Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2023/404 **July 12, 2023**

TRANSMISSION AND DELETION OF NAME

DPs are advised to refer to Communique no. CDSL/OPS/DP/POLCY/2023/195 dated March 28, 2023 regarding the release of the functionality of capturing the Mode of Operation in Joint Demat Accounts. Further, we had also informed that the operational modalities related to Transmission of Securities to joint holders will be communicated to the DPs separately.

In view of the above, CDSL is now pleased to inform the DPs, regarding the release of Transmission of securities to joint holders i.e. deletion of name of the deceased holder, whereby system will allow the DPs to delete the name of the deceased holders in CDAS system due to the death of the joint holder to enable the existing account to be continued by the surviving holder [s]. It should be noted that capturing the date of death of the deceased holder as per the death certificate is mandatory in the system, However, if the date of death of the deceased holder is more then 365 Days, then the system will not allow the deletion of the name of the deceased holder. In this case existing transmission procedure to be followed by the DPs.

Facility to delete the name of the deceased holder will be in the following order.

- In case the first holder is deceased, the DP has to use the BO setup upload file format **Annexure-A** for deletion of first holders name and details i.e. the existing POA BO ID links, SMS alert registration, Pledge acceptance flag, BSDA flag if any, nomination details and the UCC details etc. Further DP has to capture the name and details of second holder in place of the first holder along with the "Deletion Flag for First Holder", "Reason Code for Deletion" and "Date of Death of First Holder". If any third holder is present, then DP has to capture the details of third holder in place of second holder.

- If the second holder is deceased, the DP has to use the BO modify upload file format **Annexure-B** for deletion of second holders name and details. Further DP has to capture the "Deletion Flag for Second Holder", "Reason Code for Deletion" and "Date of Death of Second Holder". In case third holder is present, then the system will replace the name and details of the third holder in place of the second holder details.

- If the third holder is deceased, the DP has to use the BO modify upload file format **Annexure-B** for deletion of the third holders name and details. Further DP has to Capture the "Deletion Flag For Third Holder", "Reason Code For Deletion" and "Date of Death of

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Third Holder" and there will be no change in the first holder and the second holder placement in the system.

- In case of death of the first holder, existing signature captured in the system will be deleted and DP will have to capture the fresh signature. In case of death of second or third holder or both second and third holder DP will have to replace existing signature with the fresh signature as per the order of the surviving holders, wherever applicable.

DPs may note that the amendments to the CDSL DP Operating Instruction with regard to the above procedure has been already released vide our Communique no. CDSL/OPS/DP/POLCY/2022/147 dated March 15, 2022, and CDSL/OPS/DP/POLCY/2023/232 April 13, 2023

Enclosed are the annexures containing file formats: -

Sr. No.	Annexure	Description
1	Annexure A	BO setup Upload
2	Annexure B	BO modify upload

The release date of the above functionality will be informed separately. DPs are advised to note the system changes and make the necessary back-office changes, wherever applicable.

Queries regarding this communiqué may be addressed to: **CDSL – Helpdesk.** Emails may be sent to: helpdesk@cdslindia.com or they may be reached on telephone number 08069144800.

sd/-

Nilesh Shah
Asst. Vice President - Operations

FILE FORMAT: BO SET UP UPLOAD

File Name: <08><DPID>.<3 to 5 digits running serial number>
Input Type: Mandatory / **O**ptional

Header Record: This record will contain:

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
DPID	NUMBER	6	M
OPERATOR ID	CHAR	6	M
TOTAL NO. OF RECORDS	NUMBER	5	M

Details Records: This record will contain following lines:

First Line

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
01	NUMBER	2	M (Line Number of the record)
SERIAL NO (Unique)	NUMBER	4	M
BO ID	NUMBER	16	O
BO REQUEST RECEIVE DATE	DATE	14	M

Second Line (First Account Holder):

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
02	NUMBER	2	M (Line Number of the record)
PRODUCT NUMBER	NUMBER	4	M
BO NAME	CHAR	100	M
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	M
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
CUST ADDR 1	CHAR	55	M
CUST ADDR 2	CHAR	55	O
CUST ADDR 3	CHAR	55	O
CUST ADDR CNTRY CODE	CHAR	02	M ISO 3166-1 alpha-2 Format
CUST ADDR ZIP	CHAR	10	M
CUST ADDR STATE CODE	CHAR	06	M Mandatory if Country code IN (India). Value to be in ISO 3166-2 Format
CUST ADDR STATE	CHAR	25	M Mandatory if Country code

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			other than IN Else will be ignored
CUST ADDR CITY	CHAR	25	M
CITY SEQUENCE NUMBER	NUMBER	2	M If country code is IN then mandatory. Default value will be 00
SMART REGISTRATION INDICATOR	CHAR	1	O Y – SMART REGISTRATION Blank – No SMART Registration
PRIMARY MOBILE NO ISD CODE	NUMBER	6	M
PRIMARY MOBILE NO	CHAR	17	M
SECONDARY ISD CODE	NUMBER	6	O MANDATORY IF SECONDARY MOBILE /PHONE ISD CODE PRESENT
SECONDARY MOBILE / PHONE	CHAR	17	O MANDATORY IF SECONDARY MOBILE / PHONE ISD CODE PRESENT
SECONDARY EMAIL	CHAR	100	O ONLY 1 EMAIL TO BE ENTERED
CUST FAX	CHAR	17	O
INCOME TAX PAN	CHAR	10	M
UID	CHAR	16	O / M Mandatory if UID verification flag is present
UID VERIFICATION FLAG	CHAR	1	O UID VERIFICATION FLAG 0 – UID NOT VERIFIED 2 – UID VERIFIED BY DP
POA Type Flag	CHAR	1	O Mandatory for POA Master Creation If POA Type Flag is 'C', then Purpose Code 21 details will be mandatory for CM POA. If POA Type Flag is 'R', then it will be considered as a Regular POA If POA Type Flag is 'P', then it will be considered as a PMS

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			POA If POA Type Flag is 'D', then it will be considered as a DDPI POA
FILLER1	CHAR	2	Should be blank space
IT CIRCLE	CHAR	15	O
PRIMARY EMAIL	CHAR	100	M ONLY 1 EMAIL SHOULD BE ENTERED
LEGAL ENTITY IDENTIFIER (LEI)	CHAR	20	O
USER TEXT 1	CHAR	30	O
USER TEXT 2	CHAR	50	O
USER FIELD 3	NUMBER	4	O
USER FIELD 4 (PAN Exemption Code)	CHAR	4	O 1st character – 1st Holder PAN Exemption Code 2nd character – 2nd Holder PAN Exemption Code 3rd character – 3rd Holder PAN Exemption Code
USER FIELD5 (PAN Verification Flag)	NUMBER 1st character – 1st Holder PAN Verification Code 2nd character – 2nd Holder PAN Verification Code 3rd character – 3rd Holder PAN Verification Code	4	M PAN Verification flag 4 – PAN Exempted 5 – PAN Verified & Aadhar linked as confirmed by DP.
SIGNATURE FILE FLAG	CHAR	1	O (Y/N)
DELETION FLAG FOR FIRST HOLDER	*NUMBER*	*3*	*O* *POSSIBLE VALUES:* *100 – FIRST HOLDER*
REASON CODE FOR DELETION	*NUMBER*	*2*	*O* *06 – DEATH OF 1 OR MORE HOLDER IN JOINT ACCOUNT*
DATE OF DEATH OF FIRST HOLDER	*DATE*	*8*	*O* *DDMMYYYY*

