



**CIRCULAR**

SEBI/HO/LAD1/LAD1\_DoP3/P/CIR/2023/88

June 13, 2023

To,

All Divisions / Departments  
SEBI Head Office, Regional Offices and Local Offices

Dear Sir/Madam,

**Subject: Amendment to Circular on issue of Certified copies of Orders and Circulars**

1. Vide Circular no. CIR/LAD/1/2019 dated April 4, 2019, SEBI had issued a Circular on issue of certified copies of orders and circulars ('2019 Circular') in order to streamline the procedure for issuance of certified copies of orders and circulars based on requests for certified copies of orders passed by the Board, Adjudicating Officers or Recovery Officers or circulars issued by the departments of the Board.
2. It has been decided to do away with the acceptance of demand draft with respect to the fee charged for the certified copies of orders and circulars. Accordingly, paragraphs 8 and 9 of the 2019 Circular are modified as below:

**(i) Paragraph 8 shall stand modified as follows:**

A non-refundable fee of ₹ 50/- per order or circular or ₹ 5/- per page, whichever is higher, shall be charged as fees for each certified copy. The same shall be paid along with the application or subsequently within such time as may be informed to the applicant, by way of direct credit in the bank account of the Board through NEFT/RTGS/IMPS or online payment using the SEBI payment gateway or any other mode as may be specified by SEBI from time to time.

**(ii) Paragraph 9 shall stand modified as follows:**

The confirmation of payments made electronically through NEFT/RTGS/IMPS modes or online payment using the SEBI payment gateway should be sent to the concerned department and also to e- mail id:- [tad@sebi.gov.in](mailto:tad@sebi.gov.in) in the format as given below:

- (i) Name of payer:
- (ii) Date of payment:
- (iii) Amount Paid:
- (iv) Transaction no:
- (v) Name of the Bank in which payment is made:



- (vi) IFSC Code:
  - (vii) Virtual Account Code:
  - (viii) Purpose:
  - (ix) Whether registered with GST:
  - (x) If Yes, GST number:
3. All other provisions of the 2019 Circular shall continue to remain same.
  4. This circular is issued in exercise of powers conferred under sub-section (1) of section 11 of the Securities and Exchange Board of India Act, 1992 and shall come into force with immediate effect.
  5. This circular is issued with the approval of the competent authority.
  6. This circular is available on SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in) under the category "Legal Framework -> Circulars".

Yours faithfully,

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