

# NDA SECURITIES LIMITED



Member : National Stock Exchange of India Ltd.  
: Bombay Stock Exchange Ltd.  
: National Securities Depository Ltd.

Registered & Corporate Office : E-157, 2nd Floor, Kalkaji, New Delhi-110019  
Phone : 011-46204000 (100 lines)  
Email : info@ndaindia.com, website : www.ndaindia.com  
CIN : L74899DL1992PLC050366

Ref: NDASEC/2022/01

Date: 10.06.2022

To,

Clients of NDA Securities Limited

Dear Client,

**Subject: Investor Charter**

**Ref: SEBI Circular No. SEBI/HO/FPIC/P/CIR/2021/691 dated December 17, 2021**

SEBI vide Circular No. SEBI/HO/FPIC/P/CIR/2021/691 Dated 17/12/2021 issued investor charter which aims to facilitate investor awareness regarding various activities such as opening of account, KYC and in person verification, complaint resolution, issuance of contract notes and various statements, process for dematerialization/rematerialization etc. The copy of said investor charter is attached herewith as per the Circular

This is for the information.

**For NDA Securities Limited**

A handwritten signature in blue ink, appearing to read 'Vanshika Rastogi', written over a circular stamp.

**Vanshika Rastogi**  
**Company Secretary**  
**ACS-36254**

**Encl: Investor Charter**

## Investor Charter of NDA Securities Limited as Depository Participant

### VISION

Towards making Indian Securities Market – Transparent, Efficient, & Investor friendly by providing safe, reliable, transparent and trusted record keeping platform for investors to hold and transfer securities in dematerialized form.

### MISSION

- To hold securities of investors in dematerialised form and facilitate its transfer, while ensuring safekeeping of securities and protecting interest of investors.
- To provide timely and accurate information to investors with regard to their holding and transfer of securities held by them.
- To provide the highest standards of investor education, investor awareness and timely services so as to enhance Investor Protection and create awareness about Investor Rights.

### Details of business transacted by the Depository and Depository Participant (DP)

A Depository is an organization which holds securities of investors in electronic form. Depositories provide services to various market participants – Exchanges, Clearing Corporations, Depository Participants (DPs), Issuers and Investors in both primary as well as secondary markets. The depository carries out its activities through its agents which are known as Depository Participants (DP). Details available on the link: NSDL :- <https://nsdl.co.in/dpsch.php> CDSL :- <https://www.cdslindia.com/DP/dplist.aspx>

### 4. Description of services provided by the Depository through Depository Participants (DP) to investors

#### (1) Basic Services

S.No.	Brief about the Activity / Service	Expected Timelines for processing by the DP after receipt of proper documents
1	Dematerialization of securities	7 days
2	Rematerialization of securities	7 days
3	Mutual Fund Conversion / Destatementization	5 days
4	Re-conversion / Restatementisation of Mutual fund units	7 days
5	Transmission of securities	7 days
6	Registering pledge request	15 days
7	Closure of demat account	30 days
8	Settlement Instruction	Depositories to accept physical DIS for pay-in of securities upto 4 p.m. and DIS in electronic form upto 6 p.m. on T+1 day

(2) Depositories provide special services like pledge, hypothecation, internet based services etc. in addition to their core services and these include

S.No.	Type of Activity /Service	Brief about the Activity / Service
1	Value Added Services	<p>Depositories also provide value added services such as</p> <p>a. Basic Services Demat Account (BSDA)<sup>1</sup></p> <p>b. Transposition cum dematerialization<sup>2</sup></p> <p>c. Linkages with Clearing System<sup>3</sup></p> <p>d. Distribution of cash and non-cash corporate benefits (Bonus, Rights, IPOs etc.), stock lending, demat of NSC / KVP, demat of warehouse receipts etc.</p>
2	Consolidated Account statement (CAS)	CAS is issued 10 days from the end of the month (if there were transactions in the previous month) or half yearly (if no transactions).
3	Digitalization of services provided by the depositories	<p>Depositories offer below technology solutions and e-facilities to their demat account holders through DPs:</p> <p>a. E-account opening<sup>4</sup></p> <p>b. Online instructions for execution<sup>5</sup></p> <p>c. e-DIS / Demat Gateway<sup>6</sup></p> <p>d. e-CAS facility<sup>7</sup></p> <p>e. Miscellaneous services<sup>8</sup></p>

