

Circular No.: NSDL/POLICY/2026/0091

June 23, 2026

**Subject: Facility for submission of Annual System Audit Report in electronic form through e-PASS**

Attention of Participants is invited to NSDL Circular No. NSDL/POLICY/2026/0087 dated June 04, 2026, regarding 'Implementation of SEBI CSCRF Circular for submission of the Annual System Audit Report.' wherein the detailed guidelines pertaining to auditor selection norms and the guidelines to be adhered to by auditors/Regulated Entities (REs) for the conduct of the Annual System Audit, in accordance with the provisions of the CSCRF, were provided under Annexure A.

In this regard, Participants are hereby informed that the detailed guidelines for adding auditor details and the procedure for submission of System Audit reports through the e-PASS portal are enclosed as **Annexure A** to this circular. Participants are required to adhere to the prescribed process for electronic submission of audit reports through the e-PASS application.

The timelines for submission of the audit report and the action taken report (ATR) if any, have been specified as below:

| The timelines for submission of the initial audit report and the action taken report (ATR) if any, have been specified as below: <b>Report</b> | <b>Periodicity/<br/>Frequency</b> | <b>Due date of<br/>submission</b>                                                          | <b>Action Taken Report<br/>(ATR) submission (if<br/>applicable)</b>                     |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Annual System Security Audit Report                                                                                                            | Annually                          | Within three months from the end of the financial year.<br>i.e., by 30 <sup>th</sup> June. | Within three months from the due date of submission. i.e. by 30 <sup>th</sup> September |

Additionally, Participants shall email a copy of their System audit reports along with Annexure of auditor declaration to [Dpaudit@nsdl.com](mailto:Dpaudit@nsdl.com). In case they face any technical issues while uploading the report through the e-PASS application please contact to [epass@nsdl.com](mailto:epass@nsdl.com). However, the submission made through the e-PASS application shall be considered as the final submission.


**National Securities Depository Limited**

3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.  
 Tel: 91-22-6944 8400 / 69448500 | email: [info@nsdl.com](mailto:info@nsdl.com) | Web: [www.nsdl.co.in](http://www.nsdl.co.in)  
 Corporate Identity Number: L74120MH2012PLC230380

## Participant Services Circular

Participants are further advised to note that non-submission of the Annual System Audit report within the specified timelines shall be treated as regulatory non-compliance and may attract penalty and/or further action, as per the NSDL Business Rules as amended from time to time.

For any technical support in e-pass application, kindly email at [epass@nsdl.com](mailto:epass@nsdl.com) or call us on 022-69448491 / 022069448457.

For Any checklist related clarification kindly email at [dpaudit@nsdl.com](mailto:dpaudit@nsdl.com) or call us on (022-42165062 /38).

Participants are requested to take note of the same and ensure compliance.

**For and on behalf of**  
**National Securities Depository Limited**

**Rakesh Mehta**  
**Vice President**

Enclosure: One

| FORTHCOMING COMPLIANCE                                                                                     |                                                      |                   |                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Particulars                                                                                                | Deadline                                             | Manner of sending | Reference                                                                                                                                                           |
| Investor Grievance Report (Monthly)                                                                        | By 10th of the following month                       | Through e-PASS    | Para 22 of 'Grievance Redressal' chapter and Para 27 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants                 |
| Compliance report w.r.t Same Mobile number and/ or email address captured for multiple accounts. (Monthly) | Before 27th of following month                       | Through Email.    | Para 26 of 'Miscellaneous' chapter of NSDL Master Circular for Participants.                                                                                        |
| Artificial Intelligence /Machine Learning Reporting Form (Annually)                                        | Within three months of the end of the financial year | Through e-PASS    | Para 10 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants                                                              |
| Annual System Audit Report (yearly)                                                                        | June 30 <sup>th</sup>                                | Through e-PASS    | Para 20.5 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants                                                            |
| Annual Cyber Audit Report (yearly)                                                                         | June 30 <sup>th</sup>                                | Through e-Pass    | Para 2.76 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants and Circular No.: NSDL/POLICY/2026/0074 dated May 12, 2026 |



### National Securities Depository Limited

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 Corporate Identity Number: L74120MH2012PLC230380

