

VeDAS Implementation	Rematerialisation
User Manual - DP	

11 Rematerialisation

11.1 Purpose

The process of conversion of holdings from electronic form to physical certificates is called Rematerialisation. A BO who wants to rematerialise his shares needs to approach his DP. The DP sets up the remat request and the Issuer, approves or rejects the remat request.

11.2 Modes of Operation

Remat request can be set up in online mode only.

11.3 Access Restrictions

Remat requests can be set up by Brokers, Regular and Custodian depository participants for their respective beneficiary owners.

11.4 Screen Layout

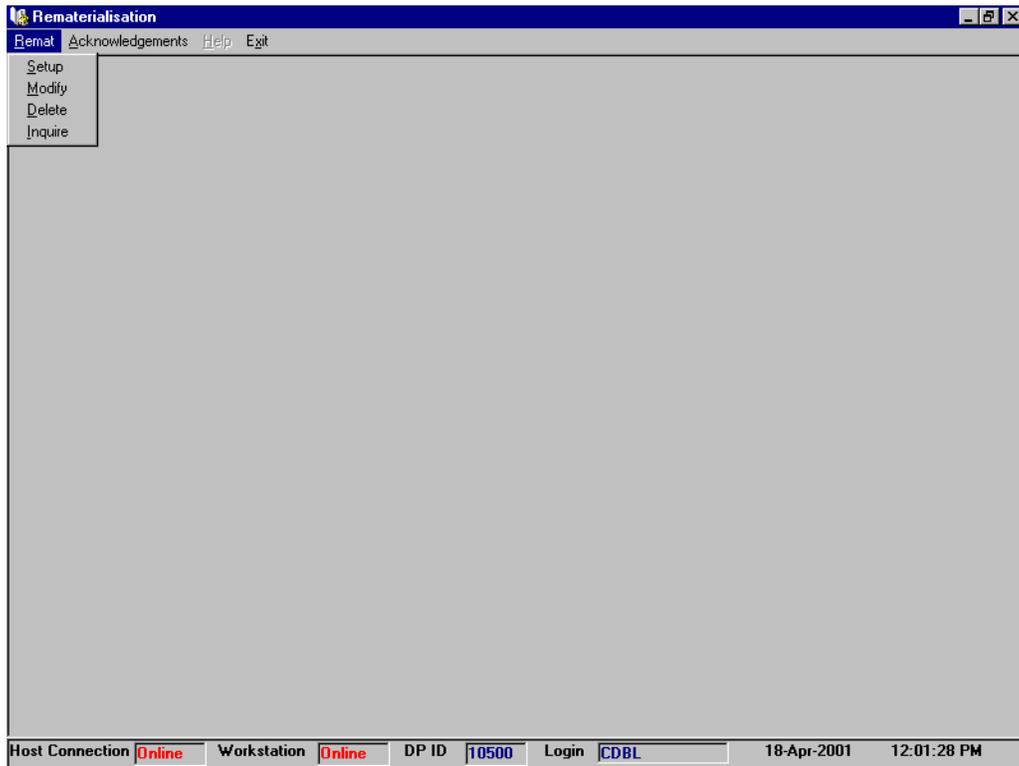


Figure 11.1 Initial Screen For Rematerialisation

11.4.1 Rematerialisation Setup

Activation Options

Menu Name	Purpose	Hot Key
Remat > Setup	To set up remat request	Alt + R > S

Figure 11.2 Screen for Remat Request Setup

Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
RRN	Remat Request Number.	U, N, A on successful Remat setup	Uniquely identifies a remat request and is generated on successful remat setup.
RRF	Remat Request Form Number	U, M, Mo	Application number on the remat request form. It is unique for a DP
ISIN	ISIN for which the remat request is to be setup	M, N	ISIN status should be Active
BOID	Beneficiary Owner ID	M, N	BO should be active
Quantity Type	Indicates whether the remat request is for free or for quantity under lock in	M, Mo Default option is Free	In case Quantity Type is selected as <i>Lock in</i> , then the total quantity under lockin will be displayed.
Setup Date	The business date on which the remat request is setup	R, N	
Remat Qty	Quantity for which remat request is setup.	M, Mo	
Remarks	Remarks entered by the DP	Mo	This is an optional field

Buttons Available

Name	Purpose	Hot Key
Lockins	To view and select the total quantity under lockin for the BO – ISIN	Alt + K
Balance	To view the balances for the BO – ISIN	Alt + B
Commit	To commit the transaction details	Alt + O
Cancel	To cancel Setup operation and return to the previous screen	Alt + C

On successful Remat Request set up, the Remat Request Number (RRN) so generated will be displayed to the user.

