

Procedure for change of RTA



The company should submit the following document (s) along with the applicable charges to CDSL

- Tri-partite ([for franking and e-stamping / on stamp paper](#)) or bi-partite ([for franking and e-stamping / on stamp paper](#)) agreement to be executed with CDSL in triplicates with one original and two copies of the original agreement with ORIGINAL SIGNATURES AND RUBBER STAMP on it. Stamp duty payable on agreements will be Rs.600/- if executed in the state of Maharashtra.
- [No Objection Certificate \(NOC\)](#) from the existing RTA (on the existing RTA's letterhead)
- Processing fees of 5,000 (INR) (plus service tax as applicable)
- Payment of outstanding issuer charges, if any
- [Latest certificate from practicing Company Secretary / Chartered Accountant](#) giving details of total Issued Capital of the issuer, balance with CDSL, NSDL and Physical shares as per register of members.
- [Master Creation Form \(MCF\)](#) on Company's letterhead duly completed, stamped and signed by designated authorized signatory (ies) of the company - on every page.
- Certified true copy of Board Resolution by the issuer approving the change of RTA
- [Letter of Acceptance / Consent](#) from the new RTA (on the new RTA's letterhead) - Not applicable in case of in-house RTA
- [Declaration](#) from Issuer Company - Not applicable in case of in-house RTA

Once the documents verified by CDSL are in order, the RTA change will be effected and copy of executed agreement will be forwarded to the Issuer Company / RTA.

For further assistance / clarifications please contact Issuer Admission Team on (022) 2272 5084 or on (022) 2272 8690 or send an e-mail at issueradmission@cdslindia.com