



Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2020/18

January 8, 2020

PROVISION TO PAY STAMP DUTY IN ADVANCE THROUGH ONLINE PORTAL

DPs are advised to refer to Communiqué no. CDSL/OPS/DP/POLICY/2020/8 dated January 03, 2020 whereby DPs were informed about operational procedure / modalities for payment of stamp duty in advance.

CDSL is pleased to inform that the facility for making stamp duty payment in advance through online portal is now available.

User manual for making payment through payment gateway (online portal) is enclosed as **Annexure-A**. Further, DPs are advised to refer **Annexure-B** for payment instructions.

The DPs and users entering transaction through easiest have been provided an option in Easiest to pay stamp duty upfront using payment portal link provided in the respective logins.

Queries regarding this communiqué may be addressed to CDSL – Helpdesk on (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com .

sd/-

Prashant Kokate
Asst. Vice President – Operations

Online Stamp Duty Payment User Manual

User Manual for DPs to make Advance payment towards stamp duty through online portal.

1. Browser Requirement

The following browsers are compatible to access the Advance payment portal:

- Internet Explorer 10 and above.
- Google chrome

2. Login

Steps needs to be followed:

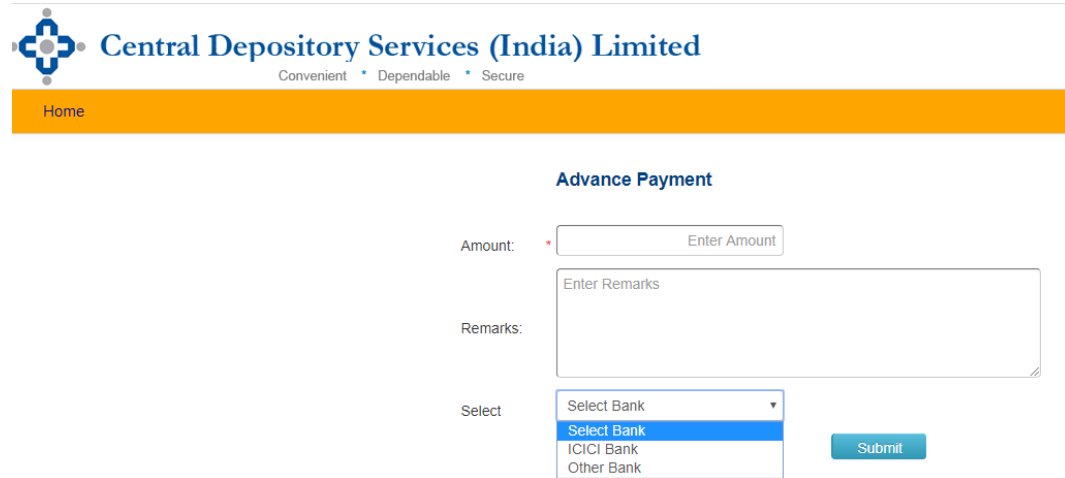
DP can initiate the stamp duty payment through the link “Payment Portal Link” provided in the right-hand side of CDAS master application. On clicking of this link, user will be directed to login page of stamp duty portal. User can also initiate the payment through following URL <https://bills.cdsl.co.in>.

The screenshot shows the login interface for the stamp duty portal. It includes a navigation bar with the company name and a 'Home' link. The main form is titled 'Login Information' and contains the following fields and controls:

- User Type: A dropdown menu with 'DP' selected.
- DP ID: A text input field with a placeholder 'Enter CDAS DP ID / Issuer CIN N' and a verify icon.
- Login ID: A text input field.
- Email ID: A text input field with a placeholder 'Enter Email ID'.
- Mobile No.: A text input field with a placeholder 'Enter MobileNo'.
- Captcha: A text input field.
- Generate OTP: A blue button.
- OTP: A text input field.
- Submit, Reset, Close the Window: Three buttons at the bottom.

- User has to select the DP from user type drop down.
- DP ID – User has to enter DP ID
- User ID- This user id has to be valid WEBCDAS User ID existing in entered DP ID of WEBCDAS. Also mobile number and email id has to be present for the entered user id.
- After entering DP ID and User ID, user has to click on verify button provided next to the DP ID field.
- The mobile number and email id registered against entered DP ID/ User id will be displayed on screen with both the fields partially masked.
- OTP will be sent to both the registered Mobile and Email id.
- User has to enter captcha and OTP and same will be validated.
- On successful validation, post clicking on Submit button, Advance Payment option will be displayed.

