Please find attached herewith the Complete procedure for joining CDSL  for Dematerialization of physical shares of unlisted Companies along with the fee structure of depository.

**One time joining fees in CDSL is Rs. 15,000/- (for Unlisted Co.)/-**

**( GST 18% as applicable)**

 Annual custody fees of CDSL will be paid depending on paid-up capital of the Company which is to be charged on annual basis (Tariff Structure given below)

**CDSL**

|  |  |
| --- | --- |
| **Nominal Value of securities admitted (Rs.)** | **Amount (Rs.)** |
| **Upto Rs. 2.5 crore (applicable only for issuer of**  **unlisted shares)** | **5,000** |
| Above 2.5 crore upto  5 crore | 9,000 |
| Above 5 crore and upto 10 crore | 22,500 |
| Above 10 crore and upto 20 crore | 45,000 |
| Above 20 crore | 75,000 |

\* Plus GST as applicable

|  |
| --- |
| **Security Deposit (2 years of applicable Annual Custody Fees) charged by CDSL**  **(GST NOT APPLICABLE)** |
| APPLICABLE ON UNLISTED PUBLIC COMPANY |

**LIST OF DOCUMENTS REQUIRED:**

1. Appointment letter of RTA

2. Board Resolution-manual signatures in specimen signature and manual & digital signatures at the bottom of the page(signing place)

3. Undertaking

4. MCF- word file

5. Net Worth Certificate as per audited annual report for the last financial year in the prescribed format and digitally signed by the person who is providing the certificate & authorised person of the company

6.MOA, AOA & COI-digitally signed first or last  page and also all COI(require whole file)

7.Auditors Report & Balance Sheet for the last financial year-digitally signed first or last  page (require whole file)

8. GST certificate/GST declaration

 9.Freeze/Unfreeze-declaration(Pvt. company)

All the documents need to be digitally signed by the authorized person and Net Worth certificate by PCA/PCS

Maximum size to be uploaded on Depository portal is 10MB each.