

PN-ACC-011

**Development of Operating Procedures  
Manuals for National Securities  
Depository Limited  
Departments of Clearing Corporation  
Interface, Corporate Communications -  
Marketing & Corporate Planning and  
Risk Management**

**Financial Institutions Reform and  
Expansion (FIRE) Project**

**October 1997**

**Financial Institutions Reform and Expansion  
(FIRE) Project  
US Agency for International Development  
(USAID/India)  
Contract #386-0531-C-00-5010-00  
Project #386-0531-3-30069**

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*Price Waterhouse LLP*



October 30, 1997

Mr. C. B. Bhav  
Managing Director,  
National Securities Depository Limited  
Trade Towers, 4th floor  
Kamla Mills Compound  
Senapati Bapat Marg  
Mumbai 400 025.

Dear Mr. Bhav,

**Re: Development of Operating Procedure Manuals for National Securities  
Depository Limited (NSDL)**

At your request and as a part of our contract with the USAID, Ms. Susan Hertel, Former Vice President with the Midwest Clearing Corporation/ Midwest Securities Trust Company of the US and a consultant to Price Waterhouse Capital Markets (*PW*), has completed the next part of our activity towards assisting the NSDL organizational setup.

**Purpose of Activity**

The primary purpose of this trip was to continue management training at National Securities Depository Limited (NSDL) through internal procedure documentation as established under the work plan published in April, 1997 (agreed to by NSDL in March, 1997).

**Approach to Work**

This assistance is the continuation of *PW*'s assistance to the organizational development of NSDL that is based on the Organizational Structure Plan submitted by Price Waterhouse to NSDL in July, 1996.

*PW* has been assisting NSDL in training their management team and staff in various aspects of the securities depository environment. To provide a foundation for such training, in January, 1997, Price Waterhouse performed a review of the

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development of each department to date. The recommendations made on the basis of this review were published by Price Waterhouse under the title of Review of Organizational Development for the National Securities Depository Limited, March 1997.

A work plan was developed to systematically address each task over the next several months. Price Waterhouse will continue to follow the work plan developed for ongoing assistance to NSDL as published in April, 1997. The plan will be updated periodically to report progress in this and other identified tasks to NSDL's senior management. A copy of the updated work plan can be found in Appendix E.

Continuing PW's assistance with the development of the organizational structure for NSDL, PW is contributing to the creation of procedure manuals. This process is continuing as called for under the Work Plan for NSDL through the actual documentation of basic procedures to be developed into individual departmental procedure manuals. The Operating procedures for the Participant Interface, Issuer Interface - Marketing, Issuer Interface - Operations and Business Partner Inspection Departments have already been presented to NSDL.

Procedure documentation for the next group of departments was addressed during Ms. Hertel's last visit. These departments are Clearing Corporation Interface, Corporate Communications - Marketing and Corporate Planning and Risk Management.

#### **Creation of Operating Procedure Manuals**

Under the guidance and direction of PW Consultant Ms. Sue Hertel, the PW consultant specializing in the depository environment who has been working with NSDL over the last year, the technical writer for FIRE Project, Ms. Ferzana Khanna has conducted detailed interviews with the NSDL staff and management and drafted procedures for the following areas:

- Clearing Corporation Interface
- Corporate Communications - Marketing
- Corporate Planning and Risk Management

PW has developed an approach to documenting NSDL's operating procedures that includes identifying functions within each department through meetings with the management team, interviewing staff members who actually perform the tasks,

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drafting procedures based on these interviews, and reviewing drafts with the department heads for additions, deletions, and changes.

It was originally planned that Surveillance and Finance/Accounts be included with this second group. To accommodate workloads and provide the additional assistance requested by NSDL in the area of Surveillance, it was decided to move these two areas to the third phase in this process. This will also allow time to ensure that the Surveillance procedures compliment and support the procedures to be developed for the Compliance Department.

Besides the work already done to identify Surveillance functions, Compliance and Information Technology have also been addressed. As with Surveillance, PW-FIRE has assisted Compliance in developing ideas on functions to be performed by that department. The function identification process has also been completed for Information Technology. All of this preliminary work has been completed to support the documented procedures that will be in the December deliverable, with final manuals to those departments as well as Finance/Accounts by mid-January.

As mentioned above, the final drafts of the documented procedures that are included with this deliverable are for the departments of Clearing Corporation Interface, Corporate Communications - Marketing, and Risk Management. Hard and soft copies of these procedure manuals will be provided to the respective departments after review of this deliverable.

#### Next Steps

Ms. Susan Hertel shall return to India in November 1997, to continue her assistance towards development of procedure manuals for other identified departments.

The third group of procedures that are currently being worked on are for the departments of Surveillance, Compliance, and Finance/Accounts. NSDL has requested assistance from Price Waterhouse in developing ideas on responsibilities for Surveillance and Compliance. These ideas have been provided by Price Waterhouse and agreed to by the heads of these departments. Procedures will be drafted based on the U.S. experience of the consultant and included in the next deliverable.

Besides the above three areas, preliminary work has been done with the

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Information Technology areas or Systems and Networking. Functions to be documented have been identified. Interviews of staff members and the preparation of initial drafts of procedures will be done in November and December, 1997. Final delivery of this group of procedures is expected in January, 1998.

Once the fundamental procedures are in place, PW is prepared to continue to work with NSDL's management team to refine/develop management reports, performance standards, and basic work measurement methods.

For the success of this project the participation and cooperation of your management and staff is essential. We would like to thank you and your colleagues at NSDL for the time, courtesy and cooperation extended to us during the course of this project.

Please get in touch with us at the FIRE project for any clarifications you may require.

Thanking you,

Yours sincerely,

**W. Dennis Grubb**  
**Principal Consultant**

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*Development of Procedure Manuals for  
National Securities Depository Limited (NSDL)*

*Departments of Clearing Corporation Interface, Corporate  
Communications - Marketing & Corporate Planning and Risk  
Management*

*Price Waterhouse LLP  
Mumbai  
October 1997*

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## **I. EXECUTIVE SUMMARY**

Over the last several months, the Price Waterhouse-FIRE Project (*PW-FIRE*) consulting team has been working with the National Securities Depository Limited (*NSDL*) to create a formal procedure program within the depository. Work in this area has included both training on developing such an internal program as well as actually creating procedure manuals. This deliverable is the second group of departments to be addressed in the documentation phase.

As with the first group of procedures, the technical writer from the PW-FIRE project, Ms. Ferzana Khanna, documented the steps followed, based on interviews with the appropriate NSDL staff. Guidance continued to be provided by Ms. Sue Hertel, the PW consultant specializing in the depository environment who has been working with NSDL over the last year. The individual departments reviewed drafts of the procedures, and discussions were held with department heads to incorporate any additions and/or changes into the final drafts. The list of individuals involved in this process may be found in Appendix A. Final drafts of procedures for Clearing Corporation Interface, Corporate Communications - Marketing and Corporate Planning and Risk Management may be found in Appendices B, C, and D, respectively.

It was originally planned that Surveillance and Finance/Accounts be included with this second group. To accommodate workloads and provide the additional assistance requested by NSDL in the area of Surveillance, it was decided to move these two areas to the third phase in this process. This will also allow time to ensure that the Surveillance procedures compliment and support the procedures to be developed for the Compliance Department.

Besides the work already done to identify Surveillance functions, Compliance and Information Technology have also been addressed. As with Surveillance, PW-FIRE has assisted Compliance in developing ideas on functions to be performed by that department. The function identification process has also been completed for Information Technology. All of this preliminary work has been completed to support the documented procedures that will be in the December deliverable, with final manuals to those departments as well as Finance/Accounts by mid-January.

The procedure documentation project has been conducted under the work plan prepared by PW-FIRE and NSDL that was agreed to earlier this year. An updated version of this work plan may be found in Appendix E.

## **II. BACKGROUND**

In August, 1997, Price Waterhouse published the first set of business operating procedures for NSDL as a deliverable. These procedures were for the following departments:

- Participant Interface
- Issuer Interface - Marketing
- Issuer Interface - Operations
- Business Partner Inspections

The respective departments were subsequently provided with hard copy manuals as well as a soft copy of the procedures. NSDL is to use the soft copies for their procedure maintenance program, including periodic additions, deletions, changes, and an annual review of all documented procedures.

The next group of departments that has now been addressed includes:

- Clearing Corporation Interface
- Corporate Communications - Marketing
- Corporate Planning and Risk Management
- Finance
- Surveillance

PW has developed an approach to documenting NSDL's operating procedures that includes identifying functions within each department through meetings with the management team, interviewing staff members who actually perform the tasks, drafting procedures based on these interviews, and reviewing drafts with the department heads for additions, deletions, and changes.

Under this process, NSDL requested that PW-FIRE provide some ideas on responsibilities that might be built into the Surveillance Department. Based on her experience managing the Surveillance Department of a U.S. depository, Ms. Hertel offered suggestions that might be adapted for NSDL. These were discussed with the department head, Jayesh Sule, who agreed with many of the ideas.

Likewise, assistance from PW was requested by NSDL in developing procedures for the Compliance Department. This was also done under the function identification process for the third, and next, group of procedures to be documented. Recommendations were discussed with S. Gopalan, head of Compliance, who also agreed with the proposed functions.

The Surveillance Department procedures were originally planned to be included with this deliverable. However, considering the additional work done in this area and the work to be done for Compliance, it was decided to move the completed Surveillance procedures to the

next deliverable. This will provide time to ensure procedures for both departments compliment each other. Surveillance has been given the first drafts of all their procedures (actual current and recommended) to consider in the mean time.

Procedures for the Finance/Accounts Department are also being documented by PW. Several changes are currently being considered by NSDL for implementation in this area. Because of this, it was also felt that final documentation of procedures for this department should be postponed until the next deliverable. Most of the documentation work has been completed by PW. This will just provide a little more time to ensure the final procedure versions are as complete and accurate as possible.

Based on the above, the final drafts of the documented procedures included with this deliverable are for Clearing Corporation Interface, Corporate Communications - Marketing, and Risk Management. Hard and soft copies of these procedure manuals will be provided to the respective departments after review of this deliverable.

### **III. APPROACH TO PROCEDURE DOCUMENTATION**

The approach to procedure documentation that was followed for the first group of procedures worked very well for all parties involved. Therefore, similar steps were used for this current group of procedures, including:

- Function identification by Price Waterhouse and the respective heads of departments.
- Assignment of the appropriate staff members by the departments heads to work with the PW technical writer, Ferzana Khanna, in outlining the procedures:
  - ▶ Staff members described process to Ms. Khanna.
  - ▶ Staff members provided samples of documents, computer screens, forms, etc. where needed for exhibits.
- Ms. Khanna documented the individual steps of each task.
- Drafts were reviewed by Ms. Hertel with Ms. Khanna for completeness and format.
- Additional information was obtained from NSDL as needed for incorporation into updated drafts.
- The respective department heads reviewed these drafts for any further comments and/or changes.
- Ongoing guidance to all those involved continued to be provided by Ms. Hertel.

Final drafts are included with this deliverable for the following departments:

- Clearing Corporation Interface
- Corporate Communications/Marketing
- Corporate Planning and Risk Management

These may be found in Appendices B,C, and D.

Hard copies of the completed manuals will be delivered to NSDL in loose-leaf binders after review of the drafts with this deliverable. Soft copies on floppy diskettes will also be given to the respective NSDL department heads. Having the documentation in these two forms will facilitate the ongoing maintenance of the procedures to be performed by NSDL.

#### IV. OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS ON COMPLETED PROCEDURES

As with the first group of procedures, the process of performing interviews, gathering exhibits, and actually documenting the steps followed in completing functions was greatly facilitated by the NSDL staff. In general, individuals thoroughly understand the tasks they are performing and were able to clearly communicate what they are doing to the technical writer. Where the procedures occasionally seemed slightly vague due to limited experience by the depository, Price Waterhouse along with the NSDL staff were able to supplement the information with what is anticipated will be done. These instances were few.

Many of the comments given by department below again point to the need to automate certain functions or steps within procedures. This process of continually automating manual functions is normal and should be expected to continue as NSDL activities increase and change. NSDL has recognized this, as determined previously, by establishing a procedure through which management can request enhancements from the Information Technology department.

##### A. *Clearing Corporation Interface*

Many of the following comments relate to automating functions currently being done by the Clearing Corporation Interface Officer. Presumably, NSDL has elected to manually perform some steps to maintain a tighter control over operations during the initial development of the depository. However, as there is an interest in expanding the number of clearing corporations that utilize NSDL, it is not too early to initiate enhancements to the system in this area. The addition of one or more clearing corporations to the system will make the manual processes more time-consuming and provide more opportunities for errors and omissions. Automation wherever possible will minimize this problem.

The result of automating functions as much as possible is that the Clearing Corporation Officer primarily (and correctly) focuses on the exceptions and problems related to the routine daily processing rather than being responsible for the operation of the system.

##### \* *CCI001 - Dates Related to Trading Cycles*

This procedure describes the steps to secure the dates related to the trading cycles from NSCC and input this information into the NSDL system. The calendar file maintained in the NSDL system is updated based on these dates. Both rolling and weekly settlements are accommodated. The information is received from NSCC on a quarterly basis.

The Clearing Corporation Interface Officer enters the data received from NSCC to the NSDL system. Information for approximately 15 business days is entered at one time. The officer must then verify that the information has been accepted by the depository system.

Clearly this is a function that should be automated between NSCC and NSDL. Receipt and input of the trade-related dates should be accomplished through a file transmission from the clearing corporation to the depository. Running of this job should be part of the routine system scheduling. The Clearing Corporation Interface Officer should only need to become involved when there is a problem with the data transmission or the transmission has not been received. The Clearing Corporation Interface Officer would then act as a liaison between the depository's systems area and the appropriate clearing corporation.

This function should be automated prior to the addition of another clearing corporation to the depository membership. Each clearing corporation has the potential to have different dates related to trading cycles as dictated by the related exchange. This means more than one set of dates would have to be entered by the Clearing Corporation Officer. Manually inputting calendars for multiple clearing corporations creates the opportunity for multiple errors.

**\* *CCI002 - Follow Up with DP's to Receive Clearing Corporation Obligations***

Under this procedure, the Clearing Corporation Interface Officer is manually checking to determine if depository participants (DP's) have sufficient securities on deposit to satisfy trade settlement obligations. Follow up is done with the DP as it is determined that certain securities have not been deposited.

Again, this is a function that needs automation. The system receives details of the obligations from the clearing corporation. A manual list is currently produced for use by the officer in verifying securities on deposit. This verification step should be done by the depository system. The officer would then receive a list of exceptions (securities not on deposit to meet obligations). The respective DP's would then be contacted by the officer based on the exceptions.

A second level of automation that could be implemented is for the system to alert the DP that the required securities are not on deposit. This alert would be in the form of a message and/or report of exceptions as of a certain date or dates within the appropriate settlement cycle. The Clearing Corporation Officer would then become involved later in the cycle, just prior to settlement date, and would need to only address the remaining exception items with the respective DP's.

**\* *CCI003 - Generation of the Routine Delivery Out Statement***

Delivery out statements are generated by the depository system to notify participants of settlement obligations to be delivered from their depository account(s) to the appropriate clearing corporation. This procedure calls for the Clearing Corporation Officer to trigger the system to generate the delivery out statements for the three market types: rolling, account period, and auction settlements.

The Clearing Corporation Interface department is notified daily of the status of system connectivity to DP's as it relates to the production of the delivery out statements. Where problems exist, the head of the Clearing Corporation Interface Department must approve the extension of time prior to "cutting" the system for the generation of the statements.

Triggering the depository system to generate the delivery out statements is the responsibility of the Clearing Corporation Interface department whether there are or are not system problems. It is understandable that this area wants to be kept informed about the status of the system. However, where there are no problems, there should be no need for manual intervention by the business side of the depository. The system should automatically run the statements where there no connectivity or other problems. This would be accomplished through routine job scheduling.

The Clearing Corporation Interface department should still be kept aware of the status of the system and any problems that need to be addressed by the officer on an exception basis. Also, the head of the Clearing Corporation Interface department should continue to control any system time extensions resulting from this and any other clearing corporation-related process experiences problems.

This is another area that will become a cumbersome task that creates multiple opportunities for errors when there are multiple clearing corporations as members of the depository. Such errors could delay or even prohibit the generation of the delivery out statements. For this reason, NSDL should move to increase automation for this process.

Also under this procedure, the Clearing Corporation Interface Officer telephones the clearing corporation to confirm that they have received the transmission of the delivery out statements. NSDL should determine if this acknowledgment can also be automated through a message by the clearing corporation back to the depository system.

\* *CCI005 - Monitoring of Pay-ins and Pay-outs*

This procedure calls for the Clearing Corporation Officer to manually monitor the completion of pay-ins and pay-outs between the DP accounts and the clearing corporation. Again, the officer should be involved in this process on an exception only basis. The depository system should generate the appropriate message(s) where there are problems in receiving and/or processing the file received from the clearing corporation. The officer would be alerted to any such messages by the systems area, and would follow up with the clearing corporation as necessary to resolve the difficulties.

\* *CCI008 through CCI011 - Various Procedures Related to Adding Other Clearing Corporations to the NSDL System*

NSDL has not yet added another clearing corporation to its membership. Therefore, these

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procedures were written based on what is believed will happen. Price Waterhouse and the Clearing Corporation Interface management and staff worked together to develop these processes.

Many of the steps outlined are the same as those proceduralized for the addition of a new depository participant. Adjustments were made where it is known that there are forms or specific requirements uniquely related to a clearing corporation participant.

As NSDL gains more experience in this area, these initial procedures should be immediately updated to reflect any needed changes.

### *B. Corporate Communications - Marketing*

The Marketing area of NSDL has done an excellent job in developing procedures for seminars, external training, and the distribution of information on the depository through various forms of media. The staff has created checklists of actions to be taken for certain tasks that are very thorough which were simply documented as procedures under the standard format being used for this project.

Under their activities, the Marketing area has overseen the production of a video to educate retail investors on the functions of the depository. NSDL might consider using this video in their employee training program currently being developed under another project with the Price Waterhouse-FIRE team. The video could be incorporated into the induction portion of the training plan and would provide new hires with a general insight to what it is that NSDL does.

### *C. Corporate Planning and Risk Management*

#### *\* COP001 - Coordinating Training of Business Partners*

While this function has been assigned to the corporate planning staff, it seems more related to the Marketing responsibilities. Presumably, this is just a resource issue that NSDL will adjust at a later date.

Under the training of business partners, specific courses have been developed by NSDL for issuers/R&T agents and depository participants. This is another source of information for an induction program that may be developed by NSDL's Human Resources Department under the separate training project with Price Waterhouse-FIRE. Materials already created may not necessarily need to be changed. One objective of such induction training would be to provide an overall description of depository processes which the business partners training materials already do.

While the general seminars conducted by both Corporate Planning and Marketing will be

needed for some time, NSDL should also be thinking about developing more in-depth detailed training sessions for the future. Such sessions would be held for smaller groups of business partners to describe service additions and changes. Problem areas might also be identified by the other areas of NSDL that justify training on specific processes and/or to specific business partners.

Such training sessions would go beyond the hands on training of new system releases as described in COP002. The training would include industry changes and demands for new services from the depository. Smaller more intimate groups would also provide NSDL with the opportunity to obtain input from attendees on the depository processes and needed services.

*\* COP003 - Preparing the Corporate Plan*

This procedure appears to be a combination of corporate planning and a preliminary annual budget process. It should be noted here that work to date with the Finance area of NSDL has not identified any responsibility for the budget process that is usually found within that area of a corporation. NSDL may wish to consider assigning the oversight of the development of the financial budget to the Finance area while organizational strategies and actions plans continue to be developed by Corporate Planning.

Under the above responsibility structure, Corporate Planning would identify anticipated activity volumes for the financial year and any changes to services that would impact such volumes. The related assumptions for the coming year would be established by and centralized through Corporate Planning. The operating departments would use these assumptions as the basis for financial projections under the budget process.

The Finance department would be responsible for obtaining the budgets from the appropriate department heads and reviewing the projections for compliance with company policies and directions. The individual departmental budgets would then be compiled into one consolidated budget by the Finance department.

If "Board" approval is required, a combined presentation would be done by the Corporate Planning and Finance areas.

NSDL may also consider adding a mission statement to its corporate planning processes. Such a statement serves as a reminder of why the depository is in business. A sample mission statement may be found in Appendix F.

*\* COP004 - Preparing the Performance Budget*

See comments above for COP003

**\* COP005 - Reviewing Corporate Risk Periodically**

Under this procedure, the areas of risk within the depository are identified. As one of the steps in gathering this information, Risk Management should also require that the related department describe how the identified risk is controlled and minimized. The Risk Management area along with the senior management of the depository (and even the "Board") should decide if the control steps are adequate, if additional precautions need to be taken, and/or even if NSDL desires to continue to accept the risk.

*Note: Internal Audit should check the use of controls as established through the above review by Risk Management.*

In addition to the periodic risk review described by this procedure, the role of the Risk Management department should be expanded to interacting with the other areas of NSDL that are involved with controlling risk to the depository and its participants. Specifically, these areas include Surveillance, Compliance, and Business Partner Inspections. Risk Management should consider what information obtained by these areas is pertinent to risk management responsibilities and develop forms of communications to receive same on a timely basis.

*Note: This may be one area to be considered under the review and development of management reports to be addressed by NSDL and the Price Waterhouse-FIRE consultant in the coming months.*

**\* COP006 - Processing Investor Grievance Claims**

In reviewing the procedures for the Risk Management area, it was noted that processing grievance claims had not yet been addressed in detail. (General discussions have taken place among the NSDL management.) Price Waterhouse developed this procedure as a starting point. An attempt was made to identify areas that NSDL will need to consider in processing such claims. It is hoped that the steps suggested will be helpful to NSDL in finalizing this critical function.

**V. FUNCTION IDENTIFICATION FOR FURTHER PROCEDURE  
DOCUMENTATION**

Work in the area of function identification had been previously done with the Surveillance Department. Current procedures have been drafted based on that initial work. In addition to the current procedures implemented by NSDL, the Surveillance Department had asked for ideas on what other functions they might perform to fulfill their monitoring responsibilities. Ms. Hertel made recommendations based on adaptations of procedures she used in her Surveillance Department at a U.S. depository. Many of these ideas were accepted by Jayesh Sule, head of Surveillance, and the related functions have now been added to those already being performed by NSDL for the purpose of procedure development.

Similarly, the Compliance Department requested some ideas on functions that could be incorporated into that department. Ms. Hertel developed recommendations which were reviewed with the department head, S. Gopalan and S. Ganesh, Compliance officer. The NSDL team agreed with the recommendations.

Ms. Hertel will develop procedures for both Surveillance and Compliance to be included in the deliverable planned for December, 1997. These procedures are meant to be suggestions for NSDL to consider incorporating into the responsibilities of those areas. Adoption of these suggested procedures or adaptations of the same will be at the discretion of NSDL management.

The final area scheduled for function identification in this phase is Information Technology. The scope of work developed by PW for the documentation of operating procedures does not include technical processes. These are to be developed by the vendor used by NSDL for the system development. However, PW did agree to document any procedures related to functions in the IT area that did not come under the technical umbrella. A meeting was held with Rajesh Doshi, Executive Director of IT, to discuss potential work in this area. A second meeting was then held with the IT management team to specifically identify functions to be documented. This process determined a substantial number of procedures outside of the technical functions that should be formally documented. Price Waterhouse will work with the IT management and staff to do so during November and December, 1997.

## **VI. SUMMARY AND NEXT STEPS**

Procedures have now been documented for the second group of departments within the business operations of NSDL. These areas are Clearing Corporation Interface, Corporate Communications/Marketing, and Corporate Planning and Risk Management. The final drafts of these procedures are included with this deliverable. Hard and soft copies will be provided to the respective departments in early November.

As established at the beginning of this project, there was no attempt to change procedures as the functions are currently being performed. The objective is to document the steps for further review and/or concurrence on acceptability by NSDL management. However, observations, comments and recommendations on current procedures have been included with this deliverable. Most of these remarks revolve around the continuing need to automate functions that are currently performed manually.

The third group of procedures are currently being worked on for Surveillance, Compliance, and Finance/Accounts. NSDL has requested assistance from Price Waterhouse in developing ideas on responsibilities for Surveillance and Compliance. These ideas have been provided by Price Waterhouse and agreed to by the heads of these departments. Procedures will be drafted based on the U.S. experience of the consultant and included in the next deliverable.

Besides the above three areas, preliminary work has been done with the Information Technology areas or Systems and Networking. Functions to be documented have been identified. Interviews of staff members and the preparation of initial drafts of procedures will be done in November and December, 1997. Final delivery of this group of procedures is expected in January, 1998.

Once again this process has moved forward smoothly. The NSDL management team and staff have contributed significantly to the information gathering process. The skills in procedure development and documentation that are being transferred by the Price Waterhouse consulting team will support all areas essential for the continued growth of the depository.

## APPENDICES

- A. List of People Interviewed
- B. Draft of Procedure Manual: Clearing Corporation Interface
- C. Draft of Procedure Manual: Corporate Communications - Marketing
- D. Draft of Procedure Manual :Corporate Planning and Risk Management
- E. Revised Work Plan for NSDL
- F. Sample Mission Statement for a U.S. Securities Depository

## APPENDIX A

### LIST OF PEOPLE INTERVIEWED

#### A. Procedure Draft Reviews

##### *Clearing Corporation Interface and Surveillance*

V. Jaya Laxmi, Officer  
Roy Vaeghese, Officer  
Representing: Jayesh Sule, Assistant Vice President, Operations

##### *Corporate Communications - Marketing*

Maithreyi Krishnamoorthy, Officer  
Representing: T. Koshy, Vice President, Operations

##### *Risk Management*

Bimal Giri, Manager  
Representing: T. Koshy, Vice President, Operations

#### B. Function Identification

##### *Surveillance*

Jayesh Sule, Assistant Vice President, Operations

##### *Compliance*

S. Gopalan, Assistant Vice President, Operations  
S. Ganesh, Compliance Officer

##### *Information Technology*

Rajesh Doshi, Executive Director  
Information Technology Management Team - Systems and Networking

**APPENDIX B**

**DRAFT OF PROCEDURES MANUAL FOR CLEARING  
CORPORATION INTERFACE**

**Clearing Corporation Interface Department**

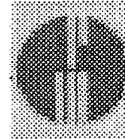
**Operating Procedures**

**National Securities Depository Ltd.**



Manual prepared by:

Price Waterhouse LLP/USAID FIRE Project



Disclaimer: This publication has been prepared by Price Waterhouse LLP/FIRE Project sponsored by USAID, for private circulation. While utmost care has been taken in preparing this manual, we claim no responsibility for its completeness and accuracy.

Version: 1.0/Oct 1997

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Processing Application to become a Clearing Corporation of NSDL	CCI008
Assist in Procurement and Installation of Hardware for Clearing Corporation	CCI009
Establishing Connectivity with the Clearing Corporation	CCI010
Clearing Corporation Master Creation and Move to Production	CCI011

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Identification Code: CCI001  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: To Identify Dates Related to Trading Cycles

PURPOSE: To identify trading start and end dates/pay in and pay out dates, NSCC sends a calendar to NSDL specifying the trade dates and settlement dates for the quarter. These dates are entered into the DM system and are currently automatically downloaded to the DP.

NOTE: It is anticipated that this function will go on-line as of November 97.

BACKGROUND: The main role of the Clearing Corporation Interface Department is to monitor trade settlements. Settlements are specified by the Clearing Corporation. Currently, NSDL facilitates settlements in the rolling settlement cycle and weekly settlements.

In rolling settlement, every day is a trading period and trades done during that day are settled 5 working days after the trading day. In account period settlement, the trading period spans five trading days and trades are accumulated over the trading period and settled one week after the last trading day.

For rolling settlements, if T is the trading day, then on the morning of T+3, a statement of obligations is received, showing the CMs involved. The DPs involved are ascertained so that by 1.30 p.m. on T+5 (pay-in date), the DP releases the amount from the pool account to the delivery account. At 2 p.m., the delivery out statements are generated and sent to NSCC. NSCC sends receipt in at 5.30-6 p.m. and the corresponding CM accounts are credited.

For weekly settlements, the trading period runs Wednesday through Tuesday and the settlement date is the following Tuesday.

PROCEDURE:

Officer 1  
1. Receives calendar from NSCC on a quarterly basis (Exhibit I) showing the settlement number, settlement type, trade period, pay in and pay out dates of securities and funds for Book Entry Settlements.

2. Enters details in the DM Machine in the CC Calendar Master screen for about 15 days. (Exhibit II)

Officer 2 : 3. Verifies the information entered.

Officer 1 4. At the EOD, this information is automatically downloaded to DPs who can enter their transfers.

5. Maintains a file of all calendars for future reference.

Procedure Number: CCI001  
Title: Quarterly NSCC Calendar

EXHIBIT I (a)



NATIONAL SECURITIES CLEARING CORPORATION LTD.

TRADE WORLD, SENAPATI BARAT MARG LOWER FARE: MUMBAI 400 011

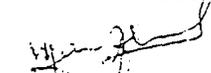
Notice

NSCCL/SEC/205

5<sup>th</sup> August, 1997

In pursuance of Regulation 6.2 of National Securities Clearing Corporation (Capital Market) Regulations, 1997, it is hereby notified that the Clearing Corporation will observe the trading periods and settlement for book entry segment for the month of September and October as per the enclosure.

For National Securities Clearing Corporation Ltd.

  
Manager

Procedure Number: CCI001

Title: Quarterly NSCC Calendar

EXHIBIT I (b)



NATIONAL SECURITIES CLEARING CORPORATION LTD.

TRADE WORLD, SENAPATI BAPAT MARG, LOWER PARI, MUMBAI 400 013

Book entry segment Normal settlement

Book Entry segment Normal settlement			
Sett No.	Sett Type	Trade Period	Pay in and Pay out of Securities and Funds
✓ 1997060	W	27-Aug-97	3-Sep-97
✓ 1997061	W	28-Aug-97	4-Sep-97
✓ 1997062	W	29-Aug-97	5-Sep-97
✓ 1997063	W	1-Sep-97	8-Sep-97
✓ 1997064	W	2-Sep-97	9-Sep-97
✓ 1997065	W	3-Sep-97	10-Sep-97
✓ 1997066	W	4-Sep-97	11-Sep-97
✓ 1997067	W	5-Sep-97	12-Sep-97
✓ 1997068	W	8-Sep-97	15-Sep-97
✓ 1997069	W	9-Sep-97	16-Sep-97
✓ 1997070	W	10-Sep-97	17-Sep-97
✓ 1997071	W	11-Sep-97	18-Sep-97
✓ 1997072	W	12-Sep-97	19-Sep-97
✓ 1997073	W	15-Sep-97	22-Sep-97
✓ 1997074	W	16-Sep-97	23-Sep-97
✓ 1997075	W	17-Sep-97	24-Sep-97
✓ 1997076	W	18-Sep-97	25-Sep-97
✓ 1997077	W	19-Sep-97	26-Sep-97
✓ 1997078	W	22-Sep-97	29-Sep-97
✓ 1997079	W	23-Sep-97	1-Oct-97
✓ 1997090	W	24-Sep-97	3-Oct-97
✓ 1997081	W	25-Sep-97	6-Oct-97
✓ 1997082	W	26-Sep-97	7-Oct-97
✓ 1997083	W	29-Sep-97 to 30-Sep-97	8-Oct-97
✓ 1997084	W	1-Oct-97	9-Oct-97
✓ 1997085	W	3-Oct-97	10-Oct-97
✓ 1997086	W	6-Oct-97	13-Oct-97
✓ 1997087	W	7-Oct-97	14-Oct-97
✓ 1997088	W	8-Oct-97	15-Oct-97
✓ 1997089	W	9-Oct-97	16-Oct-97
✓ 1997090	W	10-Oct-97	17-Oct-97
✓ 1997091	W	13-Oct-97	20-Oct-97
✓ 1997092	W	14-Oct-97	21-Oct-97
✓ 1997093	W	15-Oct-97	22-Oct-97
✓ 1997094	W	15-Oct-97	23-Oct-97
✓ 1997095	W	17-Oct-97	24-Oct-97
✓ 1997096	W	20-Oct-97	27-Oct-97
✓ 1997097	W	21-Oct-97	28-Oct-97
✓ 1997098	W	22-Oct-97	29-Oct-97
✓ 1997099	W	23-Oct-97	31-Oct-97
✓ 1997100	W	24-Oct-97	3-Nov-97
✓ 1997101	W	27-Oct-97	4-Nov-97
✓ 1997102	W	28-Oct-97	5-Nov-97
✓ 1997103	W	29-Oct-97	5-Nov-97

Procedure Number: CCI001

Title: Quarterly NSCC Calendar

EXHIBIT I (c)

Continuation Sheet

Book entry segment auction settlement

Book entry segment Auction settlement			
Sett No.	Sett Type	Trade date	Pay in and Pay out of Securities and Funds
✓1997055	X	✓28-Aug-97	✓1-Sep-97
✓1997056	X	✓29-Aug-97	✓2-Sep-97
✓1997057	X	✓1-Sep-97	✓3-Sep-97
✓1997058	X	✓2-Sep-97	✓4-Sep-97
✓1997059	X	✓3-Sep-97	✓5-Sep-97
✓1997060	X	✓4-Sep-97	✓8-Sep-97
✓1997061	X	✓5-Sep-97	✓9-Sep-97
✓1997062	X	✓8-Sep-97	✓10-Sep-97
✓1997063	X	✓9-Sep-97	✓11-Sep-97
✓1997064	X	✓10-Sep-97	✓12-Sep-97
✓1997065	X	✓11-Sep-97	✓15-Sep-97
✓1997066	X	✓12-Sep-97	✓16-Sep-97
✓1997067	X	✓15-Sep-97	✓17-Sep-97
✓1997068	X	✓16-Sep-97	✓18-Sep-97
✓1997069	X	✓17-Sep-97	✓19-Sep-97
✓1997070	X	✓18-Sep-97	✓22-Sep-97
✓1997071	X	✓19-Sep-97	✓23-Sep-97
✓1997072	X	✓22-Sep-97	✓24-Sep-97
✓1997073	X	✓23-Sep-97	✓25-Sep-97
✓1997074	X	✓24-Sep-97	✓26-Sep-97
✓1997075	X	✓25-Sep-97	✓29-Sep-97
✓1997076	X	✓26-Sep-97	✓1-Oct-97
✓1997077	X	✓29-Sep-97	✓3-Oct-97
✓1997078	X	✓30-Sep-97	✓3-Oct-97
✓1997079	X	✓1-Oct-97	✓6-Oct-97
✓1997080	X	✓3-Oct-97	✓7-Oct-97
✓1997081	X	✓6-Oct-97	✓8-Oct-97
✓1997082	X	✓7-Oct-97	✓9-Oct-97
✓1997083	X	✓8-Oct-97	✓10-Oct-97
✓1997084	X	✓9-Oct-97	✓13-Oct-97
✓1997085	X	✓10-Oct-97	✓14-Oct-97
✓1997086	X	✓13-Oct-97	✓15-Oct-97
✓1997087	X	✓14-Oct-97	✓16-Oct-97
✓1997088	X	✓15-Oct-97	✓17-Oct-97
✓1997089	X	✓16-Oct-97	✓20-Oct-97
✓1997090	X	✓17-Oct-97	✓21-Oct-97
✓1997091	X	✓20-Oct-97	✓22-Oct-97
✓1997092	X	✓21-Oct-97	✓23-Oct-97
✓1997093	X	✓22-Oct-97	✓24-Oct-97
✓1997094	X	✓23-Oct-97	✓27-Oct-97
✓1997095	X	✓24-Oct-97	✓28-Oct-97
✓1997096	X	✓27-Oct-97	✓29-Oct-97
✓1997097	X	✓28-Oct-97	✓31-Oct-97
✓1997098	X	✓29-Oct-97	✓3-Nov-97
✓1997099	X	✓31-Oct-97	✓4-Nov-97

BCN51E BCN5  
INQUIRE

SETTLEMENT TIMINGS  
CLEARING CORPORATION SCHEDULES

06.10.1997 14:09  
P 3570 NSDJ001

MORE : +

CLEARING CORPORATION . . . IN.001'002 + NSCCL-CC  
MARKET TYPE. . . . . NL + ROLLING  
PAY-IN DATE >= . . . . . 03.10.1997

A

SEL STMT NO	PAY-IN DT	STMT ST DT	NSDL DATE	DP DATE	STATUS
	PAY-OUT DT	STMT EN LT	NSDL TIME	DP TIME	
1997080	03.10.1997	24.09.1997	03.10.1997	03.10.1997	RECEIPT-IN RECVD
	03.10.1997	24.09.1997	14:00	13:30	
1997081	06.10.1997	25.09.1997	06.10.1997	06.10.1997	FINAL STMT SENT
	06.10.1997	25.09.1997	14:00	13:30	
1997082	07.10.1997	26.09.1997	07.10.1997	07.10.1997	READY
	07.10.1997	26.09.1997	14:00	13:30	
1997083	08.10.1997	29.09.1997	08.10.1997	08.10.1997	READY
	08.10.1997	30.09.1997	14:00	13:30	

COMMAND ==>

F1=HELP F3=EXIT F7=BKWD F8=FWD F12=CANCEL F13=ADD F14=MOD

Procedure Number: CCI001  
Title: CC Calendar Master Screen  
EXHIBIT II

21

Procedure Number: CCI002  
 Title: Obligation List from Clearing Corporation  
 EXHIBIT I

CM Obligations

20-09-97

SETTLEMENT NO.	1997075NL			Pay In & Pay Out 24/09/97	Trading Day (17/09/97)	
IN	Delivering CM	Associated DP	Quantity	Receiving CM	Associated DP	Shortage
RELIANCE	D B International st.	Alankit	✓ 2	Hi Corporate	Growth Stanchart	
	Geojit Securities	Geojit	✓ 1	V.G.Capital	<del>GTB</del>	
					<u>Dalunia</u>	
	TOTAL DELIVERY		3			
	TOTAL NO. OF CMs PARTICIPATED		152			

No Shortages *Devi*

Identification Code: CCI002  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Follow up with DPs to receive Clearing Corporation (CC) obligations

PURPOSE: To ensure receipt of trading obligations from the Clearing Corporation, and to follow up with DPs to receive obligations.

If T is the trading date, then on T+2 the CC downloads trading obligations to CMs through the NSE System. NSDL should receive trading obligations by T+3. The Officers monitor this and follows up with the DP. 1.45 p.m. on T+5 is the cut off time for DM to accept dues.

PROCEDURE:

- Officer
1. Receives an obligations list from CC on T+3 showing delivering member details. (Exhibit I)
  2. Follows up with CC to obtain obligations list in case it has not been received.
- Mgr./Officer
3. Determines individual participant obligations for each security based on the obligations list.
  4. Checks that DP has delivered securities to meet obligations.

NOTE: Screen OQ50 - Consolidated Delivery-Out Enquiry, can be accessed to determine whether CMs have delivered securities. There are two screens: one shows totals for each ISIN and the other for each Clearing Member. Partial statements can also be viewed on this screen. (Exhibit II)

5. Follows up with DPs if securities are not delivered at 11 a.m. on the pay-in date (T+5). Checks whether securities have come in by 1.30 p.m.

- Officer
6. Follows up with CC in case CM has not opened an account with any DP.