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			DATE ON WHICH FIRST HOLDER DIED
FILLER	CHAR	*3*	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
BO Account Opening Source	CHAR	1	M 1 – Online Account opening by the BO 2 – Account Opening based on submission of Physical documents.
FILLER	CHAR	9	Should be blank space

Third Line (Second Account holder):

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
03	NUMBER	2	M (Line Number of the record)
BO NAME	CHAR	100	M
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	M
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
INCOME TAX PAN	CHAR	10	M
UID	CHAR	16	O / M Mandatory if UID verification flag is present
UID Verification flag	CHAR	1	O UID verification flag 0 – UID Not Verified 2 – UID verified by DP
Filler	CHAR	2	O Special characters are not allowed
IT CIRCLE	CHAR	15	O
MOBILE ISD CODE	NUMBER	6	O / M MANDATORY IF MOBILE PRESENT
MOBILE NUMBER	CHAR	17	O MANDATORY IF MOBILE ISD CODE PRESENT Mandatory if communication preference is all holders
EMAIL	CHAR	100	O ONLY 1 EMAIL SHOULD BE

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			ENTERED Mandatory if communication preference is all holders
FILLER	CHAR	16	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	10	Should be blank space

Fourth Line (Third Account Holder)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
04	NUMBER	2	M (Line Number of the record)
BO NAME	CHAR	100	M
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	M
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
HLDR FATHER HUSBAND NAME	CHAR	50	O
INCOME TAX PAN	CHAR	10	M
UID	CHAR	16	O / M Mandatory if UID verification flag is present
UID Verification flag	CHAR	1	O UID verification flag 0 – UID Not Verified 2 – UID verified by DP
Filler	CHAR	2	O Special characters are not allowed
IT CIRCLE	CHAR	15	O
MOBILE ISD CODE	NUMBER	6	O / M MANDATORY IF MOBILE NO PRESENT
MOBILE NUMBER	CHAR	17	O MANDATORY IF MOBILE ISD CODE PRESENT Mandatory if communication preference is all holders
EMAIL	CHAR	100	O ONLY 1 EMAIL SHOULD BE ENTERED Mandatory if communication preference is all holders

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
FILLER	CHAR	16	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	10	Should be blank space

Fifth Line (Product Details):

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
05	NUMBER	2	M (LINE NUMBER OF THE RECORD)
DATE OF MATURITY	DATE	DATE	O
DP INTERNAL REF NUMBER	CHAR	10	M
DATE OF BIRTH/ORIGIN	DATE	DATE	O
SEX CODE	CHAR	1	O (**F**EMALE/**M**ALE)
OCCUPATION	CHAR	4	O
LIFE STYLE	CHAR	4	O
GEOGRAPHICAL CODE	CHAR	4	O
EDUCATION/DEGREE	CHAR	4	O
ANNUAL INCOME CODE	NUMBER	4	M
NATIONALITY CODE	CHAR	3	O
LEGAL STATUS CODE	NUMBER	2	O
BO FEE TYPE	NUMBER	2	O
LANGUAGE CODE	NUMBER	2	O
CATEGORY 4 CODE	NUMBER	2	O
BANK OPTION 5	NUMBER	2	O
STAFF / RELATIVE	CHAR	1	O (STAFF/RELATIVE/NONE)
STAFF CODE	CHAR	10	O
NOMINATION OPT-OUT	CHAR	1	O / M Y – YES N – NO Mandatory for individual accounts.
25 BYTE ALPHANUMERIC CODE 1 USER TEXT 1	CHAR	37	O
BONAFIDE FLAG	CHAR	1	O VALUES CAN BE 'P' – Physical OR 'E' – Electronic (Easi Easiest) OR 'A' – Online A/c Opening through DP portal
FAMILY ACCOUNT FLAG	CHAR	1	O (Y /N) By default it will be 'N'

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
EMAIL STATEMENT FLAG	CHAR	1	O (Y/N) IF EMAIL STATEMENT FLAG IS Y, FIRST HOLDER EMAIL IS MANDATORY BY DEFAULT IT WILL BE 'N'
CAS MODE	CHAR	2	O NO: CAS NOT REQUIRED PH: PHYSICAL CAS REQUIRED
MENTAL DISABILITY	CHAR	1	O (Y/N) IF MENTAL DISABILITY IS Y , GUARDIAN DETAILS IS MANDATORY BY DEFAULT IT WILL BE 'N'
FILLER 1	CHAR	1	O Should be blank space
RGESS FLAG	CHAR	1	O
ANNUAL REPORT FLAG	CHAR	1	O
PLEDGE STANDING INSTRUCTION FLAG	CHAR	1	O
EMAIL RTA DOWNLOAD FLAG	CHAR	1	O
BSDA FLAG	CHAR	1	O Y : BSDA N : Non BSDA O : Opted Out (IF NO VALUE ENTERED, THEN DEFAULT VALUE SHALL BE 'N')
FILLER	CHAR	50	O
MODE OF OPERATION	NUMBER	4	M Possible values: 0 – Sole Holder 1 – Jointly 2 – Anyone or Survivor
COMMUNICATION PREFERENCE	NUMBER	4	O / M Mandatory for a/cs with Joint holders 1 – First Holder 2 – All Holders
NUMERIC 4 (DUMMY)	NUMBER	4	O
SECURITY ACCESS CODE	NUMBER	2	O
BO CATEGORY	NUMBER	2	M
BO SETTLEMENT PLANNING FLAG	CHAR	1	M
DIVIDEND BANK IFSC CODE	CHAR	15	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
RBI REFERENCE NUMBER	CHAR	30	O
RBI APPROVAL DATE	DATE	DATE	O
SEBI REGISTRATION NUMBER	CHAR	24	O
BENEFICIARY TAX DEDUCTION STATUS	NUMBER	2	O
SMART CARD REQUIRED	CHAR	1	O (Y /N)
SMART CARD NUMBER	CHAR	20	O
SMART CARD PIN	NUMBER	10	O
ECS/MANDATE	CHAR	1	O
ELECTRONIC CONFIRMATION	CHAR	1	O (Y /N)
DIVIDEND CURRENCY	NUMBER	6	O
GROUP CODE	CHAR	8	O
BO SUB STATUS	NUMBER	4	M
CLEARING CORPORATION ID	NUMBER	4	O
CLEARING MEMBER ID	CHAR	8	O
STOCK EXCHANGE	NUMBER	2	O
CONFIRMATION WAIVED	CHAR	1	O
TRADING ID	CHAR	8	O
BO STATEMENT CYCLE CODE	CHAR	2	M
CUSTODIAN / PMS EMAIL ID	CHAR	50	O ONLY 1 EMAIL SHOULD BE ENTERED
DIVND BANK ACCT TYPE	CHAR	12	M
DIVND BANK CODE	CHAR	12	M
DIVND ACCT NUMB	CHAR	20	M
DIVND BANK CCY	NUMBER	6	M

