



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/RTA/POLCY/2026/260

September 11, 2026

USER GUIDE FOR RTA AND AUDITOR REGISTRATION AND LOGIN THROUGH THE AUDIT WEB PORTAL

CDSL has provided an online facility for RTAs and Auditors to submit various prescribed reports through the Audit Web Portal. Submission of the prescribed reports through the Audit Web Portal is **mandatory** and all reports covered under the portal shall be submitted exclusively through this platform using the respective Audit Web Portal User ID and Password.

A detailed step-by-step user guide covering the registration and login procedures for both new and existing RTAs and Auditors, along with the relevant process steps and system screens, is provided as **Annexure A**

RTAs and Auditors are advised to take note of and adhere to the prescribed procedures to ensure timely access to the Audit Web Portal and the smooth and efficient execution of audit-related operational and reporting activities. It may be noted that submission of applicable reports through any mode other than the Audit Web Portal shall not be considered as valid submission and shall be treated as non-submission.

Queries regarding this communiqué may be addressed to: CDSL – Audit, Inspection & Compliance Department to: audit@cdslindia.com and connect on telephone no's on **(022) 6234-3143, 6234-3163, 6234-3081, 6234-3075, 6234-3095, 6234-3083, 6234-3455, 6234-3076, 6234-3082, 6234-3084, 6234-3074, 6234-3489**

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

sd/-

Urmila Chougule
Senior Manager - Audit, Inspection & Compliance

Registration and log in process of DP and Auditors in Audit Web Portal**Index**

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1. Registration of DP/RTA on Audit Portal

- i. DPs are required to click on the following link to login into the system.

<https://auditweb.cdslindia.com/>.

The following page will open. Click on option “**Registration of DP/RTA**” (Refer Figure 1)

Figure 1

Central Depository Services (India) Limited
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AUDIT APPLICATION

SIGN IN

Login Type --Select--

User ID Enter Login ID

Password Password

010ae4

Enter Code

Sign In

[Forgot password](#) [Registration for DP / RTA](#)

- ii. Select log in type DP/RTA and enter user ID. Click on option “Get Details”. (Refer Figure 2)

Figure 2

Central Depository Services (India) Limited
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AUDIT APPLICATION

DP / RTA REGISTRATION

Login Type DP

Your Basic Information

DP / RTA ID 000

ic99b

bac99b

Get Details

[Go to Login](#)

- iii. An OTP will be received on the registered mobile number. Enter the OTP details and click on option **“Verify”** (Refer Figure 3)

Figure 3

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AUDIT APPLICATION

DP / RTA REGISTRATION

Login Type DP

Your Basic Information

DP / RTA ID 000

Mobile No *****040

Enter OTP 583897 **Verify**

OTP Time :- 00:09:02

OTP sent successfully on *****040

[Go to Login](#)

- iv. Below screen will appear. (Refer Figure 4). Enter the email ID details. Please note that during the audit web log in an OTP will be triggered on email ID mentioned at the time of registration. Click on **“Register”** to complete the registration process.

Figure 4

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AUDIT APPLICATION

DP / RTA REGISTRATION

Login Type DP

Your Basic Information

DP / RTA ID 000

Mobile No *****040

Name DP Name

Email ID Test@cDSL.com

Register

[Go to Login](#)

- v. After successful registration, the system will automatically redirect you to the **Login Page**. (Refer Figure 5).

Figure 5

The screenshot displays the login interface for the Central Depository Services (India) Limited Audit Application. At the top, the company logo and name are shown, along with the tagline 'Convenient • Dependable • Secure'. Below this, a dark blue banner reads 'AUDIT APPLICATION'. The main heading 'SIGN IN' is centered in red. The login form includes a 'Login Type' dropdown menu, a 'User ID' field with the placeholder 'Enter Login ID', and a 'Password' field with the placeholder 'Password'. A CAPTCHA image showing the code '9d8bf9' is displayed below the password field, followed by a refresh button. An 'Enter Code' field is positioned below the CAPTCHA. A large blue 'Sign In' button is centered below the code field. At the bottom of the form, there are two links: 'Forgot password' and 'Registration for DP / RTA'.