**Annexure A**
**Guidelines to add the Auditor details and submit the Annual System Audit Report**
**A] Guidelines to add the Auditor details:**

 Click on e-pass URL: <https://www.epass.nsdl.com>

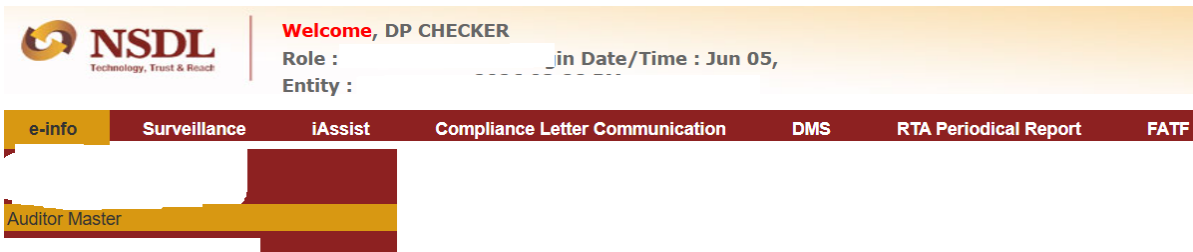
1. Login into e-PASS by using DP Checker

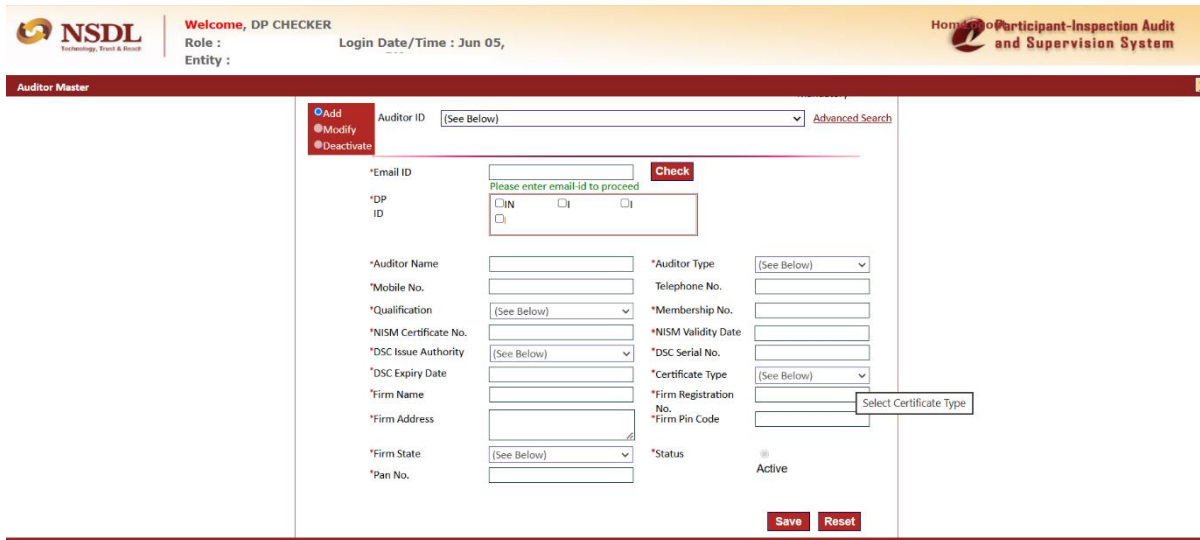


 The login form is titled "Login" and contains the following fields and buttons:
 

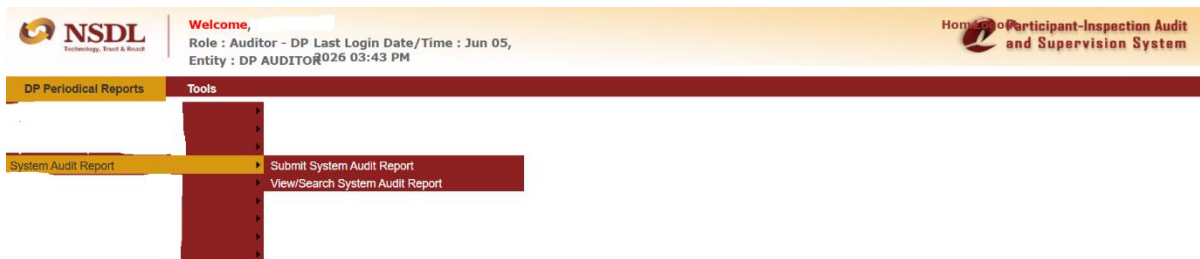
- User ID: Enter Userid
- Password: Enter Password
- OTP: Enter OTP, with a "Generate OTP" button next to it.
- CAPTCHA: Enter Captcha, with a display showing "568518" and a refresh icon.
- Buttons: "Forgot Password" and "Login".

