



# Central Depository Services (India) Limited

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## COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/GENRL/2025/254

April 16, 2025

### REMINDER

## SUBMISSION / DISSEMINATION OF DP TARIFF / CHARGE STRUCTURE TO CDSL EVERY YEAR

DPs are advised to refer to Communiqué no CDSL/OPS/DP/GENRL/2025/225 dated April 03, 2025, wherein DPs were informed to mandatorily submit their tariff/ charge structure to CDSL latest by 30<sup>th</sup> April of every year through their online 'easiest' login.

The procedure for submission of tariff Structure through DP's easiest login is reiterated below:

- Go to CDSL's website: <http://www.cdslindia.com>
- Click on "Login to – My Easi New" (right side of home page under 'Login')
- Enter your "DP login ID" and "password".
- Click on the link: "Create / Modify Tariff" available under 'DP Administrative Tools' Menu
- Enter the tariff details in the respective columns.
- Click on "Submit"
- The message: "Record Updated Successfully" will be displayed.
- DPs can obtain a print of the same by clicking on the option: "Print Submitted Information".

In case of no change in the tariff details already available on CDSL's website then the DP must click on "**No change in tariff**" option available in "Create/ Modify Tariff" link and click on "**Submit**" button.

DPs are **not required** to submit the hardcopy of the tariff details to CDSL which is uploaded by them through their DP easiest login.

All DPs are required to ensure compliance by submitting their tariff structure details on CDSL's website by April 30, 2025.

In case of non-submission / delay in submission, please note that penalty of Rs. 500/- will be levied as per penalty structure defined in DP Operating Instructions Annexure 11.1 of Chapter 11.



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Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: [dpertasupport@cdslindia.com](mailto:dpertasupport@cdslindia.com) and connect through our IVR Number 022-62343333

For and on behalf of

**Central Depository Services (India) Limited**

sd/-

**Sheron Sawant**  
**Sr. Manager – Operations**