**CDSL INFO CENTER (CIC)**

**Introduction**

CDSL Info Center (CIC) an internet based facility which can be used by registered service centers of Depository Participants (DP) whereby the CIC officials can view / print / download the demat account statement of the Beneficial Owners (BO) who are linked to the CIC.

A DP can create a CIC for any of its registered service centre and link BOs who are being serviced through the said location, on receipt of authorization letter in prescribed format from the BO. The detailed procedure is as follows:-

**Procedure**

A DP can create a CIC for its service centre by entering prescribed details like login name, CIC name, address etc. through his ‘easiest’ login on ‘Create CDSL Infocenter’ link and print the CIC registration form which is generated by the system after entering all the details, the DP has to submit the CIC registration form duly signed by the authorized signatory of CIC and the main DP along with prescribed fees to CDSL. Please note that this facility can be availed only for those service centers which are registered with CDSL as a service centre. CDSL will be charging Rs. 5000/- per CIC on annual basis.

To create CIC for a live connected branch DP, the CIC registration form should be signed by authorized signatory of CIC, authorized signatory of the live connected branch DP and the authorized official of the main DP. The main DP should then forward the same to CDSL. On authentication by CDSL, the password for the CIC login would be sent to the e-mail ID mentioned in the CIC registration form.

Once the CIC login is created, the DP can map BO IDs (Maximum 999) to the CIC login on the basis of an “Authorization letter” from the BO. The format of the “Authorization letter” is also available on our website under ‘Depository Participant- CDSL Infocenter’ link. The record of all authorization letters received from BOs must be maintained by the main DP and should be made available during CDSL inspection, if required.

The said CIC facility also provides a feature whereby in case of a change in the servicing branch of a BO, the DP can delete the old link and link the BO to the new servicing centre, after informing the BO regarding the said change on the basis of authorization letter submitted by the BO, earlier in the prescribed format.