Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2025/218 **August 06, 2025**

AMENDMENTS TO RTA OPERATING INSTRUCTIONS CHAPTER - 6

Issuers / RTAs are advised to note that amendments have been incorporated in CDSL's RTA Operating Instructions [OI] **Chapter 6 - COSTS, CHARGES AND DEPOSITS point 6.2 Cost of Connectivity (Lease line) & Cancellation Charges.**

The said amendments to the RTA **OI Chapter 6** is attached herewith and the changes given in track changes mode.

Issuers / RTAs are advised to take note of the same and ensure compliance.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent **to:** dprtasupport@cdslindia.com and connect through our IVR Number 022-62343333.

For and on behalf of
Central Depository Services (India) Limited

sd/-

Nilesh Shah
Vice President – Operations

KEYWORD : Operating Instructions

6.COSTS, CHARGES AND DEPOSITS

6.1 The Issuer/RTA shall, pay to CDSL such costs, charges and deposits as are specified herein, along with taxes as applicable at the prevalent rate. The costs, charges and deposits shall be subject to change or revision from time to time by CDSL. In the event of the Issuer or RTA failing to make payment of the costs, charges or deposits, as the case may be, by the due date mentioned in the bill, in addition to any other rights or remedies that may be available to CDSL against the Issuer or RTA, CDSL may

i. Levy interest on such delayed payment or part thereof at the rate not exceeding 12% per annum.

ii. stop providing details of BOs (BenPos) pertaining to ISIN of such Issuers or in case of RTA stop providing Benpos pertaining to all ISINs of all Issuers connected to such RTA as mentioned in the Bye-Laws and the Operating Instructions, in case the Issuer/RTA continues to make default in payment of the costs, charges or deposits and interest levied there on.

iii. Not permit the issuer to use its infrastructure including for issue of further securities in electronic form.

6.2 Cost of Connectivity (Lease line) & Cancellation Charges:

A. Recurring Service provider charges for leased line of following types (Applicable for leased lines commissioned through CDSL)	
i) Annual rental of ~~2~~ 10 Mbps MPLS leased line	i) ~~81,000/-~~ 1,10,000 p.a. plus One time installation cost of Rs. ~~10,000/-~~ 15,000
ii) Annual rental of ~~2~~ 10 Mbps local leased line iii) ~~Annual rental of 2 Mbps local leased line within 5 Km from BSE, Mumbai~~	ii) ~~63,000/-~~ 82,000 p.a. plus One time installation cost of Rs. 10,000/- iii) ~~55,000/- p.a. plus One time installation cost of Rs. 10,000/-~~
iv) CDSL annual leased line maintenance charge	iv) 15,000/- p.a.
B. Leased line exit charges (Applicable for leased lines commissioned through CDSL)	
i) Local leased line exit charges	i) 5,000/-
ii) MPLS leased line exit charges	ii) 15,000/-

Note:

1. Charges will be pro-rated monthly from the month in which the RTA is admitted till the end of the financial year. For the subsequent financial year, the same is payable

at the beginning of the financial year.

2. Connectivity charges payable to service provider / BSE Limited will be charged on actual basis.
3. Connectivity charges which are payable to the service provider / BSE Limited will be intimated by CDSL from time to time.

6.3 Annual charges to be paid by Listed Issuers to CDSL:

Reference SEBI Circular no. CIR/MRD/DP/18/2015 dated December 9, 2015, Issuers to pay @ Rs. **11.00** (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

Nominal value of admitted securities (Rs.)	Annual Custodial Charges payable by an Issuer to CDSL (Rs.) (*)
Upto 5 crore	9,000
Above 5 crore and upto 10 crore	22,500
Above 10 crore and upto 20 crore	45,000
Above 20 crore	75,000

The Issuers would be required to pay custody charges to CDSL with whom Issuers have established connectivity based on the average number of folios (ISIN positions) during the previous financial year or the minimum amount, as the case may be. The average number of folios (ISIN positions) for an Issuer shall be arrived at by dividing the total number of folios for the entire financial year by the total number of working days in the said financial year. However, temporary ISIN shall not be considered for the purpose of computing the annual charges. The payment of annual custodial charges shall be made, by 30th April of each financial year or within 30 days from the date of the bill, failing which, CDSL will charge penal interest subject to a maximum of 12% p.a. If an Issuer requires a breakup of number of folios day-wise or the detailed working used to arrive at the average number of folios, the request shall be made by way of form [see Annexure - 6.1]. CDSL will provide the data on payment of Rs.1,000/-

Annual charges to be paid by Unlisted companies & Alternate investment Funds (AIFs):

Reference Ministry of Corporate Affairs (MCA) notification dated 10^{th} September, 2018, Issuers to pay @ Rs. 11.00 (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

Nominal value of admitted securities (Rs.)	Annual Custodial Charges payable by an Issuer to CDSL (Rs.) (*)
Upto 2.5 crore	5,000
Above 2.5 crore and upto 5 crore	9,000
Above 5 crore and upto 10 crore	22,500
Above 10 crore and upto 20 crore	45,000
Above 20 crore	75,000

Security Deposit:

The unlisted companies maintain security deposit of not less than two years of annual charges.

