## Central Depository Services (India) Limited

**Convenient** ✠ **Dependable** ✠ **Secure**

### COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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**CDSL/OPS/DP/EASI/2023/581**                               **October 4, 2023**

### PROCESS FOR DIGITAL SIGNATURE CERTIFICATE MAPPING

Depository Participant (DP)s are advised to refer to below mentioned CDSL Communiques.

i.   CDSL/OPS/DP/SYSTM/2023/73 dated February 2, 2023, regarding Guidelines in Migration of Account of Choice Users to New Drivers.

ii.  CDSL/OPS/DP/SYSTM/2023/76 dated February 3, 2023, regarding Guidelines in Installation Procedure - Migration of Account of Choice Users to New Drivers.

iii. CDSL/OPS/DP/SYSTM/2023/168 dated March 17, 2023, regarding Guidelines in Migration of Account of Choice Users to New Drivers.

In view of above Communiques, DPs are advised to follow the procedures mentioned in the appended communication for mapping of their respective Digital Signature Certificate (DSC) for smooth functioning of their easiest login as well as transactions.

**<u>Steps to be followed</u>:**

1. Every easiest applicant viz. Beneficial Owner (BO)/Clearing Member (CM)/Corporate Beneficial Owner (CBO) /DP will have to download the checklist for DSC mapping and E token registration **[Annexure A]** and DSC Mapping Form (DMF) **[Annexure B]** from CDSL website https://www.cdslindia.com/Footer/help.html from under the heading "Easiest".

2. The applicant will fill in the DMF appropriately. The applicant signature should match with the signature present in their demat account (for BO/CBO/CM) and CDSL records.

3. The applicant will then submit the scanned copy of duly signed DMF and visible snap shots of the DSC to their respective DP.

4. The DP will verify the signature and details filled by the applicant on the DMF after receiving the request. Post verification, the DPs authorised signatory will duly sign DMF along with company seal.  Self authorisation is not allowed i.e., Name and Signature of DSC of the authorised signatory should be different than the signature of DPs authorised signatory.

5. The DP will then submit the scanned copy of DMF and the snap shots of DSC to CDSL Easiadmin team on easiadmin@cdslindia.com  through DPs registered email id only.

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DPs are advised to take note of the above procedures which are brought into effect from **October 4, 2023**. DPs are also advised to ensure compliance for smooth processing of the DSC mapping request and to avoid rejections.

Queries regarding this communiqué may be addressed to: CDSL – Easiest related Emails may be sent to: easiadmin@cdslindia.com and telephone numbers 08069144800.

**sd/-**

**Nilesh Shah**
**Asst. Vice President – Operations**

# **CENTRAL DEPOSITORY SERVICES INDIA LIMITED**

## Annexure A - CHECKLIST FOR DSC MAPPING & ETOKEN REGISTRATION

Mandatory List of Documents required for DSC Mapping & ETOKEN Registration:

1. **SCANNED COPY OF DSC MAPPING FORM (DMF)**  ☐

   **Note:**

   a.) Details of the DSC to be filled appropriately.

   b.) Mention the DSC type appropriately in DSC Mapping Form (DMF).

   c.) **For Corporate Account type DSC:** Authorised signatory name and Board Resolution should be shared which should match with the CDAS records.
   **For Individual Account type DSC:** Authorised signatory should be shared and should match with records as per Demat Account (Active).

   d.) Signature of Authorised Signatory should be present in the demat account and match with the signature present on the DSC Mapping Form (DMF).

   e.) Mention only the Main Login Names and not the grouped BO IDs in **TABLE A** of DSC Mapping Form (DMF).

   f.) Self authorization is not allowed i.e., Name and Signature of DSC Authorised Signatory should be different than the signature of DP Authorised Signatory.

2. **SCANNED COPY OF DIGITAL SIGNATURE CERTIFICATE (DSC)**  ☐

   **Note:**

   Provide clear and visible snap shots of the DSC details.

