



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India



Depository Services

(Available to demat account holder)



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Flow of Presentation

- Dematerialisation of Securities
- Transposition of Securities
- Rematerialisation of Securities
- Transmission of Securities

Dematerialisation

What is Dematerialisation?

- Conversion of **physical securities** into **electronic form**.
- Some examples of securities that can be Dematerialised :

Equity
Shares

Preference
Shares

Debentures

Bonds

Mutual
Fund Units

Government
Securities

Sovereign
Gold Bonds



Dematerialisation : Prerequisites

- Investor should have a Demat account with any Depository Participant (DP)
- Securities should be available for Dematerialisation (active ISIN):
 - Company Details whose securities are available for Demat is available on websites of Depositories
 - **CDSL** : <https://www.cdslindia.com/Investors/InvestorCorner.aspx>
 - **NSDL** : https://nsdl.co.in/master_search.php
 - Details of Registrar and Transfer Agent (RTA) of company available on “**Investor Relations**” section of the Company website



Dematerialisation : Check Company Status (Sample)

[Home](#) : [Company Search](#) : Detailed Search

Master Search

ISIN	<input type="text"/>
Company Name (You may enter a part of a string)	<input type="text"/>
<input type="button" value="Search"/>	

Checking
company
status on
NSDL
website

ISIN Search

☒ ISIN Name ☐ ISIN Code

Search on Criteria : Status :

Security Type :

Checking
company
status on
CDSL
website

Dematerialisation : Process

➤ Broad Process :



➤ Care to be taken :

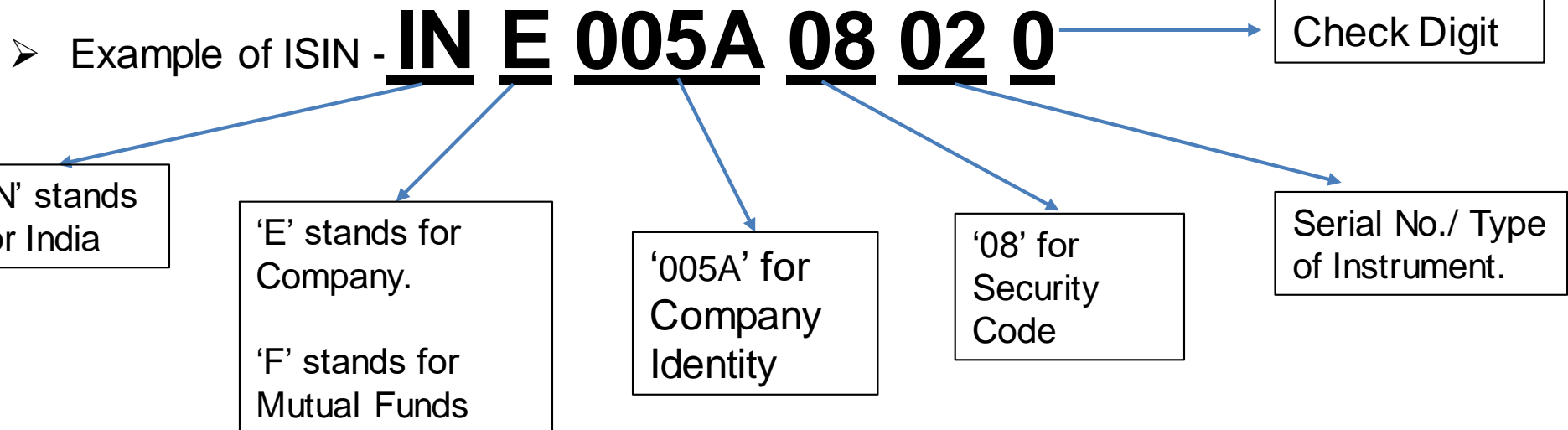
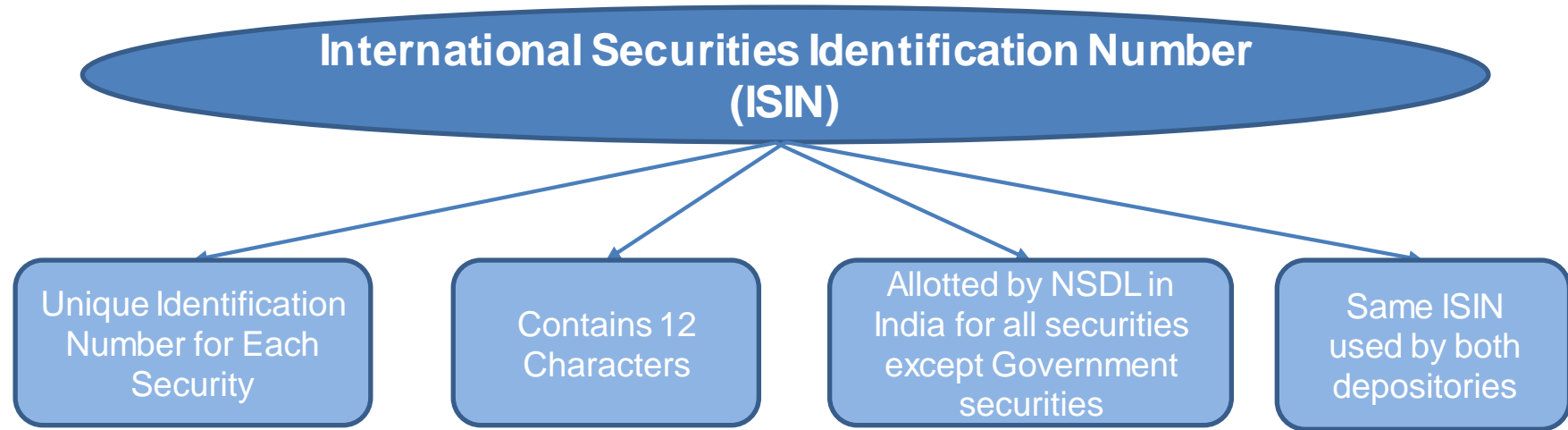
- DRF should be signed by all holders (in case of multiple holders)
- Pattern of holdings in the certificates should match with Demat account