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AUDIT APPLICATION

SIGN IN

Login Type --Select--

User ID Enter Login ID

Password Password

9d8bf9

Enter Code

Sign In

[Forgot password](#) [Registration for DP / RTA](#)

2. Log in as DP/RTA (Initial log in and resetting Password)

- i. Select the Log in type DP/RTA. At the time of initial log in DP/RTA is required to click on option “**Forgot Password**” to reset the log in password. (Refer Figure 6).

Figure 6

Central Depository Services (India) Limited
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AUDIT APPLICATION

SIGN IN

Login Type DP

User ID 00

Password 9d8bf9

9d8bf9

Sign In

[Forgot password](#) [Registration for DP / RTA](#)

- ii. Select the Log in type DP/RTA. Enter registered email ID and click on option “**Submit**”. (Refer Figure 7).

Figure 7

Central Depository Services (India) Limited
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AUDIT APPLICATION

FORGOT PASSWORD

Login Type DP

User ID 1000

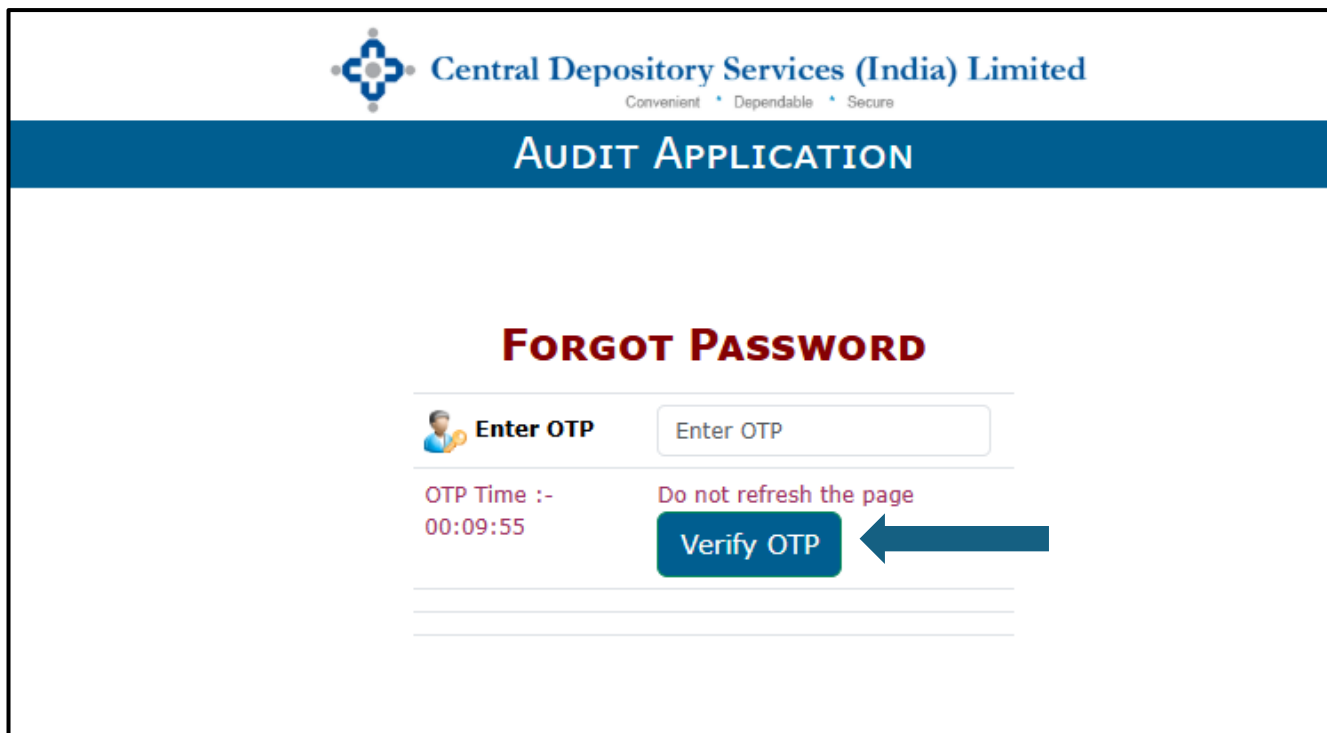
Email ID Test@cdsl.com

I'm not a robot

Submit Cancel

- iii. Enter the OTP received on registered email ID and click on option “**Verify OTP**” (Refer Figure 8)

