



Central Depository Services (India) Limited

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CDSL/OPS/DP/BNKDT/2018/502

September 21, 2018

SETUP/MODIFICATION FACILITY OF BANK DETAILS FOR DPs IN CDSL SYSTEM

DPs are advised to refer to communiqué no. **CDSL/OPS/DP/BNKDT/6220** dated **October 29, 2016**, wherein we had informed the DPs regarding the revised procedure for addition/modification of bank details in CDSL Bank master whereby DPs are required to send the bank details along with supporting documents to CDSL.

To expedite creation/modification of Bank details in Bank Master, new facility will be released whereby DPs will be able to setup Bank details (maker entry in CDSL system) and upload the scanned documents as proof of bank details in CDSL system. DPs can open the demat account with the new bank details even if the same is not approved at CDSL end. If a MICR and IFS code is already setup by the DP and if another DP tries to setup MICR and IFS code for the same combination then the following message will be displayed (**Entered Bank ID, IFS code Is Already Setup**) but the said DP can open the demat account with the said combination.

PROCEDURE TO SETUP BANK DETAILS

1. Setup the bank details through CDAS using Master Files module → Click on System Parameters – Bank Details and following menus will be available :
 - a. Bank Details > Set up > Setup by Maker
 - b. Bank Details > Modify > Modify Setup by Maker
 - c. Bank Details > Inquiry
2. Enter the new bank account details through the setup option i.e. MICR (9 digits), IFSC (11 digits), Bank Name, Address 1, Address 2, Address 3 (Length of each address field will be 30 characters), City, State, Country, Pin code. Click on browse and upload the bank proof.
3. DP can also modify the existing bank details i.e. Bank Address 1, Address 2, Address 3, City, State, Country, Pin code (DP cannot modify MICR, IFSC code & Bank Name), through the modify setup option. (DP is required to upload the proof of bank details for the same).
4. Bank proof/image file should be less than 2MB and with file extension, “jpg” or “tiff”. After uploading the bank proof click on commit button.
5. Message will be displayed as ‘Record sent to CDSL for Approval’.
6. The entry of bank details done by the DP will be verified by CDSL end after approval by CDSL the said bank details will be available to DPs in CDAS system in the Bank Details > Inquiry menu.



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7. In case the checker at CDSL rejects the said entry, a mail is sent to the DPs registered email address as well as the record of the same will be available to DP in the **Master file Module -> System Parameter -> Bank Details Inquiry** option with the reason for rejection. Further BO accounts opened with rejected combination will be available under **BO Module Inquiry -> BO Account Rejected Inquiry**. DP needs to update correct bank details of such accounts.
8. Inquiry option will display the records of setup rejected and modify rejected records by CDSL.
9. In case of MICR / IFSC code is not printed in the bank proof, the DPs are required to send the scan copy of bank proof along with the prescribed excel format as mentioned in Communiqué no. CDSL/OPS/DP/BNKDT/6220 dated October 29, 2016.
10. DPs can also refer to the RBI website link https://www.rbi.org.in/Scripts/bs_viewcontent.aspx?Id=2009 for bank details, in case of unavailability of complete information from the cheque leaf or alternate bank proof as mentioned in DP Operating Instructions 3.4.15.

[**Note:** DPs may note that there is no requirement to send the excel file along with bank proofs to CDSL separately for the setup maker done in the CDSL system.]

It will be the responsibility of the DPs to ensure the correctness of the data entered in the CDAS system.

The above mentioned features are scheduled for release on **Friday September 21, 2018**.

Queries regarding this communiqué may be addressed to:

- ❑ **CDSL – Operations** - to Ms. Vandita Jagasia on (022) 2305-8648 or to Mr. Vijay Kamble on 2305-8689 or to Ms. Manali Bhosale on (022) 23058660.
- ❑ **CDSL – Helpdesk** on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

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