



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/GENRL/2026/230

April 02, 2026

SUBMISSION / DISSEMINATION OF DP TARIFF / CHARGE STRUCTURE TO CDSL EVERY YEAR

DPs are advised to refer to Communiqué no CDSL/OPS/DP/GENRL/2025/225 dated April 03, 2025, wherein DPs were informed to mandatorily submit their tariff/ charge structure to CDSL latest by 30th April of every year through their online 'easiest' login.

In view of the above, DPs including the **Branch DPs** are advised to note the procedure for submission of tariff Structure through DP's easiest login is reiterated below:

- Go to CDSL's website: <http://www.cdslindia.com>
- Click on "Login to – My Easi New" (right side of home page under 'Login').
- Enter your "DP login ID" and "password".
- Click on the link: "Create / Modify Tariff" available under 'DP Administrative Tools' Menu.
- Enter the tariff details in the respective columns.
- Click on "Submit".
- The message: "Record Updated Successfully" will be displayed.
- DPs can obtain a print of the same by clicking on the option: "Print Submitted Information".

Further, DPs and their Branch DPs are **advised** to send the pdf copy of the tariff structure (**basis on which details are updated** through DP's easiest login) to CDSL by way of email on masters@cdslindia.com, with the file naming convention of the same shall be FULLDPID-DDMMYYYY e.g., 12012345-01042026.

In case of no change in the tariff details already available on CDSL's website then the DP must click on "**No change in tariff**" option available in "Create/ Modify Tariff" link and click on "**Submit**" button. In such cases, also send the pdf copy of the tariff structure to CDSL on the email ID mentioned in the above para.

All DPs are required to ensure compliance by submitting their tariff structure details on CDSL's website and by way of email on or before April 30, 2026.

In case of non-submission / delay in submission, please note that penalty of Rs. 500/- will be levied as per penalty structure defined in DP Operating Instructions Annexure 11.1 of Chapter 11.



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Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dpertasupport@cdslindia.com and connect through our IVR Number 022-62343333.

**For and on behalf of
Central Depository Services (India) Limited**

sd/-

**Sheron Sawant
Asst. Vice President – Operations**