

Circular No.: NSDL/POLICY/2020/0011

January 23, 2020

Subject: Discontinuation of dispatch of physical Conversion Request Form for Mutual Fund units to RTA.

Attention of Participants is invited to NSDL Circular No. NSDL/POLICY/2018/0034 dated June 26, 2018 (*copy enclosed as Annexure A*) regarding amendment to Business Rules related to mutual fund conversion and reconversion request. In this regard, all Participants are hereby informed that these amendments (except new FORM 2) will be effective from **February 24, 2020**.

In view of the above, Participants are requested to take note of the following and ensure compliance:

1. For all conversion requests generated electronically in the DPM system from Monday, February 24, 2020 onwards, Participants are not required to forward physical Conversion Request Form alongwith the Statement of Account to the Asset Management Company or its Registrar and Transfer Agent after initiating the request in the DPM system.
2. Participants are requested to continue to process the conversion request form as per the current procedure including verifying the signature of the client on conversion request form with the signature on the DPM system, except sending the physical conversion request form to the AMC/R&T Agent.
3. Since enhancements for mutual fund conversion module for processing of folio based conversion and NSDL CAS based conversion are under development, Participants are requested to continue to use existing FORM-2 for conversion of mutual fund units (*format enclosed as Annexure B for ready reference*), instead of the new FORM-2 as per the new Business Rules.

For and on behalf of
National Securities Depository Limited

Chirag Shah
Senior Manager

Enclosed: Two

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	Through e-PASS	Circular No. NSDL/ POLICY/2019/0088 dated December 17, 2019.