



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/AUDIT/DP/POLICY/2025/221

April 02, 2025

ONLINE FACILITY FOR MANDATORY SUBMISSIONS TO CDSL BY DEPOSITORY PARTICIPANTS

DPs are advised to refer to our earlier communiques CDSL/AUDIT/DP/POLICY/2023/658 dated November 10, 2023 and CDSL/AUDIT/DP/POLICY/2025/48 dated January 20, 2025 regarding online facility for mandatory submissions to cdsi by depository participants.

DPs are advised to refer clause 21 of Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories which states '*In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.*'

DPs are advised to note that an online facility is made available for the following additional mandatory submissions to CDSL by the Depository Participants (DPs) with effect from April 2025.

Sr. No.	Mandatory Submission to CDSL by DPs	Timeline for submission	Frequency
1.	Details of 2 days' notice given to BO prior to stopping the process of instructions in case of default in payment	By 10 th of the succeeding month (i.e. by 10 th May for the Month of April)	Monthly

Manual for all above-mentioned submissions is enclosed as Annexure I.

Queries regarding this communiqué may be addressed to CDSL – Audit, Inspection & Compliance Department on telephone nos. (022) 6234-3143, 6234-3082, 6234-3084, 6234-3073, 6234-3076.

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

sd/-

**Ajit Prabhu
Senior Manager - Audit, Inspection & Compliance**



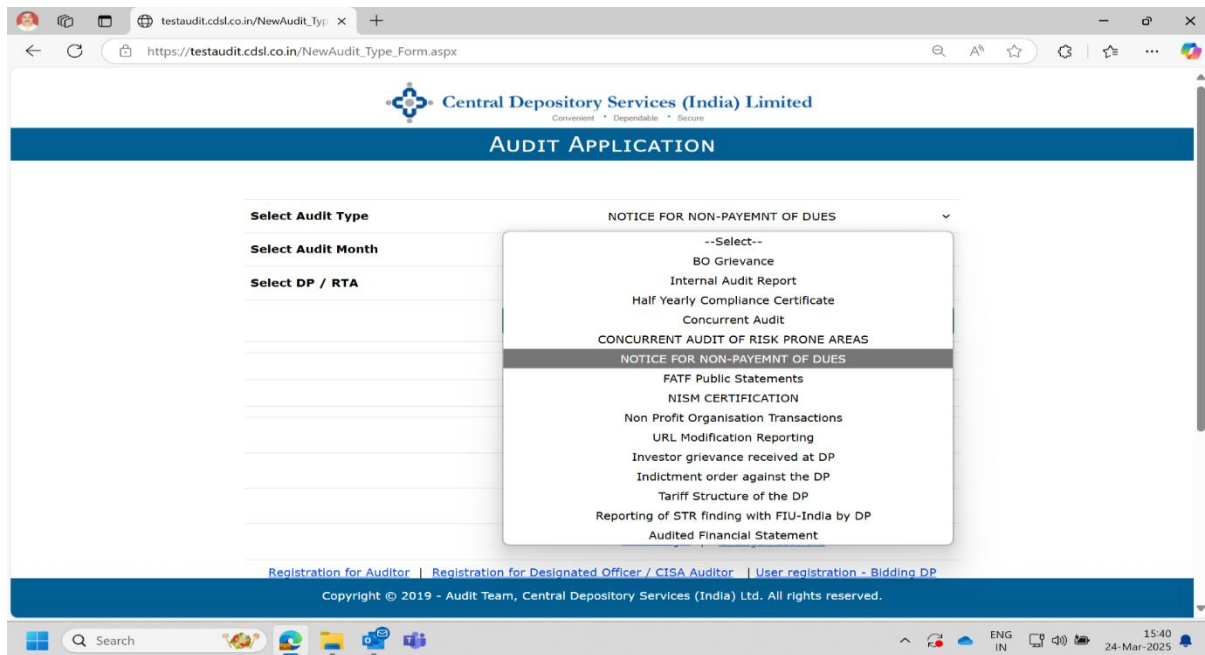
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Annexure I - Manual for Submission of Information about Notice for Non-Payment of Dues'

- i. Submission through: <https://auditweb.cdslindia.com> – After logging in, select the Audit Type as '**NOTICE FOR NON-PAYMENT OF DUES**' and choose the appropriate '**Audit Month**'.



