



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/93

March 27, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, regarding the operational process for doing away with Letter of Confirmation ("LOC") and CDSL communique no. CDSL/OPS/RTA/POLCY/2026/77 dated March 12, 2026, regarding Direct credit of securities in dematerialisation account of the investor.

In continuation to the above, RTAs / Issuers are once again advised to note that the investor/s will be required to submit the following documents for direct credit of securities in dematerialisation format .

1. Duly filled and signed Demat Request Form (DRF) as per **Annexure 1.4** along with the Investor Service Request.,
2. The self-attested latest Client Master List (CML) of demat account / BO ID and signature of the BO/s duly verified by the DP Official along with the above mentioned DRF. The CML should not older than 2 months.
3. In case of change of order of names, the Transposition request form as per **Annexure 1.4A** and physical certificates, wherever applicable.

Issuers/RTAs can disseminate the above forms on their website for the convenience of the investors.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dptasupport@cdslindia.com and connect through our **IVR Number 022-62343333**.

**For and on behalf of
Central Depository Services (India) Limited.**

sd/-

**Nilesh Shah
Vice President - Operations**

Dematerialisation Request Form

- Normal Dematerialization Transmission-cum- Dematerialization
 Transposition-cum-Dematerialization

Registrar Transfer Agent Name / Address

(To be filled up by the Registrar Transfer Agent)

DRN		Date	D	D	M	M	Y	Y	Y	Y
DRF No.		Date	D	D	M	M	Y	Y	Y	Y

(To be filled by the BO. Please fill all the details in **BLOCK LETTERS** in English. Fill up a separate DRF for Free securities and Locked – in securities. In case of locked - in securities fill up a separate DRF for different lock-in reason / lock-in expiry dates.)

I / We request you to dematerialise the enclosed security certificate(s) 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																				
Name of the Company																				
ISIN	I	N																		
Quantity to be Dematerialized	(In Figures)																			
	(In Words)																			
Number Of Certificates (in words)																				
Nature of Securities		<input type="checkbox"/> Free Securities <input type="checkbox"/> Lock-in Securities																		
Lock-in reason																				
Lock in Expiry Date		D	D	M	M	Y	Y	Y	Y											

Details of Securities:											
Type of Security	<input type="checkbox"/> Equity <input type="checkbox"/> Debentures <input type="checkbox"/> Bonds <input type="checkbox"/> Units <input type="checkbox"/> Other (Specify)										
Face Value of Securities	From		To		From		To		From		To
Folio No.											
Certificate Numbers											
Distinctive Numbers											
Quantity											

Investor service request					
Duplicate securities certificates	Transmission	Transposition	Unclaimed suspense account	Corporate Actions	As per Investor service request
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach an annexure (duly signed by account holder(s)) in the above format if the space is not sufficient.

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 Bonafide securities of the Issuer Company to the best of my / our knowledge and belief.

	First / Sole Holder	Second Holder	Third Holder
Name			
Signature with RTA			

Registrar Transfer Agent Seal and Signature

===== (Please tear here) =====

Acknowledgement Receipt

DRF No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID		Client ID								
First / Sole Holder Name										
Second Joint Holder Name										
Third Joint Holder Name										
Name of the Company										
Type of Security	<input type="checkbox"/> Equity <input type="checkbox"/> Debentures <input type="checkbox"/> Bonds <input type="checkbox"/> Units <input type="checkbox"/> Other (Specify)									
ISIN										
No. of Securities (in figures)										
No. of Securities (in words)										
No. of Certificates (in figures)										
No. of Certificates (in words)										

We hereby acknowledge the receipt of certificates / documents, in respect of the above securities for dematerialization subject to verification.

Registrar Transfer Agent Seal and Signature

Instructions:

1. In case of transmission-cum-demat, a notarized copy of death certificate of the deceased holder, copy of the Order of the Court, etc. to be attached with DRF.
2. In case of transposition-cum-demat, a duly executed Transposition Request Form to be attached with the DRF.

**APPLICATION FORM FOR TRANSPOSITION [TPRF]
[TO BE ATTACHED WITH DRF]**

Registrar Transfer Agent Name / Address

TPRF No.		Date	D	D	M	M	Y	Y	Y	Y
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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	D	D	M	M	Y	Y	Y	Y
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										

Name of the Holders (As it appears on the Certificates):

Folio Nos.-

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

Folio Nos.-

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

Folio Nos.-

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

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

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

Registrar Transfer Agent Seal and Signature

- Note:
1. Separate Transposition form should be filled by the joint holders for securities having distinct ISIN.
 2. Please write each combination of names in separate boxes.
 3. Use separate transposition form if there are more than three combinations of names.