CDSL/OPS/DP/ 381 **March 4, 2004**

WELCOME TO THE WORLD OF DEMAT CONVENIENCE

Enhance your service standards and ensure customer satisfaction by staying on-line with CDSL through e*asi* & e*asi*est Facilities

I. Introduction:

CDSL is pleased to announce the launch of its Internet based facility

easiest

(electronic access to Securities information

and

execution of Secured transactions)

on March 9,2004 at 4.30 p.m. at BSE Convention Hall,

in the auspicious presence of Shri G.N. Bajpai, Chairman, SEBI.

"e*asi*est" will enable BOs / CMs to submit transaction instructions through Internet.

Please refer to communique no. 157 dated April 24, 2002 regarding e*asi*, copy of the same is attached herewith as Annexure A for reference. e*asi* is now being upgraded to **"e*asi*est".**

"e*asi*est" is a secure Internet-enabled services with 128 bit encryption using digital certificate supplied by "Verisign" (International digital certificate issuing authority) to empower DPs to submit transaction instructions in an efficient and easier manner, in a state-of-the-art, secure environment.

As we are moving towards the reduced settlement cycle era, post-execution of stock exchange trades, the time frame for BOs to issue delivery instructions, is compressed. The lead-time between the trade and execution of instructions is being reduced. BOs, require updated demat account information at a much faster pace then ever before. In other words, the quest for demat account status information has risen manifold. Similarly the instructions received from BOs will have to be processed at a faster rate by you.

"e*asi*est" would therefore prove to be a beneficial tool for intermediaries and market participants, as they will now be able to execute transactions themselves directly through Internet and check the status of transactions. Moreover **"e*asi*est"** can also be used as a contingency tool by the DPs.

II. Facilities :

If you register for **"e*asi*est"**, the following facilities can be availed of-

1. Your clients can submit debit / credit transaction instructions to effect off-market, on-market, inter-depository and early pay-in transactions through Internet.
2. You can authenticate transactions submitted by your clients and keep control of the transactions setup by them through "**e*asi*est**".
3. You can view / download / print details of transactions setup directly by clients through "**e*asi*est**" and update your back office (if required).
4. In case of contingency, you can setup debit / credit transaction instructions for all clients to effect off-market, on-market, inter-depository and early pay-in transactions through DP login at "**e*asi*est**".
5. All the facilities and benefits of "**e*asi***" are automatically available at "**e*asi*est**" to your clients.

III. Registration procedure for DPs

Registration for **"e*asi*est"** services is a simple procedure.

1. Submit following documents / forms (duly filled in) along with registration fees to CDSL -
   - **e*asi*est** registration form - Annexure B -I
   - Certificate registration form (for digital signature) - Annexure B -II
   - Letter of Authority (for digital signature) Annexure B - III
   - Documents as per the document checklist (for digital signature) - Annexure B - IV

2. Alternatively forms can be downloaded from CDSL's website www.cdslindia.com - "Register Online - DP" link.
3. On receipt of the registration forms, CDSL will initiate the procedure for registration and issue digital signature.
4. On completion of registration formalities, you will receive password for your login for **e***asi***est** at the e-mail ID mentioned in the registration forms.
5. All the options at **e***asi***est** are required to be operated through your digital signature stored on e-token (hardware device).
6. CDSL has made arrangement to procure digital signature through TCS- certifying authority. On completion of all the necessary formalities, CDSL will send you the digital signature on e-token alongwith software for using the e-token and user Manual (on CD) for the same. The User Manual for operating **e***asi***est** will also be sent to you on CD. If you register for **e***asi***est,** all the facilities of **e***asi* will also be available to you.
7. You can commence using **e***asi***est** by entering the "User name" and "Password" at the CDSL web site www.cdslindia.com. Username would be your 8 digits DPID.

IV. Services available to BOs :

1. **Registration-**

   a) Your clients (BOs/CMs) can register for **e***asi***est** only if you have subscribed for **e***asi***est** services as DP.

   b) BOs/CMs will have to feed in certain basic details like BOID, Login name, email ID, etc. at www.cdslindia.com.

   c) After feeding in the basic details registration form would be displayed. BOs/ CMs are required to print and sign (by all the holders) the same and submit it to you.

   d) You will verify the signature of the BOs/CMs (all the holders) on the **e***asi***est** registration form with the signature of BOs/CMs recorded with you. Only if signature on the **e***asi***est** registration form matches, you should authenticate the BOs/CMs request for **e***asi***est** through your login.

   e) Password would be mailed to BOs/CMs at their email Ids after you authenticate them.

