



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/ADM/DP/GENRL/2026/437

July 01, 2026

LAUNCH OF ONLINE PORTAL FOR SUBMISSION OF APPLICATIONS RELATING TO CHANGE IN PARTICULARS OF DEPOSITORY PARTICIPANTS (DPs).

To process modification requests relating to change in particulars, Central Depository Services (India) Limited has provided an online portal for DPs. This new digital workflow strengthens control mechanism and provides efficient way of submission. The details are as follows:

1. Scope of the Online Portal

With effect from **July 01, 2026**, all requests pertaining to the following modifications shall be mandatorily submitted through the said **Online Portal**:

- Change in Name – **Annexure A**
- Change in Registered Address – **Annexure B**
- Change in Appointment/Resignation of Directors – **Annexure C**
- Change in Shareholding Pattern without change in control – **Annexure D**

No physical or offline submission of such requests shall be accepted by CDSL henceforth. However, in case of change in name, the DP is required to submit the original DP Registration Certificate along with the relevant supporting documents to CDSL. All uploaded documents must be digitally signed as per the checklist prescribed by CDSL.

2. Access to the Online Portal

The Online portal can be accessed at the following URL:

👉 <https://dpadmission.cdslindia.com/>

Depository Participants shall use their existing login credentials (as currently used for UPI handle-related requests) to access the online portal. In case the login credentials have not been received or if DP are unable to log in, DP may send an email to dpadmissionteam@cdslindia.com.

3. Mode of Submission and Processing

- Depository Participants shall submit complete application details along with requisite documents through the portal.
- All documents shall be uploaded electronically in the prescribed format.
- The online portal facilitates the following:
 - Online submission of applications

CDSL: your depository

KEYWORD: DP Modification



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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

- Real-time status tracking
- Electronic correspondence for queries/clarifications
- Streamlined processing and faster turnaround time

4. Compliance Requirement

Depository Participants (DPs) are advised to ensure strict compliance with the requirements while submitting applications for changes in DP particulars. Such applications must be completed within seven working days from the date of the initial query raised by CDSL. Further, if the DP fails to provide the requisite documents, clarifications, or information within seven working days of the initial communication and reminder, the application shall be treated as closed. CDSL will accordingly notify the DP regarding the closure of the application.

5. Support and Assistance

In case of any queries or assistance required with respect to the online portal or submission process, participants may contact the CDSL DP Admission Team via email at dpadmissionteam@cdslindia.com or through the following telephone numbers: **(022) 6234-3109, 6234-3111, 6234-3108**. The team will be available to provide the necessary guidance and support.

For and on behalf of

Central Depository Services (India) Limited

sd/-

Meena Pednekar

Vice President – Admission Cell and Regulatory Compliance

CHANGE IN NAME OF DP – ANNEXURE A

- CDSL has developed a utility / dashboard in its DP online portal to enable DPs to create Usernames, UPI IDs.
- **Access the DP online portal via:**
- **Online Portal:** <https://dpadmission.cdslindia.com/>
- After login to CDSL DP online portal, below mentioned screen appears. In this screen, details viz; DP name and PAN will be auto populated based on the information available with CDSL.

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DP REGISTERED DETAILS

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	CGXP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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- Annexure B – Change in Name:
 1. Click on modification tab – select Change in Name.

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DP REGISTERED DETAILS

- Change Registered Office Address (Annexure A)
- Change in Name (Annexure B)
- Change in Director (Annexure C)
- Change in Shareholding Pattern without change in control (Annexure D)

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	CGXP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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CHANGE IN NAME OF DP – ANNEXURE A

- Click on “NEW REQUEST” to add new request.

