

Circular No.: NSDL/POLICY/2019/0002

January 8, 2019

Subject: SEBI circular on change of name in the Beneficial Owner (BO) Account with Depository.

As Participants are aware, for change of name in a demat account for reasons other than marriage, the publication of name change in official gazette is necessary. Some of the investors who reside in the State of Karnataka and Punjab, the name change is published by the State Government in the Official Gazette only for Government employees and not for private persons in case of change in name of an individual. In view of the same, SEBI has vide Circular No. CIR/MRD/DP/158/2018 dated December 27, 2018 (copy enclosed) issued guidelines to facilitate name change for reasons other than marriage for individuals in the State of Karnataka and Punjab.

Participants are requested to take note of the following procedure in case of change of name of an individual in the State of Karnataka and Punjab for reasons other than marriage:

1. Documents to be collected:
 - a. Request letter for change of name;
 - b. Sworn affidavit executed before the Notary Public/ Magistrate of First Class/ Executive Magistrate mentioning the reason for change of name and his complete address;
 - c. Paper publication in one local newspaper and one national newspaper; and
 - d. KYC in changed name.
2. Participants shall collect the self-attested copies of above documents and maintain the same in their records after verifying with the original documents and must write the remarks "verified with the originals" on the copies of the document(s).
3. While capturing the name change in the demat account in the DPM system, Participants may select the reason for change in name as "Other than marriage".

Participants are requested to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

Chirag Shah
 Senior Manager

Enclosed: One

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 th of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015
Compliance Certificate (July - December)	January 31st every year.	Digitally signed compliance certificate by email at nsdl-bp-inspection@nsdl.co.in Alternatively, by hard copy to Inspection Department.	Circular No. NSDL/POLICY/2010/0017 dated February 22, 2010 and Circular No. NSDL/POLICY/2018/0028 dated May 21, 2018.