

Circular No.: NSDL/POLICY/2017/0009

Date: February 28, 2017

**Subject: SEBI Letter on collection of email IDs and bank accounts details of clients.**

All Participants are hereby informed that SEBI vide its letter dated December 21, 2016 has advised that:

1. As per Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed companies are permitted to send annual reports to shareholders in electronic form at their registered email IDs. However, it has been observed that email IDs of many investors are not linked to their demat accounts. This has resulted in a situation where printed annual reports are required to be sent to such shareholders, causing significant usage of paper which is not in line with the spirit of green initiative of the Government of India.
2. As per Regulation 12 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed companies are required to use any of the electronic mode of payment facilities approved by the Reserve Bank of India for payment of dividends, interest, redemption amounts, etc. However, it has been observed that many of the demat accounts of shareholders are not linked with their bank account or updated with their latest bank account, thereby forcing companies to issue printed cheques/warrants.

Further, mobile number is not registered or updated in many accounts resulting in non-receipt of SMS alerts by the client.

Accordingly, Participants are requested to identify such accounts and collect email ids, mobile numbers and bank account details for such clients and carry out a one-time update as per the prescribed procedure. While updating/ capturing the email IDs, mobile numbers and bank account details, Participants are requested to take note that:

1. As advised vide Circular No. NSDL/POLICY/2015/0040 dated April 13, 2015, the mobile number and email ID can be of the client or of family members (*i.e. spouse, dependent children or dependent parents*)
2. For bank account details updation, obtain the proof of the bank details.

Participants are requested to take note of the above and ensure compliance by March 20, 2017.

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

**Ravindra Sahu  
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