

Annexure B
REPURCHASE / REDEMPTION FORM

Yes Securities (India) Limited
Address: 4th Floor, AFL House, Lok
Bharti Complex, Marol Maroshi Road,
Andheri (E), Mumbai- 400059
DP ID: IN304527

Serial No: _____

Date : _____

I/We offer the below mentioned securities for repurchase/ redemption and declare that my/our account be debited by the number of securities to the extent of my/our repurchase/ redemption request and make the payment as per the bank account details available in the depository system. I/We hereby declare that the below mentioned person(s) are the beneficial owners of the securities mentioned.

Client ID							
Sole / First Holder Name							
Second Holder Name							
Third Holder Name							
Type of Security	MF Units / Others (please specify)						

ISIN	Mutual Fund / Issuer Name	All Units/No. of Units/Amount (₹) (Please mention as applicable)	RRN (Repurchase / Redemption Request Number) (To be filled in by Participant)
		Units	
		Amount	
		Units	
		Amount	
		Units	
		Amount	

Note : 1. In case the space is found to be insufficient, a duly signed annexure containing therefore said details in the same format may be attached.

2. If 'Units' and 'Amount' both are mentioned, the request will be processed based on the 'Units'

3. 'All' and 'Amount based' options are available only for redemption requests

Holder (s)	Signature(s)
First/ Sole Holder	
Second Holder	
Third Holder	

Acknowledgement

Serial No:

We hereby acknowledge the receipt of following request(s) for repurchase / redemption from Mr/Ms/M/s _____ having DP ID _____ and Client ID _____.

ISIN	Mutual Fund / Issuer Name	All Units/No. of Units/Amount (₹) (Please mention as applicable)
		Units
		Amount
		Units
		Amount
		Units
		Amount

Name of the Official :

Participant's Stamp & Date

Signature :

Chapter 3- Commercial Papers

Annexure A

Request from IPA for extinguishment of CPs on redemption

(To be submitted on the letterhead of the IPA)

Date: _____

To

Vice President

Issuer Interface Department

National Securities Depository Limited

4th Floor, A wing, Trade World

Kamala Mills Compound

Senapati Bapat Marg, Lower Parel

Mumbai - 400 013.

Dear Sir,

Sub: Redemption of Commercial Paper

We hereby certify that _____ (Name of the Issuer) _____, the Issuer has appointed us as the Issuing and Paying Agent (IPA) for the CP under reference and have entered into a valid IPA agreement with us.

For redemption of the CP issued under reference, we have been authorized by _____ (Name of the Issuer) _____, the Issuer to make a request to NSDL to extinguish the CPs from investor's accounts as a debit corporate action after fully redeeming the CPs.

We hereby confirm that all the necessary redemption payments have been made to the beneficiaries of CP under reference.

We therefore request you to extinguish the CP with below mentioned details from the beneficiary holders' accounts:

ISIN		
Date of Maturity (Date of Extinguishment)		
Reason for Extinguishment (tick any one as applicable)	<input type="checkbox"/> Full Redemption (De-activate ISIN after redemption) <input type="checkbox"/> Partial Redemption	
Redemption details	Number of records (with CP holdings)	Number of securities (Quantity)
In NSDL		
In CDSL		
Total		

Yours faithfully

For (name of IPA)

Name of the authorised signatory

Designation of the authorised signatory

Chapter 5 - Transfer of Shares to Demat Account of IEPF Authority

Annexure A

CA Upload for Transfer to IEPF Authority
Investors holding Demat Account with DP of NSDL

Header Record "01"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	01
FILE IDENTIFICATION	CHARACTER	M	7	9	SHRI001
RTA INTERNAL REFERENCE NUMBER	INTEGER	M	16	25	
CREDIT ISIN	CHARACTER	M	12	37	Credit ISIN and Debit ISIN should be same
DEBIT ISIN	CHARACTER	M	12	49	Credit ISIN and Debit ISIN should be same
CA TYPE	INTEGER	M	4	53	0032 (Transfer to IEPF Authority - NSDL)
BOARD APPROVAL DATE	DATE	M	8	61	YYYYMMDD
CA DESCRIPTION	CHARACTER	M	4	65	0078 (Transfer to IEPF Authority)
EXECUTION DATE	DATE	M	8	73	YYYYMMDD
TOTAL CREDIT QUANTITY (FREE + LOCK-IN+ BLOCK)	DECIMAL	M	18	91	(Decimal 15, 3) Total Qty to be Credited in IEPF Demat Account
TOTAL DEBIT QUANTITY (FREE + LOCK-IN+ BLOCK)	DECIMAL	M	18	109	(Decimal 15, 3) Total Qty to be Debited from Client Account
TOTAL CREDIT QUANTITY (LOCK-IN)	DECIMAL	M	18	127	(Decimal 15, 3)
TOTAL DEBIT QUANTITY (LOCK-IN)	DECIMAL	M	18	145	(Decimal 15, 3)
TOTAL NUMBER OF (02) DETAIL RECORDS	INTEGER	M	7	152	
CIN / BCIN NUMBER	CHARACTER	M	21	173	
FINANCIAL YEAR TO WHICH THE AMOUNT RELATES	CHARACTER	M	7	180	YYYY-YY (E.g. 2008-09 for the financial year 2008-09)

