



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/HD/2024/73

February 02, 2024

### PROCEDURE FOR LINKING BENEFICIARY BETWEEN SELLER BO AND BUYER BO

DPs are advised to refer to CDSL Communique nos. mentioned below:

- i. CDSL/OPS/DP/POLCY/2023/745 dated December 22, 2023, regarding Facility to remedy erroneous transfers in demat Accounts.
- ii. CDSL/OPS/DP/POLCY/2023/757 dated December 28, 2023, regarding Facility to remedy erroneous transfers in demat Accounts.

In view of above Communiques, DPs are advised to follow the step wise procedures along with snapshots mentioned in the appended communication for linking of their Beneficiaries for smooth functioning of their off-market transactions through Cdasweb and Easiest applications.

DPs are further advised to refer to the attached Annexures – ANNEXURE-A (BENEFICIARY LINK SETUP IN CDASWEB) and ANNEXURE-B (BENEFICIARY LINK SETUP IN EASIEST).

DPs are requested to kindly make a note of the above procedures.

Queries regarding this communiqué may be addressed to: [helpdesk@cdslindia.com](mailto:helpdesk@cdslindia.com) and the IVR number is 08069144800.

sd/-

**Swapnil Gupte**  
**Sr. Manager – Operations**

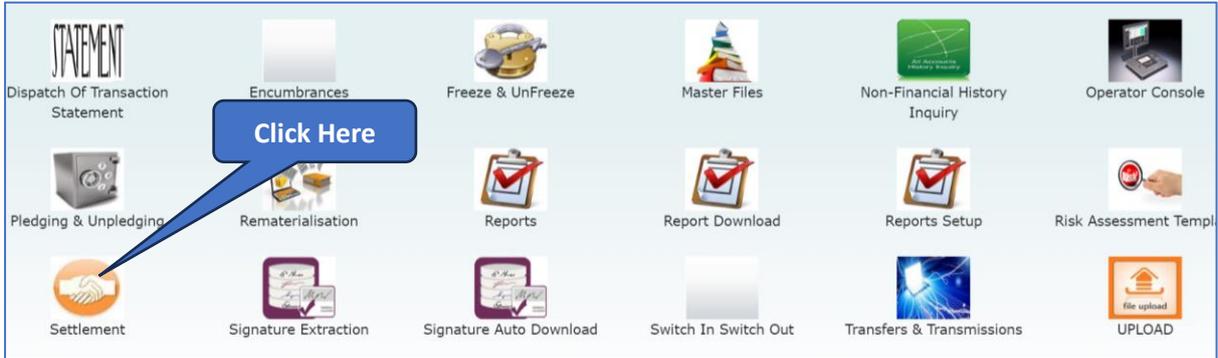


# CENTRAL DEPOSITORY SERVICES INDIA LIMITED

## PROCEDURE FOR CREATION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION

### **Step 1:**

After logging into the CDASWEB application, click on the "Settlement" Module.



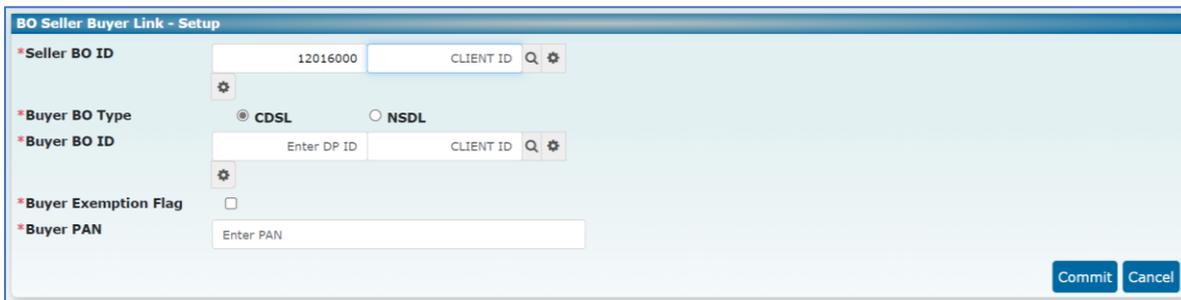
### **Step 2:**

In the Settlement module, click on the **Setup** menu and further select the "Add Beneficiary" sub-menu. Choose between Online or Upload options.

