Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2022/119 **June 16, 2022**

Buyback of CP (Commercial Paper) and CD (Certificate of Deposit)

As per the Operational guidelines for Commercial Paper dated March 31, 2020 & Operational guidelines for buyback of CD issued vide circular no. FIMCIR/2021-22/27 by FIMMDA, the depositories are required to send e notices to the holders intimating such buyback.

Further, as per the guidelines, the offer must be made to “All Investors” as per the BENPOS statement generated as on the Record date.

In order to facilitate companies / Issuers to provide details of their upcoming CP-CD Buyback to the holders through depository, CDSL has enhanced their Issuer Centre portal to enable depository to send email alerts to all the CP/CD holders **(having valid mail id in CDSL records).** The said enhanced facility for issuer centre portal is already available in the CDSL Depository system. The Issuer is required to ensure that the details of buyback of CP/CD and the offer letter are uploaded in the CDSL system at least one business day prior to the Start Date of Offer.

Issuers can access the Issuer Centre Portal from Home page of CDSL website i.e. https://www.cdslindia.com from Issuer Centre Tab or click on link https://issuercentre.cdslindia.com/Home/Login to access issuer centre portal to provide the details of their upcoming CP-CD Buyback to their investors through CDSL.

Issuers who are already registered with CDSL Issuer Centre Portal can use their existing login credentials to access the new Buyback Setup for CP-CD Redemption. The login credential has already been sent to all issuers on their registered email id with CDSL.

Those Issuers who have not yet received login credential of issuer centre portal, can send a request to helpdesk.evoting@cdslindia.com.

All registered issuer users must follow the below process for login on issuer centre portal.

- Visit CDSL website at https://www.cdslindia.com & click on Issuer Centre Tab or click on link https://issuercentre.cdslindia.com/Home/Login to access issuer centre portal
- The existing user can login directly using their existing user credential created by your admin to update Buyback schedule.
- The new user can login with Admin user ID & password. The Admin user id will be **isuradmn_<isuerid>** for eg: issuer id is 1234 then userid shall be **isuradmn_1234.**

- The OTP will be confirmed by the Admin user, which is forwarded to Registered Email ID.
- Admin user needs to create the specific User login with their choice of unique user ID by using the **User Management Tab.**
- The **Privileges** of Buyback Setup must be given to the aforesaid specific user.
- The new user created by admin can now proceed with login from their user login credential for setup of CP-CD Buyback.

In case users have forgotten their admin password, they can reset their password by clicking on the 'Forgot password' link on the login page of Issuer centre portal. The user will need to follow the below mentioned steps:

- Enter the admin User ID in the 'Username' field and click 'Forgot password' option. The user id will be **isuradmn_<isuerid>** for eg: issuer id is 1234 then userid is- **isuradmn_1234.**
- Enter your registered email ID.
- The password will be forwarded to the registered Email ID.
- Please check the password in spam/junk folder & also requested to whitelist the following email id to receive the mails from our end.
  easiadminpr@cdslindia.co.in
  easiissuerotp@cdslindia.co.in

After successful login by user, Process to setup/provide the details of the upcoming CP-CD Buyback is as follows:

User to click on **Buyback Setup – CP CD** Buyback Setup

- Click on tab "Add new "and enter the following details:
- ISIN (To be selected from Dropdown given)
- Record Date
- Offer Start Date and Offer End Date
- File Upload (Offer document to be uploaded)

a) The Buyback Setup schedule updated by Issuer user is considered as process completed & **there is no checker required in the system.**

b) An option to view or delete the details already provided in system is also available.

c) It is mandatory for Issuers to provide details on CDSL Issuer Centre Portal as per deadline to comply with the specified Guidelines.

Once Issuer user has updated the required Buyback of CD/ CP details on the system, the details will be considered as final for sending mails to the investor on their mail id as registered in the CDSL system. The holders shall be considered as on End of Day (EOD) of the record date as provided by the issuer and the same should be at least one business day prior to the offer start date.

The aforesaid facility is not yet provided to RTAs to setup/provide the details of Buyback of CD/ CP.

All RTAs are advised to inform their client companies suitably.

Queries regarding this communiqué may be addressed to **CDSL – Corporate Actions:** on telephone numbers (022) 2305-8680, 2305-8638, 2305-8685, 23058507, Emails may be sent to: **caipo1@cdslindia.com**.
For Login credentials kindly connect at helpdesk.evoting@cdslindia.com

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