Annual Report Flag can have following values:

1	Physical Annual Report
2	Electronic Annual Report
3	Both Physical and Electronic Annual Report

Sixth Line (POA Link details):
Separate line to link POA for each holder with purpose code 0001, 0002, 0003 or single line to link POA for all holders with purpose code 0004.
This line can be repeated multiple times as 1ˢᵗ, 2ⁿᵈ and 3ʳᵈ Holders can have multiple POA's.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
06	NUMBER	2	M (LINE NUMBER OF THE RECORD)
POA ID	CHAR	16	M

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
(POA REGISTRATION NO.)			
SETUP DATE	DATE	DATE	M
POA TO OPERATE A/C	CHAR	1	O (Y / N)
GPA/BPA FLAG	CHAR	1	M B – Bank Specific G – General purpose S – Settlement P – Margin Pledge M – Mutual Fund T – Tender Offer
EFFECTIVE FROM DATE	DATE	DATE	M
EFFECTIVE TO DATE	DATE	DATE	O
USER FIELD 1	NUMBER	4	O
USER FIELD 2	NUMBER	4	O
CA CHARFLD (REMARK)	CHAR	50	O
FILLER 1	CHAR	100	O
FILLER 2	CHAR	20	O
FILLER 3	CHAR	20	O
FILLER 4	CHAR	10	O
FILLER 5	CHAR	10	O
FILLER 6	CHAR	50	O
FILLER 7	CHAR	30	O
FILLER 8	CHAR	30	O
FILLER 9	CHAR	30	O
FILLER 10	CHAR	25	O
FILLER 11	CHAR	25	O
FILLER 12	CHAR	25	O
FILLER 13	CHAR	10	O
FILLER 14	CHAR	1	O
FILLER 15	CHAR	17	O
FILLER 16	CHAR	1	O
FILLER 17	CHAR	17	O
FILLER 18	CHAR	100	O
FILLER 19	CHAR	17	O
FILLER 20	CHAR	10	O
FILLER 21	CHAR	15	O
FILLER 22	CHAR	15	O
FILLER 23	CHAR	50	O
USER TEXT 1 POA Master ID (16 digit)	CHAR	50	M
FILLER 24	CHAR	50	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
USER FIELD 3 (POA LINK PURPOSE CODE)	NUMBER	4	M
FILLER 25	NUMBER	4	O
FILLER 26	NUMBER	4	O
FILLER 27	CHAR	1	O

Seventh Line is for Permanent Address Details purpose code should be 12

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N = 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE (12)	NUMBER	2	M
BO NAME	CHAR	100	M
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	M
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
CUST ADDR 1	CHAR	55	M
CUST ADDR 2	CHAR	55	O
CUST ADDR 3	CHAR	55	O
CUST ADDR CNTRY CODE	CHAR	02	M ISO 3166-1 alpha-2 Format
CUST ADDR ZIP	CHAR	10	M
CUST ADDR STATE CODE	CHAR	06	M Mandatory if Country code IN (India). Value to be in ISO 3166-2 Format
CUST ADDR STATE	CHAR	25	M Mandatory if Country code other than IN Else will be ignored
CUST ADDR CITY	CHAR	25	M
CITY SEQUENCE NUMBER	NUMBER	2	M If country code is IN then mandatory. Default value will be 00
FAX	CHAR	17	O
INCOME TAX PAN	CHAR	25	O
IT CIRCLE	CHAR	15	O
USER TEXT 1	CHAR	50	O
USER TEXT 2	CHAR	50	O
USER FIELD 3	NUMBER	4	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
USER FIELD 4	NUMBER	4	O
USER FIELD 5	NUMBER	4	O
FILLER	CHAR	100	O (It should be blank space)

Eight line onwards lines can be added to enter Additional Name and Address for following purpose codes

- Purpose Code 06 –   Nominee Name and address

- Purpose Code 07 –   Guardian Name and address

- Purpose Code 08 –   Nominee's Guardian Name and address

- Purpose Code 18 –   Authorized Signatory

- Purpose Code 23 – PMS Manager Details (Mandatory for PMS Client account)

This line is mandatory for Corporate / HUF / Bank / FI / Trust type of accounts.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE	NUMBER	2	M
BO NAME	CHAR	100	M
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	M
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
FATHER HUSBAND NAME	CHAR	50	O
CUST ADDR 1	CHAR	55	M
CUST ADDR 2	CHAR	55	O
CUST ADDR 3	CHAR	55	O
CUST ADDR CNTRY CODE	CHAR	02	M ISO 3166-1 alpha-2 Format
CUST ADDR ZIP	CHAR	10	M
CUST ADDR STATE CODE	CHAR	06	M Mandatory if Country code IN (India). Value to be in ISO 3166-2 Format
CUST ADDR STATE	CHAR	25	M Mandatory if Country code other than IN Else will be ignored
CUST ADDR CITY	CHAR	25	M
CITY SEQUENCE NUMBER	NUMBER	2	M If country code is IN then mandatory. Default value will be 00
PRIMARY MOBILE NO ISD CODE	NUMBER	6	O / M MANDATORY IF PRIMARY

