



Procedures for Centralized Cash Dividend Register
(CCDR)

Introduction:

In accordance with CDC Regulations 5.9 read with Companies (Distribution of Dividends) Regulations, 2017 (the Regulations), it is mandatory for all listed companies to obtain International Banking Account Number (IBAN) and related details of their shareholders so as to credit dividend amount directly into the shareholders account through electronic payment mode.

CDC will maintain a Centralized Cash Dividend Register (“CCDR”) which would incorporate details pertaining to cash dividends paid, unpaid or withheld by listed companies. CDC has developed an eService web portal to cater the newly promulgated Regulations. The CCDR will help to maintain history of dividends paid to shareholders by listed companies and an access of all such information will be provided to the respective shareholders in a cost-effective manner whereby eliminating major cost incurred by the listed companies towards printing and dispatching of counter foils at the time of processing of cash dividends.

The web portal will facilitate shareholders of listed companies in retrieving details of cash dividends from centralized register and to use the same for their record purposes.

Procedures:

The detailed Procedures for CCDR are as follows:

Defining of Cash Dividend Event on (CCDR):

1. Issuer / RTA will provide the total number (quantity) of shareholders immediately after the book closure period (both physical and book entry folio) to CDC who are entitled for cash dividend.
2. On the basis of total number of shareholders received from Issuer / RTA, CDC will raise invoice as per the approved schedule of charges.
3. After receiving of the above payment, CDC will create a cash dividend event denoted by separate event ID on eService portal and inform Issuer/RTA accordingly.

Recording of Cash Dividend details on CCDR

4. Access on eService portal will be given to the respective Transfer Agent (RTA) of such Issuer for uploading the cash dividend details.
5. Issuer / RTA shall upload the details of all entitled shareholders, as prescribed in User Manual, against the respective Event ID into eService portal including the information of shareholder whose cash dividend is withheld or unpaid along with reasons.
6. Issuer / RTA shall be responsible for ensuring the correctness and completeness of information uploaded into the eService portal.

7. Subsequently, when payment is made to the shareholders whose cash dividend was withheld / unpaid in initial payment process due to any reason whatsoever; it will be the responsibility of the Issuer / RTA to upload/update such records on the eService Portal accordingly. Issuer / RTA will be able to upload/update the file multiple times. The reflection of subsequent upload will also be updated at investor's end. However, the updates can be made only in the records with unpaid or withheld status.
8. Number of records once uploaded/confirmed cannot be changed.

Retrieval of Information / Reports from CCDR:

9. The Shareholders of listed companies will have access to the CCDR through eServices web portal for retrieval of details relating to cash dividends.
10. For the first time each investor / shareholder will have to register himself before access is allowed for the eServices portal. Further, validation of shareholders will be done before allowing him to view / retrieve dividend related information in the said portal. However, detailed step by step guidelines for investors/shareholders will be placed in form of "eServices registration User Manual" on the web portal.
11. CDC Participants will also be able to view and download the reports, from CDS, only for their entitled sub-account / IAS account holders having shares in book-entry form.

Note:

As per CDC Regulations 5.9 read with clause 4 (9)(VI) of the Companies (Distribution of Dividends) Regulations 2017, listed companies are required to provide to the central depository the details of cash dividends after distribution of dividends to the entitled shareholders. If they fail to provide such information to the CDC through eServices portal within seven business days after distributions of dividend it will be considered as non-compliance and shall be escalated to the Commission accordingly.