



Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/126

April 28, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/93 dated March 27, 2026, regarding the documents to be submitted for direct credit of securities in dematerialisation form for Investor Service Requests.

In continuation to the above, RTAs / Issuers are advised to note that the investor/s will be required to submit the following revised documents for direct credit of securities in dematerialisation form.

1. Duly filled and signed Dematerialisation Conversion Request Form (DCRF) and demat account holder/s signature verified by DP as per **Annexure 1.4** along with the Investor Service Request.
2. The Client Master List (CML) of demat account holder not older than 2 months duly attested by the DP Official along with the above mentioned **DCRF**. Issuers/RTAs can disseminate the DCRF on their website for the convience of the investors and serial number should be affixed at the time of submission of form by investor to RTA / Issuer.
3. In case of change of order of names, the Transposition request form as per **Annexure 1.4A** should be submitted by the investors.

Issuers/RTA advised to take note of the above and ensure compliance.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtastupport@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



Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/124

April 24, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique nos. **CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026**, and **CDSL/OPS/RTA/POLCY/2026/101 dated April 01, 2026**, regarding the operational process for doing away with Letter of Confirmation (“LOC”) and to effect direct credit of securities in demat account of the investor/s and informing the live release date for online functionality.

CDSL is pleased to announce a new file upload feature that allows the Issuers / RTAs to set up dematerialisation requests in bulk. This facility will be available alongside the current option of online setup in the CDAS. The process used by Issuers / RTAs for verification and confirmation of dematerialisation requests will remain unchanged.

Issuers / RTAs can download the file format and sample files of Bulk Demat Setup and Success / Failure Report (RTK9 report) from the path <https://www.cdslindia.com/RTA/File%20Format.html>

Following points to be noted while preparing the upload file:

1. All the ISO Tags (175) given in the UDIFF upload format (**UDiFF Catalogue_RTAV1.0.0.0.xlsx**) should be present in the first row of the bulk upload file.
2. Data will be present from second row onwards.
3. Fields should be comma separated.
4. Data should be present in mandatory fields.
5. In case data is entered in additional field the same will be ignored at the time of file processing.
6. File will be processed on record level i.e., if any record has problem, then only that record will be rejected and other records will be processed.

Issuers/ RTAs are advised to note that the above functionality is scheduled for release on End of day of May 15, 2026.

Issuers/ RTAs are advised to take note of the above changes in the file format and ensure that necessary changes are incorporated in their back office as per the file format before **May 15, 2026**.



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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.**

sd/-

**Sandeep Chavan
Asst. Vice President – Operations**



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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/101

April 01, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique nos. **CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, and CDSL/OPS/RTA/POLCY/2026/77** dated March 12, 2026, regarding the operational process for doing away with Letter of Confirmation (“LOC”) and online setup of the dematerialisation request in CDSL systems by RTAs.

In continuation to the above communiques, RTAs / Issuers are advised to note that the additional investor service requests like Renewal / Exchange of certificates, Endorsement, Sub-division / Splitting of certificates, Consolidation of certificates / folios, Any other services are also included in addition to **issuance of duplicate certificates, transmission, transposition, claims from unclaimed suspense account and corporate actions** in the **Annexure 1.4** attached herewith. Option for capturing the said type of investor service requests will be also enabled in the live CDSL systems.

Issuers/ RTAs are advised to take note of the above changes and ensure that necessary changes are incorporated in their back office as per the file format before April 02, 2026.

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtastupport@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



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CDSL/OPS/RTA/POLCY/2026/93

March 27, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, regarding the operational process for doing away with Letter of Confirmation ("LOC") and CDSL communique no. CDSL/OPS/RTA/POLCY/2026/77 dated March 12, 2026, regarding Direct credit of securities in dematerialisation account of the investor.

In continuation to the above, RTAs / Issuers are once again advised to note that the investor/s will be required to submit the following documents for direct credit of securities in dematerialisation format .

1. Duly filled and signed Demat Request Form (DRF) as per **Annexure 1.4** along with the Investor Service Request.,
2. The self-attested latest Client Master List (CML) of demat account / BO ID and signature of the BO/s duly verified by the DP Official along with the above mentioned DRF. The CML should not older than 2 months.
3. In case of change of order of names, the Transposition request form as per **Annexure 1.4A** and physical certificates, wherever applicable.

Issuers/RTAs can disseminate the above forms on their website for the convience of the investors.

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
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**Nilesh Shah
Vice President - Operations**



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CDSL/OPS/RTA/POLCY/2026/77

March 12, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/73 dated March 10, 2026, regarding the operational process for doing away with Letter of Confirmation ("LOC") and setup of setup the dematerialisation request through online by RTAs.

In continuation to the above, RTAs / Issuers are advised to note that the functionality of online setup the dematerialisation request through online / single entry mode in the CDSL systems is only for the **demat module for the listed securities** and *not for destat module*.

