Circular No.: NSDL/POLICY/2021/0101   September 29, 2021

Subject: Amendments to Business Rules of NSDL – Mutual Funds Conversion.

Attention of Participants is invited to NSDL Circular Nos. NSDL/POLICY/2018/0034 dated June 26, 2018 and NSDL/POLICY/2020/0011 dated January 23, 2020 regarding amendment to Business Rules related to mutual fund conversion request. In this regard, Participants are informed that FORM 2 (Conversion Request Form for Mutual Fund Units represented by Statement of Account) of Business Rules of NSDL have been amended. The amended FORM 2 is enclosed as **Annexure A**.

The required changes to the DPM system are communicated vide NSDL Circular No. NSDL/POLICY/2021/0091 dated August 27, 2021.

Participants are requested to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

Chirag Shah
Senior Manager

Enclosed: One

FORTHCOMING COMPLIANCE			
Particulars	**Deadline**	**Manner of sending**	**Reference**
Investor Grievance Report (Monthly)	By 10th of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015
Networth Certificate and Audited Financial Statements.	September 30th every year.	By hard copy to Inspection Department	Circular No. NSDL/PI/98/414 dated September 1, 1998

Annexure A

DP Logo	**FORM 2 - CONVERSION REQUEST FORM FOR MUTUAL FUND UNITS REPRESENTED BY STATEMENT OF ACCOUNT** Instructions: (1) To be submitted in duplicate for acknowledgment. (2) In case the space is found to be insufficient, an annexure containing the said details in the same format may be attached.	NSDL Technology, Trust & Reach

Participant Name Participant Address		Serial No.	
		DP ID	I	N						
Date	D D M M Y Y Y Y	Client ID								

I/We request you to convert the following units represented by statement of account issued by the Issuer into my/our aforementioned account as per the details given below:

Tick Any One

☐	All Folios as per My NSDL Consolidated Account Statement	CRN (to be filled by DP)			

☐	Folio Based Conversion	Sr. No	Mutual Fund Name	Folio Number	CRN (to be filled by DP)

		Sr. No	Folio Number	ISIN	Security Description	Fill Any One		CRN (to be filled by DP)
						All Quantity	Specific Quantity	
☐	ISIN Based Conversion					ALL		
						ALL		
						ALL		
						ALL		

Declaration: I/We hereby declare that the above mentioned units/folio are registered in my/our name and are not already dematerialised and no certificates have been issued against these units/ units held in these folios. I/We also hereby declare that the units requested by me/us for conversion into dematerialised form are free from any lien or charge or encumbrance and represent the bonafide units of the Issuer to the best of my/our knowledge and belief.

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