The screenshot shows the CDSL website interface. At the top left is the CDSL logo with the tagline 'Convenient • Dependable • Secure'. To the right, a user is logged in as 'Welcome bhor.vjay111@gmail.com'. Below the logo is a navigation menu with 'Registration', 'UPI Handler', and 'Modification'. A prominent 'NEW REQUEST' button is visible. Below this is a table header with columns: 'MID', 'CURRENT NAME OF DP', 'CREATED ON', and 'STATUS'. At the bottom of the page, there is a footer with links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with the copyright notice 'Copyright © 2024 Central Depository Services (India) Ltd. All rights reserved.'

- In DP Modification Details – update “New DP Name” and “Reason for Name change” and click on “SAVE”.

The screenshot shows the 'DP Modification Details' form on the CDSL website. The form includes the following fields and options:

- MID:** [Empty text box]
- Status:** Pending With DP
- DP ID:** 99999
- DP Name:** SAGAR PRABHULKAR SECURITIES (LTD)
- SEBI Registration Number:** IN-DP-001-2016
- Validity (From : To):** 25-05-2020 to 24-05-2025
- New DP Name *:** [Empty text box]
- Reason for Name Change of the Company:** [Text area containing 'Reason for Name Change of the Company']

Below the form, there are four checked checkboxes:

- We hereby declare that the change in name as mentioned above is not a result of 'Change in Control' as defined under Regulation 2(1) (e) of SEBI (Depositories and Participants) Regulations, 2018.
- Confirmation for no change in registered/correspondence address.
- Confirmation for application processing fee of Rs 2,000/- Plus GST to be included in the monthly DP Bill (*).
- To Submit original SEBI Registration Certificate (*).

At the bottom of the form are 'SAVE' and 'CANCEL' buttons. The footer of the page is identical to the previous screenshot.

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KEYWORD: DP Modification

CHANGE IN NAME OF DP – ANNEXURE A

- Once the details are saved, a new “**Documents Upload**” tab will be enabled, where all required documents must be uploaded as per the checklist.

The screenshot displays the CDSL DP Modification Documents Upload interface. The top navigation bar includes the CDSL logo and the text 'Convenient • Dependable • Secure'. The user is logged in as 'mercebo@cdsidnia.com'. The main content area has three tabs: 'DP Modification Details', 'Documents Upload', and 'Additional Query'. The 'Documents Upload' tab is active, showing a file selection area with a dropdown menu and a 'Select File' button. Below this is a table of required documents.

FILE	FILE NAME	UPLOADED ON
Req	Checklist No 1 Application request form.pdf	25-07-2025
Boa	Checklist No 2 Board resolution.pdf	25-07-2025
Cert	Original DP SEBI certificate.pdf	25-07-2025
Forr	Checklist No 3 ROC form.pdf	25-07-2025
SEB	Checklist No 4 Stockbroking certificate.pdf	25-07-2025
Networth declaration	Declaration_Networth.pdf	25-07-2025
Original DP SEBI registration certificate	IN-DP-563-2021_Prrsaar Sampada.pdf	25-07-2025
PAN copy with new name	New PAN CARD.pdf	25-07-2025

- After uploading all the documents, click on the “**SUBMIT**” button.
- Upon submission, the application will be forwarded to the DP Admission Team for scrutiny. If any observations or clarifications are required, the DP Admission Team will update the details on the same page. Accordingly, the DP must upload the necessary documents or provide the required information under the “**Documents Upload**” section
- Once the application is accepted or approved, the status of the application will be updated on the portal.
- There is an option called ‘Additional Query’. This option is used if any documents or clarifications are required after the completion of the application after uploading the application on SEBI portal. In such cases, the DP can upload the necessary documents or provide the required details.