Detail Record "02"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	02
DETAIL RECORD LINE NUMBER	INTEGER	M	7	9	
CREDIT DP ID	CHARACTER	M	8	17	IEPF Demat Account
CREDIT CLIENT ID	INTEGER	M	8	25	IEPF Demat Account
CREDIT CLIENT ACCOUNT CATEGORY	INTEGER	M	2	27	11-Non House
DEBIT DP ID	CHARACTER	M	8	35	
DEBIT CLIENT ID	INTEGER	M	8	43	
DEBIT CLIENT ACCOUNT CATEGORY	INTEGER	M	2	45	10-House 11-Non House
CREDIT QUANTITY	DECIMAL	M	18	63	(Decimal 15, 3) Qty to be credited to IEPF Authority Account
DEBIT QUANTITY	DECIMAL	M	18	81	(Decimal 15, 3) Qty to be debited in NSDL
CREDIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	83	00 in case of Free Position. Code must be valid.
CREDIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	91	Spaces in case of Free Position. Format "YYYYMMDD" This date should be same as Debit Qty Lock-in Release Date
DEBIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	93	00 in case of Free Position. Code must be valid NSDL Code
DEBIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	101	Spaces in case of Free Position. Format "YYYYMMDD" This date should be same as Credit Qty Lock-in Release Date

Response File(*.out file)

Header Record

Description	Data Type	Status	Size	End	Remarks
BATCH NUMBER	INTEGER	M	8	8	
RECORD TYPE	INTEGER	M	2	10	01 – Header

RTA INTERNAL REFERENCE NUMBER	CHARACTER	M	16	26	
SR BP ID	CHARACTER	M	8	34	
TOTAL NUMBER OF RECORDS MENTIONED IN HEADER	INTEGER	M	7	41	
BATCH STATUS	CHARACTER	M	1	42	A or R
CREDIT/DEBIT/SIMULTANEOUS INDICATOR	CHARACTER	M	1	43	S
BP INSTRUCTION ID	INTEGER	M	14	57	
EXECUTION DATE	CHARACTER	M	8	65	
TOTAL CREDIT QUANTITY	DECIMAL	O	18	83	(Decimal 15, 3)
TOTAL CREDIT ACCEPTED QUANTITY	DECIMAL	O	18	101	(Decimal 15, 3)
TOTAL CREDIT REJECTED QUANTITY	DECIMAL	O	18	119	(Decimal 15, 3)
TOTAL CREDIT LOCK QUANTITY	DECIMAL	O	18	137	(Decimal 15, 3)
TOTAL DEBIT QUANTITY	DECIMAL	O	18	155	(Decimal 15, 3)
TOTAL DEBIT ACCEPTED QUANTITY	DECIMAL	O	18	173	(Decimal 15, 3)
TOTAL DEBIT REJECTED QUANTITY	DECIMAL	O	18	191	(Decimal 15, 3)
TOTAL DEBIT LOCK QUANTITY	DECIMAL		18	209	(Decimal 15, 3)
CURRENT BUSINESS DATE	DATE	M	8	217	
USER ID (IMPORT)	CHARACTER	O	8	225	
FILLER	CHARACTER	O	3	228	

Annexure B

CA Upload for Transfer to IEPF Authority
Investors Holding Demat Account with DP of CDSL

Header Record "01"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	01
FILE IDENTIFICATION	CHARACTER	M	7	9	SHRI001
RTA INTERNAL REFERENCE INTEGER	INTEGER	M	16	25	
CREDIT ISIN	CHARACTER	M	12	37	Credit ISIN
FILLER	CHARACTER	M	12	49	
CA TYPE	INTEGER	M	4	53	0033 (Transfer to IEPF Authority - From CDSL)
BOARD APPROVAL DATE	DATE	M	8	61	YYYYMMDD
CA DESCRIPTION	CHARACTER	M	4	65	0078 (Transfer to IEPF Authority)
EXECUTION DATE	DATE	M	8	73	YYYYMMDD
TOTAL CREDIT QUANTITY (FREE + LOCK-IN)	DECIMAL	M	18	91	(Decimal 15,3) Total Qty to be Credited in IEPF Demat Account
TOTAL DEBIT QUANTITY (FREE + LOCK-IN)	DECIMAL	M	18	109	(Decimal 15,3) Total Qty debited in CDSL
TOTAL CREDIT QUANTITY (LOCK-IN)	DECIMAL	M	18	127	(Decimal 15,3) Total Lock-in Qty to be Credited in IEPF Demat Account
TOTAL DEBIT QUANTITY (LOCK-IN)	DECIMAL	M	18	145	(Decimal 15,3) Total Lock-in Qty debited in CDSL
TOTAL INTEGER OF (02) DETAIL RECORDS	INTEGER	M	7	152	
CIN / BCIN INTEGER	INTEGER	M	21	173	
FINANCIAL YEAR TO WHICH THE AMOUNT RELATES	CHARACTER	M	7	180	YYYY-YY (E.g. 2008-09 for the financial year 2008-09)