2. **<u>Grouping / Mapping</u> <u>(Operating multiple demat accounts through one login)</u>** :

a) BO who maintain multiple accounts will have an option to group only one additional BO a/c to his login registered for **e***asi***est**.

b) The first holder in the primary account registered for **e***asi***est** must be one of the holders in the account being grouped. You are required to check this condition before approving any request for mapping of accounts.

c) CMs who register for **e***asi***est** can also avail of this facility and group the accounts.

d) Your clients can only view the account details of the additional BO account that is being grouped. <u>Setting up of transactions through the additional grouped account will not be permitted for BO login.</u> In other words through one login Id your clients can setup transactions for one BO ID only.

e) Your clients will have to submit separate registration form for registering grouped account.

f) You will verify the signature on the registration form before approving the mapping request.

g) In case of CMs they can group their principal/pool and CISA account maintained for one stock exchange to one login ID.

h) All the grouped accounts of CM can avail of transaction facility through one login ID.

i) CMs will submit separate registration forms to you for the grouped accounts. You will verify the signature on the registration forms before approving any request for grouping.

3. **Mode of operation –**

Your clients will have following two options for registration –

a) Trusted Accounts

b) Account of choice

a) **Trusted accounts –**

✓ If your client is opting for trusted account option, he/she can transfer securities to the trusted accounts only.

✓ Trusted accounts are the accounts of Clearing Members, which your client will specify at the time of registration.

- ✓ Your clients can map maximum 4 trusted accounts (CDSL - CM Accounts only) to an **e***asi***est** login.

- ✓ Trusted account option is not available to CMs registering **e***asi***est**.
- ✓ Transfer to trusted account would be effected on entry of additional password (PIN) which would be mailed to your clients separately.
- ✓ While logging on to **e***asi***est** your client will first enter **e***asi***est** password and while committing any transaction to the trusted account the additional password (PIN) will have to be entered.
- ✓ The clients using this option can transfer securities to the designated CM accounts through off-market transfer or enter early pay-in or on market instruction for pay-in for trades done through the designated CMs.
- ✓ The client should submit a letter in the prescribed format from the trusted account holder stating his no objection for transfer of securities from the account of client.
- ✓ You will authenticate the trusted account request only on receipt of letter form the trusted account holder in the given format.
- ✓ **e***asi***est** provides facility of adding or removing trusted accounts. For addition of trusted accounts your clients are required to submit a letter from the trusted account holder in the given format to you.
- ✓ For removal of trusted account your clients will make online request through their log-in.
- ✓ Addition/Removal of trusted account will be effected after authentication of the same by you. Authentication/removal of trusted account request would be processed at EOD on the day of authentication.

b) **<u>Account of choice:</u>**

- ✓ If a client is opting for ‘Account of Choice’, he/she will have option to transfer securities to any account.
- ✓ Since CMs would be required to transfer securities to their clients CMs will have only “Account of choice” as the mode of operation. Therefore CMs will have to procure e-token for authorizing transactions setup by them through **e***asi***est**.

- ✓ All transfer of securities through account of choice will have to be authenticated using digital signature stored on e-token (hardware device used for storing digital signature).
- ✓ For obtaining digital signature clients will have to submit following documents to you in addition to **e***asi***est** registration form:
  - Certificate registration form
  - Letter of Authority (in case of corporate)
  - Documents as per the document checklist
- ✓ You will verify and authenticate all the documents/forms and forward them to CDSL.
- ✓ On receipt of documents, CDSL will arrange to issue the digital signature. A digital signature is normally processed within 7 days and the same will be forwarded to you.
- ✓ You need to hand over the e-token kit to your client (in person) and obtain an acknowledgement from the client and preserve the same.
- ✓ The 'User Manual' for your clients will be posted at their **e***asi* / **e***asi***est** login. You are requested to kindly inform your clients to go through the user manual thoroughly before operating **e***asi* / **e***asi***est** login.
- ✓ The cost for the digital signature is Rs.2000/- (Rs. 1000/ for digital signature and Rs. 1000/- for e-Token) for the first year. It is required to be renewed every year. The renewal fees is Rs. 1000/- per year. CDSL will be billing the charges towards digital signature- and e-token to you in your monthly billing. You can in turn recover the same from your client.
- ✓ Thus you will receive following forms form your clients depending upon the option selected:

  a) **e***asi*

  - ✓ **e***asi* Registration Form
  - ✓ Grouped accounts (**e***asi* Registration Form)

  b) **e***asi***est** – Trusted Account

  - ✓ **e***asi***est** Registration Form

- ✓ Grouped Accounts (***e**asi* Registration Form)
- ✓ Letter from Trusted account holder

c) ***e**asi***est** – Account of Choice

- ✓ ***e**asi***est** Registration Form
- ✓ Grouped Accounts (***e**asi* Registration Form)
- ✓ Certificate Request Form
- ✓ Letter of Authority (in case of corporate)
- ✓ Documents as per document checklist.

