CHAPTER 1 – ACCOUNT OPENING

ANNEXURE A

DECLARATION FOR CORRESPONDENCE/RESIDENCE ADDRESS

I wish to change my correspondence / residence address as mentioned in the application and that the address as mentioned in the change of address request letter is correct and the same shall be used for any further communication addressed to me. In case of any change in aforesaid address, I hereby undertake to intimate you my new address within two weeks of such a change.

Client's Name:

Client's Signature:

Date:

Facilities such as internet trading, margin trading, derivative trading and use of power of attorney cannot be permitted.

ANNEXURE B

DP Logo	**APPLICATION FOR LINKING /DELINKING UNIQUE CLIENT CODE (UCC)**	NSDL Technology, Trust & Reach

A. Client Account Details

DP ID	I	N							Client ID								

Name of the Applicant	
Holder Indicator	☐ First Holder ☐ Second Holder ☐ Third Holder

B. UCC details (*Please fill the below details. In case of more UCC provide the annexure in below format*)

Sr. No.	UCC	Stock Exchange	Segment	Trading Member ID	Link/Delink Account	Reason for delinking
					☐ Link ☐ Delink	
					☐ Link ☐ Delink	
					☐ Link ☐ Delink	
					☐ Link ☐ Delink	
					☐ Link ☐ Delink	

C. Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Signature of the applicant		Date	D	D	M	M	Y	Y	Y	Y

C. Verification by Participant

Employee Name:		Employee Code, if any	
Designation		Date	
Signature & DP Stamp			

ANNEXURE C

DP UCC Full Download Data File

File Naming Convention: UCCDWNL_<DPID>_<DDMMYYYY>.csv

FIELD	Input Type	Data Type	Value
Record Type	M	Varchar(2)	01= header
DP ID	M	VARCHAR2(8)	NSDL DP ID
TOTAL NO. OF RECORDS	M	NUMBER(9)	
Business Date	M	Date (8)	**DDMMYYYY** – Current System Date

Description	Input Type	Datatype	Length	Value
Detail record	M	Varchar	2	02= Detail Record
Line Number	M	Integer	9	Incremental sequence number for detail records
Client ID	M	Varchar	8	Client ID of the demat account
PAN	M	Varchar	10	In case of PAN exemption cases, mention 'PAN_EXEMPT' or 'SIKKIMCATG'
Holder Indicator	M	Varchar	1	1st Holder = '1' or 2nd Holder = '2' or 3rd Holder = '3'
Exchange Code	M	Varchar	2	01-NSE, 02-BSE, 03-MSE, 04 – NCDEX, 05 - MCX
Segment Code	M	Varchar	2	Existing segment codes (1-6) 01-Capital Market Segment 02-Futures & options Segment 03-Currency Derivatives Segment 04-SLB 05-Commodity Derivatives Segment 06-Debt Segment
Trading Member Code	M	Varchar	8	TM Code of Stock Exchange
CM ID	M	Varchar	10	CC-CM ID of the TM
Unique Client Code	M	Varchar	11	Alpha-numeric code

Field separator for the file shall be "#"DP UCC Incremental Download Data File

File Naming Convention: UCCDWNL_INC_<DPID>_<DDMMYYYY>.csv

FIELD	Input Type	Data Type	Value
Record Type	M	Varchar(2)	01= header
DP ID	M	VARCHAR2(8)	NSDL DP ID
TOTAL NO. OF RECORDS	M	NUMBER(9)	
Business Date	M	Date (8)	**DDMMYYYY** – Current System Date

Description	Input Type	Datatype	Length	Value
Detail record	M	Varchar	2	02= Detail Record
Line Number	M	Integer	9	Incremental sequence number for detail records
Client ID	M	Varchar	8	Client ID of the demat account
PAN	M	Varchar	10	In case of PAN exemption cases, mention 'PAN_EXEMPT' or 'SIKKIMCATG'
Holder Indicator	M	Varchar	1	1st Holder = '1' or 2nd Holder = '2' or 3rd Holder = '3'
Exchange Code	M	Varchar	2	01-NSE, 02-BSE, 03-MSE, 04-NCDEX, 05-MCX
Segment Code	M	Varchar	2	Existing segment codes (1-6) 01-Capital Market Segment 02-Futures & options Segment 03-Currency Derivatives Segment 04-SLB 05-Commodity Derivatives Segment 06-Debt Segment
Trading Member Code	M	Varchar	8	TM Code of Stock Exchange
CM ID	M	Varchar	10	CC-CM ID of the TM
Unique Client Code	M	Varchar	11	Alpha-numeric code
Incremental Flag	M	Varchar	1	'A': Additions 'D': Deletions

Field separator for the file shall be "#"

Note:

- For modification records, the old record shall be marked as 'D' and new record shall be marked as 'A' as Incremental Flag.

UCC Link / Delink Request file from DP

The file naming convention shall be: UCCMSTR_<DPID>_<Business Date >_<3 Digit Sequence No>.REQ, where 3-digit sequence number shall be running number starting from 001.

The request file from DP shall always be FULL Data file on a daily basis.

FIELD	INPUT TYPE	DATA TYPE	VALUE
Record type	M	Varchar (2)	01=HEADER
Batch ID	M	NUMBER	01
DP ID	M	VARCHAR2 (8)	NSDL DP ID
Total No. of Records	M	NUMBER	1
Business Date	M	DATE (8)	**DDMMYYYY** –Business date

Description	Input Type	Data Type	Length	Value
Detail record	M	Varchar	2	02= Detail Record
Line Number	M	Integer	9	Incremental sequence number for detail records
Client ID	M	Varchar	8	Client ID of the demat account
Holder Indicator	M	Varchar	1	1st Holder = '1' or 2nd Holder = '2' or 3rd Holder = '3'
PAN	O	Varchar	10	In case of PAN exemption cases, mention 'PAN_EXEMPT' or 'SIKKIMCATG'
Unique Client Code	M	Varchar	11	Alpha-numeric code
Segment Code	M	Varchar	2	Capital Market Segment Futures & options Segment 03-Currency Derivatives Segment 04-SLB 05-Commodity Derivatives Segment 06-Debt Segment
Clearing Member ID	O	Varchar	16	CM Code of Stock Exchange
Trading Member Code	M	Varchar	8	TM Code of Stock Exchange
Exchange Code	M	Varchar	2	01-NSE, 02-BSE, 03-MSE, 04-NCDEX, 05-MCX

Transaction type	M	Varchar	2	01- Addition Deletion

Field separator for the file shall be "#UCC Link / Delink Error file from DP

The file naming convention shall be: UCCMSTR_<DPID>_<Business Date >_<3 Digit Sequence No>.ERR, where 3-digit sequence number is same as that of REQ file.

The request file from DP shall always be FULL Data file on a daily basis.

FIELD	INPUT TYPE	DATA TYPE	VALUE
Record type	M	Varchar (2)	01=HEADER
Total No. of Records	M	NUMBER	
Business Date	M	DATE (8)	Same as Request File

Description/Trim	Input Type	Data Type	Length	Value
Detail record	M	Varchar	2	02= Detail Record
Line Number	M	Integer	9	Sequence number for detail record (from request file) that is being rejected
Client ID	M	Varchar	8	Client ID of the demat account
Holder Indicator	M	Varchar	1	1st Holder = '1' or 2nd Holder = '2' or 3rd Holder = '3'
PAN	O	Varchar	10	In case of PAN exemption cases, mention 'PAN_EXEMPT' or 'SIKKIMCATG'
Unique Client Code	M	Varchar	11	Alpha-numeric code
Segment Code	M	Varchar	2	Capital Market Segment Futures & options Segment 03-Currency Derivatives Segment 04-SLB 05-Commodity Derivatives Segment 06-Debt Segment
Clearing Member ID	O	Varchar	16	CM Code of Stock Exchange
Trading Member Code	M	Varchar	8	TM Code of Stock Exchange
Exchange Code	M	Varchar	2	01-NSE, 02-BSE, 03-MSE, 04-NCDEX, 05-MCX

Transaction type	M	Varchar	2	01- Addition Deletion
Error Code	M	Varchar	2	01 = Mandatory Field missing or invalid format 02 = Invalid PAN

Field separator for the file shall be "#"

UCC Link / Delink Response file to DP

The file naming convention shall be: UCCMSTR_RESP_<DPID>_<Business Date >.RESP.

The response file to DP shall always be ONE Data file on a daily basis, subject to response/confirmation from stock exchange on each individual requests.

FIELD	**INPUT TYPE**	**DATA TYPE**	**VALUE**
Record type	M	Varchar (2)	01=HEADER
Total No. of Records	M	NUMBER	
Business Date	M	DATE (8)	Same as Request File

Description/ Trim	**Input Type**	**Data Type**	**Length**	**Value**
Detail record	M	Varchar	2	02= Detail Record
Line Number	M	Integer	9	Sequence number for detail record (from request file) that is being rejected
Client ID	M	Varchar	8	Client ID of the demat account
Holder Indicator	M	Varchar	1	1st Holder = '1' or 2nd Holder = '2' or 3rd Holder = '3'
PAN	O	Varchar	10	In case of PAN exemption cases, mention 'PAN_EXEMPT' or 'SIKKIMCATG'
Unique Client Code	M	Varchar	11	Alpha-numeric code
Segment Code	M	Varchar	2	Capital Market Segment Futures & options Segment 03-Currency Derivatives Segment 04-SLB 05-Commodity Derivatives Segment 06-Debt Segment
Clearing Member ID	O	Varchar	16	CM Code of Stock Exchange
Trading Member Code	M	Varchar	8	TM Code of Stock Exchange

Exchange Code	M	Varchar	2	01-NSE, 02-BSE, 03-MSE, 04-NCDEX, 05- MCX
Transaction type	M	Varchar	2	01- Addition Deletion
Status	M	Varchar	2	0 – Awaiting response from Exchange – Successfully processed – Failed/Rejected
Rejection Code	M	Varchar	2	Applicable only for "Failed/Rejected" status 1 = Rejected by Stock Exchange 2 = Inactive UCC

Field separator for the file shall be "#"

Note:

- Requests that are pending response from Stock Exchange shall be sent in daily response file till the status is changed first time from "Pending" to either "Successfully processed" or "Rejected".

ANNEXURE D

MANDATORY KYC ATTRIBUTES

Fields / attributes to be captured during KYC process of Demat accounts				
	Institutional clients / Investors*		**Non-Institutional clients / Investors****	
	Details of Client	**Details of Client's Custodian**	**Details of Client**	**Details of Client's Custodian (if applicable)**
Name	Mandatory	Mandatory	Mandatory	Mandatory
PAN	Mandatory	Mandatory	Mandatory	Mandatory
Address	Mandatory	Mandatory	Mandatory	Mandatory
Valid Phone Number	Mandatory (Mobile number OR Office Landline Number)	Mandatory (Mobile number OR Office Landline Number)		Mandatory (Mobile number OR Office Landline Number)
Valid Email ID	Mandatory	Mandatory	Mandatory	Mandatory
Income Range	Optional	-	Mandatory	-

** For the above purpose, institutional client / investor shall mean the categories of investors mentioned at Section 1.1.12 of Chapter 4 of MRD's Master Circular dated October 25, 2019.*

*** Non-institutional client / investor would imply other than institutional client / investor.*

ANNEXURE E

CAPTURING OF MANDATORY KYC ATTRIBUTES

For Clients (wherein Custodian Client Flag will be enabled by Custodian Participants)				
		Details of Clients / Custodian		
Sr. No.	**Field Name**	**Applicability**	**Procedure to be followed in case of Clients**	**Procedure to be followed in case of Custodians**
1.	Name	Mandatory	Client Name to be captured in existing Name field.	Custodian Name to be captured under POA module of the DPM system.
2.	PAN	Mandatory	Client's PAN details to be captured in existing PAN field.	Custodian PAN to be captured in the POA module of the DPM system under Remarks column. Further, NSDL is in the process of providing the separate field for capturing the Custodian PAN.
3.	Address	Mandatory	Client Address shall be mandatorily required to be captured in the other address field of the DPM system. The nomenclature of said field would get changed to "Client Address".	Under Client Maintenance Module, select custodian client flag and capture custodian address under "Custodian address" field.
4.	Valid Phone No.	Mandatory (Mobile number OR Office Landline number)	Client's Mobile number or Landline number shall be separately captured in the existing 'Mobile' field as available in the DPM system mandatorily. In case of Non-Institutional Investors, Mobile number shall be mandatorily required to be captured.	Under Client Maintenance Module, select custodian client flag and capture phone number under "Custodian Mobile/Phone No" field.
5.	Valid Email ID	Mandatory	A separate Client Email ID field would be made	Under Client Maintenance Module,

For Clients (wherein Custodian Client Flag will be enabled by Custodian Participants)				
		Details of Clients / Custodian		
Sr. No.	**Field Name**	**Applicability**	**Procedure to be followed in case of Clients**	**Procedure to be followed in case of Custodians**
			available to capture Client Email ID.	select custodian client flag and capture Email ID under field "Custodian Email ID"
6.	Income Range	Optional / Mandatory	1.For Institutional clients Income Range is Optional 2.For Non-Institutional clients Income Range is Mandatory.	Not Applicable

ANNEXURE F

ADVISORY – KYC COMPLIANCE

- All investors are requested to take note that 6 KYC attributes i.e., Name, PAN, Address, Mobile Number, Email ID and Income Range have been made mandatory. Investors availing custodian services will be additionally required to update the custodian details.

- Investors may contact their respective stockbrokers / depository participants for updation of details in their trading / demat account.

- The non-compliant demat accounts will be frozen for debits by Depository Participant or Depository.

- On submission of the necessary information to the stockbroker and updation of the same by the stockbroker in the Exchange systems and approval by the Exchange, the blocked trading accounts shall be unblocked by the Exchange on T+1 trading day.

- The demat account shall be unfreezed once the investor submits the deficient KYC details and the same is captured by the depository participant in the depository system.

- To ensure smooth settlement, investors are requested to ensure that both the trading and demat accounts are compliant with respect to the KYC requirement.

Investors are hereby requested to comply with the regulatory guidelines issued by Exchanges and Depositories from time to time with regard to KYC compliance and related requirements.

ANNEXURE G

Acknowledgment on Service of Show Cause Notice (SCN) / Order through Market Infrastructure Institutions for SEBI

Name of entity and PAN	
Address where entity is Residing (Present Communication address) Mobile Number	
Details of SCN/Order served to the Noticee at the aforesaid premises	
SCN/Order No.	
SCN Order Date	
Entity Name	
In the matter of	
Details of the Person/Intermediary Serving the Notice/Order	
Name of the Intermediary (Broker/DP)	
Date and Time (When the Notice/Order Served)	
Signature of the Person Serving the Notice/Order with office seal of Intermediary	
The Details of the Person received the aforesaid SCN/Order is as follows:	
Sign/ Thumb Impression:	
Name:	
Relationship with the entity (if received by representative Copy of authorisation Letter)	
Mobile Number:	
Address:	

ANNEXURE H

<Name of Participant>

Ref. No.:_____ Date: _____,

_____

OPERATION OF DEPOSITORY ACCOUNT IN CASE CLIENT IS UNABLE TO SIGN

Sr. No.	**Particulars**		**Details**
1	DP ID & Client ID		
2	Name of account holder	Sole/ First holder	
		Second holder	
		Third holder	
3	Name of the account holder who is not able to sign		
4	Value of Holding (in Rs.)		
5	Written request received from Client		Yes ☐ No ☐
6	Thumb impression of Client on written requested is attested by a Magistrate, a Notary Public or a Special Executive Magistrate		Yes ☐ No ☐
7	Medical Certificate issued by an appropriately qualified doctor stating that Client is unable to sign		Yes ☐ No ☐
8	Reason as per Medical Certificate for not able to sign		
9	Period since the Client is not able to sign		
10	Name, Designation and Employee code of responsible Participant staff who had met the Client		
11	Client retains the capacity to contract		Yes ☐ No ☐
12	Name, Designation and Employee code of another responsible Participant staff who had carried out independent verification		
13	Written request is received from Client itself		Yes ☐ No ☐
14	Other Checks carried out by Participant		
15	Remarks		
16	Action to be taken (please tick):		Operation of depository account through thumb impression
			Operation of depository account by Legal Guardian appointed by Court
			Any other action (please specify) : _____

Submitted for Approval,

Name & Signature
(Maker)

Name & Signature
(Checker)

Name & Signature
(Authorised person to approve)

ANNEXURE I

[For New Accounts]

Declaration for Basic Services Demat Account (BSDA)

To,

Date:	D	D	M	M	Y	Y	Y	Y

<Depository Participant Name>
<DP ID>
<Address>

With reference to my / our application for opening a depository account, I/ We request you to open my / our depository account as per the following details:

	Name	**PAN**									
Sole/First Holder											
Second Holder											
Third Holder											

I/We have read and understood the Securities and Exchange Board of India's guidelines for facility for a BSDA.
I/We are aware that if I/we are eligible to open a depository account as a BSDA, the account shall be opened as a BSDA.
I/We also understand that in case, I/We at any point of time do not meet the eligibility criteria as a BSDA holder, my / our demat account is liable to be converted to regular account.
I/We also state that if at any time choose to opt out of BSDA i.e. avail the facility of regular account the same will be communicated to the Participant from Sole / First Holder registered email ID.

1_____ 2_____ 3_____
Signature(s) of Account Holder(s)

ANNEXURE J

(Letter format for capturing bank account of joint holder in demat account for nominee holdings)

Date: _____

To,
Participant Name,
Address and DP ID

Dear Sir / Madam,

Subject: Capturing the bank account of the joint holder in the new demat account / existing account client ID _____

We understand that the bank details linked to a demat account pertains to a bank account which is in the name of the first holder in the demat account. Since our joint holding of shares pertains to nominee holdings whereas the first holder is the nominee holder and the second holder is a corporate, we request you to update the bank account of the second holder in the demat account as per request made to you separately. Accordingly, we hereby undertake as under:

1. The demat account will be used only for holding shares which are held as nominee holdings of second holder, and no other securities are either credited or held in the said demat account.

2. We will notify the issuer company whose shares are held as nominee holdings that the bank account of joint holder (*and not of the first holder*) is captured in demat account to enable the issuer company to make necessary arrangements while crediting dividend or other cash benefits to the bank account of the joint holder.

Signature of joint holders

Sr. No.	**Name of the Joint Holders**	**Signature / Signature of authorised signatory(ies)**
1		
2		

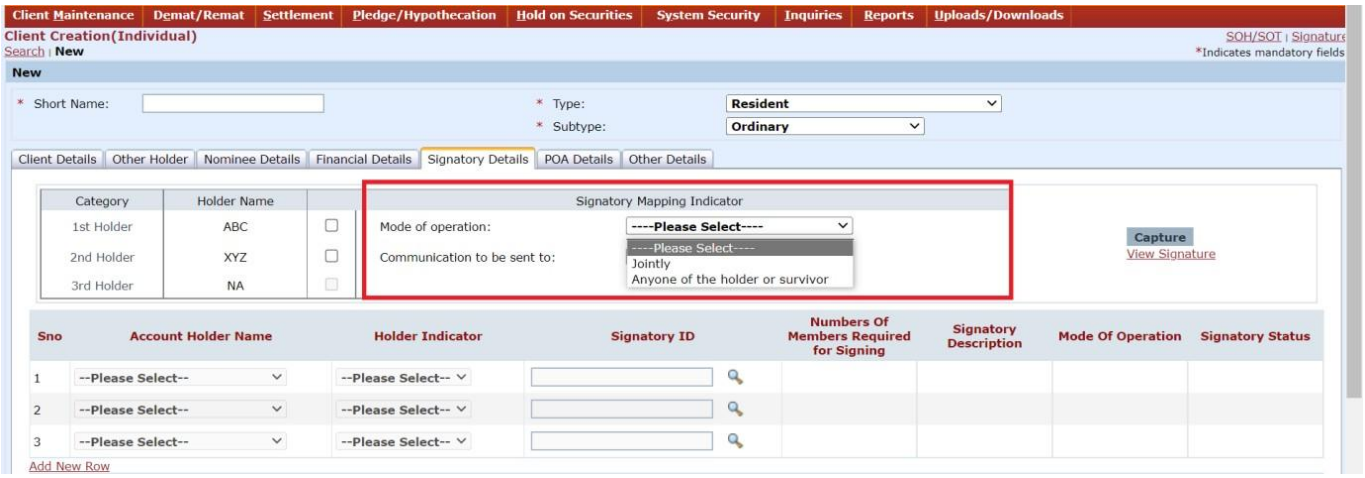
ANNEXURE K

SALIENT FEATURE OF MODE OF OPERATION

Screens at the time of Creation of Joint Account under Individual category.

1. In case of Joint Demat Account holders, Participants should select any one of the below option for 'mode of operation' under the Signatory Details tab

   - Jointly
   - Anyone of the holder or Survivor

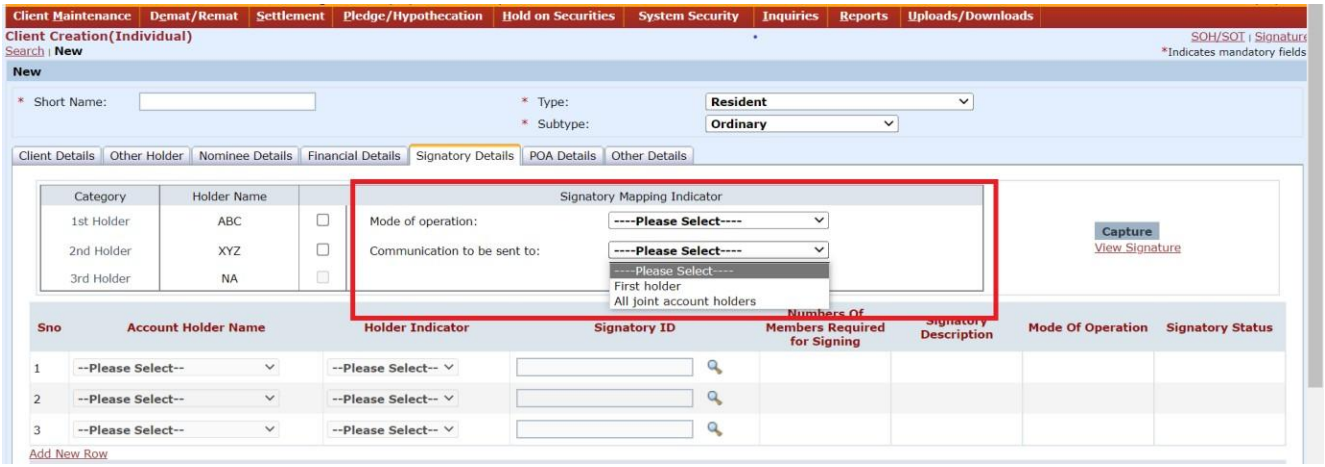


2. Participants should select any one of below the option for 'Communication to be sent' under the signatory tab

   - First holder
   - All joint account holder

   (Please note that In case if 'first holder' is selected, the communication will be sent as per the preference mentioned at Sr. No. 4. in Account Opening Form (Mode of receiving Statement of Account). In case 'All joint account holders' is opted, communication to first holder will be sent as per the preference mentioned at Sr. No. 4 in Account Opening Form (Mode of receiving

Statement of Account) and communication to other holders will be in electronic mode. The default option will be communication to 'first holder', if no option selected.)



ANNEXURE L

DECLARATION WHERE THE ISSUER COMPANY HAVING AN EXISTING DEMAT ACCOUNT WITH THE PARTICIPANT

(To be provided on the letterhead of Issuer Company)

To,
<Participant Name>

Subject: Request for opening "Unclaimed Securities - Suspense Escrow Account"

Dear Sir / Madam,

1. With reference to captioned subject, I / We < Issuer Company Name > are maintaining a Demat account with <Participant name>. <demat account number >. I/We would like to open 'Unclaimed Securities- Suspense Escrow Account' in <Participant name> based on the existing Account Opening Form with you.

2. I/We hereby undertake that we will ensure compliance with the provisions of the applicable SEBI guidelines/Companies Act 2013 and Rules for dealing with unclaimed securities. We further undertake that the said depository account will only be used for specified purposes and shall be closed immediately after the shares held in the account are transferred to the respective demat accounts"

3. Further, I/we hereby declare that I/we are KYC compliant and there is no change in the same.

For <Issuer Company Name>

Signature of the Authorized Signatory(ies):

Name of Authorised Signatory(ies):

Date:

ANNEXURE M

DECLARATION WHERE THE ISSUER COMPANY NOT HAVING ANY EXISTING DEMAT ACCOUNT WITH THE PARTICIPANT

(To be provided on the letterhead of Issuer Company)

To,
<Participant Name>

Subject: Request for opening "Unclaimed Securities - Suspense Escrow Account"

Dear Sir / Madam,

I/We hereby undertake that we will ensure compliance with the provisions of the applicable SEBI guidelines/Companies Act 2013 and Rules for dealing with unclaimed securities. We further undertake that the said depository account will only be used for specified purposes and shall be closed immediately after the shares held in the account are transferred to the respective demat accounts.

For <Issuer Company Name>

Signature of the Authorized Signatory(ies)

Name of Authorised Signatory(ies)

Date:

ANNEXURE N

NATIONAL SECURITIES DEPOSITORY LIMITED

Manual – Recategorization Utility

1. Prerequisite:

Participants are requested to note that the Recategorization utility is provided on the basis of DPM version compatible to **7.60 & above**. Hence, Participants are advised to check current version of Local DPM system and accordingly download the relevant utility from NSDL i-Assist site for Re-categorization of identified depository accounts.

2. Installation Process:

(i) Please download "**Recategorization_ utility.zip**" from i-assist on LOCAL DPM server and extract it in C drive of server. Remove READ ONLY properties of all folders, files and double click on Local DPM Installer. This will open Recategorization utility compatible with LDPM version 7.60. Checks for the various options would be present by default as shown in **Fig. 1.**

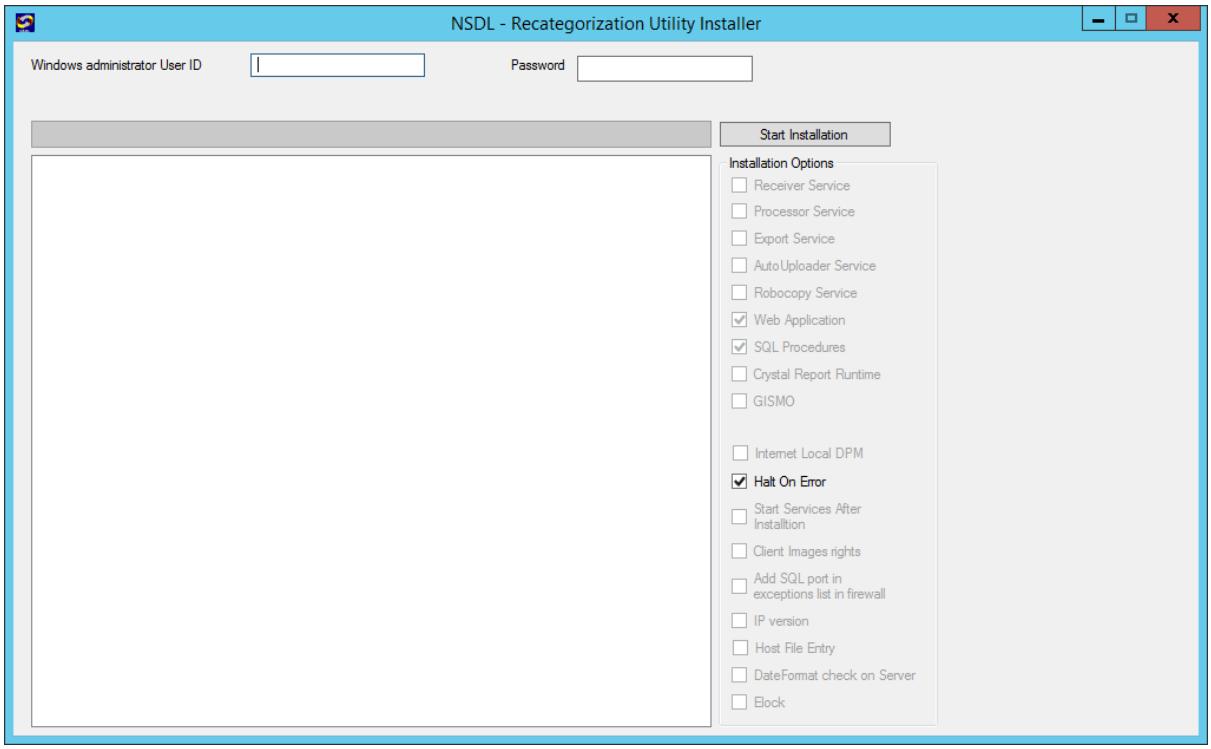


Figure 1

(ii) Click on **"Start Installation"** button to start the Recategorization Utility installation process. Before starting the process, an installer will prompt to close all open windows as shown in **Fig. 2** below.

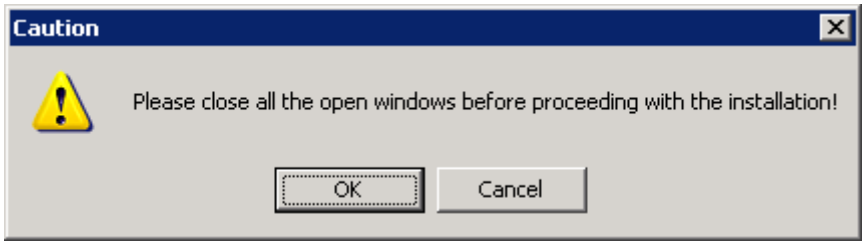


Figure 2

(iii) Please close all open windows and then click on **"OK"** option and this will begin the installation process. You can view progress of installation as shown in **Fig. 3** below.

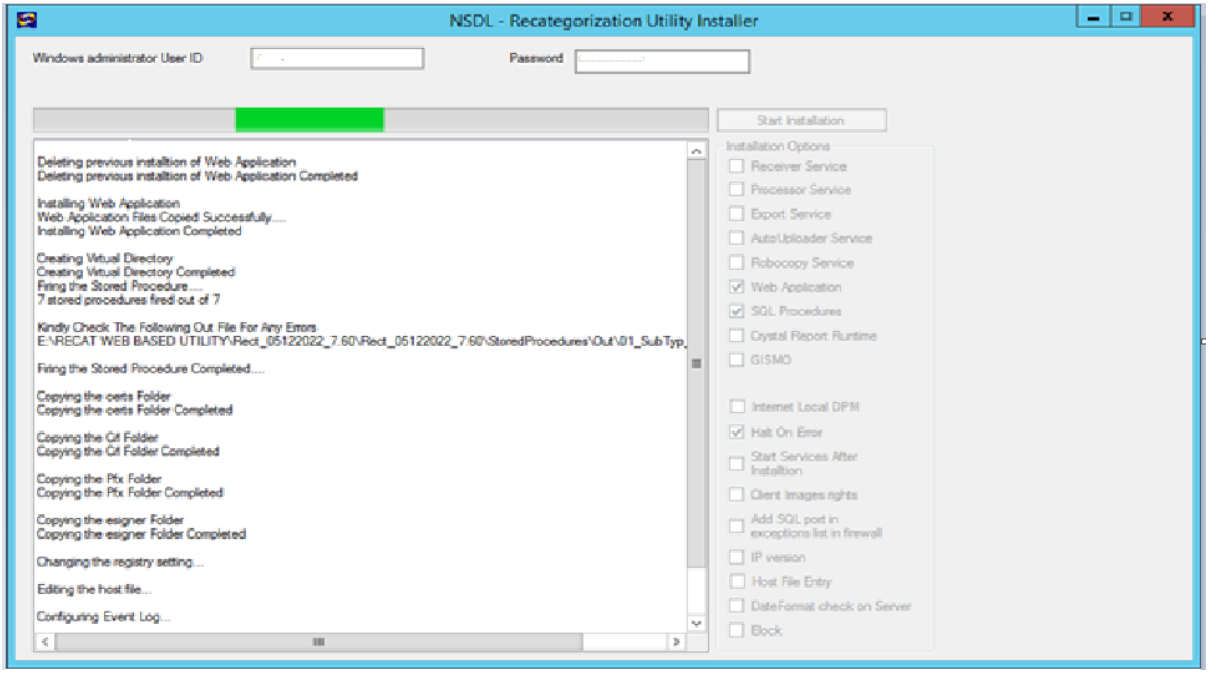


Figure 3

(iv) For an invalid **Windows administrator userid** or **Password**, an error pop up will appear as shown in **Fig. 4** below. Click "**OK**" to continue an installation.

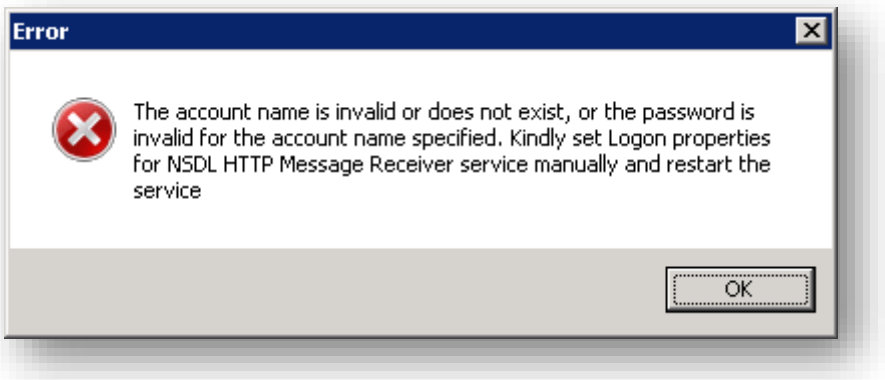


Figure 4

(v) Upon successful completion of installation a pop up will appear as shown in **Fig. 5** below. Click "**OK**" to complete the process.

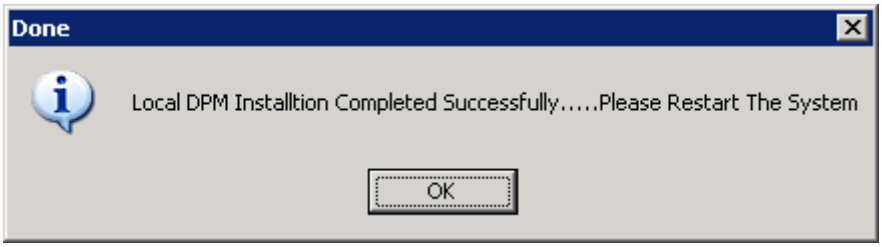


Figure 5

3. User Guidelines:

(i) Prepare an input file in a .csv format for Re-Categorization with correct information. Ensure all the required fields as applicable for target client type, sub type are entered in the input field. Please refer below sample file for the same.

RecatInput.csv

(ii) The date format in input file should be in "YYYY-MM-DD" (viz.,"2019-11-11")

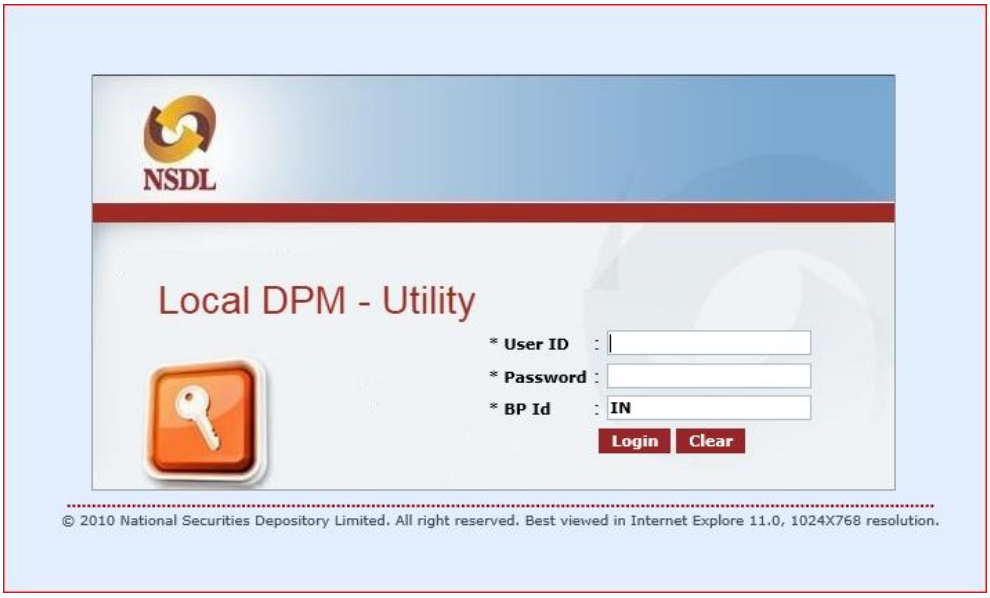
(iii) Please note that the maximum length of address line field in the input file shall be 36 characters each.

(iv) The Re-Categorization utility should be initiated using Internet Explorer.

URL: http://<<server IP>>/Rect/

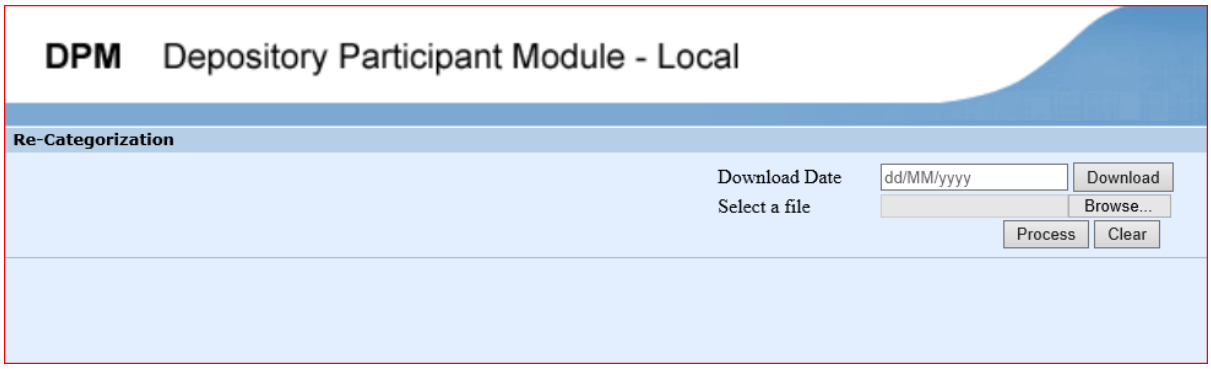
e.g. http://195.1.1.1/Rect/

Once requested, below Login page will appear.



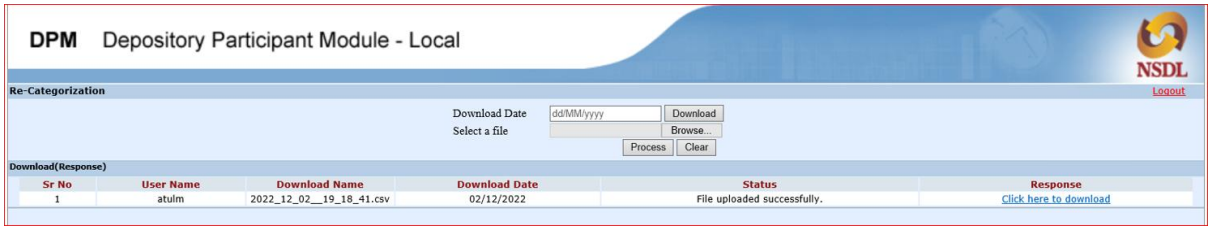
(v) In Login page, enter valid User ID & Password.

(vi) Once Logged In, below screen will appear. Upload an input file using browse option available in the utility.

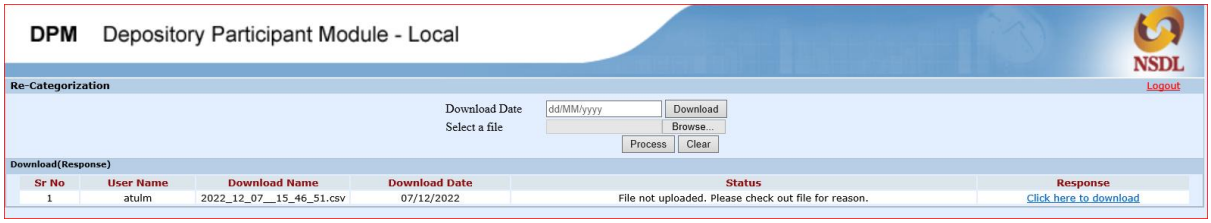


(vii) Post selecting an input file, Click on **Process** button. Processing will start and once completed, response gets generated as below

Accepted Response:

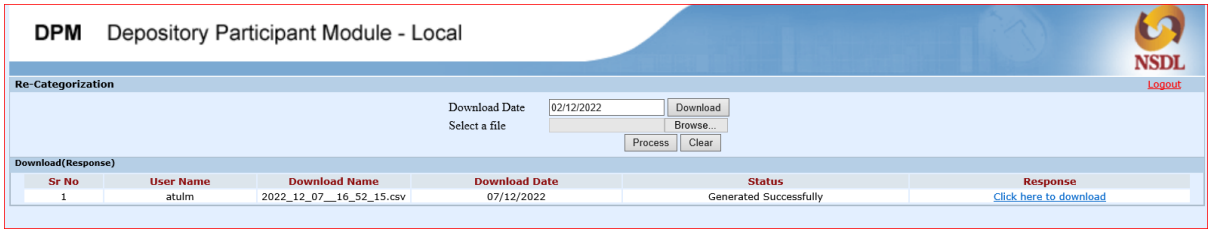


Rejected Response:



(viii) To fetch a response file, Click on "Click here to download" link.

(ix) To download response files of the current or past Business dated uploaded input files, enter the date in 'DD/MM/YYYY' format and click on **Download** button. All the responses of an entered date will be fetched as shown below.



(x) To flush the selected File or Date, Click on Clear button.

(xi) To Logout from the Re-categorization Utility, click on Logout link.

ANNEXURE O

1. Opening of pool account for Portfolio Management Services (PMS):

In accordance with the procedure to open a pool account for PMS, NSDL will provide CC wise new PMS BP ID(s) to the Participants for opening PMS Pool Account(s) for their PMS Providers. The Participants shall open PMS pool account(s) in the Clearing Member account opening module under Client Creation option in Local DPM system as per the below mentioned details:

Client Type Description	Static Code
CM	6

2. Incorporation of validations for transfer of securities in respect of PMS pool account:

(a) NSDL will provide PMS BP ID for PMS pool account per CC, the existing market types of CCs i.e., NCL, ICCL and MCCIL shall be used for transactions in respect of PMS pool account. The settlement details in respect of transactions to be carried out in PMS pool account will be as per the settlement calendar uploaded by the respective CCs on monthly basis.

(b) The transfer of the securities from PMS Pool account to another CM Pool account & vice versa and Client BO to PMS Pool account and vice versa shall be allowed. The transfer of the securities from one PMS Pool account to another PMS Pool account shall not be allowed.

(c) The transfer of the securities from PMS Pool account in respect of Inter Settlement instructions, Delivery Out (DO) / Irreversible Delivery Out (IDO) / AUTO DO instructions shall not be allowed.

ANNEXURE P

(To be provided on the letterhead of PMS provider applying for PMS pool account)

To,
<Participant Name>

Subject: Request for opening PMS Pool account

Madam / Dear Sir,

With reference to captioned subject, I / We < PMS Provider Name > request you to open PMS Pool account in <Participant name>. Further, I/We < PMS Provider Name > hereby authorise <Participant Name> for sending the request to NSDL for creation of new PMS BP ID(s) for opening of PMS pool account in respect of below mentioned existing PMS Provider account maintained with <Participant name>.

Sr. No.	DP ID	DP Name	Client ID	SEBI Registration No.	Confirmation for Registration on SPEED-e facility for PMS Pool Account* (Yes/No)
1.					
2.					
3.					

For **< PMS Provider Name>**

Signature of the PMS Provider:

Name of Authorised Signatory:

Date:

* Note:

It may be mentioned that the SPEED-e users of aforesaid existing PMS depository account(s) alongwith the Digital Signature Certificate (DSC) of existing users shall be mapped to the newly opened PMS pool account. The new User ID for operating the aforesaid PMS pool account will be existing 'User ID' + 'p'.

For Example: If User ID of existing PMS depository account on SPEED-e is "userm" and "userc" then new User ID for operating PMS pool account will be "usermp" and "usercp" respectively.

ANNEXURE Q

Participants are required to provide the details of existing demat account of PMS Provider as per the below mentioned format to NSDL at Email ID viz., ccinterface@nsdl.co.in for creation of new PMS BP ID for opening of PMS pool account.

(Details of existing demat accounts of PMS to be provided by Participants to NSDL)

Sr. No.	DP ID	DP Name	Client ID	SEBI Registration No.	Confirmation for Registration on SPEED-e facility for PMS Pool Account* (Yes/No)
1.					
2.					
3.					

ANNEXURE R

OPERATIONAL GUIDELINES FOR OPENING OF DEMAT ACCOUNT FOR MARGIN PLEDGE

NSDL has issued certain Operational Guidelines on margin obligations to be given by way of Pledge/ Re-pledge. Participants to take note.[1]

a) Opening of demat accounts by TM/CM for margin pledge

i. To facilitate TM/CM to open separate demat account(s), tagged as 'Client Securities under Margin Funding Account', for accepting margin pledge, a list of new type and sub-types has been introduced in the DPM system and has been communicated to Participants.[2]

ii. Trading member (TM) / Clearing member (CM) shall endeavor to align their systems and accept client collateral and margin funded stocks by way of creation of pledge / re-pledge in the Depository system.[3]

iii. The TM / CM shall also be allowed to accept client securities as collateral by way of title transfer into the Client Collateral Account as per the present system.[4]

iv. Funded stocks held by the TM / CM under the margin trading facility shall preferably be held by the TM / CM by way of pledge.[5] For this purpose, the TM / CM shall be required to open a separate demat account tagged 'Client Securities under Margin Funding Account' in which only funded stocks in respect of margin funding shall be kept/ transferred, and no other transactions shall be permitted. The securities lying in 'Client Securities under Margin Funding Account' shall not be available for pledge with any other Bank/ NBFC.[6]

v. A TM who is not a CM may open demat account under sub-type "TM – Client Securities Margin Pledge Account" and client securities pledged in the said account can in turn be re-pledged with a CM for providing collateral in form of securities as margin.

vi. A TM who is also a CM may open demat account under sub-type "TM/CM – Client Securities Margin Pledge Account' and client securities pledged in the said account can in turn be re-pledged with another CM (in its capacity as a TM) or CC (in its capacity as a CM) for providing collateral in form of securities as margin.

vii. A CM who wants to take re-pledge of securities from a TM may open demat account under sub-type "CM – Client Securities Margin Pledge Account" and client securities re-pledged in the said account can in turn be further re-pledged with CC for providing collateral in form of securities as margin.

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[1] Circular No.: NSDL/POLICY/2020/0077 dated June 1, 2020; Circular No.: NSDL/POLICY/2020/0101 dated July 28, 2020; Circular No.: NSDL/POLICY/2020/0103 dated July 31, 2020; Circular No.: NSDL/POLICY/2020/0107 dated July 31, 2020.
[2] Circular No.: NSDL/POLICY/2020/0101 dated July 28, 2020.
[3] Circular No.: NSDL/POLICY/2020/0077 dated June 1, 2020.
[4] Circular No.: NSDL/POLICY/2020/0103 dated July 31, 2020.
[5] Circular No.: NSDL/POLICY/2020/0103 dated July 31, 2020.
[6] Circular No.: NSDL/POLICY/2022/121 dated August 31, 2022.

viii. On activation of Margin Pledge account, TM/CM will upload additional details like TM/CM Code, Segment ID, Exchange code, role, etc. with respect to its 'Client Securities Margin Pledge Account' through SPEED-e.

ix. If TM/CM opts to open the 'Client Securities Margin Pledge Account' with the existing Participant, then a consent form enclosed as **Appendix 1** for the same needs to be obtained by Participant from TM/CM. However, if TM/CM opts to open 'Client Securities Margin Pledge Account' with any other Participant, then TM/ CM will be required to follow the complete procedure of account opening.

b) Initiation of Margin Pledge/ Re- pledge:

i. Client can initiate a margin pledge in favour of 'TM – Client Securities Margin Pledge Account' or 'TM/CM – Client Securities Margin Pledge Account' by submitting a physical Margin Pledge Form to its Participant or electronic instructions through SPEED-e. Such instructions should have details of client UCC, TM, CM and Default Segment. In case the client has given a Power of Attorney (POA) to a TM which is registered in the demat account of the client, such instructions may be given by the TM on behalf of the Client.

ii. On receipt of margin pledge instruction either from a client or TM (based on the POA), a link to 'Confirm Margin Pledge Transactions' would be generated and sent by NSDL through SMS on registered mobile number and registered e-mail id in the demat account of a client. On clicking the said link, client will be redirected to a web page where client will be authenticated with "PAN" (not applicable in case of PAN exempt clients), After authentication, One Time Password (OTP) will be sent on the registered mobile number and registered e-mail id of the client and client will be displayed the details of outstanding margin pledges for the specific TM. On OTP authentication, margin pledge transaction would be processed further.

iii. Further, margin funded shares shall be pledged in favour of the TMs / CMs 'Client Securities under Margin Funding Account' (CSMA a/c) only through OTP confirmation by the concerned clients and pledged securities could move to the CSMA a/c only on invocation. The margin pledge module shall be used and the OTP mechanism as used for margin pledge will be used for validating margin funding transaction by the clients.[7]

iv. As the margin pledge transactions have to be authenticated by the client using OTP, Participants are advised to ensure that the client is registered for SMS alert facility and has a valid and active email ID registered in the demat account.

v. Re-pledge shall not be permitted from CSMA account.[8] However, depositories may use the same OTP mechanism for validating margin funding transaction by client as used for margin pledge.[9]

vi. TM/CM can initiate a margin re-pledge in favour of 'CM – Client Securities Margin Pledge Account' / 'CC' by submitting a physical Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

[7] Circular No.: NSDL/POLICY/2020/0101 dated July 28, 2020.
[8] Circular No.: NSDL/POLICY/2020/0101 dated July 28, 2020.
[9] Circular No.: NSDL/POLICY/2022/121 dated August 31, 2022.

vii. While re-pledging the securities to the CM / CC, TM / CM are required to provide specific pledge instruction number for which re-pledge is required to be initiated. The CM/CC will be able to view the details of the specific pledge instruction number which will also include the details of the client for which the re-pledge is initiated.

viii. Margin pledge and re-pledge instruction shall be reflected in the client account against each security provided as collateral to a TM, and in whose favour i.e., TM / CM / CC.

c) Release of a Margin Pledge/ Re- Pledge:

i. Client can initiate a release of margin pledge request for the securities pledged/ re-pledged with TM/CM/CC for margin/collateral purpose by submitting a physical Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

ii. For release of client securities (based on client request to TM) pledged in favour of a TM to provide collateral / margin, the TM can initiate a unilateral release of pledge by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

a. For release of client securities (based on TM request to CM) pledged in favour of a TM to provide collateral / margin and which are subsequently re-pledged in favour of a CM, the CM can initiate a release request (by the way of unilateral closure) of re-pledge by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

iii. For release of client securities (based on CM request to CC) pledged in favour of a TM to provide collateral / margin and which are subsequently re-pledged in favour of a CM and further re-pledged by CM to the CC, the CC may initiate a release request (by the way of unilateral closure) of re-pledge through Participant on eDPM.

iv. TM /CM/CC may initiate request for release of margin pledge/re-pledge.

d) Invocation of Margin pledge/re-pledge:

i. TM/CM may initiate an invocation request of pledged/ re-pledged client securities by submitting a physical Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

ii. CC may initiate an invocation request of re-pledged client securities by giving an instruction to the depository.

e) Invocation by TM:

i. For invocation of client securities pledged in favour of TM as collateral / margin, the TM will request to invoke the securities by submitting a Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

ii. For invocation of client securities pledged in favour of a TM to provide collateral / margin and which are subsequently re-pledged in favour of a CM, the CM may give instructions to its Participant or electronic instruction through SPEED-e to release (by the way of unilateral closure) the re-pledged client securities to TM. The TM may

initiate invocation request by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

iii. For invocation of client securities pledged in favour of a TM to provide collateral / margin and which are subsequently re-pledged in favour of a CM and further re-pledged by CM to the CC, the CC may initiate a release of pledge (by the way of unilateral closure) and the CM may give instructions to its Participant or electronic instruction through SPEED-e to release (by the way of unilateral closure) the re-pledged client securities to TM. The TM may initiate invocation request by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

f) Invocation by CM:

i. For invocation of client securities re-pledged in favour of CM as collateral / margin, the CM will request to invoke the securities by submitting a Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

ii. For invocation of client securities re-pledged in favour of a CM to provide collateral / margin and which are subsequently re-pledged in favour of a CC, the CC may submit instructions through eDPM system to release (by the way of unilateral closure) the re-pledged client securities to CM. The CM may initiate invocation request by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e.

g) Invocation by CC:

i. For invocation of client securities re-pledged in favour of CC as collateral / margin, the CC will invoke the securities by giving instructions to the depository. Such instructions will include the pledge instruction number and client details.

h) Other Points:

i. Existing pledge mechanism shall remain unchanged and will continue to co-exist along with the 'Margin Pledge' type mentioned above.

ii. For margin pledge functionality, it will be necessary to open the designated demat accounts by TM/CM.

iii. Validation of the margin pledge instruction will be done with the UCC database (i.e., Client UCC, TM ID, Segment) which is linked in the demat account of the Client.

iv. Since TM / CM are required to close all their existing demat accounts with sub-type 'Client Margin/Collateral Account' by the date specified by SEBI, Participants may facilitate closure of such accounts upon receipt of closure request forms from the TM/CM.

v. In case the margin pledge is initiated by the Client for 'All segments', the re-pledge by the TM for such securities can be done for any specific segment or 'All segments'. However, the re-pledge by the CM for such securities which were pledged by client and re-pledged by TM to CM with 'All segments' will be allowed with the specific segment only.

APPENDIX 1

(To be provided on the letterhead of CM/TM)

To,

<Participant Name>

Subject: Request for opening Client Securities Margin Pledge Account

Madam / Dear Sir,

With reference to captioned subject, I / We < CM/TM Name > are maintaining a TM/CM account with <Participant name>. <demat account number >. I/We would like to open 'Client Securities Margin Pledge Account' in <Participant name> based on the existing Account Opening Form with you as per details given below:

Sr. No.	**Account Category**	**New Client Type**	**New Client Sub – type Description**

I/we hereby declare that I/we are KYC compliant and there is no change in the same.

For <CM/TM Name>

Signature of the CM/TM:

Name of Authorised Signatory:

Date:

ANNEXURE S

Flagging of PMS client demat accounts in NSDL DPM system

The following fields have been added in Client Creation and Client Modification screens / file upload mechanism of Client Maintenance Module in respect of flagging of PMS client demat accounts in Client Maintenance Module of NSDL DPM system:

1. New Flag viz., PMS Client Account

2. New Field viz., PMS SEBI Registration Number (Mandatory, if PMS Client Account flag is enabled)

The details of aforesaid functionality are given below:

1) The provision to capture new flag viz., PMS Client Account and new field viz., PMS SEBI Registration Number is provided through Client Creation and Client Modification screens and file upload mechanism of Client Maintenance Module of Local DPM system.

2) The aforesaid details will be applicable for demat accounts pertaining to Individual and Non-Individual demat accounts. The list of Client Types/Sub-types for which the aforesaid details will be applicable is enclosed at **Appendix 2**.

3) The default value of flag viz., PMS Client Account will be unticked. Participants will be required to enable the check box for flagging the demat account of PMS Client account who is opting for Portfolio Management Services.

4) On enabling the flag viz., "PMS Client Account", it is mandatory to capture "PMS SEBI Registration Number" of PMS Service provider as per their registration details with SEBI.

5) The field viz., "PMS SEBI Registration Number" is an 'alphanumeric' field with field length as '12' characters and the number should start with INP e.g. INPXXXXXXXXXXXX

APPENDIX 2

PMS Flag Applicable	
Account Type Code	**Account Type Description**
01	Resident
02	FI
03	FII
04	NRI
05	Body Corporate
07	Foreign National
09	Trust
10	Bank
13	Foreign Portfolio Investor (Individual)
14	Foreign Portfolio Investor (Corporate)
15	Alternate Investment Fund
16	HUF

PMS Flag NOT Applicable			
Account Type Code	**Account Type Description**	**Account Sub-type Code**	**Account Sub-type Description**
01	Resident	09	Stock Broker - Collateral
05	Body Corporate	34	Stock Broker - Collateral
05	Body Corporate	37	Client Margin Trading Securities account
05	Body Corporate	38	Client collateral account
05	Body Corporate	39	Client collateral account-Custodian
05	Body Corporate	40	Escrow Account
05	Body Corporate	41	Unclaimed Securities- Suspense Escrow account
10	Bank	12	Client collateral account-Custodian
10	Bank	13	Client collateral account-Custodian
10	Bank	14	Unclaimed Securities- Suspense Escrow account
19	Stock Broker (Individual)	01	TM-Client Securities Margin Pledge Account

PMS Flag NOT Applicable			
19	Stock Broker (Individual)	02	CM-Client Securities Margin Pledge Account
19	Stock Broker (Individual)	03	TM/CM-Client Securities Margin Pledge Account
19	Stock Broker (Individual)	04	TM- Client Unpaid Securities Pledgee Account
19	Stock Broker (Individual)	05	CM - Client Unpaid Securities Pledgee Account
19	Stock Broker (Individual)	06	TM/CM - Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	01	TM-Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	02	CM-Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	03	TM/CM-Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	04	TM-Client Securities under Margin Funding Account
20	Stock Broker (Corporate)	05	TM- Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	06	CM - Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	07	TM/CM - Client Unpaid Securities Pledgee Account
21	PCM	01	CM-Client Securities Margin Pledge Account

ANNEXURE T (1)

REQUEST FOR CHANGE OF RESIDENTIAL STATUS FROM RI TO NRI									
To *<DP Name>* *<DP Address>*	Date	D	D	M	M	Y	Y	Y	Y
	DP ID	I	N						
	Client ID								

Dear Sir/Madam,

I/we are holding above demat account with you. As my/our residential status has (have) been changed from Resident Indian to Non Resident Indian, we request you to carry out the following changes in my/ our aforesaid demat account:

A. Type and Sub-type

		Current type	New type
1	**Type**	Resident ☐	NRI ☐
2	**Sub-t`ype**	**Current sub-type** (*please tick any one*)	**New sub-type** (*please tick any one*)
		Ordinary ☐	Non-Repatriable ☐
		Promoter ☐	Non-Repatriable – Promoter ☐

B. Other details

1	**RBI Approval Reference Number** (*if any*)	
2	**RBI Approval date** (*if any*)	
3	I/we hereby declare that I/we have complied and will continue to comply with requirements under FEMA.	

	Name	Signature
Sole/First holder		
Second holder		
Third holder		

ANNEXURE T (2)

REQUEST FOR CHANGE OF RESIDENTIAL / REPATRIATION STATUS

To	Date	D	D	M	M	Y	Y	Y	Y
<DP Name>	DP ID	I	N						
<DP Address>	Client ID								

Dear Sir/Madam,

I/we are holding above demat account with you. As my/our residential / repatriation status has (have) changed, we request you to carry out the following changes in my/ our aforesaid demat account:

A. Type and Sub-type

		Current type	New type
1	**Type**	NRI ☐	Resident ☐
	Sub-type	**Current sub-type** (*please tick any one*)	**New sub-type**
		REPATRIABLE ☐	ORDINARY ☐
		NON-REPATRIABLE ☐	
		OR	
2	**Change in Repatriation status**	NRI-REPATRIABLE ☐	NRI NON-REPATRIABLE ☐

B. Bank details *(If applicable)*

Bank Account Type ☐ **Savings Account** ☐ **Current Account** ☐ **Others (Please specify)**_____

Bank Account Number _____

Bank Name _____

Branch Address _____

MICR _____ **IFSC** _____

C. Residential address *(Mandatory if not captured in demat account or is captured but has changed)*

_____

_____**City**_____**State**_____**Pin Code**_____

D. Mobile No. (Mandatory SMS alert if you are giving Power of Attorney):

E. Email ID (In case of any change / updation):

I/we hereby declare that I/we have complied and will continue to comply with requirements under FEMA.

	Name	Signature
Sole/First holder		
Second holder		
Third holder		

ANNEXURE U

DP Logo **Request letter to be submitted by the Client to the Participant for minor correction in name of the account holder in demat account**

Participant Name Participant Address

Date	D	D	M	M	Y	Y	Y	Y

Madam / Dear Sir,

I hereby request you to correct my name in the following demat account held with you:-

1. **Account Number**

DP ID	I	N							Client ID								

2. **Reason for minor correction (please tick any one)**

☐ Expansion of initials ☐ Addition of middle name

☐ Abbreviation to initials ☐ Correction of spelling mistakes

3. I hereby declare that the above specified reason for correction in name in my demat account is not on account of change in name due to marriage, divorce, Court order, numerology or any other reasons.

4. **Name as should be recorded in my demat account**

Correct name	

5. **Specify the proof of identity submitted**

☐ PAN card ☐ AADHAAR card ☐ Passport ☐ Driving Licence

☐ Voter's identity card issued by the Election Commission of India

☐ Job card issued by NREGA

6. **Signature of Client (In case of joint account, request must be signed by the Client in whose name change is required)**

Name of the Client	**Signature**

ANNEXURE V

EXAMPLES OF WHERE MINOR CORRECTION OF NAME MAY BE FACILITATED AND MAY NOT BE FACILITATED

A. Where minor correction of name may be facilitated

Sr. No.	Name in demat account	Name to be updated in demat account
1	R. S. Shah	Ramesh Sunder Shah
2	Ram Sevak Sharma	R. S. Sharma
3	Paresh Patil	Paresh Dashrath Patil
4	Sridhr Srinivasarao	Sridhar Srinivasarao

B. Where correction of name may not be facilitated

Sr. No.	Name in demat account	Name to be updated in demat account
1	Paresh Patil	Paresh Patel
2	Sunita Mukesh Gaikwad	Sunita More
3	P. S. Shah	S. P. Shah
4	Shekhar Rajan M	Rajan Shekhar P
5	Ram Kumar Sheth	Ram Kumar

ANNEXURE W

TYPES AND SUB-TYPES FOR CORPORATE ACCOUNTS WHERE CHANGE OF NAME CAN BE EFFECTED IN DPM SYSTEM

Sr.No.	Type	Sub-Type
1	FI	Govt. sponsored FI
2	FI	SFC
3	FI	Others
4	FI	Govt. sponsored FI – Promoter
5	FI	SFC-Promoter
6	FI	Others-Promoter
7	FII	Mauritius Based
8	FII	Others
9	FII	DR
10	Body Corporate	Domestic
11	Body Corporate	OCB-Repatriable
12	Body Corporate	Govt.Companies
13	Body Corporate	Central Government
14	Body Corporate	State Government
15	Body Corporate	Co-operative Body
16	Body Corporate	NBFC
17	Body Corporate	Non-NBFC
18	Body Corporate	Broker
19	Body Corporate	Group Company
20	Body Corporate	Foreign Bodies
21	Body Corporate	Others
22	Body Corporate	OCB-NonRepatriable
23	Body Corporate	OCB-DR
24	Body Corporate	Foreign Bodies – DR
25	Body Corporate	Margin Account
26	Body Corporate	Domestic-Promoter
27	Body Corporate	Govt.Companies - Promoter
28	Body Corporate	Central Government - Promoter

Sr.No.	Type	Sub-Type
29	Body Corporate	State Government - Promoter
30	Body Corporate	NBFC-Promoter
31	Body Corporate	Non-NBFC-Promoter
32	Body Corporate	Group Company - Promoter
33	Body Corporate	Foreign Body-Promoter
34	Body Corporate	Others-Promoter
35	Body Corporate	Co-operative Body - Promoter
36	Body Corporate	Foreign Venture Capital
37	Body Corporate	Domestic – DR
38	Body Corporate	Limited Liability Partnership
39	Body Corporate	Limited Liability Partnership - DR
40	Mutual Fund	DR
41	Mutual Fund	MF
42	Bank	Foreign Bank
43	Bank	Co-operative Bank
44	Bank	Nationalised Bank
45	Bank	Others
46	Bank	Others-Promoter
47	Bank	Nationalised Bank - Promoter
48	Bank	Foreign Bank - Promoter
49	Bank	Co-operative Bank - Promoter
50	Trust	

ANNEXURE X

(SEBI/HO/OIAE/OIAE_IAD-3/P/ON/2025/01650, dated January 10, 2025)

Nomination Form for Demat Accounts and Mutual Fund (MF) Folios

I / We hereby nominate the following person(s) who shall receive all the assets held in my / our account / folio in the event of my / our demise, as trustee and on behalf of my / our legal heir(s) *								
Nomination Details								
	Mandatory Details						**Additional Details ******	
	Name of nominee	**Share of nominee (%)****	**Relation ship**	**Postal Address**	**Mobile number & E-mail**	**Identity Number *****	**D.o.B. of nominee**	**Guardian**
Nominee 1								
Nominee 2								
Nominee 3								
Nominee 4								
Nominee 5								
Nominee 6								
Nominee 7								
Nominee 8								
Nominee 9								
Nominee 10								

*Joint Accounts:

Event	Transmission of Account / Folio to
Demise of one or more joint holder(s)	Surviving holder(s) through name deletion The surviving holder(s) shall inherit the assets as owners.
Demise of all joint holders simultaneously – having nominee	Nominee
Demise of all joint holders simultaneously – not having nominee	Legal heir(s) of the youngest holder

** If % is not specified, then the assets shall be distributed equally amongst all the nominees. Any odd lot after division / fraction of %, shall be transferred to the first nominee mentioned in the nomination form. (see table in 'Transmission aspects').

*** Provide only number: PAN or Driving Licence or Aadhaar (last 4). Copy of the document is not required. However, in case of NRI / OCI / PIO, Passport number is acceptable.

**** to be furnished only in following conditions / circumstances:

- Date of Birth (DoB): please provide, only if the nominee is minor.
- Guardian: It is optional for you to provide, if the nominee is minor.

1) I / We want the details of my / our nominee to be printed in the statement of holding or statement of account, provided to me/ us by the AMC / DP as follows; (please tick, as appropriate)

☐ Name of nominee(s) ☐ Nomination: Yes / No

2) I hereby authorize _____(nominee number __) to operate my account on my behalf, in case of my incapacitation in terms of paragraph 3.5 of the circular. He / She is authorized to encash my assets up to ___% of assets in the account / folio or Rs. _____.
(**Optional**) (strike off portions that are not relevant)

3) This nomination shall supersede any prior nomination made by me / us, if any.

4) Signature(s) – As per the mode of holding in demat account(s) / MF folio(s)

Name(s) of holder(s)		**Signature(s) of holder / thumb impression**	**Signature of two witnesses***	**Name of Witness & Address (wherever applicable)***
Sole / First Holder (Mr./Ms.)				
Second Holder (Mr./Ms.)				
Third Holder (Mr./Ms.)				

* Signature of two witness(es), along with name and address are required, if the account holder affixes thumb impression, instead of wet signature.

Rights, Entitlement and Obligation of the investor and nominee:

- If you are opening a new demat account / MF folios, you have to provide nomination. Otherwise, you have to follow procedure as per 3.10 of this circular.
- You can make nomination or change nominee any number of times without any restriction.
- You are entitiled to receive acknowledgement from the AMC / DP for each instance of providing or changing nomination.
- Upon demise of the investor, the nominees shall have the option to either continue as joint holders with other nominees or for each nominee(s) to open separate single account / folio.
- In case all your nominees do not claim the assets from the AMC / DP, then the residual unclaimed asset shall continue to be with the AMC in case of MF units and with the concerned Depository in case of Demat account.
- You have the option to designate any one of your nominees to operate your account / folio, in case of your physical incapacitation, at any point of time and not just during opening of account / folio. This mandate can be changed any time you choose.
- The signatories for this nomination form shall be as per mode of holding in the folio(s) / demat account(s) i.e.
    - 'Either or Survivor' Folios / Accounts - any one of the holder can sign
    - 'First holder' Folios / Accounts - only First holder can sign
    - 'Jointly' Folios / Accounts - all holders have to sign

Transmission aspects

- AMCs / DPs shall transmit the folio / account to the nominee(s) upon receipt of 1) copy of death certificate and 2) completion / updation of KYC of the nominee(s). The nomimee is not required to provide affidavits, indemnitites, undertakings, attestations or notarization.
- In case of a joint account / folio, for transmission to the surviving joint holder(s) by name

deletion, the surviving joint holder(s) shall have the option to update residential address(es), mobile number(s), email address(es), bank account detail(s), annual income and nominee(s), either along with transmission or at a later date. The regulated entity cannot seek KYC documents at the time of transmission, unless it was sought earlier but not provided by the holder.

- Nominee(s) shall extend all possible co-operation to transfer the assets to the legal heir(s) of the deceased investor. In this regard, no dispute shall lie against the AMC / DP.
- In case of multiple nomineees, the assets shall be distributed pro-rata to the surviving nominees, as illustrated below.

% share as specified by investor at the time of nomination		**% assets to be apportioned to surviving nominees upon demise of investor and nominee 'A'**			
Nominee	**% share**	**Nominee**	**% initial share**	**% of A's share to be apportioned**	**Total % share**
A	60%	A	0	0	0
B	30%	B	30%	45%	75%
C	10%	C	10%	15%	25%
Total	**100%**	**-**	**40%**	**60%**	**100%**

***

ANNEXURE Y

Declaration for opting-out of nomination

[Annexure – B to SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024 on Non submission of 'choice of Nomination' for ease of doing investments and mandatory fields for updating nomination details]

I / We hereby confirm that I / We do not wish to appoint any nominee(s) in my / our MF Folio/ demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents / information for claiming of assets held in my / our MF Folio / demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the MF Folio / demat account.
Name and Signature of Holder(s)*   1._____ 2._____ 3_____

*** Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature.**

ANNEXURE Z

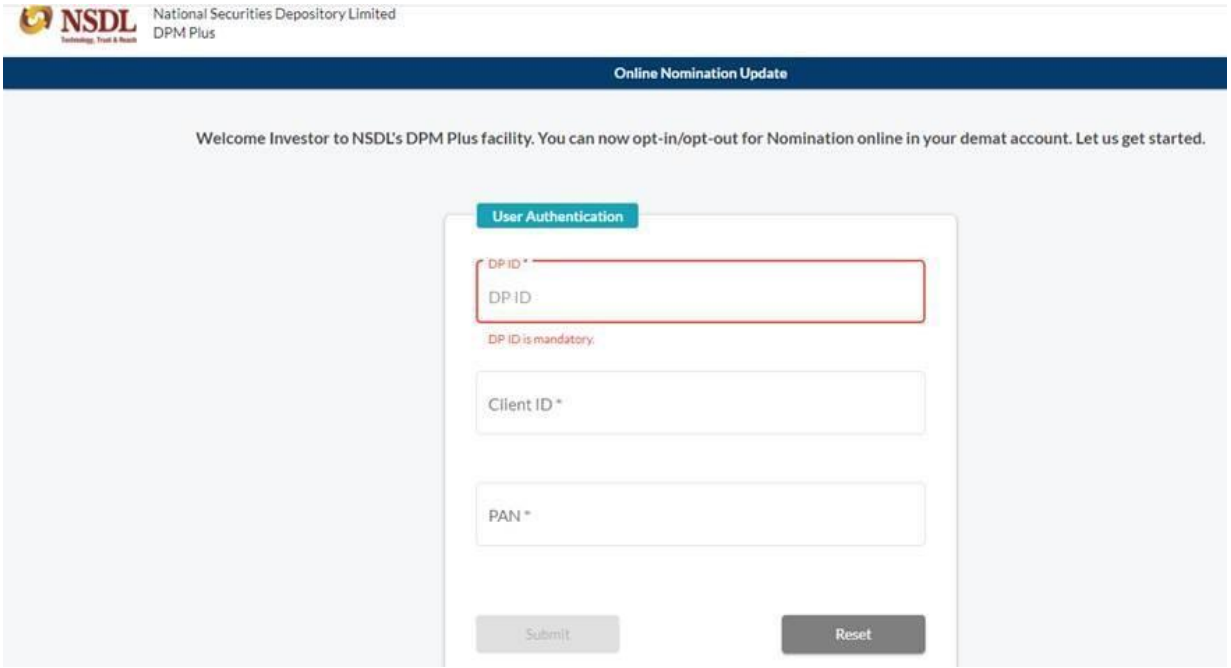
Online Updation of Nomination

User Guide for Clients

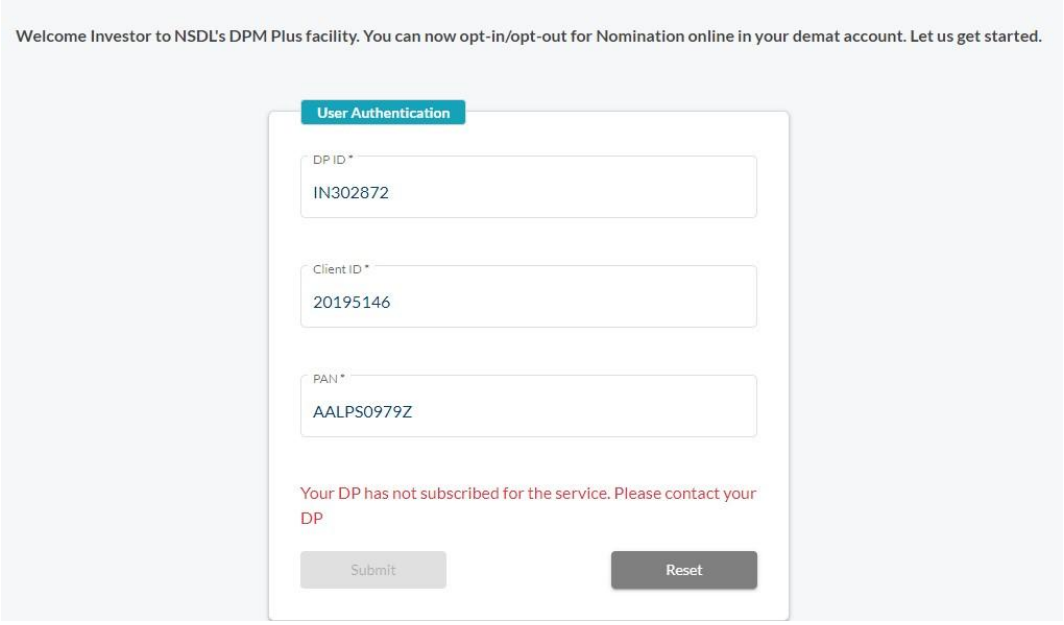
Online Updation of

Nomination

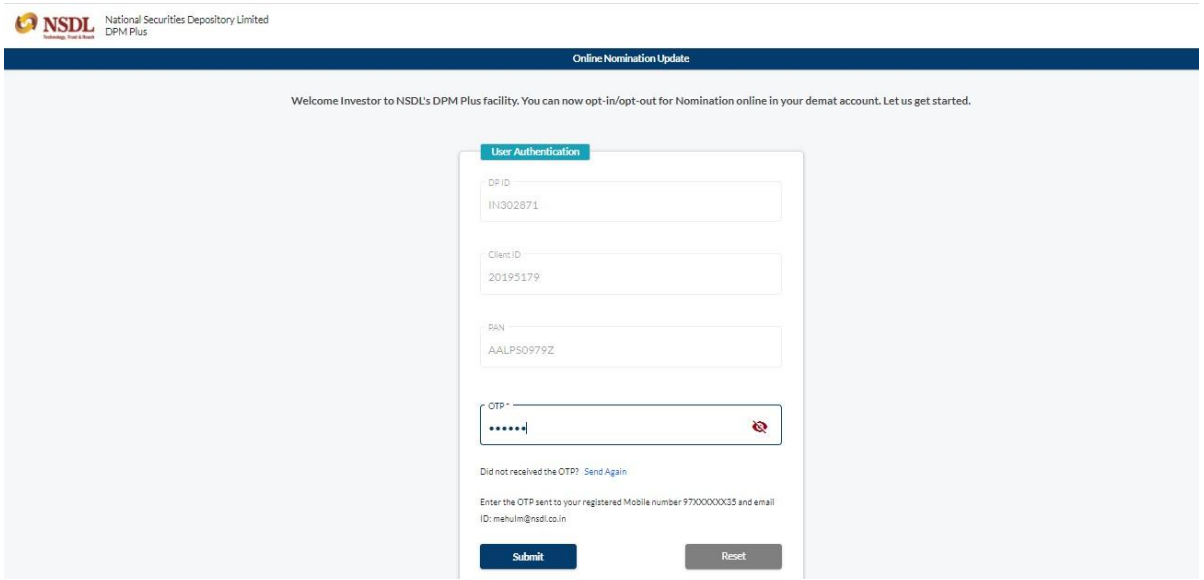
1. Client will click on the URL (http://nsdl.co.in/dpmplus.php), On clicking the specified URL, Client will be re-directed to main page for commencing the User journey for opt-in/opt-out of nomination online:



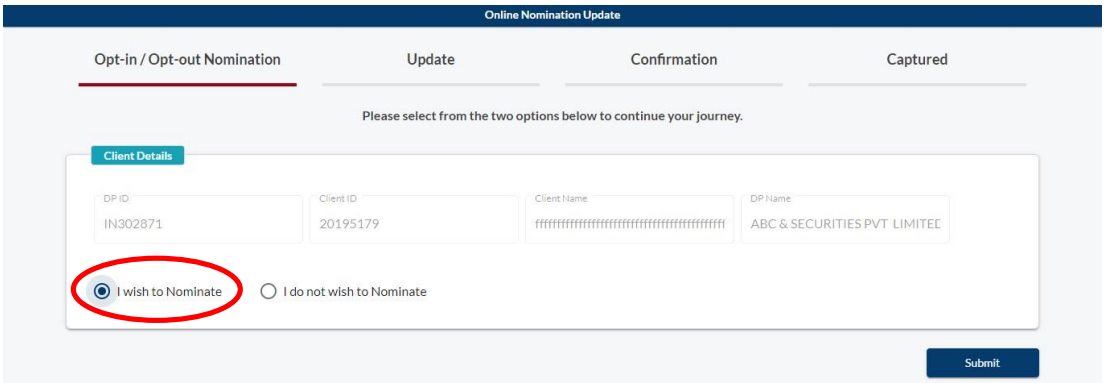
2. Participant will be required to subscribe for the facility. In case Participant has not subscribed for the facility, the below message will displayed to the Client.



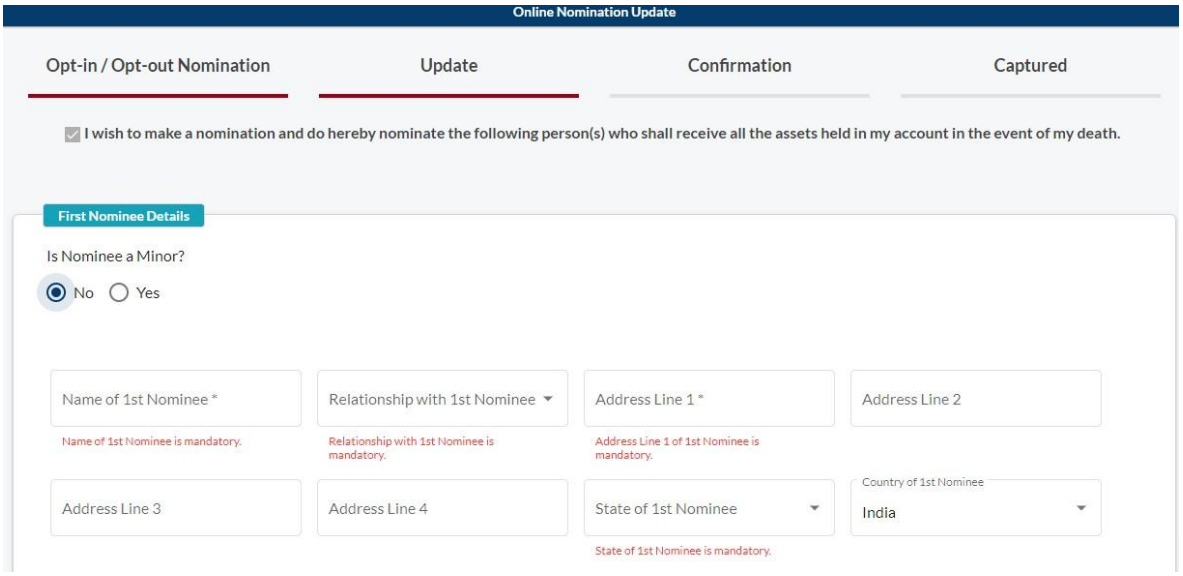
3. Client will be required to enter the DP ID + Client ID + PAN and OTP. The OTP will be sent at the registered mobile and email address of the Client.



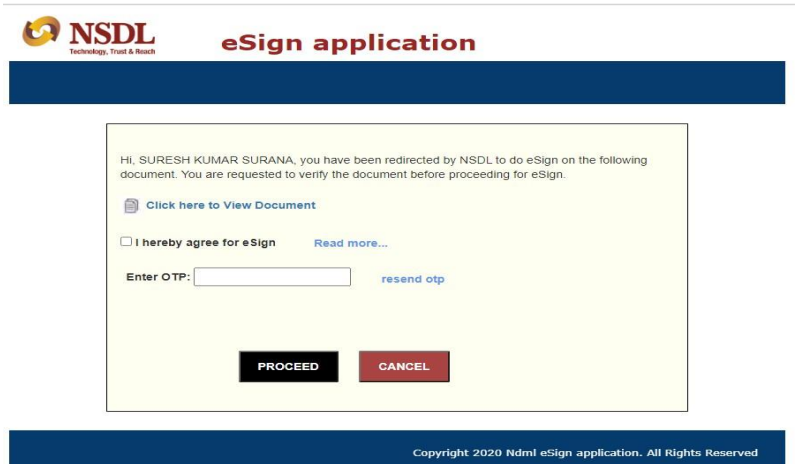
4. Post successful authentication, Client will submit the choice of selection i.e., Opt-in for nomination by clicking on 'I wish to Nominate' or opt-out of the nomination by clicking on 'Optout' of nomination.



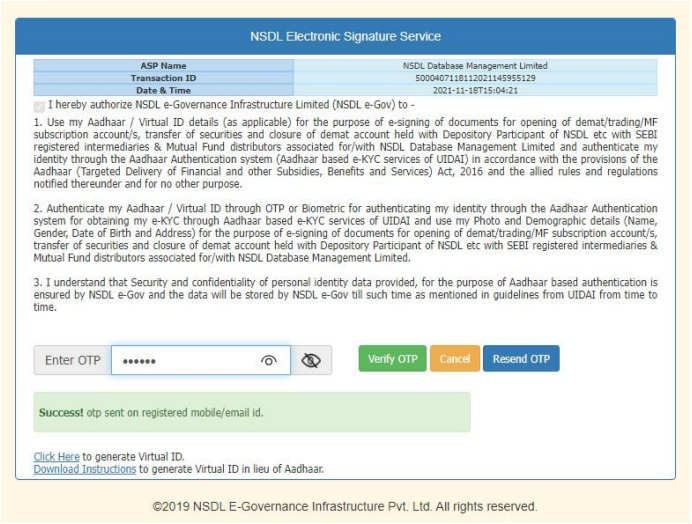
5. In case the Client clicks on 'I wish to nominate', Client will have the choice to nominate up to three nominees (minor / major as the case may be) in the demat account. Client will be required to enter the details of the nominee(s) and then click on Save & Next, as exhibited below:



6. Client will be then re-directed to the page of eSign Service Provider to confirm and verify the nomination details by an OTP authentication. Additionally, Client can also click and open the nomination document to verify it.

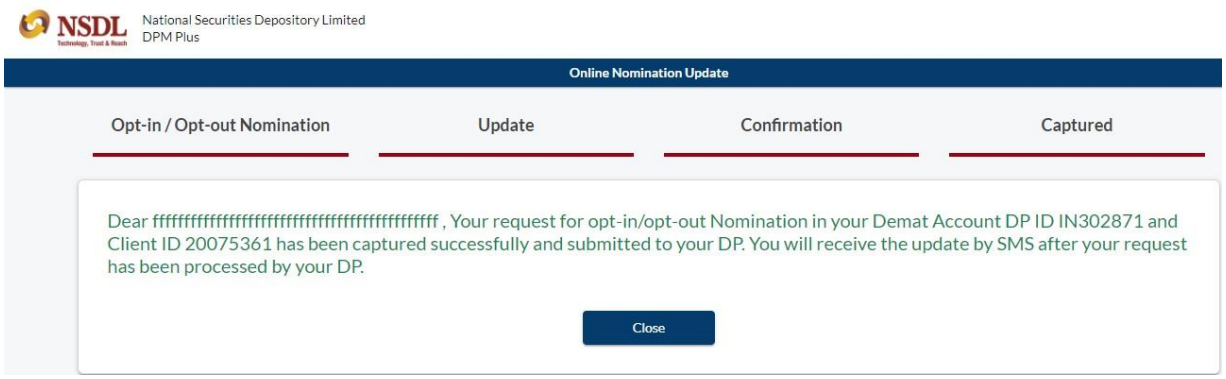


7. On successful submission of OTP at eSign Service Provider's page, Client will be then redirected to Protean eGov (formerly known as NSDL eGov) for Aadhaar eSign:

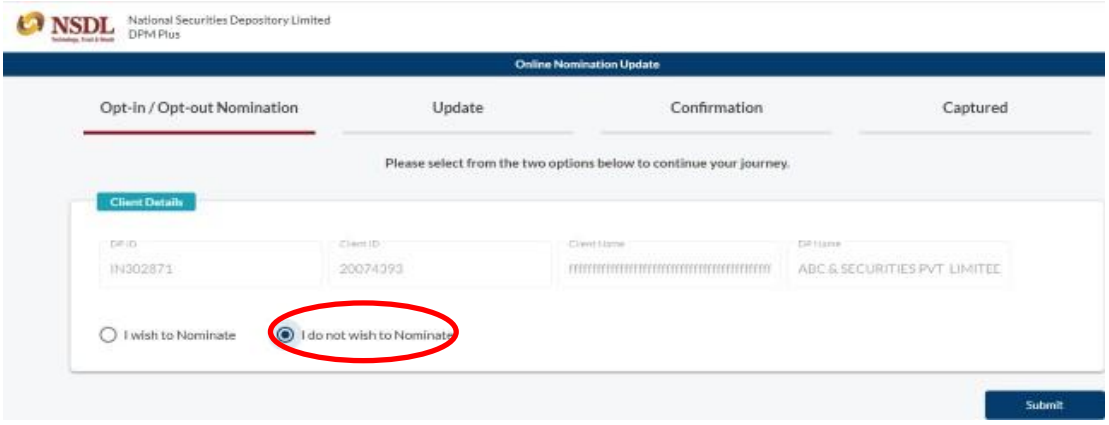


8. Upon completion of the Aadhaar e-Sign, Client will be re-directed to NSDL portal wherein Client will be required to submit an OTP (*send to the registered mobile number*) for completing the journey/process.

9. On successful submission of OTP, a final confirmation will be displayed to the Client as below.



10. In case the Client wishes to opt-out from nomination, the Client has to select "I do not wish to Nominate" and follow the step mentioned in above point numbers 6, 7 & 8.



11. Post approval / rejection of the request by the Participant of the Client, as the case may be, NSDL will send sms to the Client informing the status of the request whether it is rejected or approved.

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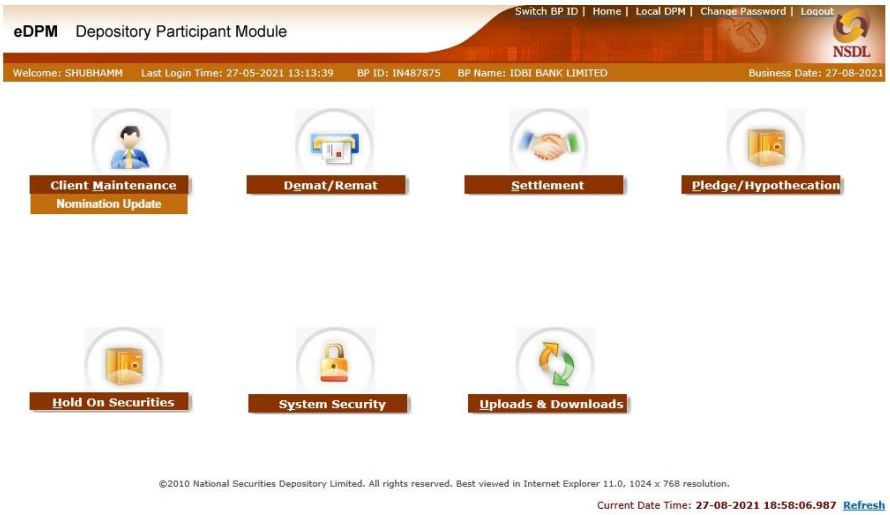
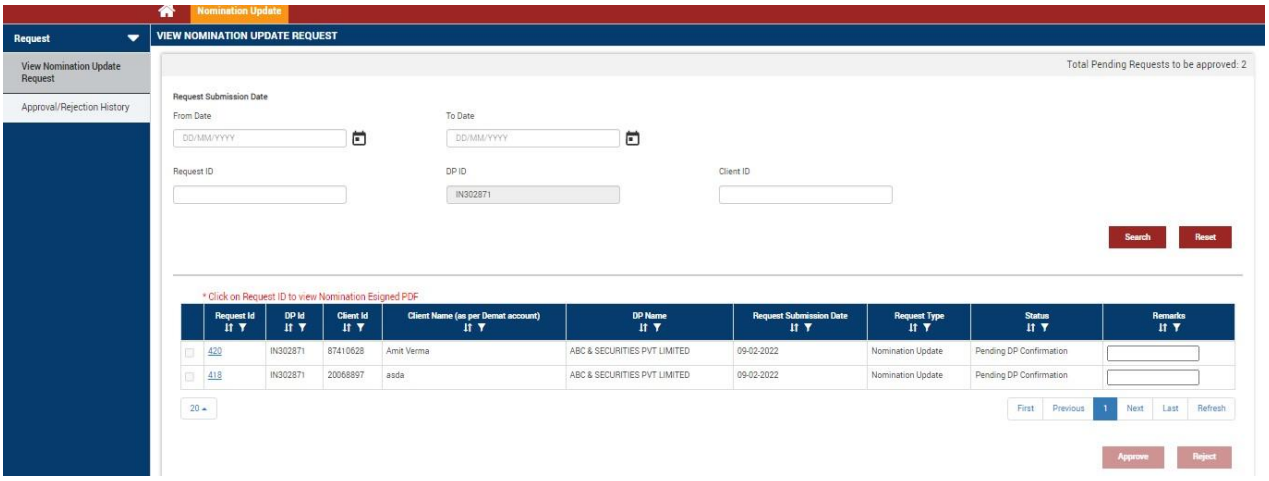
User Guide for Participants

Online Updation of Nomination Facility

1. The DP user (maker) will login to the eDPM module and click on Client Maintenance module > Nomination Update. The DP will be required to allot the require rights to the User to access this module.

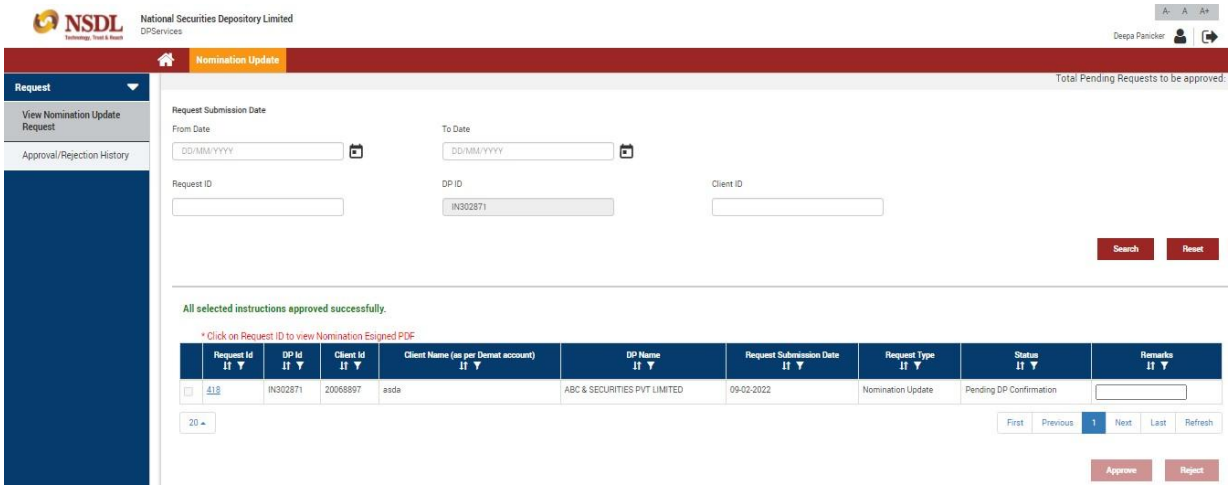


2. On clicking on the 'Nomination Update', DP User will be re-directed to the website of 'NSDL DP Services' as displayed below. User will then enter either of the parameters i.e., date range / Client ID / Request ID and click on 'Search' button. The nomination details will be displayed to the User including the eSigned nomination form.

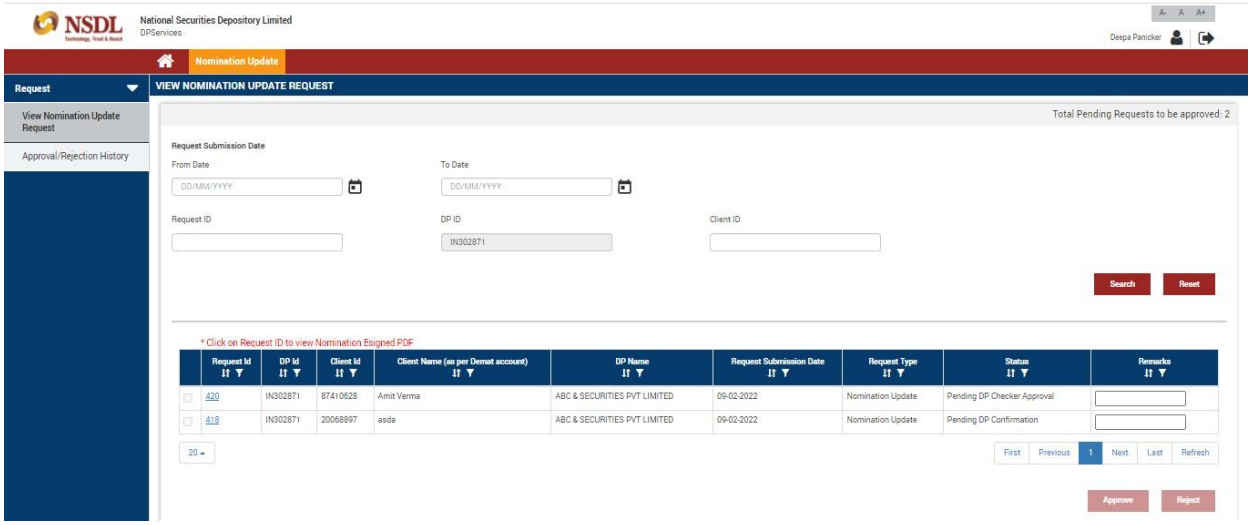


3. The DP User can download the eSigned nomination form (*submitted by the Client online*) and compare it with the name appearing in the demat account of the Client. Participants can also apply additional internal procedure and checks for verifying the document. On verifying the details, DP User will select the option, as applicable i.e., “Approve” or “Reject”.

4. A message will be displayed that all the selected instructions have been approved / rejected successfully.

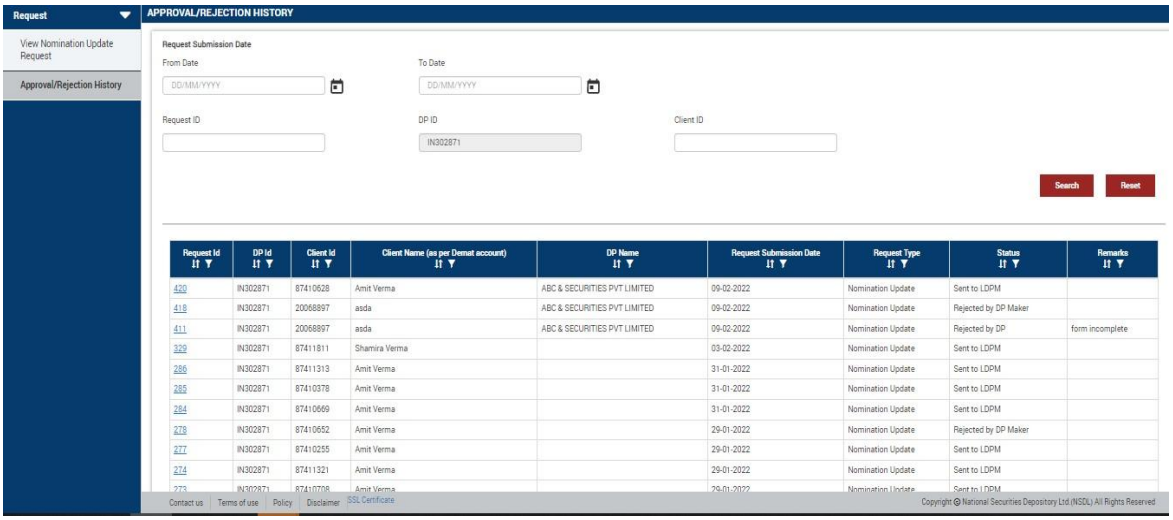


5. The User can select the Approval / Rejection History tab to check the records of the requests that have been approved / rejected . The records in the Approval / Rejection history will available till 90 days.



6. The request will then be required to be verified by the Checker User of the DP following the similar process as explained above.

7. Once approved by the DP Checker, the request will be forwarded to Local DPM System and automatically updated. The status will also be displayed at the Approval/Rejection History, as exhibited below:



Request Id	DP Id	Client Id	Client Name (as per Demat account)	DP Name	Request Submission Date	Request Type	Status	Remarks
420	IN302871	87410628	Amit Verma	ABC & SECURITIES PVT LIMITED	09-02-2022	Nomination Update	Sent to LDPM	
418	IN302871	20068897	asda	ABC & SECURITIES PVT LIMITED	09-02-2022	Nomination Update	Rejected by DP Maker	
411	IN302871	20068897	asda	ABC & SECURITIES PVT LIMITED	09-02-2022	Nomination Update	Rejected by DP	form incomplete
329	IN302871	87411811	Shamira Verma		03-02-2022	Nomination Update	Sent to LDPM	
286	IN302871	87411313	Amit Verma		31-01-2022	Nomination Update	Sent to LDPM	
285	IN302871	87410378	Amit Verma		31-01-2022	Nomination Update	Sent to LDPM	
284	IN302871	87410669	Amit Verma		31-01-2022	Nomination Update	Sent to LDPM	
278	IN302871	87410652	Amit Verma		29-01-2022	Nomination Update	Rejected by DP Maker	
277	IN302871	87410255	Amit Verma		29-01-2022	Nomination Update	Sent to LDPM	
274	IN302871	87411321	Amit Verma		29-01-2022	Nomination Update	Sent to LDPM	
273	IN302871	87410708	Amit Verma		29-01-2022	Nomination Update	Sent to LDPM	

8. Post approval / rejection of the request by the Participant of the Client, as the case may be, NSDL will send sms to the Client informing the status of the request.

9. Participants will be required to update the Local DPM System with requisite services. For this purpose, Participants will be required to contact NSDL Helpdesk to upgrade the services.

10. Participants are required to note in case the online request for nomination is not confirmed within 30 days or receipt of the request, it will auto-expire and sms will be send by NSDL to the Client.

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ANNEXURE AA

Illustrative example where demat account is opened on or after October 1, 2021 is given as under:

Sr. No.	Client Name	Current Nomination Value (Before version 7.5)	Proposed Value (After version 7.5)	Remarks
1.	Client A (Account opened on or after October 1, 2021)	N - Nominee details available	N - Nominee details available	No change
2.	Client B (Account opened on or after October 1, 2021)	Y – No Nomination Opted	O - Opt out of nomination (new value)	Allowed (All demat accounts opened on or after October 1, 2021, 'Y' needs to be migrated to 'O'

Illustrative example where demat account is opened before October 1, 2021 is given as under:

Sr. No.	Client Name	Current Nomination Value (Before version 7.5)	Proposed Value (After version 7.5)	Remarks
1.	Client C (Account opened **before** October 1, 2021)	N - Nominee details available	N - Nominee details available	No change
2.	Client D (Account opened **before** October 1, 2021)	Y – No Nomination Opted	N - Nominee details available	Allowed (All demat accounts having value 'Y' need to be changed to 'N – Nominee details available after taking request in the SEBI prescribed format)
3.	Client E (Account opened **before** October 1, 2021)	Y – No Nomination Opted	O - Opt out of nomination (new value)	Allowed (All demat accounts having value 'Y' need to be changed to 'O – Opt out of nomination after taking request in the SEBI prescribed format)

Annexure BB (1)

SMS Alert Facility for NSDL demat account holders

Introduction

NSDL provides SMS Alert facility for demat account holders whereby they can receive SMS alerts directly from NSDL for following:

1) All Debits and Credits (transfers)
2) Credits for IPO, sub-division and bonus
3) Failed instructions
4) Overdue instructions
5) Change of mobile number
6) Change of address
7) Credit/debit of Mutual Fund units
8) Invocation of pledged securities
9) Registration and De-registration of Power of Attorney

Charges

No charge is levied by NSDL on Depository Participants (DPs) for providing this facility to investors.

Registration

(i) This facility will be available to the investors provided they have given their mobile numbers to their DPs and the DPs have captured the numbers in the Local DPM System and have also enabled (ticked) the SMS flag in their Local DPM system.

(ii) Those investors who have provided their mobile numbers to their DPs but do not wish to avail this facility may inform their DPs to disable the SMS flag provided such accounts are not operated by Power of Attorney.

(iii) For change of address and registration & de-registration of Power of Attorney in Local DPM System, SMS alerts will be sent to Client's mobile phone (*captured in Local DPM System*) irrespective of Client availing SMS Alert facility.

For further details / information investors may contact us at:

Investor Relationship Cell
National Securities Depository Limited
4th Floor, A Wing, Trade World, Kamala Mills Compound
Senapati Bapat Marg, Lower Parel, Mumbai – 400 013.
Tel.: (022) 2499 4200 / 4090 4200 Fax: (022) 2497 6351
Email: relations@nsdl.co.in

ANNEXURE BB (2)

APPLICATION FOR SHIFTING OF CLEARING ACCOUNT

To be forwarded through **Depository Participant (new)**

Date:

CC Interface Division

National Securities Depository Limited Trade World 4th Floor

Kamala Mills Compound Senapati Bapat Marg Lower Parel Mumbai - 400 013

Dear Sir,

Sub: Shifting of Clearing Member Account

This is to inform you that we wish to shift our Clearing Member Account as per the details mentioned below:

Name of Clearing Member (CM)	
Name of Clearing Corporation (CC)	
CC - CM -ID (Allotted by CC)	
CM- BP-ID (existing) (Allotted by NSDL)	
Name of Depository Participant (Old)	
Name of Depository Participant (New)	

We request you to please allot a new CM-BP-ID to facilitate shifting of the Clearing Member Account.

