



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/HD/2024/73

February 02, 2024

PROCEDURE FOR LINKING BENEFICIARY BETWEEN SELLER BO AND BUYER BO

DPs are advised to refer to CDSL Communique nos. mentioned below:

- i. CDSL/OPS/DP/POLCY/2023/745 dated December 22, 2023, regarding Facility to remedy erroneous transfers in demat Accounts.
- ii. CDSL/OPS/DP/POLCY/2023/757 dated December 28, 2023, regarding Facility to remedy erroneous transfers in demat Accounts.

In view of above Communiques, DPs are advised to follow the step wise procedures along with snapshots mentioned in the appended communication for linking of their Beneficiaries for smooth functioning of their off-market transactions through Cdaweb and Easiest applications.

DPs are further advised to refer to the attached Annexures – ANNEXURE-A (BENEFICIARY LINK SETUP IN CDASWEB) and ANNEXURE-B (BENEFICIARY LINK SETUP IN EASIEST).

DPs are requested to kindly make a note of the above procedures.

Queries regarding this communiqué may be addressed to: helpdesk@cdslindia.com and the IVR number is 08069144800.

sd/-

**Swapnil Gupte
Sr. Manager – Operations**

PROCEDURE FOR CREATION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION

Step 1:

After logging into the CDASWEB application, click on the “Settlement” Module.



Step 2:

In the Settlement module, click on the Setup menu and further select the “Add Beneficiary” sub-menu. Choose between Online or Upload options.

If “Online” option chosen:



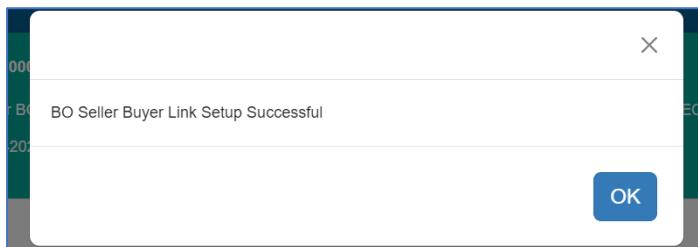
As shown below, enter the Seller BO ID (Source BO ID) and select the Buyer BO type depending on the Buyer BO (Destination BO) demat account whether present in CDSL or NSDL. Also enter the Buyer BO ID (Destination BO ID) and PAN Card Number of Buyer BO.

| BO Seller Buyer Link - Setup | |
|---|---|
| *Seller BO ID | 12016000 CLIENT ID <input type="button" value="Q"/> <input type="button" value="S"/> |
| *Buyer BO Type | <input checked="" type="radio"/> CDSL <input type="radio"/> NSDL |
| *Buyer BO ID | Enter DP ID CLIENT ID <input type="button" value="Q"/> <input type="button" value="S"/> |
| *Buyer Exemption Flag | <input type="checkbox"/> |
| *Buyer PAN | Enter PAN |
| <input type="button" value="Commit"/> <input type="button" value="Cancel"/> | |

BO Seller Buyer Link - Setup

| | | | | |
|---|---|-----------|---------------------------------------|---|
| *Seller BO ID | 12016000 | CLIENT ID | <input type="button" value="Search"/> | <input type="button" value="Settings"/> |
| *Buyer BO Type | <input type="radio"/> CDSL <input checked="" type="radio"/> NSDL Enter Buyer DPID Enter Buyer Client ID | | | |
| *Buyer BO ID | <input type="text"/> | | | |
| *Buyer Exemption Flag | <input type="checkbox"/> | | | |
| *Buyer PAN | Enter PAN | | | |
| <input type="button" value="Commit"/> <input type="button" value="Cancel"/> | | | | |

After entering the mandatory fields, click on the “Commit” button. A pop up will appear displaying that “**BO Seller and Buyer Link is Setup successful**”.



A notification link is sent to the Seller BO’s registered email address and mobile number. The Seller BO will then generate an OTP for authenticating the link request.

If Seller BO does not receive the notification link, then the BO can use the following URL:

<https://www.cdsindia.com/Authentication/OTP.aspx>

The Seller BO will enter either the 16-digit BO ID (demat account number) or the PAN Card Number. Then the BO will click on the “**BO Seller Buyer Link**” button.