2. Go to Master TAB and select Audit Master -> Navigate to menu Master -> Auditor Master Tab.




**B] Guidelines to give the System Audit Report:**

- Once the DP creates the Auditor profile, Auditor needs to login using the credentials received on their email ID and select the 'Submit System Audit Report' under the DP Periodical Reports TAB.



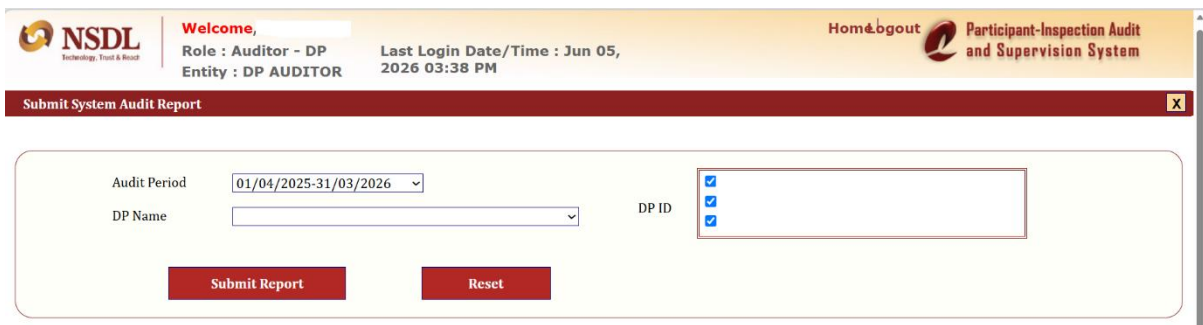
- Select the Audit period as **1/04/2025 – 31/03/2026 (Annual)** enter the necessary details. Click on 'Submit Report':

**Annual Audit Period (01/04/2025 -31/03/2026)**


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 Corporate Identity Number: L74120MH2012PLC230380

## Participant Services Circular



NSDL  
Technology, Trust & Reach

Welcome,  
Role : Auditor - DP  
Entity : DP AUDITOR

Last Login Date/Time : Jun 05,  
2026 03:38 PM

Home Logout Participant-Inspection Audit and Supervision System

Submit System Audit Report

Audit Period: 01/04/2025-31/03/2026

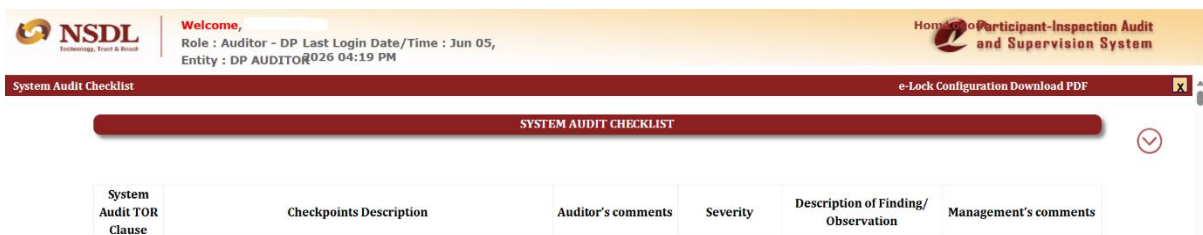
DP Name: [Dropdown]

DP ID: [List Box]

Submit Report Reset

- 3 The Columns 'Auditor's comments,' 'Severity' and 'Description of Findings/Observations' (Highlighted in red) are Mandatory to be filled with valid remarks.

**Recommendation:** The auditor should select Severity as "NA" when the point is marked as Complied. In case the point is marked as non-complied, the auditor should mandatorily select the proper severity level (critical, high, medium, or low) and provide a detailed description along with the action taken report (ATR) timeline.



