



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/HD/2025/124

February 19, 2025

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.
- iii. CDSL/OPS/DP/HD/2024/73 dated February 02, 2024, regarding Procedure for linking beneficiary between seller BO and buyer BO.

In view of above Communiques, DPs are advised to follow the step wise procedures along with snap shots 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 advised to refer to the attached Annexure – ANNEXURE-A (BENEFICIARY LINK SETUP IN CDASWEB).

DPs are further informed to make a note that **Maker-Checker functionality shall be introduced for setting up the Buyer-Seller link. However, there will be no change in the current upload functionality for creation of Buyer-Seller link.**

The release date of the aforesaid new functionality changes for Buyer-Seller link on Live shall be announced shortly.

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

Queries regarding this communiqué may be addressed to: dprtastupport@cdslindia.com and the IVR number is 022-62343333 then press 1 – for Operations and again press 7- for Helpdesk.

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

sd/-

Nikhil Koppikar
Sr. Manager – Operations

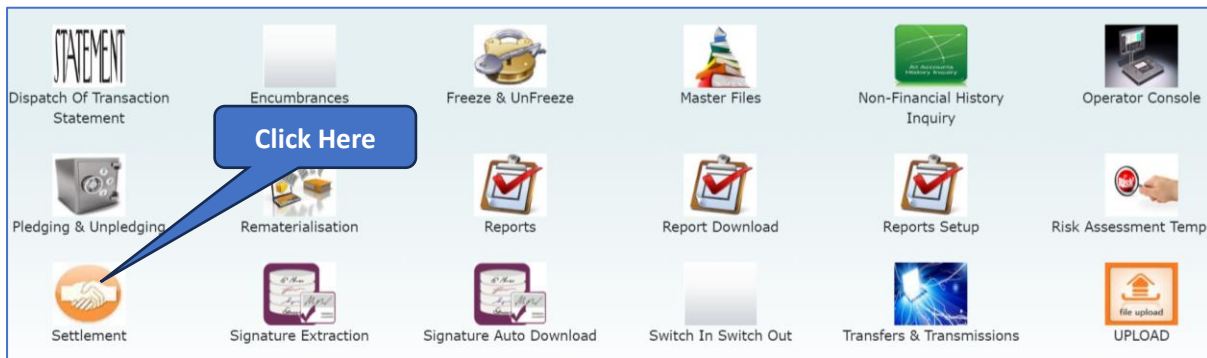


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I) NEW PROCEDURE FOR CREATION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION

Step 1:

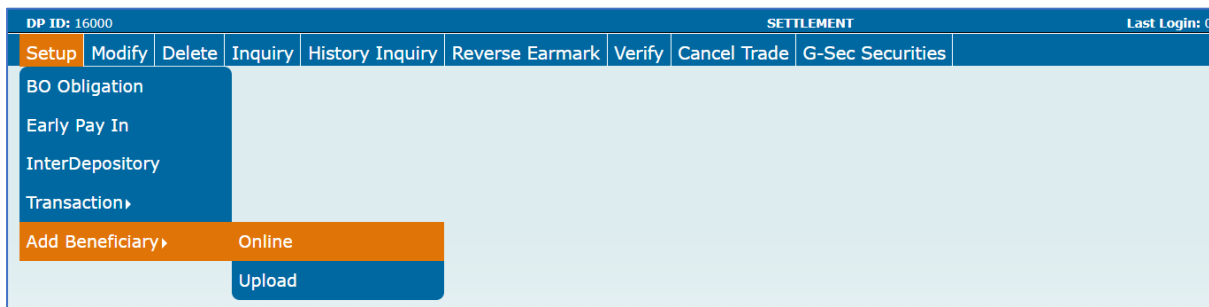
After logging into the CDASWEB application, click on the "Settlement" Module.



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:



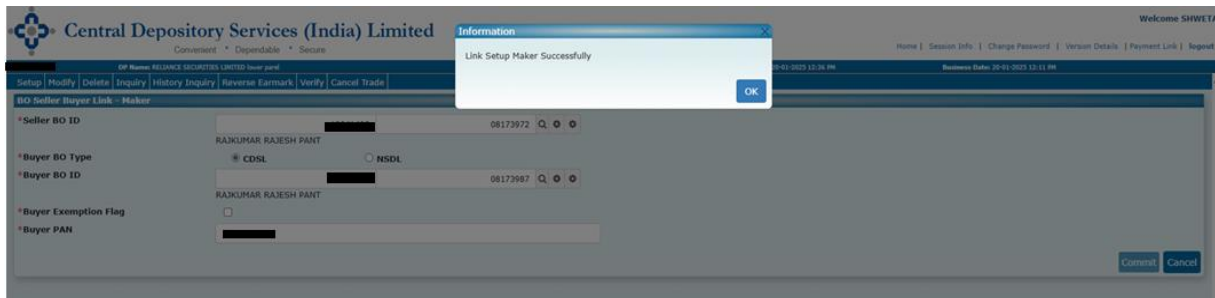
After selecting the option "ONLINE", user will be prompted to select the sub-options "Maker" and "Checker". User must select "Maker" for setting up the request.

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.