Detail Record "02"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	02
DETAIL RECORD LINE INTEGER	INTEGER	M	7	9	
CREDIT DP ID	CHARACTER	M	8	17	IEPF Demat Account
CREDIT CLIENT ID	INTEGER	M	8	25	IEPF Demat Account
CREDIT CLIENT ACCOUNT CATEGORY	INTEGER	M	2	27	11-Non House
DEBIT DP ID & DEBIT CLIENT ID (CDSL)	CHARACTER	M	16	43	16 Digit Debit DP ID Client ID from CDSL
FILLER	CHARACTER	O	2	45	
CREDIT QUANTITY	DECIMAL	M	18	63	(Decimal 15,3) Qty to be credited to IEPF Authority Account
DEBIT QUANTITY	DECIMAL	M	18	81	(Decimal 15,3) Qty debited in CDSL
CREDIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	83	00 In case of Free Position. Code must be valid NSDL Code
CREDIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	91	Spaces In case of Free Position. Format "YYYYMMDD"
DEBIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	93	00 In case of Free Position. Code must be valid NSDL Code
DEBIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	101	Spaces In case of Free Position. Format "YYYYMMDD"
FIRST HOLDER'S NAME	CHARACTER	M	164	265	
SECOND HOLDER'S NAME	CHARACTER	O	164	429	
THIRD HOLDER'S NAME	CHARACTER	O	164	593	
GUARDIAN'S NAME	CHARACTER	O	142	735	
NOMINEE'S NAME	CHARACTER	O	142	877	
FATHER/HUSBAND'S NAME	CHARACTER	O	50	927	
SEX OF SOLE/FIRST HOLDER	CHARACTER	O	1	928	
BIRTH DATE	CHARACTER	O	11	939	
ACCOUNT STATUS	INTEGER	O	2	941	
BO CATEGORY	INTEGER	O	2	943	
BO PRODUCT	INTEGER	O	4	947	

CUSTOMER TYPE	INTEGER	O	2	949	
BO SUB STATUS	INTEGER	O	4	953	
OCCUPATION	CHARACTER	O	4	957	
PAN OF SOLE/FIRST HOLDER	CHARACTER	O	25	982	
PAN OF SECOND HOLDER	CHARACTER	O	25	1007	
PAN OF THIRD HOLDER	CHARACTER	O	25	1032	
FILLER	CHARACTER	O	1	1033	
FILLER	CHARACTER	O	2	1035	
FILLER	CHARACTER	O	1	1036	
A/C OPENING DATE	CHARACTER	M	11	1047	
SEBI REGISTRATION NO	CHARACTER	O	24	1071	
STOCK EXCHANGE ID	INTEGER	O	2	1073	
CLEARING HOUSE / CORPORATION ID	INTEGER	O	6	1079	
CM ID	CHARACTER	O	8	1087	
TRADING ID	CHARACTER	O	8	1095	
RBI REGISTRATION NO.	CHARACTER	O	30	1125	
RBI APPROVAL DATE	CHARACTER	O	11	1136	
TAX DEDUCTION STATUS	INTEGER	O	2	1138	
NATIONALITY	CHARACTER	O	3	1141	
BO CORRESPONDENCE ADDRESS LINE 1	CHARACTER	O	50	1191	
BO CORRESPONDENCE ADDRESS LINE 2	CHARACTER	O	50	1241	
BO CORRESPONDENCE ADDRESS LINE 3	CHARACTER	O	50	1291	
BO CORRESPONDENCE ADDRESS CITY	CHARACTER	O	30	1321	
BO CORRESPONDENCE ADDRESS STATE	CHARACTER	O	30	1351	
BO CORRESPONDENCE ADDRESS COUNTRY	CHARACTER	O	30	1381	
BO CORRESPONDENCE ADDRESS PIN CODE	CHARACTER	O	10	1391	
BO ADDRESS LINE 1 (PERMANENT)	CHARACTER	M	50	1441	

BO ADDRESS LINE 2 (PERMANENT)	CHARACTER	O	50	1491	
BO ADDRESS LINE 3 (PERMANENT)	CHARACTER	O	50	1541	
BO ADDRESS CITY (PERMANENT)	CHARACTER	M	30	1571	
BO ADDRESS STATE (PERMANENT)	CHARACTER	M	30	1601	
BO ADDRESS COUNTRY (PERMANENT)	CHARACTER	M	30	1631	
BO ADDRESS PIN CODE (PERMANENT)	CHARACTER	M	10	1641	
TELEPHONE 1	CHARACTER	O	17	1658	
TELEPHONE 2	CHARACTER	O	17	1675	
BO FAX INTEGER	CHARACTER	O	17	1692	
BO E-MAIL ADDRESS	CHARACTER	O	50	1742	
ECS MANDATE FLAG	CHARACTER	O	1	1743	
DIVIDEND MICR NO.(BANK CODE)	CHARACTER	O	12	1755	
DIVIDEND BANK BRANCH	CHARACTER	O	12	1767	
BANK NAME	CHARACTER	M	100	1867	
BANK ADDRESS LINE 1	CHARACTER	O	40	1907	
BANK ADDRESS LINE 2	CHARACTER	O	40	1947	
BANK ADDRESS LINE 3	CHARACTER	O	40	1987	
BANK ADDRESS CITY	CHARACTER	O	25	2012	
BANK ADDRESS STATE	CHARACTER	O	25	2037	
BANK ADDRESS COUNTRY	CHARACTER	O	25	2062	
BANK ADDRESS ZIP	CHARACTER	O	10	2072	
DIVIDEND BANK CURRENCY	INTEGER	O	6	2078	
DIVIDEND BANK ACCOUNT TYPE	INTEGER	M	5	2083	
DIVIDEND BANK ACCOUNT INTEGER	CHARACTER	M	20	2103	
FILLER	CHARACTER	O	22	2125	
FILLER	CHARACTER	O	22	2147	
FILLER	CHARACTER	O	22	2169	
FILLER	CHARACTER	O	22	2191	
FILLER	CHARACTER	O	22	2213	