Figure 8



Central Depository Services (India) Limited
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AUDIT APPLICATION

FORGOT PASSWORD

 **Enter OTP**

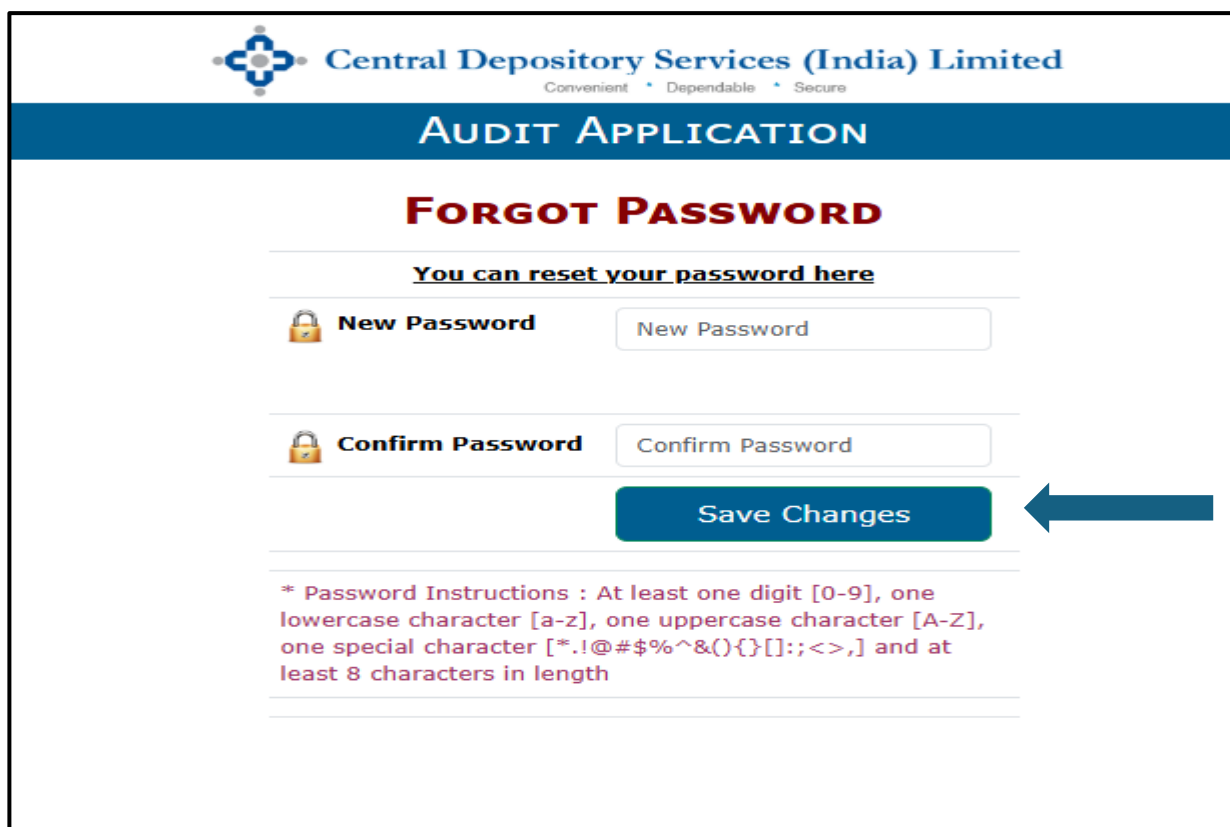
OTP Time :- 00:09:55

Do not refresh the page

Verify OTP ←

- iv. Below screen will appear. DP/RTA is required to enter new password details and confirm the new password. Click on option “**Save Changes**” (Refer Figure 9).