CHANGE IN NAME OF DP – ANNEXURE A

The screenshot displays the CDSL (Convenient • Dependable • Secure) interface for DP Modification. The user is logged in as 'mercebo@cDSLindia.com'. The navigation menu includes 'Registration', 'Modification', and 'UPI Handler'. The current page is 'Additional Query' under 'Documents Upload'. There is a text input field for 'Remark' and a file upload section with a 'Choose File' button, a 'No file chosen' message, and an 'Upload' button. Below this is a table with the following data:

SR NO.	REMARK	FILE NAME	CREATED DATE	CREATED BY	ACTION	STATUS
1	Done	SEBIQuery_31102025_174847.pdf	10/31/2025 5:48:47 PM	sagarp@cDSLindia.com		Pending
2	Done	SEBIQuery_31102025_174847.pdf	10/31/2025 5:48:47 PM	sagarp@cDSLindia.com		Pending

A 'CANCEL' button is located below the table. The footer contains links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with the copyright notice: 'Copyright © 2024 Central Depository Services (India) Ltd. All rights reserved.'

9. Upon completion of the application process, the DP is requested to submit the original DP registration certificate along with the supporting documents to CDSL.

CHANGE IN REGISTERED OFFICE ADDRESS OF DP – ANNEXURE B

- CDSL has developed a utility / dashboard in its DP online portal to enable DPs to create Usernames, UPI IDs.
- **Access the DP online portal via:**
- **Online Portal:** <https://dpadmission.cdslindia.com/>
- After login to CDSL DP online portal, below mentioned screen appears. In this screen, details viz; DP name and PAN will be auto populated based on the information available with CDSL.

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DP REGISTERED DETAILS

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	CGXP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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- Annexure A – Modification of Registered address:
 1. Click on modification tab – select Change in Registered office Address

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DP REGISTERED DETAILS

- Change Registered Office Address (Annexure A)
- Change in Name (Annexure B)
- Change in Director (Annexure C)
- Change in Shareholding Pattern without change in control (Annexure D)

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	CGXP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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CHANGE IN REGISTERED OFFICE ADDRESS OF DP – ANNEXURE B

2. Click on “NEW REQUEST” to add new request.

The screenshot shows the CDSL portal interface. At the top left is the CDSL logo with the tagline 'Convenient • Dependable • Secure'. To the right, a user is logged in as 'Welcome bhor.vijay111@gmail.com'. Below the logo is a navigation menu with 'Registration', 'UPI Handler', and 'Modification'. A 'NEW REQUEST' button is visible on the right. Below this is a table with three columns: 'MID', 'CREATED ON', and 'STATUS'. At the bottom of the page, there is a footer with links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with a copyright notice for 2024 Central Depository Services (India) Ltd.

3. Details of present Registered, Billing and Correspondence address will be updated in the system.

The screenshot shows the 'DP Modification Details' form in the CDSL portal. The form includes the following fields:

- MID: [Empty]
- Status: Pending With DP
- DP ID: 99999
- DP Name: SAGAR PRABHULKAR SECURITIES (LTD)
- SEBI Registration Number: IN-DP-001-2016

The form is divided into two sections: 'Registered Address' and 'Billing Address'.
Registered Address:

- Address 1: 2nd floor office-203
- Address 2: Cello Platina Lalit Mahal Chow
- Address 3: byculla
- Country: India
- State: JAMMU & KASHMIR
- District: LEH
- City: LEH
- Pin Code: 194101

Billing Address:

- Address 1: 2nd floor office-203
- Address 2: Cello Platina Lalit Mahal Chow
- Address 3: baysgga
- Country: India
- State: MAHARASHTRA
- District: MUMBAI
- City: MUMBAI
- Pin Code: 400013

At the bottom of the page, there is a footer with links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with a copyright notice for 2024 Central Depository Services (India) Ltd.

CHANGE IN REGISTERED OFFICE ADDRESS OF DP – ANNEXURE B

Address 1: 2nd floor office-203, Address 2: Cello Platina Lalit Mahal Chow, Address 3: bavsgga, Country: India, State: MAHARASHTRA, District: MUMBAI, City: MUMBAI, Pin Code: 400013

Correspondence Address

Address 1: 2nd floor office-203, Address 2: Cello Platina Lalit Mahal Chow, Address 3: bavsgga, Country: India, State: MAHARASHTRA, District: MUMBAI, City: MUMBAI, Pin Code: 400013

New Registered Office Address

Address 1: Enter Address 1, Address 2: Enter Address 2, Address 3: Enter Address 3, Country: India, State: Select State, District: Select District, City: Select City, Pin Code: Select Pin

Correspondence/GST - Billing address whether same as per new registered office address.
 Application processing fee of Rs 2,000/- Plus GST to be included in the monthly DP Bill.

