

NSDL Database Management Ltd.

KYC Registration Agency

Circular



Circular No.: NDML/POLICY/2012-0012

Date: April 20, 2012

Sub: Commencement of Courier Pickup Facility

Attention of Intermediaries is invited to NDML Circular No. NDML/POLICY/2012-0008 dated March 01, 2012, wherein Intermediaries were requested to register their pickup locations along with contact person details with NDML-KRA for the courier pickup facility and Circular No. NDML/POLICY/2012-0010 dated March 30, 2012 regarding appointment of Blue Dart Express Limited as the Courier pickup agency.

In this regard we are pleased to inform commencement of the Courier Pickup Facility. The instructions for availing the facility are attached as Annexure I. The call centre numbers for lodging the pickup request are attached as Annexure II.

For and on behalf of
NSDL Database Management Limited

sd/-

Sameer Gupte
Vice President



Annexure I

Instructions for Courier Pickup

1. KYC documents should be bunched together along with the control sheet containing the details of the KYC documents enclosed.
2. The envelope containing KYC documents should be properly secured to avoid any damage to the documents during transit.
3. The '**MI ID**' of the Intermediary, '**Delivery Account Code**' and the '**Delivery Address of NDML Central Processing Centre**' should be mentioned on the face of the envelope. The delivery account code details will be mailed separately to the Intermediaries. The pickup address of the Intermediary should also be mentioned on the envelope.
4. The courier pickup request can be lodged by dialing the courier pickup call centre and mentioning the '**MI ID**' and '**Delivery Account Code**'. City wise call centre number is provided in Annexure II.
5. The courier pickup facility will be provided only for those pickup locations which are registered with NDML KRA for pickup facility. If any Intermediary wants to add a new pickup location, same needs to be registered as per NDML Circular No. NDML/POLICY/2012-0008 dated March 01, 2012.
6. For courier pickup request lodged before 1.00 p.m., the pickup will be scheduled on the same day. For pickup request lodged after the aforesaid time, the pickup will be scheduled on the next working day. Pickup will be scheduled by 5.30 p.m. for metro cities and 4.00 p.m. for non metro cities.
7. Intermediaries can track the status of dispatch by accessing www.bluedart.com.
8. Intermediaries should note that the courier pickup facility will be provided at no additional charge provided the KYC forms in a single consignment are 20 or more. Further, NDML shall not reimburse the courier charges where any intermediary sends the KYC applications through its own courier agency.



Annexure II
Courier Pickup Call Centre numbers

City	Call Centre Number
Ahmedabad	079-66121234
Bangalore	080-25021234/25231234
Baroda	0265-2291561/2/4
Chennai	080-25021234/25231234
Cochin	0484-2350554
Delhi	011-66111234
Hyderabad	040-66161234
Kanpur	0512-2366857
Kolkata	033-22881234
Lucknow	0522-4017378/4001835
Ludhiana	0161-2442772/73
Mumbai	022-28241234
Pune	020-26161234