

Electronic Access to Securities Information and Execution

of Secured Transactions (easiest)

1. What is easiest?

CDSL's internet based facility Easiest (Electronic Access to Securities Information and Execution of Secured Transactions), facilitates the demat account holder (Beneficial Owner-BO) to submit off-market, on-market, inter-depository and early pay-in instructions and as well as upload their instructions from their easiest login by using Internet facility from anywhere/anytime.

2. What are benefits of easiest to the BO?

CDSL's easiest facility permits the BO to upload/set up online transactions. The BOs need not submit a DIS (Delivery Instructions Slip) to the Depository Participant (DP) for the transactions done through 'easiest' login.

BO also has the facility to create a freeze from his/her easiest login. BO has the option to freeze **a particular ISIN partially or full freeze** and or **fully freeze his/her account** . Further BO also has the option to freeze his/her account only **for debits / only for credits and or for both debit and credit from BO's easiest login**.

BO has the facility to pledge the securities, confiscate the securities as well as unpledged the securities through the [i.e. BO's and CBO's] easiest login.

3. What is the procedure to be followed by BOs (CM/BO) to register for easiest?

The BOs can register for CDSL's easiest facility by following the below mentioned procedure:

- Logon to www.cdslindia.com, Click on 'Login to – New system My easi' link available under 'Quick Links' on homepage
- Click on 'Register – Easiest User' option available in the login page.
- Enter your DPID and Client ID (your demat account no) characters as shown .
- OTP [one time password] will be received on your Registered Mobile no
- Enter the OTP [one time password] received by you on your Registered Mobile no. (If mobile no. & email id is not registered, user will be required to contact his/her Depository Participant and register the Mobile no for SMS alerts .i.e. SMART)
- The system will ask you to provide a preferred username and security question etc.
- When all entries are complete, print/ download the registration form.

- In case of sole holder, BO can register on line, i.e. No need to submit the easiest registration form to the DP for authentication.
- Submit the registration form duly signed by all the joint holders to the Depository Participant (DP) for authentication.
- On verification of the details, the DP will authenticate the easiest registration and BO will receive the password at email ID as recorded in the demat account.
- Please note that, the registration form has to be submitted to the DP within 90 days [other then the sole holder BOs from the date of registration failing which your registration for 'easiest' will be automatically deleted by the system.
- In case of Clearing Member / NRI account holder OTP will be received in their Email ID as registered in the demat

4. What is to be done in case the registration of the BO for easiest is pending at DP for authentication?

If the registration for easiest is pending at DP end for authentication the BO needs to follow up with the DP. If required the BO can resubmit registration form to DP for authentication. If the BO had not taken the print of the form during registration process then the same will also be available to BOs and can be accessed through email sent by CDSL on the registered email ID. Further, the DP has the facility to take the printout of the registration forms of their account holders through their login. The BO can obtain the form from the DP and return the same to the DP duly signed for its authentication. After authentication by the DP, BO will receive the password through the email ID intimated while doing online registration.

5. Can a BO get the easiest facility for his/her grouped accounts?

No, a BO will get easiest facility only for the main account and the grouped accounts will have only easy (View rights) facility. In case if the grouped accounts wish to opt for easiest facility, they have to register for easiest individually.

6. Can a CM get easiest facility for his/her grouped accounts of CM?

Yes, a CM will get easiest facility for his/her grouped of CM Principal and CM Pool accounts. The early pay-in account will have only easy facility.

7. Can a CM group BSE CM accounts and NSE CM accounts in one login?

No, currently a CM has to group BSE CM accounts and NSE CM accounts separately i.e. through one login BSE CM accounts and through other login NSE CM accounts.

8. Can a BO/CM monitor corporate announcements for the shares in demat account through easiest login?

Yes, a BO/CM can monitor corporate announcements for the securities held in his/her demat account through easi/easiest login. He/she can also add maximum of 25 more ISINs not held in the demat account, to monitor corporate announcements for such ISINs.

9. How to transfer securities through easiest login?

The BO can transfer securities held in his/her demat account through "set up" or "upload" option available in his/her easiest login through **the** transaction menu.

10. Can a BO/CM submit multiple transactions through easiest?

Yes. The easiest "upload" facility enables a BO / CM to submit multiple transactions in a single file.

11. Does a BO/CM still need to submit physical instruction slip (DIS) to the DP when executing transactions on easiest?

No, a BO / CM who submits instructions through easiest need not give any instruction slip to their DP.

12. What are the different types of account transfers available on easiest?

There are two types of account transfers available on easiest i.e. Trusted Account Transfer and Account of Choice Transfer.