V. Authentication of transactions by DPs: -

1. All the transactions setup by the BOs / CMs through their respective ***e**asi***est** logins will have to be **authenticated** by you through your DP login.

2. On your authentication, the transaction would be sent to CDSL for processing. However you have an option of auto authentication i.e an option to setup auto authentication parameters (Quantity & Value) upto, which you want to permit your client to setup transactions without you having to manually authorize the transaction. For the purpose of valuation the securities would be valued as per the previous day's closing price on the Stock Exchange, Mumbai (BSE).

3. In such case, transactions setup by your clients would be sent directly to CDSL without your manually authentication.

4. Details of all transactions done by your clients through ***e**asi***est** would be made available to you through your DP login at ***e**asi***est** and the same can be downloaded.

VI. Timings –

1. At ***e**asi***est** clients can set up transactions for future business date anytime, however there is time limit before which transactions for current business date should be set up. The details of the timings are as follows:

Sr no.	Type of transaction	Cut off timings for current business date transactions
1	Off market	**7.00 p.m** for execution on the same day as the setup date. No cutoff time for execution on a future date
2	Settlement (On-market)	**90 minutes (1 ½ hour)** before the pay-in time of the respective exchange.
3	Inter depository	**4.00 p.m.** for execution on the same day as the setup date. No cutoff time for execution on a future date
4	Early pay-in	**1 day prior to the pay-in day but before 7.00 p.m**

2. If a client is registered with manual authentication i.e. all the transactions need to be authenticated by the DP, then you must authenticate transactions setup by your clients well before the cut off timings.
3. You are requested to check the "authenticate transaction" link from time to time, preferably before the expiry of the prescribed time so that no transactions are kept pending for authentication.
4. Transaction which remain pending for authorization will be shown as "expired" after the cut off timings. The expired transactions would not be forwarded to CDSL for processing.

VII. USER MANUAL

1. In order to enable you to understand the various operational aspects of **e***asi* / **e***asi***est** a user manual will be posted in your DP login at **e***asi***est**. You must go through the user manual thoroughly and follow the instructions as given therein.
2. The user manual for your clients will also be posted at their **e***asi* / **e***asi***est** logins. You are requested to kindly inform your clients to go through the user manual thoroughly before operating **e***asi* / **e***asi***est** login.
3. All the registration forms received from your clients must be preserved for audit purposes.

VIII. FEES

One time registration fees to DPs for **e***asi* / **e***asi***est** are as follows:

Services	Charges

e*asi*	Rs. 20,000/-
e*asi***est**	Rs. 50,000/-

If you are already registered as a DP to **e***asi* you need to pay only Rs. 30,000/- for upgrading to **e***asi***est** services.

VIII. Queries

In case of any queries for **e***asi* / **e***asi***est**, please feel free to contact the following personnel at Tel 022-2272 3333 –

Name	**Extn. nos.**
Mr.Aashish Bajpai	8421
Ms.Latha Nair	8667
Helpdesk	8624, 8639, 8662, 8427, 8663, 8625

Cyrus Khambata
Vice President – Business Development and Operations

Encl: As above

Annexure A – DP Communiqué-381

CDSL/OPS/DP/157 April 24, 2002

COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

easi - ELECTRONIC ACCESS TO SECURITIES INFORMATION

(CONVENIENT, DEPENDABLE AND SECURE WAY TO ACCESS CDSL DEMAT ACCOUNT)

1. As you are aware, with effect from April 01, 2002, the settlement period under rolling settlements has been reduced from five working days to three working days. This step is a part of the measures introduced by SEBI to take Indian capital markets to global standards. The T+3 environment significantly enhances the investors' interest and confidence in the given market as the risks associated with market positions are reduced by faster settlements. At the same time, due to the reduction in time available for submitting and processing of settlement instructions, the investors, brokers and depository participants are required to be more alert to meet the settlement deadlines.

2. Thus the T+3 environment greatly necessitates the need of getting information faster at the level of all players in the market. With the settlements being effected almost fully in demat mode, easy and faster access to the depository system has become the need of the hour. The infrastructure to make available the account balance details, transaction details, pay-in and pay-out details to the investors, brokers, therefore, needs to be enhanced.

3. For depository participants, T+3 settlements environment brings new challenges and opportunities to provide more efficient services. In the "knowledge era", improvement of efficiency of services depends on two main factors i.e. information and infrastructure. CDSL recognising this fact has developed a new facility to empower the DPs to face this business challenge by taking care of both, the information and infrastructural, needs of the DPs.