FILLER	CHARACTER	O	22	2235	
FILLER	CHARACTER	O	22	2257	
FILLER	CHARACTER	O	22	2279	
FILLER	CHARACTER	O	22	2301	
FILLER	CHARACTER	O	8	2309	
FILLER	CHARACTER	O	22	2331	
FILLER	CHARACTER	O	22	2353	
ANNUAL REPORT FLAG	CHARACTER	O	1	2354	
UID OF FIRST HOLDER	CHARACTER	O	12	2366	
UID OF SECOND HOLDER	CHARACTER	O	12	2378	
UID OF THIRD HOLDER	CHARACTER	O	12	2390	
PAN OF GUARDIAN	CHARACTER	O	10	2400	
UID OF GUARDIAN	CHARACTER	O	12	2412	
FILLER	CHARACTER	O	25	2437	
FILLER	CHARACTER	O	25	2462	
FILLER	CHARACTER	O	25	2487	
FILLER	CHARACTER	O	25	2512	
FILLER	CHARACTER	O	25	2537	
BO RGESS FLAG	CHARACTER	O	1	2538	
FILLER	CHARACTER	O	1	2539	
FILLER	CHARACTER	O	1	2540	
FILLER	CHARACTER	O	1	2541	
FILLER	CHARACTER	O	1	2542	
Detail Record "03" - Optional for Equity ISINs available in DN database					
Description	Data Type	Status	Size	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	"03"
DETAIL RECORD LINE INTEGER	INTEGER	M	7	9	

ISIN	CHARACTER	M	12	21	
DEBIT/CREDIT INDICATOR	CHARACTER	M	1	22	D-Debit C-Credit
"FROM DISTINCTIVE INTEGERS" IN NSDL	INTEGER	M	18	40	There is no decimal place
"TO DISTINCTIVE INTEGERS" IN NSDL	INTEGER	M	18	58	There is no decimal place
QUANTITY	INTEGER	M	18	76	To DN - From DN + 1, There is no decimal place
FLAG FOR STATUS OF DN RANGE	INTEGER	M	2	78	98 (IEPF Transfer)
CA TYPE	INTEGER	M	4	82	0033 (Transfer to IEPF Authority - CDSL)

Note : Multiple records of unique DN Ranges are allowed for Record type "03" for Debit & Credit ISIN's

Response File(*.out file)

Header Record

Description	Data Type	Status	Size	End	Remarks
BATCH NUMBER	INTEGER	M	8	8	
RECORD TYPE	INTEGER	M	2	10	01 – Header
RTA INTERNAL REFERENCE NUMBER	CHARACTER	M	16	26	
SR BP ID	CHARACTER	M	8	34	
TOTAL NUMBER OF RECORDS MENTIONED IN HEADER	INTEGER	M	7	41	
BATCH STATUS	CHARACTER	M	1	42	A or R
CREDIT/DEBIT/SIMULTANEOUS INDICATOR	CHARACTER	M	1	43	C
BP INSTRUCTION ID	INTEGER	M	14	57	
EXECUTION DATE	CHARACTER	M	8	65	
TOTAL CREDIT QUANTITY	DECIMAL	O	18	83	(Decimal 15, 3)
TOTAL CREDIT ACCEPTED QUANTITY	DECIMAL	O	18	101	(Decimal 15, 3)
TOTAL CREDIT REJECTED QUANTITY	DECIMAL	O	18	119	(Decimal 15, 3)
TOTAL CREDIT LOCK QUANTITY	DECIMAL	O	18	137	(Decimal 15, 3)

TOTAL DEBIT QUANTITY	DECIMAL	O	18	155	(Decimal 15, 3)
TOTAL DEBIT ACCEPTED QUANTITY	DECIMAL	O	18	173	(Decimal 15, 3)
TOTAL DEBIT REJECTED QUANTITY	DECIMAL	O	18	191	(Decimal 15, 3)
TOTAL DEBIT LOCK QUANTITY	DECIMAL		18	209	(Decimal 15, 3)
CURRENT BUSINESS DATE	DATE	M	8	217	
USER ID (IMPORT)	CHARACTER	O	8	225	
FILLER	CHARACTER	O	3	228	

