



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/A,I&C/DP/POLCY/2023/703

December 05, 2023

PENALTY FOR NOT SCANNING AND UPLOADING OF DIS

DPs are advised to refer communique no. CDSL/A,I&C/DP/POLCY/2017/275 dated June 02, 2017 on "Penalty for not Scanning and Uploading DIS", wherein DPs have been necessitated to scan and upload the images of DIS executed during the day in the CDSL system by the next day.

It has been observed that some DPs are not uploading the scanned images of DIS and annexures, if any, within the prescribed time limit.

DPs are once again advised to note that in case of failure to scan and upload images of DIS in CDSL system within the stipulated time, penalty will be levied for the pending scanning & uploading of DIS cases as per Chapter 11: Annexure 11.1 of CDSL's DP Operating Instructions as under:

- a) If the deviation is observed in the first month - penalty of ₹200/- per DIS to be imposed with a maximum cap of ₹20,000/-
- b) If the deviation is observed in the Second consecutive month, a penalty of ₹300/- per DIS to be imposed with a maximum cap of ₹30,000/-.
- c) If total monetary penalty imposed under this head is more or equal to ₹1,00,000/- during one financial year, matter would be referred to Member Committee.

In view of the above, DPs are advised to scan and upload the images of DIS executed during the day in the CDSL system by the next day without fail to avoid penal action.

Queries, if any, regarding this communique may be addressed to CDSL-Audit on (022) 2305-8519, 2305-8520, 2305-8678, 2305-8679, 2305-8515.

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Urmila Chougule
Senior Manager - Audit, Inspection & Compliance