➤ Separate DRF should be submitted for -

- Each **ISIN** (meaning of ISIN in later slide)
- Free and locked in securities
- Securities locked-in for different reasons and different lock-in release dates



Dematerialisation : Meaning of ISIN





Dematerialisation : Sample Physical Security

DEBENTURE CUM SHARE CERTIFICATE (SERIES - H) CONVERTIBLE PART (PART - A)

Upto the close of business on August 25, 1993, this document shall operate as a Debenture Certificate in respect of the Convertible Part A of Rs. 55/- per Debenture comprised in the issue of 3,64,60,000 - 12.5% Secured Redeemable Partly Convertible Debentures of Rs. 150/- each aggregating Rs. 546.90 crores made inter alia, in terms of the Letter of Offer dated November 30, 1991 and in terms of the Debenture Trust Deed dated 20th February, 1993 ("the Trust Deed") made between the Company and The Industrial Credit and Investment Corporation of India Limited, ("the Trustees") consisting of Two Parts namely Convertible Part A of Rs. 55/- per Debenture and a Non Convertible Part B of Rs. 95/- per Debenture and shall, with effect from August 26, 1993 operate as a Share Certificate in respect of the Equity Shares consequent upon conversion of the Convertible Part A of Rs. 55/- per Debenture into One Equity Share of Rs. 10/- each at a premium of Rs. 45/- per Share.

DEBENTURE CERTIFICATE (upto 25th August, 1993)

CONVERTIBLE PART A OF RS. 55/- OF 12.5% SECURED REDEEMABLE PARTLY CONVERTIBLE DEBENTURES EACH OF RS. 150/-	
(Authorised Signatory)	Amount Paid-up per Debenture on First call on Rs.
(Authorised Signatory)	Amount Paid-up per Debenture on Second call on Rs.

SHARE CERTIFICATE (with effect from 26th August 1993)

EQUITY SHARE EACH OF Rs. 10.00

AMOUNT PAID UP PER SHARE Rs. 5.00

FOLIO NO. : 28043244 CERT NO. : 12530601

AMOUNT PAID UP PER EQUITY SHARE ON FIRST CALL ON 8-12-1993 Rs. 5.00

(FULLY PAID-UP)

Name(s) of Holder(s) [Redacted]

No. of Debenture(s) held (Upto 25th August, 1993) **ONE ONLY** (*****1)

Distinctive No.(s) of Debenture(s) **093247413 TO 093247413**

No. of Equity Share(s) held (From 26th August, 1993) **ONE ONLY** (*****1)

Distinctive No.(s) of Equity Share(s) **256344273 TO 256344273**

This Certificate is issued in lieu of Letter of Allotment No. **1850564** which ceases to be valid/effective upon issue of this Debenture Certificate.