NOTE: If the CM has bought securities before opening an account, the amount would go into the suspense account. In order to avoid this

situation, if a new CM has joined, the Officer follows up with NSCC to expedite the opening of the account.

7. Maintains a file of related documentation for future reference.

OQ501E OQ50  
INQUIRE

SETTLEMENT AT CC  
CONSOLIDATED DELIVERY-OUT ENQUIRY

26.08.1997 13:06  
X 05A0 X001

MORE : +

CLEARING CORPORATION. . . IN.10C'001 + TEST CC ALERT A  
MARKET TYPE . . . . . NL + ROLLING  
SETTLEMENT CYCLE NO. . . 1997048  
STATEMENT STATUS. . . . . RECEIPT-IN RECVD

SEL	ISIN	SECURITY NAME	STATUS	TOTAL QTY
	QTY TO BE SENT TO CC	QTY ALREADY SENT		
.	IN.E16'580'101'5	CC DPM COMPANY-ICICI LTD	SETTLED	50.000
	0.000	50.000		
.	IN.E26'770'101'4	CC DPM COMPANY RELIANCE CAPITAL	SETTLED	1.000
	0.000	1.000		
.	IN.E37'990'101'5	CC DPM COMPANY SEIMENS	SETTLED	2.000
	0.000	2.000		
.	IN.E45'330'101'7	CC DPM COMPANY HINDALCO	SETTLED	51.000
	0.000	51.000		
.	IN.E45'360'101'0	CC DPM COMPANY HINDUSTAN LEVER	SETTLED	4.000
	0.000	4.000		

Procedure Number: CCI002

Title: Consolidated Delivery out Enquiry for each ISIN  
EXHIBIT II (a)

56

OQ502E OQ50  
INQUIRE

SETTLEMENT AT CC  
CONSOLIDATED DELIVERY-OUT ENQUIRY

26.08.1997 13:07  
X 05A0 X001

-----

CLEARING CORPORATION. . .	IN.10C'001	TEST CC ALERT	A
MARKET TYPE . . . . .	NL	ROLLING	
SETTLEMENT CYCLE NO. . .	1997048		
ISIN. . . . .	IN.E16'580'101'5		A
	CC DPM COMPANY ICICI LTD		
STATEMENT STATUS. . . . .	RECEIPT-IN RECVD		

CLEARING MEMBER	NAME	STATUS	TOTAL QTY
QTY TO BE SENT TO CC	QTY ALREADY SENT TO CC	SETTLED / EXECUTED	
M50039	CM5 FOR CCDPM		50.000
	0.000		50.000

Procedure Number: CCI002  
 Title: Consolidated Delivery out Enquiry for each CM  
 EXHIBIT II (b)

36

Identification Code: CCI003  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Generation of the Routine Delivery Out Statement

PURPOSE: To notify participants of settlement obligations to be delivered from their depository account(s) to the Clearing Corporation.

PROCEDURE:

- Officer
1. Receives notification of System problem impacting statement generation.
    - a. Routine connectivity problem
    - b. Request to HOD/Mgr. to extend processing time.

NOTE: Refer to Procedure CCI004 if a problem has occurred.

2. Receives a written statement from the Help Desk by 2 p.m. that there are no problems with DPs for delivery outs for each market type. This note must be signed by the Manager/Sr. Officer of the Help Desk. (Exhibit I)

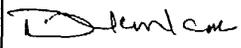
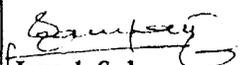
NOTE: Currently there are three market types - Rolling, Accounting Period and Auction.

- HOD/Mgr.
3. Signs the form (Exhibit I) if no exceptional requests are received on that day, authorising the generation of the delivery out statement.

- Officer
4. Accesses screen OQ40 to run the delivery out statement at 2 p.m. (Exhibit II)
    - a. Enters CCID on the screen. The pay-in date is defaulted to the current business date. A list of settlements for which the pay in date is equal to the current business date are listed.
    - b. Selects one settlement by entering "/" in the appropriate Select field, to display the next screen (Exhibit III). The CCID, Market type, settlement cycle number and settlement status are displayed.
    - c. Presses Shift+F2 to fill in the "Generate Statement" flag.

- d. Enters 2 and presses [ENTER] to generate the Final delivery out statement. This is in the SWIFT format and is downloaded to their system automatically.
5. Phones NSCC to check whether they have received the delivery out statement.
6. Maintains a file of related documentation for future reference.

EXHIBIT I (a)

NATIONAL SECURITIES DEPOSITORY LIMITED		
	DATE : 26.03.1997	
CLEARING CORPORATION	NATIONAL SECURITIES CLEARING CORPORATION LIMITED(NSCCL)	
SETTLEMENT NUMBER	1997054	
MARKET TYPE	NORMAL	
SETTLEMENT START DATE	18.08.1997	
SETTLEMENT END DATE	18.08.1997	
PAY-IN DATE	26.08.1997	
PAY-OUT DATE	26.08.1997	
NSDL DEADLINE DATE & TIME	26.08.1997	
BOD START TIME	26.08.1997	
EOD FOR DM	26.08.1997	
HELP DESK	There were no calls on the help desk for the above settlement number and market type from the Depository Participants stating that their Delivery-out order status has not changed from 'In Transit to NSDL' to 'Accepted by NSDL'.	 Mr. Yatin (In-charge Help-desk)
CC INTERFACE	There was no call /information from CC for postponement/delaying of the pay-in/delivery out statement.	
	Approved for obtaining a report of delivery outs made by CMs and going ahead with running of the delivery out statement	 Jayesh Sule AVP (Ops)

Procedure Number: CCI003

Title: Help Desk Statement for generation of Delivery Out Statement

EXHIBIT I (b)

NATIONAL SECURITIES DEPOSITORY LIMITED		
	DATE : 26.08.1997	
CLEARING CORPORATION	NATIONAL SECURITIES CLEARING CORPORATION LIMITED(NSCCL)	
SETTLEMENT NUMBER	1997051	
MARKET TYPE	AUCTION	
SETTLEMENT START DATE	21.08.1997	
SETTLEMENT END DATE	21.08.1997	
PAY-IN DATE	26.08.1997	
PAY-OUT DATE	26.08.1997	
NSDL DEADLINE DATE & TIME	26.08.1997	
BOD START TIME	26.08.1997	
EOD FOR DM	26.08.1997	
HELP DESK	There were no calls on the help desk for the above settlement number and market type from the Depository Participants stating that their Delivery-out order status has not changed from 'In Transit to NSDL' to 'Accepted by NSDL'.	 Mr. Yatin (In-charge Help-desk)
CC INTERFACE	There was no call / information from CC for postponement/ delaying of the pay-in/delivery out statement.	
	Approved for obtaining a report of delivery outs made by CMs and going ahead with running of the delivery out statement	 Jayesh Sule AVP (Ops)

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OQ301E OQ40 SETTLEMENT AT CC 26.08.1997 13:07  
INQUIRE DELIVERY OUT STATEMENT GENERATION X 05A0 X001

-----  
CLEARING CORPORATION. . . : IN.001'019 THE NEW CC A  
MARKET TYPE . . . . . : NL ROLLING  
SETTLEMENT CYCLE NUMBER : 1997001  
STATEMENT STATUS. . . . : READY  
GENERATE STATEMENT ? . . . ( 1 - INTERMEDIATE STATEMENT,  
2 - FINAL STATEMENT)

Procedure Number: CCI003  
Title: Settlements for Statement Generation (OQ40)  
EXHIBIT III

42

Identification Code: CCI004  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Generation of a Problem Delivery Out Statement

PURPOSE: To notify participants of settlement obligations to be delivered from their depository account(s) to the Clearing Corporation when the participant has a problem connecting to NSDL's System or in certain exceptional cases, requests from the DP or CC.

NOTE: The events are listed in chronological order.

BACKGROUND Normally the delivery out statement is generated at 2 p.m. (Refer to procedure CCI003) However, if a Participant experiences a connectivity problem, they copy the messages onto DATs and send them to NSDL. NSDL runs a partial statement. Once the DATs are received, they are loaded and the final statement is run. Actual bookings take place only after the final statement generated.

PROCEDURE:

Officer

1. Receives notification of a connectivity problem.
  - a. From Participant by 1.30 p.m.
  - b. From Help Desk by 2 p.m.
2. Researches connectivity of DP with Help Desk.
3. Coordinates and expedites the resolution of connectivity problems experienced by a DP, acting as liaison between:
  - a. IT
  - b. Help Desk
  - c. DP

NOTE: If it is unlikely that the problem will be resolved by 1.30 p.m., the DP copies the messages which were unable to be transmitted onto DATs and dispatches it to the Depository.

4. Confirms with DP that the DATs have been dispatched to NSDL.

5. Receives a written statement from the Help Desk by 2 p.m. that there are problems with DPs for delivery outs. for each market type, noting the connectivity problem experienced by the DP and confirming the dispatch\_of DATs. (Exhibit I)
  6. Verifies that the note is signed by the Manager/Senior Officer of the Help Desk.
- HOD/Mgr.
7. Receives an exceptional request from the DP/CC to extend the 2 p.m. deadline for running the delivery out statement.
  8. Signs the form (Exhibit I) authorising the generation of a partial delivery out statement.
  9. Forwards the form to the Officer.
- Officer
10. Accesses screen OQ40 to run the partial delivery out statement at 2 p.m. (Exhibit II)
    - a. Enters CCID on the screen. The pay-in date is defaulted to today's date. A list of settlements for which the pay in date is equal to today's date are listed.
    - b. Selects one settlement by entering "/" in the appropriate Select field, to display the next screen (Exhibit III). The CCID, Market type, settlement cycle number and settlement status are displayed.
    - c. Presses Shift+F2 to fill in the "Generate Statement" flag.
  11. Enters 1 and [ENTER] to generate the Intermediate delivery out statement.
- NOTE: The processing of the partial request is carried out by the CC.
12. Receives notification from the Help Desk that the DATs sent by the DP have been received by them.
- NOTE: The Help Desk forwards the DATs to the Systems Department to load onto the NSDL System.
13. Receives notification from the Systems Department that the DATs have been loaded on NSDL's System.

14. Accesses screen OQ50 - Consolidated Delivery Out Statement to check if those orders have been accepted by the NSDL System.  
(Exhibit IV)

15. Accesses screen OQ40 to run the final delivery out statement.  
(Exhibit II)

16. Carries out Step 10a, b and c detailed above.

17. Enters 2 and [ENTER] to generate the Final delivery out statement.

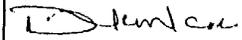
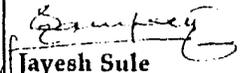
NOTE: Actual bookings take place only after final statement is generated.

18. Maintains a file of related documentation for future reference.

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Procedure Number: CCI004  
 Title: Help Desk Statement for generation of Delivery Out  
 Statement (Connectivity Problem)

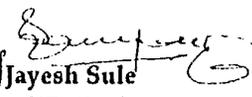
EXHIBIT I (a)

NATIONAL SECURITIES DEPOSITORY LIMITED	
	DATE : 26.08.1997
CLEARING CORPORATION	NATIONAL SECURITIES CLEARING CORPORATION LIMITED(NSCCL)
SETTLEMENT NUMBER	1997054
MARKET TYPE	NORMAL
SETTLEMENT START DATE	18.08.1997
SETTLEMENT END DATE	18.08.1997
PAY-IN DATE	26.08.1997
PAY-OUT DATE	26.08.1997
NSDL DEADLINE DATE & TIME	26.08.1997
BOD START TIME	26.08.1997
EOD FOR DM	26.08.1997
HELP DESK	There were <del>no</del> calls on the help desk for the above settlement number and market type from the Depository Participants stating that their Delivery-out order status has not changed from 'In Transit to NSDL' to 'Accepted by NSDL'.   Mr. Yatin (In-charge Help-desk)
CC INTERFACE	There was no call / information from CC for postponement/delaying of the pay-in/delivery out statement.
	Approved for obtaining a report of delivery outs made by CMs and going ahead with running of the delivery out statement   Jayesh Sule AVP (Ops)

Procedure Number: CCI004

Title: Help Desk Statement for generation of Delivery Out Statement (Connectivity Problem)

EXHIBIT I (b)

NATIONAL SECURITIES DEPOSITORY LIMITED		
	DATE : 26.08.1997	
CLEARING CORPORATION	NATIONAL SECURITIES CLEARING CORPORATION LIMITED(NSCCL)	
SETTLEMENT NUMBER	1997051	
MARKET TYPE	AUCTION	
SETTLEMENT START DATE	21.08.1997	
SETTLEMENT END DATE	21.08.1997	
PAY-IN DATE	26.08.1997	
PAY-OUT DATE	26.08.1997	
NSDL DEADLINE DATE & TIME	26.08.1997	
BOD START TIME	26.08.1997	
EOD FOR DM	26.08.1997	
HELP DESK	There were <del>no</del> calls on the help desk for the above settlement number and market type from the Depository Participants stating that their Delivery-out order status has not changed from 'In Transit to NSDL' to 'Accepted by NSDL'.	 Mr. Yatin (In-charge Help-desk)
CC INTERFACE	There was no call /information from CC for postponement/delaying of the pay-in/delivery out statement.	
	Approved for obtaining a report of delivery outs made by CMs and going ahead with running of the delivery out statement	 Jayesh Sule AVP (Ops)

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OQ401E OQ40  
INQUIRE

SETTLEMENT AT CC  
SETTLEMENTS FOR STATEMENT GENERATION

26.08.1997 13:05  
X 05A0 X001

-----  
CLEARING CORPORATION. . . IN.100'001 + TEST CC ALERT  
MARKET TYPE . . . . . +  
SETTLEMENT CYCLE. . . . .  
PAY-IN DATE >= . . . . . 25.08.1997

A

SEL MARKET TYPE	STLMT NO	PAY-IN DT	NSDL DATE NSDL TIME	STATUS
. AU	1971010	25.08.1997	15.08.1997 18:30	READY
. AUCTION MARKET				
. NL	1972001	25.08.1997	15.08.1997 18:30	PARTIAL STMT SENT
. NORMAL LOT				
. NT	2000006	25.08.1997	15.08.1997 18:30	READY
. NEGOTIATED TRADE				

COMMAND ==>

Procedure Number: CCI004  
Title: Settlements for Statement Generation (OQ40)  
EXHIBIT II

58

OQ301E OQ40  
INQUIRE

SETTLEMENT AT CC  
DELIVERY OUT STATEMENT GENERATION

26.08.1997 13:07  
X 05A0 X001

-----

CLEARING CORPORATION. . . : IN.001'019 THE NEW CC A

MARKET TYPE . . . . . : NL ROLLING

SETTLEMENT CYCLE NUMBER : 1997001

STATEMENT STATUS. . . . : READY

GENERATE STATEMENT ? . . . ( 1 - INTERMEDIATE STATEMENT,  
2 - FINAL STATEMENT)

Procedure Number: CCI004  
 Title: Settlements for Statement Generation (OQ40)  
 EXHIBIT III

SP

OQ501E OQ50 SETTLEMENT AT CC 26.08.1997 13:06  
INQUIRE CONSOLIDATED DELIVERY-OUT ENQUIRY X 05A0 X001

MORE : +

CLEARING CORPORATION. . . IN.100'001 + TEST CC ALERT A  
MARKET TYPE . . . . . NL + ROLLING  
SETTLEMENT CYCLE NO. . . . 1997048  
STATEMENT STATUS. . . . . RECEIPT-IN RECVD

SEL	ISIN	SECURITY NAME	STATUS	TOTAL QTY
	QTY TO BE SENT TO CC	QTY ALREADY SENT		
.	IN.E16'580'101'5	CC DPM COMPANY ICICI LTD	SETTLED	50.000
	0.000	50.000		
.	IN.E26'770'101'4	CC DPM COMPANY RELIANCE CAPITAL	SETTLED	1.000
	0.000	1.000		
.	IN.E37'990'101'5	CC DPM COMPANY SEIMENS	SETTLED	2.000
	0.000	2.000		
.	IN.E45'330'101'7	CC DPM COMPANY HINDALCO	SETTLED	51.000
	0.000	51.000		
.	IN.E45'360'101'0	CC DPM COMPANY HINDUSTAN LEVER	SETTLED	4.000
	0.000	4.000		

Procedure Number: CCI004  
Title: Consolidated Delivery Out Enquiry (OQ50) for each ISIN  
EXHIBIT IV (a)

50

OQ502E OQ50  
INQUIRE

SETTLEMENT AT CC  
CONSOLIDATED DELIVERY-OUT ENQUIRY

26.08.1997 13:07  
X 05A0 X001

-----

CLEARING CORPORATION. . .	IN.100'001	TEST CC ALERT	A
MARKET TYPE . . . . .	NL	ROLLING	
SETTLEMENT CYCLE NO. . .	1997048		
ISIN. . . . .	IN.E16'580'101'5		A
	CC DPM COMPANY ICICI LTD		
STATEMENT STATUS. . . . .	RECEIPT-IN RECVD		

CLEARING MEMBER	NAME	STATUS	TOTAL QTY
QTY TO BE SENT TO CC	QTY ALREADY SENT TO CC	SETTLED / EXECUTED	
M50039	CM5 FOR CCDPM		50.000
	0.000		50.000

Procedure Number: CCI004  
 Title: Consolidated Delivery Out Enquiry (OQ50) for each CM  
 EXHIBIT IV (b)

51

Identification Code: CCI005  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Monitoring of Pay-ins and Pay-outs

PURPOSE: To liaise with the Clearing Corporation to prevent any delays in crediting CM Accounts.

BACKGROUND At 2 p.m. on T+5 when the delivery out statement is generated, the system also generates a SWIFT message to the CC System giving details of settlement. The CC run an export of the delivery out (DO) statement of pay ins, into a flat file format using the data which has come through SWIFT. Before 3.30 p.m., CC sends an acceptance confirmation on-line to NSDL. Only after this the pay outs will be made.

NSDL receives the pay out file after 5.30 - 6.00 in the SWIFT format from CC. The CM accounts are then credited automatically.

PROCEDURE:

- Officer
1. Receives a phone call from the CC informing them that the pay out file has been sent.
  2. Accesses Screen OQ40 - Settlements for Statement Generation to check the CM accounts credited. (Exhibit I)
  3. Verifies that CM accounts were credited.
  4. Calls up the CC if the status does not change to "Receipt-in-received" by 6 p.m. to ask for the reason for the delay.

NOTE: The status change to "Receipt-in-received" confirms the pay-in.

5. Monitors for change in status.
6. Escalates the problem to HOD.

- HOD
7. Accesses Screen OQ20 - Receipt-In Enquiry to view which CM accounts were credited. (Exhibit II)

8. Decides on the plan of action depending on the reason for the delay.
9. Informs the Officer of the decision.
10. Monitors the situation closely.
11. Maintains records for future reference.

OQ401E OQ40 SETTLEMENT AT CC 26.08.1997 13:05  
INQUIRE SETTLEMENTS FOR STATEMENT GENERATION X 05A0 X001

-----  
CLEARING CORPORATION. . . IN.100'001 + TEST CC ALERT A  
MARKET TYPE . . . . . +  
SETTLEMENT CYCLE. . . . .  
PAY-IN DATE >= . . . . . 25.08.1997

SEL MARKET TYPE	STMT NO	PAY-IN DT	NSDL DATE NSDL TIME	STATUS
. AU AUCTION MARKET	1971010	25.08.1997	15.08.1997 18:30	READY
. NL NORMAL I.O.T	1972001	25.08.1997	15.08.1997 18:30	PARTIAL STMT SENT
. NT NEGOTIATED TRADE	2000006	25.08.1997	15.08.1997 18:30	READY

COMMAND ==>

Procedure Number: CCI005  
Title: Settlements for Statement Generation (OQ40)  
EXHIBIT I

54

OQ201E OQ20  
INQUIRE

SETTLEMENT AT CC  
RECEIPT-IN ENQUIRY

26.08.1997 13:01  
X 05A0 X001

-----

CLEARING CORPORATION. . . . .	IN.100'001 +	TEST CC ALERT	A
MARKET TYPE . . . . .	NL +	NORMAL LOT	
SETTLEMENT CYCLE NO. . . . .	1997048	RECEIPT-IN RECVD	
ORDER TYPE. . . . .	RCT	RECEIPT IN STATEMENT	
ISIN. . . . .	IN.E45'710'101'7 +		A
CC CM ID. . . . .	CC DPM COMPANY RELIANCE IND LTD		

SEL	DM ORDER	CC CM ID	QUANTITY	STATUS
.	8000009	M50659	255.000	SETTLED / EXECUTED

Procedure Number: CCI005  
 Title: Receipt-In Enquiry (OQ20)  
 EXHIBIT II

95

Identification Code: CCI006  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

**TITLE:** Receiving Information from the Clearing Corporation on the Latest Information on Clearing Members.

**PURPOSE:** To identify additions, deletions and modifications to the CM database as required by the Clearing Corporation.

**BACKGROUND:** Both the Clearing Corporation and NSDL maintain databases of CM profiles. Periodically these two files are compared. To accomplish comparison, the CC copies the latest information on CMs on a floppy and sends it to the CC Interface Dept. who forward it to NSDL's Systems Dept. The Systems Dept. checks this against the information sent in the previous file and the exceptions are printed on a mismatches report which is sent to the Clearing Corporation Interface Department. Once these mismatches are verified by NSCC as being correct, the latest file is uploaded into the CC-CM Master File by the Systems Dept.

**PROCEDURE:**

- Officer
1. Receives a floppy from NSCC containing the latest information on Clearing Members.
  2. Forwards the floppy to the Systems Dept.
  3. Receives a Listing Output Section (Line Compare) Report from the Systems Dept. which shows any changes in the current file as compared to the previous file of CM details. (Exhibit I)
  4. Sends a letter to NSCC asking them to confirm the discrepancies. (Exhibit II)
  5. Receives a letter from NSCC confirming the changes. (Exhibit III)
  6. Sends a letter to the Systems Dept. to load this file as the correct file. (Exhibit IV)

**NOTE:** For a new CM, only after the CC-CM ID is entered into the system at NSDL can the CM be assigned a BP-ID and open an

account with a DP. Therefore only after this process has been completed for a CM, can the CM go live.

7. Maintains a file of related documentation for future reference and records of changes.

57

SUPERC - MVS/PDF FILE/LINE/WORD/BYTE/SFOR COMPARE UTILITY - V4.20 (ISPF) 97/07/11 -- 13.20 PAGE  
NEW: TCSANW.WORKREC OLD: TCSPXG.TEMP

LISTING OUTPUT SECTION (LINE COMPARE)

ID	SOURCE LINES	TYPE	LEN	N-LN#	O-LN#
	-----1-----2-----3-----4-----5-----6-----7-----8-----9-----				
D -	M51022TATA FINANCE SEC LTD	MAT=	1019		
D -	M51023A. M. SECURITIES LTD	DEL=	3	01020	01020 01021
D -	M51024PRAKASH SECURITIES F LTD				01022
		MAT=	1		

Procedure Number: CCI006  
Title: Listing Output Section Report  
EXHIBIT I

5/10

Procedure Number: CCI006

Title: Letter to NSCC to confirm discrepancies

EXHIBIT II



**National Securities Depository Ltd**

Trade World, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013

Tel: 497 2964 - 70, Fax : 91-22-497 2993

July 14, 1997

Mr. Irfan Ahmad  
Manager,  
National Securities Clearing Corporation Limited,  
Trade World, Kamala Mills Compound,  
Lower Parel,  
Mumbai-400013

Dear Mr Ahmad,

We refer to the file NSCCMID.DAT sent by you on July 10, 1997. It is observed that the following 3 new records are in the new file as compared to the earlier file.

CM Id	CM Name
M51022	Tata Finance Sec Ltd.
M51023	A. M Securities Ltd.
M51024	Prakash Securities Pvt. Ltd.

Please confirm inclusion of the same so that we are able to update our records.

Thanking you,

Yours faithfully,

Jayesh Sule  
Asst. Vice President

Recd  
3/3  
14/7/97

Procedure Number: CCI006

Title: Letter from NSCC confirming changes

EXHIBIT III



**NATIONAL SECURITIES CLEARING CORPORATION LTD.**

TRADE WORLD, SENAPATI BAPAT MARG, LOWER PAREL, MUMBAI - 400 013.

NSCC/DEVP/852

15th July, 1997

Mr. Jayesh Sule  
Asst. Vice President  
National Securities Depository Ltd.  
Trade World,  
4th Floor, Kamala Mills Compound,  
Lower Parel,  
Mumbai - 400 013

*NSD* *15/7* *Ray*

Dear Sir,

With reference to your letter dated 14<sup>th</sup> July, 97 we confirm inclusion of the following  
3 new clearing members:

Sr. No.	CM ID	Name
1	M50122	Tata Finance Sec Ltd.
2	M50123	A.M. Securities Ltd.
3	M50124	Prakash Securities Pvt. Ltd.

Thanking you,

Yours faithfully

*T.S. Jagadharani*

T.S. Jagadharani  
Asst. Manager

Procedure Number: CCI006

Title: Memo to Systems Dept. to load file  
EXHIBIT IV

NATIONAL SECURITIES DEPOSITORY LIMITED

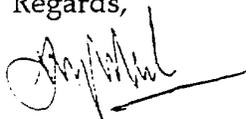
Date : August 26, 1997

To  
Mr. P. Venkat,  
TCS

From  
Jayesh Sule

Please arrange to upload the NSCCCMID.DAT file forwarded to you for comparison on August 8, 1997.

Regards,



Jayesh Sule  
Asst. Vice President

For Mr. P. Venkat

Anurag Wah  

---

Identification Code: CCI007  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Shifting of Clearing Account from one DP to another

PURPOSE: A CM account can be opened with the Participant only after the Clearing Member has been allocated a BP ID by the Depository.

NOTE: A Clearing Member may open only one CM account. If a CM wants to transfer his account to another a DP, he has to first close the previous account. A new BP-ID is assigned and the new DP is then associated with the CM.

PROCEDURE:

Officer

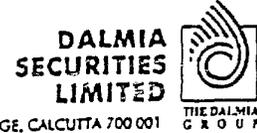
1. Receives from the new DP the following:
  - a. Completed and signed client account opening form (Exhibit I)
  - b. Letter from the CM to NSDL stating that he wishes to shift his account to the new DP (Exhibit II)
  - c. Account closing form with an acknowledgment letter from the old DP (Exhibit III)
  - d. Letter of allotment of CC-CM ID to the CM given by the CC (Exhibit IV)
  - e. Letter from new DP to NSDL to allot a new BP-ID (Exhibit V)
2. Assigns a new BP-ID if the forms are in order.
3. Sends a letter to the new DP giving the BP-ID (Exhibit VI) and asks them to send a written confirmation once the account has been added to DPM.

NOTE: Business Partner Master File Information which contains the new BP-ID is downloaded at the EOD when a BP is activated. The new DP can now open a clearing account in DPM using the new BP-ID.

4. Receives notification from the new DP that an account has been opened for the CM. (Exhibit VII)
  5. Changes the default for the pay out account for the CM to the new DP so that all credits are received into this account using screen BB01. (Exhibit VIII)
  6. Sends a letter to the old DP to close the CM's account. (Exhibit IX)
  7. Receives a letter from the old DP confirming that the account has been closed and the standing instructions disabled. (Exhibit X)
  8. Confirms that the standing instruction attached to the old DP for the CM have been stopped by checking the custody positions of the CM in the old DP is zero.
  9. Accesses screen BB01 - Role details and marks the role of the CM as "to be deleted". (Exhibit VIII)
- NOTE: This restricts debits and credits to the account systematically.
- NOTE: Periodically, when the housekeeping process is run by the Systems Dept., the accounts marked "To be deleted" are deleted from System files. Until this is done, the accounts are inactive at the DPM level.
10. Maintains both old and new BP IDs and status of change on an Excel worksheet. (Exhibit XI)
  11. Uses worksheet for follow up.
  12. Maintains a file of related documentation for future reference.

Procedure Number: CCI007  
 Title: Client Account Opening Form  
 EXHIBIT I

**CLIENT A/c.**  
**OPENING FORM**  
 DEPOSITORY SERVICES



7, LYONS RANGE, CALCUTTA 700 001

CORPORATE  
 CLEARING MEMBER

Date 06/08/1997  
 D D M M Y Y Y Y

SECURITIES ACCOUNT NO. \_\_\_\_\_

You are requested to open an account in the following name : (all details to be filled in Block letters)

NAME  
SHREE BAHUBALI INTERNATIONAL LIMITED

ADDRESS (REGD. OFFICE)  
12, INDIA EXCHANGE PLACE  
3RD FLOOR CALCUTTA  
 PIN: 700001 TEL: 2211579-80-81 FAX: 2211579

ADDRESS (CORRESPONDENCE)  
12, INDIA EXCHANGE PLACE  
3RD FLOOR CALCUTTA  
 PIN: 700001 TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

	NAMES OF AUTHORISED SIGNATORIES*	DESIGNATION	TEL. NO.
FIRST/SOLE SIGNATORY <sup>M<sup>y</sup></sup>	<u>SURENDRA KUMAR JAIN</u>	<u>DIRECTOR</u>	<u>2211580</u>
SECOND SIGNATORY <sup>M<sup>y</sup></sup>	<u>SURENDRA KUMAR JAIN</u>	<u>MANAGING DIRECTOR</u>	<u>2211580</u>
THIRD SIGNATORY <sup>M<sup>y</sup></sup>	<u>SURENDRA KUMAR JAIN</u>	<u>DIRECTOR</u>	<u>2211580</u>

\*In case of additional signatories annexure should be attached.

ACKNOWLEDGEMENT  
 DALMIA SECURITIES LIMITED  
 7, LYONS RANGE, CALCUTTA - 700 001

FOR OFFICE USE ONLY

WE HEREBY ACKNOWLEDGE THE RECEIPT OF A CLIENT ACCOUNT OPENING FORM FROM <u>SHREE BAHUBALI</u> <u>INTERNATIONAL LIMITED</u> OF <u>12, INDIA EXCHANGE PLACE</u> <u>CALCUTTA</u>	DATE _____
	AGREEMENT SIGNED <input type="checkbox"/>
	ACCOUNT NO. _____
	SIGNATURE & SEAL _____

Procedure Number: CCI007

Title: Letter from CM to NSDL to shift account to new DP

EXHIBIT II

Date: 6/8/1997

National Securities Depository Limited  
Trade World 4<sup>th</sup> Floor  
Kamala Mills Compound  
Senapati Bapat Marg Lower Parel  
MUMBAI 400 013

Dear Sirs,

Sub: Shifting of Clearing Account

This is to inform you that we wish to shift our Clearing Account as per the details mentioned below:

Clearing Member	✓ SHREE BAHUBALI INTERNATIONAL
Clearing Corporation	NSCC
CC - CM -Id	✓ ID 50569
CM- BP-Id (existing)	✓ <del>IN 300020</del> IN 505698
Participant ( Old)	✓ GLOBAL TRUST BANK
Participant (New)	✓ DALMIA SECURITIES LIMITED

We request you to please allot a new CM BP Id to facilitate shifting of the Clearing Account.

Yours faithfully,

SHREE BAHUBALI INTERNATIONAL LTD.

S. S. M. S. & J. S. M.  
(Clearing Member) Director

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Procedure Number: CCI007

Title: Account Closing Form with acknowledgment from DP

EXHIBIT III

NSDL

415

ANNEXURE Q

APPLICATION FOR CLOSING AN ACCOUNT

Date (dd-mm-yy) 06 08 1999

To

GLOBAL TRUST BANK LTD  
FORT,  
MUMBAI  
IN300020

(For Beneficiary Account only)

~~I/ We hereby request you to close my/our account with you.  
I/ We request you to transfer the balances of securities to my/our account with DP Name  
bearing my client-id~~

Client-Id.	Name(s) of the holders
First/Sole Holder	
Second Holder	
Third Holder	

N.A.

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

(For Clearing Member Account only)

I/ We hereby request you to close my/our account with you.

Client Name	SHEE BAHUBALI INTERNATIONAL (LIMITED)
Client Id	10001988
CM-BP-Id	IN 300020 IN 505698
CC-CM-Id	M 50569

Authorized Signatories	
Names	Signatures
Mr. SUMER MAL JAIN	<i>[Signature]</i>
Mr. SURENDRA KUMAR JAIN	<i>[Signature]</i>
Mr. SOMNORA KUMAR JAIN	<i>[Signature]</i>

Instructions:

1. Relevant portions to be filled in
2. Please strike off as N.A. whatever is inapplicable
3. To be submitted in duplicate.



11/8/99

Procedure Number: CCI007

Title: Letter from CC of allotment of CC-CM ID  
EXHIBIT IV (a)



**NATIONAL SECURITIES CLEARING CORPORATION LTD.**

MAHARISHI TOWERS, 'A' WING, 1ST FLOOR, RBC, WORLI, MUMBAI - 400 018.

Ref. No. NSCC/2251

November 18, 1996

Trading Member Code: 07818  
SHREE BAHUBALI INTERNATIONAL LTD.  
233/1, MAHARSHI DEVENDRA ROAD  
3RD FLOOR  
CALCUTTA - 700 007

Dear Member,

Re : Depository Settlement

The National Securities Depository Ltd. (NSDL) has commenced operations on November 8, 1996. The National Stock Exchange of India Ltd. (NSE) is providing a mechanism for investors to buy and sell dematerialised securities in a depository book account form. Depository securities will be identified separately on the NEAT system. All trades in the depository securities will be settled in book entry form. The investor will decide upfront whether he would like to trade in the physical or the depository order book.

We are glad to announce that NSCCCL has set up a clearing and settlement system to enable its clearing members to settle trades in the depository segment. The cycle of delivering and receiving securities in this market segment will broadly remain similar to the existing cycle for physical securities. In the physical settlement segment today, a seller delivers physical securities to the clearing member (CM) who, in turn, pays in such securities to the Clearing House. In the depository segment, the seller will be required to instruct his depository participant (DP) to transfer securities from his account with the DP to the clearing member's account. The balances with the CM are then transferred to a NSCCCL account. Pay-out is received from NSCCCL into the clearing member's account from where the clearing member instructs his DP to distribute securities to the buyer.

Procedure Number: CCI007

Title: Letter from CC of allotment of CC-CM ID  
EXHIBIT IV (b)

*Continuation Sheet*

On NSE, the settlement cycle for depository securities, to begin with, will be similar to that for the normal physical securities i.e. from Wednesday to Tuesday. One difference is that pay-in and pay-out of both securities and funds for trades in the depository market will be effected on the same day i.e. Tuesday.

To take advantage of settlement of trades through the depository, all clearing members are required to register themselves with NSDL and open a clearing account with a DP latest by November 30, 1996. The procedure for obtaining registration and opening an account, is enclosed herewith (Annexure 1). The list of DPs of NSDL who have expressed willingness to open clearing accounts is provided in Annexure 2. As a startup measure, NSCCL will provide a stand-by facility to clearing members for opening clearing accounts. This is to be used in the eventuality of the clearing member being unable to open accounts with any other DP of NSDL. However, clearing members who open accounts with NSCCL will be required to make an alternative arrangement with another DP and transfer their clearing accounts to the DP within 45 days of opening accounts with NSCCL. An account opening form is provided in Annexure 3. Failure to open clearing accounts will mean that the member will not be permitted to trade in the depository segment.

For opening accounts with NSDL, a clearing member is required to obtain a CM-ID which is being provided by NSCCL to all its members. Please note that your CM-ID is M50569. This CM-ID should be used by you in all your future communication with NSCCL. After opening the clearing account, you are required to confirm the same in writing to NSCCL including the details given in Annexure 4.

The DP may impose custody and transaction charges on clients/ clearing members and these charges may vary from DP to DP. Apart from such charges, as far as a clearing member is concerned, individual buy/ sell transactions do not attract any settlement charge from NSDL and there is only a net charge on receipts.

Procedure Number: CCI007

Title: Letter from CC of allotment of CC-CM ID  
EXHIBIT IV (c)

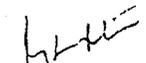
*Continuation Sheet*

Regulations with regard to depository settlement and the manner of trading and settlement of the various market types in the depository segment will be communicated to members in due course.

The advantages of depository are considerable. The problems of fake, forged, thefts, objection cases are eliminated. Clearing members can now expand operations to multiple locations across the country without the burden of having to actually move physical securities during settlement. Back office requirements will reduce considerably. We are sure that clearing members will benefit immensely through participation in the depository segment.

Thanking you,

Yours faithfully,

  
Raghavan Putran

BEST AVAILABLE COPY

Procedure Number: CCI007  
Title: Letter from new DP to NSDL to allot new BP-ID  
EXHIBIT V

Member:

National Stock Exchange of India Ltd.  
The Calcutta Stock Exchange Assn. Ltd.

108

**DALMIA SECURITIES LIMITED**

7, Lyons Range, 3rd Floor, Calcutta-700 001, India  
Phones : (91) (33) 220 9500/0674/9736/0080/6069  
221 1672/3/4/5, Fax : (91) (33) 220 9438

INS51087  
Cg 0 JV 20/8  
Act @ vs PDS  
Rhythm 25/8  
Jaya  
Shyama  
Cart

8<sup>th</sup> August, 1997

Mr. Jayesh Sule  
Asst. Vice President  
National Securities Depository Ltd.  
Mumbai

Dear Sir,

Sub : Opening of Clearing Member Account  
Ref : Our DP ID - IN300222

We wish to inform you that **Shree Bahubali International Ltd.**, Clearing Member of National Securities Clearing Corporation Ltd., having **CM ID M50569** has applied for opening a Clearing Member Account with us.

As we are willing to open the aforesaid account, **we request you to allot the CM BP ID to the said Clearing Member**. The account closing forms have been sent to their former DP (i.e, Global Trust Bank Ltd., Fort, Mumbai) and we have requested our Mumbai Office to fax you the copy of the account closing form duly acknowledged by Global Trust Bank.

A copy of the account opening form and the letter of allotment of CM ID issued by NSCCL is enclosed for your information.

Kindly allot the same at the earliest.

Yours faithfully,  
for Dalmia Securities Ltd.

Shangian

letter despatched

Recd 9/8

\* Closure form absent  
→ Recd on 20/8



THE DALMIA GROUP

Procedure Number: CCI007

Title: Letter to new DP allotting new BP-ID

EXHIBIT VI

Ref. : PI/SHIFTCM1/JV/108

August 25, 1997

Mr. Neelesh Mehta  
Dalmia Securities Ltd.  
7, Lyons Range, 3<sup>rd</sup> floor,  
Calcutta - 700001

Dear Sir,

Sub: Allotment of new CM BP Id for **M/s Shree Bahubali International Ltd.**

With reference to your application dated August 8, 1997, we have allotted the clearing member **M/s Shree Bahubali International Ltd.**, a new CM BP Id IN551087.

Its existing clearing account with **Global Trust Bank Ltd.** will continue to receive receipts-in on pay-out until the new clearing account with you is opened. Please intimate us the CM client Id, date of opening of the account and whether the standing instruction indicator for credits is enabled, at the earliest.

Thanking you,

Yours faithfully,

**Jayesh Sule**  
Asst. Vice President

Procedure Number: CCI007

Title: Notification from new DP that account has been opened for  
CM

EXHIBIT VII

Member:

National Stock Exchange of India Ltd.  
The Calcutta Stock Exchange Assn. Ltd.

