



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/POLCY/2026/82

February 05, 2026

### **AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 16**

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] **Chapter 16 – Statement of Accounts**, based on SEBI Circular no. SEBI/HO/MRD-PoD2/CIR/P/2024/93 dated July 01, 2024, regarding Dispatch of Consolidated Account Statement (CAS) for all securities assets

The said amendments to the **DP OI** is attached herewith in track changes mode refer **Annexure - A**.

DPs are advised to take note of the same.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: [dpertasupport@cdslindia.com](mailto: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**

Sr. No.	Chapter 16 - Statement of accounts	
	Existing Process	New Process
16.3	<p>Statement Generation:</p> <p>A BO, while opening a demat account can specify frequency at which statement of accounts is required from the DP with whom the BO maintains the demat account. (Refer Annexure 2.1 Account opening form for individual entities and Annexure 2.2 Account opening form for non-individual entities) Frequencies specified in the account opening forms are Daily, Weekly, Fortnightly, Monthly. A BO can select a frequency from the specified ones.</p> <p>Notwithstanding the frequency of statement specified by the BO while opening the demat account, the DP should send statement of account to BOs, at least once at the end of every month, or any such frequency as specified by SEBI/CDSL, in respect of every account, if there has been even a single transaction during the month and in any other case at any such frequency as specified by SEBI/CDSL from time to time, The DPs should ensure that all the contents and fields, as provided in Annexure 16.2 should be included in the statement of accounts sent to the BO(s).</p> <p>DP may provide statement of accounts to the BO at such shorter period as may be agreed upon between the DP and the BO on payment of charges, if any, as specified by the DP.</p> <p>The CDSL system generates the statement of accounts [format and details as given in Annexure 16.2], in form of reports automatically as per frequency selected by the BO at the time of opening</p>	<p><b>Statement Generation:</b></p> <p>A BO, while opening a demat account can specify frequency at which statement of accounts is required from the DP with whom the BO maintains the demat account. (Refer Annexure 2.1 Account opening form for individual entities and Annexure 2.2 Account opening form for non-individual entities) Frequencies specified in the account opening forms are Daily, Weekly, Fortnightly, Monthly. A BO can select a frequency from the specified ones.</p> <p>Notwithstanding the frequency of statement specified by the BO while opening the demat account, the DP should send statement of account to BOs, at least once at the end of every month, or any such frequency as specified by SEBI/CDSL, in respect of every account, if there has been even a single transaction during the month and in any other case at any such frequency as specified by SEBI/CDSL from time to time, The DPs should ensure that all the contents and fields, as provided in Annexure 16.2 should be included in the statement of accounts sent to the BO(s).</p> <p>DP may provide statement of accounts to the BO at such shorter period as may be agreed upon between the DP and the BO on payment of charges, if any, as specified by the DP.</p> <p>The CDSL system generates the statement of accounts [format and details as given in Annexure 16.2], in form of reports automatically as per frequency selected by the BO at the time of</p>

<p>the demat account. DPs are required to, print the statement and send the same to the BOs.</p> <p>The mandatory requirement of sending statement of account to the BOs, as mentioned above, is not applicable for BOs who have registered for easi services, subject to fulfillment of the following:</p> <ul style="list-style-type: none"> <li>• DPs should obtain a written consent from the BOs, in the format specified by CDSL (Annexure 16.1) stating that they (the BOs) agree not to receive statements in physical form.</li> <li>• DPs should mandatorily send statement of account on a quarterly basis to the BOs who have registered for "easi " services.</li> </ul> <p>If at any time, a BO wishes to receive account statement in the physical form, DPs should provide the same to the BO at such intervals as may be required by the BO.</p>	<p>opening the demat account. DPs are required to, print the statement and send the same to the BOs.</p> <p>The mandatory requirement of sending statement of account to the BOs, as mentioned above, is not applicable for BOs who have registered for easi/services, subject to fulfillment of the following:</p> <ul style="list-style-type: none"> <li>• <u>DPs shall send the annual statement of holding through email in respect of accounts with no transaction and Nil balance even after the account has remained in such state for one year. However where an investor does not wish to receive the holding statement through email,</u> should obtain a written consent from the BOs, in the format specified by CDSL (Annexure 16.1) stating that they (the BOs) agree not to receive statements <u>in email but</u> in physical form.</li> <li>• <u>One annual statement of holding shall be sent in respect of remaining accounts through email unless specifically opted by the investor to receive the same in physical form.</u></li> <li>• DPs should mandatorily send statement of account on a quarterly basis to the BOs who have registered for "easi" services.</li> </ul> <p>If at any time, a BO wishes to receive account statement in the physical form, DPs should provide the same to the BO at such intervals as may be required by the BO.</p> <p><u>DP shall resume sending the transaction statement as and when there is a transaction in the demat account. In case of demat accounts with credit balance but no transactions during the</u></p>
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		<u>year, half yearly statement of holding for the year shall be sent to the BO through email.</u>
<b>16.7.</b>	<b>Exemption from sending statement of accounts to BOs.</b>	<b>Exemption from sending statement of accounts to BOs.</b>
<b>16.7.1</b>	<p><b>In respect of demat accounts with nil transactions and zero balance:</b></p> <p><b>1. Accounts with zero balance and nil transactions during the year:</b></p> <p>The DPs shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.</p> <p><b>2. Accounts which become zero balance during the year:</b></p> <p>For such accounts, no transaction statement may be sent for the duration when the balance remains nil. However, an annual statement of holding shall be sent to the BO.</p>	<p><b>In respect of demat accounts with nil transactions and zero balance:</b></p> <p><b>1. Accounts with zero balance and nil transactions during the year:</b></p> <p>The DPs shall send <u>at least one Annual statement of holding through email in respect of demat accounts with no transaction and nil balance even after the demat account has remained in such state</u> <del>physical statement of holding annually to such BOs and for one year</del> shall resume sending the transaction statement as and when there is a transaction in the account.</p> <p><b>2. Accounts which become zero balance during the year:</b></p> <p>For such accounts, no transaction statement may be sent for the duration when the balance remains nil. However, an annual statement of holding shall be sent to the BO.</p>
<b>16.7.2</b>	<p><b>In respect of demat accounts with nil transactions and credit balance:</b></p> <p>For accounts with credit balance but no transactions during the year, one statement of holding for the year shall be sent to the BO.</p>	<p><b><u>3.</u> In respect of demat accounts with nil transactions and credit balance:</b></p> <p>For accounts with credit balance but no transactions during the year, <u>half yearly one</u> statement of holding <del>for the Half yearly</del> shall be sent to the BO <u>through email.</u></p>

		<u>In all above three scenarios, the BO shall be given the option to receive the statements in physical form.</u>
	<b><u>NIL</u></b>	<u>The Depository shall directly send statement of account including transaction statement / Consolidated Account Statement and holdings statement to Client in which case Participants are not required to send such statement of account as per SEBI Circular CIR/MRD/DP/31/2014 dated November 12, 2014 under Clause 13 to 15 and as specified in Rights and Obligations Document.</u>