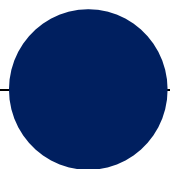




Issuer Portal



● Table of contents

- Highlights
- Purpose
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- Procedure



Highlights

★ Simpler process to modify the details of the company

★ Track the application process

★ Faster and systematic method



★ Direct upload of documents

★ Minimum Error

The Purpose

CDSL is now pleased to inform you that a functionality has been provided through which the Issuers can verify & update their company details themselves.

It is through the **ISSUER PORTAL** the following details can be modified.

- **Registered Office address**
- **Correspondence Office address**
- **Billing Office address**
- **GST Number**
- **Contact Email ID**
- **Contact details**
- **CIN Number**
- **PAN Number**
- **LEI Number**

Other details

Admin login

Create the admin login to access the issuer portal facility if not created previously.

- To create/modify admin login contact CDSL on masters@cdslindia.com



- Send the request letter on masters@cdslindia.com the request letter on the company letter head mentioning the following details for the login.
 - Issuer id
 - Contact person
 - Designation
 - Email ID
 - Phone number (mobile no. for OTP)

Login Requirements

User Login

Use the Admin login to create a user login . Issuer can modify user login details through admin login in case of change in the same.

To provide the rights mentioned below to the user login.



- 6 Update Issuer Detail
- 7 Change Name
- 8 Change Registered Address
- 9 Change Correspondence Address
- 10 Change Billing Address
- 11 Change email Address
- 12 Change GSTN Number
- 13 Modification Issuer Details
- 14 ISSUER upload
- 17 Change Other Details

Document Requirements



REGISTERED OFFICE ADDRESS

- Request letter in the provided format
- INC 22 form
- Challan of the form
- MCA Master Data



CORRESPONDENCE ADDRESS

- Request letter in the provided format



CONTACT EMAIL ID

- Request letter in the provided format

*Issuer
Portal*




BILLING OFFICE ADDRESS

- Request letter in the provided format



GST NUMBER

- Request letter in the provided format
- GST Certificate
- If GST is not applicable to the company, then the issuer can click on the  NA tab and declaration on company letterhead.

Document Requirements

OTHER DETAILS



CONTACT PERSON NAME & DESIGNATION

- Request letter in the provided format



CONTACT DETAILS

- Request letter in the provided format



CIN NUMBER

- Request letter in the provided format & Latest COI Certificate



PAN NUMBER

Request letter in the provided format & Latest PAN Card



LEI NUMBER

Request letter in the provided format & Latest LEI Certificate

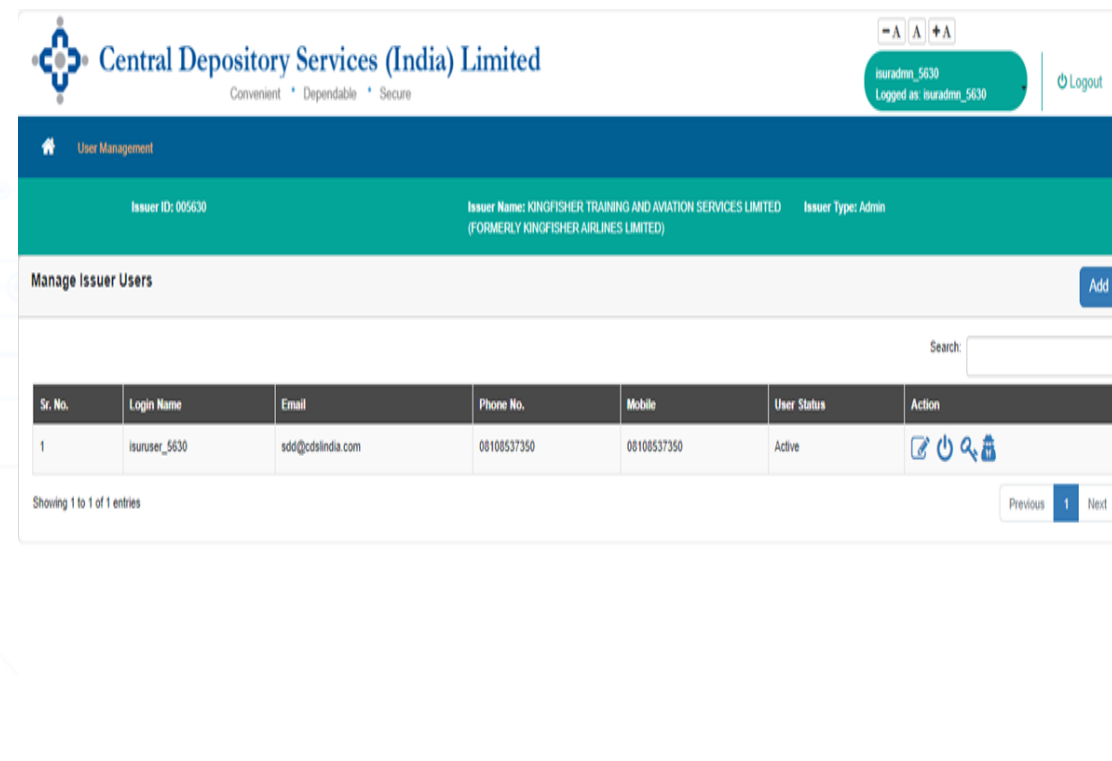


Procedure to create the user login and provide rights:





Use the following link to login issuer centre

<https://issuercentre.cdslindia.com/Home/Login>

Login with admin login > click on **USER MANAGEMENT** > Click on **ADD** > Click on the **PEN ICON (1st icon)** > Fill in all the details & **SUBMIT** > Click on the **MAIN ICON (4th icon)** > Provide the privileges as mentioned on pg 6.



The screenshot shows the 'User Management' section of the CDSL Issuer Centre. At the top, the header includes the CDSL logo, the text 'Central Depository Services (India) Limited', and the tagline 'Convenient • Dependable • Secure'. A user profile dropdown shows 'isuradm_5630' and 'Logged as: isuradm_5630', with a 'Logout' button. Below the header, a teal bar displays 'Issuer ID: 005630', 'Issuer Name: KINGFISHER TRAINING AND AVIATION SERVICES LIMITED (FORMERLY KINGFISHER AIRLINES LIMITED)', and 'Issuer Type: Admin'. The main section is titled 'Manage Issuer Users' with an 'Add' button. A search bar is present. Below is a table with one entry:

Sr. No.	Login Name	Email	Phone No.	Mobile	User Status	Action
1	isuruser_5630	sdd@cdslindia.com	08108537350	08108537350	Active	   

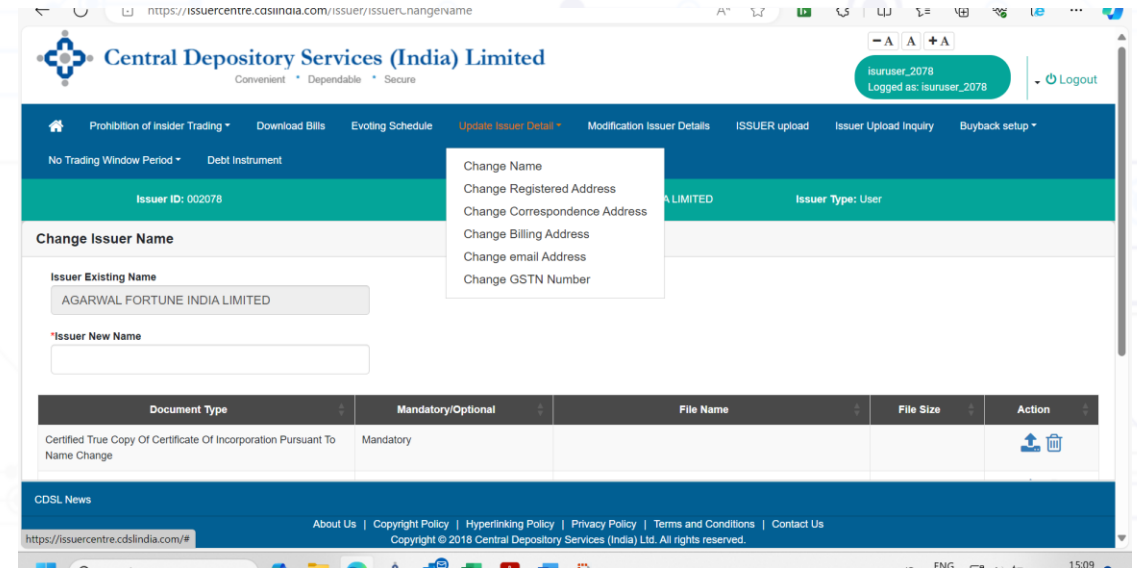
At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

● Procedure to create the request for updation of details:



Use the following link to login issuer centre

<https://issuercentre.cdslindia.com/Home/Login>

Login using the newly created User login > Enter the OTP received on registered email id and mobile number > Click on Update Issuer Details> Click on the type of details to be modified > Enter the new details > Upload the documents as per the documents list mention on pg 6 to 9 > Submit the application post upload of document.



