

Circular No.: NSDL/CIR/II/8/2020

Date: January 28, 2020

***Subject: Discontinuation of dispatch of physical Conversion Request Form for Mutual Fund units to RTA by Participants***

Attention of Issuers/R&T Agents is invited to NSDL Circular No. NSDL/CIR/II/21/2018 dated June 26, 2018 (copy enclosed as Annexure I) regarding amendment to Business Rules related to mutual fund conversion and reconversion request. In this regard, all Issuers/R&T Agents are hereby informed that these amendments (except new FORM 2) will be effective from February 24, 2020.

In view of the above, Issuers/R&T Agents are hereby informed as follows:

1. In respect of conversion requests received electronically in the DPM-SHR system from Monday, **February 24, 2020** onwards, Issuers/R&T Agents will not receive the Conversion Request Form alongwith the Statement of Account. Issuers/R&T Agents are advised to process the conversion request based on the electronic request received through DPM-SHR.
2. File format for download of Demat/ Conversion/ Remat / Reconversion/ Repurchase is enhanced to include conversion request to provide folio number alongwith other details under record type '03' from February 14, 2020 and enclosed as Annexure II.

All Issuers / R&T Agents are requested to take note of the aforesaid and ensure compliance. All R&T Agents are requested to inform their client companies accordingly.

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

**Rakesh Mehta**  
**Vice President**

Encl.: a/a