Figure 9



Central Depository Services (India) Limited
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AUDIT APPLICATION

FORGOT PASSWORD

You can reset your password here

 **New Password**

 **Confirm Password**

Save Changes ←

* Password Instructions : At least one digit [0-9], one lowercase character [a-z], one uppercase character [A-Z], one special character [*.!@#\$%^&()-{}[]:;<>,] and at least 8 characters in length

- v. Upon successful password resetting, DP/RTA will be redirected to the log in screen. DP/RTA is required to select log in type DP/RTA. Enter the password and click on option “**Sign In**”. (Refer Figure 10).

Figure 10

Central Depository Services (India) Limited
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AUDIT APPLICATION

SIGN IN

Login Type DP

User ID 000

Password

e50e15

e50e15

Sign In

[Forgot password](#) [Registration for DP / RTA](#)

- vi. An OTP will be emailed to registered email ID. DP is required to enter the OTP and click on option “**Verify OTP**” (Refer Figure 11).

Figure 11

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AUDIT APPLICATION

LOGIN OTP

Enter OTP Enter OTP

OTP Time :- 00:09:58

Do not refresh the page

Verify OTP

- vii. Upon successful OTP verification, below mentioned screen will appear. (Refer Figure 12).

Figure 12



Central Depository Services (India) Limited
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AUDIT APPLICATION

Select Audit Type

--SELECT--

▼

Select Audit Month

▼

Select DP / RTA

--Select--

▼

Confirm

[View DP / RTA Profile and Status of Reports](#)

[View VAPT / IT Auditor Profile](#)

[View Auditor Profile](#)

[View Investor Complaints](#)

[Monthly alerts](#)

[View Pending Submission](#)

[View Pending Non-Compliance](#)

[Go to Login](#) | [Change Password](#)

[Registration for Auditor](#) | [Registration for VAPT / IT Auditor](#) | [Registration for Designated Officer](#) | [User registration - Bidding DP](#)

[Register Your KYC User Click Here!!!](#)

Sectoral Risk Assessment

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3. Deletion of Auditor Details by DP/RTA

- i. Log in to the audit web using the bel DP/RTA is required to log in on audit web portal using below link <https://auditweb.cdslindia.com/>
Enter the Log in type DP/RTA. Enter the password, captcha code and click on “**Sign In**” (Refer Figure 13).

Figure 13

- ii. Post OTP verification below screen will appear. Click on option “**View DP/ RTA Profile and Status of Reports**” (Refer Figure 14)

Figure 14

- iii. Click on option **“Delete Auditor”** and click on option **“Update Profile”** (Refer Figure 15 and 16)

Figure 15

Central Depository Services (India) Limited
Governor * Depositor * Return

AUDIT APPLICATION

DP Profile

1 DP ID: 000

2 DP Name: BI ITAL MARKETS LIMITED

3 User ID: 000

4 Mobile: 1234567890

5 Email ID: Test@cdsl.com

6 Auditor Name: kpmg [Delete Auditor](#) [Delete Con-Current Auditor](#)

[Update Profile](#) [Back](#)

Designated Auditor / CISA Auditor Details

REPORT STATUS

☒ Status ☐ View Report ☐ View File

☒ Audit Type: --Select--

[Fetch Details](#)

Figure 16

testaudit.cdsl.co.in says
Are you sure you want delete

[OK](#) [Cancel](#)

DP Profile

1 DP ID: 000

2 DP Name: CAPITAL MARKETS LIMITED

3 User ID: 000

4 Mobile: 1234567890

5 Email ID: Test@cdsl.com

6 Auditor Name: kpmg [Delete Auditor](#) [Delete Con-Current Auditor](#)

[Update Profile](#) [Back](#)

- iv. On successful deletion of records below message will appear on screen. (Refer Figure 17)

Figure 17

testaudit.cdsl.co.in says
Mentioned Auditor was unmapped to You!!!