4. CDSL is pleased to inform you of its internet based service "electronic Access to Securities Information" (e*asi*) launched on 22-04-2002, enables beneficial owners / clearing members having account with the CDSL system to allow viewing their holdings and transaction details through internet. e*asi* is accessible from anywhere, anytime through CDSL's all new website www.cdslindia.com.

5. SERVICES PRESENTLY OFFERED UNDER e*asi* TO DPS / CMS / BOS –

A) Depository Participants -

a) To view the following from the demat accounts serviced by the DPs –

i) Holding balance(s)
ii) Status of instruction(s)
iii) Transaction(s) details for last 7 days

iv) The **valuation of holding(s),** based on the previous day's closing prices on BSE.

b) To print the statement of account with the DP's logo, if the DP has registered itself under "e*asi*".
c) To view & download communiqués issued by CDSL right from inception to date.
d) To facilitate account opening
e) DPs can use "e*asi*" to market their service to BOs by making a personalised web page with DP logo.
f) To register online their request for deputing their personnel for training on CDSL system.
g) Use e*asi* as an alternate to get in touch with the CDSL Help Desk.

B) Clearing members -

a) Besides the facilities as mentioned at A (a) and (b) above, CMs can view status of **Pay-ins and Pay-outs.**

C) Beneficial Owners –

a) Any BO registered under e*asi* will be able to have the facilities as mentioned at A (a) and (b) above.

6. PROCEDURE FOR REGISTRATION

A) Registration of DPs

a) The registration form obtainable from our website www.cdslindia.com by clicking on the "DP registration link", should be submitted duly filled in at the following address –

"e*asi*" Registration Cell

Operations Department
Central Depository Services (India) Limited
27th and 28th Floor, P J Towers,
Dalal Street,
Mumbai – 400 023.

b) For each DP ID / Branch ID, separate application needs to be submitted.
c) DP ID / Branch DP ID will be the login ID for accessing **e***asi*.
d) On registration, a password would be e-mailed to the e-mail ID declared in the application for registration. For the purpose of security, DPs are advised to provide an exclusive e-mail ID accessible only to the authorised persons in DP's office.

CDSL shall not be responsible for any leakage of the password and access by an unauthorised person and consequences thereof.

e) DP can access **e***asi* by entering login ID and password.

B) <u>Registration of CMs</u>

a) Any CM who maintains CM accounts with the CDSL system is eligible to use facilities /services under e*asi*.
b) The CM who wishes to avail of services under e*asi* may submit to CDSL, applications for registration in the prescribed form duly verified and authenticated by the DP.
c) The form of application for registration of CMs can be obtained through the CM registration link on our website.

C) <u>Registration of BOs</u>

a) Any BO who has an account with any CDSL DP and who is registered with CDSL for access to e*asi* can register himself under e*asi*.
b) The procedure for registration of BOs is given in the user guide available on the website.

7. FEE FOR USE OF e*asi*

As a special gesture, CDSL has planned to offer the facilities under e*asi* to its DPs / CMs / BOs, **without any fee till 31-05-2002.** The fees to be payable from 1st June 2002 by each category of users are being worked out and will be intimated to DPs separately. Users can count on the dependability of CDSL in offering its services at very affordable rates.

8. DPs' attention is invited to detailed user guide given at the website www.cdslindia.com.

9. CLARIFICATION INFORMATION

If the DPs / CMs need any further clarification / information for use of e*asi* may contact the Helpdesk at extn 8624, 8663, 8639, 8427, 8662, 8626. In the meantime any suggestion to make e*asi* more user friendly are welcome and may be sent to CDSL at e-mail ID info@cdslindia.com**.**

Hitendra Patil
Vice-President – Operations

Central Depository Services (India) Ltd. (CDSL)
28th Floor, Phiroze Jeejeebhoy Towers,Dalal Street,
Mumbai – 400 023.Phone 2723333 Fax: 91 – 22 – 2723199
Website http://www.cdslindia.com

electronic **a**ccess to **s**ecurities **i**nformation and **e**xecution of **s**ecured **t**ransactions **(e*asi*est)**

Registration Form-Depository Participant (DP)

Name of the DP								
DP/RTA ID								
SEBI Registration Number								
Address								
Tel. No								
Email Address of the DP								
Name of the Authorised Signatory								
Designation of the Authorised Signatory								

We would like to register to **e*asi*est** service of CDSL. We hereby agree to the terms and conditions annexed hereto for availing the said services. We also agree to take necessary action to make available the **e*asi*est** services to our BOs/CMs who have registered with CDSL as subscriber.