3. Advance Payment



Central Depository Services (India) Limited
Convenient • Dependable • Secure

Home

Advance Payment

Amount:

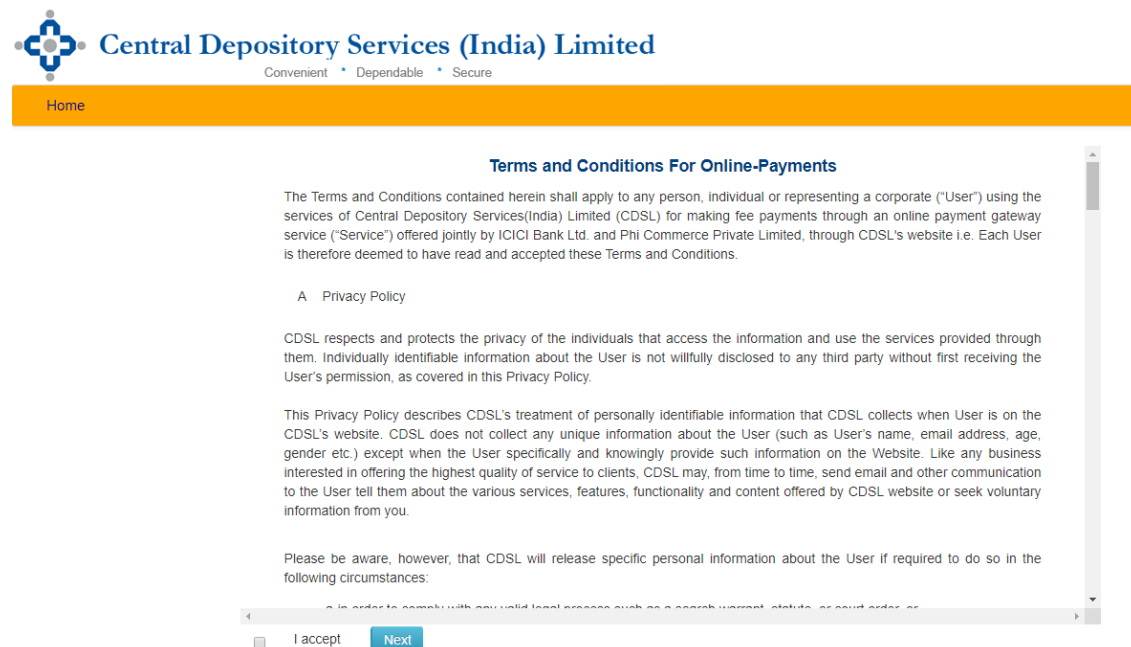
Remarks:

Select: (Dropdown menu showing: Select Bank, ICICI Bank, Other Bank)

- Enter Amount
- Enter remarks if any.
- User has select Bank i.e ICICI Bank or Other Bank from the drop down list.

4. Payment Procedure:

On selection of ICICI Bank from Advance Payment menu:



Central Depository Services (India) Limited
Convenient • Dependable • Secure

Home

Terms and Conditions For Online-Payments

The Terms and Conditions contained herein shall apply to any person, individual or representing a corporate ("User") using the services of Central Depository Services(India) Limited (CDSL) for making fee payments through an online payment gateway service ("Service") offered jointly by ICICI Bank Ltd. and Phi Commerce Private Limited, through CDSL's website i.e. Each User is therefore deemed to have read and accepted these Terms and Conditions.

A Privacy Policy

CDSL respects and protects the privacy of the individuals that access the information and use the services provided through them. Individually identifiable information about the User is not willfully disclosed to any third party without first receiving the User's permission, as covered in this Privacy Policy.

This Privacy Policy describes CDSL's treatment of personally identifiable information that CDSL collects when User is on the CDSL's website. CDSL does not collect any unique information about the User (such as User's name, email address, age, gender etc.) except when the User specifically and knowingly provide such information on the Website. Like any business interested in offering the highest quality of service to clients, CDSL may, from time to time, send email and other communication to the User tell them about the various services, features, functionality and content offered by CDSL website or seek voluntary information from you.

Please be aware, however, that CDSL will release specific personal information about the User if required to do so in the following circumstances:

in order to comply with any valid legal process such as a search warrant, statute, or court order or

I accept

- Terms and conditions page will be is displayed. (displayed above)
- User has to select “I accept” check box provided on the terms and conditions page and press Next Button.
- After clicking the Next button user will be forwarded to payment conformation page.
- On confirmation page Unique ID will be displayed.
- On clicking ok button user will be redirect to ICICI internet banking site.
- After successful payment transaction data will be updated in CDSL system within 10-15 min approximately.