Pledge / Offmarket / Interpository Authentication / BO Seller Buyer Link

| | |
|---|----------------------|
| *PAN Card No: | <input type="text"/> |
| OR | |
| *Demat Account No: (Incase of PAN-Exempted BO or if you don't remember your PAN No) | 12010800██████████ |
| <input type="button" value="Submit"/> <input type="button" value="Clear"/> | |
| Pledge Transaction Offmarket/Interpository Transaction BO Seller Buyer Link | |
| <input type="radio"/> BO Seller Buyer Link | |

A box will appear displaying the details like Seller BO ID, Seller PAN, Buyer BO ID, Buyer PAN. Post verification of details then Seller BO will click on “**Generate OTP**” button to receive OTP for authenticating. After receiving the OTP, the BO will enter in the field given as shown below and click on “Accept” button.

| Select | Sr.No | Seller BOID | Seller PAN | Buyer BOID | Buyer PAN |
|--------------------------|-------|-------------------|----------------|------------------|---------------|
| <input type="checkbox"/> | 1 | 1201080[REDACTED] | ACN[REDACTED] | 120108[REDACTED] | BNV[REDACTED] |
| | | Generate OTP | Regenerate OTP | | |

*Kindly enter OTP received on Mobile and Email

*OTP :

Important Information :

Your OTP is valid for 15 minutes from the time of request. If you have not used this OTP within 15 minutes, please request for a fresh OTP.

If "Upload" option chosen:

Prepare a BO Modification Upload batch file with the Beneficiary link present and save it in a drive. Then choose Bulk Upload option. Select the path in which the file is kept and click on "Upload" button.

| | | | |
|--|------------|---|------------------------------------|
| DP ID: 16000 | SETTLEMENT | Last Login: 01-01-2024 05:10 PM | Business Date: 02-01-2024 08:05 PM |
| Setup Modify Delete Inquiry History Inquiry Reverse Earmark Verify Cancel Trade G-Sec Securities | | | |
| BO Seller Buyer Link - Setup Upload | | | |
| *Upload File Name <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="file"/> | | <input style="margin-right: 10px;" type="button" value="Upload"/> <input type="button" value="Cancel"/> | |

Step 3:

For checking whether the link has been created between the Seller BO and Buyer BO, click on the Inquiry option. Enter the Seller BO ID and click on the Search button.

| | | | |
|--|------------|---|------------------------------------|
| DP ID: 16000 | SETTLEMENT | Last Login: 01-01-2024 05:10 PM | Business Date: 02-01-2024 08:05 PM |
| Setup Modify Delete Inquiry History Inquiry Reverse Earmark Verify Cancel Trade G-Sec Securities | | | |
| BO Seller Buyer Link - Inquiry | | | |
| *Seller BO ID <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text" value="12016000"/> | | <input style="margin-right: 10px;" type="button" value="Search"/> <input type="button" value="Cancel"/> | |

This will display the link setup on the screen. A notification link is sent to the registered email address and mobile number of the Seller BO. The Seller BO must click on the link and generate OTP for authentication of the link.

Once the Seller BO enters the OTP, the link gets verified as shown in figure below.

| | Buyer's BO | Buyer's PAN | Linking Status |
|--|---------------------|----------------|----------------|
| | 12010800 [REDACTED] | ACV [REDACTED] | VERIFIED |
| | 12010800 [REDACTED] | BNW [REDACTED] | PENDING |

This successfully completes the Beneficiary linking between the Seller and the Buyer Bos in Cdasweb application.

Step 4:

Now for viewing the Beneficiary link status in a report, CDSL has provided with DPU9 report under Module ID – 38 (Settlement).

Click on “Reports Setup” Module (as shown below) for setting up request for DPU9 online report.

For setting up DPU9 report, enter the Module ID as “38” and Report ID as “DPU9”.



After setting up the report, click on “Submit” button.

