Central Depository Services (India) Limited



CDSL/AUDIT/DP/POLCY/2023/610

October 17, 2023

SUBMISSION OF REPORT ON INTERNAL AUDIT AND CONCURRENT AUDIT OF RISK PRONE AREAS OF DP OPERATIONS FOR HALF YEAR ENDED 30TH SEPTEMBER 2023

DPs are advised to refer Communique no. CDSL/AUDIT/DP/POLCY/2023/580 dated October 04, 2023 on "Revised format for report on Internal Audit and Concurrent Audit of Risk prone areas of DP Operations for Half Year ended 30th September, 2023".

2. The due date for submission of IAR for half year ended 30th September 2023 is 15th November 2023.

3. Further to the said circular, CDSL is pleased to announce a facility whereby the Auditor may update their remarks in excel format (.xlsx) as delineated in **Annexure-A** and upload the same on website.

4. The submission of IAR and CAR should be online as per the procedure prescribed in the Communique <u>CDSL/A,I&C/DP/POLCY/2017/215</u> dated April 28, 2017. Physically submitted IAR and CAR report will not be accepted and shall be considered as non-submission.

Queries regarding this communiqué may be addressed to CDSL – Audit, Inspection & Compliance Department on telephone nos. (022) 2305-8519, 2305-8520, 2305-8678, 2305-8679, 2305-8515.

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Urmila Chougule Audit, Inspection & Compliance

ANNEXURE-A

Step 1: Auditor shall login using his login credentials and select relevant report type.

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Step 2: Auditor shall update his sampling plan along with the details of Internal Auditor as well as Concurrent Auditors.

Audit Area	Total Count	Sample Size (In Actual Numbers)	Sample Size(%)	
Service centres visited	0	0	0	Î
Account opening	0	0	0	
BO Account data modifications including POA	0	0	0	
Dematerialisation/ Destatementization	0	0	0	
Rematerialisation/ Restatementisation	0	0	0	
DIS issuance	0	0	0	
DIS processing - Off market, on market,inter-depository, early pay in instructions	0	0	0	•
Update Sampling				

Audit Area	Total Count	Sample Size (In Actual Numbers)	Sample Size(%)	
Service centres visited	8	8	100.00	-
Account opening	25	25	100.00	
BO Account data modifications including POA	50	50	100.00	
Dematerialisation/ Destatementization	100	60	60.00	
Rematerialisation/ Restatementisation	55	25	45.45	
DIS issuance	50	30	60.00	
DIS processing - Off market, on market, inter-depository, early pay in instruction	ns 23000	12000	52.17	Ŧ
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Details of internal Additions	
1. Name of the Audit Firm conducting Internal Audit	Mehta Sanghvi & Associates
2. Address of the Audit Firm	606, Aura Biplex, S. V. Road, Above Kalyan Jewellers, Borivali (West)Mumbai - 400092
3. Name of the Auditor	Bhumika Sanghvi
4. Designation of Auditor	АМ
5. Registration no. of Auditor	12345
6. PAN no.	ALNMP1234D
7. Office Phone No.	022-28629188
8. Mobile No.	9819839188
9. Email ID of the Firm	bhumika.sanghvi@gmail.com
10. Registration No. of the Firm	129016w
11. NISM Certificate Number	98765JAHKL
12. NISM Valid upto	31-Mar-2025

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10). Registration No. of the Firm		129016w						
11	. NISM Certificate Number		98765JAHKL						
12	2. NISM Valid upto		31-Mar-2025						
13	B. UDIN (Unique document identification number)		UDIN987654321						
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Step 3: For uploading the remarks, Auditors may click on download button to download the sample excel file.

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Step 4: In the aforementioned excel file, Auditors may update their remarks and upload.

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Account Opening and KYC 1.1.c Proof of identify and address of third party is obtained and due diligence is done as prescribed by SEBL, PMLA and CDSL, in case third party address is obtained as correspondence address. Image: Correspondence address and CDSL in correspondence address and correspondence address and correspondence address and correspondence address and CDSL in correspondence addr	
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registered with KRA and does not want to use the correspondence address mentioned in the KRA system.	
Account Opening and KYC 1.1.e All KYC documents are self attested by the BO(s)and signature(s) of client(s) authorises provided on account opening form and	A

Step 5: Click on Save IAR Details and Submit to DP

Step 6: DP may download the excel with Auditor's remarks through DP login and upload the excel file.

Step 7: Click on Save IAR Details and Submit to Auditor

Process remains same for submission of IAR by DPs to CDSL.