



### Tips

- Accept the DIS book from your DP only if each slip has been pre-printed with a serial number along with your demat account number.
- Keep DIS booklet in safe custody. Do not leave your DIS booklet with anyone else.
- Fill in all details and then sign on DIS. Never sign a blank DIS.
- Please strike off unused rows in DIS.
- Avoid over-writing, cancellations and changes in the DIS.
- Know the deadline for submitting the DIS from your DP. You can submit DIS early with a future dated execution date so that shares move from your account only on the execution date.

### Go Green Initiative: Save paper and time by availing hassle free NSDL e-services

- IDeAS: Use IDeAS facility to view your holdings and transactions in demat account online.
- SPEED-e: Use SPEED-e facility to submit delivery instructions directly on internet.

Ask your DP or visit <https://eservices.nsdl.com/> for details on above.

### List of most common Reason codes for the Off Market Trades/ Inter Depository Instructions

Reason Code	Reason / Purpose	Reason Code	Reason / Purpose	Reason Code	Reason / Purpose
1	OFF MARKET SALE*	15	TRANSPOSITION - BETWEEN JOINT ACCOUNT OF SAME HOLDERS	29	DEPOSIT OF SECURITIES WITH ESCROW AGENT AND ITS RETURN
4	TRANSFER TO OWN ACCOUNT	21	TRANSFER FROM NOMINEE/SURVIVING HOLDER TO BENEFICIARY	88	TRANSFER BETWEEN MINOR ACCOUNT AND GUARDIAN ACCOUNT
10	MARKET IDT IDENTIFIER	23	TRANSFER OF SECURITIES FROM/TO ACCOUNT OF PMS PROVIDER TO/FROM THE ACCOUNT OF ITS VARIOUS CLIENTS	89	TRANSFER BETWEEN SPECIFIED FAMILY MEMBERS
12	BUY-BACK	24	MARGIN TO CUSTODIAN	90	TRANSFER BETWEEN PARTNER AND FIRM, DIRECTOR AND COMPANY
13	OPEN OFFER FOR ACQUISITION	27	OFF-MARKET SWAP	92	GIFT
14	REDEMPTION OF MUTUAL FUND UNITS	28	DELISTING-EXIT OFFER	93	DONATION

\* Kindly submit the consideration payment details alongwith DIS.