



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/IS/DP/POLCY/2025/658

September 30, 2025

QUARTERLY CYBER INCIDENT REPORTING BY DPs

DPs are advised to refer to SEBI circular No: SEBI/HO/MIRSD/TPD/P/CIR/2022/93 dated June 30, 2022 and CDSL/OPS/DP/POLCY/2025/27 January 10, 2025, wherein all Cyber-attacks, threats, cyber-incidents and breaches experienced by Depositories Participants shall be reported to **CDSL**.

In view of the above, Depository Participants are hereby informed that CDSL has a facility for online submission for quarterly cyber incident reporting through an audit web portal. Depository Participants **must submit a mandatory quarterly report** to CDSL on all the cyber-attacks, threats, incidents, breaches, **within 15 days after the end of each quarter**.

The deadline for quarterly cyber incident reporting for the **quarter July' 2025 – September' 2025** is **15th October 2025** in audit web portal, failing which will be **treated as non-compliance and penalty will be levied** as per communique no: **CDSL/AUDIT/DP/POLCY/2025/105 February 12, 2025**.

For submitting the **quarterly cyber incident report** to CDSL, please refer **Annexure A**.

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

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

sd/-

Mrugen Vijay Munjpara
Assistant Vice President – Information Security

Internal



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Annexure A

Guidelines to submit Quarterly Cyber Incident Report

1. Open the Audit Web Portal.

- Link: <https://auditweb.cdslindia.com/Login.aspx>
- Click on Login Type and select “**Designated Officer**” login.



AUDIT APPLICATION

SIGN IN

Login Type

Designated Officer

User ID

--Select--

Password

Designated Officer

CISA_Auditor

Auction Committee

Bidding Participant

IS_Auditor

DP_Admin

RTA_Admin

General_Admin

[Forgot password](#)

[Registration for DP / RTA](#)

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2. Fill the below required information and click on “**Sign In**” Button:

- User ID, Password & Captcha



AUDIT APPLICATION

SIGN IN

Login Type

Designated Officer

User ID

Password

7afff1

Sign In

[Forgot password](#)

[Registration for DP / RTA](#)

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3. Enter the OTP:

- You will receive the OTP on both your DP's registered mobile number and email Id.



AUDIT APPLICATION

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4. Select required information for submitting quarterly "Cyber Incident" report:

- Select Audit Type: **CYBER INCIDENT REPORT**
- Select Audit Month: **Select quarter month**
- Select DP/RTA: **Select your DP ID**
- Click on the **"Confirm"** Button



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5. The following screen will appear. Main DP can mention the branch DP IDs , if they are submitting consolidated report for branch DP IDs.

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ALIANCE

AUDIT APPLICATION

CYBER INCIDENT REPORT

Audit Type	CYBER INCIDENT REPORT	DP Name(ID)	
Audit Month		Period	
DP ID			

Cyber Incident Report covers the following Branch DPIDs :-

6. Fill in the details in the prescribed format in:

1. Letter/Report Subject
2. Reporting Periodicity Year
3. Designated Officers details.

Incident Reporting Form

1. Letter/Report Subject

NAME OF THE DEPOSITORY PARTICIPANT

NAME OF DEPOSITORY

MEMBER ID / DP ID

UNIQUE INCIDENT No. :- 1

Financial Year = 2024-2025

2. Reporting Periodicity Year

QUARTER 4 [JAN-2024 TO MAR-2024]

3. Designated Officer (Reporting Officer details)

* NAME	Name	* ORGANIZATION	Organization name
TITLE	Title	* EMAIL ID	Email ID
PHONE / FAX NO.	Phone / Fax No	* MOBILE	Mobile
ADDRESS	Address		

7. Select the option **NO** in Cyber-attack/breach observed in Quarter: (If no incident has occurred)

Cyber-attack / breach observed in Quarter

☐ Yes ☒ No (If YES, PLEASE FILL ANNEXURE I) (If NO, PLEASE SUBMIT THE NIL REPORT ONLY AFTER THE END OF QUARTER)

DATE & TIME

dd-MMM-yyyy Hour Minutes PM
(Select the Date between 01-Jul-2023 To 30-Sep-2023)

BRIEF INFORMATION ON THE CYBER ATTACK / BREACH OBSERVED

Brief information on the Cyber-attack

ANNEXURE I

Save

Submit to CDSL

Clear

Attach Files

View Incident

The Report is submitted as NIL report.

CDSL : your depository

KEYWORD : Quarterly Cyber Incident

Internal



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Please note that if you save the report as **NIL** without submitting it to CDSL, then upon re-login, when you attempt to submit the report, you will receive the following message.