Yours faithfully,

(Clearing Member)

ANNEXURE CC

(To be given on the letter head of the Clearing Member to its New Participant)

INTIMATION FOR PAY-OUT AND AUTO DO IN NEW CM ACCOUNT

Date:

Name of the Compliance Officer Depository Participant Name (DP ID) Address

Dear Sir/Madam,

Subject: Activation of Pay-out and Auto DO facility.

This has reference to the shifting of CM Pool Account from (*Existing DP Name & DP ID*) to (*New DP Name & DP ID*). In this regard, we wish to activate the Pay-out and Auto DO (ADO) facilities in the new CM Pool Account from the date(s) as given below:

Name of Clearing Member (CM)		
Name of Clearing Corporation/Clearing House (CC/CH)		
CC - CM -ID (Allotted by CC/CH)		
	New	**Existing**
CM- BP-ID (Allotted by NSDL)		
Name of Depository Participant		
Pay-out Date		NA
Auto DO Date		NA

Note : Separate request should be submitted for each CC / CH. Yours faithfully,

(Signature / Authorised Signatories)

To be signed by the authorized signator(ies) of the Clearing Member

(To be given on the letter head of Participant)

ANNEXURE DD

INTIMATION FOR PAY-OUT AND AUTO DO IN NEW CM ACCOUNT

Date:

CC Interface Division

National Securities Depository Limited

301, 3rd Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra - 400 051 Dear Sir,

Subject: Activation of Pay-out and Auto DO facilities.

We wish to inform you that (Name of Clearing Member) of NSCCL / ICCL / MCXSX - CCL has opened CM Pool Account with us and requested to activate the Pay-out and Auto DO (ADO) facilities in the new CM Pool Account from the date(s) as mentioned in the letter attached.

We hereby confirm that the date(s) given in the letter attached are correct and request you to enable the Payout indicator and Auto DO indicator in the new CM Pool Account.

Yours faithfully, (Signature)

To be signed by **Compliance Officer / Alternate Compliance Officer of Participant**

ANNEXURE EE

(*Provided separately*)

ANNEXURE FF

FAQ ON SEBI CIRCULAR DATED APRIL 24, 2020 ON ONLINE KYC

1. **How will the RI verify the OVD/other documents, in case of receipt of clear photograph or scan copy of the original OVD with e-sign of the client?**

   Answer: There is no requirement for RI to verify the OVD/other documents in case of receipt of photograph or scan copy with e-sign of the client. Self-attestation by the client through the esign will be considered as sufficient and will satisfy the requirement of verification by RI. RI can verify the details provided to the client matches with the details on the OVD/other documents.

2. **Whether it is mandatory to take live photograph of the client in all cases of online account opening through the website/App/digital platform of the RI?**

   Answer: Yes, it is mandatory to take live photograph of the client whether the account is opened through the Aadhaar as OVD, any other OVD or through download of KYC from KRA. It is not permitted to upload the photograph of the client or take of photograph of the client photograph. Online KYC App of the RI should verify the liveliness of the photograph.

3. **From which document the signature of the client can be cropped for affixing on the filled KYC form and submitted to the RI under e-sign of client?**

   Answer: Signature of the client can be cropped from a signed cancelled cheque, signature on a white paper or signature made on the screen of a device, provided such cropped signature on the document / screen is eSigned by the client and submitted to the RI. However, before esigning the document, the cropped signature should be inserted in the place holders of the KYC form and displayed to the investor.

4. **How the e-sign of the client needs to be verified by the RI?**

   Answer: RI can verify the e-sign of the client on the basis of Name, gender and year of birth mentioned in the e-sign certificate and comparing the same with the client details available in its record.

5. **How the digital sign on the equivalent e-document can be verified?**

   Answer: As per the procedure mentioned in the IT Act 2000, digital signature on the electronic document can be verified using the public key of the signature.

6. **In which cases IPV/VIPV is required to be done by the RI at the time of doing the KYC?**

   Answer: If KYC is conducted based on Aadhaar Authentication, IPV/VIPV would not be required, however, entities should perform minimum due diligence to ensure authenticity of the data provided

   Accordingly, IPV/VIPV is not required in following cases:

   - OTP based e-KYC
   - Biometric based e-KYC
   - Offline verification of XML file

- Offline verification of Aadhaar QR Code
- OVD's downloaded from Digilocker
- KYC downloaded from KRA and client consent by OTP
- Documents from any other source which could be verified online.

IPV/VIPV will be required in case when the investor submits scanned copies of any OVD as prescribed by SEBI.

7. Whether PAN card can be considered as an identity proof for the purpose of KYC?

Answer: PAN is not included under the list of OVD's under the rule 2(d) of the PML rules. Hence, it can't be considered as a proof of identity by the RI.

8. Whether it is mandatory to provide copy of PAN card, if it is not considered as proof of identity?

Answer: Yes, photograph/scan of PAN should be provided by client under his e-sign or e-PAN can be provided through Digilocker which are issued directly by issuing authority to Digilocker.

9. What is the meaning of the scan of the OVD? Does it include the photocopy of the OVD?

Answer: Scan of the OVD means that original OVD is scanned using the scanning software or through the physical scanner available. It doesn't include the photocopy of the original document.

10. Whether it is mandatory for investor submit mobile number as updated in the Aadhaar database while doing KYC?

Answer: In cases where client is identified by using e-KYC through Aadhaar authentication services of UIDAI or offline verification through Aadhaar QR code/XML file client shall provide mobile number as updated in their Aadhaar. Where KYC is done by relying upon OVD other than Aadhaar, in such case, the mobile number/s of investor accepted as part of KYC should preferably be the one seeded with Aadhaar. The Mobile number will be verified by RI through One Time Password (OTP) or other verifiable mechanism.

11. Is it mandatory for the investor to submit email-id to RI?

Answer: Yes, it is mandatory to submit email id at the time of account opening using online account facility. RI shall verify the email-id using OTP / other verifiable mechanism.

12. Can scanned image or photo of OVD submitted by the client to the RI through video IPV or other online mechanisms be considered as a valid proof?

Answer: No. The OVD shown in the VIPV is as per rule 2 (1) (cb) where the document should have been validated by means of an electronic copy issued in the Digilocker under the valid signature of the issuing authority. Hence, any documents being obtained from the client outside this mechanism should be mandatorily obtained as a scanned image or photo under eSign.

13. In case RI is availing penny drop facility using API of the bank, is copy of signed cancelled cheque required to be obtained from client?

Answer: If RI is availing penny drop facility using API of the bank, copy of signed cancelled cheque is not required to be obtained from client. However, in cases where penny drop match fails, or in cases where penny drop doesn't return joint account holder name, clients should be asked to submit proofs like copy of signed cancelled cheque.

14. If the investor's bank does not support the penny drop facility, can such details be accepted based on the copy of the signed cancelled cheque?

Answer: The RI shall attempt verification of bank account details using penny drop facility in all cases. But, if the investor's bank does not provide response to the penny drop, the bank details can be accepted based on the copy of the signed cancelled cheque.

15. If the OVD furnished by the client does not contain the updated address, the documents as given in PML Rule 9(18), other than OVD given in the SEBI circular dated April 24, 2020, e.g. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill) OR Property etc, whether it can be deemed to be the OVD for the limited purpose of address?

Answer: Yes, such documents will be treated as deemed OVD for the limited purpose of proof of address, provided that the client shall submit updated officially valid document or their equivalent e-documents thereof with current address within a period of three months of submitting the above documents. In case of non-receipt of the updated OVDs, no transactions shall be allowed in such account and intimation shall also send to the Depository.

16. The KYC completion documents sent to the clients in cases where the investor has given address other than as given in the OVD have been returned undelivered. What action should be taken by the RI?

Answer: The account should be frozen for further transactions in the depository and the intimation should accordingly be sent to the client on mobile number and email id or on the permanent address of the client.

17. Whether Aadhaar as OVD can be accepted from Digilocker?

Answer: Yes, a digitally signed Aadhar, issued to the DigiLocker by UIDAI can be accepted as an OVD under eSign of the client.

18. What are the features required in the photograph taken in online KYC application of the RI?

Answer: The online KYC application of RI should have a facility to take a photograph of the investor which has time stamping, geo-location tagging and liveliness check.

ANNEXURE GG

NATIONAL SECURITIES DEPOSITORY LIMITED

Manual – Recategorization_Utility

Prerequisite:

Participants are requested to note that the Recategorization utility is provided on the basis of DPM version compatible to **7.60 & above**. Hence, Participants are advised to check current version of Local DPM system and accordingly download the relevant utility from NSDL i-Assist site for Re-categorization of identified depository accounts.

1. Installation Process:

(vi) Please download "**Recategorization_ utility.zip**" from i-assist on LOCAL DPM server and extract it in C drive of server. Remove READ ONLY properties of all folders, files and double click on Local DPM Installer. This will open Recategorization utility compatible with LDPM version 7.60. Checks for the various options would be present by default as shown in **Fig. 1.**

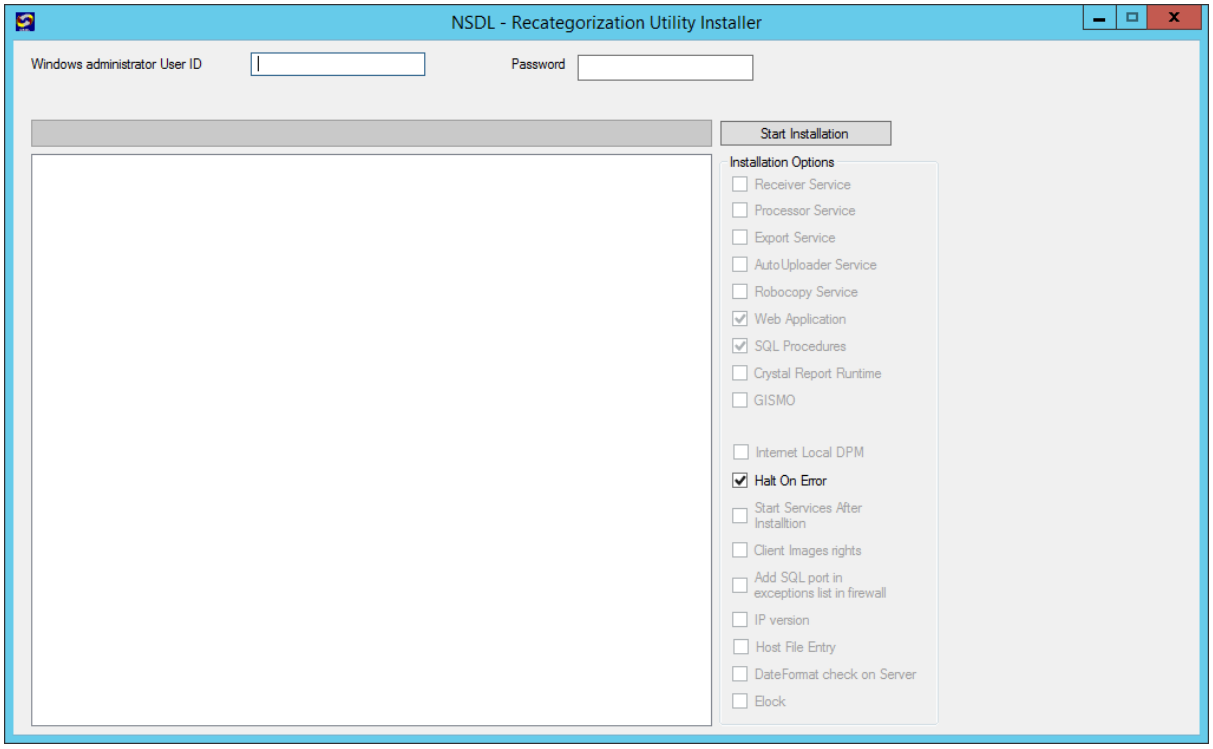


Figure 1

(vii) Click on **"Start Installation"** button to start the Recategorization Utility installation process. Before starting the process, an installer will prompt to close all open windows as shown in **Fig. 2** below.

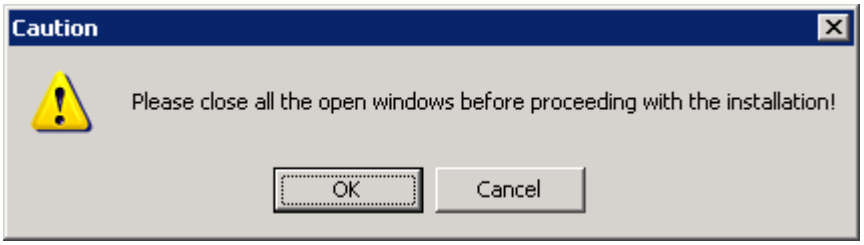


Figure 2

(viii) Please close all open windows and then click on **"OK"** option and this will begin the installation process. You can view progress of installation as shown in **Fig. 3** below.

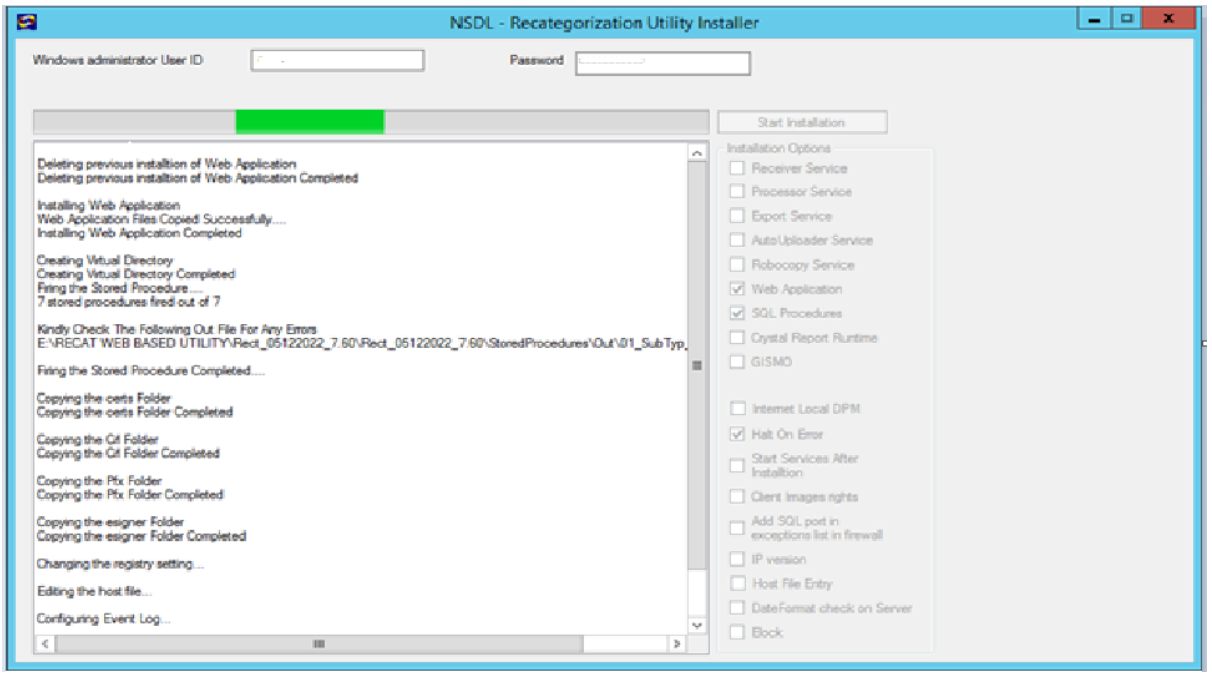


Figure 3

(ix) For an invalid **Windows administrator userid** or **Password**, an error pop up will appear as shown in **Fig. 4** below. Click "**OK**" to continue an installation.

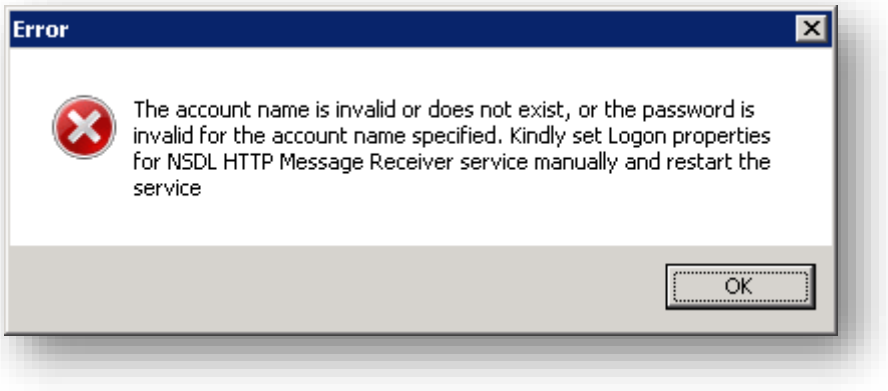


Figure 4

(x) Upon successful completion of installation a pop up will appear as shown in **Fig. 5** below. Click "**OK**" to complete the process.

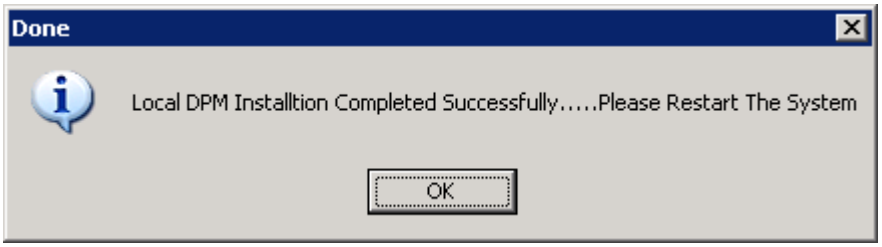


Figure 5

2. User Guidelines:

(xii) Prepare an input file in a .csv format for Re-Categorization with correct information. Ensure all the required fields as applicable for target client type, sub type are entered in the input field. Please refer below sample file for the same.

RecatInput.csv

(xiii) The date format in input file should be in "YYYY-MM-DD" (viz.,"2019-11-11")

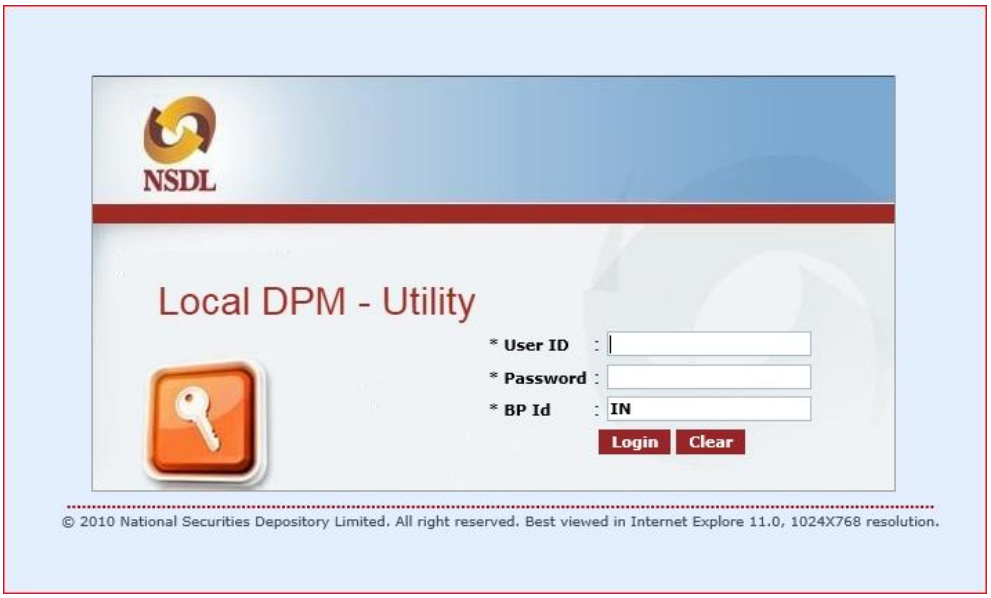
(xiv) Please note that the maximum length of address line field in the input file shall be 36 characters each.

(xv) The Re-Categorization utility should be initiated using Internet Explorer.

URL: http://<<server IP>>/Rect/

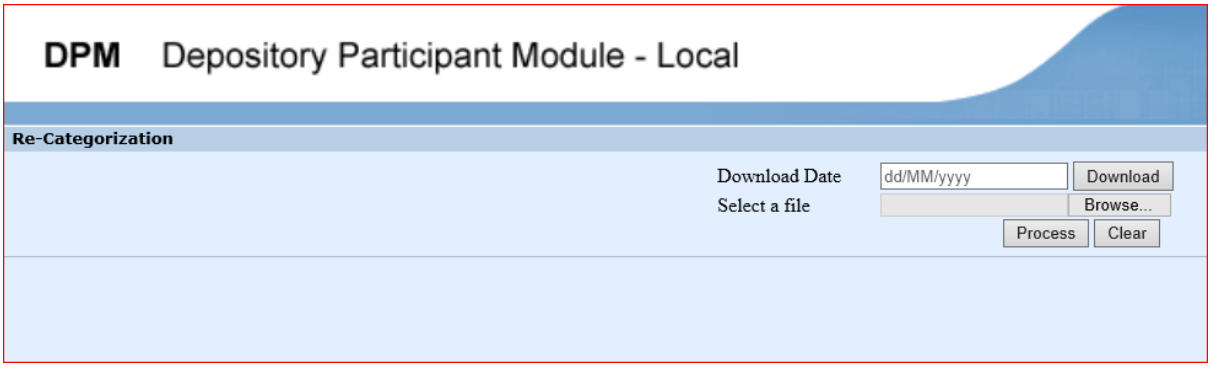
e.g. http://195.1.1.1/Rect/

Once requested, below Login page will appear.



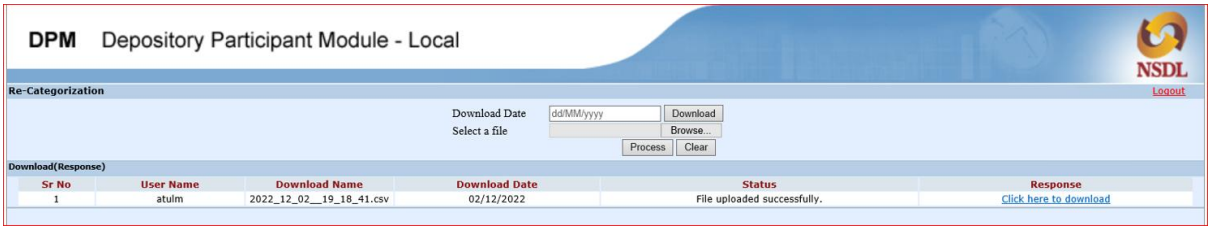
(xvi) In Login page, enter valid User ID & Password.

(xvii) Once Logged In, below screen will appear. Upload an input file using browse option available in the utility.

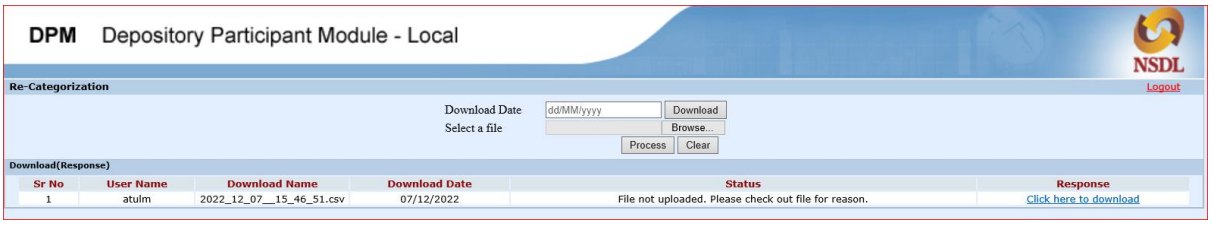


(xvii) Post selecting an input file, Click on **Process** button. Processing will start and once completed, response gets generated as below

Accepted Response:

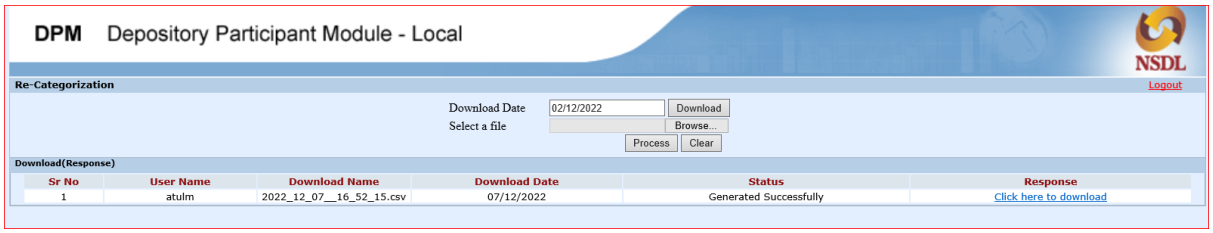


Rejected Response:



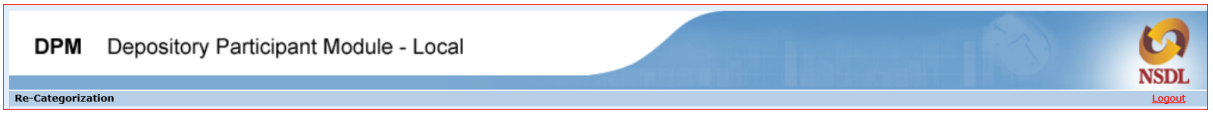
(xviii) To fetch a response file, Click on "Click here to download" link.

(xix) To download response files of the current or past Business dated uploaded input files, enter the date in 'DD/MM/YYYY' format and click on **Download** button. All the responses of an entered date will be fetched as shown below.



(xx) To flush the selected File or Date, Click on Clear button.

(xxi)To Logout from the Re-categorization Utility, click on Logout link.



ANNEXURE HH

LIST OF 'TYPE' AND 'SUB-TYPES' INCLUDING THE NEW 'TYPE' AND 'SUB-TYPE'

Client Type	Client Type Description	Client Subtype	Client Subtype Description
1	Resident	1	Ordinary
1	Resident	3	HUF
1	Resident	4	Stock Broker-Client
1	Resident	5	Promoter
1	Resident	6	HUF-Promoter
1	Resident	7	Ordinary-DR
1	Resident	8	Stock Broker-Proprietary
1	Resident	9	Stock Broker-Collateral
2	FI	1	Govt. sponsored FI
2	FI	2	SFC
2	FI	4	Others
2	FI	5	Govt. sponsored FI - Promoter
2	FI	6	SFC-Promoter
2	FI	7	Others-Promoter
3	FII	1	Mauritius Based
3	FII	2	Others
3	FII	3	DR
4	NRI	1	NRI - Repatriable
4	NRI	2	NRI NonRepatriable
4	NRI	3	DR NRI
4	NRI	4	NRI-Repatriable-Promoter
4	NRI	5	NRI-NonRepatriable-Promoter
5	Body Corporate	1	Domestic
5	Body Corporate	2	OCB-Repatriable
5	Body Corporate	3	Govt.Companies
5	Body Corporate	4	Central Government
5	Body Corporate	5	State Government
5	Body Corporate	6	Co-operative Body
5	Body Corporate	7	NBFC
5	Body Corporate	8	Non-NBFC
5	Body Corporate	9	Broker
5	Body Corporate	10	Group Company
5	Body Corporate	11	Foreign Bodies
5	Body Corporate	12	Others
5	Body Corporate	13	OCB-NonRepatriable
5	Body Corporate	14	OCB-DR
5	Body Corporate	15	Foreign Bodies - DR
5	Body Corporate	16	Stock Broker-Client
5	Body Corporate	17	Domestic-Promoter

Client Type	Client Type Description	Client Subtype	Client Subtype Description
5	Body Corporate	18	Govt. Companies – Promoter
5	Body Corporate	19	Central Government - Promoter
5	Body Corporate	20	State Government - Promoter
5	Body Corporate	21	NBFC-Promoter
5	Body Corporate	22	Non-NBFC-Promoter
5	Body Corporate	23	Group Company – Promoter
5	Body Corporate	24	Foreign Body-Promoter
5	Body Corporate	25	Others-Promoter
5	Body Corporate	26	Co-operative Body – Promoter
5	Body Corporate	27	Foreign Venture Capital
5	Body Corporate	28	Domestic DR
5	Body Corporate	29	Limited Liability Partnership
5	Body Corporate	30	Limited Liability Partnership-DR
5	Body Corporate	31	Limited Liability Partnership (Foreign)
5	Body Corporate	32	Limited Liability Partnership (Foreign)-DR
5	Body Corporate	33	Stock Broker-Proprietary
5	Body Corporate	34	Stock Broker-Collateral
5	Body Corporate	35	Foreign Government
5	Body Corporate	36	Overseas Depository – Underlying DR
5	Body Corporate[10]	39	Client collateral account- Custodian
5	Body Corporate[11]	40	Escrow Account
5	Body Corporate[12]	42	Asset Reconstruction Company
5	Body Corporate[13]	43	University
5	Body Corporate[14]	44	Charitable Institution (NPO)
6	CM		
7	Foreign National	1	DR
7	Foreign National	2	FN
7	Foreign National	3	FN-Promoter
8	Mutual Fund	1	DR
8	Mutual Fund	2	MF
9	Trust	**1**	Employee Stock Option
9	Trust	**2**	Employee Stock Purchase
9	Trust	**3**	Stock Appreciation Right
9	Trust	**4**	General Employee Benefit Scheme
9	Trust	**5**	Retirement Benefit Scheme
9	Trust	**6**	Other - Employee Benefit Trust(Old Scheme)
9	Trust	**7**	Other

[10] Circular No.: NSDL/POLICY/2021/0098 dated September 25, 2021
[11] *Id.*
[12] Circular No.: NSDL/POLICY/2023/0034 dated March 16, 2023
[13] Circular No.: NSDL/POLICY/2025/0116 dated September 02, 2025
[14] Id

9	Trust[15]	8	Charitable Institution (NPO)
9	Trust[16]	9	Charitable Institution (Non-NPO)
10	Bank	1	Foreign Bank
10	Bank	2	Co-operative Bank
10	Bank	3	Nationalised Bank
10	Bank	4	Others
10	Bank	5	Others-Promoter
10	Bank	6	Nationalised Bank - Promoter
10	Bank	7	Foreign bank - Promoter
10	Bank	8	Co-operative Bank - Promoter
10	Bank	9	Foreign – Scheduled Commercial Bank
10	Bank	10	Scheduled Co-operative Bank
10	Bank	11	Other – Scheduled Commercial Bank
10	Bank[17]	12	Client collateral account- Custodian
10	Bank[18]	13	Escrow Account
11	Qualified Foreign Investor (Individual)	1	Individual
12	Qualified Foreign Investor (Corporate)	1	Corporate
13	Foreign Portfolio Investor (Individual)	3	Category III
13	Foreign Portfolio Investor (Individual)	4	Category III-DR
14	Foreign Portfolio Investor (Corporate)	1	Category I
14	Foreign Portfolio Investor (Corporate)	2	Category II
14	Foreign Portfolio Investor (Corporate)	3	Category III
14	Foreign Portfolio Investor (Corporate)	4	Category I-DR
14	Foreign Portfolio Investor (Corporate)	5	Category II-DR
14	Foreign Portfolio Investor (Corporate)	6	Category III-DR
15	Alternative Investment Fund	1	Category 1
15	Alternative Investment Fund	2	Category 2
15	Alternative Investment Fund	3	Category 3
16	HUF	1	HUF
17	IEPF	1	IEPF
18	QIB	1	Public Financial Institution – Sec.2(72) of Companies Act 2013

[15] Circular No.: NSDL/POLICY/2025/0116 dated September 02, 2025
[16] *Id*
[17] Circular No.: NSDL/POLICY/2021/0098 dated September 25, 2021.
[18] *Id.*

18	QIB	2	Venture Capital Fund Registered with SEBI
18	QIB	3	Multilateral Development Financial Institution
18	QIB	4	Bilateral Development Financial Institution
18	QIB	5	State Industrial Development Corporation
18	QIB	6	Insurance Company Registered with IRDA
18	QIB	7	Provident Fund - Corpus Rs. 25 crore & more
18	QIB	8	Pension Fund - Corpus Rs. 25 crore & more
18	QIB	9	National Investment Fund – Govt. of India
18	QIB	10	Insurance Funds – Armed Forces – Govt. of India
18	QIB	11	Insurance Funds – Department of Post India
22	Association of Persons (AOP)[19]	1	Association of Persons (AOP)

[19] Circular No.: NSDL/POLICY/2025/0069 dated May 30, 2025

ANNEXURE II

LIST OF TYPES WHICH REQUIRES REVIEW FOR RECLASSIFICATION

Sr. No.	Type	Type code	Sub-Type	Sub-type code
1	**FI**	**02**	**All**	**All**
2	**Body Corporate**	**05**		
3	**Trust**	**09**		
4	**Bank**	**10**	FOREIGN BANK	01
5	**Bank**	**10**	CO-OPERATIVE BANK	02
6	**Bank**	**10**	OTHERS	04

ANNEXURE JJ

NEW TYPES AND SUB-TYPES WHERE ADDITIONAL INFORMATION IS REQUIRED TO BE CAPTURED

Sr. No.	Type Description	Type Code	Sub-type Description	Sub-type code	Additional Information required to be captured
1	Body Corporate	5	Foreign Government	35	RBI Ref. No. RBI Approval Date
2	Body Corporate	5	Overseas Depository – Underlying DR	36	
3	QIB	18	Multilateral Development Financial Institution	3	
4	QIB	18	Bilateral Development Financial Institution	4	
5	QIB	18	Insurance Company Registered with IRDA	6	IRDA Ref. No IRDA Approval Date

ANNEXURE KK

UNDERTAKING TO BE GIVEN BY THE CLIENT TO THE PARTICIPANT

Date:

To,

Participant Name and Address

Dear Sir / Madam,

Sub: Updation of account from "<Old Type/Sub-Type to New Type/Sub-type>"

I/We, (<Client Name>), hereby request you to change the type/sub-type in respect of account(s) as listed below:

DP ID	Client ID	Existing		New	
		Type	Sub-type	Type	Sub-type

We hereby undertake as under:

a) All the transactions in the aforesaid depository account(s) have been carried out by us in the capacity of Type & Sub-type as mentioned above under the column of new type & sub-type.

b) All the securities lying in the aforesaid depository account(s) have been held in the capacity of Type & Sub-type as mentioned above under the column of new type & sub- type.

(Client Name)

Signature of Authorised signatory(ies)

ANNEXURE LL

List of Client Type and Sub-types available in Client Maintenance Module of DPM system:

NSDL TYPE CODE	NSDL TYPE NAME	NSDL SUBTYPE	NSDL SUBTYPE NAME
1	Resident	1	Ordinary
1	Resident	5	Promoter
1	Resident	7	Ordinary-DR
1	Resident	8	Stock Broker - Proprietary
1	Resident	9	Stock Broker - Collateral
2	FI	1	Govt. sponsored FI
2	FI	2	SFC
2	FI	4	Others
2	FI	5	Govt. sponsored FI - Promoter
2	FI	6	SFC-Promoter
2	FI	7	Others-Promoter
3	FII	1	Mauritius Based
3	FII	2	Others
3	FII	3	DR
4	NRI	1	NRI - Repatriable
4	NRI	2	NRI NonRepatriable
4	NRI	3	DR
4	NRI	4	NRI-Repatriable-Promoter
4	NRI	5	NRI NonRepatriable -Promoter
5	Body Corporate	1	Domestic
5	Body Corporate	2	OCB-Repatriable
5	Body Corporate	3	Govt.Companies
5	Body Corporate	4	Central Government
5	Body Corporate	5	State Government
5	Body Corporate	6	Co-operative Body
5	Body Corporate	7	NBFC
5	Body Corporate	8	Non-NBFC
5	Body Corporate	9	Broker
5	Body Corporate	10	Group Company
5	Body Corporate	11	Foreign Bodies
5	Body Corporate	12	Others
5	Body Corporate	13	OCB-NonRepatriable
5	Body Corporate	14	OCB-DR
5	Body Corporate	15	Foreign Bodies - DR
5	Body Corporate	17	Domestic-Promoter
5	Body Corporate	18	Govt.Companies - Promoter
5	Body Corporate	19	Central Government - Promoter
5	Body Corporate	20	State Government - Promoter
5	Body Corporate	21	NBFC-Promoter
5	Body Corporate	22	Non-NBFC-Promoter
5	Body Corporate	23	Group Company - Promoter
5	Body Corporate	24	Foreign Body-Promoter

5	Body Corporate	25	Others-Promoter
5	Body Corporate	26	Co-operative Body - Promoter
5	Body Corporate	28	Domestic-DR
5	Body Corporate	29	Limited Liability Partnership
5	Body Corporate	30	Limited Liability Partnership-DR
5	Body Corporate	31	Limited Liability Partnership (Foreign)
5	Body Corporate	32	Limited Liability Partnership (Foreign) -DR
5	Body Corporate	33	Stock Broker - Proprietary
5	Body Corporate	34	Stock Broker - Collateral
5	Body Corporate	35	Foreign Government
5	Body Corporate	36	Overseas Depository - Underlying DR
5	Body Corporate	37	Client Margin Trading Securities account
5	Body Corporate	38	Client collateral account
5	Body Corporate	39	Client collateral account-Custodian
5	Body Corporate	40	Escrow Account
5	Body Corporate	41	Unclaimed Securities- Suspense Escrow account
5	Body Corporate	27	Foreign Venture Capital
6	CM	Null	Clearing member
7	Foreign National	1	DR
7	Foreign National	2	FN
7	Foreign National	3	FN-Promoter
8	Mutual Fund	1	DR
8	Mutual Fund	2	MF
9	Trust	1	Employee Stock Option
9	Trust	2	Employee Stock Purchase
9	Trust	3	Stock Appreciation Right
9	Trust	4	General Employee Benefit Scheme
9	Trust	5	Retirement Benefit Scheme
9	Trust	6	Other - Employee Benefit Trust(Old Scheme)
9	Trust	7	Other
10	Bank	1	Foreign Bank
10	Bank	2	Co-operative Bank
10	Bank	3	Nationalised Bank
10	Bank	4	Others
10	Bank	5	Others-Promoter
10	Bank	6	Nationalised Bank - Promoter
10	Bank	7	Foreign Bank - Promoter
10	Bank	8	Co-operative Bank - Promoter
10	Bank	9	Foreign Scheduled Comercial Bank
10	Bank	10	Co-Operative Scheduled Bank
10	Bank	11	Others - Scheduled Bank
10	Bank	12	Client collateral account-Custodian
10	Bank	13	Escrow Account

10	Bank	14	Unclaimed Securities- Suspense Escrow account
10	Bank	15	DR
11	Qualified Foriegn Investor	1	Individual
12	Qualified Foriegn Investor Corporate	1	Corporate
13	Foreign Portfolio Investor Individual	2	Category II
13	Foreign Portfolio Investor Individual	5	Category II
13	Foreign Portfolio Investor Individual	6	Category II -DR
14	Foreign Portfolio Investor Corporate	1	Category I
14	Foreign Portfolio Investor Corporate	2	Category II
14	Foreign Portfolio Investor Corporate	4	Category I -DR
14	Foreign Portfolio Investor Corporate	5	Category II -DR
14	Foreign Portfolio Investor Corporate	7	Category I -VRR
14	Foreign Portfolio Investor Corporate	8	Category II -VRR
15	Alternate Investment Fund	3	Category III
15	Alternate Investment Fund	1	Category I
15	Alternate Investment Fund	2	Category II
15	Alternate Investment Fund	4	Corporate Debt Market Develoment Fund
15	Alternate Investment Fund	5	Aggregate Escrow Demat Account
16	HUF	1	HUF
16	HUF	2	Promoter
18	QIB	2	Venture Capital Fund Registered With SEBI
18	QIB	6	Insurance Company Registered with IRDA
18	QIB	1	Public Financial Inst. Sec.2(72)Companies Act 2013
18	QIB	3	Multilateral Development Financial Institution
18	QIB	4	Bilateral Development Financial Institution
18	QIB	5	State Industrial Development Corporation
18	QIB	7	Provident Fund - Corpus Rs.25 crore & more
18	QIB	8	Pension Fund - Corpus Rs.25 crore & more
18	QIB	9	National Investment Fund - Govt.of India
18	QIB	10	Insurance Funds - Armed Forces - Govt.of India

18	QIB	11	Insurance Funds - Department of Post India
18	QIB	12	Systemically Important NBFCs
19	Stock Broker (Individual)	1	TM – Client Securities Margin Pledge Account
19	Stock Broker (Individual)	2	CM – Client Securities Margin Pledge Account
19	Stock Broker (Individual)	3	TM/CM – Client Securities Margin Pledge Account
19	Stock Broker (Individual)	4	TM- Client Unpaid Securities Pledgee Account
19	Stock Broker (Individual)	5	CM - Client Unpaid Securities Pledgee Account
19	Stock Broker (Individual)	6	TM/CM - Client Unpaid Securities Pledgee Account
19	Stock Broker (Individual)	7	TM - Client MFOS Account
19	Stock Broker (Individual)	8	CM - Client MFOS Account
19	Stock Broker (Individual)	9	TM/CM - Client MFOS Account
20	Stock Broker (Corporate)	1	TM – Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	2	CM – Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	3	TM/CM – Client Securities Margin Pledge Account
20	Stock Broker (Corporate)	4	TM - Client Securities under Margin Funding Account
20	Stock Broker (Corporate)	5	TM- Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	6	CM - Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	7	TM/CM - Client Unpaid Securities Pledgee Account
20	Stock Broker (Corporate)	8	TM - Client MFOS Account
20	Stock Broker (Corporate)	9	CM - Client MFOS Account
20	Stock Broker (Corporate)	10	TM/CM - Client MFOS Account
21	PCM	1	CM – Client Securities Margin Pledge Account

ANNEXURE MM

Declaration where the AIF is having an existing demat account with the Participant.

(To be provided on the letterhead of AIF)

To,
<Participant Name>

Subject: Request for opening "Aggregate Escrow Demat Account"

Dear Sir / Madam,

1. With reference to captioned subject, I / We < AIF Name > are maintaining a Demat account with <Participant name>. <demat account number >. I/We would like to open 'Aggregate Escrow Demat Account' in <Participant name> based on the existing Account Opening Form submitted with you.

2. I/We hereby undertake that we will ensure compliance with the provisions of SEBI / NSDL circulars and guidelines applicable to AIF units issued to clients. We further undertake that the said depository account will only be used for the purposes specified in the SEBI Circulars.

3. Further, I/we hereby declare that I/we are KYC compliant and there is no change in the same.

For <AIF Name>

Signature of the Authorized Signatory(ies):
Name of Authorised Signatory(ies):
Date:

ANNEXURE NN

Declaration where the AIF company does not have any existing demat account with the Participant.

(To be provided on the letterhead of AIF)

To,

<Participant Name>

Subject: Request for opening "Aggregate Escrow Demat Account"

Dear Sir / Madam,

I/We hereby undertake that we will ensure compliance with the provisions of SEBI / NSDL circulars and guidelines applicable to AIF units issued to clients. We further undertake that the said depository account will only be used for the purposes specified in the SEBI Circulars.

For <AIF Name>

Signature of the Authorized Signatory (ies)

Name of Authorised Signatory (ies)

Date:

ANNEXURE OO

Format for submission of compliance report w.r.t Same Mobile Number and/or Email ID in Multiple Accounts

(Provided Separately)

ANNEXURE PP

[For New Accounts]

Opening of Demat Account in the Name of Association of Persons (AoP) for holding permitted securities

To,

Date:	D	D	M	M	Y	Y	Y	Y

<Depository Participant Name> <DP ID>
<Address>

I/ We request you to open my / our depository account as a AoP as per the following details:

Particulars	**Name**	**PAN**									
AoP											
Principal Officer											

1. I/We undertake that the AoP shall hold only such securities in demat account as permitted by the statutes governing its constitution.
2. I/We undertake that the demat account opened in the name of AoP shall not be used for subscribing / holding equity shares.

1_____ 2_____ 3_____

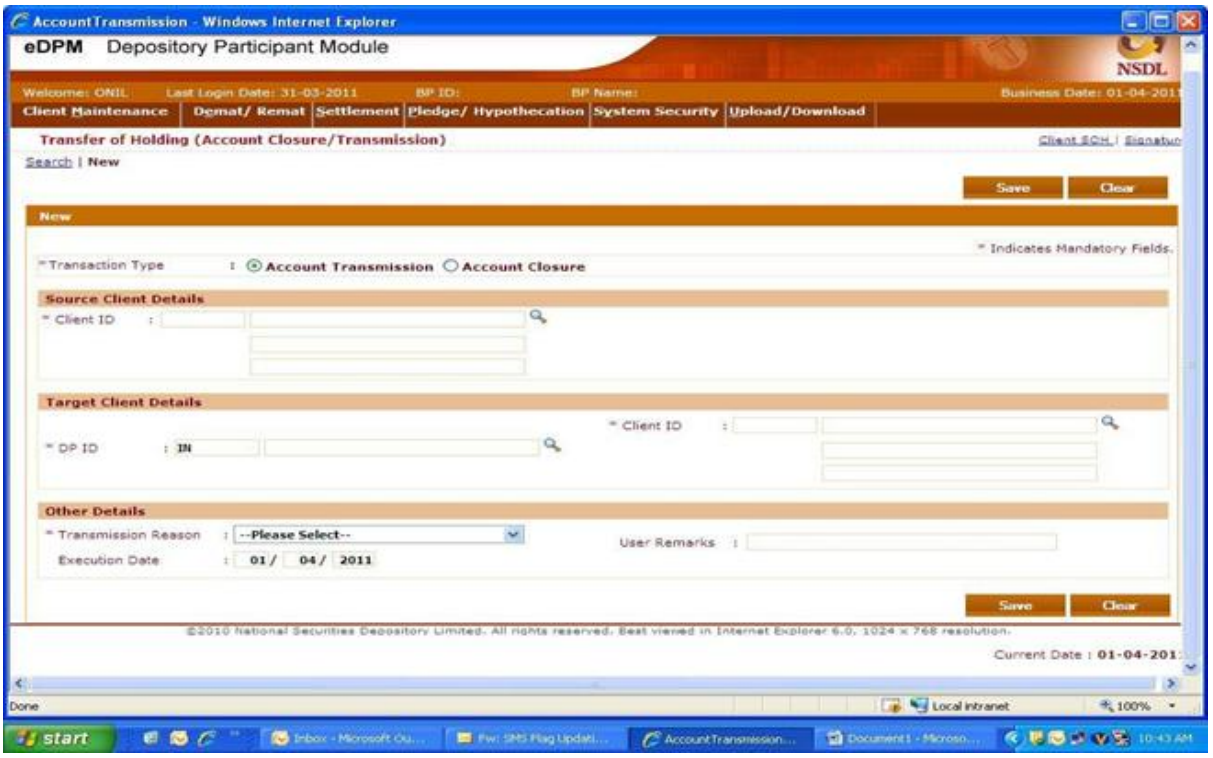
Signature(s)

CHAPTER 2 - TRANSMISSION

ANNEXURE B

TRANSFER OF HOLDINGS (ACCOUNT CLOSURE / TRANSMISSION)

Transfer of Holding (Account Closure / Transmission) module is being made available in eDPM System under Settlement module to facilitate transferring of securities in one-go from the Source Client account to Target Client account (between Participants of NSDL) arising out of Account Closure / Transmission as exhibited below:



Procedure:

I. Execution of instructions manually:

(a) Select the required transaction Type i.e., Account Transmission or Account Closure, as the case may be.

(b) Enter the Source Client ID and Target DP ID and Client ID.

(c) In case of Transmission, select the Transmission reason.

(d) Current business date (populated) will be the execution date (in the subsequent version releases, facility to enter future date will be provided).

(e) Enter details in 'User Remarks' field, if any.

II. Upload of instructions

Facility to upload batch files (generated from back office system) is also being provided. Batch files can be uploaded at eDPM System i.e., 'Upload/Download E-DPM Upload'.

Pre-requisites:

(a) Status of the Source Client account should be Active.

(b) Status of Target Client account should be 'Active' or 'Suspended for Debit' alongwith Standing Instruction Indicator enabled for both status.

(c) Atleast one security should be available in free balance in the Source Client account to facilitate transfer of holdings otherwise, instruction initiated for transfer of holdings through this module would be rejected.

(d) Securities available in free balance with respect to active ISIN(s) can be transferred using this module. Securities that are not in free balance as mentioned below will continue to remain in the Source Client account.

  (i) Pending Demat

  (ii) Pending Remat

  (iii) Pledge balance / unconfirmed pledge

  (iv) Locked-in

  (v) Blocked Inter Depository Transfer

  (vi) Quantity level freeze

(e) Securities under inactive ISINs as mentioned below will remain in the Source Client account even though securities may be available in free balance.

  (i) Invalid ISIN Status

  (ii) Invalid ISIN type (*which are not allowed for account transfer instructions*)

  (iii) ISIN level freeze

  (iv) Execution date of the instruction is equal to or greater than ISIN maturity date except for ISINs of Commercial Papers and Certificate of Deposits.

Report named 'Transfer of Holding (Closure / Transmission)' is being provided in the Local DPM System, which will provide the following details:

(a) The details of instructions that are in 'Settled' status i.e., Securities transferred from the Source Client account to the Target Client account.

(b) The details of instructions that are rejected i.e., rejected due to inactive ISINs etc., as mentioned above.

(c) The details of pending securities (*if any*) that were not transferred from the Source Client account to Target Client account.

This report can be accessed in the Local DPM system at the following path:

Reports Settlement Transfer of Holding (Account Closure / Transmission) Report

For claiming waiver of settlement fees, procedure mentioned in Circular No. NSDL/POLICY/2009/0098 dated October 23, 2009 will be required to be followed. Further, in case the depository account is not closed due to any of the above reasons, ensure to freeze the account i.e., 'Suspended for debit and credit' before claiming waiver of settlement fees.

Back Office impact: Yes. File formats for Upload files enclosed at **Appendix I** and COD download displaying transfers that have taken place through this module enclosed at **Appendix II**.

APPENDIX I

DPM SYSTEM UPLOAD – ACCOUNT TRANSMISSION

Upload Input Criteria

Field Name	Valid Values
Input File Name	File Name containing the instruction details to be uploaded in DPM System.

Upload Output

Field Name	Valid Values
File Reference Id	The unique file reference id generated for the uploaded file which can be used to search for the File Status, Response File Details and Error File Details (if applicable)

Processing logic

Upload File Processing logic at Central DPM

(1) In first parse, the entire batch would be validated for the format level conformity. In case of errors found, the entire batch would be rejected generating .**ERR** file under **Error** column containing the appropriate error codes and description.

(2) In case the batch is valid at format level, the data level validations would be carried out in next parse for each record in the batch file. If the validations are successful, the instruction would be captured in DPM system with appropriate instruction number. If the validation fails, the instruction would be rejected and would not be captured in DPM application.

(3) A response file **.OUT** would be generated under **Response** column giving the details of each instruction in the input batch. This would mainly contain the line no; the status of the corresponding instruction (**A** – accepted and **R**- Error) and the instruction number if the instruction is captured in DPM System.

(4) In case, the batch contains the erroneous records, a .**ERR** file would also be generated giving the details of rejected records, such as line no, error code and error description.

(5) Participants would be required to create new batch for the rejected records bearing new batch ID. The batch would be rejected if the same batch id were used.

(6) For batch level rejection entire batch will be rejected even if any record of the file is rejected Batch acceptance flag in the header will be 'A' if all the records in the file are accepted else it will be 'R'

(7) In case of Record level rejection individual records will be rejected or accepted. Batch acceptance flag will be 'A' if all or Partial records in the batch are accepted. Batch acceptance flag will be R if all the records in the batch are rejected.

Note: Function right for both the utilities are common in system security module.

While uploading the file, DP needs to take care of the following salient points:

(1) In the Header record for every batch upload the Batch Number and Branch Code combination should be unique.

(2) The total number of records will corresponds to the number of detail records.

(3) The DP's role is always expected to be '01'.

(4) The transactions are differentiated with the three digit transaction type, in the detail record as given in the file format. The transaction flag is expected as 'A' for all transactions (Currently all transactions are uploaded only in the Captured status. 'A' corresponds to this status).

(5) All character fields are expected to be in upper case.

(6) If the same batch number is uploaded then the entire batch would be rejected by the upload utility on account of "Duplicate Batch id".

Account Transmission (940) / Account Closure (941)

Header Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (01)
Branch Code	Character	6	16	M	Default '000000'
DP Id	Character	8	24	M	
DP Role	Integer	2	26	M	
Total number of Detail Records	Integer	6	32	M	
Sender Date	Date	8	40	M	
Sender User Id	Character	8	48	O	
Filler	Character	2	50	O	Not in use

Detail Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	

Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	940 – Account Transmission, 941 – Account Closure
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Filler	Character	14	34	O	
Client Id	Integer	8	42	M	Source Client ID
Execution Date	Date	8	50	M	Business date (Only Business date will be accepted)
Target DP ID	Character	8	58	M	Target DP ID
Target Client ID	Integer	8	66	M	Target Client ID
Transmission Reason	Integer	2	68	M	**For 940** 01: Transmission - To Survivor(s) 02: Transmission - To Nominee 03: Transmission - Court Order / Legal Heirs **For 941** 05: Account closure
Filler	Character	26	94	O	
Internal Reference Number/Remarks	Character	35	129	O	Remarks
Sender Reference Number 1	Character	50	179	O	
Sender Reference Number 2	Character	50	229	O	
Filler	Integer	31	260	O	

APPENDIX II

CHANGE ORDER FOR THE DAY FILE FORMAT

File Format for Account Transmission (Transaction Type=940)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	

Description	Data Type	Size	End	Status	Remarks
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	Not Applicable
Cancellation Statusto	Integer	2	50	M	Not Applicable
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	Not applicable
Source Client Id	Integer	8	86	M	Source client id for account transmission
ISIN	Character	12	98	O	Not applicable
Requested Quantity	Decimal	18	116	O	Not applicable for account transmission
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Market Type	Integer	2	128	O	Not applicable for account transmission
Settlement Number	Character	7	135	O	Not applicable for account transmission
Execution Date	Date	8	143	O	Execution date for account transmission (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP Id/Related DP Id	Character	8	157	M	Target DP ID
Other Client Id	Integer	8	165	M	Target Client ID for account transmission
Beneficiary Account Category	Integer	2	167	O	Not applicable For account Transmission
Other CM BP Id	Character	8	175	O	Not applicable
Transmission Reasons	Integer	2	177	M	01-Transmission – Survivor(s) 02 – Transmission – Nominee 03-Transmission – Court Order/Legal

Description	Data Type	Size	End	Status	Remarks
					heir 05- Account Closure
Other Settlement Number	Character	7	184	O	Not applicable
Internal Reference Number/Remarks	Character	35	219	O	User Remarks.
Agreement No.	Character	20	239	O	Not applicable
Settled Quantity/Delivered Quantity	Integer	18	257	O	Not applicable
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Closure Type	Character	1	282	O	Not applicable
Closure Date	Date	8	290	M	Not applicable
Filler	Character	115	405	O	
Filler	Character	223	628	O	Not in use
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web
Target Client Name	Character	135	765	O	This will be provided only for first transition of Account Transfer Instruction.
Filler	Character	115	880	O	For Future use
Priority Flag	Character	1	881	O	Not applicable
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference Id	Character	20	1033	O	
Filler	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Filler	Integer	8	1061	O	

Description	Data Type	Size	End	Status	Remarks
Filler	Character	19	1080	O	

File Format for Account Closure (Transaction Type=941)

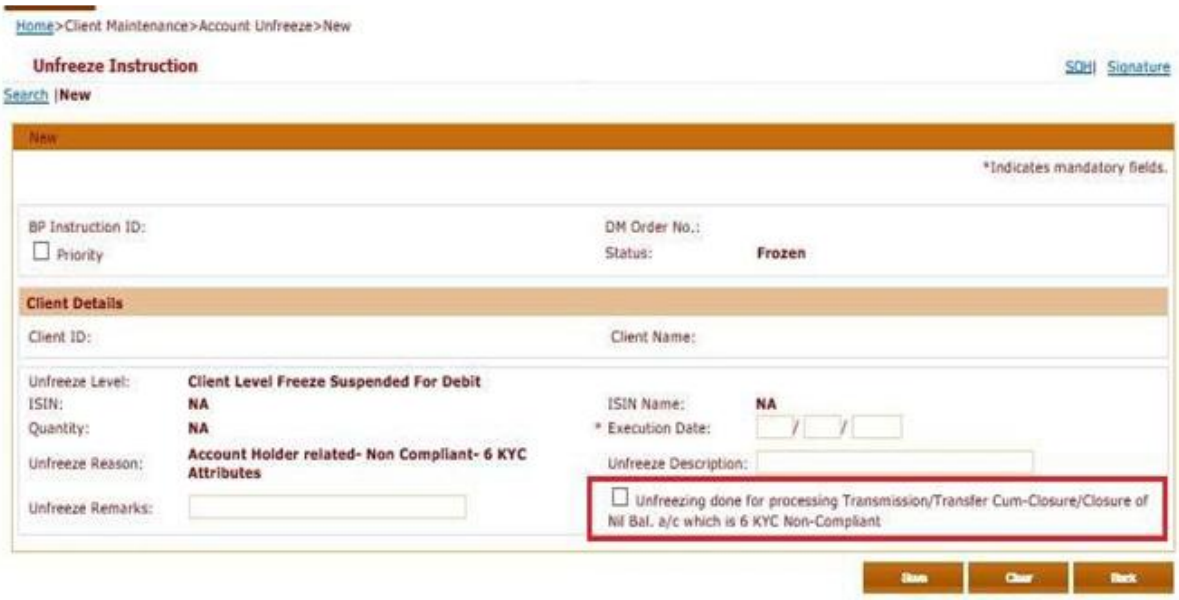
Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	Not Applicable
Cancellation Status to	Integer	2	50	M	Not Applicable
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	Not applicable
Source Client Id	Integer	8	86	M	Source client id for account transmission
ISIN	Character	12	98	O	Not applicable
Requested Quantity	Decimal	18	116	O	Not applicable for account transmission
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Market Type	Integer	2	128	O	Not applicable for account transmission
Settlement Number	Character	7	135	O	Not applicable for account transmission
Execution Date	Date	8	143	O	Execution date for account transmission (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP Id/Related DP Id	Character	8	157	M	Target DP ID

Description	Data Type	Size	End	Status	Remarks
Other Client Id	Integer	8	165	M	Target Client ID for account transmission
Beneficiary Account Category	Integer	2	167	O	Not applicable For account Transmission
Other CM BP Id	Character	8	175	O	Not applicable
Transmission Reasons	Integer	2	177	M	01-Transmission – Survivor(s) 02 – Transmission – Nominee 03- Transmission – Court Order/Legal heirs 05- Account Closure
Other Settlement Number	Character	7	184	O	Not applicable
Internal Reference Number/Remarks	Character	35	219	O	User Remarks.
Agreement No.	Character	20	239	O	Not applicable
Settled Quantity/Delivered Quantity	Integer	18	257	O	Not applicable
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Closure Type	Character	1	282	O	Not applicable
Closure Date	Date	8	290	M	Not applicable
Filler	Character	115	405	O	
Filler	Character	223	628	O	Not in use
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web
Target Client Name	Character	135	765	O	This will be provided only for first transition of Account Transfer Instruction.
Filler	Character	115	880	O	For Future use
Priority Flag	Character	1	881	O	Not applicable
Back Office reference details	Character	32	913	O	

Description	Data Type	Size	End	Status	Remarks
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference Id	Character	20	1033	O	
Filler	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

ANNEXURE C

SCREENSHOT OF CHECKBOX FOR UNFREEZING



ANNEXURE D

TRANSMISSION FORM (FORM 30)

Date	D	D	M	M	Y	Y	Y	Y

1. Account Number

DP ID	I	N							Client ID												

Declaration:
(*Applicable only if transmission of securities in case of nomination*)

(a) I / We are receiving the assets of the deceased's demat account as a trustee to his / her legal heir(s).

(b) I / We shall extend all co-operation in transferring such assets to the legal heir(s) either suo moto or when approached by the latter.

(c) The Participant legally and validly discharged upon transmission of assets to the nominee(s). In case I / We fail to discharge my / our liability, or if there is any dispute between me / us and the legal heir(s) of the deceased, then the Participant or NSDL, shall not be party to such disputes.

2. Signature of the Nominee(s)

Sr. No	Name of the Nominee(s)	Signature
1		
2		
3		

ANNEXURE E

NAME DELETION IN JOINT ACCOUNT UPON TRANSMISSION

DP Logo

Participant Name
Participant
Address

Date	D	D	M	M	Y	Y	Y	Y

1. Account Number

DP ID	I	N							Client ID												

2. Account holder's details

Account Holder Indicator	Name of Joint Account Holder(s)	Tick against the holder(s) who has/have deceased	
First Holder		☐	Self-attested copy of death certificate of the deceased holder or subject to verification with the original or Original death certificate or copy of the death certificate duly attested by a notary public or by a gazette officer or death certificate downloaded from the online portal of Government carrying digital/facsimile signature of the issuing authority.
Second Holder		☐	
Third Holder		☐	

Declaration:

I/We, the undersigned, being the surviving holder(s) in the joint account, hereby request you to delete the name of the deceased account holder(s) and continue to maintain the account in the sole or joint surviving names in the same order.

I/We confirm that DP/NSDL will not be held liable for any impact on the pending requests related to i.e. demat / remat / conversion / re-conversion /repurchase / tender-offer etc. due to deletion of the name and monitoring of all such pending requests, if any will be done by us.

(Please tick anyone)

☐ I/We confirm that there are no changes in the residential address(es), mobile number(s), email address(es), bank account details, annual income, and nominee(s) of the surviving holder(s).
Or
☐ I/We inform that there are changes in the residential address(es), mobile number(s), email address(es), bank account detail(s), annual income and nominee(s) of the surviving holder(s) and I/We wish to update such changes in the demat account at the time of processing transmission requests. #
Participants are advised to collect the required information as per the extant norms of SEBI/NSDL.
Or
☐ I/We inform that there are changes in the residential address(es), mobile number(s), email address(es), bank account details, annual income, and nominee(s) of the surviving holder(s). The updated information will be provided as per the extant guidelines of SEBI/NSDL after the transmission of securities.

(Please tick if applicable) -

☐ Pursuant to the name deletion of the deceased holder(s), the joint account becomes a Sole/single-holding account, and the choice of nomination was not provided earlier, I request DP to update the choice of nomination ☐ nomination or ☐ opt out of nomination as per the enclosed request form

3. **Signature of surviving joint holder(s)**

Sr.No	**Name of the Surviving Joint Holder(s)**	**Signature**
1		
2		

CHAPTER 3 – PROVISION OF TRANSACTION STATEMENT

ANNEXURE A

Controls for request of Client are as follows:

1 Through registered email ID

(i) Request is received from the email address which is recorded in the DPM system.

(ii) On receipt of request, a confirmation email is sent to the Client at the email address recorded in the DPM system requesting the Client to reply to email.

(iii) The Client replies to the email sent as mentioned at point no. (ii) above.

2 Through website of Participant

(i) There are adequate systems and security features in place to authenticate the Client and to ensure that the Client itself has made a request for change.

(ii) Participant must implement Secure Socket Layer (SSL) security for its internet facility featuring site authentication and encrypted communication and appropriate Client authentication so as to restrict the access only to the Client.

(iii) Authentication of Client by using one time password (OTP) sent to Client on his registered mobile number.

3 Through IVRS:

(i) Request is received from registered mobile number.

(ii) Authentication of Client by using tele-pin sent to Client at his registered address at the time of registering Client for IVRS facility.

4 Through ATM in case of Bank Participants:

(i) Authentication of Client through ATM pin

(ii) OTP sent to Client at his registered mobile number

Participant shall be liable to conclusively prove the origin, date and time of receipt of request by it.

ANNEXURE B

FACILITY ON ePASS

1. **NoCAS Information**: Upon receipt of request from Client for not receiving the CAS from depositories, Participant can upload the information on ***"Upload NO CAS details"*** under NSDL CAS menu on ePASS. The file format for uploading the aforesaid information is given below:

No.	DP ID	CLIENT ID	PAN of First Holder	CAS FLAG
	INXXXXXX	**1000XXXX**		**'Y' OR 'N'**

Note: Y = Yes *(Client has opted for receiving CAS)*

N = No *(Client has opted for not receiving CAS)*

If client who has opted for not receiving CAS in past, wishes to receive the NSDL CAS again, then client can inform to Participant and the Participant is required to provide the details of such clients in the aforesaid format by updating the CAS flag as 'Y'.

(File naming convention: DPID_NOCAS_DDMMYYYY_01.xls)

2. **Preferred Depository**: On the basis of the SEBI guidelines, depository which would be servicing the client for sending the CAS, will be identified. The respective depository will be called as "Default Depository". Further, if the default depository is "NSDL", the Client on receipt of CAS from Default depository viz., NSDL, can change the "default depository" by informing his/her preference to choose CDSL as preferred depository to receive CAS by submitting a letter signed by the first holder to any DP of NSDL where he/she has an account. Alternatively, the Client can also send email to nsdl-cascomplaints@nsdl.com from his/her email id registered with NSDL by quoting his/her Name and Permanent Account Number (PAN). The default value will be "N" for all NSDL demat accounts. However, in case the Client opts CDSL as preferred depository, the Participant will be required to update the "Preferred depository Flag" from "N" to "C". Such requests received from Clients need to be uploaded on ***'Upload Preferred Depository details'*** under NSDL CAS menu on ePASS in the below mentioned format:

No.	DP ID	CLIENT ID	REFERRED DEPOSITORY FLAG
1	**INXXXXXX**	**1000XXXX**	**ALWAYS 'C'**

Note: N = NSDL

C = CDSL

(File naming convention: DPID_DEPOSITORY_FLAG_DDMMYYYY_01.xls)

3. **Mode of delivery**: Upon receipt of request from Client to receive CAS in physical or in electronic mode, Participant can upload the information on ***'Upload CAS Dispatch Mode'*** under NSDL CAS menu on ePASS. The file format for uploading the aforesaid information is given below:

No.	' ID	LIENT ID	AS DIS-PATCH MODE	RST_HLDR_ EMAIL_ID	COND_ HLDR_EM AIL_ID	IIRD_ HLDR_EM AIL_ID
	XXXXXX X	00XXXX	P' OR 'E'	Mandatory in case of CAS DISPATCH MODE 'E'		

Note: P = Physical mode

E = Electronic mode

(File naming convention: DPID_DISPATCH_MODE_DDMMYYYY_01.xls)

CHAPTER 4 – GRIEVANCE REDRESSAL

ANNEXURE A

INVESTOR CHARTER

1. **Vision**

Towards making Indian Securities Market - Transparent, Efficient, & Investor friendly by providing safe, reliable, transparent and trusted record keeping platform for investors to hold and transfer securities in dematerialized form.

2. **Mission**

- To hold securities of investors in dematerialised form and facilitate its transfer, while ensuring safekeeping of securities and protecting interest of investors.
- To provide timely and accurate information to investors with regard to their holding and transfer of securities held by them.
- To provide the highest standards of investor education, investor awareness and timely services so as to enhance Investor Protection and create awareness about Investor Rights.

3. **Details of business transacted by the Depository and Depository Participant (DP)**

A Depository is an organization which holds securities of investors in electronic form. Depositories provide services to various market participants - Exchanges, Clearing Corporations, Depository Participants (DPs), Issuers and Investors in both primary as well as secondary markets. The depository carries out its activities through its agents which are known as Depository Participants (DP). Details available on the link [https://nsdl.co.in/dpsch.php]

4. **Description of services provided by the Depository through Depository Participants (DP) to investors**

(1) Basic Services

Sr. no.	Brief about the Activity / Service	Expected Timelines for processing by the DP after receipt of proper documents
1.	Dematerialization of securities	7 days
2.	Rematerialization of securities	7 days
3.	Mutual Fund Conversion	5 days

INVESTOR CHARTER FOR DEPOSITORY PARTICIPANTS

Sr. no.	Brief about the Activity / Service	Expected Timelines for processing by the DP after receipt of proper documents
4.	Re-conversion of Mutual fund units	7 days
5.	Transmission of securities	7 days
6.	Registering pledge request	15 days
7.	Closure of demat account	30 days
8.	Settlement Instruction	For T+1 day settlements, Participants shall accept instructions from the Clients, in physical form up to 4 p.m. (in case of electronic instructions up to 6.00 p.m.) on T day for pay-in of securities. For T+0 day settlements, Participants shall accept EPI instructions from the clients, till 11:00 AM on T day. Note: 'T' refers 'Trade Day'

(2) Depositories provide special services like pledge, hypothecation, internet based services etc. in addition to their core services and these include

Sr. no.	Type of Activity /Service	Brief about the Activity / Service
1.	Value Added Services	Depositories also provide value added services such as (1) Basic Services Demat Account (BSDA)[1] ***[link to be provided by the Participants]*** (2) Transposition cum dematerialization[2] ***[link to be provided by the Participants]*** (3) Linkages with Clearing System[3] ***[link to be provided by the Participants]*** (4) Distribution of cash and non-cash corporate benefits (Bonus, Rights, IPOs etc.), stock lending, demat of NSC / KVP, demat of warehouse receipts etc.
2.	Consolidated Account statement (CAS)	CAS is issued 10 days from the end of the month (if there were transactions in the previous month) or half yearly (if no transactions).

3.	Digitalization of services provided by the depositories	Depositories offer below technology solutions and e-facilities to their demat account holders through DPs:

Sr. no.	Type of Activity /Service	Brief about the Activity / Service
		a. E-account opening[4] ***[link to be provided by the Participants]*** **b.** Online instructions for execution[5] ***[link to be provided by the Participants]*** **c.** e-DIS / Demat Gateway[6] ***[link to be provided by the Participants]*** **d.** e-CAS facility[7] ***[link to be provided by the Participants]*** **e.** Miscellaneous services[8] ***[link to be provided by the Participants]***

5. Details of Grievance Redressal Mechanism

(1) The Process of investor grievance redressal

1.	Investor Complaint/ Grievances	Investor can lodge complaint/ grievance against the Depository/DP in the following ways: a. Electronic mode - (i) SCORES (a web based centralized grievance redressal system of SEBI) [https://scores.sebi.gov.in/] Two Level Review for complaint/grievance against DP: • First review done by Designated Body • Second review done by SEBI (ii) Respective Depository's web portal dedicated for the filing of compliant [https://investor.nsdl.com/portal/en/home] (iii) Emails to designated email IDs of Depository [relations@nsdl.com] b. Offline Mode [9] [***link to be provided by the Participants]*** The complaints/ grievances lodged directly with the Depository shall be resolved within 21 days.

2.	Online Dispute Resolution (ODR) platform for online Conciliation and Arbitration	If the Investor is not satisfied with the resolution provided by DP or other Market Participants, then the Investor has the option to file the complaint/ grievance on SMARTODR platform for its resolution through by online conciliation or arbitration. ***[***https://smartodr.in/register***]***
3.	Steps to be followed in ODR for Review, Conciliation and Arbitration	➢ Investor to approach Market Participant for redressal of complaint ➢ If investor is not satisfied with response of Market Participant, he/she can escalate the complaint on SEBI SCORES portal. ➢ Alternatively, the investor may also file a complaint on SMARTODR portal for its resolution through online conciliation and arbitration. ➢ Upon receipt of complaint on SMARTODR portal, the relevant MII will review the matter and endeavour to resolve the matter between the Market Participant and investor within 21 days. ➢ If the matter could not be amicably resolved, then the Investor may request the MII to refer the matter case for conciliation. ➢ During the conciliation process, the conciliator will endeavor for amicable settlement of the dispute within 21 days, which may be extended with 10 days by the conciliator. ➢ If the conciliation is unsuccessful, then the investor may request to refer the matter for arbitration. The arbitration process to be concluded by arbitrator(s) within 30 days, which is extendable by 30 days.

(2) Illustration of New Grievance Redressal System:
The flow-chart of New Grievance Redressal System.[10] [***link to be provided by the Participants]***

6. **<u>Guidance pertaining to special circumstances related to market activities:</u> <u>Termination of the Depository Participant</u>**

Sr. No.	**Type of special circumstances**	**Timelines for the Activity/ Service**

1.	▪ Depositories to terminate the participation in case a participant no longer meets the eligibility criteria and/or any other grounds as mentioned in the bye laws like suspension of trading member by the Stock Exchanges. ▪ Participant surrenders the participation by its own wish.	Client will have a right to transfer all its securities to any other Participant of its choice without any charges for the transfer within 30 days from the date of intimation by way of letter/email.

7. **Dos and Don'ts for Investors**[11] ***[link to be provided by the Participants]***

8. **Rights of investors**[12] ***[link to be provided by the Participants]***

9. **Responsibilities of Investors**[13] ***[link to be provided by the Participants]***

10. **Code of Conduct for Depositories**[14] **[*link to be provided by the Participants]***

11. **Code of Conduct for Participants**[15] ***[link to be provided by the Participants]***

ANNEXURE B

INFORMATION CONTAINED IN LINKS TO THE INVESTOR CHARTER

This document contains the contents in main Charter mapped with the same superscript.

Para 4 (2) of Investor Charter

Point 1: Value Added Services

a. Basic Services Demat Account (BSDA)[1]: The facility of BSDA with limited services for eligible individuals was introduced with the objective of achieving wider financial inclusion and to encourage holding of demat accounts. No Annual Maintenance Charges (AMC) shall be levied, if the value of securities holding is upto Rs. 50,000. For value of holdings between Rs 50,001-2,00,000, AMC not exceeding Rs 100 is chargeable. In case of debt securities, there are no AMC charges for holding value upto Rs 1,00,000 and a maximum of Rs 100 as AMC is chargeable for value of holdings between Rs 1,00,001 and Rs 2,00,000.

b. Transposition cum dematerialization[2]: In case of transposition-cum-dematerialisation, client can get securities dematerialised in the same account if the names appearing on the certificates match with the names in which the account has been opened but are in a different order. The same may be done by submitting the security certificates along with the Transposition Form and Demat Request Form.

c. Linkages with Clearing System[3] For actual delivery of securities to the clearing system from the selling brokers and delivery of securities from the clearing system to the buying broker.

Point 3: Digitization of services provided by the depositories

a. E-account opening[4]: Account opening through digital mode, popularly known as "On-line Account opening", wherein investor intending to open the demat account can visit DP website, fill in the required information, submit the required documents, conduct video IPV and demat account gets opened without visiting DPs office.

b. Online instructions for execution[5]: Internet-enabled services like Speed-e (NSDL) empower a demat account holder in managing his/her securities 'anytime-anywhere' in an efficient and convenient manner and submit instructions online without the need to use paper. These facilities allows Beneficial Owner (BO) to submit transfer instructions and pledge instructions including margin pledge from their demat account. The instruction facilities are also available on mobile applications through android, windows and IOS platforms.

c. e-DIS / Demat Gateway:[6] Investors can give instructions for transfer of securities through e-DIS apart from physical DIS. Here, for on-market transfer of securities, investors need to provide settlement number along with the ISIN and quantity of securities being authorized for transfer.

Client shall be required to authorize each e-DIS valid for a single settlement number / settlement date, by way of OTP and PIN/password, both generated at Depositories end. Necessary risk containment measures are being adopted by Depositories in this regard.

d. e-CAS facility[7]: Consolidated Account Statements are available online and could also be accessed through mobile app to facilitate the investors to view their holdings in demat form.

e. Miscellaneous services[8]: Transaction alerts through SMS, e-locker facilities, chatbots for instantaneously responding to investor queries etc. have also been developed.

Para 5 (1) (b) of Investor Charter

Offline Mode[9]:

Query / Complaint form – for Depository Services

Date: _____

Name of the Investor: _____

Demat Account no: DP ID: IN_____; Client ID: _____ and PAN: _____

Mobile no: _____ & Email ID: _____

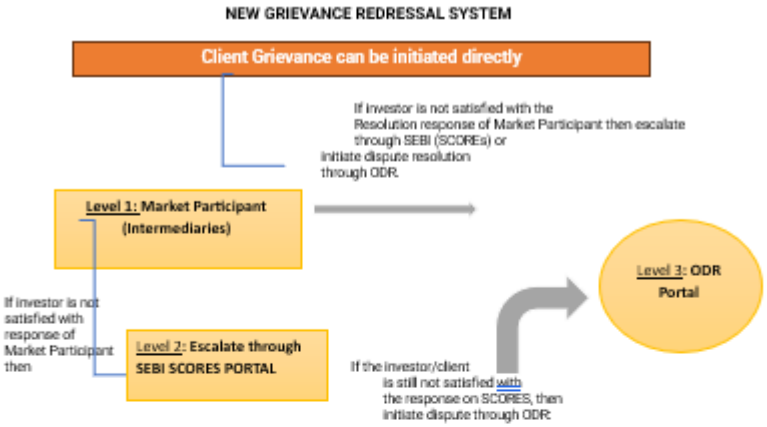
Type & Sub-type of Query/Complaint: _____
Query / Complaint in detail:

Note: For trading and broking related queries/complaints, you may approach your stockbroker or exchange, where a stockbroker is a member. Trading and broking related query and complaint doesn't fall under the purview of depository.

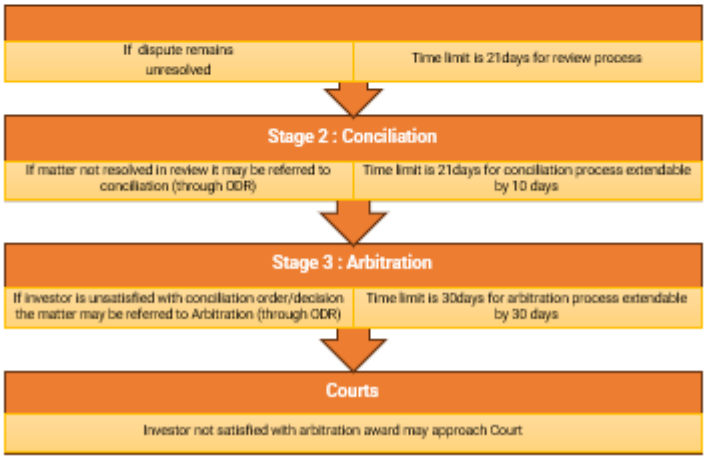
Name and signature of Demat account holder/s:

Para 5(2) of Investor Charter

Illustration of New Grievance Redressal System[10]



Stages of resolution of dispute through ODR?



Para 7 of Investor Charter

Dos and Don'ts for Investor[11]

Sr. No.	Guidance
i.	Always deal with a SEBI registered Depository Participant for opening a demat account.
ii.	Read all the documents carefully before signing them.
iii.	Before granting Power of attorney to operate your demat account to an intermediary like Stock Broker, Portfolio Management Services (PMS) etc., carefully examine the scope and implications of powers being granted.
iv.	Always make payments to registered intermediary using banking channels. No payment should be made in name of employee of intermediary.
v.	Accept the Delivery Instruction Slip (DIS) book from your DP only (pre-printed with a serial number along with your Client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS slips. Always mention the details like ISIN, number of securities accurately. In case of any queries, please contact your DP or broker and it should be signed by all demat account holders. Strike out any blank space on the slip and Cancellations or corrections on the DIS should be initialed or signed by all the account holder(s). Do not leave your instruction slip book with anyone else. Do not sign blank DIS as it is equivalent to a bearer cheque.
vi.	Inform any change in your Personal Information (for example address or Bank Account details, email ID, Mobile number) linked to your demat account in the prescribed format and obtain confirmation of updation in system
vii.	Mention your Mobile Number and email ID in account opening form to receive SMS alerts and regular updates directly from depository.
viii.	Always ensure that the mobile number and email ID linked to your demat account are the same as provided at the time of account opening/updation.
ix.	Do not share password of your online trading and demat account with anyone.
x.	Do not share One Time Password (OTP) received from banks, brokers, etc. These are meant to be used by you only.
xi.	Do not share login credentials of e-facilities provided by the depositories such as e-DIS/demat gateway, SPEED-e/easiest etc. with anyone else.
xii.	Demat is mandatory for any transfer of securities of Listed public limited companies.

xiii.	If you have any grievance in respect of your demat account, please write to designated email IDs of depositories or you may lodge the same with SEBI online at https://scores.sebi.gov.in
xiv.	Keep a record of documents signed, DIS issued and account statements received.
xv.	As Investors you are required to verify the transaction statement carefully for all debits and credits in your account. In case of any unauthorized debit or credit, inform the DP or your respective Depository.
xvi.	Appoint a nominee to facilitate your heirs in obtaining the securities in your demat account, on completion of the necessary procedures.
xvii.	Register for Depository's internet based facility or download mobile app of the depository to monitor your holdings.
xviii.	Ensure that, both, your holding and transaction statements are received periodically as instructed to your DP. You are entitled to receive a transaction statement every month if you have any transactions.
xix.	Do not follow herd mentality for investments. Seek expert and professional advice for your investments
xx.	Beware of assured/fixed returns.

Para 8 of Investor Charter

Rights of investors[12]

i. Receive a copy of KYC, copy of account opening documents.
ii. No minimum balance is required to be maintained in a demat account.
iii. No charges are payable for opening of demat accounts.
iv. If executed, receive a copy of Power of Attorney. However, Power of Attorney is not a mandatory requirement as per SEBI / Stock Exchanges. You have the right to revoke any authorization given at any time.
v. You can open more than one demat account in the same name with single DP/ multiple DPs.
vi. Receive statement of accounts periodically. In case of any discrepancies in statements, take up the same with the DP immediately. If the DP does not respond, take up the matter with the Depositories.
vii. Pledge and /or any other interest or encumbrance can be created on demat holdings.
viii. Right to give standing instructions with regard to the crediting of securities in demat account.
ix. Investor can exercise its right to freeze/defreeze his/her demat account or specific securities / specific quantity of securities in the account, maintained with the DP.
x. In case of any grievances, Investor has right to approach Participant or Depository or SEBI for getting the same resolved within prescribed timelines.
xi. Every eligible investor shareholder has a right to cast its vote on various resolutions proposed by the companies for which Depositories have developed an internet based 'e-Voting' platform.
xii. Receive information about charges and fees. Any charges/tariff agreed upon shall not increase unless a notice in writing of not less than thirty days is given to the Investor.
xiii. Right to indemnification for any loss caused due to the negligence of the Depository or the participant.
xiv. Right to opt out of the Depository system in respect of any security.

Para 9 of Investor Charter

Responsibilities of Investors[13]

i. Deal with a SEBI registered DP for opening demat account, KYC and Depository activities.

ii. Provide complete documents for account opening and KYC (Know Your Client). Fill all the required details in Account Opening Form / KYC form in own handwriting and cancel out the blanks.
iii. Read all documents and conditions being agreed before signing the account opening form.
iv. Accept the Delivery Instruction Slip (DIS) book from DP only (preprinted with a serial number along with client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS.
v. Always mention the details like ISIN, number of securities accurately.
vi. Inform any change in information linked to demat account and obtain confirmation of updation in the system.
vii. Regularly verify balances and demat statement and reconcile with trades / transactions.
viii. Appoint nominee(s) to facilitate heirs in obtaining the securities in their demat account.
ix. Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.

Para 10 of Investor Charter

Code of Conduct for Depositories[14]
(Part D of Third Schedule of SEBI (D & P) Regulations, 2018)

A Depository shall:

(a) always abide by the provisions of the SEBI Act, 1992 Depositories Act, 1996, any Rules or Regulations framed thereunder, circulars, guidelines and any other directions issued by the Board from time to time.
(b) adopt appropriate due diligence measures.
(c) take effective measures to ensure implementation of proper risk management framework and good governance practices.
(d) take appropriate measures towards investor protection and education of investors.
(e) treat all its applicants/members in a fair and transparent manner.
(f) promptly inform SEBI of violations of the provisions of the SEBI Act, 1992 the Depositories Act, 1996, rules, regulations, circulars, guidelines or any other directions by any of its issuer or issuer's agent.
(g) take a proactive and responsible attitude towards safeguarding the interests of investors, integrity of depository's systems and the securities market.
(h) endeavor for introduction of best business practices amongst itself and its members.
(i) act in utmost good faith and shall avoid conflict of interest in the conduct of its functions.
(j) not indulge in unfair competition, which is likely to harm the interests of any other Depository, their participants or investors or is likely to place them in a disadvantageous position while competing for or executing any assignment.
(k) segregate roles and responsibilities of key management personnel within the depository including
    a. Clearly mapping legal and regulatory duties to the concerned position
    b. Defining delegation of powers to each position
    c. Assigning regulatory, risk management and compliance aspects to business and support teams
(l) be responsible for the acts or omissions of its employees in respect of the conduct of its business.

(m) monitor the compliance of the rules and regulations by the participants and shall further ensure that their conduct is in a manner that will safeguard the interest of investors and the securities market.

Para 11 of Investor Charter

Code of Conduct for Participants[15]
(Part A of Third Schedule of SEBI (D & P) Regulations, 2018)

1. A participant shall make all efforts to protect the interests of investors.
2. A participant shall always endeavour to—
   (a) render the best possible advice to the clients having regard to the client's needs and the environments and his own professional skills;
   (b) ensure that all professional dealings are effected in a prompt, effective and efficient manner;
   (c) inquiries from investors are adequately dealt with;
   (d) grievances of investors are redressed without any delay.
3. A participant shall maintain high standards of integrity in all its dealings with its clients and other intermediaries, in the conduct of its business.
4. A participant shall be prompt and diligent in opening of a beneficial owner account, dispatch of the dematerialisation request form, rematerialisation

   request form and execution of debit instruction slip and in all the other activities undertaken by him on behalf of the beneficial owners.
5. A participant shall endeavour to resolve all the complaints against it or in respect of the activities carried out by it as quickly as possible, and not later than one month of receipt.
6. A participant shall not increase charges/fees for the services rendered without proper advance notice to the beneficial owners.
7. A participant shall not indulge in any unfair competition, which is likely to harm the interests of other participants or investors or is likely to place such other participants in a disadvantageous position while competing for or executing any assignment.
8. A participant shall not make any exaggerated statement whether oral or written to the clients either about its qualifications or capability to render certain services or about its achievements in regard to services rendered to other clients.
9. A participant shall not divulge to other clients, press or any other person any information about its clients which has come to its knowledge except with the approval/authorisation of the clients or when it is required to disclose the information under the requirements of any Act, Rules or Regulations.
10. A participant shall co-operate with SEBI as and when required.
11. A participant shall maintain the required level of knowledge and competency and abide by the provisions of the Act, Rules, Regulations and circulars and directions issued by the Board. The participant shall also comply with the award of the Ombudsman passed under the Securities and Exchange Board of India (Ombudsman) Regulations, 2003.
12. A participant shall not make any untrue statement or suppress any material fact in any documents, reports, papers or information furnished to SEBI.
13. A participant shall not neglect or fail or refuse to submit to SEBI or other agencies with which it is registered, such books, documents, correspondence, and papers or any part thereof as may be demanded/requested from time to time.
14. A participant shall ensure that SEBI is promptly informed about any action, legal proceedings, etc., initiated against it in respect of material breach or non- compliance by it, of any law, Rules, regulations, directions of the Board or of any other regulatory body.

15. A participant shall maintain proper inward system for all types of mail received in all forms.
16. A participant shall follow the maker—checker concept in all of its activities to ensure the accuracy of the data and as a mechanism to check unauthorised transaction.
17. A participant shall take adequate and necessary steps to ensure that continuity in data and record keeping is maintained and that the data or records are not

    lost or destroyed. It shall also ensure that for electronic records and data, up- to-date back up is always available with it.
18. A participant shall provide adequate freedom and powers to its compliance officer for the effective discharge of his duties.
19. A participant shall ensure that it has satisfactory internal control procedures in place as well as adequate financial and operational capabilities which can be reasonably expected to take care of any losses arising due to theft, fraud and other dishonest acts, professional misconduct or omissions.
20. A participant shall be responsible for the acts or omissions of its employees and agents in respect of the conduct of its business.
21. A participant shall ensure that the senior management, particularly decision makers have access to all relevant information about the business on a timely basis.
22. A participant shall ensure that good corporate policies and corporate governance are in place.

ANNEXURE C

FORMAT FOR INVESTOR COMPLAINTS DATA TO BE DISPLAYED BY DEPOSITORY PARTICIPANTS ON THEIR RESPECTIVE WEBSITES

1. **Data for every month ending**

SN	Received from	Carried forward from previous month	Received during the month	Total Pending	Resolved*	Pending at the end of the month**		Average Resolution time^ (in days)
						Pending for less than 3 months	Pending for more than 3 months	
1	**2**	**3**	**4**	**5**	**6**	**7**		**8**
1	Directly from Investors							
2	SEBI (SCORES)							
3	Depositories							
4	Other Sources(if any)							
5	**Grand Total**							

Trend of monthly disposal of complaints

SN	Month	Carried forward From previous month	Received	Resolved*	Pending**
1	**2**	**3**	**4**	**5**	**6**
1	April -YYYY				
2	May-YYYY				
3	June-YYYY				
4	July-YYYY				
	….				

SN	Month	Carried forward From previous month	Received	Resolved*	Pending**
	…..				
	March-YYYY				
	Grand Total				

*Should include complaints of previous months resolved in the current month, if any.

**Should include total complaints pending as on the last day of the month, if any.

^Average resolution time is the sum total of time taken to resolve each complaint in the current month divided by total number of complaints resolved in the current month.

2. **Trend of annual disposal of complaints**

S. No.	Year	Carried forward From previous year	Received During the year	Resolved During the year	Pending at the end of the year
1	2017-18				
2	2018-19				
3	2019-20				
4	2020-21				
5	2021-22				
	Grand Total				

CHAPTER 5 – DP SERVICE CENTRES

ANNEXURE A

Procedure for Service Centre Addition/Modification/Closure requests through e-PASS

Process flow:

a. Participant Maker shall raise a request, and the Participant Checker approves such request after verification for submission to NSDL.

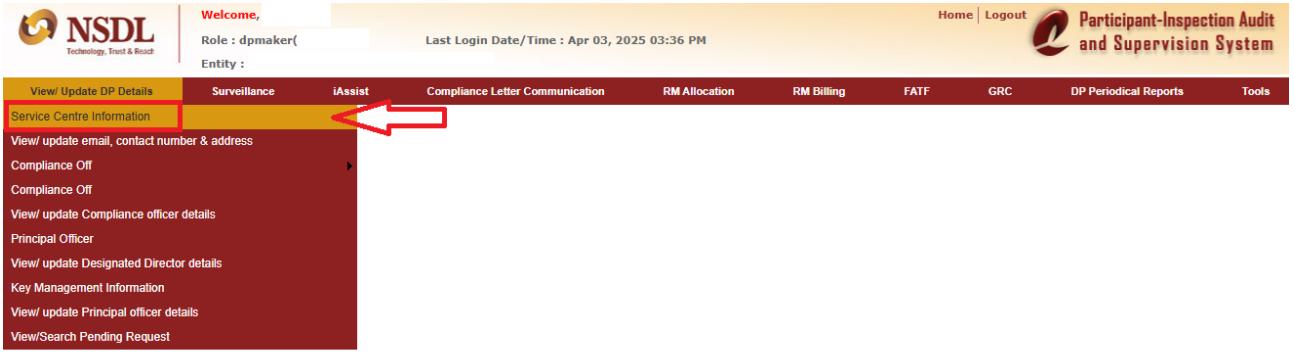
b. Once the Participant Checker successfully submits the details, the request will be forwarded to NSDL user for approval.

c. Upon approval of the request by NSDL user, details in the request will be updated in NSDL's records. If the request is rejected by NSDL user, then Participant shall re-initiate a fresh request for updation.

d. The Participant can track status of the request submitted to NSDL through the e-PASS portal under the "e-info → View/Search Pending Request" Menu.

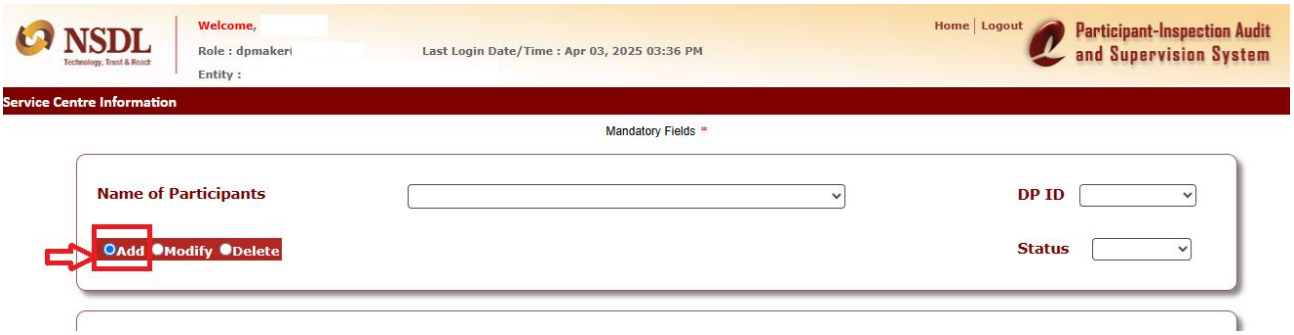
1. Steps for Participant Maker:

After logging into **e-PASS**, go to the **'e-info'** Menu **and click on 'Service Centres Information'** to Add/Modify/Delete Service Centre details.

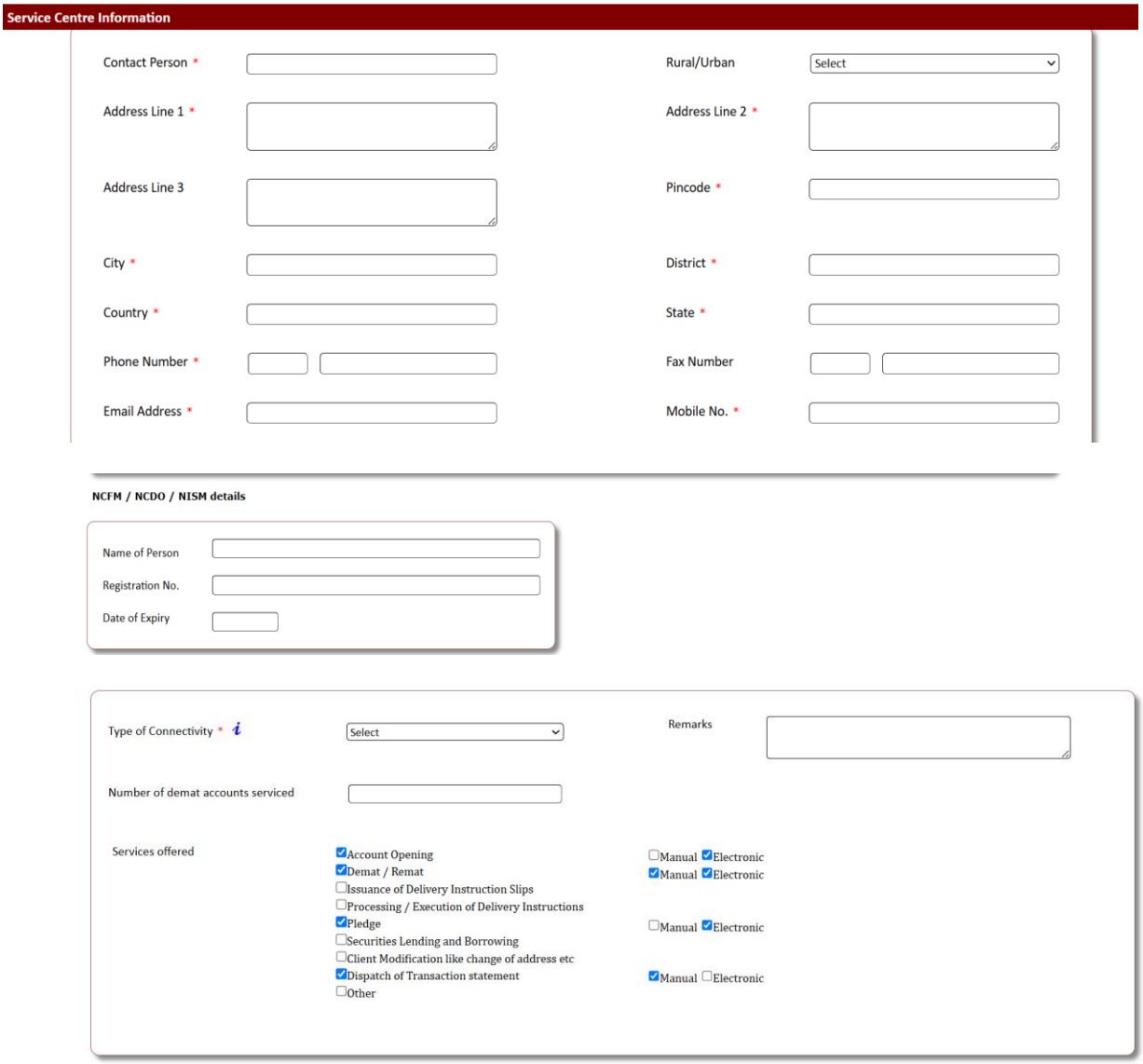


A. Addition of Service Centre:

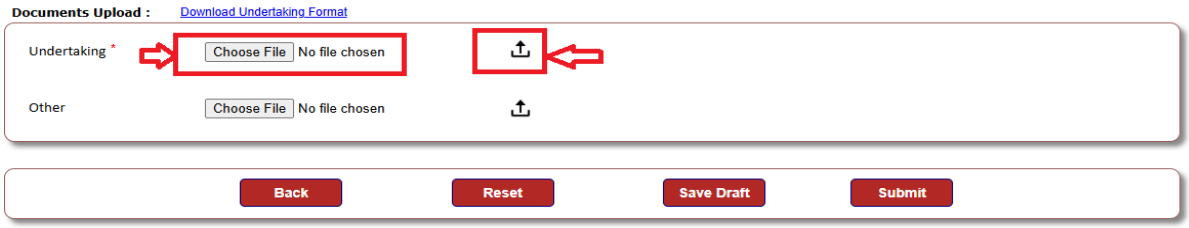
i. Select **"Add"** for addition of service centre details as exhibited below:



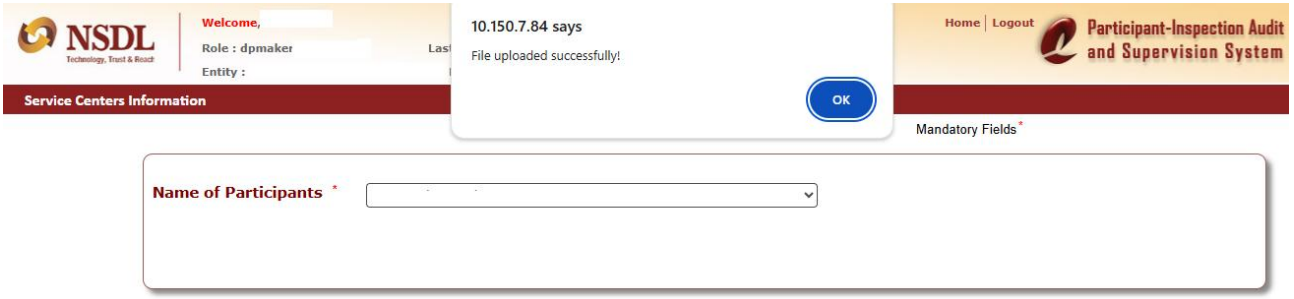
ii. Fill in all the mandatory fields and enable the checkboxes provided for services offered by the service centre. Also, indicate whether the requests for these services are accepted manually, electronically, or both by enabling the appropriate checkbox.



iii. Click on choose file and select the file to upload the prescribed **Undertaking** document duly signed by the Compliance or Alternate Compliance Officer of the Participant. Format of **Undertaking** document is available for download as exhibited below.



Once document is uploaded successfully, confirmation of document updation completion will reflect on the screen as below screenshot.