If "Online" option chosen:



As shown below, enter the Seller BO ID (Source BO ID) and select the Buyer BO type depending on the Buyer BO (Destination BO) demat account whether present in CDSL or NSDL. Also enter the Buyer BO ID (Destination BO ID) and PAN Card Number of Buyer BO.





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**BO Seller Buyer Link - Setup**

\*Seller BO ID: 12016000 CLIENT ID [Search] [Settings]

\*Buyer BO Type:  CDSL  NSDL

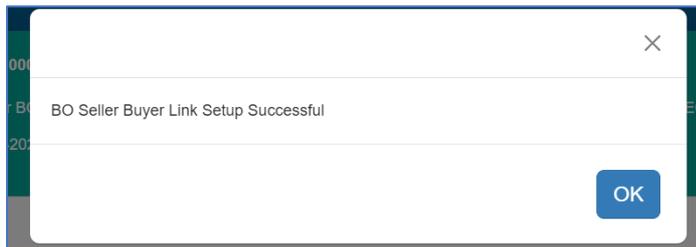
\*Buyer BO ID: Enter Buyer DPID Enter Buyer Client ID

\*Buyer Exemption Flag:

\*Buyer PAN: Enter PAN

Commit Cancel

After entering the mandatory fields, click on the “Commit” button. A pop up will appear displaying that “BO Seller and Buyer Link is Setup successful”.



A notification link is sent to the Seller BO’s registered email address and mobile number. The Seller BO will then generate an OTP for authenticating the link request.

If Seller BO does not receive the notification link, then the BO can use the following URL:

<https://www.cdslindia.com/Authentication/OTP.aspx>

The Seller BO will enter either the 16-digit BO ID (demat account number) or the PAN Card Number. Then the BO will click on the “BO Seller Buyer Link” button.

**Pledge / Offmarket / Interdepository Authentication / BO Seller Buyer Link**

\*PAN Card No: [Input Field]

OR

\*Demat Account No: (Incase of PAN-Exempted BO or if you don't remember your PAN No) 1201080[Redacted]

Submit Clear

Pledge Transaction Offmarket/Interdepository Transaction BO Seller Buyer Link

BO Seller Buyer Link

A box will appear displaying the details like Seller BO ID, Seller PAN, Buyer BO ID, Buyer PAN. Post verification of details then Seller BO will click on “Generate OTP” button to receive OTP for authenticating. After receiving the OTP, the BO will enter in the field given as shown below and click on “Accept” button.



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Select	Sr.No	Seller BOID	Seller PAN	Buyer BOID	Buyer PAN
<input type="checkbox"/>	1	12010806	ACN	120108	BNV

[Generate OTP](#) [Regenerate OTP](#)

*\*Kindly enter OTP received on Mobile and Email*

\*OTP:

[Accept](#) [Reject](#)

**Important Information :**  
Your OTP is valid for 15 minutes from the time of request. If you have not used this OTP within 15 minutes, please request for a fresh OTP.

### If "Upload" option chosen:

Prepare a BO Modification Upload batch file with the Beneficiary link present and save it in a drive. Then choose Bulk Upload option. Select the path in which the file is kept and click on "Upload" button.

DP ID: 16000 SETTLEMENT Last Login: 01-01-2024 05:10 PM Business Date: 02-01-2024 08:05 PM

Setup | Modify | Delete | Inquiry | History Inquiry | Reverse Earmark | Verify | Cancel Trade | G-Sec Securities

**BO Seller Buyer Link - Setup Upload**

\*Upload File Name  No file chosen

[Upload](#) [Cancel](#)

### Step 3:

For checking whether the link has been created between the Seller BO and Buyer BO, click on the Inquiry option. Enter the Seller BO ID and click on the Search button.

