Know how to fill
DIS Request Form

DIS Filling Guidelines

❖ Off Market/Inter Depository DIS Process –

- Off Market/ Inter Depository – CDSL
- Off Market/ Inter Depository - NSDL
- Off Market Sale/Purchase – CDSL
- Off Market Sale/Purchase - NSDL
- Unlisted Share Transfer

DIS Filling Guidelines :

- Shares which are going to be transferred should be available in respective Demat Account.
- Instruction for Delivery/Receipt to be ticked.
- Properly tick for off market or Inter depository transfer in case of NSDL and write in proper place for CDSL.
- Target DP details are properly filled on Off-market DIS Slip.
- ISIN Number, ISIN Name, Quantity in Figures and Words to be properly mentioned.
- DIS Date , Counter CM/BO Name, Total number of instructions in words to be written.
- Unwanted space should be strike out.
- All Account Holders have signed the DIS Slip.
- The date of execution should be the same as the date of DIS processed. Keep the execution date blank for DIS which process after hardcopy received at H.O.
- For Off mkt, reason code and reason/purpose name to be mentioned. Proper relation to be mentioned in case shares transfer within family members.

DIS Filling Guidelines :

- ❖ Internal ref. No. and transaction enter by to be mentioned incase maker done by CXO else keep it blank.
- ❖ ***OTP*** Authentication is Now Mandatory for all ***Off Market*** Transfers.
- ❖ Client will get the OTP authentication link to his/her registered mobile number or he/she can directly complete by visiting NSDL/CDSL website.
- ❖ OPT Link for CDSL for Off Market/Inter DP/Pledge --- https://www.cdslindia.com/Authentication/OTP.aspx
- ❖ OPT Link for NSDL for Off Market/Inter DP --- https://eservices.nsdl.com/
- ❖ Click on this Option for NSDL :

- ❖ For Off-Mkt Sale/Purchase annexure should be affixed along with DIS from respective Depository.

Sample Filled Deliver Instruction Slip - CDSL

❖ Off Mkt/Inter Depository other than Off Mkt Sale/Purchase

☐ Dormant ☐ High Value ☐ More than Five ☐ Confirmed by ☐ Date ______ ☐ Time ______

CDSL Your Depository

Edelweiss Ideas create, values protect

Slip No. 908421

EDELWEISS BROKING LIMITED DP ID: 12032300 **H.O. COPY**

FOR HAND DELIVERY Communication Address : 5th Floor, Tower 3, Wing B, Kohinoor City Mall, Kohinoor City, Kirol Road, Kurla (W), Mumbai - 400070. Tel. : 022 - 2286 4400 • E-mail : DPservicesEBL@edelweiss.in

Postal Address : Edelweiss House, Off. C.S.T. Road, Kalina, Mumbai - 400 098. Tollfree : 18001023335

DP SEBI Reg. No.: IN-DP-NSDL-314-2009 • CIN : U65100GJ2008PLC077462

RECEIVED 30 JUL 2021

Date 30 07 2021 Instruction Slip for Delivery / Receipt (To Be Filled in Duplicate)

I/We request you to debit / credit my /our account as under: ☑ Delivery ☐ Receipt

DP ID	12032300	Client ID	02364760	First / Sole Holder's Name:	VIRINDER KUMAR DHAWAN

			Source Settlement Details (Applicable for CM only)	Target Settlement Details (Applicable if receiver is a CM)
Off Market Transfer	DP ID		Settlement Number	Settlement Number
	BO ID			
Early Pay-in / On Market	BO ID		Settlement / Market Type	Settlement / Market Type
	CM ID			
Inter - Depository	DP ID / CM BP ID	IN300450	Exchange Name:	Exchange Name:
	Client ID	11971886	Execution Date [Not applicable for Early Pay-in & Normal Pay-in]	30072021
Counter BO/CM Name	IDBI BANK LTD			

If transfers from BO (investor) Account to another BO (investor) Account and NOT RELATED to Stock Exchange Transactions:

Please mention consideration amount in Rs. 882180 OR Please specify reason (as given below):-

☑ Gift ○ Transfer between two accounts of same holder ○ Transfer between family members ○ Others (explain):-

Sr. No.	ISIN	Security Name	Quantity In Figures	Quantity In Words	Int.Ref.No. To be filled by DP
1	INE102D01028	GODREJ CON	900	NINE HUNDRED ONLY	
2	IN				
3	IN				
4	IN				

