



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/ADM/DP/GENRL/6272

December 02, 2016

ONLINE FACILITY FOR ADDITION, MODIFICATION AND DELETION IN DETAILS OF DP SERVICE CENTRES

DPs are advised to refer to communiqué no. **CDSL/A,I&C/DP/POLCY/3579** dated March 25, 2013 wherein DPs were informed of the procedure to be followed for approval, closure and changes in contact details of service centres like address or contact person.

CDSL is now pleased to inform DPs about the release of a new facility in 'easiest' whereby DPs through their easiest login can add new service centres; modify existing details or delete the existing service centre records.

The process flow is given below:

I. Addition of a new service centre:

- The DP can now add a new service centre online by accessing the new option 'Create Service Centre Data' provided in DPs easiest login under the menu 'DP Administrator Tools'. After clicking on the new option, the DP can click on 'Add' button and enter all the required details of the new service centre.
- On clicking the 'Submit' button, a service centre ID will be generated and the new service centre will be added for the DP.

II. Modification of existing service centre details:

- The DP can modify an existing service centre detail online by selecting the said service centre ID from the grid of existing service centres of the DP and clicking on 'Modify' button.
- After modification of the required details and on clicking the 'Submit' button the modified details will be updated for the said service centre.

III. Deletion of existing service centre:

- The DP can delete an existing service centre by selecting the said service centre ID from the grid of existing service centres of the DP and clicking on 'Close Service Centre' button.
- After entry of closure remark, acceptance of terms and conditions and clicking on 'Submit' button, the system will again seek confirmation for deletion of the said service centre.



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- On confirmation the said service centre will be deleted in the system.

Report to DPs:

DPs can download the detailed service centres list of their DP for their records by clicking on the 'Download' button and providing the path where they require the said report to be saved.

Further, for the service centres, DPs are advised to ensure compliance of:

1. SEBI notification dated 29th March 2011 regarding certification of associated persons and CDSL communique no. CDSL/OPS/DP/POLCY/2558 dated July 15, 2011.
2. Requirements for service centres as mentioned in communique no. CDSL/A, I&C/DP/POLCY/3579 dated March 25, 2013.

DPs are advised to note that the updated list of service centres for their DPs is now available in their DPs easiest login. DPs are further advised to:

1. **Download the list of service centres for their DP and verify the same with their records. In case of any discrepancy, DPs are advised to add / modify the details / delete the records.**
2. **After the release of the new facility, all requests for addition, modification and deletion of service centres should be made by the DP online through its easiest login and hardcopies of the documents are not required to be submitted to CDSL.**

Queries regarding this communiqué may be addressed to:

- ❑ **CDSL – DP Admission Cell:** on telephone numbers (022) 2272-5098, 2272-8670 or 2272-8162, 2272-8690. Emails may be sent to: lancy@cdslindia.com, jayaprakashs@cdslindia.com, prathaps@cdslindia.com, santoshk@cdslindia.com
- ❑ **CDSL – Helpdesk** on telephone numbers (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8625, 2272-8639, 2272-8663, 2272-1261, or 2272-2075. Emails may be sent to: helpdesk@cdslindia.com

Sunil Alvares
Senior Vice President – Business Development & Admission Cell