Search Criteria

| | | |
|--|-------------|---|
| *DP ID | 16000 | <input type="button" value="Q"/> |
| STEWART & MACKERTICH WEALTH MANAGEMENT LIMITED | | |
| *Module ID | 38 | <input type="button" value="Q"/> |
| Settlement | | |
| *Report ID | DPU9 | <input type="button" value="Q"/> |
| Offmarket PAN LINK report | | |
| Business From Date | 02-Jan-2024 | <input type="button" value="Calendar"/> |
| Business To Date | 02-Jan-2024 | <input type="button" value="Calendar"/> |

Report Criteria

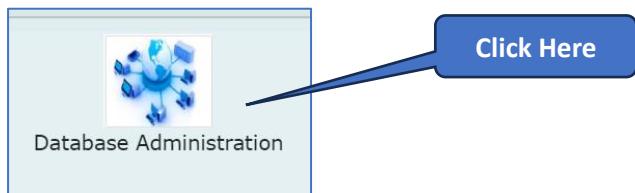
| | | | | | |
|------------------|-------------|---|----------------|-------------|---|
| *Setup Date From | 02-Jan-2024 | <input type="button" value="Calendar"/> | *Setup Date To | 02-Jan-2024 | <input type="button" value="Calendar"/> |
|------------------|-------------|---|----------------|-------------|---|

Once the report is generated then download it from the “Report Download” Module.

**PROCEDURE FOR ENABLING USERS OTHER THAN ADMIN FOR ADDITION OF BENEFICIARY LINK
BETWEEN SELLER BO AND BUYER BO IN CDASWEB APPLICATION**

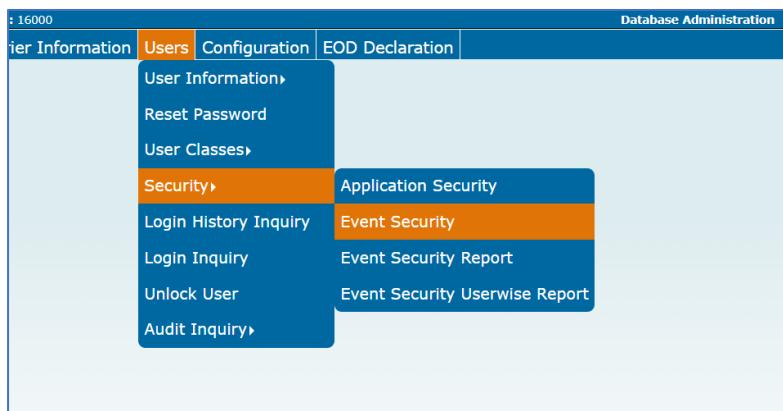
Step 1:

After logging into the CDASWEB application, click on the “Database Administration” Module.



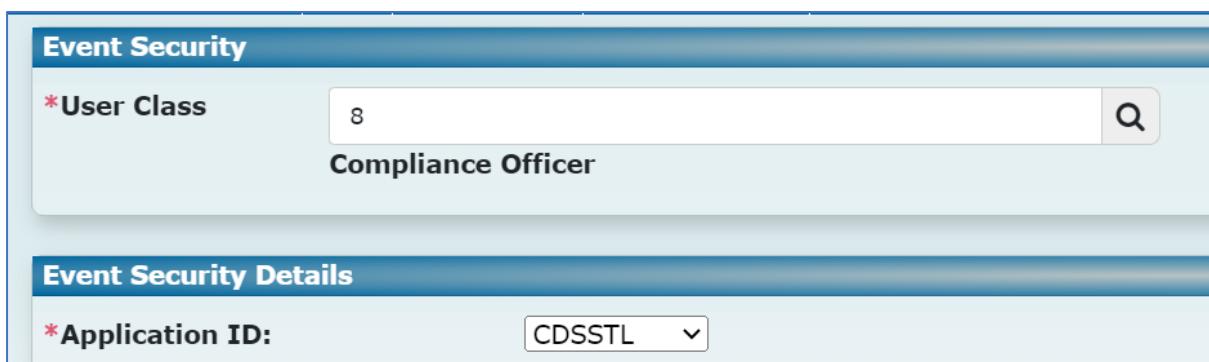
Step 2:

After going into the module, select “Users” option → “Security” menu → “Event Security” sub-menu.