6.4 Extinguishment of securities as a consequence of buy back

A flat charge of Rs.1000/- shall be levied for each request of extinguishment of securities.

6.5 Admission of certificates of deposit (CDs), issued in electronic form

A charge of Rs.1,000 shall be levied for each allotment. In the alternative, Issuers of CDs will have an option to pay a lumpsum charge of Rs.25,000/- towards allotment of all such issues for the financial year (April – March).

6.6 Admission of Commercial Papers (CPs), issued in electronic form

An annual charge of Rs.10,000/- shall be levied for allotment of CPs for the financial year (April – March).

6.7 PSU dis-investments and offers-for-sale transactions

A charge @ 0.01% subject to a minimum of Rs.5/- and maximum of Rs.12/- per debit transaction or Rs.500/- whichever is higher.

6.8 Corporate Action

- A charge @ Rs.10/- per credit and/or a charge of Rs.10/- per debit to/from a BO account subject to a minimum of Rs.1000/- per file.
- A charge @ Rs.10/- per record subject to a minimum of Rs. 300/- per Allotment / CA file to be charged in case of ISIN of Social Stock Exchange (SSE)
  However, in case of split or consolidation or capital reduction only one side will be charged.
- Rs.10/- per record subject to a minimum of Rs.300 /- per file per Issuer security types pertaining to AIFs.
- Debits / Credits attempted to invalid BOIDs will attract charge. Additional fee up to Rs.20,000/- will be levied for customized CA processing request.

6.9 IPO / FPO / NFO electronic transaction update

- A charge @ Rs.10/- per credit to allotee BO account subject to a minimum of Rs.1000/- per instance .
- Credits attempted to invalid BOIDs will attract charge
- Additional fee up to Rs.20,000/- will be levied for customized IPO/NFO processing request.

6.10 Verification of BOIDs (CA / IPO / FPO / NFO) charges for Issuers , Syndicate Members, Sponsor Banks , etc

- Re. 2/- per record, subject to a minimum charges per issue as mentioned below .

Sr. No.	Issue Size [In Rs.]	Amount [Rs.]
1	Upto 10 crore	10,000/-
2	Above 10 crore and upto 100 crore	25,000/-
3	Above 100 crore and upto 1000 crore	50,000/-
4	Above 1000 crore	100,000/-

- Verification on invalid BOIDs will attract charge per issue.

[Note: Verification of BOIDs done by the Stock Exchanges are billed to the respective Issuer ID of the exchanges].

6.11 Rectification of erroneous file(s) for processing of Corporate Action / IPO

A fee of Rs.10/- per record, subject to a minimum of Rs.1,000/- (per file).

6.12 Admission of Pass through certificates (PTCs)

A charge of Rs.5,000/- shall be levied for processing all issues of PTCs under an

ISIN.

6.13 Charges for reactivating of ISINs of securities of private limited and unlisted companies

A charge of 0.01% of the transaction value or face value or book value of the shares, whichever is higher, subject to a minimum of Rs.10,000/- on private limited companies where the ISIN is frozen or unfrozen at CDSL, and on unlisted companies where such request is received from the company.

Transactions for this purpose would mean requests for transfer of shares and effecting debit / credit through a corporate action.

6.14 Charges for reprocessing the Application (for Issuers) :

For re-submission of returned applications, CDSL shall levy a re-processing charge of Rs.1,000/-.

6.15 Charges for Change of RTA :

For effecting change of electronic RTA of any company, CDSL shall levy charges as follows:

Sr. No.	Issued Capital [*] [In Rs.]	Amount [Rs.]
1	Upto 5 crore	10,000/-
2	Above 5 crore and upto 10 crore	15,000/-
3	Above 10 crore and upto 20 crore	20,000/-
4	Above 20 crore	25,000/-

* - The issued capital of fully paid up shares and partly paid up shares and/or capital of debt instruments of the Issuers serviced by the RTA

For re-submission of returned applications, CSDL shall levy a re-processing charge of Rs.1,000/-.

