

Circular No.: NSDL/POLICY/2023/0120

September 11, 2023

Subject: Inclusion of facility for conversion of MF units into demat form in Consolidated Account Statement (NSDL e- CAS).

As Participants are aware, as a part of our endeavor to enhance investor experience, NSDL has introduced a new feature viz., **Mutual Fund Conversion** facility using NSDL e-CAS. The link is provided under Holding section of Mutual Fund Folios in e-CAS. Investor by clicking the said link available in e-CAS, will be able to give online conversion requests for Mutual Fund units held in Folio (Physical/SOA) form into demat form. Currently, this facility is made available only for the sole/single Holder demat accounts.

Participants may note that this electronic facility is developed over the existing system of conversion requests received physically and entered in the eDPM system, and thus, all the existing functionalities of verification of status of conversion will be available for such electronic conversion requests as well. Participants can view the details of Mutual fund conversion request submitted by its client through the aforesaid facility on eDPM --> Demat/Remat--> Conversion of Units Represented by SOA screen. Status of request raised through aforesaid facility can be viewed on Conversion of Units represented by SOA screen--> Channel Indicator drop-down menu -->Mutual Fund SOA.

Further, the details of Mutual Fund conversion request submitted through the aforesaid facility have been made available under following options in back-office interfaces in DPM system as enclosed at Annexure:

1. COD Downloads
2. SOT export

Participants are requested to take note of the same.

**For and on behalf of
National Securities Depository Limited**

**Arockiaraj
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 | Para 20 of NSDL Master Circular for Participants on Grievance Redressal chapter |
| Networth Certificate and Audited Financial Statements (yearly) | September 30 th | Through e-PASS | Para 27 of NSDL Master Circular for Participants on Internal Controls/Reporting to NSDL / SEBI chapter and Circular No. NSDL/POLICY/2023/0069 dated June 16, 2023 |