Step 3:

Now select the User Class of the user (for example: “8” for Compliance Officer) and choose the Application ID as “CDSSTL” (for Settlement) as shown below:



| | |
|-------------------------------|--------|
| Event Security | |
| *User Class | 8 |
| Compliance Officer | |
| Event Security Details | |
| *Application ID: | CDSSTL |

Step 4:

Then click on “OK” button for expanding the options under the Application ID selected. Now select the “Add Beneficiary”, “Online”, “Upload” options.



TRANSACTION BY MAKER

Setup

- BO Obligation
- Early Pay In
- InterDepository
- Transaction
 - Setup By Maker
 - Setup/Modify By Checker
- Add Beneficiary
 - Online
 - Upload

Allow All

A screenshot of a software interface showing a permission dialog. The title bar says "TRANSACTION BY MAKER". The main area lists several menu items under "Setup" and "Add Beneficiary". Under "Add Beneficiary", two options, "Online" and "Upload", are highlighted with a light blue background. In the bottom right corner of the dialog, there is a blue button labeled "Allow All".

Step 5:

Then click on "Allow All" & "Submit" buttons.

This completes the process of providing rights to user for viewing and adding Beneficiary link between Seller and Buyer BOs in Cdasweb Application through the Database Administration module.



PROCEDURE FOR CREATION OF BENEFICIARY LINK BETWEEN SELLER BO AND BUYER BO IN EASI-EASIEST APPLICATION

Step 1:

Login into Easi – Easiest Application by entering the correct login credentials.

A screenshot of the "Sign In Easi/Easiest" application. It has a blue header bar with the title. Below it is a form with two input fields: "username" and "password". There are "Forgot password?" and "Login" buttons. Below the form are links for registration and a note about the Myeasi app available on Google Play and Apple App Store.

Step 2:

After logging into Easi – Easiest Application, click on the “Transaction” option.

A screenshot of the Easi-Easiest Transaction dashboard. At the top, there's a header with the CDSL logo and navigation links like Account Details, Transaction, Corporate Announcements, Miscellaneous, E-Locker, CAS, Evoting, Freeze, and Nomination. Below that is a teal-colored summary section showing account details: BO ID (120105), Category (Regular BO), Last Accessed On (02-Jan-2024 at 02:15:01 PM), Registered for (Easi), DP Name (GANDHI SECURITIES AND INVESTMENT PVT LTD), and BSDA Flag (No). A central message box provides instructions for viewing account details and checking transaction status. At the bottom, a note mentions registered users can set up transactions through their login.

In “Transaction” option, click on “BO Linking” menu → “BO Linking Setup” sub-menu as shown below.

Account Details Transaction ▾ Corporate Announcements ▾ Miscellaneous ▾ E-Locker CAS Evoting Freeze Nomination

| | |
|-----------------|-----------------------------------|
| BO ID | Inquiry |
| Category | Transaction cum Holding Statement |
| Last Acc | Erroneous Transfer BO Linking |

BO Linking Setup
BO Linking Inquiry and Delink

?

Registered for : Easi
DP Name : GANDHI SECURITIES AND INVESTMENT PVT LTD
DA Flag : No

Welcome to CDSL's Internet facility **easi / easi est**, empowering you to manage your securities efficiently and, well... easily - in a state-of-the-art, secure environment.

To view/download/print the demat account details with valuation of portfolio, click on the link

[View](#)
[Download/Print](#)
[Download as CSV](#)

easi also facilitates checking the status of transaction instructions. To check the status of transaction, please click on the 'Inquiry' links available at the top-right section of this page.

If you are registered for CDSL's **easi / easi est** services, you can set up transactions through your **easi / easi est** login

Step 3:

A new window (as shown below) will appear in which the Seller BO must choose the Depository and enter the 16-digit BO ID (demat account number) of the Buyer BO depending on where the Buyer BO has opened their demat account. Also enter the Buyer PAN Card Number.