[OK](#)

DP Profile

1 DP ID: 000

2 DP Name: CAPITAL MARKETS LIMITED

3 User ID: 000

4 Mobile: 1234567890

5 Email ID: Test@cdsl.com

6 Auditor Name: kpmg [Delete Auditor](#) [Delete Con-Current Auditor](#)

[Update Profile](#) [Back](#)

4. Addition of Auditor Details by DP/RTA (For New and Existing DPs)

- i. DP/RTA is required to log in on audit web portal using below link
<https://auditweb.cdsindia.com/>
 Enter the Log in type DP/RTA. Enter the password, captcha code and click on “**Sign In**” (Refer Figure 18).

Figure 18

- ii. Post OTP verification below screen will appear. Click on option “**Registration for Auditor**” (Refer Figure 19)

Figure 19

- iii. Select Audit type “Internal Audit Report”. Select the auditor type from the drop-down list. (Refer Figure 20)

Figure 20



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AUDIT APPLICATION

AUDITOR REGISTRATION

Select Audit Type: Internal Audit Report

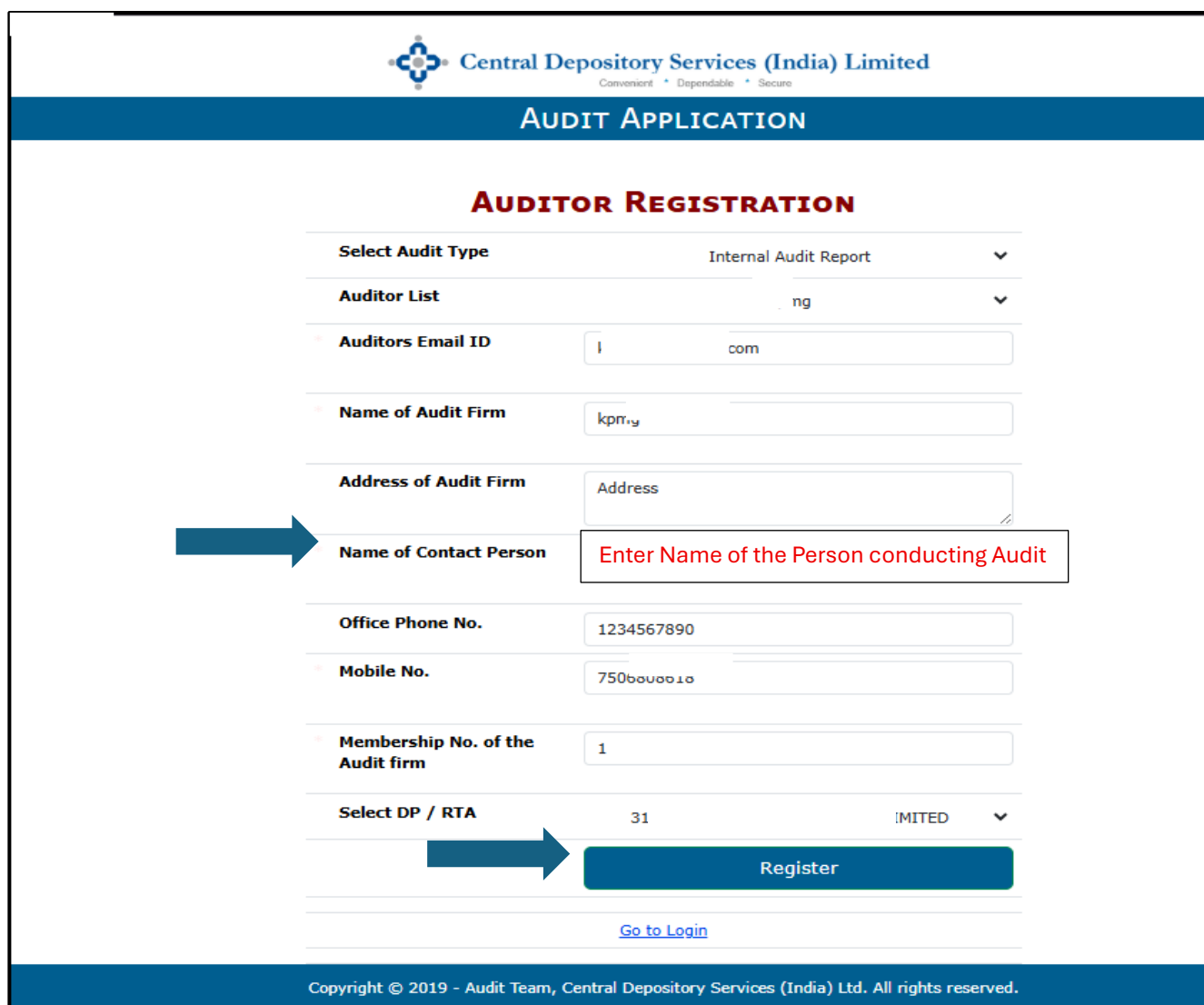
Auditor List: --Select--

* Auditors Email ID: Internal Audit Report

Con-Current Audit Report

