds <input type="checkbox"/> Units <input type="checkbox"/> Other (Specify) | | | | | | | | | |
| ISIN | | | | | | | | | | |
| No. of Securities (in figures) | | | | | | | | | | |
| No. of Securities (in words) | | | | | | | | | | |
| No. of Certificates (in figures) | | | | | | | | | | |
| No. of Certificates (in words) | | | | | | | | | | |

We hereby acknowledge the receipt of certificates / documents, in respect of the above securities for dematerialization subject to verification.

Registrar Transfer Agent Seal and Signature

Instructions:

1. In case of transmission-cum-demat, a notarized copy of death certificate of the deceased holder, copy of the Order of the Court, etc. to be attached with DRF.
2. In case of transposition-cum-demat, a duly executed Transposition Request Form to be attached with the DRF.

**APPLICATION FORM FOR TRANSPOSITION [TPRF]
[TO BE ATTACHED WITH DRF]**

| |
|--|
| Registrar Transfer Agent Name / Address |
|--|

| | | | | | | | | | | |
|----------|--|------|---|---|---|---|---|---|---|---|
| TPRF No. | | Date | D | D | M | M | Y | Y | Y | Y |
|----------|--|------|---|---|---|---|---|---|---|---|

Please transpose the names of the holders of securities as identified in the accompanying demat request form and thereafter credit the same in the demat account as detailed below:

| | | | | | | | | | | |
|---------------------|---|------|---|---|---|---|---|---|---|---|
| DRF No. | | Date | D | D | M | M | Y | Y | Y | Y |
| Name of the Company | | | | | | | | | | |
| ISIN | I | N | | | | | | | | |

| | | | | | | | | | | |
|--|--|-----------|--|--|--|--|--|--|--|--|
| DP ID | | Client ID | | | | | | | | |
| Name of the holders (As it appears in the Demat Account) | | | | | | | | | | |
| First / Sole Holder Name | | | | | | | | | | |
| Second Holder Name | | | | | | | | | | |
| Third Holder Name | | | | | | | | | | |

Name of the Holders (As it appears on the Certificates):

Folio Nos.-

| Sr. No. | Name(s) of the Holder(s) |
|---------|--------------------------|
| 1. | |
| 2. | |
| 3. | |

Folio Nos.-

| Sr. No. | Name(s) of the Holder(s) |
|---------|--------------------------|
| 1. | |
| 2. | |
| 3. | |

Folio Nos.-

| Sr. No. | Name(s) of the Holder(s) |
|---------|--------------------------|
| 1. | |
| 2. | |
| 3. | |

| | First / Sole Holder | Second Holder | Third Holder |
|-------------------------|---------------------|---------------|--------------|
| Name (as per demat a/c) | | | |
| Signature with RTA | | | |

We state that the above details are true to the best of our knowledge

Registrar Transfer Agent Seal and Signature

- Note:
1. Separate Transposition form should be filled by the joint holders for securities having distinct ISIN.
 2. Please write each combination of names in separate boxes.
 3. Use separate transposition form if there are more than three combinations of names.