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			MOBILE NO PRESENT
PRIMARY MOBILE NO	CHAR	17	O / M MANDATORY IF PRIMARY MOBILE NO ISD CODE PRESENT
DATE OF BIRTH	DATE	DATE	O
FAX	CHAR	17	O
INCOME TAX PAN	CHAR	10	O
UID	CHAR	16	O / M Mandatory if UID verification flag is present
UID Verification flag	CHAR	1	O For purpose code 18 UID verification flag 0 – UID Not Verified 2 – UID verified by DP
IT CIRCLE	CHAR	15	O
E-MAIL	CHAR	100	O
USER TEXT 1	CHAR AS REMARKS	50 AS REMARKS	O Authorized Signatory Remarks
USER TEXT 2	CHAR	50 12 CHARACTER SEBI REGISTRATION NUMBER OF PMS MANAGER (PURPOSE CODE 23) FOLLOWED BY SPACES	O 12 CHARACTER SEBI REGISTRATION NUMBER OF PMS MANAGER (PURPOSE CODE 23) FOLLOWED BY SPACES
USER FIELD 3	NUMBER	4	O
USER FIELD 4	NUMBER	4	O
USER FIELD5	NUMBER	4	O
NOMINEE SERIAL NUMBER	NUMBER	2	M (For Purpose code 6 and 8) Values: 01– First nominee 02 – Second Nominee 03 – Third Nominee O – Other than Purpose code 6 & 8
RELATIONSHIP WITH BO	NUMBER	2	M (For Purpose code 6,7,8) O – other than Purpose code 6,7,8 Values can Be: 01 – Spouse 02 – Son

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			03 – Daughter 04 – Father 05 – Mother 06 – Brother 07 – Sister 08 – Grand-Son 09 – Grand-Daughter 10 – Grand-Father 11 – Grand-Mother 12 – Not Provided (if the relationship is not provided on nomination form) 13 – Others
PERCENTAGE OF SHARES	NUMBER	(5,2)	M (For Purpose code 6) O – Optional for other than Purpose code 6 with default value "00000" The file should have value like 10000(100%), 09725(97.25%), 05000(50%) etc
RESIDUAL SECURITIES FLAG	CHAR	1	M (For Purpose code 6) Values: Y- Yes N- No Default value is "N" O (For Purpose code 7,8,18- it should be space)
FILLER	CHAR	16	O Should be blank space
FILLER	CHAR	72	O Should be blank space
FILLER	CHAR	1	O Should be blank space
FILLER	CHAR	1	O Should be blank space
FILLER	CHAR	10	O Should be blank space

The following line is added to the File format for Mapping of CM Accounts With CM POA / PMS POA / DDPI Master.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE	NUMBER	2	M

21 Mapping of CM Accounts With CM POA / PMS POA / DDPI Master.			
MAPPING UNMAPPING FLAG	NUMBER	1	M 1 - MAP 3 - MAP ALL CM ACCOUNTS
EX ID	NUMBER	2	O
CM ID	CHAR	8	O
CM Account To Be Mapped	CHAR	16	O Mandatory if MAPPING UNMAPPING FLAG = 1

The following line is added for capturing BO–UCC Link (Unique Client Code) details.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE 22 BO–UCC Link Details	NUMBER	2	M
BO–UCC Link Add/Delete Flag	CHAR	1	M (A – Add Only allowed)
Consent Flag	NUMBER	2	M 1 – BO - UCC Linking will be done only for the BOID setup in this upload file 2 – BO - UCC Linking will be done for all BO accounts with same 1st Holder PAN
Exchange ID	Number	2	M
UCC (Unique Client Code)	CHAR	11	M
Segment Code (Settlement type code)	CHAR	2	M
CM ID (Clearing Member Code)	CHAR	8	M
TM Code (Trading Member Code)	CHAR	8	M

NOTES:

- No field separators should be used.

- Spaces should be used in case if a field does not have a value.

- All numeric fields should be right justified with zero padding.

- All alphanumeric fields should be left justified with padding as spaces.

- For BO setup, every detail record will contain the following lines. If a line contains no data, then that line will not be written. Line numbers 01, 02, 05 and 07 are mandatory.
- For POA setup, every detail record mandatory Line Numbers are 01 , 02 , 05 only
- For PAN verification flag value needs to be 5 i.e. PAN Verified & Aadhaar linked as confirmed by DP
  - For Only first Holder   - 5000
  - For first and second holder - 5500
  - For All Holders   - 5550
  - For second and third Holder - 0550
- For Minor account
  - Guardian details are mandatory
  - Minor account should have only first holder
- For Mantra Accounts
  - POA link for all holder details are mandatory
  - In 06 line for POA link details, effective to date should be '0000000'
- POA Link Details
  - Purpose code for POA link are -
    - 0001 for First Holder
    - 0002 for Second Holder
    - 0003 for Third Holder
    - 0004 for All Holders
  - 16 Digit POA Master ID will be entered in User text 1 field
  - Purpose code specify in user field 3
- Product Details
  - ECS/Mandate flag is 'Y' then must specify correct Dividend bank details.
- The additional name and address record line is not mandatory except for Corporate / HUF / CM / Minor and there can be one or more additional lines.
- For Authorized signatory, in BO name specify Authorized signatory Name and in User Text 1 specify remarks.   Other Field details not required for Authorized signatory.
- Authorized signatory details mandatory for Corporate / HUF type of accounts / CM
- Signature File Details
- If Signature file flag is 'N' then signature file is not required. If the signature flag is `Y', then the signature file should be present in same folder. The signature file in image file extension can be - *.jpg / *.gif / *.tif / *.jpeg / *.tiff / *.pic / *.pnj / *.png
- The naming convention of signature file should be as below:
  - b + file extension + serial number + IMAGE FILENAME. file extension
  - For BO bxxxyyyyfilename.jpg

- Where xxx is 3-digit file extension
- yyyy is 4-digit serial number of the Bo record.
- e.g., DP is uploading file with 2 signatures with filename as 08010601.0123 and signature flag is 'Y' in second line (first account holder details of the first record), then naming convention for signature will be as follows:
  - b0123<0001><filename1><image Filename>.jpg (or any valid extension)
  - b0123<0001><filename2>><image Filename>.jpg (or any valid extension)

- the signature image file should exist in the same path where the data file exists.
- the name of the folder in which files exist should be a single word without any spaces and folder name length should be less than or equal to '8'.
- The name of the folder can be "botest" and not as "bo test".
- For BSDA account, SMS registration is mandatory.
- The PAN of the first holder of the proposed BSDA account is not existing as the PAN of first holder in another CDSL account with status 'Active/to be closed'.
- If annual report flag is '2' (Electronic) or 3 'Both Physical And Electronic', first holder email id should exists
- If Mental Disability Flag is 'Y', then the Guardian Details will be mandatory.
- If Email Statement Flag is 'Y' and CAS mode is blank, then CAS Mode will be updated to EC (eCAS).
- BO REQUEST RECEIVE DATE- Date (with time) on which request received from BO.
- Mapping of CM Accounts with CM POA Master
  - The purpose code 21 can be repeated for mapping of multiple CM Accounts with CM POA Master, but the line number should be in incremental order.
- The Family Account Flag will be applicable only for BO and not for POA. Default value for the Family Account Flag will be 'N'.
- The Custodian Email ID will be applicable only for BO and not for POA.
- UID will be mandatory only if UID verification flag is present.
- UID verification flag is not applicable for Guardian, Nominee and Nominees guardian.
- BO Account Opening Request received source field is mandatory and should contain value as either:
  - 1 – Online Account opening through DP Portal Or
  - 2 – Physical Form submitted by BO.
- Income range slabs are to be updated as per below mentioned details.
  - I Income Range for Individuals -

