

NSDL Database Management Ltd.

KYC Registration Agency

Circular



Circular No.: NDML/POLICY/2012-0008

Date: March 01, 2012

Sub: Courier Pickup Facility

As you are aware, as per the guidelines issued by SEBI, pursuant to the {KYC (Know Your Client) Registration Agency (KRA)}, Regulations, 2011, Intermediaries are required to upload the KYC information of Clients in the KRA system and send the physical KYC documents to KRA within 10 working days from the date of execution of the documents. To facilitate dispatch of KYC documents, NDML is arranging to provide courier pickup facility to Intermediaries registered with NDML KRA with no additional charges.

Intermediaries who wish to avail the courier pickup facility are requested to register the pickup locations with NDML KRA. The details of pickup locations may be forwarded in softcopy as per attached Annexure to info.kra@nsdl.co.in before March 7, 2012. It may please be noted that the courier pickup will be provided without additional charges if the number of KYC Forms in one consignment / parcel are 20 or more. The other details such as name of the courier agency, the date of commencement of courier pickup facility, etc. will be communicated separately.

For and on behalf of
NSDL Database Management Limited

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Sameer Gupte
Vice President