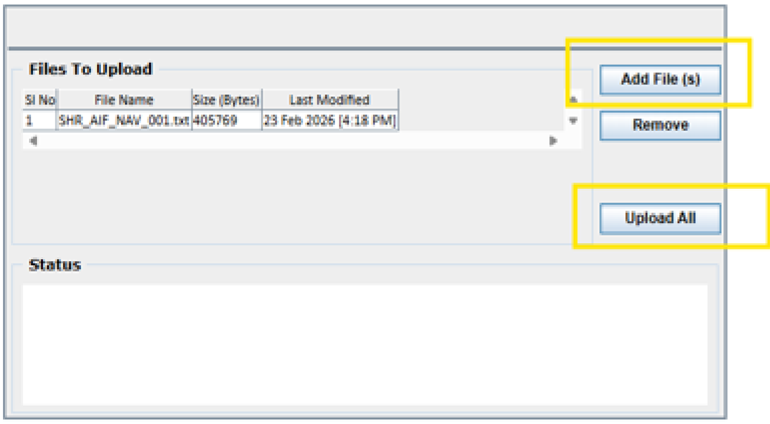
Annexure-A

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.

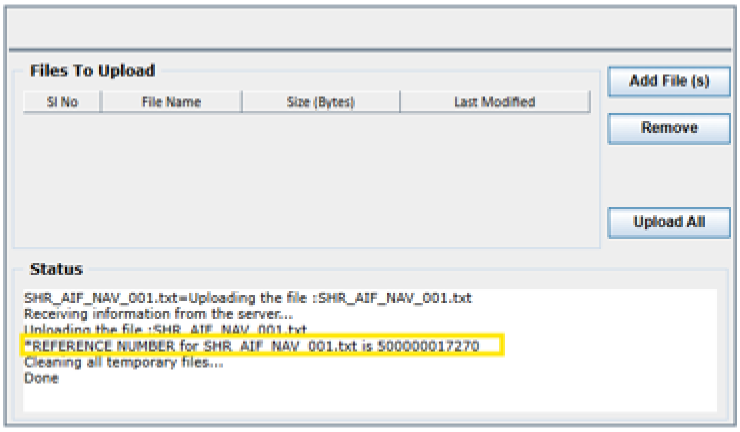
1. The R&T Agent shall access the NSDL DPM-SHR system using the Maker login credentials and navigate to the '**Upload and Downloads module**'

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**'



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.



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.

Annexure-A

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

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**

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

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.