



Circular No.: NSDL/POLICY/2013/0033

Date: February 27, 2013

Sub: Procedure for change of name in individual Beneficial Owner's account

Attention of Participants is invited to SEBI's Circular No. CIR/MRD/DP/27/2012 dated November 1, 2012 (Ref.: Circular No.: NSDL/POLICY/2012/0125 dated November 2, 2012) regarding Change of Name in the Beneficial Owner (BO) Account. In this context, procedure for change of name of account holder(s) in individual BO account is given below:

1. For effecting change in name in the depository account of an individual BO, a request letter duly signed by the holder whose name is changing alongwith self attested copies of the following document(s) are required:

Sr. No.	Reason for name change	Documents required
(a)	On account of marriage	(i) Marriage Certificate or (ii) Copy of Passport showing husband's name or (iii) Publication of name change in official gazette.
(b)	On account of reasons other than marriage	(i) Publication of name change in official gazette.
(c)	Change in father's name	(i) Publication of name change in official gazette.

2. Participant must verify the copies of the document(s) with the originals and must write the remarks "**verified with the originals**" on the copies of the document(s).
3. After verifying the request, execute the request for name change and select the appropriate name change reason [*viz.: On account of marriage, Other than marriage and Change in father's name*] in the DPM system. For modifying name of account holder(s), go to the Client Maintenance - Client Modification - Primary, Address and Signatory Details Modification.
4. The name of the account holder in depository accounts can be changed for any of the holders for the following Types and Subtypes.



Type	Subtype
Resident	Ordinary
	Margin Account
	Ordinary-DR
NRI	NRI-Repartriabale
	NRI-NonRepartriabale
	DR
Foreign National	DR
	FN
QFI	Individual

5. After the name change is carried out, the Participant should send a communication via letter / email / Client Master Report / Client Modification Letter generated from the DPM System or its back office or any other mode which the Participant may deem fit to the Clients informing about changes carried out in their name.

Accordingly, necessary changes are made in NSDL Master Circular No. NSDL/POLICY/2012/0018 dated February 9, 2012 on account opening and is given at Annexure in track change mode. Further, existing point nos. 2.6 to 2.9 have been renumbered as point nos. 2.7 to 2.10 and updated version 4.7, February 2013 of aforesaid Master Circular is enclosed.

For and on behalf of
National Securities Depository Limited

Samar Banwat
Senior Vice President

Encl: a/a

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10th of the following month.	By email at dp_igreport@nsdl.co.in. Alternatively, by hard copy to the Investor Relationship Cell.	1. Circular No. NSDL/PI/98/500 dated October 6, 1998. 2. Circular No. NSDL/PI/2004/1688 dated September 16, 2004.



Time limit for Participants to upload existing Client's [<i>who trade/ invest/ deal with it during January 1, 2013 - February 28, 2013</i>] KYC data on KRA system & send KYC documents to KRA	March 15, 2013	Not Applicable	Circular No. NSDL/POLICY/2012/0043 dated April 16, 2012.
Time limit for obtaining NISM-Series-VI: Depository Operations Certification Examination (DOCE) for the persons who were engaged or employed by the Participant as on March 29, 2011.	March 28, 2013	Not Applicable	Circular No. NSDL/POLICY/2011/0040 dated May 3, 2011 and Circular No NSDL/POLICY/2011/0096 dated November 23, 2011