

With reference to NSDL Circular No.: NSDL/POLICY/2013/0137 dated November 22, 2013

Attention of Participants is invited to Circular No. NSDL/POLICY/2012/0026 dated February 29, 2012 wherein Participants were inter-alia informed that in case Client wishes that email details mentioned in its depository account should not be downloaded to the Issuer / RTA, a flag is being provided in the Client Maintenance Module to facilitate the same. Participants were also informed about the benefits of capturing of email address of Clients in DPM system vide Circular No. NSDL/POLICY/2012/0131 dated November 9, 2012.

1. Email address updation in demat account.

- I. Decide how you want to receive the annual reports, notices, etc. from companies i.e. whether by email or in paper form by post/courier. You can register your email address in your demat account (if not already done) and choose whether to share the email address with the companies/Registrar & Transfer Agents. The default option is to share the email address with the companies/Registrar and Transfer Agents. If you want to register your email address in your demat account and still want to receive the annual reports, notices, etc. from companies in paper form, you can make a request to <Participant Name> to enable the option '*No download of email ID to Issuer/R&T Agent*' in your demat account.
- II. If your email address is not updated in your demat account, you can simply make a written request (*duly signed by all the holders*) to <Participant Name> for updation of your email address.
- III. By updating your email address in your demat account, you will receive information pertaining to your demat account on your registered email address faster and quicker in your inbox. It is a smart and convenient way that offers you the following benefits:
 - Receive annual report, notices etc. from Issuer through email
 - Participate in voting through e-voting platform of NSDL
 - Receive Transaction Statements and other communication from Participants in electronic mode
 - Intimate your Participant through email about change in your demographic details such as Phone number, Fax number, Mobile number, Email ID and SMS facility as per the prescribed procedure
 - Easier registration for IDeAS facility provided by NSDL to view your holdings and transactions on internet, if email address is available in demat account
 - Receive alerts directly from NSDL via email in case of change in your address