

Circular No.: NSDL/POLICY/2018/0035

Date: July 9, 2018

**Subject: Capturing payment details in case of off-market transfers made for the reason ‘off-market sale’.**

All Participants are hereby informed that pursuant to a Surveillance meeting at SEBI, it has been decided as follows:

1. For all off-market transfers made for the reason ‘off market sale’, in addition to mandatorily capturing consideration, Participants must also mandate clients to provide evidence of the consideration details.
2. The consideration details to be captured will include:
  - a. Mode of payment which can be Cash, Cheque or Electronic payment
  - b. Date of payment
  - c. In case mode of payment is Cheque or Electronic payment,
    - i. Transferee’s name, bank account number and bank name.
    - ii. Transaction reference number for electronic payments or cheque number for cheque payments.
3. In case of an off market transfer, the reason ‘others’ can be selected only if it does not fall in any other specified reasons, and thus if the reason given by the client is ‘sale’, it must not be captured in ‘others’ category.
4. Participants are requested to take note that the changes in the system required to enable capturing of the same will be notified separately.

Participants are requested to take note of the above.

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

**Ashish Kini**  
**Senior Manager**

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 <sup>th</sup> of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015
Compliance Certificate (January - June)	July 31st every year	Digitally signed compliance certificate by email at nsdl-bp-inspection@nsdl.co.in Alternatively, by hard copy to Inspection Department.	Circular No. NSDL/POLICY/2010/0017 dated February 22, 2010 and Circular No. NSDL/ POLICY/2018/0028 dated May 21, 2018.