**DALMIA SECURITIES LIMITED**

7, Lyons Range, 3rd Floor, Calcutta-700 001, India  
Phones : (91) (33) 220 9500/0674/9736/0080/6069  
221 1672/3/4/5, Fax : (91) (33) 220 9438

21<sup>st</sup> August, 1997

**Mr. Jayesh Sule**  
Asst. Vice President  
NSDL  
Mumbai

*Bhushan*

Dear Sir,

**Sub : Opening of Clearing Member Account**

We wish to inform you that we have opened the CM Account of **Shree Bahubali International Ltd.**, Clearing Member of National Securities Clearing Corporation Ltd. , the details of which are as under :

**Clearing Member : Shree Bahubali International Ltd.**  
**CM BP ID : IN 551087**  
**Client ID : 10001007**

The Standing Instructions for credits has been enabled .

Yours faithfully  
for **Dalmia Securities Ltd.**

*Neelesh Mehta*  
**Neelesh Mehta**  
Vice President

*N → Y  
on 26/8.*

*Recd  
26/8.*



**THE DALMIA  
GROUP**

RESEARCH OFFICE : TRIKUT APARTMENTS, 4th FLOOR, 4C, LANSDOWNE PLACE, CALCUTTA - 700 029, PH. : 745329/30/31, FAX : 91-33-745332

MUMBAI OFFICE : UNION BANK BUILDING, 2nd FLOOR, DALAL STREET, FORT, MUMBAI - 400 023 PH. : 267 0097/0098 FAX : 91-022-267 0010

SPECIALISTS IN CAPITAL MARKETS

*72*



Procedure Number: CCI007

Title: Letter to old DP to close CM's account

EXHIBIT IX



**National Securities Depository Ltd**

Trade World, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013

Tel: 497 2964 - 70, Fax : 91-22-497 2993

Ref: PI / SHIFTCM2 / JV / 104  
August 27, 1997

Mr. G. Balachandran  
Manager,  
Global Trust Bank Ltd.,  
67, Mumbai Samachar Marg,  
Opp. Mumbai Stock Exchange,  
Fort,  
Mumbai - 400023.

Dear Sir,

Sub: **Closure of clearing account of M/s Shree Bahubali International Ltd.**

With reference to the shifting of clearing account of **M/s Shree Bahubali International Ltd.**, you may go ahead with disabling the standing instruction indicator for credits for the clearing account, and one cycle of BOD and EOD thereafter, if balance in the account is zero, you may change the account status to "to be closed". In case the balance is not zero, please ask your client to clear the balance as soon as possible. Please intimate us of the closure of the account and specify the following in your communication:

- CM Client Id and name
- Date of disabling of Standing Instruction indicator
- Date of closing of account

Please note that the new clearing account of the clearing member with **Dalmia Securities Ltd.** will hereafter receive credit due to receipt-in from the Clearing Corporation.

Thanking you,

Yours faithfully,

Jayesh Sule  
Asst. Vice President

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Procedure Number: CCI007

Title: Letter from old DP confirming account closure

EXHIBIT X



**GLOBAL TRUST BANK LIMITED**

67, SAMACHAR MARG, FORT, MUMBAI - 400 001, PHONE : 2654791/794/795/797,  
FAX : 2654779, TELEX : 011 86832 GTBF IN.

03/09/97

*Jaya*

Mr. Jayesh Sule,  
Asst. Vice President,  
National Securities Depository Ltd.,  
Trade World, 4th Floor  
Kamala Mills Compound  
Senapati Bapat Marg  
Lower Parel  
Mumbai-400 013

Dear Sir,

Sub: Closure Of Clearing Account

We give below the list of Clearing Member Accounts, status of which stands as "to be closed" :

CLIENT ID NO. (CM)	NAME	DT. OF DISABLING	DT. OF CLOSING
100001988	SHREE BAHUBALI INTERNATIONAL LTD	N.A.	29 08 97
10002034	EXPONENTIAL FINANCIAL SERVICES PVT LTD	25 08 97	29 08 97

*Handwritten notes:*  
- Next to 100001988: *INS 505698*  
- Next to 10002034: *INS 507832*  
- Next to 100001988: *INS 557087*  
- Next to 10002034: *INS 550977*

This is for your information.

Thanking you,  
Yours faithfully,  
for GLOBAL TRUST BANK LIMITED

Serial No.	CC CM Id	Name	Date of receipt of application (complete)	Reference No. for letter regarding	Old CM BP Id	Old DP Id	Old DP Name	New DP Id	New DP Name	New CM BP Id
1	M50041	Kisan Ratilal Choksey & Co.	<14/02/97?	CM39	IN500415	IN300020	GTB	IN300100	Stanchart	IN550016
2	M50570	Victory portfolio	20-Feb-97	DP/10	IN505702	IN300087	NSCC	IN300118	Alankit	IN550024
3	M50695	Shri Parasram holdings	20-Feb-97	DP/10	IN506957	IN300020	GTB	IN300118	Alankit	IN550032
4	M50062	Prabhudas Lilladher Pvt. Ltd.	25-Feb-97	CM41	IN500626	IN300087	NSCC	IN300100	Stanchart	IN550049
5	M50281	Amideep Investment Consultants	26-Feb-97	/DP/40	IN502812	IN300087	NSCC	IN300126	HDFC Bank	IN550057
6	M50540	Dangi Financial & Management Consultancy Pvt.Ltd.	26-Feb-97	/DP/42	IN505403	IN300087	NSCC	IN300126	HDFC Bank	IN550065
7	M50565	Mansukh Securities and finance Ltd	27-Feb-97	DP/10	IN505655	IN300087	NSCC	IN300118	Alankit	IN550073

Procedure Number: CCI007

Title: Worksheet showing old and new BP-IDs & status of change

EXHIBIT XI

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Identification Code: CCI008  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Processing Application to become a Clearing Corporation of NSDL

PURPOSE: To scrutinise the application from a Clearing Corporation to be admitted as a user on the Depository.

NOTE: So far processing has not been completed for any Clearing Corporation application. This procedure is what is envisaged.

**BACKGROUND** A Clearing Corporation is a corporate body engaged in the activity of clearing and settlement of trades done on a recognised stock exchange. Currently only one Clearing Corporation - National Securities Clearing Corporation Ltd. (NSCC) can clear and settle transactions in securities in dematerialised form.

A Clearing Corporation may be admitted as a user of the Depository on entering into an agreement. Transactions in securities in dematerialised form can then be cleared and settled through this Clearing Corporation.

A Clearing Member can deal in the Depository system as a Clearing Member (CM) through a special account it has opened with a Participant. A Clearing Member account consists of

- (i) a Pool account
- (ii) a Delivery account and
- (iii) a Receipt-in account

**PROCEDURE:**

- Officer
1. Sends a letter to targeted Stock Exchanges advising them of details of the Trade Guarantee Scheme. (Exhibit I)
  2. Receives from applicant a phone call or letter expressing an interest to join the Depository.
  3. Sends the applicant the Introductory Kit, including
    - a. Stockbroker's Guide to Depositories (Exhibit II)
    - b. Introduction to Depositories (Exhibit III)
    - c. Stock Broker's Guide to Trading, Clearing and Settlement of Electronic Securities (Exhibit IV)

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- d. An Investor's Guide to Depositories (Exhibit V)
  - e. Procedure for becoming a Depository Participant (Exhibit VI)
  - f. Hardware, Software and Telecom Setup (Exhibit VII)
4. Receives from applicant Form E (Exhibit VIII) which has been completed along with the documents as per the Bye-laws, details of which are in the Introductory Kit, including but not limited to
    - a. Annual Report for the past three years
    - b. Net worth certificate of Chartered Accountant
    - c. Computation sheet of Net worth
    - d. SEBI/RBI Registration Certification of Group Companies
    - e. Memorandum and Articles of Association
  5. Refers to NSDL's Bye Laws to ensure the CC meets the requirements of the Depository.
  6. Prepares an Agenda (Exhibit IX).
  7. Sends the Agenda to the Committee to Admit Participants (CAP) Members before the CAP meeting.
- CAP
8. Scrutinises the application.
  9. Sends it to the Board of Directors for approval.
- MD/ED
10. Advises applicant of the decision.
  11. Sends forms which require to be filled in by the Participant for the Hardware and VSAT connection if the application is approved.
  12. Files the application and informs the applicant of the reasons if the application is turned down.
- Officer
13. Assists the applicant in placing the hardware order and initiating the VSAT connection process. (Refer to related procedure CCI008)
  14. Receives notification from applicant that hardware and VSAT connection have been acquired.
  15. Informs HOD.
- HOD
16. Sends the application to SEBI in Form E which is completed by the Applicant and with a Letter of recommendation from NSDL, certifying that they have acquired the hardware and VSAT connection.

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NOTE: SEBI processes the application and issues a registration certificate to the Clearing Corporation. (Exhibit X)

Officer

17. Receives notification of SEBI approval. (Exhibit XI)

18. Informs the Participant when SEBI approval is obtained and informs the participant to make the necessary payments to NSDL.

19. Prepares the Agreement.(Exhibit XII) and sends it to the Clearing Corporation for signature.

20. Receives signed Agreement from the Clearing Corporation and sends it to the HOD for signature.

HOD

21. Signs the Agreement and sends the Clearing Corporation a copy.

22. Maintains a file on all accepted and rejected applications for future reference.

Procedure Number: CCI008  
Title: Letter to Stock Exchanges advising of Trade Guarantee Scheme

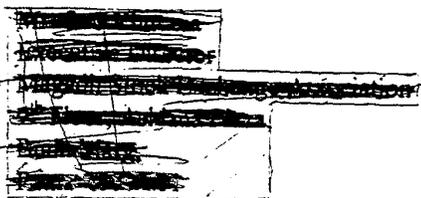
EXHIBIT I

**National Securities Depository Ltd**

Trade World, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013  
Tel: 497 2964 - 70, Fax : 91-22-497 2993

Ref : PU/97/SB/724

July 4, 1997



Dear Sir,

We refer to your letter dated June 20, 1997 and subsequent discussions we had with you. In this regard we would advise you to provide us the details on the following issues.

- (i) scheme of guaranteeing performance of trades executed on the stock exchange, if any;
- (ii) whether the guarantee is restricted to performance of obligations to the clearing house or is in respect of every trade;
- (iii) 'effective date' of the scheme and the relevant rules or regulations governing such a scheme;
- (iv) process of unwinding the transactions in the event of default by a clearing member;
- (v) obligations of the settling members and contracting members in the event of a default;
- (vi) whether the clearing house acts as a counter party for every trade/settlement obligation;
- (vii) role of the counter party in such a case;
- (viii) modus operandi of the trade/settlement guarantee scheme in the event of a default;
- (ix) access of the clearing house to the resources of the 'guarantee fund' in such an event;
- (x) total corpus of the 'guarantee fund'

Thanking you,

Yours faithfully,

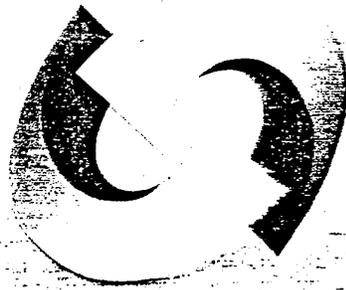
Jayesh Sule  
Asst. Vice President

Procedure Number: CCI008

Title: A Stock Broker's Guide to Depositories

EXHIBIT II

A STOCK BROKER'S GUIDE  
TO  
DEPOSITORIES



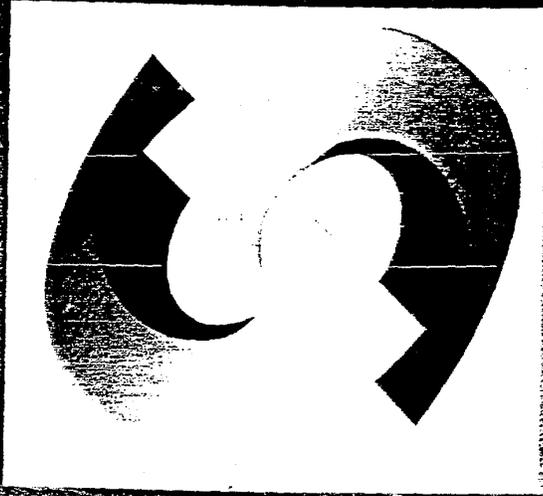
**National Securities Depository Limited**

Procedure Number: CCI008

Title: Introduction to Depositories

EXHIBIT III

# Introduction to Depositories



National Securities Depository Limited

National Securities Depository Limited

BEST AVAILABLE COPY -

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Procedure Number: CCI008

Title: Stock Broker's Guide to Trading, Clearing and Settlement  
of Electronic Securities

EXHIBIT IV

**Stock Brokers Guide**  
**to**  
**Trading, Clearing & Settlement**  
**of**  
**Electronic Securities**



**National Securities Depository Limited**

Procedure Number: CCI008

Title: An Investor's Guide to Depositories

EXHIBIT V

**AN INVESTOR'S GUIDE  
TO  
DEPOSITORIES**

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**NATIONAL SECURITIES DEPOSITORY LIMITED**

*BEST AVAILABLE COPY*

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Procedure Number: CCI008

Title: Procedure for becoming a Depository Participant

EXHIBIT VI (a)

**Procedure for becoming a Depository Participant**

The Participants should thoroughly study the following before sending the application as a Depository Participant.

1. Security Deposit and Initial Fees Payable.
2. Submit the Form E duly filled, in duplicate, to NSDL.
3. Details required for filling up/submission of Form E.
4. Admission Criteria as per the Bye Laws of NSDL

**1. Security Deposit and Initial Fees Payable**

The following security deposits & fees should be payable by Demand Draft or a Bankers Cheque

Particulars	Payable in the name of	Amount (Rs.)	Time of Payment
Application Fees	SEBI	5,000	After intimation from NSDL
Registration Fees	SEBI	1,00,000	After SEBI approval
Entry Fee	NSDL	25,000	After SEBI approval
Security Deposit	NSDL	10,00,000	After SEBI approval

**2. Submit the form E duly filled, in duplicate to NSDL.**

Copy of Form E is given as Annexure A. The instructions as given in Form E should be duly complied with like "every page of the form and additional sheet must be initialled by authorised signatory of the applicant", "All copies of documents should be attested as true by an authorised notary.", etc.

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Procedure Number: CCI008

Title: Procedure for becoming a Depository Participant

EXHIBIT VI (b)

**3. Details required for filling up/submission of Form E**

Clause No.	Clause	Details required.
2	Category	The SEBI regulation 19 (a) has been reproduced in Annexure B. The clause number and the category may be mentioned.
3(a)	Attested Copies	Attested Copies of (I) Certificate of incorporation, (ii) Memorandum and (iii) Articles of Association should be attached. These copies may be attested by the Company Secretary.
3(b)	Details of activities	Give a detailed synopsis of the existing activities of the organisation.
3(d)	SEBI/RBI registration.	To give notarised copy of the SEBI, RBI registration certificate for the Participant as well as for its affiliates and subsidiaries.
3(f)	Beneficial Owners	Expected number of BOs and the kind of BOs which will be targeted by the Participant should be mentioned.
4	SEBI Regn No. of NSDL	IN-SD-NSDL-01-96 dated June 7, 1996.
8	Networth	The latest Annual Report should be enclosed and the Networth Certificate (Minimum Rupees One Crore), computed as per format given in Annexure C should be submitted.
9	Services provided to BOs	Give the kind of services presently provided to the BOs and the services proposed to be provided to the BOs.
10(i)	Organisation Structure	Give the organisation structure for the existing operations and also for the depository operations.
10(ii)	Key Personnel	Give a detailed resume of the key personnel earmarked for the depository operations.
11(i)	Risk Control and Operations Manual	Copies of Risk Control and Operations Manual for the existing operations as well for the depository operations should be enclosed.
12(i)	Hardware, Software and Communications details	Give details for the existing operations as well as for the depository operations.
12(ii)	Data Storage and backup procedures	Give details for the existing operations as well as for the depository operations.

Procedure Number: CCI008

Title: Procedure for becoming a Depository Participant

EXHIBIT VI (c)

12 (iii)	Disaster Recovery Systems	Give details for the existing operations as well as for the depository operations.
13	Insurance	Give details for the existing insurance cover. For the Depository Operations NSDL it will be provided by NSDL.
15	Undertaking	Will be provided by NSDL.

**4. Admission Criteria as per the Bye Laws of NSDL**

Following details should be furnished by Participants to NSDL :

- i) Details of Business History.  
(including promoters, core business areas, date of commencement of such businesses, etc.)
- ii) Annual Reports for last three years
- iii) Details of Board of Directors in case of a corporate entity, or a similar authority in any other case.
- iv) Specimen signatures of the authorised officials, who shall be responsible for acting on behalf of the Participant.
- v) To appoint a Compliance Officer (mention designation & qualification) who shall interact with the Depository on behalf of the Participant for compliance with the Bye Laws and Business Rules, resolving, redressal of investor's/clients' grievances
- vi) Office space earmarked in square feet and location of the same for the depository operations.

Procedure Number: CCI008

Title: Hardware, Software and Telecommunications Setup

EXHIBIT VII

**HARDWARE, SOFTWARE & TELECOMMUNICATIONS SET-UP**

**A) EQUIPMENT CONFIGURATION DETAILS :**

The Participant will have his own I.T. set up installed in his office, which will be connected to the Depository system situated at National Securities Depository Limited, Tradeworld, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013, using appropriate telecommunication links. The hardware, software & telecommunication equipment should be as specified by NSDL. The Participant should ensure continuous electronic means of communication (connectivity) with NSDL.

The minimum I.T. set up required for a Participants entry level system would comprise of single CPU Server with 64MB memory, 2GB hard disk and at least one node. The Participant may configure additional CPU, memory, disks and nodes based on the volume of work envisaged. A " Sizing guideline" to help arrive at an appropriate configuration is given in pages 17-19 of this annexe for your reference. An " Overview of points to be followed for hardware installation & connectivity with NSDL" is given in pages 23 & 24 of this annexe. The entry level I.T. set up will include the following :

**1. Hardware -**

**1.1 Server Configuration. ( To procure only empanelled brands & model. Refer Equipment procurement details given in section B of this annexe. )**

<b>Sr.No</b>	<b>Components</b>
a)	Pentium 166 MHz single CPU or Pentium Pro 200 MHz single CPU(Upgradable to 2 or 4 CPUs)
b)	64MB, 60 nano sec ECC RAM on 1 SIMM
c)	512KB Cache for Pentium 166 MHz or 256KB for Pentium Pro 200 MHz
d)	PCI / EISA architecture with min.4 I/O slots
e)	14" SVGA colour monitor with PCI bus ctrl.(with 1 MB VRAM)
f)	PCI based Ethernet Combo Card
g)	PCI SCSI-II Controller to support RAID-1 to RAID-5 implementation of Hard Disk, DAT & CD ROM.
h)	1 parallel port & 2 fast serial ports.
i)	4mm, 4/8 GB Digital Audio Tape (DAT) drive(HP/Exabytes/Sony) to interface the above SCSI-II controller.
j)	CD ROM drive(type 4x) to interface with above SCSI-II Controller
k)	2x2 GB HDD with RAID-1 (mirroring) or 2 GB HDD with RAID-5 implementation & interface to the above SCSI-II controller.
l)	101 Keys Keyboard
m)	PS/2 Mouse

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Procedure Number: CCI008

Title: Form E

EXHIBIT VIII (a)

FORM E

(see regulations 16)

SECURITIES AND EXCHANGE BOARD OF INDIA  
(DEPOSITORIES AND PARTICIPANTS) REGULATIONS, 1996.

APPLICATION FOR GRANT OF CERTIFICATE OF REGISTRATION AS  
PARTICIPANT

SECURITIES AND EXCHANGE BOARD OF INDIA  
MITTAL COURT, 'B' WING, 1<sup>st</sup> FLOOR  
NARIMAN POINT, MUMBAI 400 021  
INDIA

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**INSTRUCTIONS:**

- i. This form is meant for use by an applicant for grant of registration as participant.
- ii. The form should be filled in by the applicant and submitted to the depository in which it is acting as participant, who shall forward it, along with all supporting documents to the Board at its head office at Mumbai.
- iii. This application form should be filled in accordance with the regulations.
- iv. Application for grant of registration as participant or renewal of such registration, as the case may be, will be considered provided it is complete in all respects.
- v. All answers must be typed.
- vi. Information which needs to be supplied in more detail may be given on separate sheets which should be attached to the application form.
- vii. The application must be signed and all signatures must be original.
- viii. The application must be accompanied by an **application fee** as specified in the Second Schedule to these regulations.
- ix. Every page of the form and every additional sheet **must be initialled** by the authorised signatory of the applicant.
- x. All copies of documents should be attested as true by an authorised notary.

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Procedure Number: CCI008

Title: Form E

EXHIBIT VIII (b)

1. Name, address of the registered office, address for correspondence, telephone number(s), fax number(s), telex number(s) of the applicant and the name of the contact person.
2. Please indicate to which of the categories under sub-regulation (a) of regulation 19, the applicant belongs.
3.
  - (a) Date and place of incorporation or establishment and date of commencement of business (enclose certificate of incorporation, memorandum and articles of association or statutory provisions, if any).
  - (b) Details of the activities carried on by the applicant, in India or overseas.
  - (c) Details of affiliates and subsidiaries of the applicant operating in India, and activities carried on by them.
  - (d) Details of registration with the Securities and Exchange Board of India, the Reserve Bank of India or with any regulatory authority overseas of the applicant, and of its affiliates and subsidiaries operating in India.
  - (e) Date of commencement of business in India and overseas (please enclose copies of the Reserve Bank of India's permission, and if applicable copies of approvals from the Central Government to carry on activities mentioned above).
  - (f) Type and number of beneficial owners on whose behalf the applicant proposes to act as participant (Financial Institutions, Mutual Funds, Foreign Institutional Investors, Portfolio Managers, Non Banking Finance Companies, Stock Brokers, Corporates, Individuals, or for own account.)
4. Please give the name and SEBI registration number of the depository in which the applicant is to act as participant.
5. Please indicate the names and SEBI registration numbers of all other depositories in which the applicant is acting as participant and the applicant's SEBI registration number as participants in such depositories.
6. Please state whether the applicant, his partner, director or principal officer is involved in any litigation connected with the securities market which has an adverse bearing on the business of the applicant; or has at any time been convicted for any moral turpitude or at any time has been found guilty of any economic offence.

Procedure Number: CCI008

Title: Form E

EXHIBIT VIII (c)

7. Please also state whether there has been any instance of violation or non-adherence to the securities laws, code of ethics/conduct, code of business rules, for which the applicant, or its parent or holding company or affiliate may have been subject to economic, or criminal, liability, or suspended from carrying out its operations, or the registration revoked temporarily.
8. Please indicate the net worth and paid up capital in Rs. Crore as per the latest audited financial statements of the applicant (enclose copy).
9. Please indicate services that the applicant is already providing to beneficial owners on whose behalf the applicant proposes to act as participant, and services proposed to be provided to beneficial owners.
10. Please provide the following details regarding staff involved in activities as participant.
  - (i) organisation structure;
  - (ii) experience and background of key personnel.
11. Please provide the following details regarding safekeeping and security systems and procedures:
  - (i) risk control and operations manuals (enclose copies);
  - (ii) give details of independent internal control mechanisms for monitoring, evaluation and review of accounting, and reporting systems and procedures.
12. Please provide the following details regarding automatic data processing systems and record keeping:
  - (i) details of hardware, software and communications systems, their capability, function and location;
  - (ii) details of data storage and back up procedures and sites, their capability, function and location;
  - (iii) details of disaster recovery systems and procedures.
13. ~~Details of~~ insurance cover to be taken up.
14. Please indicate the applicant's shareholding for each depository in which it has such shareholding ~~and~~ whether any shareholding is proposed to be acquired in the depository through which this application is being made.

Procedure Number: CCI008

Title: Form E

EXHIBIT VIII (d)

15. Please enclose a copy of an undertaking from the depository in which the applicant is to act as participant that

- (a) the applicant is eligible to act as participant in the depository through which this application is being submitted to SEBI, and meets with the eligibility criteria for participants specified in these regulations and in the depository's bye-laws;
- (b) the applicant has adequate automatic data processing systems, adequate and competent staff, risk management systems, procedures and manuals, disaster recovery procedures, secure data storage and off site back up facilities, adequate communications links and insurance; to enable the applicant to fulfil its obligations as participant to the satisfaction of the depository; and
- (c) the agreement to be entered into between the participant and beneficial owners has been submitted to the depository in accordance with the depository's bye-laws.

16. Declaration statement (to be given as below).

We hereby agree and declare that the information supplied in the application, including the attachment sheets, is complete and true.

AND we further agree that, we will notify Securities and Exchange Board of India immediately any change in the information provided in the application.

We further agree that we shall comply with, and be bound by the Securities and Exchange Board of India Act, 1992, and Securities and Exchange Board of India (Depositories and Participants) Regulations, 1996, and such other guidelines/instructions which may be announced by the Securities and Exchange Board of India from time to time.

We further agree that as a condition of registration, we shall abide by such operational instructions/directives as may be issued by the Securities and Exchange Board of India from time to time.

For and on behalf of.....  
(Name of the applicant)

Authorised signatory .....  
(Name) (Signature)

Date:  
Place:

Procedure Number: CCI008

Title: Agenda for CAP

EXHIBIT IX

NOT AVAILABLE AT THIS TIME

Procedure Number: CCI008

Title: SEBI Registration Certificate

EXHIBIT X

NOT AVAILABLE AT THIS TIME

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Procedure Number: CCI008

Title: Notification of SEBI Approval

EXHIBIT-XI

NOT AVAILABLE AT THIS TIME

95

Identification Code: CCI009  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Assist in Procurement and Installation of Hardware for Clearing Corporation

PURPOSE: To assist in setting up and monitoring the purchase of the hardware equipment at the Clearing Corporation's office. To assist in procuring a VSAT connection to enable the Clearing Corporation to connect to the NSDL System.

NOTE: So far processing has not been completed for any Clearing Corporation application. This procedure is what is envisaged.

PROCEDURE:

Officer 1. Coordinates with Systems Dept. to monitor the Clearing Corporation's purchase of hardware to ensure that it conforms to NSDL's requirements.

NOTE: The hardware details and recommended vendors is provided to the Clearing Corporation as part of the Introductory Kit.

2. Follows up with Clearing Corporation to receive Form A (Exhibit I) which contains basic information on the Company.

3. Follows up with Clearing Corporation to receive Form A1 (Exhibit II) just before they place the hardware order.

4. Verifies with the Networking Dept. that the equipment listed in Form A1 conforms to NSDL requirements.

5. Helps the Clearing Corporation procure a VSAT connection through NSEIL.

6. Receives payment for the VSAT connection, the VSAT Undertaking (Exhibit III) and No Objection Certificate (NOC) (Exhibit IV) and forwards these to the Membership Department of NSEIL.

NOTE: NSEIL informs their service provider HCLComnet to conduct a site survey after which they give a clearance to install the VSAT. NSEIL then delivers and activates the VSAT.

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7. Contacts NSEIL to confirm when the VSAT connection is activated.

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Procedure Number: CCI009

Title: Form A

EXHIBIT I

NATIONAL SECURITIES DEPOSITORY LIMITED

FORM A

*Nature of Business Partner - Participant / ~~Share Registrar~~*

<b>Name</b>	
<b>Place of Operation (full address)</b>	
<b>Contact Persons - Systems (Name &amp; Designation)</b>	
<b>Tel. No.</b>	
<b>Fax. No.</b>	
<b>Contact Persons - Operations (Name &amp; Designation)</b>	
<b>Tel. No.</b>	
<b>Fax. No.</b>	

**Dated**

**Name & Designation**

**Signature**

Procedure Number: CCI009

Title: Form A1 - Hardware Procurement Form

EXHIBIT II

Hardware Procurement Information

(Form A1)

Business Partners Name :

Nature Of Operations : DP / SR / CC

NSE Member : (Y/N)

Postal Address :

Hardware Procurement Information.

No	Equipment	Brand	Model	Operating System	Vendor Name	P. O. Date	Expected Delivery Date
1.	Server			Win' NT 4.0			
2.	Client			Win' 95			
3.	Printer			NA			
4.	Router '** With Cable			***			
5.	Modem			NA			

It is mandatory to acquire hardware equipment of the Empanelled brand & specific models with the detailed configuration specified by NSDL.

\*\*):- While ordering CISCO router (Model 2501) please note that a 'Transceiver (AUI to UTP or AUI to BNC)' should be ordered for connecting Router in LAN, depending upon LAN set-up with UTP or Thin Ethernet type. Also it may be noted that a V.24 cable for CISCO & MOTOROLA routers for 'VSAT' users and V.35 custom made cable for 'Leased Line' users should be ordered.

\*\*\*):- Operating System for CISCO Router is IOS Ver 11.1.4 with IP feature only. For Motorola Router the Operating System comes preloaded.

Name (Procurement / System Incharge) \_\_\_\_\_

Designation \_\_\_\_\_

Signature & Date \_\_\_\_\_

Please affix your office seal here

Procedure Number: CCI009  
Title: VSAT Undertaking Agreement  
EXHIBIT III

**VSAT UNDERTAKING**

1. Enclosed VSAT undertaking should be stamped as an agreement and notarized. Please use Non Judicial stamp paper of Rs. 100/- or the value prevailing in your state (whichever is higher). Please type the following on the stamp paper as the first page and sign

**Undertaking cum Indemnity**

This Non Judicial Stamp paper of Rs. \_\_\_\_\_ forms part and parcel of this undertaking cum indemnity submitted to the National Stock Exchange of India Limited by

Mr./Mrs./Ms \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 1997

\* Signature

\* To be signed by the person(s) signing the VSAT undertaking enclosed herewith

2. Please type the following on the last page of the agreement (below the Common Seal )

The common seal of \_\_\_\_\_

\_\_\_\_\_

was hereunto affixed pursuant to a resolution passed at a meeting of the Board of Directors of the company held on the \_\_\_\_\_ day of \_\_\_\_\_, 1997.  
in the presence of \*\* \_\_\_\_\_

Signature

(Name and Designation)

Procedure Number: CCI009  
Title: NOC Certificate

EXHIBIT IV

ANNEXURE - A

NO OBJECTION CERTIFICATE FOR INSTALLATION OF DISH ANTENNA

(to be obtained from owner/society authorities of the building)

National Stock Exchange of India Limited  
Mahindra Towers, RBC, 1st Floor, "A" Wing  
Worli, Mumbai 400 018

Name of the Company:

Registered Office Address:

Office Address:  
(site earmarked for  
VSAT Installation)

Contact Person:

Phone No.:

Fax No.:

We hereby declare that the above mentioned building/premises where the VSAT and Dish Antenna for the use of \_\_\_\_\_ (Name of the Company) will be installed, belong to us and we have no objection to your installing the said equipment.

Authorised Signatory :

Dated :

Seal of the Organisation :

*Note : Kindly forward this document to NSDL for onward transmission to NSEIL*

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Identification Code: CCI010  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Establishing Connectivity with the Clearing Corporation

PURPOSE: To coordinate between the various departments of NSDL and with the Clearing Corporation to complete the documentation required and obtain the necessary authorisations to install the application software and establish system connectivity between the two entities.

NOTE: The original of Form A is received and kept with the Clearing Corporation Interface Department, Form B with the Networking Department and Form C1 and C2 with the Systems Department. Copies of the entire set of forms is maintained with all these three Departments.

NOTE: So far processing has not been completed for any Clearing Corporation application. This procedure is what is envisaged.

PROCEDURE:

Officer 1. Forwards Form B - Hardware procured and installed (Exhibit I) to the HOD - Networking Department whose HOD certifies that the equipment installed conforms to NSDL requirements.

NOTE: The Hardware Dept. assigns an IP address and enters it on Form B and establishes connectivity between the Clearing Corporation's and NSDL's Systems.

2. Distributes certified Form B to:

- a. Vice-President - Operations/Clearing Corporation Interface and
- b. Vice-President - Systems.

3. Liaises with Clearing Corporation to send designated staff to NSDL to attend the Training Course.

4. Receives Form C1 (Declaration for system software configuration, availability of skilled staff and accessories) completed by the Clearing Corporation. (Exhibit II)

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5. Forwards Form C1 to the Systems Department which is then signed off by the HOD - Systems confirming that the Clearing Corporation has the required qualified staff.

6. Receives the completed Form C2 - Software installation status report (Exhibit III) from the Clearing Corporation which is a checklist which was filled in while installing the software.

7. Sends completed and signed Form C2 to the Systems Dept.

NOTE: The Systems Dept. checks that the software has been loaded successfully, by logging in remotely.

8. Maintains file of related documentation for future reference.

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Procedure Number: CCI010

Title: Form B

EXHIBIT I (a)

Declaration for the hardware procured & installed for NSDL project  
**FORM-B**

Company Name : \_\_\_\_\_  
 DP / SR / CC : \_\_\_\_\_  
 NSE Member : (Y / N)

Components			Mark as 'Yes' or 'No'	If 'No' than Specify the details
<b>Server Installation</b>	Brand	Empanelled Brand	Make -	
	Processor	Pentium / Pentium Pro	Model -	
	Speed	166 MHz / 200 MHz		
	Memory	64 MB ECC		
	Cache	512 KB / 256 KB		
	Storage Device	2 X 2 GB SCSI-II		
	Fault Tolerance	RAID -1 / RAID -5		
	Controller	PCI F&W SCSI-II RAID Controller Supporting RAID-1 To RAID-5		
	Backup Device	4mm, 4/8 GB DAT Drive.		
	Backup Device	Tested Backup / Restore		
	Make	HP / Exabyte / Sony		
	Ethernet Card	PCI Combo Card		
	CD ROM	Quad Speed ( 4X )		
	Mouse	PS 2 (On PS 2 Port)		
	Keyboard	101 Keys Standard.		
	Monitor	SVGA Colour Monitor		
	VGA Card	PCI , With 1 MB VRAM		
<b>Server Software</b>	Operating System	Windows' NT Ver 4.0		
		Configured NT In PDC.		
	Registration	Is the Software Registered		
	Anti Virus	Server Based Anti Virus	Make -	
<b>Client For Server</b>	Brand	Empanelled Brand	Make -	
	Processor	Pentium	Model -	
	Speed	100 MHz / 133MHz		
	Memory	32 MB EDO		
	Cache	256 KB		
	Storage Device	630 MB or 1 GB IDE		
	Controller	PCI -IDE		
	Ethernet Card	16 Bit / PCI COMBO.		
	Mouse	PS 2 (On PS 2 Port)		
	Keyboard	101 Keys Standard.		
	Monitor	SVGA Colour Monitor		
	VGA Card	PCI , With 1 MB VRAM		
<b>Client Software</b>	Operating System	Windows' 95 for client		
	Registration	Is the Software Preloaded		
	Anti Virus	Client Based Anti Virus	Make -	

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Procedure Number: CCI010

Title: Form B

EXHIBIT I (b)

Declaration for the hardware procured & installed for NSDL project  
FORM-B

Components			Mark as 'Yes' or 'No'	If 'No' then Specify the details
<b>Printer</b>	Laser Jet	HP - 5P / 5 Si.		
	Desk Jet	HP - 600 / 660C / 690C		
<b>Network Equip.</b>	Router	Empanelled Brand		
	Router Make	Cisco / Motorola		
	Router Model	1005 / 2501 / VG 300		
For VSAT Users.	Cable ( To IDU)	V.24 Cable For Cisco / V.24 Cable For Motorola		
For Leased Line Users.	Cable ( To DTU)	V. 35 Custom Made		
	IOS (For CISCO Router Only)	IP Feature Set Only Version 11.1.4		
	VSAT	Antenna Installation		
	Cabling	Antenna to IDU		
	Backup for Above	Dial-Up Modem	Make -	
			Tel. No.-	
<b>UPS</b>	Make	APC		
	Capacity	2 KVA		
	Connected to	Server		
		Clients		
		Router		
		Printer		
		IDU		
<b>Environment</b>	VSAT	VSAT ID Number -		
	Router	Configured & Tested		
		Local X.25 Address		
		Serial Port IP Address		
		Ethernet Port IP Addr.		
<i>( To Be Filled By NSDL Office Only)</i>				
	Server	NT server IP Address		
	Central Site	Host IP Address		
		Central Site IP Address		
		Next Hop IP Address		

Systems Incharge Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of DP/SR/CC Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR NSDL USE ONLY</b>	
Certified for Software installation	Signature : _____ Date : _____

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Procedure Number: CCI010

Title: Form C1

EXHIBIT II (a)

ANNEXURE-X

FORM C1

DECLARATION FOR SYSTEM SOFTWARE CONFIGURATION, AVAILABILITY OF SKILLED STAFF & ACCESSORIES

**General Instructions**

1. To be filled after Windows NT installation and configuration.
2. After filling it address it to Assistant Manager (Systems).
3. Installation of application software will not be initiated until filled C-1 form is sent to NSDL.
4. If space is inadequate then write details in separate sheet and attach it with the form.

