

Circular No.: NSDL/POLICY/2025/0010

January 24, 2025

Subject: Guidelines for Change of Signature for Depository Accounts opened in the name of Individuals:

Attention of Participants is invited to Para 2.2.1 of the NSDL Master Circular for Participants, which specified the procedure for “change of signature for Depository Accounts opened in the name of Individuals”.

In this regard, Participants are advised to take note of the modified procedure outlined below for effecting a change of signature of Clients for depository accounts opened in the name of Individuals:

1. The client should make a request in writing specifying reason(s) for change in signature.
2. The client should visit the Participant's office personally and produce valid Proof of Identity (POI).
3. In the presence of officials of Participant, Client should affix his/her new signature.
4. An authorised official of the Participant shall, under his signature, verify the identity of the client and thereafter, if found satisfactory, make necessary changes in its records.
5. In case, if the client is unable to visit the Participant's office in person, new signature should be duly attested by Client's banker.
6. An authorised official of the Participant shall verify the written request and the supporting document. If found satisfactory, make necessary changes in its records.
7. After the signature change is carried out, the Participant should send communication via letter / email or any other mode which the Participant may deem fit to the Clients informing about changes carried out in their signature.

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

**Arockiaraj
Manager**



FORTHCOMING COMPLIANCE

Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 th of the following month	Through e-PASS	Para 22 of 'Grievance Redressal' chapter and Para 28 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants
Compliance report w.r.t Same Mobile number and/ or email address captured for multiple accounts. (monthly)	Before 25 th of following month	Through Email.	Circular No.: NSDL/POLICY/2024/0115 dated August 21, 2024
Half yearly Compliance Certificate	January 31	Through e-PASS	Para 17 of NSDL Master Circular for Participants on "Internal Controls/Reporting to NSDL/SEBI" chapter.
Reporting of details of NISM qualified Associate persons as on December 31	January 31	Through e-PASS	Circular No.: NSDL/POLICY/2025/0007 dated January 23, 2025