For CDSL:

BO Linking Setup

Buyer BO **CDSL** **NSDL**

Buyer Exemption Flag

Buyer PAN

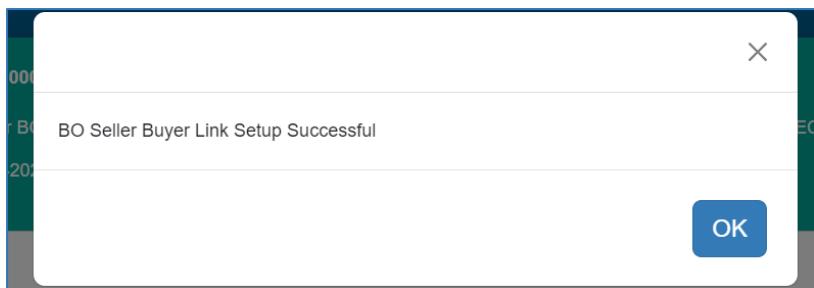
For NSDL:

Buyer BO **CDSL** **NSDL**

Buyer Exemption Flag

Buyer PAN

After entering all the mandatory fields, click on "Submit" button. A pop up will be displayed with message as "**BO Seller Buyer Link Setup Successful**" as shown below.



If notification link not received, then please copy the below URL, and paste in the address bar:

<https://www.cdsindia.com/Authentication/OTP.aspx>

The Seller BO will get the following page on screen in which Seller BO PAN Card Number **OR** Seller BO 16-digit Demat account number (BO ID) must be entered. Then click on "Submit" button.

Pledge / Offmarket / Interrepository Authentication / BO Seller Buyer Link

*PAN Card No:

OR

*Demat Account No:
(Incase of PAN-Exempted BO or if you don't remember your PAN No)

Submit **Clear**

Once the details are submitted, Seller BO will get 3 links (tabs) where Seller BO will click on the "**BO Seller Buyer Link**" Tab.

Margin pledge set up is not present for input Demat Account No.

*PAN Card No:

OR

*Demat Account No:
(Incase of PAN-Exempted BO or if you don't remember your PAN No)

Submit **Clear**

Pledge Transaction **Offmarket/Interrepository Transaction** **BO Seller Buyer Link**



Then the Seller BO will check the details and click on “Generate OTP” button which will generate OTP and will be dispatched to the Seller BO’s registered email address and mobile number.

After receiving OTP, enter the same in the box as shown in the screen shot below:

| Select | Sr.No | Seller BOID | Seller PAN | Buyer BOID | Buyer PAN |
|--------------------------|-------|------------------|------------|-----------------|-------------|
| <input type="checkbox"/> | 1 | 120108[REDACTED] | [REDACTED] | 12010[REDACTED] | B[REDACTED] |

[Generate OTP](#) [Regenerate OTP](#)

*Kindly enter OTP received on Mobile and Email

*OTP :

[Accept](#) [Reject](#)

Important Information :

Your C is valid for 15 minutes from the time of request. If you have not used this OTP within 15 minutes, please request for a fresh OTP.

Step 4:

For checking whether the link is setup or not, click on the “Transaction” option → “BO Linking” menu → “BO Linking Setup” sub-menu.

The screenshot shows a navigation bar with tabs: Account Details, Transaction (highlighted in orange), Corporate Announcements, Miscellaneous, E-Locker, and CAS. Under the Transaction tab, there is a dropdown menu for "BO ID Category". The "BO ID" category is selected, showing options: Inquiry, Transaction cum Holding Statement, Erroneous Transfer, and BO Linking. The "BO Linking" option is highlighted. A sub-menu for "BO Linking" is displayed, containing: BO Linking Setup (highlighted in grey) and BO Linking Inquiry and Delink.

A window will appear showing the link setup under “Pending” status. Notification email is sent to the Seller BO’s registered email address.

Seller BO must click on the link and generate OTP for authentication of the link setup.

Once OTP is entered the status changes to “Verified” status as shown below:

| Linking Status | | | |
|------------------|---------------|----------------|--|
| Buyer's BO | Buyer's PAN | Linking Status | |
| 120108[REDACTED] | ACW[REDACTED] | VERIFIED | |
| 12010[REDACTED] | B[REDACTED] | PENDING | |