DP ID: 16000 SETTLEMENT Last Login: 01-01-2024 05:10 PM Business Date: 02-01-2024 08:05 PM

Setup | Modify | Delete | Inquiry | History Inquiry | Reverse Earmark | Verify | Cancel Trade | G-Sec Securities

**BO Seller Buyer Link - Inquiry**

\*Seller BO ID  CLIENT ID

[Search](#) [Cancel](#)

This will display the link setup on the screen. A notification link is sent to the registered email address and mobile number of the Seller BO. The Seller BO must click on the link and generate OTP for authentication of the link.



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Once the Seller BO enters the OTP, the link gets verified as shown in figure below.

Buyer's BO	Buyer's PAN	Linking Status
12010800 [REDACTED]	ACY [REDACTED]	VERIFIED
12010800 [REDACTED]	BNW [REDACTED]	PENDING

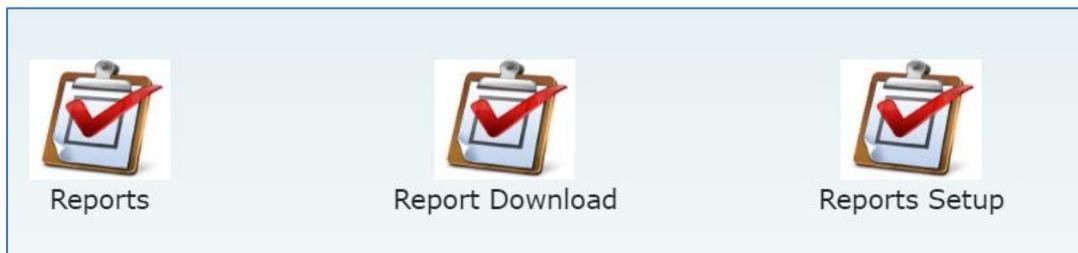
This successfully completes the Beneficiary linking between the Seller and the Buyer Bos in Cdasweb application.

### Step 4:

Now for viewing the Beneficiary link status in a report, CDSL has provided with DPU9 report under Module ID – 38 (Settlement).

Click on “**Reports Setup**” Module (as shown below) for setting up request for DPU9 online report.

For setting up DPU9 report, enter the Module ID as “**38**” and Report ID as “**DPU9**”.



After setting up the report, click on “**Submit**” button.

Search Criteria	
*DP ID	16000 Q STEWART & MACKERTICH WEALTH MANAGEMENT LIMITED
*Module ID	38 Q Settlement
*Report ID	DPU9 Q Offmarket PAN LINK report
Business From Date	02-Jan-2024
Business To Date	02-Jan-2024
Report Criteria	
*Setup Date From	02-Jan-2024
*Setup Date To	02-Jan-2024

Once the report is generated then download it from the “**Report Download**” Module.



# CENTRAL DEPOSITORY SERVICES INDIA LIMITED

## PROCEDURE FOR ENABLING USERS OTHER THAN ADMIN FOR ADDITION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION

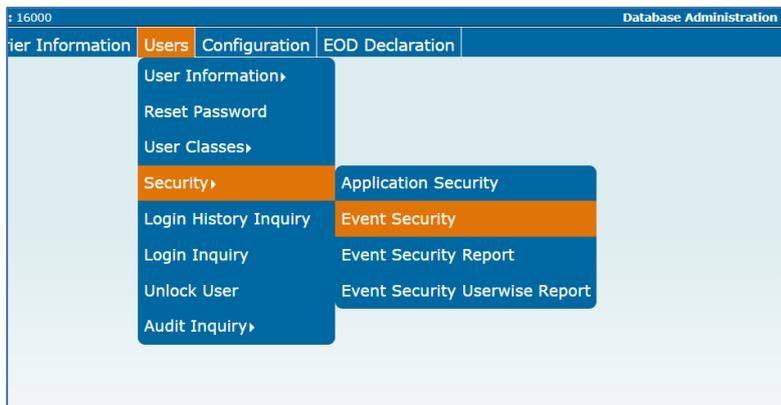
### **Step 1:**

After logging into the CDASWEB application, click on the “Database Administration” Module.