11.4.2 Rematerialisation Inquiry

Activation Options

Menu Name	Purpose	Hot Key
Remat > Inquiry	To inquire details for remat requests	Alt + R > I

Figure 11.3 Screen for Remat Request Inquiry

Inquiry Selection Criteria

Selection Option	Fields	Selection Type
RRN	RRN	If option RRN is selected, it needs to be specified
RRF Number	RRF	If option RRF is selected, it needs to be specified
Group Criteria	<ul style="list-style-type: none"> • ISIN • BO ID • Setup Date From To 	If Setup date From is specified, then To date is mandatory and vice versa. If none of the fields are specified, then all records corresponding to the selected status are retrieved
Remat Status	<ul style="list-style-type: none"> • All Remats • Remats Pending • Remats Confirmed/Rejected 	Select <i>Remats Confirmed/Rejected</i> option to retrieve all those remat requests that have been confirmed/rejected by the Issuer Select <i>Remats Pending</i> option to retrieve all those remat requests that have not yet been acted upon by the Issuer If <i>All Remats</i> option is selected, then all records are retrieved

Buttons Available

Name	Purpose	Hot Key
Ok	To fire the Inquiry with the selected criteria	Alt + O
Cancel	To cancel the Inquiry operation and return to the previous screen	Alt + C

On selecting the Group Criteria Option a list of records that fulfil the given criteria are displayed. Detailed inquiry on a specific request can be made by selecting the same.

Rematerialisation - [Remat Inquire - Group Details]

Main Menu

ISIN

BO ID

Setup Date
From To

RRN	Setup Date	Remat Qty.	Status
161	08-Mar-2001	100	Confirmed
162	08-Mar-2001	10	Rejected
192	12-Apr-2001	100	Setup
8947	18-Apr-2001	100	Setup

Select Cancel

Host Connection **Online** Workstation **Online** DP ID 10500 Login CDBL 18-Apr-2001 12:24:55 PM

Figure 11.4 Screen for Remat Request Group Inquiry

Buttons Available

Name	Purpose	Hot Key
Select	To fire the detailed Inquiry with the selected record	Alt + S
Cancel	To cancel the Inquiry operation and return to the previous screen	Alt + C

Figure 11.5 Screen for Remat Request Inquiry

Buttons Available

Name	Purpose	Hot Key
Close	To return to the previous screen	Alt + C

11.4.3 Rematerialisation Modify

Activation Options

Menu Name	Purpose	Hot Key
Remat > Modify	To modify details for remat requests	Alt + R > M

Modify Selection Criteria

Selection Option	Fields	Selection Type
RRN	RRN	If option RRN is selected, then it needs to be specified
RRF Number	RRF	If option RRF is selected, then needs to be specified
Group Criteria	ISIN BO ID Setup Date From To	If Setup date From is specified, then To date is mandatory and vice versa. If none of the fields are specified, then all records are retrieved

Remat requests that have not been processed by the Issuer (i.e. Requests with Status as *Setup*) are only available for modification.

Figure 11.6 Screen for Remat Request Modify

11.4.4 Rematerialisation Delete

Activation Options

Menu Name	Purpose	Hot Key
Remat > Delete	To delete details for remat requests	Alt + R > D

Delete Selection Criteria

Refer to Selection Criteria for Modify transaction.

Remat requests that have not been processed by the Issuer (i.e. Requests with Status as *Setup*) are only available for deletion.

Figure 11.7 Screen for Online Remat Request Delete

Buttons Available

Name	Purpose	Hot Key
Delete	To successfully delete the remat request	Alt + D
Cancel	To cancel the Delete operation and return to the previous screen	Alt + C

11.5 Acknowledgements/Reports Available

List of Acknowledgements

File Name	Availability
Remat Setup Acknowledgement For BO	On successful remat request setup

List of Reports

File Name	Type	Availability
Remat Request Setup Today	Default	After EOD processing on remat setup date
Remat Confirmed/Rejected Today	Default	After EOD processing on remat setup date
RRF Aging Report	Default	After EOD processing from the Nth day onwards, after the remat request has been setup but has not been

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File Name	Type	Availability
		acted upon by the Issuer, till the request has been confirmed/rejected by the Issuer, where N = RRF Aging days as defined by CDBL
Remat Maintenance Log	Default	After EOD processing in case any Remat requests were modified or deleted by the DP. This report is used for tracing purposes.