- iv. Enter the Audit firm and Auditor details as mentioned on the screen below. Select the DP/RTA ID and DP/RTA name from the dropdown menu. Click on “Register”. (Refer to Figure 21)

Figure 21



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AUDIT APPLICATION

AUDITOR REGISTRATION

Select Audit Type: Internal Audit Report

Auditor List: ng

* Auditors Email ID: | com

* Name of Audit Firm: kpm-g

Address of Audit Firm: Address

Name of Contact Person: Enter Name of the Person conducting Audit

Office Phone No.: 1234567890

* Mobile No.: 7506000010

* Membership No. of the Audit firm: 1

Select DP / RTA: 31 LIMITED

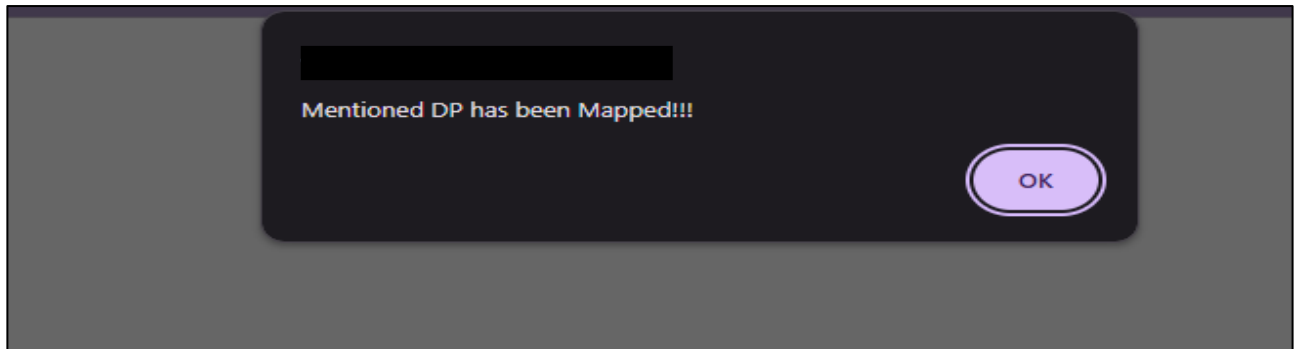
Register

[Go to Login](#)

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- v. On successful addition of Auditor details, below mentioned screen will appear. (Refer to Figure 22).

Figure 22



5. Log in as Auditor

- i. Select the Log in type **Auditor**. At the time of initial log in DP/RTA is required to click on option “**Forgot Password**” to reset the log in password. (Refer Figure 23).