- ii. If DP has not given any '**NOTICE FOR NON-PAYMENT OF DUES**' to BO/s for the selected month, the DP can submit a '**Nil**' report by selecting '**Report 1- Nil Report**' under the tab '**TYPES OF REPORTS**' and then click '**Submit to CDSL**' to complete the submission process.



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The screenshot shows a web browser window with the URL https://testaudit.cdsl.co.in/FrmNotice_Non_Payment_Dues.aspx. The page header includes the Central Depository Services (India) Limited logo and the text 'Convenient + Dependable + Secure'. Below the header is a blue bar with 'AUDIT APPLICATION' and a 'LOG' button. The main content area is titled 'NOTICE FOR NON-PAYMENT OF DUES' and contains a form with the following fields:

* TYPES OF REPORTS	Report 1 - Nil Report		
* Do you want to submit Nil Report	Yes		
SCHEDULE No	2025030125	SCHEDULE MONTH	March-2025
DP ID	10800	DP NAME	10800 - GANDHI SECURITIES AND INVESTMENT PVT LTD

At the bottom of the form are two buttons: 'Submit To CDSL' (blue) and 'Cancel' (red). The footer of the page contains the text 'Copyright © 2019 - Audit Team, Central Depository Services (India) Ltd. All rights reserved.' and the system tray shows the date '24-Mar-2025' and time '16:08'.

iii. If DP has given '**NOTICE FOR NON-PAYMENT OF DUES**' to BO/s for the selected month, the requisite information can be submitted by selecting '**Report 2 – Single entry**' under the tab '**TYPES OF REPORTS**' and provide the following information:

- BO ID to whom notice is given
- BO Name
- The '**DATE**' of notice sent to BO/s in yyyy-mm-dd format
- DATE OF PROCESSING OF INSTRUCTION/S STOPPED BY DP in yyyy-mm-dd format
- '**REMARKS**'.



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If “**NOTICE FOR NON-PAYMENT OF DUES**” were given to multiple Bos or on Multiple dates, the DP can select 'Save' and proceed to the next entry.

Once all information is provided, click on ‘**Save**’ and ‘**Submit to CDSL**’ to complete the submission process.

Please note that once the ‘**Submit To CDSL**’ button is clicked, the DP will no longer be able to submit any information or details for that scheduled month.

iv. The requisite information can be submitted by selecting ‘**Report 3 – Bulk Upload**’ under the tab ‘**TYPES OF REPORTS**’ and provide the information by selecting ‘**BULK UPLOAD INFORMATION**’ (information to be uploaded in excel as per prescribed format)



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NOTICE FOR NON-PAYMENT OF DUES

* TYPES OF REPORTS: Report 3 - Bulk Upload

SCHEDULE No: 2025030125

DP ID: 10800

SCHEDULE MONTH: March-2025

DP NAME: 10800 - GANDHI SECURITIES AND INVESTMENT PVT LTD

* BULK UPLOAD INFORMATION'S

Choose File No file chosen

Bulk Upload

Only xls (Excel) files allowed

Submit To CDSL Cancel

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DPs can upload the information in excel as per the file format given below:

BO_ID	BO_Name	DATE_OF_Notice_BO	DATE_OF_ProcessingIn_BO	Remarks
TEXT (16 Digit)	TEXT	Date <DD-MM-YYYY>	Date< YYYY-MM-DD >	TEXT

Once all information is provided, click on 'Save' and 'Submit to CDSL' to complete the submission process.

Please note that once the 'Submit To CDSL' button is clicked, the DP will no longer be able to submit any information or details for that scheduled month.