

Circular No.: NSDL/POLICY/2021/0091

August 27, 2021

Subject: Conversion of Mutual Fund units in demat mode.

Attention of Participants is invited to NSDL Circular Nos. NSDL/POLICY/2010/0024 dated March 9, 2010 and NSDL/POLICY/2010/0069 dated June 25, 2010 regarding conversion of existing Mutual Fund units represented by Statement of Account (SoA) into dematerialised form through Asset Management Company / Registrar and Transfer Agent and NSDL Circular No. NSDL/POLICY/2013/0066 dated May 6, 2013 regarding Master Circular – Version 1.1 - Mutual Fund Units in dematerialised form.

All Participants are hereby informed that the DPM System has been enhanced to enable Participants to initiate request for conversion of Mutual Fund units represented by SoA based on different conversion types viz., ISIN, Mutual Fund Folios and NSDL CAS (Consolidated Account Statement) into dematerialized form through DPM System. Further, Participants are hereby informed that the existing functionality in respect of ISIN based conversion with the existing file formats will be continued.

Participants will be able to initiate conversion request through file upload mechanism on eDPM system under the menu viz., Demat/Remat→Mutual Funds Conversion – CAS / Folio / ISIN Level – Bulk upload. The file formats in respect of aforesaid functionality for back-office batch interface with the DPM System are enclosed at **Annexure A**. Further, the rejection codes and descriptions are enclosed at **Annexure B**. Participants are requested to make necessary changes in their back-office system so as to use aforesaid file upload facility. The detailed features in respect of aforesaid new conversion process is enclosed at **Annexure C**.

Participants are requested to note that the enclosed file formats and file upload mechanism can be used for uploading conversion instructions in respect of existing functionality of ISIN based conversion as well as for new functionality viz., Folio & CAS based conversion in DPM 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 10th of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015