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Welcome,  
Role : Auditor - DP  
Entity : DP AUDITOR

Last Login Date/Time : Jun 05,  
2026 04:19 PM

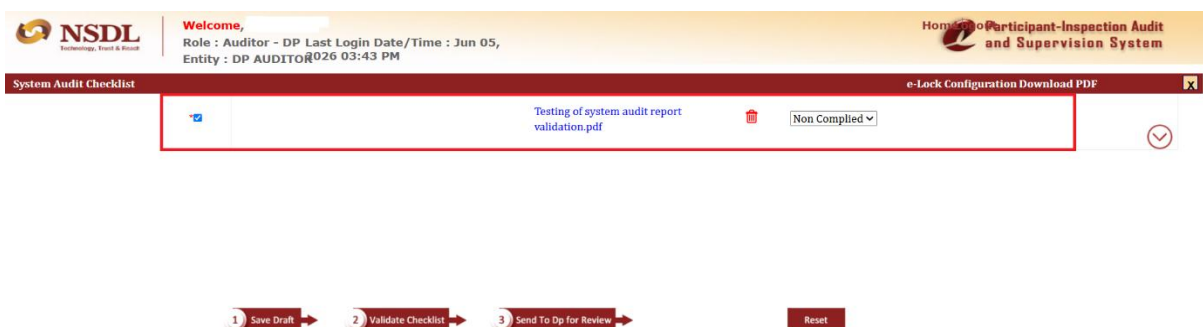
Home Logout Participant-Inspection Audit and Supervision System

System Audit Checklist e-Lock Configuration Download PDF

SYSTEM AUDIT CHECKLIST

| System Audit TOR Clause | Checkpoints Description | Auditor's comments | Severity | Description of Finding/ Observation | Management's comments |
|-------------------------|-------------------------|--------------------|----------|-------------------------------------|-----------------------|
|-------------------------|-------------------------|--------------------|----------|-------------------------------------|-----------------------|

- 4 Click on 'Save Draft' and 'Validate Checklist.' After completing all required fields and uploading the **auditor report with auditor declaration**, once uploaded successfully, click on 'Submit to DP for Review.'



NSDL  
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Welcome,  
Role : Auditor - DP  
Entity : DP AUDITOR

Last Login Date/Time : Jun 05,  
2026 03:43 PM

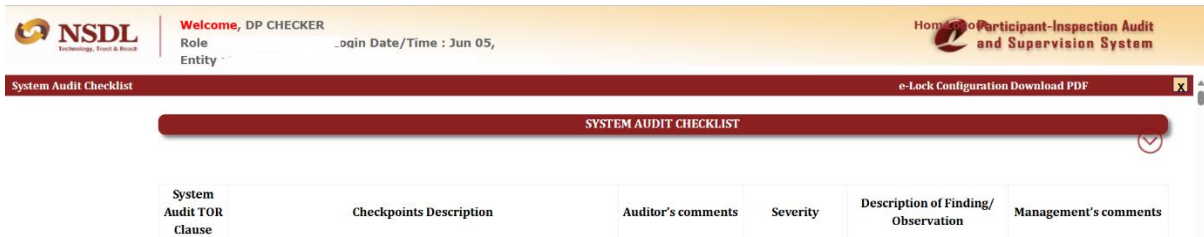
Home Logout Participant-Inspection Audit and Supervision System

System Audit Checklist e-Lock Configuration Download PDF

|                                     |                                               |              |  |
|-------------------------------------|-----------------------------------------------|--------------|--|
| <input checked="" type="checkbox"/> | Testing of system audit report validation.pdf | Non Complied |  |
|-------------------------------------|-----------------------------------------------|--------------|--|

