



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2025/304

December 05, 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**.

The said amendments to the RTA OI is attached herewith in track changes mode refer **Annexure - A**.

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](mailto: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

| Sr. No | Chapter 6 – Costs, Charges and Deposits                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Existing Process                                                                                                                                                                                                                                                                                       | New Process                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6.24   | <p><b>BO ID Verification charges for ASBA Bankers, Syndicate Members, Sponsor Banks, etc.</b></p> <p>For verifying BO ID, a charge of Rs. 2 /- per record shall be levied.</p> <p>[Note: Verification of BOIDs done by the Stock Exchanges are billed to the Issuer ID of the respective exchange]</p> | <p><b>BO ID Verification charges for ASBA Bankers, Syndicate Members, Sponsor Banks, <u>SEBI Registered Intermediaries</u>, etc.</b></p> <p>For verifying BO ID, a charge of Rs. 2 /- per record shall be levied <u>subject to a minimum of Rs.5,000 per month. Verification on invalid BOIDs will attract charges.</u></p> <p>[Note: Verification of BOIDs done by the Stock Exchanges are billed to the Issuer ID of the respective exchange]</p> |