-A- What is the composition of your system and computer operation staff for NSDL operation?  
( Please give no. of persons available for appropriate positions )

System administrator	<input type="text"/>	Staff trained on Windows NT	<input type="text"/>
Computer operation Staff	<input type="text"/>	Staff trained on SQL Server	<input type="text"/>
No. of Microsoft Certified Engineers (MCSE)			<input type="text"/>

-B- The recommended minimum skills that the system administrator at BP side should have for an efficient and smooth functioning of the system are listed below ( Please tick in front of the expertise available with the system administrator )

**WINDOWS NT AND NETWORKING CONCEPTS**

- Familiarity with WINDOWS NT, WINDOWS 95 environment
- Basic concept of domains and IP addressing
- Creating user accounts
- Implementing security on files and resources
- Interpreting event log and taking backup of event log
- Preventive measures against system breakdown
- Backup and restoring of data

**SQL SERVER**

- Basic RDBMS concepts
- Familiarity with SQL server tools like SQL enterprise manager , isql/w
- Monitoring SQL activity using performance monitor
- Backup and restore of SQL databases using enterprise manager
- Interpreting SQL server error log

-C- If present staff does not have skills mentioned above, please indicate:

When is the training planned for staff : \_\_\_\_\_

Duration of training : \_\_\_\_\_



Procedure Number: CCI010

Title: Form C1

EXHIBIT II (c)

Total No.  DAT Specification

Manufacturer Name

Date of Acquisition  /  /  (currently not in stock)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

-----  
(For Office use only)

Verified by \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Procedure Number: CCI010

Title: Form C2

EXHIBIT III (a)

ANNEXURE-XI

FORM C2

S/W INSTALLATION STATUS REPORT

General Instructions :

- 1. Form C2 is a checkist which helps you to go through your installation procedure
- 2. Form C2 is to be filled while carrying out installation procedure
- 3. In case of discrepancies mark in Form C2 where ever required

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Status [TEST /LIVE]: \_\_\_\_\_

COMPONENTS	STEPS	CHECK (Y/N)
1) DRIVE (where Win NT installed)	C:\ ( NTFS )	
2) SERVER INSTALLATION :	Check following directories :	
	\APLNINST	
	\BACKUP	
	\BACKUP_CODE	
	\BACKUP_OLD	
	\DLLS	
	\DPINSTAL	
	\INTERFACE	
	\OMANAGE	
	\NSDLCOMM	
	\SQLSERVER_INSTALL	
3) SQL SERVER 6.5		
	a)Check if size of Master DB Device as 50MB.	
	b)Check the options-:	
	Auto start SQL Server at boot enabled	
	Auto start SQL Executive at boot enabled	
	c)Check the options-:	
	install to log on as Local System Account clicked	
	d)Check if the server is started Using Service Manager in SQL Server 6.5 group	
	e)Check if the server is Registered using Enterprise Manager in SQL Server 6.5 group	
4) SETUP(ODBC) On Server		
	Click on the ODBC icon in Control Panel	
	a)Check the following information at the appropriate places (Click on the OPTIONS button to get the database name)	

Procedure Number: CCI010

Title: Form C2

EXHIBIT III (b)

	DATA SOURCE NAME = DPM	
	SERVER = SERVER NAME	
	DATA BASE NAME = NSDLDPM	
	b)Check Use Trusted Connection is enabled (CROSSED)	
system DSN :	a) DSN = NSDL	
	Server = Local	
	Database = NSDLDPM	
	b)Check Use Trusted Connection is enabled (CROSSED)	
	c) Check Convert OEM to ANSI char. is disabled (not marked)	
5) DATABASE INSTALLATION		
	Go to SQL Enterprise Manager in SQL Server 6.5 and click on '+' sign near server name	
	click on '+' sign near Databases	
	a)Check 'NSDLDPM' Database present	
	click on '+' sign near NSDLDPM	
	click on '+' sign near objects	
	b)Check Tables in NSDLDPM Data Base	
	c)Check Stored Procedures in NSDLDPM Data Base	
6)COMMUNICATION		
	a)Check \iomanager\input\rexec\dpcfg	
	b)Check \iomanager\output\rexec\dpcfg	
	c)Check \interface\dpttrans.exe	
	d)Check \interface\dprec.exe	
CLIENT INSTALLATION:-		
1)SETUP (ODBC)		
	Click on the ODBC icon in Control Panel	
	a)Check the following information at the appropriate places (Click on the OPTIONS button to get the database name box)	
	DATA SOURCE NAME = DPM	
	SERVER = SERVER NAME	
	DATA BASE NAME = NSDLDPM	
	b)Check Use Trusted connection is disabled.	
2)APPLICATION SOFTWARE		
	a)Check \crystal directory & *.rpt files in the same directory.	
	b)Check DPM.INI file in \windows	
	c) open \windows\DPM.INI in notepad	
	check following	
	Contents of [DPM]	
	DSN = DPM	
	DB NAME = NSDLDPM	
	d)Check shortcut for \program files\nsdl_dpm\nsdl_version11 on desktop	
3) NO. OF NODES INSTALLED		
4) AFTER SUCCESSFUL INSTALLATION...	Ensure that you should have windows-NT35 directory backup with REGISTRY.	
	2. Create C:\REPORTS directory on each client.	
	Take a soft copy or hard copy of c:\dpinstall\chklist.out	

Identification Code: CCI011  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Clearing Corporation Master Creation and Move to Production

PURPOSE: To enter the master file information into the system, monitor testing and move the Clearing Corporation to the Production System.

NOTE: So far processing has not been completed for any Clearing Corporation application. This procedure is what is envisaged.

PROCEDURE:

Officer 1

1. Retrieves Form A submitted earlier by the Clearing Corporation from the file. (Exhibit I)
2. Enters the Clearing Corporation Master information into NSDL's Development System on the basis of Form A and other details supplied by the Clearing Corporation using screen BA01. (Exhibit II)
3. Assigns the BP-ID (Business Partner ID) and LUD ID (Logical Unit Devices ID) for pilot testing.
4. Notifies Clearing Corporation that account is set up in the Development System by phone.

NOTE: The Systems Dept. sends the DATs to the Clearing Corporation with NSDL's Depository Clearing Corporation Module (DPM) and with an instruction manual on how to load the software. This is installed by the Clearing Corporation. The Help Desk provides the necessary help while installing.

5. Monitors pilot testing by Clearing Corporation.

NOTE: The Clearing Corporation enters dummy transactions into the system as instructed by the coordinator. The pilot testing comprises of completing 3-4 cycles on the test bed. After successful completion of the test run, the Systems Dept. signs Form D (Part I) - Test Run Report, authorising the Clearing Corporation to be moved into the production environment. (Exhibit III)

Procedure Number: CCI010  
Title: Form C2

EXHIBIT III (c)

	4. Delete the DPINSTAL & DLLS from the server	
	5.SA PASSWORD was set to NULL. You have to change the password. Changed ? (y/n)	

User Details

1. No. of Users on Windows NT & SQL Server with 'Rights'  
(Shift wise authorisation levels & names)
2. Are separate passwords assigned to different users (Y/N)
3. No. of Users on Application with authorisation level

AUTHORISATION LEVEL	No.
ADMINISTRATOR	
MANAGER	
OFFICER	
EXECUTIVE	
OPERATOR	

Prepared by : \_\_\_\_\_

Signature : \_\_\_\_\_

( To be filled up by NSDL )

Date : \_\_\_\_\_

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

6. Checks that the Agreement has been signed and SEBI Registration has been obtained.
  7. Receives payment from Clearing Corporation to NSDL for the following:
    - a. Entry fee
    - b. Security Deposit
    - c. Fees for application software
    - d. Insurance Premium
  8. Receives payment from Clearing Corporation to SEBI for the following:
    - a. SEBI Registration fee
    - b. Annual fee
  9. Forwards both the payments to the Accounts Dept.
  10. Reassigns BP-ID and LUD ID for the Production System and enters this into a register maintained on an Excel sheet.
  11. Enters these IDs on Form D (Part II) Production Installation Authorisation Form. (Exhibit IV)
  - Officer 2 12. Verifies the information entered.
  - Officer 1 13. Notifies Clearing Corporation that account is set up in the Production System by phone.
  14. Activates Clearing Corporation on the production system by changing the flag on the BB01 screen. (Exhibit V)
  15. Forwards Form D (Part II), which is an internal form to the HOD - Operations for authorisation.
  16. Receives the signed form from HOD-Operations.
  17. Forwards the authorised form to the Systems Department authorising them to transfer the Clearing Corporation to the live environment.
- NOTE: The Systems Dept. forwards the "Test to Live Procedure" to the Clearing Corporation. The Clearing Corporation follows this procedure and coordinates with the Help Desk if he encounters any difficulty with the procedure.

18. Receives notification from the Clearing Corporation that the procedure has been completed.

19. Informs Marketing Department that the Clearing Corporation is now in the live environment.

NOTE: The Marketing Department then issues a press release on the following day.

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Procedure Number: CCI011

Title: Form A

EXHIBIT I

NATIONAL SECURITIES DEPOSITORY LIMITED

FORM A

Nature of Business Partner - Participant / ~~Share Registrar~~

Name	
Place of Operation (full address)	
Contact Persons - Systems (Name & Designation)	
Tel. No.	
Fax No.	
Contact Persons - Operations (Name & Designation)	
Tel. No.	
Fax No.	

Dated

Name & Designation

Signature

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Procedure Number: CCI011

Title: Business Partner Master File Screen - BA01

EXHIBIT II (a)

BA011E BA01 BUSINESS PARTNER ADMINISTRATION 29.07.1997 11:37  
INQUIRE PRIMARY DETAILS - 1 X 05A0 X001

-----  
BUSINESS PARTNER . . . . . IN.300'003 + A  
SHORT NAME . . . . . TEST DP1  
ADDITIONAL NAME . . . . . \_\_\_\_\_  
PLACE . . . . . \_\_\_\_\_  
CATEGORY . . . . . 4 + STOCK BROKERS  
COMPANY . . . . . \_\_\_\_\_ +  
COMPANY LONG NAME . . . . . :  
NETWORTH . . . . . 300'000'000'000.00  
HOLDING LIMIT . . . . . 00025  
ALERT% . . . . . 80.000000

COMMAND ==>  
F1=HELP F2=FSHOW F3=EXIT F13=ADD F14=MOD F17=DEL F18=FRZ F19=ACT

Procedure Number: CCI011  
Title: Business Partner Master File Screen - BA01  
EXHIBIT II (b)

A021E BA02 BUSINESS PARTNER ADMINISTRATION 29.07.1997 11:37  
INQUIRE ADDRESS DETAILS - 1 X 05A0 X001

BUSINESS PARTNER . . . . . IN 300'003 + TEST DPI A  
ADDRESS NUMBER . . . . . 01 + A

DEFAULT ADDRESS . . . . . Y (Y-YES, N-NO)  
ADDRESS . . . . . FFFF

PLACE . . . . . GEGEGF  
POSTAL CODE . . . . . 777777  
POST OFFICE BOX NUMBER . . . . . \_\_\_\_\_

FULL POSTAL ADDRESS . . . : FFFF  
GEGEGF 777777

COMMAND ==>  
F1=HELP F2=FSHOW F3=EXIT F12=CANCEL F13=ADD F14=MOD F17=DEL

Procedure Number: CCI011  
Title: Business Partner Master File Screen - BA01  
EXHIBIT II (c)

A022E BA02 BUSINESS PARTNER ADMINISTRATION 29.07.1997 11:37  
INQUIRE ADDRESS DETAILS - 2 X 05A0 X001

-----  
BUSINESS PARTNER . . . . : IN.300'003 TEST DP1 A  
ADDRESS NUMBER . . . . : 01 A

CONTACT PERSON . . . . : \_\_\_\_\_  
TELEPHONE NUMBER . . . . : \_\_\_\_\_  
TELEX NUMBER . . . . : \_\_\_\_\_  
TELEFAX NUMBER . . . . : \_\_\_\_\_

LUD ID. . . . . 0005 + (LUD ID OF CM : CMLU )  
AUTOMATIC DOWNLOAD IND. . . Y (Y-YES, N-NO)

.....OUTPUT MEDIA .....  
NORMAL + BACKUP + CURRENTLY ACTIVE +

DATE FORMAT OUTPUTS . . . 74 VSAT 41 CARTRIDGE 41 CARTRIDGE  
PRINT FORMAT OUTPUTS . . . 10 PAPER 31 TAPE-1600 10 PAPER

COMMAND ==>  
F1=HELP F2=PSHOW F3=EXIT F5=REFRESH F12=CANCEL



Procedure Number: CCI011  
 Title: Form D (Part I)

EXHIBIT III

SHA 4  
 INVESTORS

FORM D PART 1		
TEST RUN REPORT		
BP :Shah Investors		
	Nos	REMARKS
<b>Test Criteria</b>		
<b>User Profile</b>		
No of Users Created	3	6 user groups created
<b>Client Master</b>		
No of Client Accounts	13	
No of House Accounts	1	
No of CM Accounts	2	
<b>Demat Request</b>		
No of Demat Request Sent	25	
<b>Demat Orders Confirmed at NSDL</b>		
<b>Test SHR</b>		
No accepted	14	
No Rejected	5	
No Partially Confirmed	5	
<b>Remat Request</b>		
No of Remat Request Sent	7	
<b>Remat Orders Confirmed at NSDL</b>		
<b>Test SHR</b>		
No. accepted	2	
No Rejected	1	
No Partially Confirmed	1	
<b>Inter transfers</b>		
No of Client -Client transfer	1	
No of Client -House/House-Client transfers	2	
No of Client- CM transfers	2	
No of CM-Client transfers	0	
No of House-House transfers	1	
<b>Intra transfers</b>		
No of Client to -Client transfer	0	
No of Client -House transfers	5	
No of Client- CM transfers	4	(both from normal and house)
No of CM-Client transfers	1	
No of House-House transfers	0	
Delivery Out Order received from DP	5	
Delivery Out Statement sent to CC	2	
Receipt In statement Received from Test CC	2	
Receipt In Order sent to DP	3	

READY TO GO LIVE

*[Handwritten signature]*

Procedure Number: CCI011  
 Title: Form D (Part II)

EXHIBIT IV

NATIONAL SECURITIES DEPOSITORY LIMITED	
Date	
<b>FORM D (Part II)</b>	
Production Installation Authorisation	
1	Nature of Business Partner Participant
2	Name
3	SEBI Registration Yes/No
4	Fees, Charges, Deposit, etc. recd Yes/No
5	Form B is received from IT(N/W) Yes/No
6	Form D (Part I) is received from IT(SYS) Yes/No
7	Name of the Contact Person
8	Nature of Connectivity Vsat/Leaseline
9	TCP IP address of NT Server
Name of the screens through which database additions will be made in accordance with relevant supporting supporting papers.	
BA01, BA02, BA03 & BB01.	
<b>Captured_by</b> (Name and User Id) Signature and date	
1	BP Id
2	LUD Id
<b>Activated_by</b> (Name and User Id) Signature and date	
Remarks (if any)	
<b>Manager</b>	
<b>HOD</b>	
<b>(for use by Systems Department only)</b>	
Whether the BP-Id has been entered in the dial-up server	
Yes/No	

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**APPENDIX C**

**DRAFT OF PROCEDURES MANUAL FOR CORPORATE  
COMMUNICATIONS - MARKETING**

**Marketing Department**

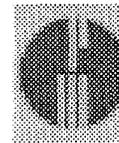
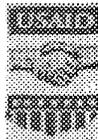
**Operating Procedures**

**National Securities Depository Ltd.**



Manual prepared by:

Price Waterhouse LLP/USAID FIRE Project



**Disclaimer:** This publication has been prepared by Price Waterhouse LLP/FIRE Project sponsored by USAID, for private circulation. While utmost care has been taken in preparing this manual, we claim no responsibility for its completeness and accuracy.

Version: 1.0/Oct 1997

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Identification Code: MKT001  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Issuing Press Releases

PURPOSE: To provide information to the Press on the developments within NSDL and related activities. The Press Releases are issued weekly on Monday evening and dispatched to the list of newspapers and news agencies. An extraordinary press release may be issued during the week if there is a major announcement.

PROCEDURE:

- Officer
1. Collects the following information signed by Heads of the respective depts. on Fri./Sat:
    - a. From Issuer Interface Latest list of issuers  
Dept. - Marketing Issuers who have gone live  
Issuers ready for trading  
Latest market capitalisation
    - b. From Participant Interface Dept. Participants who have signed agreements  
Participants who have gone live  
Clearing Member accounts
    - c. From Corporate Planning Dept. Latest Demat positions - Value and qty basis  
Top 50 demat companies
  2. Drafts a press release by Monday 11.30 in the standard format. (Exhibit I)
  3. Sends it to the HOD for approval.
- HOD
4. Approves the final draft and signs it.
  5. Forwards it to the ED by 1 p.m.
- ED
6. Signs the press release.
  7. Returns it to the Officer.

Officer            8. Makes any amendments required by the HOD or ED and incorporates it into the press release.

9. Forwards it to the MD before 2.30 p.m.

MD                10. Approves the press release and signs it.

11. Returns it to the Officer.

Officer            12. Prints the press release on the letterhead.

13. Faxes it to the press list (Exhibit II) to reach before 6 p.m.

NOTE: The press release is also faxed to FIIs, MFs, all Issuers and DPs, and MD's list if required. (Exhibit III)

14. Calls up certain newspapers/ news agencies in the Press List (Exhibit II) to check if the fax has reached.

15. Maintains all press releases in a file for future reference.

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Procedure Number: MKT001  
Title: Standard format for Press Release  
EXHIBIT I

NATIONAL SECURITIES DEPOSITORY LIMITED

PRESS RELEASE

Jardine Fleming commences demat and VSNL signs up with NSDL

Jardine Fleming, a Foreign Institutional Investor, has commenced dematerialisation of its holdings through its Depository Participant Citibank N.A.

As on August 18, 1997, 108 issuers have entered into agreements with NSDL to get their securities dematerialised. Amongst these, dematerialisation facilities are available for shares of 82 corporates and trading facilities are available for shares of 64 corporates.

Companies which signed agreements recently are Videsh Sanchar Nigam Ltd., K. G. Denim Ltd., Emco Transformers Ltd., Kopran Ltd., Corporation Bank and DLF Cement Ltd. During last two weeks, equity shares of the following companies have been made available for dematerialisation :

Company	R&T Agent
Dena Bank	PCS Industries Ltd.
Emco Transformers Ltd.	Intime Share Services Pvt. Ltd.
Gujarat Ambuja Cements Ltd.	Sharepro Services
ITC Bhadrachalam Paperboards Ltd.	in-house share registry
Kopran Ltd.	Bigshare Services Pvt. Ltd.
Morepen Laboratories Ltd.	MAS Services Pvt. Ltd.
Praj Industries Ltd.	PCS Industries Ltd.
TISCO	Tata Share Registry Ltd.
Weizmann Ltd.	Bigshare Services Pvt. Ltd.
Wipro Ltd.	Karvy Consultants Ltd.

Mumbai  
August 18, 1997

**IMPORTANT PRESS GUYS**

DAILY	CONTACT	PHONE	FAX
BUSINESS INDIA	RAJESH GAJRA	2024422-4, 2023949	2875671
BUSINESS LINE	SANJIV SHANKARAN	2022696, 2021099, 2027586	2853617
BUSINESS STANDARD	RAJAS KELKAR	4978456, 4978472	4978540
ECONOMIC TIMES	RAJESHWARI ADAPPA	2620945, 2620678	2616564
FINANCIAL EXPRESS	VIVEK LAW, NALINI D'SOUZA	2021728, 2845759	2886402
FINANCIAL TIMES		2022627, 2851964	2022139, 2852108
HINDUSTAN TIMES	ANAND ADHIKARI	2821224-5	2855437
INDIAN EXPRESS	GEORGE MATTHEW	2022627, 2044654	2852108
OBSERVER	OLGA TELLIS, resident editor	2038052	2038238
TIMES OF India (BUSINESS TIMES DIVISION)	SUCHETA DALAL, SOMASEKHAR SUNDARESAN	2020424, 2620271 EXT. 4641	2620144, 2620401, 2641888

Procedure Number: MKT001  
 Title: List to whom Press Release is faxed  
 EXHIBIT II

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Procedure Number: MKT001

Title: Entities to whom Press Release is faxed

EXHIBIT III (a)

SR. NO.	PRESS	CONTACT	FAX	PHONE
1	ASIAN AGE		422 9048	
2	BANK OF AMERICA	SRIDHAR NARAYAN	242 1183	242 2042 EXTN. 5021/ 22
3	BANK OF NEW YORK	BHASKAR GHOSE	204 4942	204 4941 / 43
4	BITV BOMBAY		285 6906	
5	BITV DELHI		011 - 622 3539	
6	BOMBAY SAMACHAR		204 5501, 204 6642	204 5501, 204 5531
7	BUSINESS INDIA	RAJESH GAJERA	287 5671	202 4422/ 24, 288 3949
8	BUSINESS LINE		285 3617, 202 5415	285 3616
9	BUSINESS STANDARD		496 2596 - 7	
10	CAPITAL MARKET		522 0954, 523 0011	
11	CMIE	VENOGOPAL PILLAI	437 0558	430 0531
12	DALAL STREET JOURNAL		207 5850, 209 6726, 207 7898, 208 7158, 209 2673	287, 4276, 287 0286, 204 3024, 283 5830
13	DALMIA	NEELESH MEHTA	033-220 9438	033 - 220 9500, 033 - 220 0080
14	DECCAN HERALD		284 2454	284 4535, 284 2654
15	DOORDARSHAN DELHI		011 - 372 5278	011 - 372 5275, 011- 331 5801
16	DOORDARSHAN MUMBAI		287 5157, 202 6164	
17	DOW JONES		202 1320. 287 1723	
18	ECONOMIC TIMES	MOHAN NAIR	261 6564, 266 4520	262 1178, 262 0945
19	ECONOMIC TIMES	SANJAY SINDHWANI	011 332 3346	011 373 1729, 331 2277
20	EMERGING MARKETS		569 3913	
21	FINANCIAL EXPRESS	NINA	288 6402	202 1728
22	FINANCIAL TIMES		202 2139, 285 2108	202 2626, 202 1728
23	GUJARAT SAMACHAR		493 8181	492 1640, 494 3420
24	HINDU		202 5415	202 1099, 202 2786
25	HINDUSTAN TIMES		285 5437	282 1224 - 25
26	ICRA	AMUL GOGNA	011 373 6269, 011 385 5670	011 373 6339, 373 6688
27	INDIA WORLD	RAJESH JAIN	202 3904	284 4904, 284 2959, 288 5689
28	ING BARINGS	MARK NELLIGAN	282 1523	288 5922
29	INTERNET		265 9083	
30	KNIGHT RIDER		287 5645, 284 0128	215 0808
31	MONEY OPPORTUNITY		493 2134	492 8146, 493 5953, 494 9766
32	MORGAN STANLEY	SUNEET LUTHRA	209 6610	

Procedure Number: MKT001

Title: Entities to whom Press Release is faxed

EXHIBIT III (b)

33	NDTV		011 - 645 1193, 011-6461740	011-621 8621 - 26
34	OBSERVER	FRENY PATEL	203 8238	284 1275, 284 1420 -21
35	PEREGRINE CAPITAL INDIA	PRASHANT PURKAR	262 3663	267 2222, 262 2222
36	PIONEER		267 2928	
37	PRESSMAN LTD.	A S K SWAMY	283 6272	282 5301, 284 0308
38	PRIME	SHAILA	647 1792	643 7120
39	PTI		287 0150, 287 2839	287 2371
40	RBI		264 1154	266 1602 - 04
41	REUTERS	JAYASHEEL BHANSALI	264 1709, 264 1699	265 9000
56	SAKAL	THE EDITOR	2670607	
42	SOCGEN CROSBY	SUJIT KADAKIA	288 6043	288 6055
55	TAXMANN	NILESH	5905412	
44	TELEGRAPH [ANAND BAZAR PATRIKA]	VIVEK	287 0310	283 1726, 285 1248
45	THE APT TV		044 - 642 9199, 044- 644 3739	
46	THE PLUS CHANNEL		611 4224, 610 0488	
47	TIMES OF INDIA	SUCHETA DALAL	262 0144, 262 0401	262 0424, 262 0271
48	TRIVANDRUM DOORDARSHAN		0471-436904	
49	UNI		204 7217	282 3089, 204 0051, 20207427
52	UTI - DEPT. OF ACCOUNTS	D S R MURTHY	208 2959	208 2977
53	VYAPAR, JANMABHOOMI		287 4097	287 0831, 287 3178
54	W I CARR	SAMEER	282 2672	
55	INVESTAR	V S FERNANDO	2850141	2833131/52/73/96

Identification Code: MKT002  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Issuing the National Electronic Settlement and Trading (NEST)  
System Update

PURPOSE: To periodically issue a newsletter on NSDL to interested parties.

BACKGROUND: The NEST Update is the NSDL Newsletter which was started in August 97. Currently it is issued once a quarter, in the first week of the next quarter. (Exhibit I)

It is distributed to FIIs, MFs, FIs, Banks, NSE brokers, DPs, Stock Exchanges and brokers of the regional Stock Exchanges to keep them informed of developments of NSDL and related activities.

Standard information includes statistics and graphs from Nov. 96 to date on:

- a. Growth of Companies
- b. Market capitalisation
- c. Dematerialisation - volume and value
- d. Growth of DPs
- e. Growth in BE trading volumes

NOTE: On request, the NEST Update can be printed weekly, as the information is updated daily.

PROCEDURE:

- Officer
1. Gathers information from the various departments including:
    - a. Issuer Interface Dept. for Growth of Companies  
Market capitalisation
    - b. Corporate Planning Dept. for Dematerialisation - volume and value
    - c. DP Interface Dept. for Growth of DPs  
Growth in BE trading volumes  
Top 50 Demat Companies
  2. Updates the information on the spreadsheet daily.

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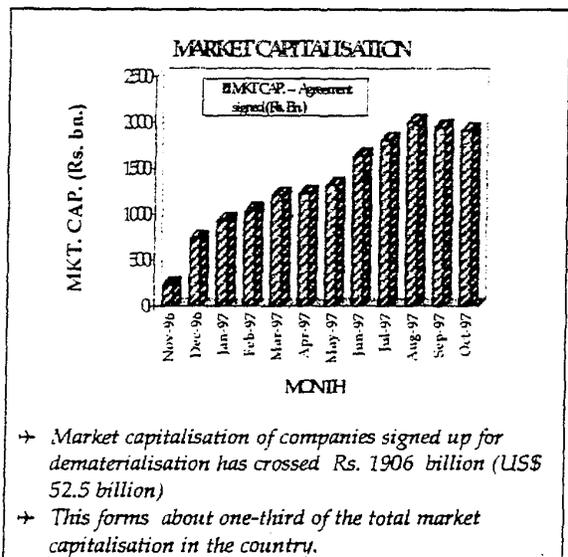
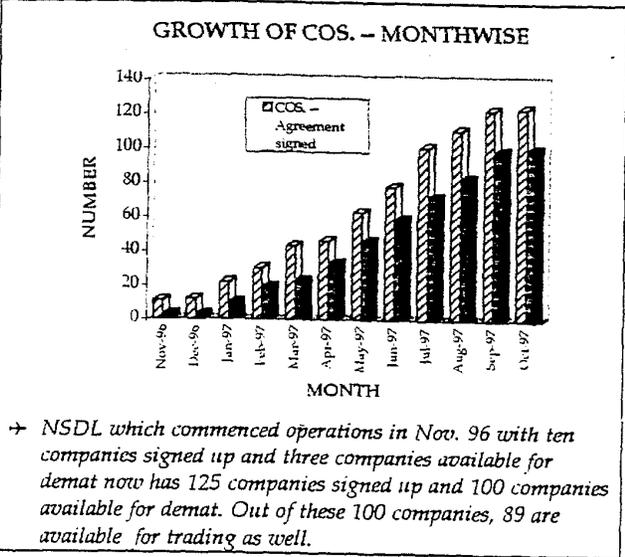
# National Securities Depository Limited

vol. 1997/003/02

## NEST UPDATE

OCTOBER 6-11, 1997

- Bank of India and Global Trust Bank Ltd. have announced a reduction in interest charges for loans against pledged shares in the electronic form compared to the interest charged for physical shares.
- As the dematerialisation process has gained substantial momentum in the recent past, NSDL has lowered its custody charges to depository participants to 3.5 basis points (0.035%) p.a. with effect from August 1, 1997, as against earlier charge of 7 basis points p.a.
- NSDL has announced a new scheme under which, if a company makes a one-time payment of 5 basis points (0.05%) of the average market capitalisation during the preceding 26 weeks, then NSDL will not charge any custody fees to the depository participants.
- Future issues by such companies would require a payment of 5 basis points on the new share capital created. The valuation for the new shares will be done at issue price. Companies would not be required to pay any additional amount, if they make a bonus issue.
- Ten companies have opted for the new scheme. Accordingly, NSDL has waived its custody charges to the DPs for shares of Infosys Technologies Ltd., Global Tele-systems Ltd., Krishna Filaments Ltd., Dhampur Sugar Mills Ltd. & Industrial Development Bank of India from August 1, 1997; for shares of IndusInd Bank Ltd. & Prism Cements Ltd. from September 1, 1997 and for shares of Wipro Ltd. from October 1, 1997.
- Global Trust Bank Ltd. will offer this scheme to their share holders once their share registrars and transfer agents establish electronic connectivity with NSDL.



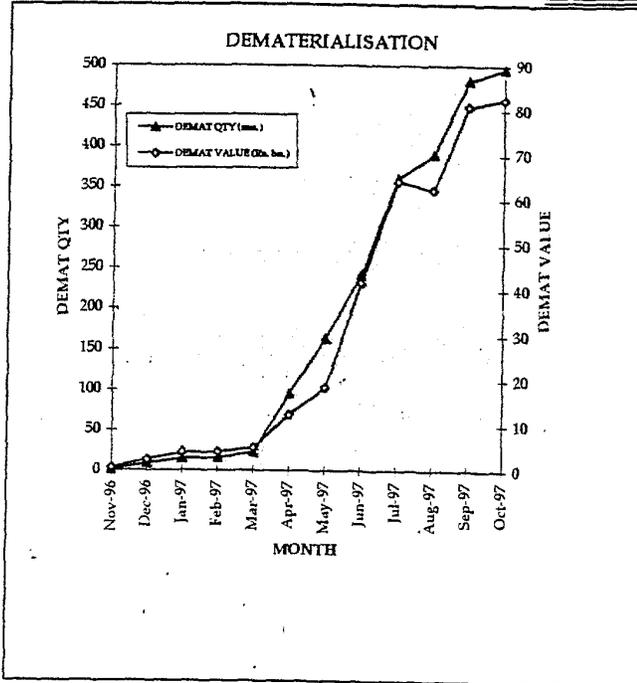
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# National Securities Depository Limited

Vol. 1987/003

## NEST UPDATE

OCTOBER, 97

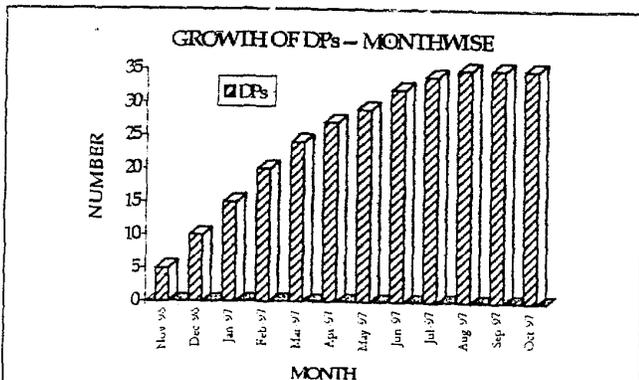


→ Dematerialisation has accelerated since May 97 and has now crossed the Rs. 80 billion mark.  
 → Dematerialisation in the shares of following companies has crossed 10% of their outstanding shares. The percentages as on Oct 4, 97 are as follows:

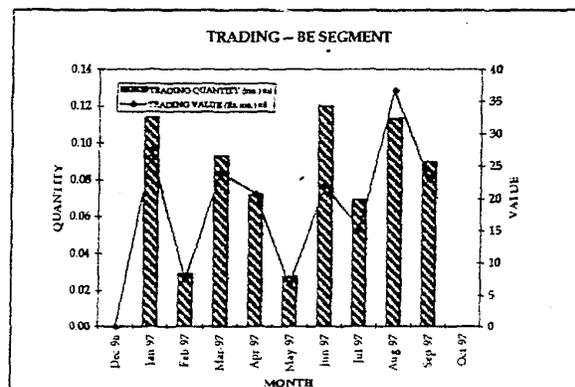
GSFC LTD	15.13 %
ICICI	14.43 %
GRASIM	14.19 %
BSES	14.03 %
RIL	11.03 %
ACC	10.82 %
ESCORTS	10.51 %
SYNTHETICS & CHEMICALS	10.45 %
HINDALCO INDUSTRIES	10.27 %
CENTURY TEXTILES & IND.	10.19 %

→ At present, UTI, Foreign Institutional Investors and the Indian Mutual Funds amongst others are participating in NSDL by way of dematerialisation and trading.

→ Besides these, retail investors are responsible for the dematerialisation of more than 1.5 million shares. The number of client accounts has increased to more than 5000.



- NSDL launched operations in Nov. '96 with just five depository participants, all offering depository services at Mumbai.
- Today, there are 35 fully operational depository participants offering depository services at more than 100 different locations.



- The first transformation which took place in the trading environment after the launch of NSDL, was the clubbing of pay-in and pay-out of securities to one day i.e., Tuesday.
- Recently, rolling settlement (T+5) has been introduced and successfully implemented for the electronic segment.

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Procedure Number: MKT002

Title: Sample NEST Update

EXHIBIT I (b)

vol. 1897003/02

**NEST UPDATE**

OCTOBER 6-11, 1997

Depository participants as on October 9, 1997: -

PARTICIPANT	ADDRESS	PHONE
<input type="checkbox"/> ANZ Grindlays Bank	90, M. G. Road, Mumbai - 400 001	2665545/ 2664881
<input type="checkbox"/> Citibank N.A.	Custody Services Ramnord House 77, Dr. A. B. Road Mumbai - 400 018	494 9275 Ext. 344
<input type="checkbox"/> Deutsche Bank A. G.	Securities & Custody Services, Kodak House, 222, Dr. D. N. Road, Fort, Mumbai - 1	2075976, 5778, 3062,
<input type="checkbox"/> Standard Chartered Bank	Hoechst House, 4th Floor, 193, Nariman Point, Mumbai - 400 021	2846287/ 2846369-70/ 2846310
<input type="checkbox"/> The Hongkong and Shanghai Banking Corporation	52/60, M. G. Road, Fort, Mumbai - 400 001	265 8964 / 267 4921
<input type="checkbox"/> IIT Corporate Services	IIT House, Off M. Vasanji Road, J. B. Nagar Andheri (E) Mumbai - 59	822 5599/ 822 1410
<input type="checkbox"/> Morgan Stanley Trust Company	Forbes Building, 5th Floor, Charanjit Rai Marg, Fort, Mumbai - 400 001.	209 6600
<input type="checkbox"/> Stock Holding Corporation of India Ltd	44/1 Mehra Estate, L. B. S. Marg, Vikhroli (West), Mumbai - 400 079	5795312/ 5779629/ 5772836
<input type="checkbox"/> ICICI	Shanti Bldg., 13, Walchand Hirachand Marg, Ballard Estate, Mumbai-1	261 8251 Ext. 4015
<input type="checkbox"/> IDBI	3rd floor, Investment Division, IDBI Towers, Cuffe Parade, Mumbai-5	2181055/ 2189117
<input type="checkbox"/> Infrastructure Leasing & Financial Services	4th Floor, Mahindra Towers, RBC, Worli, Mumbai - 400 018	493 5127
<input type="checkbox"/> Canara Bank	NSDL Unit, 1st Floor, Verma Chambers, 11, Homji Street, Fort, Mumbai - 400 001	2674051/ 2651088
<input type="checkbox"/> State Bank of India	4th Floor, Madhu Industrial Estate, P. Budhkar Marg, Worli, Mumbai - 400 013	4975630/3, 4936180/035
<input type="checkbox"/> Janata Sahakari Bank Ltd	Stock Exchange Branch, 75+B Sadashiv Path, Dr. Kumbhkar Road, Pune-411030	0212-473429
<input type="checkbox"/> Global Trust Bank	67, Mumbai Samachar Marg, Opp. The Stock Exchange, Mumbai , Mumbai - 23.	288 4383/ 265 4794 to 97
<input type="checkbox"/> HDFC Bank	Custody Services Sandoz House, Dr. A. B. Road Worli, Mumbai - 18	4951616
<input type="checkbox"/> IndusInd Bank	IndusInd House, 425, Dadasaheb Bhadkamkar Marg, Mumbai - 400 004	385 7474/9494
<input type="checkbox"/> Abhipra Capital Ltd	BM-1, Dilkhush Industrial Complex, G.T. Karnal Road, Azadpur, New Delhi-110033	011 - 7127362/ 724 4166
<input type="checkbox"/> Action Financial Services	Sonawala Bldg., Ground Floor, Green Street Corner, Opp. Old Custom House, Fort, Mumbai - 400 001	267 8506 /07
<input type="checkbox"/> Alankit Assignments	103/104, Anarkali Market, Jhandelwala Extn., New Delhi - 100 055	011 - 7535516-21
<input type="checkbox"/> Coimbatore Capital Market Services Pvt.	K. G. House, 86, Government Arts College Road, Coimbatore - 641 018	0422 312163/ 218446
<input type="checkbox"/> Dalmia Securities	2nd Floor, 7, Lyons Range, Calcutta - 700 001	033 - 221 1672 - 5
<input type="checkbox"/> Davco Securities Private	Stock Exchange Building, 3rd Floor, 7, Lyons Range, Calcutta - 1	033 - 2202066/ 5066
<input type="checkbox"/> East India Securities Pvt.	DA - 14, Sector - I, Salt Lake, Calcutta - 700 064	033 3345689/527
<input type="checkbox"/> Geojit Securities	40/7997, Veekshanam Road, Cochin - 682 035	0484 - 371 675/ 373 686
<input type="checkbox"/> HSBC Bativala & Karani Securities (India) Pvt.	Construction House, 5 Walchand Hirachand Marg, Ballard Estate, Mumbai 38.	2659944-59
<input type="checkbox"/> IDBI Cap. Mkt. Services	IDBI towers, 13th Floor, Cuffe Parade, Mumbai - 400 005	2160180/81/82
<input type="checkbox"/> Indsec Securities & Finance	4th Floor, Express Building, 14, 'E' Road, Churchgate, Mumbai - 400 020	287 2277/ 282 6056
<input type="checkbox"/> Kotak Securities	1st Floor, Bakhtawar, Nariman Point, Mumbai - 400 021.	202 7040 Extn. 272
<input type="checkbox"/> Munoth Financial Services	1st Floor, Sanghvi Plaza, No. 56 Jermiah Road, Chennai 600007	044-6420608-11
<input type="checkbox"/> Reliance Share and Stock Brokers	Brindavan, 3rd floor, Shreeram Mills Compound, Ganapatrao Kadam Marg, Lower Parel, Mumbai - 13.	4951943, 4962780
<input type="checkbox"/> S. S. Kamal Ishwardal Pvt.	3-A, Khatau Building, A. D. Modi Marg, Fort, Mumbai - 400 001	2650120/ 2651350
<input type="checkbox"/> Shah Investors Home	2nd Floor, Agarwal Arcade, Near Ambawadi Circle, Ambawadi, Ahmedabad - 6	079 6449445/ 6448769
<input type="checkbox"/> Reliance Capital	3rd Floor, Vindavan Building, Shree Ram Mills Premises, Ganapatrao Kadam Marg, Worli, Mumbai - 13	4962780/ 4951943

National Securities Depository Limited

Tradeworld, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013.

Phone : 4972964-70; Fax : 4972993, 4976351; email:nsdl@bom2.vsnl.net.in

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Procedure Number: MKT002

Title: Sample NEST Update

EXHIBIT I (c)

vol. 1997003/02

**NEST UPDATE**

OCTOBER 6-11, 1997

Securities available for dematerialisation as on October 9, 1997: -

1. ACC*	34. IDBI*	68. Himatsinghka Seide *
2. Advani Oerlikon *	35. IFCI*	69. Hindalco Industries *
3. Anagram Finance *	36. Indian Hotels*	70. Hindustan Inks & Resins *
4. Arvind Mills *	37. Indo Gulf Fertilisers *	71. Hindustan Lever *
5. Arvind Polycot *	38. Infosys Technologies *	72. Hindustan Organics Chemicals *
6. Asian Paints *	39. IPCL*	73. Hoechst Marion Roussel *
7. Bank of Baroda*	40. Jindal Iron & Steel *	74. HUDCO (15% Infrastructure Bonds) *
8. Blow Plast *	41. Jindal Photofilm *	75. ICICI *
9. BPCL*	42. Jindal Strips *	76. Indian Rayon Industries *
10. BSES*	43. Jindal Vijayanagar Steel *	77. Isibars *
11. Century Textiles and Industries *	44. Larsen & Toubro *	78. Wipro *
12. Cipla *	45. Morgan Stanley Growth Fund*	79. Emco Transformers *
13. Crompton Greaves *	46. Navneet Publications (I) *	80. ITC Bhadrachalam Paperboards *
14. CRISIL*	47. Prism Cement *	81. Bombay Dyeing & Manufacturing Co. *
15. Dabur India *	48. Ranbaxy Laboratories *	82. The Dhampur Sugar Mills *
16. DGP Windsor India *	49. Rashtriva Chemicals & Fertilisers *	83. The Indian Card Clothing Co. *
17. Eicher *	50. Reliance Capital *	84. Timex Watches *
18. Eicher Motors *	51. Reliance Industrial Infrastructure *	85. United Phosphorus *
19. Escorts *	52. Reliance Industries *	86. Usha (India) *
20. Essar Oil *	53. Reliance Petroleum *	87. VIP Industries *
21. GESCO*	54. SBI*	88. Wartsila NSD India *
22. Global Telesvstems *	55. Siemens *	89. Shree Cements *
23. Grasim Industries *	56. Sun Pharmaceutical Industries *	90. Binani Industries *
24. Gujarat State Fertilisers & Chemicals *	57. Synthetics & Chemicals *	91. Krishna Filaments *
25. HDFC*	58. The Bombay Burmah Trading Corp. *	92. Praj Industries *
26. HDFC Bank *	59. Dena Bank *	93. Weizmann Ltd.*
27. Gujarat Ambuja Cements *	60. TISCO *	94. Koprana *
28. Morepen Laboratories *	61. Kesoram Industries *	95. Bank of India*
29. Dr. Reddy's Laboratories Limited *	62. Electrosteel Castings *	96. Chambal Fertilisers and Chemicals *
30. Nirma Ltd.	63. Cheminor Drugs Ltd. *	97. ICICI Banking Corporation *
31. Tata Chemicals	64. Hindustan Petroleum Corporation	98. Aprech Ltd.
32. Apple Finance	65. IndusInd Bank	99. Birla Global Finance Ltd.
33. Otis Elevator Company India	66. Canbank Mutual Fund	100. Atul Limited
	67. Mahindra & Mahindra	

\*available for trading as well.