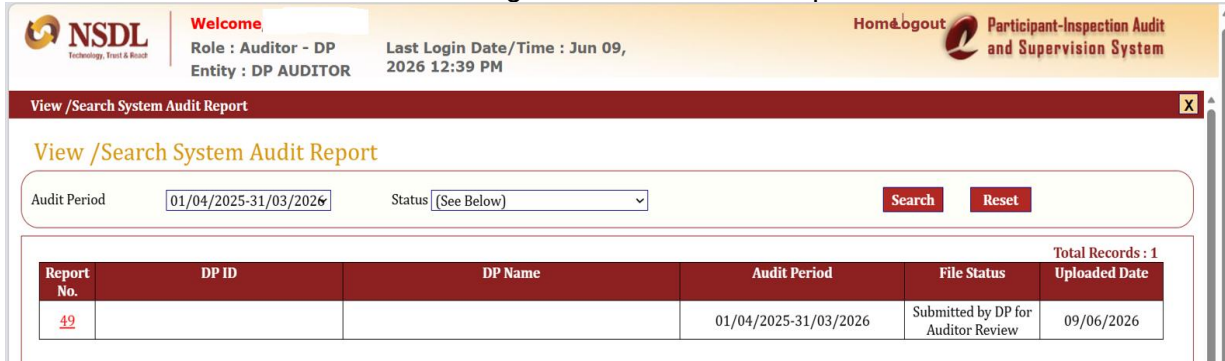
1 Save Draft → 2 Validate Checklist → 3 Send To Dp for Review → Reset

- 5 The DP should share management comments for each point filled by the auditor.



The screenshot shows the 'System Audit Checklist' interface. At the top, there is a header with the NSDL logo, a welcome message to the 'DP CHECKER', and a home button. Below the header, there is a table with columns: System Audit TOR Clause, Checkpoints Description, Auditor's comments, Severity, Description of Finding/Observation, and Management's comments. The table is currently empty.

- 6 The auditor must need to review management comments and push to final submission to DP.

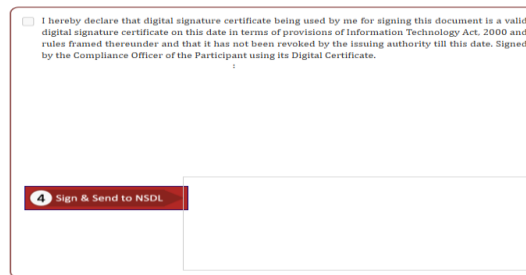


The screenshot shows the 'View/Search System Audit Report' interface. It includes a search bar with fields for 'Audit Period' (01/04/2025-31/03/2026) and 'Status' (See Below). There are 'Search' and 'Reset' buttons. Below the search bar, there is a table with columns: Report No., DP ID, DP Name, Audit Period, File Status, and Total Records: 1. The table shows one record with Report No. 49, DP ID, DP Name, Audit Period 01/04/2025-31/03/2026, File Status Submitted by DP for Auditor Review, and Uploaded Date 09/06/2026.

- 7 The auditor must digitally sign the report by clicking on 'Sign & Submit to DP' to complete the final submission.

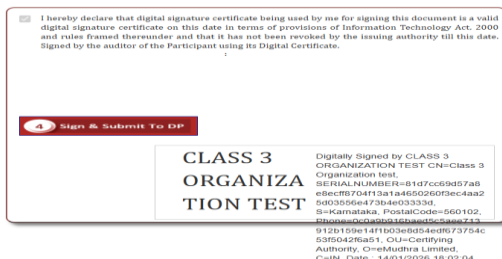


The screenshot shows the digital signature interface for 'Sign & Submit to DP'. It includes a declaration box with a checkbox and text: 'I hereby declare that digital signature certificate being used by me for signing this document is a valid digital signature certificate on this date in terms of provisions of Information Technology Act, 2000 and rules framed thereunder and that it has not been revoked by the issuing authority till this date. Signed by the auditor of the Participant using its Digital Certificate.' Below the declaration box, there is a button labeled '4 Sign & Submit to DP'. To the right, there is a box for the digital signature, which contains the text: 'CLASS 3 ORGANIZATION TEST', 'Digitally Signed by CLASS 3 ORGANIZATION TEST CN=Class 3 Organization test, SERIALNUMBER=81d7cc59d57a8e8ecf8704f13a1a4650260f9ec4aa25d03556e473b4e03333d, S=Kamataka, PostalCode=560102, Phone=08090151453e0ed05912b159e14f1b03e8d54edf673754c53f5042f6a51, OU=Certifying Authority, O=eMudhra Limited, C=IN, Date : 23/01/2026 13:25:38'.