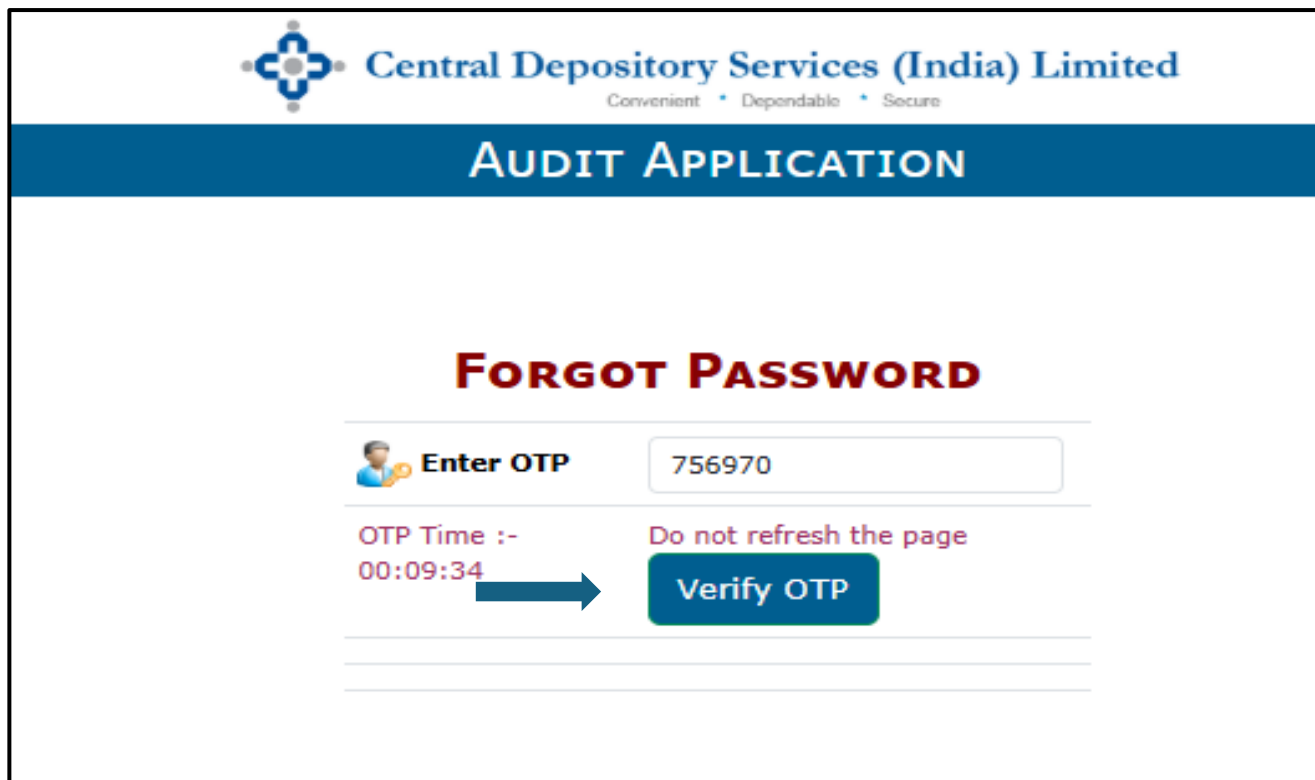
Figure 23

- ii. Enter the User ID (Registered email ID of the Auditor) and email ID details and click on option “**Submit**”. (Refer Figure 24)

Figure 24

- iii. Enter the OTP received on registered email ID. Click on option **“Verify OTP”** (Refer Figure 25)