Companies that have signed agreements with NSDL to get their securities admitted for dematerialisation :-

1. Apcofex Lattices	9. India Securities	18. Oswal Agro Mills
2. Cochin Refineries	10. Ispat Industries	19. Oswal Chemicals & Fertilisers
3. Corporation Bank	11. JM Basic Fund	20. Gujarat Mineral Development Corp.
4. DLF Cement Ltd.	12. K. G. Denim Ltd.	21. Piramal Healthcare
5. Digital Equipment (India)	13. Morarjee Goculdas Spg. & Weaving	22. Steel Authority of India
6. Essar Steel	14. National Aluminium Company	23. SPIC
7. Global Trust Bank	15. Nicholas Piramal India	24. Tamilnadu Petroproducts
8. Videsh Sanchar Nigam	16. Oriental Bank of Commerce	25. Hotel Leelaventure
	17. BPL Limited	

National Securities Depository Limited

Tradeworld, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013.  
Phone : 4972964-70; Fax : 4972993, 4976351; email:nsdl@bom2.vsnl.net.in

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3. Prepares a draft and updates the volume and issue number.
4. Sends it to the HOD for approval.
- HOD 5. Signs the draft after making amendments if necessary.
6. Circulates it to all HODs.
- Officer 7. Receives feedback from HODs.
8. Incorporates appropriate feedback.
9. Forwards the final draft to the ED/MD for approval.
- ED/MD 10. Approves the final draft.
11. Returns it to the Officer.
- Officer 12. Sends it to the printers.

NOTE: Currently 4,000 copies are printed and distributed.

13. Follows up with the printers to receive the newsletters.
14. Prints labels or envelopes using the NEST Database.

NOTE: The newsletters are sent out to FIIs, MFs, FIs, Banks, NSE Brokers, DPs, Stock Exchanges and brokers of the regional Stock Exchanges.

15. Sends the newsletters in the envelopes to the Administration Dept. for dispatching.
16. Maintains files of related documentation for future reference.

Identification Code: MKT003  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Using the NSE Broadcast System

PURPOSE: To create and broadcast information on the Depository to interested parties via the NSE Broadcast System.

PROCEDURE:

Officer 1. Prepares the message which must be 1 page of text, based on the key developments and activities of NSDL during the previous week.

2. Sends the message to the HOD for authorisation.

HOD 3. Authorises the dispatch of the message.

Officer 4. Sends the message to NSE by Thursday morning every week by courier.

NOTE: This is broadcast along with the NSE bulletin to all brokers on Friday evening. NSE also copies this information onto the last page of the NSE Web page.

5. Sends the message to Homemedia for broadcasting on their Financial Page on the Internet.

6. Maintains records of documents for future reference.

Identification Code: MKT004  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Creating and Updating Publicity Materials

PURPOSE: To ensure publicity materials reflect current information on the Depository.

BACKGROUND:

The following publicity materials are published by the Department:

- a. Bye Laws
- b. Business Rules
- c. DP Introductory Kit
- d. Investor's Guide to Depositories
- e. Introduction to Depositories
- f. A Stockbroker's Guide to Depositories
- g. Stockbroker's Guide to Trading, Clearing and Settlement in the Depository segment
- h. Retail investor brochure
- i. Brochure for FIIs

PROCEDURE:

1. Receives information regarding Amendments in Bye Laws/Business Rules from the Legal Dept.
2. Reviews other publications for needed updates periodically.
3. Updates the soft copy of the brochure as needed.
4. Reprints the brochure.

NOTE: The month and year of the updated version is printed on the cover page of the publication for users to ensure that they are referencing the latest version.

5. Maintains records of all versions.

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Identification Code: MKT006  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Organising Investor Awareness Seminars

PURPOSE: To make arrangements for seminars conducted by NSDL to educate individual investors on Depository services.

PROCEDURE:

1. Analyses potential locations for seminars including:
  - a. metros/semi-metros where trading volumes are high
  - b. significant number of requests
2. Identifies DPs who can offer services there by contacting:
  - a. NSE office in the city
  - b. DPs and asking if they are interested in offering their services there
3. Decides on participation of DP with their contact.
  - a. Presentation at seminar
  - b. Hire of stall at seminar
4. Analyses suitable venues and books it for a particular date and time.
  - a. Availability
  - b. Costs
  - c. Appropriate facilities
5. Designs invitation cards (Exhibit I) and sends them for printing.
6. Builds a database of investors for that location.

NOTE: A list of investors (soft copy) is obtained from each Issuer and entered into the database. The records are then sorted according to location to obtain an appropriate list.

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7. Sends invitation cards to:
  - a. List of investors in the location
  - b. Price Waterhouse,
  - c. 25 to each DP and NSE broker
  - d. 5 to each CM.
  - e. Chartered Accountants at that location
  - f. Management Institutes at that location
8. Contacts potential speakers.
9. Confirms speaker participation.
10. Updates presentation material slides.
11. Obtains approval from ED and MD.
12. Receives printout of slides of presentation by other delegates, where appropriate.
  - a. Price Waterhouse
  - b. Depository Participant
13. Receives seminar attendance confirmation slips from the investors and keeps a track of them.
14. Prepares the handout to be given to investors, including:
  - a. Brochure for investors (Exhibit II)
  - b. An investor's Guide to Depositories (Exhibit III)
  - c. Comparative chart of fees charged by the DPs (Exhibit IV)
  - d. NEST Update (Exhibit V)
15. Follows Pre-Seminar Checklist. (Exhibit VI)

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Procedure Number: MKT006

Title: Invitation Card for Investor Awareness Seminar

EXHIBIT I (a)

THE PROGRAMME SCHEDULE

Registration and Welcome	:	5:15 p.m. to 5:30 p.m.
Introduction by Price Water House	:	5:30 p.m. to 5:40 p.m.
Presentation by National Securities Depository Limited	:	5:40 p.m. to 6:20 p.m.
Presentation by Global Trust Bank (Depository Participant)	:	6:20 p.m. to 6:35 p.m.
Presentation By NSE	:	6:35 p.m. to 6:50 p.m.
Question & Answer Session	:	6:50 p.m. to 7:30 p.m.
Tea / Coffee	:	7:30 p.m. to 7:45 p.m.

Date : 30th September, 1997

Venue : FICCI Hall, Federation House, Tansen Marg,  
New Delhi - 1

*(You are requested to bring this card with you for the seminar)*

*I wish to participate in the Depository Seminar, FICCI Hall, New Delhi*

Name : Mr. / Ms \_\_\_\_\_

Designation : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Procedure Number: MKT006

Title: Invitation Card for Investor Awareness Seminar

EXHIBIT I (b)

THE DEPOSITORY AWARENESS PROGRAMME



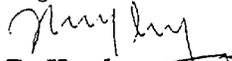
Dear Sir/Madam,

As you are aware, National Securities Depository Limited (NSDL), the first depository in the country, has commenced operations in November 1996, when the depository started accepting shares for dematerialisation from investors through its agents who are called depository participants. The trading in dematerialised shares has also started on 26th Dec '96 at National Stock Exchange (NSE).

As this concept is quite new, a seminar is being organised (details overleaf) to explain various issues with respect to dealing in dematerialised shares.

The confirmation slip is attached below. Kindly post/fax your confirmation to enable us to reserve a seat for you.

Regards,

  
**T. Koshy**

Vice President

affix  
stamp  
of Rs. 2/-

To

**Mr. T. Koshy**

Vice President

National Securities Depository Limited

Tradeworld, 4th Floor,

Kamala Mills Compound,

Lower Parel, Mumbai 400 013.

Procedure Number: MKT006

Title: Brochure for Investors

EXHIBIT II (a)



National Securities Depository Limited

**H**OW WOULD YOU FEEL  
IF THE SHARES ARE IN YOUR OWN NAME  
WITHIN A WEEK OF YOUR PURCHASE?

No bad deliveries? No torn certificates?  
No loss of certificates in transit?  
No courier / postal costs for transfer / deliveries?

You are probably shaking your head and saying  
"Impossible! This simply cannot happen!"

But yes all these can happen ... and more ...because NSDL  
has set up the first depository in India !

*more information ahead...*

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EXHIBIT II (b)

ky

What is a depository all about ?

A depository is an organisation which holds your shares in the form of electronic accounts in the same way a bank holds your money.



Physical



Electronic

How do I open a depository account?

You can open an account with one of the *participants* of NSDL (You interact with NSDL only through a *participant*)  
A list of *participants* is enclosed. Choose a *participant* convenient to you.  
In order to open an account, all you have to do is ....



- fill up the **Account Opening Form** available with the *participant*.  
If your shares are held in joint names be sure to open your account in the same order of names; (If there are combinations of names, you have to open separate accounts for each such combination. You can open multiple accounts with the same *participant*. You can also open accounts with different *Participants*.)
- sign the "**Participant-Client Agreement**" which each investor has to sign at the time of account opening; (This will be given by the *participant*.)
- receive your account number, which you will have to quote in all your correspondence with your *participant*.

The *participant* will provide you with a statement updated every fortnight (like a pass book) giving details of your holdings.

**YOU SEE, OPENING A SECURITIES ACCOUNT IS PRETTY SIMPLE... JUST LIKE OPENING A BANK - ACCOUNT!**

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Procedure Number: MKT006

Title: Brochure for Investors

EXHIBIT II (c)

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K. now that I have opened an account with a *participant*, how do I deposit my shares?

You can deposit (i.e., dematerialise) shares of the companies from the list enclosed. But these shares should have been transferred in your name before you send it for dematerialisation.

For getting your certificates dematerialised :

- you will have to fill a **Dematerialisation Request Form** which is available with your *participant*;
- along with this form, you submit your share certificates: (Please write "**Surrendered for Dematerialisation**" on each certificate before you submit it for dematerialisation.)
- your account will be credited typically in 15 days;
- if you wish to convert your electronic shares back to physical shares at a later stage, you can apply "**Rematerialise**" your holding.



ine, but how do I trade in electronic shares?

Buying and selling electronic shares in the market is just like buying and selling physical shares, only its much more simple and safe.

*more information ahead...*

**NSDL**

*assures you  
the safety of  
your electronic holding*

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EXHIBIT II (d)

THE SIMPLE CHART BELOW EXPLAINS THE DIFFERENCE BETTER :-

	Physical	Electronic (Book Entry)
<b>Sell</b>	You give your Physical Securities You receive a cheque	You give a debit instruction You receive a cheque
<b>Buy</b>	You receive physical securities You give a cheque  You are exposed to fake or stolen shares  Pay in is on Monday Pay out is on Wednesday	You receive securities into your account You give a cheque  NSDL guarantees you genuine shares  Pay in and pay out on the same day

- So you see, selling electronic shares is very similar to selling physical shares. Instead of certificates + transfer deed, you give **your broker** a cheque-like instrument which is available with your *participant*.
- As holding shares in the electronic form is safer and as there is no stamp duty for transfer of electronic shares, these shares may probably be **sold at a premium** as compared to physical shares.
- When you want to buy electronic shares you must inform **your broker** your depository account number so that the electronic shares bought by you are credited into that account.
- The rest of the procedure for buying electronic shares is similar to buying physical shares.
- Make sure to inform your broker that you want to buy / sell electronic shares because the prices could be different for physical and electronic shares.
- Payment for the electronic shares are made in the same way as in the case of physical securities. NSDL does not handle settlement of funds.

THUS THE SHARES YOU HAVE BOUGHT ARE TRANSFERRED IN YOUR NAME IN LESS THAN A WEEK OF YOUR PURCHASE WITH NO FEAR THAT THE SHARES MAY TURN OUT TO BE BAD DELIVERIES OR FAKES !

National Securities Depository Limited.  
"Tradeworld", 4th & 5th Floor,  
Kamala Mills Compound,  
Lower Parel, Mumbai 400013. Ph : 497 296469



Procedure Number: MKT006  
Title: An Investor's Guide to Depositories  
EXHIBIT III

**AN INVESTOR'S GUIDE  
TO  
DEPOSITORIES**

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NATIONAL SECURITIES DEPOSITORY LIMITED

## A COMPARITIVE CHART OF FEES CHARGED BY THE DPs FOR EQUITY SHARES

SR. NO.	PARTICIPANT	Account Opening	Account Closing	Demat	Remat (per cert.)	Custody (per annum)	Market Transfer (buy) per transaction	Market Transfer (sell) per transaction	Off-Market deals	Remarks
1	Abhipra Capital	Nil	Nil	Rs 2/- per cert	Rs 15/-	0 100%	upto Rs. 5 lacs 0.15%, 5 lacs to 10 lacs 0.12%, above 10 lacs 0.10%	upto Rs. 5 lacs 0.12%, 5 lacs to 10 lacs 0.10%, above 10 lacs 0.075%	0.15% per transaction	Security Deposit of Rs 1,500/- or Rs 200/- p a
2	Action Financial Services	Rs 500/-	nil	nil	Rs 12/-	upto Rs 50 lacs, 0.08% more than Rs. 50 lacs, 0.08%	0 10% on purchase	nil	0 120%	Account maintenance charges Rs. 25/- p m (payable upfront p a.) No custody charges for cos. making one time payment to NSDL. 0% p.a. in the opening charge only to transfer shares orders
3	Alankit Assignments	Nil	Nil	Rs 10 per cert [Max of Rs 175/- per request]	Rs 20/-	0 15% 0 10% p.a. for high value clients	0.15% on value For high value clients 0 10% upto Rs 5 lacs and above 5 lacs 0.075%	0.15% on value For high value clients 0 10% upto Rs 5 lacs and above 5 lacs 0.025%	0.15% on receipt & 0.05% on delivery	Security Deposit of Rs 1000/- carrying Interest 15% p.a. Annual Charges Rs 150/- p a
4	Canara Bank	Nil	Rs 50/-	Rs 2/- per cert with min of Rs 10/-	Rs 25/-	Upto Rs. 10 lac 0.12%, Above Rs 10 lac 0.10%	upto Rs. 1 lac 0.10%, Above 1 lac to 10 lac 0.09%, Above 10 lac to 40 lac 0.08%, 40 lac & above 0.075%	Nil	0 12% on purchase	
5	Coimbatore Capital Market Services Private	Rs 250/-	Nil	Rs 25/- per market lot subject to max. of Rs 150/- per request	Rs 25/- per market lot	0 10% subject to a min. of Rs 100/- per month.	0 10%	0 025%	0 11% on purchase	Security deposit of Rs 1000/- Custody charges for cos. making one time payment to NSDL is 0.08%
6	Dalmia Securities	Rs 200/-	Nil	Rs 2/- per cert subject to min of Rs 200/-	Rs 12.50 [min of Rs 200/-]	0 10% charged on the max daily balance. Bills will be raised on a monthly basis	0 075%	0 030%	0 10% + Rs 1000/- on purchase	
7	Dayco Securities Pvt.	Nil	Nil	Nil	Rs 12/-	0 09% pay: ble quarterly	0 05%	0 05%	0 12%	Any other charges as claimed by NSDL/NSCCL on actuals. No custody charges for Infosys shares.
8	Geogit Securities	Rs 300/-	Nil	Nil	Rs 25/-	0 10% annually only for value above 3 lacs (Subject to review)	Nil	Nil	0 1% per transaction	Dependants of Account Holders will not be charged for opening accounts till 31st August, 1997. No custody charges for Infosys shares.
9	Global Trust Bank	Rs 200/- waived till further notice	Nil	Rs 100/- upto 1 lac, Rs 150/- between 1 to 10 lacs, Rs 200/- above 10 lacs	Rs 25/-	0 15% upto Rs 1 lac, 0 11% from 1lacs to 10 lacs, 0 08% Above 10 lacs	0 10% upto Rs 1lacs, 0 07% from 1 lac to 10 lacs, 0 05% Above 10 lacs	0 10% upto Rs. 1lacs, 0 07% from 1 lac to 10 lacs, 0 05% Above 10 lacs	0 12% on purchase	No account opening fee or custody charges for Infosys shares.
10	HDFC Bank	Rs 250/-	Nil	Rs 3/- per cert	Rs 15/-	0 06% payable quarterly	0 080%	0 020%	0 12% on purchase	For Infosys 0.02% p.a. custody charges, other expenses at actuals
11	IDBI Capital Market Services	nil	nil	Rs 2/- per cert	Rs 15/- per cert	0 055% p.a. payable quarterly	0 080%	0 030%	0 100%	Annual fee: From Rs 1- 10 lakh - Rs 300/-; From Rs 10 lakh to 1 crore - Rs 500; From Rs 1-10 crore - Rs 5,000/-; From Rs 10-25 crore - Rs 7,500/-; Above Rs 25 crore - Rs 10,000/- No custody fee for cos. making one-time payment to NSDL.
12	IIT Corporate Services	Rs 1,000/-	Rs 1,000/-	Rs 5/- per cert	Rs 20/-	0 100%	0 075%	0 025%	0 12% per transaction	Security Deposit Rs 25,000/- Clients of CMs are exempt from Deposits and transfer charges.
13	IL&FS	Nil	Nil	Rs 2/- per cert	Rs 25/-	0 12% for holding upto 25 lacs, 0 10% for holdings between 25 lac to 40 lacs, 0.09% for holdings above 40 lacs	0 080%	0 020%	0 12% on purchase	Custody charges payable monthly on cumulative holding
14	Indsec Securities & Finance	Rs 250/-	not decided	Rs 2.50 per cert	Rs 25/-	0 150%	0 085%	0 025%	0 11% on purchase	
15	IndusInd Bank	Rs 250/-	Nil	Rs 2/- per cert	Rs 15/-	0 120%	0 100%	0 100%	0 2% on purchase	custody fees for debt instruments = 0.01%
16	Janata Sahakar Bank	Nil	Rs 50/-	Rs 2/- per cert	Rs 15/-	0 120%	0 070%	0 010%	0 12% on purchase	Postage and courier charges will be on actuals
17	Kotak Securities	Nil	Nil	Rs 2.50/- per cert upto Rs 1 lac, Rs 2.25 per cert 1 to 30 lacs. Rs 2/- per cert from 30 lacs and above	Rs 1 lac Rs 15 per cert 1 to 30 lacs, Rs 12.50/- per cert from 30 lacs and above	0 18% upto Rs 1 lacs, 0 11% Rs 1 lac to 30 lacs, 0.06% Rs. 30 lacs and above	0 15% upto Rs. 1 lac, 0.10% Rs 1 lac to 30 lacs, 0.075% Rs 30 lacs and above.	0 15% upto Rs 1 lac, 0 10% Rs 1 lac to 30 lacs, 0.075% Rs 30 lacs and above	0 12% per transaction	Out of pocket expenses will be charged at actuals. Custody charges for Infosys shares is 0.20% p.a
18	Munoth Financial Services	Rs 500/-	nil	Rs 3/- per cert (min Rs 15/-)	Rs 15/-	0 150%	nil	nil	0 12% per transaction	Custody charges are payable quarterly on assets maintained in the account based on weekly average price on NSE
19	Reliance Share & Stock Broking	Nil	Nil	Rs 2/- per cert	not decided	0 035%	0 050%	0 050%	0 1% on purchase	No custody charges for companies making one-time payment to NSDL
20	SSKI Securities	Nil	Nil	Rs 100 per request upto Rs 1 lac, Rs 500 upto Rs 10 lacs, Rs 2500 upto Rs 1 crore	Rs 10/-	0 050%	0 080%	Nil	0 1% on purchase	Out of pocket expenses will be charged at actuals. No custody charges for companies making one-time payment to NSDL
21	Stock Holding Corporation of India	Rs 600/-	Nil	Rs 3/- per cert	Rs 15/-	0 12% [min. Rs. 100/- per month]	0 05% [min Rs 75/- per transaction]	0 05% [min Rs 75/- per transaction]		

These charges are as given by the Participant and are subject to change from time to time as per their discretion. NSDL takes no responsibility for the accuracy or finality of the charges specified above.

Procedure Number: MKT006

Title: Comparative Chart of Fees charged by the DPs

EXHIBIT IV

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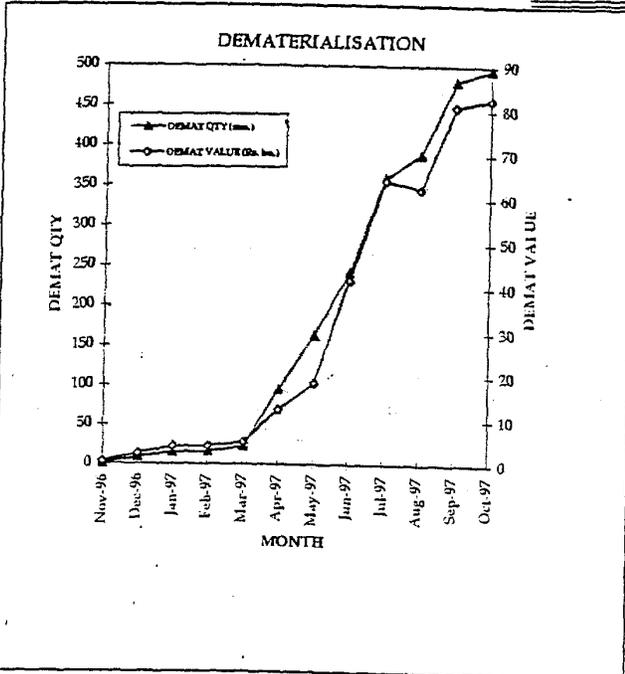
# National Securities Depository Limited



Vol. 1997/003

## NEST UPDATE

OCTOBER, 97



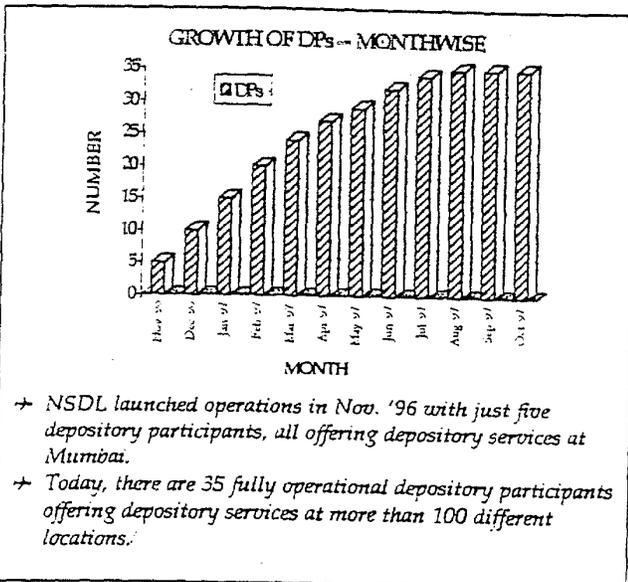
→ Dematerialisation has accelerated since May 97 and has now crossed the Rs. 80 billion mark.

→ Dematerialisation in the shares of following companies has crossed 10% of their outstanding shares. The percentages as on Oct 4, 97 are as follows:

GSFC LTD	15.13 %
ICICI	14.43 %
GRASIM	14.19 %
BSES	14.03 %
RIL	11.03 %
ACC	10.82 %
ESCORTS	10.51 %
SYNTHETICS & CHEMICALS	10.45 %
HINDALCO INDUSTRIES	10.27 %
CENTURY TEXTILES & IND.	10.19 %

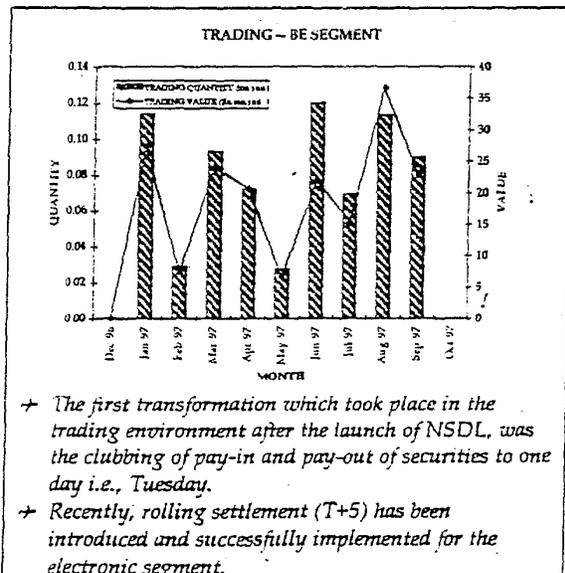
→ At present, UTI, Foreign Institutional Investors and the Indian Mutual Funds amongst others are participating in NSDL by way of dematerialisation and trading.

→ Besides these, retail investors are responsible for the dematerialisation of more than 1.5 million shares. The number of client accounts has increased to more than 5000.



→ NSDL launched operations in Nov. '96 with just five depository participants, all offering depository services at Mumbai.

→ Today, there are 35 fully operational depository participants offering depository services at more than 100 different locations.



→ The first transformation which took place in the trading environment after the launch of NSDL, was the clubbing of pay-in and pay-out of securities to one day i.e., Tuesday.

→ Recently, rolling settlement (T+5) has been introduced and successfully implemented for the electronic segment.

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Procedure Number: MKT006

Title: Sample NEST Update

EXHIBIT V (b)

Vol. 1997/005/02

**NEST UPDATE**

OCTOBER 6-11, 1997

*Depository participants as on October 9, 1997: -*

PARTICIPANT	ADDRESS	PHONE
<input type="checkbox"/> ANZ Grindlays Bank	90, M. G. Road, Mumbai - 400 001	2665545/ 2664881
<input type="checkbox"/> Citibank N.A.	Custody Services Ramnord House 77, Dr. A. B. Road Mumbai - 400 018	494 9275 Ext. 344
<input type="checkbox"/> Deutsche Bank A. G.	Securities & Custody Services, Kodak House, 222, Dr. D. N. Road, Fort, Mumbai - 1	2075976, 5778, 3062,
<input type="checkbox"/> Standard Chartered Bank	Hoechst House, 4th Floor, 193, Nariman Point, Mumbai - 400 021	2846287/ 2846369-70/ 2846310
<input type="checkbox"/> The Hongkong and Shanghai Banking Corporation	52/60, M. G. Road, Fort, Mumbai - 400 001	265 8964 / 267 4921
<input type="checkbox"/> IIT Corporate Services	IIT House, Off M. Vasanti Road, J. B. Nagar Andheri (E) Mumbai - 59	822 5599/ 822 1410
<input type="checkbox"/> Morgan Stanley Trust Company	Forbes Building, 5th Floor, Charanjit Rai Marg, Fort, Mumbai - 400 001.	209 6600
<input type="checkbox"/> Stock Holding Corporation of India Ltd	44/1 Mehra Estate, L. B. S. Marg, Vikhroli (West), Mumbai - 400 079	5795312/ 5779629/ 5772836
<input type="checkbox"/> ICICI	Shanti Bldg, 13, Walchand Hirachand Marg, Ballard Estate, Mumbai-1	261 8251 Ext. 4015
<input type="checkbox"/> IDBI	3rd floor, Investment Division, IDBI Towers, Cuffe Parade, Mumbai-5	2181055/ 2189117
<input type="checkbox"/> Infrastructure Leasing & Financial Services	4th Floor, Mahindra Towers, RBC, Worli, Mumbai - 400 018	493 5127
<input type="checkbox"/> Canara Bank	NSDL Unit, 1st Floor, Verma Chambers, 11, Homji Street, Fort, Mumbai - 400 001	2674051/ 2651088
<input type="checkbox"/> State Bank of India	4th Floor, Madhu Industrial Estate, P. Budhkar Marg, Worli, Mumbai - 400 013	4975630/3. 4936180/035
<input type="checkbox"/> Janata Sahakari Bank Ltd	Stock Exchange Branch, 754B Sadashiv Peth, Dr. Kumbhkar Road, Pune-411030	0212-473429
<input type="checkbox"/> Global Trust Bank	67, Mumbai Samachar Marg, Opp. The Stock Exchange, Mumbai, Mumbai - 23.	288 4383/ 265 4794 to 97
<input type="checkbox"/> HDFC Bank	Custody Services Sandoz House, Dr. A. B. Road Worli, Mumbai - 18	4951616
<input type="checkbox"/> IndusInd Bank	IndusInd House, 425, Dadasaheb Bhadkankar Marg, Mumbai - 400 004	385 7474/9494
<input type="checkbox"/> Abhipra Capital Ltd	BM-1, Dilkhush Industrial Complex, G.T. Kamal Road, Azadpur, New Delhi-110033	011 - 7127362/ 724 4166
<input type="checkbox"/> Action Financial Services	Souwala Bldg, Ground Floor, Green Street Corner, Opp. Old Custom House, Fort, Mumbai - 400 001	267 8506 /07
<input type="checkbox"/> Alankit Assignments	103/104, Anarkali Market, Jhandelwala Extn., New Delhi - 100 055	011 - 7535516-21
<input type="checkbox"/> Coimbatore Capital Market Services Pvt	K. G. House, 36, Government Arts College Road, Coimbatore - 641 018	0422 312163/ 218446
<input type="checkbox"/> Dalmia Securities	2nd Floor, 7, Lyons Range, Calcutta - 700 001	033 - 221 1672 - 5
<input type="checkbox"/> Davco Securities Private	Stock Exchange Building, 3rd Floor, 7, Lyons Range, Calcutta - 1	033 - 2202066/ 5066
<input type="checkbox"/> East India Securities Pvt.	DA - 14, Sector - I, Salt Lake, Calcutta - 700 064	033 3345689/527
<input type="checkbox"/> Geojit Securities	40/7997, Veekshanam Road, Cochin - 682 035	0484 - 371 675/ 373 686
<input type="checkbox"/> HSBC Batliwala & Karani Securities (India) Pvt.	Construction House, 5 Walchand Hirachand Marg, Ballard Estate, Mumbai 38.	2659944-59
<input type="checkbox"/> IDBI Cap. Mkt. Services	IDBI towers, 13th Floor, Cuffe Parade, Mumbai - 400 005	2160180/81/82
<input type="checkbox"/> Indsec Securities & Finance	4th Floor, Express Building, 14, 'E' Road, Churchgate, Mumbai - 400 020	287 2277/ 282 6056
<input type="checkbox"/> Kotak Securities	1st Floor, Bakhtawar, Nariman Point, Mumbai - 400 021.	202 7040 Extn. 272
<input type="checkbox"/> Munoth Financial Services	1st Floor, Sanghvi Plaza, No. 56 Termiah Road, Chennai 600007	044-6420608/11
<input type="checkbox"/> Reliance Share and Stock Brokers	Brindavan, 3rd floor, Shreeram Mills Compound, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 13.	+951943, +962780
<input type="checkbox"/> S. S. Kantilal Ishwarlal Pvt.	3-A, Khatau Building, A. D. Modi Marg, Fort, Mumbai - 400 001	2650120/ 2651350
<input type="checkbox"/> Shah Investors Home	2nd Floor, Agarwal Arcade, Near Ambawadi Circle, Ambawadi, Ahmedabad - 6	079 6449445/ 6448769
<input type="checkbox"/> Reliance Capital	3rd Floor, Vandavan Building, Shree Ram Mills Premises, Ganpatrao Kadam Marg, Worli, Mumbai - 13	+962780/ +951943

National Securities Depository Limited

Tradeworld, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013.

Phone : 4972964-70; Fax : 4972993, 4976351; email:nsdl@bom2.vsnl.net.in

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Procedure Number: MKT006

Title: Sample NEST Update

EXHIBIT V (c)

vol. 1997/003/02

**NEST UPDATE**

OCTOBER 6-11, 1997

Securities available for dematerialisation as on October 9, 1997: -

1. ACC*	34. IDBI*	68. Himarsinghka Seide *
2. Advani Oerikon *	35. IFCI*	69. Hindalco Industries *
3. Anagram Finance *	36. Indian Hotels*	70. Hindustan Inks & Resins *
4. Arvind Mills *	37. Indo Gulf Fertilisers *	71. Hindustan Lever *
5. Arvind Polycor *	38. Infosys Technologies *	72. Hindustan Organics Chemicals *
6. Asian Paints *	39. IPCL*	73. Hoechst Marion Roussel *
7. Bank of Baroda*	40. Jindal Iron & Steel *	74. HUDCO (15% Infrastructure Bonds) *
8. Blow Plast *	41. Jindal Photofilm *	75. ICICI *
9. BPCL*	42. Jindal Strips *	76. Indian Rayon Industries *
10. BSES*	43. Jindal Vijayanagar Steel *	77. Isibars *
11. Century Textiles and Industries *	44. Larsen & Toubro *	78. Wipro *
12. Cipla *	45. Morgan Stanley Growth Fund*	79. Emco Transformers *
13. Crompton Greaves *	46. Navneet Publications (I) *	80. ITC Bhadrachalam Paperboards *
14. CRISIL*	47. Prism Cement *	81. Bombay Dyeing & Manufacturing Co. *
15. Dabur India *	48. Ranbaxy Laboratories *	82. The Dhampur Sugar Mills *
16. DGP Windsor India *	49. Rashtriva Chemicals & Fertilisers *	83. The Indian Card Clothing Co. *
17. Eicher *	50. Reliance Capital *	84. Timex Watches *
18. Eicher Motors *	51. Reliance Industrial Infrastructure *	85. United Phosphorus *
19. Escorts *	52. Reliance Industries *	86. Usha (India) *
20. Essar Oil *	53. Reliance Petroleum *	87. VIP Industries *
21. GESCO*	54. SBI*	88. Wartsila NSD India *
22. Global Telesystems *	55. Siemens *	89. Shree Cements *
23. Grasim Industries *	56. Sun Pharmaceutical Industries *	90. Binani Industries *
24. Gujarat State Fertilisers & Chemicals *	57. Synthetics & Chemicals *	91. Krishna Filaments *
25. HDFC*	58. The Bombay Burmah Trading Corp. *	92. Praj Industries *
26. HDFC Bank *	59. Dena Bank *	93. Weizmann Ltd.*
27. Gujarat Ambuja Cements *	60. TISCO *	94. Kooran *
28. Morepen Laboratories *	61. Kesoram Industries *	95. Bank of India*
29. Dr. Reddy's Laboratories Limited *	62. Electrosteel Castings *	96. Chambal Fertilisers and Chemicals *
30. Nirma Ltd.	63. Cheminor Drugs Ltd. *	97. ICICI Banking Corporation *
31. Tata Chemicals	64. Hindustan Petroleum Corporation	98. Aprech Ltd.
32. Appie Finance	65. IndusInd Bank	99. Birla Global Finance Ltd.
33. Otis Elevator Company India	66. Canbank Mutual Fund	100. Atul Limited
	67. Mahindra & Mahindra	

\*available for trading as well.

Companies that have signed agreements with NSDL to get their securities admitted for dematerialisation: -

1. Apcotex Lartuces	9. India Securities	18. Oswal Agro Mills
2. Cochin Refineries	10. Ispat Industries	19. Oswal Chemicals & Fertilisers
3. Corporation Bank	11. IM Basic Fund	20. Gujarat Mineral Development Corp.
4. DLF Cement Ltd.	12. K. G. Denim Ltd.	21. Piramal Healthcare
5. Digital Equipment (India)	13. Morarjee Gocuidas Spg. & Weaving	22. Steel Authority of India
6. Essar Steel	14. National Aluminium Company	23. SPIC
7. Global Trust Bank	15. Nicholas Piramal India	24. Taminadu Petroproducts
8. Videsh Sanchar Nigam	16. Oriental Bank of Commerce	25. Hotel Leeiaventure
	17. BPL Limited	

National Securities Depository Limited

Tradeworld, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013.

Phone: 4972964-70; Fax: 4972993, 4976351; email:nsdl@bom2.vsnl.net.in

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# National Securities Depository Limited

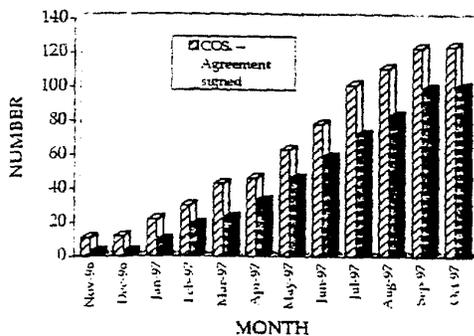
Vol. 1997/003/07

## NEST UPDATE

OCTOBER 6-11, 1997

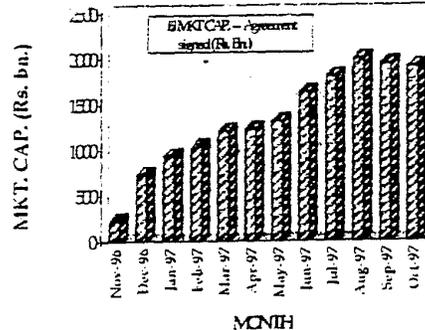
- Bank of India and Global Trust Bank Ltd. have announced a reduction in interest charges for loans against pledged shares in the electronic form compared to the interest charged for physical shares.
- As the dematerialisation process has gained substantial momentum in the recent past, NSDL has lowered its custody charges to depository participants to 3.5 basis points (0.035%) p.a. with effect from August 1, 1997, as against earlier charge of 7 basis points p.a.
- NSDL has announced a new scheme under which, if a company makes a one-time payment of 5 basis points (0.05%) of the average market capitalisation during the preceding 26 weeks, then NSDL will not charge any custody fees to the depository participants.
- Future issues by such companies would require a payment of 5 basis points on the new share capital created. The valuation for the new shares will be done at issue price. Companies would not be required to pay any additional amount, if they make a bonus issue.
- Ten companies have opted for the new scheme. Accordingly, NSDL has waived its custody charges to the DPs for shares of Infosys Technologies Ltd., Global Tele-systems Ltd., Krishna Filaments Ltd., Dhampur Sugar Mills Ltd. & Industrial Development Bank of India from August 1, 1997; for shares of IndusInd Bank Ltd. & Prism Cements Ltd. from September 1, 1997 and for shares of Wipro Ltd. from October 1, 1997.
- Global Trust Bank Ltd. will offer this scheme to their share holders once their share registrars and transfer agents establish electronic connectivity with NSDL.