Also, basis on the suggestion received from the RTAs, reference to point no. 14 of above mentioned CDSL communique, the link for authentication by the demat account holder for confirming the demat request setup by the RTAs / Issuers, will be sent to the registered mobile number and email ID available in the BO ID of first / sole holder in the demat account. The said link will be valid **for period of 21 calendar days** instead of informed earlier as 48 hours. i.e. for 2 business days.

In view of above, point no. 18 of said communique is being modified as

i.e. If OTP is not confirmed by demat account holder within 21 calendar days, such demat requests shall stand cancelled in the system and the demat request is required to be again re-initiated in CDSL systems by RTA / Issuer.

Also note the necessary changes in the file format for demat are as mentioned below:

1. Changes in RT57 – Single Download Report (refer Attached Annexures C1)
 - a. Introduction of new Transaction Status:
 - i. Demat
 1. 612 – Pending for OTP Authentication
 2. 613 – OTP Authenticated Successfully
 3. 614 – OTP Not Entered / Rejected By Investor
 - b. Introduction of new Transaction Code:
 - i. Demat
 1. 9991 – Demat Setup by RTA (Pending OTP Authentication) (612)
 2. 9992 - Demat OTP verification successful (613)
 3. 9993 – OTP Not Entered / Rejected By Investor (614)
 - c. Introduction of "Reason For Delay" field in place of "Filler 3" for Demat.



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2. Changes in **RT21** – Dematerialization Requests Received By RTA and **RT83** – Online RT21

a. Introduction of new value in Demat Request Status code:

- i. O – Pending for OTP Authentication
- ii. B – OTP Authenticated
- iii. Z – Closed and Rejected

All other points mentioned in the above mentioned CDSL communique remains unchanged.

The above system changes in CDSL systems are scheduled to be released on live on End of Day of April 02, 2026. Any LOC issued before releasing the CDSL systems, may be submitted by the investors to DP for dematerialisation within the specified timeline i.e. 120 days from the date of issuance of LOC.

Issuers/ RTAs are advised to take note of the above changes and ensure that necessary changes are incorporated in their back office as per the file format before April 02, 2026.

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.**

sd/-

**Nilesh Shah
Vice President - Operations**



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COMMUNIQUE TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2026/73

March 10, 2026

DIRECT CREDIT OF SECURITIES IN DEMATERIALISATION ACCOUNT OF THE INVESTOR

Issuers / RTAs are advised to refer to CDSL communique no. CDSL/OPS/RTA/POLCY/2026/29 dated February 01, 2026 containing SEBI Circular no. HO/38/13/(3)2026-MIRSD-POD/II/3763/2026 dated January 30, 2026, regarding Ease of Doing Investment and Ease of Doing Business – Doing away with requirement of issuance of Letter of Confirmation (“LOC”) and to effect direct credit of securities in dematerialisation account of the investor/s.

In view of the above, CDSL is making necessary system enhancement, whereby the respective RTAs / Issuers will be able to setup the dematerialisation request through online / single entry mode in the CDSL systems. This is in addition to the existing functionality of verification and confirmation of dematerialisation request which is being used by the RTAs / Issuers for the requests received from the Depository Participant (DP)s. **Only investor service requests such as issuance of duplicate certificates, transmission, transposition, claims from unclaimed suspense account and corporate actions should be processed through this enhanced system functionalities.**

Given below is the Dematerialisation process to be followed by the RTAs / Issuers for the above-mentioned Investor Service Requests:

1. The investor/s will submit duly filled and signed Demat Request Form (DRF) along with the Investor Service Request as per **Annexure 1.4** and physical certificates, wherever applicable.
2. The self-attested latest Client Master List (CML) of demat account / BO ID and signature of the BO/s duly verified by the DP Official will be also submitted along with the above mentioned DRF. The CML should not older than 2 months.
3. Respective RTA / Issuer shall verify the signature of investor/s as per specimen signatures recorded with the RTA / Issuer. Also, ensure that the signature/s of BO/s are verified by the respective DP on the CML.
4. RTA / Issuer will be required to obtain separate DRFs for free and lock-in securities and for each distinct lock-in reason or release date.
5. RTA / Issuer shall verify the physical securities and ISIN no. in the CDSL systems to confirm that the securities are admitted in CDSL.
6. RTA / Issuer should also check that the name of the holders mentioned in the physical securities are matching with the name of holder/s available in BO ID in CDSL systems. ,
7. The details i.e. folio no., certificate no., distinctive no. (DN) etc. of investor service request and physical certificates (if attached) should be also verified in RTA records.