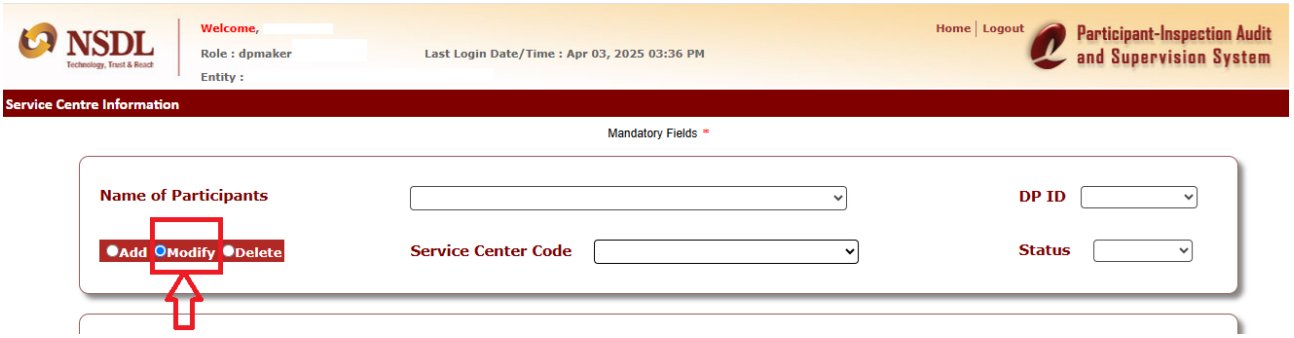


iv. User may Click **"Save Draft"** to save the information already captured/uploaded as exhibited below:

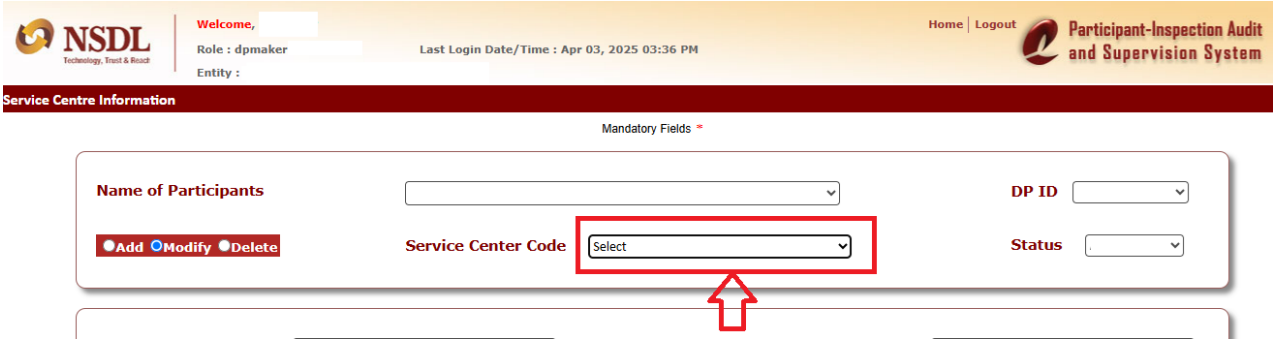
v. User shall Click **"Submit"** to forward the request to the **Participant Checker** for review and approval, as exhibited below:

B. Modification of Service Centre details:

i. Select **"Modify"** under **"Service Centres Information"** as below:



ii. Select the desired **Service Centre Code** from the dropdown list as exhibited below:



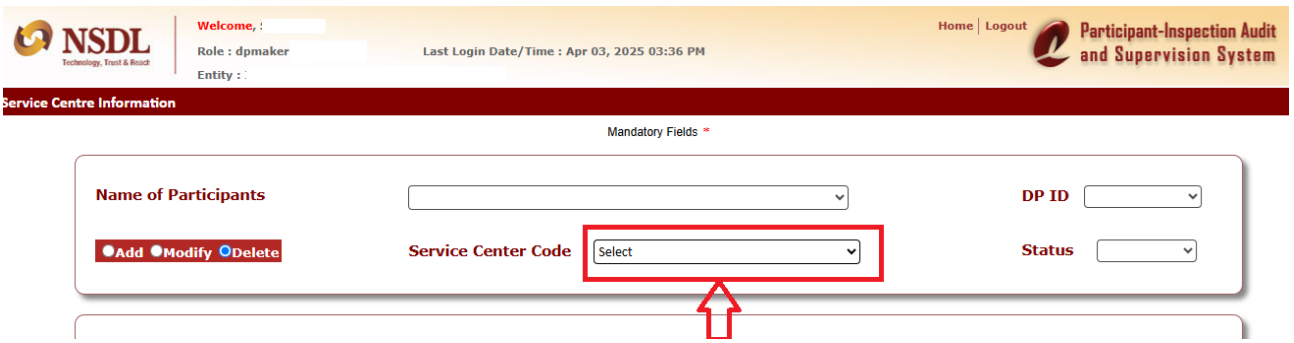
iii. Existing details available in NSDL records will be auto-populated on the screen upon selection of the service centre code.

iv. Make the necessary changes in the existing details and click **"Save Draft"** to save the updated details as exhibited below:

v. Click **"Submit"** to forward the request to the Participant Checker for review and approval, as exhibited below:

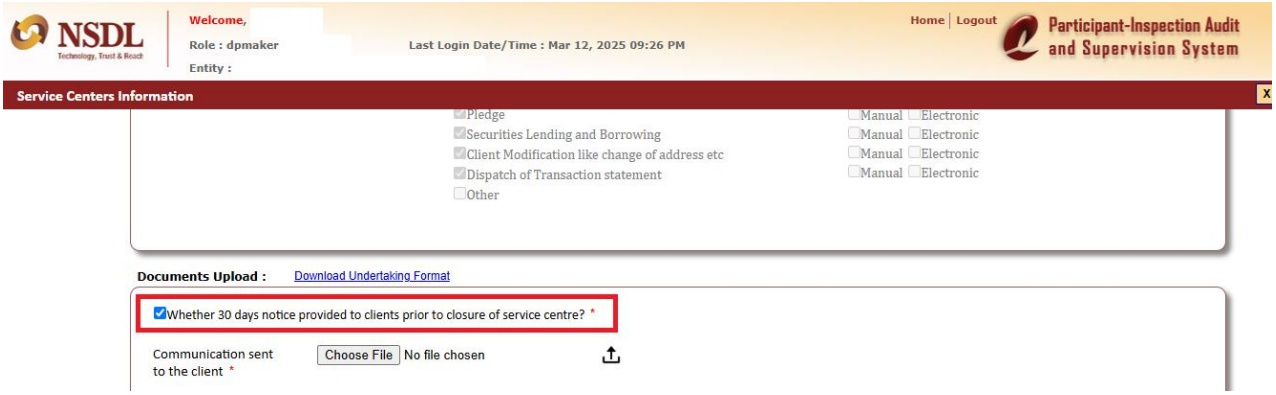
C. Closure of Service Centre:

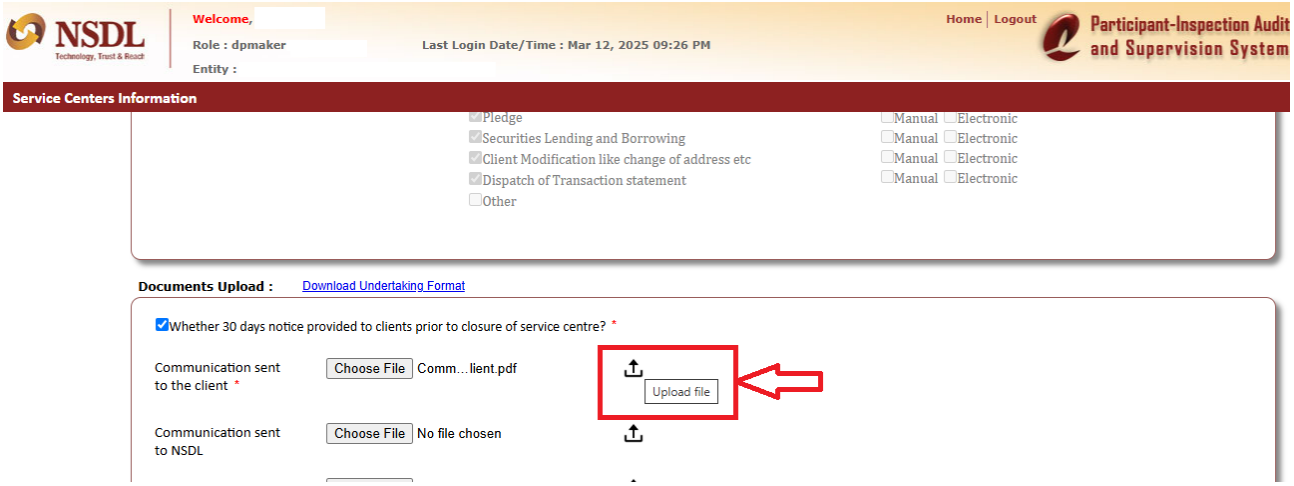
i. Select **Delete** option and then select the desired **Service Centre Code** from the dropdown list, as exhibited below:



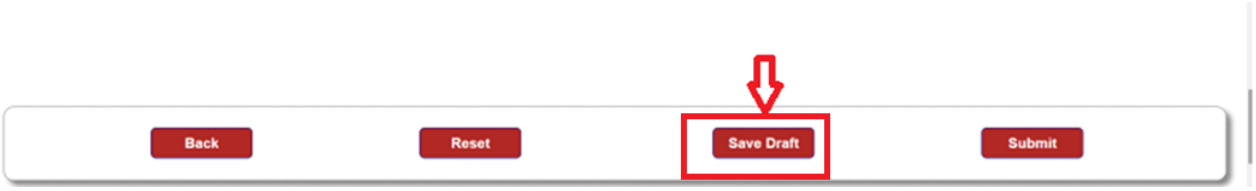
ii. Existing details available in NSDL records will be auto-populated on the screen upon selection of the service centre code.

iii. Provide confirmation regarding **30-days' notice** has been issued to clients before closure of service centre by selecting the checkbox and upload supporting documents by clicking **Choose File** as exhibited below:





iv. User may Click **"Save Draft"** to save the information already captured/uploaded, as exhibited below:

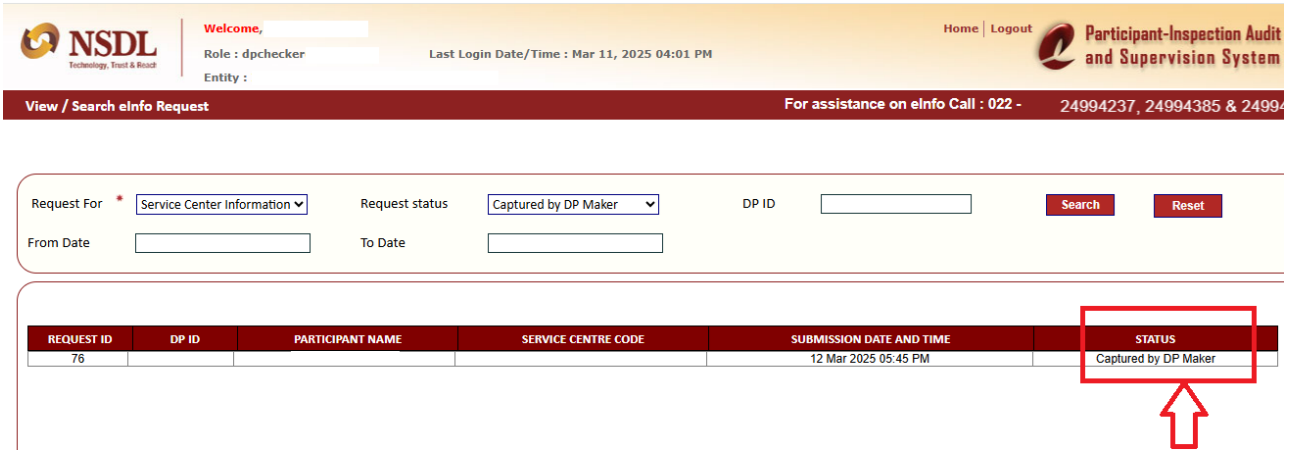


v. User shall Click **"Submit"** to forward the request to the **Participant Checker** for review and approval, as exhibited below:

2. Approval/Rejection of Requests by Participant Checker:

i. Participant Checker shall go to **'e-info'** Menu **and click on 'View/Search Pending Request',** as exhibited below:

ii. Search the request captured by selecting the **request type as "Service Centre Information"** and status **"Captured by DP Maker"** as exhibited below:



iii. List of captured requests submitted by the Participant Maker will be displayed.

iv. Modified fields will be highlighted in **yellow** for easy identification.

v. Participant Checker can either **Approve** or **Reject** the request.

vi. After reviewing the details provided by the maker and found satisfactory, then checker shall select **"Approve"** and "submit" to NSDL for further processing.

vii. Status of the request will be updated as **"Verified by DP Checker / Under Process at NSDL"**.

viii. In case of rejection, checker shall provide a reason for rejection, and the request will be sent back to the Participant Maker for corrections. as exhibited below:

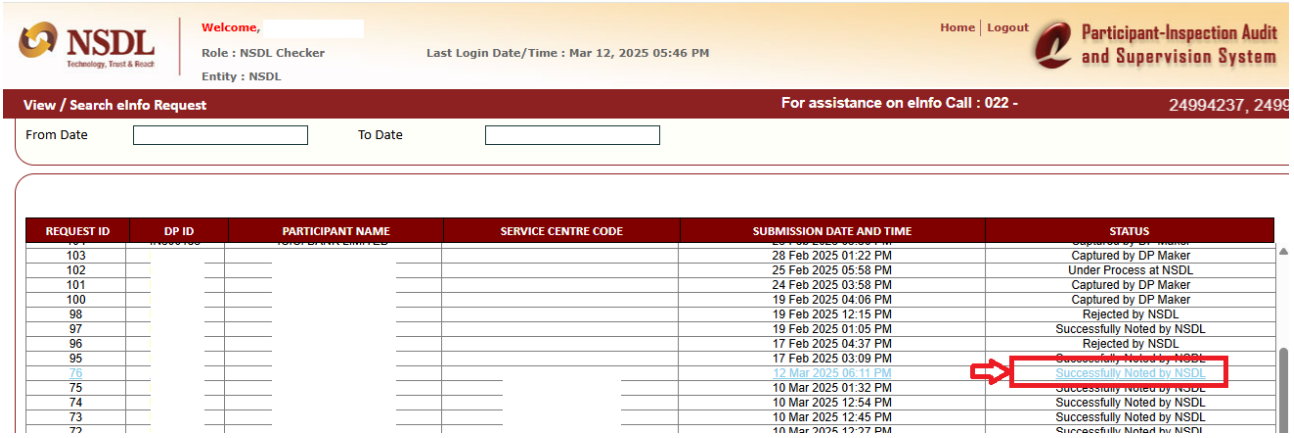
3. **Tracking of status of Application:**

Participant Maker/ Checker user will be able to view the pending/approved/rejected requests in **"View/Search Pending Request"**.

4. **Approval/Rejection of Requests by Participant Checker:**

a. **Approval of Request by NSDL:**

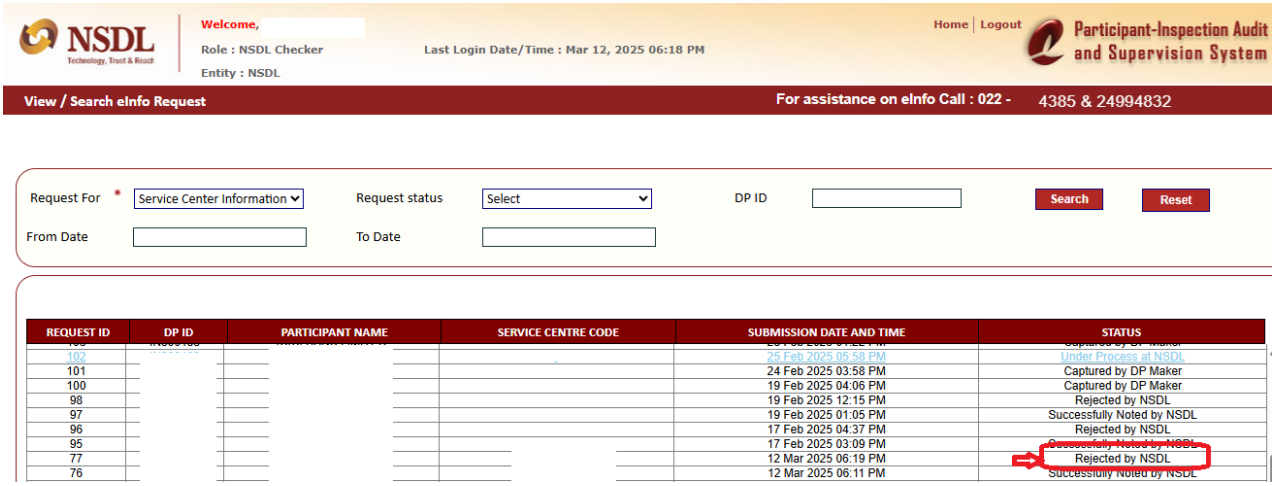
Upon approval by NSDL user the status of the request will be updated to **"Successfully Noted by NSDL"**. No further action will be required by the Participant on the said request.



b. **Rejection of request by NSDL:**

i. Upon rejection of the request by NSDL user along with remarks the status will be updated to **"Rejected by NSDL"**.

ii. In such cases, Participant will have to initiate the fresh request by following the steps/ process as mentioned above.



CHAPTER 7 – DEMATERIALISATION AND REMATERIALISATION

Annexure A

Name of Depository Participant: **Date:**
DP ID :

Sr. No.	Client ID	Name of the First Holder	Name of the Second Holder	Name of the Third Holder	ISIN	Face Value of securities to be transferred (in Rs.)	Whether Demat / Remat	DRN /RRN	Name of SGL Counterparty	SGL / CSGL A/c No. of Counterparty

Annexure B

Standard operating procedure for conversion of existing Alternative Investment Fund (AIF) units represented by Statement of Account into dematerialised form - through Alternative Investment Fund (AIF), Investment Manager (IM) /Fund/ Registrar and Transfer Agent (RTA):

1. **Submission of conversion request by the investor:**

   a) An investor desiring to convert its existing (AIF) units represented by Statement of Account (SoA) into dematerialized form shall submit the following details to the AIF/IM/ RTA:
      i. Request for conversion [containing DP Id, Client Id, name of sole/joint holders, ISIN, quantity, lock-in details, if any, etc., in the format of Conversion Request Form (CRF) as prescribed by IM].
      ii. A copy of Client Master Report (CMR) issued by its Depository Participant (DP) duly certified by the DP. Alternately, the AIF/IM /RTA may validate the demat account number using electronic services provided by NSDL i.e. through the data services/beneficiary demographic (bendem) report provided by NSDL.
      iii. A copy of latest SoA containing information of the holding units desired to be converted into demat.

2. **Upon receipt of conversion request from the investor:**

   a) AIF/IM /RTA shall ensure that the units which the investor intends to convert belong to the list of AIF Units/Schemes available in NSDL for dematerialization and must ensure that correct ISIN is mentioned on the CRF.
   b) AIF/IM/RTA shall verify details viz., DP ID, Client ID, Name(s) of the investor(s) and holding pattern (mentioned on CRF) with the CMR of the beneficial owner account submitted by the investor or from the data services/bendem report obtained.
   c) The conversion request shall be accepted by the AIF/IM/RTA only in case the aforesaid details match.
   d) If details in CRF are proper, the AIF/IM /RTA will issue an acknowledgement duly signed and stamped to the investor(s).

3. **Before crediting the units through the depository:**

   a) AIF/IM/RTA shall ensure that the details in CRF viz., Name(s) of the investor(s), holding pattern of account holder(s) and signature of the investor(s) match with the details available in its records.
   b) AIF/IM/RTA shall validate the unit holder name(s) and PAN(s) (if available) from its records with the data obtained from NSDL through data services or by obtaining the bendem report from NSDL.
   c) In case of any mismatch, AIF/IM /RTA shall reject the request for conversion of units and inform the investor suitably, providing reason(s) for such rejection.

4. **After successful validation and verification of reques:**

   a) AIF/IM/RTA shall record the conversion of units represented by SoA, as requested by the investor(s) in its records.
   b) AIF/IM/RTA shall credit the units by corporate action process in NSDL to the demat account of the unit holder(s).
   c) The credit of the converted units will be reflected in the Transaction Statement provided by the DP to its client.
   d) In case of any rejection of the corporate action instruction uploaded by AIF/IM /RTA into NSDL system, the reason(s) of rejection of the corporate action shall be provided by NSDL. AIF/IM/RTA shall take necessary steps to rectify /resubmit the same after making suitable changes.

CHAPTER 8 - FEES AND CHARGES

Annexure A

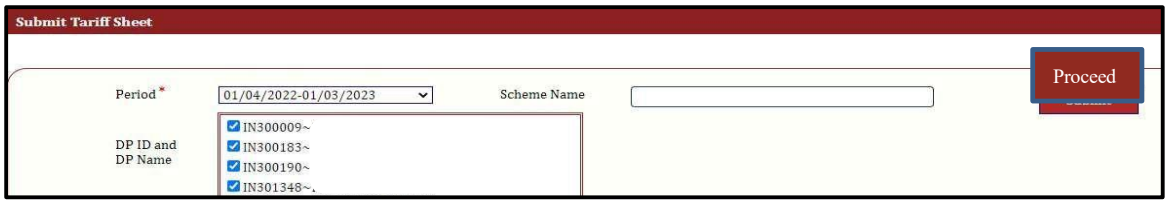
Procedure for submission of Charge Structure through e-PASS Portal

1. Submission of Charge Structure through Maker login:

After login to e-PASS, click on 'Tariff sheet' → 'Submit Tariff Sheet' as exhibited below:

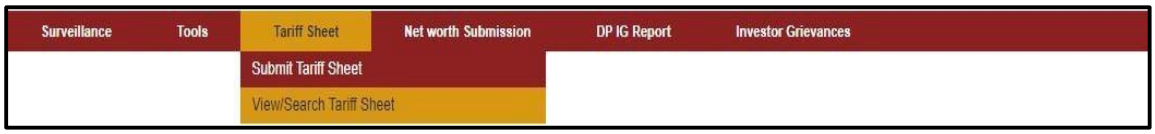
Upon clicking 'Submit Tariff Sheet', all DP IDs of Participant (in case of multiple DPM set-ups) will be auto displayed on screen and will get selected by default. In case, Participant have DP ID wise different charge structure, then user will be able to select/deselect the specific DP ID(s) and submit the charge structure. Participant are requested to ensure that charge structure shall be submitted for their all DP IDs.

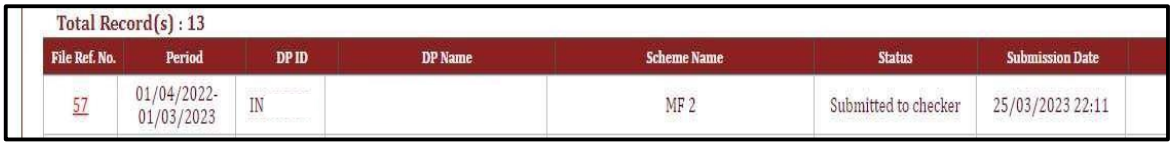
On 'Submit Tariff Sheet' screen, user will have to first select the period for submission and then specify the scheme name (which is an optional field) and thereafter click on 'Proceed' button as exhibited below:



After clicking on 'Proceed' button, option to fill the transaction wise charge structure will appear on screen wherein user will have to either fill the charge detail (alfa numeric value) for specific transaction or enable 'Nil' option provided against each field. Thereafter, user will have click on 'Submit to Checker' tab as exhibited below:

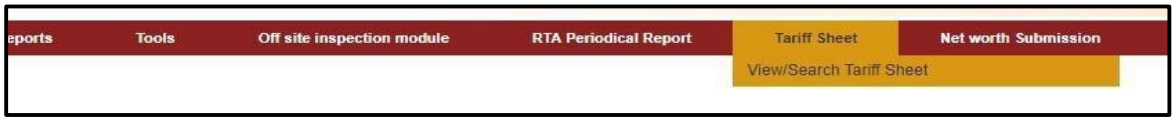
Upon clicking the 'Submit to Checker' tab, the report will go to captured status and a unique 'File Reference No.' will get generated for captured report. Once the file has been captured by Maker user, same will be required to verify released by user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for onwards submission to NSDL. Submitted report can be viewed by Maker user from 'View / Search Tariff Sheet' link as exhibited below:



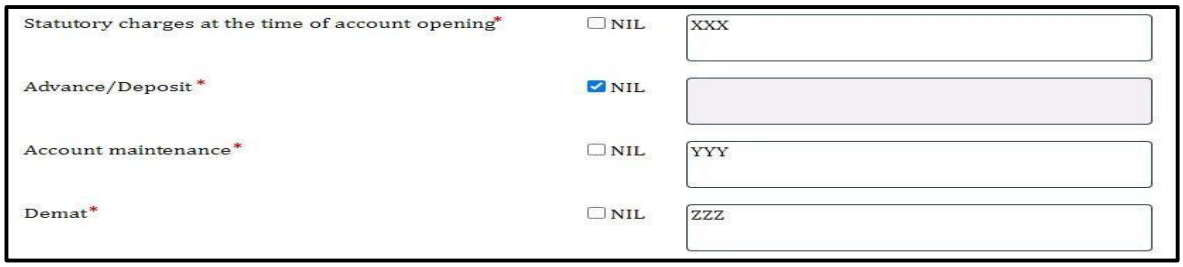


2. Verify release captured reports through Checker login:

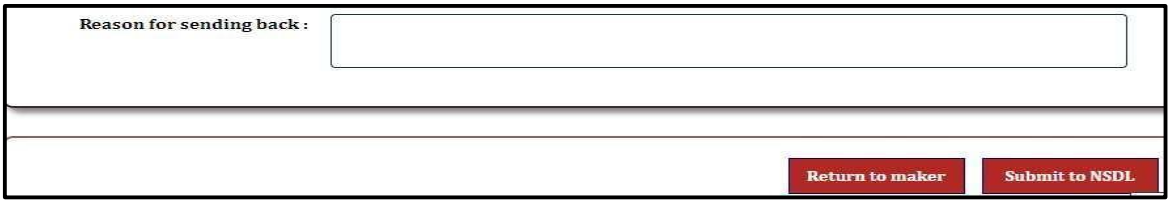
To verify and release the report captured by Maker user, Checker user will have to click on 'Tariff Sheet' → 'View/Search Tariff Sheet' link as exhibited below:



On clicking 'View/ Search Tariff Sheet', by default the report which is under captured status will get displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File Reference No' of report to be verify released. Upon clicking the respective 'File Reference No.', transaction wise charge structure/ Nil flag enabled by Maker user will appear on screen as exhibited below:



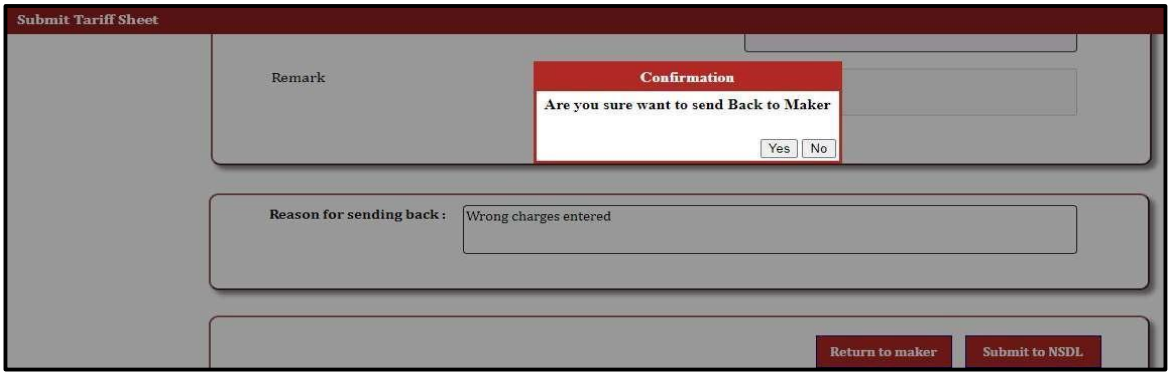
After reviewing the report captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Submit to NSDL' tab or return the report to Maker user (in case any changes required in captured report) by clicking on 'Return to Maker' tab as exhibited below:



Once the report is submitted to NSDL, all records of charge structure submitted by Participant will get uploaded on NSDL e-PASS and the status of report will get changed from captured to 'Submitted to NSDL' as exhibited below:

File Ref. No.	Period	DP ID	DP Name	Scheme Name	Status	Submission Date	Rejection Reason
57	01/04/2022-01/03/2023	IN		MF 2	Submitted to NSDL	25/03/2023 22:22	

It may be noted that report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will need to be returned by Checker user to Maker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Reason for sending back' as exhibited below:



In respect of report(s) returned by Checker, a fresh report (after making necessary changes) will be captured by Maker user by following the steps/ process as mentioned in point number 1 above by searching the requisite report from 'View / Search Tariff Sheet' link.

3. Creation/ Deletion of User ID's:

For creation/ deletion of Maker User IDs on e-PASS for submission of charge structure, Participants have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	**DP Name**	**First Name of User**	**Last Name of User**	**Mobile no.**	**Email ID**

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are requested to inform the same as per procedure communicated vide circular number NSDL/PI/2005/2550 dated December 29, 2005.

ANNEXURE B

Details of bill payment by Depository Participant to NSDL

A Participant's bill details

DP ID	
Name of Participant	
Bill No.	
Bill Date	

B Payment details

Sr.No.	**Particulars**	**Amount Rs.**	**Amount Rs.**
1	Bill amount		xxxxx
2	Previous outstanding (if any)		xxxxx
3	Total Amount Payable (1 + 2)		xxxxx
4	Credit note issued (if any) (details below)	xxxxx	
5	TDS	xxxxx	
6	Amount paid now (details below)	xxxxx	
7	Total Credits (4 + 5 +6)		xxxxx
8	Balance outstanding (if any) (3 - 7)		xxxxx

C Credit Note Details

Sr.No.	Credit Note Number	Credit Note Date	Credit Note for (Narration)	Credit Note amount
1				
2				
3				
			Total Rs.	

D Payment Details

Sr.No.	Cheque Number	Cheque Date	Drawn on	Cheque Amount
1				
2				
3				
			Total Rs.	

ANNEXURE C

(Sample email to Accounts Department, NSDL after payment of NSDL Participant bill)

The Accounts Department

National Securities Depository Limited

accounts@nsdl.com

This is to inform you that we have made payment electronically to NSDL as per the details given below:

1	Amount Paid	Rs.xxxxx
2	Date of Credit	DD/MM/YYYY
3	Bank details of NSDL where payment is made	
	Bank name	
	IFSC Code	
	Bank account number	
4	Bill details against which payment is made	
	Bill number	
	Bill date	
5	TDS amount	

Yours faithfully,

Name of the Participant

DP ID

ANNEXURE D

PROCEDURE FOR SUBMITTING WAIVER REQUEST

Enclosure to letter

Details of transmission cases for the month of_____,_____(year)

Source DP Id	Source Client ID	Name of the Deceased	Joint A/c (Y/N)	DPM Instruction No.	Execution Date	Target DP ID	Target Client ID	Reason, if source A/c is not closed	Amount (in Rs.) for which waiver is sought

Notes:

1. Please provide the details in a soft copy, if total number of transactions exceed 25.
2. Enclose copies of death certificates.
3. Enclose copies of Indemnity/Affidavit, in case of single holdings.
4. Enclose a print-out of client master report of target Client in case of inter-depository transfers.

ANNEXURE E

PROCEDURE FOR SUBMITTING WAIVER REQUEST

Date:

To,

The Vice President
Participant Interface
Dept.
National Securities Depository Limited
Trade World, A-wing, 4th floor
Kamala Mills
Compound Senapati
Bapat Marg Lower
Parel (W) Mumbai -
400 013.

Dear Sir,

Sub.: Request for waiver of settlement fees for the month of___,_____(year) on account of transmission of securities.

This is to certify that all requisite details/documents as required under the Bye Laws and Business Rules of NSDL have been obtained by___(DP name) for effecting transmission of securities in respect of client account(s) as enclosed. We hereby declare that all the information provided herewith is true to the best of our knowledge and further confirm that (DP name) will be fully responsible in case any claims made towards waiver of settlement fees are found to be invalid.

Name and Designation of Compliance

Officer Signature of Compliance Officer

DP Id

Seal of DP

ANNEXURE F

Procedure for applying waiver requests through i-Assist

1) **General procedure**

   a) The existing log-in ID i.e. DP-ID and password created for accessing billing information will be used for maker user.

   b) The waiver requests can be applied using interactive screens or with file upload. A new module "WAIVERS" has been included in i-Assist.

   c) Participants are requested to ensure that the source accounts for which waiver is sought is in closed status. In case the source account cannot be closed for reasons such as pending demat, ISIN under suspended status, etc. ensure that the account status is changed to "suspended for debits and credits" before claiming waivers.

   d) The documents required (refer *Circular no. NSDL/POLICY/2006/0001 dated January 5, 2006 and NSDL/POLICY/2006/0003 dated January 30, 2006*) in case of waiver request for closure of account upon inter-depository transfer instructions where the number of instructions per client account are more than 25 must be submitted in addition to electronic requests applied through i-Assist.

   e) The format of applying for the waiver request through i-Assist is given at Annexure 2and the excel format is also available on the i-Assist.

2) **Procedure for applying for waiver requests using interactive screens**

   a) Waiver requests for transactions effected in the preceding month can be applied through i- Assist till the end of the current month. For example, waiver for a transaction effected in November 2009 can be applied by the Participant through i-Assist anytime between November 1, 2009 till December 31, 2009. Participants can also submit waiver request for transactions effected in the current month.

   b) In case of Intra Depository transfers, the Participant will be required to provide the Source Client ID, Target DP ID and Target Client ID.

   c) In case of Inter-Depository Transfers, the Participant will be required to submit source Client ID and 16 Digit Target DP ID-Client ID under the "Target Client ID" column.

d) The Participants will be required to submit the number of records for which waiver is sought for each Source Client ID.

e) Upon submitting the requests, the Participants will be able to view the records which are valid for processing alongwith total amount of waiver requested and the invalid records.

f) For the records which are invalid, Participants can correct and re-enter the same.

g) Upon confirmation of the records by the maker, the checker will be required to authorise the same by using the existing log-in ID of checker. Checker user can either authorise or cancel the request of the maker user.

h) Upon confirming the records, the Checker must verify the same and submit it for final processing.

i) Participant can subsequently view the status of the waiver request by using the queries mentioned at point no. 4 below.

3) Procedure for making waiver requests using file upload

a) Requests for waiver can be prepared in an excel sheet as per the format enclosed at Annexure 2 or available on the i-Assist.

b) The excel file prepared in the prescribed format can be uploaded on the i-Assist by the Maker. Checker will be required to individually authorise the same by using the existing log-in ID of checker. Checker user can either authorise or cancel the request of the maker user.

c) All the instructions mentioned at point no. 2 above will be applicable.

4) Queries

Participants can raise the queries through "WAIVERS QUERY" module for any period (i.e. from date and to date to be specified) for the following:

a) ***Verification pending*:** It will show the records captured by the Maker but yet to be verified by the Checker.

b) ***Waiver Requests Released***: It will show the status of all waiver requests applied which are verified by Checker.

c) ***Rejected Waiver Requests***: It will show the status of all waiver requests which are rejected, alongwith reasons for rejection.

d) ***Valid Waiver Requests***: It will show the status of all waiver requests which are valid for processing and not rejected.

e) ***Cancelled by Checker***: It will show the status of all waiver requests which are cancelled by Checker.

f) ***Expired Waiver Requests*****:** It will show the waiver requests which are pending to be verified by the checker and time to verify the requests has elapsed.

g) ***Documents required to be submitted for account closure upon inter-depository transfers***: It will show the records for account closure upon inter-depository transfers where the number of instructions exceeds 25 per client account and for which documents are required to be submitted separately.

ANNEXURE G

Format for uploading Waiver Request

Sr.No.	Waiver Type	Transaction Type	Month in which transaction was carried out	Source Client Id	Target DP Id	Target Client Id	Number of Instruction(s)

Instructions for entering data:

1. The waiver type can be any one of the following:

   a. Account Closure and Transfer
   b. Transmission – To Survivor(s)
   c. Transmission – To Nominee
   d. Transmission – Court Order / Legal Heir(s)

   Participants are requested to use the following codes for entering the transaction type:

   a. AC – Account Closure and Transfer
   b. TS – Transmission – To Survivor(s)
   c. TN – Transmission – To Nominee
   d. TC – Transmission – Court Order / Legal Heir(s)

2. Transaction Type can be any one of the following:

   a. Intra – Depository (NSDL to NSDL)
   b. Inter – Depository (NSDL to CDSL) (IDT)

   Participants are requested to use the following codes for entering the transaction type:

   a. ID – Intra Depository
   b. IDT – Inter Depository

3. Month in which transaction was carried out

   Participants are requested to enter the month in which the transaction was carried out in the format MMYY. For example, transaction executed in the month of September 2009 will be entered as 0909.

4. Source Client ID

   Source Client ID will be 8-Digit numeric value.

5. Target DP ID

   To be entered only in case of Intra-Depository Transfers. Target DP ID should start with 'IN'

6. Target Client ID

   In case of Intra-Depository Transfer, 8-Digit numeric value to be entered. However, in case of Inter-Depository Transfer (IDT) 16-Digit DP ID – Client ID of the target account should be entered.

7. Number of Instructions

   Number of instructions executed and for which waiver is sought is to be entered.

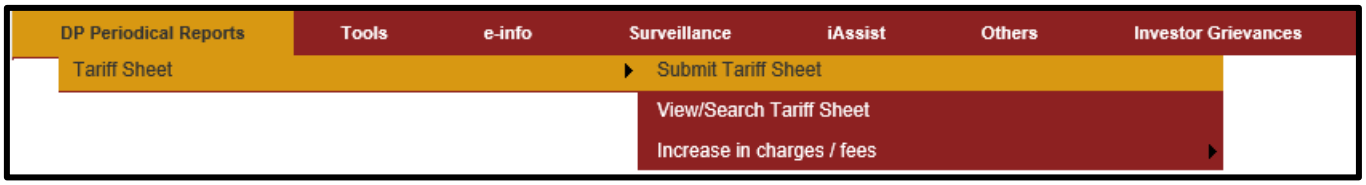
Step 4: Fill your Billing Payment Details and click on Submit Butto

Annexure A2

Steps for submission of subsequent changes to the charge structure through e-Pass Portal

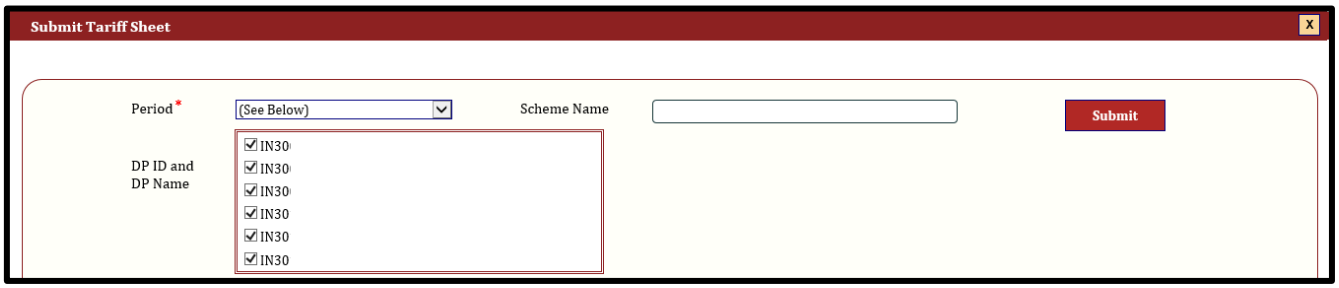
1. **<u>Submission of Charge Structure through Maker login</u>:**

After login to e-PASS, click on 'Tariff sheet' → 'Submit Tariff Sheet' as exhibited below:

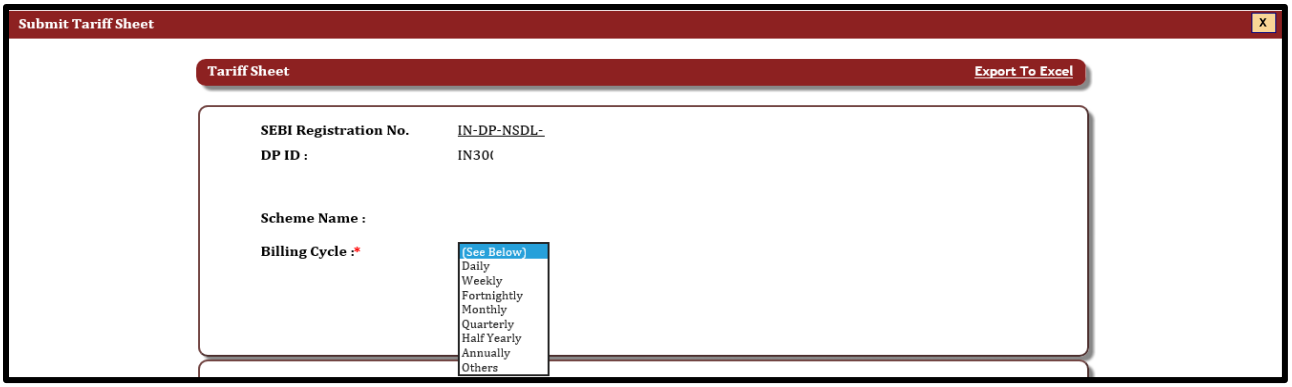


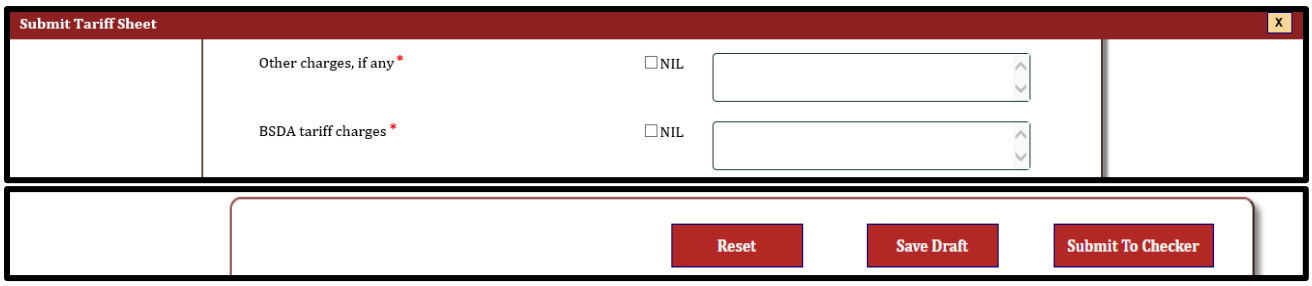
Upon clicking 'Submit Tariff Sheet', all DP IDs of Participant (in case of multiple DPM set-ups) will be auto displayed on screen and will get selected by default. In case, Participant have DP ID wise different charge structure, then user will be able to select/deselect the specific DP ID(s) and submit the charge structure. Participant are requested to ensure that charge structure shall be submitted for their all DP IDs.

On 'Submit Tariff Sheet' screen, user will have to first select the period for submission and then specify the scheme name (which is an optional field) and thereafter click on 'Submit' button as exhibited below:

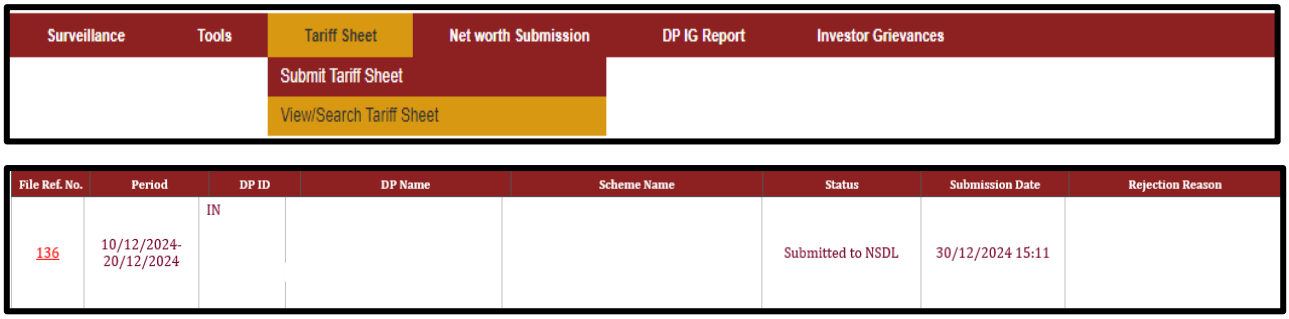


After clicking on 'Submit' button, option to fill the transaction wise charge structure along with BSDA tariff charges will appear on screen wherein user will have to either fill the charge detail (alpha numeric value) for specific transaction or enable 'Nil' option provided against each field. Additionally, user will have to select the billing cycle from the drop-down list. Thereafter, user will have click on 'Submit to Checker' tab as exhibited below:



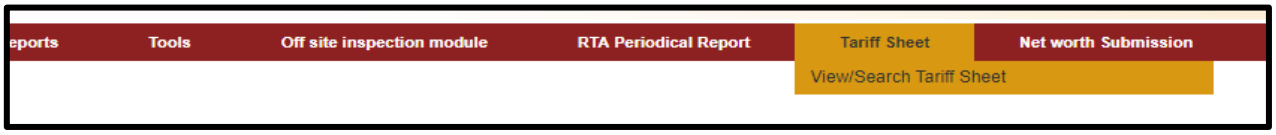


Upon clicking the 'Submit to Checker' tab, the report will be submitted to checker and a unique 'File Reference No.' will get generated for captured report. Once the file has been captured by Maker user, same will be required to verify released by user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for onwards submission to NSDL. Submitted report can be viewed by Maker user from 'View / Search Tariff Sheet' link as exhibited below:

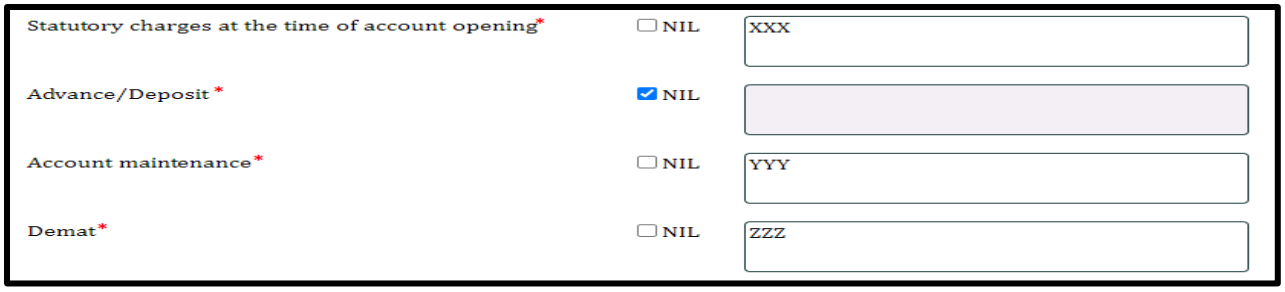


2. Verify release captured reports through Checker login:

To verify and release the report captured by Maker user, Checker user will have to click on 'Tariff Sheet' → 'View/Search Tariff Sheet' link as exhibited below:

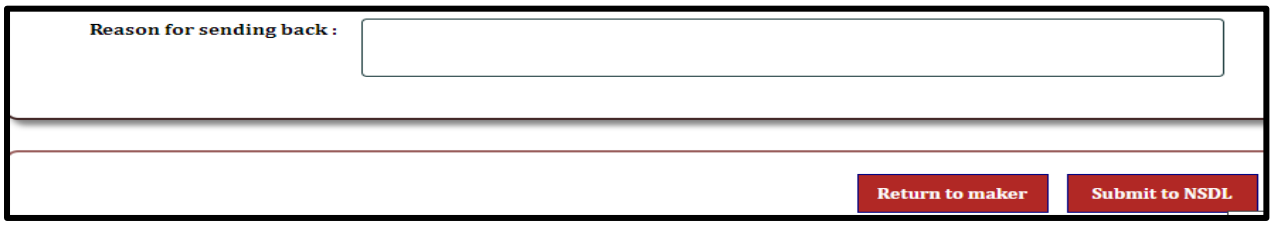


On clicking 'View/ Search Tariff Sheet, by default the report which is under captured status will get displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File Reference No' of report to be verify released. Upon clicking the respective 'File Reference No.', transaction wise charge structure/ Nil flag enabled by Maker user will appear on screen as exhibited below:

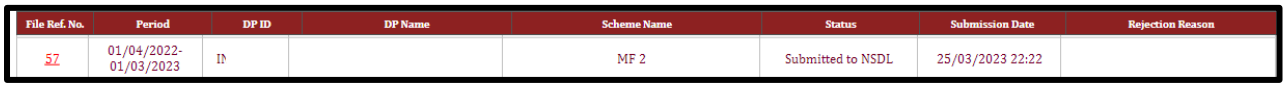


After reviewing the report captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Submit to NSDL' tab or return the report to Maker user (in case any changes required in captured report)

by clicking on 'Return to Maker' tab as exhibited below:

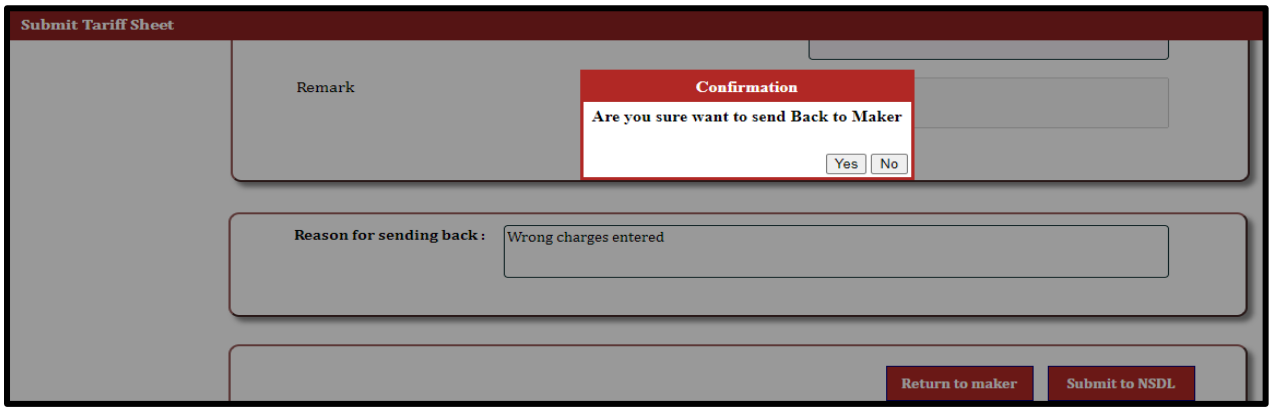


Once the report is submitted to NSDL, all records of charge structure submitted by Participant will get uploaded on NSDL e-PASS and the status of report will get changed from captured to 'Submitted to NSDL' as exhibited below:



File Ref. No.	Period	DP ID	DP Name	Scheme Name	Status	Submission Date	Rejection Reason
57	01/04/2022-01/03/2023	IN		MF 2	Submitted to NSDL	25/03/2023 22:22	

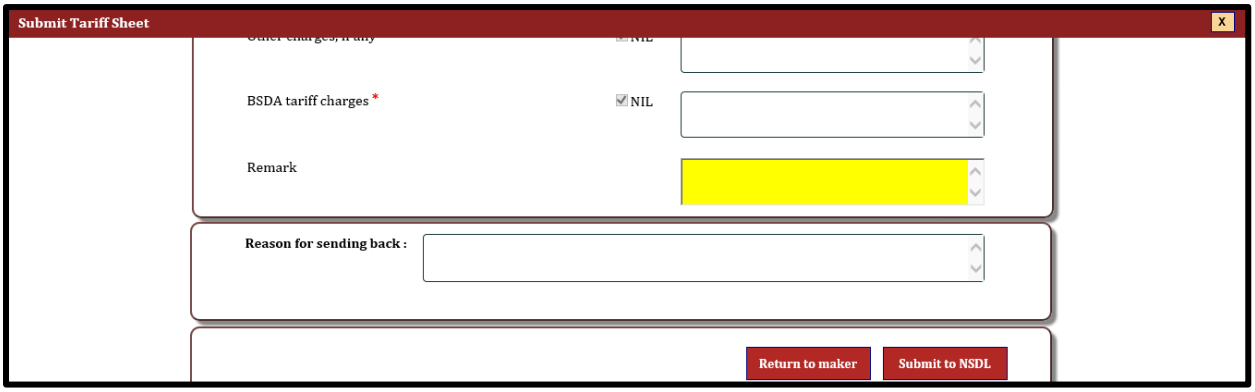
It may be noted that report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will need to be returned by Checker user to Maker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Reason for sending back' as exhibited below:



In respect of report(s) returned by Checker, after making necessary changes the report will be captured by Maker user by following the steps/ process as mentioned in point number 1 above by searching the requisite report from 'View / Search Tariff Sheet' link.

3. <u>Resubmission of charge structure:</u>

NSDL monitors the charge structure submitted by the participants. In view of the same Participants have to resubmit the tariff after making the necessary changes in the charge structure already submitted. In such cases, NSDL shall enable the specific tariff scheme for the purpose of such submission. The Maker user has to follow the same steps as mentioned in point 1 after providing the revised charge structure. To verify and release the report captured by the maker user, the checker user will have to approve/submit the charge structure by following the point no. 2 above. The necessary changes made by the maker user in a particular tab will be highlighted for the ease of verification by the checker user, as exhibited below:



Once the report is resubmitted to NSDL, all records of charge structure submitted by Participant will get uploaded on NSDL e-PASS portal and the status of report will be 'Resubmitted to NSDL' as exhibited below:

File Ref. No.	Period	DP ID	DP Name	Scheme Name	Status	Submission Date	Rejection Reason
148	01/12/2024-20/12/2024	IN			Resubmitted to NSDL	02/01/2025 11:03	

NSDL shall request Participants to resubmit the charge structure until it is satisfied. Participant is required to note that the status of 'Resubmitted to NSDL' will remain same, only the date of resubmission will change.

4. Creation/ Deletion of User ID's:

For creation/ deletion of Maker User IDs on e-PASS for submission of charge structure, Participants will have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	DP Name	First Name of User	Last Name of User	Mobile no.	Email ID

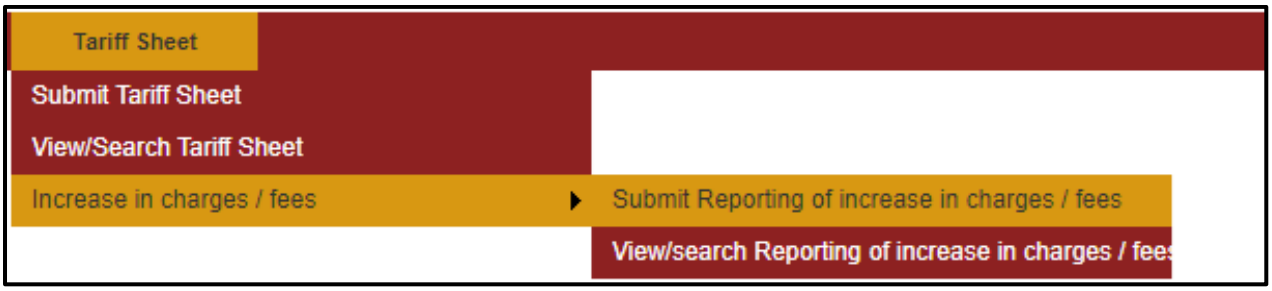
In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular to Participants.

Annexure A1

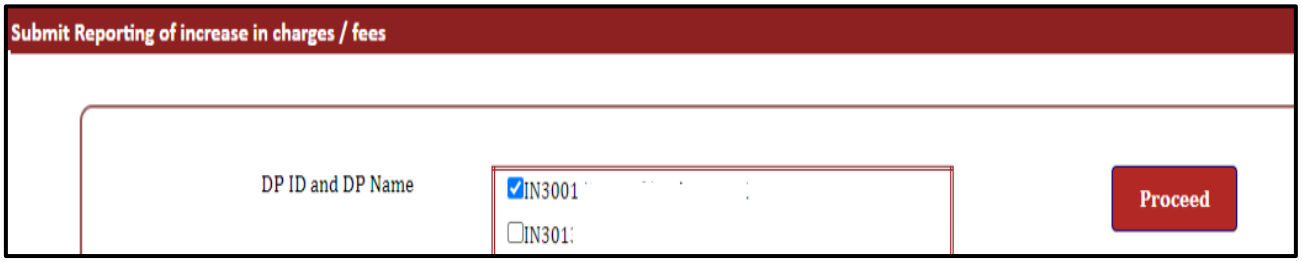
Procedure for reporting increase in tariff, date of notice to BO and effective date of tariff

1. **Submission through Maker login:**

After login to e-PASS, under Tariff Sheet module, click on 'Increase in charges/fees' → 'Submit reporting of increase in charges/fees as exhibited below:



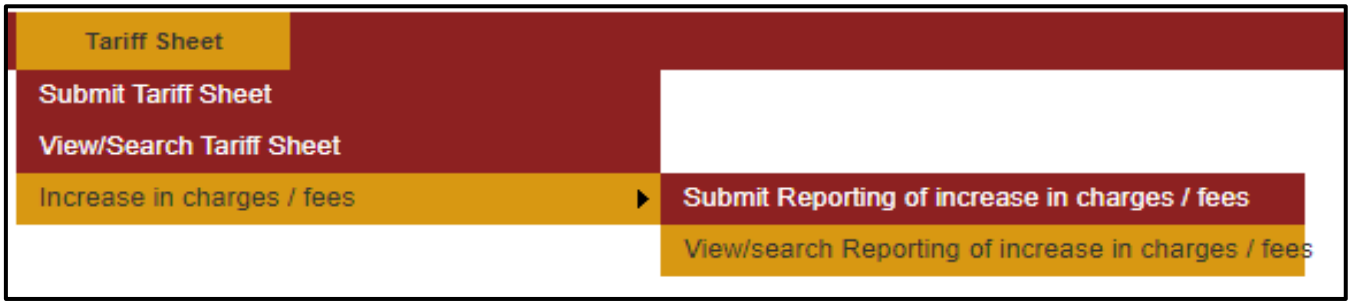
Upon clicking on 'Submit Reporting of increase in charges / fees', all DP IDs of Participant (in case of multiple DPM set-ups) will be selected by default and auto displayed on screen. In case, of submission of DP ID wise details, user will be able to select/deselect the specific DP ID(s) and submit the details. Once DP ID is selected thereafter click on 'Proceed' button as exhibited below:

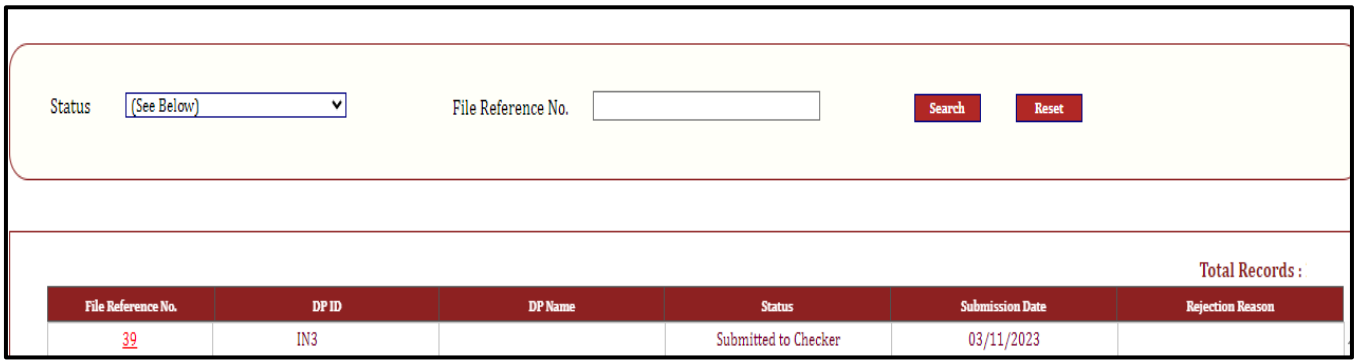


For Increase in Tariff click on 'Yes' as exhibited below:

The following screen will be visible once the user clicks on 'Yes'. The user will have to provide the 'Date of issue of 30 days notice to the client' and 'Tariff effective Date'. Thereafter, the user will click on 'Save Draft' and will 'Validate' the data provided and then click on 'Submit' tab as exhibited below:

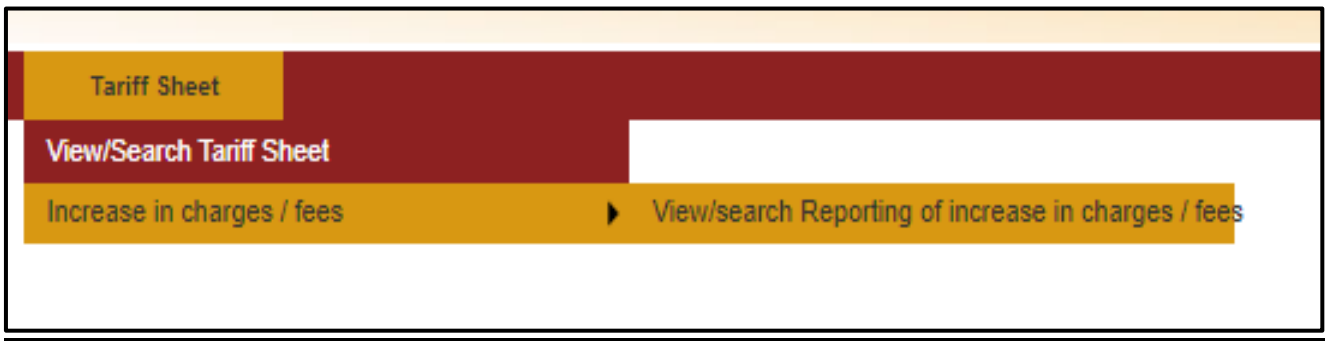
Submitted report can be viewed by Maker user from 'View / Search reporting of increase in charges/fees' link as exhibited below:





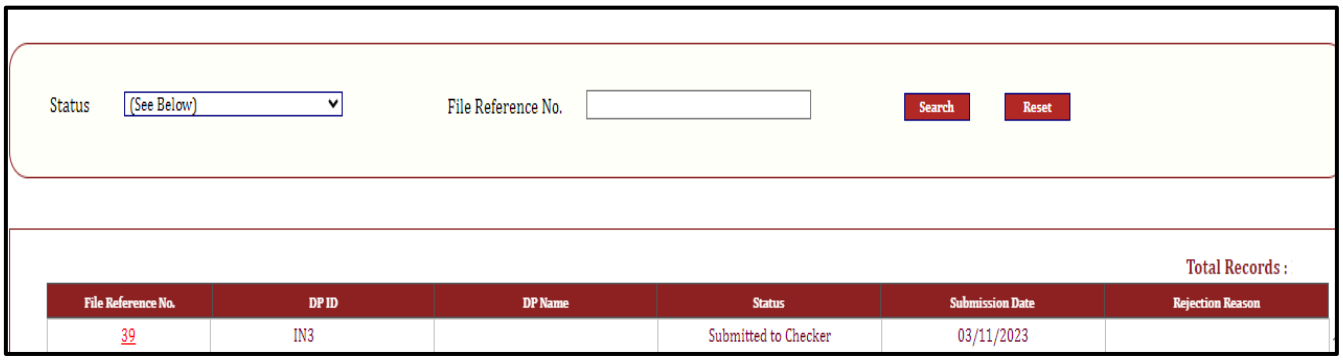
2. Verify release captured reports through Checker login:

Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for submission to NSDL. The report captured by Maker user can be viewed by checker user from 'View / Search Reporting of increase in charges/ fees' tab for further submission to NSDL as exhibited below:

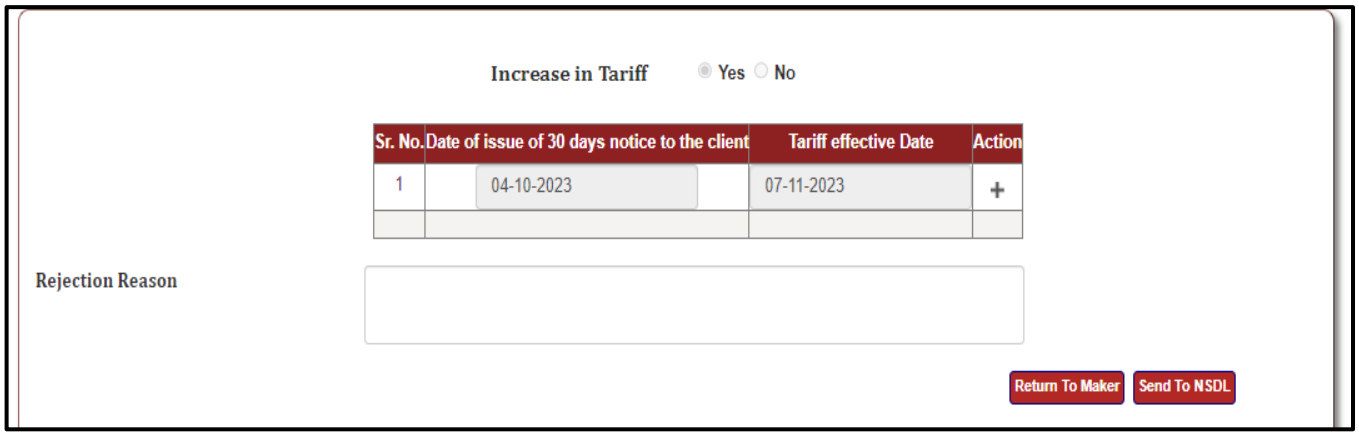


On clicking 'View / Search Reporting of increase in charges/ fees', the checker user will select the status option 'submitted to checker' displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File

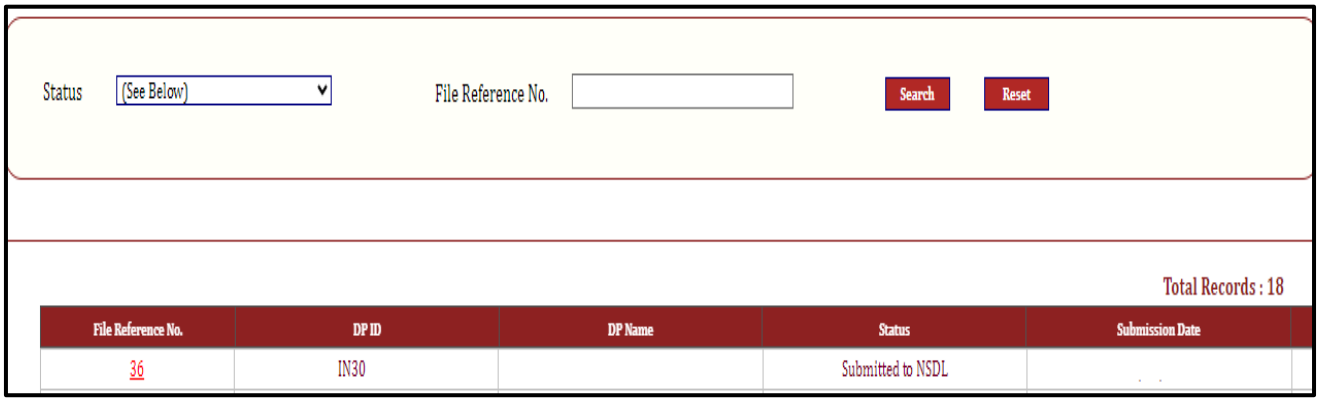
Reference No' on screen as exhibited below:



On clicking the "File Reference No" details of increase in tariff filled by Maker user will appear on screen. After reviewing the details captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Approve' tab or return the report to Maker user (in case any changes required in captured report) by clicking on 'Reject' tab as exhibited below:



Once the report is submitted to NSDL, details of reporting of increase in charges/fees filed by Participant will get uploaded on NSDL e-PASS and the status of report will get changed to 'Submitted to NSDL' as exhibited below:



It may be noted that, report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will have to be returned to Maker user by Checker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Rejection

Reason'.

In respect of report(s) returned by Checker, maker user will have to make the necessary changes by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

3. Modification / Deletion of existing User ID's:

For modification/ deletion of Maker User IDs on e-PASS, Participants have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	DP Name	First Name of User	Last Name of User	Mobile no.	Email ID

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular Participants.

Annexure A3

At Valid Standard Operating Procedure

Version V1.1 Date 18-08-2025

Note: This document has been prepared based upon the interpretation of the SEBI Circular SEBI/HO/DEPA-II/DEPA-II_SRG/P/CIR/2025/86, Dated 11 June 2025 and NPCI Circular NPCI/UPI/OC/217/2025-26 dated 3rd July 2025 (Ref: NSDL/POLICY/2025/0075 Dated June 16,
2025). In case of any confusion, the parent circular will be referred to.

This document covers the following:

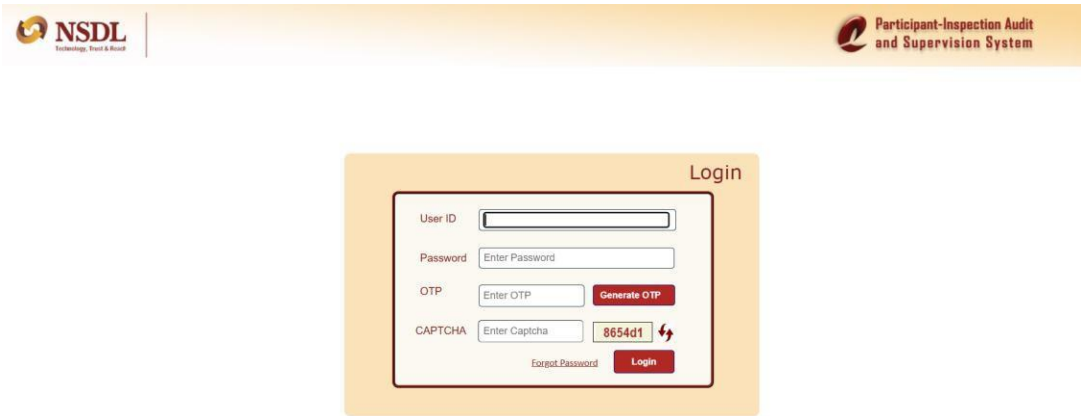
1. Procedure for Requesting "At Valid" UPI IDs by NSDL
2. Procedure for Approval of "At Valid" UPI IDs Requests by banks
3. Frequently Asked Questions (FAQs)
4. Common method of login (Not Applicable for Brokers, DPs, IAs and RAs

Section 1 : Login Process

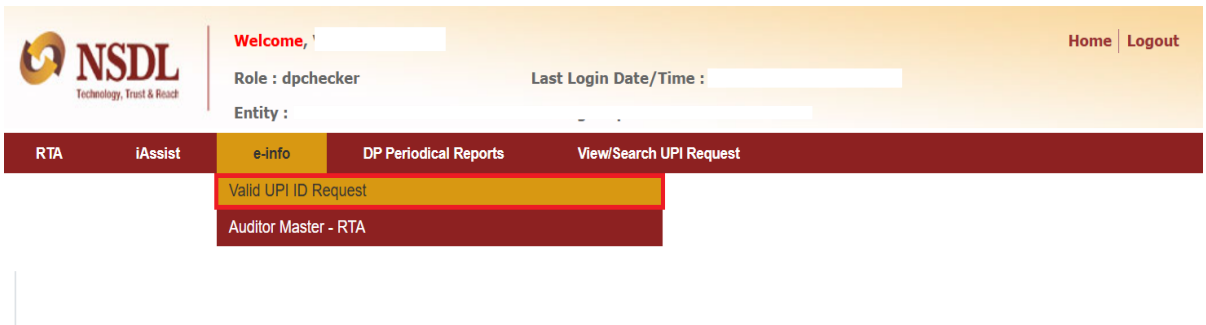
Login process for Depository Participants at NSDL

1. For NSDL Depository Participants

• NSDL e-PASS portal

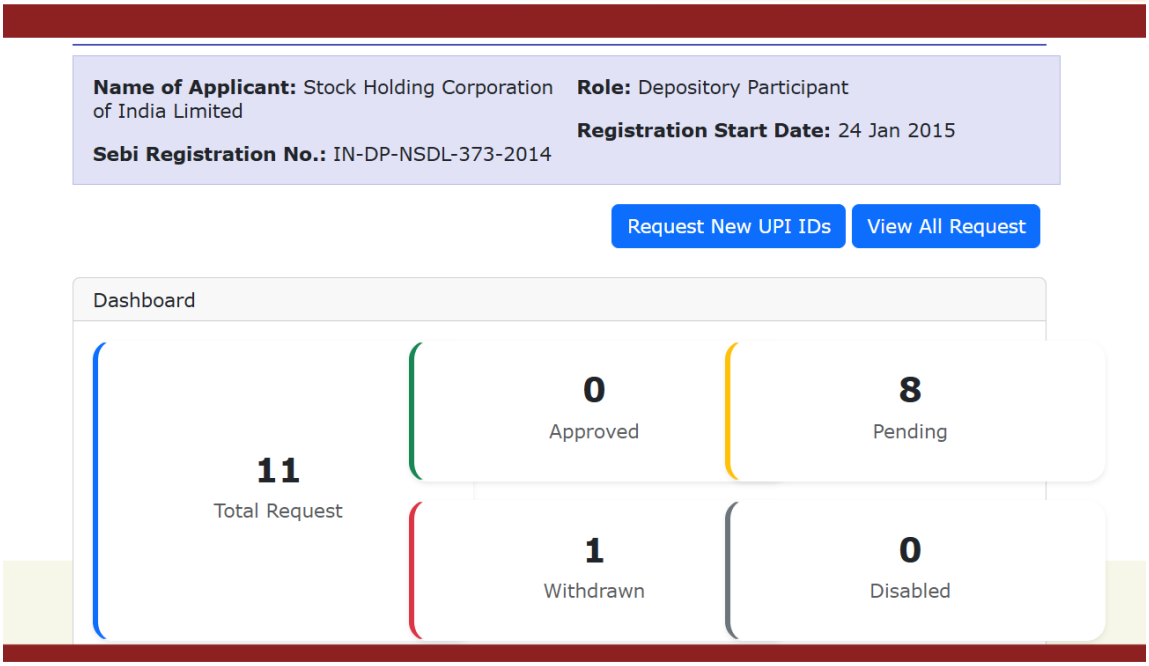


○ After login, navigate to the **e-info** from Menu and select 'Valid UPI ID Request'.



2. Landing Page Navigation

- User is directed to the UPI Dashboard page:

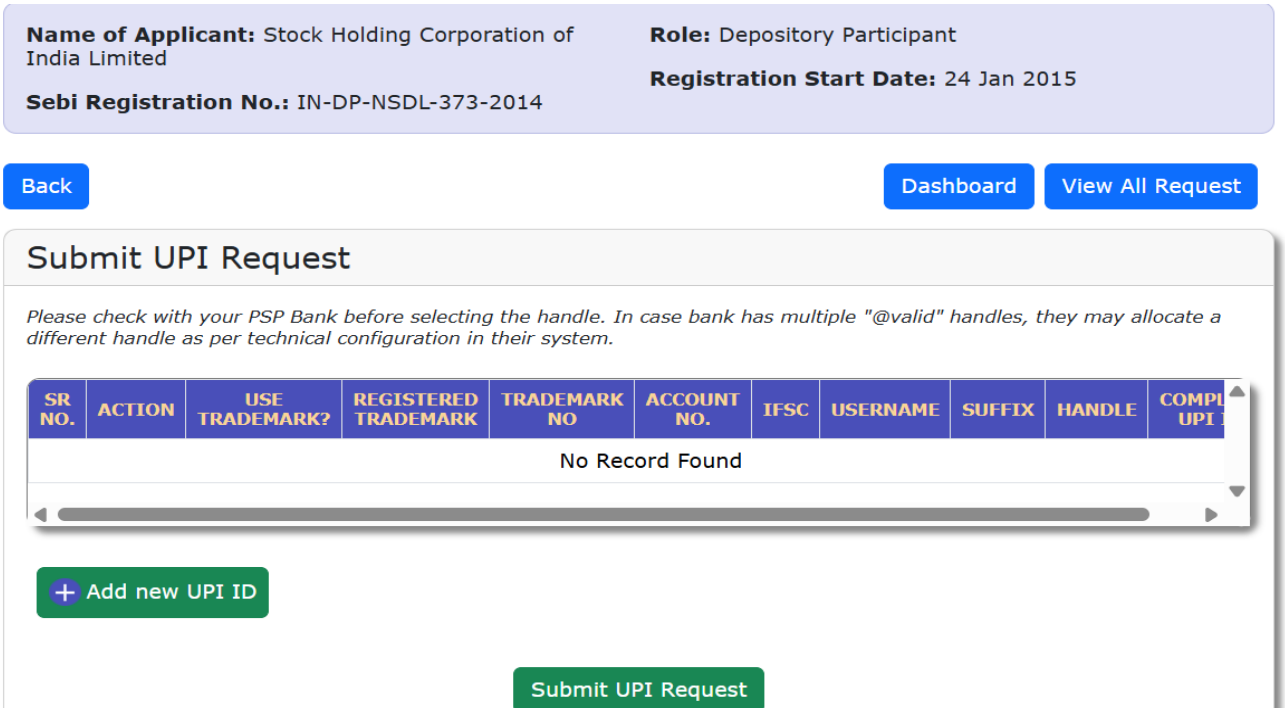


- Two primary options are available:
  - **Request new UPI IDs** - Submit new UPI ID requests
  - **View all Requests** - Check status of existing requests

3. New UPI ID Request Process

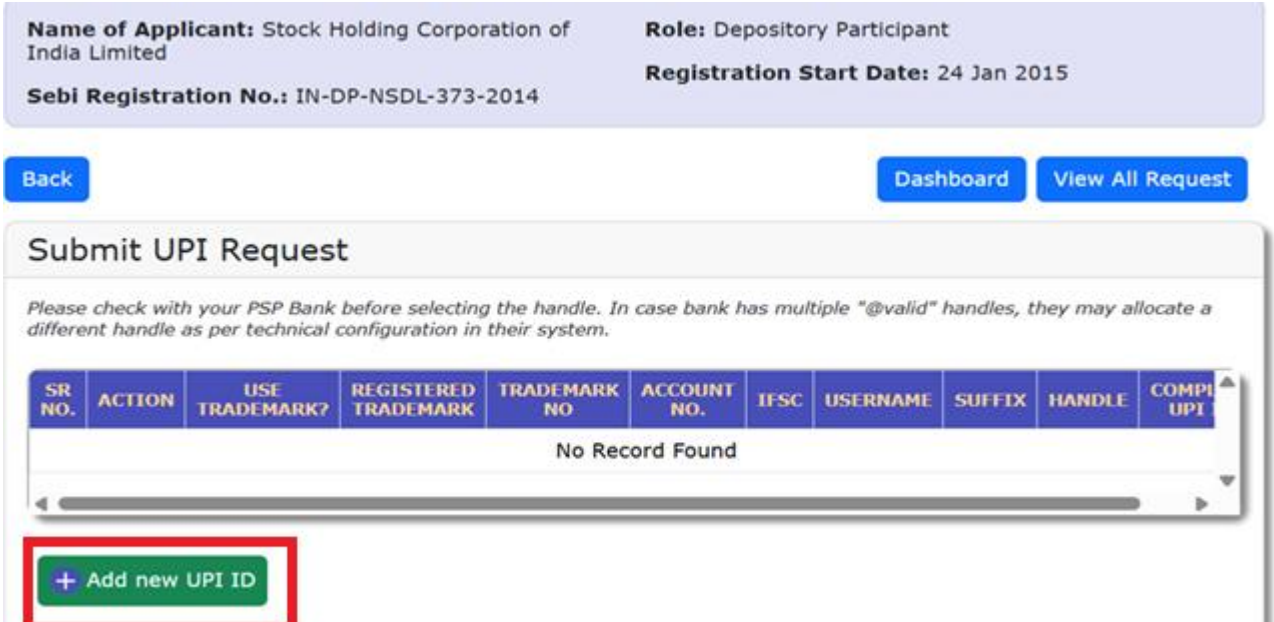
- Click on **"Request new UPI IDs"** button

- System redirects to the UPI ID request form page

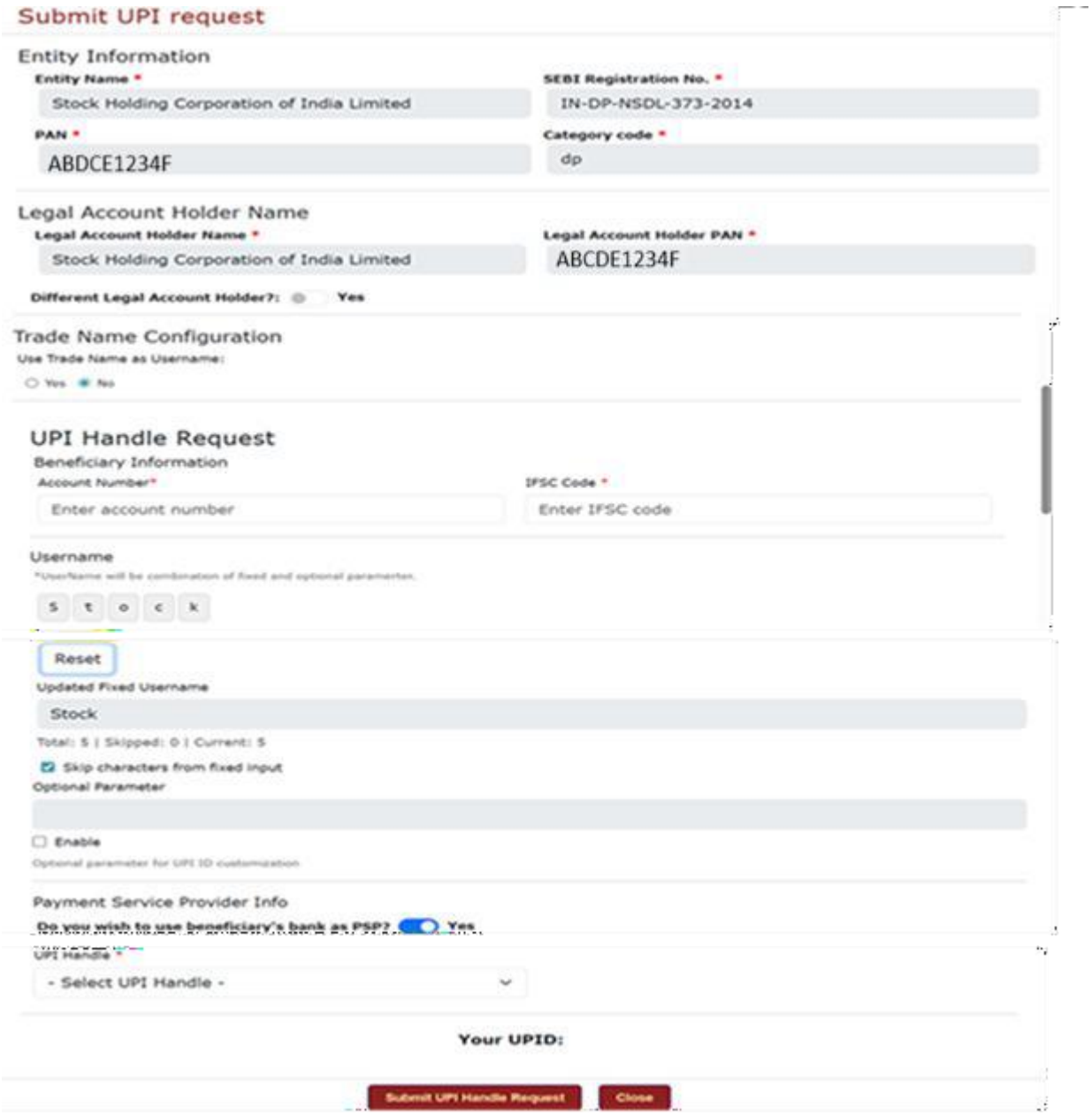


4. Request Submission Options

- Click **"Add New UPI ID"** button

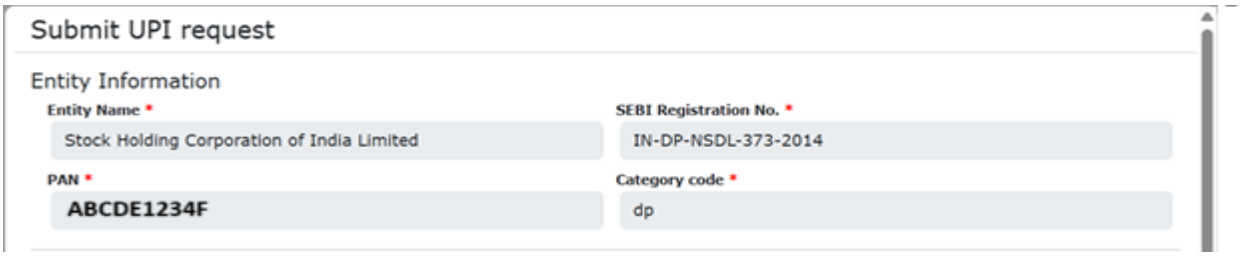


The form is presented on the following page, with detailed explanations provided section by section in the subsequent pages



Entity Information

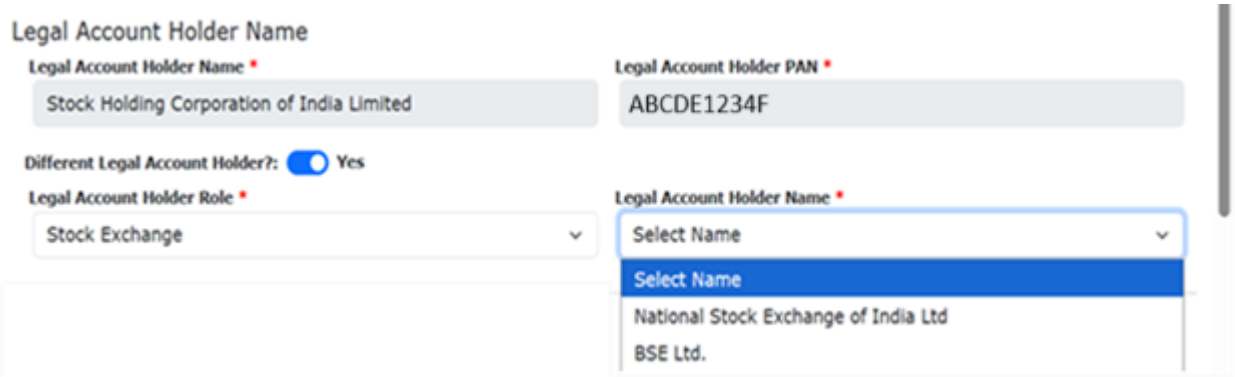
Entity information is auto-filled using the information provided for the login creation. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.



• **Legal Account Holder Name (Not applicable for DPs):** By default, the system takes the account Name being provided is in the name of the entity itself.

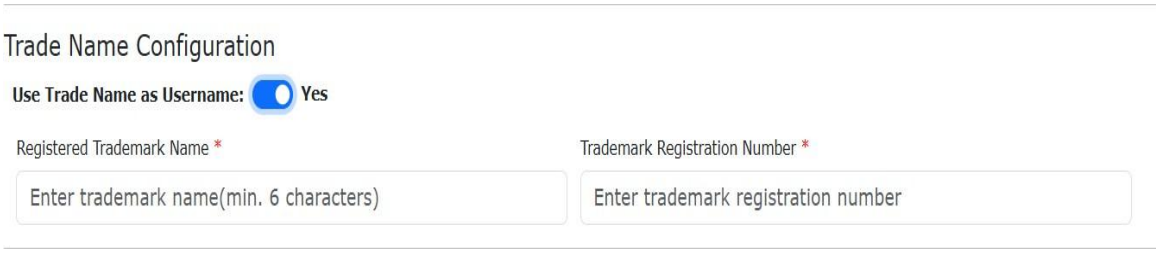
In case one wants to select the account of the Exchange or the Clearing Corporation the same can be done by enabling the **"Different Legal Account Holder?"** toggle button to "**Yes**" from "**No**".

This would add additional two parameters "**Legal Account Holder Role***" **and Legal "Account Holder Name*"** one can suitably select that and enter the account number and IFSC of the respective Exchange or Clearing Corporation.



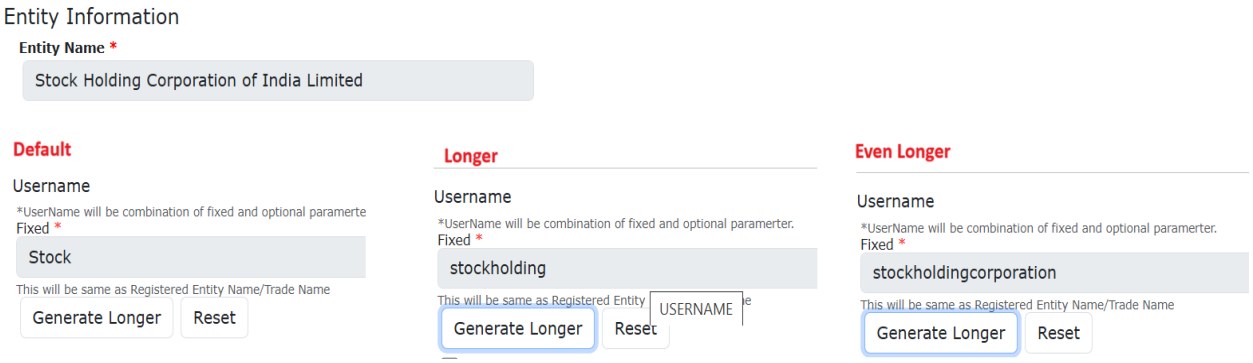
• **Trade Name Configuration:** By default, the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the **"Use Trade Name as Username:"** toggle from "No" to "Yes".

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.

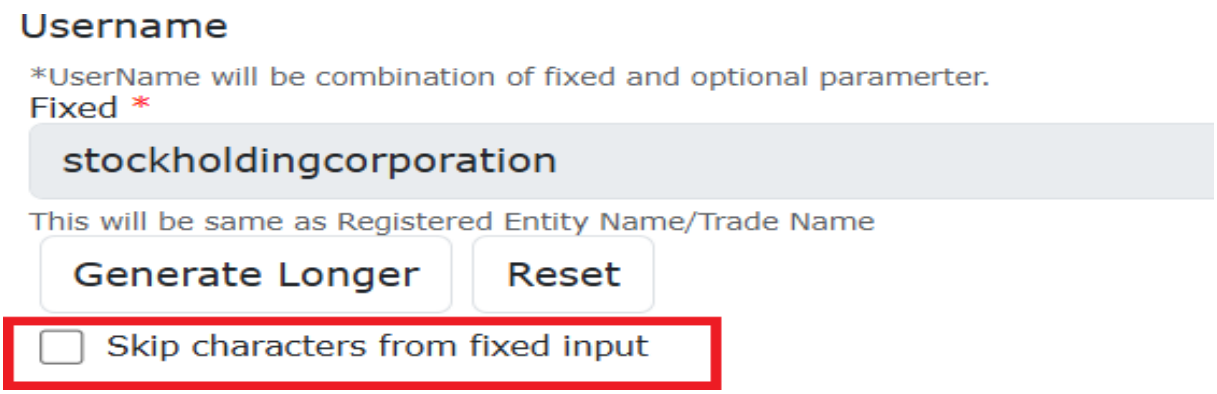


• **Beneficiary Information:** The user would enter the bank account information and IFSC in the following fields.

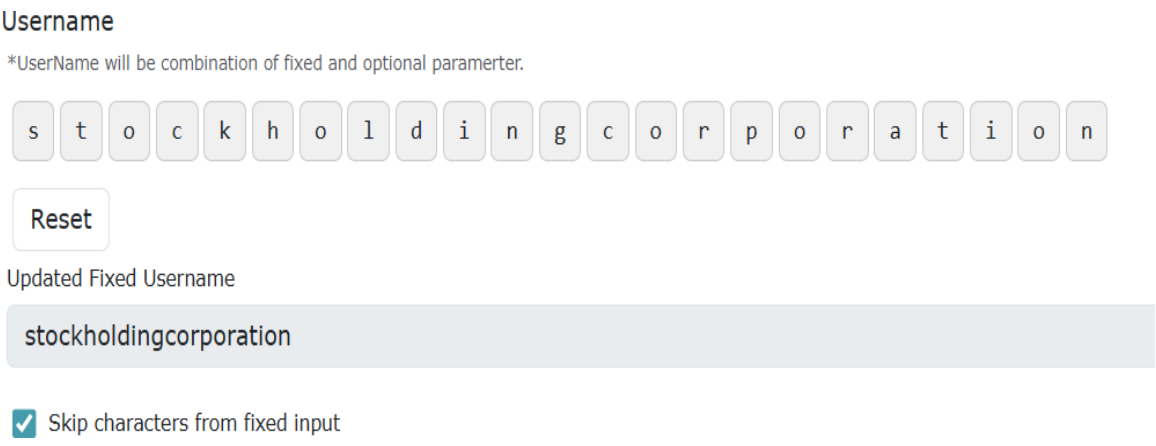
• **Username:** The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it. In case the applicant entity thinks the name is not representative enough, they can click on "Generate Longer" and the system will add more words for them from the "Entity Name". Clicking on reset will reset it back to the default value.



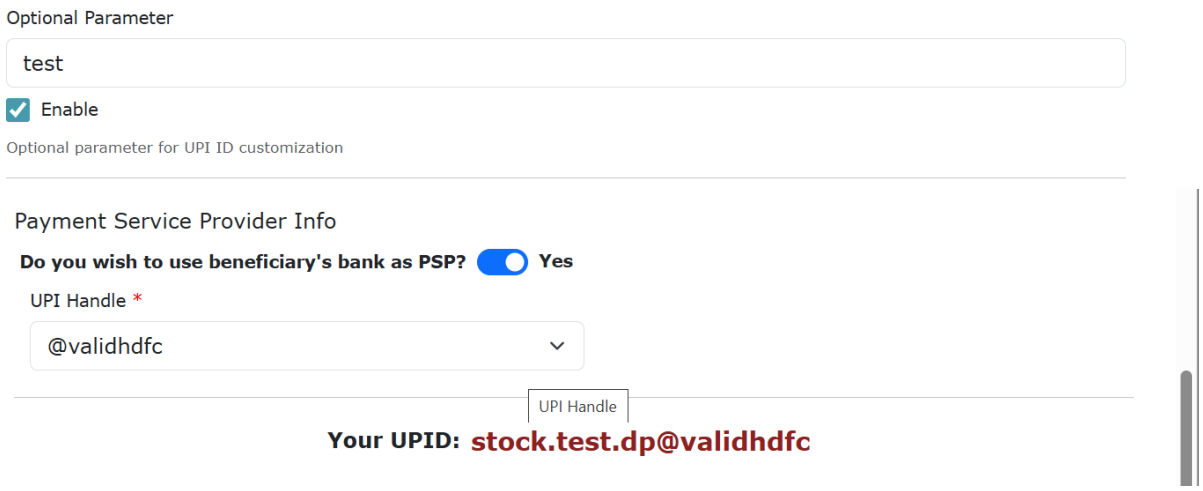
• **Fixed Length Username Generation:** Generation In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.



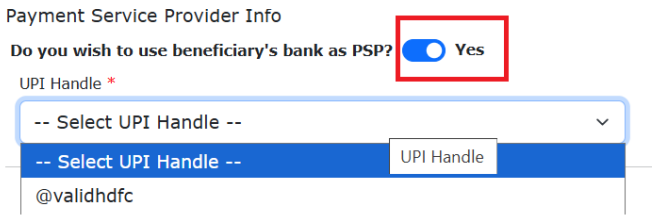
This will enable the following menu for them and one can click on separate characters to include or exclude them from the username.

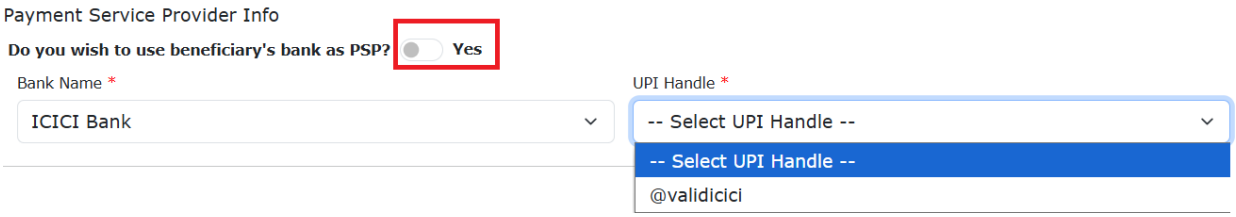


•Optional Parameter:
In case user wants to add any additional information to the username then they can do so by enabling the following parameter. The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID. **Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.**

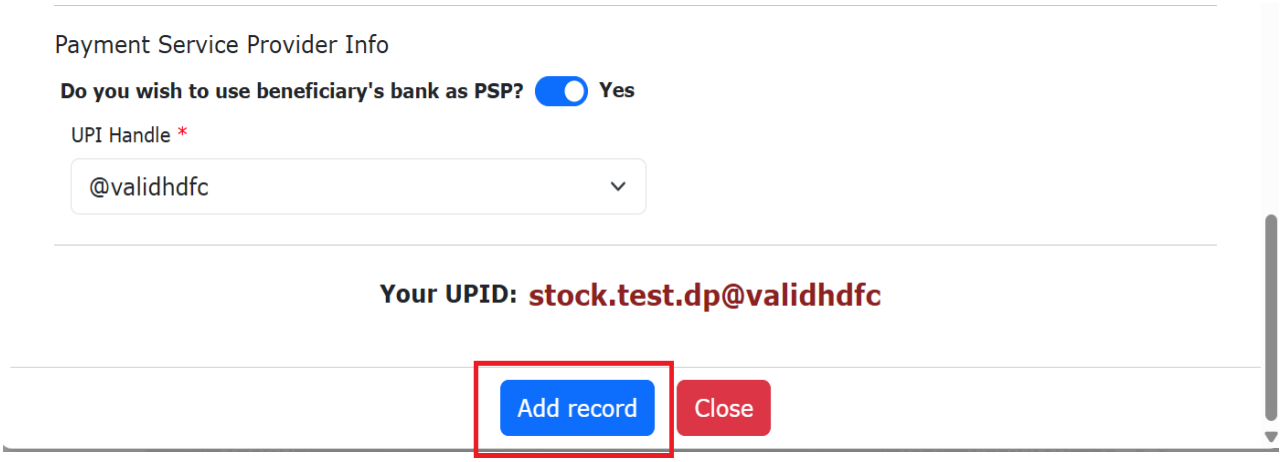


•Payment Service Provider Info: The system by default takes the account owning bank as Payment Service Provider (PSP) for UPI. The dropdown will show the "At Valid" handles only for that bank as per the IFSC provided.
In case one has a different PSP, please check with your bank. To select another bank as PSP toggle this from "Yes" to "No" and then select the bank and then the suitable handle.



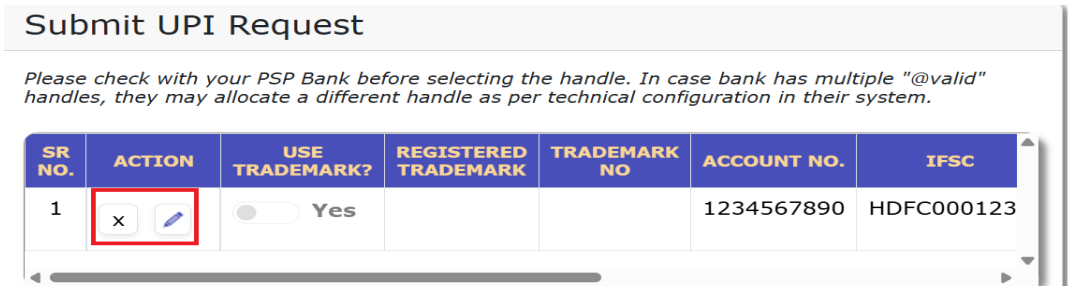


• Click "**Add Record**" button.

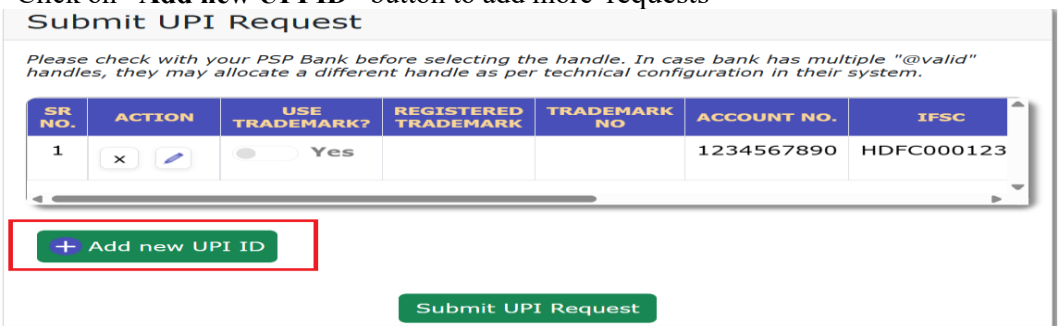


5. Request Submission and Processing

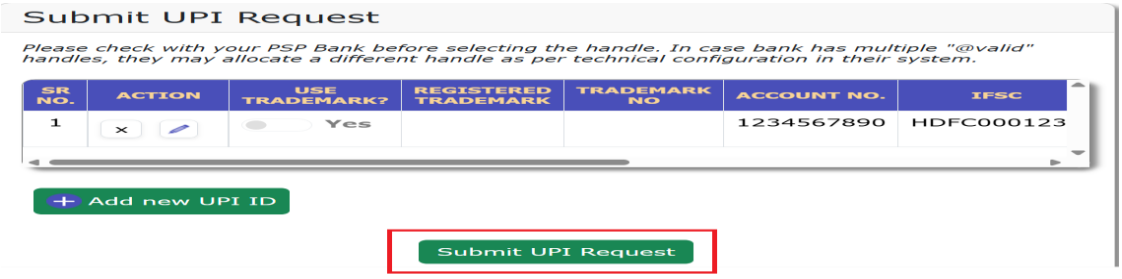
- Use the following buttons to edit or delete a UPI ID Entry



- Click on **"Add new UPI ID"** button to add more requests

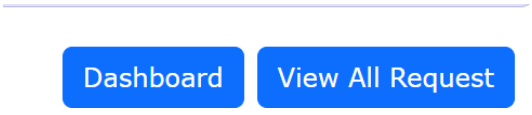


- After completing the form, click **"Submit UPI Handle Request"** button



6. Status Monitoring

- Users can click **"View all Requests"** to check request status



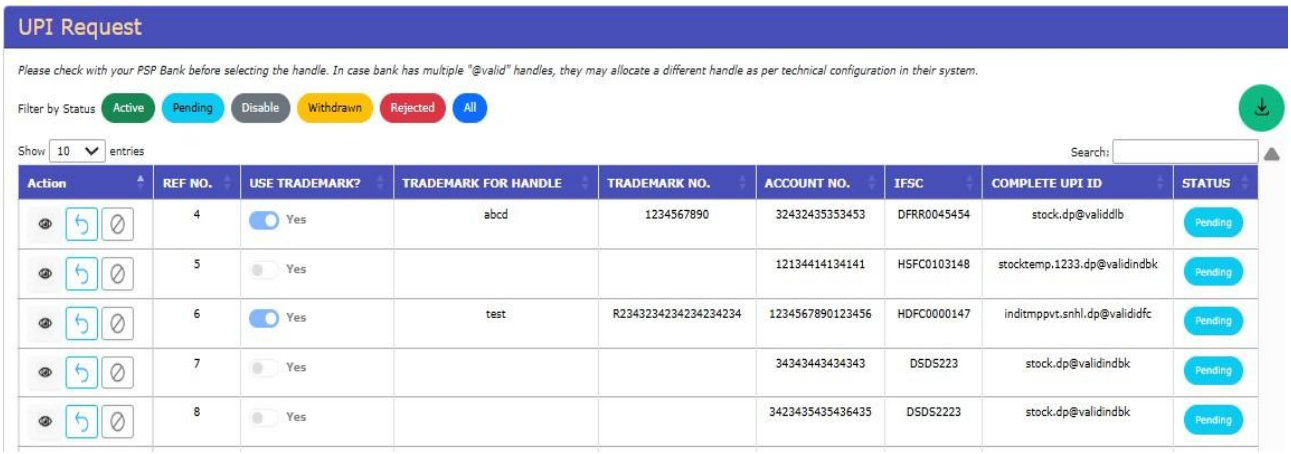
- One can filter the requests based on status, search by text or can also download the requests made earlier.