GROWTH OF COS. - MONTHWISE



→ NSDL which commenced operations in Nov. 96 with ten companies signed up and three companies available for demat now has 125 companies signed up and 100 companies available for demat. Out of these 100 companies, 39 are available for trading as well.

MARKET CAPITALISATION



→ Market capitalisation of companies signed up for dematerialisation has crossed Rs. 1906 billion (US\$ 52.5 billion)  
 → This forms about one-third of the total market capitalisation in the country.

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Procedure Number: MKT006

Title: Checklist for Pre-Seminar Activity

EXHIBIT VI

PRE-SEMINAR ACTIVITY:

1. Finalise the location (city) for the seminar
2. Finalise the DP who will give a presentation (presenting DP)
3. Scrutinise and edit the DP presentation material
4. Finalise the venue (hall) and agenda of the seminar
5. Intimate details of the seminar to senior management group and finalise NSDL representatives for the seminar
6. Arrange for travel, accommodation of self and NSDL delegates
7. Send intimation letter to Price WaterHouse
8. Prepare the local investor database and print address labels
9. Prepare the broker database (NSE as well as local stock exchange) and print their address labels
10. Decide on the no. of cards to be printed depending on the database and print invitation cards accordingly
11. Post seminar intimation letters to all DPs + 10 cards each
12. Arrange for display-cum-demonstration stalls outside the conference hall for all the interested DPs
13. Post seminar intimation letters to all issuers
14. Post seminar intimation letters to the brokers + 10 cards each
15. Posting of invitation cards to the local investors
16. Arrange for PA system, OHP, screen etc. at the venue
17. Arrange for refreshments to be served to the conference participants
18. Prepare the conference handout materials for the seminar participants
19. Pack and courier the handout materials to the location
20. Prepare the presentation material
21. Pack the presentation material, banners, etc.
22. Prepare the anchor's speech
23. Follow up with all the brokers
24. Keep track of the seminar attendance confirmation slips from the investors
25. Collect advance from Accounts Dept. and cross your fingers and hope the seminar is a success!

Identification Code: MKT007  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Conducting Investor Awareness Seminars

PURPOSE: To educate individual investors on Depository services.

BACKGROUND: Generally the Programme will include:

1. Registration and Welcome by Officer from Marketing Dept.
2. Introduction by Price Waterhouse - FIRE Project
3. Address by MD or ED
4. Presentation by NSDL made by HOD-Marketing or VP
5. Presentation by Depository Participant
6. Question & Answer Session
7. Refreshments

PROCEDURE:

- HOD & Officer
1. Goes in advance of the presentation to the venue on the day of the seminar.
  2. Follows the Seminar Day Activity Checklist. (Exhibit I).
  3. Acts as an "anchor" for conference to ensure smooth delivery.
  4. Assists participants as necessary.
  5. Assists attendees.
  6. Coordinates with hotel staff as seminar progresses.
  7. Facilitates the Question and Answer Session.
  8. Distributes the feedback forms. (Exhibit II)
  9. Collects the completed feedback forms.
  10. Follows the Post Seminar Activity Checklist. (Exhibit III)
  11. Enters Questions asked during the seminar and Answers into database.

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12. Sends a report on unusual questions to all HODs/MD/ED.
13. Compiles feedback forms.
14. Prepares an analysis of the feedback and sends it to the HOD.
15. Maintains records for future reference.

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Procedure Number: MKT007

Title: Checklist for Seminar Day Activity

EXHIBIT I

SEMINAR DAY ACTIVITY

- 1) Meet the presenting DP and confirm the agenda
- 2) Check out the following at the venue:
  - Positioning of dais
  - Seating arrangements on the dais, dais plates
  - Mineral water, brochures for the delegates etc.
  - Positioning of banners
  - PA system
  - OHP and screen
  - Stalls
  - NSDL stall with its brochures, feedback forms etc.
  - Arrangements for refreshments
- 3) Check the speech, order of speakers
- 4) Anchor the conference
- 5) Note down the questions asked in the Q/A session
- 6) Collect back the feedback forms
- 7) Collect NSDL banners, remaining brochures, presentation material, etc. from the hall
- 8) Settle all the bills for the hall, PA system, electricity, refreshments, OHP & screen system, dais arrangements, etc.
- 9) Pay tips, go to hotel and sleep!

Procedure Number: MKT007

Title: Investor Awareness Seminar Feedback Form

EXHIBIT II

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*his seminar has been specially arranged for you to improve your understanding of the depository system. Your valuable feedback on the same will help us serve you better!!!*

1. How well have you understood the concept of **depositories**?   
a) poor      b) fair      c) good      d) excellent
2. How is your understanding of the **account opening** procedure?   
a) poor      b) fair      c) good      d) excellent
3. How well have you comprehended the concept of **dematerialisation**?   
a) poor      b) fair      c) good      d) excellent
4. How well have you understood the concept of **trading in dematerialised securities**?   
a) poor      b) fair      c) good      d) excellent
5. How clear is the **distinction** between trading in physical and electronic securities to you?   
a) poor      b) fair      c) good      d) excellent
6. To what extent are you convinced of the **safety** of your securities in the depository?   
a) highly unsafe      b) unsafe      c) safe      d) highly safe
7. How informative was the NSDL presentation?   
a) completely confusing      b) too brief      c) interesting      d) very informative
8. How informative was the Participant [DP] presentation?   
a) completely confusing      b) too brief      c) interesting      d) very informative
9. How informative was the R&T agent's presentation?   
a) completely confusing      b) too brief      c) interesting      d) very informative
10. Your valuable suggestions:  
\_\_\_\_\_  
\_\_\_\_\_

Name: Abhijit Jena Gupta

Occupation :

Business       Profession       Service       Housewife       Student   
Others { please specify} \_\_\_\_\_

THANK YOU !!!

Procedure Number: MKT007

Title: Checklist for Post-Seminar Activity

EXHIBIT III

POST SEMINAR ACTIVITY

1. Give travel and accommodation statements to Accounts Dept.
2. Settle the advance taken for the venue, PA system, refreshments, OHP and screen, etc.
3. Collect back any security deposit/ balance recoverable from the hall
4. Follow up with all the investors who sent in their confirmation slips
5. Delete the records of the mail return envelopes from the database
6. Analyse the feedback forms
7. Add the questions asked to the question bank
8. Make a report of the unusual/unique questions asked
9. Relax ... and then arrange for the next seminar!



Identification Code: MKT008  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Conducting Investor Awareness Seminars - Special Requests

PURPOSE: To participate in seminars to educate individual investors on Depository services at the request of a broker or organisation.

BACKGROUND: The Marketing Dept. organises and conducts several other seminars in addition to the planned Investor Awareness Seminars.

- a. Seminars for brokers and their investors at their office.
- b. Seminars for MFs, FIIs, Corporates and Banks.
- c. Seminars organised by professional institutes such as ICAI (Institute of Chartered Accountants), AMBI (Association of Merchant Bankers of India, AMFI (Association of Mutual Funds of India) etc.
- d. Seminars organised by Institutes:
  - Issuer seminars for Investors
  - Brokers seminars for Investors
  - Investor Associations
  - National Institute of Bank Management
  - Banker's Training College

PROCEDURE:

- HOD
1. Receives request from broker or other interested company or institute for a presentation on the use of the Depository and services offered.
  2. Decides whether an Officer or Manager or HOD should conduct the presentation.
  3. Finalises the speaker from NSDL Marketing Dept. depending on the date and time given by the organisation.
- Presenter
4. Updates presentation material slides.
  5. Prepares handouts for the audience.

6. Confirms infrastructural arrangements required, like OHP, are ready at the venue.
7. Conducts the presentation.
8. Answers the questions asked by the audience.
9. Reports to Management:
  - a. Response to Seminar
  - b. Questions asked
10. Maintains records for future reference.

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Identification Code: MKT009  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Organising Stalls at Trade Shows

PURPOSE: To make arrangements for NSDL stalls at Trade Shows to educate individual investors on Depository services.

PROCEDURE:

1. Receives notification of Trade Show from organisers with a request for participation by NSDL.

2. Prepares an approval note which details:

- a. Location, venue and dates of the Trade Show
- b. Cost estimate
- c. Audience
- d. Organisers, with brief history
- e. Stall layout

3. Sends the note to the HOD for approval.

HOD 4. Makes modifications as appropriate, and forwards it to the ED and MD for their approval.

ED/MD 5. Approves the participation of NSDL, details in the note and decides on a budget.

6. Forwards it to the HOD.

HOD 7. Intimates the Officer, and finalises NSDL representatives for the stall.

Officer 8. Intimates the NSDL delegates of their selection for the Trade Show, and gives them details.

9. Drafts the content of the following stall display materials:

- a. Posters
- b. Glowsigns
- c. Running presentation

10. Obtains approval from the HOD, ED and MD.
11. Solicits quotations from advertising agencies for the preparation of the stall display materials.
12. Receives quotations from the advertising agencies for the stall display materials.
13. Prepares a comparison of the various proposals and submits this to the HOD and ED for their approval.
- HOD and ED 14. Evaluates the various proposals and selects one of the advertising agencies.
15. Informs Officer of decision.
- Officer 16. Sends the details to the MD for his information.
17. Liaises with the advertising agency for the preparation of the stall display materials.
18. Coordinates with the Accounts Dept. to receive the advance amount required by the organisers.
19. Coordinates with the organisers and pays them the advance amount required.
20. Receives invitation cards from the organisers.
21. Builds a database of invitees.
22. Prints the labels and dispatches the invitation cards.
23. Receives response forms from invitees and keeps a track of them.
24. Coordinates with the advertising agencies and organisers for the furniture, fixtures and electrical connections which are required for the stall.
25. Decides on the number of handout materials to be printed, based on the number of response forms received.
26. Ensures that the hand out material is ready at least one week in advance.

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27. Dispatches brochures, posters, multimedia, etc. to the stall venue the day before the Trade Show.
28. Collects a cash advance from the Accounts Dept.
29. Follows Pre-Stall Activity Checklist. (Exhibit I)

Procedure Number: MKT009

Title: Pre-Stall Activity Checklist

EXHIBIT I

PRE-STALL ACTIVITY:

1. Put up an approval note for booking the stall
2. Intimate details of the stall to senior management group and finalise NSDL representatives for the stall
3. Co-ordinate with the organisers and finalise the stall selected by the senior management
4. Arrange for travel, accommodation of self and NSDL delegates
5. Send invitation letter to Price WaterHouse
6. Prepare the local investor database and print address labels
7. Prepare the broker database (NSE as well as local stock exchange) and print their address labels
8. Post stall invitation letters to all DPs , issuers, brokers, investors.
9. Draft the stall display materials viz., posters and presentation package
10. Get them approved by senior management – HOD, ED & MD
11. Decide on the advertising agency and arrange to print the posters
12. Co-ordinate with the organisers and arrange for other stall requirements such as lights, furniture, panels, hooks, electrical connections, etc.
13. Arrange to despatch the computers, multimedia, posters, glowsigns, etc. to the stall venue
14. Prepare the stall handout materials
15. Pack and courier the handout materials to the location
16. Keep track of the stall attendance confirmation slips from the investors
17. Collect advance from Accounts Dept. and cross your fingers and hope the stall is a success!

Identification Code: MKT010  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Participating in Trade Shows

PURPOSE: To educate individual investors on Depository services.

PROCEDURE:

- NSDL Delegates
1. Goes in advance of the start of the show on the day of the Trade Show.
  2. Follows the Stall Day Activity Checklist. (Exhibit I).
  3. Sets up the stall.
  4. Assists invitees as necessary.
  5. Collects the presentation material, visitor's book, feedback forms and visiting cards of invitees at the end of the day.
  6. Settles the advance taken from the Accounts Dept. after the show.
  7. Prepares a database of investors for the regular mailer of those who filled in the feedback form and who left visiting cards.
  8. Sends additional information to those who had requested for it.
  9. Follows the Post Stall Activity Checklist. (Exhibit II)
  10. Reports to Management on:
    - a. Response to Trade Show.
    - b. Unusual questions asked.
  11. Maintains records for future reference.

Procedure Number: MKT010

Title: Stall Day Activity Checklist

EXHIBIT I

STALL DAY ACTIVITY

- 1) Meet the organising agency and confirm the agenda
- 2) Check out the following at the venue:
  - Positioning of posters
  - Positioning of banners (if any)
  - Computer and multimedia system
  - Projector & screen (if any)
  - Brochures, feedback forms etc.
  - Visitors' Book
  - Tray for visiting cards (don't forget your business cards!)
  - Arrangements for refreshments
- 3) Note down the questions asked
- 4) Collect back the feedback forms
- 5) Collect NSDL banners, remaining brochures, presentation material, etc. from the stall
- 6) Settle all the bills for the stall, PA system, electricity, refreshments, OHP & screen system, etc.
- 7) Pay tips, go to hotel and sleep!

Procedure Number: MKT0010  
Title: Post Stall Activity Checklist

EXHIBIT II

POST STALL ACTIVITY

1. Arrange to pack and store the posters and presentation material
2. Give travel and accommodation statements to Accounts Dept.
3. Settle the advance taken for the venue and other arrangements
4. Collect back any security deposit/ balance recoverable from the organisers
5. Follow up with all the investors who sent in their confirmation slips
6. Delete the records of the mail return envelopes from the database
7. Analyse the feedback forms
8. Add the questions asked to the question bank
9. Make a report of the unusual/unique questions asked
10. Relax ... and then start preparations for the next such event!



**APPENDIX D**

**DRAFT OF PROCEDURES MANUAL FOR CORPORATE PLANNING  
AND RISK MANAGEMENT**

**Corporate Planning and Risk Management Department**

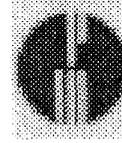
**Operating Procedures**

**National Securities Depository Ltd.**



Manual prepared by:

Price Waterhouse LLP/USAID FIRE Project



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Version: 1.0/Oct 1997

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**Identification Code:** COP001  
**Approvals:** Executive Director and Head of Department

**Implementation Date:** July 97  
**Revision Date:**

**TITLE:** Training of Business Partners

**PURPOSE:** To arrange training of Issuers/R&T Agents and Depository Participants.

**BACKGROUND:** Two separate courses are conducted: one for Issuers/R&T Agents and the other for Depository Participants.

Each is a three day training session at NSDL's office. On the first day conceptual and operational areas are covered. The second day is the Systems training which covers Hardware, Software and Networking and the third day is dedicated to hands on training. At the end of each day, the respective Vice-President conducts the Question and Answer session.

**PROCEDURE:**

**Officer**

1. Receives an Exchange message with the list of Participants from the Participant Interface Dept. or Issuer Interface Dept. (Exhibit I)
2. Faxes a letter to each Business Partner informing them of the venue, date and time. (Exhibit II)
3. Fixes the schedule, faculty and dates.

**NOTE:** These must be intimated to the presenters before being finalised.

4. Makes the following logistical arrangements by sending a memo to the Administration Department. (Exhibit III)
  - a. Booking of the Conference Room
  - b. Lunch and refreshments for trainees
  - c. Overhead Projector or laptop for the presentation.-
5. Sends an Exchange message to each presenter to hand over a copy of their presentation material. (Exhibit IV)
6. Receives from each presenter a copy of their presentation slides.

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7. Compiles all the slides into a Training Folder.
  8. Organises the preparation of a Training Folder for each Trainee.
  9. Oversees that all arrangements are in place on the days of the training session and that the schedule proceeds smoothly.
  10. Receives feedback form from the Trainees at the end of the third day evaluating the effectiveness of the training programme. (Exhibit V)
  11. Prepares an analysis of the feedback and distributes it to:
    - a. HOD of Training
    - b. HOD of the respective department
  12. Updates the Excel worksheet which has a record of how many people have attended the training session from each Business Partner. (Exhibit VI)
- NOTE: Currently, four representatives from each Business Partner are trained free of charge, and there is a charge for each additional representative trained.
13. Sends a letter to the Business Partner if the he has to be charged for the training.
- NOTE: The reminder letter is only sent if the charge has not been received and the training has been conducted.
14. Receives the payment for the training from the Business Partner.
  15. Forwards the cheque to the Accounts Dept. with appropriate documentation.
  16. Updates the worksheet. (as in Step 12)
  17. Maintains file of related documentation for future reference.

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Procedure Number: COP001

Title: List of BPs attending Training session

EXHIBIT I

NOT AVAILABLE AT THIS TIME

Procedure Number: COP001

Title: Letter to Trainees

EXHIBIT II

18 September, 1997

**FAX TO** : **Mr. K. R. Ravindran**  
**Company Secretary**  
**National Aluminium Company Limited**  
**Fax no.: 0674 - 407966/402713**

**FAX FROM** : **Mr. T Koshy**  
**Vice President**

NSDL is conducting a 3 day training programme for Share Registrars. The tentative schedule of the program is as under:

**Training Schedule:**

September 1997 Training
25th - Thursday 10:00am to 5:30 p.m.
26th - Friday, 10:00am to 5:30 p.m.
27th - Saturday, 10:00 am to 1:30pm

Schedule	Topics covered
Day one	Operations related - Classroom module on depository, dematerialisation/rematerialisation, reconciliation, corporate actions, record maintenance, settlement, etc.
Day two	Systems related - Classroom module on connectivity, backup measures, fault logging, system security, back-office operations, etc.
Day three	Hands on Training

Venue : Conference Room  
Trade World, 5<sup>th</sup> Floor, Kamala Mills Compound,  
Senapati Bapat Marg, Lower Parel,  
Mumbai - 400 013.

NSDL will initially train four representatives free of cost. The company may send additional representatives for later training programs at a cost of Rs. 3,000/- per head. Study material and lunch will be provided by NSDL. The participants will have to make their own arrangements for travel and accommodation.

Kindly let us know the names of your representatives who will attend by Fax/courier latest by 22nd Sept, 1997 set your representatives. It is suggested that your representatives are personnel (from both operations & systems dept.) who will directly be associated with depository related operations. Kindly send us the confirmations for the training at your earliest. After the receipt of your confirmation we will reconfirm the training schedule to you.

The detailed program schedule shall be provided to the attendees on reporting. In case you have any further clarifications, you may contact Mr. Kalpesh Garg at 022 - 4944714 or 022 - 4972964 (Ext.4605).

Thanking you,  
Yours Sincerely,

**T Koshy**  
**Vice President**

Procedure Number: COP001

Title: Memo to Administration Dept. for logistical arrangements

EXHIBIT III

---

To: Gopa Kumar T.N.  
Subject: ARRANGEMENTS FOR BP TRAINING DATED 11-13, SEPT 1997

*YOU ARE REQUESTED TO MAKE ARRANGEMENTS OF CONFERENCE HALL, LCD, LUNCH AND TEA FOR 10 TRAINEES ON THE SAID DATE.*

REGARDS  
KALPESH

Procedure Number: COP001

Title: Memo to Presenters for presentation material

EXHIBIT IV

**Kalpesh Garg**

---

**From:** Kalpesh Garg  
**Sent:** Wednesday, September 10, 1997 12:01 PM  
**To:** Amit Sinha; Anil Kandare; Avinash Wagh; Maathangi Prasad; Madhavi M.; Murali R.; Neil Winston; Surendra Saraf; Sandeep Maheshwari; Kapil Kapoor; Soviya Joseph; Mamata Puthran  
**Subject:** PRESENTATION MATERIAL FOR ISSUERS TRAINING SEPT 11-13, 1997

*YOU ARE REQUESTED TO HANDOVER YOUR PRESENTATION MATERIAL FOR THE TRAINING SCHEDULED ON SEPT 11-13, 1997 BY TODAY BEFORE 4.00 PM TO ENABLE US TO PREPARE TRAINEE'S KIT*

REGARDS  
KALPESH

Procedure Number: COP001

Title: Training Evaluation Form - For Issuers/R&T Agents  
EXHIBIT V (a)

NATIONAL SECURITIES DEPOSITORIES LIMITED

EVALUATION OF THE EFFECTIVENESS OF THE TRAINING  
PROGRAMME FOR ISSUERS AND ITS R& T AGENTS

Name : \_\_\_\_\_ Sign . : \_\_\_\_\_

Designation : \_\_\_\_\_

Name of the Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Telephone No. \_\_\_\_\_

We are undertaking a survey on the effectiveness of the training programme conducted for the Issuers and its R&T Agents by NSDL . Each parameter is evaluated on a five point scale which is represented as follows :

1-poor, 2-satisfactory, 3-good, 4-excellent, 5-outstanding

Kindly tick the relevant box to indicate your choice. Please also include your comments/ suggestions under each parameter

1. Effectiveness of the slides and other presentation material	Topic	1	2	3	4	5
Mr. Amit Sinha	Introduction to Depositories					
Mr. Kapil	Functions at Share Registrar					
Mr. Murlu	IPOs and Corporate Actions overview,					
Mr. Sudhir	Overview of Settlement					
Ms. Nitin	Record Maintenance & Reconciliation					
Mr. Anil	Connectivity					
Mr. Surendra	Installation Procedure					
Mr. Royce	Back up / Recovery					
Mr. Srinivas	Operations Profile					
Ms.Vrushali	Security Administration					
Ms.Dattaram	Datablaster Operations					
Mr. Surendra	Fault Logging and General procedures					

Comments/Suggestions :

---

Procedure Number: COP001

Title: Training Evaluation Form - For Issuers/R&T Agents

EXHIBIT V (b)

2. Level of Interaction between the Participants and faculty members	Topic	1	2	3	4	5
Mr. Amit Sinha	Introduction to Depositories					
Mr. Kapil	Functions at Share Registrar					
Mr. Murli	IPOs and Corporate Actions overview,					
Mr. Sudhir	Overview of Settlement					
Mr. Nitin	Record Maintenance & Reconciliation					
Mr. Anil	Connectivity					
Mr. Surendra	Installation Procedure					
Mr. SurendraDevendra	Back up / Recovery					
Mr. Srinivas	Operations Profile					
Ms. Vrushali	Security Administration					
Ms. Dattaram	Datablaster Operations					
Mr. Surendra	Fault Logging and General procedures					

Comments/Suggestions:

3 Overall Effectiveness of the faculty members	Topic	1	2	3	4	5
Mr. Amit Sinha	Introduction to Depositories					
Ms. Maathangi	Functions at Share Registrar					
Mr. Neil	IPOs and Corporate Actions overview,					
Mr. Kapil	Overview of Settlement					
Ms. Khilona Das	Record Maintenance & Reconciliation					
Mr. Anil	Connectivity					
Mr. Parag	Installation Procedure					
Mr. Devendra	Back up / Recovery					
Mr. Srinivas	Operations Profile					
Ms. Madhavi	Security Administration					
Ms. Rita	Datablaster Operations					
Mr. Surendra	Fault Logging and General procedures					

Comments/Suggestions:

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Procedure Number: COP001

Title: Training Evaluation Form - For Issuers/R&T Agents

EXHIBIT V. (c)

4 Amount of time for practical testing(hands on time, support given)	1	2	3	4	5

Comments/Suggestions:

---

5. Physical Arrangements made- Hall, Projector, Tea etc.	1	2	3	4	5

Comments/Suggestions:

---

6. Schedule - time per session , sequence and adequacy of breaks	1	2	3	4	5

Comments/Suggestions:

---

Procedure Number: COP001

Title: Training Evaluation Form - For Issuers/R&T Agents

EXHIBIT VI (d)

7. Any other observations or comments that may be useful for improving the quality and effectiveness of training programs conducted in the future.

Comments/Suggestions:

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Procedure Number: COP001

Title: Training Evaluation Form - For Participants

EXHIBIT V (e)

NATIONAL SECURITIES DEPOSITORIES LIMITED

Name : \_\_\_\_\_ Sign : \_\_\_\_\_

Designation : \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_

Name of the Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Evaluation of the effectiveness of the training programme for participants

We are undertaking a survey on the effectiveness of the training programme conducted for Participants by NSDL Each parameter is evaluated on a five point scale which is represented as follows :

1-poor, 2-satisfactory, 3-good, 4-excellent, 5-outstanding.

Kindly tick the relevant box to indicate your choice. Please also include your comments suggestions under each parameter

1. Effectiveness of the slides and other presentation material	Topic	1	2	3	4	5
Mr. Bimal Giri	Intro. To Depositories					
Mr. Bhushan	Account opening					
Mr. Samar	Dematerialisation					
Mr. Murali	Functions at the Share Registrar					
Mr. Sampath	Pledging Overview					
Mr. Surendra	Installation Procedure					
Mr. Devendra / Roice	Back up/ Recovery					
Mr. Srinivas	Operations Profile (BOD/EOD)					
Ms. Madhavi	Back office interface					
Mr. Sandeep	Security Administration					
Mr. Anil	Connectivity					
Mr. Yatin	Fault Logging					
Ms. Rita	Datablaster					
Mr. Sampath	Intro. to Settlement					
Ms. Srividya	Corporate Action					
Mr. Pradipta	Billing					

Comments/Suggestions :

---

Procedure Number: COP001

Title: Training Evaluation Form - For Participants

EXHIBIT VI (f)

2. Level of Interaction between the Participants and faculty members	Topic	1	2	3	4	5
Mr. Bimal Giri	Intro. To Depositories					
Mr. Bhushan	Account opening					
Mr. Samar	Dematerialisation					
Mr. Murali	Functions at the Share Registrar					
Mr. Sampath	Pledging Overview					
Mr. Surendra	Installation Procedure					
Mr. Devendra / Roice	Back up/ Recovery					
Mr. Srinivas	Operations Profile (BOD/EOD)					
Ms. Madhavi	Back office interface					
Mr. Sandeep	Security Administration					
Mr. Anil	Connectivity					
Mr. Yatin	Fault Logging					
Ms. Rita	Datablaster					
Mr. Sampath	Intro. to Settlement					
Ms. Srividya	Corporate Action					
Mr. Pradipta	Billing					

Comments/Suggestions :

---

Procedure Number: COP001

Title: Training Evaluation Form - For Participants

EXHIBIT V (g)

3 Overall Effectiveness of the faculty members	Topic	1	2	3	4	5
Mr. Bimal Giri	Intro. To Depositories					
Mr. Bhushan	Account opening					
Mr. Samar	Dematerialisation					
Mr. Murali	Functions at the Share Registrar					
Mr. Sampath	Pledging Overview					
Mr. Surendra	Installation Procedure					
Mr. Devendra / Roice	Back up/ Recovery					
Mr. Srinivas	Operations Profile (BOD/EOD)					
Ms. Madhavi	Back office interface					
Mr. Sandeep	Security Administration					
Mr. Anil	Connectivity					
Mr. Yatin	Fault Logging					
Ms. Rita	Datablaster					
Mr. Sampath	Intro. to Settlement					
Ms. Srividya	Corporate Action					
Mr. Pradipta	Billing					

Comments/Suggestions :

---

4 Amount of time for practical testing(hands on time, support given)	1	2	3	4	5

Comments/Suggestions:

---

Procedure Number: COP001

Title: Training Evaluation Form - For Participants

EXHIBIT V. (h)

5. Physical Arrangements made- Hall, Projector, Tea etc.	1	2	3	4	5

\Comments/Suggestions:

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6. Schedule - time per session , sequence and adequacy of breaks	1	2	3	4	5

Comments/Suggestions:

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7. Any other observations or comments that may be useful for improving the quality and effectiveness of training programs conducted in the future.

Comments/Suggestions:

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Procedure Number: COP001

Title: Excel worksheet showing trainees from each Business Partner

EXHIBIT VI

SL.NO.	NAME OF CO. / R&T AGENT	1st training prg. Oct 25-27, 1996	2nd training prg. Dec 26-28, 1996	3rd training prg. Feb 13-15, 1997	TOTAL	TOTAL (for billing)	No. of billable persons	whether to be billed ?	If yes, amount to be billed	
1	ACC				0	0	-4	No	0	
2	Advani Oerlikon (Thru MCS)				1	1	-3	No	0	
3	Afankit assignments				2	2	-2	No	0	
4	Amtrac mgmt.				0	0	-4	No	0	
5	Aptech Ltd				2	2	-2	No	0	
6	Arvind Polycot (Thru Pinnacle)				2	2	-2	No	0	
7	Asian Paints (Thru MCS)				2	2	-2	No	0	
8	Bank Of India				1	1	-3	No	0	
9	Bigshare services				4	4	0	No	0	
10	Binani Industries				1	1	-3	No	0	
11	Bombay Burmah (Thru Sharepro)				2	2	-2	No	0	
12	Bombay Dyeing (Thru Sharepro)				2	2	-2	No	0	
13	BPCL				3	3	0	-1	No	0

BEST AVAILABLE COPY

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Identification Code: COP002  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Organising Refresher Training for Business Partners

PURPOSE: To educate Business Partners on the NSDL environment, related to software environment or any other environment.

Whenever a major version of software is released, a training session is arranged for the Systems staff of all existing Business Partners to train them on the new features available in the new version. The training of all Business Partners must be complete before the new version of software is released. This is usually a hands on training.

NOTE: May also receive requests for refresher training from a particular Business Partner or from the Inspections Dept.

PROCEDURE:

- Officer
1. Receives notification from the concerned Dept. of a major version release of software or the need for refresher training for all Business Partners. (Exhibit I)
  2. Faxes a letter to each Business Partner informing them of the venue, date and time. (Exhibit II)
  3. Fixes the schedule, faculty and dates.

NOTE: These must be intimated to the presenters before being finalised.

4. Makes the following logistical arrangements by sending a memo to the Administration Department. (Exhibit III)
  - a. Booking of the Conference Room
  - b. Lunch and refreshments for trainees
  - c. Overhead Projector or laptop for the presentation.
5. Sends an Exchange message to each presenter to hand over a copy of their presentation material to the Officer. (Exhibit IV)
6. Receives from each presenter a copy of their presentation slides.

7. Compiles all the slides into a Training Folder and makes a copy for each Trainee.
8. Oversees that all arrangements are in place on the days of the training session and that the schedule proceeds smoothly.
9. Receives feedback form from the Trainees at the end of the third day evaluating the effectiveness of the training programme, if necessary.
10. Prepares an analysis of the feedback and distributes it to:
  - a. HOD of Training
  - b. HOD of the respective department
11. Maintains file of related documentation for future reference.

Procedure Number: COP002

Title: Notification of need for Refresher Training

EXHIBIT I

NOT AVAILABLE AT THIS TIME

Procedure Number: COP002

Title Letter to Trainees

EXHIBIT II

18 September, 1997

FAX TO : Mr. K. R. Ravindran  
Company Secretary  
National Aluminium Company Limited  
Fax no.: 0674 - 407966/402713

FAX FROM : Mr. T Koshy  
Vice President

NSDL is conducting a 3 day training programme for Share Registrars. The tentative schedule of the program is as under:

**Training Schedule:**

<b>September 1997 Training</b>
25th - Thursday 10:00am to 5:30 p.m.
26 <sup>th</sup> - Friday, 10:00am to 5:30 p.m.
27 <sup>th</sup> - Saturday, 10:00 am to 1:30pm

Schedule	Topics covered
Day one	Operations related - Classroom module on depository, dematerialisation/rematerialisation, reconciliation, corporate actions, record maintenance, settlement, etc.
Day two	Systems related - Classroom module on connectivity, backup measures, fault logging, system security, back-office operations, etc.
Day three	Hands on Training

Venue : Conference Room  
Trade World, 5<sup>th</sup> Floor, Kamala Mills Compound,  
Senapati Bapat Marg, Lower Parel,  
Mumbai - 400 013.

NSDL will initially train four representatives free of cost. The company may send additional representatives for later training programs at a cost of Rs. 3,000/- per head. Study material and lunch will be provided by NSDL. The participants will have to make their own arrangements for travel and accommodation.

Kindly let us know the names of your representatives who will attend by Fax/courier latest by 22nd Sept, 1997 set your representatives. It is suggested that your representatives are personnel (from both operations & systems dept.) who will directly be associated with depository related operations. Kindly send us the confirmations for the training at your earliest. After the receipt of your confirmation we will reconfirm the training schedule to you.

The detailed program schedule shall be provided to the attendees on reporting. In case you have any further clarifications, you may contact Mr. Kalpesh Garg at 022 - 4944714 or 022 - 4972964 (Ext.4605).

Thanking you,  
Yours Sincerely,

T Koshy  
Vice President

Procedure Number: COP002

Title: Memo to Administration Dept. for logistical arrangements

EXHIBIT III

Kalpesh Garg

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To: Gopa Kumar T.N.  
Subject: ARRANGEMENTS FOR BP TRAINING DATED 11-13, SEPT 1997

*YOU ARE REQUESTED TO MAKE ARRANGEMENTS OF CONFERENCE HALL , LCD, LUNCH AND TEA FOR 10 TRAINEES ON THE SAID DATE.*

REGARDS  
KALPESH

Procedure Number: COP002

Title: Memo to Presenters for presentation material

EXHIBIT IV

Kalpesh Garg

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**From:** Kalpesh Garg  
**Sent:** Wednesday, September 10, 1997 12:01 PM  
**To:** Amit Sinha; Anil Kandare; Avinash Wagh; Maathangi Prasad; Madhavi M.; Murali R.; Neil Winston; Surendra Saraf; Sandeep Maheshwari; Kapil Kapoor; Soviya Joseph; Mamata Puthran  
**Subject:** PRESENTATION MATERIAL FOR ISSUERS TRAINING SEPT 11-13, 1997

*YOU ARE REQUESTED TO HANDOVER YOUR PRESENTATION MATERIAL FOR THE TRAINING SCHEDULED ON SEPT 11-13, 1997 BY TODAY BEFORE 4.00 PM TO ENABLE US TO PREPARE TRAINEE'S KIT*

*REGARDS  
KALPESH*

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Identification Code: COP003  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Preparing the Corporate Plan

PURPOSE: To develop strategies and action plans for the Depository to cover a three year rolling period.

The Corporate Plan is a three year rolling plan which is prepared annually. The Corporate Planning Cell collates information on strategies and action plans from various departments and their requirements to achieve these strategies and action plans.

The Corporate Plan comprises:

1. Targets, Strategies and Action Plans (3 years)
2. P & L and Balance Sheet (3 years)
3. Analysis

PROCEDURE:

Corporate  
Planning Cell

1. Prepares a "concept note" based on the following:
  - (a) previous one year period
  - (b) evaluation of the extraneous environment and
  - (c) implication of environmental factors on the company's performance.

NOTE: After the final audit is complete, the Corporate Planning Cell carries out a review exercise where the actual performance for a financial year is compared with the performance indicated for that year in the rolling plan. The results of the review will form an important input to the preparation of the next concept note.

NOTE: This note indicates the corporate goals for the coming three year period. This should be completed by 20 January.

Officer

2. Prepares the Form for Inputs (Exhibit I) containing the following sections:
  - (i) Targets
  - (ii) Strategies and action plans

- (iii) Additional staffing
- (iv) Traveling and conveyance
- (v) Training
- (vi) Promotional expenses
- (vii) Postage and courier
- (viii) Printing and stationery
- (ix) Any others

3. Circulates the Form for Inputs to HODs of the various divisions (Exhibit II)

NOTE: Firm estimates should be provided for the forthcoming year and indicative estimates for the next two years.

Manager

4. Receives inputs from the following HODs in the prescribed formats, together with the revenue and capital budgets stemming from the proposed strategies:

- a. Issuer Interface Dept.
- b. DP Interface Dept. and
- c. Marketing Dept.

5. Forwards inputs from these Depts. to the HODs of the following Depts. for finalisation of their targets, strategies and budgets:

- (a) Information Technology Dept.
- (b) Human Resources Dept. and
- (c) Premises Dept.

NOTE: This should be finalised by 5 February.

6. Collates plan document and integrates the inputs to produce the Corporate Plan document.

7. Circulates it to the Management Group before finalising.

HOD/Manager

8. Conducts a presentation of the Corporate Plan to HODs, EDs, and MD.

Manager

9. Incorporates feedback in the final plan document, which should be prepared by the end of February.

10. Distributes the final plan document to all HODs, EDs and MD.

11. Maintains records of documents for future reference.

Procedure Number: COP003

Title: Form for Inputs for Corporate Plan  
EXHIBIT I (a)

INPUTS FOR CORPORATE PLAN

1. Targets
2. Strategies and action plans
3. Additional Staffing

SL. NO.	DESCRIPTION	NO.		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	Managers	-	-	-
2	Assistant Managers	-	-	-
3	Officers	-	-	-
4	Executive Secretaries	-	-	-
5	Others (Please specify)	-	-	-

4. Travelling and conveyance

SL. NO.	DESCRIPTION	NO. OF OUTSTATION TRIPS		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	HOD	-	-	-
2	Manager	-	-	-
3	Asst. Manager	-	-	-
4	Officer	-	-	-

5. Training

SL. NO.	DESCRIPTION	DOMESTIC TRAINING (No.)			FOREIGN TRAINING (No.)		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)	1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	HOD	-	-	-	-	-	-
2	Managers	-	-	-	-	-	-
3	Asst. Managers	-	-	-	-	-	-
4	Officers	-	-	-	-	-	-
5	Exe. Secretaries	-	-	-	-	-	-

6. Promotional expenses

SL. NO.	DESCRIPTION	NO.		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	Seminars	-	-	-
2	Sponsored events	-	-	-
3	Advertisements	-	-	-
4	Investor conventions	-	-	-

Procedure Number: COP003

Title: Form for Inputs for Corporate Plan  
EXHIBIT I (b)

7. Postage & courier

SL. NO.	DESCRIPTION	NO.		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	No. of packets	-	-	-

8. Printing and stationary

SL. NO.	DESCRIPTION	NO.		
		1997-98 (Firm)	1998-99 (Indicative)	1999-2000 (Indicative)
1	BROCHURES	-	-	-
2	BOOKLETS	-	-	-
3	OTHERS (Pl. specify)	-	-	-

9. Any others (please specify)

Procedure Number: COP003

Title: List of divisions

EXHIBIT II

VARIOUS DIVISIONS FROM WHICH INPUTS ARE TAKEN

<u>SL. NO.</u>	<u>AREA</u>	<u>INPUT FROM</u>
1	Issuer Interface (till live)	VP (VRN)
2	SEBI Co-ordination	VP (VRN)
3	Inspection and BP Compliance	VP (VRN)
4	Risk Management	VP (TK)
5	Corporate Planning & MIS	VP (TK)
6	Marketing & Corporate Communication	VP (TK)
7	Administration & Premises	VP (TK)
8	BP Training	VP (TK)
9	Library	VP (TK)
10	Investor services	VP (TK)
11	Participant Interface	AVP (JS)
12	Surveillance	AVP (JS)
13	CC Interface	AVP (JS)
14	Personnel & Staff Training	AVP (JS)
15	Finance & Accounts & Internal Audit	AVP (SG)
16	Legal and SEBI Compliance	AVP (SG)
17	Board/ EC/ DAC	AVP (SG)
18	Issuer Interface (after live)	AVP (SG)
19	Computer Operations	VP (SSS)
20	Software Testing and Support	VP (SSS)
21	Help Desk	VP (SSS)
22	Software Distribution	VP (SSS)
23	EDP Audit	VP (SSS)
24	Consumable Procurement	VP (SSS)
25	Networking	VP (MM)
26	Hardware Maintenance	VP (MM)
27	Internet	VP (MM)
28	Office Automation	VP (MM)
29	Security Devices	VP (MM)
30	Hardware Procurement	VP (MM)

Identification Code: COP004  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Preparing the Performance Budget

PURPOSE: To project expenses (Capital and Revenue) for the next fiscal year, i.e. First year of the Corporate Plan period.