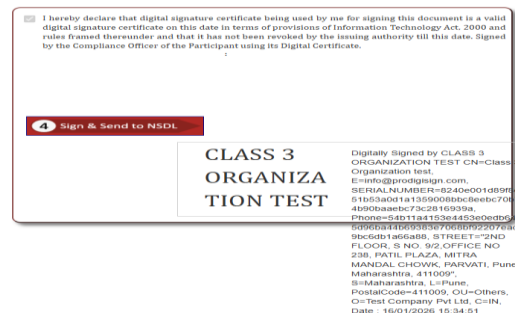


The screenshot shows the digital signature interface for 'Sign & Send to NSDL'. It includes a declaration box with a checkbox and text: 'I hereby declare that digital signature certificate being used by me for signing this document is a valid digital signature certificate on this date in terms of provisions of Information Technology Act, 2000 and rules framed thereunder and that it has not been revoked by the issuing authority till this date. Signed by the Compliance Officer of the Participant using its Digital Certificate.' Below the declaration box, there is a button labeled '4 Sign & Send to NSDL'. To the right, there is a box for the digital signature, which contains the text: 'CLASS 3 ORGANIZATION TEST', 'Digitally Signed by CLASS 3 ORGANIZATION TEST CN=Class 3 Organization test, SERIALNUMBER=8240e001d899c51b53a0d1a1369008bbcbecb7067400baec73c2b16303a, Phone=64b11a4153e4453e0ed05912b159e14f1b03e8d54edf673754c53f5042f6a51, OU=Certifying Authority, O=eMudhra Limited, C=IN, Date : 14/01/2026 15:34:51'.

- 8 DP needs to digitally sign the report by clicking on 'Sign & Submit to NSDL' for final submission.



The screenshot shows the digital signature interface for 'Sign & Submit to DP'. It includes a declaration box with a checkbox and text: 'I hereby declare that digital signature certificate being used by me for signing this document is a valid digital signature certificate on this date in terms of provisions of Information Technology Act, 2000 and rules framed thereunder and that it has not been revoked by the issuing authority till this date. Signed by the auditor of the Participant using its Digital Certificate.' Below the declaration box, there is a button labeled '4 Sign & Submit to DP'. To the right, there is a box for the digital signature, which contains the text: 'CLASS 3 ORGANIZATION TEST', 'Digitally Signed by CLASS 3 ORGANIZATION TEST CN=Class 3 Organization test, SERIALNUMBER=81d7cc59d57a8e8ecf8704f13a1a4650260f9ec4aa25d03556e473b4e03333d, S=Kamataka, PostalCode=560102, Phone=08090151453e0ed05912b159e14f1b03e8d54edf673754c53f5042f6a51, OU=Certifying Authority, O=eMudhra Limited, C=IN, Date : 14/01/2026 15:34:51'.



The screenshot shows the digital signature interface for 'Sign & Send to NSDL'. It includes a declaration box with a checkbox and text: 'I hereby declare that digital signature certificate being used by me for signing this document is a valid digital signature certificate on this date in terms of provisions of Information Technology Act, 2000 and rules framed thereunder and that it has not been revoked by the issuing authority till this date. Signed by the Compliance Officer of the Participant using its Digital Certificate.' Below the declaration box, there is a button labeled '4 Sign & Send to NSDL'. To the right, there is a box for the digital signature, which contains the text: 'CLASS 3 ORGANIZATION TEST', 'Digitally Signed by CLASS 3 ORGANIZATION TEST CN=Class 3 Organization test, SERIALNUMBER=8240e001d899c51b53a0d1a1369008bbcbecb7067400baec73c2b16303a, Phone=64b11a4153e4453e0ed05912b159e14f1b03e8d54edf673754c53f5042f6a51, OU=Certifying Authority, O=eMudhra Limited, C=IN, Date : 16/01/2026 15:34:51'.

- 9 It is recommended that participants verify the final report submission status under the “View / Search System Audit Report” section in the e-PASS application. The status should reflect “Submitted to NSDL” for the current audit period only.



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Welcome,  
Role : Auditor - DP Last Login Date/Time : Jun 05,  
Entity : DP AUDITOR 026 05:33 PM

Home / Participant-Inspection Audit and Supervision System

View / Search System Audit Report

View / Search System Audit Report

Audit Period: 01/04/2025-31/03/2026 Status: Submitted to NSDL

Search Reset


**National Securities Depository Limited**

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