



# Central Depository Services (India) Limited

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## COMMUNIQUE TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/290

July 17, 2003

### **PROCEDURE FOR SERVICING ILLITERATE/ TEMPORARILY DISABLED PERSONS**

CDSL has been receiving queries from various depository participants (DPs) regarding applications for account opening/ instruction slips from persons who are unable to sign due to the person being illiterate/ temporarily disabled. DPs are advised that in such cases the procedure to be followed is as under:

#### **Account Opening:**

1. The beneficial owners (BOs) should, as far as possible, come in person to open the account. Such person(s), at the time of opening an account with a DP must affix the thumb impression (left hand thumb in case of a male and right hand thumb in case of a female) on the agreement as well as on the account opening form in the presence of an authorised officer of the DP, who should certify that the thumb impression was affixed in his presence.
2. In case the BO cannot come in person, the thumb impression on the account opening form and the agreement must be attested by a Magistrate or a Notary Public or a similar authority holding a Public Office and authorised to use the seal of his office or a manager of the account holder's bank.
3. In case of temporarily disabled persons, the BO should also produce a medical certificate about BOs disability.
4. All accounts opened by such BOs must be either introduced by an existing account holder or must be attested by applicant's bank.
5. The DP should identify the BOs by verifying the photograph submitted by the BO and if the BO is illiterate, the DP should read out/explain the contents of the account opening form and DP-BO agreement to such BOs. The aforesaid rules should be explained to the BOs in the presence of a witness at the time of opening the account. The said witness should sign the agreement and the account opening form, as a witness. The official of the DP should then put his signature and remarks **"Details explained to the BO"** on the account opening form.

#### **Instruction Slip:**

6. In case the BO cannot come in person to submit the instruction slip, the thumb impression of the BOs on the instruction slip must be attested by a Magistrate or a



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Notary Public or a similar authority holding a Public Office and authorised to use the seal of his office or a manager of the account holder's bank.

7. In case of temporarily disabled persons, the BO should also produce a medical certificate about BOs disability.

DPs should note that the aforesaid guidelines are in addition to the existing guidelines with regard to opening of an account and executing instructions.

**Prem Mariwala**  
**Asst. Vice President – Operations**