13. Can BO deregister from his/her easiest login?

Yes, BO can deregister from easiest through "deregister" option available in the login. Deregistration from easiest login has to be authenticated by the DP. Deregistration of the login ID will be effected by end of the day on which DP authenticates the deregistration request of the BO.

14. If a BO has deregistered from easiest, can he/she register again for easiest?

Yes, a BO can register again for easiest after deregistration, but with a different login name.

15. What should a BO do who is registered for easiest facility and wish to have only easi (view) rights and not wish to continue easiest facility?

A BO who does not wish to continue with the easiest facility, and wish to have only easi facility, can downgrade his/her easiest login to easi through 'Reassign login to easi account' option available in the login.

The request of BO for downgrading easiest login to easi has to be authenticated by the DP. The BO can continue set up or upload of transactions from his/her easiest login till end of the day on which DP authenticates the BO's request.

TRUSTED ACCOUNT TRANSFER

1. What is Trusted Account?

Trusted Accounts are those demat accounts wherein a BO desires to transfer his/her securities through easiest.

2. What is Trusted Account Transfer? And who can use the said facility?

Trusted Account Transfer permits transfer of securities from a BO account to BO/ settlement account of a CM. BOs can transfer the securities to any FOUR CDSL demat accounts of his/her choice including CMs accounts, which have been pre-notified by the BO while registering for the facility. Transactions through the trusted account option can be set up and has to be approved by an additional Personal Identification Number (PIN), which will be emailed to the BO separately. That is: if any BO opts for the Trusted Account option, he will receive two separate emails with two separate passwords, one for accessing his "easiest" log-in and second for the PIN for authorizing his transactions.

BOs other than Clearing Members can opt for trusted account facility.

3. What are charges involved in trusted account?

The transactions through 'Trusted Account' transfer option are authenticated through PIN. Therefore there are no additional charges.

4. Which documents the BO has to submit to their DPs for authentication after registration for easiest under 'Trusted Account' option?

After registration, the BO has to submit Easiest Registration Form duly signed by all holders and Declaration letter duly signed and stamped by the Trusted Account holder (BO/CM) to his/her DP for authentication [the submission of registration form and Declaration form is not applicable for Sole holder]

5. Can a CM register for Trusted Account facility?

CMs cannot register for Trusted Account facility.

6. Can a BO add/ remove the Trusted Accounts?

A BO can add/ remove the trusted accounts through "Edit Trusted Account" option available in their easiest login.

7. Can BOs who have opted for Trusted Account option set up inter depository transactions?

No, BOs who have opted for Trusted Account option cannot set up inter depository transactions. They can transfer their securities to pre-notified BOs/CMs demat accounts which are opened in CDSL and grouped to their easiest login.

8. What is the procedure to be followed in case a BO has forgotten the PIN or PIN gets locked?

If the BO has forgotten the PIN the same can be retrieved through 'Reset PIN' option available in the BOs-login in the miscellaneous menu, by answering the security question. In case BO cannot reset the PIN then he can request his DP to reset the PIN.

9. Can a BO change his/her trusted account PIN?

Yes, a BO can change trusted account PIN through "Change PIN" option available in easiest login.

10. What is the procedure to be followed if a BO wants to change the mode of operation from Trusted Account to Account of Choice option?

A BO can change/modify the mode of operation from Trusted Account to Account of Choice option and vice versa through "Modify mode of operation" option available in easiest login.

After authentication by DP, the BO gets registered for Account of Choice option.

ACCOUNT OF CHOICE TRANSFER

1. What is Account of Choice Transfer? And who can use the said facility?

Account of Choice Transfer permits transfer of securities from one BO account to any other demat account including CM settlement accounts. On-market, Off-market, Early-pay in and Inter-depository transactions are authenticated by means of a Digital Signature Certificate (DSC) (e-token). The BO has to obtain the digital signature from any of the Registered Authority (RA), Sify Safescrypt is a Certifying Authority (CA) approved by CDSL and provides digital signature at an additional cost.

The CMs will have to register only under "Account of Choice" option in easiest. Any BO can opt for Account of Choice Facility.

2. Which documents the BO has to submit to their DPs for authentication after registration for easiest under 'Account of Choice' option?

The BO will have to submit the easiest registration form duly signed by all the holders [not applicable for sole holders] and the other Registering Authority [RA] form for mapping of (e-token) obtained from other RA to the DP for authentication.