Code	Description
1	Upto Rs.1 lakhs
6	1,00,001 To 5,00,000
7	5,00,001 To 10,00,000

| 8 | 10,00,001 To 25,00,000 |
| 9 | MORE THAN 25,00,000 |

II   Income Range for Non-Individuals

Code	Description
1	Upto Rs.1 lakhs
6	1,00,001 To 5,00,000
7	5,00,001 To 10,00,000
8	10,00,001 To 25,00,000
10	25,000,01 to 1,00,000,00
11	More than 1,00,000,00

- Communication Preference
  - o   If communication preference value is selected as "2" (All Holders) then, Email and Mobile no of joint holders will be mandatory.
- PMS manager details are mandatory for PMS client account opening. For PMS manager details, in BO name specify PMS Manager Name and enter SEBI registration number of PMS manager in User Text 2 field. Other Field details not required for PMS manager.
- **Name deletion:**
  The details for "Deletion Flag for First Holder", "Reason Code for Deletion" and "Date of Death of First holder" fields should be captured only if the first holder of existing BO has died, and the Surviving holder becomes the first holder. DP needs to enter the values for all fields as if he is opening new account.

FILE FORMAT: BO MODIFY UPLOAD

File Name : <11><DP ID 6 DIGIT>**.**<3 to 5 digits running serial number>

Input Type : [**M**] = Mandatory

   [**O**] = Optional

   [**N**] = Non-Modifiable

Header Record: This record will contain following fields:

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
DP ID	NUMBER	6	M
OPERATOR ID	CHAR	6	M
TOTAL NO. OF RECORDS	NUMBER	5	M

Detail Record: Every detail record will contain following lines. If a line contains no data then that line will not be written. Only Line number 01 is mandatory.

First Line

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
01	NUMBER	2	M (Line Number of the record)
BOID	NUMBER	16	M
BO REQUEST RECEIVE DATE	DATE	14	M

Second Line (First Account Holder)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
02	NUMBER	2	M (Line Number of the record)
PRODUCT NUMBER	NUMBER	4	O (From product 1 to 3 or vice versa)
BO NAME	CHAR	100	O
BO MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	O
BO TITLE	CHAR	10	O
BO SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
ADDRESS 1	CHAR	55	O
ADDRESS 2	CHAR	55	O
ADDRESS 3	CHAR	55	O
COUNTRY CODE	CHAR	02	O ISO 3166-1 alpha-2 Format
ZIP CODE	CHAR	10	O
STATE CODE	CHAR	06	O IF COUNTRY CODE IS IN(INDIA) THEN STATE CODE IS MANDATORY IN ISO 3166-2 FORMAT
STATE	CHAR	25	O IF COUNTRY CODE IS

			IN(INDIA) THIS FIELD WILL BE IGNORED ELSE IT IS MANDATORY
CITY	CHAR	25	O
CITY SEQUENCE NO	NUMBER	2	O If country code is IN then mandatory. Default value will be 00
SMART REGISTRATION	CHAR	1	O Y – SMART REGISTRATION N – SMART DEREGISTRATION
PRIMARY MOBILE NUMBER ISD CODE	NUMBER	6	O MANDATORY IF PRIMARY MOBILE NUMBER PRESENT
PRIMARY MOBILE NUMBER	CHAR	17	O MANDATORY IF PRIMARY MOBILE NUMBER ISD CODE PRESENT
SECONDARY MOBILE / TELEPHONE NO ISD CODE	NUMBER	6	O MANDATORY IF SECONDARY MOBILE / TELEPHONE NUMBER PRESENT
SECONDARY MOBILE / TELEPHONE NUMBER	CHAR	17	O MANDATORY IF SECONDARY MOBILE / TELEPHONE NUMBER ISD CODE PRESENT
SECONDARY EMAIL	CHAR	100	O ONLY ONE EMAIL ID SHOULD BE ENTERED
FAX	CHAR	17	O
INCOME TAX PAN	CHAR	10	O
UID	CHAR	16	O
UID VERIFICATION FLAG	CHAR	1	O 0 – NOT VERIFIED 2 – VERIFIED BY DP
POA Type Flag	CHAR	1	O Mandatory for POA Master Creation If POA Type Flag is 'C', then Purpose Code 21 details will be mandatory for CM POA. If POA Type Flag is 'R', then it will be considered as a Regular POA If POA Type Flag is 'P', then it will be considered as a PMS POA If POA Type Flag is 'D', then it

			will be considered as a DDPI POA
NAME CHANGE REASON CODE	CHAR	2	O (Mandatory if BO NAME is changed)
IT CIRCLE	CHAR	15	O
PRIMARY E-MAIL	CHAR	100	O ONLY ONE EMAIL ID SHOULD BE ENTERED
LEGAL ENTITY IDENTIFIER	CHAR	20	O
USER TEXT 1	CHAR	30	O
USER TEXT 2	CHAR	50	O
USER FIELD 3	NUMBER	4	O
PAN EXEMPTION CODE	CHAR	4	O 1st character – 1st Holder PAN Exemption Code 2nd character – 2nd Holder PAN Exemption Code 3rd character – 3rd Holder PAN Exemption Code
PAN VERIFICATION FLAG	NUMBER	4	O 1st character – 1st Holder PAN Verification Code 2nd character – 2nd Holder PAN Verification Code 3rd character – 3rd Holder PAN Verification Code
SIGNATURE FILE FLAG	CHAR	1	N (Not Modifiable)
FILLER	CHAR	16	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	10	Should be blank space

Third Line (Second Account Holder)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
03	NUMBER	2	M (Line Number of the record)
NAME	CHAR	100	O
MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	O
TITLE	CHAR	10	O
SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
INCOME TAX PAN	CHAR	10	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
UID	CHAR	16	O
UID VERIFICATION FLAG	CHAR	1	O 0 – NOT VERIFIED 2 – VERIFIED BY DP
NAME CHANGE REASON CODE	CHAR	2	O (Mandatory if BO name is changed)
IT CIRCLE	CHAR	15	O
MOBILE NUMBER ISD CODE	NUMBER	6	O MANDATORY IF MOBILE NUMBER IS PRESENT
MOBILE NUMBER	CHAR	17	O MANDATORY IF MOBILE NUMBER ISD CODE IS PRESENT Mandatory if communication preference is all holders
EMAIL	CHAR	100	O ONLY ONE EMAIL ID SHOULD BE ENTERED Mandatory if communication preference is all holders
DELETION FLAG FOR SECOND HOLDER	*NUMBER*	*3*	*O* *POSSIBLE VALUES:* *010 – SECOND HOLDER*
REASON CODE FOR DELETION	*NUMBER*	*2*	*O* *06 – DEATH OF 1 OR MORE HOLDER IN JOINT ACCOUNT*
DATE OF DEATH OF SECOND HOLDER	*DATE*	*8*	*O* *DDMMYYYY* *DATE ON WHICH SECOND HOLDER DIED*
FILLER	CHAR	*3*	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	10	Should be blank space