UPI Request

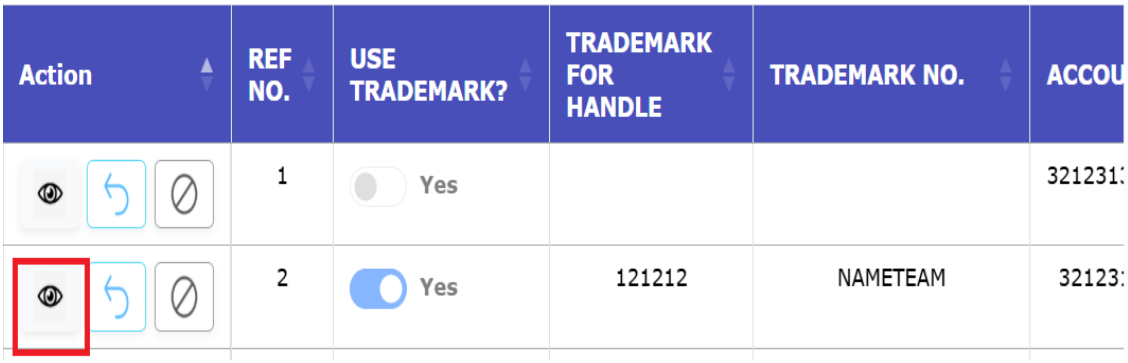
Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Filter by Status Active Pending Disable Withdrawn Rejected All

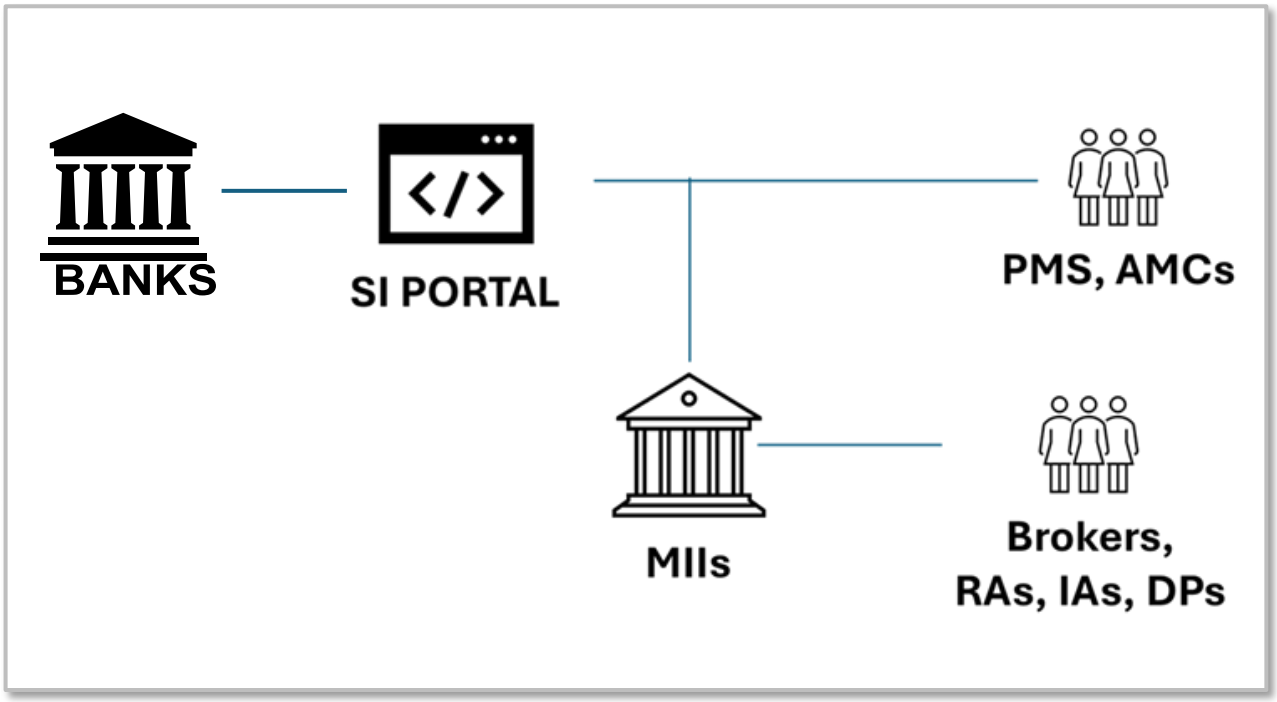
Action	REF NO.	USE TRADEMARK?	TRADEMARK FOR HANDLE	TRADEMARK NO.	ACCOUNT NO.	IFSC	COMPLETE UPI ID



• One can download the **QR Code** for the active IDs by clicking on the following button. A user can also choose other options as per the different **Status** of the requests made by them.



Information Flow Chart



Requests collected at the end of the MIIs are submitted to SI

portal through an XML file.

SI Portal generates a "**Response File**" if the records are correctly uploaded or in case of an issue with some records they will be highlighted with suitable error code.

To check the status of the requests MIIs will download the "**Status File**" on periodic intervals to show the status of various requests made by the intermediaries to the banks.

Database is managed at SI Portal level so banks or the intermediaries accessing the same directly will be able to see the changes by the other side in real time.

Section 2 : UPI ID Approval by Banks

Procedure for Approval of "At Valid" UPI IDs Requests by banks

Checklist for Banks

1 The UPI ID Request is received on SI Portal

2 SEBI registered Intermediary / Merchant approaches Bank and submits required documents, as per existing process of the bank

3 Bank verifies the details received in the request and documents received.

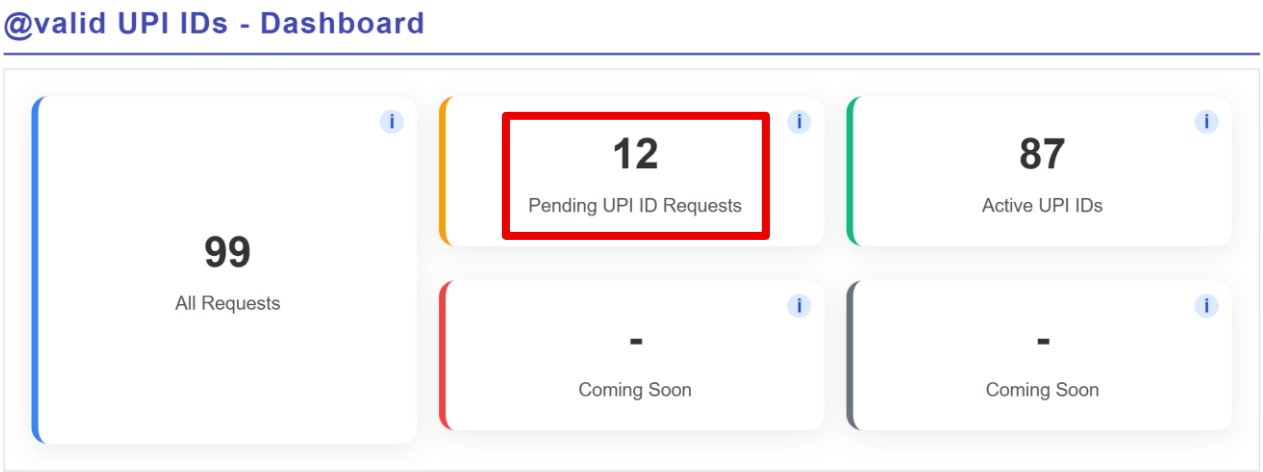
4 Banks allocates the UPI ID to the intermediary in their system and completes other formalities with NPCI for example whitelisting of the UPI ID NPCI system.

5 Confirmation of the Allocation by Changing the Status of the UPI ID request from the Pending to Confirmed by Clicking on "Confirm" in SI Portal.

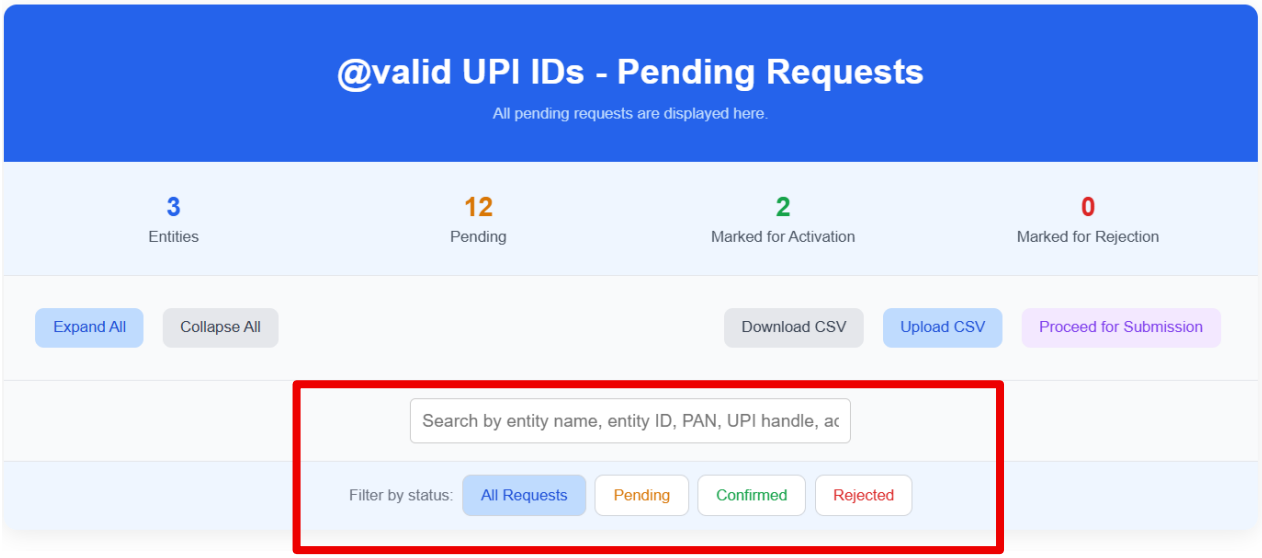
Please note and ensure bank's employee(s) is/are following the above check list in the same order and no other mode or deviation can be made from the above process without written permission from SEBI. API cannot be used in the phase 1 of the implementation.

Use the following path to reach the dashboard page Banks (UPI – Issuer) > @valid UPI ID Request > Dashboard

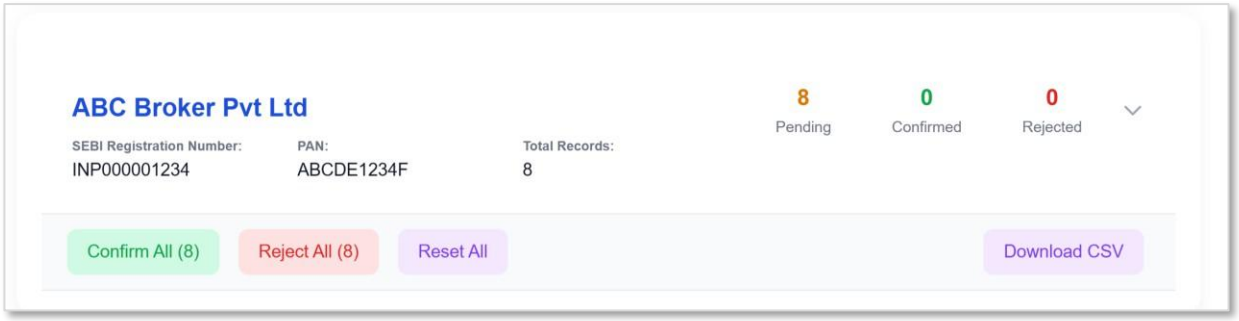
Next Screen is Dashboard which will look like the following. Click on the **Pending UPI ID Requests** to view them on the screen.



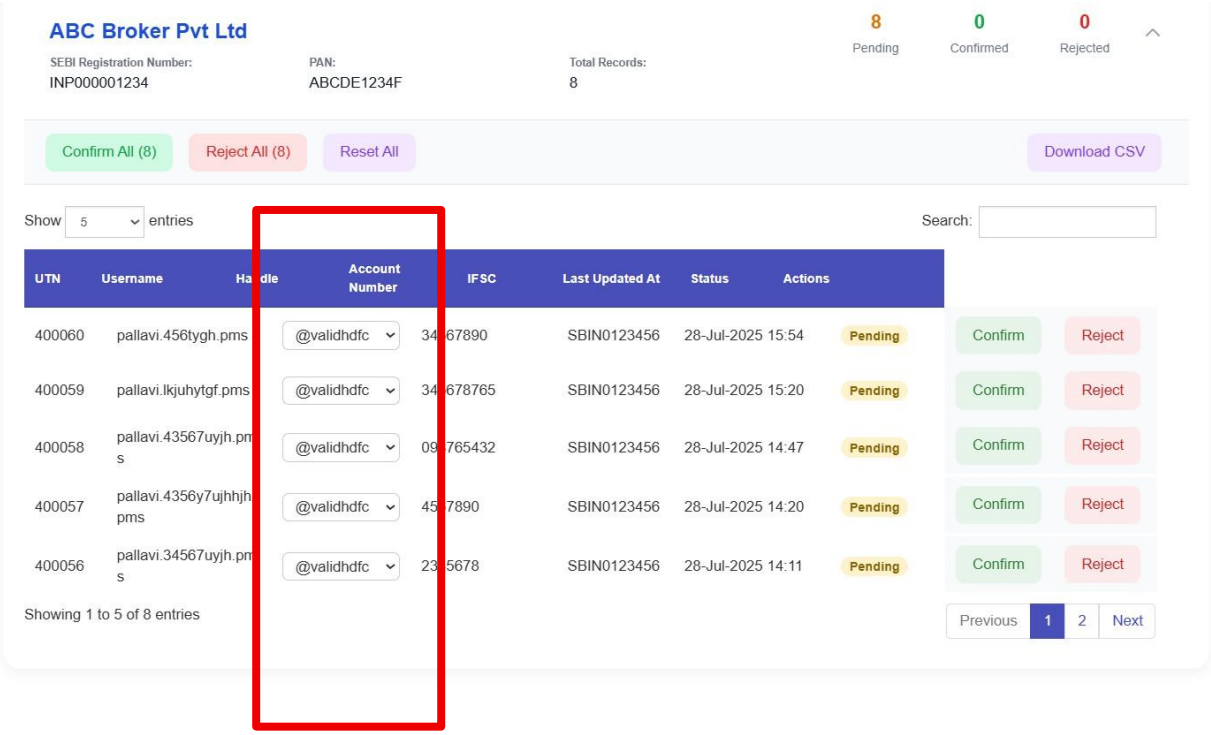
All requests will be shown to a bank user along with their status. One can filter those or search by entering the text string.



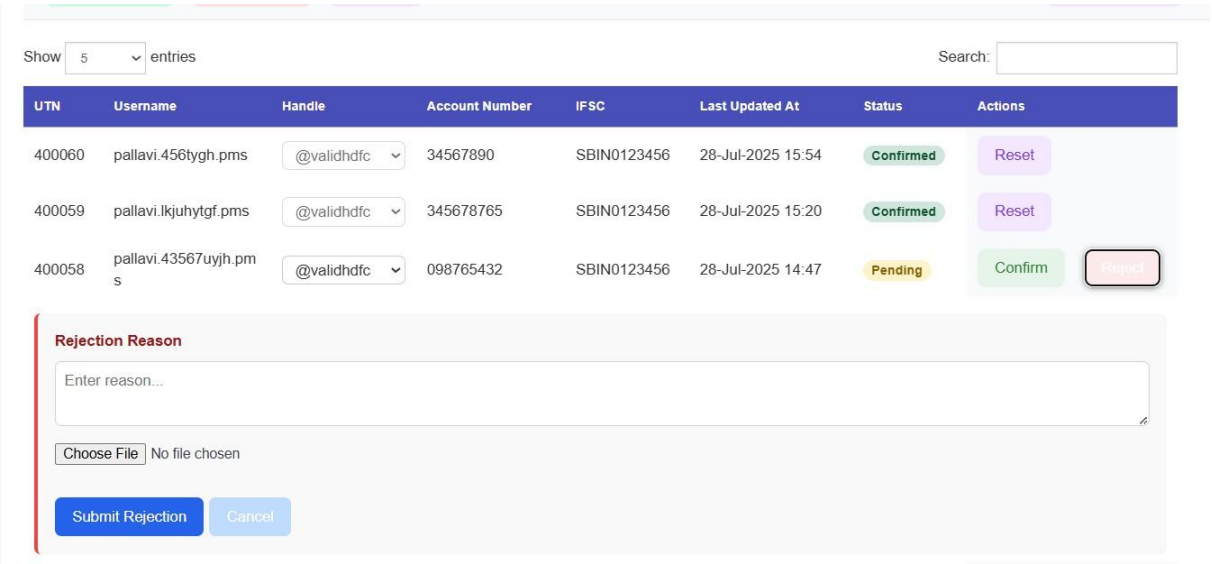
Requests will be clubbed at the entity level, and entity's name and PAN will also be displayed to the bank user along with additional required information card-wise.



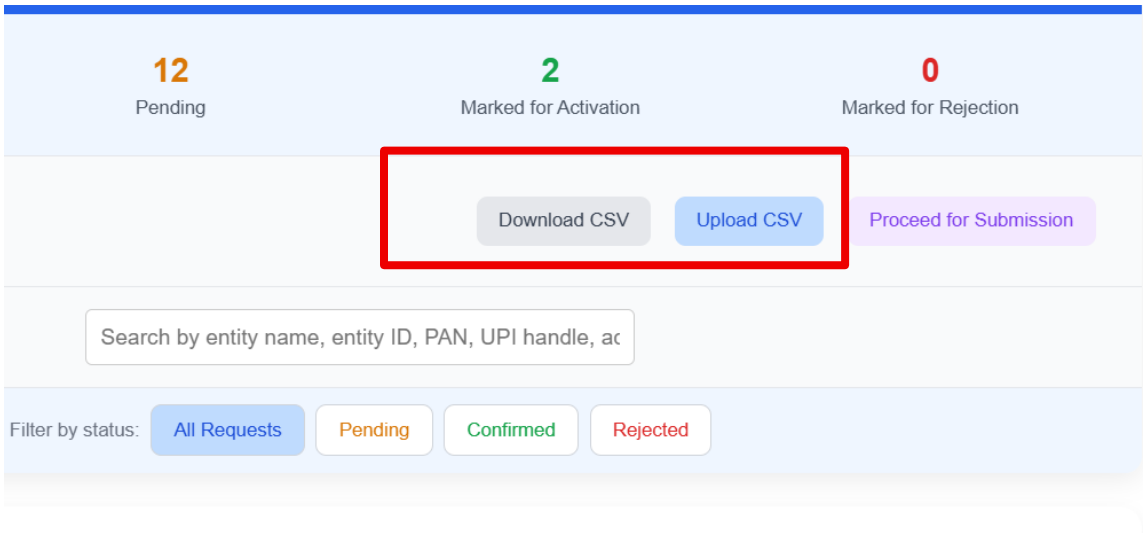
One will be able to see all requests by clicking on the entity card. If required, the bank user will be able to change the handle.



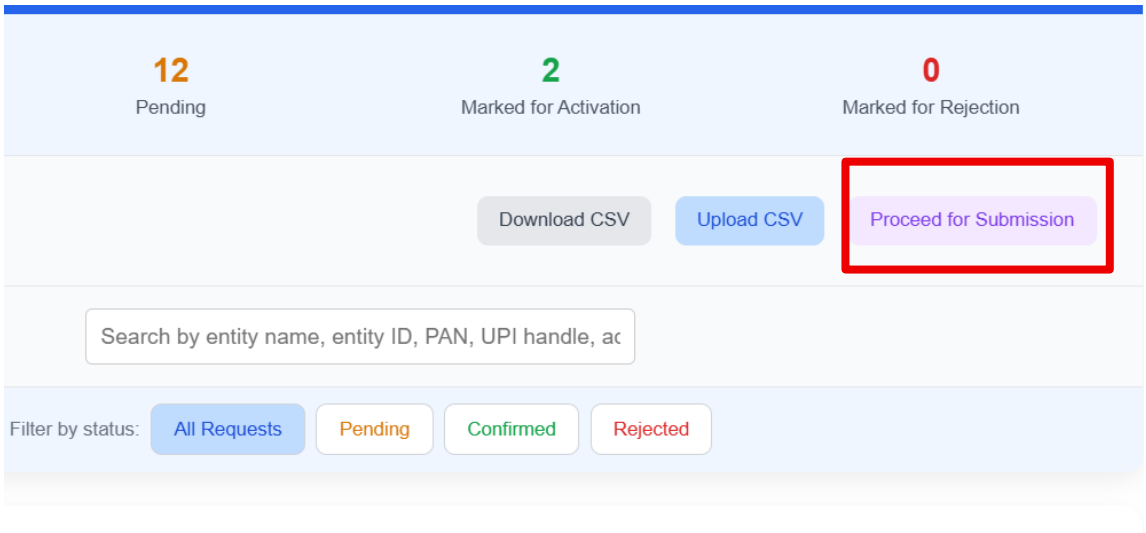
One can accept a single request one at a time or accept multiple requests in one go at Entity Level. Rejection requires a reason to be filled in case a request is being rejected.



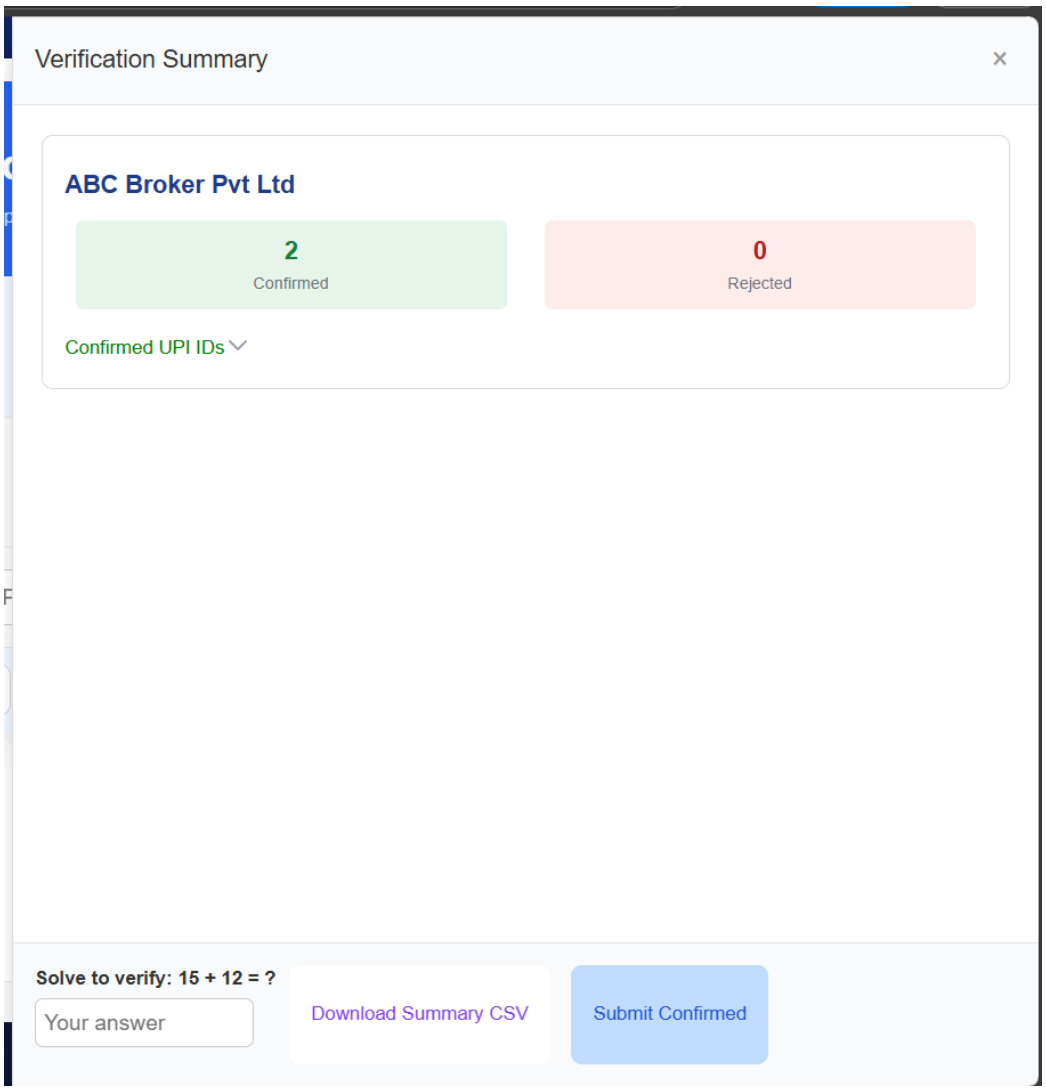
One can download the requests in CSV and can upload them after making modifications to that for bulk processing. The same process can also be used by a bank in case they follow maker-check procedure, one can take approval via mail before uploading the CSV again to the portal.



Changes are temporary and the user needs to click on the "**Proceed for Submission**" button to get the changes updated in the SEBI database.



This will bring a summary window from the right and user will be able to submit the response for UPI IDs by solving a question. Which will submit the data to the database and will also send an intimation to the intermediary.



Section 3 : FAQs

Frequently Aked Questions

FAQs

Q1: How can Payment Aggregators obtain a "At Valid" UPI ID for a merchant / SEBI registered intermediary?

Ans: The request can only be made by the SEBI registered Intermediaries from their login and needs to be approved by the valid handle owner Self-Certified Sponsor Bank. The bank can prescribe the required information to be filled by the SEBI registered Intermediary in the optional field as per the NPCI circular UPI OC 217 dated 3rd July 2025, point 6. Then, the bank can approve the same after the due process followed by the bank as prescribed earlier for all other cases. The same approved UPI ID can then be used by a Payment Aggregator.

Q2: Are APIs allowed?

Ans: Due to recent developments, the use of APIs for this secure pipeline is not allowed in Phase 1 of the implementation. It is also required of the self-certified syndicate banks that they do not use any external API for this process without explicitly confirming with SEBI.

Q3: We have many merchants, how to approve the multiple requests from them without APIs?

Ans: The interface has CSV download and upload functionality. The same can be used to expedite and automate the processing of the requests.

Q4: Can we request for multiple email logins for maker-checker, in case of absence of a team member as a backup ID?

Ans: The current system only allows one login ID per bank. The bank can use a generic / group ID to create a login similar to paymenthandles@sebi.gov.in which forwards emails to multiple internal SEBI IDs. The SI portal also allows one to change the login email IDs from settings, so in case of a change of role in an organisation, the email ID currently being used can be changed.

Q5: How does this process change the current merchant onboarding process followed by the banks? Do we still need to collect the paperwork from merchants?

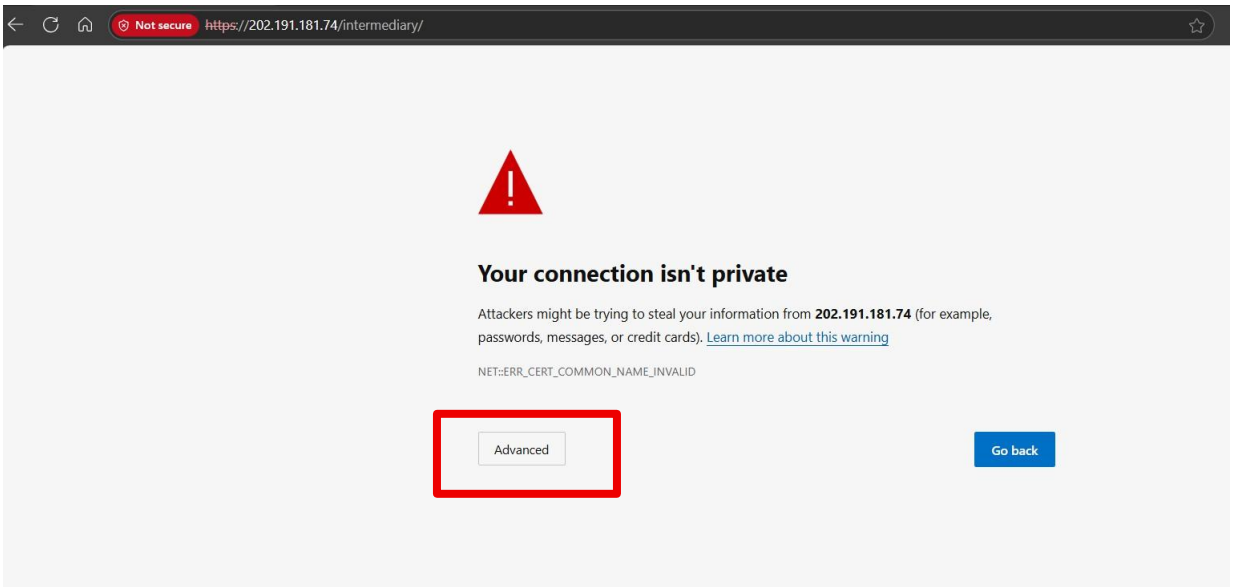
Ans: This new process is supplementary to the existing practices followed by banks for merchants being onboarded in the 6211 category. The new "At Valid" can only be allocated to the requests made through SEBI Intermediary Portal (SI Portal). This is to help banks verify if a merchant is actually a SEBI Registered Intermediary or not. Banks are expected to continue to follow their existing process of due diligence they have been following in addition to the confirmation of receiving the request and approval of the same.

Section 4 : Common Login Process

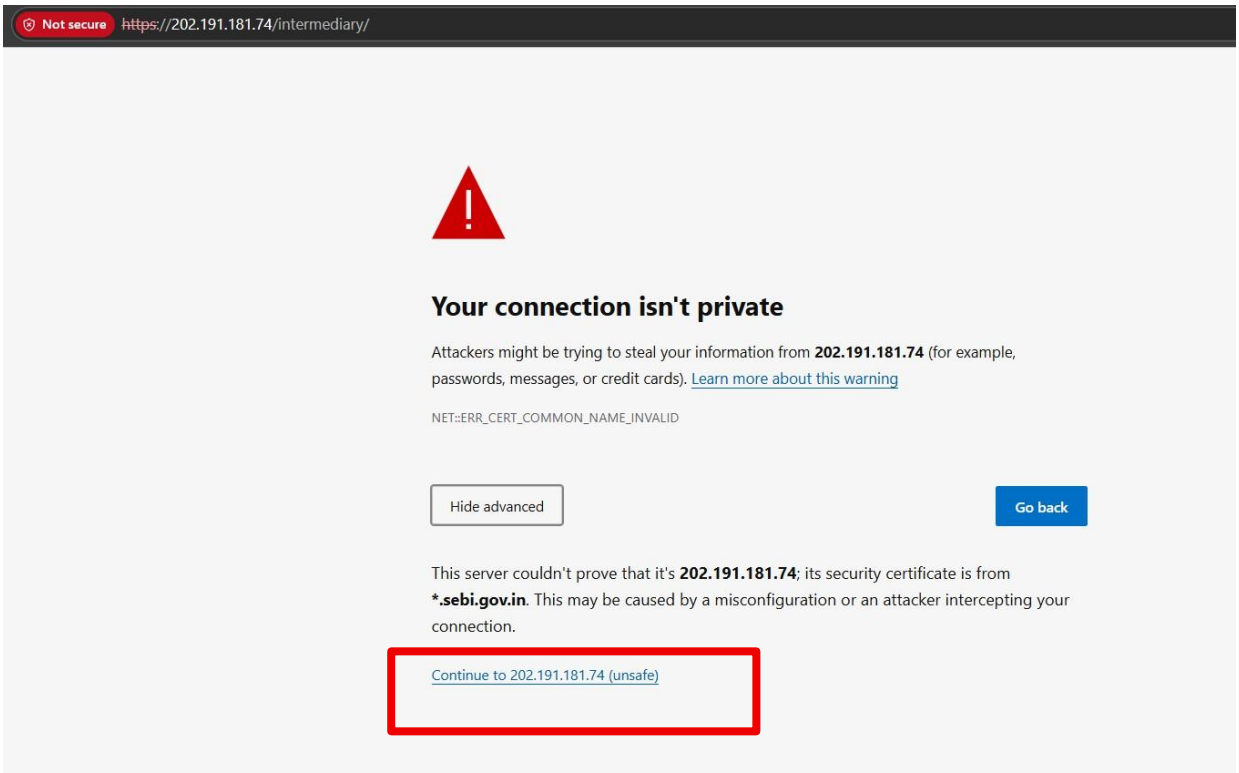
- Common login process for SI Portal
- **Not Applicable for Brokers, DPs, IA and RAs. These intermediaries are expected to make a request through the Exchange or Depository Portals Itself.**

Test Portal (UAT Environment)

https://202.191.181.74/intermediary/



Click "Advanced"



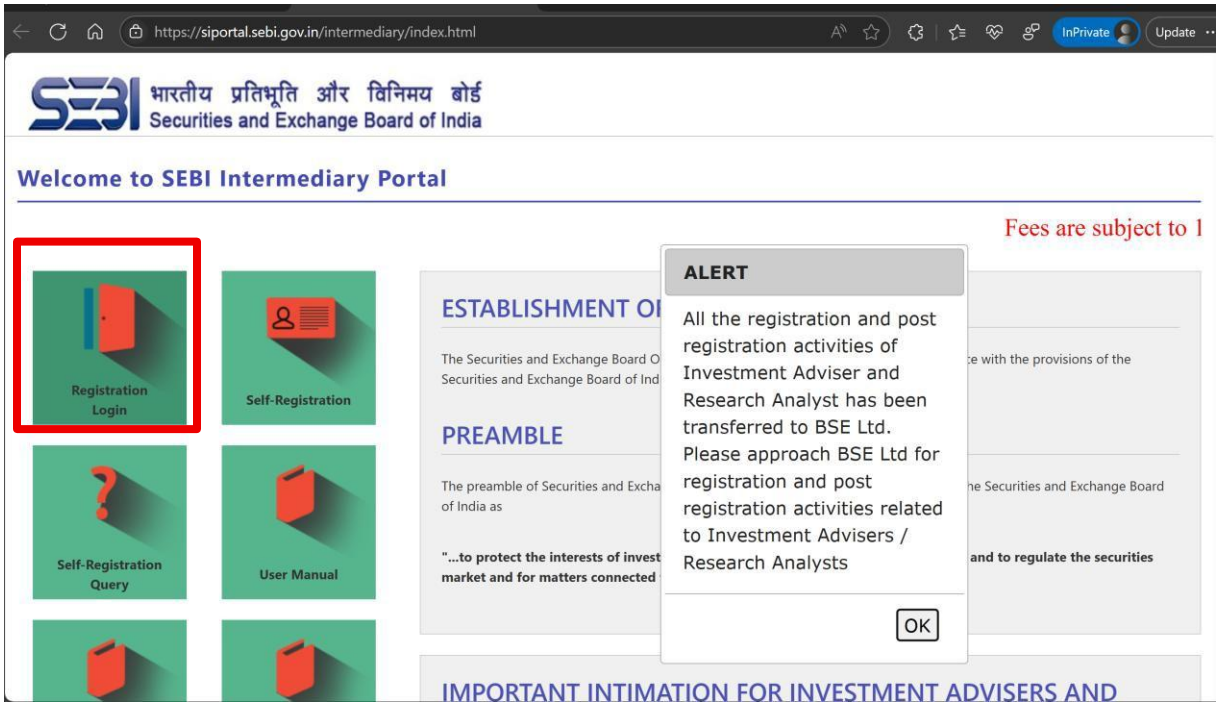
Click "Continue to https://202.191.181.74 (unsafe)"

The next screen is identical to the live portal and will look like the following one. In case you are unable to see the previous UAT and following Live URL please try using an external network outside your your organisation.

In the most likely event you may need to get the same URLs whitelisted in your organisation.

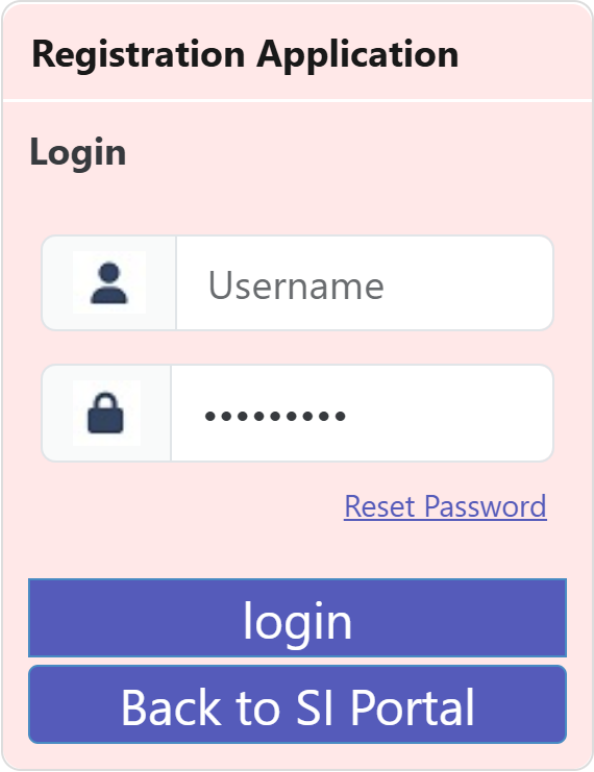
Live Portal (production Environment)

https://siportal.sebi.gov.in/intermediary/index.html

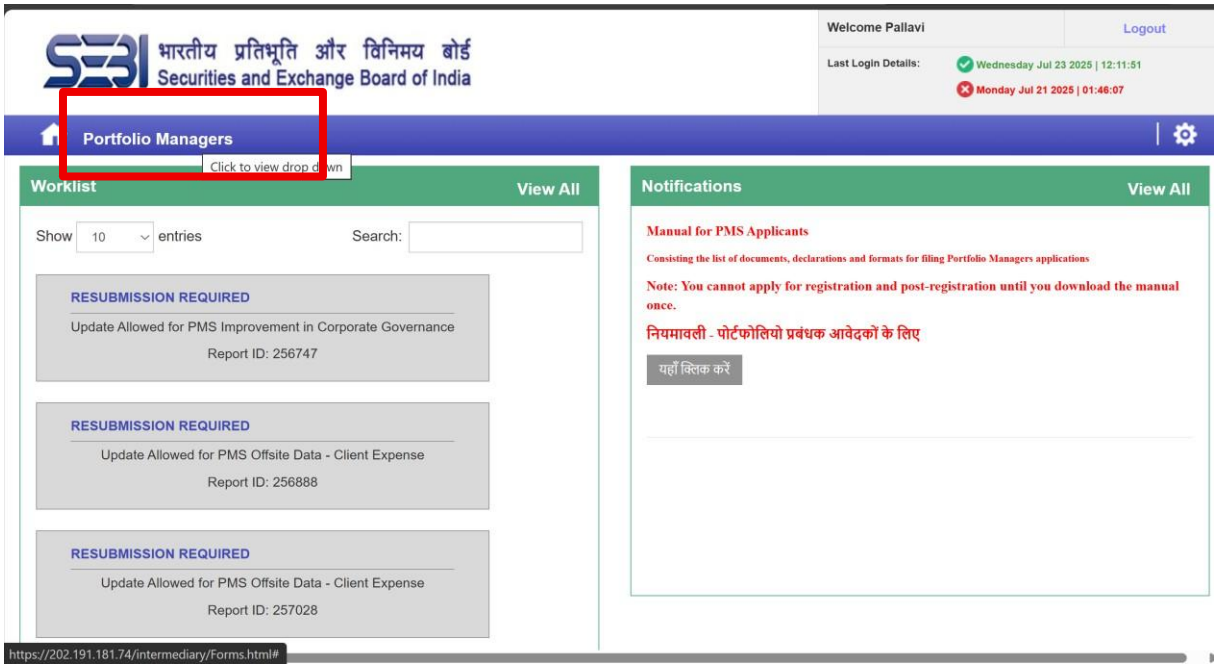


Click “Registration Login”

Enter the Login Credentials Provided to You



Click on the Category name as shown below in red rectangle for more options



For SEBI Registered Intermediaries which are also regulated by SEBI, the category name would be shown.

User needs to click on it to see more options

For self-certified syndicate banks this would appear like

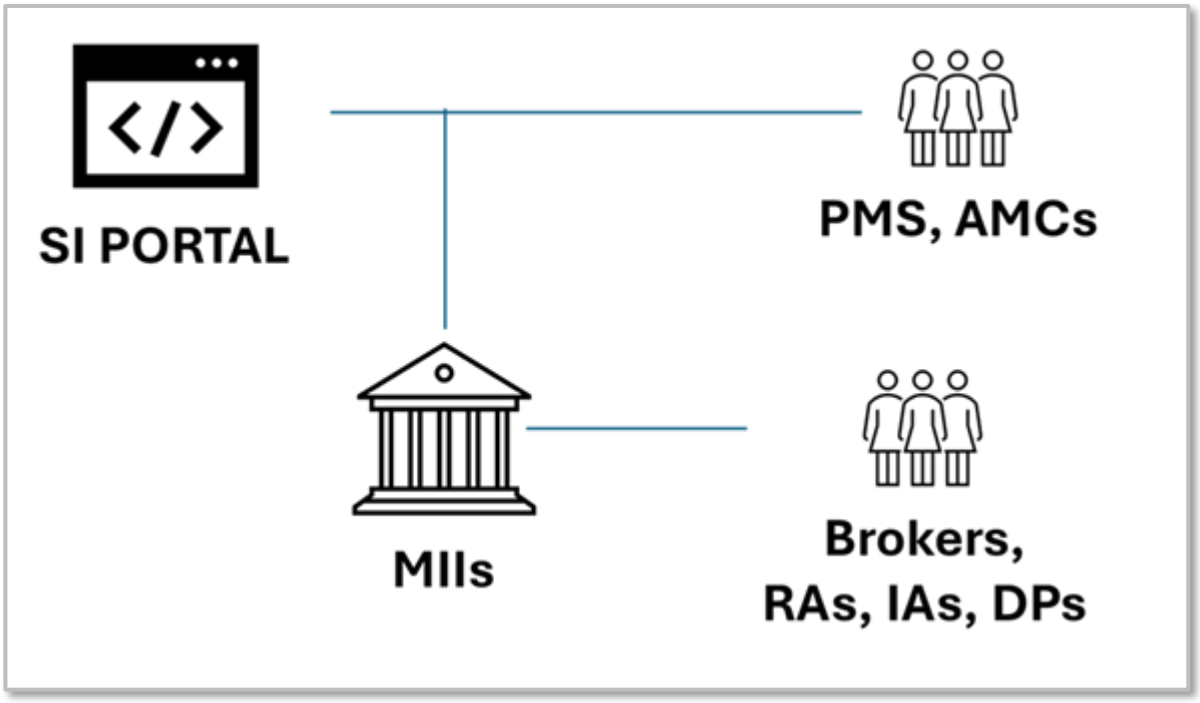
this

This section for login information was common for both. Th remaining sections cover the process for requesting and approving the UPI ID requests.

The functionality of requesting is on the SEBI Intermediary (SI Portal) portal itself. This will be available as an option to choose from the dropdown menu that appears at the top left of the screen.

For intermediaries accessing it through the MIIs, this functionality will be available within the same extension of the SI portal from the respective MIIs.

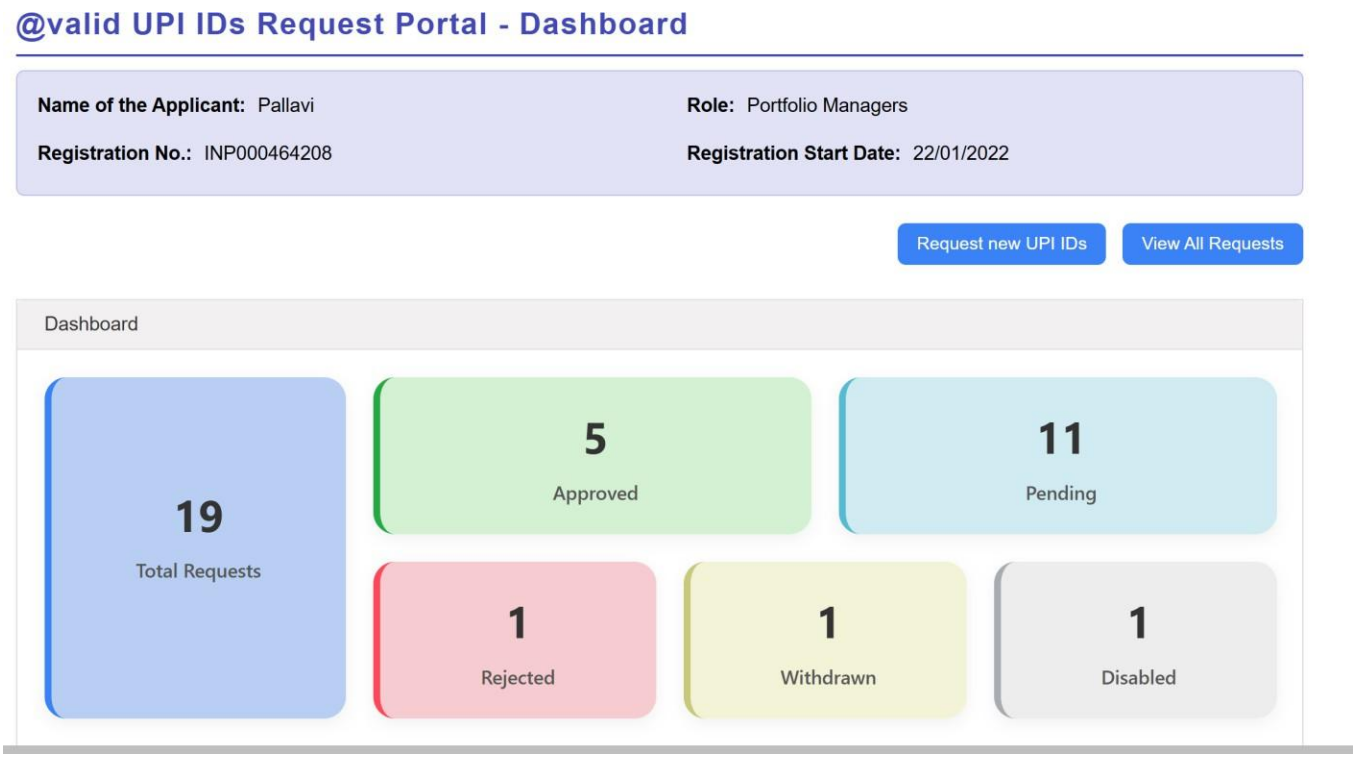
In case an intermediary is registered across multiple exchanges as a broker or depositories as a DP, then the registered intermediary can use any of the MIIs' interfaces.



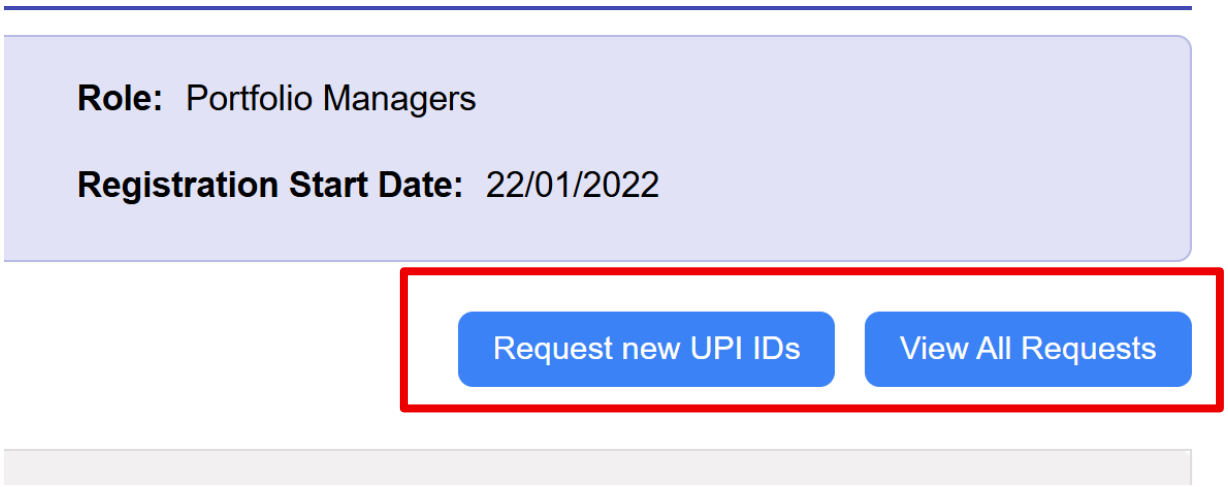
Use the following path to reach the dashboard page

Entity Category (Portfolio Managers Here) > @valid UPI ID Request > UPI Request Portal

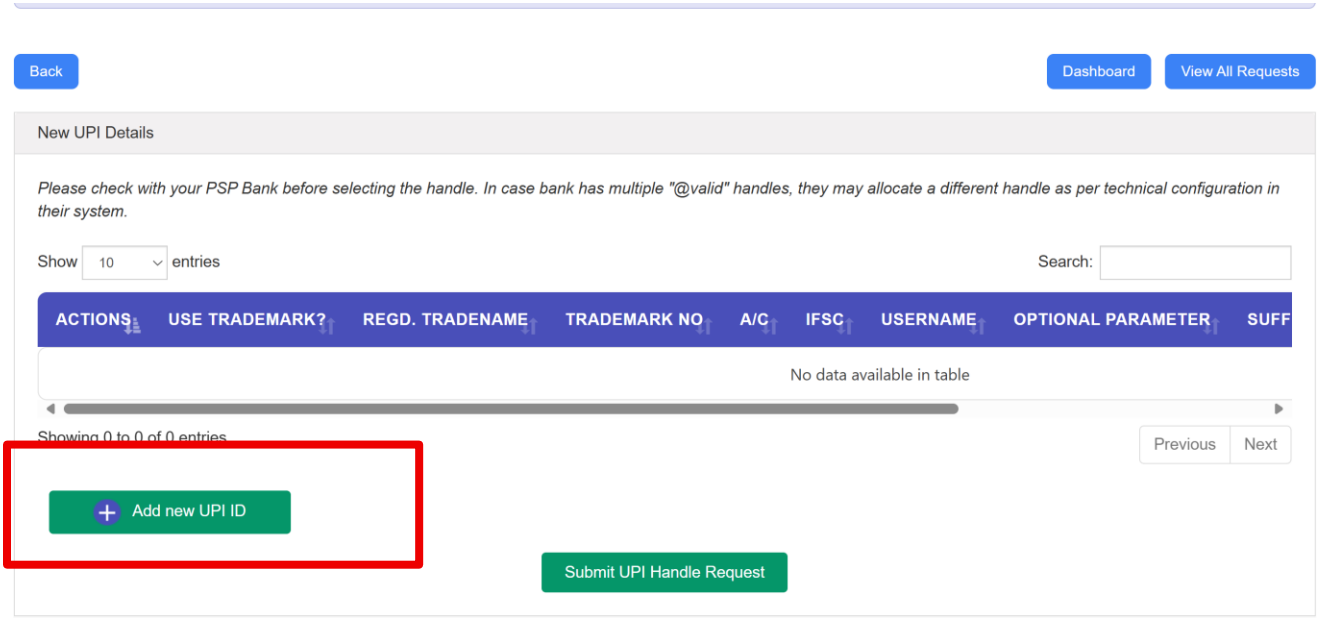
Next screen will look like below. One can click on any card to see the list of UPI ID under that given status.

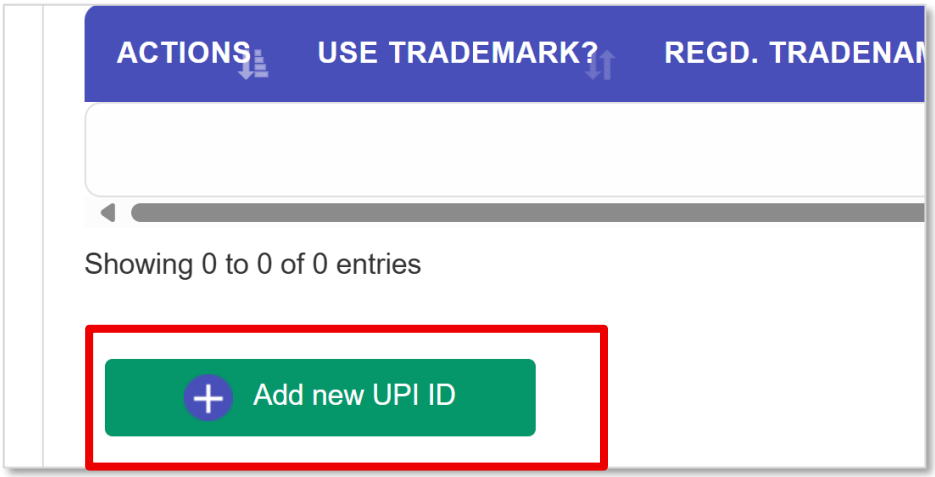


Click on these buttons to Request for New UPI ID or View All Requests made so far respectively.



To request a new UPI ID click on “Add new UPI ID” button





A form shown as on next page. Details are given on the subsequent pages, section by section.

Entity Information

Entity Name *
Pallavi

Registration Number *
INP000464208

PAN *
****

Category Code *
pms

Legal Account Holder Name

Legal Account Holder Name*
Pallavi

Legal Account Holder PAN*
****

Different Legal Account Holder?: No

Trade Name Configuration

Use Trade Name as Username: No

UPI Handle Request

Beneficiary Information

Account Number *
Enter account number

IFSC Code *
11-character IFSC

Username

*UserName will be combination of fixed and optional paramerter.

Fixed *
pallavi

Generate Longer Reset

☐ **Skip characters from fixed input**

Optional Parameter (Optional parameter for UPI ID customization)

☐ **Enable**

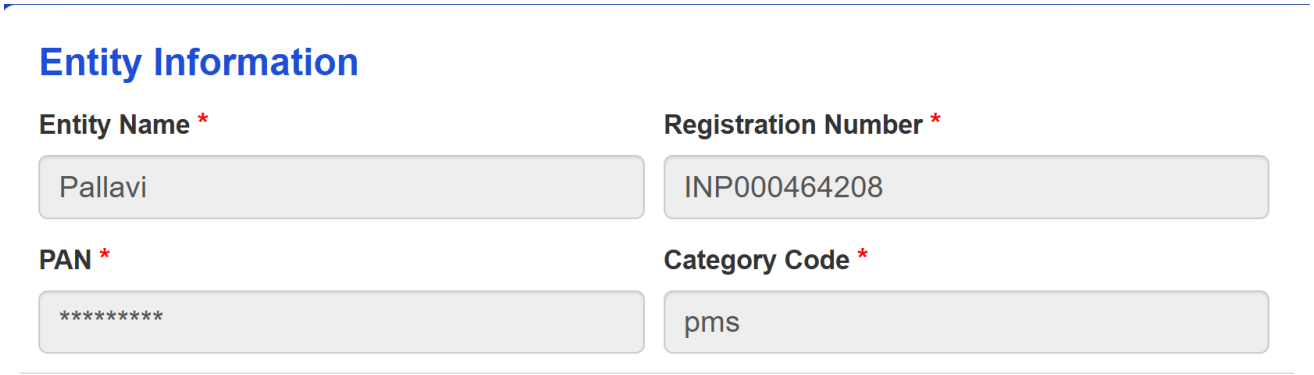
Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *
-- Enter valid IFSC first --

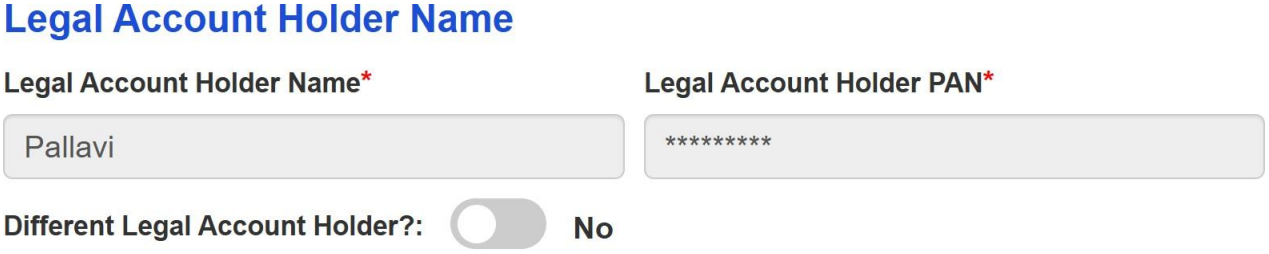
Entity Information

Entity information is auto-filled using the information provided for the login creation. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.



Legal Account Holder Name

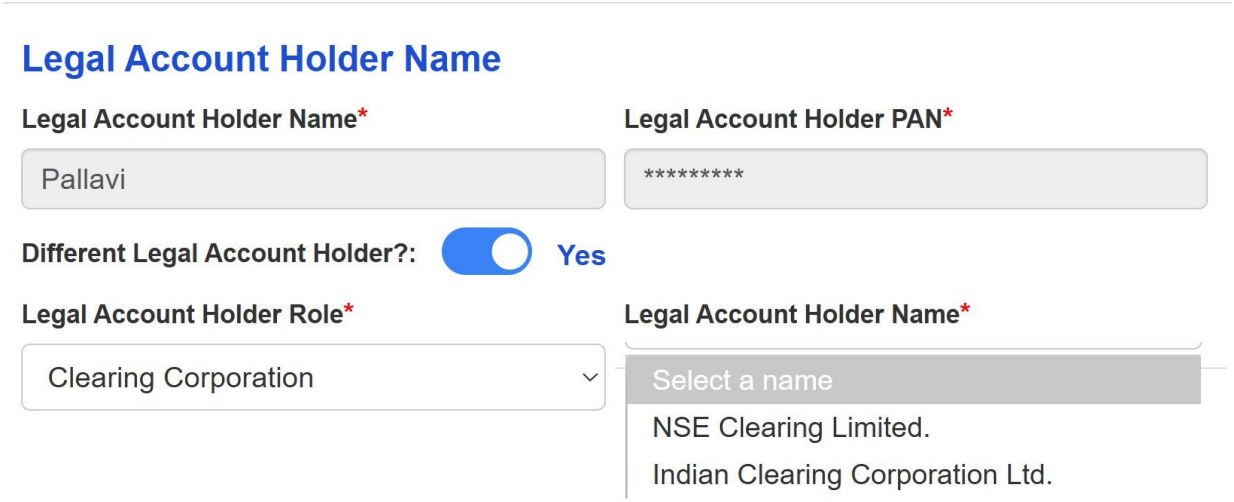
By default, the system takes the account number being provided is in the name of the entity itself.



Legal Account Holder Name

In case one wants to select the account of the Exchange or the Clearing Corporation the same can be done by enabling the "**Different Legal Account Holder**?" toggle button to **"Yes"** from **"No".**

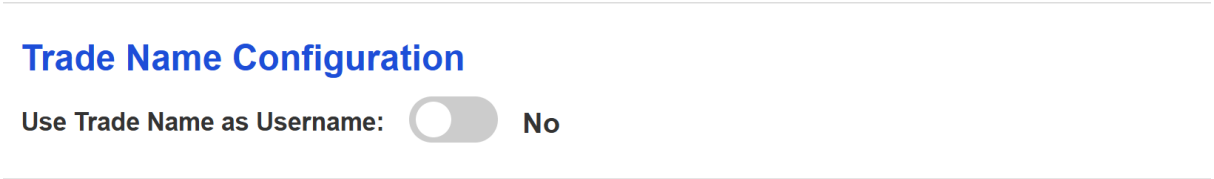
This would add additional two parameters "**Legal Account Holder Role*" and Legal "Account Holder Name***" one can suitably select that and enter the account number and IFSC of the respective Exchange or Clearing Corporation

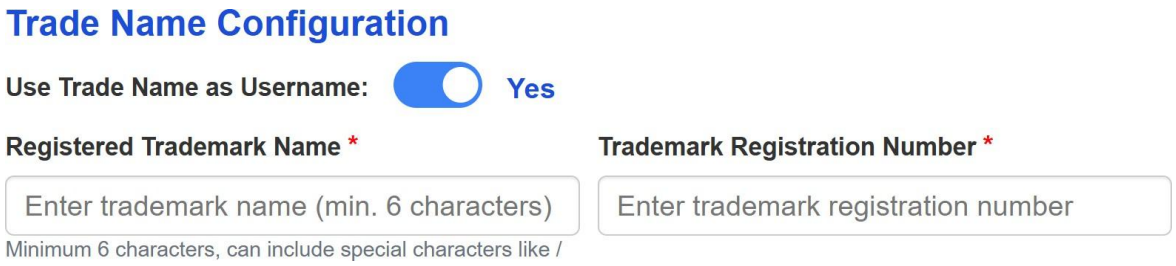


Trade Name Configuration

By default the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the "**Use Trade Name as Username:**" toggle from "No" to "Yes".

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.





IPO Process

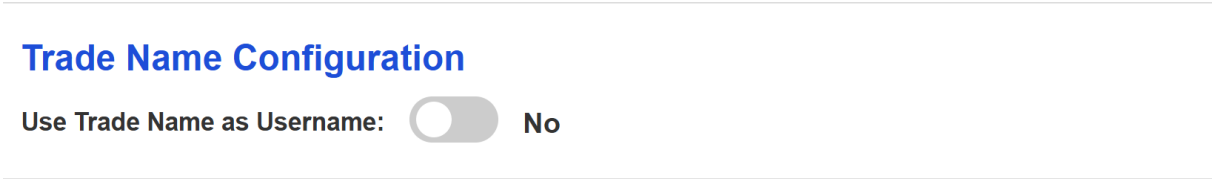
Issuer Name Configuration (For Bankers to an Issue (BTI) generating a UPI ID for the IPO process)

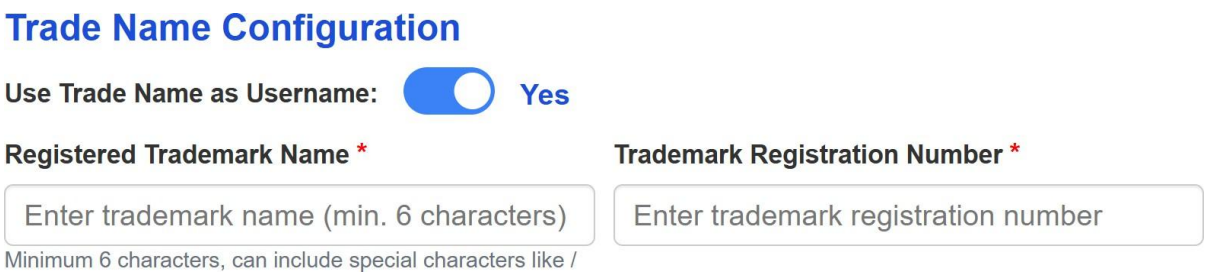
The 'Trade Name Configure' field must be enabled for the IPO

process.

- **In Registered Trademark Name:** Please enter the name of the issuer company exactly as it appears in the DRHP.
- **In Trademark Registration Number:** Please enter the Corporate Identification Number (CIN). Ensure you are entering the CIN starting with the letters "CIN" without any special characters.
    - **Example:** CINU67120MH2007PLC170358, CINU65990MH1995PLC091146, etc.

Note: The letters "CIN" are bolded in the example for highlighting purposes only. Do not apply bold formatting in the actual field.





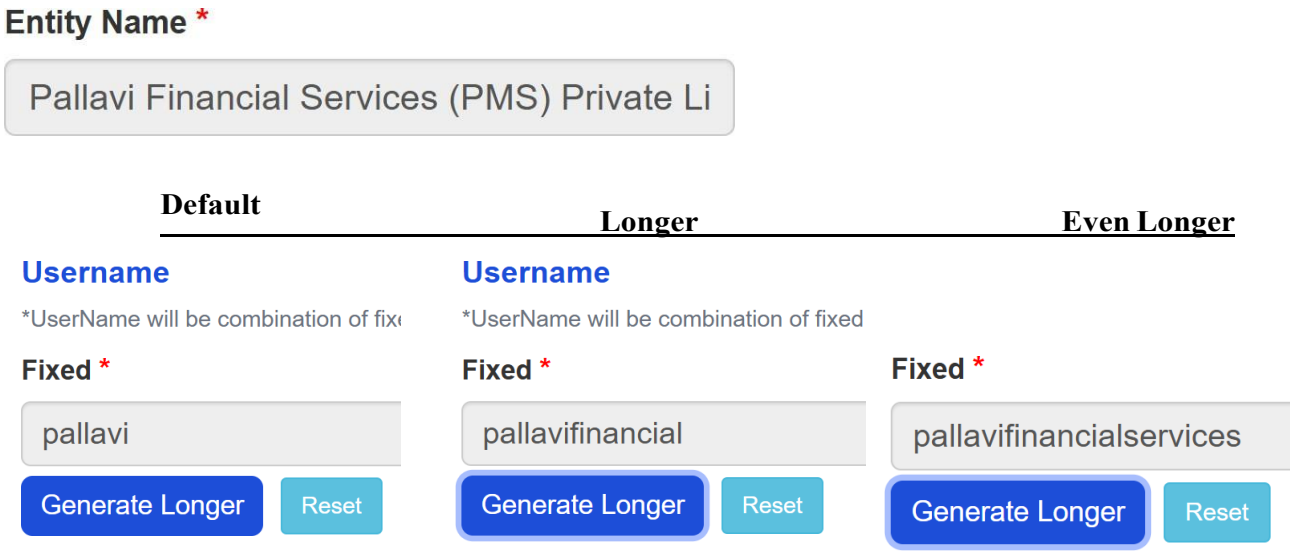
Beneficiary Information

The user would enter the bank account information and IFSC

in the following fields.

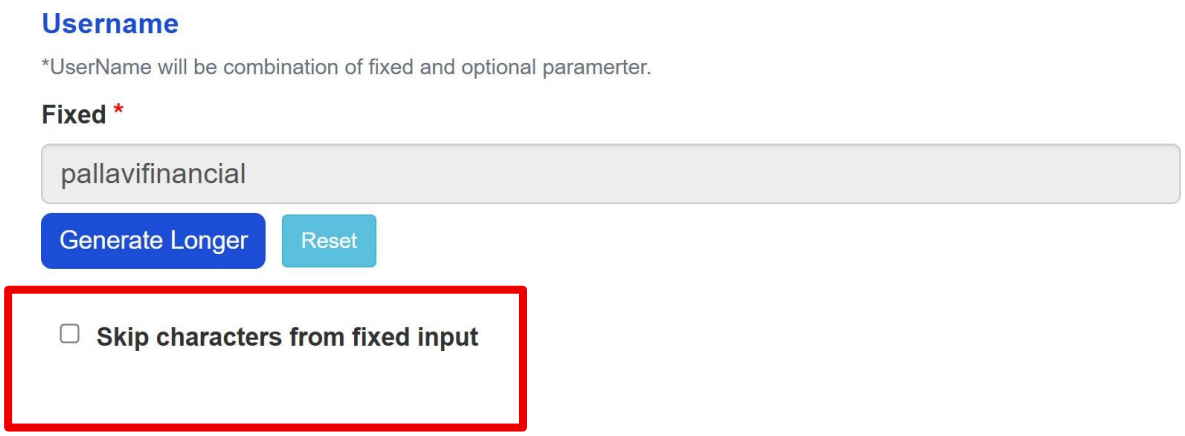
Username

The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it.
In case the applicant entity thinks the name is not representative enough, they can click on "Generate Longer" and the system will add more words for them from the "Entity Name" . Clicking on reset will reset it back to the default value.



Fixed Length Username Generation

In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.

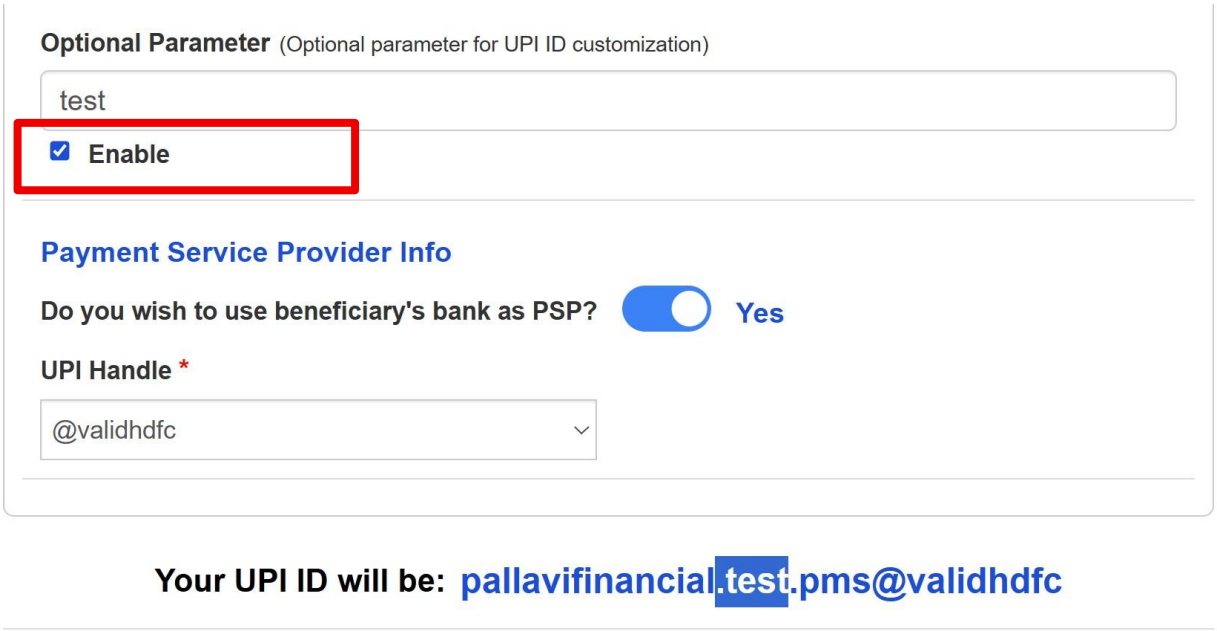


This will enable the following menu for them and one can click on separate characters to include or exclude them from the username.

Optional Parameter

In case user wants to add any additional information to the username then they can do so by enabling the following parameter.
The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID.

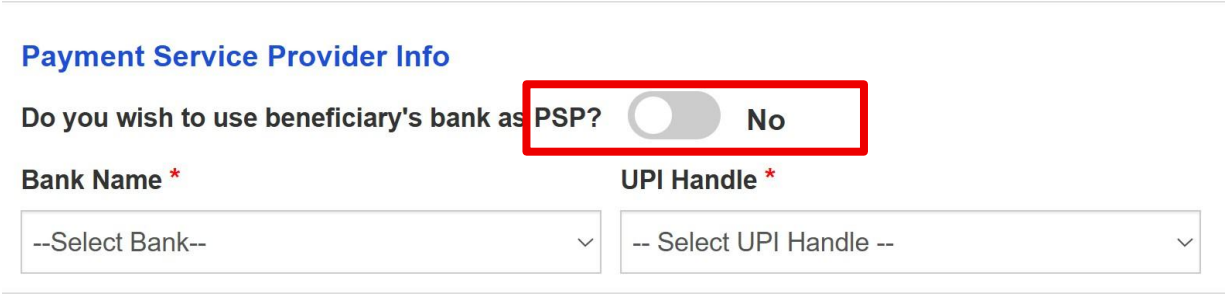
Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.



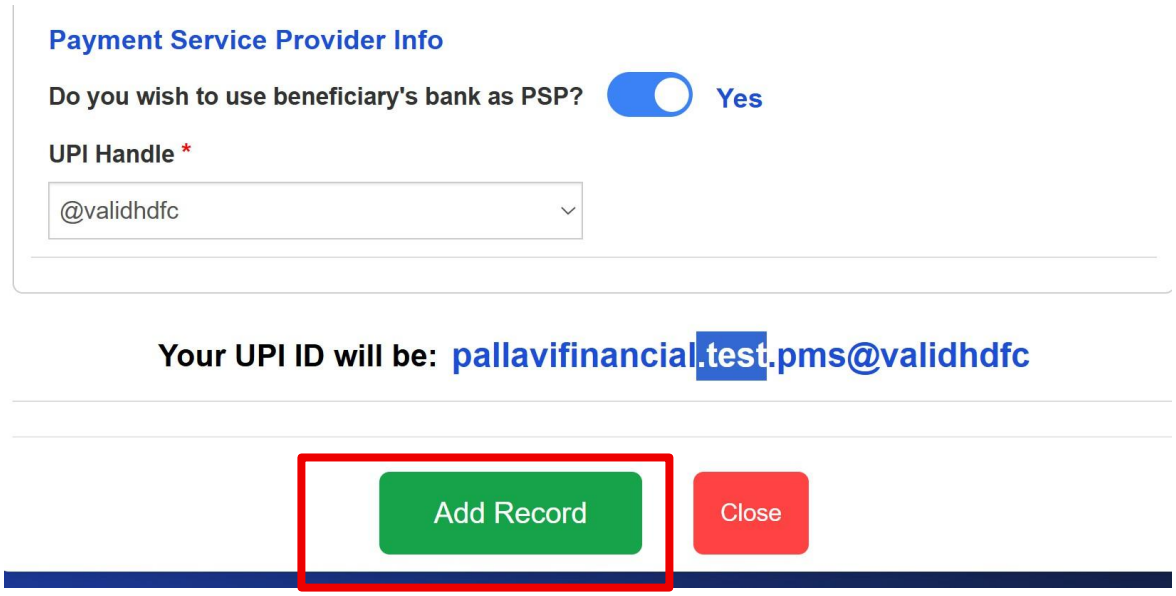
Payment Service Provider Info

The system by default takes the account owning bank as Payment Service Provider (PSP) for UPI. The dropdown will show the "At Valid" handles only for that bank as per the IFSC provided.

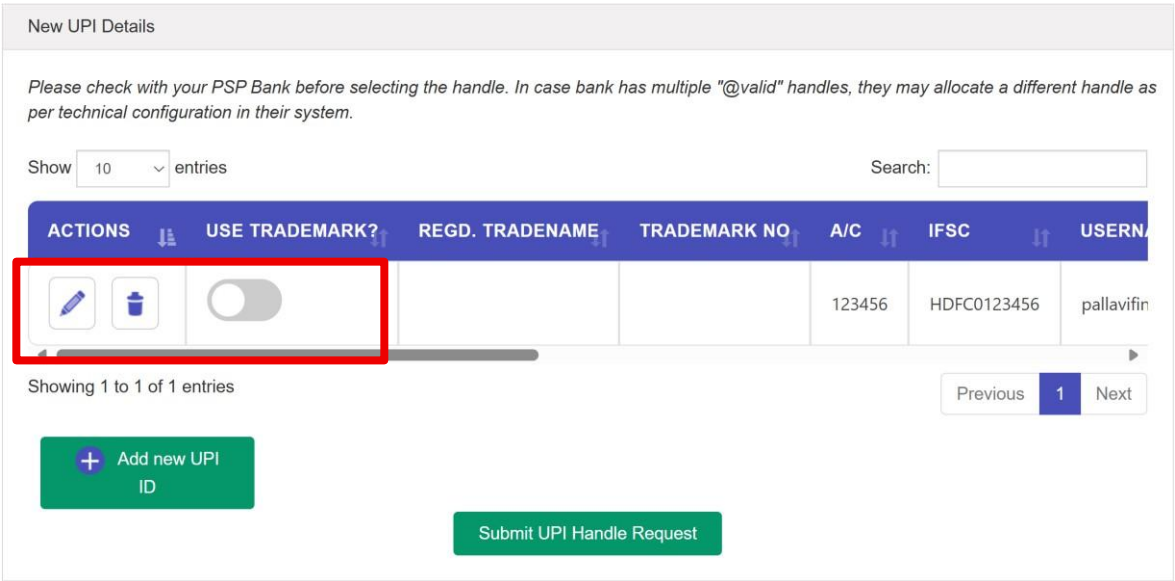
In case one has a different PSP, please check with your bank. To select another bank as PSP toggle this from "Yes" to "No" and then select the bank and then the suitable handle.



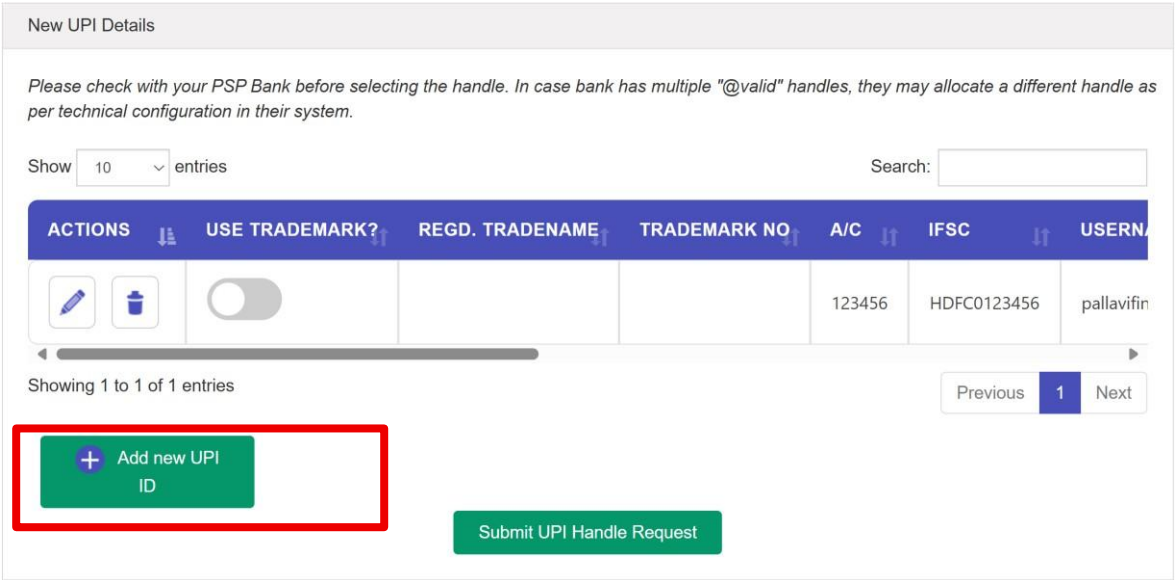
Click on Add Record



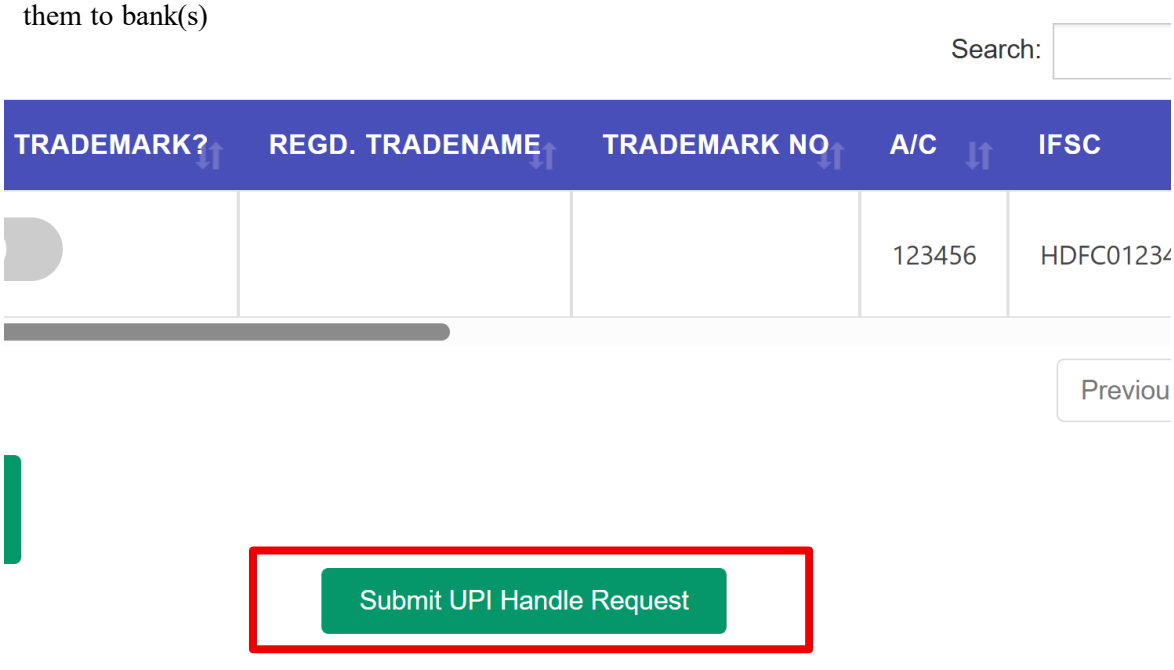
Use the following buttons to edit or delete a UPI ID Entry



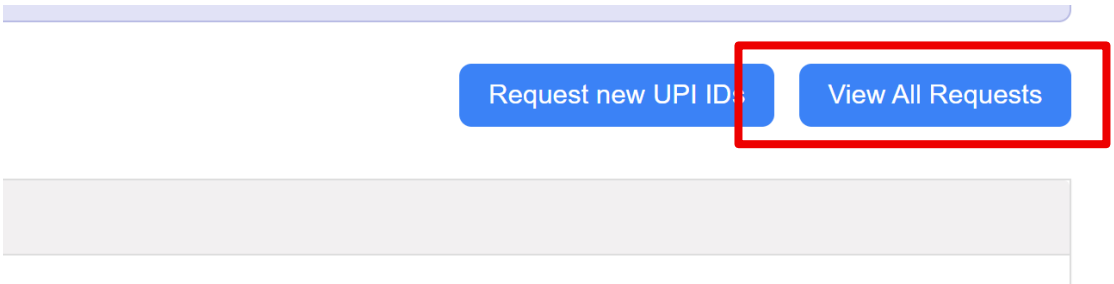
Click on this button to add more requests



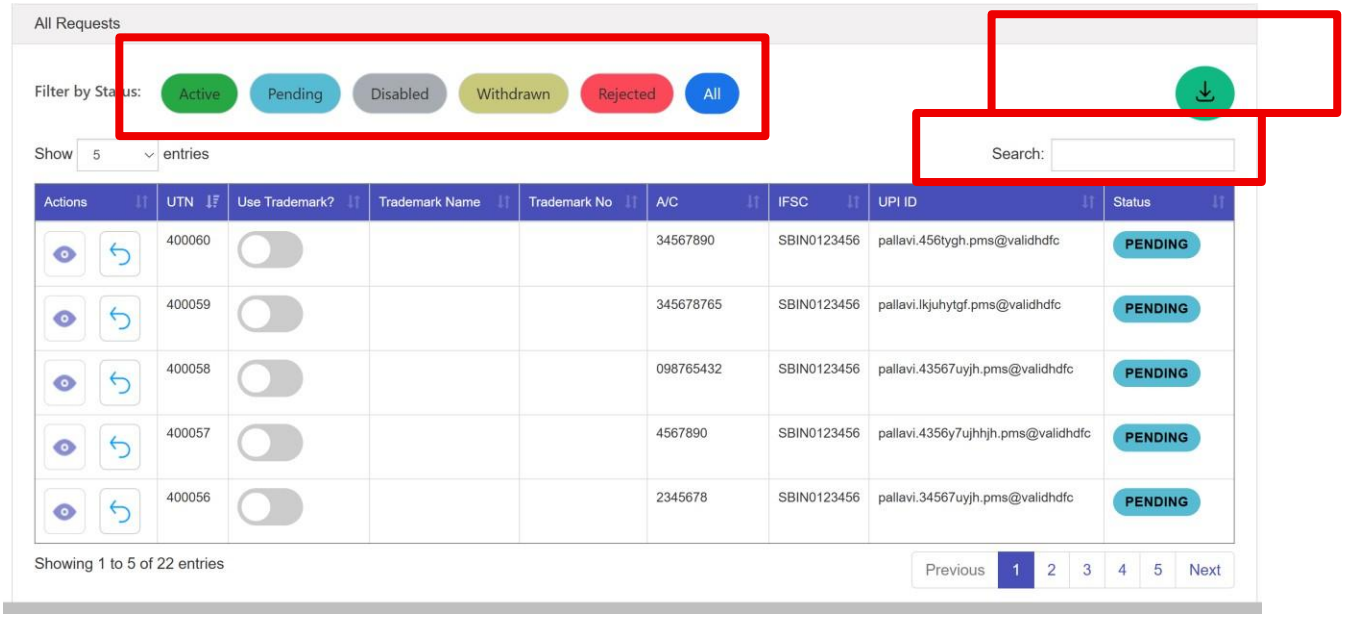
Click on the "Submit UPI Handle Request" to submit them to bank(s)



Clicking on the following button will open all requests made earlier.



One can filter the requests based on status, search by text or can also download the requests made earlier.



One can download the QR Code for the active IDs by clicking on the following button.

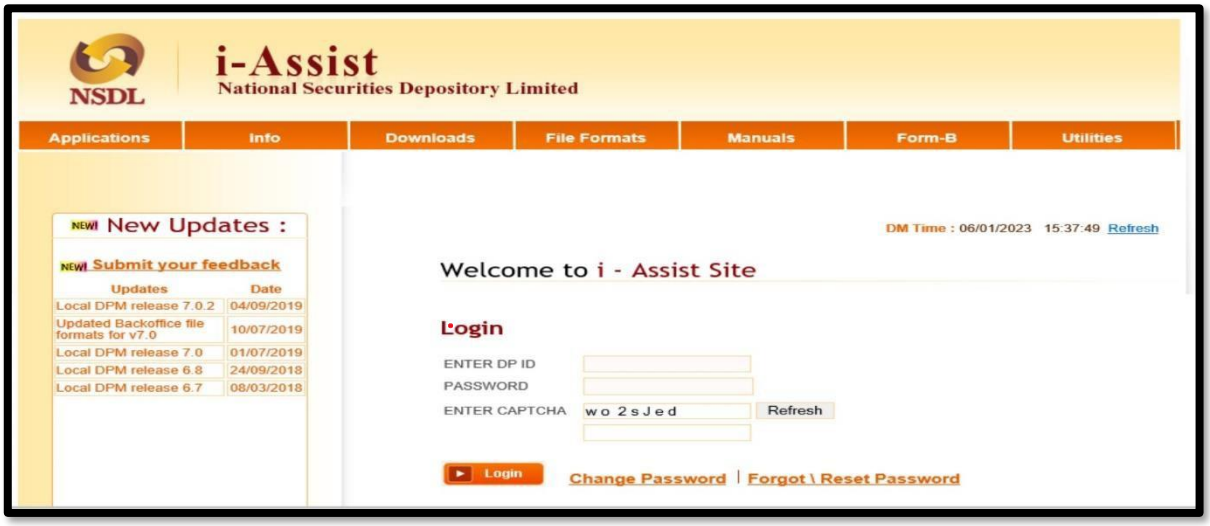
A user can also choose other options as per the different status of the requests made by them.

Annexure A

Procedure for downloading monthly PMLA Alerts through NSDL i-Assist portal:

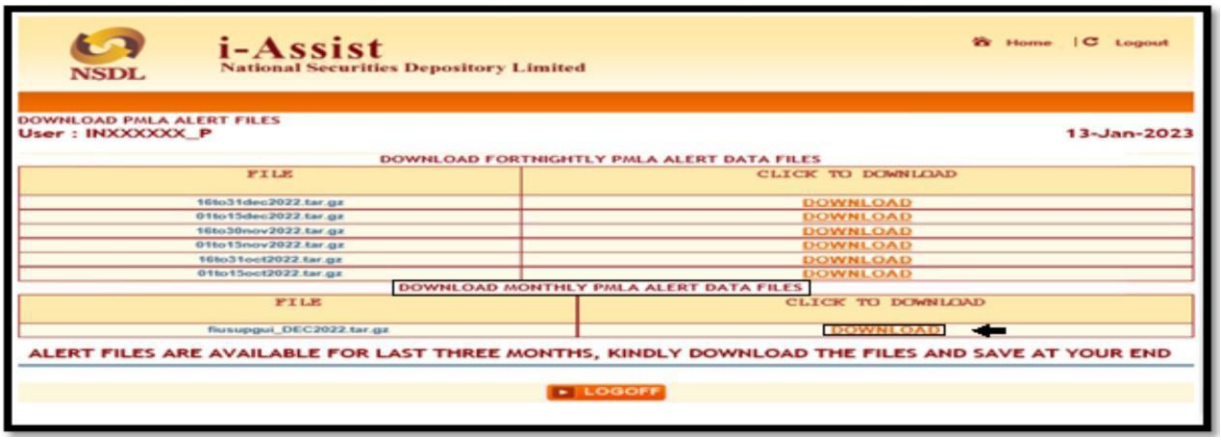
1. **Login Page for i-Assist:**

   Login to NSDL intranet site (https://i-assist/) with the existing Principal Officer User ID and password as exhibited below:



2. **View / Download monthly PMLA Alerts:**

   After login to i-Assist through Principal Officer login, Principal officer will be able to download the monthly alerts by clicking the link 'Download Monthly PMLA Alert Data Files' provided alongwith link of existing fortnight alerts as exhibited below:



   Participants are requested to take note that the aforesaid monthly and fortnightly alerts shall be available to the depository participants on NSDL i-Assist portal for the last 3 months. For previous PMLA alerts, participants to contact NSDL Surveillance Cell.

Annexure B

2023-0153-Policy-Facility_for_reporting_of_number_of_Suspicious_Transaction_Report_(STR)_filled_with_FIU-IND_by_DPs_through_NSDL_ePASS_Portal.pdf

2023-0153-Policy-Facility for reporting o

Annexure A

FORM 2

DP Logo	**FORM 2 - CONVERSION REQUEST FORM FOR MUTUAL FUND UNITS REPRESENTED BY STATEMENT OF ACCOUNT** Instructions: (1) To be submitted in duplicate for acknowledgment. (2) In case the space is found to be insufficient, an annexure containing the said details in the same format may be attached.	NSDL Technology, Trust & Reach

Participant Name Participant Address									Serial No.									
									DP ID	I	N							
Date	D	D	M	M	Y	Y	Y	Y	Client ID									

I/We request you to convert the following units represented by statement of account issued by the Issuer into my/our aforementioned account as per the details given below:

Tick Any One

	CRN (to be filled by DP)
☐ All Folios as per My NSDL Consolidated Account Statement	

☐ Folio Based Conversion

Sr. No	Mutual Fund / Alternative Investment Fund Name	Folio Number	CRN (to be filled by DP)

☐ ISIN Based Conversion

Sr. No	Folio Number	ISIN	Security Description	Fill Any One		CRN (to be filled by DP)
				All Quantity	Specific Quantity	
				ALL		
				ALL		
				ALL		
				ALL		

Declaration: I/We hereby declare that the above mentioned units/folio are registered in my/our name and are not already dematerialised and no certificates have been issued against these units/ units held in these folios. I/We also hereby declare that the units requested by me/us for conversion into dematerialised form are free from any lien or charge or encumbrance and represent the bonafide units of the Issuer to the best of my/our knowledge and belief.

Signature(s)	Sole/First Holder	Second Holder	Third Holder

Annexure B

FORM 3

Reconversion Request Form for conversion of Mutual Fund Units held in Dematerialised form to Statement of Account form (*Pre-printed serial nos.*)

To	**Date**	**DD**	**MM**	**YYYY**
DP Name (Pre Printed)				
DP ID (Pre Printed)				
DP Address (Pre Printed)				

I/We hereby declare that the below mentioned account may be debited to the extent of my/our reconversion request and equivalent units into Statement of Account form be issued for the same. I/We hereby declare that the below mentioned units are registered in the name(s) of below mentioned person(s).

Client Details		
Client ID		
Name of the Account Holder(s)	**Sole/First Holder**	
	Second Holder	
	Third Holder	

Details of Units:

Mutual Fund Name	

Free Units ☐ **Locked - in Units** ☐

Sr. No.	**ISIN**	**Unit Description**	**Quantity**	**Details of Lock-in (if applicable)**		**Reconversion request number (RRN) (To be filled in by Participant)**
				Reason	**Release Date**	

Notes:

1. In case the space is found to be insufficient, an annexure containing the said details in the same format may be attached.

2. Please use separate form for free units and locked-in units

Authorised Signatory(ies)

Holder(s)	Signature(s)
Sole/ First Holder	
Second Holder	
Third Holder	

Participant Authorisation

Received the above mentioned Units for reconversion into Statement of Account form:

Client Details									
Client ID									
Name of the Account Holder(s)	**Sole/First Holder**								
	Second Holder								
	Third Holder								

The application form is verified with the details of the Client account and certify that the application form is in order. The account has sufficient balances to accept the reconversion request as requested. It is also certified that the Clients' signatures are verified and found in order.

Date:

Forwarded by (Name of the Official)

(Participant' Stamp) Signature:

Acknowledgment Participant's Name, Address and ID

(*pre-printed serial no.*)

We hereby acknowledge the receipt of a reconversion request for_____(*quantity*) of Mutual fund units of _____ (*security details*) from_____(*Name*) having Client ID_____surrendered on_____(*date*) to be delivered in the form of Mutual Fund units represented by Statement of Account.

(Participant's Stamp and Signature)

Annexure C

FORM 7

REPURCHASE / REDEMPTION FORM

Participant's Name, Address & DP

ID (Pre-printed)

Serial No (Pre Printed) Date: _____

I/We offer the below mentioned securities for repurchase/ redemption and declare that my/our account be debited by the number of securities to the extent of my/our repurchase/ redemption request and make the payment as per the bank account details available in the depository system. I/We hereby declare that the below mentioned person(s) are the beneficial owners of the securities mentioned.

Client ID								
Sole / First Holder Name								
Second Holder Name								
Third Holder Name								
Type of Security	*MF Units / Others (please specify)*							

ISIN	**Mutual Fund / Issuer Name**	**All Units/No. of Units/Amount (₹) (Please mention as applicable)**	**RRN (Repurchase / Redemption Request Number) (To be filled in by Participant)**
		Units	
		Amount	
		Units	
		Amount	
		Units	
		Amount	

Note: 1. In case the space is found to be insufficient, a duly signed annexure containing therefore said details in the same format may be attached.

2. If 'Units' and 'Amount' both are mentioned, the request will be processed based on the 'Units'
3. 'All' and 'Amount based' options are available only for redemption requests.

Holder (s)	**Signature(s)**
First/ Sole Holder	
Second Holder	
Third Holder	

Acknowledgement

Serial No (pre-printed)

We hereby acknowledge the receipt of following request(s) for repurchase / redemption from Mr/Ms/M/s_____having DP ID _____ and Client ID_____.

ISIN	Mutual Fund / Issuer Name	All Units/No. of Units/Amount (₹) (Please mention as applicable)
		Units
		Amount
		Units
		Amount
		Units
		Amount

Name of the Official:

Participant's Stamp & Date

Signature:

Annexure D

Exhibit 4 (i)

(a) Conversion of Units Represented by Statement of Account (SoA)

Types of Reports / Downloads to be displayed / downloaded		Reports					Downloads		
		Transaction Statement	Statement of Holdings	Conversion of Units Represented by SOA – Request form	Conversion of Units Represented by SOA – Request Status Report	Conversion of Units Represented by SOA – Request Rejection Memo	SOT	SOH	COD
Status	Initiation of instruction by Participant	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
	Confirmation of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	No	Yes	Yes	Yes
	Rejection of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	Yes	Yes	Yes	Yes

Exhibit 4 (ii)

(b) Conversion of Units Represented by Statement of Account (SoA) ('All Units')

Types of Reports / Downloads to be displayed / downloaded		Reports					Downloads		
		Transaction Statement	Statement of Holdings	Conversion of Units Represented by SOA – Request form	Conversion of Units Represented by SOA – Request Status Report	Conversion of Units Represented by SOA – Request Rejection Memo	SOT	SOH	COD
Status - Instruction initiated with 'ALL Units'	Initiation of instruction by Participant	No	No	Yes	Yes	No	No	No	Yes
	Confirmation of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	No	Yes	Yes	Yes
	Rejection of instruction in full/partial by RTA	No	No	Not Applicable	Yes	Yes	No	No	Yes

Exhibit 4 (iii)

(c) Reconversion of Units into SoA

		Reports					Downloads		
Types of Reports / Downloads to be displayed / downloaded		**Transaction Statement**	**Statement of Holdings**	**Reconversion of Units into SOA form – Request form**	**Reconversion of Units into SOA form – Request Status Report**	**Reconversion of Units into SOA form – Request Rejection Memo**	**SOT**	**SOH**	**COD**
Status	**Initiation of instruction by Participant**	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
	Confirmation of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	No	Yes	Yes	Yes
	Rejection of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	Yes	Yes	Yes	Yes

Exhibit 4 (iv)

(d) Redemption ('All Units')

Types of Reports / Downloads to be displayed / downloaded		Reports					Downloads		
		Transaction Statement	Statement of Holdings	Redemption –Request form	Redemption –Request Status Report	Redemption – Request Rejection Memo	SOT	SOH	COD
Status - Instruction initiated with 'ALL Units'	Initiation of instruction by Participant	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
	Confirmation of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	No	Yes	Yes	Yes
	Rejection of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	Yes	Yes	Yes	Yes

Exhibit 4 (v)

(e) Redemption ('Amount')

Types of Reports / Downloads to be displayed / downloaded		Reports					Downloads		
		Transaction Statement	Statement of Holdings	Redemption –Request form	Redemption –Request Status Report	Redemption – Request Rejection Memo	SOT	SOH	COD
Status - Instruction initiated with 'Amount'	Initiation of instruction by Participant	No	No	Yes	Yes	No	No	No	Yes
	Confirmation of instruction in full/partial by RTA	Yes	Yes	Not Applicable	Yes	No	Yes	Yes	Yes
	Rejection of instruction in full/partial by RTA	No	No	Not Applicable	Yes	Yes	No	No	Yes

Annexure E

Changes in file formats in respect of the back-office interface with SPICE systems

(Provided separately)

CHAPTER 11 – INTERNAL CONTROLS / REPORTING TO NSDL / SEBI

ANNEXURE A

ILLUSTRATIVE MEASURES FOR DATA SECURITY ON CUSTOMER FACING APPLICATIONS

1. Analyse the different kinds of sensitive data shown to the Customer on the frontend application to ensure that only what is deemed absolutely necessary is transmitted and displayed.

2. Wherever possible, mask portions of sensitive data. For instance, rather than displaying the full phone number or a bank account number, display only a portion of it, enough for the Customer to identify, but useless to an unscrupulous party who may obtain covertly obtain it from the Customer's screen. For instance, if a bank account number is "123 456 789", consider displaying something akin to "XXX XXX 789" instead of the whole number. This also has the added benefit of not having to transmit the full piece of data over various networks.

3. Analyse data and databases holistically and draw out meaningful and "silos" (physical or virtual) into which different kinds of data can be isolated and cordoned off. For instance, a database with personal financial information need not be a part of the system or network that houses the public facing websites of the Stock Broker. They should ideally be in discrete silos or DMZs.

4. Implement strict data access controls amongst personnel, irrespective of their responsibilities, technical or otherwise. It is infeasible for certain personnel such as System Administrators and developers to not have privileged access to databases. For such cases, take strict measures to limit the number of personnel with direct access, and monitor, log, and audit their activities. Take measures to ensure that the confidentiality of data is not compromised under any of these scenarios.

5. Use industry standard, strong encryption algorithms (eg: RSA, AES etc.) wherever encryption is implemented. It is important to identify data that warrants encryption as encrypting all data is infeasible and may open up additional attack vectors. In addition, it is critical to identify the right personnel to be in charge of, and the right methodologies for storing the encryption keys, as any compromise to either will render the encryption useless.

6. Ensure that all critical and sensitive data is adequately backed up, and that the backup locations are adequately secured. For instance, on servers on isolated networks that have no public access endpoints, or on-premise servers or disk drives that are off-limits to unauthorized personnel. Without up-to-date backups, a meaningful recovery from a disaster or cyber-attack scenario becomes increasingly difficult.

ANNEXURE B

ILLUSTRATIVE MEASURES FOR DATA TRANSPORT SECURITY

1. When an Application transmitting sensitive data communicates over the Internet with the Stock Brokers' systems, it should be over a secure, encrypted channel to prevent ManIn-The-Middle (MITM) attacks, for instance, an IBT or a Back office communicating from a Customer's web browser or Desktop with the Stock Brokers' systems over the internet, or intra or inter organizational communications. Strong transport encryption mechanisms such as TLS (Transport Layer Security, also referred to as SSL) should be used.

2. For Applications carrying sensitive data that are served as web pages over the internet, a valid, properly configured TLS (SSL) certificate on the web server is mandatory, making the transport channel HTTP(S).

3. Avoid the use of insecure protocols such as FTP (File Transfer Protocol) that can be easily compromised with MITM attacks. Instead, adopt secure protocols such as FTP(S), SSH and VPN tunnels, RDP (with TLS) etc.

ANNEXURE C

ILLUSTRATIVE MEASURES FOR APPLICATION AUTHENTICATION SECURITY

1. Any Application offered by Stock Brokers to Customers containing sensitive, private, or critical data such as IBTs, SWSTs, Back office etc. referred to as **Application** hereafter) over the Internet should be password protected. A reasonable minimum length (and no arbitrary maximum length cap or character class requirements) should be enforced. While it is difficult to quantify password "complexity", longer passphrases have more entropy and offer better security in general. Stock Brokers should attempt to educate Customers of these best practices.

2. Passwords, security PINs etc. should never be stored in plain text and should be one-way hashed using strong cryptographic hash functions (e.g.: bcrypt, PBKDF2) before being committed to storage. It is important to use one-way cryptographic hashes to ensure that stored password hashes are never transformed into the original plaintext values under any circumstances.

3. For added security, a multi-factor (e.g.: two-factor) authentication scheme may be used (hardware or software cryptographic tokens, VPNs, biometric devices, PKI etc.). In case of IBTs and SWSTs, a minimum of two-factors in the authentication flow are mandatory.

4. In case of Applications installed on mobile devices (such as smartphones and tablets), a cryptographically secure biometric two-factor authentication mechanism may be used.

5. After a reasonable number of failed login attempts into Applications, the Customer's account can be set to a "locked" state where further logins are not possible until a password and authentication reset is performed via an out-of-band channel validation, for instance, a cryptographically secure unique link that is sent to the Customer's registered e-mail, a random OTP (One Time Password) that is sent as an SMS to the Customer's registered mobile number, or manually by the Broker after verification of the Customer's identity etc.

6. Avoid forcing Customers to change passwords at frequent intervals which may result in successive, similar, and enumerated passwords. Instead, focus on strong multi-factor authentication for security and educate Customers to choose strong passphrases. Customers may be reminded within reasonable intervals to update their password and multi-factor credentials, and to ensure that their out-of-band authentication reset information (such as e-mail and phone number) are up-to-date.

7. Both successful and failed login attempts against a Customer's account may be logged for a reasonable period of time. After successive login failures, it is recommended that measures such as CAPTCHAs or rate-limiting be used in Applications to thwart manual and automated brute force and enumeration attacks against logins.