3. What are charges involved in Account of Choice option?

In Account of Choice option, the transactions are authenticated by means of a Digital Signature (e-token). The BO will have to apply for a new Digital Signature from any Registering Authority [RA] for a cost as applicable for obtaining the Digital Signature Certificate from them. [Presently issuance of e-token is not being done by CDSL].

4. Can a BO use the Digital Signature Certificate obtained from other RA for his/her easiest login?

Yes. CDSL has provided the facility to its BOs that, they can use their Digital Signature obtained from other RA for their 'easiest' login. The user will have to submit the duly filled and signed Annexure (in case of individual BO/CBO/CM) along with the print screen of the Digital Signature Certificate to DP. DP will verify the same and will send the duly signed and stamped form to CDSL for mapping of DSC to their easiest login. On receipt of such request from DP, the details given in the annexure will be verified by CDSL. If the details found correct, then CDSL will map the DSC to BO's easiest login. The annexures are available in CDSL's website.

DSC obtained from any Certifying Authority is acceptable to CDSL.

5. What are the charges for obtaining DSC from other RA.?

For the charges of the DSC issued by Registered Authority [RA] i.e. other Certifying Authority -CA, please contact the respective RA.

6. What are the charges for mapping of DSC obtained from RA other than CDSL to BO's easiest login?

There are no charges levied on the BOs for mapping of DSC obtained from RA other than CDSL to BO's easiest login. The easiest users have to simply submit the annexure along with the print screen of the DSC as mentioned in answer of the question no. 4 to CDSL for mapping.

7. Who can avail of the upload facility?

All BO / CM who have registered for easiest can avail of this facility.

8. How can a BO/ CM can avail upload facility?

The BO / CM, who wish to avail the upload facility, will have to approach their DP to grant the upload rights to their easiest logins.

9. How to upload transactions through Easiest login?

The BO can upload transactions through "Upload" option available under 'Transactions' menu in BO's easiest login.

10. In whose login POA (Power of Attorney) link is available?

The POA link is available in CM's login .

11. Which functions the CMs can execute through POA link?

The CMs can map/upload/delete POA-BOID links from POA link option.

Please note CMs can upload/map only those POA-BOID links which are active in CDSL system.

The POA/BOID link mapped through easiest login has to be authenticated by the DP of the concerned BO through it easiest login [manual set-up POA BO ID link].

12. What are the benefits available to CMs through easiest facility?

CMs can upload the transactions on behalf of their POA clients (CMs can refer to CDSL Communiqué No. 3220 to know more). Further, CMs can also download the settlement reports (DP89, DPC9, DP57, DPD4) from their easiest logins. This facility is available only in CM's login.

13. Can a BO use his/her single Digital Signature for his/her multiple easiest logins?

Yes. CDSL has provided the facility, wherein a BO can use his/her single Digital signature for multiple easiest logins. The BO will have to submit other RA form to the DP and DP will send us the duly stamped and verified form to CDSL. CDSL will verify the DSC with the website of the which has to be duly filled and signed by the BO as well as DP.

33.Download statement

.Login on easi login , click on the Transaction Menu – option Transaction cum holding statement in the easiest login.

.After clicking on Transaction cum holding statement option, you have the choice to setup the instant statement which of any 30 days [from the recent period shown] or historical statement, which you can select the setup from to period / select as per the financial year and click on submit.

Statement will show setup successfully, once the report is ready for download the grid will be enabled and you will be able to download the PDF

34.Close account

In order to close your demat account, you are requested to submit a request letter/closure request form duly signed by all the holders to your Depository Participant (DP) with whom you hold your demat account.

A demat account cannot be closed on the basis of an email received from an investor. As a depository we do not undertake the closure of an account/ additions of any details /modification of account and processing of any transaction submitted by the BO. Hence a Bo is requested to submit the said closure request to your DP to carry out the closure of your account.

35.Discrepancy of Demat account

In case of any discrepancy with regard to the holdings in your demat account you are requested to contact your Depository Participant (DP) seeking for a clarification for the same.

37. Status for pledger for BOID

Go to BO module -> Inquiry -> UCC Inquiry, Please check that whether mentioned UCC details is in verified status or in To be verified/pending status for Pledgor BOID.

If status is in TO be verified/pending status then it is still not approved by exchanges. Once Exchanges approved the same then status will change to verified and then you will be able to do margin pledge transaction.

38. Registering for DPC9

Register for the DPC9 report for the early pay-in account no. from the Settlement reports menu – Registration Request option from the CMs easiest login, upon click Registration Request page for registration will be available to you. Select the report id [DPC9] select the early pay-in BO ID and enter the set-up date from to date and click on register.