

Circular No.: NSDL/POLICY/2020/0032

March 16, 2020

Subject: e-mail updation facility to shareholders of Companies.

All Participants are hereby informed that based on the request received from issuers, NSDL has developed a facility wherein issuers can approach its shareholders for updation of their email ID and other details in demat account.

Accordingly, process followed by NSDL is as under:

1. SMS is sent by NSDL on the registered mobile number in demat account to those shareholders of the company whose email ID is not updated requesting them to update email id & other details. SMS will have the link for updation of information.
2. On clicking the link, client will be guided to NSDL eServices, where on the basis of PAN and OTP authentication updation of following details can be done:
 - a. Email ID
 - b. Consent to receive eCAS
 - c. Consent to receive Annual reports, AGM notices and other communication in electronic form.
3. Based on the aforesaid authenticated request of the clients on NSDL eServices the relevant fields will be updated in the demat account of such clients.
4. A SMS confirmation will be sent to client upon successful updation of details in its demat account.
5. These modifications will be made under reason viz., "Clients request to NSDL" with static code viz., "05" in the Local DPM System. The static code '05' was informed to Participants vide Circular No. NSDL/POLICY/2015/0109 dated December 4, 2015 for making the necessary changes in the back-office.
6. Participants are required to intimate about updation of aforesaid details to respective Clients.
7. Participants can download the Client Master Export containing the details of aforesaid updations from the Local DPM system for updating their back-office system.

For and on behalf of
National Securities Depository Limited

Chirag Shah
 Senior Manager

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
Tariff Sheet (Yearly)	April 30 th every year.	By email at dpfees@nsdl.co.in	1. Circular No. NSDL/POLICY/2006/0064 dated December 26, 2006. 2. Circular No. NSDL/POLICY/2007/0003 dated January 8, 2007.