The screenshot displays the Central Depository Services (India) Limited (CDSL) Issuer Centre interface. The user is logged in as 'isuruser_2078'. The 'Update Issuer Detail' menu is open, showing options to change Name, Registered Address, Correspondence Address, Billing Address, email Address, and GSTN Number. The 'Change Issuer Name' form is visible, showing the 'Issuer Existing Name' as 'AGARWAL FORTUNE INDIA LIMITED' and a field for 'Issuer New Name'. Below the form is a table for document uploads.

Document Type	Mandatory/Optional	File Name	File Size	Action
Certified True Copy Of Certificate Of Incorporation Pursuant To Name Change	Mandatory			 

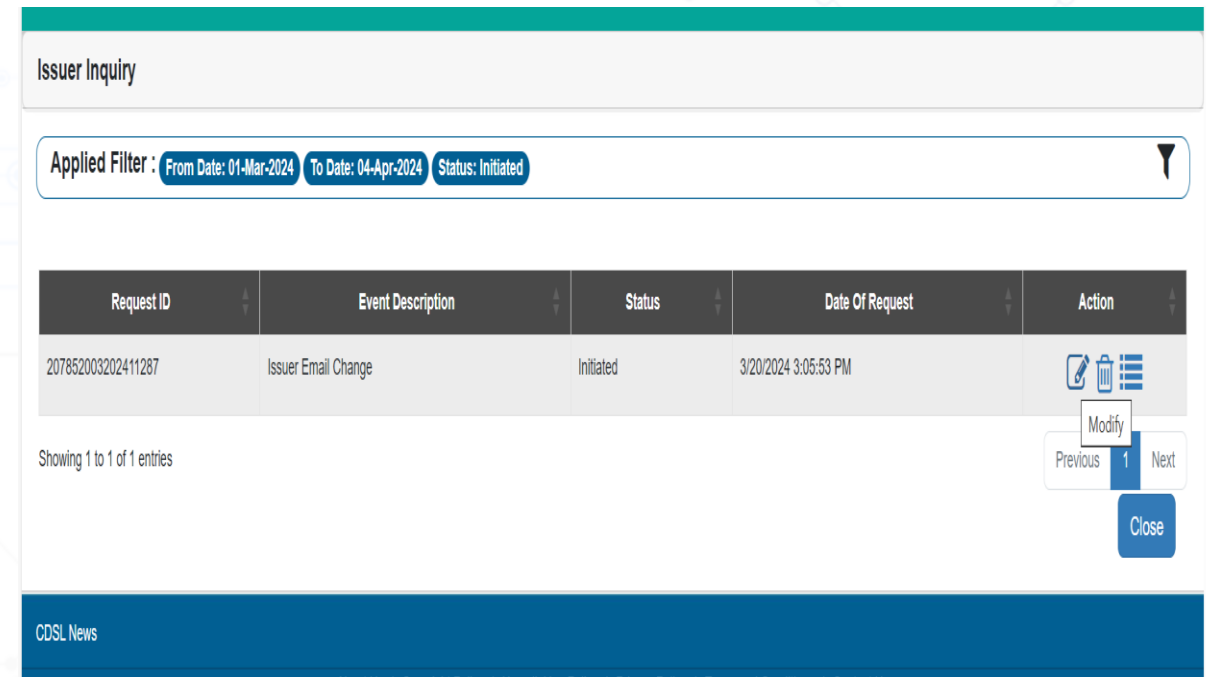
The footer of the page includes links for About Us, Copyright Policy, Hyperlinking Policy, Privacy Policy, Terms and Conditions, and Contact Us, along with a copyright notice for 2018.






Procedure to modify the request created:

In case the issuer wishes to submit the details later they can save the details .

Later the issuer can go to the **MODIFICATION ISSUER DETAILS** tab > Search for the request using the date range & status range > Click on the **PEN ICON** (1st icon) > Modify the pending detail > Submit the request by clicking on submit.



The screenshot displays the 'Issuer Inquiry' interface. At the top, there's a header 'Issuer Inquiry'. Below it, a filter bar shows 'Applied Filter : From Date: 01-Mar-2024 To Date: 04-Apr-2024 Status: Initiated'. The main content is a table with the following columns: Request ID, Event Description, Status, Date Of Request, and Action. A single row is visible with Request ID 207852003202411287, Event Description 'Issuer Email Change', Status 'Initiated', and Date Of Request '3/20/2024 3:05:53 PM'. The Action column contains three icons: a pencil (Modify), a trash can (Delete), and a list icon. A tooltip 'Modify' is shown over the pencil icon. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'Previous', '1', 'Next', and a 'Close' button. The footer of the interface shows 'CDSL News'.

Request ID	Event Description	Status	Date Of Request	Action
207852003202411287	Issuer Email Change	Initiated	3/20/2024 3:05:53 PM	  

Showing 1 to 1 of 1 entries

Previous 1 Next

Close



Thank you