Annexure C

CA Upload for Transfer to IEPF Authority					
Investors Holding Physical Share Certificates					
Header Record "01"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	01
FILE IDENTIFICATION	CHARACTER	M	7	9	SHRI001
RTA INTERNAL REFERENCE NUMBER	INTEGER	M	16	25	
CREDIT ISIN	CHARACTER	M	12	37	Credit ISIN
FILLER	CHARACTER	M	12	49	
CA TYPE	INTEGER	M	4	53	0034 (Transfer to IEPF Authority - Physical)
BOARD APPROVAL DATE	DATE	M	8	61	YYYYMMDD
CA DESCRIPTION	CHARACTER	M	4	65	0078 (Transfer to IEPF Authority)
EXECUTION DATE	DATE	M	8	73	YYYYMMDD
TOTAL CREDIT QUANTITY (FREE + LOCK-IN)	DECIMAL	M	18	91	(Decimal 15,3) Total Qty to be Credited in IEPF Demat Account
TOTAL DEBIT QUANTITY (FREE + LOCK-IN)	DECIMAL	M	18	109	(Decimal 15,3) Total Qty to be debited from Physical Mode
TOTAL CREDIT QUANTITY (LOCK-IN)	DECIMAL	M	18	127	(Decimal 15,3)
TOTAL DEBIT QUANTITY (LOCK-IN)	DECIMAL	M	18	145	(Decimal 15,3)
TOTAL NUMBER OF (02) DETAIL RECORDS	INTEGER	M	7	152	
CIN / BCIN NUMBER	INTEGER	M	21	173	
FINANCIAL YEAR TO WHICH THE AMOUNT RELATES	CHARACTER	M	7	180	YYYY-YY (E.g. 2008-09 for the financial year 2008-09)

Detail Record "02"					
Description	Data Type	Status	Length	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	02
DETAIL RECORD LINE NUMBER	INTEGER	M	7	9	
CREDIT DP ID	CHARACTER	M	8	17	
CREDIT CLIENT ID	INTEGER	M	8	25	
CREDIT CLIENT ACCOUNT CATEGORY	INTEGER	M	2	27	11-Non House
FOLIO NUMBER	CHARACTER	M	16	43	Folio number for physical certificates. Special character - / allowed
FILLER	INTEGER	O	2	45	
CREDIT QUANTITY	DECIMAL	M	18	63	(Decimal 15,3) Qty to be credited to IEPF Authority Account
DEBIT QUANTITY	DECIMAL	M	18	81	(Decimal 15, 3) Qty to be converted to Demat
CREDIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	83	00 In case of Free Position. Code must be valid NSDL Code
CREDIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	91	Spaces in case of Free position. Format "YYYYMMDD"
DEBIT QUANTITY LOCK-IN REASON CODE	INTEGER	M	2	93	00 in case of Free Position. Code must be valid NSDL Code
DEBIT QUANTITY LOCK-IN RELEASE DATE	DATE	M	8	101	Spaces in case of Free Position. Format "YYYYMMDD"
FIRST HOLDER'S NAME	CHARACTER	M	164	265	
SECOND HOLDER'S NAME	CHARACTER	O	164	429	
THIRD HOLDER'S NAME	CHARACTER	O	164	593	
GUARDIAN'S NAME	CHARACTER	O	142	735	
NOMINEE'S NAME	CHARACTER	O	142	877	
FATHER/HUSBAND'S NAME	CHARACTER	O	50	927	
SEX OF SOLE/FIRST HOLDER	CHARACTER	O	1	928	
BIRTH DATE	CHARACTER	O	11	939	
FILLER	INTEGER	O	2	941	

FILLER	INTEGER	0	2	943	
FILLER	INTEGER	0	4	947	
FILLER	INTEGER	0	2	949	
FILLER	INTEGER	0	4	953	
OCCUPATION	CHARACTER	0	4	957	
PAN OF SOLE/FIRST HOLDER	CHARACTER	0	25	982	
PAN OF SECOND HOLDER	CHARACTER	0	25	1007	
PAN OF THIRD HOLDER	CHARACTER	0	25	1032	
FILLER	CHARACTER	0	1	1033	
FILLER	CHARACTER	0	2	1035	
FILLER	CHARACTER	0	1	1036	
FILLER	CHARACTER	0	11	1047	
FILLER	CHARACTER	0	24	1071	
FILLER	INTEGER	0	2	1073	
FILLER	INTEGER	0	6	1079	
FILLER	CHARACTER	0	8	1087	
FILLER	CHARACTER	0	8	1095	
FILLER	CHARACTER	0	30	1125	
FILLER	CHARACTER	0	11	1136	
FILLER	INTEGER	0	2	1138	
NATIONALITY	CHARACTER	0	3	1141	
BO CORRESPONDENCE ADDRESS LINE 1	CHARACTER	0	50	1191	
BO CORRESPONDENCE ADDRESS LINE 2	CHARACTER	0	50	1241	
BO CORRESPONDENCE ADDRESS LINE 3	CHARACTER	0	50	1291	
BO CORRESPONDENCE ADDRESS CITY	CHARACTER	0	30	1321	