Fourth Line (Third Account Holder)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
04	NUMBER	2	M (Line Number of the record)
NAME	CHAR	100	O
MIDDLE NAME	CHAR	20	O
LAST/ SEARCH NAME	CHAR	20	O
TITLE	CHAR	10	O
SUFFIX	CHAR	10	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
FATHER / HUSBAND NAME	CHAR	50	O
INCOME TAX PAN	CHAR	10	O
UID	CHAR	16	O
UID VERIFICATION FLAG	CHAR	1	O 0 – NOT VERIFIED 2 – VERIFIED BY DP
NAME CHANGE REASONS CODE	CHAR	2	O (Mandatory if BO name is changed)
IT CIRCLE	CHAR	15	O
MOBILE NUMBER ISD CODE	NUMBER	6	O MANDATORY IF MOBILE NUMBER IS PRESENT
MOBILE NUMBER	CHAR	17	O MANDATORY IF MOBILE NUMBER ISD CODE IS PRESENT Mandatory if communication preference is all holders
EMAIL	CHAR	100	O ONLY ONE EMAIL ID SHOULD BE ENTERED Mandatory if communication preference is all holders
DELETION FLAG FOR THIRD HOLDER	*NUMBER*	*3*	*O* *POSSIBLE VALUES:* *001 – THIRD HOLDER*
REASON CODE FOR DELETION	*NUMBER*	*2*	*O* *06 – DEATH OF 1 OR MORE HOLDER IN JOINT ACCOUNT*
DATE OF DEATH OF THIRD HOLDER	*DATE*	*8*	*O* *DDMMYYYY* *DATE ON WHICH THIRD HOLDER DIED*
FILLER	CHAR	*3*	Should be blank space
FILLER	CHAR	72	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	1	Should be blank space
FILLER	CHAR	10	Should be blank space

Fifth Line (Product details) –

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
05	NUMBER	2	M (LINE NUMBER OF THE RECORD)
DATE OF MATURITY	DATE	8	N (NOT MODIFIABLE)
DP INTERNAL REF NUMBER	CHAR	10	O
DATE OF	DATE		O (MODIFIABLE)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
BIRTH/ORIGIN			
SEX CODE	CHAR	1	O (**F**EMALE/**M**ALE)
OCCUPATION	CHAR	4	O
LIFE STYLE	CHAR	4	N (NOT MODIFIABLE)
GEOGRAPHICAL CODE	CHAR	4	O
EDUCATION/DEGREE	CHAR	4	O
ANNUAL INCOME CODE	NUMBER	4	O
NATIONALITY CODE	CHAR	3	O
LEGAL STATUS CODE	NUMBER	2	N (NOT MODIFIABLE)
BO FEE TYPE	NUMBER	2	N (NOT MODIFIABLE)
LANGUAGE CODE	NUMBER	2	O
CATEGORY 4 CODE	NUMBER	2	N (NOT MODIFIABLE)
BANK OPTION 5	NUMBER	2	N (NOT MODIFIABLE)
STAFF / RELATIVE	CHAR	1	O (STAFF / RELATIVE)
STAFF CODE	CHAR	10	O
NOMINATION OPT-OUT	CHAR	1	O / M Y – YES N – NO Mandatory for individual accounts.
25 BYTE ALPHANUMERIC CODE 1 USER TEXT 1	CHAR	37	N (NOT MODIFIABLE)
BONAFIDE FLAG	CHAR	1	O VALUES CAN BE 'P' OR 'E'
FAMILY ACCOUNT FLAG	CHAR	1	O (Y /N) By default it will be 'N'
Email Statement Flag	Char	1	O (Y/N) By default it will be 'N'
CAS Mode	Char	2	O NO: CAS not required PH: Physical CAS required By default it will be 'PH'
Mental Disability	Char	1	O Y/N If Mental Disability is Y , Guardian details is mandatory By default it will be 'N'
Preferred Depository Flag For CAS	Char	1	C:CDSL- CDSL only can update flag to 'C' only if CAS flag is 'DN' N: NSDL (DP/CDSL can update flag to 'N' only if CAS flag is 'DC') By default it will be NULL(if not indicated by BO)
RGESS FLAG	CHAR	1	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
ANNUAL REPORT FLAG	CHAR	1	O
PLEDGE STANDING INSTRUCTION FLAG	CHAR	1	O
EMAIL RTA DOWNLOAD FLAG	CHAR	1	O
BSDA FLAG	CHAR	1	O Y : BSDA N : Non BSDA O : Opted Out
25 BYTE ALPHANUMERIC CODE 2 USER TEXT 2	CHAR	50	N (NOT MODIFIABLE)
MODE OF OPERATION	NUMBER	4	O Possible values: 1 – Jointly 2 – Anyone or Survivor
COMMUNICATION PREFERENCE	NUMBER	4	O / M Mandatory for a/cs with Joint holders 1 – First Holder 2 – All Holders
NUMERIC 4 (DUMMY)	NUMBER	4	N (NOT MODIFIABLE)
SECURITY ACCESS CODE	NUMBER	2	O
BO CATEGORY	NUMBER	2	N (NOT MODIFIABLE)
BO SETTLEMENT PLANNING FLAG	CHAR	1	O
DIVIDEND BANK IFS CODE	CHAR	15	O
RBI REFERENCE NUMBER	CHAR	30	O
RBI APPROVAL DATE	DATE	8	O
SEBI REGISTRATION NUMBER	CHAR	24	O
BENEFICIARY TAX DEDUCTION STATUS	NUMBER	2	O
SMART CARD REQUIRED	CHAR	1	N (NOT MODIFIABLE)
SMART CARD NUMBER	CHAR	20	N (NOT MODIFIABLE)
SMART CARD PIN	NUMBER	10	N (NOT MODIFIABLE)
ECS/MANDATE	CHAR	1	O (MODIFIABLE)
ELECTRONIC CONFIRMATION	CHAR	1	O (Y /N)
DIVIDEND CURRENCY	NUMBER	6	O
GROUP CODE	CHAR	8	O
BO SUB STATUS	NUMBER	4	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
CLEARING CORPORATION ID	NUMBER	4	N (NOT MODIFIABLE)
CLEARING MEMBER ID	CHAR	8	N (NOT MODIFIABLE)
STOCK EXCHANGE	NUMBER	2	N (NOT MODIFIABLE)
CONFIRMATION WAIVED	CHAR	1	O
TRADING ID	CHAR	8	N (NOT MODIFIABLE)
BO STATEMENT CYCLE CODE	CHAR	2	O
CUSTODIAN / PMS EMAIL ID	CHAR	50	O
DIVIDEND BANK ACCT TYPE	CHAR	12	O
DIVIDEND BANK CODE	CHAR	12	O
ACCOUNT NUMBER	CHAR	20	O
ACCOUNT CURRENCY	NUMBER	6	O