SAVE CANCEL

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4. Update the details of the registered address under the 'New Registered Address' option. If the correspondence or billing address is the same as the new registered address, select the appropriate option and then click the 'SAVE' button.

New Registered Office Address

Address 1: Enter Address 1, Address 2: Enter Address 2, Address 3: Enter Address 3, Country: India, State: Select State, District: Select District, City: Select City, Pin Code: Select Pin

Correspondence/GST - Billing address whether same as per new registered office address.
 Application processing fee of Rs 2,000/- Plus GST to be included in the monthly DP Bill.

SAVE CANCEL

5. Once the details are saved, a new "Documents Upload" tab will be enabled, where all required documents must be uploaded as per the checklist.

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DP Modification Details Documents Upload

Files: Select File (Only PDF & 2MB is Allowed) Choose File No file chosen

FILE	FILE NAME	UPLOADED ON
Req	Checklist No.1 Request Letter.pdf	08-07-2025
Req	Checklist No.2 Board Resolution.pdf	08-07-2025
Req	Checklist No.3 INC-22.pdf	08-07-2025

CANCEL

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6. After uploading all the documents, click on the "SUBMIT" button.

CHANGE IN REGISTERED OFFICE ADDRESS OF DP – ANNEXURE B

7. Upon submission, the application will be forwarded to the DP Admission Team for scrutiny. If any observations or clarifications are required, the DP Admission Team will update the details on the same page. Accordingly, the DP must upload the necessary documents or provide the required information under the “**Documents Upload**” section
8. Once the application is accepted or approved, the status of the application will be updated on the portal.

CHANGE IN DIRECTOR'S OF DP – ANNEXURE C

- CDSL has developed a utility / dashboard in its DP online portal to enable DPs to create Usernames, UPI IDs.
- **Access the DP online portal via:**
- **Online Portal:** <https://dpadmission.cdslindia.com/>
- After login to CDSL DP online portal, below mentioned screen appears. In this screen, details viz; DP name and PAN will be auto populated based on the information available with CDSL.

The screenshot shows the 'DP REGISTERED DETAILS' page in the CDSL portal. The page header includes the CDSL logo and a navigation menu with 'Registration', 'UPI Handler', and 'Modification'. A welcome message for 'bhor.vijay111@gmail.com' is displayed in the top right. The main content area contains a form with the following details:

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	8655342663
Enter DP PAN*	CGXP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR	Registration Status	Approved
Application Status	PendingWithADUser		
Referred by Relationship Manager	Neeta Phadke		

The footer contains links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with the copyright notice: 'Copyright © 2024 Central Depository Services (India) Ltd. All rights reserved.'

