



Central Depository Services (India) Limited

Convenient # Dependable # Secure

COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/OPS/2026/100

April 01, 2026

MODIFICATIONS IN ISSUER'S DETAILS THROUGH CDSL ISSUER PORTAL

CDSL is pleased to inform Issuers/RTAs regarding the release of the system functionalities for modifications of certain / below mentioned fields through CDSL Issuer Portal by using the user credentials available with them.

Available fields for modifications in issuer details maintained with CDSL are as under:

- 1) Contact details
- 2) Contact Email ID
- 3) Registered Office address
- 4) Correspondence Office address
- 5) Billing Office address
- 6) GST Number
- 7) CIN Number
- 8) LEI Number
- 9) PAN number

Process including document requirements (if any) for above modifications of the Issuer details through Issuer Portal is available on CDSL's Website at link.

Link ; [User manual link](#)

Post creation of respective modification entries in CDSL systems, the same will be processed by CDSL officials and accordingly issuer can check the status of their modification request in their login.

Issuers who do not have the login / user credentials have create/modify the details from their Admin Login. In case the admin login itself is not available with the issuer, such Issuer is advised to submit a request letter on the company's letterhead and email the same to masters@cdslindia.com for creation of their Admin login.

RTAs are requested to note the above details made available through the Issuer portal, bring it to the notice of their clients / Issuers and inform Issuers to update their valid details with CDSL.



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

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

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Sheron Sawant
AVP – Operations