6.16 Processing Fees for Issuers and Alternative Investment Funds (AIFs)

A non-refundable processing fee of Rs.20,000/- shall be payable by Issuers fo admission of listed securities. A non-refundable processing fee of Rs. 15,000 per AIF trusts shall be payable by Issuer for admission of unlisted securities/ AIF trusts. A non-refundable processing fee of ` 15,000 shall be payable by Issuers for the removal of unlisted securities/ AIF trusts.

6.17 Admission of new Issuer/RTA (for RTA activity)

An intending Issuer / RTA shall be levied a one time interest free refundable deposit of Rs.1,50,000/-.

6.18 Software Maintenance Charge

An Issuer / RTA Vault Manager (VM) shall be levied Rs.50,000/- per annum as software maintenance charge. The fees would be pro-rated on a monthly basis for the first financial year.

6.19 Charges for retrieval of old data

For retrieval of past data / reports as per the user requirement, the Issuer/RTA VM/SSE will be charged Rs.5,000/- per request. If the data is required in a particular format, the Issuer/RTA VM/SSE will be charged Rs.5,000/- plus cost incurred by CDSL for software development required for computation of such data.

6.20 Document Processing Fees for Admission of New Issuer/RTA (for RTA activity)

A one-time document processing fee of Rs.20,000/- shall be levied.

No document processing charges shall be levied on VMs for VM activity and Issuer for admission of security under SSE.

6.21 Charges for re-processing the Application for New Issuer/RTA (for RTA activity):

For re-submission of returned applications, CDSL shall levy a re-processing fee of Rs.20,000/- to RTAs.

6.22 Charges for BenPos generation

BenPos, in the normal course, is generated / distributed to all the Issuers/RTAs once a week (Friday) and as on end of the month or on set up, due to Corporate Action by company / statutory requirements. If BenPos is requested on any other date/day other than the dates when it is generated in the normal course, a fee of Rs.7,500 per request per day up to 10,000 records and Rs.15,000/- for records above 10,000 is levied on the Issuer/RTA.

For AIFs - Charges of Rs.300/- per ISIN per day subject to a maximum cap of Rs.10,00,000/- per annum per AIF. These charges are not applicable for the weekly benpos given every Friday or to the monthly benpos given as on each month end.

6.23 Admission of additional equity shares of listed / proposed to be listed companies / units issued in NFO/Change in constitution of capital of the company including reduction of capital of the company, split, consolidation of shares etc.

- For processing documents submitted for admission of fresh capital/change in the constitution of the capital of the company including reduction of capital of the company, split, consolidation etc. for listed equity shares, CDSL shall levy a processing fee of Rs.20,000/-
- The fee is payable only once for a ESOS / ESOP / ASOP / Call Payments Issue (tranche), buy-back of shares and conversion of FCCBs / GDRs / ADRs.

6.24 BO ID Verification charges for ASBA Bankers , Syndicate Members, Sponsor Banks , etc.

For verifying BO ID, a charge of Rs. 2 /- per record shall be levied.

[Note: Verification of BOIDs done by the Stock Exchanges are billed to the Issuer ID of the respective exchange]

6.25 Non- Extinguishment of securities

- A non extinguishment fee of Rs. 100 per ISIN per day shall be charged to the Issuer in case the debt securities are not extinguished by the Issuer by the end of the month following the month in which the redemption was due unless the Issuer has decided to restructure or defer the redemption of securities and informed CDSL accordingly.

6.26 Annual Issuer Fees with respect to increase in capital during a financial year through Corporate Actions etc.

Annual Issuer Fees for the differential amount due to resultant increase in capital in a financial year as per the existing tariff structure approved by SEBI vide its Circular no. CIR/MRD/DP/18/2015 dated December 9, 2015

6.27 Charges for e-Voting - sending of emails and SMS

Reference SEBI Circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020, Issuers to pay email and SMS charges as mentioned below:

1. Details of the charges levied for each eVoting event.

Sr.No	**Paid up Capital**	**Setup Fees (Rs.)**
1	Up to Rs.5 Crore	Rs.1,000/-
2	Above Rs.5 crore to Rs.10 Crore	Rs.2,500/-
3	Above Rs.10 crores	Rs.5,000/-

2. Rs.0.45 (45 paise) for sending one set of SMS to the shareholders holding shares as on the identified date.

   Note

   a. **No charges for sending of emails to all the eligible investors having email IDs registered in the depository system.**
   b. Charges are only for sending of SMS to all the eligible investors having mobile numbers registered for SMS alerts in the demat account.
   c. In case of request from the Issuer / RTA to repeat SMS for the demat account holders holding securities, aforementioned fees on SMS would be levied. However, the setup fees would not be levied for the said e-Voting instance.