Total No. of instructions issued (in words only):- ONE

Blank & Signed Delivery Instruction Slips should not be left with your DP/Broker

V.K. Dhawan	Pratha Dhawan	Virinder Dhawan
Signature of First/Sole Holder	Signature of Second Holder	Signature of Third Holder

For Office Use Only	Internal Ref No:	Sign. Verified By:	Tran. Entered By:	Authorised By:

Registered Office : Unit No. 801-804, 8th Floor, Abhishree Avenue, Nehru Nagar, Ambawadi, Ahmedabad - 380 015. • Customer Care : 1800-102-3335

Sample Filled Deliver Instruction Slip - NSDL

❖ Off Mkt/Inter Depository other than Off Mkt Sale/Purchase

Edelweiss
EDELWEISS BROKING LIMITED
(Formerly Known As EFAL)
Edelweiss House, Off. C.S.T. Road, Kalina, Mumbai - 400 098. • Tel. : 022 - 4009 4400

FORM 36 - COMBINED DELIVERY INSTRUCTIONS BY CLIENT — H. O. COPY

Instructions: (1) Submit two copies of DIS - Participant's copy *(to be retained by Participant)* and Client's copy *(for acknowledgment)*. (2) In case of joint holdings, all joint holders must sign. (3) Please strike off unused rows. (4) For Off market trades and Inter depository instructions, please mention reason code from the list given at reverse side of cover page. (5) Please write correct ISIN and Quantity (both in figures and words).

NSDL — Technology, Trust & Reach

I/We hereby request you to debit my/our account as per following details: — Serial No. 32774655

DP ID	IN302201	Client ID	11101162	Date	16082021

(Fill up the relevant box. Strike off whichever is not applicable)

For Market Trades (Receiver Details)							
CM-BP-ID	IN						
CM Name							
Market Type							
Settlement No.							

☐ For Off - Market Trades (Receiver Details) / ☑ Inter Depository Instructions (Receiver Details)		
DP-ID	12032300	
DP Name	EDELWEISS BROKING LTD	
Client ID	01852971	
Reason Code	**Reason / Purpose**	**Consideration (in Rs.)**
Refer list ... no. 4: 92	Spe... code 99 (others): GIFT	Mandatory for reason code 1 (off-market sale)
Settlement details	For Inter Depository Instructions	

Sr. No.	ISIN	Security Name	Quantity (in figures)	Quantity (in words)	Instruction No. (to be filled by DP)
1	INE139A01034	NATIONAL ALUMINIUM COMP LTD	616	SIX HUNDRED SIXTEEN ONLY	
2	INE528G01035	YESBANK LTD	1400	FOURTEEN HUNDRED ONLY	
3	IN				
4	IN				

No. (count) of ISINs to be transferred	02	Phone no.	9861250141	Execution Date	24082021

1. Santosh Kumar Sahoo 2. ____________ 3. ____________

Authorised Signatory (ies)

Date and Time of Receipt and DP Stamp with Signature — 38907

RECEIVED 24 AUG 2021 — EDELWEISS BROKING LTD — DP ID-IN302201

Instruction will be accepted by DP at 'Client's risk' without any liability / claim in following cases:
a) Non-pay in (Off-market) related instruction received on the day of execution.
b) Pay-in (Market) instruction received after 4 p.m. on the previous day of the settlement date.

To be filled by DP

Maker	Checker	Additional Checker (if applicable)	Remarks (For High value transactions/Dormant accounts if any)
(signed)			

This DIS is issued by Edelweiss Broking Ltd. If found please return to Edelweiss Broking Ltd. at -
Regd. Office : Unit No. 801-804, 8th Floor, Abhishree Avenue, Nehru Nagar, Ambawadi, Ahmedabad - 380 015. • CIN No.: U65100GJ2008PLC077462

DIS Filling Guidelines : Off Mkt Sale/Purchase

- For transfer reason Off-Mkt Sale/Purchase, one annexure should be affixed along with DIS from respective Depository.
- All the details are mandatory to fill in off mkt annexure.
- DIS filling is same as mentioned in the above slide.
- DIS Ref/Serial No , DIS Date, Consideration amount to be mentioned as per DIS.
- Source BO Id is the client DP Id and Target BO Id is the receiver's DP Id.
- Payment Mode – Cheque/Instrument , Electronic or Cash to be ticked/written
- Transferee/Buyer's name, bank name, bank account number, Instrument/transfer number and date of transfer to be written.
- Sign required from all account holders as per Demat account.
- For **unlisted share transfer** the process is same as off mkt sale/purchase. The only details to be changed as buyer/transferee.
  - **EDEL LAND LIMITED**
  - DP Id : 12032300
  - Client Id : 07315169

Sample Filled DIS Off Mkt Sale/Purchase - CDSL

☐ Dormant ☐ High Value ☐ More than Five ☐ Comfirmed by ☐ Date__________ ☐ Time__________

CDSL Your Depository

Edelweiss
Ideas create, values protect

Slip No. 899596

EDELWEISS BROKING LIMITED DP ID: 12032300 **H.O. COPY**

FOR HAND DELIVERY Communication Address : City 2 Building, 6th Floor, Next to Mercedes Benz Car Showroom (Shaman Wheels), CST Road (Vidyanagari Marg), Kalina, Santacruz (E), Mumbai - 400 098.
Tel. : 022 - 2286 4400 • E-mail : DPservicesEBL@edelweiss.in
Postal Address : Edelweiss House, Off. C.S.T. Road, Kalina, Mumbai - 400 098. Tollfree : 18001020335
DP SEBI Reg. No.: IN-DP-NSDL-314-2009 • CIN No. U65100GJ2008PLC077462

RECEIVED 16 JUN 2021
DP ID-12032300
EDELWEISS BROKING LTD.

Date 16 06 2021 **Instruction Slip For Delivery / Receipt** (To Be Filled in Duplicate)

I/We request you to debit / credit my /our account as under: ☑ Delivery ☐ Receipt

First / Sole Holder's Name: JOYNARAYAN MOHANTY

DP ID	12032300	Client ID	03706143
Off Market Transfer	DP ID	12032300	
	BO ID	05437860	
Early Pay-in / On Market	BO ID		
	CM ID		
Inter - Depository	DP ID / CM BP ID	IN	
	Client ID		
Counter BO/CM Name	EDELWEISS BROKING LTD		

Source Settlement Details [Applicable for CM only]	Target Settlement Details [Applicable if receiver is a CM]
Settlement Number	Settlement Number
Settlement / Market Type	Settlement / Market Type
Exchange Name:	Exchange Name:
Execution Date [Not applicable for Early Pay-in & Normal Pay-in]	17 06 2021

If transfers from BO (investor) Account to another BO (Investor) Account and NOT RELATED to Stock Exchange Transactions:
Please mention consideration amount in Rs. 2,50,000 **OR** Please specify reason (as given below):-
○ Gift ○ Transfer between two accounts of same holder ○ Transfer between family members ☑ Others (explain):- OFF MARKET SALE

Sr. No.	ISIN	Security Name	Quantity In Figures	Quantity In Words	Int.Ref.No. To be filled by DP
1	IN E511I01011	FINO PAYTECH LTD	1000	ONE THOUSAND ONLY	
2	IN				
3	IN				
4	IN				

Total No. of instructions issued (In words only):- ONE

Blank & Signed Delivery Instruction Slips should not be left with your DP/Broker

Joynarayan Mohanty		
Signature of First/Sole Holder	Signature of Second Holder	Signature of Third Holder

For Office Use Only	Internal Ref No: 154843	Sign. Verified By:	Tran. Entered By: A.S.	Authorised By:

Registered Office : Unit No. 801-804, 8th Floor, Abhishree Avenue, Nehru Nagar, Ambawadi, Ahmedabad - 380 015. • Customer Care : 1800-102-3335

Off-Mkt Sale/Purchase Annexure-CDSL

Edelweiss
Ideas create, values protect

Annexure for Off-Market Sale/Purchase

(Reason code: 2)

DIS Ref No : 399596 **DP ID : 12032300**

DIS Date : 16/06/2021 **Execution Date :** 17/06/2021

Consideration Amount: 2,50,000

Below are the payment details of the Off market transfers of the above mentioned Delivery Instruction Slip submitted to Edelweiss Broking Limited

a) Source Debit BOID :

1	2	0	3	2	3	0	0
0	3	7	0	6	1	4	3

b) Target Credit BOID :

1	2	0	3	2	3	0	0
0	5	4	3	7	8	6	0

- Payment Mode : RTGS
- Bank Account Number: 000405505599
- Bank Name: ICICI BANK LTD
- Branch Name: MUMBAI
- Transferee Name: EDELWEISS FINANCE AND INVESTMENT LTD
- Date of Issue / Transfer: 16/06/2021
- Cheque / Reference Number: 123456

Note : ISIN and Quantity as per the attached DIS.

Jaynarayan Mohanty
(Signature of First Holder)

(Signature of Second Holder)

(Signature of Third Holder)

Sample Filled DIS Off Mkt Sale/Purchase - NSDL

Edelweiss
EDELWEISS BROKING LIMITED
(Formerly Known As EFAL)
Edelweiss House, Off. C.S.T. Road, Kalina, Mumbai - 400 098. • Tel. : 022 - 4009 4400

FORM 36 - COMBINED DELIVERY INSTRUCTIONS BY CLIENT — H. O. COPY — NSDL Technology, Trust & Reach

Instructions: (1) Submit two copies of DIS - Participant's copy *(to be retained by Participant)* and Client's copy *(for acknowledgment)*. (2) In case of joint holdings, all joint holders must sign. (3) Please strike off unused rows. (4) For Off market trades and Inter depository instructions, please mention reason code from the list given at reverse side of cover page. (5) Please write correct ISIN and Quantity (both in figures and words).

32777946

I/We hereby request you to debit my/our account as per following details:

Serial No.			
DP ID	IN302201	Client ID	11382178
Date	28072021		

(Fill up the relevant box. Strike off whichever is not applicable)

For Market Trades (Receiver Details)		
CM-BP-ID	IN	
CM Name		
Market Type		
Settlement No.		

RECEIVED
05 AUG 2021
DP ID-IN302201
EDELWEISS BROKING LTD

For Off - Market Trades (Receiver Details)	☑ Inter Depository Instructions (Receiver Details)	
DP-ID	12032300	
DP Name	EDELWEISS BROKING LTD.	
Client ID	05437860	
Reason Code (Refer instruction no. 4)	Reason / Purpose	Consideration (in Rs.) (Mandatory for off-market sale)
1	OFF MARKET SALE	150,000/-
Settlement details	For Inter Depository Instructions	

Sr. No.	ISIN	Security Name	Quantity (in figures)	Quantity (in words)	Instruction No. (to be filled by DP)
1	INE040E01014	BOMBAY GAS IO LTD.	2000	Two thousand only	
2	IN				
3	IN				
4	IN				

No. (count) of ISINs to be transferred	01	Phone no.	9238000134	Execution Date	05082021

1. Prabhakar Nayak
2. ____________
3. ____________

Authorised Signatory (ies)

Date and Time of Receipt and DP Stamp with Signature

Instruction will be accepted by DP at 'Client's risk' without any liability / claim in following cases:
a) Non-pay in (Off-market) related instruction received on the day of execution.
b) Pay-in (Market) instruction received after 4 p.m. on the previous day of the settlement date.

To be filled by DP			
Maker	Checker	Additional Checker (if applicable)	Remarks (For High value transactions/Dormant accounts if any)

This DIS is issued by Edelweiss Broking Ltd. If found please return to Edelweiss Broking Ltd. at -
Regd. Office : Unit No. 801-804, 8th Floor, Abhishree Avenue, Nehru Nagar, Ambawadi, Ahmedabad - 380 015., • CIN No.: U65100GJ2008PLC077462

Off-Mkt Sale/Purchase Annexure - NSDL

DP NAME and Logo	ANNEXURE OFF - MARKET SALE Consideration payment details	NSDL Technology, Trust & Reach

DP ID	I	N	3	0	2	2	0	1	Client ID	1	1	5	2	0	7	6	2	DIS Serial No.	32775522

Sr. No.	ISIN	Consideration Amount (₹)	Payment Details [In case payment details are the same for all ISIN's, kindly state the complete details only at one place and mention "Same as above" at remaining places]					
			Payment date/Date of Instrument (DD-MMM-YY)	Mode of Payment (Please tick any one)	Buyer's Name(s)	For Electronic and Instrument Payment		Transaction reference no. / Instrument no.
						Bank Name	Bank Account Number	
1	INE511I 01011	80,000/-	20/07/21	☑ Intrument ☐ Electronic ☐ Cash	EDELWEISS FINANCE AND INVESTMENT LTD	ICICI BANK LTD	063701501200	123456
2				☐ Intrument ☐ Electronic ☐ Cash				
3				☐ Intrument ☐ Electronic ☐ Cash				
4				☐ Instrument ☐ Electronic ☐ Cash				
5				☐ Instrument ☐ Electronic ☐ Cash				

1. Davinder Kaur 2. ____________ 3. ____________

Authorised Signatory(ies)

Important Points :

- ❖ All the details should be mandatorily filled.
- ❖ DIS/Pledge forms should be only in the CXO custody.
- ❖ DIS can be processed on scan, incase of maker entry done by CXO and for unlisted share transfer.
- ❖ Rest DIS will be processed only after hardcopy received at H.O.
- ❖ Dispatch physical form on the very next day of DIS process.