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8. In case of company name change for the dematerialisation request received from investor/s, necessary verification should be carried out by the RTA / Issuer as per their records or can check for the name change of the companies available on the CDSL website or MCA portal. Accordingly, appropriate endorsement shall be made on the DRF.
9. RTA / Issuer should deface and mutilate the physical certificates as “Securities issued in dematerialized form” and retain the original DRF for records.
10. Upon satisfactory verification, the RTA / Issuer can setup the demat request through the Demat / Destat Module, by selecting the Demat / Destat option and option of free securities / lock-in securities, as applicable. For lock-in securities, lock-in reason and release date must be specified as per the options available in the CDSL systems.
11. Enter the BO ID, ISIN and click on search option and select the name of the company, then enter the number of certificates and the quantity of securities to be dematerialized.
12. Check the folio no., certificate no., name and DN ranges as present in the static database.
13. Upon setup of the demat request in CDSL systems, Demat Request Number (DRN) will be generated, the same is required to be mentioned by the RTAs / Issuers on the DRF.
14. Once the DRN is generated in the CDSL system, an SMS link will be sent to the registered mobile number and email ID available in the BO ID for verification from first / sole holder in the demat account., The SMS link will be valid for 48 hours. i.e. for 2 business days.
15. First holder has to click on the SMS link provided and access the OTP generation page by entering the BO ID along with first holder’s PAN as a login authentication.
16. Once the investor has logged in successfully the screen will display the details such as the Demat Request Number (DRN), BO ID, ISIN, Name of the company and the Quantity.
17. After verifying the DRN details, the investor should proceed to generate the OTP. The system generated OTP will be sent to the registered mobile number and email address of the first holder. For completion of the dematerialisation process, the OTP must be entered into the system and authenticated by the investor. Post OTP confirmation, the RTA / Issuer shall proceed with verification and confirmation of demat requests in the CDSL systems as per the existing process. System generated acknowledgement confirming credit of securities in demat account, needs to be sent to BO and concerned DP.
18. If OTP is not confirmed by demat account holder within 48 hours, such demat requests shall stand cancelled in the system and the demat request is required to be again re-initiated in CDSL systems by RTA / Issuer.

In cases of Transposition-cum-Dematerialisation, RTA/ Issuer shall ensure that BOs submit the DRF along with the Transposition Request Form (TPRF) and in case of Transmission-cum-Dematerialisation (in case of death of joint holder), the DRF shall be accompanied with the requisite documents, including the death certificate and physical certificates.



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RTA / Issuer shall process the request and credit securities in dematerialized form to the BO's demat account within 30 days from receipt of complete request after removal of objections, if any, and shall intimate to the securities holder / claimant upon successful dematerialisation. In case the dematerialization request is not processed within the timelines, the reason for delay is required to be captured by the RTA.

File format related changes:

1. Changes in RT57 – Single Download Report (refer Attached Annexures C1 and C6)
 - a. Introduction of new Transaction Status:
 - i. Demat
 1. 612 – Pending for OTP Authentication
 2. 613 – OTP Authenticated Successfully
 3. 614 – OTP Not Entered / Rejected By Investor
 - ii. Destat
 1. 3212 – Pending for OTP Authentication
 2. 3213 – OTP Authenticated Successfully
 3. 3214 – OTP Not Entered / Rejected By Investor
 - b. Introduction of new Transaction Code:
 - i. Demat
 1. 9991 – Demat Setup by RTA (Pending OTP Authentication) (612)
 2. 9992 - Demat OTP verification successful (613)
 3. 9993 – OTP Not Entered / Rejected By Investor (614)
 - ii. Destat
 1. 9991 – Demat Setup by RTA (Pending OTP Authentication) (3212)
 2. 9992 - Demat OTP verification successful (3213)
 3. 9993 – OTP Not Entered / Rejected By Investor (3214)
 - c. Introduction of “Reason For Delay” field in place of “Filler 3” for both Demat and Destat.
2. Changes in **RT21** – Dematerialization Requests Received By RTA and **RT83** – Online RT21
 - a. Introduction of new value in Demat Request Status code:
 - i. O – Pending for OTP Authentication
 - ii. B – OTP Authenticated
 - iii. Z – Closed and Rejected
3. Changes in **RTS1** – Destat Mutual Fund Requests Received By RTA
 - a. Introduction of New value in Demat Status code:
 - i. A – Pending for OTP Authentication
 - ii. B – OTP Authenticated
 - iii. Z – Closed and Rejected



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Necessary amendments to the Operating Instructions, shall be communicated separately. The above system changes in CDSL systems are scheduled to be released on live on End of Day of April 02, 2026.

Any LOC issued before releasing the CDSL systems, may be submitted by the investors to DP for dematerialisation within the specified timeline i.e. 120 days from the date of issuance of LOC.

Issuers/ RTAs are advised to take note of the above changes and ensure that necessary changes are incorporated in their back office as per the file format before April 02, 2026.

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**.

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