Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/EASI/4768   **October 17, 2014**

FREEZE / UNFREEZE FACILITY THROUGH 'EASI/EASIEST' SYSTEM AND ADDITIONAL FACILITY FOR "TRUSTED ACCOUNT" - EASIEST

FREEZE / UNFREEZE:

CDSL is pleased to inform that a facility to execute **'Freeze'** and **'Unfreeze'** transaction has now been made available to easi/easiest users, whereby they can execute Freeze and Unfreeze instructions without submitting freeze/unfreeze instruction to the Depository Participant.

Procedure to execute the Freeze and Unfreeze instruction using easi/easiest login:

This facility is available to BOs and CBOs in their easi/easiest login under Freeze Menu. The user has to click on the Freeze menu and select the setup option to Freeze a particular ISIN/to fully freeze the user's account. Upon clicking on set up, screen for set up of freeze will be available to the user, wherein the user has to select particular type of freeze which he intends to create.
The options/types for creation of freeze are as mentioned below.

   a. Full account freeze i.e. all the ISINs in the account of BO will be frozen.
      - Freeze for debit or credit or both debit and credit
   b. One or more ISINs either for full quantity or for partial quantity i.e. BO-ISIN Freeze.
      - Freeze for debit or credit or both debit and credit

Freeze can be set up for current date as well as future date.

After entering complete details, the user will have to click on 'submit'. Upon clicking on "submit" system will pop up the message "the freeze is temporary set up with transaction Id ____. Please Verify / Commit the same before the End of Day". The user will have to click on "Ok" and verify the freeze setup. Once the freeze request is verified, the freeze acknowledgement will be available to the user. The user can enquire / print freeze requests set up by him/her from inquiry option available under freeze menu. The user need not submit freeze request form to his/ her DP separately, since the request was set up through the users easi/easiest login.

The user has the option to modify/ delete only those freeze requests which have been setup by the user and which have not been verified by the user.

The user will be able to unfreeze only those freeze requests that were initiated by the user from his/her easi/easiest login. Upon clicking on unfreeze option, the list of "Unfreeze Inquiry

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Details" which are currently in a frozen status will be available to the user. The user will have to select the particular transaction Id which the user wishes to unfreeze. Upon selecting the transaction id the unfreeze details page will be available to the user. The user can then to submit the unfreeze request and verify the same (similar to freeze). Upon verification of unfreeze request the acknowledgement will be available to the user. The details of the unfreeze will be available to the user in the freeze menu under inquiry option.

The freeze set up by the BOs from their easi/easiest login will also be reflected in DP57 report for the DPs. DPs are *not required* to obtain a freeze/ unfreeze request form for the freeze/ unfreeze request set up by the BOs from their easi/easiest login.

Additional facility in Trusted Account-Grouping

Currently if a user has opted for "trusted account" option under his/her easiest login he/she can transfer securities to (any four) the trusted accounts by using easiest. Currently such trusted accounts (recipient accounts) can only be Clearing Member (CM) accounts which the user needs to designate as trusted accounts.

CDSL is now pleased to inform the users who have opted for trusted account facility through easiest , that they will be able to group **any four** CDSL demat accounts of their choice as their trusted account including Clearing Member accounts. Thus, the users can now designate a demat account which is not a clearing member account as a trusted account and can transfer securities to such account through easiest.

DPs are advised to note that the above freeze and the trusted account facility are not available to CMs / DPs in their easi/easiest login.

DPs are advised to take note of the above and inform the BOs accordingly.

Queries regarding this communiqué may be addressed to:

- **CDSL – Helpdesk** on (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8639, 2272-1261 or 2272-2075. Emails may be sent to: helpdesk@cdslindia.com.

- **CDSL – Operations:** on (022) 2272-8655, 2272-8648 or 2272-8392. Emails may be sent to: easiadmin@cdslindia.com.

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