Date ____/____/_________ Place ____________________

Signature ____________________________
(Authorised Signatory & Stamp of DP)

(For use of CDSL)

Details and Signatures Checked by

Approved by

*DP/RTA Activated by

e*asi*est Terms and Conditions

Beneficial Owner(BO, Clearing Member(CM), Depository Participant(DP) in consideration of their mutual covenants and promises contained herein, and for good and valid consideration, the receipt, sufficiency and adequacy of which is hereby acknowledged, agree to the terms and conditions set for subscribing to **e***asi***est** services :

1. Definitions and Interpretation - In this document, words and expressions listed in this Clause shall carry the meaning assigned to them in this Clause:
   a) " Account of choice" - Account of choice is the option wherein BO/CM can transfer the securities from the BO/CM account to any account of the choice of the BO/CM. The BO/CM can select this option provided **e***asi***est** is accessed through possessed objects.
   b) “Beneficial owner(BO)” means a person whose name is recorded as such with a depository. The BO has expressed its interest in availing of the services provided by the DP using **e***asi***est**. The BO has executed the Depository Services Agreement pursuant to which the BO owns, controls and operates accounts with CDSL through the DP or the BO/DP have been exempted from entering into such an agreement pursuant to the relevant provisions of CDSL bye laws. The BO and DP have agreed to record the terms and conditions mentioned forthwith upon which the BO may participate in **e***asi***est**.
   c) "Bye-laws" shall mean the Bye-laws of CDSL.
   d) "CDSL" shall mean the Central Depository Services (India) Limited, a depository registered with the Securities and Exchange Board of India under the Depositories Act, 1996, of which the DP is a depository participant.
   e) "Clearing Member" means a member of a stock exchange recognised under the Securities Contracts (Regulation) Act, 1956 who has obtained a certificate of registration from the Securities and Exchange Board of India under Section 12(1) of the Securities and Exchange Board of India Act, 1992 read with Regulation 6 of the Securities and Exchange Board of India (Stock Brokers and Sub-brokers) Regulations, 1992 or a Custodian of Securities who has obtained a certificate of registration from the Securities and Exchange Board of India under Section 12(1A) of the Securities and Exchange Board of India Act, 1992 read with Regulation 8 (3) of the Securities and Exchange Board of India (Custodian of Securities) Regulations, 1996 and who has an arrangement with a Clearing Corporation for settlement of trades in dematerialised form. The CM has expressed its interest in availing of the services provided by the DP using **e***asi***est**. The CM has executed the Depository Services Agreement pursuant to which the CM owns, controls and operates accounts with CDSL through the DP or the CM/DP have been exempted from entering into such an agreement pursuant to the relevant provisions of CDSL bye

laws. The CM and DP have agreed to record the terms and conditions mentioned forthwith upon which the CM may participate in **e***asi***est**.

f) "Depository Participant"(DP) - The DP is a duly registered depository DP and is part of the CDSL's depository system. The DP has been registered with CDSL to offer **e***asi***est**, a common infrastructure facility provided by CDSL, which enables BO/CMs to transfer securities through the Internet. The DP has agreed to receive and authenticate the instructions from BO/CM through Internet. The instructions processed through **e***asi***est** will be processed only after the DP authenticates the same. The DP can authenticate each instruction one by one by accessing the DP admin module provided at **e***asi***est** or the instructions can be authenticated by the DP using auto authentication flag, which the DP may allocate/mark for the BO/CM at the time of registration to **e***asi***est** services.

g) "Depository Services Agreement" shall mean the "Agreement between the DP and the Person seeking to open an account with the DP" signed by the BO/CM at the time of opening the account.

h) " **e***asi***est** " shall mean the Internet-based common infrastructure facility provided by CDSL, which is being used by the BO/CM for transactions which CDSL make available/permit from time to time..

i) "Operating Instructions": shall mean the procedural document issued by CDSL guiding BO/CM/DP while operating the CDSL system and **e***asi***est**.

j) "PIN" shall mean the Personal Identification Number, either assigned to the BO or chosen by the BO pursuant to this Agreement, which may be necessary for the BO to access **e***asi***est**.

k) "Possessed Object" shall mean a e-Token with a silicon chip or such other means capable of storing information and affixing digital signature which may be used by the BO/CM/DP for operating **e***asi***est** services.

l) "Remembered Information" shall mean and include such confidential information such as password, PIN or such other information used for authentication of the BO/CM while making use of **e***asi***est**, as may be generated by the BO/CM for access to **e***asi***est**.

m) "Trusted Accounts" shall mean accounts of such type and number as to which CDSL may permit the BO to transfer securities from the BO's account, if the BO uses only Remembered Information for the purposes of accessing **e***asi***est**.

n) "Working Day" shall mean all calendar days excluding Sundays and public holidays observed by CDSL as published by CDSL through communique or at their website www.cdslindia.com.