### **Step 2:**

After going into the module, select “Users” option → “Security” menu → “Event Security” sub-menu.



### **Step 3:**

Now select the User Class of the user (for example: “8” for Compliance Officer) and choose the Application ID as “CDSSTL” (for Settlement) as shown below:

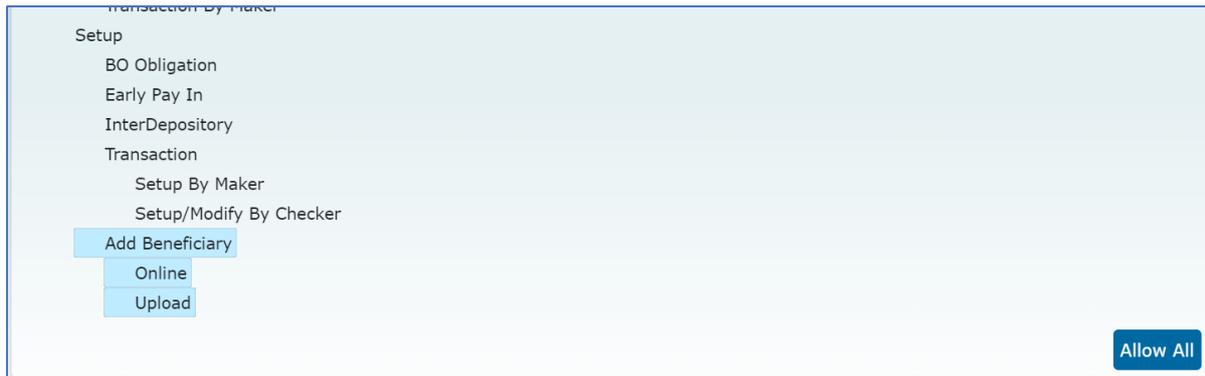
The screenshot shows the 'Event Security' form. The 'User Class' field is set to '8' and is labeled 'Compliance Officer'. The 'Application ID' field is set to 'CDSSTL'.

### **Step 4:**

Then click on “OK” button for expanding the options under the Application ID selected. Now select the “Add Beneficiary”, “Online”, “Upload” options.



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**Step 5:**

Then click on “**Allow All**” & “**Submit**” buttons.

*This completes the process of providing rights to user for viewing and adding Beneficiary link between Seller and Buyer BOs in Cdasweb Application through the Database Administration module.*



# CENTRAL DEPOSITORY SERVICES INDIA LIMITED

## PROCEDURE FOR CREATION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN EASI-EASIEST APPLICATION

### **Step 1:**

Log into Easi – Easiest Application by entering the correct login credentials.

### **Step 2:**

After logging into Easi – Easiest Application, click on the “Transaction” option.

In “Transaction” option, click on “BO Linking” menu → “BO Linking Setup” sub-menu as shown below.



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The screenshot shows the CDSL website interface. The top navigation bar includes 'Account Details', 'Transaction', 'Corporate Announcements', 'Miscellaneous', 'E-Locker', 'CAS', 'E-voting', 'Freeze', and 'Nomination'. The 'Transaction' menu is open, showing options like 'Inquiry', 'Transaction cum Holding Statement', 'Erroneous Transfer', and 'BO Linking'. The 'BO Linking' option is selected, and a sub-menu is visible with 'BO Linking Setup' and 'BO Linking Inquiry and D-link'. The page content includes a welcome message and a button to 'View Download/Print Download as CSV'.

### **Step 3:**

A new window (as shown below) will appear in which the Seller BO must choose the Depository and enter the 16-digit BO ID (demat account number) of the Buyer BO depending on where the Buyer BO has opened their demat account. Also enter the Buyer PAN Card Number.