Sixth Line (POA Link details): Separate Line to link POA for each holder with Purpose code 0001, 0002 & 0003 or single line to link POA for All holders with purpose code 0004.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
06	NUMBER	2	M (Line Number of the record)
POA Register Number	CHAR	16	N Not Modifiable
SETUP DATE	DATE	8	N Not Modifiable
POA to OPERATE A/C	CHAR	1	O (Y / N)
GPA/BPA FLAG	CHAR	1	O B – Bank Specific G – General purpose S – Settlement P – Margin Pledge M – Mutual Fund T – Tender Offer
EFFECTIVE FROM DATE	DATE	8	O
EFFECTIVE TO DATE	DATE	8	O
USER FIELD 1	NUMBER	4	O
USER FIELD 2	NUMBER	4	O
REMARKS	CHAR	50	O
FILLER 1	CHAR	100	O
FILLER 2	CHAR	20	O
FILLER 3	CHAR	20	O
FILLER 4	CHAR	10	O
FILLER 5	CHAR	10	O
FILLER 6	CHAR	50	O
FILLER 7	CHAR	30	O
FILLER 8	CHAR	30	O
FILLER 9	CHAR	30	O
FILLER 10	CHAR	25	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
FILLER 11	CHAR	25	O
FILLER 12	CHAR	25	O
FILLER 13	CHAR	10	O
FILLER 14	CHAR	1	O
FILLER 15	CHAR	17	O
FILLER 16	CHAR	1	O
FILLER 17	CHAR	17	O
FILLER 18	CHAR	100	O
FILLER 19	CHAR	17	O
FILLER 20	CHAR	25	O
FILLER 21	CHAR	15	O
FILLER 22	CHAR	50	O
16 Digit POA Master ID	CHAR	16	M
User Text 1	CHAR	34	O
FILLER 23	CHAR	50	O
Purpose Code	NUMBER	4	M
Transaction Type	CHAR	4	M Transaction Type Identifier S-Setup M-Modify D-delete
FILLER 24	NUMBER	4	O
SIGNATURE FILE FLAG	CHAR	1	N (Not Modifiable)

Seventh Line: For permanent address

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N = 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE	NUMBER	2	M PURPOSE CODE = 12
NAME	CHAR	100	N (Not Modifiable)
MIDDLE NAME	CHAR	20	N (Not Modifiable)
LAST / SEARCH NAME	CHAR	20	N (Not Modifiable)
TITLE	CHAR	10	O
SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
ADDRESS 1	CHAR	55	O
ADDRESS 2	CHAR	55	O
ADDRESS 3	CHAR	55	O
COUNTRY CODE	CHAR	02	O ISO 3166-1 alpha-2 Format
ZIP CODE	CHAR	10	O
STATE CODE	CHAR	6	O IF COUNTRY CODE IS IN(INDIA) THEN STATE CODE

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
			IS MANDATORY IN ISO 3166-2 FORMAT
STATE	CHAR	25	O
CITY	CHAR	25	O
CITY SEQUENCE NO	NUMBER	2	O If country code is IN then mandatory. Default value will be 00
FAX	CHAR	17	O
INCOME TAX PAN	CHAR	25	O
IT CIRCLE	CHAR	15	O
USER TEXT 1	CHAR	50	O
USER TEXT 2	CHAR	50	O
USER FIELD 3	NUMBER	4	O
USER FIELD 4	CHAR	4	O Transaction Type Identifier S-Setup M-Modify
USER FIELD5	NUMBER	4	O
FILLER	CHAR	100	O

Eight line onwards lines can be added to enter Additional Name and Address for following purpose codes

- Purpose Code 06 –   Nominee Name and address

- Purpose Code 07 –   Guardian Name and address

- Purpose Code 08 –   Nominee's Guardian Name and address

- Purpose Code 18 –   Authorized Signatory

- Purpose Code 23 – PMS Manager Details (Mandatory for PMS Client account)

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE	NUMBER	2	M
NAME	CHAR	100	O
MIDDLE NAME	CHAR	20	O
LAST / SEARCH NAME	CHAR	20	O
TITLE	CHAR	10	O
SUFFIX	CHAR	10	O
FATHER / HUSBAND NAME	CHAR	50	O
ADDRESS 1	CHAR	55	O
ADDRESS 2	CHAR	55	O
ADDRESS 3	CHAR	55	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
COUNTRY CODE	CHAR	02	O ISO 3166-1 alpha-2 Format
ZIP CODE	CHAR	10	O
STATE CODE	CHAR	6	O IF COUNTRY CODE IS IN(INDIA) THEN STATE CODE IS MANDATORY IN ISO 3166-2 FORMAT
STATE	CHAR	25	O
CITY	CHAR	25	O
CITY SEQUENCE NO	NUMBER	2	O If country code is IN then mandatory. Default value will be 00
MOBILE / TELEPHONE ISD CODE	CHAR	6	O MANDATORY IF MOBILE NUMBER IS PRESENT
MOBILE / TELEPHONE NUMBER	CHAR	17	O MANDATORY IF MOBILE NUMBER ISD CODE IS PRESENT
DATE OF BIRTH	DATE	8	O
FAX	CHAR	17	O
INCOME TAX PAN	CHAR	10	O
UID	CHAR	16	O
UID VERIFICATION FLAG	CHAR	1	O 0 – NOT VERIFIED 2 – VERIFIED BY DP
NAME CHANGE REASON CODE	CHAR	2	O (Mandatory if NAME is changed)
IT CIRCLE	CHAR	15	O
PRIMARY E-MAIL	CHAR	100	O
USER TEXT 1 (AS Remarks)	CHAR	50	O Authorised Signatory Remarks
USER TEXT 2	CHAR	50 12 CHARACTER SEBI REGISTRATION NUMBER OF PMS MANAGER (PURPOSE CODE 23) FOLLOWED BY SPACES	O 12 CHARACTER SEBI REGISTRATION NUMBER OF PMS MANAGER (PURPOSE CODE 23) FOLLOWED BY SPACES
USER FIELD 3	NUMBER	4	O