2. In this document , unless the context otherwise requires:
   a) the singular includes the plural and vice versa;
   b) words importing any gender include the other gender;

c) reference to any statute, ordinance or other law includes all regulations and other instruments and all consolidations, amendments, re-enactments or replacements for the time being in force;
d) all headings, bold typing and italics (if any) have been inserted for convenience of reference only and do not define limit or affect the meaning or interpretation of this document;
e) reference to a Recital, Schedule, Annexure or Exhibit is to a Recital, Schedule, Annexure or Exhibit of or to this document;
f) reference to a person includes a natural person, body corporate, unincorporated association, government or governmental, semi governmental or municipal entity; and
g) reference to a BO/CM/DP means a BO/CM/DP as defined under the definition clause of this document and includes that party's successors, legal personal representatives and permitted assignees.

3. The DP shall from time to time prescribe to the BO/CM the minimum specification of hardware and software that will be required by the BO/CM to access **e***asi***est**. The DP represents that the DP has fully complied with all the technical and operational requirements prescribed for the DP by CDSL.
4. The BO/CM shall have an option of either having a Possessed Object for validation of the BO/CM's access to **e***asi***est** or generating the BO/CM's own Remembered Information for validation of such access by the BO/CM. From time to time, the DP may prescribe to the BO/CM, in accordance with instructions received by the DP from CDSL, such measures as may be required to ensure the safety and security of the BO/CM's access to and usage of **e***asi***est** and the BO/CM shall abide by the same.
5. The BO/CM agrees to take adequate safety measures for accessing **e***asi***est**, including but not limited to:
   a) In the event the BO/CM has opted for Remembered Information for access to **e***asi***est**, the BO/CM shall take all the necessary steps to ensure confidentiality and secrecy of the BO/CM's Remembered Information used for authentication of the BO/CM and shall not reveal the same to any employee, agent or official of the DP or to any other person. The BO/CM acknowledges that failure to adhere to safety and security measures prescribed by CDSL and the DP could lead to a loss of confidentiality and secrecy of the Remembered Information, thereby exposing the BO/CM to the risk of financial losses.
   b) In the event the BO/CM has opted for the Possessed Object, for the purpose of identifying the BO/CM in the process of authenticating the BO/CM's access to **e***asi***est**, the BO/CM shall take all necessary steps to ensure that the Possessed Object is kept safely with itself and not to part with possession of the same to any third party. The BO/CM shall also ensure that the safety instructions issued for the usage of the Possessed Object are strictly adhered to.

c) The BO/CM acknowledges that in the interests of the security of the BO/CM's usage of **e***asi***est**, if the BO/CM does not opt for Possessed Object as a means of authenticating the BO/CM's access to **e***asi***est**, the BO/CM shall be entitled to transfer securities only to the Trusted Accounts. Further, the BO/CM shall submit to the DP an undertaking in the enclosed format from the holder/s of the trusted account.

d) The BO/CM acknowledges that all instructions received by the DP, authenticated pursuant to use of Remembered Information or Possessed Object shall be conclusive evidence of such instructions having been issued by the BO/CM and shall be attributed to the BO/CM. The DP shall not be held liable for acting on the instructions so received.

e) If the BO/CM has reason to believe that the confidentiality of the Remembered Information has been compromised or that the Possessed Object has been lost/misplaced/stolen, the BO/CM shall intimate the DP forthwith about such compromise or loss. The DP shall take best efforts to forthwith disable the BO/CM's access to **e***asi***est** not later than one Working Day of receipt of such intimation from the BO/CM. However, if any instructions are received prior to such disablement, the DP shall not be liable for losses, if any, arising out of execution of such instructions.

6. In consideration of the access to **e***asi***est**, the BO/CM/DP agrees to pay such charges as may prescribed by DP/CDSL. CDSL/DP shall reserve the right to revise the charges by giving the BO/CM adequate advance notice, in no event lesser than thirty (30) days, to be issued either in writing or through their websites.
7. The BO/CM agrees that in the event of the BO/CM desiring to operate any joint account through **e***asi***est**, it shall be a condition precedent for usage of **e***asi***est** that all the joint holders shall sign the **e***asi***est** registration form, the Remembered Information for access to **e***asi***est** will be issued to the Email ID mentioned in the **e***asi***est** registration form, favouring any one individual who shall be deemed to be the user of the Remembered Information or the Possessed Object for access to **e***asi***est** will be issued favouring any one individual who shall be deemed to be the user of the Possessed Object for access to **e***asi***est** and issue of instructions through **e***asi***est**. The BO/CM hereby ratifies and upholds all such instructions issued through **e***asi***est** using such Remembered Information or Possessed Object, as the case may be. The usage of and access to **e***asi***est** using the Remembered Information or Possessed Object, as the case may be, shall be deemed to have been made by the BO/CM at the time of such access and use.
8. The BO/CM shall be entitled to change the Remembered Information on **e***asi***est** from time to time.
9. The BO/CM is aware that the transaction through **e***asi***est** will be processed only after the DP authenticates the same. The authentication may be manual

authentication i.e. authentication of each instruction one by one or auto authentication, which the DP may allocate/mark for the BO/CM at the time of registration to **e***asi***est** services. The DPs agree that in case they have set manual authentication for any BO/CM they will verify the receipt of any authentication instruction request daily before the expiry of dead line time mentioned at **e***asi***est** and in the operating instructions for the **e***asi***est.**