Stamp of Company [Redacted]

Stamp of DP with DP ID and Client ID details [Redacted]

JOINT MANAGING DIRECTOR [Redacted]

DIRECTOR [Redacted]

AUTHORISED SIGNATORY [Redacted]

Note: No transfer of the above Debentures/Shares will be registered unless accompanied by this Certificate.

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Dematerialisation : Sample Demat Request Form (Equity shares)

Number of Certificates (In words)		Face Value of Securities Rs.	
Quantity to be Dematerialised	(In Figures)		
	(In words)		
(If the space above is found to be insufficient, an annexure containing the certificate details duly signed in the same format may be attached.)			
In case of Locked-in Securities fill up a separate DRF for Locked - in Securities having different release dates.			
Lock-in Reason			
Lock-in Release Date			
The Original Certificates / documents are hereby surrendered by me / us for dematerialisation and the same are free from any lien or charge or encumbrance and represent the bona fide securities of the Issuer Company to the best of my / our knowledge and belief.			
Names			
Signature with DP			
Signature with RTA/Issuer/Co.			
	First / Sole Holder	Second Holder	Third Holder

*Signatures provided in boxes for “Signature with DP” and “Signature with RTA / Issuer / Company” **should exactly match** with signatures provided to DP and RTA / Issuer / Company earlier.*



Dematerialisation : Sample Transaction Statement showing Credit of Dematerialised Shares

TRANSACTION STATEMENT						
To,	Unique ID of DP in the system of the depository	DP ID: <input type="text"/>	Client ID: <input type="text"/>	Unique ID of investor in the system of the depository		
Name & Address of investor		CONSOLIDATED A/C STMT(CAS) FACILITY BY CDSL WEF FEB15-SINGLE STMT OF INVESTMENT IN MUTUAL FUND & SECURITIES ACROSS DPs				
Account Status : Active		BO Status : INDIVIDUAL				
Frozen Status : Not Frozen		BO Sub Status : Individual- Resident Negative Nomination				
BSDA Flag : No		RGESS Flag : No				
Nomination Status : Not Registered		Email Id : <input type="text"/>		Regd Email ID of investor		
Mobile No : <input type="text"/>		SMS Alert Flag : Yes		Regd Mobile No. of investor		
STATEMENT OF ACCOUNT FOR THE PERIOD FROM: <input type="text"/> TO: <input type="text"/>						
ISIN : <input type="text"/>		Security Type : EQ				
<input type="text"/>		LIMITED-EQUITY SHARES				
Date	Transaction Particulars	Settlement ID	Counter Settlement ID	Credit	Debit	Current Balance
27-08-2010	Opening Balance					0.000
26-03-2012	Demat 06042951 Close - Cr Confirmed Balance			9500.000		9500.000
02-05-2012	Demat 06066367 Close - Cr Confirmed Balance			4600.000		14100.000
02-05-2012	Demat 06066364 Close - Cr Confirmed Balance			7700.000		21800.000



Dematerialisation : Mutual Fund Units

- Following Mutual Funds have the option to convert/ subscribe to Demat Form:
 - All existing mutual fund units issued by all the mutual fund companies.
 - All New Fund Offers (NFOs).
 - All existing mutual fund investments through SIP mode
- ISIN of your mutual fund units –
 - Can be seen in the Statement of Account / Consolidated Account Statement (CAS)
 - Can be searched at website of CDSL/NSDL.
- Investor needs to submit a '**Conversion Request Form**' along with **Self Attested Statement of Account** received from Mutual Fund to the Depository Participant (DP).



Dematerialisation : Sample Demat Request Form (Mutual Fund Units)

MF-DRF FORM - For conversion of existing Mutual Fund Units represented by Statement of Account into electronic (Destatementized Form)							
(To be filled up by the DP)							
(To be filled by the BO. Please fill all the details in BLOCK LETTERS in English. Fill up a separate DRF for different combination of Names and for different RTAs). I/We request you to convert (Destatementize) the enclosed Mutual Fund Statement of Account [SoA] registered in my/our name into my/our demat account:							
DP ID				CLIENT ID			
Name of First Holder							
Name of Second Holder							
Name of Third Holder							
❖ Total Number of pages contained in the Statement of Account: _____							
Folio No.	ISIN	Mutual Fund Name & Units Description	Quantity		Lock-in Details		Destatementization Request No./ RRN (To be filled in by DP)
			In Figures (or) All	In Words (or) All	Reason	Expiry Date	
<ul style="list-style-type: none">• Attach an annexure (duly signed by account holder(s)) in the above format if the space is not sufficient.• If all holdings in the Statement of Account are to be destatementized, then "ALL" should be mentioned in the Quantity column.							