ANNEXURE D

Incident Reporting Form				
1. Letter / Report Subject -				
Name of the Depository Participant - Name of the Depository - DP ID -				
2. Reporting Periodicity Year-				
☐ Quarter 1 (Apr-Jun) ☐ Quarter 2 (Jul-Sep)		☐ Quarter 3 (Oct-Dec) ☐ Quarter 4 (Jan-Mar)		
3. Designated Officer (Reporting Officer details) -				
Name:		Organization:	Title:	
Phone / Fax No:		Mobile:	Email:	
Address:				
Cyber-attack / breach observed in Quarter: (If yes, please fill **Appendix I**) (If no, please submit the NIL report)				
Date & Time	Brief information on the Cyber-attack / breached observed			
Appendix I				
1. Physical location of affected computer / network and name of ISP -				
2. Date and time incident occurred -				
Date:		Time:		
3. Information of affected system -				
IP Address:	Computer / Host Name:	Operating System (incl. Ver. / release No.):	Last Patched/ Updated:	Hardware Vendor/ Model:
4. Type of incident -				

☐ Phishing ☐ Network scanning /Probing Break- in/Root Compromise ☐ Virus/Malicious Code ☐ Website Defacement ☐ System Misuse	☐ Spam ☐ Bot/Botnet ☐ Email Spoofing ☐ Denial of Service (DoS) ☐ Distributed Denial of Service (DDoS) ☐ User Account Compromise	☐ Website Intrusion ☐ Social Engineering ☐ Technical Vulnerability ☐ IP Spoofing ☐ Ransomware ☐ Other_____

5. Description of incident -

6. Unusual behavior/symptoms (Tick the symptoms) -	
☐ System crashes ☐ New user accounts/ Accounting discrepancies ☐ Failed or successful social engineering attempts ☐ Unexplained, poor system performance ☐ Unaccounted for changes in the DNS tables, router rules, or firewall rules ☐ Unexplained elevation or use of privileges Operation of a program or sniffer device to capture network traffic; ☐ An indicated last time of usage of a user account that does not correspond to the actual last time of usage for that user ☐ A system alarm or similar indication from an intrusion detection tool ☐ Altered home pages, which are usually the intentional target for visibility, or other pages on the Web server	☐ Anomalies ☐ Suspicious probes ☐ Suspicious browsing new files ☐ Changes in file lengths or dates ☐ Attempts to write to system ☐ Data modification or deletion ☐ Denial of service ☐ Door knob rattling ☐ Unusual time of usage ☐ Unusual usage patterns ☐ Unusual log file entries ☐ Presence of new setuid or setgid files Changes in system directories and files ☐ Presence of cracking utilities ☐ Activity during non-working hours or holidays

			☐ Other (Please specify)
7. Details of unusual behavior/symptoms -			
8. Has this problem been experienced earlier? If yes, details -			
9. Agencies notified -			
Law Enforcement	Private Agency	Affected Product Vendor	Other___
10. IP Address of apparent or suspected source -			
Source IP address:		Other information available:	
11. How many host(s) are affected -			
1 to 10	10 to 100	More than 100	
12. Details of actions taken for mitigation and any preventive measure applied -			

ANNEXURE E

PROCEDURE OF SUBMISSION OF QUARTERLY REPORT OF CYBER INCIDENTS THROUGH E-PASS

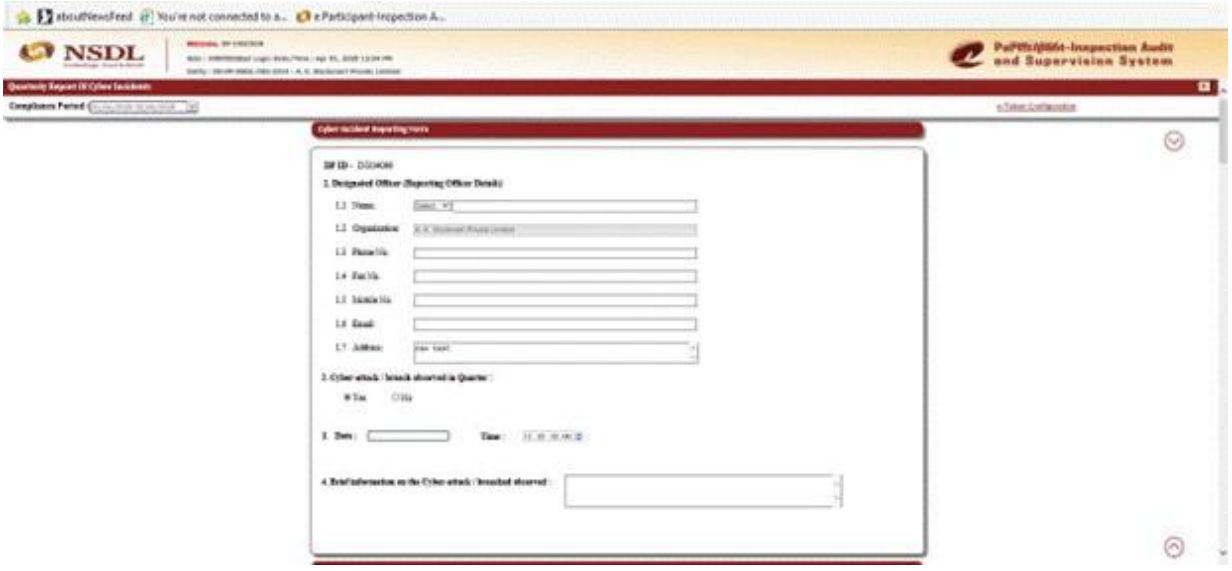
Participants are hereby informed that a new feature has been incorporated on e-Pass portal to facilitate participants to submit the quarterly report of cyber incidents. We have introduced new option viz., 'Quarterly Report of Cyber Incidents' under menu viz., 'Transaction'. On clicking this option, it will display two sub-menus as under:

- Submit Quarterly Report of Cyber Incidents: This section will enable user to capture/submit the Report.

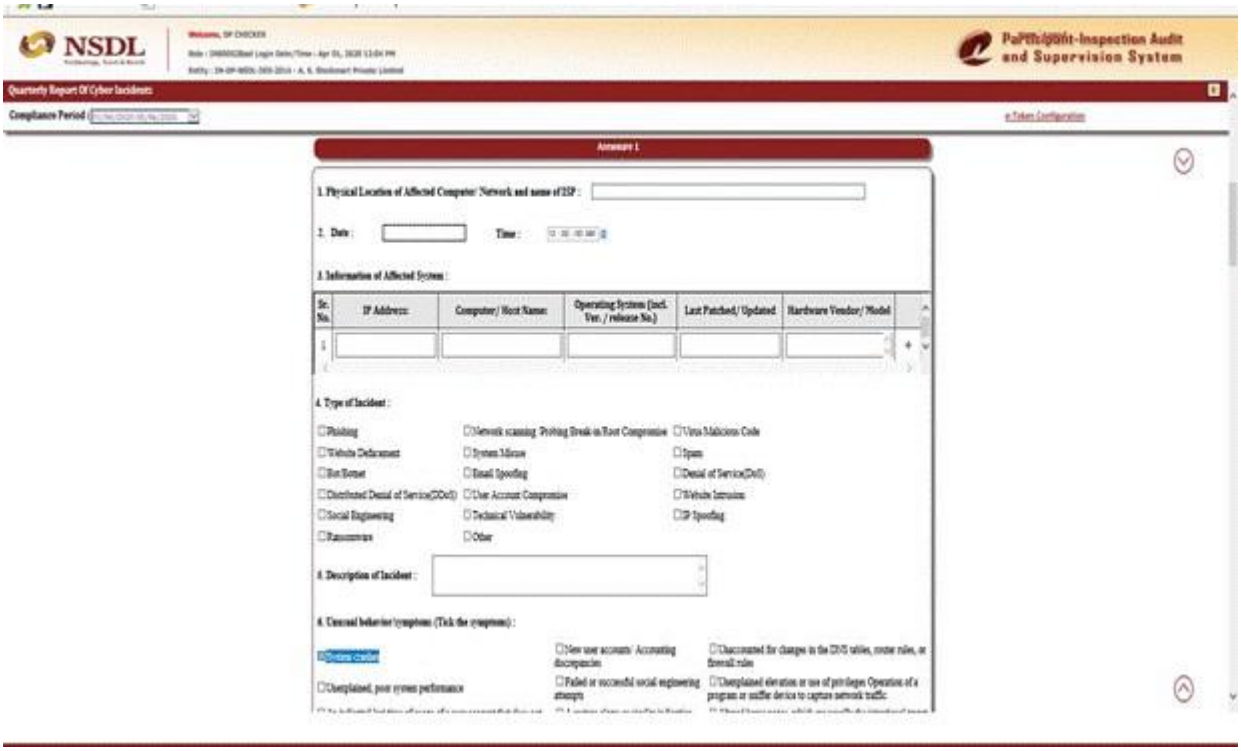
- View/Search Quarterly Report of Cyber Incidents: This section will populate all reports submitted by the Participant.

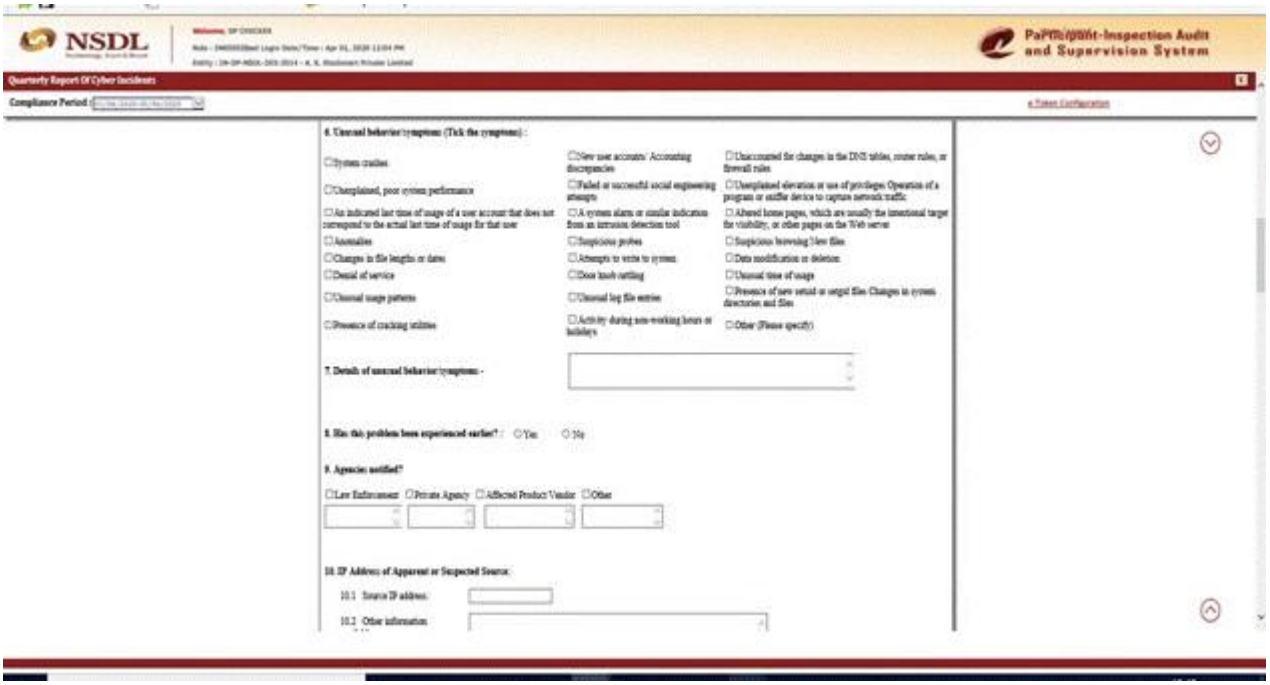
The quarterly report of Cyber Incidents can be submitted by Checker user. Checker user shall fill the report and submit the report by clicking on sub menu 'Submit Quarterly Report of Cyber Incidents' under the option viz., 'Quarterly Report of Cyber Incidents' as exhibited below.

On clicking on the sub menu viz., Submit Quarterly Report of Cyber Incidents, the system will be redirected into capture screen as exhibited below wherein User will be required to enter designated officer details and at point no. 2 Participant have to select 'Yes' or 'No' whether cyber attacks/breached observed in that quarter.

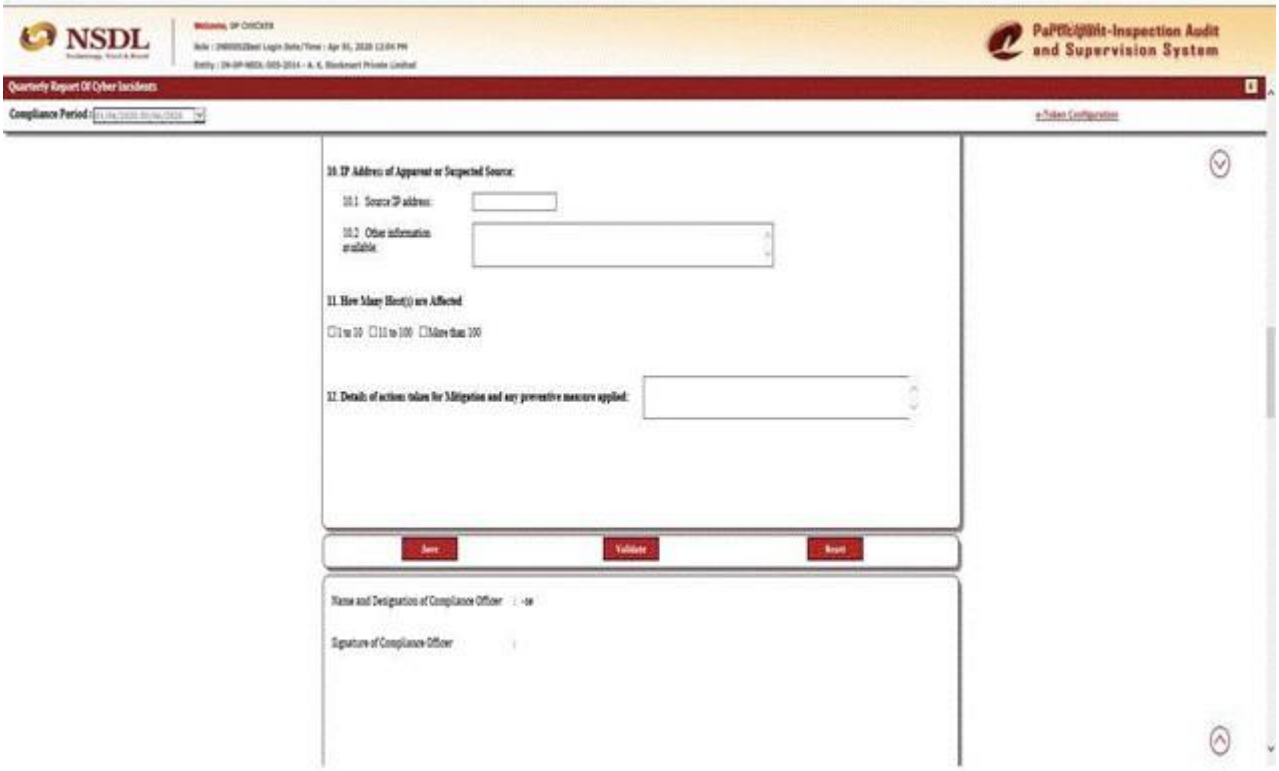


If User select ‘Yes’ in above Point 2, he will be required to enter Cyber Incident details as exhibited below:



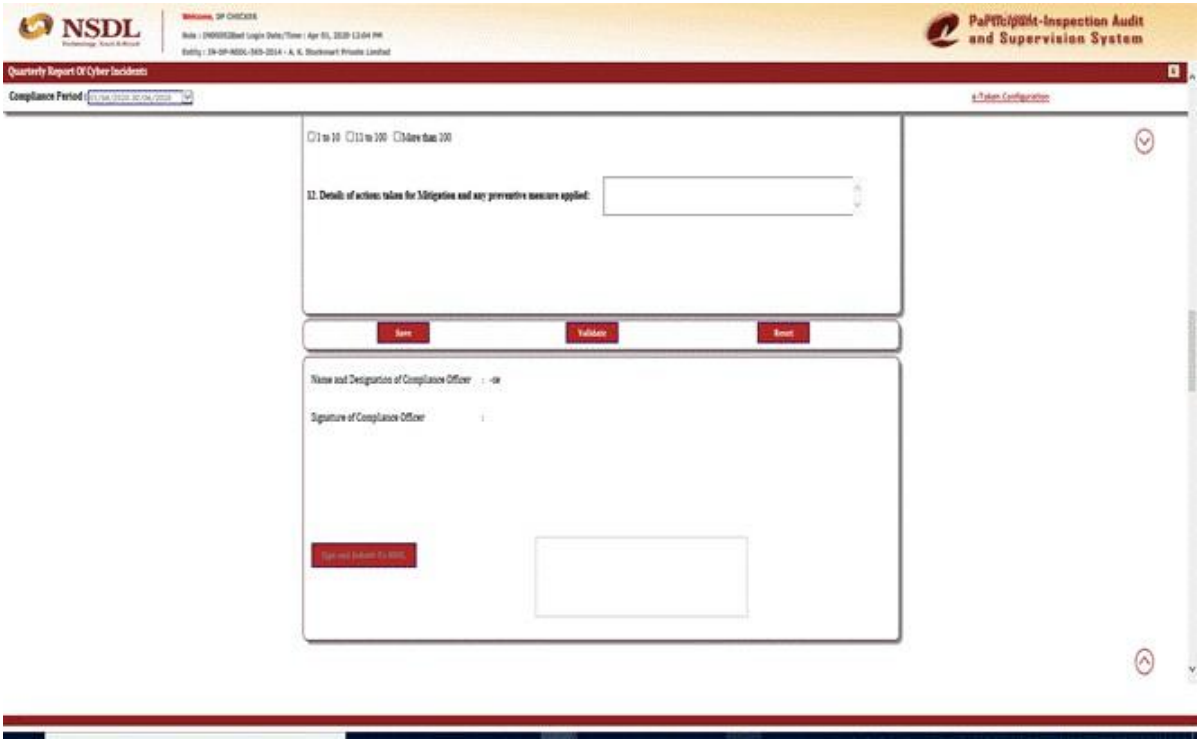


User can click “Save” button to save the draft at any point in time while filling the report. The user can view the saved quarterly report under ‘view/search reports’ option. Further, user can click “Reset” button to reset the filled quarterly report [as exhibited below].



Once the report is filled completely, the user will need to click on 'validate' button. If there are any error/s the same would be highlighted which are required to be corrected by the user and once again click on button 'validate'.

Once Quarterly Report of Cyber Incidents is validated successfully then the user is required to digitally sign the same and submit the Quarterly Report of Cyber Incidents to NSDL by clicking on "Sign and submit to NSDL" button.



Once the report get submitted, user will be able to view the report on link 'View/Search Quarterly Report of Cyber Incidents' provided under option viz., 'Quarterly Report of Cyber Incidents' as exhibited below.

ANNEXURE F

In view of the increasing cybersecurity threat to the securities market, SEBI Regulated Entities (REs) are advised to implement the following practices as recommended by CSIRT-Fin:

1. Roles and Responsibilities of Chief Information Security Officer (CISO)/ Designated Officer:

   REs are advised to define roles and responsibilities of Chief Information Security Officer (CISO) and other senior personnel. Reporting and compliance requirements shall be clearly specified in the security policy.

2. Measures against Phishing attacks/ websites:

   i. The REs need to proactively monitor the cyberspace to identify phishing websites w.r.t. to REs domain and report the same to CSIRT-Fin/CERT-In for taking appropriate action.

   ii. Majority of the infections are primarily introduced via phishing emails, malicious adverts on websites, and third-party apps and programs. Hence, thoughtfully designed security awareness campaigns that stress the avoidance of clicking on links and attachments in email, can establish an essential pillar of defense.

   Additionally, the advisories issued by CERT-In/ CSIRT-Fin may be referred for assistance in conducting exercises for public awareness.

3. Patch Management and Vulnerability Assessment and Penetration Testing (VAPT):

   i. All operating systems and applications should be updated with the latest patches on a regular basis. As an interim measure for zero-day vulnerabilities and where patches are not available, virtual patching can be considered for protecting systems and networks. This measure hinders cybercriminals from gaining access to any system through vulnerabilities in end-of-support and end-of-life applications and software. Patches should be sourced only from the authorized sites of the OEM.

   ii. Security audit / Vulnerability Assessment and Penetration Testing (VAPT) of the application should be conducted at regular basis and in accordance with the Cyber Security and Cyber Resilience circulars of SEBI issued from time to time.

   The observation/ gaps of VAPT/Security Audit should be resolved as per the timelines prescribed by SEBI.

4. Measures for Data Protection and Data breach:

   i. REs are advised to prepare detailed incident response plan.

   ii. Enforce effective data protection, backup, and recovery measures.

   iii. Encryption of the data at rest should be implemented to prevent the attacker from accessing the unencrypted data.

   iv. Identify and classify sensitive and Personally Identifiable Information (PII) data and apply measures for encrypting such data in transit and at rest.

v. Deploy data leakage prevention (DLP) solutions / processes.

5. Log retention:

Strong log retention policy should be implemented as per extant SEBI regulations and required by CERT-In and IT Act 2000. REs are advised to audit that all logs are being collected. Monitoring of all logs of events and incidents to identify unusual patterns and behaviours should be done.

6. Password Policy/ Authentication Mechanisms:

i. Strong password policy should be implemented. The policy should include a clause of periodic review of accounts of ex-employees Passwords should not be reused across multiple accounts or list of passwords should not be stored on the system.

ii. Enable multi factor authentication (MFA) for all users that connect using online/internet facility and also particularly for virtual private networks, webmail and accounts that access critical systems.

iii. Maker and Checker framework should be implemented in strict manner and MFA should be enabled for all user accounts, especially for user accounts accessing critical applications.

7. Privilege Management:

i. Maker-Checker framework should be implemented for modifying the user's right in internal applications.

ii. For mitigating the insider threat problem, 'least privilege' approach to provide security for both on-and off-premises resources (i.e., zero-trust models) should be implemented. Zero Trust is rooted in the principle of "trust nothing, verify everything." This security model requires strict identity verification for each and every resource and device attempting to get access to any information on a private network, regardless of where they are situated, within or outside of a network perimeter.

8. Cybersecurity Controls:

i. Deploy web and email filters on the network. Configure these devices to scan for known bad domains, sources, and addresses, block these before receiving and downloading messages. Scan all emails, attachments, and downloads both on the host and at the mail gateway with a reputable antivirus solution.

ii. Block the malicious domains/IPs after diligently verifying them without impacting the operations. CSIRT-Fin/CERT-In advisories which are published periodically should be referred for latest malicious domains/IPs, C&C DNS and links.

iii. Restrict execution of "powershell" and "wscript" in enterprise environment, if not required. Ensure installation and use of the latest version of PowerShell, with enhanced logging enabled, script block logging and transcription enabled. Send the associated logs to a centralized log repository for monitoring and analysis.

iv. Utilize host based firewall to prevent Remote Procedure Call (RPC) and Server Message Block (SMB) communication among endpoints whenever possible. This limits lateral movement as well as other attack activities.

v. Practice of whitelisting of ports based on business usage at Firewall level should be implemented rather than blacklisting of certain ports. Traffic on all other ports which have not been whitelisted should be blocked by default.

9. Security of Cloud Services:

i. Check public accessibility of all cloud instances in use. Make sure that no server/bucket is inadvertently leaking data due to inappropriate configurations.

ii. Ensure proper security of cloud access tokens. The tokens should not be exposed publicly in website source code, any configuration files etc.

iii. Implement appropriate security measures for testing, staging and backup environments hosted on cloud. Ensure that production environment is kept properly segregated from these. Disable/remove older or testing environments if their usage is no longer required.

iv. Consider employing hybrid data security tools that focus on operating in a shared responsibility model for cloud-based environments.

10. Implementation of CERT-In/ CSIRT-Fin Advisories:

The advisories issued by CERT-In should be implemented in letter and spirit by the regulated entities. Additionally, the advisories should be implemented promptly as and when received.

11. Concentration Risk on Outsourced Agencies:

i. It has been observed that single third party vendors are providing services to multiple REs, which creates concentration risk. Here, such third parties though being small non-financial organizations, if any cyber-attack, happens at such organizations, the same could have systemic implication due to high concentration risk.

ii. Thus, there is a need for identification of such organizations and prescribing specific cyber security controls, including audit of their systems and protocols from independent auditors, to mitigate such concentration risk.

iii. Further, REs also need to take into account this concentration risk while outsourcing multiple critical services to the same vendor.

12. Audit and ISO Certification:

i. SEBI's instructions on external audit of REs by independent auditors empaneled by CERT-In should be complied with in letter and spirit.

ii. The REs are also advised to go for ISO certification as the same provides a reasonable assurance on the preparedness of the RE with respect to cybersecurity.

iii. Due diligence with respect to audit process and tools used for such audit needs to be undertaken to ensure competence and effectiveness of audits

ANNEXURE G

<u>Format for Submission of Details of Cloud Deployments</u>

The REs shall provide details of their cloud deployment in the following format-

A. Entity Name: *B. Entity Type: (For example stock exchange, depository, mutual fund, etc.)* *C. Whether Utilizing Cloud Services? Yes/ No* *For Each Cloud application/ service/ system, please provide a response to the following:*		
SN	**Details Required**	***Entity Response***
1	Name of the Application/ Service/ System	
2	The type of deployment model utilized (public cloud, community cloud, etc.)	
3	The type of service model utilized (For example IaaS, PaaS, etc.)	
4	Name of the Cloud Service Provider (CSP)	
5	Country of incorporation/ registration of CSP	
	Name of the Managed Service Provider (MSP) /System Integrator (SI) [wherever applicable]	
6	Country of incorporation/ registration of MSP/ SI	
7	Whether the application/ service/ system is a critical or core application/ service/ system?	
8	Details of Data hosted/ stored in cloud	
9	Whether data is stored within the legal boundaries of India?	

ANNEXURE H

PROCEDURE FOR SUBMISSION OF RISK ASSESSMENT TEMPLATE (RAT) THROUGH SCREEN

Procedure for submission of Risk Assessment Template (RAT) through Screen

A. User IDs Auditors

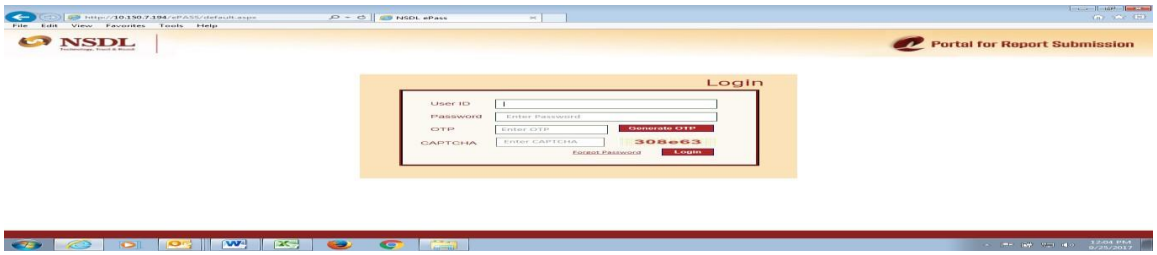
1. Participants are requested to note that auditors whose user IDs is already created for submission of IAR/CAR through ePASS platform can also certify the RAT for submission to NSDL.

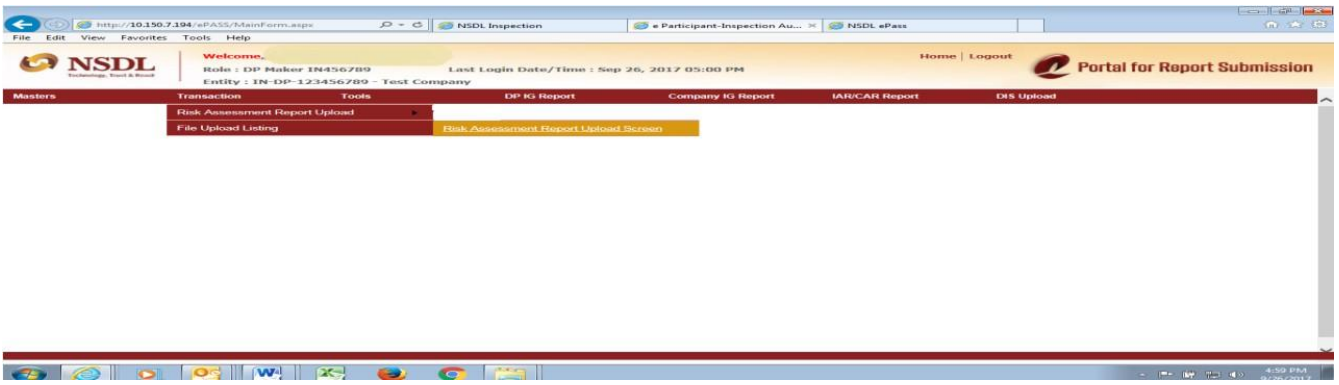
2. In case Participants wish to appoint a new auditors for submission of RAT or wish to modify the existing user id of auditors they may do so.

3. For creation / modification of auditor's User ID, please refer the procedure given at Annexure A (copy is enclosed) of NSDL Circular No. NSDL/POLICY/2016/0091 dated November 9, 2016.

B. Submission of RAT by Participant

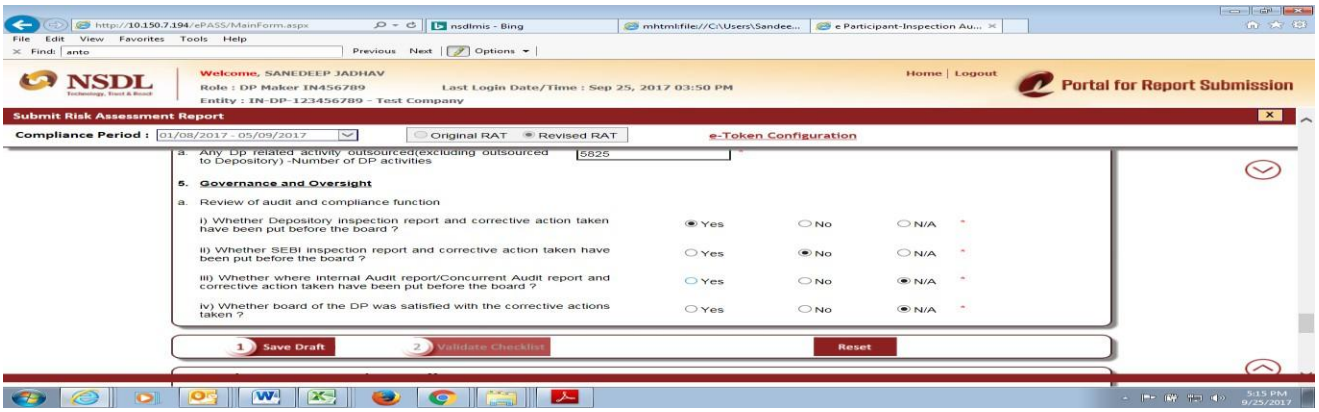
4. Once the user ID of Auditor is created, Participants can fill and submit screen based risk assessment report which will be made available in menu "Risk Assessment Report" under "Transaction" option. Old option of "Risk assessment File upload" will be removed from this compliance period.



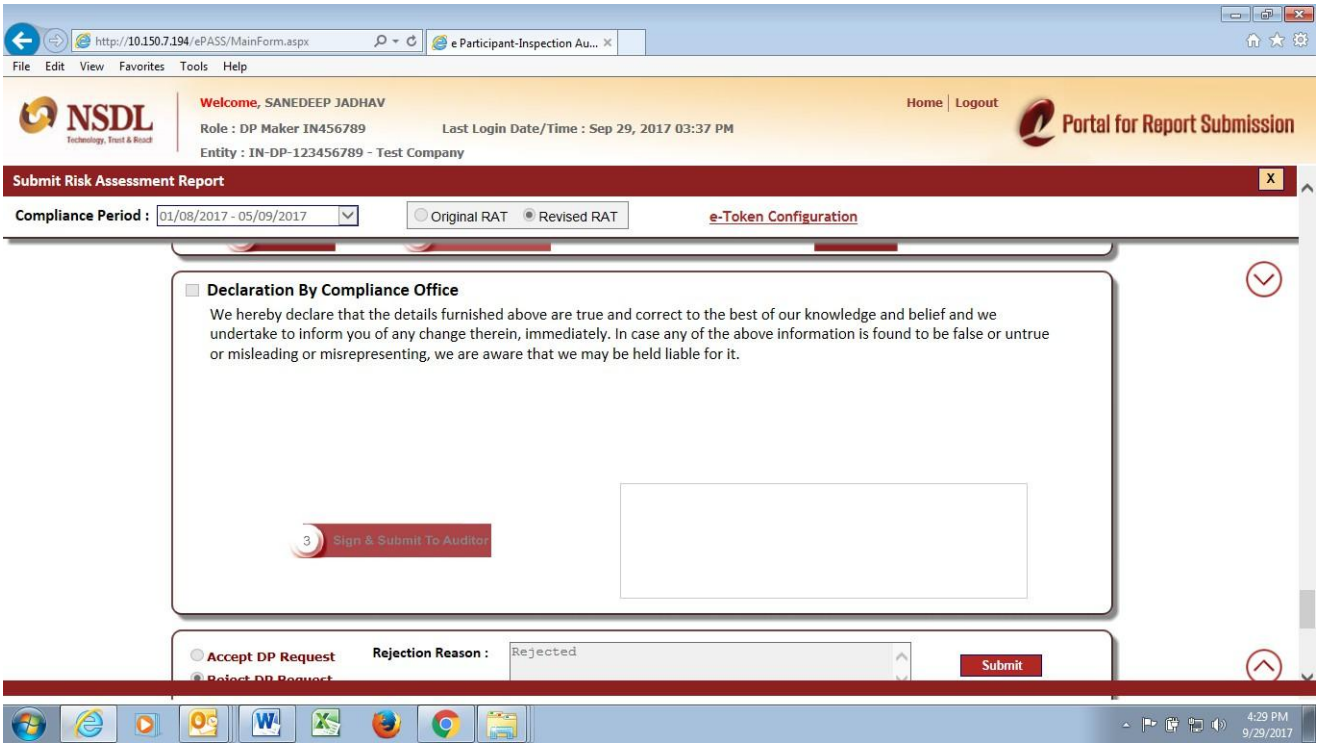


5. Participants can use "Save Draft" button which is available on bottom of screen to save the information periodically while filling the data from screen.

6. Once the complete information is filled in RAT, Participants are required to save draft by click on "Save Draft" button and then click on "Validate Checklist" [as exhibited below].

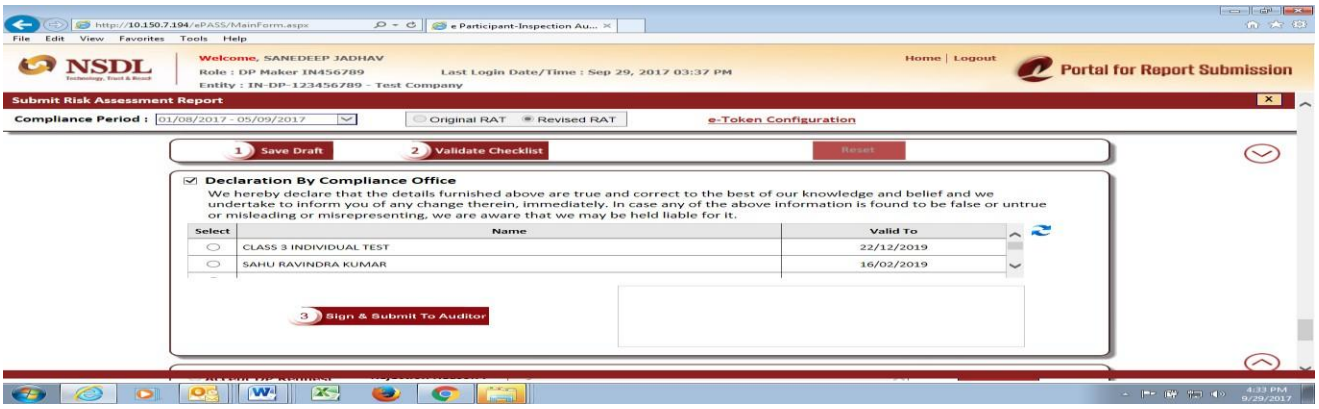


7. Once the cheklist is validated, Participants are required to tick "Declaration by Compliance Officer" check box and attach the digital certificate [as exhibited below].



8. Click on Refresh button to load digital signature. In case the signature is not detected in the box given below of report template, kindly follow the procedure of token configuration provided in the hyperlink "e-Token Configuration".

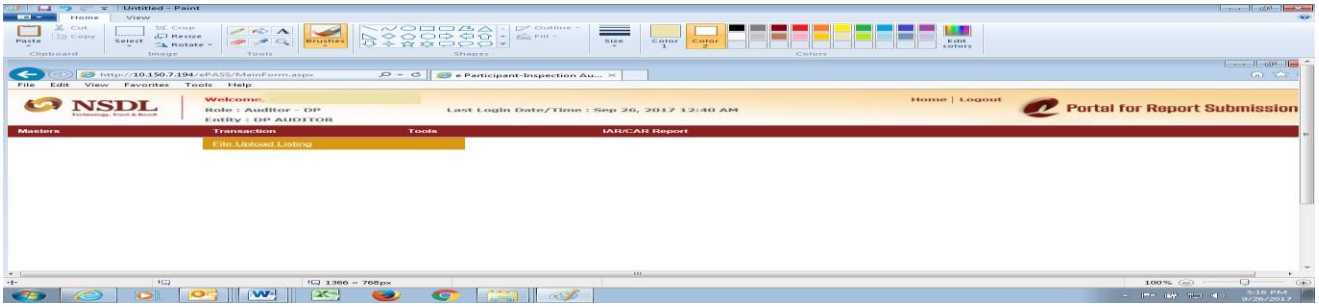
9. Click Refresh button once again and check if digital signatures is appearing on screen [as exhibited below], Participants are required to select the Digital Signature by selecting appropriate radio button and click on "Sign & Submit To Auditor".



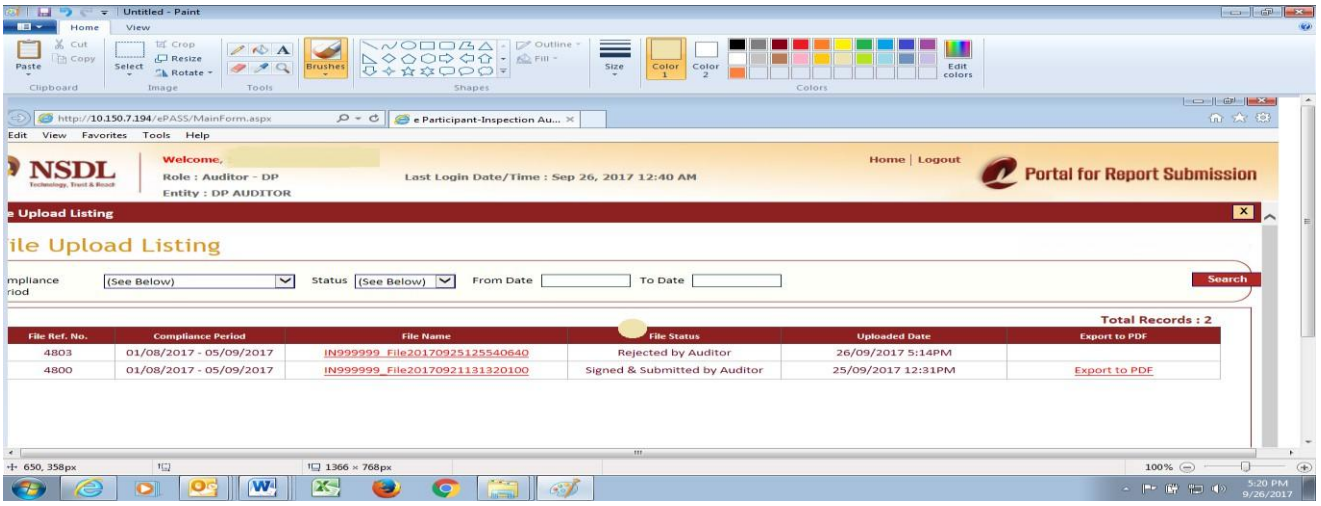
10. Once the report is Signed & Submit to Auditor, an alert email will be sent to Auditor for verification of Risk Assessment Report.

C. Verification of RAT by Auditor

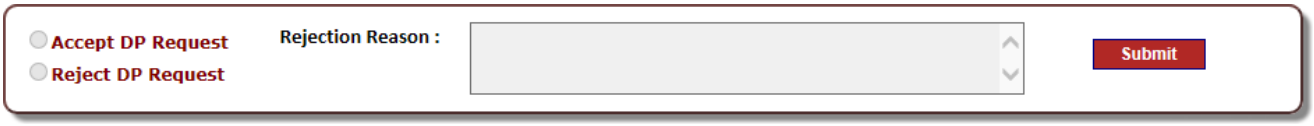
11. Auditors are required to login on e-PASS with their login credentials. Once logged-in into the system, Auditor needs to select "File Upload Listing" menu under "Transaction" option. [as exhibited below].



12. After selection of File Upload Listing, Auditors are required to select file submitted by Participants [as exhibited below].



13. Auditors can Accept or Reject the risk assessment report submitted by DP by clicking on "Accept DP Request" or "Reject DP Request" respectively [as exhibited below].



14. Auditors are required to provide Rejection Reason in case the request is rejected and click on Submit button.

15. An alert email will be sent to the Participants once the request is rejected by Auditor to check and clarify the observation raised by auditor.

16. In case auditor has rejected the risk assessment report, Participants are required to re-submit the RAT after necessary modification in the information as suggested by Auditor. Participant will able to modify the details which they have provided in RAT. The steps for signing the report with digital signature is same as mentioned for Compliance Officer.

17. After Participant has re-submitted the report, if Auditor is satisfied, Auditor must accept the DP request and affix its digital signature for certifying the report.

ANNEXURE I

PRINCIPLES FOR OUTSOURCING

1. A Participant seeking to outsource activities shall have in place a comprehensive policy to guide the assessment of whether and how those activities can be appropriately outsourced. The Board / partners (as the case may be) (hereinafter referred to as the Board) of the Participant shall have the responsibility for the outsourcing policy and related overall responsibility for activities undertaken under that policy.

1.1 The policy shall cover activities or the nature of activities that can be outsourced, the authorities who can approve outsourcing of such activities, and the selection of third party to whom it can be outsourced. For example, an activity shall not be outsourced if it would impair the supervisory authority's right to assess, or its ability to supervise the business of the Participant. The policy shall be based on an evaluation of risk concentrations, limits on the acceptable overall level of outsourced activities, risks arising from outsourcing multiple activities to the same entity, etc.

1.2 The Board shall mandate a regular review of outsourcing policy for such activities in the wake of changing business environment. It shall also have overall responsibility for ensuring that all ongoing outsourcing decisions taken by the Participant and the activities undertaken by the third-party, are in keeping with its outsourcing policy.

2. The Participant shall establish a comprehensive outsourcing risk management programme to address the outsourced activities and the relationship with the third party.

2.1 A Participant shall make an assessment of outsourcing risk which depends on several factors, including the scope and materiality of the outsourced activity, etc. The factors that could help in considering materiality in a risk management programme include:

a) The impact of failure of a third party to adequately perform the activity on the financial, reputational and operational performance of the Participant and on the investors / clients;

b) Ability of the Participant to cope up with the work, in case of non-performance or failure by a third party by having suitable back-up arrangements;

c) Regulatory status of the third party, including its fitness and probity status; and

d) Situations involving conflict of interest between the Participant and the third party and the measures put in place by the Participant to address such potential conflicts, etc.

2.2 While there shall not be any prohibition on a group entity / associate of the Participant to act as the third party, systems shall be put in place to have an arm's length distance between the Participant and the third party in terms of infrastructure, manpower, decision-making, record keeping, etc. for avoidance of potential conflict of interests. Necessary disclosures in this regard shall be made as part of the contractual agreement. It shall be kept in mind that the risk management practices expected to be adopted by a Participant while outsourcing to a related party or an associate would be identical to those followed while outsourcing to an unrelated party.

2.3 The records relating to all activities outsourced shall be preserved centrally so that the same is readily accessible for review by the Board of the Participant and / or its senior management, as and when needed. Such records shall be regularly updated and may also form part of the corporate governance review by the management of the Participant.

2.4 Regular reviews by internal or external auditors of the outsourcing policies, risk management system and requirements of the regulator shall be mandated by the Board wherever felt necessary. The Participant shall review the financial and operational capabilities of the third party in order to assess its ability to continue to meet its outsourcing obligations.

3. The Participant shall ensure that outsourcing arrangements neither diminish its ability to fulfill its obligations to customers and regulators, nor impede effective supervision by the regulators.

3.1 The Participant shall be fully liable and accountable for the activities that are being outsourced to the same extent as if the service were provided in-house.

3.2 Outsourcing arrangements shall not affect the rights of an investor or client against the Participant in any manner. The Participant shall be liable to the investors for the loss incurred by them due to the failure of the third party and also be responsible for redressal of the grievances received from investors arising out of activities rendered by the third party.

3.3 The facilities / premises / data that are involved in carrying out the outsourced activity by the service provider shall be deemed to be those of the registered Participant. The Participant itself and regulator or the persons authorized by it shall have the right to access the same at any point of time.

3.4 Outsourcing arrangements shall not impair the ability of SEBI/SRO or auditors to exercise its regulatory responsibilities such as supervision/inspection of the Participant.

4. The Participant shall conduct appropriate due diligence in selecting the third party and in monitoring of its performance.

4.1 It is important that the Participant exercises due care, skill, and diligence in the selection of the third party to ensure that the third party has the ability and capacity to undertake the provision of the service effectively.

4.2 The due diligence undertaken by a Participant shall include assessment of:

a) third party's resources and capabilities, including financial soundness, to perform the outsourcing work within the timelines fixed;

b) compatibility of the practices and systems of the third party with the Participant's requirements and objectives;

c) market feedback of the prospective third party's business reputation and track record of their services rendered in the past;

d) level of concentration of the outsourced arrangements with a single third party; and

e) the environment of the foreign country where the third party is located.

5. Outsourcing relationships shall be governed by written contracts / agreements / terms and conditions (as deemed appropriate) (hereinafter referred to as contract) that clearly describe all material aspects of the outsourcing arrangement, including the rights, responsibilities and expectations of the parties to the contract, client confidentiality issues, termination procedures, etc.

5.1 Outsourcing arrangements shall be governed by a clearly defined and legally binding written contract between the Participant and each of the third parties, the nature and detail of which shall be appropriate to the materiality of the outsourced activity in relation to the ongoing business of the Participant.

5.2 Care shall be taken to ensure that the outsourcing contract:

a) clearly defines what activities are going to be outsourced, including appropriate service and performance levels;

b) provides for mutual rights, obligations and responsibilities of the Participant and the third party, including indemnity by the parties;

c) provides for the liability of the third party to the Participant for unsatisfactory performance/other breach of the contract

d) provides for the continuous monitoring and assessment by the Participant of the third party so that any necessary corrective measures can be taken up immediately, i.e., the contract shall enable the Participant to retain an appropriate level of control over the outsourcing and the right to intervene with appropriate measures to meet legal and regulatory obligations;

e) includes, where necessary, conditions of sub-contracting by the third-party, i.e., the contract shall enable the Participant to maintain a similar control over the risks when a third party outsources to further third parties as in the original direct outsourcing;

f) has unambiguous confidentiality clauses to ensure protection of proprietary and customer data during the tenure of the contract and also after the expiry of the contract;

g) specifies the responsibilities of the third party with respect to the IT security and contingency plans, insurance cover, business continuity and disaster recovery plans, force majeure clause, etc.;

h) provides for preservation of the documents and data by third party ;

i) provides for the mechanisms to resolve disputes arising from implementation of the outsourcing contract;

j) provides for termination of the contract, termination rights, transfer of information and exit strategies;

k) addresses additional issues arising from country risks and potential obstacles in exercising oversight and management of the arrangements when the Participant outsources its activities to foreign third party. For example, the contract shall include choice-of-law provisions and agreement covenants and jurisdictional covenants that

provide for adjudication of disputes between the parties under the laws of a specific jurisdiction;

l) neither prevents nor impedes the Participant from meeting its respective regulatory obligations, nor the regulator from exercising its regulatory powers; and

m) provides for the Participant and /or the regulator or the persons authorized by it to have the ability to inspect, access all books, records and information relevant to the outsourced activity with the third party.

6. The Participant and its third parties shall establish and maintain contingency plans, including a plan for disaster recovery and periodic testing of backup facilities.

6.1 Specific contingency plans shall be separately developed for each outsourcing arrangement, as is done in individual business lines.

6.2 A Participant shall take appropriate steps to assess and address the potential consequence of a business disruption or other problems at the third party level. Notably, it shall consider contingency plans at the third party; co-ordination of contingency plans at both the Participant and the third party; and contingency plans of the Participant in the event of non-performance by the third party.

6.3 To ensure business continuity, robust information technology security is a necessity. A breakdown in the IT capacity may impair the ability of the Participant to fulfill its obligations to other market participants/clients/regulators and could undermine the privacy interests of its customers, harm the Participant's reputation, and may ultimately impact on its overall operational risk profile. Participants shall, therefore, seek to ensure that third party maintains appropriate IT security and robust disaster recovery capabilities.

6.4 Periodic tests of the critical security procedures and systems and review of the back- up facilities shall be undertaken by the Participant to confirm the adequacy of the third party's systems.

7. The Participant shall take appropriate steps to require that third parties protect confidential information of both the Participant and its customers from intentional or inadvertent disclosure to unauthorised persons.

7.1 A Participant that engages in outsourcing is expected to take appropriate steps to protect its proprietary and confidential customer information and ensure that it is not misused or misappropriated.

7.2 The Participnat shall prevail upon the third party to ensure that the employees of the third party have limited access to the data handled and only on a "need to know" basis and the third party shall have adequate checks and balances to ensure the same.

7.3 In cases where the third party is providing similar services to multiple entities, the Participant shall ensure that adequate care is taken by the third party to build safeguards for data security and confidentiality.

8. Potential risks posed where the outsourced activities of multiple Participants are concentrated with a limited number of third parties.

In instances, where the third party acts as an outsourcing agent for multiple Participants, it is the duty of the third party and the Participant to ensure that strong safeguards are put in place so that there is no co-mingling of information / documents, records and assets.

ANNEXURE J

DECLARATION-CUM-UNDERTAKING

We M/s. *(Name of the intermediary/the acquirer/person who shall have the control)*, hereby declare and undertake the following with respect to the application for prior approval for change in control of *(name of the intermediary along with the SEBI registration no.)*:

1. The applicant/intermediary (Name) and its principal officer, the directors or managing partners, the compliance officer and the key management persons and the promoters or persons holding controlling interest or persons exercising control over the applicant, directly or indirectly *(in case of an unlisted applicant or intermediary, any person holding twenty percent or more voting rights, irrespective of whether they hold controlling interest or exercise control, shall be required to fulfill the 'fit and proper person' criteria)* are fit and proper person in terms of Schedule II of SEBI (Intermediaries) Regulations, 2008.

2. We bear integrity, honesty, ethical behaviour, reputation, fairness and character.

3. We do not incur following disqualifications mentioned in Clause 3(b) of Schedule II of SEBI (Intermediaries) Regulations, 2008 i.e.

   (i) No criminal complaint or information under section 154 of the Code of Criminal Procedure, 1973 (2 of 1974) has been filed against us by the Board and which is pending.

   (ii) No charge sheet has been filed against us by any enforcement agency in matters concerning economic offences and is pending.

   (iii) No order of restraint, prohibition or debarment has been passed against us by the Board or any other regulatory authority or enforcement agency in any matter concerning securities laws or financial markets and such order is in force.

   (iv) No recovery proceedings have been initiated by the Board against us and are pending.

   (v) No order of conviction has been passed against us by a court for any offence involving moral turpitude.

   (vi) No winding up proceedings have been initiated or an order for winding up has been passed against us.

   (vii) We have not been declared insolvent.

   (viii) We have not been found to be of unsound mind by a court of competent jurisdiction and no such finding is in force.

   (ix) We have not been categorized as a wilful defaulter.

   (x) We have not been declared a fugitive economic offender.

4. We have not been declared as not 'fit and proper person' by an order of the Board.

5. No notice to show cause has been issued for proceedings under SEBI (Intermediaries) Regulations, 2008 or under section 11(4) or section 11B of the SEBI Act during last one year against us.

6. It is hereby declared that we and each of our promoters, directors, principal officer, compliance officer and key managerial persons are not associated with vanishing companies.

7. We hereby undertake that there will not be any change in the Board of Directors of incumbent, till the time prior approval is granted.

8. We hereby undertake that pursuant to grant of prior approval by SEBI, the incumbent shall inform all the existing investors/ clients about the proposed change prior to effecting the same, in order to enable them to take informed decision regarding their continuance or otherwise with the new management.

The said information is true to our knowledge.

ANNEXURE K

FORM TO REPORT ON AI AND ML TECHNOLOGIES – TO BE SUBMITTED QUARTERLY

INTIMATION TO STOCK EXCHANGE / DEPOSITORY FOR THE USE OF THE AI AND ML APPLICATION AND SYSTEMS.

Sr. No.	Head	Value
1.	Entity SEBI registration number	
2.	Registered entity category	
3.	Entity name	
4.	Entity PAN no.	
5.	Application / System name	
6.	Date from when the Application / System was used	
7.	Type of area where AI or ML is used	<order execution / Advisory services / KYC / AML / Surveillance / compliance / others (please specify in 256 characters) >
7a.	Does the system involve order initiation, routing and execution?	<Yes / NO>
7b.	Does the system fall under discretionary investment or Portfolio management activities?	<Yes / NO>
7c.	Does the system disseminate investment or trading advice or strategies?	<Yes / NO>
7d.	Is the application/system used in area of Cyber Security to detect attacks	<Yes / NO>
7e.	What claims have been made regarding AI and ML Application / System – if any?	<free text field>
8	What is the name of the Tool / Technology that is categorized as AI and ML system / Application and submissions are declared vide this response	<free text field>
	How was the AI or ML project implemented	<Internally / through solution provider / Jointly with a

Sr. No.	Head	Value
		solution provider or third party>
	Are the key controls and control points in your AI or ML application or systems in accordance to circular of SEBI that mandate cyber security control requirements	<free text field>
	Is the AI / ML system included in the system audit, if applicable?	<Yes / NO / NA>
	Describe the application / system and how it uses AI / ML as portrayed in the product offering	<Yes / NO>
	What safeguards are in place to prevent abnormal behavior of the AI or ML application / System	<Yes / NO>

ANNEXURE L

SYSTEMS DEEMED TO BE BASED ON AI AND ML TECHNOLOGY

Applications and Systems belonging but not limited to following categories or a combination of these:

1. Natural Language Processing (NLP), sentiment analysis or text mining systems that gather intelligence from unstructured data. – In this case, Voice to text, text to intelligence systems in any natural language will be considered in scope. E.g.: robo chat bots, big data intelligence gathering systems.

2. Neural Networks or a modified form of it. – In this case, any systems that uses a number of nodes (physical or software simulated nodes) mimicking natural neural networks of any scale, so as to carry out learning from previous firing of the nodes will be considered in scope. Eg: Recurrent Neural networks and Deep learning Neural Networks.

3. Machine learning through supervised, unsupervised learning or a combination of both. – In this case, any application or systems that carry out knowledge representation to form a knowledge base of domain, by learning and creating its outputs with real world input data and deciding future outputs based upon the knowledge base. Eg: System based on Decision tree, random forest, K mean, Markov decision process, Gradient boosting Algorithms.

4. A system that uses statistical heuristics method instead of procedural algorithms or the system / application applies clustering or categorization algorithms to categorize data without a predefined set of categories.

5. A system that uses a feedback mechanism to improve its parameters and bases it subsequent execution steps on these parameters.

6. A system that does knowledge representation and maintains a knowledge base.

ANNEXURE M

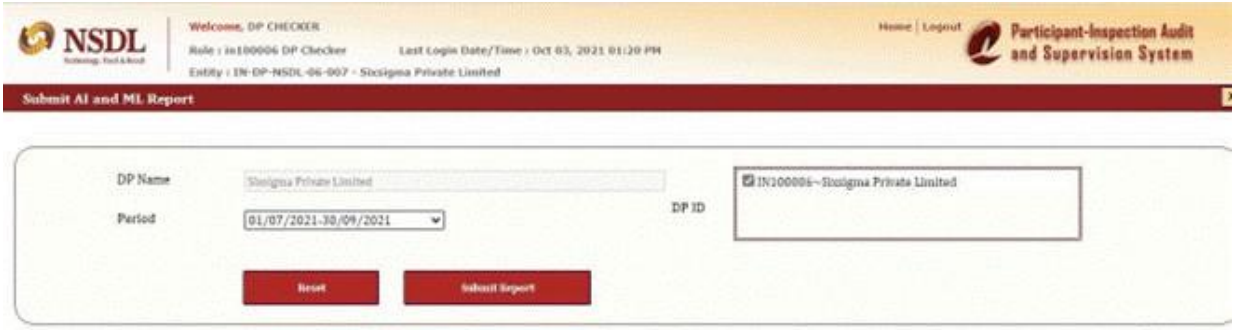
<u>Procedure of submission of Quarterly Report of Artificial Intelligence (AI) and Machine Learning (ML) through e-PASS</u>

Participants are hereby informed that a new feature has been incorporated on e-Pass portal to facilitate Participants to submit the quarterly report of AI and ML. We have introduced new option viz., 'AI and ML Report' under menu viz., 'DP Periodical Reports''. On clicking this option, it will display two sub-menus as under:

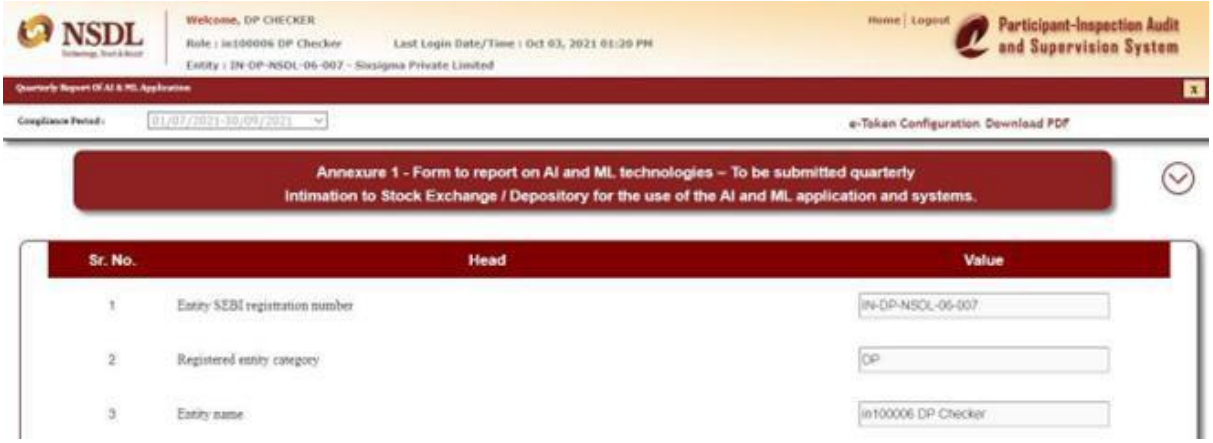
- Submit AI and ML Report: This section will enable user to capture/submit the Report.
- View/Search AI and ML Report: This section will populate all reports submitted by the Participant.

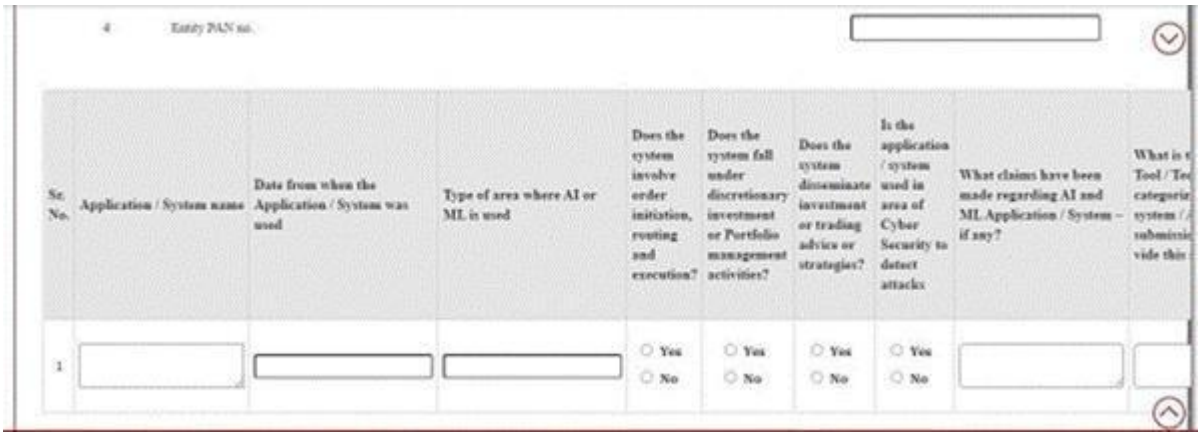
The AI and ML Report can be submitted by Checker user. Checker user shall fill the report and submit the report by clicking on sub menu 'Submit AI and ML Report' under the option viz., 'AI and ML Report' as exhibited below.

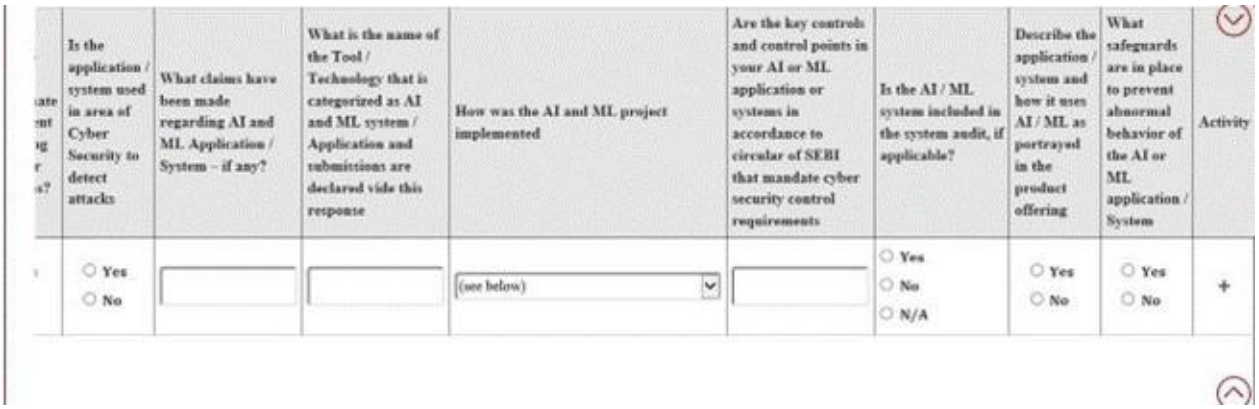
On clicking on the sub menu viz., Submit AI and ML Report, the system will be redirected to next screen as exhibited below wherein user will be required to select Period for which Report is to be submitted and DP ID(s) and click on 'Submit Report'.



After Click on 'Submit Report', user will be directed to submit AI and ML Report as exhibited below.







Users are required to fill report horizontally and can add multiple reports (in case multiple applications are used for AI and ML) by clicking on 'plus (+)' button. User can click "Save" button to save the draft at any point in time while filling the report. The user can view the saved report under 'view/search reports' option. Further, user can click "Reset" button to reset the filled quarterly report [as exhibited below].

Once the report is filled completely, the user will need to click on 'validate' button. If there are any error/s the same would be highlighted which are required to be corrected by the user and once again need to click on button 'validate'.

Once AI and ML Report is validated successfully, then the user is required to digitally sign the same and submit the AI and ML Report to NSDL by clicking on "Sign and submit to NSDL" button as exhibited below.

Once the report get submitted, user will be able to view the report on link 'View/Search AI and ML Report' provided under option viz., 'AI and ML Report' as exhibited below.

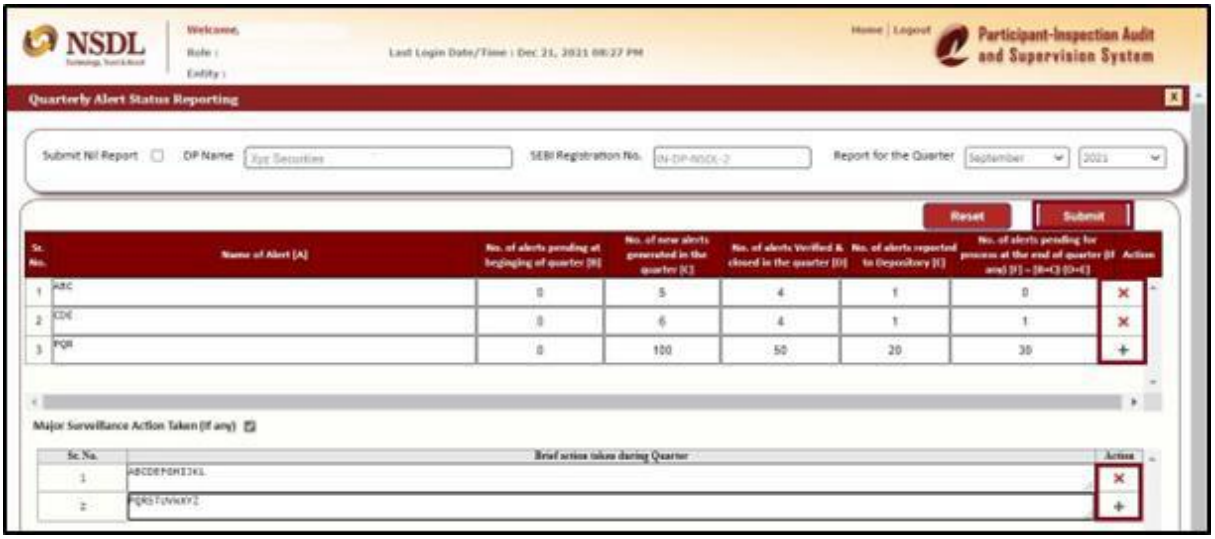
ANNEXURE N

1. Procedure for Quarterly reporting of status for alerts generated by Participants.

1.1 Upload Quarterly Alert Report through Maker login:

After login to e-PASS, click on "*Surveillance*" → "*Quarterly Alert Status Reporting*" tab as exhibited below:

On "Quarterly Alert Status Reporting" screen, user will be able to submit status of the alerts generated by Participants by capturing the requisite details as exhibited below:

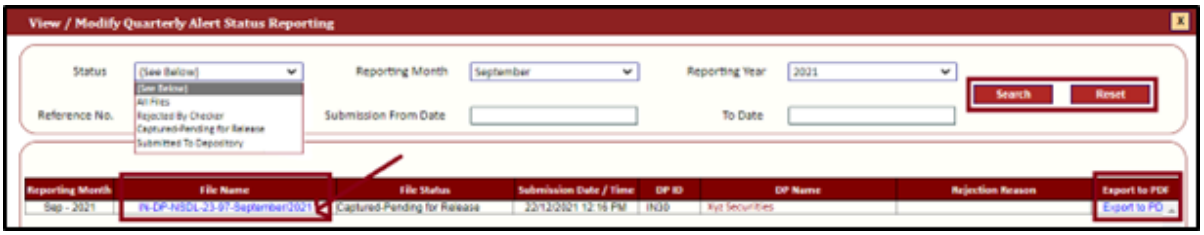


In case of any major surveillance action is taken by Participant (*other than alerts reported to Depository*) during the quarter, the details of the same can be reported by enabling the check box – 'Major Surveillance Action Taken' as exhibited above.

To submit Nil Report, Maker user need to enable the checkbox "Submit nil report" and click on 'Submit' button as exhibited below:

On clicking 'Submit' button, report will be sent to checker for review and submission. Submitted report can be searched by maker user from 'View / Modify' report link as exhibited below:

On "View/Modify" screen, the report captured by maker user will appear. Maker user will also be able to search the reports based on given parameters as exhibited below:

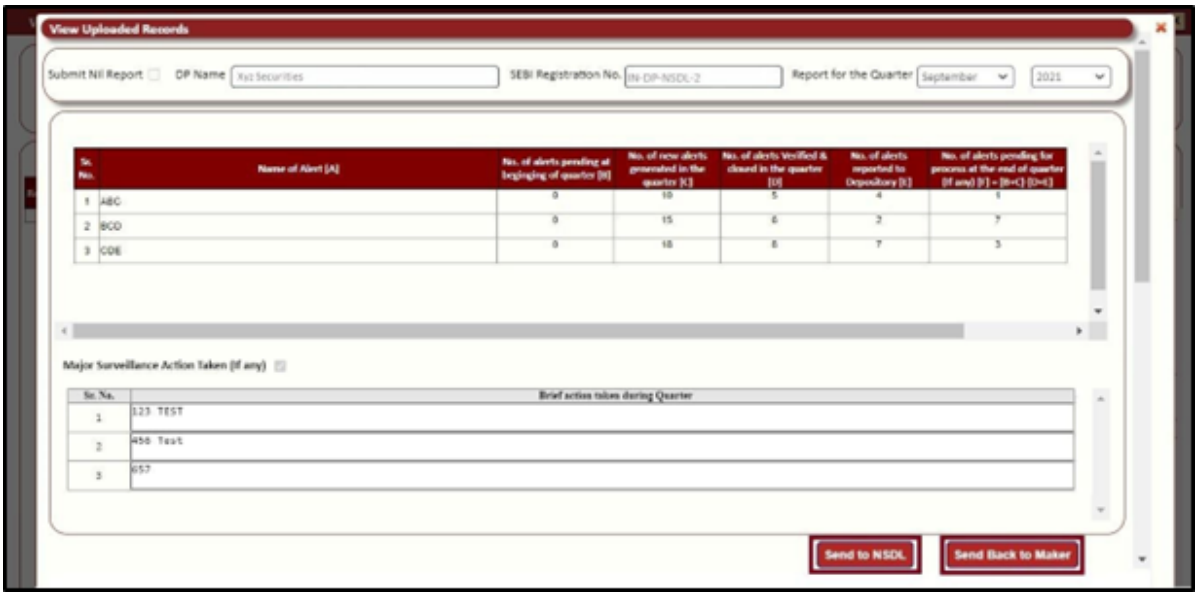


1.2 Approve / Reject Quarterly Alert Report through Checker login:

To review and submit report captured by maker user, Checker user will have to click "Surveillance" → "Verify / Release" → "Quarterly Alert Status Reporting" tab as exhibited below:

After clicking on "Quarterly Alert Status Reporting" link, checker user will have option to view the report captured by Maker user as exhibited below:

Upon clicking on hyperlink provided in "File Name" as exhibited above, captured report will get displayed on the screen. Once selected report appears on screen, checker user will have option to either submit the report to NSDL by clicking on 'Send to NSDL' button or resend the report (to Maker user) by clicking on 'Send back to Maker' button as exhibited below:



View Uploaded Records

Submit Nil Report ☐ DP Name Xyz Securities SEBI Registration No. IN-DP-NSDL-2 Report for the Quarter September 2021

Sr. No.	Name of Alert (A)	No. of alerts pending at beginning of quarter (B)	No. of new alerts generated in the quarter (C)	No. of alerts Verified & closed in the quarter (D)	No. of alerts reported to Depository (E)	No. of alerts pending for process at the end of quarter (If any) (F) = (B+C) (D+E)
1	ABC	0	10	5	4	1
2	BCD	0	15	8	2	7
3	CDE	0	10	8	7	3

Major Surveillance Action Taken (If any) ☐

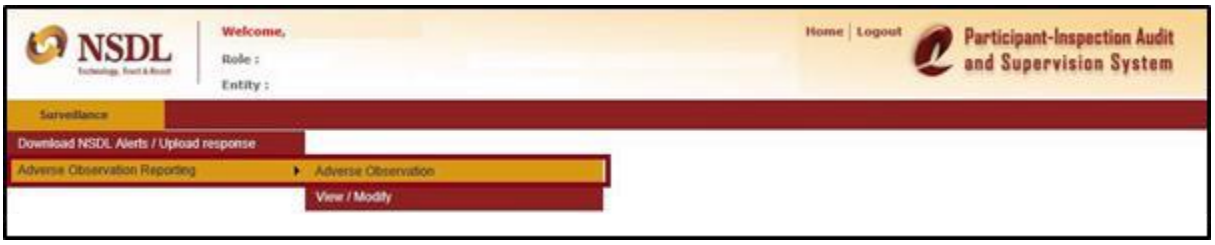
Sr. No.	Brief action taken during Quarter
1	123 TEST
2	456 Test
3	657

Send to NSDL Send Back to Maker

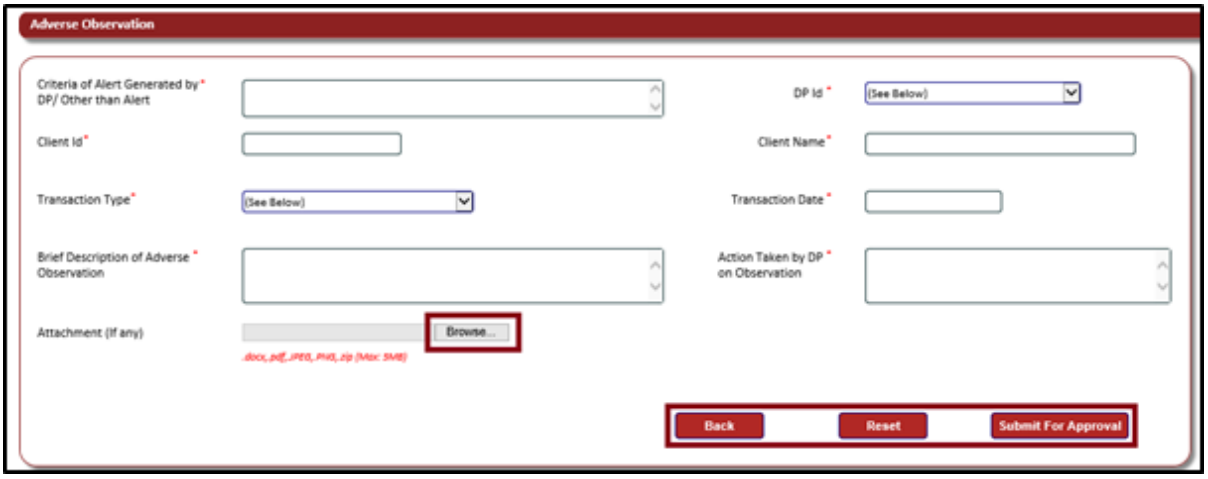
1. Procedure for reporting of Adverse Observation for alerts generated by Participants.

1.1 Report Adverse Observation through Maker login:

After login to e-PASS, click on "*Surveillance*" → "*Adverse Observation Reporting*" → *"Adverse Observation"* tab as exhibited below:

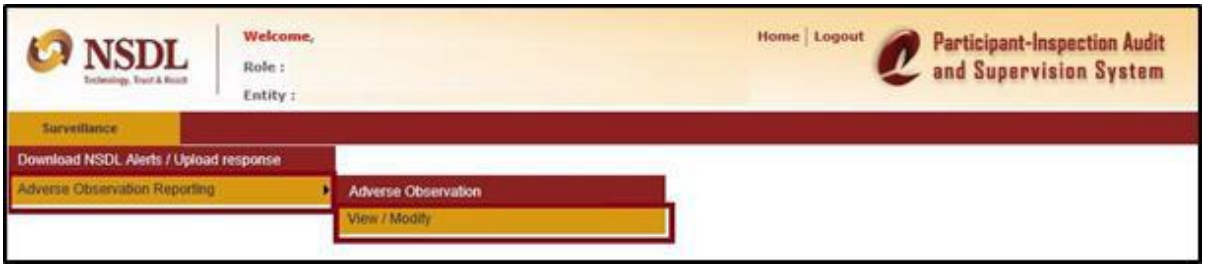


On "Adverse Observations" screen, user will be will able to submit adverse observation by capturing the requisite details as exhibited below:

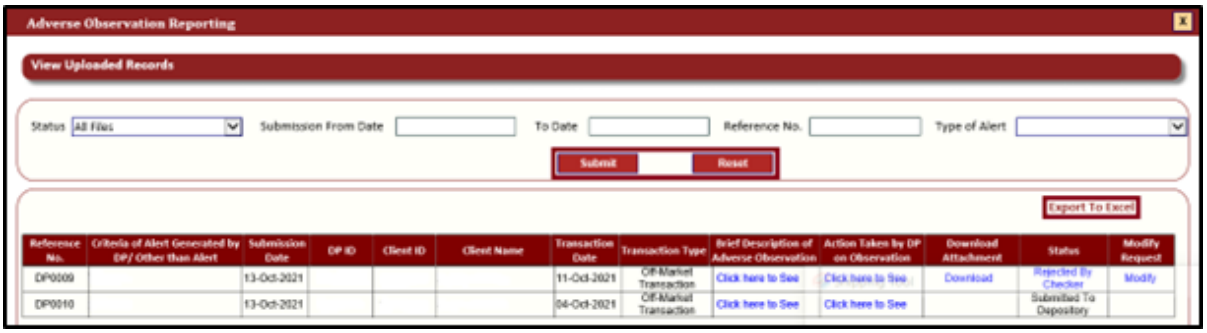


While filling the requisite details in 'Adverse Observation' screen, DPs having multiple DPM setups, DP ID under which adverse observation is noted need to be selected.

After filling the required details and clicking on the button 'Submit for Approval', report will be sent to Checker for review and submission. Submitted record can be viewed by maker user from 'View / Modify' report link as exhibited below:



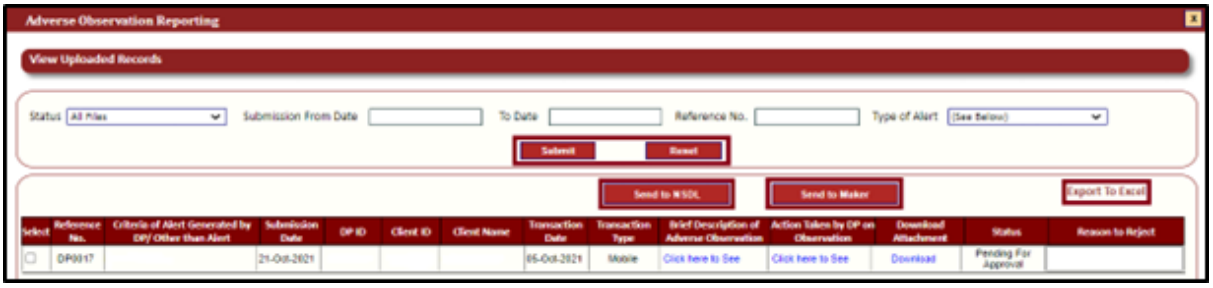
On "View/Modify" screen, the Adverse Observation captured by maker user will appear. Maker user will also be able to search the records based on given parameters and modify the record rejected by checker user as exhibited below:



1.2 Approve / reject Adverse Observation reporting through Checker login:

To review the Adverse observation captured by maker user, Checker user will have to click *Surveillance*" → "*Verify / Release*" → "*Adverse Observation Reporting*" tab as exhibited below:

After clicking on "Adverse Observation Reporting" link, Checker user will have option to view the adverse observations captured by Maker user as exhibited below:

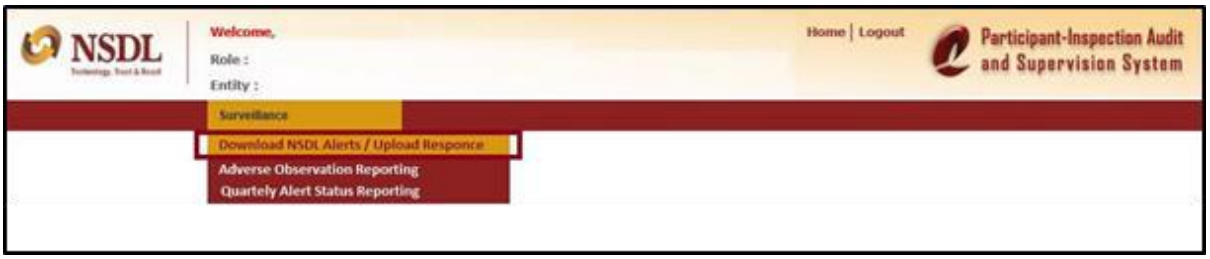


After reviewing the adverse observation details captured by Maker user, checker user will have option to either submit the adverse observation details to NSDL by clicking on 'Send to NSDL' button or resend the selected record (to Maker user) by clicking on 'Send to Maker' button as exhibited above.

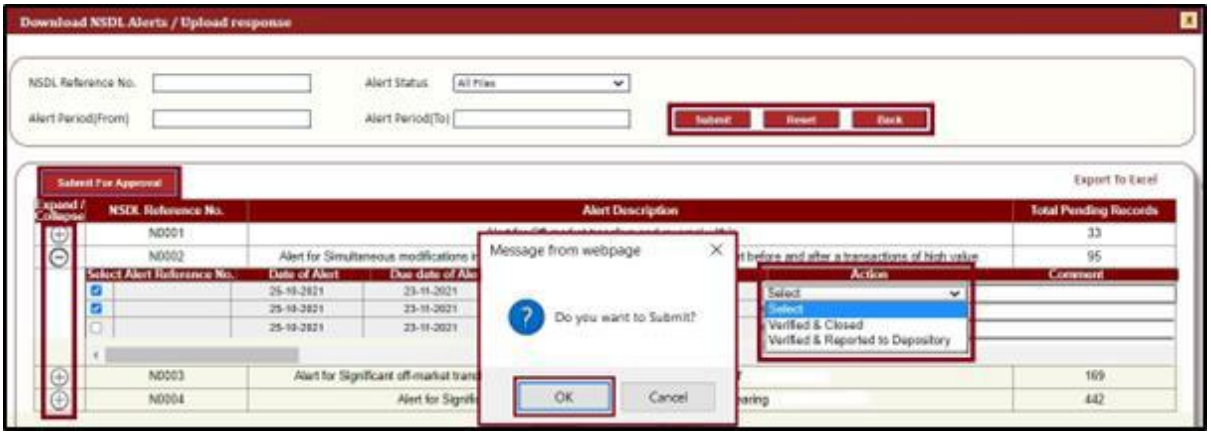
1. <u>Procedure for download of transactional alerts provided by NSDL and submit response:</u>

1.1 View alerts provided by NSDL and upload response thereof from Maker login:

After login to e-PASS, click on "*Surveillance*" → "*Download NSDL Alerts / Upload Response*" tab as exhibited below:



On "Download NSDL Alerts / Upload Response" screen, Maker user will be able to view/ download the alerts provided by NSDL. Maker user will also be able to update the status of action taken against each alert by selecting the option viz. *"Verified & Closed"* & *"Verified & Reported to Depository"* as exhibited below:



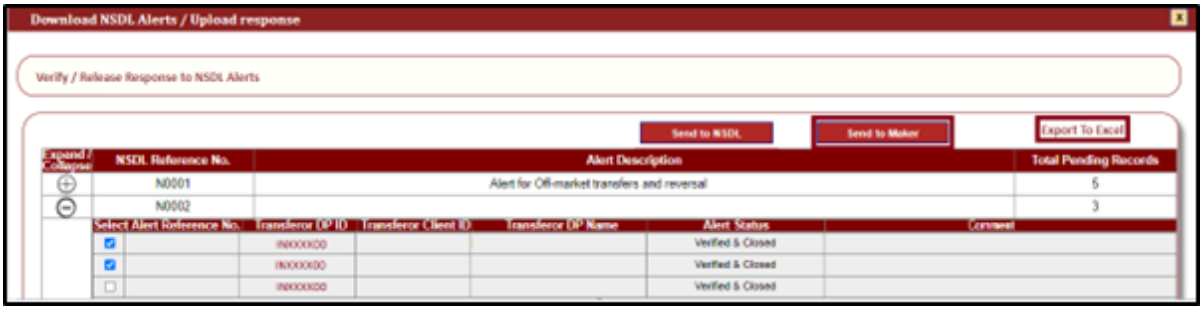
On selecting the suitable option under dropdown available in 'Action' column, Maker user will have to click on "Submit for Approval" to send response for selected Alert(s) to Checker user for review and onward submission to NSDL.

1.2 Review / Submission of response on alerts through Checker login:

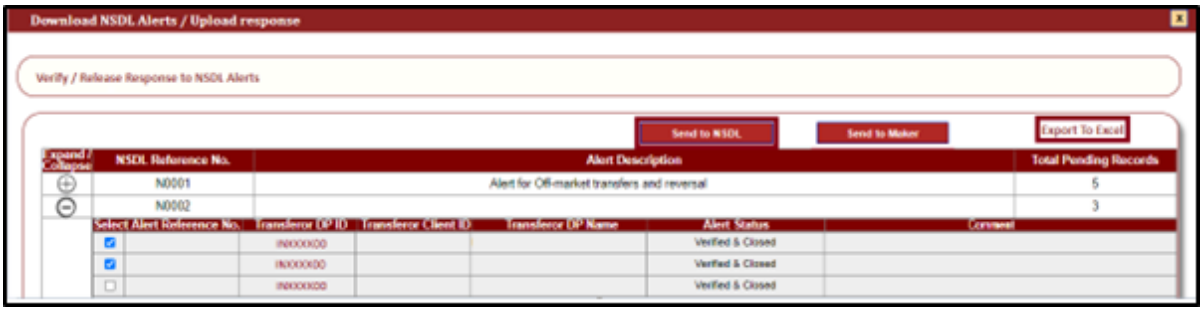
To review and submit the responses for alerts captured by Maker user, Checker user will have to click on "Surveillance" → "Verify / Release" → "Download NSDL Alerts/Upload response" tab as exhibited below:

After clicking on “Download NSDL Alerts / Upload Response” link, Checker user will have following two options to take action on response of alerts captured by Maker user as exhibited below:

a) **Reject - Send to Maker:** In case Checker user wants to reject and resend the captured alert response (to Maker User), Checker user will have to first select the alert and then click on “Send to Maker“ button as exhibited below:



b) **Approve - Send to NSDL:** On clicking the button “Send to NSDL”, selected alert(s) response will be submitted to NSDL as exhibited below:



ANNEXURE O

OPTION SHEET

Date:

To

National Securities Depository Limited

4th Floor, A Wing, Trade World

Kamala Mills Compound

Senapti Bapat Marg

Lower Parel, Mumbai- 40013

Options: (Please tick the relevant option)

A) For those having current self-excess of Rs. 1,00,000

☐ We want to avail of reduced self-excess upto Rs. 50,000; please include Rs. 17,700 towards this in our November bill.

☐ We want to avail of reduced self-excess upto Rs. 25,000; please include Rs. 23,600 towards this in our November bill.

B) For those having current self-excess of Rs. 50,000

☐ We want to avail of reduced self-excess upto Rs. 25,000; please include Rs. 11,800 towards this in our November bill.

Name of Compliance Officer:

Signature:

ANNEXURE P

The New India Assurance Co. Ltd.

Divisional Office 11 2700, New India Centre, Ground Floor, 17/A Cooperage Road, Mumbai-39

Claim Form Name & Address of the Insured

1. Contact Person:

2. Mobile No.:

3. Telephone No.:

4. Fax No.:

5. E- Mail address:

6. Policy No.:

7. Period of Cover:

8. Date of Loss:

9. Place of Loss- Branch or Head Office or Intermediary Place

10. Date of Discovery:

11. Loss/Error committed by:

    Designation/Position of the person committing mistake: Whether Proprietor or Director or Employee or Intermediary

12. Details of Loss:

13. Amount of Loss with item wise details:

14. Do You have any other Policy for the same Risk Coverage: Yes / No

    [If yes, please give following details:
    Policy Number:
    Insurer's Office Address:
    Sum insured:]

15. Have you lodged any claim under this policy- Yes/No (if yes, kindly provide claim number)

16. Any other relevant details:

Date:

Place: Signature with Stamp/seal

ANNEXURE Q

1. Procedure for updating details of Depository Participants (DP) through e-PASS

1.1 Basic details and process flow:

A) For updating / changing any details, Maker & Checker mechanism will be applicable wherein DP Maker will have to raise the request for change/updation of details and DP Checker will have to approve the same in order to submit it to NSDL.

B) DP Checker will be able to edit/modify the details as mentioned by the DP Maker and submit the request for change to NSDL accordingly.

C) After successful updation of the details, request will be submitted to NSDL for approval.

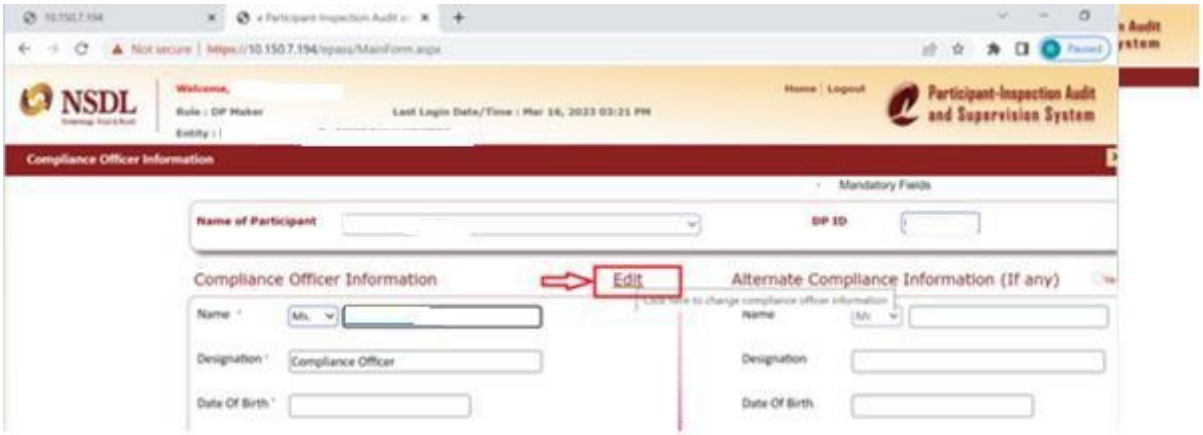
D) Once the same gets approved by NSDL, details will be updated in NSDL records. However, in case of rejection, fresh request is required to be initiated by DP for updation.

E) DP will be able to track the status of request for change in details submitted to NSDL by accessing e-pass portal under the Tab; "e-info."

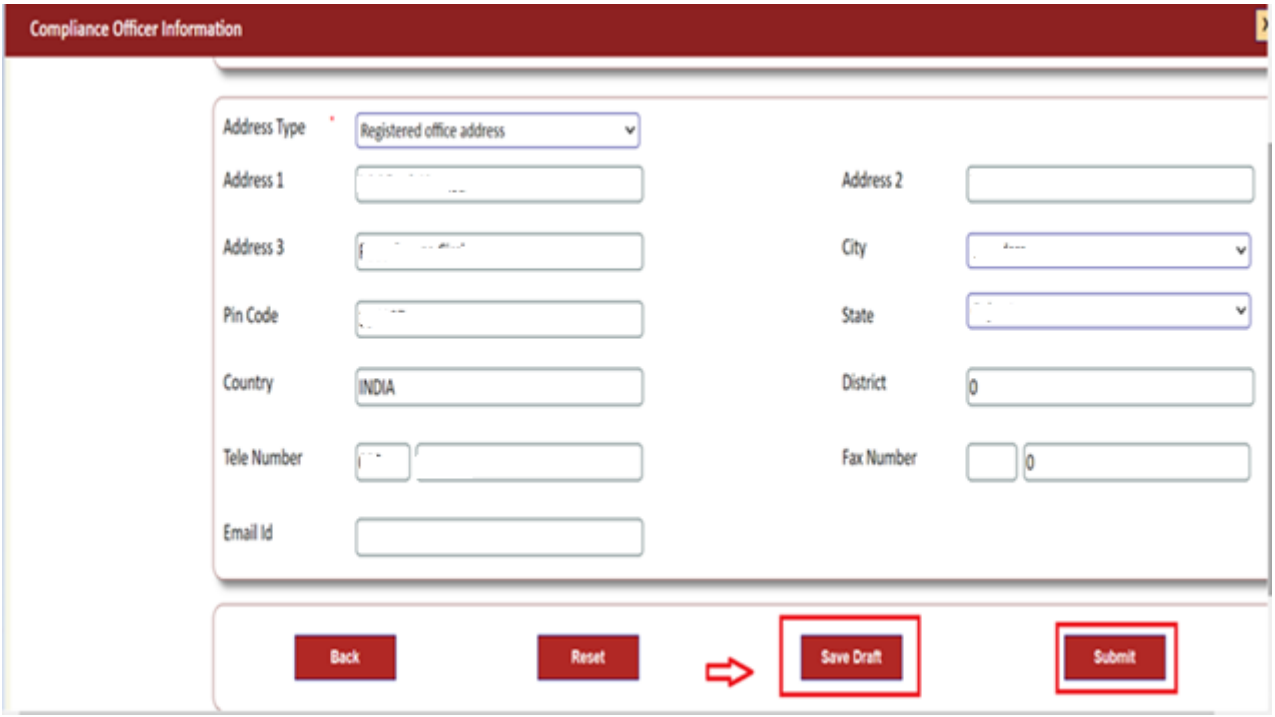
I. Process of Updating Details by DP Maker on e-info:

After login to e-PASS, for updating details w.r.t Compliance Officer under the Tab; "e-info," click on **"Compliance Officer"** tab as exhibited below:

i. On clicking on *"Compliance officer"*, DP Maker will be able to edit the pre-populated details of Compliance Officer (CO) and Alternate Compliance Officer (ACO) as available in NSDL records by clicking on "Edit" tab. DP Maker is required to fill-up necessary details and upload the required documents pertaining to change in details of Compliance Officer by clicking on "Browse" option as exhibited below:



ii. After uploading the required documents pertaining to change in compliance officer detail, DP Maker need to click on "Save Draft" button to capture the necessary details. The same is exhibited as below:



A) View/Search Pending Request:

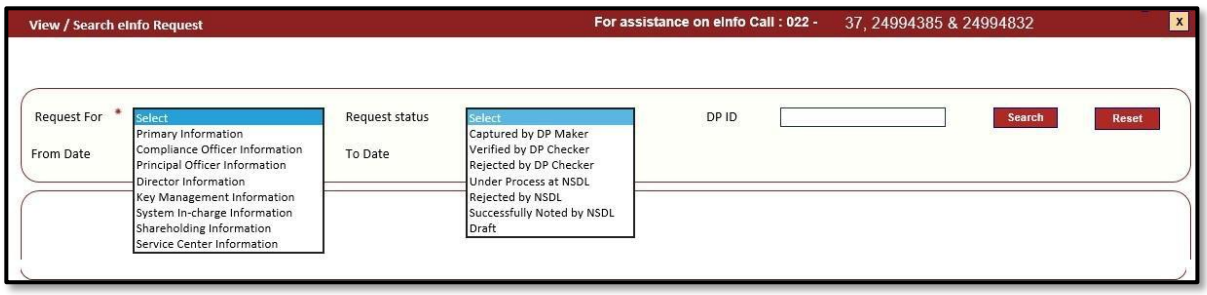
i. DP Maker can review / edit above captured details from the tab *"View/Search Pending Request"* provided in the drop down as exhibited below:

ii. DP Maker need to click on "Submit" button so that the request is submitted to "DP Checker" for review and approval, as exhibited below:

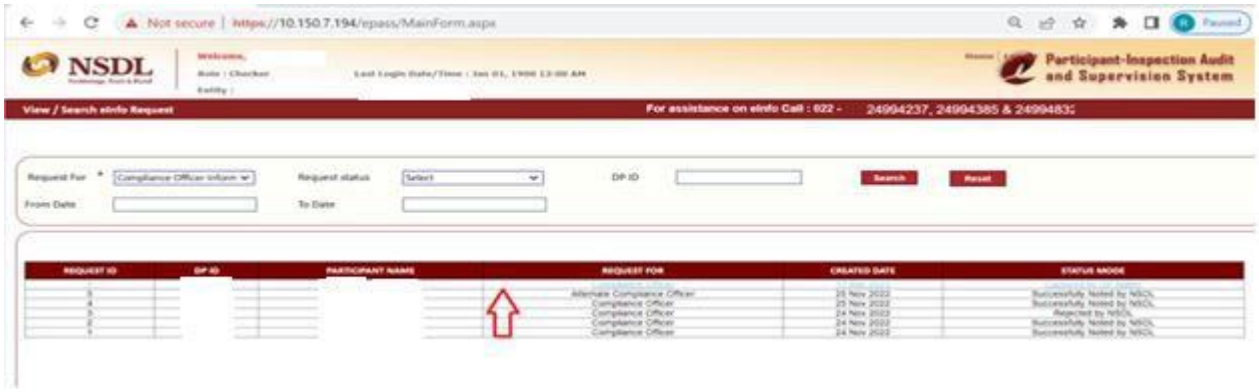
II. <u>Process of Approval / Rejection of details by DP Checker on e-info.</u>

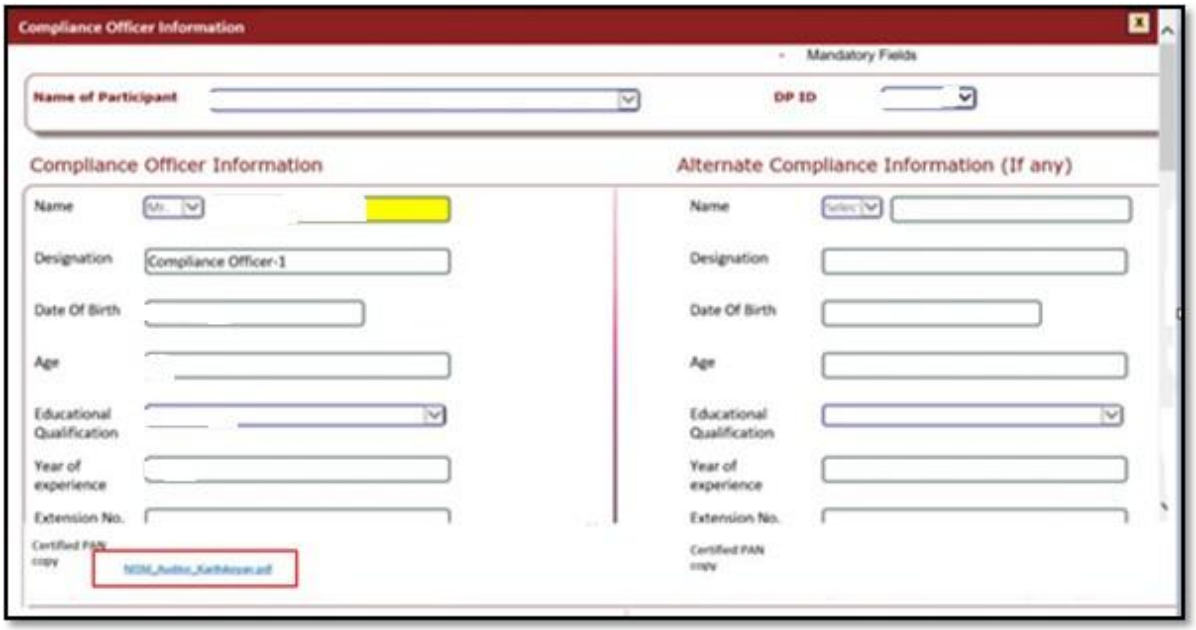
DP Checker user will be able to search the requests captured by DP Maker based on various parameters on ***""View / Update DP Database" → "Verify/Search Pending Requests".***

DP Checker can Select the type of request from the drop down list and select request status as **"Captured by DP Maker"** and click on the tab **"Search"** as exhibited below:



After applying **"Search"** filter, all request raised by DP Maker will appear on the screen, DP Checker can view the request details and changes captured/ download attachments uploaded by the DP Maker by clicking on the respective record. Fields modified by DP Maker will be highlighted in "Yellow" color for easy identification. DP Checker will not have any rights to modify any details as submitted by DP Maker. DP Checker an only 'Approve' or 'Reject' the request as submitted by DP Maker. In case of any correction required to be done by DP Checker, he can 'Reject' the request by providing the reason for such rejection. On rejecting the request, the request will be sent back to DP Maker for making necessary changes and re-submitting the same.





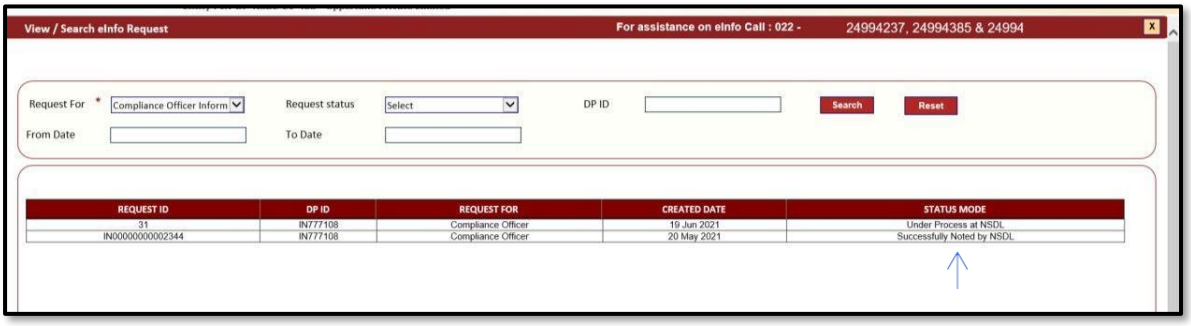
On selecting **"Approve"** and then clicking on tab **"Submit"**, the request will be submitted to NSDL for review and approval. DP Maker/ Checker user will be able to view the rejected requests in **"View/Search Pending Request"**.

2. Tracking of status of Application and Approval / Rejection by NSDL

On successfully submitting the details by DP Checker, the request will be submitted to NSDL for review and approval and the status of request will be reflected as **"Verified by DP Checker/Under process at NSDL"**.

3.1 Approval of Request by NSDL:

NSDL will review the request submitted by participant and if all the details and documents captured correctly, NSDL will approve the request and the status of request will change to **"Successfully Noted by NSDL"**. No further action will be required by the Participant on the said request.



3.2 Rejection of request by NSDL:

NSDL will review the request submitted by Participant and in case of any discrepancy will reject the request with necessary remarks. On rejection of request by NSDL, the status

of request will change to **"Rejected by NSDL".** In such cases, DP will have to initiate the fresh request for updating the details to NSDL.

ANNEXURE R (1)

COMPLIANCE CERTIFICATE

(To be provided on Participant's letterhead)

Date:_____

To

National Securities Depository Limited

Dear Sir/Madam,

Sub: Compliance Certificate for the period___to _____

I _____ (Name of the Compliance Officer) hereby certify that the depository operations of _____ (DP Name and DP Id) are in compliance with all applicable laws and especially with respect to the following:

a) The Depositories Act, 1996;
b) The SEBI (Depositories and Participants) Regulations, 2018;
c) The Bye Laws and Business Rules of NSDL.
d) Directives / Circulars / Clarifications / Guidelines issued by SEBI, the Government of India, Regulatory Bodies and NSDL, from time to time.
e) Prevention of Money Laundering Act, 2002 and the Rules and Guidelines notified thereunder by SEBI or Statutory / Regulatory Authorities.

2. Fit and Proper Status:

I _____(Name of the Compliance Officer) hereby certify that the (DP Name) , its directors and the key management persons are fit and proper as per regulation 23(2) of the SEBI (Depositories and Participants) Regulations, 2018 read with the criteria specified under regulation 20 of Securities Contracts (Regulation) (Stock Exchanges and Clearing Corporations) Regulations, 2018.

3. I _____(Name of the Compliance Officer) hereby undertake that Compliance of the SEBI Circular for Advisory for Financial Sector Organizations regarding Software as a Service (SaaS) based solutions has been made by (DP Name and DP ID).

4. I _____(Name of the Compliance Officer) hereby confirm that neither (DP Name) nor any of the employees have rendered, directly or indirectly, any investment advice about any security in the publicly accessible media, whether real-time or non-real-time, unless a disclosure of his interest including long or short position in the said security has been made, while rendering such advice.

5. I _____(Name of the Compliance Officer) hereby confirm that (DP Name) does not have any direct or indirect association with another person who-

(i) provides advice or any recommendation, directly or indirectly, in respect of or related to a security or securities, unless the person is registered with or otherwise permitted by the SEBI to provide such advice or recommendation; or
(ii) makes any claim, of returns or performance expressly or impliedly, in respect of or related to a security or securities, unless the person has been permitted by the SEBI to make such a claim.

6. I _____(Name of the Compliance Officer) hereby confirm that (DP Name) has complied with the TRAI's Guidelines to curb spam SMSes and misuse of Headers and Content Templates to the extent applicable to (DP Name).

