

Circular No.: NSDL/POLICY/2023/0144

October 11, 2023

**Subject: Procedure for processing request for update of email ID and Mobile Number where demat accounts are suspended for 6 KYC Non-Compliance.**

As Participants are aware that for removing the suspension from demat accounts which are suspended for 6 KYC non-compliance shall be allowed only after updating the deficient KYC attributes based on the request received from the Clients.

In this regard, Participants are hereby advised to follow the below mentioned procedure in the demat accounts which were suspended for 6 KYC non-compliance.

*For demat accounts where valid email ID and Mobile Number are not available and if the same are being updated simultaneously based on the request of the Client, the Participants shall send physical copy of intimation / confirmation to such clients through registered post on the registered address of the Client and maintain records of such correspondence / proof of dispatch.*

Participants are requested to take note of the above and ensure compliance.

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

**Arockiaraj  
Manager**

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 <sup>th</sup> 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)	October 31 <sup>st</sup>	Through e-PASS	Para 27 of NSDL Master Circular for Participants on Internal Controls/Reporting to NSDL / SEBI chapter and Circular Nos. 1.NSDL/POLICY/2023/0069 dated June 16, 2023, 2.NSDL/POLICY/2023/0122 dated September 11, 2023, 3.NSDL/POLICY/2023/0131 dated September 25, 2023.
Artificial Intelligence /Machine Learning Reporting Form (if offering or using such technologies as defined) (Quarterly)	By 15 <sup>th</sup> of the following month.	Through e-PASS	Para 10 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter and NSDL/POLICY/2023/0142 dated October 05, 2023.
Cyber Security & Cyber Resilience framework of Depository Participants (Quarterly)	By 15 <sup>th</sup> of the following month	Through e-PASS	Para 2.59 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter.

**National Securities Depository Limited**

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Internal/ Concurrent Audit Report (April - September)	November 15 <sup>th</sup>	Through e-PASS	Para 20.4 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter and Circular No. NSDL/POLICY/2023/0141 dated October 04, 2023.
Risk Assessment Template (April - September)	October 30 <sup>th</sup>	Through e-PASS	Para 7 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter.
Reporting of status of the surveillance alerts generated by Participants (Quarterly)	Within 15 days from end of the quarter	Through e-PASS	Para 11.7 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter.