



**INVESTOR CHARTER - DESIGNATED DEPOSITORY PARTICIPANTS**

**VISION STATEMENT:**

“To make India an investor friendly country through efficient Regulations”.

**MISSION STATEMENT:**

“To serve all investors by promoting the highest standards of ethics, professional excellence and investor protection”.

**TIMELINES PERTAINING TO VARIOUS SERVICES PROVIDED BY DDP**

S.no.	Type of Service	Expected Timelines *									
1	FPI registration										
	(a) Fresh Registration	Within 30 days									
	(b) Renewal of FPI Registration	Within 15 days									
	(c) Surrender of FPI Registration	Within 10 working days of receipt of NOC from SEBI									
2	Change in DDP cum Custodian	Within 30 days of receipt of approval from incoming DDP									
3	Off-Market (Free of Payment) transfers permitted as per SEBI Operational Guidelines for FPIs, DDPs and EFIs	Within 15 days									
4	KYC Review / Update	<table border="1"> <thead> <tr> <th>Jurisdiction</th> <th>FPI Category - I</th> <th>FPI Category - II</th> </tr> </thead> <tbody> <tr> <td>High Risk</td> <td>Registered under Reg. 5(a)(i) – During continuance of registration i.e. every 3 years.  Others - Annually</td> <td>Annually</td> </tr> <tr> <td>Non-High Risk</td> <td>During continuance of registration i.e. every 3 years.</td> <td>Regulated entities during continuance of registration i.e. every 3 years.  Others-Annually.</td> </tr> </tbody> </table>	Jurisdiction	FPI Category - I	FPI Category - II	High Risk	Registered under Reg. 5(a)(i) – During continuance of registration i.e. every 3 years.  Others - Annually	Annually	Non-High Risk	During continuance of registration i.e. every 3 years.	Regulated entities during continuance of registration i.e. every 3 years.  Others-Annually.
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\* above timelines will apply to cases where application is complete in all respects



**General Guidance for Investors:**

S.No.	Guidance
1	Provide Complete, Accurate and Latest information for FPI registration.
2	Adhere to all the rules, regulations, investment limits / conditions prescribed by the Regulators and Government of India.
3	Sell or write-off securities holdings prior to expiry of the FPI registration in case the FPI wish to surrender its registration.
4	Inform Forthwith any changes in information or particulars pertaining the FPI registration.
5	Investors have Right of Fair and Equitable Treatment and Confidentiality of Information as per SEBI (FPI) Regulations, 2019 and SEBI Operational Guidelines for FPIs, DDPs and EFIs .
6	Investors have Right to expect Redressal of Grievances in a timebound manner and ensure to collect contact details of key personnel for Escalation and Resolution of grievances

**Grievance Redressal Mechanism**

- Approach the DDP at the designated Investor Grievance e-mail ID with complete details of complaints for redressal of investor grievances in a time bound manner.
- The complaint not redressed at DDP level, may be lodged with SEBI on SCORES (a web based centralized investor grievance redressal mechanism at SEBI) @ <https://www.scores.gov.in/scores/Welcome.html>