



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/AUDIT/DP/POLCY/2026/428

June 25, 2026

ONLINE ENHANCED FACILITY FOR MANDATORY SUBMISSIONS BY DPS

DPs are advised to refer to CDSL communiqué CDSL/AUDIT/DP/POLICY/2025/48 dated January 20, 2025, regarding the online facility for mandatory submission of compliance status pertaining: (i) possession of a valid NISM-Series-III A certification for the Compliance Officers of DPs and (ii) possession of a valid NISM Series VI - DOCE certification by all associated persons of DPs, except than those engaged in basic elementary/clerical activities.

DPs are requested to note that the online submission facility has been enhanced with the introduction of a new tab, '**Fetch from Previous Submission**' under the '**NISM Information**' menu. This facility enables DPs to retrieve the details of their previous submissions and either select '**Edit**' to update the **validity date for a particular record** or '**Delete**' to remove the entire record. The step-by-step process for using this facility is provided in **Annexure I**. For addition of new record(s) DPs shall continue to use the single-entry or bulk-upload facility to submit details of additional employees as detailed in the above-mentioned communiqué dated January 20, 2025.

Further, DPs are requested to note that a new facility has been introduced under the '**Investor Grievance Received at DP**' menu for updating the closure date of complaints that were reported as pending in previous submissions. The complaints that remained unresolved as of the previous reporting period will be automatically displayed in grid for the current scheduled month. DPs are required to update the closure date using this facility wherever such pending complaints from earlier periods have been resolved and closed during the current period.

DPs are advised to take note of the above-mentioned enhancements.

Queries regarding this communiqué may be addressed to CDSL Audit, Inspection & Compliance Department on telephone nos. (022) 6234-3143, 6234 3077, 6234-3489, 6234-3074.

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

sd/-

**Ajit Prabhu
Senior Manager - Audit, Inspection & Compliance**



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Annexure I

Step 1: Once DP selects 'NISM certification', following details will be displayed,

AUDIT APPLICATION

NISM INFORMATION

* TYPES OF REPORTS	Report 2 - Single entry	Fetch from Previous submission	
* DO YOU WANT TO SUBMIT NIL REPORT	Yes		
SCHEDULE NO	2025062139	SCHEDULE MONTH	June-2025
DP ID	[REDACTED]	DP NAME	[REDACTED]
* PAN		* NAME OF PERSON	
* DESIGNATION	-Select-	* DATE OF CERTIFICATE VALIDITY	yyyy-mm-dd Required

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Step 2: Once DP selects 'Fetch from Previous submission' – previous submission details will be displayed as under:

Submission Details

		DP ID	Person NAME	PAN	DESIGNATION	SERIES	DATE_OF_VALIDITY
Edit	Delete	[REDACTED]	dxdsad	[REDACTED]	Compliance Officer	NISMS03A	2026-05-27
Edit	Delete	[REDACTED]	asdds	[REDACTED]	Compliance Officer	NISMS03A	2026-05-21
Edit	Delete	[REDACTED]	asdfaf	[REDACTED]	Compliance Officer	NISMS03A	2026-05-19

Step 3: DPs can fetch details of their previous submissions as mentioned above and select 'Edit' to update the **validity** date **for a particular record** or 'Delete' to remove the entire record. For adding new record(s), DPs shall use the single-entry or bulk-upload facility to submit additional employee details, as detailed in the above-mentioned communiqué dated January 20, 2025.