Figure 25



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AUDIT APPLICATION

FORGOT PASSWORD

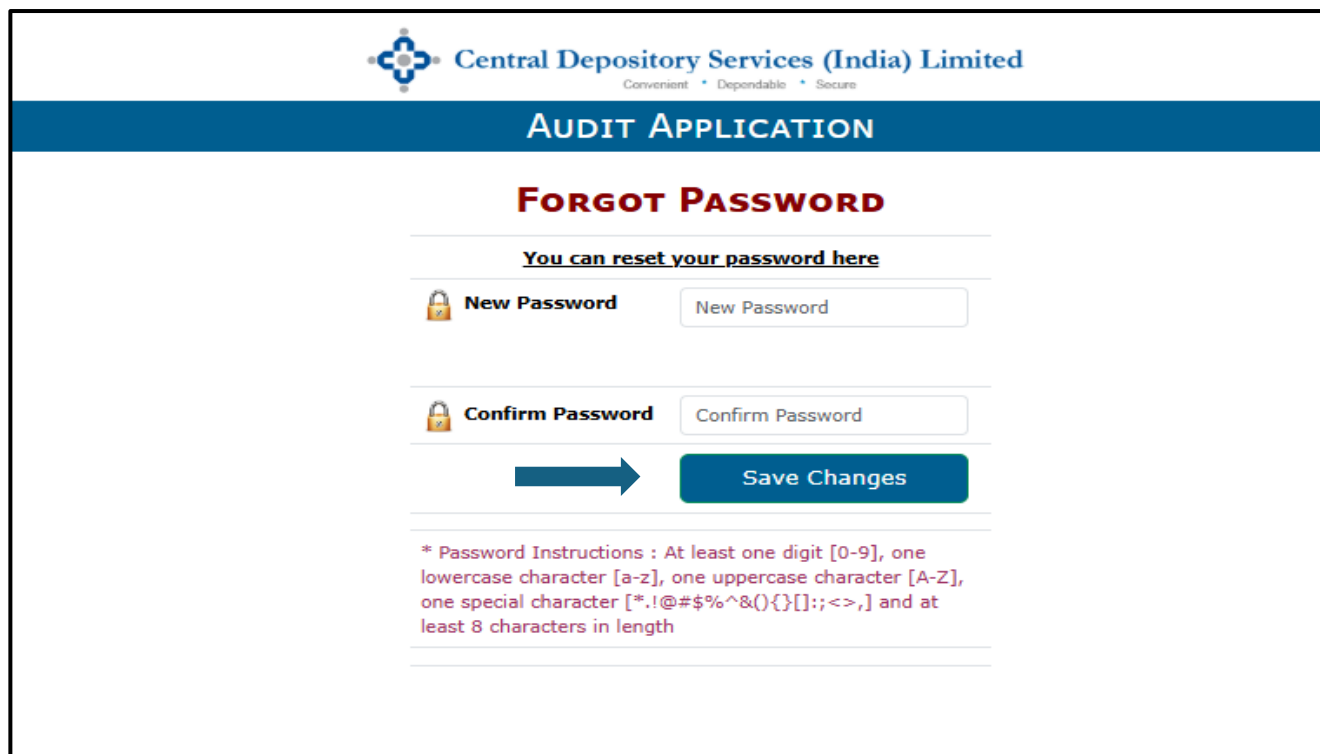
 **Enter OTP**

OTP Time :- 00:09:34  **Verify OTP**

Do not refresh the page

- iv. Enter the New Password. Confirm New Password and click on option **“Save Changes”** (Refer Figure 26)

Figure 26



Central Depository Services (India) Limited
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AUDIT APPLICATION

FORGOT PASSWORD

[You can reset your password here](#)

 **New Password**

 **Confirm Password**

 **Save Changes**

* Password Instructions : At least one digit [0-9], one lowercase character [a-z], one uppercase character [A-Z], one special character [*,!@#\$%^&(){}[];,<>,] and at least 8 characters in length

- v. Upon successful password resetting, Auditor will be redirected to the log in screen. Auditors are required to select log in type Auditor. Enter the password and click on option “**Sign In**” (Refer Figure 27).

Figure 27

The screenshot displays the login interface for the Central Depository Services (India) Limited Audit Application. At the top, the company logo and name are shown, along with the tagline 'Convenient • Dependable • Secure'. Below this, a blue header bar contains the text 'AUDIT APPLICATION'. The main heading 'SIGN IN' is centered in red. The login form includes a 'Login Type' dropdown menu set to 'Auditor', a 'User ID' field with the placeholder 'Enter Login ID', and a 'Password' field with the placeholder 'Password'. A yellow box displays the number '68516f' next to a refresh icon. Below this is an 'Enter Code' field. A large blue arrow points to a 'Sign In' button. At the bottom, there are two links: 'Forgot password' and 'Registration for DP / RTA'.

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AUDIT APPLICATION

SIGN IN

Login Type Auditor

User ID Enter Login ID

Password Password

68516f

Enter Code

Sign In

[Forgot password](#) [Registration for DP / RTA](#)