BO CORRESPONDENCE ADDRESS STATE	CHARACTER	O	30	1351	
BO CORRESPONDENCE ADDRESS COUNTRY	CHARACTER	O	30	1381	
BO CORRESPONDENCE ADDRESS PIN CODE	CHARACTER	O	10	1391	
BO ADDRESS LINE 1 (PERMANENT)	CHARACTER	M	50	1441	
BO ADDRESS LINE 2 (PERMANENT)	CHARACTER	O	50	1491	
BO ADDRESS LINE 3 (PERMANENT)	CHARACTER	O	50	1541	
BO ADDRESS CITY (PERMANENT)	CHARACTER	O	30	1571	
BO ADDRESS STATE (PERMANENT)	CHARACTER	O	30	1601	
BO ADDRESS COUNTRY (PERMANENT)	CHARACTER	O	30	1631	
BO ADDRESS PIN CODE (PERMANENT)	CHARACTER	O	10	1641	
TELEPHONE 1	CHARACTER	O	17	1658	
TELEPHONE 2	CHARACTER	O	17	1675	
BO FAX INTEGER	CHARACTER	O	17	1692	
BO E-MAIL ADDRESS	CHARACTER	O	50	1742	
ECS MANDATE FLAG	CHARACTER	O	1	1743	
DIVIDEND MICR NO.(BANK CODE)	CHARACTER	O	12	1755	
DIVIDEND BANK BRANCH	CHARACTER	O	12	1767	
BANK NAME	CHARACTER	O	100	1867	
BANK ADDRESS LINE 1	CHARACTER	O	40	1907	
BANK ADDRESS LINE 2	CHARACTER	O	40	1947	
BANK ADDRESS LINE 3	CHARACTER	O	40	1987	
BANK ADDRESS CITY	CHARACTER	O	25	2012	
BANK ADDRESS STATE	CHARACTER	O	25	2037	
BANK ADDRESS COUNTRY	CHARACTER	O	25	2062	
BANK ADDRESS ZIP	CHARACTER	O	10	2072	
DIVIDEND BANK CURRENCY	INTEGER	O	6	2078	

DIVIDEND BANK ACCOUNT TYPE	INTEGER	0	5	2083	
DIVIDEND BANK ACCOUNT INTEGER	CHARACTER	0	20	2103	
FILLER	CHARACTER	0	22	2125	
FILLER	CHARACTER	0	22	2147	
FILLER	CHARACTER	0	22	2169	
FILLER	CHARACTER	0	22	2191	
FILLER	CHARACTER	0	22	2213	
FILLER	CHARACTER	0	22	2235	
FILLER	CHARACTER	0	22	2257	
FILLER	CHARACTER	0	22	2279	
FILLER	CHARACTER	0	22	2301	
FILLER	CHARACTER	0	8	2309	
FILLER	CHARACTER	0	22	2331	
FILLER	CHARACTER	0	22	2353	
ANNUAL REPORT FLAG	CHARACTER	0	1	2354	
UID OF FIRST HOLDER	CHARACTER	0	12	2366	
UID OF SECOND HOLDER	CHARACTER	0	12	2378	
UID OF THIRD HOLDER	CHARACTER	0	12	2390	
PAN OF GUARDIAN	CHARACTER	0	10	2400	
UID OF GUARDIAN	CHARACTER	0	12	2412	
FILLER	CHARACTER	0	25	2437	
FILLER	CHARACTER	0	25	2462	
FILLER	CHARACTER	0	25	2487	
FILLER	CHARACTER	0	25	2512	
FILLER	CHARACTER	0	25	2537	
BO RGESS FLAG	CHARACTER	0	1	2538	
FILLER	CHARACTER	0	1	2539	
FILLER	CHARACTER	0	1	2540	
FILLER	CHARACTER	0	1	2541	

FILLER	CHARACTER	O	1	2542	
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Detail Record "03" - Mandatory for Equity ISINs available in DN database - Applicable for Physical					
Description	Data Type	Status	Size	End	Remarks
RECORD IDENTIFICATION	CHARACTER	M	2	2	"03"
DETAIL RECORD LINE NUMBER	INTEGER	M	7	9	
DEBIT/CREDIT ISIN	CHARACTER	M	12	21	
DEBIT/CREDIT INDICATOR	CHARACTER	M	1	22	D-Debit C-Credit
"FROM DISTINCTIVE NUMBERS" IN NSDL	INTEGER	M	18	40	There is no decimal places
"TO DISTINCTIVE NUMBERS" IN NSDL	INTEGER	M	18	58	There is no decimal places
QUANTITY	INTEGER	M	18	76	To DN - From DN + 1, There is no decimal places
FLAG FOR STATUS OF DN RANGE	INTEGER	M	2	78	98 (IEPF Transfer)
CA TYPE	INTEGER	M	4	82	0034 (Transfer to IEPF Authority - Physical)

Response File(*.out file)

