

Circular No.: NSDL/CIR/II/21/2017

Date: November 24, 2017

Sub: Operational guidelines regarding transfer of shares to Investor Education and Protection Fund (IEPF) Authority and Schedule for System Version Release

Attention of Issuers/RTAs is invited to NSDL circular no. NSDL/CIR/II/20/2017 dated November 2, 2017 regarding operating guidelines for transfer of shares to IEPF Authority. In this context, Issuers/R&T Agents are requested to take note of the following:

1. The corporate action information form notified vide aforesaid NSDL circular has been revised as per Annexure-I, Issuers/RTAs are requested note and submit the same for transfer of shares to IEPF Authority.
2. In respect of shares held in the unclaimed suspense account opened by the company as directed by SEBI, the procedure to be followed for transfer of such shares to demat account of the IEPF Authority held in NSDL system is given below:
 - a) Debit shares held in NSDL system using the normal corporate action file using CA type (0012) and allotment description (0078 - Transfer to IEPF Authority).
 - b) For crediting the shares which are debited as mentioned at point (a) above, file format C as notified vide our aforesaid circular shall be used providing details of the investors whose shares are dematerialized in unclaimed suspense account by the company for transfer of shares to IEPF Authority account.
3. The details of DPM-SHR Version release related to facility for transfer of shares to IEPF Authority is as given below:
 - a) Simultaneous corporate action to debit Investor's demat account with NSDL Depository System and credit demat account of IEPF Authority in NSDL Depository System is available from November 4, 2017.
 - b) Credit corporate action to credit demat account of IEPF Authority in NSDL Depository System in respect of those shares which are successfully debited by executing debit Corporate Action in CDSL Depository System is available from November 11, 2017.
 - c) Shares being transferred/transmitted are held in physical form and credit into demat account of IEPF Authority in NSDL Depository System is available from November 11, 2017.

- d) Shares being transferred from Investor's holding demat account in NSDL Depository System to IEPF Authority demat account held in CDSL system, availability of the facility in DPM SHR system will be intimated separately. Issuer/RTAs shall use the File Format D enclosed at Annexure-II for this purpose.
4. You may refer to the updated file formats provided at the NSDL Intranet site (<https://i-assist>) at **File Formats→Back Office→Back office file formats - New DPM SHR System**

Issuers/ R & T Agents are requested to inform their clients suitably.

For any information/clarifications, Issuers/R&T Agents are requested to contact NSDL Help Desk at (022) 2499 4601 to 4610 or email at helpdesk@nsdl.co.in.

For and on behalf of
National Securities Depository Limited

Nitin Ambure
Vice President

Encl.: a/a