Dematerialisation : Sample Demat Request Form (Mutual Fund Units)

Declaration by BO(s): I/We hereby declare that the abovementioned MF units are registered in my/our name(s) and are not already destatementized and no certificates issued against these MF units. I/We also hereby declare that the units requested by me/us for conversion into destatementized form are free from any lien or charge or encumbrance and represent the bonafide units of the Issuer to the best of my/our knowledge and belief.			
	FIRST/ SOLE HOLDER	SECOND HOLDER	THIRD HOLDER
NAME	<div></div>	<div></div>	<div></div>
SIGNATURE WITH DP	<div></div>	<div></div>	<div></div>
SIGNATURE WITH RTA	<div></div>	<div></div>	<div></div>

*Signatures provided in boxes for “Signature with DP” and “Signature with RTA” **should exactly match** with signatures provided to DP and RTA earlier.*



Dematerialisation : Rejection of Demat Request Form (DRF)

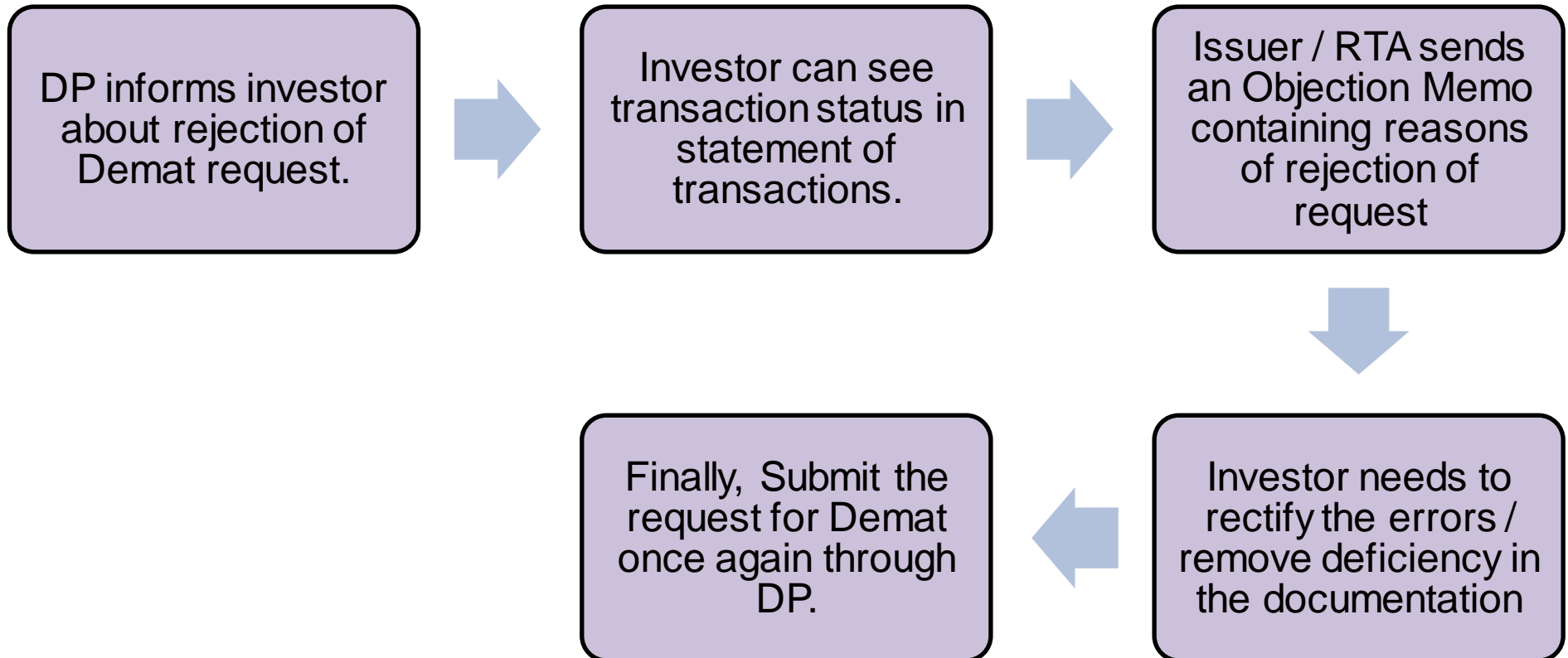
Some common reasons for rejection of DRF :