Header Record

Description	Data Type	Status	Size	End	Remarks
BATCH NUMBER	INTEGER	M	8	8	
RECORD TYPE	INTEGER	M	2	10	01 – Header
RTA INTERNAL REFERENCE NUMBER	CHARACTER	M	16	26	
SR BP ID	CHARACTER	M	8	34	
TOTAL NUMBER OF RECORDS MENTIONED IN HEADER	INTEGER	M	7	41	
BATCH STATUS	CHARACTER	M	1	42	A or R
CREDIT/DEBIT/SIMULTANEOUS INDICATOR	CHARACTER	M	1	43	C
BP INSTRUCTION ID	INTEGER	M	14	57	

EXECUTION DATE	CHARACTER	M	8	65	
TOTAL CREDIT QUANTITY	DECIMAL	O	18	83	(Decimal 15, 3)
TOTAL CREDIT ACCEPTED QUANTITY	DECIMAL	O	18	101	(Decimal 15, 3)
TOTAL CREDIT REJECTED QUANTITY	DECIMAL	O	18	119	(Decimal 15, 3)
TOTAL CREDIT LOCK QUANTITY	DECIMAL	O	18	137	(Decimal 15, 3)
TOTAL DEBIT QUANTITY	DECIMAL	O	18	155	(Decimal 15, 3)
TOTAL DEBIT ACCEPTED QUANTITY	DECIMAL	O	18	173	(Decimal 15, 3)
TOTAL DEBIT REJECTED QUANTITY	DECIMAL	O	18	191	(Decimal 15, 3)
TOTAL DEBIT LOCK QUANTITY	DECIMAL	O	18	209	(Decimal 15, 3)
CURRENT BUSINESS DATE	DATE	M	8	217	
USER ID (IMPORT)	CHARACTER	O	8	225	
FILLER	CHARACTER	O	3	228	

Annexure D

Subscription Letter

(To be printed on Issuer's letterhead)

Date: _____

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Sub.: Annual Subscription

Dear Sir,

<Company Name> (<ISIN>) wishes to avail for annual subscription for Investor Education and Protection Fund (IEPF) related services of NSDL for downloading the below mentioned reports from the Issuer Portal on a subscription basis.

	Fee	Yes/No
IEPF Holding report	Rs. 100, 000	
IEPF Transfer report	Rs. 20,000 (Upto 5000 records)	
	Rs. 50,000 (More than 5000 records)	

Yours faithfully,

Signature:- _____

Name of the Company Secretary/ Managing Director:- _____

Company Secretary/Managing Director (*Please tick as applicable*).

Chapter 7 - Distinctive Number Database

Annexure A

Systemic check using distinctive numbers database in corporate actions executed between depositories

Sr. No.	Type of CA Transaction	CA Type Code	Allotment Description Code	Flag for status of DN Range
i	Transfer of shares to IEPF Authority (NSDL to CDSL)	35	78	98
ii	Transfer of shares to IEPF Authority (CDSL to NSDL)	33	78	98
iii	Transfer of shares under Lock-in	13	44	97
iv	Transmission of lock-in	13	45	96
v	Transfer of Shares From Trust To Employee	6	81	95
vi	Transfer of shares from/to Unclaimed suspense/escrow account of an Issuer	12	81	94
vii	Transfer to other depository (Transfer under suspended ISIN)	12	62	93
viii	Transfer to other depository (Transmission under suspended ISIN)	12	63	93
ix	Transfer to other depository (Offer for Sale)	3	17	93

Chapter 9 - e-Voting System

Annexure A





eVoting

Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none">1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.2. If your are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with

	<p>NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <div style="text-align: center;"> <p>NSDL Mobile App is available on</p>   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<p>Individual Shareholders (holding securities in demat mode) login through their depository participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p>

Annexure B

Consent Letter

(To be printed on Issuer's letterhead)

Date:

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Dear Sir,

For the purpose of providing e-Voting facility to the members/ shareholders of the company, for exercising their right to vote in respect of AGM/ EGM/Postal Ballot/Directors Election and In compliance with provisions of SEBI circular dated December 9, 2020, we hereby provide event details. We ensure to provide such details to NSDL by accessing NSDL Issuer Portal from next event onwards and request NSDL to consider this for current event mentioned.

The Schedule of Events for e-voting is as follows: -

Cut Off Date	
ISIN	
Issuer Name	
Event Type (Please mention AGM,EGM, Postal Ballot)	
Voting Start Date	
Voting Start Time	
Voting End Date	
Voting End Time	.
General Meeting Date	
General Meeting Start Time	
EVEN ID	

Contact Person of the company (Coordinating for e-voting)	
Designation	
Contact No.	
Email address	

Yours faithfully,

Signature:-

Name of the Company Secretary/ Managing Director:-

Company Secretary/Managing Director *(Please tick as applicable)*.