Popup Message --> You are not allowed to submit the Incident, as it is already added/Submit as a NIL Report for this quarter.

If you receive the above popup message, please click on the Submit to CDSL button.

To avoid such popup messages, kindly ensure that the report is first saved and then submitted to CDSL.

8. Select the option **Yes** in Cyber-attack/breach observed in Quarter and fill the below required information: **(if the incident occurred)**

- Date & Time
- Brief information on the Cyber attack
- Then Click on Annexure I

Cyber-attack / breach observed in Quarter

☒ Yes ☐ No (If YES, PLEASE FILL ANNEXURE I) (If NO, PLEASE SUBMIT THE NIL REPORT ONLY AFTER THE END OF QUARTER)

* DATE & TIME 10-Jul-2024 04 15 PM (Select the Date between 01-Jan-2024 To 31-Mar-2024)

* BRIEF INFORMATION ON THE CYBER ATTACK / BREACH OBSERVED Brief information on the Cyber-attack

[ANNEXURE I](#)

9. Fill the **Annexure I**:

1. Physical location of affected computer/ Network and name of ISP
2. Date incident occurred
3. Information of affected system
4. Select the type/types of incident
5. Description of incident



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Annexure I	
1. Physical location of affected computer / Network and name of ISP	
Physical location of affected computer / Network and name of ISP	
2. Date incident occurred	
Occured	dd-MMM-yyyy (Hour Minutes PM) (Select the Date between 01-Jan-2024 To 31-Mar-2024)
Identified	dd-MMM-yyyy (Hour Minutes PM)
3. Information of affected system	
IP Address	IP Address
COMPUTER / HOST NAME	Computer / Host Name
LAST PATCHED / UPDATED	dd-MMM-yyyy
OPERATING SYSTEM (INCL. VER / RELEASE NO.)	Operating System
HARDWARE VENDOR / MODEL	Hardware model
4. Type of incident	
<input type="checkbox"/> PHISHING <input type="checkbox"/> WEBSITE DEFACEMENT <input type="checkbox"/> BOT/BOTNET <input type="checkbox"/> DISTRIBUTED DENIAL OF SERVICE(DDoS) <input type="checkbox"/> SOCIAL ENGINEERING <input type="checkbox"/> RANSOMWARE	
<input type="checkbox"/> NETWORK SCANNING / PROBING BREAK-IN/ROOT <input type="checkbox"/> SYSTEM MISUSE <input type="checkbox"/> EMAIL SPOOFING <input type="checkbox"/> USER ACCOUNT COMPROMISE <input type="checkbox"/> TECHNICAL VULNERABILITY <input type="checkbox"/> OTHER	
<input type="checkbox"/> VIRUS/MALICIOUS CODE <input type="checkbox"/> SPAM <input type="checkbox"/> DENIAL OF SERVICE(DoS) <input type="checkbox"/> WEBSITE INTRUSION <input type="checkbox"/> IP SPOOFING	
5. Description of Incident	
Description of incident	

10. Fill the below Information:

- Select Unusual behaviour/symptoms (Tick the symptoms)
- Fill the Details of unusual behaviour/symptoms
- Has this problem been experienced earlier? If Yes, Give the description