### **For CDSL:**

The screenshot shows the 'BO Linking Setup' form for CDSL. It includes a radio button for 'CDSL' (selected) and 'NSDL'. There is a text input field for 'Enter Buyer BO', a checkbox for 'Buyer Exemption Flag', and a text input field for 'Enter Buyer PAN'.

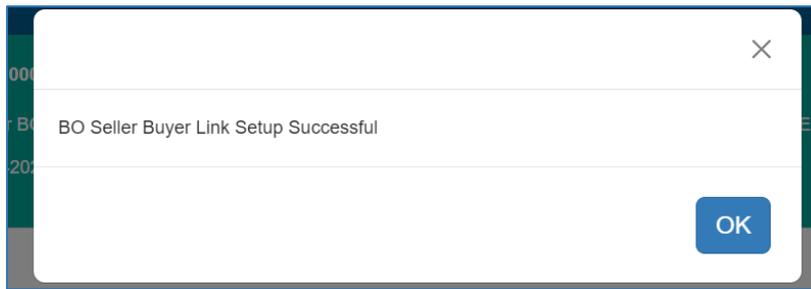
### **For NSDL:**

The screenshot shows the 'BO Linking Setup' form for NSDL. It includes a radio button for 'CDSL' and 'NSDL' (selected). There is a text input field for 'IN', a text input field for 'Enter Buyer Client I', a checkbox for 'Buyer Exemption Flag', and a text input field for 'Enter Buyer PAN'.

After entering all the mandatory fields, click on "Submit" button. A pop up will be displayed with message as "BO Seller Buyer Link Setup Successful" as shown below.



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The Seller BO will receive a notification link on the registered email address and mobile number. The Seller BO must click on the link to generate OTP for authentication of the Seller Buyer link setup.

If notification link not received, then please copy the below URL, and paste in the address bar:

<https://www.cdslindia.com/Authentication/OTP.aspx>

The Seller BO will get the following page on screen in which Seller BO PAN Card Number **OR** Seller BO 16-digit Demat account number (BO ID) must be entered. Then click on “Submit” button.

Once the details are submitted, Seller BO will get 3 links (tabs) where Seller BO will click on the “**BO Seller Buyer Link**” Tab.



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Then the Seller BO will check the details and click on “Generate OTP” button which will generate OTP and will be dispatched to the Seller BO’s registered email address and mobile number.

After receiving OTP, enter the same in the box as shown in the screen shot below:

Select	Sr.No	Seller BOID	Seller PAN	Buyer BOID	Buyer PAN
<input type="checkbox"/>	1	120108[REDACTED]	[REDACTED]	1201[REDACTED]	[REDACTED]

*\*Kindly enter OTP received on Mobile and Email*

\*OTP:

**Important Information :**  
 Your C is valid for 15 minutes from the time of request. If you have not used this OTP within 15 minutes, please request for a fresh OTP.

### Step 4:

For checking whether the link is setup or not, click on the “Transaction” option → “BO Linking” menu → “BO Linking Setup” sub-menu.

The screenshot shows a navigation bar with the following items: Account Details, Transaction (selected), Corporate Announcements, Miscellaneous, E-Locker, and CAS. A dropdown menu is open under 'Transaction', listing: Inquiry, Transaction cum Holding Statement, Erroneous Transfer, and BO Linking. A further sub-menu is open under 'BO Linking', listing: BO Linking Setup and BO Linking Inquiry and Delink.

A window will appear showing the link setup under “Pending” status. Notification email is sent to the Seller BO’s registered email address.

Seller BO must click on the link and generate OTP for authentication of the link setup.

Once OTP is entered the status changes to “Verified” status as shown below:

Buyer's BO	Buyer's PAN	Linking Status
120108[REDACTED]	ACW[REDACTED]	VERIFIED
120[REDACTED]	[REDACTED]	PENDING