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
USER FIELD 4	CHAR	4	M Transaction type identifier S-setup M-modify D-delete
USER FIELD5	NUMBER	4	O For AS Na Seq numb of AS

NOMINEE SERIAL NUMBER	NUMBER	2	M (For Purpose code 6 and 8)
			Values:
			    01– First nominee
			    02 – Second Nominee
			    03 – Third Nominee
			O – Other than Purpose code 6 & 8

RELATIONSHIP WITH BO	NUMBER	2	M (For Purpose code 6,7,8)
			O – other than Purpose code 6,7,8
			Values can Be:
			01 – Spouse
			02 – Son
			03 – Daughter
			04 – Father
			05 – Mother
			06 – Brother
			07 – Sister
			08 – Grand-Son
			09 – Grand-Daughter
			10 – Grand-Father
			11 – Grand-Mother
			12 – Not Provided (if the
			      relationship is not
			      provided on nomination
			      form)
			13 – Others

PERCENTAGE OF SHARES	NUMBER	(5,2)	M (For Purpose code 6) O – Optional for other than Purpose code 6 with default value "00000" The file should have value like 10000(100%), 09725(97.25%), 05000(50%) etc
RESIDUAL SECURITIES FLAG	CHAR	1	M (For Purpose code 6) Values: Y- Yes N- No Default value is "N" O (For Purpose code 7,8,18-it should be space)
FILLER	CHAR	16	O Should be blank space

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
FILLER	CHAR	72	O Should be blank space
FILLER	CHAR	1	O Should be blank space
FILLER	CHAR	1	O Should be blank space
FILLER	CHAR	10	O Should be blank space

For Mapping of CM Accounts With CM POA / PMS POA / DDPI Master.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE 21 Mapping of CM Accounts With CM POA / PMS POA / DDPI Master.	NUMBER	2	M
MAPPING UNMAPPING FLAG	NUMBER	1	1- Mapping 2-Unmapping 3- Map All CM Accounts
EX ID	NUMBER	2	O
CM ID	CHAR	8	O
CM Account To Be Mapped	CHAR	16	O Mandatory if MAPPING UNMAPPING FLAG is 1 or 2

The following line is added for capturing BO–UCC Linking / Delinking (Unique Client Code) details.

FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE	INPUT TYPE
N WHERE N > 7	NUMBER	2	M (LINE NUMBER OF THE RECORD)
PURPOSE CODE 22 BO–UCC Linking / Delinking Details	NUMBER	2	M
BO–UCC Link Add/Delete Flag	CHAR	1	M (A-Add and D-Delete. In Both cases all details are mandatory)
Consent Flag	NUMBER	2	M 1-BO-UCC Linking/ Delinking will be done only for the Boid provided in line 01 2- BO-UCC Linking/ Delinking

			will be done for all BO accounts with same 1st Holder PAN
Exchange ID	Number	2	M
UCC (Unique Client Code)	CHAR	11	M
Segment Code (Settlement type code)	CHAR	2	M
CM ID (Clearing Member Code)	CHAR	8	M
TM Code (Trading Member Code)	CHAR	8	M

NOTES:

➢ No field separators should be used.

➢ Spaces should be used in case if a field does not have a value.

➢ All numeric fields should be right justified with zero padding.

➢ All alphanumeric fields should be left-justified with padding as spaces.

➢ Only the fields to be modified should be entered in the file.

➢ The Non-Modifiable fields should be entered as spaces.

➢ If any field is to be modified to blank or zeroes, then @ should be entered.

➢ For e.g. if the BO Title is to be modified to blanks, then @ should be entered 10 times as the length of the field is 10. @@@@@@@@@@

➢ DP is allowed to modify PAN, PAN Exemption Code and PAN Verification Code when PAN verification code is '0'

➢ If PAN Exemption Code is 'C', then only DP is allowed to change PAN, PAN Exemption Code and PAN Verification Code.

➢ For Permanent address modification User Field 4 is M or blank

➢ Purpose code for POA link are -

      1. 0001 for First Holder

      2. 0002 for Second Holder

      3. 0003 for Third Holder

      4. 0004 for All Holders – only for POA link setup

➢ For POA Master ID name and address modify through second line.

➢ For Mantra accounts, in 06 line for POA link, Effective To Date should be 00000000

➢ For deletion of POA Link details Specify holder purpose code and POA Master id only for active POA Link

➢ For modification of PAN for 2nd or 3rd holder, the PAN Verification Flag to be given in Line "02" (second line).

➢ Product Details

- ECS Mandate flag is 'Y' then must specify correct Dividend bank details

➢ For minor to major bo sub status

- Specify major BO sub status

- Specify delete guardian details

➢ Changes for CAS and Mental Disability Flag

- If Mental Disability Flag is 'Y', then the Guardian Details will be mandatory

- For Preferred Depository Flag for CAS, it has the below 2 conditions:

  C: CDSL- (CDSL only can update flag to 'C' only if CAS flag is 'DN')
  N: NSDL (DP/CDSL can update flag to 'N' only if CAS flag is 'DC')
  By default it will be NULL (if not indicated by BO)

➢ BO REQUEST RECEIVE DATE- Date (with time) on which request received from BO.

➢ Mapping of CM Accounts With CM POA Master

- The purpose code 21 can be repeated for mapping of multiple CM Accounts with CM POA Master, but the line number should be in incremental order.

➢ The Family Account Flag will be applicable only for BO and not for POA.

➢ The Custodian Email ID will be applicable only for BO and not for POAIncome range slabs are to be updated as per below mentioned details.

  I   Income Range for Individuals -

Code	Description
1	Upto Rs.1 lakhs
6	1,00,001 To 5,00,000
7	5,00,001 To 10,00,000
8	10,00,001 To 25,00,000
9	MORE THAN 25,00,000

  II   Income Range for Non-Individuals

Code	Description
1	Upto Rs.1 lakhs
6	1,00,001 To 5,00,000
7	5,00,001 To 10,00,000
8	10,00,001 To 25,00,000
10	25,000,01 to 1,00,000,00
11	More than 1,00,000,00

- Communication Preference

  o If communication preference value is selected as "2" (All Holders) then, Email and Mobile no of joint holders will be mandatory.

- PMS manager details are mandatory for PMS client account opening. For PMS manager details, in BO name specify PMS Manager Name and enter SEBI registration number of PMS manager in User Text 2 field. Other Field details not required for PMS manager details.

- **Name deletion:**

  The details for "Deletion Flag for Second Holder", "Reason Code for Deletion" and "Date of Death of Second holder" fields should be captured only if the Second holder of existing BO has died.

  The details for "Deletion Flag for Third Holder", "Reason Code for Deletion" and "Date of Death of Third holder" fields should be captured only if the Third holder of existing BO has died.