10. The DP has an authority to authenticate/ reject the transactions. The rejection of transaction by the DP will be intimated to the BO/CM through the **e***asi***est** login of the BO/CM. The BO/CM can view the status of the transactions through the **e***asi***est** login.
11. The BO/CM shall enter all its transactions instructions at **e***asi***est** in a timely manner to ensure that the same are capable of being received by the DP for authentication. The different type of instructions i.e. Off Market. Settlement, Inter Depository, Early payin shall be entered by the BO/CM before the specified time mentioned against the particular instructions at **e***asi***est**.
12. **e***asi***est** will forward the instruction to CDSL system after the same are authenticated by the DP on best effort basis, however CDSL does not guarantee the execution of the instruction due to any unforeseen technical /operational failure. BO/CM are advised to check the status of the instruction from time to time, and in case of any problem/non -authentication are requested to approach the respective DPs on time.
13. The receipt of instructions by **e***asi***est** shall be indicated by means of message receipt confirmation screen that shall be generated on the BO/CM's computer screen, which shall be capable of being printed out for the BO/CM's record. If the instructions are received by **e***asi***est** before the aforesaid deadline, the DP shall be fully responsible for authenticating the same within the prescribed deadline. If the instructions are received by **e***asi***est** after the aforesaid deadline, the instructions may be authenticated by the DP and processed by **e***asi***est** on a best-efforts basis, and the DP/CDSL shall not be liable for non-execution of the same.
14. The BO/CM further acknowledges that the BO/CM shall not have any right to any claim against either the DP or CDSL for losses, if any, incurred due to non-authentication of such instructions received late and executed on a best-effort basis. In the event of any dispute relating to the date and time of receipt of the instructions on **e***asi***est**, CDSL's records shall be conclusive evidence and the Parties agree that CDSL's decision on the same shall be final and binding on both Parties.
15. Account of choice option can be availed by a BO if they are registered through possessed object.The CM can be registered to **e***asi***est** services with account of choice option only through possessed object. The trusted account option is not available to CM.

16. The right to use **e***asi***est** by a BO/CM cannot be assigned or transferred by the BO/CM under any circumstances, otherwise than through valid issue of a power of attorney.
17. The BO/CM may request for termination of **e***asi***est** at any time by giving a notice in writing or through **e***asi***est** to CDSL/DP. CDSL/ DP shall terminate the service within fifteen (15) days of receipt of such notice.
18. Registration to **e***asi***est** unless terminated earlier shall be deemed to be terminated immediately on termination of the Depository Services Agreement between CDSL and DP.
19. The BO/CM agrees to indemnify, keep indemnified and hold the DP and CDSL harmless from any loss, damage, claim, suits, legal proceedings, investigations, expenses of every kind and any other liability whatsoever, including reasonable attorney's fees and fees of such experts as may be become necessary for CDSL and / or the DP to engage, caused due to the availing of the services by the BO/CM pursuant to this Agreement in any and all circumstances including without limitation, the following:
    a) Falsehood or misrepresentation of any nature by the BO/CM (or any person acting on behalf of the BO/CM);
    b) Failure to use a trustworthy system for access to **e***asi***est.**
    c) Failure to take the precautions necessary to prevent the compromise, loss, disclosure, modification, or unauthorised use of the BO/CM's Remembered Information, Possessed Object or the private key used to execute the BO/CM's digital signature
20. Notwithstanding anything contained herein, the BO/CM recognises and acknowledges that the DP may, in accordance with instructions received by the DP from CDSL, prescribe such other security measures as it deems fit, in replacement of or supplementing the validation process through the use of Remembered Information or Possessed Objects, including without limitation the use of biometrics and such other methods as would validate the identity of the BO/CM for access to the **e***asi***est** system. The BO/CM agrees that a condition precedent for the BO/CM's access to **e***asi***est** is that the BO/CM shall provide such information, data, and access to its representatives and personnel, as may be designated by the BO/CM as the users of the **e***asi***est** system in order to enable DP to generate such biometric criteria or other criteria in accordance with the security measures prescribed by DP, in accordance with instructions received by the DP from CDSL.
21. The DP may withdraw the access of the BO/CM to **e***asi***est** at any time provided a notice of at least thirty (30) days is given to the BO/CM. The DP may suspend or terminate the service without prior notice if the BO/CM has breached any of the terms and conditions of this document or the Depository Services Agreement, or if the DP learns of the death, bankruptcy, lunacy or loss of legal capacity of the BO/CM.

