



Notification

14.08.2026

Facility for Generation and Delivery of Security Interest related MIS Reports

CERSAI is presently providing registered Entities with the facility to generate MIS Reports relating to Security Interest Charge Registration / Satisfaction for a maximum period of **one month** at a time. There is no restriction on downloading number of reports in a day.

CERSAI has received requests from various registered Entities for extending the report-generation period to **three months, six months, or longer**. It is, however, observed that generation of MIS Reports for a longer period may involve processing of a very large number of records, resulting in increased processing time and, in certain cases, system time-outs. Similar issues may also arise while generating or downloading MIS Reports even for a period of one month where the volume of records is substantially high. To facilitate registered Entities in obtaining MIS Reports while addressing the above operational constraints, CERSAI has introduced an option for receiving MIS Reports through email.

Facility for MIS Reports through Email

Under this facility:

1. A registered Entity may submit a request for an MIS Report for maximum one month period, through the **Email PDF/ Email XLS** option available in the CERSAI system.
2. The requested MIS Report will be generated by the system and delivered to the **email address registered with CERSAI** for the concerned Entity/user.
3. The report is expected to be delivered to the registered email address **within one hour of submission of the request**, subject to system processing and other technical considerations.
4. To manage system resources and ensure smooth processing of requests, a maximum of **12 MIS Report requests per Entity per Day** may be submitted through the email facility.

The facility for downloading of MIS Reports for a period of up to one month shall continue to be available. As there is **no restriction on the number of reports that may be generated in a day** through the existing Download facility, Entities requiring MIS Reports for a period longer than one month may download the reports month-wise and consolidate the reports for their internal requirements from time to time.

Entities are accordingly advised to make use of the email-based MIS Report facility, particularly where the report contains a large volume of records and direct generation or downloading may result in extended processing time or time-out. Registered Entities are requested to take note of the above facility and the applicable limit of **12 email-based MIS Report requests per Entity per day** and plan their report-generation requirements accordingly.

Sd/-

Chief Operating Officer