



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2025/395

June 12, 2025

CLOSURE OF DEMAT ACCOUNTS INITIATED BY BENEFICIAL OWNER

DPs are advised to refer to Communique no. CDSL/OPS/DP/POLCY/2024/574 dated September 27, 2024, regarding guidelines for closure of demat accounts.

Based on the feedback and suggestions received from various DPs, the Maker-Checker facility has been now made available for processing the BO Initiated closure. This enhanced functionality is available in the BO Module of the CDSL system.

In view of the above any closure request received by the DP will require Maker-Checker to be carried out by the respective DP. i.e Checker will now be necessary for processing BO Initiated account closure request. Once the Maker part of the closure request is completed, the account status will be changed to 'Requested for Closure', and the request will be forwarded to Checker for authorization. Upon authorization by the Checker, the account status will be updated as 'To Be Closed'.

Further, as per the existing process, all accounts that are in 'To Be Closed' status will be updated to 'Closed' at the end of the day (EOD), provided there are no holdings in the demat account. If there are any holdings in the demat account, the status demat account will continue to be in 'To Be Closed'.

DPs are further requested to ensure that the necessary rights are provided to the checker user to authorize the BO Initiated closure request.

DPs are advised to take note of the same and ensure compliance.

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

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

sd/-

Nilesh Shah
Vice President – Operations