Corporate Planning Cell 1. Prepares a performance note Department-wise on the performance during the current financial year by the first week of March.

Officer 2. Circulates the note to all HODs.

NOTE: HODs are responsible for preparing their anticipated capital and revenue expenses for the next year.

Manager 3. Receives from each HOD detailed revenue and capital budgets for the coming financial year.

NOTE: The analysis from Step 1 is used as a basis for projections. This is based on the performance in the current year and the Business Plan.

4. Consolidates the information into a performance budget by the end of March.

Manager/Officer 5. Maintains records of documents for future reference.

Identification Code: COP005  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Rēviewing Risk Periodically

PURPOSE: To identify areas of risk within areas of the Depository and Business Risk and evaluate means of risk mitigation/risk control. For this purpose, a Risk Management Cell has been set up.

PROCEDURE:

- Risk Mgt. Cell :
1. Sends a memo to each department to identify and evaluate possible risk elements within the department with a deadline date.
  2. Receives from each department possible risk areas.
  3. Follows up with the various departments in case this is not received by the expected date.
  4. Identifies risk elements in the external environment.
  5. Collates and maps all elements on an impact probability framework and grades each element per department on a scale of 1 to 9.

NOTE: For this purpose the Business is divided into the following areas:

- a. Depository Participant environment
  - b. Business Partner environment
  - c. Competition
  - d. Legal
  - e. Personnel
6. Assigns a priority for action for:
    - a. each area
    - b. each element within each area
  7. Assigns responsibility for risk control and risk management for each element to a particular department.

8. Reviews operating procedures of NSDL from a risk management perspective.
9. Receives and provides inputs to the concerned Departments.
10. Coordinates setting up of task teams for addressing risk related issues in various departments.
11. Coordinates with outside agencies for expertise in areas of risk management and control which is not available within NSDL.
12. Follows up periodically with the respective departments for follow up on implementation of risk management and containment measures which they are adopting for risk elements in their area of operation.
13. Distributes the final document to the MD, ED and Risk Management Cell only, as the document is confidential within these Management Levels.
14. Maintains file of related documents for future reference.

Identification Code: COP006  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Processing Investor Grievance Claims

PURPOSE: To process claims received by the Depository from individual investors.

**NOTE: THIS PROCEDURE HAS BEEN DEVELOPED BY PRICE WATERHOUSE AT THE REQUEST OF NSDL'S RISK MANAGEMENT DEPARTMENT FOR SUGGESTIONS BASED ON EXPERIENCE AT A U.S. DEPOSITORY. ADOPTION OF THIS PROCEDURE OR AN ADAPTATION OF THE SAME IS AT THE DISCRETION OF NSDL MANAGEMENT.**

#### PROCEDURE

- Risk Management Officer
1. Receives claim from individual investor. (Exhibit I)
  2. Refers to claim log for next file number.
  3. Assigns next file number to claim.
  4. Enters receipt of claim to log.
  5. Sends acknowledgment letter to investor, including in letter:
    - a. File number as reference
    - b. Anticipated resolution date.
  6. Requests additional information as needed from investor at time of acknowledgment letter.
  7. Determines which department(s) of the Depository need to research claim.
  8. Prepares internal cover memo to Head(s) of Department(s) determined in Step 4, including date response is due from department(s).

NOTE: This due date should be sufficiently in advance of the date given to the investor for resolution of the claim to ensure a timely completion of the claim process.

9. Forwards copy of claim with cover memo as a package to appropriate Heads of Departments.

10. Notifies Compliance and Surveillance of claim

11. Updates claim log with actions taken:

- a. Letter to investor
- b. Claim package to appropriate Department Head(s).

12. Monitors open claims for response(s) from department head(s) by due date.

13. Follows up with department head(s) as necessary to ensure a timely response.

14. Updates Head of Risk Management on disposition of claims:

- a. Number of new claims received.
- b. Number of outstanding responses from department heads
- c. Delinquent responses due from department heads.

15. Sends second letter to investor if resolution will be delayed, giving explanation as appropriate.

16. Receives responses from heads of departments.

17. Forwards claim package to Head of Risk Management for final disposition.

18. Updates log accordingly.

HOD

19. Receives claim package from Risk Management Officer.

20. Reviews material in package:

- a. Information provided by investor
- b. Research performed by other depository departments

21. Secures additional information as necessary.

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22. Consults with other parties as necessary on disposition of claim.
  - a. Executive Director
  - b. Surveillance Department
  - c. Compliance Department
23. Interacts with participant as necessary to resolve claim.
24. Incorporates documentation of results of Steps 21 and 22 into claim package.
25. Returns claim package to Risk Management Officer with further direction on action to be taken with claim.
- Risk Management Officer 26. Receives claim package from Head of Risk Management.
27. Proceeds with claim as directed by Head of Risk Management.
28. Notifies investor of resolution of claim.
29. Updates claim log with closure of claim.
30. Prepares periodical management reports on types of claims received and disposition of each.
31. Maintains all closed claim packages in investor grievance file.

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Procedure Number: COP006

Title: Claim from Investor

EXHIBIT I

NOT AVAILABLE AT THIS TIME

Identification Code: COP007  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITEE: Processing an insurance claim under the Business Risk Policy

PURPOSE: To liaise with the Insurance Company and expedite the processing of claims made by Investors, Participants and other users of the Depository for claims over 1.5 lakhs which are covered by the Business Risk Policy.

NOTE: Insurance in the area of depositories is a new concept. No claims have been processed so far, so the procedure outlined below is conceptual.

BACKGROUND: The Business Risk Insurance Policy covers the business risks in relation to the operations of the Depository to give effect to Section 16.6 of the Depositories Act.

- a. Claims below 1.5 lakhs are settled by the Investor Protection Fund.
- b. Claims over 1.5 lakhs settled by the Business Risk Policy

NOTE: Although the Act provides for indemnification of investors, it must be noted that the provision for indemnification is conditional and not all encompassing.

PROCEDURE:

- Officer
1. Receives insurance claims from participants/other users/investors.
  2. Determines that the value of the claim is over 1.5 lakhs.

NOTE: Claims under 1.5 lakhs are settled by the Investor Protection Fund Trust. (Refer to Procedure COP008)

3. Examines the claim in light of the insurance policy for admittance.
4. Forwards the claim to the appropriate level for authorisation, if admitted, as follows:
  - a. Eligible claims below Rs. 1 crore are authorised by the cell

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- b. Eligible claims of Rs. 1 crore and above but not greater than Rs. 17 crores are authorised by the ED (Operations)
  - c. Eligible claims over Rs. 17 crores are authorised by the MD.
5. Obtains authorisation for filing with Insurance Company if the claim is covered by the policy.
  6. Forwards the authorised claim to the insurance company.
  7. Informs the claimant about the factual status of the claim.
  8. Sends a claim which is rejected by the Insurance Company to the appropriate level for information. (As in Step 4)

NOTE: If the appropriate level feels otherwise about the rejection, then the Insurance Cell re-examines the claim for admittance. The Insurance Cell, comprises HOD - Risk Management Dept. and HOD - Legal Dept.

9. Informs the claimant of the developments of his case as appropriate.
10. Sends a claim which is finally rejected back to the claimant.
11. Refers claims disputed by Insurance Company to the Legal Department as necessary.
12. Follows up with the Insurance Company for settlement of the claim.

NOTE: The payment by the insurance company is effected directly to the claimant under intimation to the Officer.

13. Maintains records for future reference.

Identification Code: COP008  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

**TITLE:** Processing a Claim under the Investor Protection Fund

**PURPOSE:** To submit claims made by Clients and Participants up to a limit of 1.5 lakhs to the Investor Protection Fund Trust and expedite processing and settlement of these claims.

**NOTE:** As no claims have been processed so far, so the procedure outlined below is conceptual.

**BACKGROUND:** Chapter 7 of the Bye Laws deals with the safeguards to protect the interest of the Clients and Participants.

The Executive Committee has set up an Investor Protection Fund and has specified the procedure for setting up, operating and administering the Fund.

The Trust Funds will be utilised to make good the claims which may be submitted by the Clients who have suffered pecuniary losses arising from the negligence of the Depository or by the Participants while carrying out the instructions of the Client.

**PROCEDURE:**

**Officer**

1. Receives written claim for compensation in the prescribed format from client or participant to the Trust giving full details of all relevant facts of the case duly supported by the relevant documents.

2. Determines that the value of the claim is less than 1.5 lakhs.

**NOTE:** Claims over 1.5 lakhs are settled by the Business Risk Insurance Policy. (Refer to Procedure COP007)

3. Approaches the Participant to make good the loss if the client has suffered any loss arising from negligence or non performance by the Participant(s) while carrying out the instructions of the client.

4. Admits the claim of the Client if the Participant is no longer able to fulfill his financial obligation.

NOTE: If multiple claims are received from a Client(s), the sequence of admission of claims will be in chronological order in which they have been received.

- Trustees
5. Examines the claim in light of the Trust rules for compensation.
  6. Instructs Officer to liaise with the Client or Participant to obtain additional documents if necessary.
- Officer
7. Follows up with the Client to obtain any documents and statements of evidence as may be necessary to establish or support his claim.
- Trustees
8. Makes a decision to grant claims as follows:
    - (a) Accept
    - (b) Reject
    - (c) Partially grant.
  9. Advises Officer of decision
- Officer
10. Informs the Claimant about the factual status of the Claim.
  11. Arranges for settlement of the claim from the Trust Funds.
- NOTE: While the Trust will settle the claims of the Clients out of the Trust Funds, the Trustees may initiate necessary legal proceedings to recover the amount from the Participant to replenish the Fund.
12. Refers claims disputed by the Client or Participant to the Legal Department as necessary.
  13. Maintains files for future reference.

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Procedure Number: COP009

Title: Memo from DP Interface Dept. to Accounts Dept. informing them of DP signing the Agreement

EXHIBIT I

NOT AVAILABLE AT THIS TIME

Identification Code: COP009  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Insuring Depository Participants

PURPOSE: To ensure participation of Depository Participants in the Central Insurance Cover taken by NSDL. This is a Comprehensive Insurance Policy covering NSDL and DPs.

PROCEDURE:

Officer 1. Receives a copy of the memo from DP Interface Department to the Accounts Dept. informing them that a Participant has signed the Agreement. (Exhibit I)

NOTE: The payment made to NSDL by the Participant at the time of signing the agreement includes the amount for insurance coverage. The insurance premium is a flat amount per DP.

2. Receives notification from DP Interface Department just before the DP goes live. (Exhibit II)

3. Raises payment advice for Accounts Dept. for the insurance premium. (Exhibit III)

4. Receives cheque from the Accounts Dept.

5. Forwards cheque to Insurance Company along with a covering letter. (Exhibit IV)

6. Faxes a copy of the letter to Jardines, who are the insurance brokers.

7. Receives Insurance Certificate from the Insurance Company through Jardines.

8. Forwards the Insurance Certificate to the DP Interface Dept.

NOTE: The DP Interface Dept. then forwards the Certificate to the DP

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**9. Maintains records for each DP covered in the Comprehensive Insurance Plan.**

Procedure Number: COP009

Title: Notification from DP Interface Dept. of Participant going live

EXHIBIT II

NOT AVAILABLE AT THIS TIME

Procedure Number: COP009

Title: Payment Advice to Accounts Dept. for insurance premium

EXHIBIT III

NOT AVAILABLE AT THIS TIME

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Procedure Number: COP009

Title: Covering letter with cheque sent to Insurance Company

EXHIBIT IV

NOT AVAILABLE AT THIS TIME

Identification Code: COP010  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Insuring Company Equipment

PURPOSE: To insure the various categories of equipment in the office premises in Bombay and the off-site at Pune.

Presently there are four equipment insurance policies. In future it is planned that the equipment policy will run for the same period as the Business Risk Policy

The equipment is classified into the following categories:

- i) Electronic
- ii) Fire
- iii) Plate Glass
- iv) Pagers
- v) Laptops

When new equipment is purchased, it is added to the existing policy under Short Term cover, following the procedure outlined below:

PROCEDURE:

1. Receives the relevant details from a department after a purchase order is prepared for equipment (Exhibit I) together with the tentative acceptance date for the equipment.
2. Faxes the relevant details to the insurance company stating the kind of insurance cover required. (Exhibit II)
3. Receives a premium quotation from the insurance company. (Exhibit III)
4. Obtains approval from one of the following, as per the list of delegation of financial power, depending on the amount:
  - a. HOD-Corporate Planning and Risk Management
  - b. ED
  - c. MD

5. Confirms the acceptance date with the relevant department 3-4 days before the acceptance date specified earlier.
6. Forwards papers to the Accounts Department.
7. Receives the cheque from the Accounts Department.
8. Forwards the cheque to the Insurance Company.
9. Receives and files policy papers when they are received.
10. Informs Department of Insurance acquisition.
11. Maintains records for future reference.

Procedure Number: COP010

Title: Memo with Purchase order for equipment to be insured

EXHIBIT I (a)

NATIONAL SECURITIES DEPOSITORY LIMITED

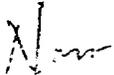
September 15, 1997

To : Mr. T. Koshy

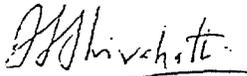
Fm : Mr. Shashikant Shirahatti

Placed below is the acceptance letter dated 19<sup>th</sup> December 1996 for Lipi printers at Mumbai site.

Request you to please insure (Electronic Insurance) these printers (Capital Asset) as per the details in Annexure - I



Nityanand Phatarphod  
(Manager - Systems)



Shashikant Shirahatti  
(VP - Systems)



Procedure Number: COP010  
Title: Memo with Purchase order for equipment to be insured  
EXHIBIT I (b)

ANNEXURE - I							
SL. NO (A)	DESCRIPTION OF CAPITAL ASSET (B)	WHETHER INSURANCE DIVISION HAS BEEN OFFICIALLY INTIMATED (C)	IF YES TO (C), DATE ON WHICH OFFICIAL INTIMATION HAS BEEN SENT? (D)	QUANTITY	TOTAL AMOUNT	EQUIPMENT ACCEPTED YES/NO	TENTATIVE DATE OF ACCEPTANCE
1	MT691 1400 LPM LINE MATRIX PRINTER (Mumbai)	NO		3	Rs.15,11,640/-	YES	

*Nim*

*200*

Procedure Number: COP010

Title: Memo with Purchase order for equipment to be insured

EXHIBIT I (c)

NATIONAL SECURITIES DEPOSITORY LIMITED

19<sup>th</sup> December, 1996.

To : Rajesh Doshi  
From : S.S.Shirahatti

SUB : Payment of TCS Invoice No. 2067 dated 25<sup>th</sup> November 1996.  
for Rs. 15,11,640=00

This has reference to the agreement signed between NSDL and TCS dated 31<sup>st</sup> October 1996 for Depository System. In terms of the clause 35 TCS has now submitted above Invoice. Break of this Invoice as follows :-

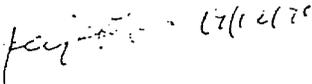
List of deliverables ( Schedule II )	( Rs. )
Item K [Printers Qty - 3 ( Production Site) ]	15,11,640=00

The Invoice amount is Rs. Fifteen Lakhs Eleven Thousand Six Hundred Forty Only , which was due upon the successful installation of the printers. Printers were delivered on However this payment was with held due to an alignment problem during the printing. TCS has now vide its letter dated 19<sup>th</sup> December 1996 has certified that the said problem is rectified.

In view of this payment for Invoice No.2067 dated 25-11-1996 for Rs. Fifteen Lakhs Eleven Thousand Six Hundred Forty Only , may now be released.

Submitted please

  
S.S.Shirahatti

  
Rajesh Doshi  
( ED )

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Procedure Number: COP010

Title: Letter to Insurance Company for premium quotation  
EXHIBIT II (a)



## National Securities Depository Ltd

Trade World, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parcel, Mumbai - 400 013

Tel: 497 2964 - 70, Fax : 91-22-497 2993

Divya Surana  
The Oriental Insurance Company  
Gresham Assurance Company Ltd.  
2<sup>nd</sup> floor, Sir P M Road  
Mumbai- 400001

15 September, 1997

Dear Madam,

Sub: Insurance cover for Line Matrix Printer under existing electronic policy.

Enclosed here with are details of the equipment(Annexure A) to be under the electronic policy taken recently.

Please let us know the insurance premium payable for the same.

Your faithfully  
Kalpesh Garg

Officer 

ANNEXURE - I							
SL. NO (A)	DESCRIPTION OF CAPITAL ASSET (B)	WHETHER INSURANCE DIVISION HAS BEEN OFFICIALLY INTIMATED (C)	IF YES TO (C), DATE ON WHICH OFFICIAL INTIMATION HAS BEEN SENT? (D)	QUANTITY	TOTAL AMOUNT	EQUIPMENT ACCEPTED YES/NO	TENTATIVE DATE OF ACCEPTANCE
1	MT691 1400 LPM LINE MATRIX PRINTER (Mumbai)	NO		3	Rs.15,11,640/-	YES	

Procedure Number: COP010  
 Title: Letter to Insurance Company for premium quotation  
 EXHIBIT II (b)

lim

2023

Procedure Number: COP010  
Title: Premium Quotation from Insurance Company  
EXHIBIT III

THE ORIENTAL INSURANCE COMPANY LIMITED TEL: 91 22 2658277

DATE: 97.09.17 15:02 P001

**ऑरिएण्टल इश्योरेंस कम्पनी लिमिटेड**  
(बाराहेंडू आइआयसीसी विभाग की सहायक कंपनी)



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
(Subsidiary of General Insurance Corporation of India)

डायरेक्ट एजन्ट शाखा,  
ग्रेसम एश्युरेंस हाऊस;  
सर फिरोजशाह मेहता रोड,  
मुंबई-400 001.  
फोन नं. : 266 15 43

DIRECTLY AGENT BRANCH :  
Gresham Assurance House,  
2nd Floor, Sir P. M. Road,  
Mumbai 400 001.  
Tel. : 266 15 43

Fax no. ~~497 6551~~ 4972993

Kind attention: Mr. Bimal Siri

17th Sept. 1997.

To

National Securities Depository Ltd.  
Trade World, 4th Floor,  
Kamla Mills Compound,  
Senapati Bapat Marg,  
Lower Parel,  
Mumbai 400 013.

Dear Sirs,

Sub: Premium quotation for your equipment to be covered under Electronic Equipment Policy.

We refer to your letter dt. 15.9.97 and note that you would like to cover your Matrix Printer valued at Rs.15,11,640/- under Electronic Equipment Insurance. The premium payable would be as under:-

Rate	1.003%
Premium	15,162
-5% S.dis.	758
	<u>14,404</u>
+5% S.T.	720
Total	<u>15,124/-</u>

We would request that a cheque for an amount of Rs.15,124/- be send to us to enable us to assume the risk.

Yours faithfully,

Branch Manager.

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Identification Code: COP011  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Arranging for Transit Insurance for Company Equipment

PURPOSE: To insure the Company's equipment being moved from one location to another under special contingency cover.

**PROCEDURE:**

Officer

1. Receives information from a department of the equipment to be moved, the location and the tentative date of moving. (Exhibit I)
2. Faxes the relevant details to the insurance company.
3. Receives a premium quotation from the insurance company. (Exhibit II)
4. Secures approval for the premium at the appropriate level as per the list of delegation of financial power:
  - a. HOD
  - b. ED
5. Forwards papers to the Accounts Department for payment of the premium. (Exhibit III)
6. Receives the cheque from the Accounts Department.
7. Forwards the cheque to the Insurance Company.
6. Receives and files policy papers when they are received.
7. Informs Department of insurance acquisition.

NOTE: The insurance cover must be in place before the movement of goods. If not, the movement of goods is delayed.

8. Maintains records for future reference.

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Procedure Number: COP011

Title: Information from Dept. on forthcoming movement of equipment

EXHIBIT I

Inter Office Memo

August 19, 1997

To : Mr.T.Koshy

From: Mr.Mukesh Mistry

Sub: Shifting of Multiplexer accessories required to 'Disaster Recovery Site' (Pune).

Following accessories needs to be shifted at our 'Disaster Recovery Site' in Pune.

No	Description	Qty	Unit Price (Rs.)	Total Price (Rs.)	Serial No	Box No
1	V.35 DCC (6CCT)	2	1,67,280.80	3,34,561.60	35960103190 35960103206	1
2	V.35 Dist. Panel with M34F 6CKT	2	30,257.50	60,515.00	NNC-71 NNC-59	1
3	AMP Champ Cables	4	2,594.00	10,376.00	-	1
Total price for The Above Accessories				4,05,452.60		

Please find herewith this IOM, Original Invoice, Delivery Challan and Octroi Debit Note for the above mentioned accessories (Total 8 Pages of original documents). These documents need to be returned to Accounts department once the shifting is over.

Kindly note that all the above accessories are not returnable. At present these accessories are covered under 'Fire' insurance. In such case we may require to inform the concerned insurance company about the change in location and continuation of insurance for the accessories being shifted to Pune.

Requesting you to arrange for the above shifting on Thursday (August 21,1997).

  
Mukesh Mistry

Procedure Number: COP011

Title: Premium Quotation

EXHIBIT II

THE ORIENTAL INSURANCE COMPANY LIMITED (INCORPORATED IN INDIA) (REGD. OFFICE: 27, CROSS STREET, CHENNAI - 600 007)

ॐ ओरिएण्टल इन्सुरेंस कंपनी लिमिटेड  
(भारत- भारत में पंजीकृत कंपनी)



THE ORIENTAL INSURANCE COMPANY LIMITED

(INCORPORATED IN INDIA)

DIRECT AGENT BRANCH :  
Graham Assurance House,  
2nd Floor, Sir P. M. Road,  
Mumbai-400 001.  
Tel. : 266 15 43

डायरेक्ट एजेंट शाखा,  
ग्रॅहम एश्युरेंस हाऊस,  
सर फिरोजशाह मेहता रोड,  
मुंबई-400 001.

फोन नं. : 266 15 43

25th Aug, 1997.

*File*  
4972443

*Kind attention*

*Mr Bimal Gira*

TO,

National Securities Depository Ltd. &  
Trade World, 4th Flr.,  
Kamla Mills, Compd., S.B. Marg,  
Lower Parcel, Bombay 400 013.

Dear Sirs,

SUB: Special Contingency Cover fro your Electronic  
equipment to be carried from Bombay to Pune.

This has reference to the telephonic conversation, Mr. Bimal Gira  
had with the undersigned on the captioned subject.

We would like to inform you that the premium payable on S.T. of  
Rs. 4,05,453/- will be as under:-

0.75% 3042/-  
152/-  
2890/-  
5% ST 145/-  
3035/-

*2500/-*  
A premium of 3% of claim amount subject to minimum of Rs. 2,500/-  
will be applied to the policy.

Thanking you,

Yours Faithfully,

*[Signature]*  
Br. Manager.

*A 120*

Procedure Number: COP011  
Title Memo to Accounts Dept.

EXHIBIT III

August 25, 1997

NATIONAL SECURITIES DEPOSITORY LIMITED

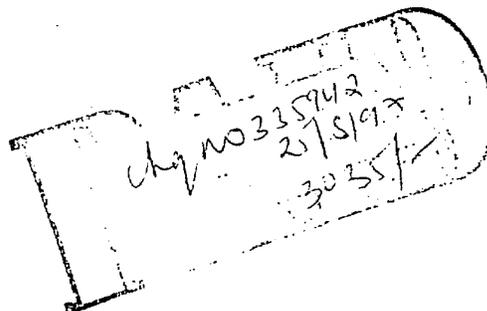
Enclosed herewith is a note from administration department with respect to transit insurance for movement of electronic goods from Mumbai to Pune. Also enclosed is the quote from Oriental Insurance Company (who have been approved by Board) in this regard. The transit insurance premium payable comes to Rs 3035.00.

Requesting accounts department to issue a cheque to Oriental Insurance Company for the said amount at the earliest possible.

  
M (BKG)

VP (TK) 

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Identification Code: COP012  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Arranging for Cash in Transit Insurance

PURPOSE: To insure the Company's cash being transported from the Bank to the Office premises and for cash in the safe.

PROCEDURE:

- Officer
1. Discusses the cover required by the company for cash in transit with a representative from the insurance company.
  2. Faxes the relevant details to the insurance company.
  3. Receives a premium quotation from the insurance company.  
(Exhibit I)
  4. Secures approval for the premium at the appropriate level as per the list of delegation of financial power:
    - a. HOD
    - b. ED
- Officer
5. Forwards papers to the Accounts Dept. for payment of the premium.
  6. Receives the cheque from the Accounts Department.
  7. Forwards the cheque to the Insurance Company.
  8. Receives and files policy papers when they are received.
  9. Maintains records for future reference.

Procedure Number: COP012  
Title: Quotation for premium from Insurance Company  
EXHIBIT I

द्वि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड  
(भारतीय माध्यम बोध विमन के समस्त कम्पनी)



THE ORIENTAL INSURANCE COMPANY LIMITED  
(Subsidiary of General Insurance Corporation of India)

डायरेक्ट एजन्ट शाखा,  
प्रेसम एर्युरेन्स हाऊस,  
सर फिरोजशाह मेहता रोड,  
बम्बई-400 001.  
फोन नं. : 266 15 43

DIRECT AGENT BRANCH:  
Graham Assurance House,  
2nd Floor, Sir P. M. Road,  
Bombay-400 001.  
Tel. : 266 15 43

15th April, 1997.

Attn: Mr. Joshi (Asst. Manager)

To,

National Securities Depository Ltd.  
Trade World, 4th Floor,  
Kamla Mill Compound,  
Senapati Bapat Marg,  
Lower Parel,  
Mumbai 400 013.

Dear Sirs,

Sub: Your request for Cash in transit policy.

We refer to the discussions the undersigned had with Mr. Joshi and with Ms. Sunita of your office today on the captioned subject.

It is understood by us that you would like to avail of Cash in transit cover for the transit of cash from your Bank in Worli to your office at Lower Parel for limit any one loss of Rs.1,00,000/- and with an annual estimated money in transit of Rs.60,00,000/-. Further you would also like to cover cash in safe to the extent of Rs.50,000/-. The mode of transit would be by taxi/private vehicle/public transport.

The premia payable by you to avail this cover will be Rs.2345/-.

Should you require any further clarification kindly contact us at 266 15 43.

Thanking you,

Respectfully,  
  
Branch Manager.

पंजीकृत कार्यालय : ओरिएण्टल हाउस, पो. नं. 7037, ए-25/27 आसफ अली रोड, नई दिल्ली 110 002.  
REGD. OFFICE: ORIENTAL HOUSE, 7037, A-25/27 Asaf Ali Road, New Delhi-110 002.

GEN: 51 RPP. 1 Lacs 6-94

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Identification Code: COP013  
Approvals: Executive Director and Head of Department

Implementation Date: July 97  
Revision Date:

TITLE: Periodic Assessment of the Company's Business Risk Insurance

PURPOSE: To conduct an periodic review of potential insurance companies and service provided or re-negotiate the contract with the existing insurance company.

NOTE: Currently only a few insurance companies have the facility to offer coverage for Business Risk to indemnify investors.

NOTE: Care must be taken that the new policy must take effect before the expiry of the current policy.

**PROCEDURE:**

- |             |  |
|-------------|--|
| Officer     | 1. Sends letters to insurance companies outlining the policies required and inviting them to a discussions at a specified time.                  |
|             | 2. Receives responses from interested Insurance Companies.   |
|             | 3. Selects Insurance Companies for further discussions.  |
| HOD/Manager | 4. Holds discussions with insurance companies stating type of coverage and service required and asking for policy details by a certain deadline. |
| Officer     | 5. Receives policy details from various insurance companies.   |
| HOD/Manager | 6. Evaluates the various policies to whether the cover meets the requirements in the Depositories Act and whether it is cost effective.          |
|             | 7. Selects one proposal.   |
|             | 8. Obtains requisite approval from ED or the Board.  |
|             | 9. Meets representatives from the Insurance Co. to finalise details.   |
|             | 10. Signs the agreement and terms.   |
| Officer     | 11. Maintains records for future reference.  |

**Identification Code:** COP014  
**Approvals:** Executive Director and Head of Department

**Implementation Date:** July 97  
**Revision Date:**

**TITLE:** Preparing the Daily MIS Report

**PURPOSE:** To prepare the daily MIS report and submit it to the Management Group for their information and action if necessary.

**NOTE:** The collection of data for these reports is largely automated, and the Department's role is to gather, format and distribute the information. Currently the Department is working with the Systems Dept. to automate and fine tune this process.

**BACKGROUND:** Daily MIS comprises of two parts and is a comparison of yesterday's figures v/s day before yesterday's figures.

**PART 1 - IBM related is prepared by 10 a.m. (Exhibit I)**

Dematerialisation positions on quantity and value basis

- a. Participant Wise Summary (Exhibit Ia)
- b. Global Summary (Exhibit Ib)
- c. Security Wise Summary (Exhibit Ic)
- d. Positions Summary for DPs and for NSDL (Exhibit Id & Ie)

**PART 2 is prepared by 11 a.m. (Exhibit II)**

Help desk problems of previous day (Exhibit IIa)  
Trades in electronic shares for the previous day (Exhibit IIb)  
List of participants whose statements were not received the previous day (Exhibit IIc)  
Exception report for Participants who are brokers

**PROCEDURE:**

**Manager/Officer** 1. Maps onto the MIS PC and uploads the file onto his PC for the information required for Part 1 of the Daily MIS Report.

**NOTE:** After the EOD of the previous day, the Systems Dept. downloaded the information to the server and then copied it onto a floppy. The information on this floppy was then transferred to the MIS PC.

2. Generates the report using Crystal Report Generator.
3. Saves the file as a Word file.
4. Formats the Word file to fit the standard format of Part 1 of the Daily MIS Report.
5. Sends the file by 10 a.m. via Microsoft Exchange to the MIS folder to which the MD, ED and HOD-Corporate Planning and Risk Management have read access.
6. Receives an Exchange Message from the Help Desk with a file containing the details of Help Desk problems reported the previous day. (Exhibit IIa)
7. Calls the MD's office for the trades in electronic shares for the previous day. Types the figures into the worksheet manually. (Exhibit IIb)
8. Calls up the Participant Interface Dept. for the list of participants whose statements were not received the previous day. This is manually entered into the worksheet. (Exhibit IIc)
9. Reads Production Report to determine whether there is any entry in the Exception report for Participants who are brokers. If there is, then this report is also attached.
10. Sends the Excel file containing Part 2 of the Daily MIS Report by 11 a.m. via Microsoft Exchange to the MIS folder to which the MD, ED and HOD-Corporate Planning and Risk Management have read access.

**National Securities Depository Limited**  
**Daily Report For 10-Sep-1997**  
**Dematerialization - Participant Wise Summary**

Procedure Number: COP014  
 Title: Daily MIS Report - Part I  
**EXHIBIT I (a)**

Depository Participant	As on 10-Sep-1997		As on 09-Sep-1997	
	Quantity	Value	Quantity	Value
<b>ABHIPRA CAPITAL LIMITED</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>ACTION FIN SERV (I) LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>ALANKIT ASSIGNMENTS LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>CANARA BANK</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>CITIBANK N. A.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>COIMBATORE CAP MKT SERV</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>DALMI SECURITIES LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>DAYCO SECURITIES P LTD</b>				

VALUE IS EXPRESSED IN RS. CRORES

Page Number: 1

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***National Securities Depository Limited***  
**Daily Report For 10-Sep-1997**  
**Dematerialization - Global Summary**

Procedure Number: COP014  
Title: Daily MIS Report - Part I  
EXHIBIT I (b)

	As on 10-Sep-1997		As on 09-Sep-1997	
	Quantity	Value	Quantity	Value
<i>NSDL</i>				
Total Demat Confirmed				
Total Demat Requested				

VALUE IS EXPRESSED IN RS. CRORES

Page Number: 1

*2/2*

**National Securities Depository Limited**  
**Daily Report For 10-Sep-1997**  
**Dematerialization - Security Wise Summary**

As on 10-Sep-1997.

As on 09-Sep-1997

Security Name	Quantity	Value	Market Cap.	Quantity	Value	Market Cap.
<b>ACC LIMITED EQUITY SHR</b> Total Demat Confirmed Total Demat Requested						
<b>ADVANI OERLIKON EQUITY</b> Total Demat Confirmed Total Demat Requested						
<b>ANAGRAM FIN. EQUITY</b> Total Demat Confirmed Total Demat Requested						
<b>ARVIND MILLS EQUITY</b> Total Demat Confirmed Total Demat Requested						
<b>ARVIND POLYCOT EQUITY</b> Total Demat Confirmed Total Demat Requested						
<b>ASIAN PAINTS EQUITY SHR</b> Total Demat Confirmed Total Demat Requested						
<b>BANKINDIA EQUITY</b> Total Demat Confirmed						

VALUE IS EXPRESSED IN RS. CRORES

Page Number: 1

Procedure Number: COP014  
 Title: Daily MIS Report - Part I  
 EXHIBIT I (c)

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**National Securities Depository Limited**  
**Daily Report For 10-Sep-1997**  
**Positions Summary**

Depository Participant	As on 10-Sep-1997		As on 09-Sep-1997	
	Quantity	Value	Quantity	Value
ABHIPRA CAPITAL LIMITED				
ACTION FIN SERV (I) LTD.				
ALANKIT ASSIGNMENTS LTD.				
CANARA BANK				
CITIBANK N. A.				
COIMBATORE CAP MKT SERV				
DALMIA SECURITIES LTD.				
DAYCO SECURITIES P LTD				
DEUTSCHE BANK A. G.				
EAST INDIA SEC PVT LTD				
GEOJIT SECURITIES LTD.				

VALUE IS EXPRESSED IN RS. CRORES

Page Number: 1

Procedure Number: COP014  
 Title: Daily MIS Report - Part I  
 EXHIBIT I (D)

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***National Securities Depository Limited***  
**Daily Report For 10-Sep-1997**  
**Positions Summary**

As on 10-Sep-1997		As on 09-Sep-1997	
Quantity	Value	Quantity	Value

Procedure Number: COP014  
Title: Daily MIS Report - Part I  
EXHIBIT I (e)

NSDL

VALUE IS EXPRESSED IN RS. CRORES

Page Number: 1

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HELP DESK PROBLEMS AS ON SEPT 10, 1997											
No	BP Name	Token No.	BP Type	Category	Sys/Ops	Category	Description	Cause	Action Taken	Status	Remarks
1		2436	DP	H/W	Sys	Problem	DAT drive is not working		Told them to take backup on hard disk and send a fax to NSDL	Unresolved	
2		2,432	DP	Application	Sys	Problem	The size of the hourly generated transaction log backup at 9.00 am is 44 mb while the normal size is 6 mb.			Unresolved	
3		2,433	DP	Application	Sys	Problem	Login failed .error 400002 database error but logs in next time		Told to check the physical link between server and client	Unresolved	person is suppose to
4		2427	Shr	Application	Sys	Enquiry	Regarding time mismatch.		Clarified.	Resolved	
5		2428	DP	Application	Sys	Enquiry	Regarding the prerequirements before installing dr solomans antivirus.		Clarified.	Resolved	
6		2429	DP	Application	Ops	Enquiry	After capturing client details if it is possible to modify the same.		Clarified.	Resolved	
7		2430	DP	Application	Ops	Enquiry	Transfer from cm to client happened to wrong client Enquiry as to whether there is an alternative other than off mkt transfer.		Clarified.	Resolved	
8		2431	Shr	Application	Ops	Enquiry	Benpos gives transit balance What to be done		Clarified.	Resolved	
9		2434	Shr	Application	Ops	Enquiry	Wanted market capitalisation of nirma and mahindra		Clarified.	Resolved	
10		2435	DP	Application	Sys	Enquiry	Regarding if he can take backup at 7.05 and leave early		Clarified.	Resolved	

Procedure Number: COP014  
 Title: Daily MIS Report - Part II  
 EXHIBIT II (a)

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Procedure Number: COP014  
Title: Daily MIS Report - Part II  
EXHIBIT II (b)

**NSE TRADES IN ELECTRONIC SHARES ON SEPTEMBER 10, 1997**

<u>NAME</u>	<u>QTY.</u>	<u>VALUE</u>
ICICI	7	700
HLL	36	50616.95
RIL	7	2415
GE Shipping	2	100
IFCI	2	71
<b><u>TOTAL</u></b>		<b><u>53902.95</u></b>

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**Identification Code:** COP015  
**Approvals:** Executive Director and Head of Department

**Implementation Date:** July 97  
**Revision Date:**

**TITLE:** Preparing the Weekly MIS Report

**PURPOSE:** To prepare the weekly MIS Report every Monday and submit it to the Management Group for their information and action if necessary.

**BACKGROUND:** Weekly MIS comprises of two parts and is a comparison of last working day of the last week v/s the last working day of the previous week.

**PART 1 - IBM related is prepared by 10 a.m. on Monday. (Exhibit I)**

Dematerialisation positions on quantity and value basis

- a. Participant Wise Summary (Exhibit Ia)
- b. Global Summary (Exhibit Ib)
- c. Security Wise Summary (Exhibit Ic)
- d. Positions Summary for DPs and for NSDL (Exhibit Id & Ie)

**PART 2 is prepared by 12 p.m. (Exhibit II)**

List of participants whose statements were not received - External Reconciliation Mismatch (Exhibit IIa)

Issuers details (Exhibit IIb & IIc)

Participants details (Exhibit IId)

List of Clearing Members DPwise and regional spread (Exhibit IIe)

BPs Summary - includes the number of DPs, Issuers and CMS who have signed the agreement and those who have gone live (Exhibit IIe)

Percentage demat - Security Wise Summary (Exhibit IIg & IIh)

Graphs showing movement during financial year of

demat requests v/s confirmation for quantity (Exhibit IIf)

demat requests v/s confirmation for value (Exhibit IIj)

spreadsheets to back the above 2 graphs (Exhibit IIk)

Time taken for demat (Exhibit III & IIm)

Report on the number of client accounts under each Participant - zero, non-zero and total (Exhibit IIn)

Rematerialisation details - Remats confirmed and remats requested (Exhibit IIo)

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**PROCEDURE:**

**Manager/Officer** 1. Maps onto the MIS PC and uploads the file onto his PC to prepare Part I of the Weekly MIS Report.

NOTE: After the previous day's EOD, TCS downloaded the information to the server and then copied it onto a floppy. The information on this floppy is then transferred to the MIS PC.

2. Generates the report using Crystal Report Generator.
3. Saves the file as a Word file.
4. Formats the Word file to fit the standard format.
5. Sends the file containing Part 1 of the Weekly MIS Report by 10 a.m. via Microsoft Exchange to the MIS folder to which the MD, ED and HOD-Corporate Planning and Risk Management have read access.
6. Calls up the Participant Interface Dept. for the list of participants whose statements were not received the previous day. This is manually entered into the worksheet. (Exhibit IIa)
7. Accesses the Issuer Interface Dept. PC for figures on Issuers details. (Exhibit IIb & IIc)
8. Accesses the DP Interface Dept. PC for figures on Participant details. (Exhibit IId)
9. Calls up the Clearing Corp. Interface Dept. to receive figures on the Clearing Members - DPwise and regional spread. (Exhibit IIe)
10. Prepares the BP Summary based on the figures received from Steps 7, 8 and 9. (Exhibit IIe)
11. Using the Crystal Report generated in Step 2, obtains the percentage demat - security wise summary. (Exhibit IIg - IIh)
12. Updates the relevant database and prepares the graphs showing demat requests. (Exhibit Iii - IIk)
13. Receive a weekly dump from the Systems Dept. showing the time taken for demat, (Exhibit III & IIIm) client accounts (Exhibit IIIn) and Remat details (Exhibit IIo). Manually enters these figures into the report.