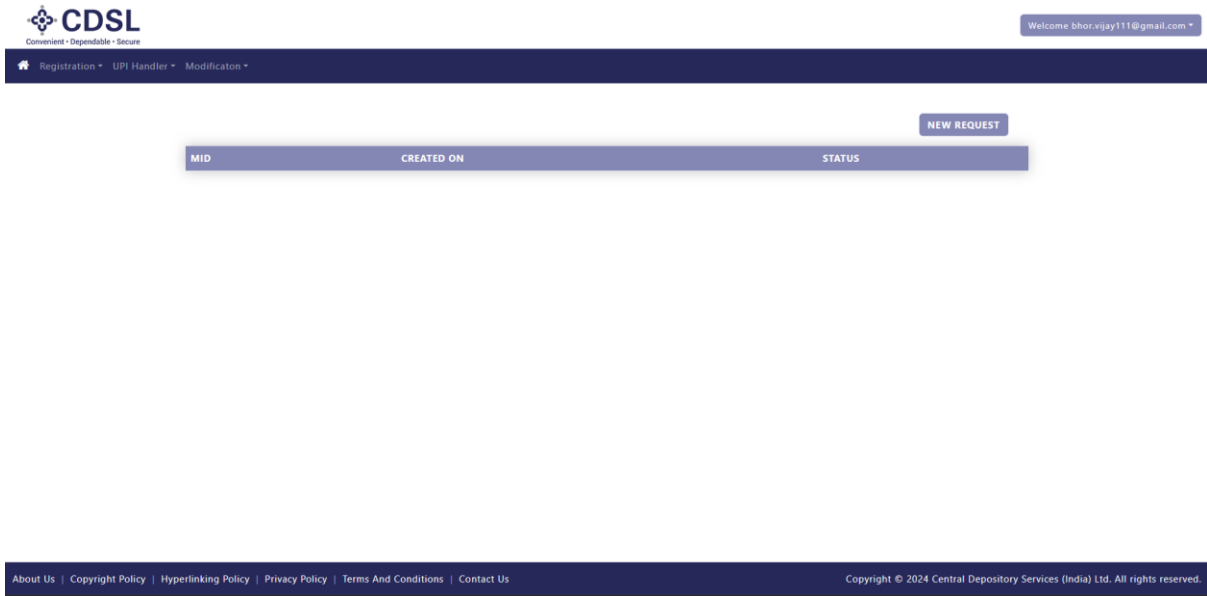
Annexure A – Modification of change in Director:

1. Click on modification tab – select Change in Director

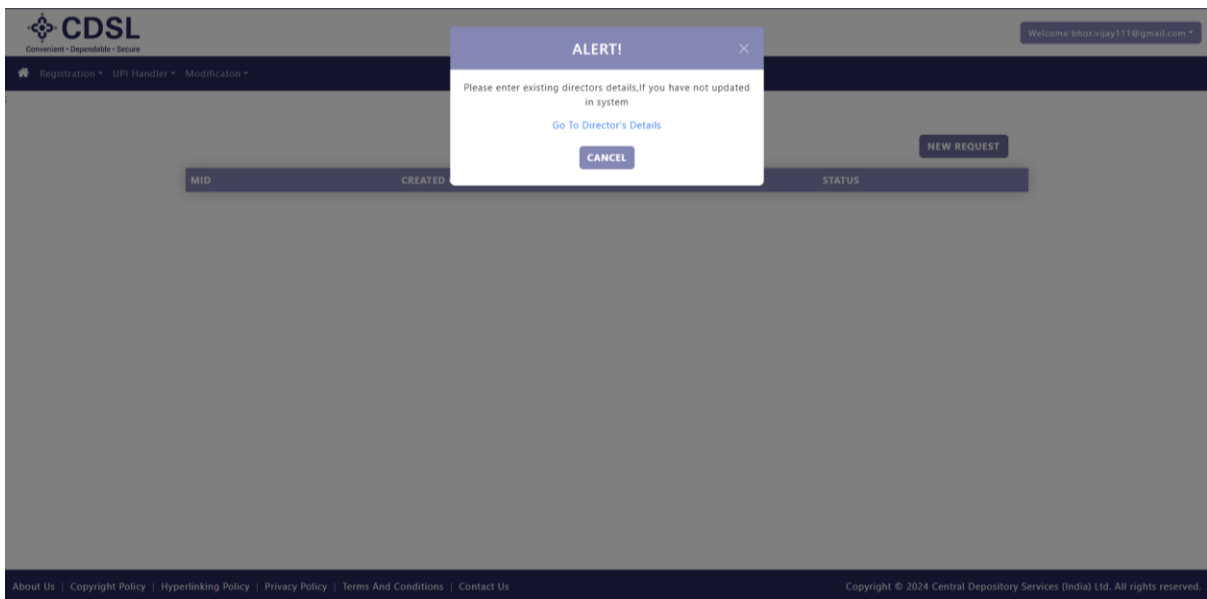
This screenshot shows the same 'DP REGISTERED DETAILS' page as above, but with a dropdown menu open over the 'Modification' tab. The dropdown menu lists four options: 'Change Registered Office Address (Annexure A)', 'Change In Name (Annexure B)', 'Change in Director (Annexure C)', and 'Change in Shareholding Pattern without change in control (Annexure D)'. The 'Change in Director (Annexure C)' option is highlighted. The rest of the page content, including the registration details and footer, remains the same as in the previous screenshot.