- Incorrect Holder(s) name
- Certificate details mismatch
- Demat request initiated under wrong ISIN
- Transmission Form / Death Certificate not submitted
- DRF not signed / stamped by DP
- Signature mismatch
- **Verification of Share Certificate(s) not received from RTA within prescribed timelines**
- Mismatch between actual quantity of shares and quantity of shares mentioned in DRF
- Shares under “stop transfer” / court injunction
- **Allotment / Call Payment receipt not attached**
- Certificates submitted are “reported as stole”
- Duplicate certificates already issued
- Old defunct certificates surrendered for Demat
- Forfeited securities surrendered for Demat
- Forged endorsement on certificate



Dematerialisation : What to do if Demat Request is rejected ?

Steps to be taken after rejection of DRF :





Transposition



Transposition Form

➤ **When Transposition Form needs to be submitted?:**

- For rectification of order of names of Joint Demat Account holders.
- When order of names of joint shareholders on the physical share certificate is not same as the order of names on Joint-Demat account.
- Transposition form will have to be signed in the same order as on the Joint Demat account.



Transposition : Sample Application Form for Transposition (TRPF) (1/3)

<u>APPLICATION FORM FOR TRANSPOSITION (TRPF)</u>												
(To Be Attached With DRF)												
TRPF No.												
Date												
Please transpose the names of the holders of securities as identified in the accompanying demat request form and thereafter credit the same in the demat account as detailed below:												
DRF No												
Date												
Name of the Company												
ISIN	I	N										
DP ID					Client ID							
Name of the Holders (As it appears in the Demat Account)												
First/Sole Holder Name												
Second Holder Name												
Third Holder Name												

Ref to Demat Request Form

Names of investors and order of names must be exactly matching with that in Demat Account

Client ID of Joint Demat Account



Transposition : Sample Application Form for Transposition (TRPF) (2/3)

Name of the holders (As it appears on the certificate)

Folio No:-

Sr.No.	Name(s) of the Holder(s)
1	
2	
3	

Folio No:-

Sr.No.	Name(s) of the Holder(s)
1	
2	
3	

Folio No:-

Sr.No.	Name(s) of the Holder(s)
1	
2	
3	



Transposition : Sample Application Form for Transposition (TRPF) (3/3)

	First/Sole Holder	Second Holder	Third Holder
Name (As per demat a/c)			
Signature with DP			
Signature with RTA			

We state that the above details are true to the best of our knowledge:

Signatures provided in boxes for “Signature with DP” and “Signature with RTA” should exactly match with signatures provided to DP and RTA earlier.

Rematerialisation



Rematerialisation

What is Rematerialisation?

- Conversion of securities held in Demat form to physical form

Pre-requisite of Rematerialisation

- Sufficient Balance of Securities in Demat Account.

Process

- Submit Remat Request Form (RRF) to DP
- RRF should be signed by all holders (for multiple holders)
- Separate RRF should be submitted for -
 - ✓ Each ISIN
 - ✓ Free and locked in securities
 - ✓ Securities locked-in for different reasons and different release dates



Rematerialisation : Sample Remat Request Form

To be filled by the DP

Rematerialisation Request Form (RRF)										
<div>INDOC NUMBER</div>	<div>RRN</div>	<div>Date of Receipt :</div>	<div>D</div>	<div>D</div>	<div>M</div>	<div>M</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>CPO SR. NO.</div>
<div>SEQUENCE NUMBER</div>	<div>Date</div>	<div>D</div>	<div>D</div>	<div>M</div>	<div>M</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>	
<div>I/We hereby declare that the below mentioned account may be debited to the extent of my/our rematerialisation request and equivalent certificates be issued for the same. I/We hereby declare that the below mentioned person(s) are the beneficial owners of the securities mentioned.</div>										
<div>TO BE FILLED UP BY HOLDER(S)</div>		<div>Client ID</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Account Holder Name</div>										
<div>First/Sole Holder</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Second Holder</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Third Holder</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>No. of Securities to be Rematerialised</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Lot Type Requested</div>										
<div>Market lot / Jumbo</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Name of the Security</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Name of Issuing Company</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>ISIN</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>



Rematerialisation : Sample Remat Request Form (Lock-in)

The Rematerialisation request is for locked shares		<input checked="checked" type="checkbox"/> Yes / <input type="checkbox"/> No	Lock in Release Date :	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Quantity :	<input type="text"/>			
Lock in Reason :	<input type="text"/>			
Address : (to be filled in only if change in address is to be recorded)				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
				Pin <input type="text"/>



Rematerialisation : Rejection of Remat Request Form (RRF)

Incomplete or
incorrect RRF

RRF details
mismatch with
electronic
request

Non receipt of
RRF by Issuer /
RTA

➤ **Investor may make corrections and Re-Submit the RRF**



Transmission



What is Transmission?

