

Circular No.: NSDL/POLICY/2023/0165

November 20, 2023

**Subject: Power of Attorney (POA) or Demat Debit and Pledge Instruction (DDPI) registration/ de-registration.**

Attention of Participants is invited to guidelines issued from time to time regarding execution of POA / DDPI given by clients (*refer master circular number NSDL/POLICY/2023/0089 dated July 27, 2023*).

In this regard, Participants are advised to ensure compliance with below requirements with respect to POA or DDPI registration/ de-registration procedure:

1. POA or DDPI registration/ de-registration requests submitted by the Clients should be date stamped i.e. the date of receipt of the request from client should be mentioned and duly signed & stamped by the Participant on the client request.
2. The aforesaid documents received from clients shall be verified and addition/ deletion/ modification of POA/ DDPI details in the Local DPM system shall be carried out, within seven days of receipt of request from client.

In this regard, Participants are hereby informed that Local DPM system will be enhanced to mandatorily capture the date of request received from clients for adding/ modifying / deleting the POA / DDPI holder(s) in the Client Maintenance module in the Local DPM system.

The additional field for capturing the abovementioned details through front end and through file upload facility will be made available in the Client Maintenance module (Uploads/Downloads) through the DPM version release, which will be made available to Participants from **December 01, 2023 (EoD)**.

In this context, changes required in the file formats in respect of the back-office interface with DPM system are highlighted and enclosed as following Annexure:

1. Power of Attorney (POA) Creation Upload v1.4
2. Power of Attorney (POA) Modification Upload v1.5
3. Power of Attorney (POA) Download v1.3



All Participants are advised to make necessary changes in their back-office system latest by **November 29, 2023**.

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

**Arockiaraj  
Manager**

Enclosure: Three

**FORTHCOMING COMPLIANCE**

<b>Particulars</b>	<b>Deadline</b>	<b>Manner of sending</b>	<b>Reference</b>
Investor Grievance Report (Monthly)	By 10 <sup>th</sup> of the following month	Through e-PASS	1. Para 20 of NSDL Master Circular for Participants on 'Grievance Redressal' chapter. 2. Circular No.: NSDL/POLICY/2023/0161 dated November 13, 2023