6. Unusual behavior/symptoms (Tick the symptoms)	
<input type="checkbox"/> SYSTEM CRASHES	<input type="checkbox"/> CHANGES IN FILE LENGTHS OR DATES
<input type="checkbox"/> NEW USER ACCOUNTS/ ACCOUNTING DISCREPANCIES	<input type="checkbox"/> ATTEMPTS TO WRITE TO SYSTEM
<input type="checkbox"/> FAILED OR SUCCESSFUL SOCIAL ENGINEERING ATTEMPTS	<input type="checkbox"/> DATA MODIFICATION OR DELETION
<input type="checkbox"/> UNEXPLAINED, POOR SYSTEM PERFORMANCE	<input type="checkbox"/> DENIAL OF SERVICE
<input type="checkbox"/> UNACCOUNTED FOR CHANGES IN THE DNS TABLES, ROUTER RULES, OR FIREWALL RULES	<input type="checkbox"/> DOOR KNOB RATTLING
<input type="checkbox"/> UNEXPLAINED ELEVATION OR USE OF PRIVILEGES OPERATION OF A PROGRAM OR SNIFFER DEVICE TO CAPTURE NETWORK TRAFFIC	<input type="checkbox"/> UNUSUAL TIME OF USAGE
<input type="checkbox"/> AN INDICATED LAST TIME OF USAGE OF A USER ACCOUNT THAT DOES NOT CORRESPOND TO THE ACTUAL LAST TIME OF USAGE FOR THAT USER	<input type="checkbox"/> UNUSUAL USAGE PATTERNS
<input type="checkbox"/> A SYSTEM ALARM OR SIMILAR INDICATION FROM AN INTRUSION DETECTION TOOL	<input type="checkbox"/> UNUSUAL LOG FILE ENTRIES
<input type="checkbox"/> ALTERED HOME PAGES, WHICH ARE USUALLY THE INTENTIONAL TARGET FOR VISIBILITY, OR OTHER PAGES ON THE WEB SERVER	<input type="checkbox"/> PRESENCE OF NEW SETUID OR SETGID FILES CHANGES IN SYSTEM DIRECTORIES AND FILES
<input type="checkbox"/> ANOMALIES	<input type="checkbox"/> PRESENCE OF CRACKING UTILITIES
<input type="checkbox"/> SUSPICIOUS PROBES	<input type="checkbox"/> ACTIVITY DURING NON-WORKING HOURS OR HOLIDAYS
<input type="checkbox"/> SUSPICIOUS BROWSING NEW FILES	<input type="checkbox"/> OTHER
7. Details of unusual behavior/symptoms	
Details of unusual behavior	
8. Has this problem been experienced earlier? If Yes, details <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



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11. Fill the below Information:

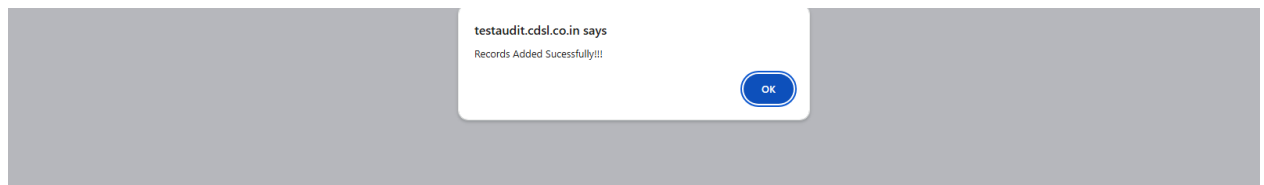
- Agencies notified
- IP Address of apparent or suspected source
- How many host(s) are affected?

9. Agencies notified			
LAW ENFORCEMENT	<input type="text" value="Law Enforcement"/>	PRIVATE AGENCY	<input type="text" value="Private Agency"/>
AFFECTED PRODUCT VENDOR	<input type="text"/>	OTHER	<input type="text"/>
10. IP Address of apparent or suspected source			
SOURCE IP ADDRESS	<input type="text"/>	OTHER INFORMATION AVAILABLE	<input type="text"/>
11. How many host(s) are affected?			
<input type="checkbox"/> 1 to 10 <input type="checkbox"/> 10 to 100 <input type="checkbox"/> MORE THAN 100			
12. Details of actions taken for mitigation and any preventive measure applied			
<input type="text"/>			
<div><input type="button" value="Save"/> <input type="button" value="Submit to CDSL"/> <input type="button" value="Attach Files"/> <input type="button" value="View Incident"/></div>			

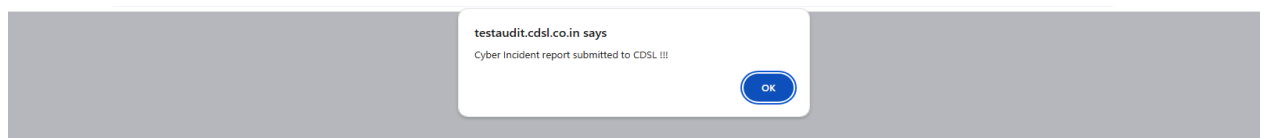
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Attach Files: Click "**Attach Files**" to upload relevant documents.

Save: Click "Save" to save your information as a draft.



Records are added successfully



Submit to CDSL: Click "**Submit to CDSL**" to officially submit your report.

ANNEXURE I			
<input type="button" value="Save"/>	<input type="button" value="Submit to CDSL"/>	<input type="button" value="Attach Files"/>	<input type="button" value="View Incident"/>

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View Incident: Click "**View Incident**" to see your submitted reports history.



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Note:

- All incidents report activities must be completed in one continuous action, from saving to submitting the incident report.
- Once you submit the incident report, it cannot be submitted again.
- When you re-login, the scheduled month/DP ID will not appear, that means you have already submitted the incident report.