➤ **Meaning :**

- Securities owned by a person who has died are “transmitted” to his legal heirs.
- Legal heirs need to submit necessary documents:
 - Notarized death certificate
 - Notarized Succession certificate
 - Notarized copy of the Probate or Letter of Administration, etc.
- Transfer brought about - **By operation of law.**



Transmission Procedure

Steps for Transmission

Surviving joint holder/s, nominee or legal heirs of deceased account holder to approach the Depository Participant (DP)



For shares held in physical form - Approach each Company and their respective RTAs.



Transmission : Documents to be submitted (for Individual accounts) (1/3)

Account Holder	Documents Required
Surviving Holder (s) in a Joint Account	<ul style="list-style-type: none">- Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer.
Nominee of Deceased	<ul style="list-style-type: none">- Copy of Death Certificate duly attested by a Notary Public or by a Gazetted Officer.- If Demat Account of claimant is not with DP of the deceased, copy of "Client Master Report" (CMR) of nominee's account. (Nominee can obtain CMR from his DP)



Transmission : Documents to be submitted (for Individual accounts) (1/3)

Account Holder		Documents Required
Legal Heir (s)/ legal representative(s) [where deceased was a Sole Holder]	Value of Holding < Rs.5 lakh as on the date of application	<ul style="list-style-type: none">- Succession certificate- Letter of Administration / Probate of the Will (as applicable)- In absence of above documents:<ul style="list-style-type: none">• No objection certificate(s) with indemnity/ copy of Family Settlement Deed [as an alternate to No objection certificate(s)]• Attested copy of Death Certificate• Affidavit
	Value of Holding > Rs.5 lakh as on the date of application	<ul style="list-style-type: none">- Attested copy of Death Certificate- Succession certificate- Letter of Administration / Probate of the Will (as applicable)

- In both the above mentioned situations, if Demat Account of claimant is not with DP of deceased, then a copy of Client Master Report of nominee's account to be submitted.



Transmission : Documents to be submitted (for Joint accounts) (3/3)

- Death of a joint holder:
 - Surviving holders to open a new account with the Depository **in the same sequence of surviving holders.**
 - If surviving holders already have a Demat account but in different sequence, then **Transposition process along with Transmission process** must be followed.
- **Documents to be submitted:**
 - Duly filled Transmission Request Form (and Transposition Form, if applicable)
 - Attested copy of Death Certificate



(Please fill all the details in **Block Letters** in English)

Date:	D	D	M	M	Y	Y	Y	Y
-------	---	---	---	---	---	---	---	---

(1) I / We, the undersigned, being the

of Mr./Mrs./Ms _____, Mr./Mrs./Ms _____ and
Mr./Mrs./Ms _____, the deceased, of which *nomination / probate / letter administration /
succession certificate was duly granted to me/us on the ____ day of ____ of 20____ hereby request you to register me/us as the
beneficial owner(s) in respect of the securities standing in the name of the said deceased under Client ID ____ DP ID ____

Attach an annexure duly signed by account holders(s) if the space above is insufficient.



Transmission : Sample Transmission Request Form (2/2)

(Successors / Heirs / Nominees)			
Name(s) of the surviving holder(s)	<div>First/Sole Holder</div>	<div>Second Holder</div>	<div>Third Holder</div>
Declaration: (Applicable only for legal heir(s)/legal representative(s) where deceased was a sole holder and no nomination in the account - Value of holding not exceeding Rs. 5 Lakh on the date of application) We declare that the below mentioned person(s) are the only legal heir(s) of the deceased and there are not other legal heir(s). Of these, as specified below, some/all of them are claimants and some of them have given a No Objection Certificate in favour of other legal heir(s). Details are given below:			
Sr.No.	Name of the legal heir(s)	Specify whether a claimant or given a No Objection certificate	
<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	
Signatures: <div></div>			
Sr.No.	Name of claimant	Signature of claimant	
<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	
Notes: 1. This request form should be signed by the surviving joint holder(s)/ legal heir(s) / legal representative(s) / nominee as the case may be. 2. * Strike off whichever is not applicable.			



Thank You