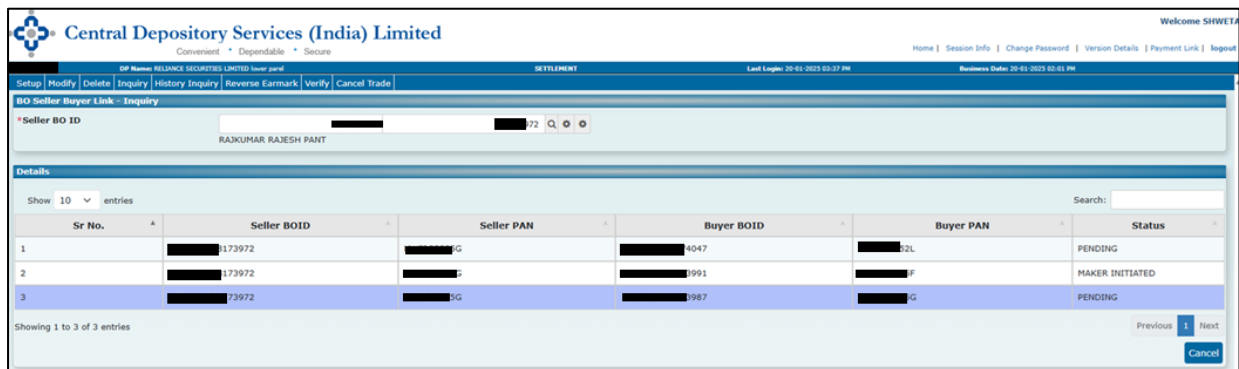


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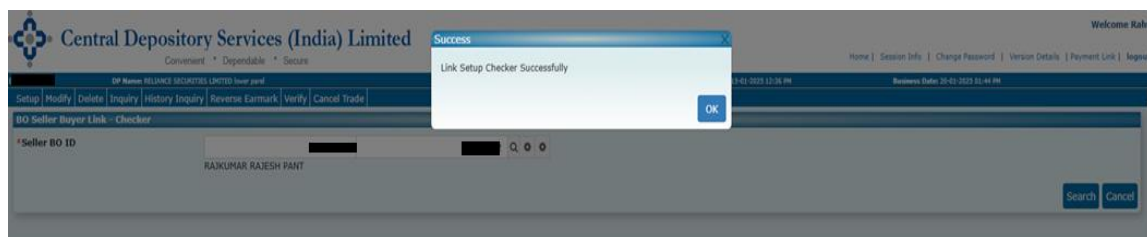
After entering the mandatory fields, click on the “Commit” button. A pop up will appear displaying that “Link Setup Maker Successfully”.



Checker User will have to inquire on the link request setup executed by Maker User.



Checker user will have to select the request that they want to accept or reject. Post submission the user will get a popup displaying the message as “Link Setup Checker Successfully”.



A notification link will be 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.



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Pledge / Offmarket / Interdepository Authentication / BO Seller Buyer Link

*PAN Card No:

OR

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

1201080[REDACTED]

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.

Select	Sr.No	Seller BOID	Seller PAN	Buyer BOID	Buyer PAN
<input type="checkbox"/>	1	1201080[REDACTED]	ACN[REDACTED]	120108[REDACTED]	BNV[REDACTED]

*Kindly enter OTP received on Mobile and Email

*OTP:

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



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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 12016000 CLIENT ID Q

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.

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]	AC [REDACTED]	VERIFIED
12010800 [REDACTED]	BNW [REDACTED]	PENDING

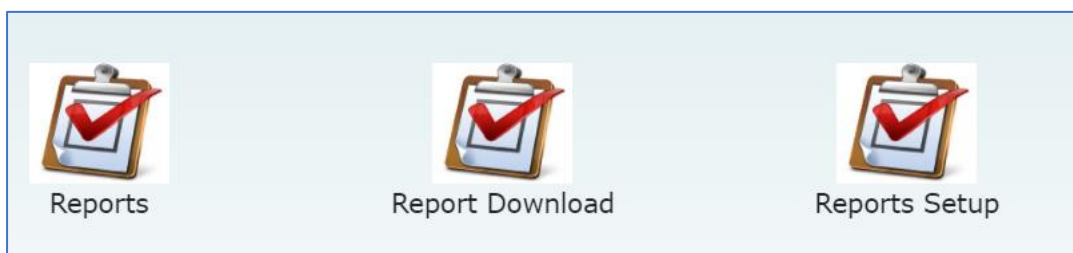
This successfully completes the Beneficiary linking between the Seller and the Buyer Bos in Cdasweb application.

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.



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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.

II) PROCEDURE FOR PROVIDING RIGHTS TO USERS OTHER THAN ADMIN FOR ADDITION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION

Note: This procedure is to be followed for new users created in WEBCDAS or for modifying rights of existing users to enable them to view and add Beneficiary links.

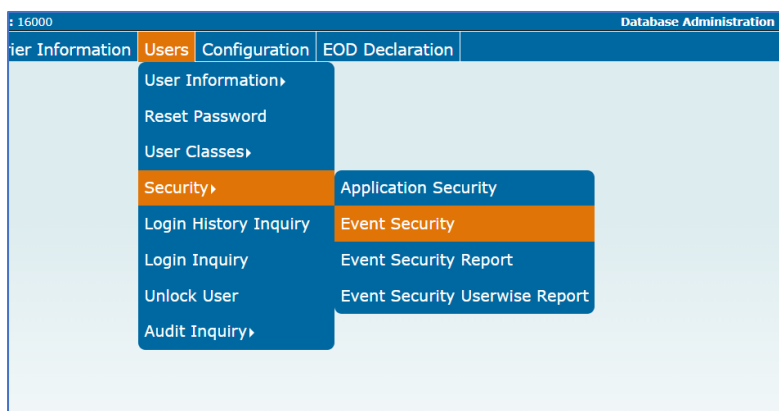
Step 1:

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:



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Event Security

*User Class

Compliance Officer

Event Security Details

*Application ID:

Step 4:

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

- Transaction By Maker
 - Setup
 - BO Obligation
 - Early Pay In
 - InterDepository
 - Transaction
 - Setup By Maker
 - Setup/Modify By Checker
 - Add Beneficiary
 - Online
 - Upload

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.