

## **Policy on Transfer of shares /Processing of DIS**

One of the most important functions of the depositories is to provide the facility of transfer of shares. It basically means transfer of ownership from the seller to the buyer at the instruction of the account holder. Both the buyer (transferee) and the seller (transferor) have to give instructions to their respective depository participants regarding the transfer of ownership. A transferee is allowed to give Standing Instructions (SI) to the DP regarding the credit. But a beneficiary account can be debited only if the beneficiary owner has given the Delivery Instructions (DI) in the prescribed form.

Transfers can arise out of Off-market Trades or Market Trades. Any trade carried out without the participation of the clearing corporation is called off-market trade, i.e. trades cleared and settled without the intervention of NSCCL. Generally, bulk deals between institutions; trades between private parties, transfer of securities between a client and a sub-broker are off-market trades. On the other hand, a market trade is one which is settled through the clearing corporation. All the trades done in a regular manner on the exchange are a part of market trade. Even the negotiated trades done with the intervention of the clearing corporation are a part and parcel of market trades.

Settlement of Off–market Trades

Settlement of Market Trades

The DP will verify the All instruction slip like ISIN Details /Signature/Dormant/High value Transactions/Annexure and Reason of Transfer of OFF Market.

Process FLOW:

Instruction Received

Verify Signature and Holding

High Value/Dormant

Annexure/Reason

Acknowledgement

Process of Maker /Checker

Create Batch and process

For, NARAYAN SECURITIES LIMITED

(AUTHORISED SIGNATORY)