Chapter 10 - Monitoring of Foreign Investment limits in listed Indian companies

Annexure A

Procedure for obtaining validation for the foreign portfolio investors from NSDL

1. RTAs shall provide the following details in an Excel Format at email id viz., fpimonitor@nsdl.com to NSDL in respect of Foreign Portfolio Investors (FPIs) which they intend to validate:

Name of the Company				
ISIN				
Type of Issue/offering				
Issue size (in Rs)				
DP ID	Client ID	PAN	SEBI – FPI Registration No.	Name of the FPI Applicant

- RTAs should mandatorily provide DP ID-Client ID or PAN or SEBI FPI Registration number of the FPI applicant in order to validate the information.
 - Name of the FPI applicant may be additionally provided, if available.
2. NSDL will validate the aforesaid information requested by RTAs with FPI Grouping Information as available with NSDL.
 3. The response to the requested information will be provided to the RTAs in the below mentioned format :

Input Criteria entered by Issuer/RTA					NSDL Response	
DP ID	Client ID	PAN	SEBI – FPI Registration No.	Name of the FPI Applicant	Whether forming part of FPI – Same Investor Group (Yes or No)	If Yes, NSDL assigned FPI Group ID

4. A fee will be levied to Issuers/R&T Agents on issue size of the primary issuance as under plus applicable taxes:

Issue Size (In Rs.)	Amount (Rs.)
Upto 10 crore	7,500
Above 10 crore and upto 100 crore	18,750
Above 100 crore and upto 1000	37,500
Above 1000 crore	50,000

Chapter 14 – Miscellaneous

Annexure A

Format – Application for Change of R&T Agent (To be printed on the Issuer's letterhead)

Date:

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Sub: Change of R&T Agent.

Dear Sir,

We have executed an agreement with _____, as our R&T Agent and NSDL. Our securities are available for demat. We wish to inform that we would like to change our R&T Agent from _____ to _____ for the ISIN(s) as given below:

Number of active* ISIN(s) to be shifted to new R&T Agent - ____.

Details of ISIN(s) –

- 1)
- 2)
- 3)
- 4)
- 5)

(In case number of ISINs to be shifted exceeds 5, please provide details on a separate sheet.)

The details of the new R&T Agent are as follows:

The security certificates for the purpose of dematerialisation should be forwarded to the following address:

Name of the concerned person

Designation

Name of the organization

Complete address of the R&T Agent (with Pin code)

Telephone, Fax and E-mail.

Our Compliance officer is Mr. / Ms. _____(Designation)

We further state that till such time the database and electronic connectivity is shifted to the new R&T Agent, the existing R&T Agent shall continue to provide share registry services.

You are requested to do the needful.

Yours faithfully,

Signature

Name of the signatory

Designation

(Managing Director/Company Secretary/Compliance officer)

* All inactive ISINs shall be shifted to new R&T Agent by NSDL along with the desired active ISINs.

Annexure B

**Format - No Objection Certificate for change of R&T Agent
(To be printed on the existing R&T Agent's letterhead)**

Date:

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Sub: Change of R&T Agent.

Dear Sir,

We have executed an agreement with NSDL to act as an R&T Agent for ____ (name of the Issuer). We wish to inform you that we give our consent to shift the database and electronic connectivity to ____ (name of the new R&T Agent) and shall extend full cooperation for the same.

We further state that till such time the database and electronic connectivity is shifted to the new R&T Agent by NSDL, we shall continue to provide share registry services to the Issuer.

Yours faithfully,

Signature

Name of the Authorised Signatory

Designation

Annexure C

Format – Confirmation letter for Common Registry (To be printed on new R&T Agent's letterhead)

Date:

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Dear Sir,

We hereby confirm that we have been appointed as R&T Agent by _____
_____ **(name of the Issuer)** for providing electronic connectivity & handling
physical share transfer work of the company.

**We also confirm that the security certificates for the purpose of dematerialisation should
be forwarded to the following address: -**

Name of the concerned person

Designation

Name of the organization

Complete address of the organisation (with pincode)

Telephone, Fax and E-mail

Yours faithfully,

Signature

Name of the Authorised Signatory

Designation

Annexure D

(On the letter head of the company)

Date:

National Securities Depository Limited
4th Floor, Trade World, A Wing,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel
Mumbai-400013

Dear Sir,

The company/acquirer is making an offer for Buyback/ Open offer/ Delisting as per details given below:

Part - A	
Company Name	
Offer type (eg. Buyback/ Open Offer/ Delisting)	
Offer Quantity	
Floor Price/Offer price	
Offer start date	
Offer close date	
Company's Contact Person for query/grievance redressal	
Company email id	
Contact Person's Phone number/Mobile number	

The company/acquirer is executing aforesaid offer through off-market transfers and has opened the demat escrow account. We request you to enable the off-market transfers facilitating security holders to transfer to the demat escrow account as per following details:

Part - B								
DP ID	I	N						
Client ID								
ISIN								
Face Value								
Off-Market reason code to be enabled (eg. Buyback/ Open Offer/ Delisting)								
Off-market start date								

Off-Market end date	
---------------------	--

I, <Name of the Company Secretary/Managing Director/Acquirer>, declare that the company has obtained all the necessary approvals for the aforesaid offer.

Yours sincerely,

For (Name of the company)

(Company Secretary/Managing Director/Acquirer)

List of Document

1. Letter of offer/offer document making the offer to the holders of the security