7. Activities in which the Participant has not been in Compliance, if any, are as under:

Sr. No.	Activities in which the Participant has not been in compliance	Steps taken to ensure compliance in future

Name and Designation of Compliance Officer :
Signature of Compliance Officer :

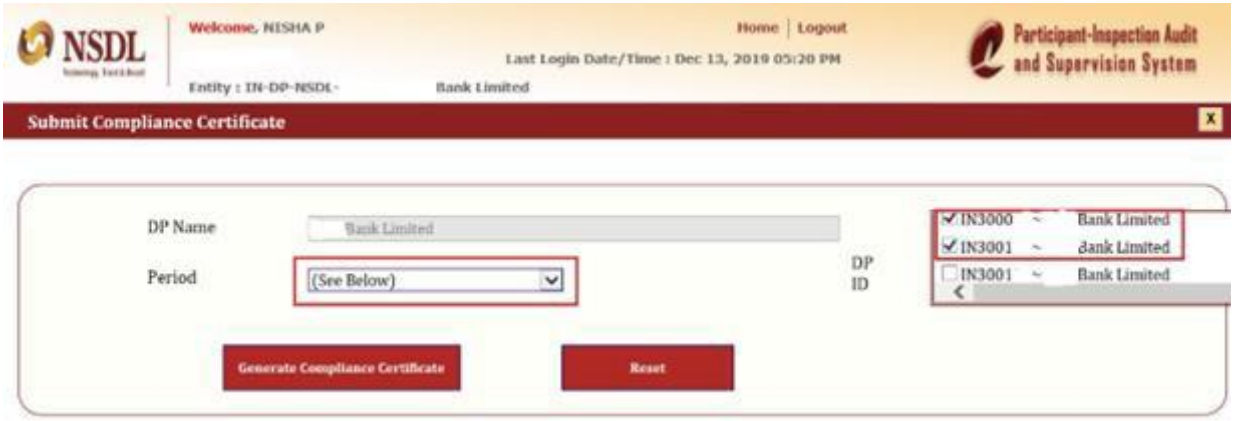
ANNEXURE R (2)

PROCEDURE OF SUBMISSION OF COMPLIANCE CERTIFICATE THROUGH E-PASS

1. **Compliance Officer Login:**

a) Compliance Officer shall login to e-PASS portal (https://www.epass.nsdl.com) using its existing login credential.

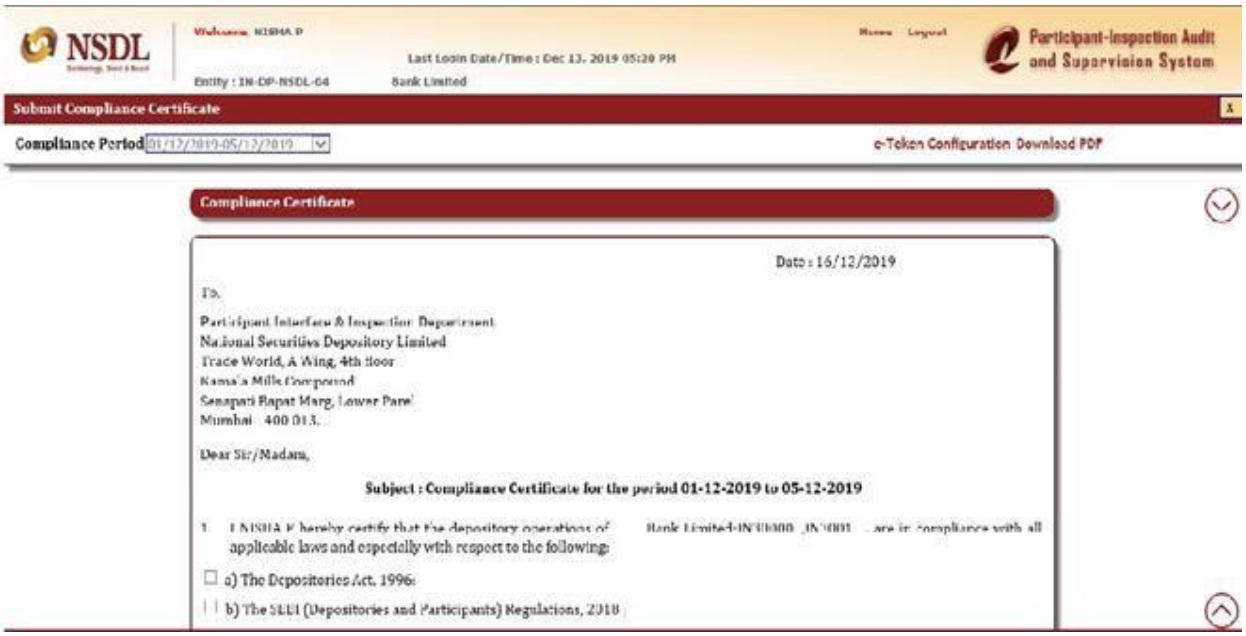
b) After login to e-PASS, for submission of Compliance Certificate, click on 'Submit Compliance Certificate' under the 'Compliance Certificate' head.

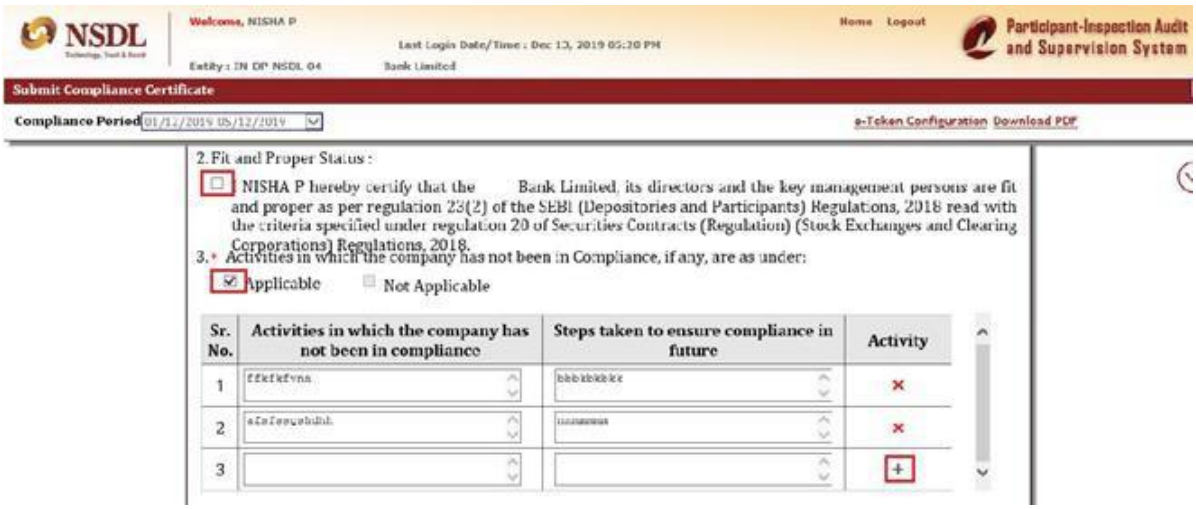


c) Upon Clicking 'Submit Compliance Certificate' screen as exhibited below will be displayed.

Compliance Officer has to select period and DP ID and click on 'Generate Compliance Certificate' button.

d) Once the Compliance Officer selects period and DP ID and clicks on 'Generate Compliance Certificate' button, the Compliance Certificate will be displayed on the screen as exhibited below, which has to be ticked/filled by the Compliance Officer.

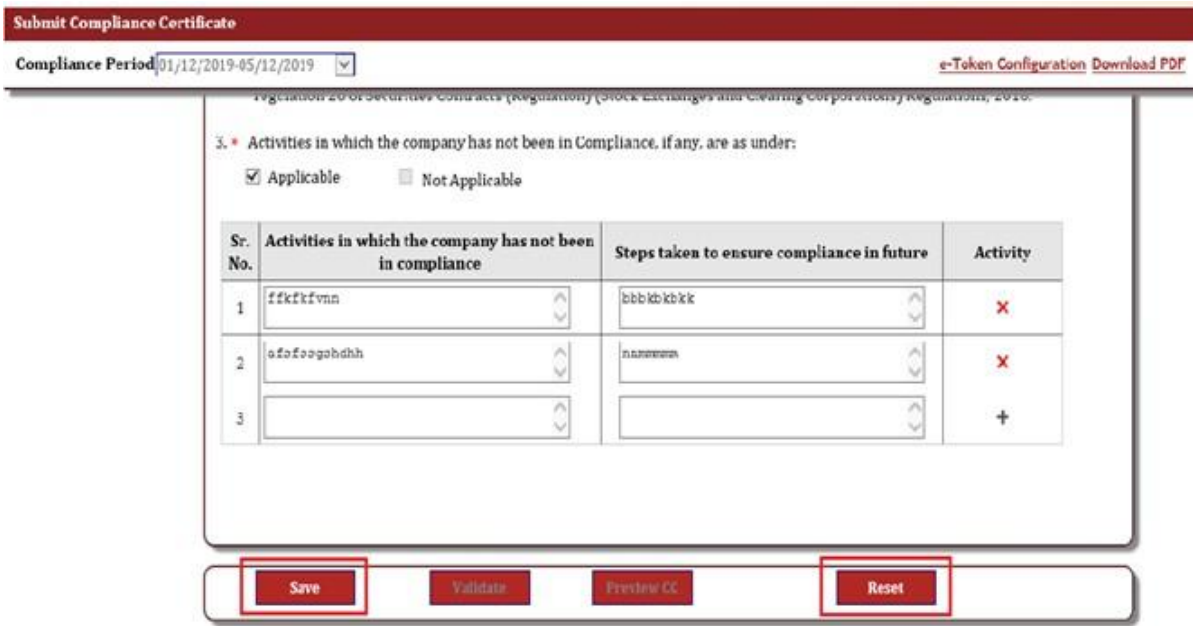


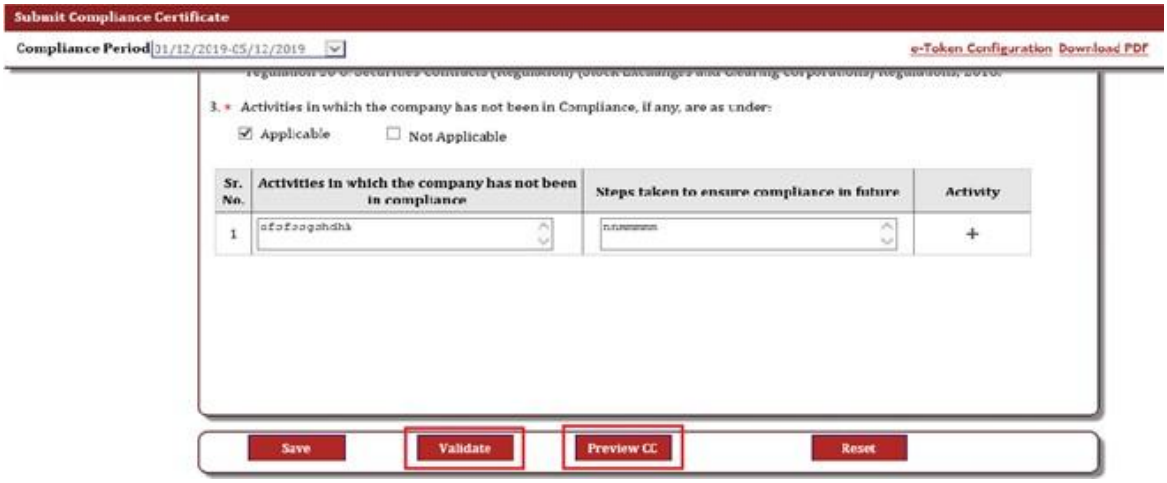


e) If there is more than one non-compliance, the Compliance Officer can report the same by clicking

'+' sign as shown below and incorporate the non-compliance. The non-compliance would also be applicable, in case if there is any compliance point which is kept unticked by the Compliance officer.

f) Compliance Officer can click "Save" button to save the draft at any point in time while filling the Compliance Certificate. The Compliance Officer can view the saved Compliance Certificate under 'view/search reports' option. Further, Compliance Officer can click "Reset" button to reset the filled Compliance Certificate [*as exhibited below*].





g) Once the Compliance Certificate is filled completely, the Compliance Officer will need to click on 'validate' button. If there are any error/s the same would be highlighted which are required to be corrected by the Compliance Officer and once again click on button 'validate'. Compliance Officer can preview the Compliance Certificate by clicking 'Preview CC' button [*as exhibited below*].

h) Once Compliance Certificate checklist is validated successfully then the Compliance Officer is required to digitally sign the same and submit the Compliance Certificate to NSDL by clicking on "Sign and submit to NSDL" button.

2) Change in details of Compliance Officer / Alternate Compliance Officer of Participant:

In case there is any change in details of Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are requested to inform the same on email ID NSDL-BP- INSPECTION@nsdl.com.

ANNEXURE S

PROCEDURE TO BE FOLLOWED BY PARTICIPANTS FOR UPDATE IN FORM B

1. Login into the 'Form B' application by clicking on the Form-B tab available on i-Assist site under Form B. Type DP Id in the user ID box and default password (nsdl@123) in the password box. The Participant will have to change the default password and set its own password during first login.

   Existing Participants can view their Form B data as per NSDL records. After verification, for any further update in the present module the Participant can login into Form B application and make necessary changes.

2. The modifications made in the information will be in 'Captured' status.

3. After the required updates are made in the database by the Participant, an email is automatically sent to Helpdesk officers about the changes made.

4. The concerned Helpdesk Officer will verify the changes using his login. He will then have option to Accept or Reject the pending requests. Accepted requests go to 'Accepted By NSDL' status and rejected requests go to 'Rejected By NSDL' status with rejection reason.

5. An email will be sent to Participant as well as all concerned helpdesk officers. The requests accepted by Helpdesk officer will be updated in the database and the updated information will be visible to the Participant.

6. Information related to backup server and DR server can also be updated in the same way. If a Participant who does not have a backup server, procures one, then it will have to send an email to Helpdesk (helpdesk@ nsdl.com) requesting addition for backup server module.

7. Once addition is done by the Helpdesk, Participant can fill in the desired information and update it later, as per procedure given above.

Note - In case i-Assist is not available due to any reason then Participant may send digitally signed or scanned copy of Form B by email on helpdesk@nsdl.com

ANNEXURE T

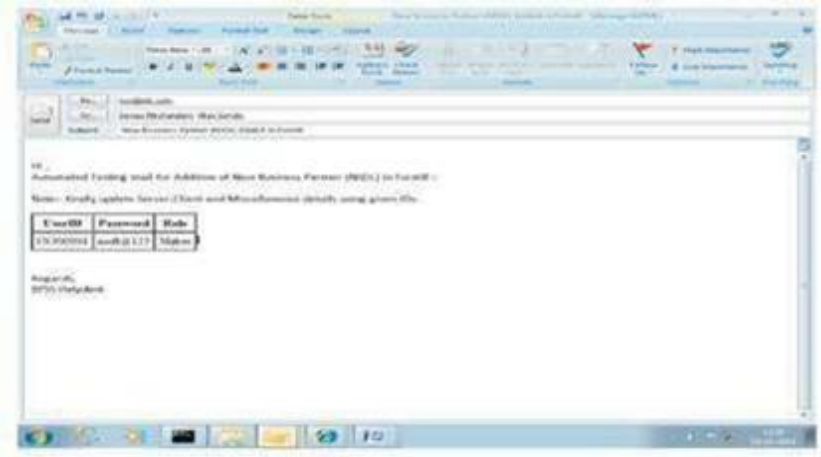
MANUAL FOR AUTOMATED FORM B DATABASE

1. Login into the Form B application by clicking on the link "Automated Form B database" available on i-assist site under Form B tab by typing DP Id in the user id box & default password **(nsdl@123)** in the password box on NSDL intranet site as mentioned in the screen below

The Business partner will have to change the default password and set their own password during first login. The business partner has the option of changing the password on their own as shown in the slide below:

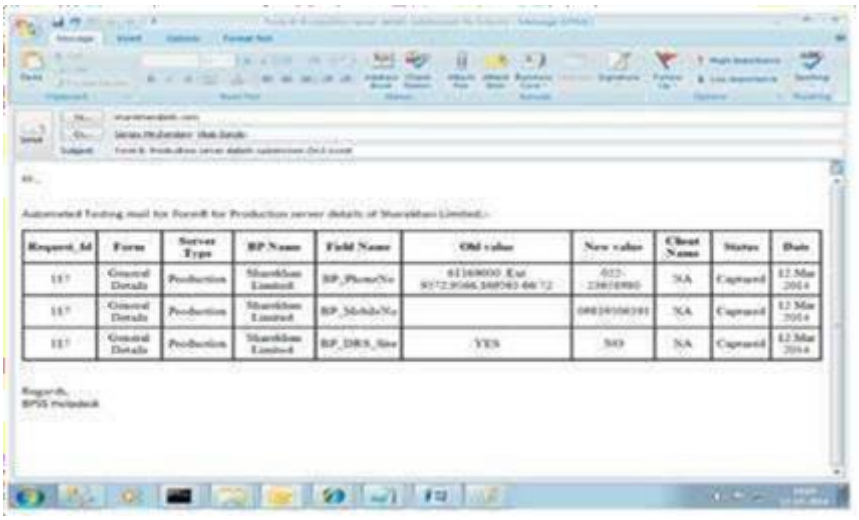
The changed password email message is displayed as shown in the slide below:

4. For new Business Partner joining NSDL the general information for e.g. postal Address, Landline No, Mobile No is updated in the database. After the required update's are made an Auto generated email is automatically send on email ID of system in charge & NSDL Helpdesk team consisting of UserID and password of the maker ID through which Business Partner will be able to successfully login into the application as shown in the slide below:



5. After successful login to database business partners can view their Form B data as shown in the slide below:

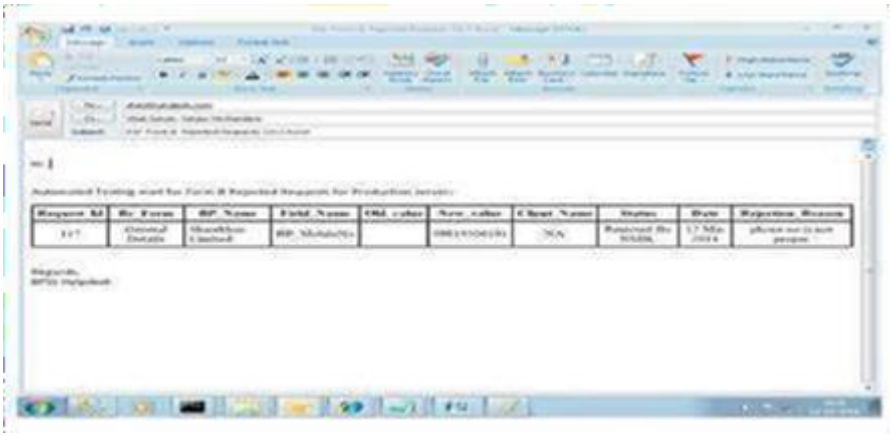
6. The Business Partners can view their Form B data as per NSDL records as shown in the slide below:



Request_Id	Form	Server Type	BP Name	Field Name	Old value	New value	Client Name	Status	Date
117	General Details	Production	Sharekhan Limited	BP_Phone/No	61160000 Ext 9172 3066 300703 66 72	022-23018980	NA	Captured	12 Mar 2014
117	General Details	Production	Shareklhan Limited	BP_Mobile/No		09819108191	NA	Captured	12 Mar 2014
117	General Details	Production	Shareklhan Limited	BP_DRS_Site	YES	NO	NA	Captured	12 Mar 2014

For any further updation in the present module the Business Partners can make necessary modifications in the hardware and software details as shown in the slide below:

After the required updates are made in the database by the Business Partner, an email is automatically sent to designated Helpdesk officials along with the changes made as shown in the slide below:



After the request is accepted the status of the request will change to "Accepted By NSDL" An email will be sent to the Business Partner as well as all concerned helpdesk officials. The accepted request by helpdesk officials will be visible to the Business Partner as shown in the slide below.

10. After the request is rejected the status will change to "Rejected By NSDL". Rejection reason will be mentioned by the Helpdesk official while rejecting the request. An email will be sent to the Business Partner as well as all concerned helpdesk officials. The rejected request by helpdesk officials will be visible to the Business Partner as shown in the slide below.

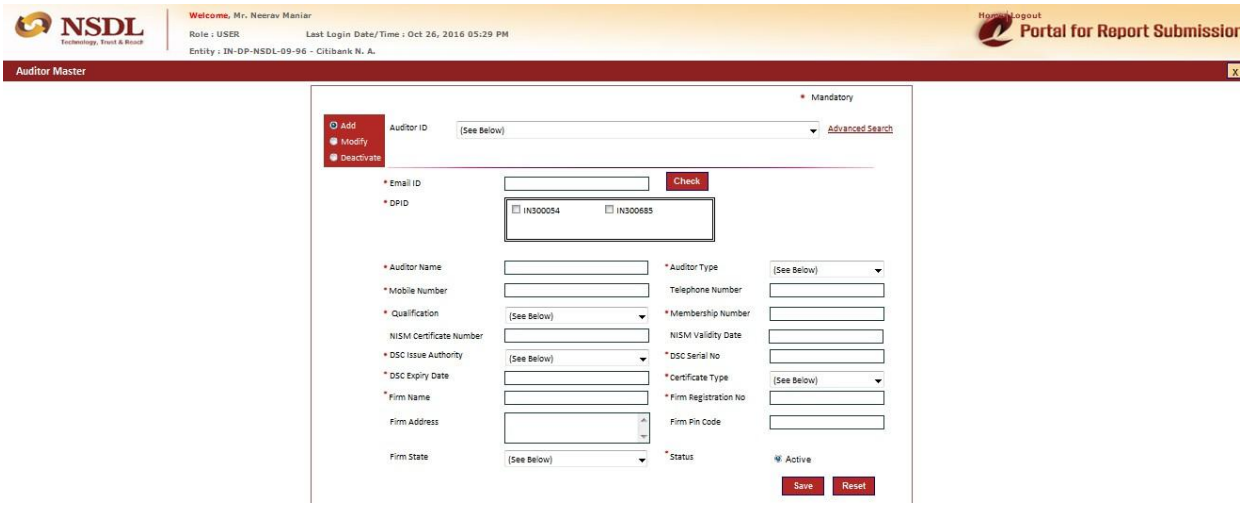
ANNEXURE U

PROCEDURE FOR ADDITION/MODIFICATION/DEACTIVATION OF AUDITOR'S USER LOGIN FOR SUBMISSION OF IAR /CAR THROUGH E-PASS

NSDL has developed a new facility for Participants in e-PASS for creation of users of their auditor. These users will able to submit the reports which require auditor certification such as IAR/CAR.

A. For addition of user for auditor, Participant is required to follow the below mentioned steps:

1. After login on e-PASS with Participant's login credentials, Participant will able to add new user for auditor under head of 'Masters' -> 'Auditor Master' [*as exhibited below*].This will display auditor master screen, where Participants can add auditor user IDs.

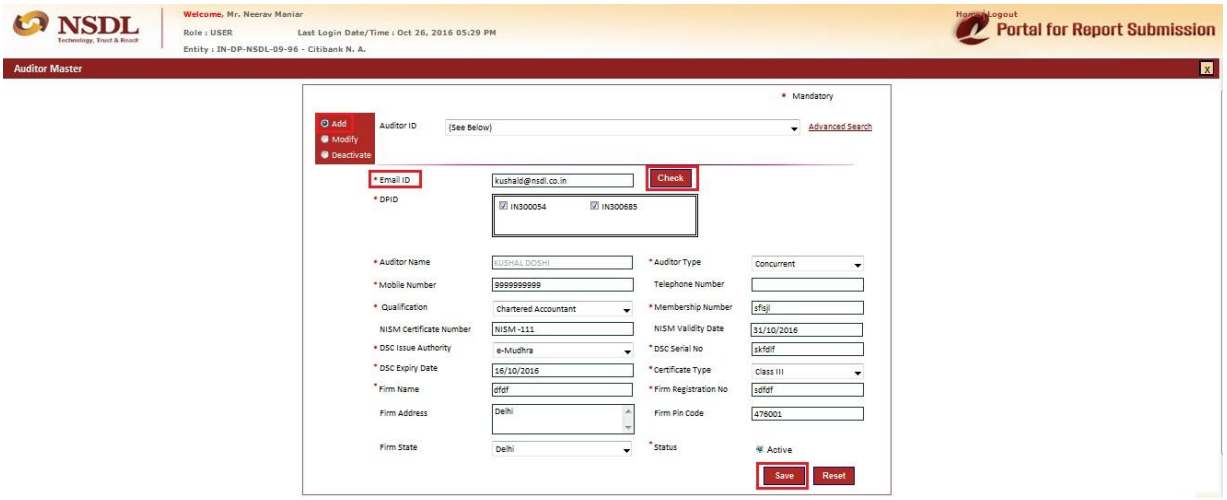


2. Addition of Auditor User ID:

a) In order to add Auditor user ID for making necessary submission to NSDL, Participant needs to select "Add" button and enter the email ID of the Auditor in the field "Email ID". Participant need to click on 'Check' button to search for whether the email ID is already registered with NSDL. If the email ID is not registered, Participant will enter all the required details of auditor. In auditor type, the Participant has to select whether the auditor is for internal or concurrent audit or for both internal and concurrent audit. The Participant will have to click its relevant DP IDs which need to be mapped with the auditor. The Auditor will be able to submit the IAR/CAR only for the mapped DP IDs. Auditor details with such mapping will be added once Participant will save the details by clicking 'Save' button provided on the screen. Once the Auditor User is created, an Auditor ID will be created, which can be used by the Participant as an additional criteria for conducting search.

b) There is a possibility that the same Auditor is also acting as "auditor" for other Participant/s and the email ID of the Auditor is already registered with NSDL. In this case, the Auditor details will reflect on the screen. Participant will need to select whether the auditor is for internal and concurrent audit or for both internal and concurrent audit. The Participant will have to click its relevant DP IDs which need to

be mapped with the auditor. On clicking the 'Save' button; the Auditor details will be saved. The relevant screenshot is exhibited below:



3. Email ID of the auditor will be used as user ID for login by auditor. At the time of first login, the default Password to be entered is "Nsdl@123". Upon clicking on "Generate OTP", a One Time Password (OTP) will be sent on registered mobile number and email ID of Auditor as entered by the Participant in auditor details at the time of addition of auditor. The OTP and default password has to be used by the auditor for first login. On first login, e-PASS portal will prompt the auditor to change the password. The password has to be alpha numeric with at least one special character, one alphabet in Capital & one number. Upon successfully changing the password, the auditor needs to re-login with new password to get access to e-PASS.

B. For modification of details of auditor, Participant is required to follow the below mentioned steps:

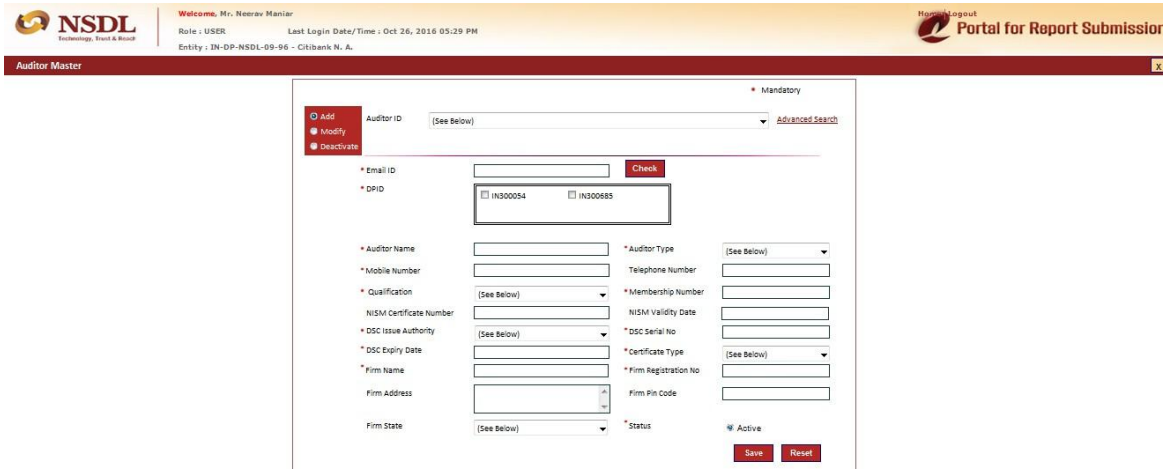
1. After login on e-PASS with Participants login credentials, Participant will able to modify the details of auditor under head of 'Masters' -> 'Auditor Master' [as exhibited below]. This will display auditor master screen, where Participants can modify details of the auditor.

2. Modification of auditor details can be done in either of the following two methods:

   i) Participant can select the auditor ID from drop down in which modification is required. On selection of the auditor ID to be modified, details of the auditor will be displayed on the screen. Participant is required to select "modify" radio button and modify the details of the auditor. The email ID of the auditor cannot be modified.

   ii) Alternatively, Participant can do a search on email ID by entering the email id of the auditor in the Email ID field and then click on "Check" button. The details of auditor will be displayed on the screen. Participant is required to select "modify" radio button and modify the details of the auditor except for the email ID of the auditor.

3. Participant will be able to make necessary changes in the existing details of auditor and then save the details of auditor by clicking on save button. The relevant screen is exhibited below.



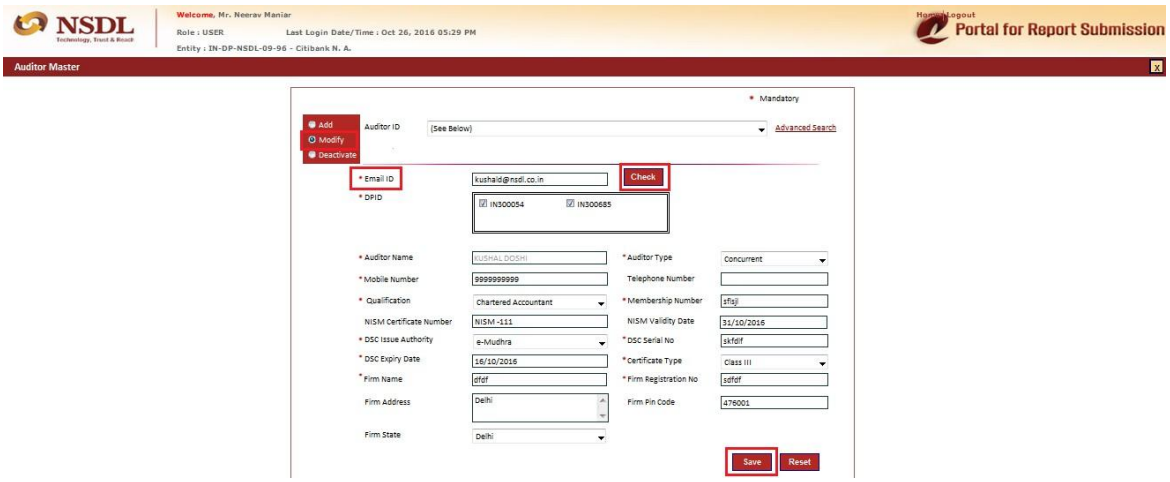
C. For deactivation of Auditor User ID/s, Participant is required to follow the below mentioned steps:

1. After login on e-PASS with Participants login credentials, Participant will able to deactivate the user ID of auditor under head of 'Masters' -> 'Auditor Master' [as exhibited below]. This will display auditor master screen, where Participants can deactivate auditor user IDs.

2. Deactivation of auditor user ID can be done in either of the following two methods:

   i) Participant can select the auditor ID from drop down. On selection of the auditor ID to be deactivated, details of the auditor will be displayed on the screen. Participant is required to select "deactivate" radio button and then save the same by clicking on save button pursuant to which the user ID of the auditor will be deactivated.

   ii) Participant can also search the auditor ID by entering the email id of the auditor in the Email ID field and then click on "Check" button. The details of auditor will be displayed on the screen. Participant is required to select "deactivate" radio button and then save the same by clicking on save button pursuant to which the user ID of the auditor will be deactivated. The relevant screen is exhibited below.



ANNEXURE V

PROCEDURE OF SUBMISSION OF IAR/ CAR THROUGH E-PASS

INDEX

Sr. No.	Feature		Page No.
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	1.	Auditor Login	2
	2.	Submission of audit report by auditor	3-6
	3.	Review by Participant	6-8
	4.	Version Management	8
	5	Change in details of user IDs of Participant	8
B.	**Procedure for installation of Capicom.dll Utility for signing of Report using digital signature**		
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	3.	To install capicom.dll for Windows 7/8/10-64 Bit	9

A. Procedure for submission of Internal and Concurrent Audit Report through e-PASS:

1) **Auditor Login :**

a) Auditor shall login to e-PASS portal (https://www.epass.nsdl.com/epass/) using their credential as created by Participant. "User ID" will be the email ID of auditor as provided by auditor to Participant. After entering user ID and password Click on "Generate OTP" as exhibited below:

b) Upon clicking on "Generate OTP", a One Time Password (OTP) will be sent on registered mobile number and email ID of Auditor and same has to be entered for login to e-PASS. On first login with default password Nsdl@123 and OTP, e-PASS portal will prompt the user to change password. Upon successfully changing the password, Auditor needs to re-login with new password to get access to e-PASS.

c) Forgot Password:

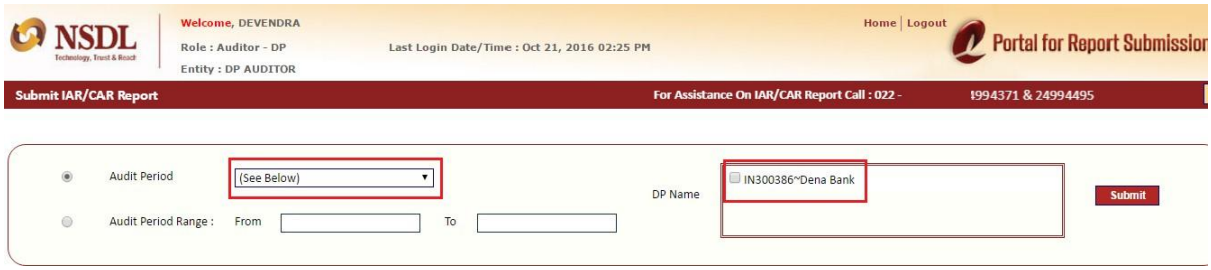
In case Auditor forgets password, a link – "Forgot Password" is provided on login screen of e-PASS portal through which a new password can be generated. Upon clicking the link "Forgot Password" (as exhibited below), users login password will be reset and an email intimation will be sent on the registered email id (e-mail ID provided at the time of registration) with the new password. On receipt of this email, user can login to e-PASS using this new password. After login, the user can change the password by using the Change Password functionality provided under "Tools" in the main menu.

2) Submission of Audit Report by Auditor:

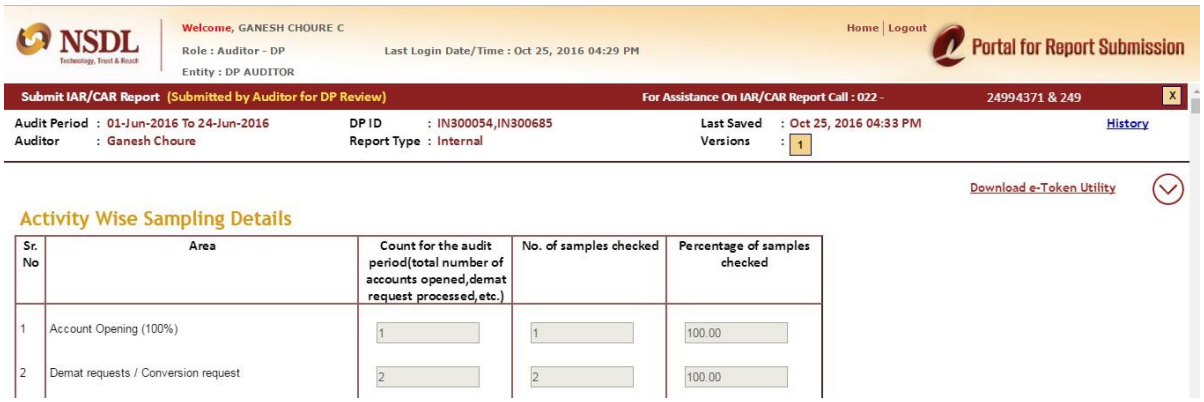
a) In case the Auditor is registered by the Participant as Internal and Concurrent Auditor, the auditor will be able to fill and submit a combined audit report for the relevant audit period. In case the auditor is registered for only internal audit or only for concurrent audit by the Participant, the auditor will be able to fill and submit the respective audit reports as per registration by the Participant.

b) After login to e-PASS, for submissions of Internal and Concurrent Audit Report, click on 'Submit IAR/ CAR Report' under the 'IAR/CAR Report' head.

c) Upon Clicking 'Submit IAR/CAR Report' screen as exhibited below will be displayed. Auditor has to select audit period, DP ID and Participant Name and click on submit button.

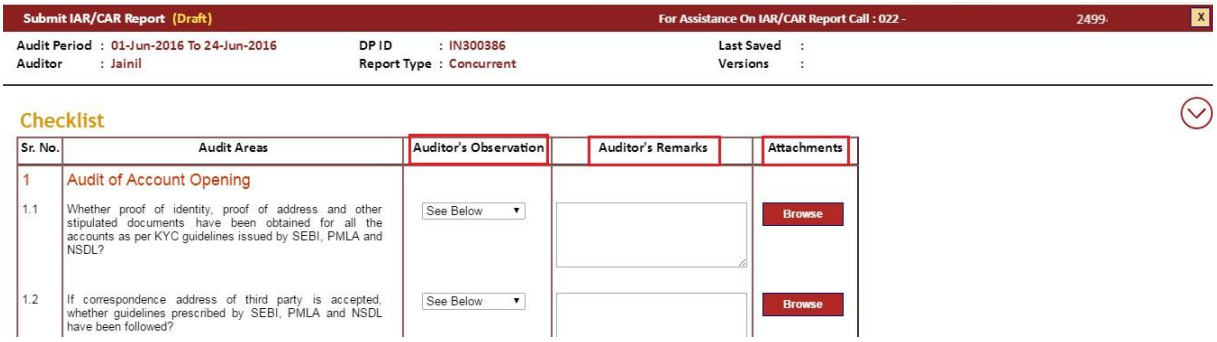


d) Once the auditor selects audit period, DP ID and Participant Name and clicks on 'submit' button, the IAR/CAR checklist will be displayed on the screen as exhibited below, which has to be filled completely by the auditor.

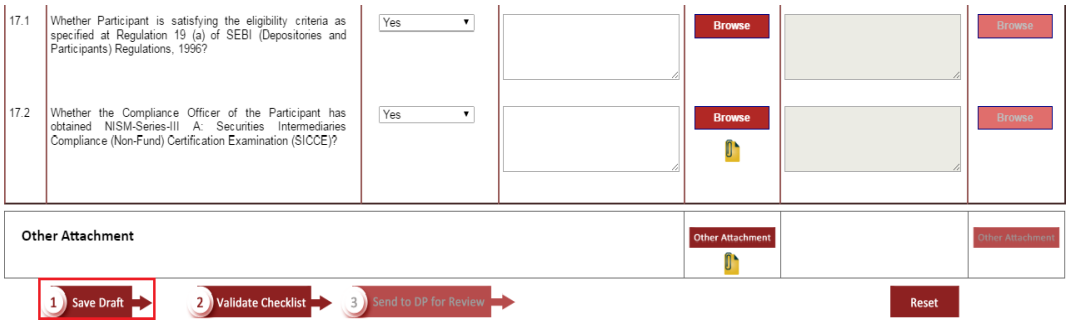


e) The auditor can enter his remarks, mention observations and attach documents [*as exhibited below*]. The attachment can be made in formats viz; .JPG, .TIFF, .PDF, .DOC, .DOCX, .XLS and

.XLSX format with a maximum size of 10 MB per attachment.



f) Auditor can click "Save Draft" button to save the draft report at any point in time while filling the report. The auditor can view the saved Audit report under 'view/search reports' option. The Auditor can complete the checklist at a future date [*as exhibited below*].

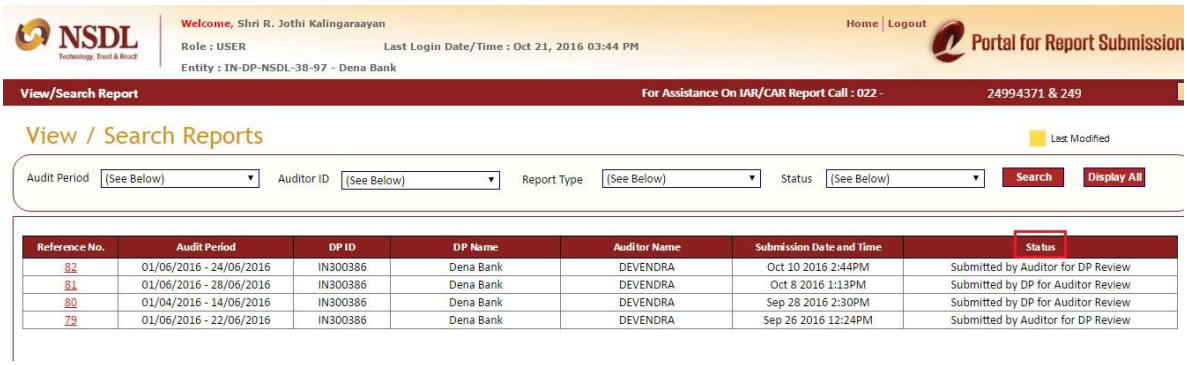


g) Once the audit report/checklist is filled completely, the Auditor will need to click on 'validate checklist' button. If there are any error/s the same would be highlighted which are required to be corrected by the Auditor and once again click on button 'validate checklist'. Once audit checklist is validated successfully then Auditor can send the report to Participant for review and its comments (if any) by clicking on "Send to DP for review" button [*as exhibited below*].

17.1	Whether Participant is satisfying the eligibility criteria as specified at Regulation 19 (a) of SEBI (Depositories and Participants) Regulations, 1996?	Yes	fd	Browse		Browse
17.2	Whether the Compliance Officer of the Participant has obtained NISM-Series-III A: Securities Intermediaries Compliance (Non-Fund) Certification Examination (SICCE)?	Yes	ddd	Browse		Browse
Other Attachment				Other Attachment		Other Attachment

1 Save Draft → 2 Validate Checklist → 3 Send to DP for Review → Reset

h) The process of review by the Participant is provided in point no 3 below. Once the report is submitted by the Participant for review by auditor, auditor will able to see the IAR/CAR under the head of 'IAR/CAR reports' -> 'view/Search reports' [*as exhibited below*] with status 'Submitted by DP for Auditor Review'.

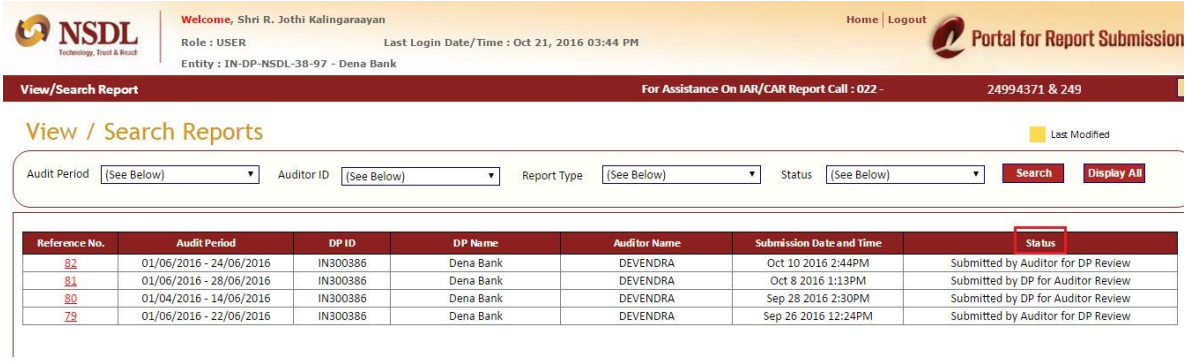


Reference No.	Audit Period	DP ID	DP Name	Auditor Name	Submission Date and Time	Status
82	01/06/2016 - 24/06/2016	IN300386	Dena Bank	DEVENDRA	Oct 10 2016 2:44PM	Submitted by Auditor for DP Review
81	01/06/2016 - 28/06/2016	IN300386	Dena Bank	DEVENDRA	Oct 8 2016 1:13PM	Submitted by DP for Auditor Review
80	01/04/2016 - 14/06/2016	IN300386	Dena Bank	DEVENDRA	Sep 28 2016 2:30PM	Submitted by DP for Auditor Review
79	01/06/2016 - 22/06/2016	IN300386	Dena Bank	DEVENDRA	Sep 26 2016 12:24PM	Submitted by Auditor for DP Review

i) If the auditor is not satisfied with the comments/review of the Participant the auditor may resend the report to Participant again for review. The changes, if any, made by the auditor in report resent to Participant for review will be highlighted in the report.

j) If the auditor is satisfied with the comments & review made by the Participant, then auditor will need to click on 'validate checklist' button. If there are any error/s the same would be highlighted which are required to be corrected by the Auditor and once again click on button 'validate checklist'. Once audit checklist is validated successfully then the report has to be signed digitally by the auditor by using the relevant digital signature certificate (DSC) registered in e-PASS at the time of addition of the auditor by the Participant.

k) The Auditor and Participant will able to see the IAR/CAR with relevant status of the IAR/CAR under the head of 'IAR/CAR reports' -> 'View/Search reports'. The relevant screen shot is exhibited below.

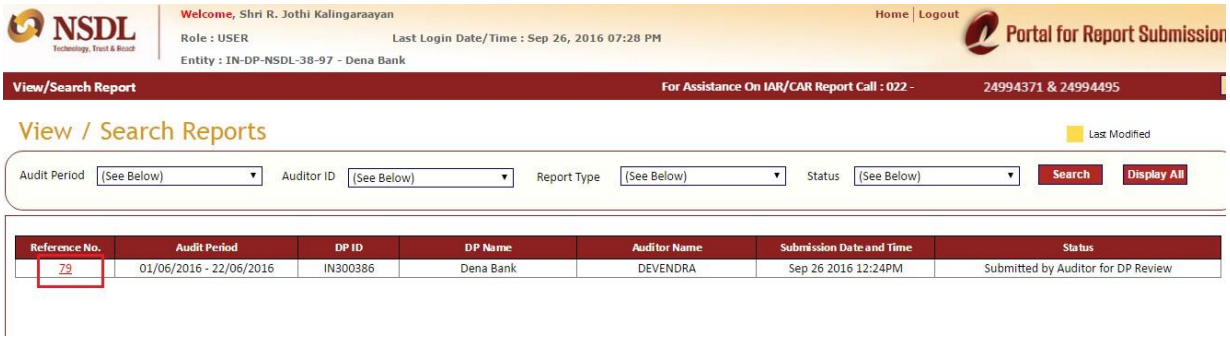


3) Review by Participant:

a) Once the report has been sent by the Auditor to its Participant for review, the Participant can login into e-PASS using login credential. Participant can view the IAR/CAR report under the head of 'IAR/CAR reports' -> 'View/Search reports' [as exhibited below].

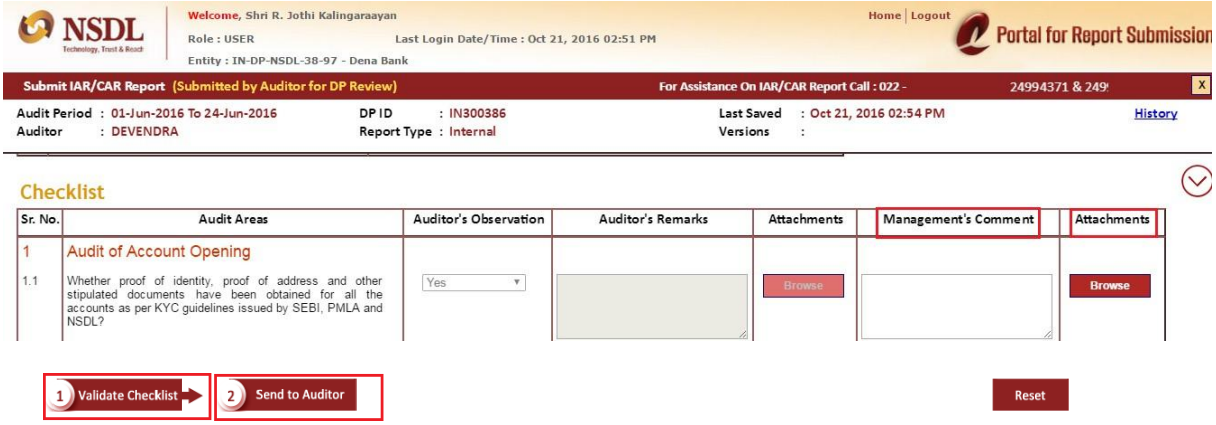
b) A list of IAR/CAR submitted by auditor will be displayed to Participant. Participant will be able to review and add its comments (if any) on the IAR/CAR where status of the report is 'Submitted by Auditor for DP review'.

c) Participant is required to select IAR/CAR where status of the report is 'Submitted by Auditor for DP review' by Clicking on relevant reference no. which will be displayed as per screen shot below.



l) Participant is required to review the IAR/CAR and add remarks and comments (if any) wherever required. Participant can also attach files in .JPG, .TIFF, .PDF, .DOC, .DOCX, .XLS and .XLSX formats, up to a maximum size of 10 MB per attachment. Once, Participant has completed its review and entered its comments, wherever required, it will be required to validate the audit checklist by clicking on 'Validate Checklist' button. If there are any error/s the same would be highlighted which are required to be corrected by the Participant and once again click on button 'validate checklist'. Once audit checklist is validated successfully then Participant has to click

on button 'Send to Auditor' pursuant to which the report will be sent to auditor for review.

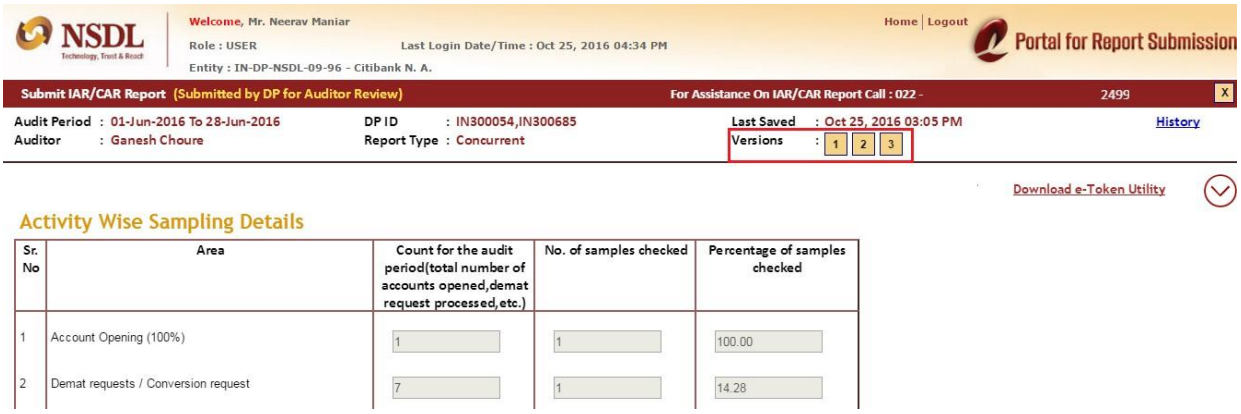


m) After the report is sent to the auditor for review, the auditor can review the comments/ remarks given by Participant's management. If the auditor is satisfied with the comments, it will sign the report using its DSC and submit the same to Participant by following the procedure as stated at 2(j) above.

n) IAR/CAR submitted by auditor after attaching its DSC can be viewed by the Participant under the head 'IAR/CAR reports' -> 'View/Search reports'. The Participant is required to digitally sign the report using its DSC before submitting to NSDL. After digitally signing the report, the same is required to be submitted to NSDL by clicking on "submit to NSDL for review". Button.

4) Version Management:

There may be multiple rounds of iterations in the audit reports exchanged between the auditor and Participant. The same will be handled through version management. The Auditor and Participant will be able to view the different versions of reports for their reference [*as exhibited below*]



5) Version Management:

In case there is any change in details of Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are requested to inform the same on email ID NSDL-BP- INSPECTION@nsdl.com

B. Procedure for installation of Capicom.dll Utility for signing of Report using digital signature

Capicom is a discontinued ActiveX control. This can be used to sign data using digital signature certificate. A link for downloading the Capicom utility has been provided at the top (extreme right) on the audit checklist screen. For installation of Capicom.dll utility, Auditors and Participants need to click on link 'Download e-token utility'. Once clicked, the respective e-token utility folders to be downloaded for relevant operating system i.e. Windows XP, Windows 7/8/10-32 Bit and Windows 7/8/10-64 bit will be displayed on the screen. Participants may click on relevant link to install the folders as per the operating system. The procedure to install the e-token utility for each of the operating systems is provided below:

1) To install capicom.dll for Windows XP:

   a. Extract the folder to your desktop and copy "capicom.dll" to your system folder i.e

      C:\Windows\System32.

   b. Execute batch file "e token" as administrator (right click and select run as administrator) from the extracted folder to register 'e token'.

2) To install capicom.dll for Windows 7/8/10-32 Bit:

   a. Extract the folder to your desktop and copy "capicom.dll" and "Interop.CAPICOM.dll" to your system folder i.e **C:\Windows\System32.**

   b. Execute batch file "e token" as administrator (right click and select run as administrator) from the extracted folder to register 'e token'.

3) To install capicom.dll for Windows 7/8/10-64 Bit:

   a) Extract the folder to your desktop and copy "capicom.dll" and "Interop.CAPICOM.dll" to your system folder i.e **C:\Windows\SysWOW64.**

   b) Execute batch file "e token" as administrator (right click and select run as administrator) from the extracted folder to register 'e token'.

ANNEXURE W

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
1	**Governance**			
1(a)	Whether the Participant has formulated a comprehensive Cyber Security and Cyber Resilience policy document encompassing the framework mentioned in the circular? In case of deviations from the suggested framework, whether reasons for such deviations, technical or otherwise, are provided in the policy document? Is the policy document approved by the Board / Partners / Proprietor of the organization? Is the policy reviewed periodically or at least on annual basis?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(b)	Whether the Cyber Security Policy includes the following process to identify, assess, and manage Cyber Security risk associated with processes, information, networks and systems: a. 'Identify' critical IT assets and risks associated with such assets. b. 'Protect' assets by deploying suitable controls, tools and measures. c. 'Detect' incidents, anomalies and attacks through appropriate monitoring tools/processes. d. 'Respond' by taking immediate steps after identification of the incident, anomaly or attack.	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	e. 'Recover' from incident through incident management and other appropriate recovery mechanisms.			
1(c)	Whether the Cyber Security Policy of Participants has considered the principles prescribed by National Critical Information Infrastructure Protection Centre (NCIIPC) of National Technical Research Organization (NTRO), Government of India (titled 'Guidelines for Protection of National Critical Information Infrastructure') and subsequent revisions, if any, from time to time?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(d)	Whether Participant refers to best practices from international standards like ISO 27001, COBIT 5, etc., or their subsequent revisions, if any, from time to time?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(e)	Whether Participant has designated a senior official or management personnel (henceforth, referred to as the "Designated Officer") whose function would be to assess, identify, and reduce security and Cyber Security risks, respond to incidents, establish appropriate standards and controls, and direct the establishment and implementation of processes and procedures as per the Cyber Security Policy?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(f)	Whether the Board / Partners / Proprietor of the Participant haveformed an internal	Yes/No	If no, description of finding / observation	Mandatory, if auditor's

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	Technology Committee comprising of experts?		must be mentioned here	comments are negative
1(g)	Whether the Participant has established a reporting procedure to facilitate communication of unusual activities and events to the Designated Officer in a timely manner?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(h)	Does the "Technology Committee" along with designated officer reviews the status of implementation of Cyber Security & Cyber Resilience Policy on half yearly basis and same has been placed before the Board / Partners / Proprietor of the Participant?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
1(i)	Does the designated officer andtechnology committee periodically review instances of cyber-attacks, if any, domestically and globally, and take	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
	steps to strengthen Cyber Security and cyber resilience framework?			
1(j)	Whether Participant has defined and documented the responsibilities of its employees, outsourced staff, and employees of vendors, members or participants and other entities, who may have privileged access or use systems / networks of the Participant towards ensuring the goal of Cyber Security?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
2	**Identification**			

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
2(a)	Whether Participant has identified critical assets based on their sensitivity and criticality for business operations, services and data management. The critical assets shall include business critical systems, internet facing applications /systems, systems that contain sensitive data, sensitive personal data, sensitive financial data, Personally Identifiable Information (PII) data, etc. All the ancillary systems used for accessing/communicating with critical systems either for operations or maintenance shall also be classified as critical system.	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
2 (b)	Whether Participants have approved the list of critical systems from their Board/Partners/Proprietor	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
2 (c)	Whether Participants have maintain up-to-date inventory of its hardware and systems, software and information assets (internal and external), details of its network resources, connections to its network and data flows	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
2(d)	Whether Participant has identified cyber risks (threats and vulnerabilities) that it may face, along with the likelihood of such threats and impact on the business and thereby, deploy controls commensurate to the criticality?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3	**Protection**			

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
I	**Access Control**			
3(a)	Any access to Participants' systems, applications, networks, databases, etc., should be for a defined purpose andfor a defined period. Whether Participant has granted access to IT systems, applications, databases and networks on a need-to-use basis and based on the principle of least privilege and has been granted for the period when the access is required and has been authorized using strong authentication mechanisms?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(b)	Whether Participant has implemented an access policy which addresses strong password controls for users' access to systems, applications, networks and databases?(Illustrative examples for this are given in Annexure C of SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018)	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(c)	Whether all critical systems of the Participant accessible over the internet have two-factor security (such as VPNs, Firewall controls etc.)?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(d)	Whether Participant has ensured that records of user access to critical systems, wherever possible, are uniquely identified and logged for audit and review purposes and such logs have been maintained and stored in a secure location for	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	a time period not less than two (2) years?			
3(e)	Whether Participant has deployed controls and security measures tosupervise staff with elevated system access entitlements (such as admin or privileged users) to Participant's critical systems and controls and measures inter- alia includes restricting the number of privileged users, periodic review of privileged users' activities, disallow privileged users from accessing systems logs in which their activities are being captured, strong controls over remote access by privileged users, etc.?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(f)	Whether employees and outsourced staff such as employees of vendors or service providers, who may have been given authorized access to the Participants' critical systems, networks and other computer resources, have been subjected to stringent supervision, monitoring and access restrictions?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(g)	Whether Participant has formulated an Internet access policy to monitor and regulate the use of internet and internet based services such as social media sites, cloud-based internet storage sites, etc. within the Participant's critical IT infrastructure?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(h)	Whether User Management addresses deactivation of access of privileges ofusers who are leaving the organization or whose access privileges have been withdrawn?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
II	**Physical Security**			
3(i)	Whether physical access to the critical systems has been restricted to minimum and only to authorized officials and physical access of outsourced staff/visitors are properly supervised by ensuring at the minimum that outsourced staff/ visitorsare accompanied at all times by authorized employees?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(j)	Whether physical access to the critical systems is being revoked immediately, if the same is no longer required?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(k)	Whether Participant has ensured that the perimeter of the critical equipmentsroom, if any, are physically secured and monitored by employing physical, human and procedural controls such as the use of security guards, CCTVs, card access systems, mantraps, bollards, etc. where appropriate?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
III	**Network Security Management**			
3(l)	Whether Participant has established baseline standards to facilitateconsistent application of security configurations to operating systems, databases, network devices and enterprise mobile devices within their IT environmentand the LAN and wireless networks are secured within the Participants' premises with proper access controls?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
3(m)	Whether Participant has installed network security devices, such as firewalls, proxy servers, intrusion detection and prevention systems (IDS) to protect their IT infrastructure which is exposed to the internet, from security exposures originating from internal and external sources?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(n)	Whether adequate controls have been deployed to address virus / malware / ransomware attacks. These controls may include host / network / application based IDS systems, customized kernels forLinux, anti-virus and anti-malware software etc.	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
IV	**Data Security**			
3(o)	Whether critical data has been identified and encrypted in motion and at rest by using strong encryption methods? (Illustrative measures in this regard are given in Annexure A and B of SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018)	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(p)	Whether Participants has implemented measures to prevent unauthorized access or copying or transmission of data / information held in contractual or fiduciary capacity and ensured thatconfidentiality of information is not compromised during the process of exchanging and transferring information with external parties? (Illustrative measures to ensure security during transportation of data over the internet are given in Annexure B of SEBI circular	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018)			
3(q)	Whether the information security policy covers use of devices such as mobile phones, faxes, photocopiers, scanners, etc., within their critical IT infrastructure, that can be used for capturing and transmission of sensitive data? (For instance, defining access policies for personnel, and network connectivity for such devices etc.)	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(r)	Whether Participant allows only authorized data storage devices within their IT infrastructure through appropriate validation processes?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(s)	Whether Participant deploys only hardened hardware / software, including replacing default passwords with strong passwords and disabling or removing services identified as unnecessary for the functioning of the system?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(t)	Whether open ports on networks and systems which are not in use or that can be potentially used for exploitation of data, have been blocked and measures have been taken to secure them?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
V	**Application Security in Customer Facing Applications**			
3(u)	Whether application security is in place for Customer facing applications offered over the Internet such as IBTs (Internet Based Trading applications),	Yes/No/NA	If no/NA, description of finding / observation must be	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	portals containing sensitive or private information and Back office applications (repository of financial and personal information offered by Participants to Customers) as they carry significant attack surfaces by virtue of being available publicly over the Internet for mass use? (An illustrative list of measures forensuring security in such applications isprovided in Annexure C of SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018)		mentioned here	
VI	**Certification of off-the-shelf products**			
3(v)	Whether Participant has ensured that off the shelf products being used for core business functionality (such as Back office applications) bears Indian Common criteria certification of Evaluation Assurance Level 4which is being provided by Standardisation Testing and Quality Certification (STQC) (Ministry of Electronics and Information Technology)(except Custom developed / in-house software and components need not obtain the certification, but have to undergo intensive regression testing, configuration testing etc. The scope of tests should include business logic and security controls)?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
VII	**Patch management**			
3(w)	Whether Participants has established and ensure that the patch management procedures includes the identification, categorization and prioritization of	Yes/No	If no, description of finding / observation must be	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	patches and updates and the implementation timeframe for each category of patches has been established to apply them in a timely manner?		mentioned here	
3(x)	Whether Participant has performed rigorous testing of security patches and updates, where possible, before deployment into the production environment so as to ensure that the application of patches do not impact other systems?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
VIII	**Disposal of data, systems and storage devices**			
3(y)	Whether Participant has framed suitable policy for disposal of storage media and systems and the critical data / Information on such devices and systems has been removed by using methods such as crypto shredding / degauss / Physical destruction as applicable?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(z)	Whether Participant has formulated a data- disposal and data- retention policy to identify the value and lifetime of various parcels of data?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
IX	**Vulnerability Assessment and Penetration Testing (VAPT)**			
3(aa)	Whether Participant conduct periodic Vulnerability Assessment and Penetration Tests (VAPT) at least once in a financial year which inter-alia include critical assets and infrastructure components like	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	Servers, Networking systems, Security devices, load balancers, other IT systems pertaining to the activities done as Participants etc., in order to detect security vulnerabilities in the IT environment and in-depth evaluation of the security posture of the system through simulations of actual attacks on its systems and networks?			
3(ab)	Whether Participants have engaged CERT- In empaneled organizations for conducting VAPT and submitted final report of VAPT to Depository after approval from Technology Committee of Participants, within 1 month of completion of VAPT activity?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(ac)	Whether Participants have performed vulnerability scanning and conduct penetration testing prior to the commissioning of a new system which is a critical system or part of an existing critical system?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(ad)	Whether Participants have remedied all findings of VAPT on immediate basis and compliance of closure of findings of VAPT submitted to Depository within 3 months post the submission of final VAPT report?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
3(ae)	In case of vulnerabilities discovered in off- the-shelf products (used for core business) or applications provided by vendors, whether Participant has reported them to the vendors and NSDL in a timely manner?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
4	**Monitoring and Detection**			
4(a)	Whether Participant has established appropriate security monitoring systems and processes to facilitate continuous monitoring of security events / alerts and timely detection of unauthorised or malicious activities, unauthorised changes, unauthorised access and unauthorised copying or transmission of data / information held in contractual or fiduciary capacity, by internal and external parties and the security logs of systems, applications	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
	and network devices exposed to the internet has been monitored for anomalies?			
4(b)	Further, to ensure high resilience, high availability and timely detection of attacks on systems and networks exposed to the internet, whether Participant has implemented suitable mechanisms to monitor capacity utilization of its critical systems and networks that are exposed to the internet, for example, controls such as firewalls to monitor bandwidth usage?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
5	**Response and Recovery**			
5(a)	Whether alerts generated from monitoring and detection systems have been suitably investigated in order to determine activities that are to be performed to prevent expansion of such incident of cyber attack or breach, mitigate its effect and eradicate the incident?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
5(b)	Whether the response and recovery plan of the Participant includes plans for the timely restoration of systems affected by incidents of cyber-attacks or breaches, for instance, offering alternate services or systems to Customers and has same Recovery Time Objective (RTO) and Recovery Point Objective (RPO) asspecified by SEBI for Market Infrastructure Institutions vide SEBI circular CIR/MRD/DMS/17/20 dated June 22, 2012 as amended from time to time?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
5(c)	Whether the response plan defines responsibilities and actions to be performed by its employees and support / outsourced staff in the event of cyber-attacks or breach of Cyber Security mechanism?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
5(d)	Whether any incident of loss or destruction of data or systems have been thoroughly analyzed and lessons learned from such incidents have been incorporated to strengthen the security mechanism and improve recovery planning and processes?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
5(e)	Whether Participant has conducted suitable periodic drills to test the adequacy and effectiveness of the aforementioned response and recovery plan?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
6	**Sharing of Information**			
6(a)	Whether quarterly reports containing information on cyber-attacks and threats experienced by	Yes/No	If no, description of finding /	Mandatory, if auditor's

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	Participant and measures taken to mitigate vulnerabilities, threats and attacks including information on bugs / vulnerabilities / threats that may be useful for other Participants have been submitted to NSDL?		observation must be mentioned here	comments are negative
7	**Training and Education**			
7(a)	Whether Participant has worked on building Cyber Security and basic system hygiene awareness of staff (with a focus on staff from non-technical disciplines)?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
7(b)	Whether Participant has conducted periodic training programs to enhance knowledge of IT / Cyber Security Policy and standards among the employees incorporating up-to-date Cyber Security threat alerts and where possible, has extended to outsourced staff, vendors etc.?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
7(c)	Whether the training programs have been reviewed and updated to ensurethat the contents of the program remain current and relevant?	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
8	**Systems managed by vendors**			
8(a)	Where the systems (IBT, Back office and other Customer facing applications, IT infrastructure, etc.) of Participant are managed by vendors and the Participant is unable to implement some of the aforementioned guidelines directly, the whether the Participant has instructed the vendors to adhere to	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
	the applicable guidelines in the Cyber Security and Cyber Resilience policy and obtain the necessary self-certifications from them to ensure compliance with the policy guidelines?			
9	**AI/ML**			
9(a)	Are adequate safeguards in place to prevent abnormal behaviour of the AI or ML application / System?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
9(b)	Has Participant reported details of AI/ML to Depository on a quarterly basis in accordance with SEBI circular SEBI/HO/MI RSD/DOS2/ CIR/P/2019/ 10 dated January 04, 2019?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
9(c)	Whether AI / ML systems comply for all above System Audit Checklist points. In case of any observation, please report?	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
10	**Data Leakage**			
10(a)	Whether Participant has approved Data Leakage Policy	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, if auditor's comment is negative
10(b)	Whether Participant has approved Data Leakage Solution	Yes/No	If no, description of finding /	Mandatory, if auditor's

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
			observation must be mentioned here	comment is negative
10(c)	Whether Participant has exception reporting and escalation mechanism in case of data breaches / data leaks	Yes/No	If no, description of finding / observation must be mentioned here	Mandatory, Iauditor's comment is negative
10(d)	Whether Participant has reported incidents related to data breaches / data leaks in timely manner to CERT-IN, SEBI and NSDL	Yes/No/NA	If no/NA, description of finding / observation must be mentioned here	Mandatory, if auditor's comment is negative
11	**Additional Information about Participant**			
11(a)	Whether any other deviation/non-compliance observed by auditor which is not specifically covered above?	Yes/No/NA	If yes, description of finding / observation must be mentioned here	Mandatory, if auditor's comments are negative
11(b)	Whether any deviation/non-compliance observed during last audit?	Yes/No	If yes, description of finding / observation must be mentioned here	Mandatory, if auditor's comment is negative
11(c)	Status of compliance for deviations observed during last audit	Complied / Not complied	Mandatory, if Not complied	Mandatory, if auditor's comment is negative

Audit TOR Clause	Checkpoints Description	Auditor's comments	Description of Finding/ Observation	Management's comments
11(d)	Declaration from MD/ CEO/ Partners/ Proprietors certifying compliance by the participant with all SEBI Circulars and advisories related to Cyber security from time to time	Upload declaration		

ANNEXURE X

PROCEDURE FOR SUBMISSION OF ANNUAL SYSTEM AUDIT REPORT THROUGH E-PASS

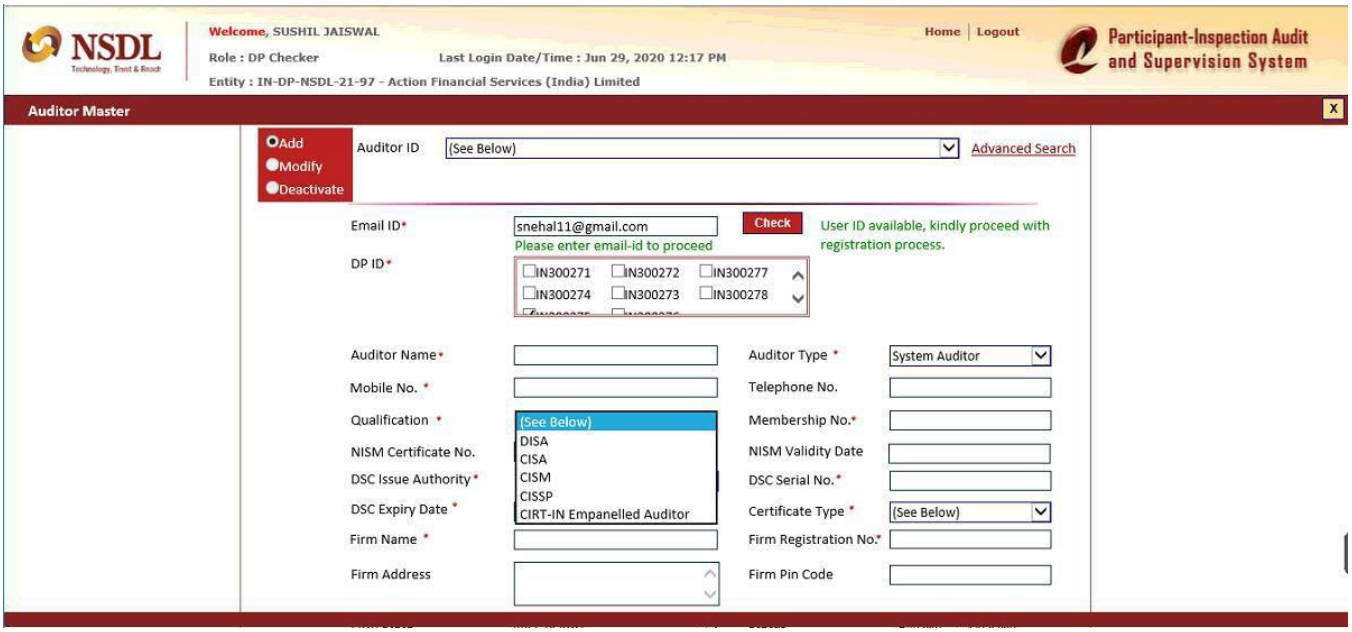
INDEX

Sr. No.	Feature	Page No.
1..	System Auditor Login	2-3
2.	Submission of audit report by System auditor to Participant	3-6
3	Review & Submission by Participant	6-7

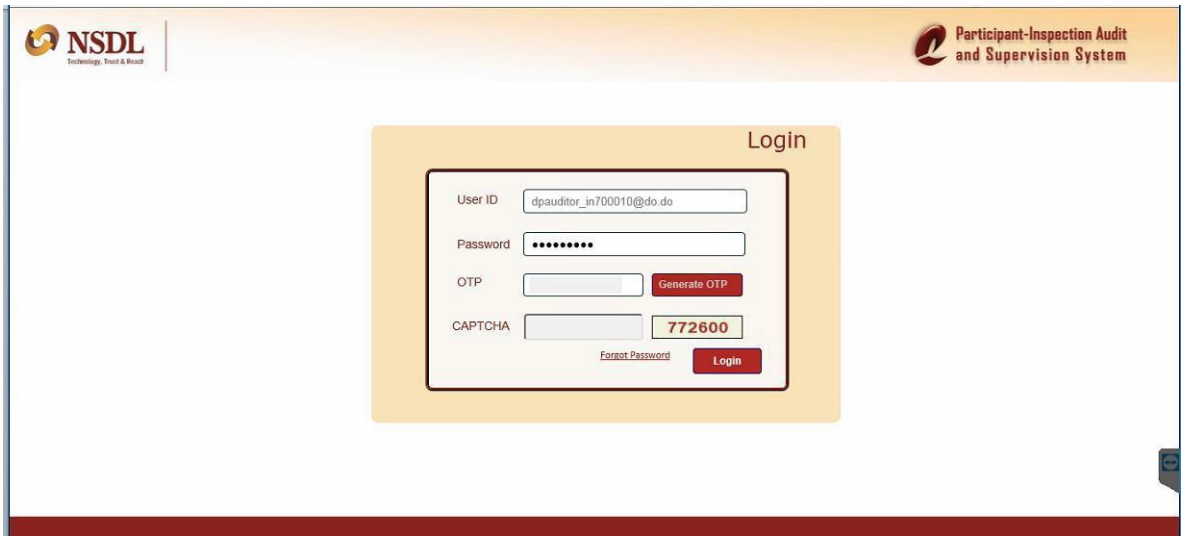
A. Procedure for submission of Annual System Audit Report through e-PASS:

1) System Auditor Login:

After login on e-PASS with Participant's login credentials, Participant will be able to add new user for System auditor under head of 'Masters' -> 'Auditor Master' [*as exhibited below*].This will display auditor master screen, where Participants can add System auditor user IDs. Participant will need to select Auditor type as "System Auditor" and fill the other details *as exhibited below*.



a) System Auditor shall login to e-PASS portal (https://www.epass.nsdl.com/epass/) using their credential as created by Participant. "User ID" will be the email ID of auditor as provided by System auditor to Participant. After entering user ID and password, Click on "Generate OTP" as exhibited below:



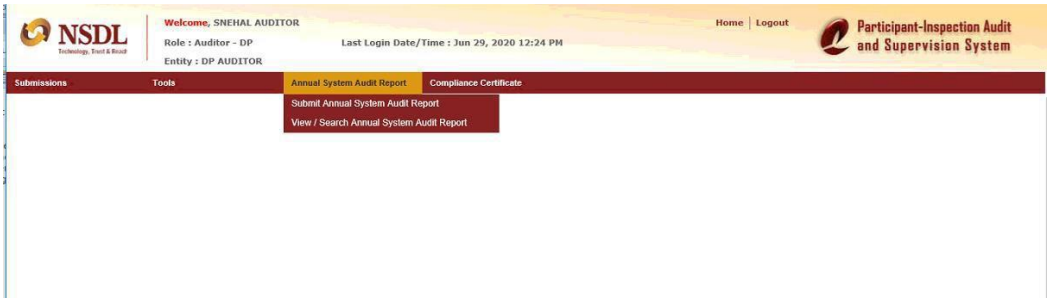
b) Upon clicking on "Generate OTP", a One Time Password (OTP) will be sent on registered mobile number and email ID of System Auditor and same has to be entered for login to e-PASS. On first login with default password "Nsdl@123" and OTP, e-PASS portal will prompt the user to change password. Upon successfully changing the password, System Auditor needs to re-login with new password to get access to e-PASS.

c) Forgot Password:

In case System Auditor forgets password, a link – "Forgot Password" is provided on login screen of e-PASS portal through which a new password can be generated. Upon clicking the link "Forgot Password" (as exhibited below), users login password will be reset and an email intimation will be sent on the registered email id (e-mail ID provided at the time of registration) with the new password. On receipt of this email, user can login to e-PASS using this new password. After login, the user can change the password by using the Change Password functionality provided under "Tools" in the main menu.

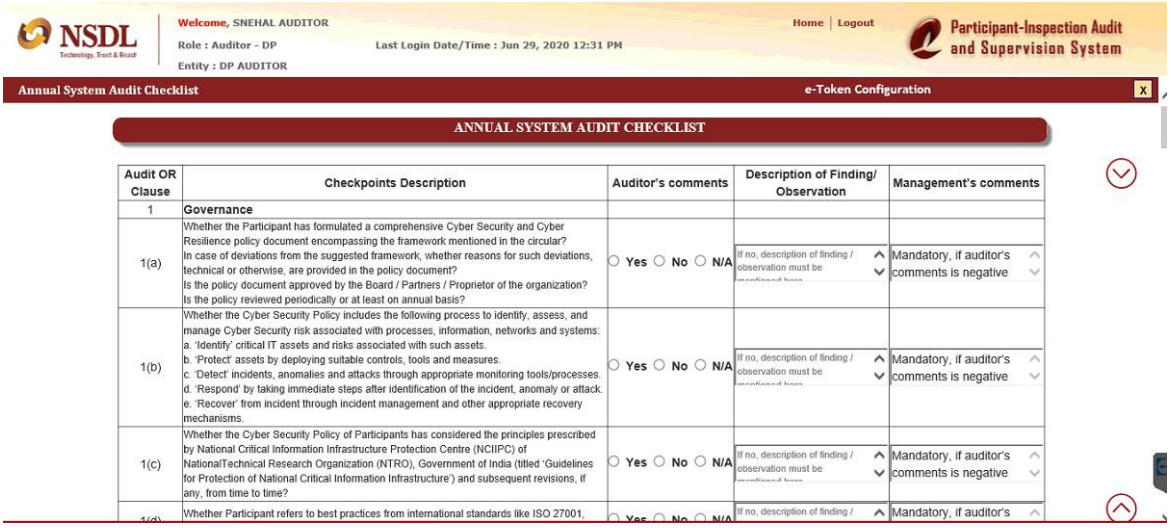
2) Submission of Annual System Audit Report by System Auditor:

a) After login to e-PASS, for submission of Annual System Audit Report, click on 'Annual System Audit Report'. Then click on "Submit Annual System Audit Report".



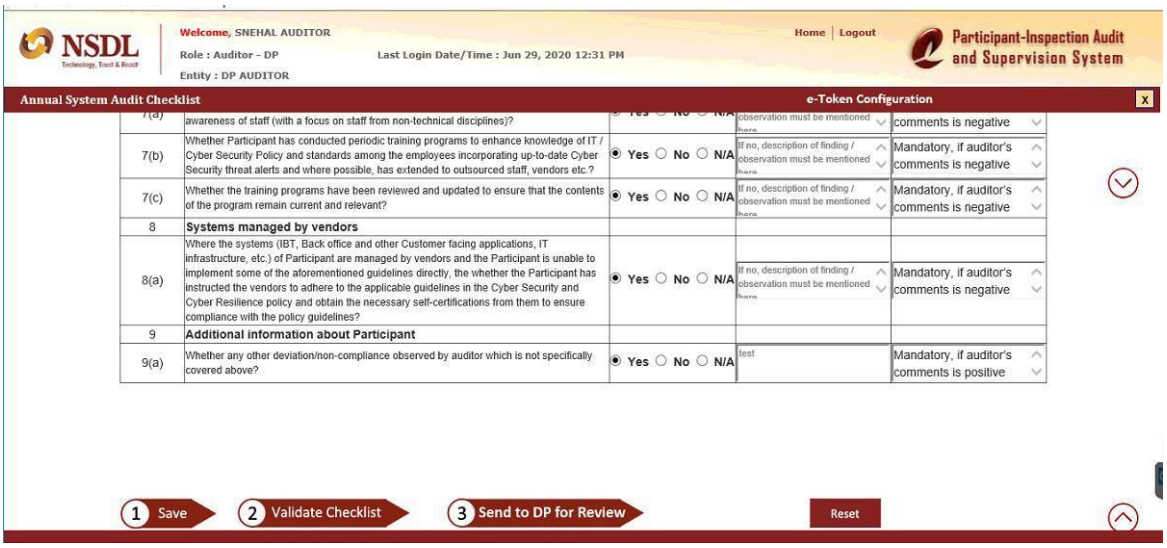
b) Upon Clicking 'Submit Annual System Audit Report' screen as exhibited below will be displayed. Auditor has to select audit period, and DP ID and click on submit button.

c) Once the Submit button is clicked, the Annual System Audit checklist will be displayed on the screen as exhibited below, which has to be filled completely by the System auditor.



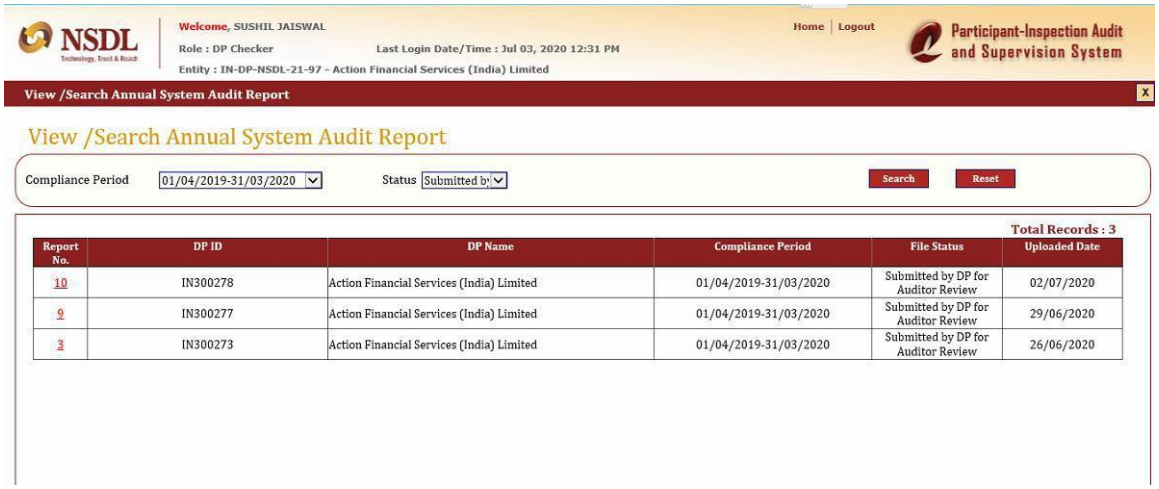
d) The System auditor can enter his comments and mention observations as mentioned in above exhibit.

e) System Auditor can click "Save Draft" button to save the draft report at any point in time while filling the report. The System Auditor can view the saved Audit report under 'view/search Annual System Audit Report' option. The System Auditor can complete the checklist at a future date [*as exhibited below*].



f) Once the system audit checklist is filled completely, the System Auditor will need to click on 'validate checklist' button. If there are any error/s, the same would be highlighted which are required to be corrected by the System Auditor and once again click on button 'validate checklist'. Once audit checklist is validated successfully, then System Auditor can send the report to Participant for review and its comments (if any) by clicking on "Send to DP for Review" button [*as exhibited above*].

g) The process of review by the Participant is provided in point no. 3 below. Once the report is submitted by the Participant for review by auditor, auditor will be able to see the Annual System Audit Report under the head of 'Annual System Audit Report -> 'view/search System Audit Report' [*as exhibited below*] with status 'Submitted by DP for Auditor Review'.

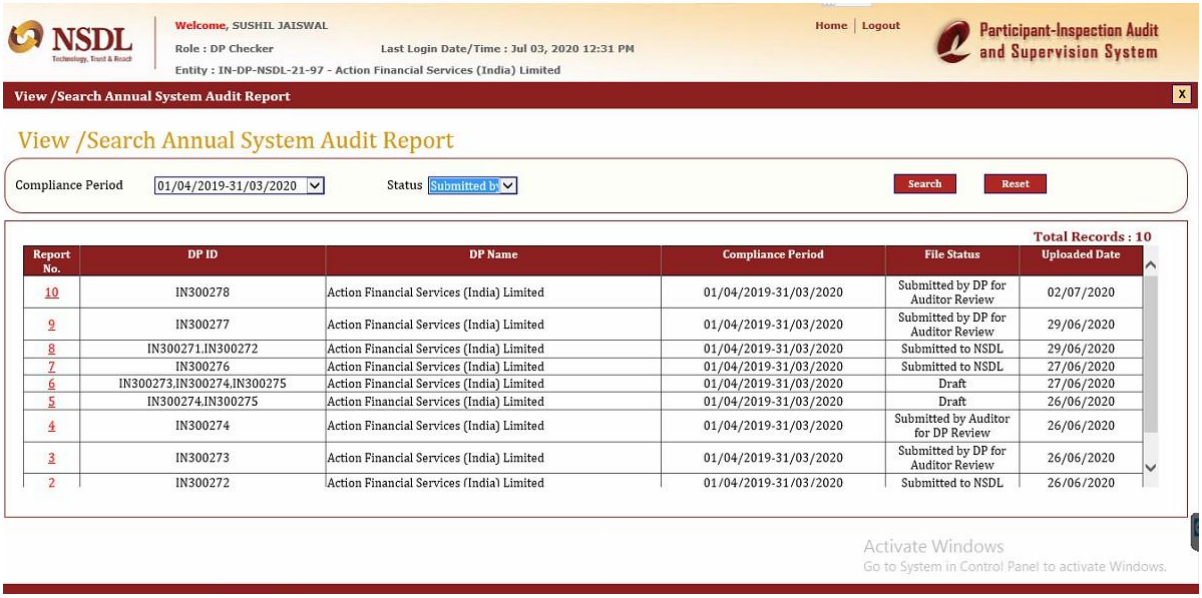


Report No.	DP ID	DP Name	Compliance Period	File Status	Uploaded Date
10	IN300278	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	02/07/2020
9	IN300277	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	29/06/2020
3	IN300273	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	26/06/2020

h) If the System auditor is not satisfied with the comments/review of the Participant, the System auditor may resend the report to Participant again for review. The changes, if any, made by the System auditor in report resent to Participant for review will be highlighted in the report.

i) If the System auditor is satisfied with the comments & review made by the Participant, then auditor will need to click on 'Save' and 'validate checklist' button. If there are any error/s the same would be highlighted which are required to be corrected by the System Auditor and once again click on button 'validate checklist'. Once audit checklist is validated successfully then the report has to be signed digitally by the System auditor by using the relevant digital signature certificate (DSC) registered in e-PASS at the time of addition of the System auditor by the Participant.

j) The System Auditor and Participant will be able to see the Annual System Audit Report with relevant status of the Annual System Audit Report under the head of Annual System Audit Report -> 'view/search Annual System Audit Report'. The relevant screen shot is exhibited below.



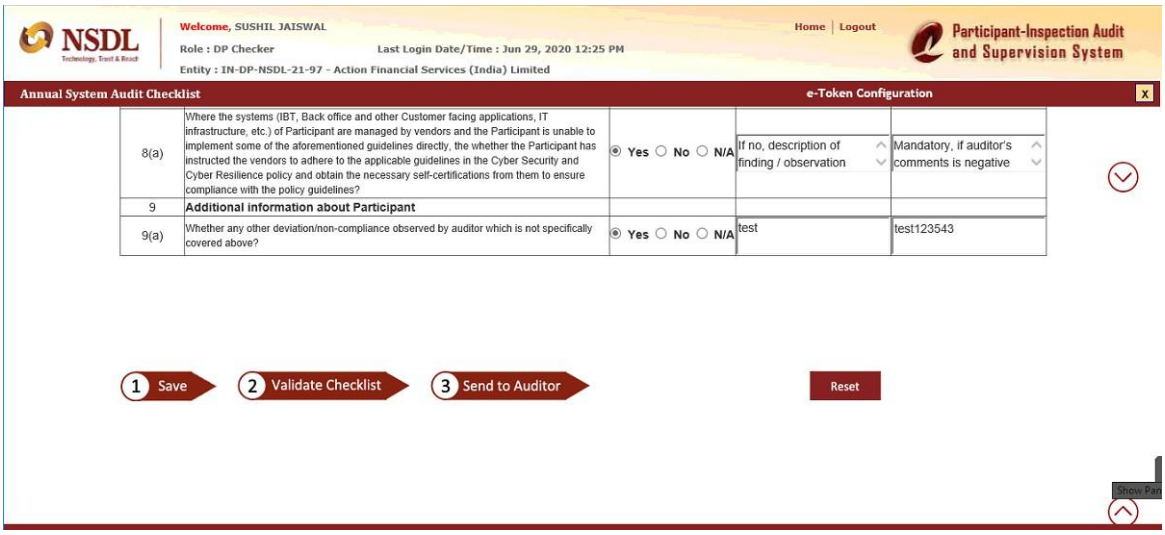
Report No.	DP ID	DP Name	Compliance Period	File Status	Uploaded Date
10	IN300278	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	02/07/2020
9	IN300277	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	29/06/2020
8	IN300271.IN300272	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted to NSDL	29/06/2020
7	IN300276	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted to NSDL	27/06/2020
6	IN300273.IN300274.IN300275	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Draft	27/06/2020
5	IN300274.IN300275	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Draft	26/06/2020
4	IN300274	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by Auditor for DP Review	26/06/2020
3	IN300273	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted by DP for Auditor Review	26/06/2020
2	IN300272	Action Financial Services (India) Limited	01/04/2019-31/03/2020	Submitted to NSDL	26/06/2020

3) Review by Participant:

a) Once the report has been sent by the System Auditor to its Participant for review, the Participant can login into e-PASS using login credential. Participant can view the Annual System Audit report under the head of 'Annual System Audit Report ->'View/Search Annual System Auditor Report'.

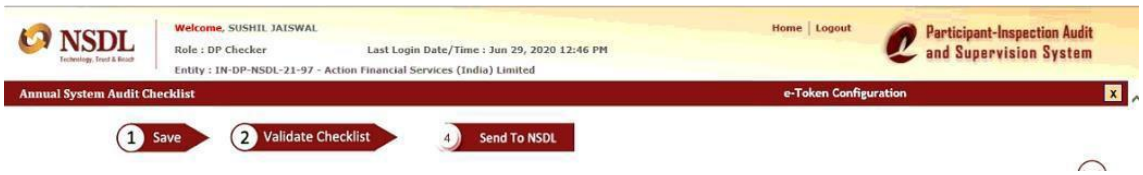
b) A list of Annual System Audit Report submitted by System auditor will be displayed to the Participant. Participant will be able to review and add its comments (if any) on the Annual System Audit Report where status of the report is 'Submitted by Auditor for DP review'.

c) Participant is required to review the Annual System Audit Report and add remarks and comments (if any) wherever required. Once, Participant has completed its review and entered its comments, wherever required, it will be required to validate the audit checklist by clicking on 'Validate Checklist' button. If there are any error/s the same would be highlighted which are required to be corrected by the Participant and once again click on button 'validate checklist'. Once audit checklist is validated successfully then Participant has to click on button 'Send to Auditor' pursuant to which the report will be sent to auditor for review.



d) After the report is sent to the auditor for review, the auditor can review the comments/ remarks given by Participant's management. If the auditor is satisfied with the comments, it will sign the report using its DSC and submit the same to Participant by following the procedure as stated at 2(i) above.

e) Annual System Audit Report submitted by auditor after attaching its DSC can be viewed by the Participant under the head 'Annual System Audit Report' -> 'view/search Annual System Audit Report'. The Participant is required to digitally sign the report using its DSC before submitting to NSDL. After digitally signing the report, the same is required to be submitted to NSDL by clicking on "Send to NSDL" Button as exhibited below.



ANNEXURE Y

PROCEDURE FOR SUBMISSION OF NETWORTH CERTIFICATE AND OR AUDITED FINANCIAL STATEMENT (AFS) THROUGH E-PASS

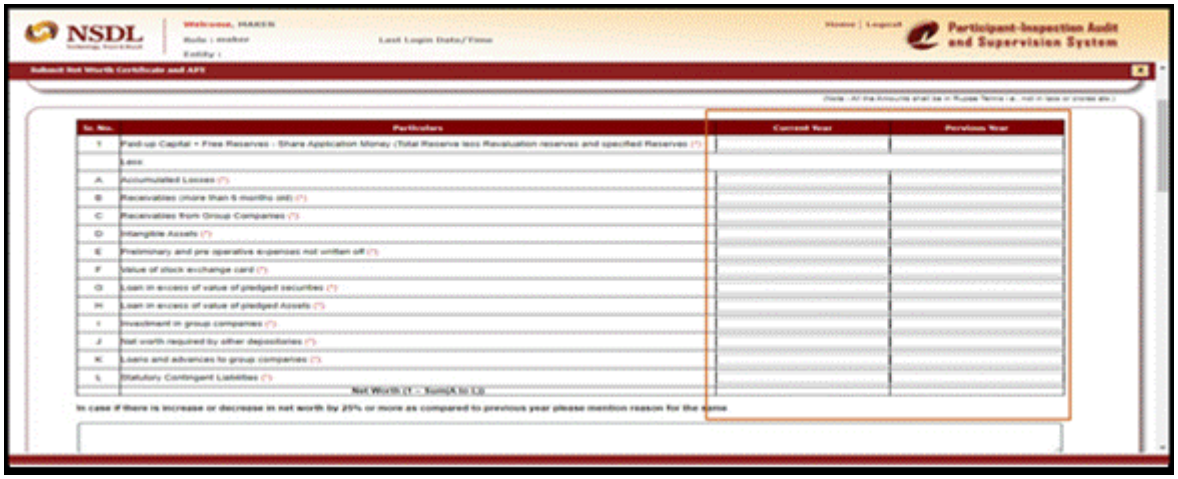
2) Process of submission through Maker login:

After login to e-pass, click on tab "Net worth submission" → "Submit Net worth Certificate and AFS" as exhibited below:

Upon clicking on "Submit Net worth Certificate and AFS", a screen with drop-down box for selecting period for which networth certificate and AFS to be submitted will appear. After selecting the period and clicking on "Proceed", following screen will appear based on the category of participant:

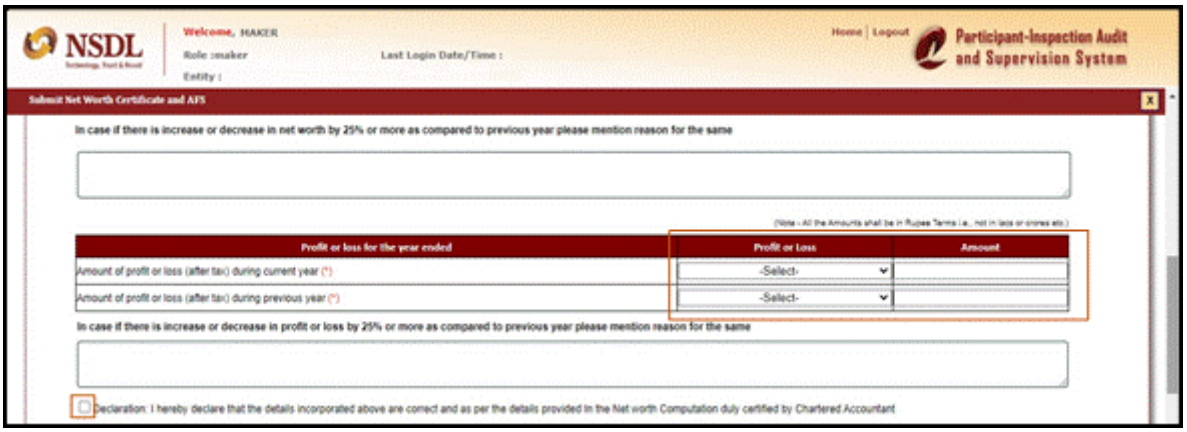
i. Details to be filled by Participants who are required to submit networth certificate along with AFS viz. Participants registered under category of Stock broker, Registrar and Transfer Agent, Non-Banking Financial Company (NBFC), Clearing Corporation/ Clearing House (i.e. full-fledged Participants):

a) Participants from aforesaid category will be required to submit the relevant details on computation screen from the networth certificate duly certified by the Chartered Accountant based on the AFS as exhibited below. All the fields in this screen are mandatory. In case value for any field is NIL, Participants are required to mention value as '0'.



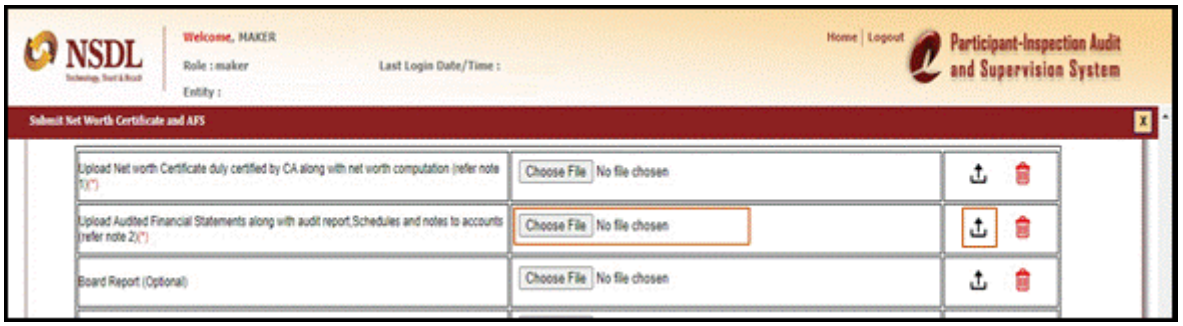
b) Further, in case of increase or decrease in net worth by 25% or more, as compared to previous year, Participants would be required to mention the reason for the same in the free text field as exhibited below:

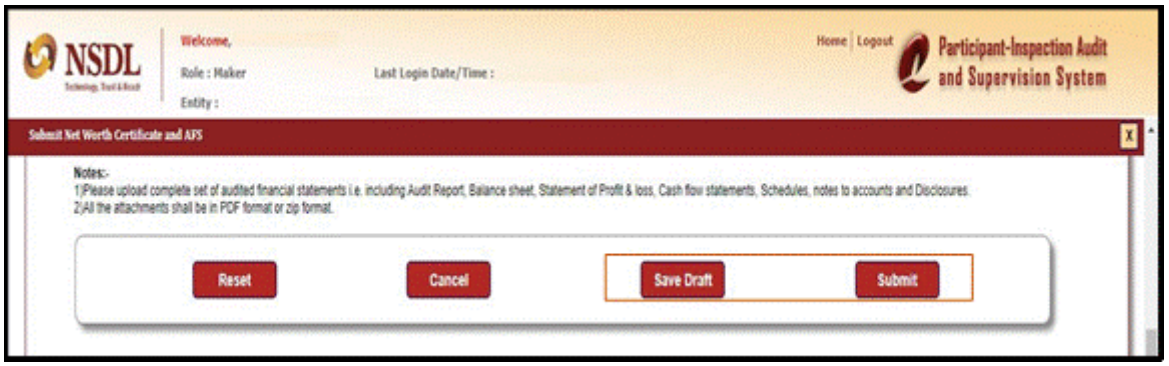
c) Additionally, Participants will be required to fill the details of profit/loss (*profit to be considered is profit after tax*) during the current or previous year and specify reason for any increase or decrease by 25% or more as compared to previous year and tick the declarations as provided on the screen as exhibited below:



d) Upload scanned copy of networth certificate or digitally signed networth certificate and computation of networth duly certified by Chartered Accountant by clicking "Choose File" and "Upload Icon" as exhibited below. The format acceptable for upload is only "PDF" and "Zip" file and the size of the documents shall not exceed 15 MB.

e) Upload scanned copy of AFS (along with audit report, financial statements, schedules, notes to accounts, disclosures etc.) and any other documents (optional) by clicking "Choose File" option as exhibited below. During filling of aforesaid details, user can save the details/ uploaded documents as draft by clicking on "save draft" option available at the bottom of screen as exhibited below:

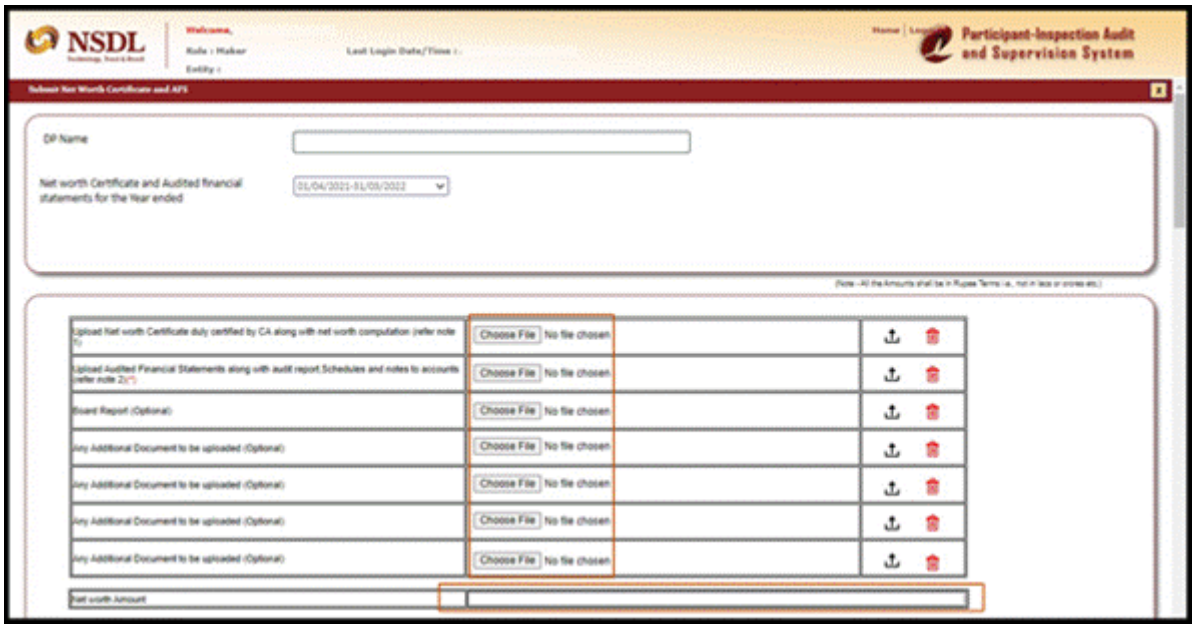




f) Upon filling up all the details and uploading the requisite documents, maker user needs to click on "Submit" button as exhibited above. Upon clicking on "Submit" button, the captured details will be sent to 'checker user' for verify and release. Maker user can view the status of reports submitted by clicking on "View / Search Net Worth Certificate and AFS".