CHANGE IN DIRECTOR'S OF DP – ANNEXURE C

2. Click on “NEW REQUEST” to add new request.



3. On clicking on “NEW REQUEST” a popup will be appear then click on “Go to Director’s Details” and click on “ADD NEW DIRECTORS” button.



CHANGE IN DIRECTOR'S OF DP – ANNEXURE C

The screenshot shows the CDSL portal interface. At the top left is the CDSL logo with the tagline 'Convenient • Dependable • Secure'. To the right, a user is logged in as 'Welcome bhor.vijay111@gmail.com'. Below the header is a navigation bar with 'Registration', 'UPI Handler', and 'Modification' options. A central button reads 'ADD NEW DIRECTOR'. Below this is a table with the following data:

SR.NO	DIN	COMPANY NAME	MEMBER NAME	MOBILE	EMAIL	DESIGNATION	APPOINTMENT DATE	ACTION
1	123456	SAGAR PRABHULKAR SECURITIES (LTD)	demo	+918828380868	d@gmail.com	vp	23-03-2026	
2	23232323	SAGAR PRABHULKAR SECURITIES (LTD)	s	+914567875678	yu@gmail.com	bf	25-03-2026	

At the bottom of the page, there is a footer with links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us'. A copyright notice states 'Copyright © 2024 Central Depository Services (India) Ltd. All rights reserved.'

4. By clicking on the 'ADD NEW DIRECTORS' option, you need to update the details of all present directors. Once the directors' details are completed, click the 'ADD' button.

The screenshot shows the 'MEMBER DETAILS' form in the CDSL portal. The form is divided into several sections:

- MEMBER DETAILS** (Section Header)
- Personal Information:** Fields for DIN, Name Of Director, Mobile, PAN, Date Of Resignation, Education Qualification, Experience In Financial Services/Capital Market, and Foreign Director.
- Appointment Information:** Fields for Date Of Appointment, Father's Name, Email, NISM, and Age.
- Designation and Shareholding:** Fields for Designation and Shareholding In The Applicant Company.
- Official Address:** A section with three checkboxes: 'Same As Registered Address', 'Same As Correspondence Address', and 'Same As Billing Address'. Below these are fields for Address 1, Address 2, Address 3, State, Country, and City.

The footer of the page is identical to the previous screenshot, including the navigation links and copyright notice.

CHANGE IN DIRECTOR'S OF DP – ANNEXURE C

Experience In Financial Services/Capital Market* Shareholding In The Applicant Company*

Foreign Director*

Official Address

Same As Registered Address Same As Correspondence Address Same As Billing Address

Address 1* Address 2

Address 3 Country*

State* City*

Pin* Phone Number

Fax Number

Residential Address

Address 1* Address 2

Address 3 Country*

State* City*

Pin* Phone Number

Fax Number

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- After updating the details of all present directors, proceed with the 'NEW REQUEST' option, where the details of the current directors will be displayed on the page. You may modify the director information before or after by using the 'CHANGE IN DIRECTOR' option. The drop-down menu provides three choices:

Condition 1 – No Change: Select this if the same director continues after the changes.

