



Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/126

April 28, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communicate no. CDSL/OPS/RTA/POLCY/2026/93 dated March 27, 2026, regarding the documents to be submitted for direct credit of securities in dematerialisation form for Investor Service Requests.

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

1. Duly filled and signed Dematerialisation Conversion Request Form (DCRF) and demat account holder/s signature verified by DP as per **Annexure 1.4** along with the Investor Service Request.
2. The Client Master List (CML) of demat account holder not older than 2 months duly attested by the DP Official along with the above mentioned **DCRF**. Issuers/RTAs can disseminate the DCRF on their website for the convenience of the investors and serial number should be affixed at the time of submission of form by investor to RTA / Issuer.
3. In case of change of order of names, the Transposition request form as per **Annexure 1.4A** should be submitted by the investors.

Issuers/RTA advised to take note of the above and ensure compliance.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtasupport@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 CONVERSION REQUEST FORM**Issuer / Registrar and Transfer Agent Name****Issuer / Registrar and Transfer Agent Address****Registrar and Transfer Agent ID**

Date: _____

I/We request you to provide following service and dematerialize the securities into my/our account as per the details given below:

Service Request	Tick the relevant
Issue of duplicate security certificate	
Claim from unclaimed suspense account	
Renewal / Exchange of securities certificate	
Endorsement	
Sub-division / Splitting of security certificates	
Consolidation of security certificates / folios	
Transmission	
Transposition	
Any other services (Please specify)	

DP ID									
Client ID									
Sole/First Holder Name									
Second Holder Name									
Third Holder Name									
Type of Security	Equity / Others (please specify)								
Quantity to be dematerialized (in figures)									
(in words)									
Face Value (Rs.)									
ISIN (To be filled up by the Issuer / R&T Agent)	I	N							

Details of Securities:

Folio No	Certificate Nos.		Distinctive Nos.		Quantity
	From	To	From	To	

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

Declaration

I/We hereby declare that I/We are the registered owner / claimant of the above-mentioned securities. The original certificates are hereby surrendered by me/us for dematerialisation. I/We also hereby declare that the securities surrendered by me/us for dematerialisation are free from any lien or charge or encumbrance and represents the bonafide securities of the company to the best of my/our knowledge and belief.

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

Depository Participant Authorisation

We have verified and certify that the holders of the beneficiary account with us are held in the same name(s) with the above conversion request for dematerialisation

Name of the Executive:

Signature:

Participant's Stamp & Date

Acknowledgement

Serial No.

We hereby acknowledge the receipt of service request for _____ Equity / Others
debentures of _____
for conversion into dematerialisation by Mr/Ms/M/s _____
_____ having DP ID _____ and Client ID _____.

Date :

Issuer / R&T Agent Stamp & Signature

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

Registrar & Transfer Agent Name / Address
--

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

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:

DCRF No.		Date	D	D	M	M	Y	Y	Y	Y
Name of the Company										
ISIN	I	N								

DP ID	D	P	I	D	D	M	M	Y	Y	Y	Y	Client ID	C	I	D	D	M	M	Y	Y	Y	Y
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.