



Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/GENRL/2024/119

August 01, 2024

AMENDMENTS TO RTA OPERATING INSTRUCTIONS CHAPTER – 8

Issuers/RTAs are advised to note that amendments have been incorporated in CDSL's RTA Operating Instructions [OI] Chapter 8 -Miscellaneous, regarding the timelines for the process of Application for the creation of a new Registrar and Transfer Agent (RTA).

The said amendments to the RTA OI are provided in track changes mode in the attached Annexure – A.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dpertasupport@cdslindia.com and telephone no. 022-6234-3333.

For and on behalf of

Central Depository Services (India) Limited

sd/-

Nilesh Shah

Assistant Vice President – Operations

8 - MISCELLANEOUS MATTERS		
Point No.	Existing	Proposed Amendments
8.4	Not available	<u>Process of Application for a new Registrar and Transfer Agent (RTA) RTA ID Creation.</u> RTA has to submit the duly signed and dated application letter (on the letter head) for creation of the new RTA ID along with necessary documentations as provided in the link https://www.cdslindia.com/RTA/How-to-become-rta.html . RTA has to submit all the duly completed documentations , formalities and if any query/ies raised by CDSL, the same needs to be cleared within a period of 14 working days from the date of submission of the application for the creation of the RTA. In case of non-receipt of all the documentations / completion of required formalities within 14 working days, from the date of submission of application or 5 working days from the date of seeking additional documentation /query by CDSL, whichever is higher for the creation of RTA ID, the application will be rejected by CDSL. RTA will have to provide the fresh application again for the creation of the new RTA ID along with the requisite documentations / formalities -. Necessary communique will be released by CDSL post admission of RTA. <u>Process of Application for the withdrawal / closure of the RTA ID</u> RTA has to submit a duly signed and dated letter (on the letter head of the RTA) for the withdrawal / closure of the RTA . At the time of submission of the withdrawal /closure application, RTA has to ensure the following. 1. There are no grievance pending at the RTA's end for resolution -. 2. No non-compliance is pending with the RTA for submission to the Audit department. 3. All the payments are cleared at the time of submission of the withdrawal / closure request by the RTA. If all the above points are complied by the RTA and queries (if any from CDSL) are resolved by the RTA within 14 working days from the date of submission of application, RTA will be closed by CDSL. If the required formalities / queries are not cleared by the RTA within 14 working days from the date of submission of the application or 5 working days from the date of seeking additional documentation /query by CDSL, whichever is higher for withdrawal of RTA, the application will be rejected by CDSL. The RTA will be required to submit a fresh application again for the closure/withdrawal of the RTA post clearing all the rejections / queries . Necessary communique will be released by CDSL post withdrawal / closure of RTA.