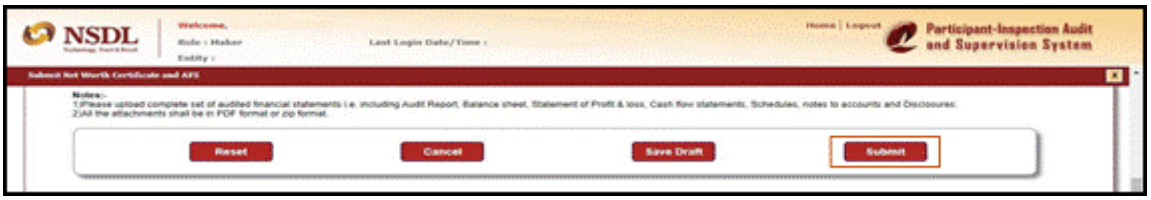
ii. Details to be filled by other Participants viz. Bank, Custodian, Public Financial Institution, Foreign Bank, State Finance Corporation and Financial Services Company (i.e. Participants registered under category other than specified at point 1 (i) above)

a) Participants from aforesaid category will be required to upload scanned copy of only AFS (Compulsory) along with audit report, financial statements, schedules, notes to accounts, disclosures etc. and any other documents (optional) by clicking "Choose File" as exhibited below. In case, Participant under this category have the net worth certificate duly certified by the Chartered Accountant, then the amount of networth can also be filled (as optional field) as exhibited below:



b) During filling of aforesaid details, user can save the details/ uploaded documents as draft by clicking on "save draft" option available at the bottom of screen.

c) Upon filling up all the details and uploading the requisite documents, maker user needs to click on "Submit" button as exhibited below:

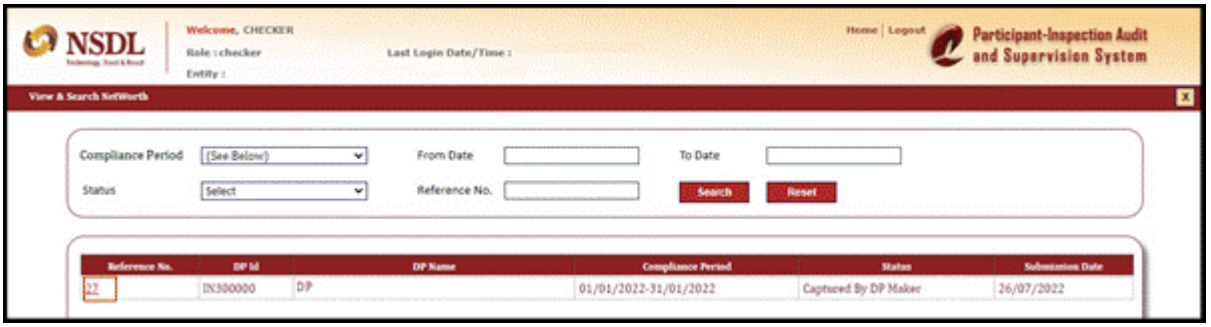


d) Upon clicking on "Submit" button, the captured details will be sent to 'checker user' for verify and release. Maker user can view the status of reports submitted by clicking on "View / Search Net Worth Certificate and AFS" as exhibited below:

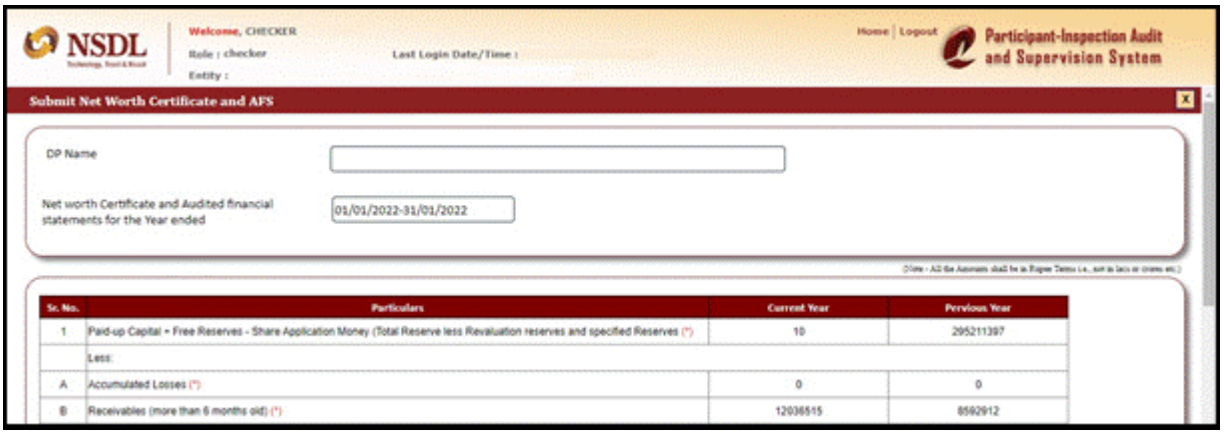
3) Process of submission/verify release through Checker login (both for full-fledged Participants and other Participants as mentioned at point no. 1 (i) & 1 (ii) above):

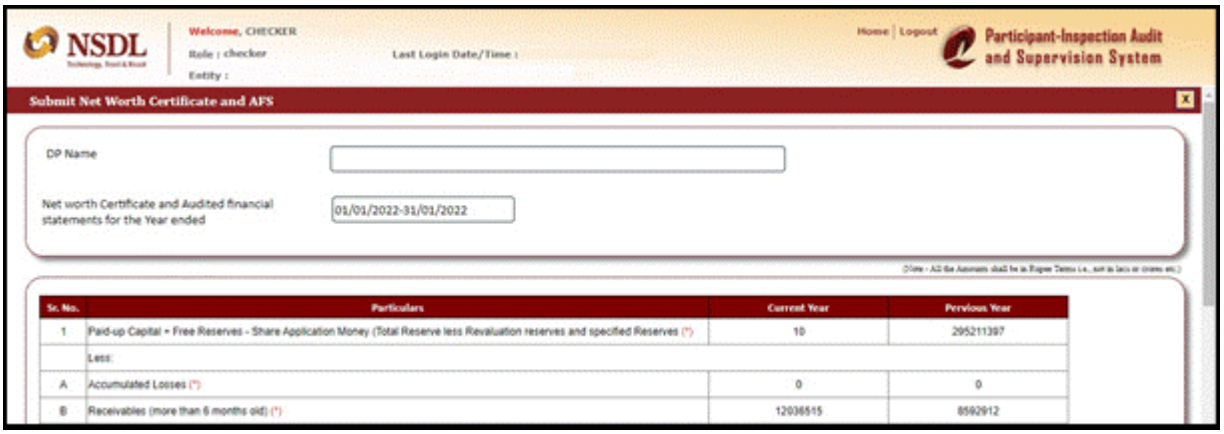
a) To verify and release the 'NetWorth Certificate and AFS' report which is under captured status, login in to e-PASS with Checker login and click on "Net worth submission - View / Search Net worth Certificate and AFS". On clicking "Net worth submission - View / Search Net worth Certificate and AFS", by default the report which is under "Captured" status will display on screen. To verify release the captured report,

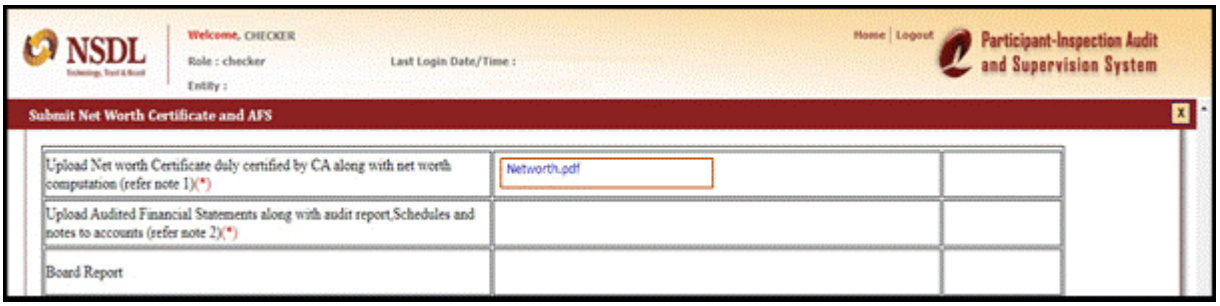
Checker user will have to click either on link provided on “Reference Number.” as exhibited below:



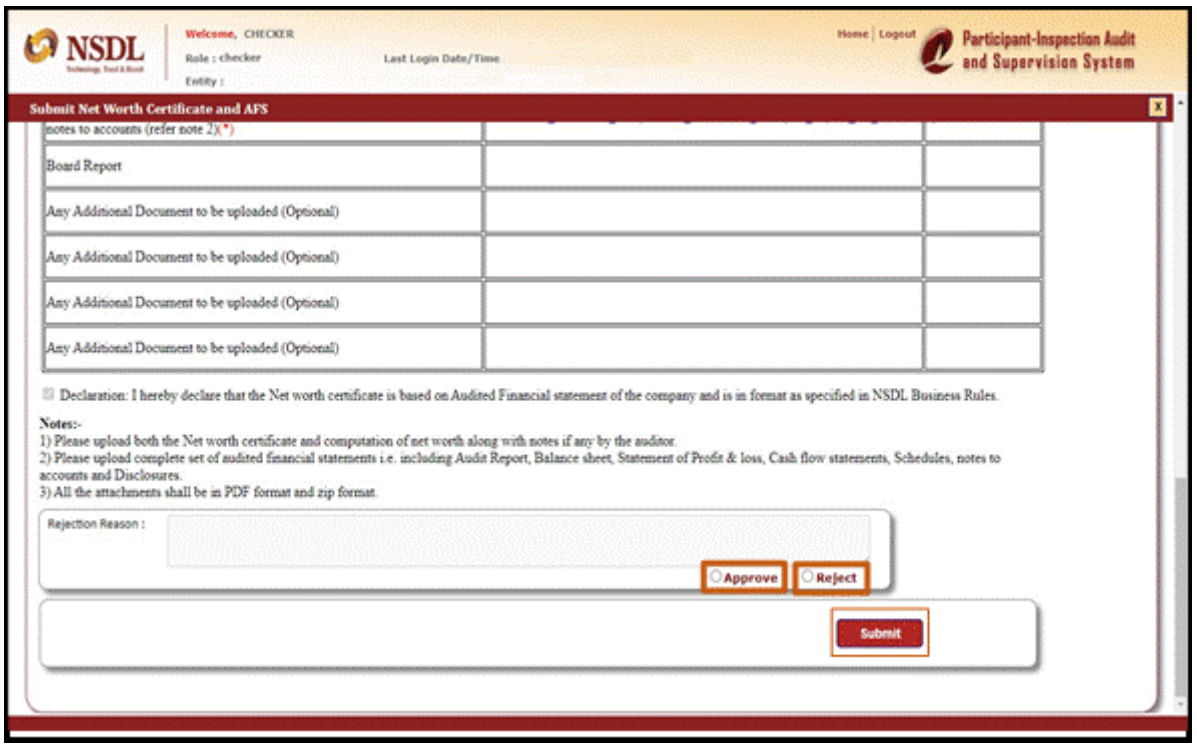
b) After clicking on “Reference Number.”, Checker user will able to view the computation of net worth along with the networth certificate and AFS documents as uploaded by Maker user as exhibited below:





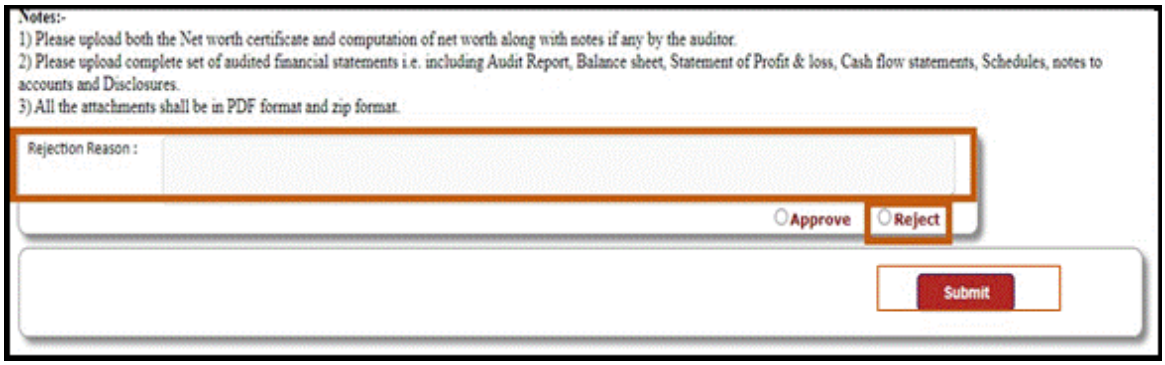


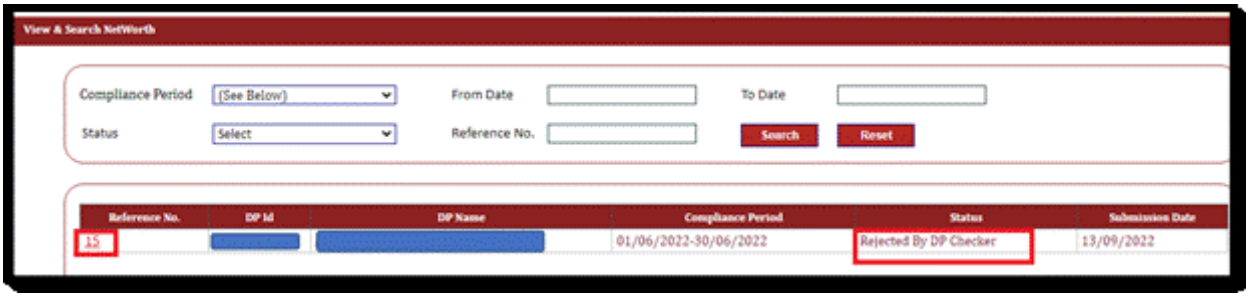
c) In captured report, Checker user would be able to either submit the report to NSDL by clicking on “Approve” and then clicking on “Submit” or return the same to Maker user by clicking on “Reject” and then clicking on “Submit” as exhibited below:



d) In case the Checker user select the “Approve” and click on “Submit”, the report will be submitted to NSDL.

e) In case Checker user wants to reject the report captured by Maker user, rejection reason is required to be provided mandatorily in text box provided above the “Reject” option as exhibited below:





f) In case report is rejected by Checker user, maker user has to resubmit the same report from the tab "View / Search Net worth Certificate and AFS" as exhibited below. Checker user can view the status of reports submitted by clicking "view or search reports".

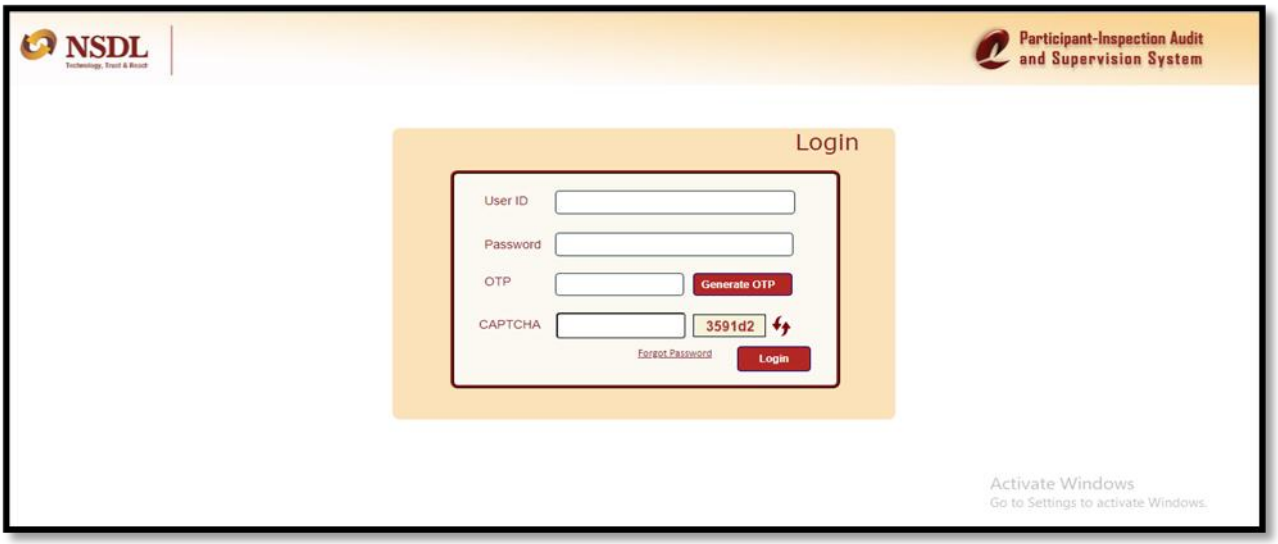
ANNEXURE Z

Guidelines to submit the VAPT Report

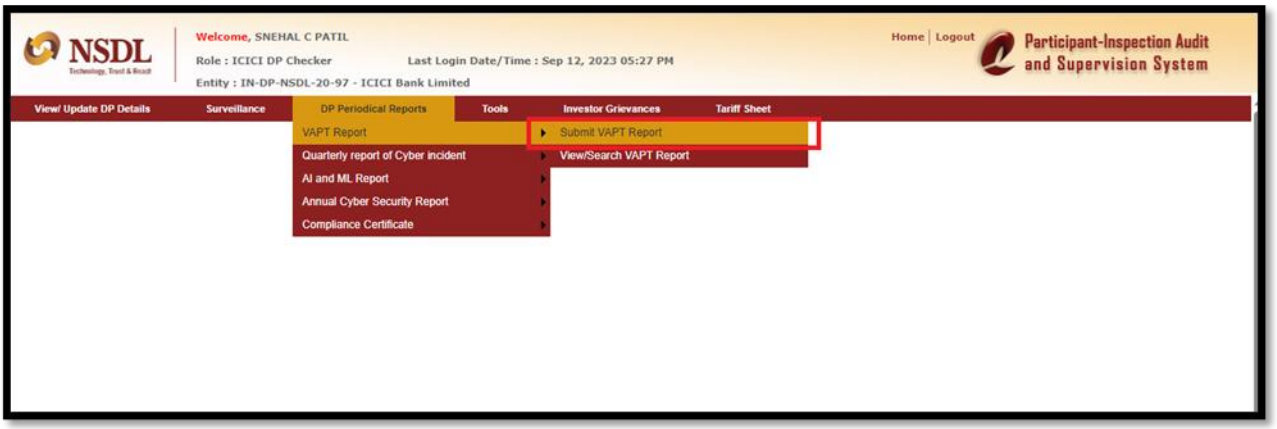
Click on ePass URL : https://www.epass.nsdl.com to submit the report.

SUBMIT VAPT REPORT:

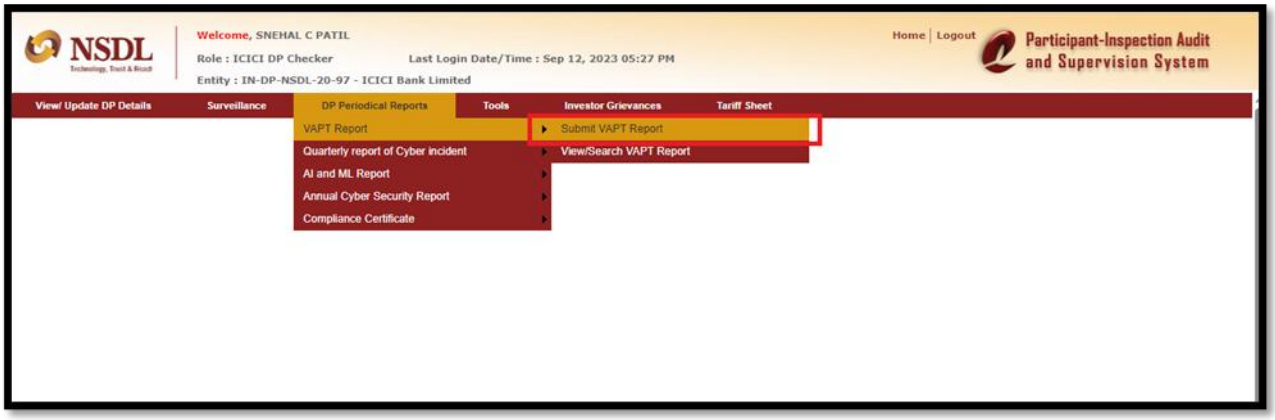
1. Login in ePass by using DP Checker.



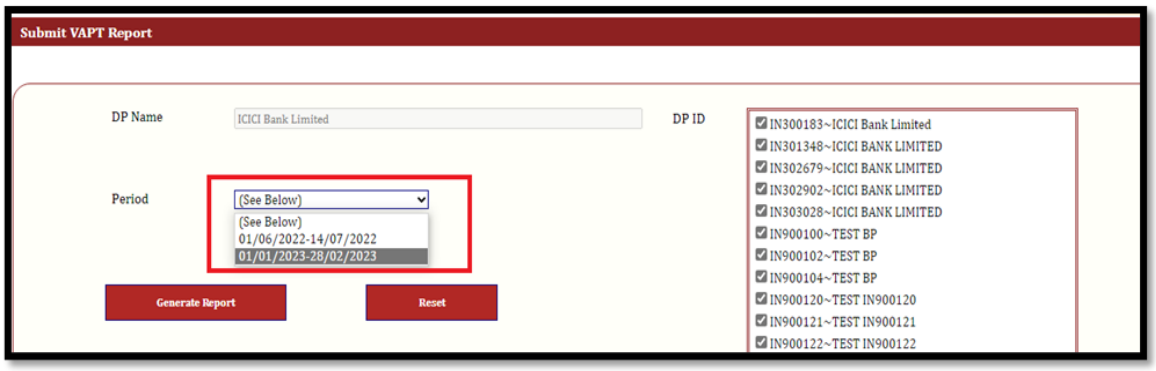
2. Go to DP Periodical report TAB.



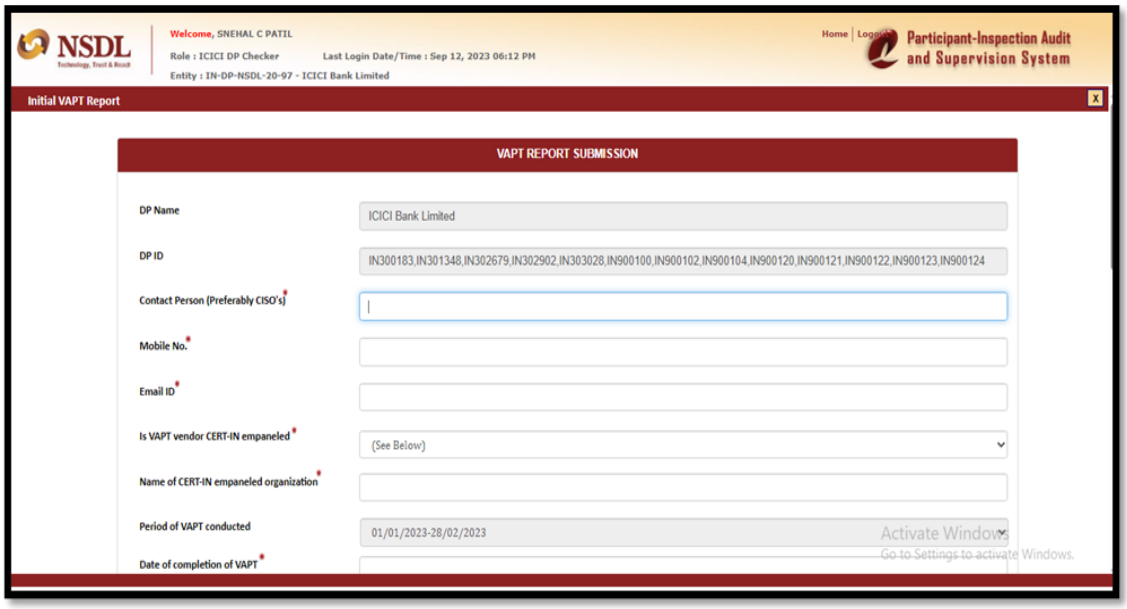
3. **Click on VAPT Report. -> Click on Submit VAPT report**

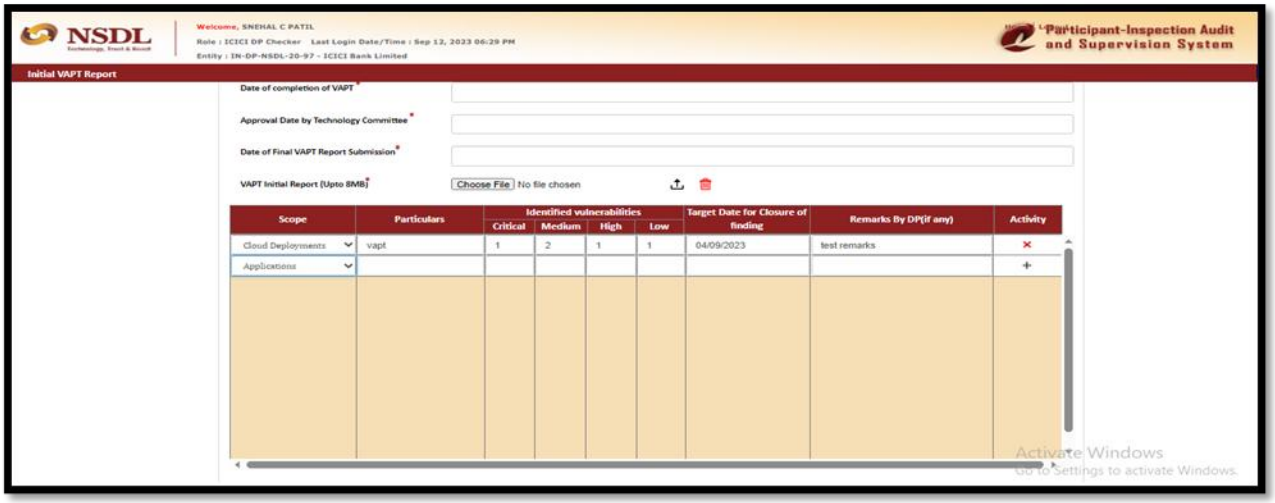


4. **Select Period of VAPT conducted and click on generate report.**

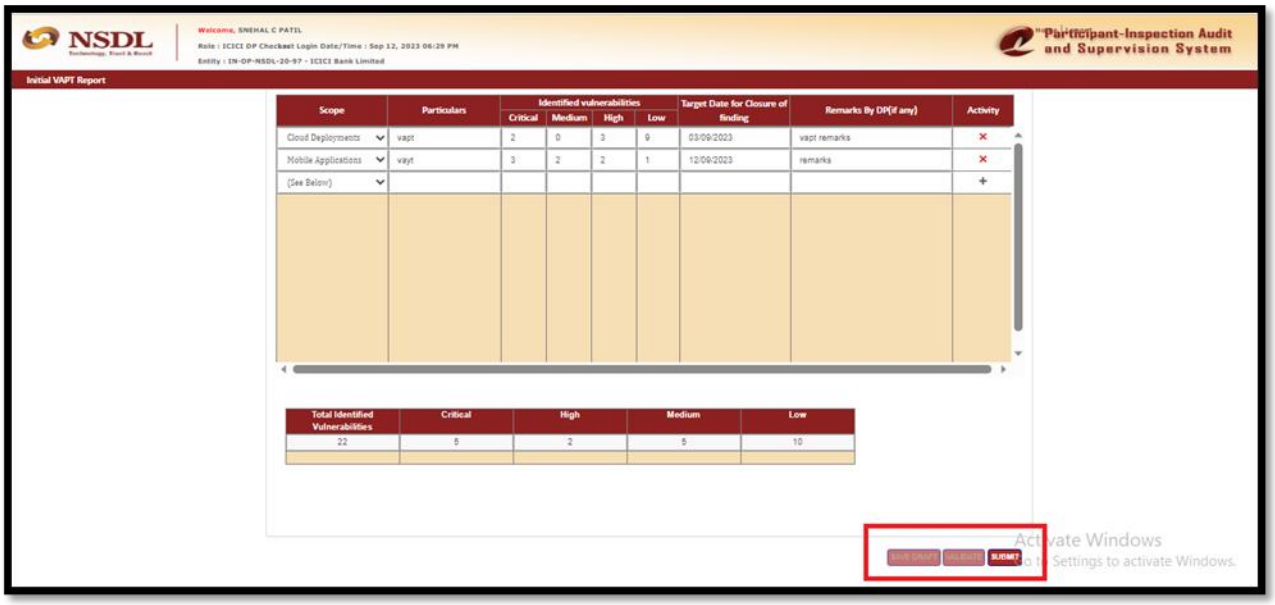


5. Fill in the details in the prescribed format.

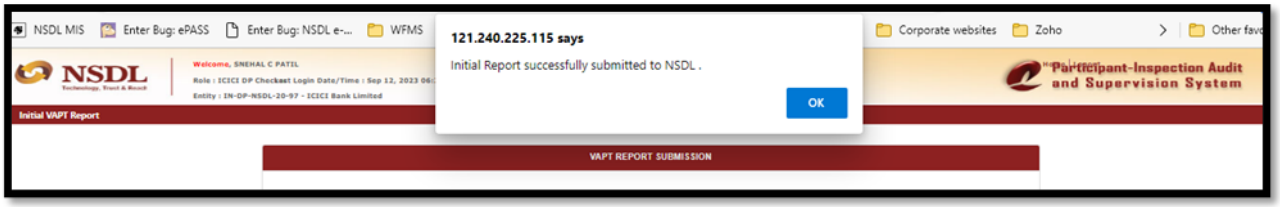




6. **Click on SAVE DRAFT, VALIDATE AND SUBMIT the report.**

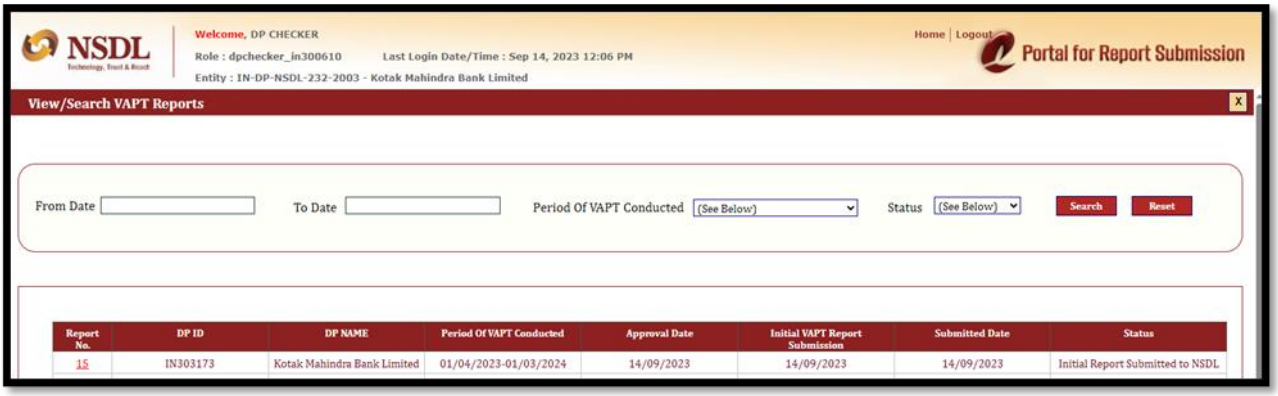


7. **Submit initial VAPT report.**

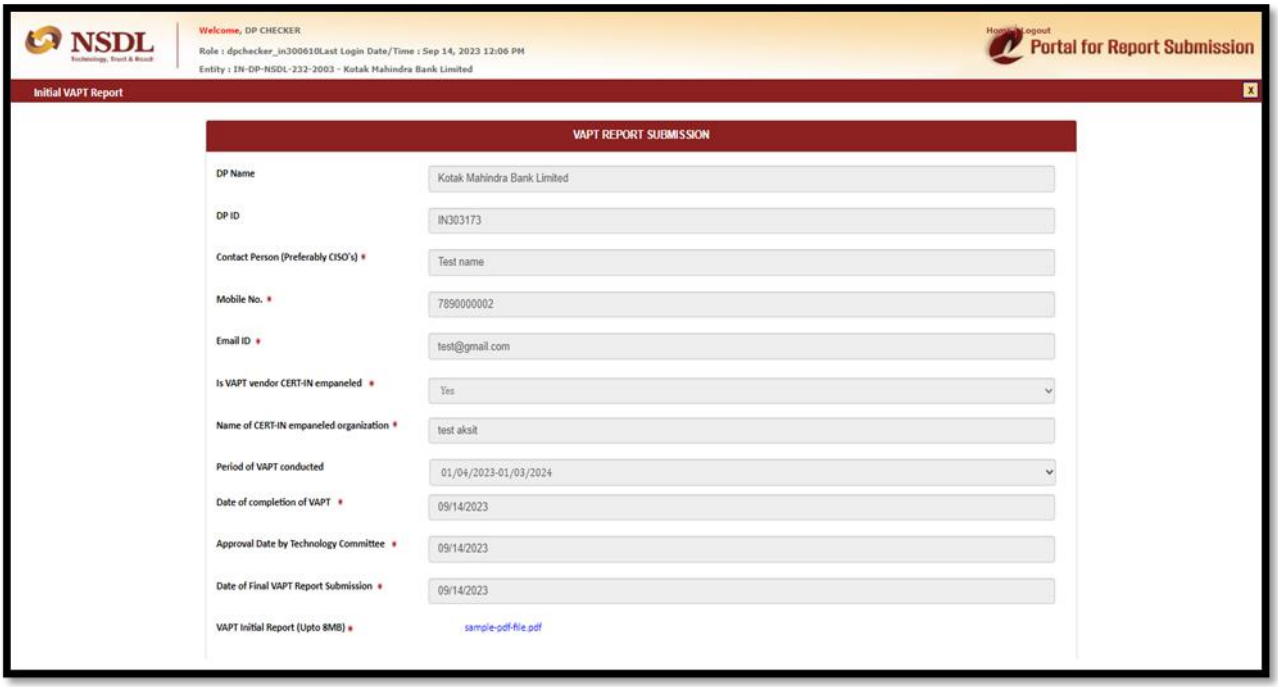


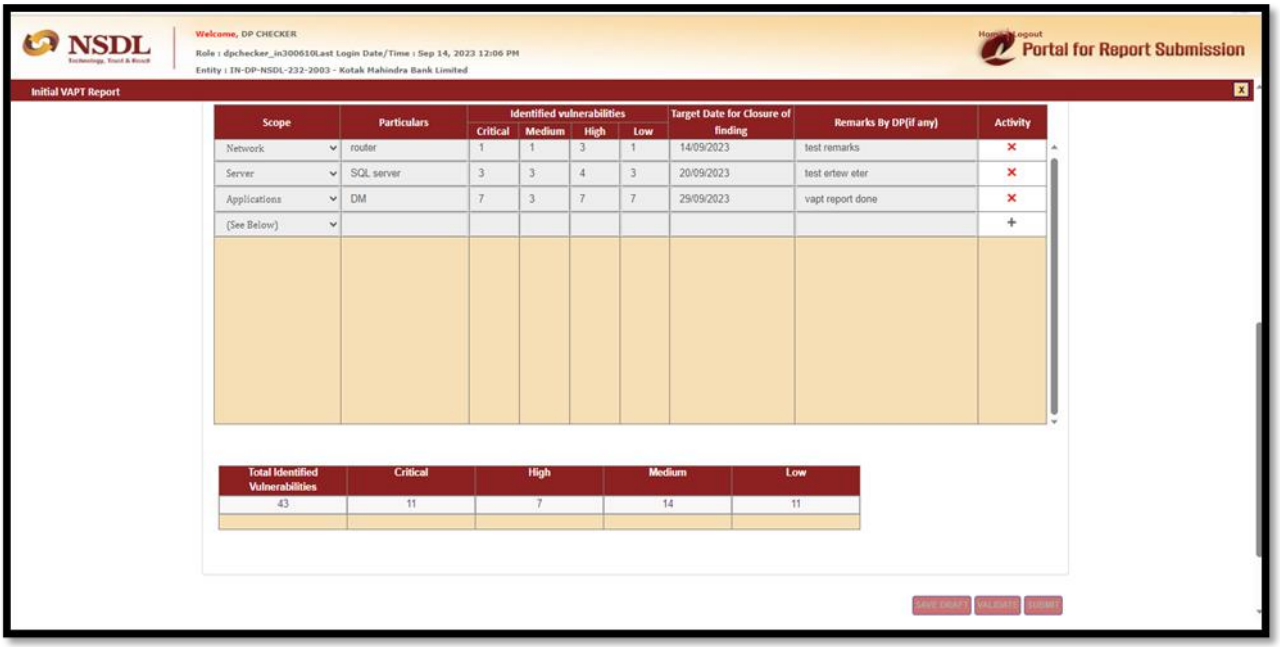
VIEW/SEARCH -VAPT REPORT:

1. If the DP checker wants to check the submitted report, then the same can be checked from View / Search VAPT Report.



2. Click on Report Number and open/view report.





NSDL

Welcome, DP CHECKER

Role : dpchecker_in300610Last Login Date/Time : Sep 14, 2023 12:06 PM

Entity : IN-DP-NSDL-232-2003 - Kotak Mahindra Bank Limited

Portal for Report Submission

Initial VAPT Report

Scope	Particulars	Identified vulnerabilities				Target Date for Closure of finding	Remarks By DP(if any)	Activity
		Critical	Medium	High	Low			
Network	router	1	1	3	1	14/09/2023	test remarks	×
Server	SQL server	3	3	4	3	20/09/2023	test ertew eter	×
Applications	DM	7	3	7	7	29/09/2023	vapt report done	×
(See Below)								+

Total Identified Vulnerabilities	Critical	High	Medium	Low
43	11	7	14	11

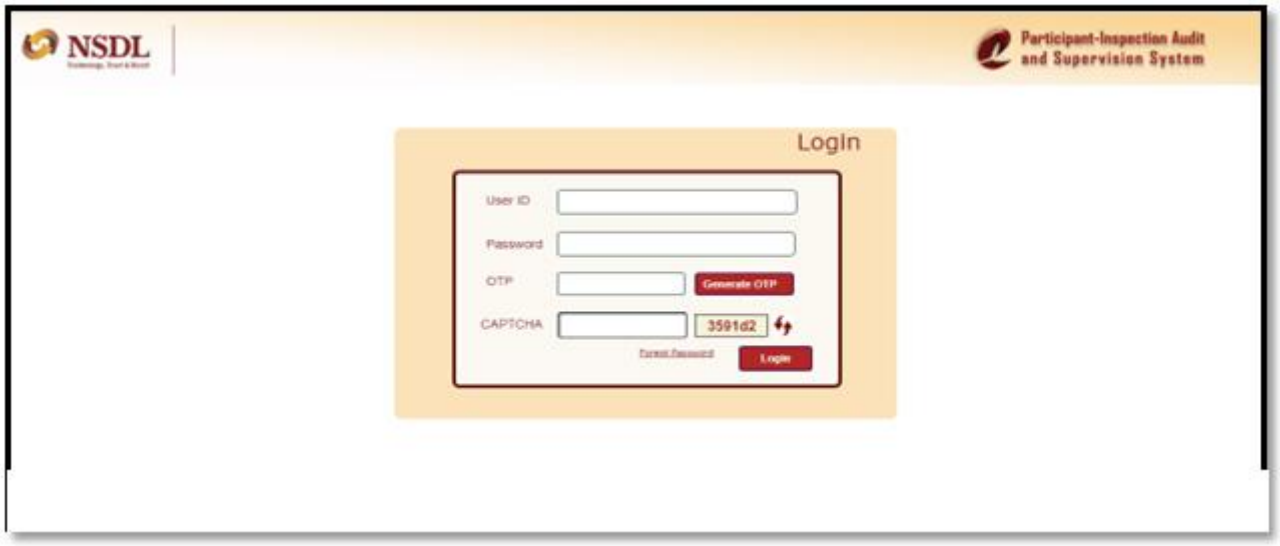
***

ANNEXURE AA

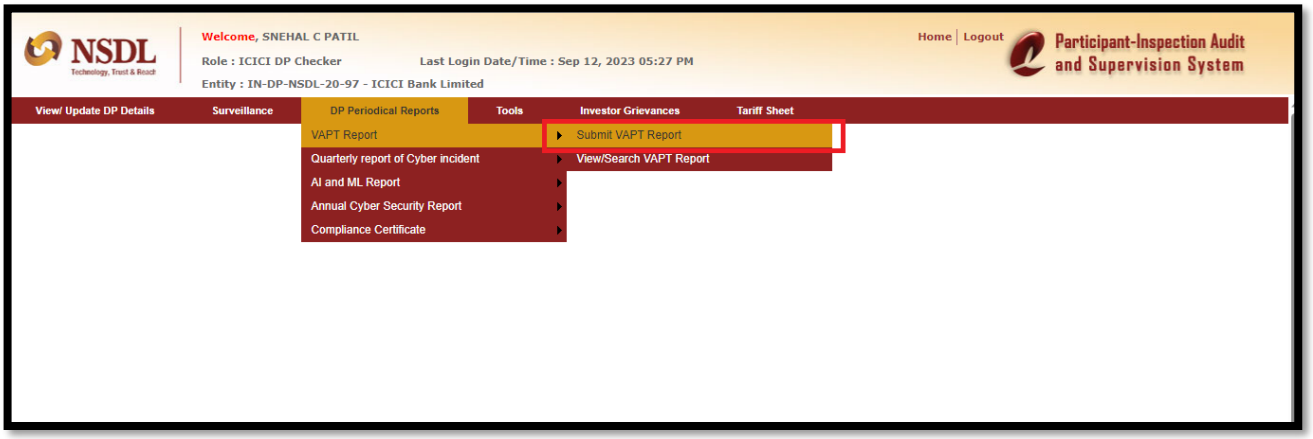
Guidelines to submit the VAPT Revalidation Report:

Click on e-PASS URL: https://www.epass.nsdl.com to submit the VAPT revalidation report.

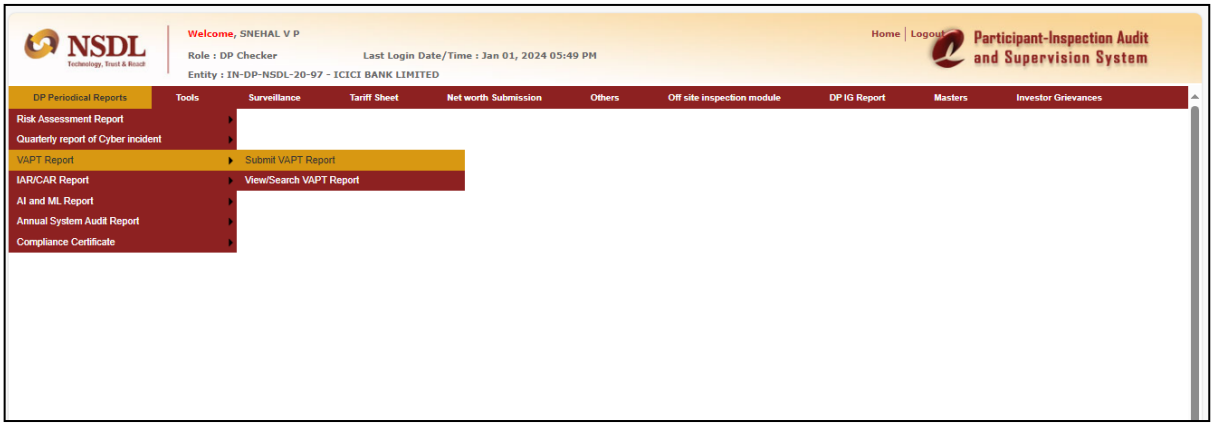
1. **Login in e-PASS by using DP Checker.**



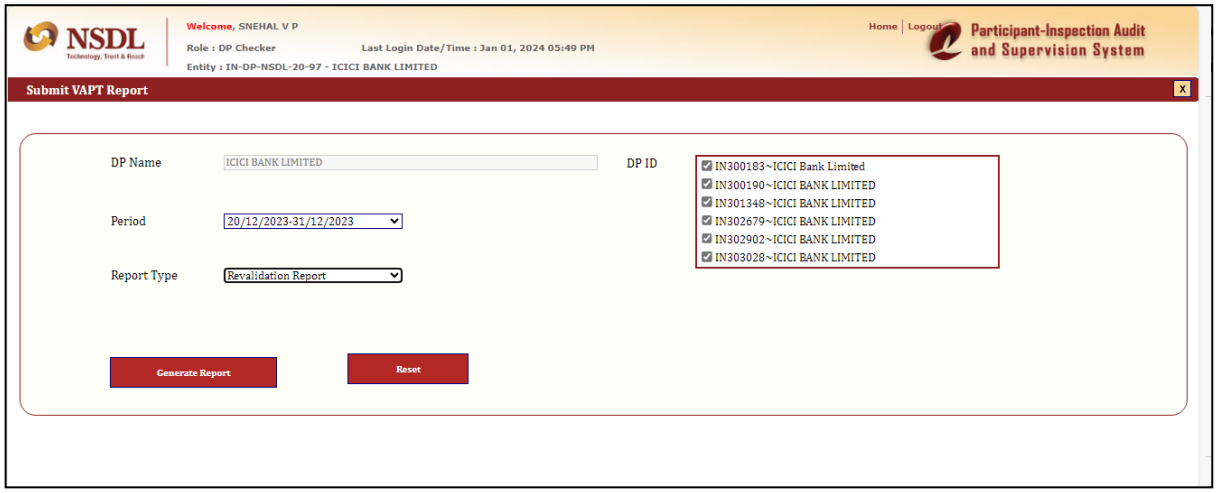
2. **Go to DP Periodical report TAB.**

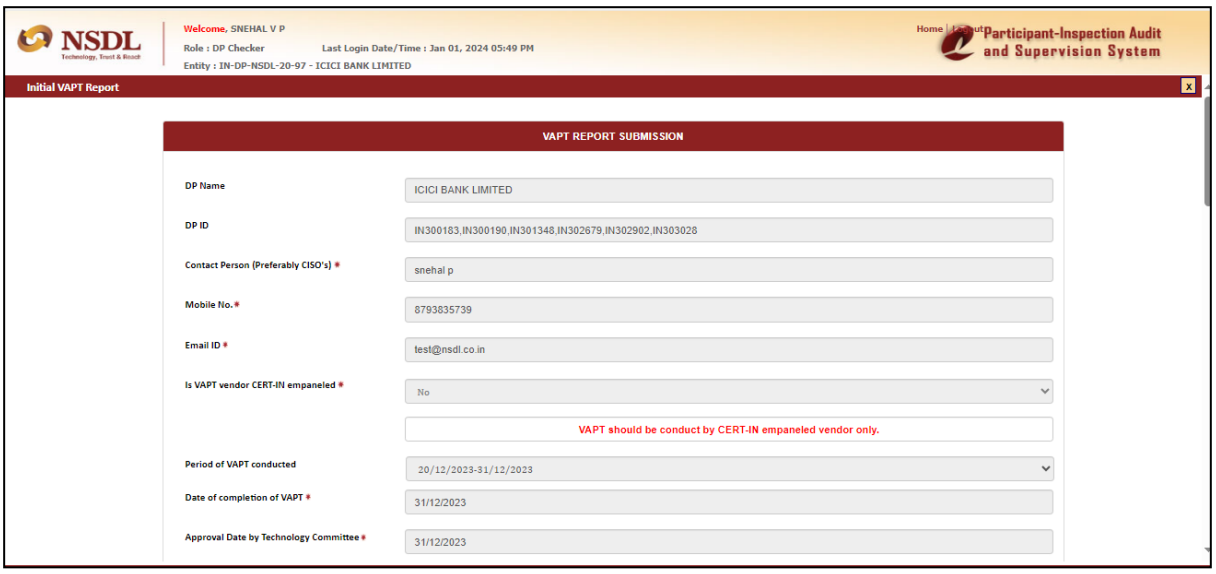


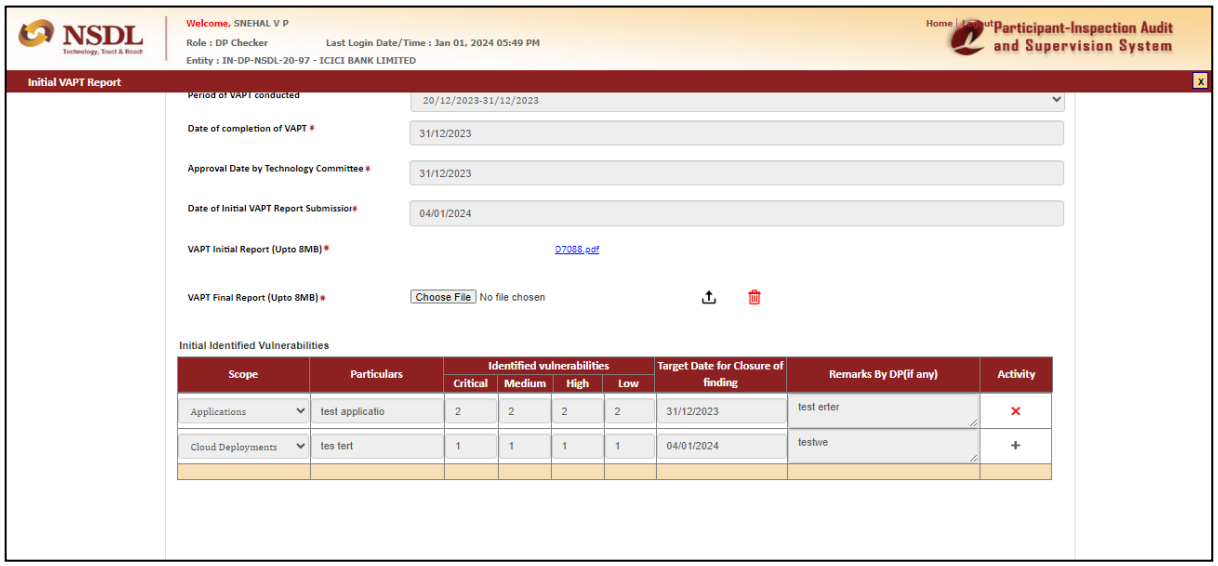
3. **Click on VAPT Report. -> Click on Submit VAPT report**



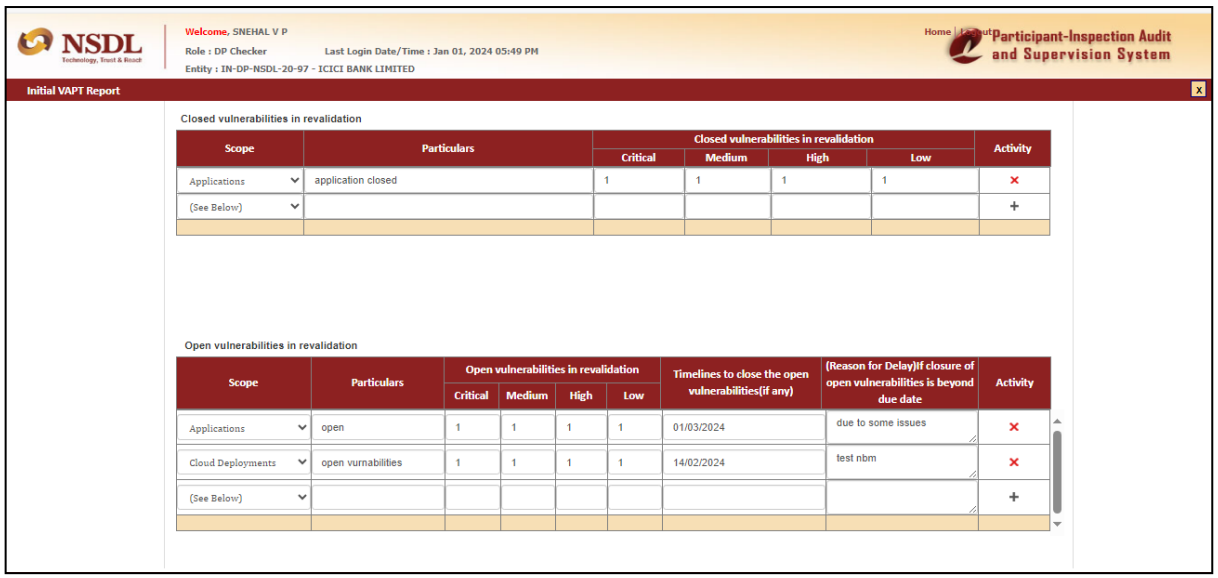
4. **Select Audit period, Report type and click on generate report.**

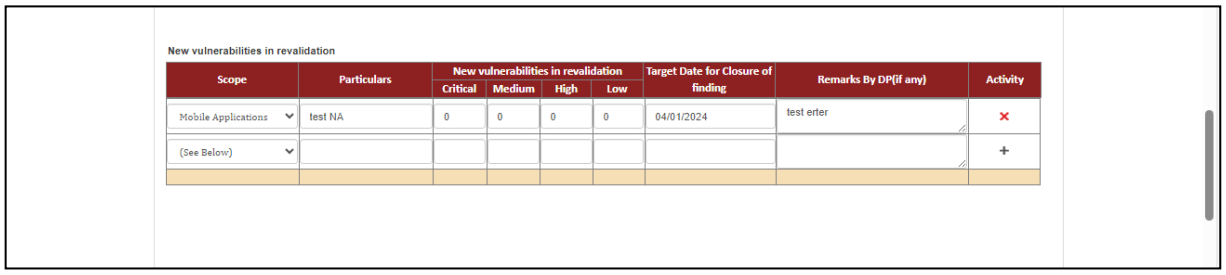


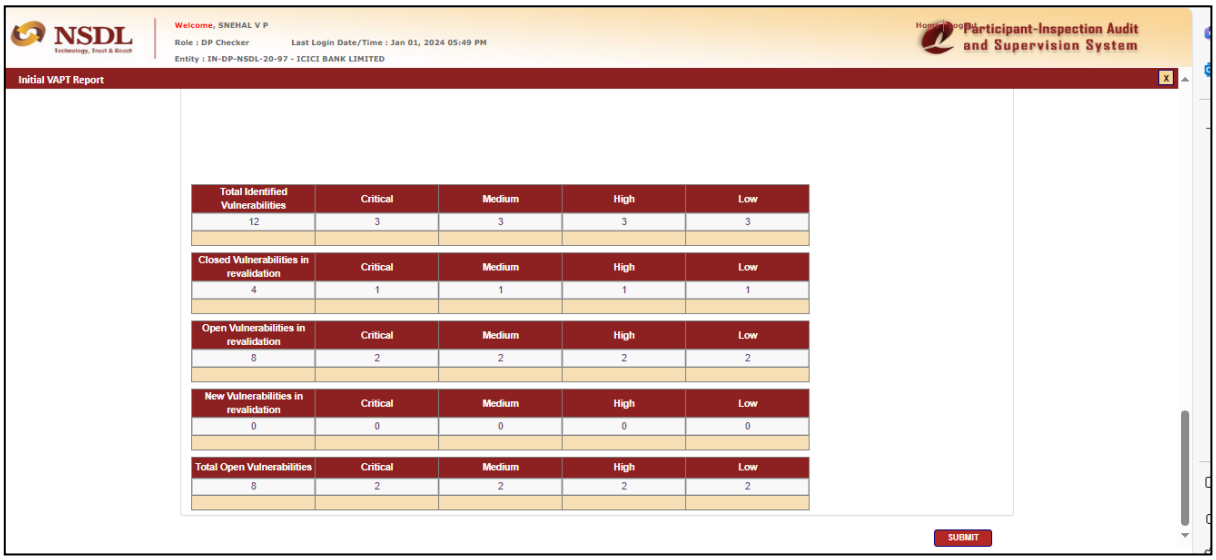




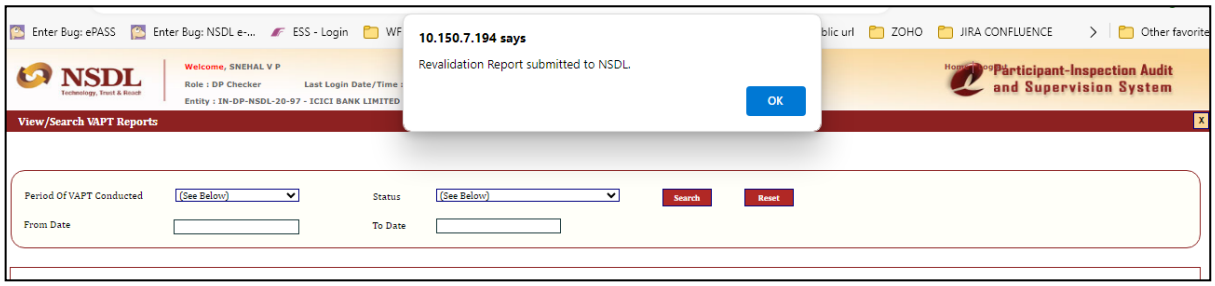
5. **Enter Closed, Open and New vulnerabilities in the respective fields.**





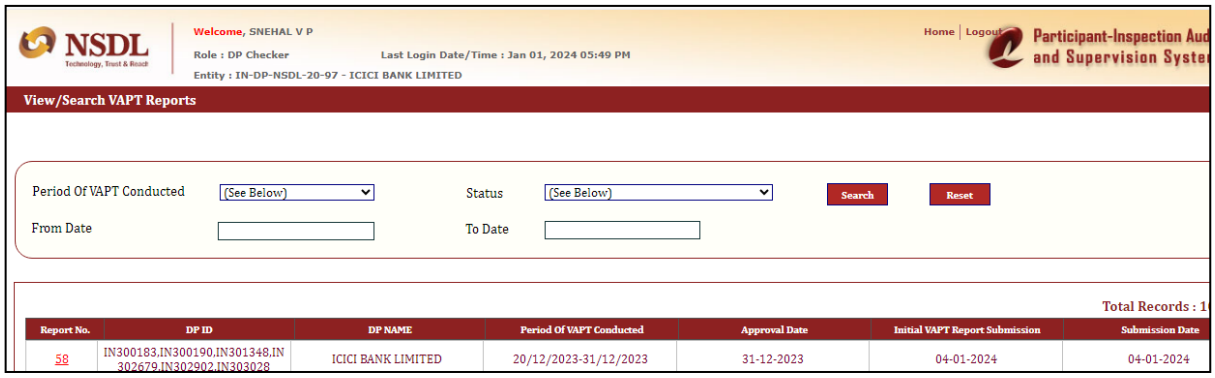


6. Click on Submit -> Revalidation report submitted to NSDL.



VIEW/SEARCH -Revalidation VAPT REPORT:

1. If the DP checker wants to check the submitted revalidation report, then the same can be checked from View / Search VAPT Report. Click on Report Number and open/view report



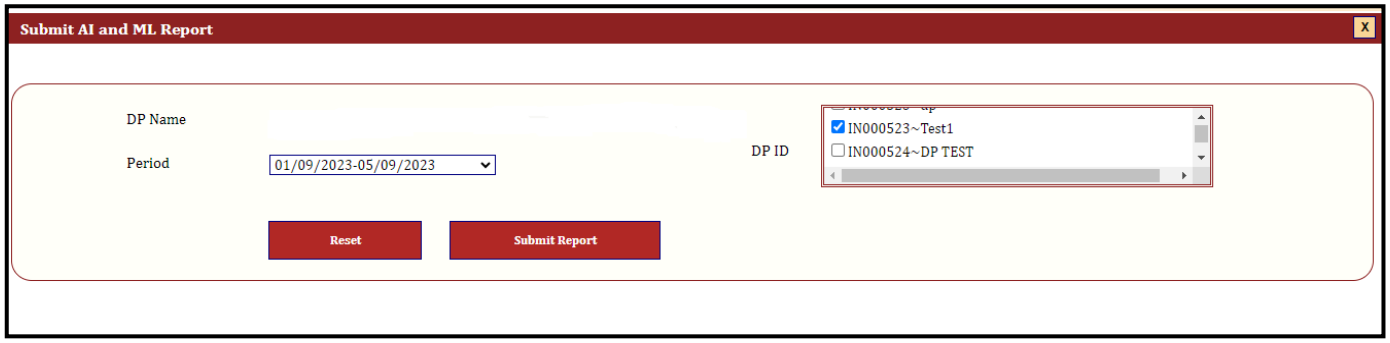
***

ANNEXURE BB

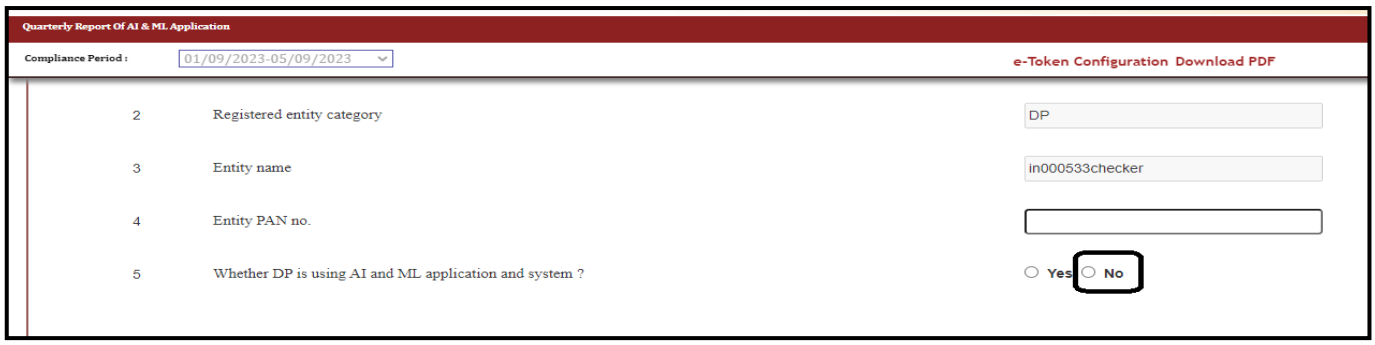
Procedure for submission of 'NIL" Quarterly Report of Artificial Intelligence (AI) and Machine Learning (ML) through e-PASS

1, After login to ePASS through checker user login, click on tab 'AI and ML Report' provided under menu - 'DP Periodical Reports' and subsequently click on sub menu 'Submit AI and ML Report' as exhibited below:

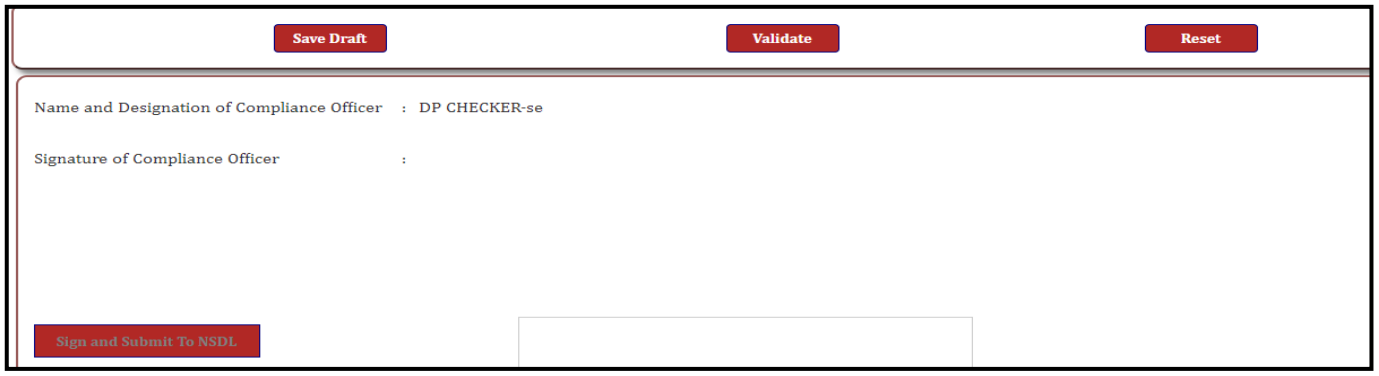
2. On clicking 'Submit AI and ML Report' tab, below screen will appear and user will have to select period for which report is to be submitted and DP ID(s) and subsequently click on 'Submit Report' as exhibited below:



3. In case where AI and ML application or system is not used by DP, in order to submit NIL report, user will have to click on option 'NO' provided at point no. 5 and click on 'OK' as exhibited below:



4. After clicking on 'OK', user will have to click on 'validate' button and once report is validated successfully, then submit the digitally signed AI and ML Report to NSDL by clicking on "Sign and submit to NSDL" button as exhibited below.



5. Once the report get submitted, same can be viewed by user from 'View/Search AI and ML Report' tab provided under option - 'AI and ML Report' as exhibited below:

ANNEXURE CC

Sr No.	Vendor	Product	Vulnerabilities
1	Symphony Fintech Solutions Pvt. Ltd	Used for front-office (IBT) XTS Web Trading Platform & XTS Mobile Trading Platform	Weak Authorization leads to Account takeover, broken access control, and PII data leak
2	63moons	Used for front-office (IBT) Wave 2 and Aero	Weak Authorization leads to Account takeover, bypass 2FA, and PII data leak
3	Apex Softcell (India) Private Limited	LD Mobile Back-Office Software (LdMobileService) and LD Client Level Back Office (LDClientLevel)	Weak Authorization leads to PII data leak
4	Shilpi Computers Pvt. Ltd	Backoffice: Shilpisoft client-dashboard and Shilpisoft CapexWeb (NetbackOffice)	Weak Authorization leads to PII data leak. Shilpisoft client dashboard is hosted on webappreports.com for all clients
5	Meon Technologies Pvt. Ltd	Used for onboarding (ekyc), IPO, rekyc, etc	Weak authorization and file management leading to access to PII data. Some brokers host APIs on vendor servers which can lead to a single point of failure
6	TechExcel Software Solutions Pvt. Ltd	Backoffice	Weak Authorization leads to PII data leak
7	Reedos Software Solutions Pvt Ltd	Mutual fund product	Weak Authorization leads to PII data leak

ANNEXURE DD

E-DPM Upload Format

a. To capture Date on which DEMAT/REMAT request documents were sent to RTA/Issuer

b. To capture Date on which Rejection Letter was received from RTA/Issuer for Rejected DRN/RRN

c. To capture Date on which Documents were sent back to Client for rejected DRN/RRN

File Name: DPID_DMAT_DATE_UPLOAD_<<DDMMYYHHMMSS>>.TXT
File Format: Double Hash separated (##)
Header Record: 01
Detail Record: 02

Header Record 01

Sr.No	Description	Data Type	Size	Status	Remarks
1	Batch Number	Integer	8	M	
2	Record Type	Character	2	M	Header Record (01)
3	DP ID	Character	8	M	
4	Total number of Detail Records	Integer	6	M	
5	Sender Date	Date	8	M	Should be in YYYYMMDD format
6	User ID	Varchar	8	M	

Detail Record 02

Sr.No	Description	Data Type	Size	Status	Remarks
1	Batch Number	Integer	8	M	Same as given in Header Record
2	Record Type	Character	2	M	Detail Record (02)
3	Line Number	Integer	6	M	
4	Client ID	Integer	8	M	
5	DEMAT/REMAT Request Number (DRN/RRN)	Integer	19	M	
6	Date of Document sent to RTA/Issuer/AMC	Date	8	M/O	Mandatory when value for field 7 & 8 are not given. Should be in YYYYMMDD format
7	Date of receipt of rejection letter from RTA/Issuer	Date	8	M/O	Mandatory when value for field 6 & 8 are not given. Should be in YYYYMMDD format
8	Date on which rejected documents was sent back to Client	Date	8	M/O	Mandatory when value for field 6 & 7 are not given. Should be in YYYYMMDD format

*****Note:*** ***Data can be co-exist in all the 3 Fields (Sr. No. 6, 7 & 8) OR any 2 fields out of the 3 fields OR any one field out of the 3 fields in a single detail (02) record.***

ANNEXURE EE

Procedure for uploading date of document received for Demat\ Remat request processed and rejected.

1. Guidelines for uploading the aforesaid files:

a. The aforesaid files can be uploaded either in single or multiple file(s).

b. The dates in aforesaid files should be either current date or past date (not before December 1, 2023).

c. Aforesaid date file(s) for a given DRN/ RRN, cannot be uploaded twice.

d. In case of any error while uploading aforesaid date file(s), same file can be reuploaded after rectifying the errors. List of probable errors while uploading the files is enclosed as **Annexure**.

2. Reports:

In order to ascertain the demat/ remat requests processed/ rejected by Participants during the particular period (i.e. by selecting date range), a facility is made available in local DPM system under below mentioned modules:

a) Under 'Reports' module → 'Demat' → Demat Request Status

b) Under 'Reports' module → 'Remat' → Remat Request Status

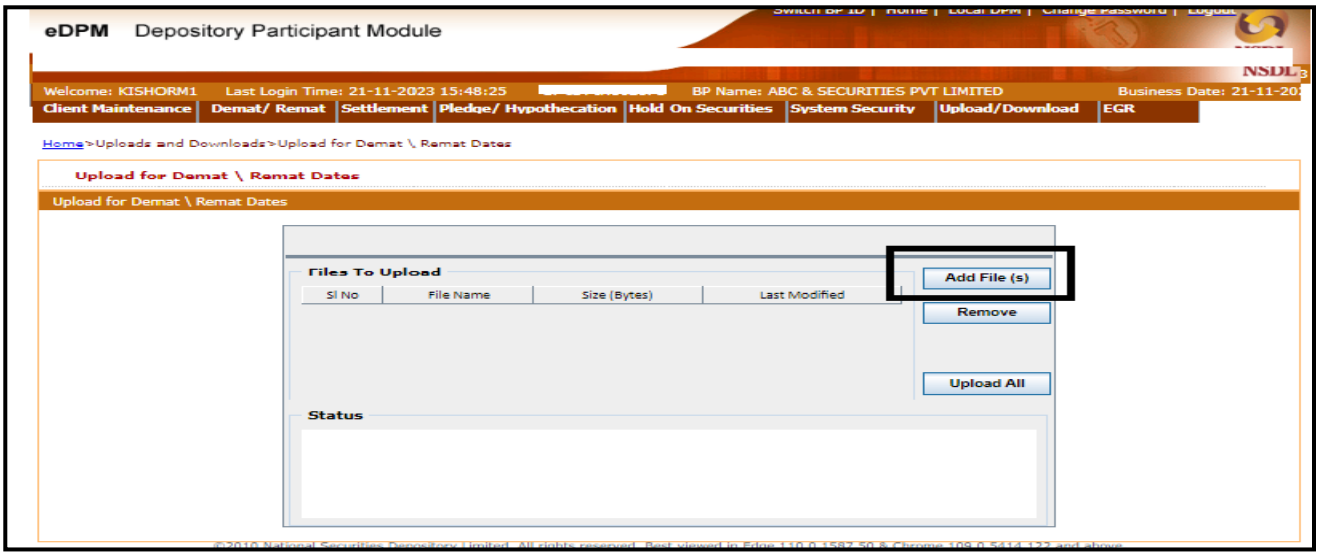
3. Submission through Maker login:

After login to e-DPM, click on 'Home' → 'Uploads & Downloads' → 'Demat\ Remat Document Dates Upload' as exhibited below:

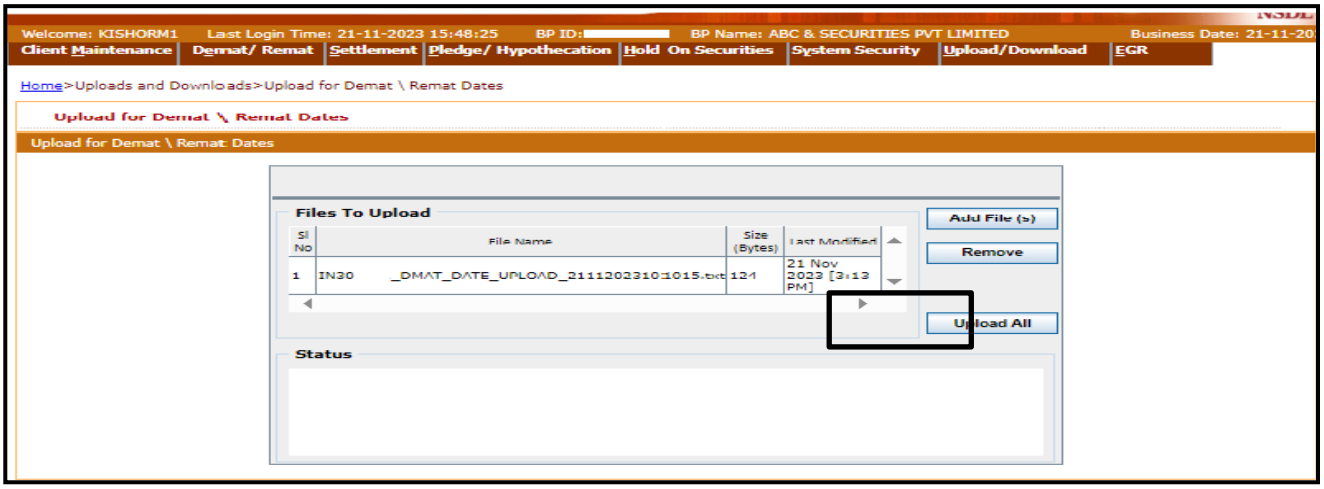
The nomenclature of file to be uploaded for updating the details of dates as mentioned in the table above shall be DPID_DMAT_DATE_UPLOAD_<<DDMMYYHHMMSS>>.TXT.

Upon clicking on 'Demat\ Remat Document Dates Upload', Participant has to click on

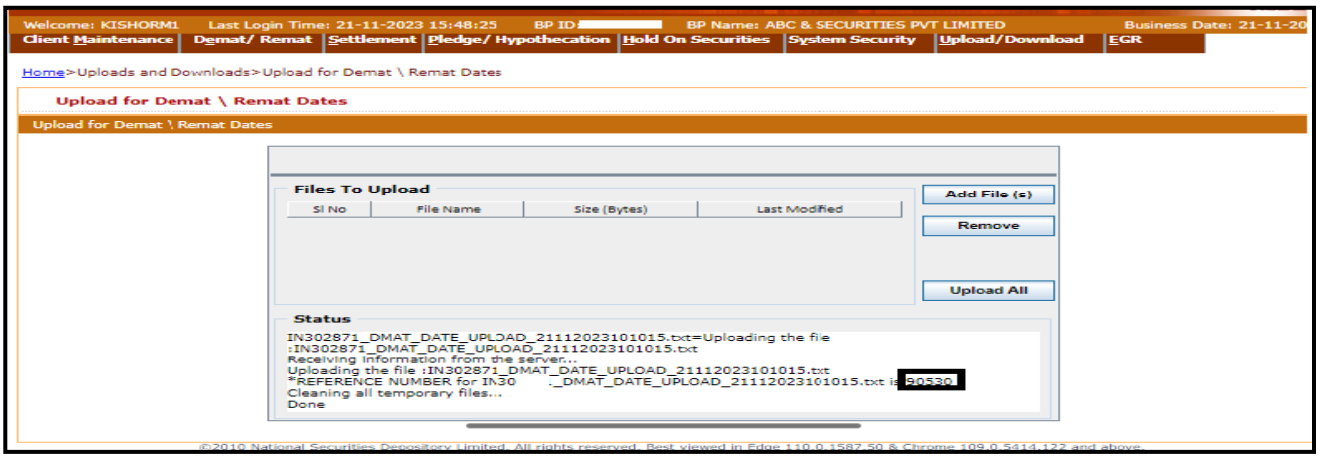
'Add File (s)' button as exhibited below:



Participant has to select the file(s) from the saved path. The file(s) will appear in 'Files To Upload' as exhibited below. Participant has to click on 'Upload All' tab as shown the exhibit below:



Participant on clicking the tab 'Upload All', the reference no. is generated as exhibited below:

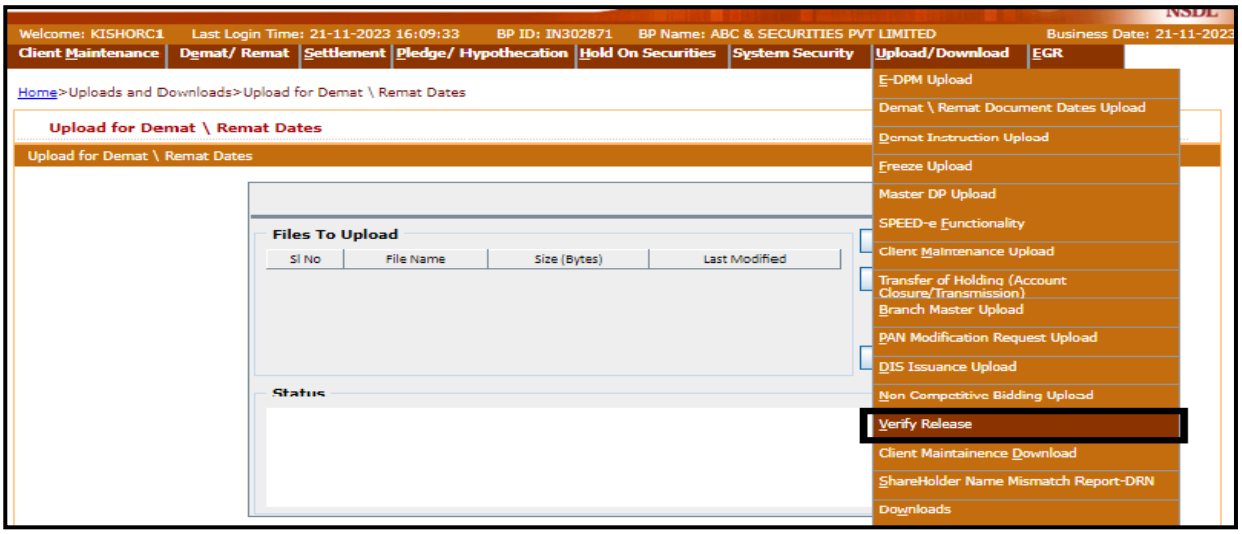


1. Verify release captured reports through Checker login:

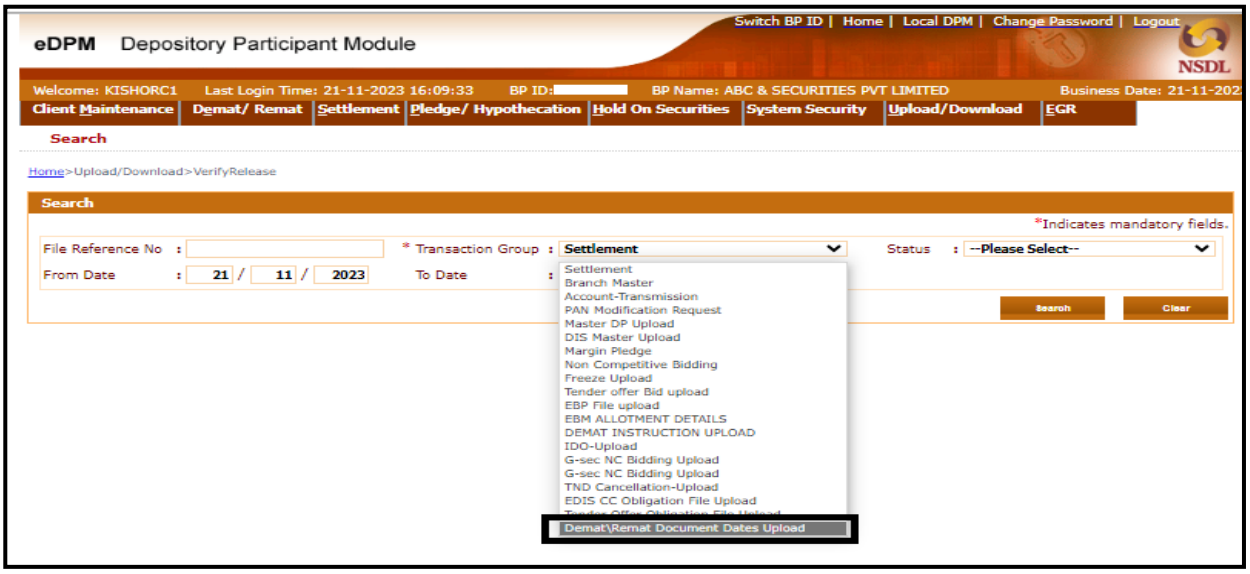
Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights. The report captured by Maker user can be viewed by checker

user from ‘Demat\ Remat Document Dates Upload‘ tab for further submission as exhibited below:

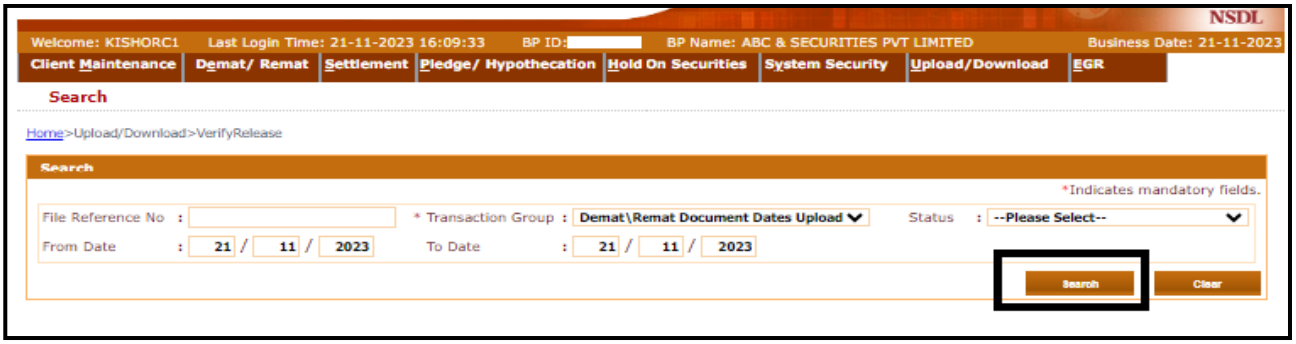
On clicking ‘Demat\ Remat Document Dates Upload’, the checker user will select the status option ‘Verify Release' displayed on screen below:



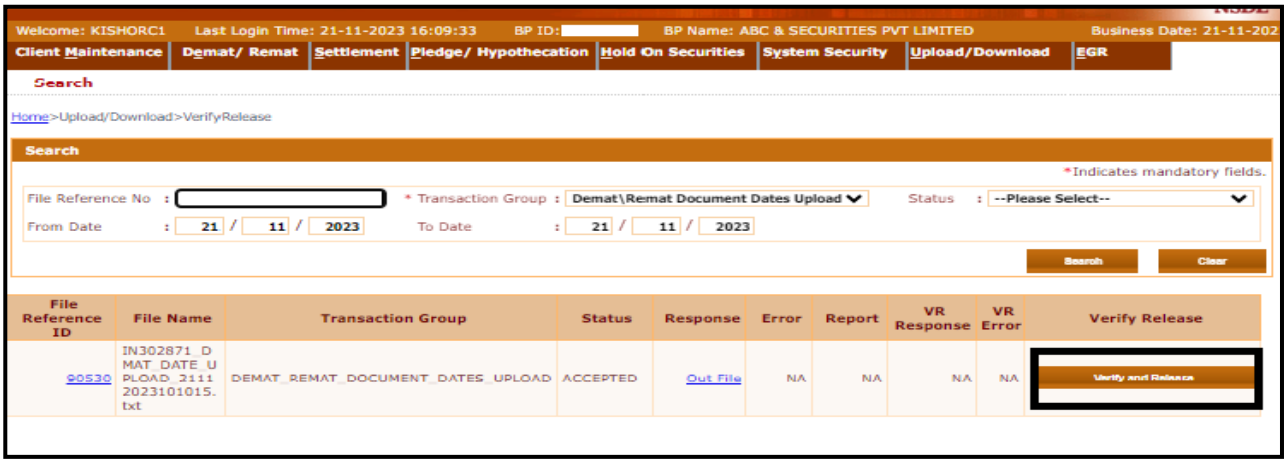
On clicking the ‘Verify Release’, Checker user will have click on ‘Transaction Group’ drop down and select ‘Demat\ Remat Document Dates Upload’ tab as exhibited below:



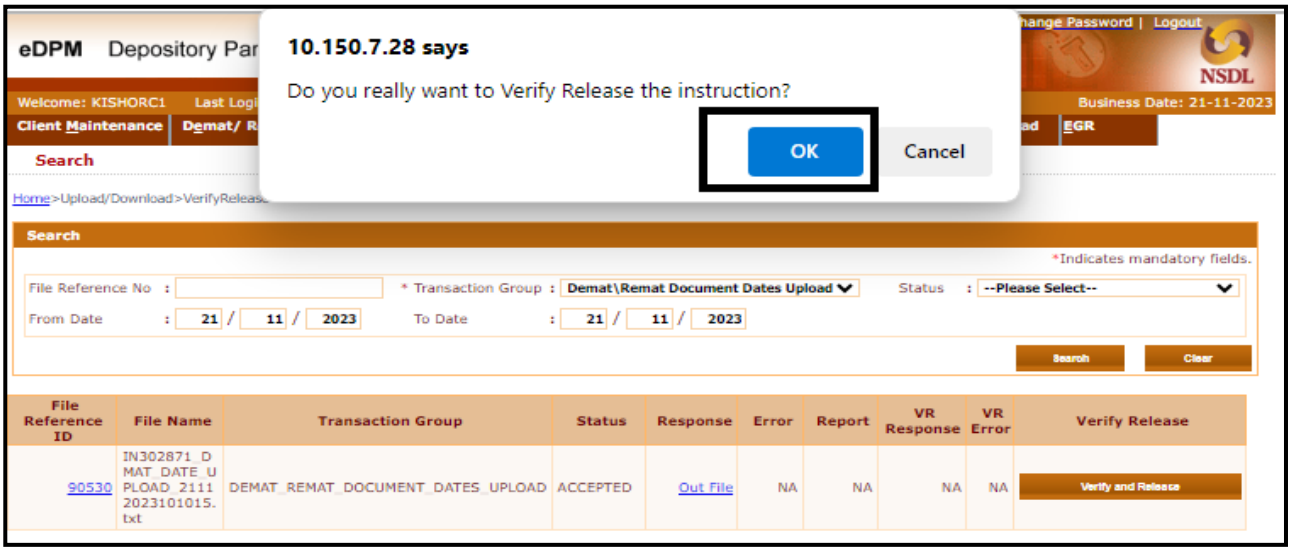
After selecting the 'Demat\ Remat Document Dates Upload' tab, Checker user will have to fill the required date range and click on 'Search' tab as exhibited below:



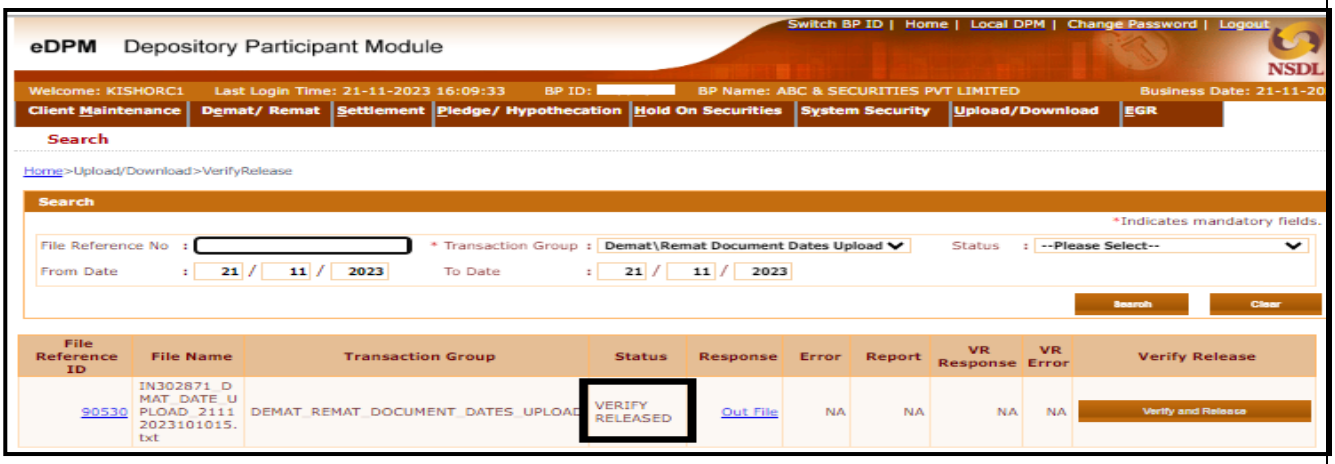
On clicking the 'Search' tab, Checker user will have click on 'Verify and Release' tab to upload the selected file as exhibited below:



On clicking the 'Verify and Release' tab, Checker user will have click on 'OK' tab as exhibited below:



On clicking the 'OK' tab, the status will change from 'ACCEPTED' to 'VERIFY RELEASED' as exhibited below:



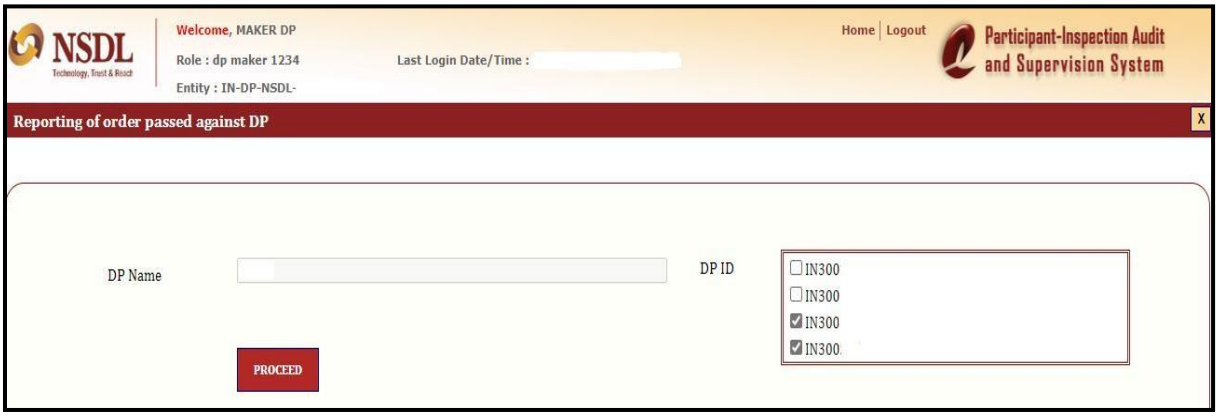
ANNEXURE FF

Procedure for submission of details of indictments or other orders through e-PASSPortal

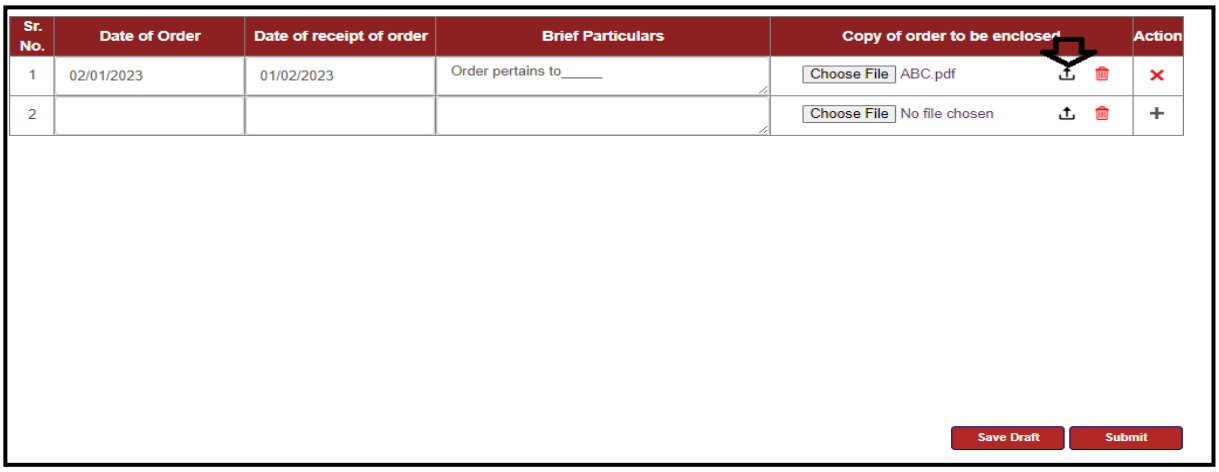
1. Submission of details through Maker login:

After login to e-PASS, click on 'Others' → 'Reporting of Order passed against DP' →'Submitting reporting of order passed against DP' as exhibited below:

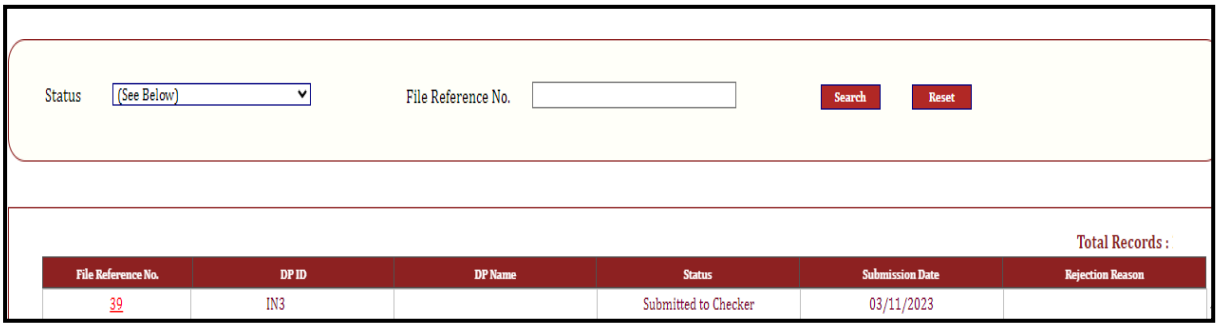
Upon clicking on 'Submit reporting of order passed against DP', all DP IDs of Participant(in case of multiple DPM set-ups) will be selected by default and auto displayed on screen. In case, submission of DP ID wise details of order, user will be able to select/deselect the specific DP ID(s) and submit the order details. Once DP ID is selected thereafter click on 'Proceed' button as exhibited below:



After clicking on 'Proceed' button, the option to fill the details of order will appear on screen wherein user will have to provide 'Date of order', 'Date of receipt of order', Brief of order and upload the copy of order in .pdf format (Max 5 MB) by clicking on the upload tab. Thereafter, user will click on 'Save Draft' before submitting to checker user. Post review, the user has to click on 'Submit' tab as exhibited below:



Submitted report can be viewed by Maker user from 'View / Search reporting of orderpassed against DP' link as exhibited below:

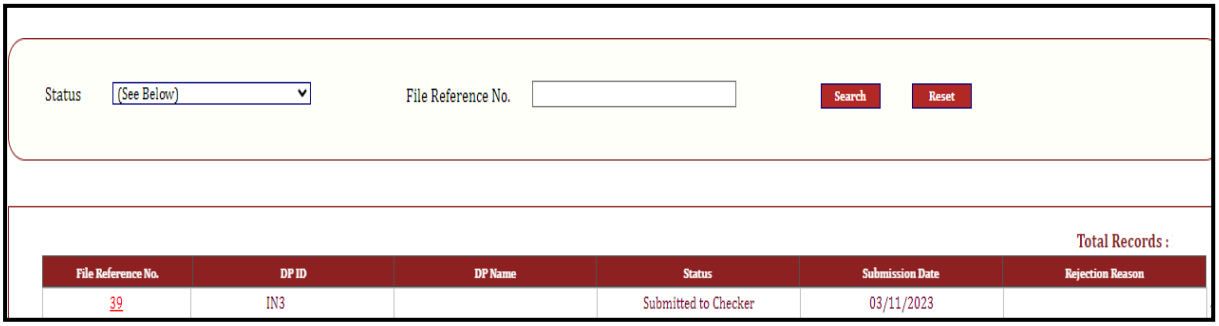


2. Verify release captured reports through Checker login:

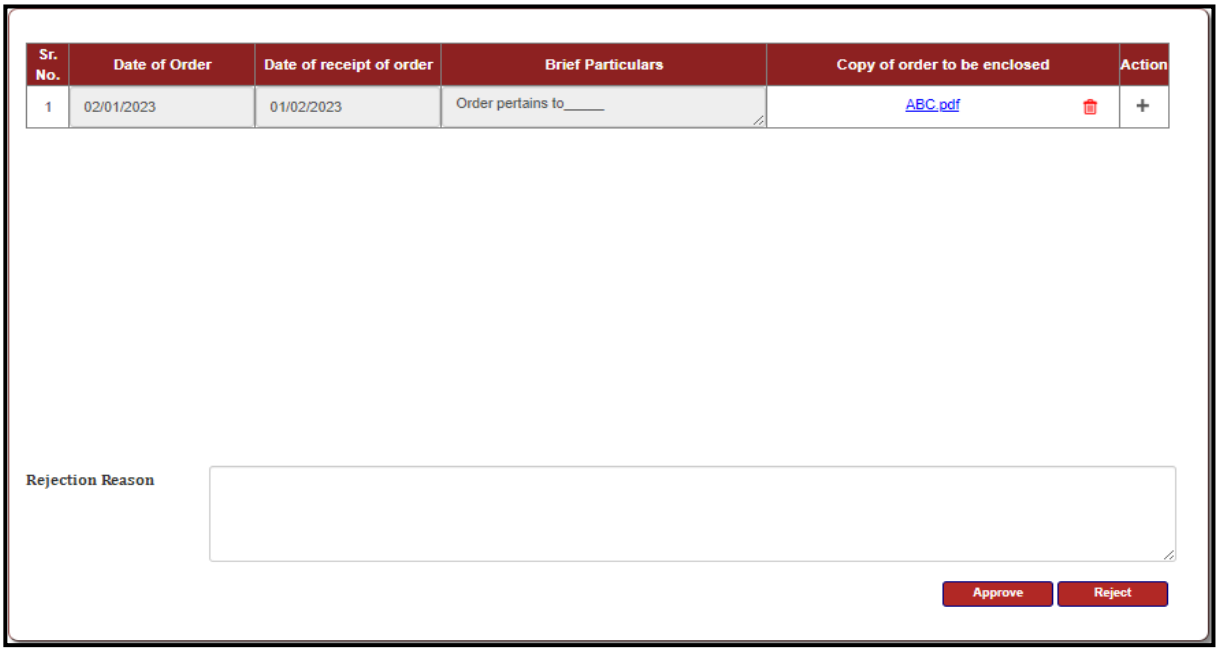
Once the required details are captured by Maker user, same will be required to be verifiedby the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for submission to NSDL. The report captured by Maker user can be viewed by checker user from 'View / Search reporting of order passed against DP' tab for further submission to NSDL as exhibited below:

On clicking ‘View/ Search reporting of order passed against DP’, the checker user will haveto select the ‘Status’ option as ‘submitted to checker' and click on ‘Search’. To verify releasethe captured report, Checker user will have to click on link provided on ‘File Reference No’as exhibited below:

On clicking the ‘File Reference No’ order details filled by Maker user will appear on screen.After

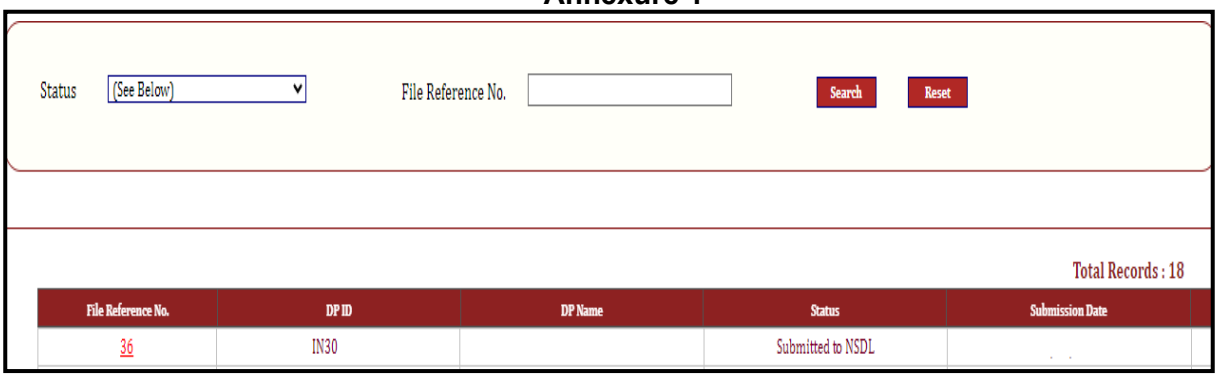


reviewing the details captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on ‘Approve’ tab or return the report to Maker user (in case any changes required in captured report) by clicking on ‘Reject’ tab as exhibited below:



Once the report is submitted to NSDL, all records of Order details submitted by Participantwill get uploaded on NSDL e-PASS and the status of report will get changed to ‘Submittedto NSDL’ as exhibited below:

Annexure 1



It may be noted that report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will need to be returned by Checker user to Maker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Rejection Reason'.

In respect of report(s) returned by Checker, maker user will have to make the necessarychanges by following the steps/ process as mentioned in point no. 1 above and checkerwill have to approve by following the steps/ process mentioned at point no. 2 above.

3. Modification / Deletion of existing User ID's:

For modification/ deletion of Maker User IDs on e-PASS Participants have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	DP Name	First Nameof User	Last Name of User	Mobile no.	Email ID

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular Participants.

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ANNEXURE GG

Sr. No.	Particulars	Heads to consider from Balance sheet/Profit & Loss/Schedule
1	Paid-up Capital + Free Reserves – Share Application Money (total reserves less Revaluation Reserves and Specified Reserves)	**Paid-up Capital:** • Paid-up equity share capital • Paid-up preference share capital • Application money (pending allotment), if allotment is completed subsequently and a letter from CA & Form 2 duly filed with ROC are provided. •Fully, compulsorily & mandatorily convertible debentures/bonds/warrants which are convertible within a period of 10 years from the date of issue. **Free Reserves:** • Share Premium • Reserves to be treated as Free (Annexure 1) •Reserves to be treated as Specified Reserve (Annexure 2)
2	Accumulated Losses	•Accumulated Losses
3	Receivables (more than 6 months old)	• Receivables (more than 6 months old) as per schedule in Balance sheet. • Receivables shall be deducted net of accumulated provision for doubtful debts made on such receivables. • In the case of Bank DPs who have provided an NPA certificate, there is no need to deduct the said receivables.
4	Receivables from Group Companies	• Group Companies Receivables under the head current asset and non current assets both to be considered for deduction. • Long term and short term receivables needs to be deducted. • Group Company shall include all the related parties as disclosed as related parties as per relevant accounting standard.
5	Intangible Assets	• Deferred tax asset. • Goodwill. •Intangibles under development e.g., software or e-platforms under development.

6	Preliminary and preoperative expenses not written off	•Preliminary and preoperative expenses not written off
7	Value of Stock Exchange Card	•Value of any Stock Exchange card should be deducted from Paid up capital & Reserves. In case of NSE membership, the broker pays a membership fee to NSE, which is refundable. Hence, there is no deduction whatsoever for NSE membership.
8	Excess of Loan over value of Pledged Securities/Assets	•Amount of Pledged/ Hypothecated securities/assets to be deducted only if the credit facility availed is more than the value of Pledged/ Hypothecated securities /assets and not the entire amount of Pledged /Hypothecated securities/assets.
9	Investment in Group Companies	•Investment in equity shares or preference shares of the group company should be deducted from Paid up capital & Reserves. However, investment in units of mutual fund of group companies should not be deducted. Both short-term and long-term investment in group companies needs to be deducted. •Group company shall include all the related parties that have been disclosed as such in accordance with the relevant accounting standard. •Share application/allotment money which pertains to the group companies is to be deducted.
10	Loans and advances to Group Companies	•Other than trade receivables including loans, advances, deposits, receivables against asset etc.
11	Statutory Contingent liability	•50% of Liability pertaining to GST, income tax, other statutory dues etc. that is under dispute.