22. Any dispute or difference between the Parties shall be resolved solely by means of reference to binding arbitration under the arbitration mechanism as provided in the Bye-Laws.
23. The above terms and conditions are in addition to and do not undermine in any manner whatsoever the terms and conditions forming a part of the Depository Services Agreement.

TATA CONSULTANCY SERVICES – CERTIFYING AUTHORITY

Central Depository Services (India) Ltd. - Registration Authority

REQUEST FORM FOR CLASS-2 CERTIFICATE

User Type - Company

Instructions:

1. ***Please fill the form in BLOCK LETTERS***
2. ***Items marked with * are mandatory.***
3. ***For the items marked with #, details for at least one are mandatory***

Affix recent Passport size Photograph of the Applicant

To be filled in by the Applicant:

COMPANY REGISTRATION NO. *

Date of Incorporation/Agreement/ Partnership (DD/MM/YYYY) * / /

PARTICULARS OF BUSINESS

A. ***Corporate/Head/Registered Office Address***

Name

Flat/Door/Block No.

Name of Premises/ Building/Village

Road/Street/Lane/

Post Office

Area/Locality/Taluka

Sub-Division

Town/City/District

State/Union Territory

Pin

Telephone No.

Fax

Web Page URL, if any

Nature of Business

Company Income Tax PAN No.

DETAILS OF APPLICANT *

FULL NAME *
Last Name/Surname

First Name

Middle Name

ADDRESS
Flat/Door/Block No.

Name of Premises/ Building/Village

Road/Street/Post Office

Area/Locality/Taluka

Sub-Division

Town/City/District

State/Union Territory

Pin

Telephone No.

Fax

Mobile Phone No.

Nationality

Visa details, in case of Foreign Nationals

PASSPORT DETAILS #

Passport No.

Passport Issuing Authority

Passport Expiry Date

VOTER'S IDENTITY CARD NO. #

INCOME TAX PAN NO. #

E-MAIL ADDRESS

TYPE OF DIGITAL CERTIFICATE REQUIRED * (Please tick)

Signing Certificate (Single Key pair) ☐
(This can be used for signing and/ or encryption)

ANY OTHER DETAILS

Date Signature of the Applicant

To be filled by the DP

The above details have been verified and found to be correct.

Signature of Authorised Signatory of DP
Authorised Signatory Name:
Authorised Signatory Designation:
Date:

Seal:

To be filled by TCS - RA Office (CDSL)

The above details have been verified and found to be correct.

Signature of RA Office
Name:
Date:

Seal:

TCS -CA Certificate

Letter of Authority

I ____(Authorised Signatory name) in the capacity of the ___________________________________(Authorised Signatory Designation) of_______________________________________ (Company/Government institution name) authorize _____________________________ (Subscriber's Name) whose signature is attested below to carry out all the necessary formalities on behalf of ____ (Company/Government institution name) for the application of class 2 Digital Signature Certificate with the validity period of one year.

Signature and Designation

of Authorised Signatory

with company seal

Signature and Designation

of the Subscriber

Signature and Designation

of Authorised Signatory

with company seal

DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

Sl. No.	Particulars	Proof required / Checklist	Status
1	Any of the following details as proof of right to do business: • Certificate of Incorporation or • Articles of Incorporation or Memorandum of Association or • Partnership Papers, in case of a Registered Partnership or • Acts/ other valid business license document	One Notarized copy and One Attested copy **(Please see Note 1)**	
2	Company's PAN Number (Attested photo copy)	Attested photo copy of the company's PAN Card	
3	Company's Bank Details	Bank Details on the Company Letter Head	
	or	Attested copy of the Bank Statement provided by the Bank	
4	**Applicant Identification Document** (Attested photo copy of any one of the three)	Passport	
	or	Voter Id	
	or	PAN Card	
5	Proof of permanent address of the Applicant *(needed only if PAN details are submitted for Applicant Identification)* (Attested photo copy)	Ration card	
	or	Driver's License	
6	**Certificate Request Form** Duly filled in		
7	**Letter of Authority** (To be signed by authorized signatory other than applicant)		
Note 1: If a company applies for more than one certificate, then one original notarized copy of the Proof of Registration Number and other attested photocopies of the original would be required.			

The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to your DP.