



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/GENRL/2019/70

June 19, 2019

INTIMATION FOR PAYMENT INSTRUCTIONS

Issuers / RTAs are hereby informed regarding the change in Bank details for making payments of CDSL bills, superseding our earlier Communique No. CDSL/OPS/RTA/GENRL/2018/29 dated March 24, 2018.

The Bills can be paid by the Issuers / RTAs in any of the following ways:

i) **For Online Payment through CDSL Payment gateway system:**

a) For online payment (internet banking, debit or credit card), access our online payment portal;<https://bills.cdsl.co.in>

b) Payments made through the Online Payment mode are entitled to 2% discount subject to maximum of Rs.1000/- (for details on Discount Policy, please refer to our communique no. CDSL/ OPS/ DP/ BLING/ 2019/ 62 or <https://www.cdslindia.com/GoGreen/downloadGoGreen.aspx?qogreenid=G66216>)

c) In case of Issuers / RTAs making online payment, Issuers / RTAs are requested to inform CDSL by email on email id; cdslaccounts@cdslindia.com regarding the amount paid by them along with the transaction number.

ii) **Through RTGS / NEFT / IMPS in CDSL ICICI Bank Account :**

Name	Central Depository Services (India) Limited
Current Account Number/Code	XXXXXXXXXXXXXXXXXXXXXXXXXX ^[Refer Notes]
Bank Name	ICICI Bank
Branch	Nariman Point, Mumbai
IFSC & RTGS / NEFT Code	ICIC0000104

The Issuers / RTAs are informed that if they are processing the payment from their ICICI Bank account, they need to add XXXXXXXXXXXXXXXXXXXXXXXX^[Refer Notes] under **Add Beneficiary other bank TAB** and process the payment through NEFT/ RTGS with the IFSC code **ICIC0000104**.

The Issuers / RTAs are requested to inform CDSL by email on email id cdslaccounts@cdslindia.com regarding the amount transferred by them through RTGS / NEFT / IMPS, along with UTR Number once the transaction is executed by Issuer's bank.

The Issuers / RTAs are informed that in case of Current Account Number / Code mismatch, the amount remitted to CDSL will be auto reversed on next bank working day.



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iii) **Payment by way of Demand Draft / Pay Order / Cheques :**

The Issuers / RTAs are requested to note that in case if they are making payment by Demand draft (payable at Mumbai) / Pay Order or cheque payable at par at Mumbai, the same must be drawn in favour of '**Central Depository Services (India) Limited**' and sent to the following address i.e. **Accounts Department**, Central Depository Services (India) Limited, Marathon Futurex, A Wing, 25th Floor, Mafatlal Mills Compound, N.M Joshi Marg, Lower Parel (E), Mumbai -400013. **Please note that the Issuers / RTAs will not be able to deposit Demand Draft / Pay Order / Cheques directly in CDSL account at ICICI Bank branches.**

Issuers / RTAs are requested to ensure that the name of their company / clients and respective Bill number is written on the reverse of the Demand Draft / Pay Order / Cheques while sending the DD / Pay order / cheques to CDSL.

Queries regarding this communiqué may be addressed to CDSL Accounts department on (022) 2305-8527 & 2305-8529. Email may be sent to mangeshh@cdslindia.com; kavitas@cdslindia.com.

sd/-

Bharat Sheth
Chief Financial Officer

- [Notes] 1. For Issuers, the Current Account Number [CAN] / Code will be **CDSLIS** followed by the Issuer ID.
2. For RTAs, the Current Account Number [CAN] / Code will be **CDSLRTA** followed by the RTA ID.
3. For RTAs, making payment on behalf of Issuer client, the Current Account Number [CAN] / Code will be **CDSLIS** followed by the Issuer ID
4. The Current Account Number [CAN] / Code is also printed on invoices generated by CDSL billing system