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14. Sends the file containing Part 2 of the Weekly MIS Report by 12 p.m. on Monday via Microsoft Exchange to the MIS folder to which the MD, ED and HOD-Corporate Planning and Risk Management have read access.

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**National Securities Depository Limited**  
**Weekly Report For 12-Sep-1997**  
**Dematerialization - Participant Wise Summary**

Depository Participant	As on 12-Sep-1997		As on 06-Sep-1997	
	Quantity	Value	Quantity	Value
<b>ABHIPRA CAPITAL LIMITED</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>ACTION FIN SERV (I) LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>ALANKIT ASSIGNMENTS LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>CANARA BANK</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>CITIBANK N. A.</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>COIMBATORE CAP MKT SERV</b>				
Total Demat Confirmed				
Total Demat Requested				
<b>DALMIA SECURITIES LTD.</b>				
Total Demat Confirmed				
Total Demat Requested				

Procedure Number: COP015  
 Title: Weekly MIS Report - Part I  
 EXHIBIT I (a)

VALUE IS EXPRESSED IN RS. CRORES

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**National Securities Depository Limited**  
**Weekly Report For 04-Oct-1997**  
**Dematerialization - Security Wise Summary**

Security Name	As on 04-Oct-1997			As on 26-Sep-1997		
	Quantity	Value	Market Cap.	Quantity	Value	Market Cap.
<b>ACC LIMITED EQUITY SHR</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>ADVANI OERLIKON EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>ANAGRAM FIN. EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>APPLEIND EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>APTECH EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>ARVIND MILLS EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						
<b>ARVIND POLYCOT EQUITY</b>						
Total Demat Confirmed						
Total Demat Requested						

VALUE IS EXPRESSED IN RS. CRORES

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PROCEDURE NUMBER: CUP013  
 Title: Weekly MIS Report - Part I  
 EXHIBIT I (b)

***National Securities Depository Limited***  
**Weekly Report For 04-Oct-1997**  
**Dematerialization - Global Summary**

Procedure Number: COP015  
Title: Weekly MIS Report - Part I  
EXHIBIT I (c)

	As on 04-Oct-1997		As on 26-Sep-1997	
	Quantity	Value	Quantity	Value
<i>NSDL</i>				
Total Demat Confirmed				
Total Demat Requested				

VALUE IS EXPRESSED IN RS. CRORES

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*National Securities Depository Limited*  
Weekly Report For 04-Oct-1997  
Positions Summary

Depository Participant	As on 04-Oct-1997		As on 26-Sep-1997	
	Quantity	Value	Quantity	Value
<i>ABHIPRA CAPITAL LIMITED</i>				
<i>ACTION FIN SERV (I) LTD.</i>				
<i>ALANKIT ASSIGNMENTS LTD.</i>				
<i>CANARA BANK</i>				
<i>CITIBANK N. A.</i>				
<i>COIMBATORE CAP MKT SERV</i>				
<i>DALMA SECURITIES LTD.</i>				
<i>DAYCO SECURITIES P LTD</i>				
<i>DEUTSCHE BANK A. G.</i>				

VALUE IS EXPRESSED IN RS. CRORES

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Procedure Number: COP015  
Title: Weekly MIS Report - Part I  
EXHIBIT I (d)

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***National Securities Depository Limited***  
**Weekly Report For 04-Oct-1997**  
**Positions Summary**

Procedure Number: CUPV13  
Title: Weekly MIS Report - Part I  
EXHIBIT I (e)

As on 04-Oct-1997		As on 26-Sep-1997	
Quantity	Value	Quantity	Value

NSDL

VALUE IS EXPRESSED IN RS. CRORES

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Reconciliation

**EXTERNAL RECONCILIATION MISMATCH**

**LIST OF PARTICIPANTS WHOSE STATEMENTS WERE NOT RECEIVED**

**(NO.OF DAYS FOR WHICH STATEMENT NOT RECEIVED IS GIVEN IN BRACKETS)**

**On 12 Septembar,1997**

**On 06 Septembar,1997**

Procedure Number: COP015  
Title: Weekly MIS Report - Part II  
**EXHIBIT II (a)**

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Procedure Number: COP015

Title: Weekly MIS Report - Part II

EXHIBIT II (b)

Issuers

(As on September 12, 1997)

Sr. No.	Name of Company	Connectivity Obtained with NSDL through	Demat	Demat and Trading
1	HDFC Limited	In-House	Yes	Yes
2	Reliance Industries Limited	KARVY Consultants Limited	Yes	Yes
3	Siemens Limited	MCS Limited	Yes	Yes
4	ICICI Limited	I-Serv	Yes	Yes
5	IPCL	MCS Limited	Yes	Yes
6	CNSIL	KARVY Consultants Limited	Yes	Yes
7	Infosys Technologies Limited	KARVY Consultants Limited	Yes	Yes
8	Prism Cement Limited	KARVY Consultants Limited	Yes	Yes
9	IDBI	KARVY Consultants Limited	Yes	Yes
10	Essar Oil Limited	MCS Limited	Yes	Yes
11	ACC Limited	In-House	Yes	Yes
12	Reliance Capital Limited	Spectrum Corporate Services Limited	Yes	Yes
13	Reliance Petroleum Limited	KARVY Consultants Limited	Yes	Yes
14	Ranbaxy Laboratories Limited	KARVY Consultants Limited	Yes	Yes
15	Dabur India Limited	MCS Limited	Yes	Yes
16	Great Eastern Shpg. Co. Limited	Sharepro Services	Yes	Yes
17	L & T Limited	Sharepro Services	Yes	Yes
18	Jindal Vijayanagar Steel Limited	KARVY Consultants Limited	Yes	Yes
19	Jindal Iron & Steel Co. Limited	KARVY Consultants Limited	Yes	Yes
20	Asain Paints (India) Limited	MCS Limited	Yes	Yes
21	Indo Gulf Fert. & Chem. Corp. Limited	In-House	Yes	Yes
22	Jindal Strips Limited	MCS Limited	Yes	Yes
23	Synthetics & Chemicals Limited	MCS Limited	Yes	Yes
24	Jindal Photo Films Limited	MCS Limited	Yes	Yes
25	Gujarat State Fert. & Chemicals Limited	MCS Limited	Yes	Yes
26	RCF Limited	Spectrum Corporate Services Limited	Yes	Yes
27	Bank Of Baroda (Rs. 10 & Rs. 6 Paid-up)	KARVY Consultants Limited	Yes	Yes
28	Hindustan Lever Limited	In-House	Yes	Yes
29	The Bombay Dyeing & Mfg. Co. Ltd.	Sharepro Services	Yes	Yes
30	Arvind Mills Limited	Pinnacle Finance Limited	Yes	Yes
31	Arvind Polycot Limited	Pinnacle Finance Limited	Yes	Yes
32	Anagram Finance Limited	Pinnacle Finance Limited	Yes	Yes
33	United Phosphoros Limited	Sharepro Services	Yes	Yes
34	Bharat Petroleum Corporation Limited	In-House	Yes	Yes
35	BSES Limited	In-House	Yes	Yes
36	Hindalco Industries Limited	MCS Limited	Yes	Yes
37	IFCI Limited	MCS Limited	Yes	Yes
38	HDFC Bank Limited	MCS Limited	Yes	Yes
39	Escorts Limited	Alankit Assignments Limited	Yes	Yes
40	The Dhampur Sugar Mills Limited	Alankit Assignments Limited	Yes	Yes
41	Global Telesystems Limited	Intime Share Services Pvt. Limited	Yes	Yes
42	Sun Pharmaceutical Industries Limited	Intime Share Services Pvt. Limited	Yes	Yes
43	Reliance Industrial Infrastructure Limited	Spectrum Corporate Services Limited	Yes	Yes
44	Grasim Industries Limited	MCS Limited	Yes	Yes
45	HUDCO (15% Infrastructure Bonds)	MCS Limited	Yes	Yes
46	Advani Oerikon Limited	MCS Limited	Yes	Yes
47	Hindustan Organic Chemicals Limited	Sharepro Services	Yes	Yes
48	Himatsingka Seide Limited	KARVY Consultants Limited	Yes	Yes
49	The Bombay Burmah Trading Corporation Limited	Sharepro Services	Yes	Yes
50	V.I.P. Industries Limited	Spectrum Corporate Services Limited	Yes	Yes
51	DGP Windsor India Limited	Spectrum Corporate Services Limited	Yes	Yes
52	Blow Plast Limited	Spectrum Corporate Services Limited	Yes	Yes
53	The Indian Hotels Company Limited	Intime Share Services Pvt. Limited	Yes	Yes
54	Century Textiles and Industries Limited	MCS Limited	Yes	Yes
55	Hindustan Inks and Resins Limited	Intime Share Services Pvt. Limited	Yes	Yes
56	Wartsila Diesel India Limited	KARVY Consultants Limited	Yes	Yes
57	Hoechst Marion-Roussel Limited	MCS Limited	Yes	Yes
58	Navneet Publications (India) Limited	Intime Share Services Pvt. Limited	Yes	Yes
59	Cipla Limited	Spectrum Corporate Services Limited	Yes	Yes
60	State Bank of India	MCS Limited	Yes	Yes
61	The Indian Card Clothing Company Limited	Sharepro Services	Yes	Yes
62	Morgan Stanley Growth Fund	KARVY Consultants Limited	Yes	Yes
63	Timex Watches Limited	MCS Limited	Yes	Yes
64	Eicher Limited	MCS Limited	Yes	Yes
65	Eicher Motors Limited	MCS Limited	Yes	Yes
66	Crompton Greaves Limited	Sharepro Services	Yes	Yes
67	Usha (India) Limited	Alankit Assignments Limited	Yes	Yes

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Title: Weekly MIS Report - Part II

EXHIBIT II (c)

Issuers

68	Shree Cements Limited	KARVY Consultants Limited	Yes	Yes
69	Binani Industries Limited	MCS Limited	Yes	Yes
70	Isibars Limited	Intime Share Services Pvt. Limited	Yes	Yes
71	Krishna Filaments Limited	Intime Share Services Pvt. Limited	Yes	Yes
72	Praj Industries Limited	PCS Industries Limited	Yes	Yes
73	Wipro Limited	KARVY Consultants Limited	Yes	Yes
74	ITC Badrachalam Paperboards Limited	In-House	Yes	Yes
75	Emco Transformers Limited	Intime Share Services Pvt. Limited	Yes	Yes
76	Dena Bank	PCS Industries Limited	Yes	Yes
77	Indian Rayon and Industries Limited	MCS Limited	Yes	Yes
78	Weizmann Limited	Bigshare Services Pvt. Limited	Yes	Yes
79	Gujarat Ambuja Cements Limited	Sharepro Services	Yes	Yes
80	TISCO Limited	Tata Share Registry Limited	Yes	Yes
81	Morepen Laboratories Limited	MAS Services Limited	Yes	Yes
82	Kopran Limited	Bigshare Services Pvt. Limited	Yes	Yes
83	Bank Of India	PCS Industries Limited	Yes	
84	Chambal Fertilisers and Chemicals Limited	MCS Limited	Yes	
85	Cheminor Drugs Limited	Bigshare Services Pvt. Limited	Yes	
86	Dr. Reddy's Laboratories Limited	Bigshare Services Pvt. Limited	Yes	
87	ICICI Banking Corporation Limited	I-Serv	Yes	
88	Electrosteel Castings Limited	Unoasia Investment Banque Limited	Yes	
89	Kesoram Industries Limited	Unoasia Investment Banque Limited	Yes	
90	Essar Steel Limited	Data Software Research Co. Limited		
91	India Securities Limited	Data Software Research Co. Limited		
92	Cochin Refineries Limited	Data Software Research Co. Limited		
93	Steel Authority of India Limited	In-House		
94	Oriental Bank of Commerce	SRG Infotech (India) Limited		
95	Ispat Industries Limited	Computech International Limited		
96	Oswal Agro Mills Limited	In-House		
97	Oswal Chemicals and Fertilizers Limited	In-House		
98	National Aluminium Company Limited	In-House		
99	JM Basic Fund	CAMS		
100	Southern Petrochemical Industries Corpn. Ltd	Cameo Share Registry Limited		
101	OTIS Elevator Company (India) Limited	IIT Corporate Services Limited		
102	The Morarjee Goculdas Spg. & Wvg. Co. Limited	Amtrac Management Services Limited		
103	Nicholas Piramal India Limited	Amtrac Management Services Limited		
104	Piramal Healthcare Limited	Amtrac Management Services Limited		
105	Hindustan Petroleum Corporation Limited	MCS Limited		
106	Global Trust Bank Limited	Aarhi Consultants Pvt. Limited		
107	Appcotex Lattices Limited	MCS Limited		
108	Tamilnadu Petroproducts Limited	Cameo Share Registry Limited		
109	Videsh Sanchar Nigam Limited	Mafatlal Consultancy Services (I) Ltd		
110	Corporation Bank	KARVY Consultants Limited		
111	DLF Cement Limited	KARVY Consultants Limited		
112	K. G. Denim Limited	Coimbatore Capital Market Services Ltd		
113	Digital Equipment (India) Limited	TCS Limited		
114	Mahindra & Mahindra Limited	Sharepro Services		
115	Tata Chemicals Limited	Tata Share Registry Limited		
116	Gujarat Mineral Development Corporation	MCS Limited		
117	Nirma Limited	Sharepro Services		

Only demat. facility available

Only agreement has been signed up

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 EXHIBIT II (d)

<b>List of Participants</b>				
<i>(as on Sep 26 1997)</i>				
<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>	<b>Status</b>	<b>Location</b>
1	Abhipra Capital Ltd.	Broker	Operational	Delhi
2	Action Financial Services (India) Ltd.	Broker	Operational	Mumbai
3	Alankit Assignments Ltd.	Broker	Operational	Delhi
4	ANZ Grindlays Bank Ltd.	Foreign Bank	Operational	Mumbai
5	Canara Bank	Bank	Operational	Mumbai
6	Citibank N. A.	Foreign Bank	Operational	Mumbai
7	Coimbatore Capital Market Services Private Ltd.	Broker	Operational	Coimbatore
8	Dalmia Securities Ltd.	Broker	Operational	Calcutta
9	Dayco Securities Pvt. Ltd.	Broker	Operational	Calcutta
10	Deutsche Bank A. G.	Foreign Bank	Operational	Mumbai
11	East India Securities Pvt. Ltd.	Broker	Operational	Calcutta
12	Geojit Securities Ltd.	Broker	Operational	Cochin
13	Global Trust Bank Ltd.	Bank	Operational	Mumbai
14	HDFC Bank Ltd.	Bank	Operational	Mumbai
15	Hongkong and Shanghai Banking Corporation Ltd.	Foreign Bank	Operational	Mumbai
16	HSBC Battivala & Karani Securities (India) Private Ltd.	Broker	Operational	Mumbai
17	IDBI Capital Market Services Ltd.	Broker	Operational	Mumbai
18	IIT Corporate Services Ltd.	Custodian	Operational	Mumbai
19	Indsec Securities and Finance Ltd.	Broker	Operational	Mumbai
20	Indusind Bank Limited	Bank	Operational	Mumbai
21	Industrial Credit and Investment Corporation of India Ltd.	Financial Institution	Operational	Mumbai
22	Industrial Development Bank of India	Financial Institution	Operational	Mumbai
23	Infrastructure Leasing & Financial Services Ltd.	Financial Services Co.	Operational	Mumbai
24	Janata Sahakari Bank Ltd.	Bank	Operational	Pune
25	Kotak Securities	Broker	Operational	Mumbai
26	Morgan Stanley Trust Company	Custodian	Operational	Mumbai
27	Munoth Financial Services Ltd.	Broker	Operational	Chennai
28	National Securities Clearing Corporation Ltd.	Clearing Corporation	Operational	Mumbai
29	Reliance Capital Ltd.	NBFC	Operational	Mumbai
30	Reliance Share and Stock Brokers Ltd.	Broker	Operational	Mumbai
31	S. S. Kantilal Ishwarlal Pvt. Ltd.	Broker	Operational	Mumbai
32	Shah Investors Home Ltd.	Broker	Operational	Ahmedabad
33	Standard Chartered Bank	Foreign Bank	Operational	Mumbai
34	State Bank of India	Bank	Operational	Mumbai
35	Stock Holding Corporation of India Ltd.	Custodian	Operational	Mumbai
36	Dena Bank	Bank	Agreement Signed	Mumbai
37	IDBI Bank Ltd.	Bank	Agreement Signed	Mumbai
38	Times Bank Ltd.	Bank	Agreement Signed	Mumbai
39	United Western Bank Ltd.	Bank	Agreement Signed	Pune

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 Title: Weekly MIS Report - Part II  
 EXHIBIT II (e)

BPs- summary

**DEPOSITORY PARTICIPANTS**

STATUS OF PARTICIPANTS	Agreement Signed	Live
No. of Participants as on 12 Sep. -1997	39	35
No. of Participants as on 05 Sept -1997	39	35
<b>ISSUERS</b>		
STATUS OF SECURITIES	Agreement Signed	Live
No. of Securities admitted for Demat as on 12 Sept -1997	117	89
No. of Securities admitted for Demat as on 05 Sept -1997	113	86
No. of Securities admitted for Trading as on 12, Sept -1997	117	82
No. of Securities admitted for Trading as on 05, Sept -1997	113	76

**CLEARING MEMBERS**

STATUS OF CLEARING MEMBERS	Applied	Allotted
No. of Clearing Members as on 12 - Sept. -1997		
No. of Clearing Members as on 05 - Sept. -1997		

clearing members

REPORT ON THE NO. OF CLEARING MEMBERS UNDER EACH PARTICIPANT

NAME OF PARTICIPANTS	AS ON 12 SEPT, 1997	AS ON 05 SEPT, 1997
GLOBAL TRUST BANK		
NSCCL- DP		
HDFC BANK		
STANDARD CHARTERED BANK		
IL&FS		
ALANKIT ASSIGNMENTS LIMITED		
INDUSIND BANK		
ABHIPRA CAPITAL LIMITED		
STOCK HOLDING CORPORATION		
DALMIA SECURITIES		
CANARA BANK		
IIT CORPORATE SERVICES		
ACTION FINANCIAL		
COIMBATORE CAPITAL MARKET SERVICES		
GEOJIT SECURITIES		
INDSEC		
KOTAK SECURITIES		
RELIANCE SHARE AND STOCK BROKERS		
CITIBANK N.A.		
DAYCOSECURITIES		
DEUTSCHE BANK		

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EXHIBIT II (F)

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EXHIBIT II (g)

% demat - scripwise summary

% Dematerialization - Security Wise Summary

12-Sep-97

Sl. No.	Security Name	Value	Market Cap.	% Demat
1	NSDL EQUITY			
2	ICICI EQUITY SHR			
3	BSES EQUITY			
4	GRASIM EQUITY SHARES			
5	GSFC LTD EQUITY			
6	RIL EQUITY SHR			
7	ACC LIMITED EQUITY SHR			
8	SYNTH CHEM LTD. EQUITY			
9	HINDALCO IND. EQUITY			
10	L AND T EQUITY SHR			
11	INDO GULF FERT. EQUITY SHR			
12	ITCBHADRA EQUITY			
13	INDIAN RAYON EQUITY			
14	HOC LIMITED EQUITY			
15	HDFC LTD EQUITY SHR			
16	EOL EQUITY SHR			
17	BOMBAY BURMAH EQUITY			
18	CRISIL EQUITY SHR			
19	BPCL EQUITY			
20	JISCO EQUITY SHR			
21	ARVIND MILLS EQUITY			
22	SIEMENS EQUITY SHR			
23	IPCL EQUITY			
24	RELPETROLEUM EQUITY SHR			
25	G. E. SHIPPING EQUITY SHR			
26	ESCORTS EQUITY			
27	ASIAN PAINTS EQUITY SHR			
28	GUJAMBCEM EQUITY			
29	CENTURY TEX IND EQUITY			
30	HIMAT SEIDE LTD EQUITY			
31	RANBAXY EQUITY SHR			
32	CROMPTONGREAVES EQUITY			
33	KRISNAFILA EQUITY			
34	IDBI EQUITY SHR			
35	INDIAN HOTELS EQUITY			
36	BOMBAY DYEING EQUITY			
37	INFOSYS EQUITY SHR			
38	JVSL EQUITY SHR			
39	TIMEX WATCHES EQUITY			
40	SBI EQUITY			
41	RCF LIMITED EQUITY SHR			
42	BLOW PLAST EQUITY			
43	ARVIND POLYCOT EQUITY			
44	HLL EQUITY			
45	BOB PARTLY PAID EQ.			
46	EICHER MOTORS EQUITY			
47	WARTSILA EQUITY			
48	VIP INDUSTRIES EQUITY			
49	DSM LTD. EQUITY			

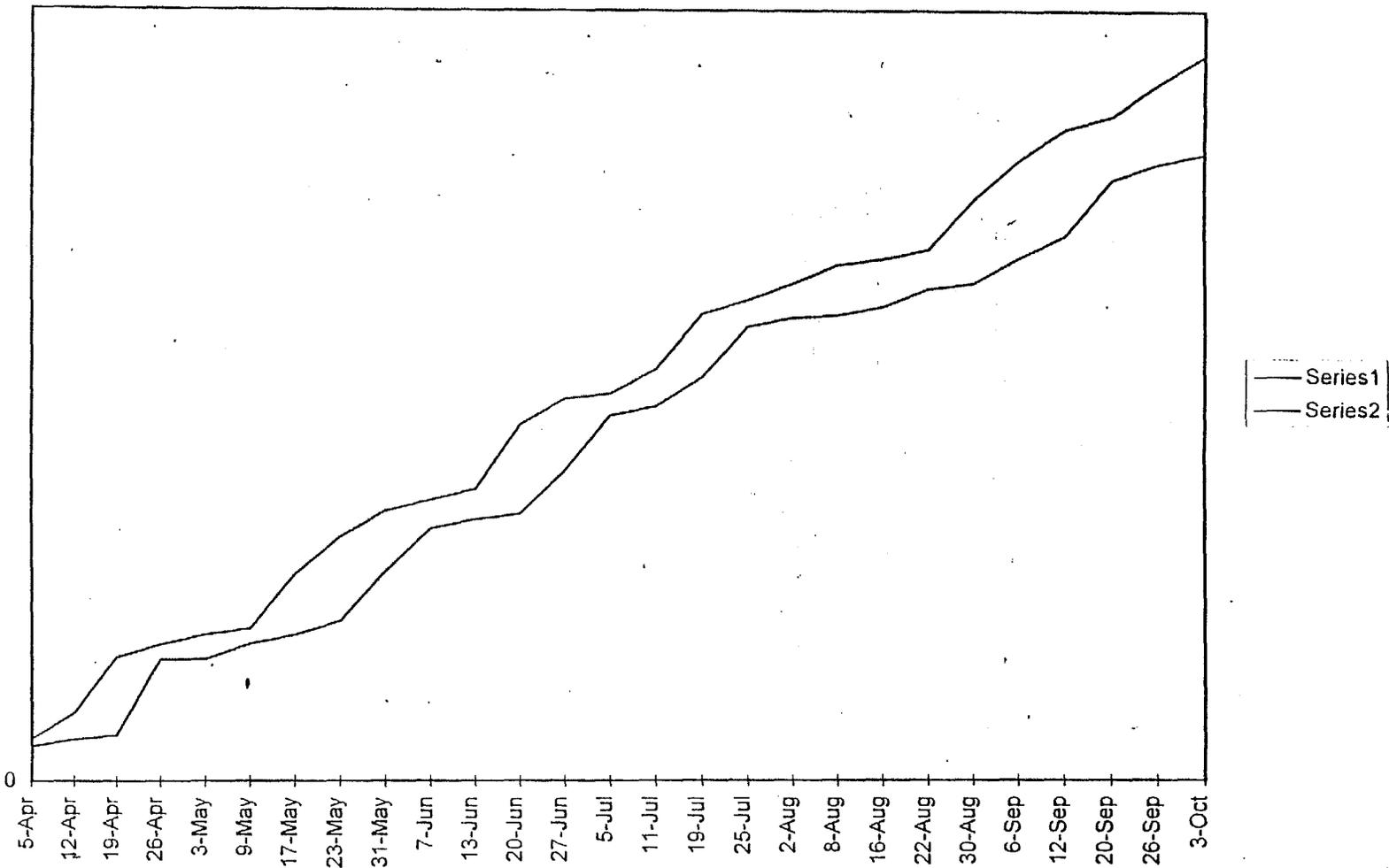
Title: Weekly MIS Report - Part II  
 EXHIBIT II (h)

% demat - scripwise summary

50	HINDUSTAN INKS EQUITY			
51	DABUR EQUITY SHR			
52	UPL EQUITY			
53	BINANIZINC EQUITY			
54	PRISM CEMENT EQUITY SHR			
55	CIPLA LIMITED EQUITY			
56	RELCAP EQUITY SHR			
57	JINDAL PHOTO JINDAL PH EQ			
58	HOECHST MARION EQUITY			
59	DGP WINDSOR EQUITY			
60	IFCI EQUITY			
61	ADVANI OERLIKON EQUITY			
62	DENABANK EQUITY			
63	HDFC BANK EQUITY			
64	JSL EQUITY SHR			
65	INDCARD EQUITY			
66	BOB EQUITY			
67	ANAGRAM FIN. EQUITY			
68	TISCO EQUITY			
69	EICHER LIMITED EQUITY			
70	KOPRAN EQUITY			
71	SUN PHARMA EQUITY			

DEMAT EXCEEDS 10 % MARK

Demat quantity (req. v/s con.)

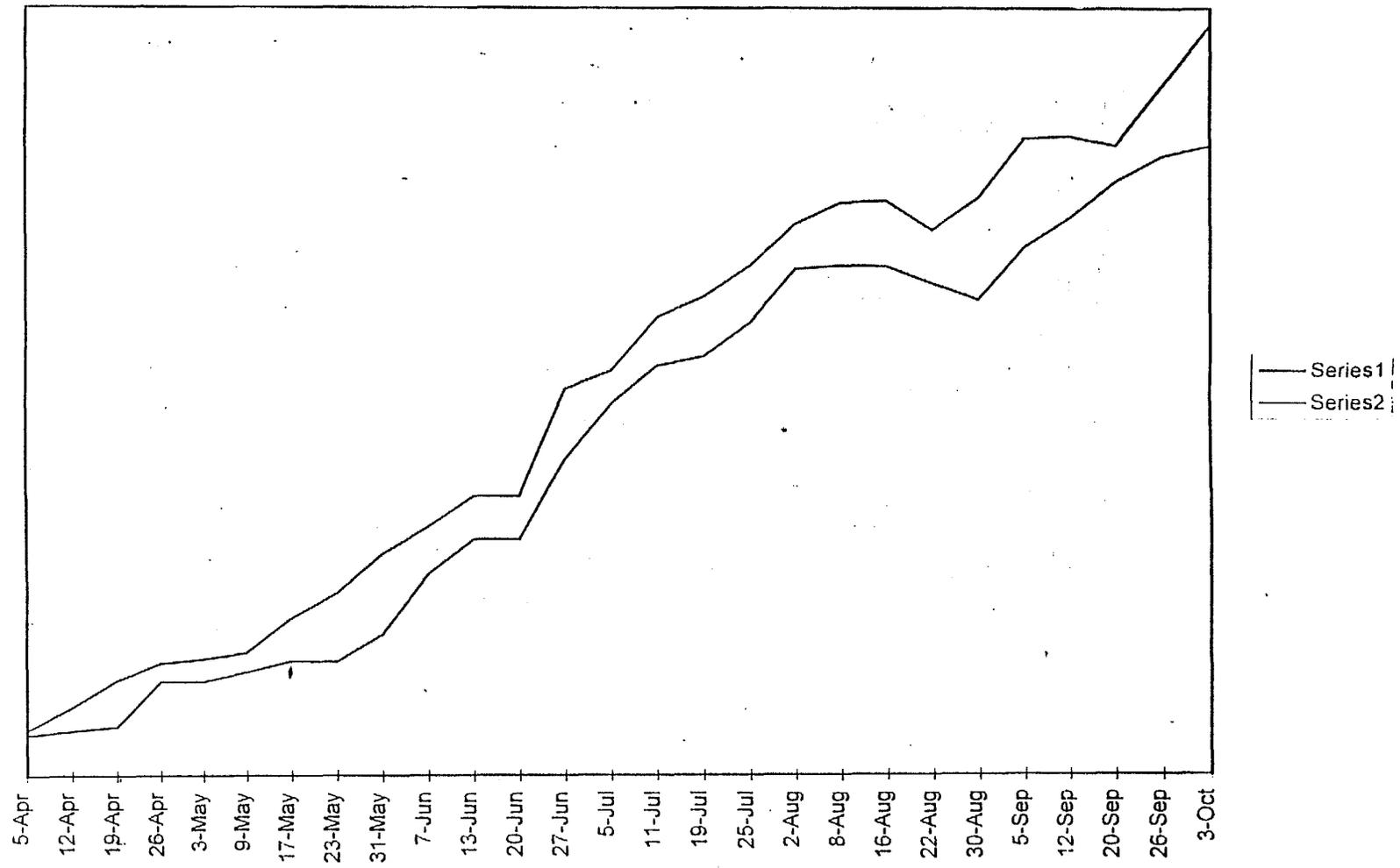


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EXHIBIT II (A)

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EXHIBIT II (G)

Demat value (req v/s Con)



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 EXHIBIT II (k)

DEMAT REQUESTS AND CONFIRMATIONS (in Rs. Crores) and in Cr. JN A WEEKLY BASIS

WEEK ENDED	DEMAT REQ. (Rs. Crores)	DEMAT CON. (Rs. Crores)
23-Nov		
30-Nov		
5-Dec		
13-Dec		
20-Dec		
27-Dec		
3-Jan		
10-Jan		
17-Jan		
24-Jan		
31-Jan		
7-Feb		
14-Feb		
21-Feb		
1-Mar		
8-Mar		
15-Mar		
22-Mar		
29-Mar		
5-Apr		
12-Apr		
19-Apr		
26-Apr		
3-May		
9-May		
17-May		
23-May		
31-May		
7-Jun		
13-Jun		
20-Jun		
27-Jun		
5-Jul		
11-Jul		
19-Jul		
25-Jul		
2-Aug		
8-Aug		
16-Aug		
22-Aug		
30-Aug		
5-Sept		
12-Sept		
20-Sept		
26-Sept		
3-Oct		

Indicates decline in trend

WEEK ENDED	DEMAT REQ.(QT)	DEMAT CON.(QT)
23-Nov		
30-Nov		
5-Dec		
13-Dec		
20-Dec		
27-Dec		
3-Jan		
10-Jan		
17-Jan		
24-Jan		
31-Jan		
7-Feb		
14-Feb		
21-Feb		
1-Mar		
8-Mar		
15-Mar		
22-Mar		
29-Mar		
5-Apr		
12-Apr		
19-Apr		
25-Apr		
3-May		
9-May		
17-May		
23-May		
31-May		
7-Jun		
13-Jun		
20-Jun		
27-Jun		
5-Jul		
11-Jul		
19-Jul		
25-Jul		
2-Aug		
8-Aug		
16-Aug		
22-Aug		
30-Aug		
6-Sept		
12-Sept		
20-Sept		
26-Sept		
3-Oct		

Procedure Number: COP015

Title: Weekly MIS Report - Part II

EXHIBIT II (I)

demat - time taken

REPORT ON TIME TAKEN FOR DEMAT CONFIRMATION AS ON 12 SEPT., 1997			
SECURITY	MINIMUM PERIOD*	MAXIMUM PERIOD *	AVERAGE PERIOD *
ACC			
SBI			
EICHER MOTORS			
GRASIM			
CENTURY TEXTILES			
ASIAN PAINTS			
DGP WINDSOR			
HIMAT SEIDE LTD.			
TIMEX WATCHES			
ESCORTS			
JSL			
RANBAXY LABS			
DENA BANK			
GSFC			
INDIAN RAYON			
ADVANI OERLIKON			
BINANI ZINC			
HLL			
SYNTHETICS & CHEMICALS			
BOB PARTLY PAID EQUITY			
BPCL			
CIPLA LIMITED			
RCF LIMITED			
RIL			
BLOW PLAST			
HOC LIMITED			
INDIAN CARD COLTHING			
INDO GULF FERTILISERS			
IPCL			
G E SHIPPING			
GUJARAT AMBUJA			
HDFC BANK			
HOECHST MARION			
LARSEN AND TOUBRO			
REL CAPITAL			
TISCO			
BOB EQUITY			
HUDCO BOND			
IFCI			
JINDAL PHOTO			
KRISHNA FILAMENT			
REL PETRO			
SIEMENS			
VIP INDUSTRIES			
WARTSILA			
ANAGRAM FINANCE EQUITY			

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REPORT ON THE NO. OF CLIENT ACCOUNTS UNDER EACH PARTICIPANT

NAME OF PARTICIPANT	NO. OF CLIENT A/CS (NON ZERO)		NO. OF CLIENT A/CS (ZERO)		TOTAL	
	ON 12 SEPT 1997	ON 05 SEPT 1997	ON 05, SEPT, 1997	ON 05, SEPT, 1997	ON 12, SEPT, 1997	ON 05, SEPT, 1997
ABHIPRA CAPITAL LTD.						
GLOBAL TRUST BANK						
GEOJIT SECURITIES						
INDUSIND BANK LTD.						
STANDARD CHARTERED BANK						
ALANKIT ASSIGNMENTS LIMITED						
IL&FS						
DALMIA SECURITIES						
CANARA BANK						
DAYCO SECURITIES						
KOTAK SECURITIES						
HDFC BANK						
COIMBATORE CAP. MARKET SERVICES						
SHAH INVESTORS						
JANATA BANK LIMITED						
STOCK HOLDING CORPORATION						
RELIANCE SHARE AND STOCK BROKERS						
EAST INDIA SECURITIES						
ACTION FINANCIAL SERVICES						
IIT CORPORATE SERVICES						
MUNOTH						
CITIBANK N.A.						
IDBI CAPITAL MARKETS						
RELIANCE CAPITAL						
SSKI						
INDSEC						
DEUTSCHE BANK A.G.						
HSBC BATLIVALA & KARANI						
HONGKONG BANK						
ICICI						
IDBI						
<b>TOTAL</b>						

█ Total client accounts exceed 500

█ Total client accounts exceed 100

TOTAL NO. OF CLIENTS HAVING BALANCE =  
 TOTAL NO. OF CLIENTS HAVING ZERO BALANCE =  
 TOTAL NO. OF CLIENTS =

Procedure Number: COP015  
 Title: Weekly MIS Report - Part II  
 EXHIBIT II (n)

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Procedure Number: COP015

Title: Weekly MIS Report - Part II

EXHIBIT II (o)

Rematerialisation

REMATERIALISATION DETAILS - As on Sept 12 1997

DETAILS	QTY ( As onSept 12, 1997)	QTY ( As onSept 05, 1997)
Remat confirmed		
Remat request		

## APPENDIX E

### REVISED WORKPLAN FOR NSDL

TASK	TARGET START DATE	TARGET COMPLETE DATE	ACTUAL COMPLETE DATE
Training session on Compliance, Surveillance, and Risk Management	March, 1997	March, 1997	March, 1997
Training session on securities depository services in the U.S.	May, 1997	July, 1997	
	Delayed start until July due to heavy schedules of NSDL management.		
Training sessions on procedure documentation	May, 1997	May, 1997	May, 1997
Identify training resources within/outside India for specific topics as needed by NSDL	May, 1997	Ongoing	Ongoing
Documentation of departmental procedures			
-Issuer Interface	May, 1997	July, 1997	September, 1997
	Function identification completed in May, 1997.		
-Registrar Interface	May, 1997	July, 1997	September, 1997
	Function identification completed in May, 1997.		

-Participant Interface      May, 1997      July, 1997      September, 1997

Function identification completed in May, 1997.

-Clearing Corporation Interface      July, 1997      September, 1997      October, 1997

Function identification completed in August, 1997

-Corporate Communications - Marketing      July, 1997      September, 1997      October, 1997

Function identification completed in August, 1997

-Compliance      July, 1997      September, 1997

Moved to December, 1997, to enable PW to assist in developing functions and document procedures based on U.S. experience.

-Finance      July, 1997      September, 1997

Function identification completed in August, 1997.  
Preliminary drafts of procedures completed as of September, 1997. Final drafts to be included with December deliverable due to additional work needed in Surveillance and Compliance areas.

-Surveillance      September, 1997      November, 1997

Function identification completed in August, 1997.  
Recommendations on additional responsibilities to be included in Surveillance as requested by NSDL provided by PW in October, 1997. Final drafts of procedures to be included with December deliverable to ensure compatibility with Compliance procedures.  
Switched with Compliance as of August, 1997

Corporate Planning and Risk Management      September, 1997      November, 1997      October, 1997

Function identification completed in August, 1997  
Final drafts moved to this (earlier) deliverable.

- Computer Networking

As needed to support out-sourced technical work

As needed to support out-sourced technical work

Function identification completed in October, 1997.

- Computer Systems

As needed to support out-sourced technical work

As needed to support out-sourced technical work

Function identification completed in October, 1997.

Establish Human Resources orientation program

July, 1997

September, 1997

Ongoing.

Training on HRD development held on June 5, 1997.

Sample employee performance review form also provided to NSDL to assist in their development of this process.

Job descriptions prepared by PW as part of original workflow paper provided on floppy on August 4, 1997.

Separate project on NSDL internal training program began in September, 1997. Orientation or induction will be included in this project.

Review/create management reports

November, 1997

January, 1998

Introduction to Work Measurement (added May, 1997)

November, 1997

January, 1998

Assist in meetings with issuers and R&T agents to solicit participation in the depository

Ongoing as needed by NSDL

Ongoing

Ongoing

Assist in development  
of Business Continuity  
Plan for business  
operations

November, 1997

January, 1998

## STRATEGIC MANAGEMENT PLAN - MISSION STATEMENT

The mission of (depository name) is defined as set forth below:

(Depository) shall operate its business with the objective to generate profits sufficient to undertake technological development and subsequent product introduction, sustain a strong aggressive marketing orientation, and preserve a strong net worth.

(Depository) shall provide quality and cost effective services, which will be in the vanguard of technical application for improving operational capabilities, controlling risks, and enhancing marketing effectiveness of broker/dealer organizations, banks, insurance companies, mutual funds, governmental agencies, educational institutions, corporations, and other institutions with securities processing needs.

(Depository) shall satisfy customer needs for core services through its physical custody facilities, its financial settlement capabilities, and its electronic record keeping and information processing systems; and maintain an innovative posture in both markets and products, exploiting the benefits of small scale applications and technology limitations.

(Depository) shall exploit the markets that are not philosophically or economically available to its major competitor.

(Depository) shall maximize the synergistic relationships of its operations with those of respective clearing corporations and exchanges.