

Annexure-A

Operational Guidelines for AIF Issuers / R&T Agents to upload the latest available NAV corresponding to each ISIN of units of the AIF in the depository system.

1. The R&T Agent shall access the NSDL DPM-SHR system using the Maker login credentials and navigate to the '**Upload and Downloads module**'
2. At the **Upload and Downloads module**, the R&T Agent shall select the **NAV Upload** option.
3. The R&T Agent shall upload the latest available NAV corresponding to each ISIN of units of the AIF in the depository system (DPM-SHR) as per the prescribed NAV file and initiate the submission by selection of '**Upload All**'

The screenshot shows a web interface titled 'Files To Upload'. It contains a table with the following data:

Sl No	File Name	Size (Bytes)	Last Modified
1	SHR_AIF_NAV_001.txt	405769	23 Feb 2026 [4:18 PM]

Below the table is a 'Status' section. To the right of the table are three buttons: 'Add File(s)', 'Remove', and 'Upload All'. The 'Add File(s)' and 'Upload All' buttons are highlighted with yellow boxes.

4. Upon successful submission of the uploaded NAV file(s), the depository system shall generate a unique reference number, which should be recorded and retained for verification purposes.

The screenshot shows the same 'Files To Upload' interface, but now the 'Status' section contains the following text:

```
SHR_AIF_NAV_001.txt=Uploading the file :SHR_AIF_NAV_001.txt
Receiving information from the server...
Unloading the file :SHR_AIF_NAV_001.txt
*REFERENCE NUMBER for SHR_AIF_NAV_001.txt is 500000017270
Cleaning all temporary files...
Done
```

The reference number '500000017270' is highlighted with a yellow box.

5. Upon successful submission of the NAV upload file, the users should log out from the Maker login and log in to the DPM-SHR system using the Checker credentials.
6. DPM-SHR checker user shall navigate to **Upload and Downloads** and select the '**Verify Release**' option.

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7. At Verify Release screen, the Checker should enter the following details:
 - 7.i Transaction Type: NAV Upload
 - 7.ii File Reference: System generated reference number
 - 7.iii Status: Left blank
 - 7.iv Date: Left blank

Beneficiary Details	Confirmations	Corporate Actions	Grouping of ISINs	Inquiries	Reports	System Security	Uploads & Downloads
Home > Uploads & Downloads > Verify Release							
Verify Release							
Search Transaction Type: NAV Upload File Reference No: 500000017270 Status: --Please Select-- Date: / / Search Clear							

8. DPM-SHR checker user shall initiate verification by clicking on **Search**.
9. For **successfully uploaded** NAV file without error records, the system status will display **Accepted**

File Reference ID	File Name	Status	Response	Error	Verify Release
500000017271	SHR_AIF_07_IN000018.txt	ACCEPTED	Out File	NA	Verify and Release

10. For partially uploaded file the system will display **Partially Accepted** message. The error file generated should be referred for corrective action.

File Reference ID	File Name	Status	Response	Error	Verify Release
500000017270	SHR_AIF_NAV_001.txt	PARTIALLY ACCEPTED	Out File	Error File	Verify and Release

11. Note : The error file will be generated only in cases where the upload status is Partially Accepted, Rejected or File Format Rejection.
12. For successfully uploaded file with **Accepted** status, checker user shall be able to **Verify and Release** file before 17:00 hrs on a business day to confirm completion of the NAV file upload.

File Reference ID	File Name	Status	Response	Error	Verify Release
500000017270	SHR_AIF_NAV_001.txt	VERIFY RELEASED	Out File	Error File	Verify and Release