## **5 Details of Grievance Redressal Mechanism**

(1) The Process of investor grievance redressal

1.	Investor Complaint/ Grievances	<p>Investor can lodge complaint/ grievance against the Depository/DP in the following ways:</p> <p>a. Electronic mode –</p> <p>(i) SCORES (a web based centralized grievance redressal system of SEBI) <a href="https://www.scores.gov.in/scores/Welcome.html">https://www.scores.gov.in/scores/Welcome.html</a></p> <p>(ii) Respective Depository's web portal dedicated for the filing of complaint for <b>NSDL</b> : <a href="https://www.epass.nsdl.com/complaints/websitecomplaints.aspx">https://www.epass.nsdl.com/complaints/websitecomplaints.aspx</a> <b>CDSL</b> : <a href="https://www.cdslindia.com/Footer/grievances.aspx">https://www.cdslindia.com/Footer/grievances.aspx</a></p> <p>(iii) Emails to designated email IDs of Depository for <b>NSDL</b> : <a href="mailto:relations@nsdl.co.in">relations@nsdl.co.in</a> <b>CDSL</b> : <a href="mailto:complaints@cdslindia.com">complaints@cdslindia.com</a> <a href="#">aspx</a></p> <p>The complaints/ grievances lodged directly with the Depository shall be resolved within 30 days.</p> <p>b. Offline mode [details of link to the form to be provided by DPs]</p>
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2	Investor Grievance Redressal Committee of Depository	If no amicable resolution is arrived, then the Investor has the option to refer the complaint/ grievance to the Grievance Redressal Committee (GRC) of the Depository. Upon receipt of reference, the GRC will endeavor to resolve the complaint/ grievance by hearing the parties, and examining the necessary information and documents.
3	Arbitration proceedings	The Investor may also avail the arbitration mechanism set out in the Byelaws and Business Rules/Operating Instructions of the Depository in relation to any grievance, or dispute relating to depository services. The arbitration reference shall be concluded by way of issue of an arbitral award within 4 months from the date of appointment of arbitrator(s).

(2) [For the Multi-level complaint resolution mechanism available at the Depositories](#)<sup>9</sup>

**6. Guidance pertaining to special circumstances related to market activities: Termination of the Depository Participant**

S.No.	Type of special circumstances	Timelines for the Activity/ Service
1	<p>Depositories to terminate the participation in case a participant no longer meets the eligibility criteria and/or any other grounds as mentioned in the bye laws like suspension of trading member by the Stock Exchanges.</p> <p>Participant surrenders the participation by its own wish.</p>	<p>Client will have a right to transfer all its securities to any other Participant of its choice without any charges for the transfer within 30 days from the date of intimation by way of letter/email.</p>

## **ANNEXURE- B**

### **Format of Complaints against Custodians and DDPs to be displayed on their websites**

#### **A. Data for the Month ending -**

S.No	Received from	Pending at the end of the last month	Received during the month	Resolved during the month*	Total Pending at the end of month **	Complaints Pending > 1 month	Average Resolution time^ (in days)
1	Directly from Investors						
2	SEBI (SCORES)						
3	Stock Exchanges (if relevant)						
4	Other Sources (if any)						
5	<b>Grand Total</b>						

#### **B. Trend of Monthly disposal of complaints for the Financial Year-**

SN	Month	Carried forward from previous month	Received during the month	Resolved during the month *	Pending at the end of the month **
1	April 2021				
2	May 2021				
	.....				
12	March 2022				
	<b>Grand Total</b>				

\* Inclusive of complaints of previous months resolved in the current month.

\*\* Inclusive of complaints pending as on the last day of the month.

^ Average Resolution time is the sum total of time taken to resolve each complaint in days, in the current month divided by total number of complaints resolved in the current month.

#### **C. Trend of Annual (FY) disposal of complaints (For 3 years on rolling basis)-**

SNo	Year	Carried forward from previous year	Received during the year	Resolved during the year	Pending at the end of the year
1	2019-20				
2	2020-21				
3	2021-22				
	<b>Grand Total</b>				