Confirm your Payment details

Transaction No	Amount Rs.(Net Amount)
CDSL09012010000001	10000.00

Please confirm to Pay

Ok

Cancel

5. Payment instruction of other than ICICI Bank.

On selection of Other Bank Option from Advance Payment menu:

- Terms and conditions page will be displayed.
- User has to select “I accept” check box provided on the terms and conditions page and press Next Button.
- After clicking the Next button user will be forwarded to payment conformation page.
- On confirmation page Unique ID will be displayed.
- User has to logout from the Billing portal and login into Net Banking portal of User bank.
- User has to make payment with Fund Transfer option like NEFT, RTGS and IMPS etc using the CDSL Virtual Code registered earlier and enter the unique ID generated by CDSL Payment portal in Remarks or Transfer Description Field provided in the Fund Transfer page.
- If user forgets to enter the unique id in the Remarks or Description field, CDSL will not accept the payment from User’s Bank and subsequently the payment will be rejected.
- Once the payment confirmation is received from CDSL payment bankers, same will be updated against stamp duty advance payment in CDAS system.
- Payment confirmation for payment done through banks other than ICICI bank will take 45-60 min approximately.

Payment Instructions for DPs:

- 1) The stamp duty amount has to be paid by clients in the designated stamp duty account only and the advances/ credit balances lying in regular operational account can't be used for discharge of stamp duty payments.
- 2) The payment can be made only through NEFT/RTGS/Internet Banking/IMPS **(Cheque, Demand draft and Pay orders will not be accepted for stamp duty account)**.
- 3) For DPs, the Current Account Number [CAN] / Code will be **CDSDDP** followed by the **last five digits of your eight digit DP ID**, for adding CDSL as beneficiary in your Bank account. For example : CDSDDP56789

CDSL Bank Account details are as under:

Name	Central Depository Services (India) Limited
Current Account Number/Code	XXXXXXXXXX [Refer point no.3 above]
Bank Name	ICICI Bank
Branch	Nariman Point, Mumbai
IFSC & RTGS / NEFT Code	ICIC0000104

- i) The DPs are informed that if they are processing the payment from their current account other than ICICI bank, they need to add account no according to point no.3 as beneficiary under **Add Beneficiary TAB** and process the payment through RTGS, NEFT and IMPS with the **IFSC code ICIC0000104**.
 - ii) If DP's are using ICICI bank internet banking then they can make payment through payment gateway.
 - iii) If DP's do not have internet banking facility for their account (other banks or ICICI bank), they will have to give physical request to respective bank for RTGS & NEFT.
- 4) **The unique numeric reference no. generated on CDSL portal has to be mentioned in remarks accurately while doing RTGS and NEFT transactions (online or physical request). This field is mandatory and the transaction will be rejected in case of any mismatch.**
 - 5) **If DP is processing the payment from its ICICI Bank account through payment gateway then the unique numeric reference code will get captured automatically.**
 - 6) If the transaction is getting rejected due to mismatch in remarks column the funds will be auto reversed by CDSL Bank on next bank working day.

Payment Instructions for BO:

- 1) The payment can be made only through NEFT/RTGS/Internet Banking/IMPS (**Cheque, Demand draft and Pay orders will not be accepted for stamp duty account**).
- 2) For Beneficiary Owner [BO], the Current Account Number [CAN] / Code will be **CSDS** followed by the **sixteen digit BO ID**, for adding CDSL as beneficiary in your Bank account. For example : CSDS0123456789123456

CDSL Bank Account details are as under:

Name	Central Depository Services (India) Limited
Current Account Number/Code	XXXXXXXXXXXX [Refer point no.3 above]
Bank Name	ICICI Bank
Branch	Nariman Point, Mumbai
IFSC & RTGS / NEFT Code	ICIC0000104

- iv) The BOs are informed that if they are processing the payment from their current account other than ICICI bank, they need to add account no according to point no.3 as beneficiary under **Add Beneficiary TAB** and process the payment through RTGS, NEFT and IMPS with the **IFSC code ICIC0000104**.
 - v) If BO's are using ICICI bank internet banking then they can make payment through payment gateway link provided by CDSL.
 - vi) If BO's do not have internet banking facility for their account (other banks or ICICI bank) they will have to give physical request to respective bank for RTGS & NEFT.
- 3) **The unique numeric reference no. generated on CDSL portal has to be mentioned in remarks accurately while doing RTGS and NEFT transactions (online or physical request). This field is mandatory and the transaction will be rejected in case of any mismatch.**
 - 4) **If BO is processing the payment from its ICICI Bank account through payment gateway link provided by CDSL then the unique numeric reference code will get captured automatically.**
 - 5) If the transaction is getting rejected due to mismatch in remarks column the funds will be auto reversed by CDSL Bank on next bank working day.