Condition 2 – Resignation: Select this if a director resigns and enter the reason for resignation along with the date.

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DP Modification Details

DP ID MID

Status DP Name

SEBI Registration Number* Date (From : To)

Details Of Directors Before And After Change To Be Entered By DP

SR. NO	NAME OF THE DIRECTORS	CHANGE IN DIRECTOR	REASON FOR CHANGE (APPOINTMENT/RESIGNATION/OTHER REASON)	DATE OF CHANGE
1	demo	No Change		dd-mm-yyyy
2	s	No Change		dd-mm-yyyy

Confirmation for application processing fee of Rs 2,000/- Plus GST to be included in the monthly DP Bill. *

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- There will be an option to add the details of a new incoming director. These details must be entered in the same format as the existing director information.

CHANGE IN DIRECTOR'S OF DP – ANNEXURE C

Details of Directors Pursuant To Change

ADD NEW DIRECTOR EXPORT TO EXCEL

SRNO	NAME OF DIRECTOR	DIN	APPOINTMENT DATE	ACTION
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SAVE GENERATE REQUEST LETTER SUBMIT CANCEL

- Once the details are saved, a new “Documents Upload” tab will be enabled, where all required documents must be uploaded as per the checklist.

DP Modification Details Documents Upload

Files *

Select File * (Only PDF & 2MB is Allowed) Choose File No file chosen Upload

FILE NAME	UPLOADED ON	ACTION
		Delete

SAVE GENERATE REQUEST LETTER SUBMIT CANCEL

Request letter
Annexure-I
Annexure-II
Fit & Proper undertaking
Board Resolution
Form DIR-12
PAN
Shareholding pattern of the company
List of Directors verified in the MCA site database
Additional Undertaking

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- After uploading all the documents, click on the “SUBMIT” button.
- Upon submission, the application will be forwarded to the DP Admission Team for scrutiny. If any observations or clarifications are required, the DP Admission Team will update the details on the same page. Accordingly, the DP must upload the necessary documents or provide the required information under the “Documents Upload” section
- Once the application is accepted or approved, the status of the application will be updated on the portal.

CHANGE IN SHAREHOLDING PATTERN WITHOUT CHANGE IN CONTROL OF DP – ANNEXURE D

- CDSL has developed a utility / dashboard in its DP online portal to enable DPs to create Usernames, UPI IDs.
- **Access the DP online portal via:**
- **Online Portal:** <https://dpadmission.cdslindia.com/>
- After login to CDSL DP online portal, below mentioned screen appears. In this screen, details viz; DP name and PAN will be auto populated based on the information available with CDSL.

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DP REGISTERED DETAILS

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	COXPP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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1. Annexure A – Modification of change in Shareholding pattern without change in control:
2. Click on modification tab – select Change in Shareholding pattern without change in control.

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DP REGISTERED DETAILS

- Change Registered Office Address (Annexure A)
- Change in Name (Annexure B)
- Change in Director (Annexure C)
- Change in Shareholding Pattern without change in control (Annexure D)

DP Category*	Register Stock Broker	Is CIN Applicable*	Yes
Enter DP CIN	U22219DL2006PTC151575	Enter Reason For No CIN*	Enter Reason
Enter DP Email ID*	bhor.vijay111@gmail.com	Enter DP Mobile Number*	865542663
Enter DP PAN*	COXPP0709G	Name of Applicant Company*	SAGAR PRABHULKAR SECURITIES (LTD)
UserName*	SAGARPRABHULKAR		
Application Status	PendingWithADUser	Registration Status	Approved
Referred by Relationship Manager	Neeta Phadke		

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CHANGE IN SHAREHOLDING PATTERN WITHOUT CHANGE IN CONTROL OF DP – ANNEXURE D

