

Circular No.: NDML/POLICY/2013-0003

Date: May 28, 2013

***Sub: Revised Charge Structure***

Attention of Intermediaries is invited to Circular No. NDML/POLICY/2013-0002 dated April 02, 2013 regarding Amendment to SEBI {(Know Your Client) Registration Agency} Regulations, 2011 and the guidelines for scanning and uploading scanned images of KYC documents to NDML KRA.

Intermediaries are hereby informed that in view of the amended regulations wherein intermediaries are required to furnish the scanned images of the KYC documents to the KRA and retain the physical KYC documents, the revised charges payable in respect of usage of NDML KRA system are as given at Annexure.

Intermediaries are requested to note that the Courier Pickup Facility provided by NDML KRA is being withdrawn with effect from June 15, 2013.

For and on behalf of  
**NSDL Database Management Limited**

**sd/-**

**Sameer Gupte**  
**Senior Vice President**

## Annexure

### Revised Charge Structure for availing NDML KRA Services

Sr. No.	Nature of Charge	Charges (per KYC Record)
1.	Upload of KYC Data and scanned images as per the scanning guidelines	Rs. 20
2.	Download of KYC Data	Rs. 35
3.	Modification of KYC Data	Nil

#### ***Applicability of the charges:***

1. Taxes as applicable will be charged extra.
2. Additional Postage charges (on actuals) will be applicable for sending confirmation letters to Clients with foreign address.
3. The revised charge structure will be applicable from June 1, 2013.
4. The charges given in Sr. No. 1 above will be levied upon acceptance of KYC records for processing at NDML KRA; after verifying if KYC exists with other KRAs.
5. The charges given in Sr. No. 2 above will not be applicable for intermediary that has uploaded the said KYC record.
6. The charges given in Sr. No. 1 & Sr. No. 3 above are applicable if the scanned images of KYC documents are uploaded by the intermediaries.

NDML will provide service of scanning and storing of KYC documents for the intermediaries that are unable to scan, upload & store KYC documents. This service will be provided at an additional fee of Rs. 12/- per KYC record. Intermediaries desirous in availing this service are requested to send email to [info.kra@nsdl.co.in](mailto:info.kra@nsdl.co.in). Please note that this service being provided by NDML is not part of NDML KRA activities as envisaged under SEBI {(Know Your Client) Registration Agency} Regulations, 2011.