3. **SCANNED COPY OF BOARD RESOLUTION OR LETTER OF AUTHORITY**  ☐

   **Note:**

   a.) Mention the name of Authorised Signatory who has been authorised by Board / Organisation to carry out operations.

   b.) Self authorization is not allowed i.e., Name and Signature of DSC Authorised Signatory should be different than the name of the Authorised Signatory approving in the Board Resolution and same is applicable for the Letter of Authority.

   c.) If an Organisation has only 1 Director (Authorised Signatory) then a Board Resolution must be signed by the Company Secretary of that Organisation.

4. **E-TOKEN REGISTRATION IN EASIEST LOGIN:**  ☐ YES  ☐ NO

   **Note:**

   E-token registration is a mandatory requirement which must be done through the Easiest login.

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## Annexure B - DSC MAPPING FORM (DMF)

Date: _____

To:     **OPERATIONS DEPARTMENT**

    **Central Depository Services India Limited**

**DP ID: _____ DP NAME: _____**

I / We have subscribed to Easiest facility with Account of Choice transfer option. I / We have acquired Class 3 Digital Signature Certificate (DSC) issued by_____CA (Name of the CA) on E-token and wish to use the same for easiest. We hereby furnish the following details:

## DSC Details are as follows:

1. Type of DSC (Organisation / Individual): _____

2. Organisation / Individual Name: _____

    (For Organisation Type DSC, full name should be mentioned)

3. Name of Authorised Signatory: _____

    (Name as per the Board Resolution or Letter of Authority for Organisation DSC & Name as per Demat account for Individual DSC)

4. Designation of Authorised Signatory: _____

5. Email & Mobile of Authorised Signatory: _____

    (Email id to be mentioned in lower case)

6. DSC Validity Details [**From Date: _____ To Date: _____**]

7. Certificate Serial Number: _____ (**in CAPITAL LETTERS only)**

8. **Confirm if E-Token Registration is done in Easiest Application: YES ☐ NO ☐**

## Declaration:

Following BO accounts are held with CDSL. The respective logins for whom the Easiest registrations are carried out are mentioned in the table. We hereby declare that these accounts are held in the same name and the authorized signatory is the same. We would like to use the same digital signature for transacting in other logins having same credential as mentioned below:

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**(NOTE: MENTION ONLY MAIN LOGIN NAMES & BO IDs)**

**TABLE A - Details of Main Login Names:**

| Sr. No. | 16-Digit BO ID | Full Name of the Demat Account Holder(s) | Easiest Login Name |
|---|---|---|---|
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## Note:

- The rules and regulations pertaining to easiest service which are in force have been read and understood by us. We agree to abide by them and to be bound by the same. We declare that the account details given above indeed belong to us.

- We assure you that the DSC is in the E token which will constitute the transactions to be legal asper the IT Act 2000.

- We undertake to inform CDSL immediately, in case we lose possession of E token containing DSC OR if DSC is revoked by the RA for any reason.

- We agree to avoid sending last-minute DSC Mapping requests.

- CDSL shall not be liable for any losses due to delay in mapping within timelines or near expiry of DSC.

☐ **We agree with the points mentioned above.**

**TABLE B - Details of Authorised Signatory of DSC:**

| Sr. No. | Name of Authorized Signatory (should be present in Demat Account) | Signature (should be present in Demat Account) |
|---|---|---|
| | | |

# CENTRAL DEPOSITORY SERVICES INDIA LIMITED

**For DP office use:**

(To be filled only by DP Office)

Following details are verified:

1. The name on which DSC is obtained and BO name in demat account as authorised signatory is matching in case of BO or CBO or CM accounts. **YES** ☐ **NO** ☐

2. The signature of the Authorised Signatory of DSC is present in the Demat Account and has been verified by us as per **TABLE-B**. **YES** ☐ **NO** ☐

3. Email ID of Easiest login and DSC is matching. **YES** ☐ **NO** ☐

4. The DSC is valid and active and is issued by _____ CA.

   (Mention name of Certifying Authority)

5. The easiest login is active. **YES** ☐ **NO** ☐

6. DSC is loaded on E token as checked in the screen shots of DSC details received from the client. **YES** ☐ **NO** ☐

7. The application forms are verified with the details of the beneficial owner accounts and certify that the same are in order. **YES** ☐ **NO** ☐

Name of DP Authorised Signatory: _____

Signature of the DP Authorised Signatory: _____

DP Stamp & Date: _____