



## 'Annexure'

### **The salient features/guidelines in respect of Dematerialisation of Physical Securities in DPM-SHR System are as under:**

1. NSDL eDPM system has been enhanced to facilitate the Depository Participants (DPs) to capture additional details viz., Folio Number, Certificate Number, Quantity, Distinctive Number From and Distinctive Number To, etc., during generation of dematerialisation requests.
2. Depository system will validate the 'Distinctive Number From' and 'Distinctive Number To' captured by DP with the Distinctive Number (DN) as available in the Distinctive Number Database and Static Data for physical shareholders (Static Database) as uploaded by the Issuer/R&T Agent in NSDL system at the time of generating the dematerialisation request by DP.
3. Based on the DN details captured by the DP, depository system shall retrieve the name of the shareholder(s) as available in the Static Database (as provided by Issuer/RTA) and shall validate with the name of the demat account holder(s). Depository system shall generate an alert where the name of demat account holder(s) as available in the demat account has not matched with the name of the shareholder(s) as provided by Issuer/R&T Agent in the Static Database.
4. The details like Folio Number, Certificate Number, Distinctive Number From, Distinctive Number To and Quantity as captured by DP while generating the dematerialisation request, will be downloaded to Issuer/RTA along with the indicator where name has not matched.
5. Issuer/R&T Agent shall provide additional details like Folio Number and Certificate Number at the time of confirmation of dematerialisation request. These additional details shall be validated with the details as provided by the DP for generation of dematerialisation request.



6. In case of dematerialisation request where indicator (for name not matched) is generated, the R&T Agent shall obtain/ verify the additional documents provided the demat account holder(s) for confirmation of dematerialisation request and provide the 'Reason for Acceptance' by selecting/mentioning appropriate reason as given in the table below:

<b>Reason Code</b>	<b>Reason Description</b>
1	Name change by Gazette Notification
2	Name change due to marriage
3	Aadhar Card
4	Passport
5	**ROM Changes after upload of static database – Transmission
6	**ROM Changes after upload of static database – Transposition
7	**ROM Changes after upload of static database – Transfer
99	Others (Please specify)

\*\* Note: ROM – Register of Members