3. Click on “NEW REQUEST” to add new request.

The screenshot shows the CDSL portal interface. At the top left is the CDSL logo with the tagline 'Committed • Dependable • Secure'. To the right, a user is logged in as 'Welcome bhorvijay111@gmail.com'. Below the header, there are navigation links: 'Registration', 'UPI Handler', and 'Modification'. A prominent 'NEW REQUEST' button is visible. Below this, a table header is shown with columns: 'MID', 'DP NAME', 'CREATED ON', and 'STATUS'. At the bottom of the page, there are footer links for 'About Us', 'Copyright Policy', 'Hyperlinking Policy', 'Privacy Policy', 'Terms And Conditions', and 'Contact Us', along with the copyright notice: 'Copyright © 2024 Central Depository Services (India) Ltd. All rights reserved.'

4. Select the reason for change in shareholding and click on “SAVE” button.

The screenshot displays the 'Change in shareholding pattern due to' form. It includes fields for 'Issue of fresh shares' (Yes/No), 'Transfer of shares' (Yes/No), and 'Others' (Enter Others). A checkbox for 'Confirmation for application processing fee of Rs 2,000/- Plus GST to be included in the monthly DP Bill' is checked. Below this is the 'Detailed proposal' section, which is divided into 'Present Shareholding Pattern' and 'Post Facto Shareholding Pattern'. Each section contains fields for 'Name of the Shareholder', 'Dominant', 'No. of Shares', and 'Percentage %'. There are also fields for various transactions like 'Purchase of Shares', 'Sale of Shares', 'Bonus Shares Issued', 'Stock Split/Sub-Division', 'Rights Issue (Exercise of Rights)', 'Shares Redeemed', 'Shares Cancelled', 'Transfer of Shares In', 'Transfer of Shares Out', 'Dividend Reinvestment Plan (DRIP)', 'Shares Bought Back by Company', and 'Employee Stock Option Exercise'. An 'Other Share Transaction' field is also present. At the bottom, a table summarizes the data:

SR.NO.	NAME OF THE SHAREHOLDER	PRESENT SHAREHOLDING PATTERN		POST FACTO SHAREHOLDING PATTERN		DETAILS OF ISSUE/TRANSFER (NO. OF SHARES)	REMARKS	ACTION
		PRESENT NO SHARES	PRESENT PERCENTAGE	POST FACTO NO SHARES	POST FACT PERCENTAGE			
1	Billionbrains Garage Ventures Limited	625508	100.00	712892	100.00	87384	RightsIssueExerciseofRights-87384	
2	Harsh Jain (Nominee of Billionbrains Garage Ventures Limited)	1	0.00	1	0.00	0		
Total (Dominant Promoters)		625509		712893		87384		

The footer of the form includes the same navigation and copyright information as the previous screenshot.

5. Once you click the ‘SAVE’ button, the option to update the details of holdings will become available. The DP must then update the required details and save them accordingly.

6. Once the details are saved, a new “Documents Upload” tab will be enabled, where all required documents must be uploaded as per the checklist.

CHANGE IN SHAREHOLDING PATTERN WITHOUT CHANGE IN CONTROL OF DP – ANNEXURE D

Files *

Select File * (Only PDF & 2MB is Allowed) Choose File No file chosen

	FILE NAME	UPLOADED ON
Req	Checklist No. 1 - Request letter.pdf	16-01-2026
Board Resolution	Checklist No. 2 - Board resolution.pdf	16-01-2026
Exchange approvals	Checklist No. 3 - Exchange approvals.pdf	16-01-2026
Forms filed with ROC	RoC Form DIR - 12.pdf	16-01-2026

CANCEL

7. After uploading all the documents, click on the “**SUBMIT**” button.
8. Upon submission, the application will be forwarded to the DP Admission Team for scrutiny. If any observations or clarifications are required, the DP Admission Team will update the details on the same page. Accordingly, the DP must upload the necessary documents or provide the required information under the “**Documents Upload**” section
9. Once the application is accepted or approved, the status of the application will be updated on the portal.