



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/DP/GENRL/2017/32

January 16, 2017

### UPDATION OF EMAIL IDs, MOBILE NUMBERS AND BANK ACCOUNT DETAILS IN DEMAT ACCOUNTS

DPs are advised to refer to following communiqués:-

1. CDSL/OPS/DP/POLCY/5146 dated April 17, 2015 – Reminder to obtain client mobile nos. for SMS alerts and to promote registration of mobile nos. among investors through investor education.
2. CDSL/OPS/DP/BNKDT/4122 dated December 17, 2013 – Advice to obtain and update bank particulars with utmost caution to ensure hassle free receipt of dividend/interest and other cash corporate actions by the BO.
3. CDSL/OPS/DP/REPRT/3306 dated November 02, 2012 – Information about new fields 'Email RTA Download Flag' and 'Annual Report Flag' to be used to determine as to whether the email of the BO should be shared with the RTA and the mode of receipt of Annual Report, physical / electronic opted by the BO.

SEBI vide its letter dated December 21, 2016 has advised us to ask DPs to collect email ids, mobile numbers, correct bank account details of all their clients and carry out a one-time update of their database with depositories by March 20, 2017.

In view of the above, DPs are advised to advise the BOs to submit their email IDs, mobile numbers for SMS alerts and new bank account details where such data is not available. DPs may incorporate these requirements in their regular communication with their BOs. The BOs may be informed about the facility to opt for Annual Report in electronic form by submitting email id & opting for annual report flag as 'Y'. The BOs may also be informed to request update of 'Email RTA Download Flag' to 'Y' if they wish to inform companies about their email id.

Queries regarding this communiqué may be addressed to:

**CDSL – Helpdesk** on (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8639, 2272-8625, 2272-1261 or 2272-8663. Emails may be sent to: [helpdesk@cdslindia.com](mailto:helpdesk@cdslindia.com).

**Umesh Kambli**  
Asst. Vice President – Operations