



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/A,I&C/DP/POLCY/2024/428

August 01, 2024

### PENALTY FOR NOT SCANNING AND UPLOADING OF DIS

DPs are advised to refer to communicate no. CDSL/A,I&C/DP/POLCY/2023/703 dated December 05, 2023, 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 working 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 the CDSL system within the stipulated time, penalty will be levied for the pending scanning & uploading of such 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 working day without fail to avoid penal action.

Queries regarding this communiqué may be addressed to CDSL - Audit on:

+91 22 6234-3075, +91 22 6234-3077, +91 22 6234-3082, +91 22 6234-3084

For and on behalf of

Central Depository Services (India) Limited

sd/-

Urmila Chougule

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