A- **Reserves to be treated as Free**

Types of Reserves	**Remarks**
General Reserve	Not earmarked for specific purpose, dividend can be distributed out of General Reserve
Capital Redemption Reserve	Bonus can be distributed out of CRR
Statutory Reserve	Not earmarked for specific purpose, Banks, FIs or NBFCs required to create because of statutory requirements.
Dividend Equalisation Reserve	It can be utilised to distribute the dividend if particular year's profit is inadequate to maintain the required rate of dividend.
Share Premium	Bonus can be distributed after converting share premium into CRR.
Surplus in profit and loss account	Considered as Free reserve

B- Reserves to be treated as Specified Reserve

Type of Reserves	**Remarks**
Capital Reserve	The treatment for the same should be done on case to case basis.
Revaluation Reserve	Created out of revaluation of fixed assets.
Building Fund	Earmarked for specific purpose.
Contingency Reserve	The treatment for the same should be done on case to case basis.
Depreciation Reserve	Earmarked for specific purpose
Development Fund	Earmarked for specific purpose
Bad Debts Reserve	Earmarked for specific purpose
Charity Fund	Earmarked for specific purpose
Staff Welfare Fund	Earmarked for specific purpose
Social Welfare Fund	Earmarked for specific purpose
Silver Jubilee Fund	Earmarked for specific purpose
Foreign Currency Position	Earmarked for specific purpose

Reserve	
Investment Fluctuation Reserve	Earmarked for specific purpose
Debenture redemption Reserve	Earmarked for specific purpose
Foreign Currency translation reserve	Not a free reserve

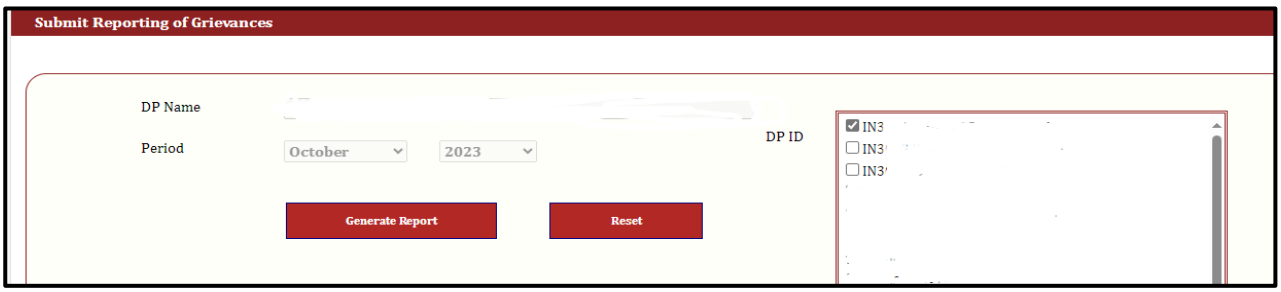
ANNEXURE HH

Procedure for submitting details of grievances resolved during the month

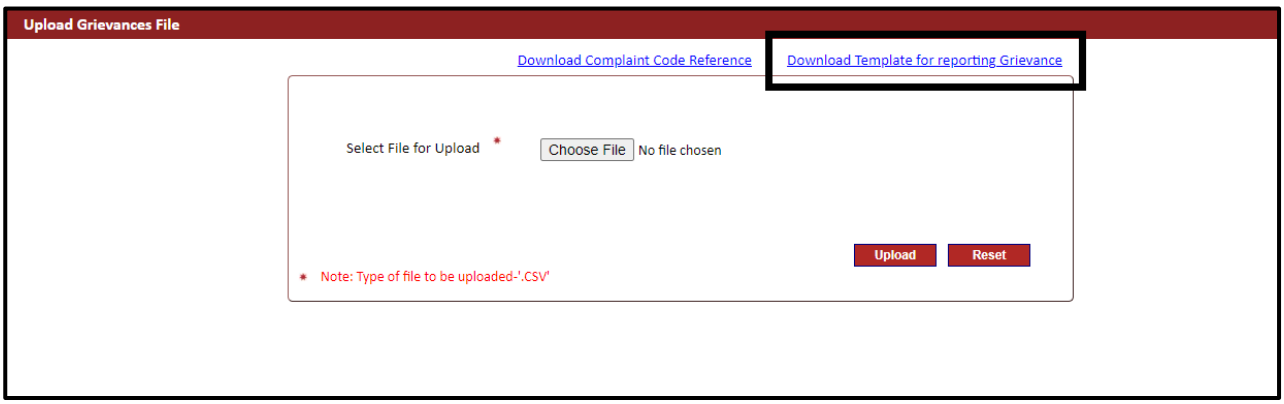
2. Submission through Maker login:

After login to e-PASS, under DP IG Report module, click on 'Reporting of Grievances' → 'Submit Reporting of Grievances' as exhibited below:

Upon clicking on 'Submit Reporting of Grievances', all DP IDs of Participant (in case of multiple DPM set-ups) will be selected by default and auto displayed on screen. In case, of submission of DP ID wise details, user will be able to select/deselect the specific DP ID(s) and submit the details. Once DP ID is selected thereafter click on 'Generate Report' button as exhibited below:



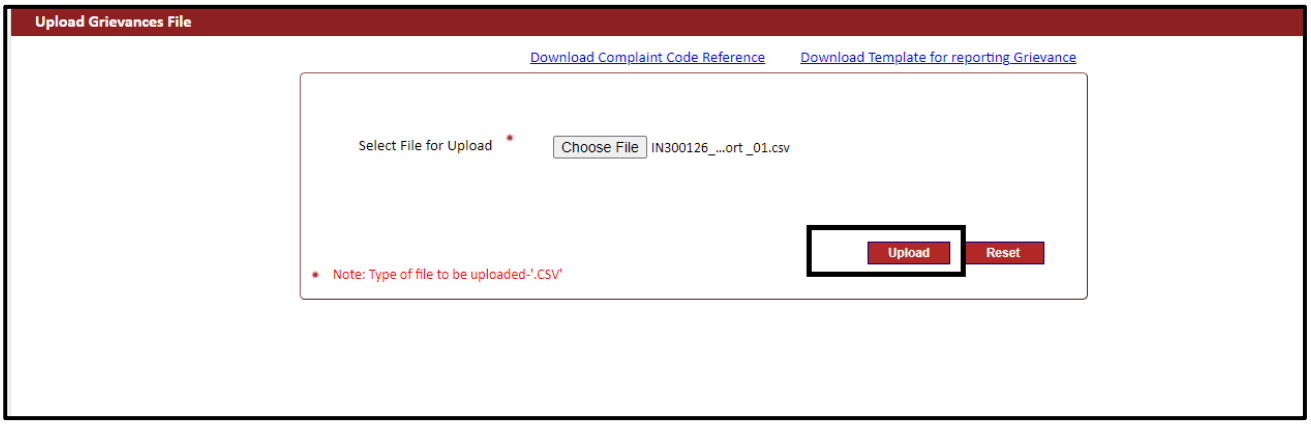
After clicking on 'Generate Report' button, on the screen two links will be displayed i.e. 'Download complaint code reference' and 'Download the template for reporting Grievance' as exhibited below:



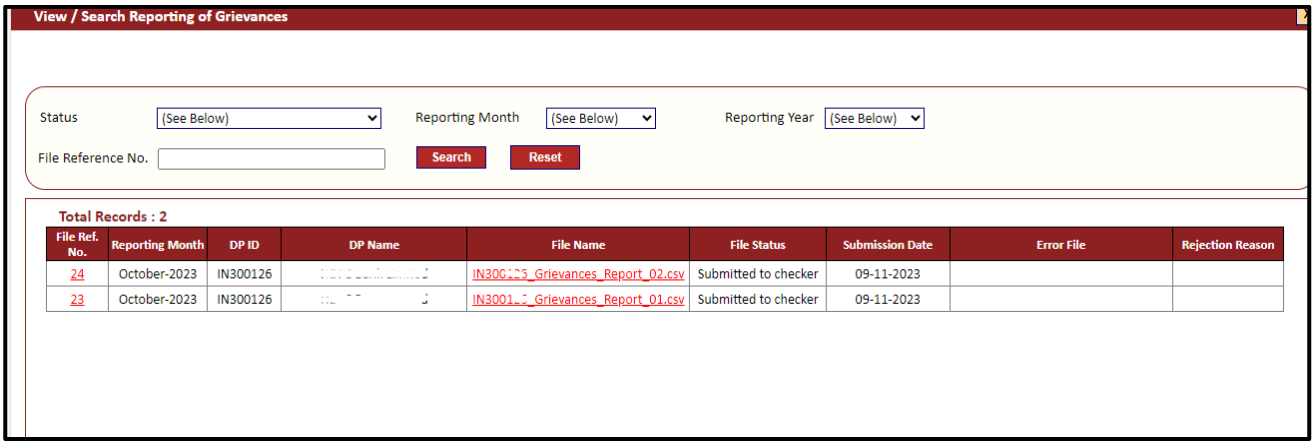
The user will click on 'Download Template for reporting Grievance" and .csv file will get downloaded.

The user will fill in the .csv file with details of 'Date of receipt of Grievance (DD-MM-YYYY)' example: 07-11-2023; 'Name of the complainant'; 'DP ID'; 'Client Id'; 'Complaint Code' (user can download complaint code reference from the link exhibited above for selecting the code) and 'Date of resolution of the Grievance (DD-MM-YYYY)' example: 09-11-2023. Thereafter, the user will click on 'Upload' as exhibited below:

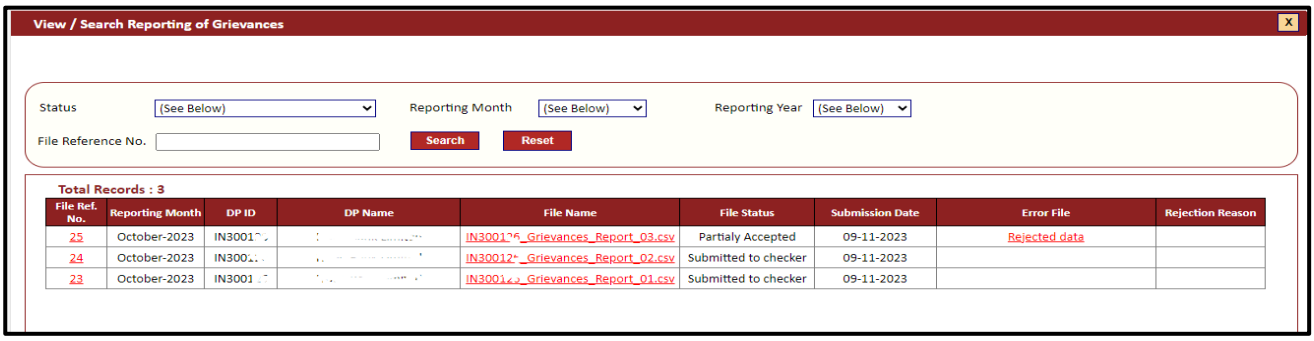
Nomenclature of file: DPID_Grievances_Report_01 (Batch no. needs to be changed if upload of file is done in multiple batches during the month).



Submitted report can be viewed by Maker user from 'View / Search Reporting of Grievances' link as exhibited below:



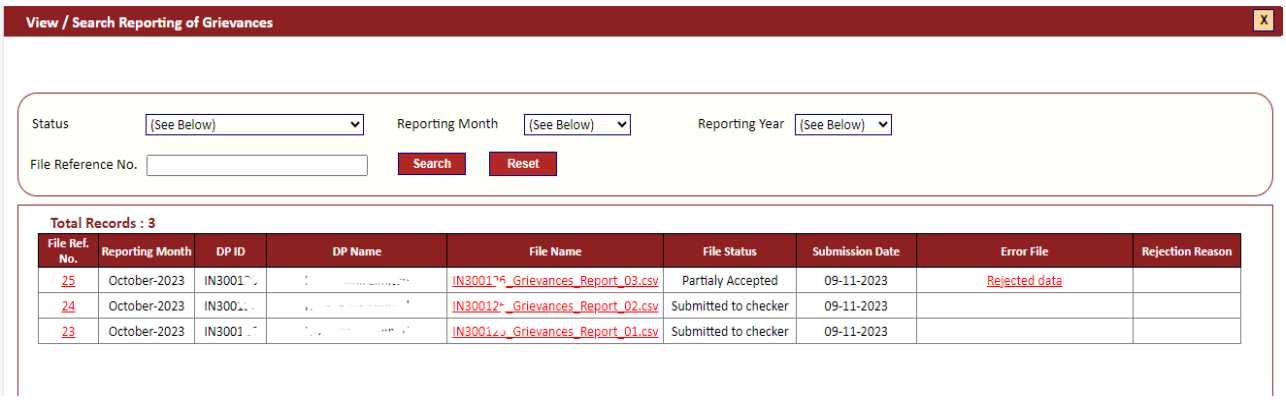
Details mentioned in the .csv file shall be validated for basic checks like length of client id, date format, alpha numeric field etc. If the details mentioned in the file are incorrect than file with only correct records will partially get uploaded with status as 'Partially Accepted'. The records which are rejected will be available in the 'Rejected data" under the head 'Error file' as exhibited below. The user will have to rectify the error and upload the revised data in different file with different batch number, i.e. **DPID_Grievances_Report_02** and follow the steps mentioned above:



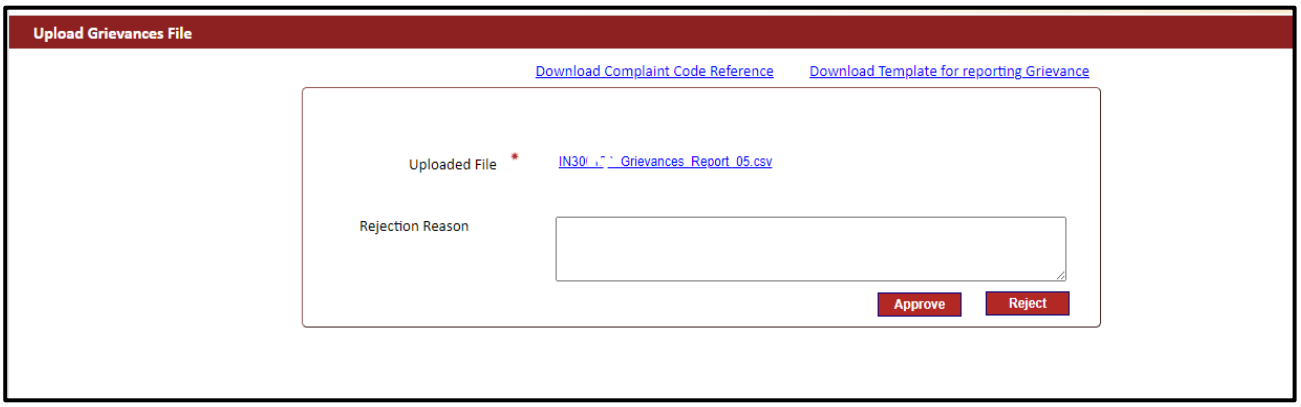
3. Verify release captured reports through Checker login:

Once the required details are captured by Maker user, accepted records in file status – "partially accepted' and 'submitted to checker' will be available for verification by the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer). The checker shall verify the details captured by the maker user and thereafter submit to NSDL. The report captured by Maker user can be viewed by checker user from 'View / Search Reporting of Grievances' tab for further submission to NSDL as exhibited below:

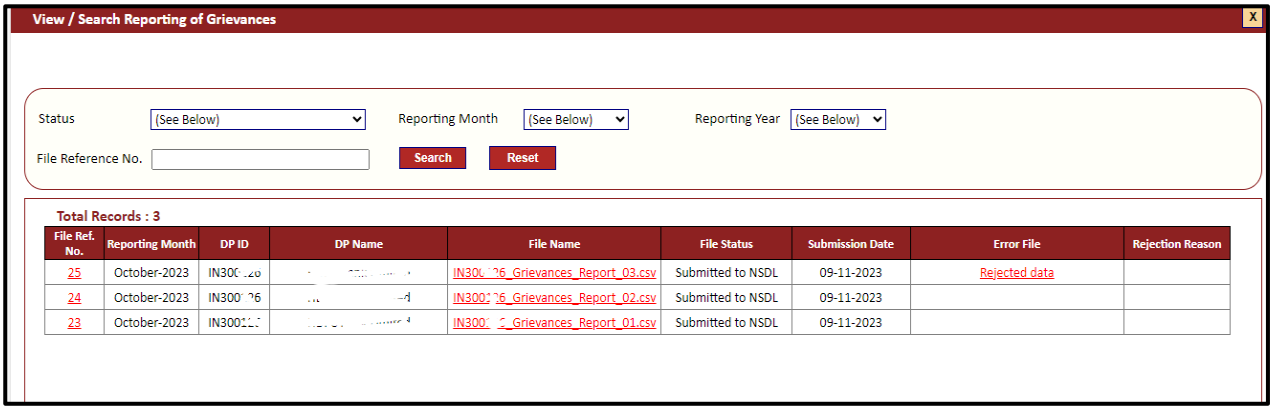
On clicking 'View / Search Reporting of Grievances', the checker user will select the status option 'submitted to checker' displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File Ref. No.' on screen.



On clicking the "File Ref. No." the link of .csv file uploaded by Maker user will appear on screen. Upon clicking the uploaded file link, accepted records uploaded by the maker will be made available for download in .csv file. After reviewing the details captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Approve' button or return the report to Maker user (in case any changes required in captured report) by clicking on 'Reject' button as exhibited below:



Once the 'Approve' button is clicked, details of Reporting of Grievances' filed by Participant will get uploaded on NSDL e-PASS and the status of report will get changed to 'Submitted to NSDL' as exhibited below:



It may be noted that, report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will have to be returned to Maker user by Checker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Rejection Reason'.

In respect of report(s) returned by Checker, maker user will have to make the necessary changes by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

4. Modification / Deletion of existing User ID's:

For modification/ deletion of Maker User IDs on e-PASS, Participants have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	DP Name	First Name of User	Last Name of User	Mobile no.	Email ID

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular Participants.

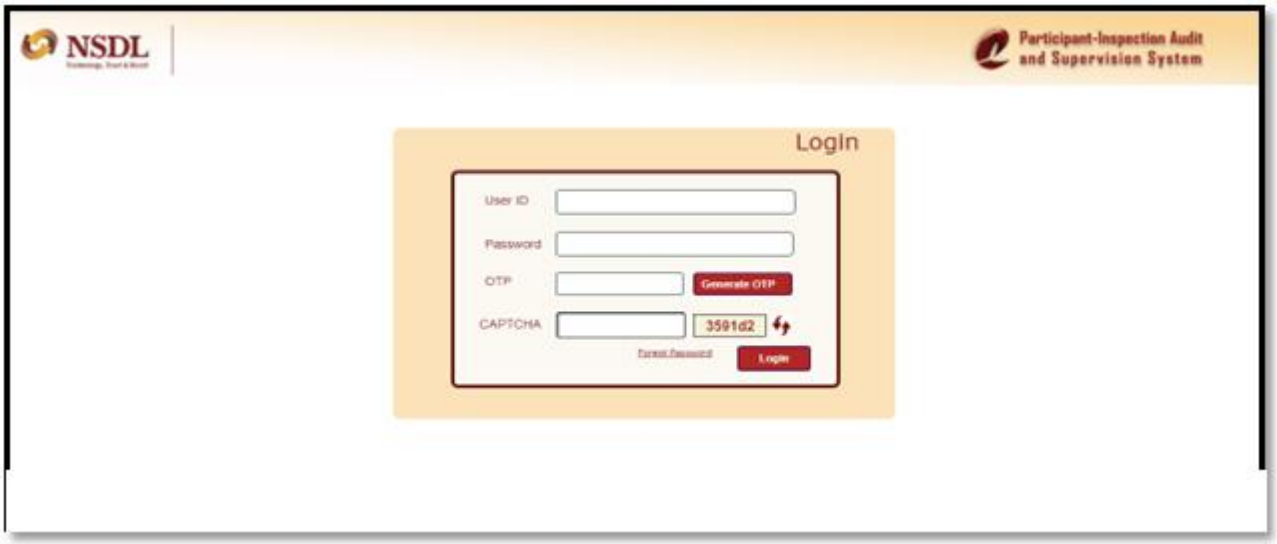
ANNEXURE Z1

Guidelines to submit the Revalidation VAPT Report

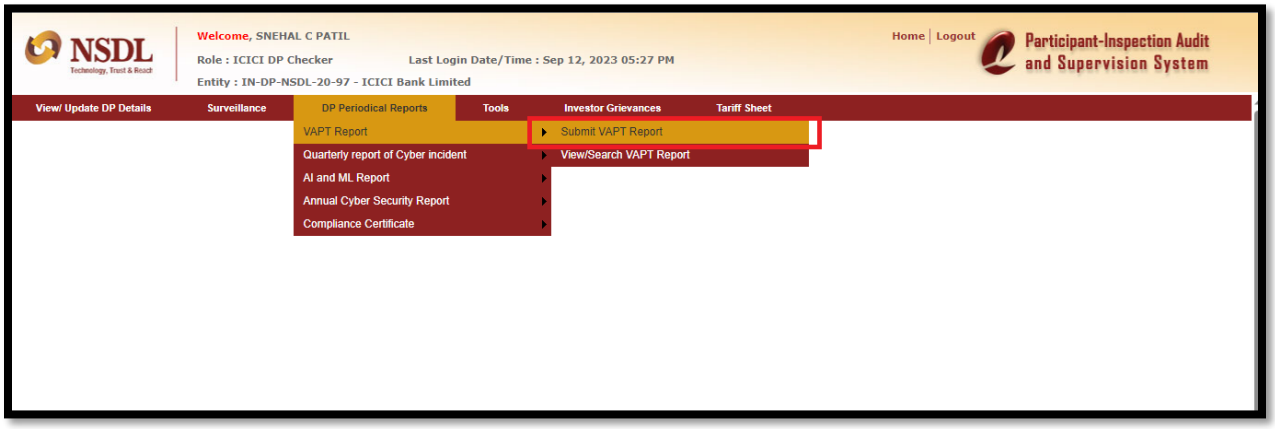
Click on e-PASS URL : https://www.epass.nsdl.com to submit the VAPT revalidation report.

SUBMIT VAPT REVALIDATION REPORT:

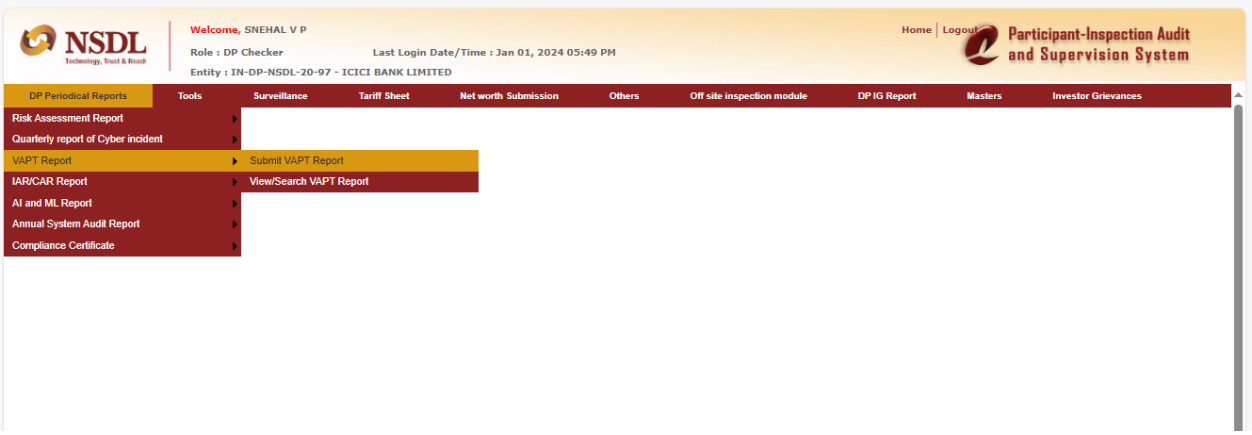
1. **Login in e-PASS by using DP Checker.**



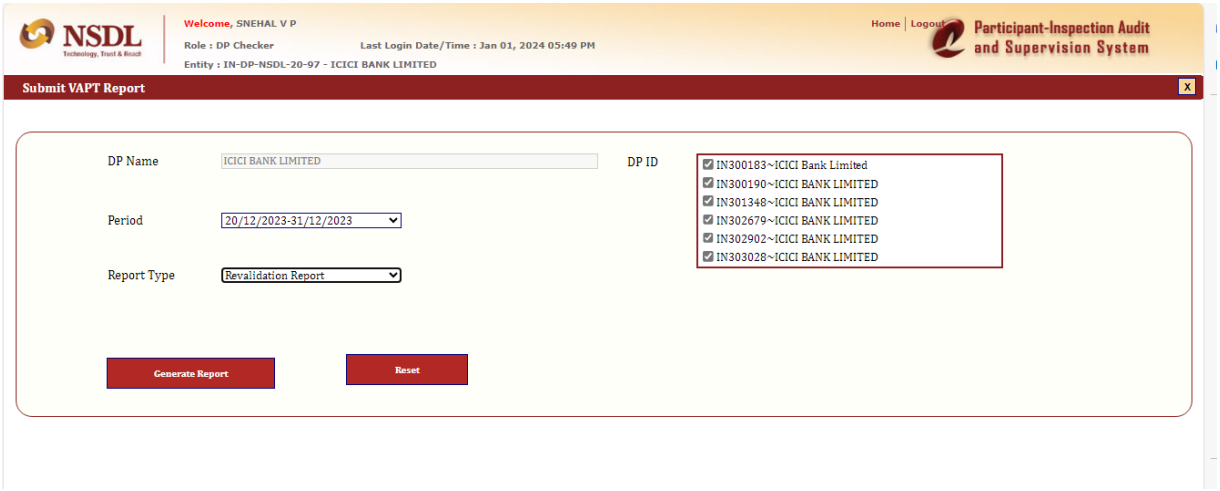
2. **Go to DP Periodical report TAB.**

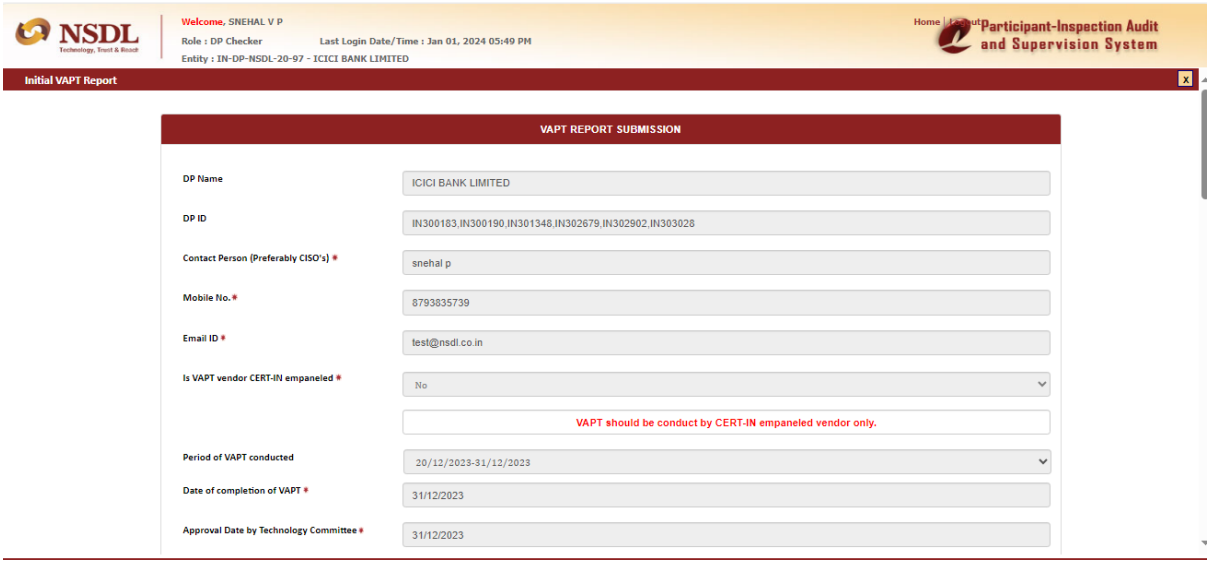


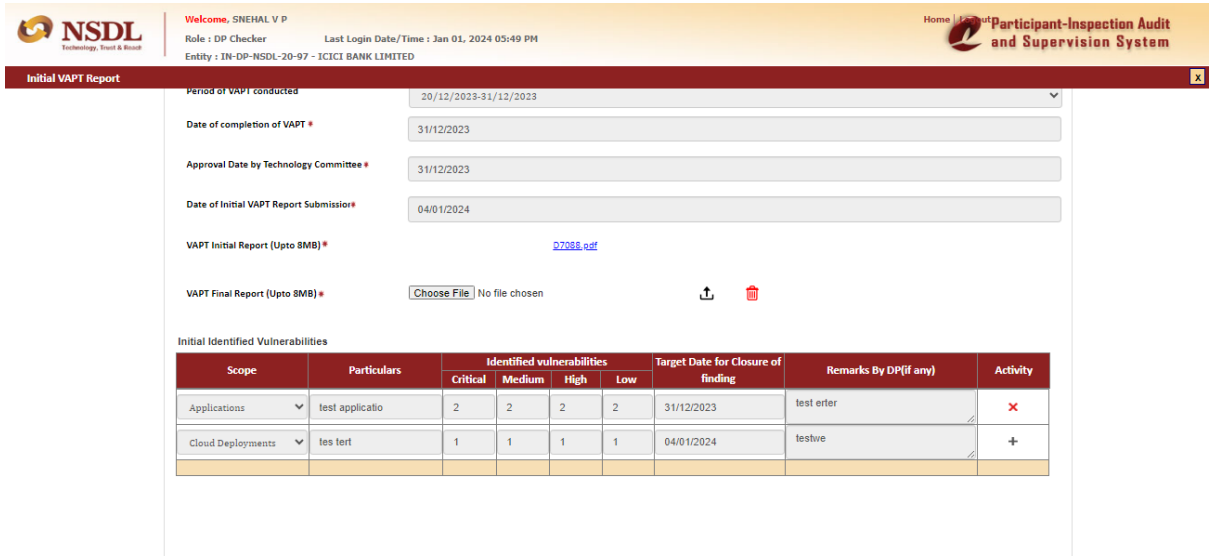
3. **Click on VAPT Report. -> Click on Submit VAPT report**



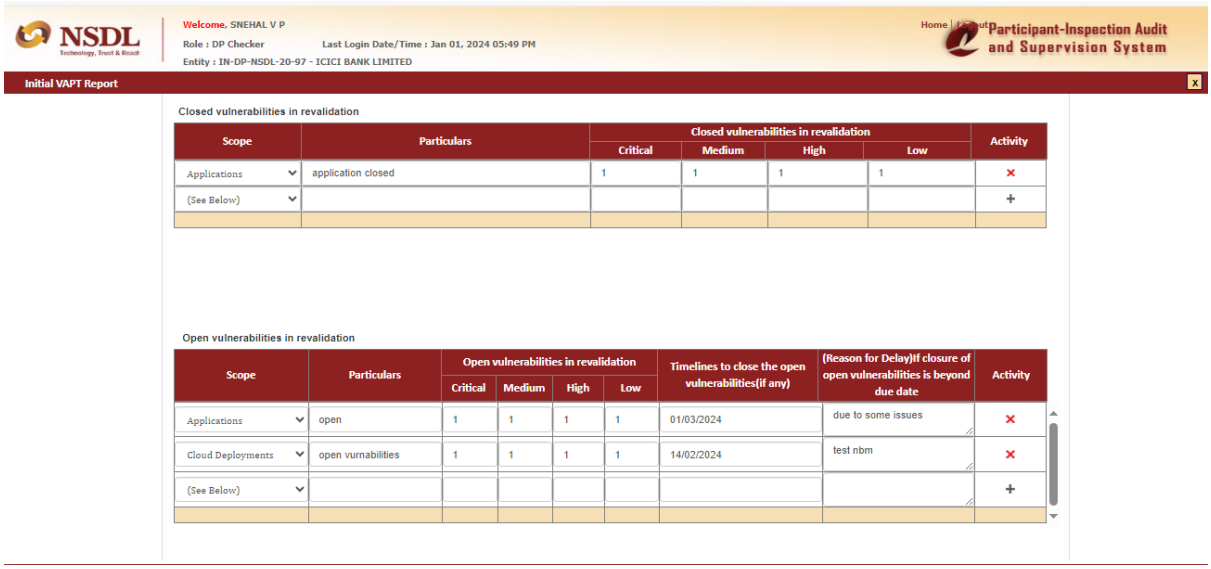
4. **Select Audit period, report type and click on generate report.**

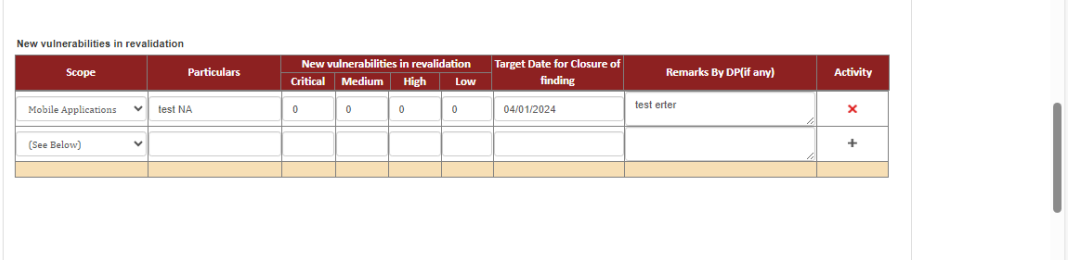






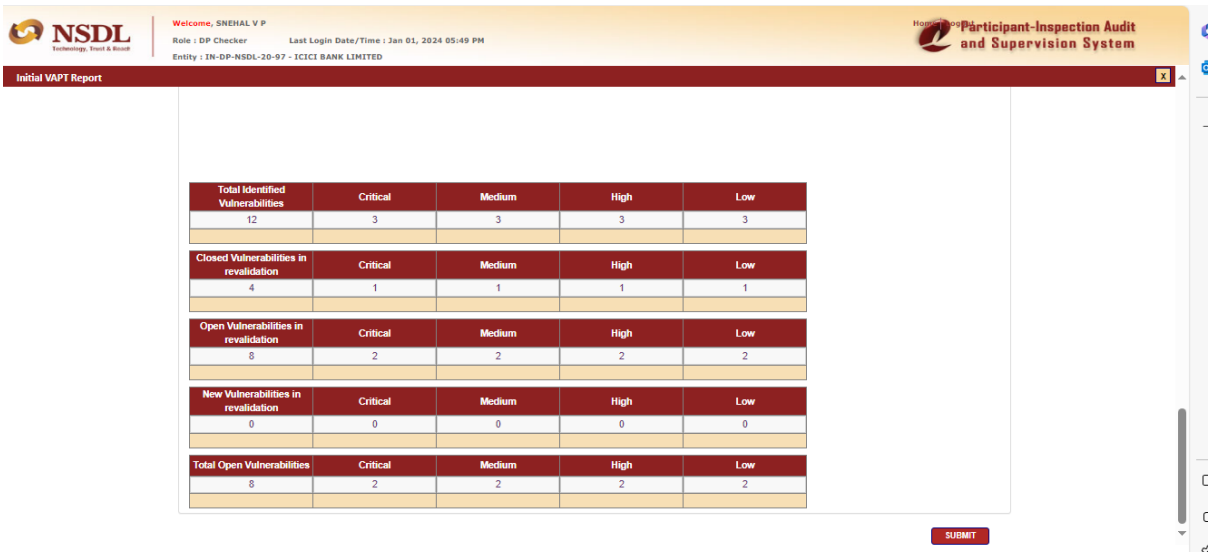
5. **Enter Closed, Open and New vulnerabilities in the respective fields.**





New vulnerabilities in revalidation

Scope	Particulars	New vulnerabilities in revalidation				Target Date for Closure of finding	Remarks By DP(if any)	Activity
		Critical	Medium	High	Low			
Mobile Applications	test NA	0	0	0	0	04/01/2024	test erter	×
(See Below)								+



NSDL

Welcome, SNEHAL V P
Role : DP Checker Last Login Date/Time : Jan 01, 2024 05:49 PM
Entity : IN-DP-NSDL-20-97 - ICICI BANK LIMITED

Participant-Inspection Audit and Supervision System

Initial VAPT Report

Total Identified Vulnerabilities	Critical	Medium	High	Low
12	3	3	3	3

Closed Vulnerabilities in revalidation	Critical	Medium	High	Low
4	1	1	1	1

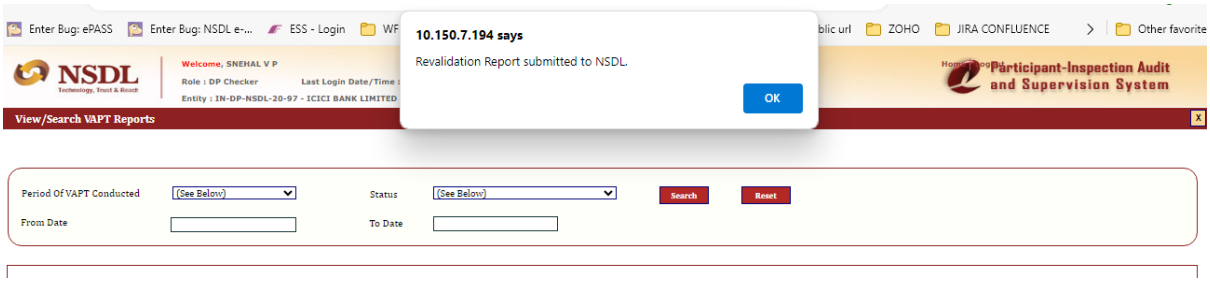
Open Vulnerabilities in revalidation	Critical	Medium	High	Low
8	2	2	2	2

New Vulnerabilities in revalidation	Critical	Medium	High	Low
0	0	0	0	0

Total Open Vulnerabilities	Critical	Medium	High	Low
8	2	2	2	2

SUBMIT

6. Click on Submit -> Revalidation report submitted to NSDL.



Enter Bug: ePASS | Enter Bug: NSDL e-... | ESS - Login | WF | ZOHO | JIRA CONFLUENCE | Other favorite

10.150.7.194 says
Revalidation Report submitted to NSDL.
OK

NSDL

Welcome, SNEHAL V P
Role : DP Checker
Entity : IN-DP-NSDL-20-97 - ICICI BANK LIMITED

Participant-Inspection Audit and Supervision System

View/Search VAPT Reports

Period Of VAPT Conducted (See Below) Status (See Below) Search Reset
From Date To Date

7. VIEW/SEARCH -Revalidation VAPT REPORT:

1. If the DP checker wants to check the submitted revalidation report, then the same can be checked from View / Search VAPT Report. Click on Report Number and open/view report

NSDL Technology, Trust & Reach

Welcome, SNEHAL V P

Role : DP Checker Last Login Date/Time : Jan 01, 2024 05:49 PM

Entity : IN-DP-NSDL-20-97 - ICICI BANK LIMITED

Home | Logout

Participant-Inspection Aud and Supervision Syste

View/Search VAPT Reports

Period Of VAPT Conducted (See Below) Status (See Below) Search Reset

From Date To Date

Total Records : 1

Report No.	DP ID	DP NAME	Period Of VAPT Conducted	Approval Date	Initial VAPT Report Submission	Submission Date
58	IN300183,IN300190,IN301348,IN302679,IN302902,IN303028	ICICI BANK LIMITED	20/12/2023-31/12/2023	31-12-2023	04-01-2024	04-01-2024

***

ANNEXURE Z2

Auditor Selection Norms

1. The Audit shall be conducted by **CERT-In empaneled organization/ entity.**

2. The Auditor/Auditor firm can perform a maximum of 3 successive audits of the DP. However, such an auditor shall be eligible for re-appointment after a cooling – off period of one year and the Auditor should not have been engaged over the last three years in any consulting engagement with any departments / units of the DP.

3. Auditors must preferably have a minimum of 3 years of experience in IT audit of Banking and Financial services, preferably in the Securities Market. E.g. Stock exchanges, clearing houses, depositories, stockbrokers, depository participants, mutual funds, etc. The audit experience should have covered all the major areas mentioned under various cybersecurity frameworks and guidelines issued by SEBI from time to time.

4. It is recommended that resources employed shall have relevant industry recognized certifications e.g. CISA (Certified information Systems Auditor) from ISACA, CISM (Certified Information Securities Manager) from ISACA, GSNA (GIAC Systems and Network Auditor), CISSP (Certified Information Systems Security professional) from International Information systems Security Certification Consortium, commonly known as (ISC)2.

5. The Auditor, as being appointed by DPs must **not have any conflict of interest** in conducting fair, objective, and independent audit. Further, the directors / partners of Audit firm shall not be related to any Directors/Promoters/Proprietor of the said DPs either directly or indirectly.

6. The Auditor shall not have any cases pending against its previous audited companies/firms, which fall under SEBI's jurisdiction, which point to its incompetence and/or unsuitability to perform the audit task.

7. The DPs and auditors are required to retain records of physical visits conducted during audits like name, qualification & date of visit/s of auditor, along with audit artifacts, proofs of concept (POCs), and evidence related to terms of reference (TOR) points.

ANNEXURE Z3

Scope

The scope of cyber audit of DPs should cover all the systems i.e. systems and applications provided by Depositories to DPs as well as DP's own system whether in house or off the shelf products etc.

Terms of Reference (TOR) for Cyber Security Audit Report

Cyber Audit TOR Clause	Checkpoints Description
1	**Governance**
1(a)	Has the Depository Participant formulated a comprehensive Cyber Security and Cyber Resilience policy document encompassing the framework mentioned in the SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018 and subsequent amendments made thereto.
1(b)	In case of deviations from the suggested framework, whether reasons for such deviations, technical or otherwise, are provided in the policy document.
1(c)	Is the policy document approved by the Board/ Partners/ Proprietor of the Depository Participant.
1(d)	Is the policy document reviewed by the Board/ Partners/ Proprietor of the Depository Participant at least annually with the view to strengthen and improve its Cyber Security and Cyber Resilience framework.
1(e)	Whether the Cyber Security Policy includes the following process to identify, assess, and manage Cyber Security risk associated with processes, information, networks, and systems:
	a. 'Identify' critical IT assets and risks associated with such assets.
	b. 'Protect' assets by deploying suitable controls, tools and measures.
	c. 'Detect' incidents, anomalies and attacks through appropriate monitoring tools/processes.
	d. 'Respond' by taking immediate steps after identification of the incident, anomaly or attack.
	e. 'Recover' from incident through incident management and other appropriate recovery mechanisms.
1(f)	Whether policy/ procedure document refers to best practices from international standards like ISO 27001, COBIT 5, etc., or their subsequent revisions, if any, from time to time.
1(g)	Has the policy document considered the principles prescribed by National Critical Information Infrastructure Protection Centre (NCIIPC) of National Technical Research Organization (NTRO), Government of India (titled 'Guidelines for Protection of National Critical Information Infrastructure') and subsequent revisions, if any, from time to time.

Cyber Audit TOR Clause	Checkpoints Description
1(h)	Has the Depository Participant designated a senior official or management personnel as Designated Officer whose function would be to assess, identify, and reduce security and Cyber Security risks, respond to incidents, establish appropriate standards and controls, and direct the establishment and implementation of processes and procedures as per the Cyber Security policy.
1(i)	Has the Depository Participant constituted a Technology Committee comprising of experts.
1(j)	Whether the Technology Committee has reviewed on a half yearly basis the implementation of the Cyber Security and Cyber Resilience policy, which includes:
	a) review of their current IT and Cyber Security and Cyber Resilience capabilities.
	b) setting goals for a target level of Cyber Resilience and establishing plans to improve and strengthen Cyber Security and Cyber Resilience.
	c) placing of the review report before the Board / Partners/ Proprietor of the Depository Participant for appropriate action.
1(k)	Whether the Designated Officer and the Technology Committee have periodically reviewed instances of cyber-attacks, if any, domestically and globally, and taken steps to strengthen Cyber Security and Cyber Resilience framework.
1(l)	Has the Depository Participant established a reporting procedure to facilitate communication of unusual activities and events to the Designated Officer in a timely manner.
1(m)	Has Depository Participant defined responsibilities of its employees, outsourced staff, and employees of vendors or participants and other entities, who may have privileged access or use systems/ networks of the Depository Participant towards ensuring the goal of Cyber Security.
1(n)	Has the Depository Participant prepared detailed incident response plan. Has the Depository Participant defined roles and responsibilities of Chief Information Security Officer (CISO) and other senior personnel. Reporting and compliance requirements shall be clearly specified in the security policy. Whether the details of CISO are shared with CERT-In through Email (info@cert-in.org.in)
2	**Identification**

Cyber Audit TOR Clause	Checkpoints Description
2(a)	Has the Depository Participant identified and classified critical assets based on their sensitivity and criticality for business operations, services and data management. Whether the critical assets include business critical systems, internet facing applications /systems, systems that contain sensitive data, sensitive personal data, sensitive financial data, Personally Identifiable Information (PII) data, etc. Whether all the ancillary systems used for accessing/communicating with critical systems either for operations or maintenance are also classified as critical systems. Has the Board/Partners/Proprietor of the Depository Participant approved the list of critical systems. Has the Depository Participant maintained up-to-date inventory of its hardware and systems and the personnel to whom these have been issued, software and information assets (internal and external), details of its network resources, connections to its network and data flows.
2(b)	Has the Depository Participant identified cyber risk or has the process to identify cyber risks (threats and vulnerabilities) that it may face, along with the likelihood of such threats and impact on the business and thereby, deploy controls commensurate to the criticality.
3	**Protection**
3(a)	**Access controls** Whether the Depository Participant has a process to ensure that no person by virtue of rank or position has any intrinsic right to access confidential data, applications, system resources or facilities.
3(b)	**Access controls** Whether any access to Depository Participant's systems, applications, networks, databases, etc., has a defined purpose and is for a defined period. Whether the Depository Participant grants access to IT systems, applications, databases, and networks on a need-to-use basis and the access is based on the principle of least privilege to provide security for both on-and off-premises resources (i.e., zero-trust models). Whether such access is granted for the period when the access is required and is authorized using strong authentication mechanisms. Whether maker-checker framework is implemented in strict manner and multi factor authentication (MFA) is enabled for all users that connect using online/internet facility and particularly for virtual private networks, webmail and user accounts that access critical systems and applications.

Cyber Audit TOR Clause	Checkpoints Description
3(c)	Has the Depository Participant implemented an access policy which addresses strong password controls for users' access to systems, applications, networks, and databases. Whether the password policy includes clauses on: 1. Periodic review of accounts of ex-employees. 2. Reuse of password across multiple accounts. 3. Not storing the list of passwords on the system Illustrative examples for strong password controls are given in Annexure C of SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018
3(d)	Whether all critical systems of the Depository Participant accessible over the internet have two-factor security (such as VPNs, Firewall controls etc.)
3(e)	Whether the Depository Participant ensures that records of user access to critical systems, wherever possible, are uniquely identified and logged for audit and review purposes. Whether such logs are maintained and stored in a secure location for a time period not less than two (2) years. Has the Depository Participant implemented a strong log retention policy as per extant SEBI regulations and required by CERT-In and IT Act 2000. Has the Depository Participant audited all logs that are being collected. Whether the Depository Participant monitors incidents to identify unusual patterns and behaviours.
3(f)	Whether the Depository Participant deploys controls and security measures to supervise staff with elevated system access entitlements (such as admin or privileged users) to Depository Participant's critical systems. Whether such controls and measures inter-alia include restricting the number of privileged users, periodic review of privileged users' activities, disallow privileged users from accessing systems logs in which their activities are being captured, strong controls over remote access by privileged users. Whether maker-checker framework is implemented for modifying the user's right in internal applications.
3(g)	Whether the employees and outsourced staff such as employees of vendors or service providers, who may be given authorized access to the Depository Participant's critical systems, networks and other computer resources, are subject to stringent supervision, monitoring, and access restrictions.
3(h)	Whether the Depository Participant has formulated an Internet access policy to monitor and regulate the use of internet and internet-based services such as social media sites, cloud-based internet storage sites, etc. within the Depository Participant's critical IT infrastructure.
3(i)	Whether the User Management addresses the deactivation of access of privileges of users who are leaving the organization or whose access privileges have been withdrawn.

Cyber Audit TOR Clause	Checkpoints Description
4	**Physical Security**
4(a)	Whether physical access to the critical systems is restricted to minimum and only to authorized officials. Whether physical access of outsourced staff/visitors is properly supervised by ensuring at the minimum that outsourced staff/visitors are always accompanied at all times by authorized employees.
4(b)	Whether physical access to the critical systems is revoked immediately if the same is no longer required.
4(c)	Whether the Depository Participant ensures that the perimeter of the critical equipment's room, if any, is physically secured and monitored by employing physical, human and procedural controls such as the use of security guards, CCTVs, card access systems, mantraps, bollards, etc. where appropriate
5	**Network Security Management**
5(a)	Has the Depository Participant established baseline standards to facilitate consistent application of security configurations to operating systems, databases, network devices and enterprise mobile devices within their IT environment.
5(b)	Whether the LAN and wireless networks are secured within the Depository Participant's premises with proper access controls.
5(c)	Whether the Depository Participant has installed network security devices, such as firewalls, proxy servers, intrusion detection and prevention systems (IDS) to protect its IT infrastructure which is exposed to the internet, from security exposures originating from internal and external sources.
5(d)	Whether adequate controls are deployed to address virus/ malware / ransomware attacks. These controls may include host/ network/ application-based IDS systems, customized kernels for Linux, anti-virus and anti-malware software etc.
5(e)	Whether the Depository Participant has deployed web and email filters on the network. Whether the Depository Participant has configured these devices to scan for known bad domains, sources, and addresses and block these before receiving and downloading messages. Whether the Depository Participant scans all emails, attachments, and downloads both on the host and at the mail gateway with a reputable antivirus solution.
5(f)	Whether the Depository Participant blocks the malicious domains/IPs after diligently verifying them without impacting the operations. Whether CSIRT-Fin/CERT-ln advisories which are published periodically referred for latest malicious domains/IPs, C&C DNS and links.

Cyber Audit TOR Clause	Checkpoints Description
5(g)	Whether the Depository Participant restricts execution of "PowerShell" and "wscript" in enterprise environment, if not required. Whether the Depository Participant ensures installation and use of the latest version of PowerShell, with enhanced logging enabled, script block logging and transcription enabled. Whether the Depository Participant sends the associated logs to a centralized log repository for monitoring and analysis.
5(h)	Whether the Depository Participant utilizes host-based firewall to prevent Remote Procedure Call (RPC) and Server Message Block (SMB) communication among endpoints whenever possible.
5(i)	Whether the Depository Participant implements the practice of whitelisting of ports based on business usage at Firewall level rather than blacklisting of certain ports. Whether the traffic on all other ports which have not been whitelisted is blocked by default.
6	**Data security**
6(a)	Whether critical/sensitive and Personally Identifiable Information (PII) data is identified, classified, and encrypted in motion and at rest by using strong encryption methods. Illustrative measures in this regard are given in Annexure A and B of SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018
6(b)	Has the Depository Participant implemented measures to prevent unauthorized access or copying or transmission of data/ information held in contractual or fiduciary capacity. Whether it is ensured that confidentiality of information is not compromised during the process of exchanging and transferring information with external parties. Illustrative measures to ensure security during transportation of data over the internet are given in Annexure B of SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018
6(c)	Whether the information security policy also covers use of devices such as mobile phones, faxes, photocopiers, scanners, etc., within their critical IT infrastructure, that can be used for capturing and transmission of sensitive data. For instance, defining access policies for personnel, and network connectivity for such devices etc.
6(d)	Whether the Depository Participant allows only authorized data storage devices within their IT infrastructure through appropriate validation processes.
6(e)	Whether the Depository Participant has enforced BYOD (Bring your own device) security policies, like requiring all devices to use a business-grade VPN service and antivirus protection.
6(f)	Whether the Depository Participant has deployed detection and alerting tools. Whether the Depository Participant has created data leakage prevention (DLP) solutions/ processes inclusive of detection, alerting, prevention, containment & response to a data breach/ data leak.

Cyber Audit TOR Clause	Checkpoints Description
6(g)	Whether the Depository Participant has enforced effective data protection, backup, and recovery measures.
7	**Hardening of Hardware and Software**
7(a)	Whether the Depository Participant only deploys hardened hardware/ software, including replacing default passwords with strong passwords and disabling or removing services identified as unnecessary for the functioning of the system.
7(b)	Whether open ports on networks and systems which are not in use or that can be potentially used for exploitation of data are blocked and measures are taken to secure them.
8	**Application Security in Customer Facing Applications**
8(a)	Whether the Depository Participant's customer facing applications offered over the Internet such as portals containing sensitive or private information and back-office applications, are secured. (Illustrative list of measures for ensuring security in such applications is provided in Annexure C of SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018)
9	**Certification of off-the-shelf products**
9(a)	Whether the Depository Participant has ensured that off the shelf products being used for core business functionality (such as Back-office applications) bear Indian Common Criteria Certification of Evaluation Assurance Level 4 provided by Standardization Testing and Quality Certification (STQC), Ministry of Electronics and Information Technology Whether custom developed/ in-house software and components have undergone intensive regression testing, configuration testing etc. and whether the scope of tests include business logic and security controls as well.
10	**Patch management**
10(a)	Whether the Depository Participant has included all operating systems and applications for updating latest patches on a regular basis. Whether the Depository Participant has established and ensured that patch management procedures include the identification, categorization and prioritization of patches and updates. Whether an implementation timeframe for each category of patches is established, to apply them in a timely manner. Where patches are not available, has the Depository Participant considered virtual patching for protecting systems and networks. Are the patches sourced only from the authorized sites of the OEM.
10(b)	Has the Depository Participant performed rigorous testing of security patches and updates, where possible, before deployment into the production environment so as to ensure that the application of patches do not impact other systems.
11	**Disposal of data, systems, and storage devices**

Cyber Audit TOR Clause	Checkpoints Description
11(a)	Has the Depository Participant framed suitable policy for disposal of storage media and systems. Whether the critical data/ information on such devices and systems removed by using methods such as crypto shredding/ degauss/ physical destruction as applicable.
11(b)	Has the Depository Participant formulated a data-disposal and data-retention policy to identify the value and lifetime of various parcels of data.
12	**Vulnerability Assessment and Penetration Testing (VAPT)**
12(a)	Has the Depository Participant carried out periodic Vulnerability Assessment and Penetration Tests (VAPT) which inter-alia includes critical assets and infrastructure components like Servers, Networking systems, Security devices, Load balancers, other IT systems pertaining to the activities done as Depository Participant, in order to detect security vulnerabilities in the IT environment and in-depth evaluation of the security posture of the system through simulation of actual attacks on its system and networks.
12(b)	Has the Depository Participant conducted VAPT at least once in a financial year. Has the Depository Participant engaged only CERT-In empanelled organizations for conducting VAPT. Whether the final report on said VAPT has been submitted to the Depository after approval from Technology Committee of Depository Participant, within 1 month of completion of VAPT activity.
12(c)	Has the Depository Participant performed vulnerability scanning and conducted penetration testing prior to the commissioning of a new system which is a critical system or part of an existing critical system.
12(d)	In case of vulnerabilities discovered in off-the-shelf products (used for core business) or applications provided by vendors, has the Depository Participant reported them to the vendors and the Depository in a timely manner.
12(e)	Whether any gaps/vulnerabilities detected are remedied on immediate basis and compliance of closure of findings identified during VAPT is submitted to the Depository within 3 months post the submission of final VAPT report.
13	**Monitoring and Detection**
13(a)	Whether the Depository Participant has established appropriate security monitoring systems and processes to facilitate continuous monitoring of security events/ alerts and timely detection of unauthorised or malicious activities, unauthorised changes, unauthorised access and unauthorised copying or transmission of data/ information held in contractual or fiduciary capacity, by internal and external parties. Whether the security logs of systems, applications and network devices exposed to the internet are monitored for anomalies to identify unusual patterns and behaviours.

Cyber Audit TOR Clause	Checkpoints Description
13(b)	Whether the Depository Participant has implemented suitable mechanisms to monitor capacity utilization of its critical systems and networks that are exposed to the internet to ensure high resilience, high availability, and timely detection of attacks on systems and networks exposed to the internet, for example, controls such as firewalls to monitor bandwidth usage.
13(c)	Whether the Depository Participant is proactively monitoring the cyberspace to identify phishing websites w.r.t. to REs domain and reporting the same to CSIRT¬ Fin/CERT-ln for taking appropriate action.
14	**Response and Recovery**
14(a)	Whether the alerts generated from monitoring and detection systems are suitably investigated to determine activities that are to be performed to prevent expansion of such incident of cyber-attack or breach, mitigate its effect, and eradicate the incident.
14(b)	Does the response and recovery plan of the Depository Participant include timely restoration of systems affected by incidents of cyber-attacks or breaches, for instance, offering alternate services or systems to Customers. Whether the Depository Participant has the same Recovery Time Objective (RTO) and Recovery Point Objective (RPO) as specified by SEBI for Market Infrastructure Institutions vide SEBI circular CIR/MRD/DMS/17/20 dated June 22, 2012, as amended from time to time
14(c)	Whether the response plan also defines responsibilities and actions to be performed by its employees and support/ outsourced staff in the event of cyber-attacks or breach of Cyber Security mechanism.
14(d)	Whether incidents of loss or destruction of data or systems are thoroughly analysed
14(e)	Whether lessons learned from such incidents are incorporated to strengthen the security mechanism and improve recovery planning and processes.
14(f)	Whether the Depository Participant also conducts suitable periodic drills to test the adequacy and effectiveness of the response and recovery plan. Whether the Depository Participant has conducted Periodic DR drills.
15	**Sharing of Information**
15(a)	Whether all Cyber-attacks, threats, cyber-incidents and breaches experienced by Depository Participant are reported to Depository /CERT-In and SEBI within 6 hours of noticing/ detecting such incidents or having such incidents brought to notice. Whether this information is shared with CERT-In and SEBI through the dedicated e-mail id: incident@cert-in.org.in & sbdp-cyberincidents@sebi.gov.in.

Cyber Audit TOR Clause	Checkpoints Description
15(b)	The incident shall also be reported to Indian Computer Emergency Response team (CERT-In) in accordance with the guidelines/ directions issued by CERT-In from time to time. Additionally, the Depository Participant, whose systems have been identified as "Protected system" by National Critical Information Infrastructure Protection Centre (NCIIPC) shall also report the incident to NCIIPC.
15(c)	Whether quarterly reports containing information on cyber-attacks, threats, cyber-incidents and breaches experienced by Depository Participant and measures taken to mitigate vulnerabilities, threats and attacks including information on bugs/ vulnerabilities / threats that may be useful for other Depository Participants, are submitted to Depository within 15 days from the quarter ended June, September, December and March of every year.
16	**Training and Education**
16(a)	Whether the Depository Participant has conducted activities on building Cyber Security and basic system hygiene awareness of staff (with a focus on staff from non-technical disciplines).
16(b)	Whether the Depository Participant conducts periodic training programs to enhance knowledge of IT/ Cyber Security policy and standards among the employees incorporating up-to-date Cyber Security threat alerts and advisories issued by CERT- In/ CSIRT-Fin that may be referred for assistance in conducting exercises for public awareness. Whether the training programs are extended to outsourced staff, vendors etc and whether the training programs are reviewed and updated to ensure that the contents of the program remain current and relevant.
16(c)	Whether the Depository Participant provides training to the employees to avoid clicking on a link in a spear-phishing email, reusing their personal password on a work account, mixing personal with work email and/or work documents, or allowing someone, they should not, use their corporate device, especially in Work from Home environment.
17	**Systems managed by vendors**
17(a)	Where the systems (Back office and other Customer facing applications, IT infrastructure, etc.) of a Depository Participant are managed by vendors and the Depository Participant may not be able to implement some of the aforementioned guidelines directly, whether the Depository Participant has instructed the vendors to adhere to the applicable guidelines in the Cyber Security and Cyber Resilience policy and obtain the necessary self-certifications from them to ensure compliance with the policy guidelines.
18	**SEBI Compliances**

Cyber Audit TOR Clause	Checkpoints Description
18(a)	Auditor to ensure implementation of circulars, notices, guidelines, and advisories published by CERT-In/ CSIRT-Fin and SEBI and mention: a. Adherence to all such circulars, notices, guidelines, and advisories published b. Reporting adherences based on prescribed periodicity in point (a) above
19	**Advisory for Financial Sector Organizations:**
19(a)	Whether the Depository Participant has complied with the SEBI circular no. SEBI/HO/MIRSD2/DOR/CIR/P/ 2020/221 dated November 03, 2020, for Advisory for Financial Sector Organizations regarding Software as a Service (SaaS) based solutions.
20	**Cyber Security Advisory - Standard Operating Procedure (SOP)**
20(a)	Whether all aspects of the Cyber Security Advisory - Standard Operating Procedure (SOP) issued by SEBI have been complied by the Depository Participant
20(b)	Whether the Depository Participant has a well-documented Cyber Security incident handling process document (Standard Operating Procedure - SOP) in place. Whether such policy is approved by Board of the Depository Participant (in case of corporate Depository Participant), Partners (in case of partnership firms) or Proprietor (in case of sole proprietorship firm) as the case may be and is reviewed annually by the "Designated Officer" and "Technology Committee" as constituted under SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018, for review of Security and Cyber Resilience policy.
20(c)	Has the Depository Participant examined the Cyber Security incident and classified the Cyber Security incidents into High/ Medium/ Low as per their Cyber Security incident handling process document. Has the Cyber Security incident handling process document defined decision on Action/ Response for the Cyber Security incident based on severity.
20(d)	Has the Depository Participant reported the Cyber Security incident to Indian Computer Emergency Response Team (CERT-In).
20(e)	Whether the Depository Participant has provided the reference details of the reported Cyber Security incident with CERT-In to the Depository and SEBI. Whether the Depository Participant has provided details, regarding whether CERT-In team is in touch with the Depository Participant for any assistance on the reported Cyber Security incident. If the Cyber Security incident is not reported to CERT-In, has the Depository Participant submitted the reasons for the same to the Depository and SEBI. Whether the Depository Participant has communicated with CERT-In/ Ministry of Home Affairs (MHA)/ Cyber Security Cell of Police for further assistance on the reported Cyber Security incident.

Cyber Audit TOR Clause	Checkpoints Description
20(f)	Whether the Depository Participant has submitted details about whether the Cyber Security incident has been registered as a complaint with law enforcement agencies such as Police or its Cyber Security cell. If yes, are the details provided to Depository and SEBI. If no, then the reason for not registering complaint has been provided to Depository and SEBI.
20(g)	Whether the details of the reported Cyber Security incident submitted to various agencies by the Depository Participant are also submitted to Division Chiefs (in-charge of divisions at the time of submission) of DOS-MIRSD and CISO of SEBI in accordance with SEBI email dated April 16, 2021 on Standard Operating Procedure (SOP) for handling cyber security incidents
20(h)	The Designated Officer of the Depository Participant (appointed in terms of para 6 of the SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018) shall continue to report any unusual activities and events within 6 hours of receipt of such information as well as submit the quarterly report on the cyber-attacks & threats within 15 days after the end of the respective quarter in the manner as specified in Depository Participant circular.
20(i)	Has the Depository Participant complied with Advisory for SEBI Regulated Entities (REs) regarding Cybersecurity best practices - SEBI/HO/ITD/ITD_VAPT/P/CIR/2023/032 dated February 22, 2023
21	**Security of Cloud Services**
21(a)	Whether the Depository Participant checks public accessibility of all cloud instances in use. Whether the Depository Participant ensures that no server/bucket is inadvertently leaking data due to inappropriate configurations.
21(b)	Whether the Depository Participant ensures proper security of cloud access tokens and ensures that the tokens are not exposed publicly in website source code, any configuration files etc.
21(c)	Whether the Depository Participant has implemented appropriate security measures for testing, staging and backup environments hosted on cloud. Does the Depository Participant ensures that the production environment is kept properly segregated from these. Whether the Depository Participant disables/removes older or testing environments if their usage is no longer required.
21(d)	Whether the Depository Participant has considered employing hybrid data security tools that focus on operating in a shared responsibility model for cloud-based environments.
21(e)	Whether the Depository Participant has complied with the SEBI circular SEBI/HO/ITD/ITD_VAPT/P/CIR/2023/033 dated March 06, 2023 for cloud framework

ANNEXURE Z4

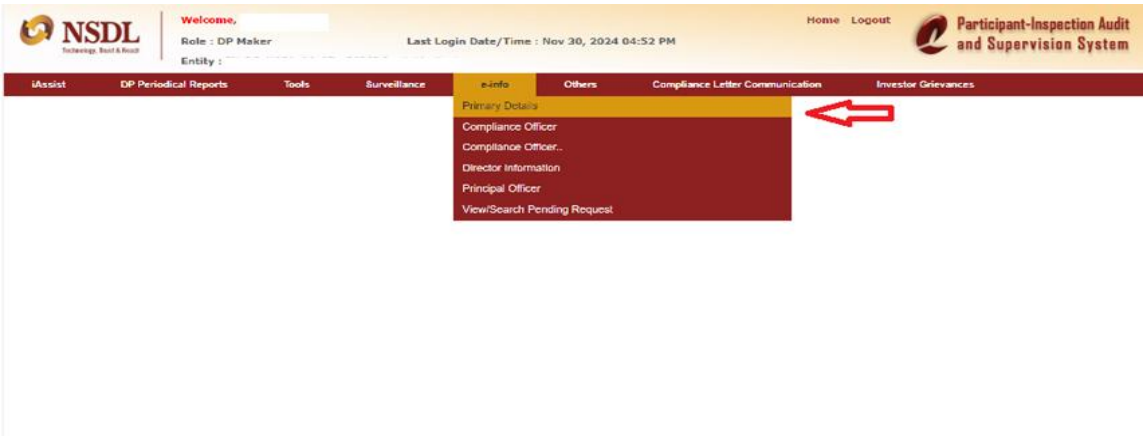
Procedure for submission of modification in the website URL of participants through e-PASS

Process flow:

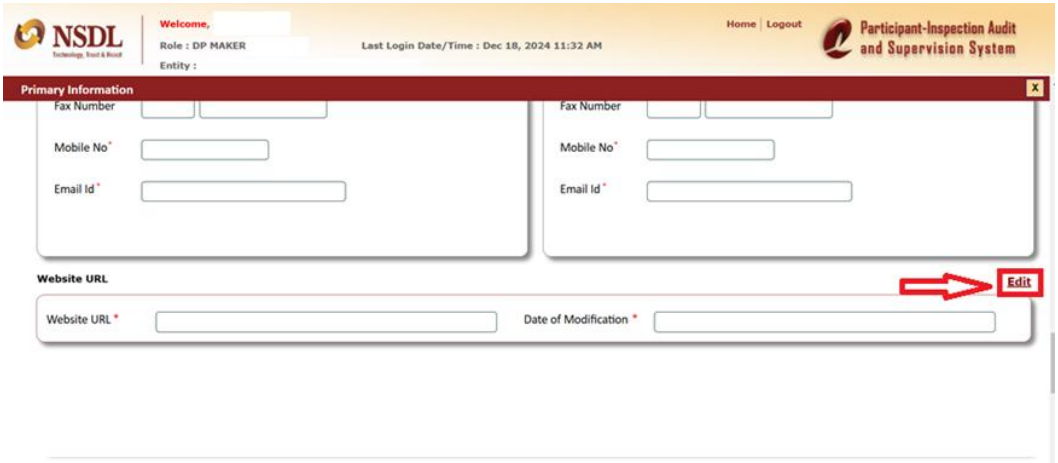
a. Participant Maker shall raise the request, and the Participant Checker approves such request after verification for submission to NSDL.
b. Once the Participant Checker successfully submits the details, the request will be sent to NSDL user for approval.
c. Upon approval of the request by NSDL user, details in the request will be updated in NSDL's records. If the request is rejected by NSDL user, then Participant shall re-initiate a fresh request for updation.
d. The Participant can track the status of the request submitted to NSDL through the e-PASS portal under the "e-info" tab.

1. **Steps for Participant Maker:**

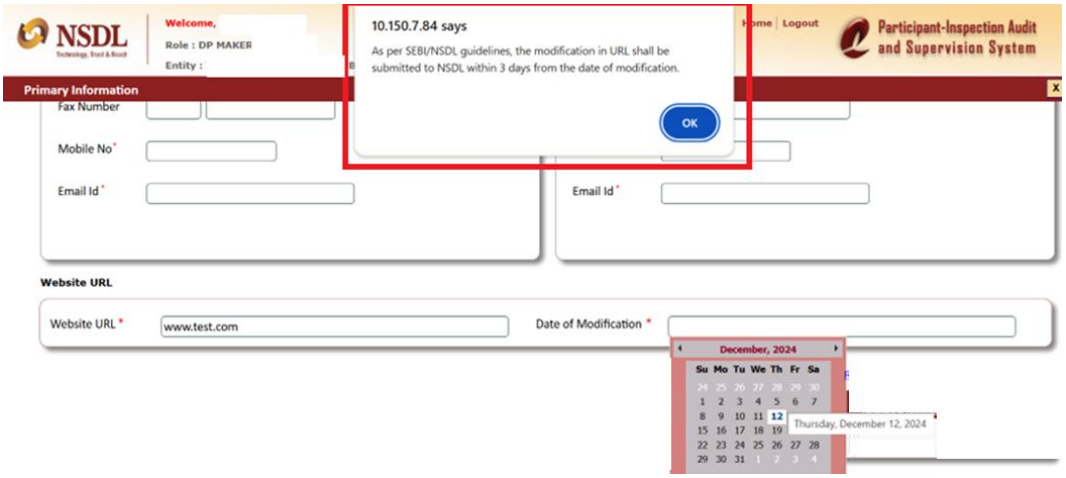
After logging into e-PASS, go to the **"e-info"** tab and click on **"Primary Details"** to update the Website URL as exhibited below:



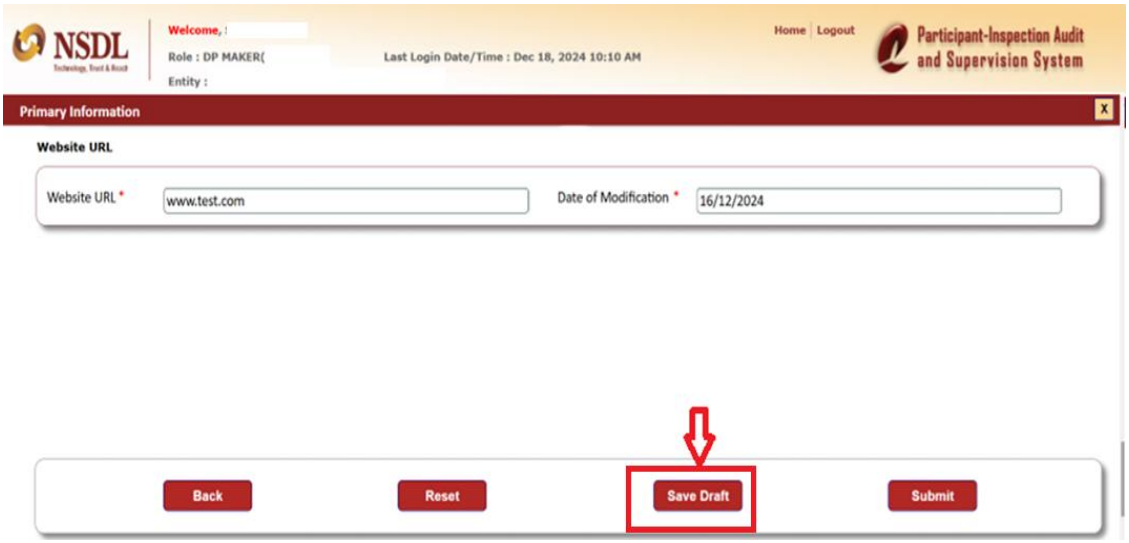
The **Participant Maker** can edit the existing details available in NSDL records by clicking on the **"Edit"** button as exhibited below:



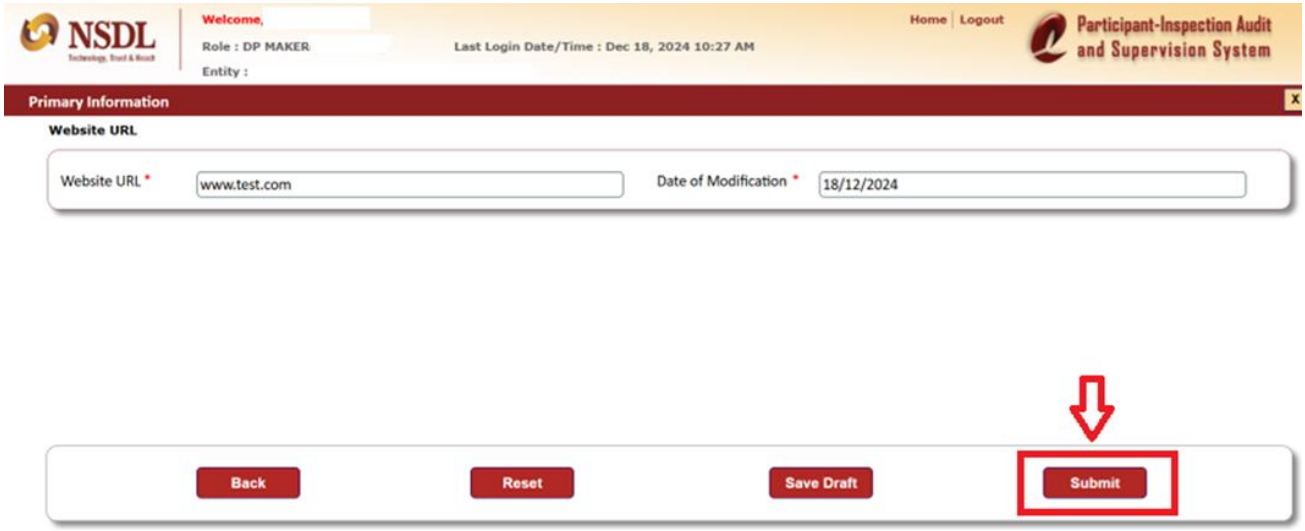
As per SEBI guidelines, any modification in the Website URL must be submitted to NSDL within **3 days**. If submitted after 3 days, a pop-up alert will appear as below:



After updating the details, click on "Save Draft" to save the changes as exhibited below:



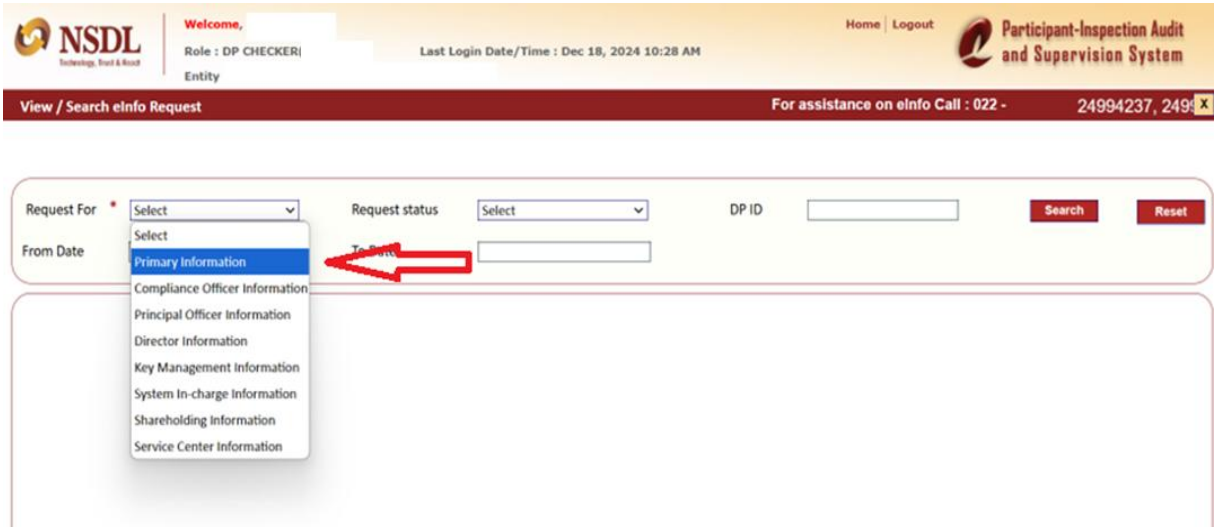
Click on "Submit" to send the request to the Participant Checker for review and approval, as exhibited below:

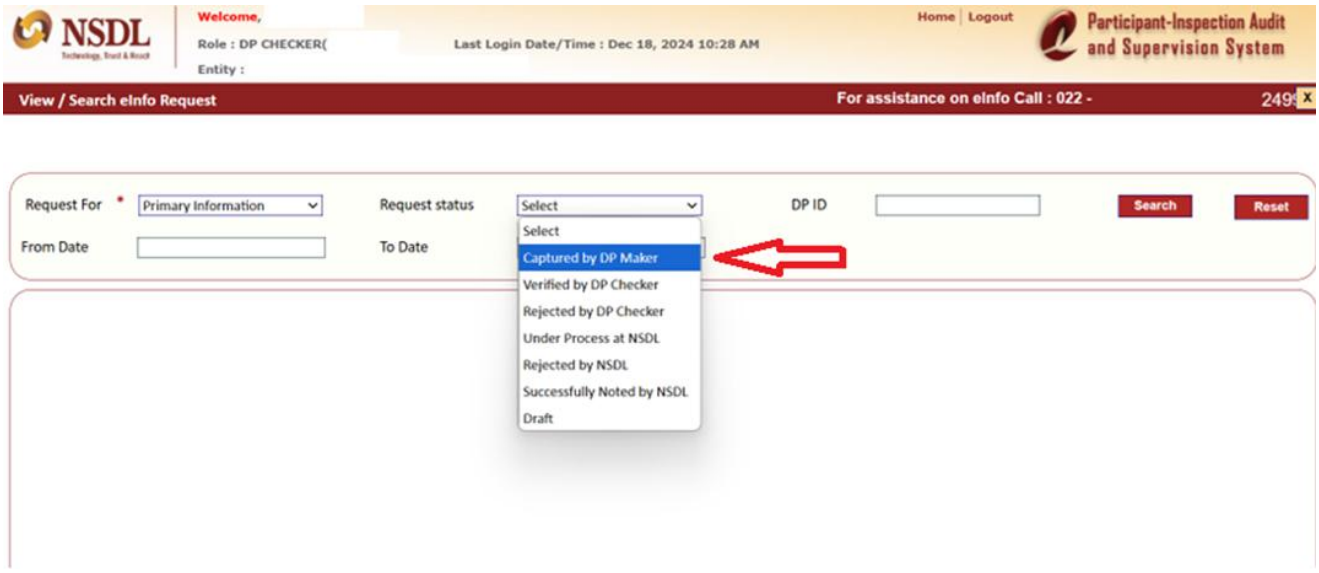


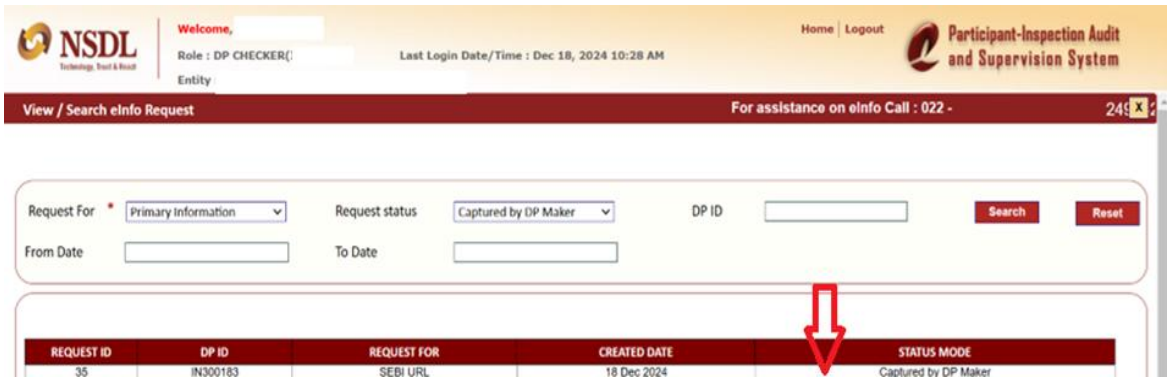
2. **<u>Approval/Rejection by Participant Checker:</u>**

The **Participant Checker** can find requests raised by the Participant Maker under **"View / Update DP Database"** → **"Verify/Search Pending Requests."**

Select the request type from the drop-down menu, choose **"Captured by Participant Maker"** as the request status, and click **"Search"** to view pending requests as exhibited below:



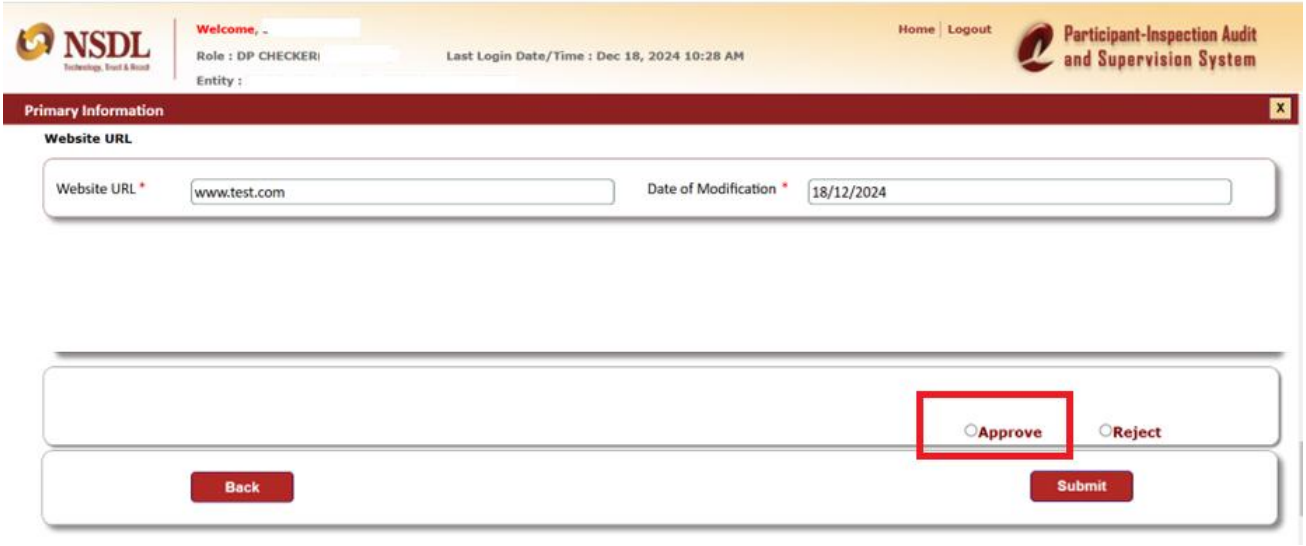


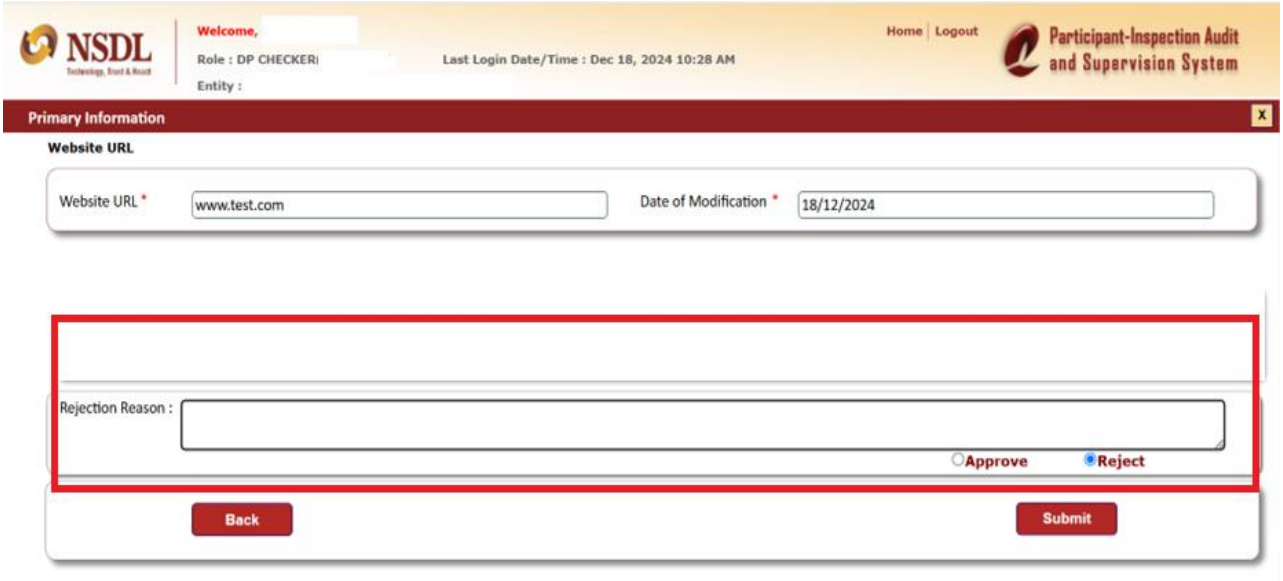


Requests submitted by the Participant Maker will appear, with modified fields highlighted in **yellow** for easy identification.

The Participant Checker **cannot** modify details but can either **Approve** or **Reject** the request as exhibited below:

- If corrections are needed, the **Participant Checker must Reject** the request, providing a reason. It will then be sent back to the Participant Maker for necessary changes.
- If the details are correct, the **Participant Checker must Approve** the request and click **"Submit"** to forward it to NSDL.





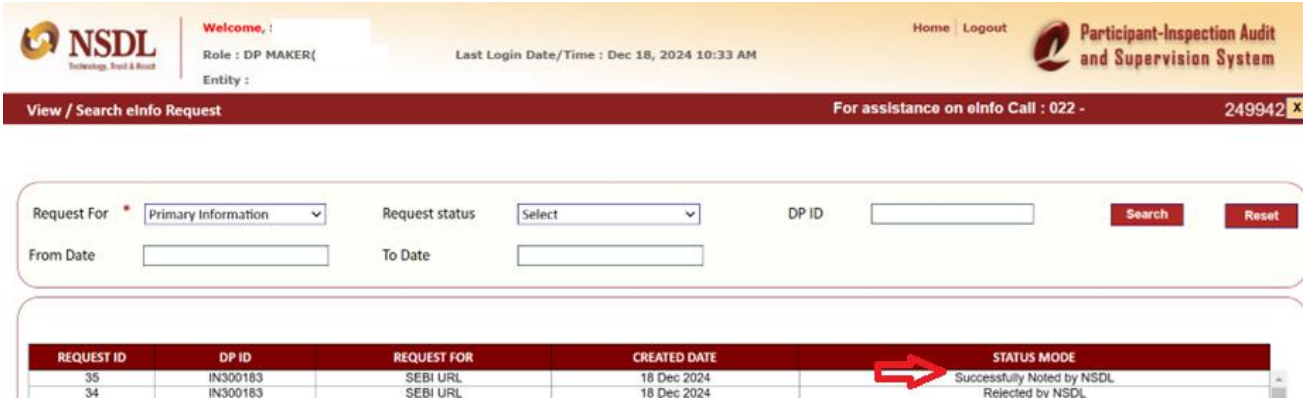
Participant Maker/ Checker user will be able to view the rejected requests in **"View/Search Pending Request"**.

3. Tracking Request Status & NSDL Approval:

Once the Participant Checker submits the request, it will be sent to NSDL for review, and the status will be updated as **"Verified by DP Checker/Under Process at NSDL."**

3.1 Approval of Request by NSDL:

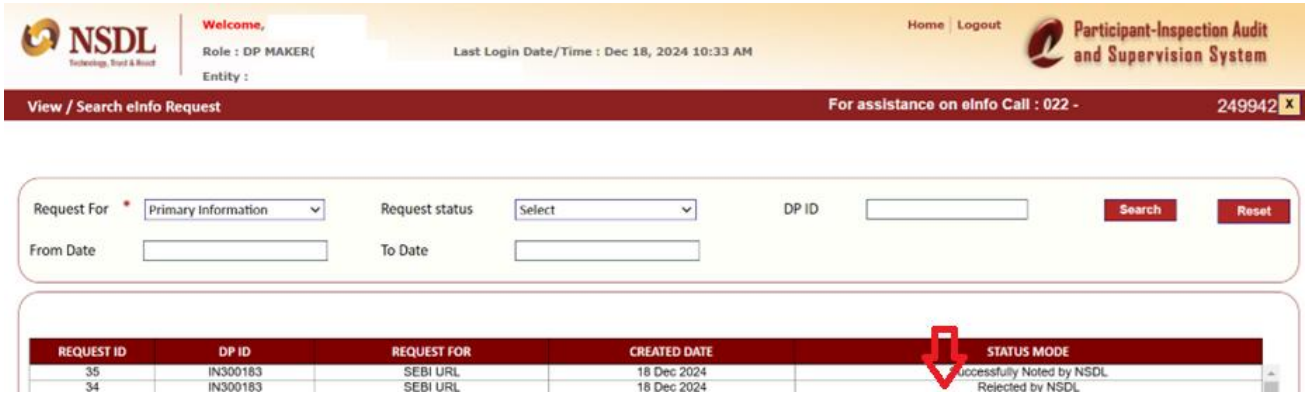
If NSDL finds all details correct, the request will be **approved**, and the status will change to **"Successfully Noted by NSDL."** No further action is required.



3.2 Rejection of request by NSDL:

If NSDL finds discrepancies, the request will be rejected with remarks, and the status will change to "Rejected by NSDL."

The Participant must initiate a fresh request following the process outlined in Steps 1 & 2.



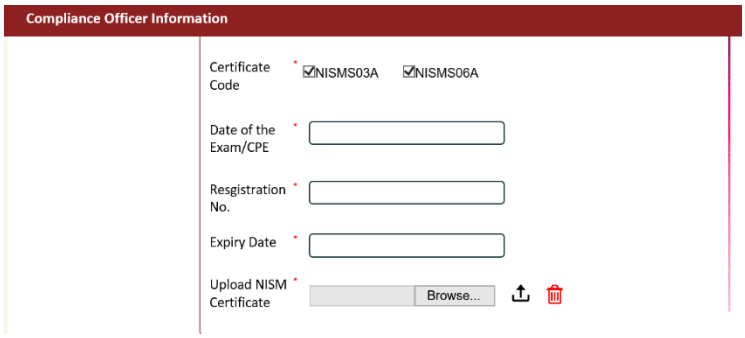
ANNEXURE Z5

Procedure for submitting NISM-Series-III-A (SICCE) certification **details for Compliance Officer**

1. **Submission through DP Maker login:**

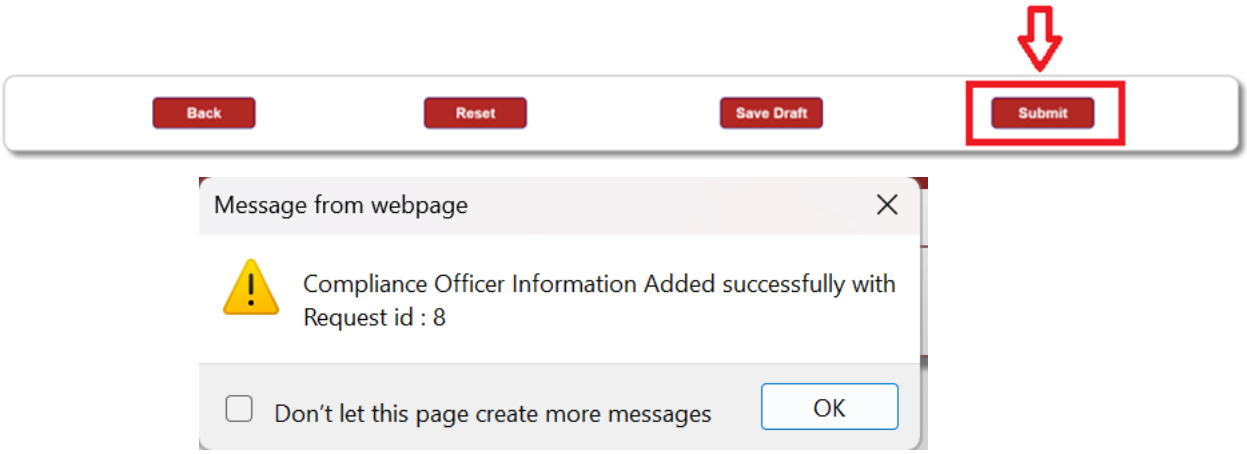
After login to e-PASS, for updating NISM details click on 'e-info' → 'Compliance Officer'

On clicking on "Compliance Officer", DP Maker can edit the pre-populated details of compliance officer as available in NSDL records by clicking on "Edit". DP Maker is required to fill-up NISM details i.e. Certificate Code, Date of the NISM exam / CPE, Registration Number, Expiry date and copy of NISM certificate as exhibited below:



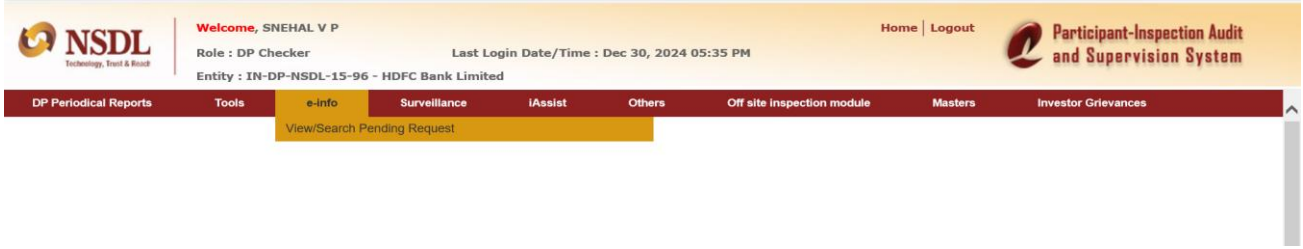
After updating the required details pertaining to compliance officer, DP Maker need to click on "Save Draft" button to capture the necessary details. The same is exhibited as below:

DP Maker need to click on "Submit" button so that the request is submitted to "DP Checker" for review and approval, as exhibited below:

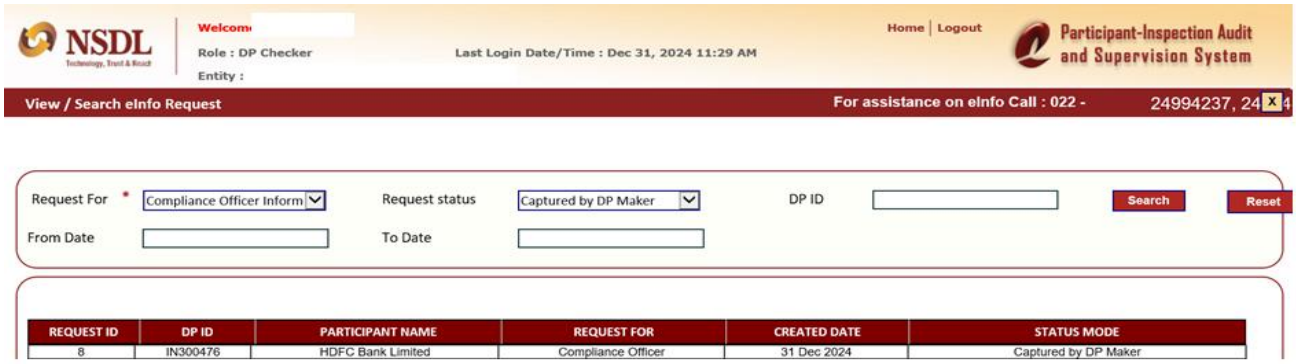


2. Process of Approval / Rejection of details by DP Checker on e-info.

Once the details are captured by Maker user, same needs to be verified by the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for submission to NSDL. DP Checker user can view the requests captured by DP Maker, after login to e-PASS, click on **"e-info"** → **"*Verify/Search Pending Requests*".**

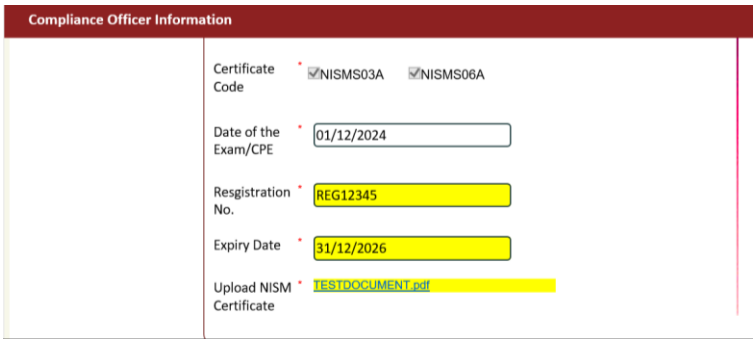


DP Checker can Select the type of request from the drop-down list and select request status as **"Captured by DP Maker"** and click on the tab **"Search"** as exhibited below:



After applying **"Search"** filter, all request raised by DP Maker will appear on the screen, DP Checker can view the request details and changes captured by the DP Maker by clicking on the respective record. Fields modified by DP Maker will be highlighted in "Yellow" color for easy identification. DP Checker does not have any rights to modify any details as submitted by DP Maker. DP Checker can only 'Approve' or 'Reject' the request

as submitted by DP Maker. In case of any correction required to be done by DP Checker, he can 'Reject' the request by providing the reason for such rejection. On rejecting the request, the request will be sent back to DP Maker for making necessary changes and re-submitting the same.



After selecting the details captured by DP maker, DP checker can view the details as exhibited below. On selecting "Approve" and then clicking on tab "Submit", the request will be submitted to NSDL for review and approval.

In case of rejection, DP can reject the request selecting **Reject** option and DP checker will have to add remark for rejecting the request as **exhibited below.** DP Maker/ Checker user will be able to view the rejected requests in **"View/Search Pending Request"**.

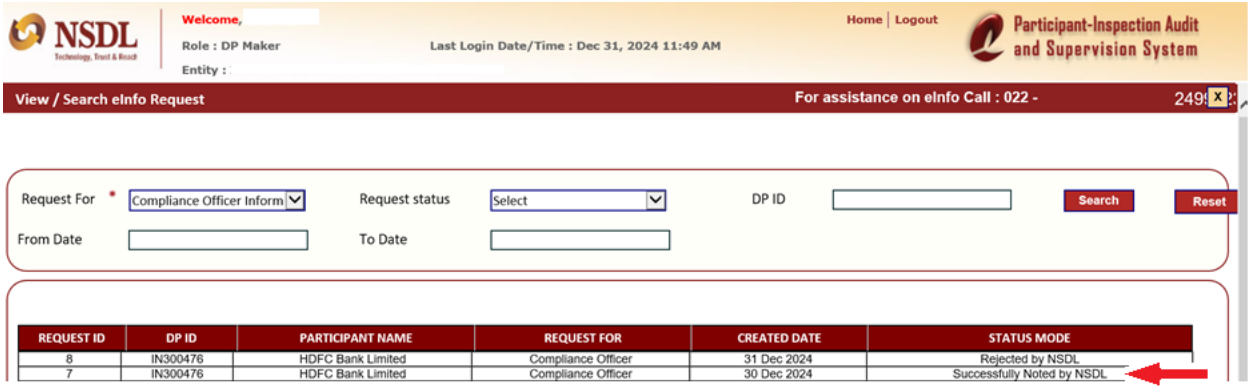
3. Tracking of status of Application and Approval / Rejection by NSDL

On successfully submitting the details by DP Checker, the request will be submitted to NSDL for review and approval and the status of request will be reflected as **"Verified by DP Checker/Under process at NSDL"**.

3.1 Approval of Request by NSDL:

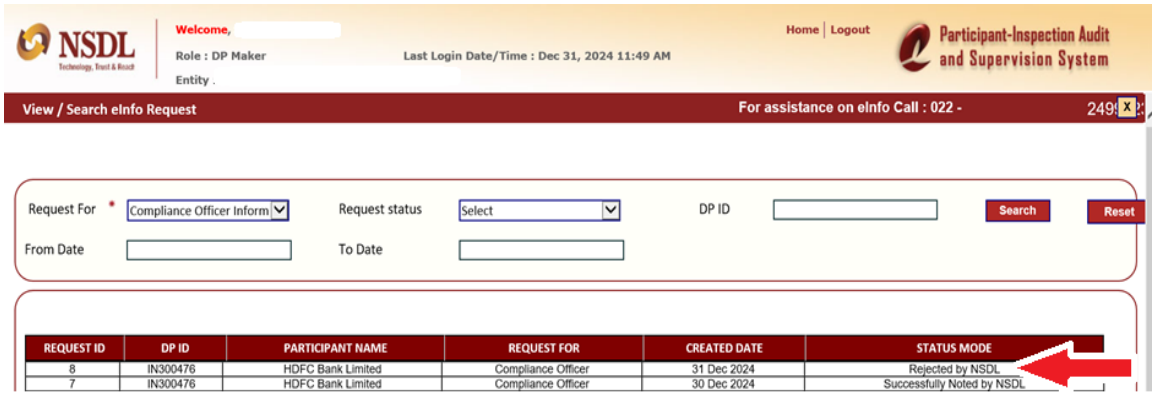
NSDL will review the request submitted by participant and if all the details captured correctly, NSDL will

approve the request and the status of request will change to **"Successfully Noted by NSDL"**. No further action will be required by the Participant on the said request.



3.2 Rejection of request by NSDL:

NSDL will review the request submitted by Participant and in case of any discrepancy will reject the request with necessary remarks. On rejection of request by NSDL, the status of request will change to **"Rejected by NSDL".** In such cases, DP will have to initiate the fresh request for updating the details to NSDL by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

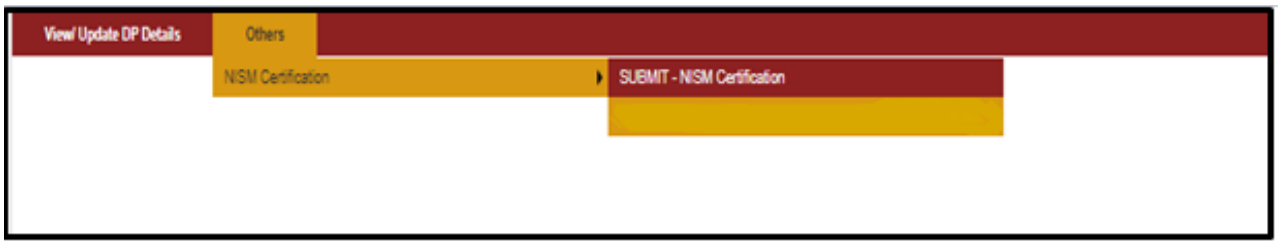


ANNEXURE Z6

Procedure for submitting NISM certification details of eligible associated persons

1. Submission through Maker login:

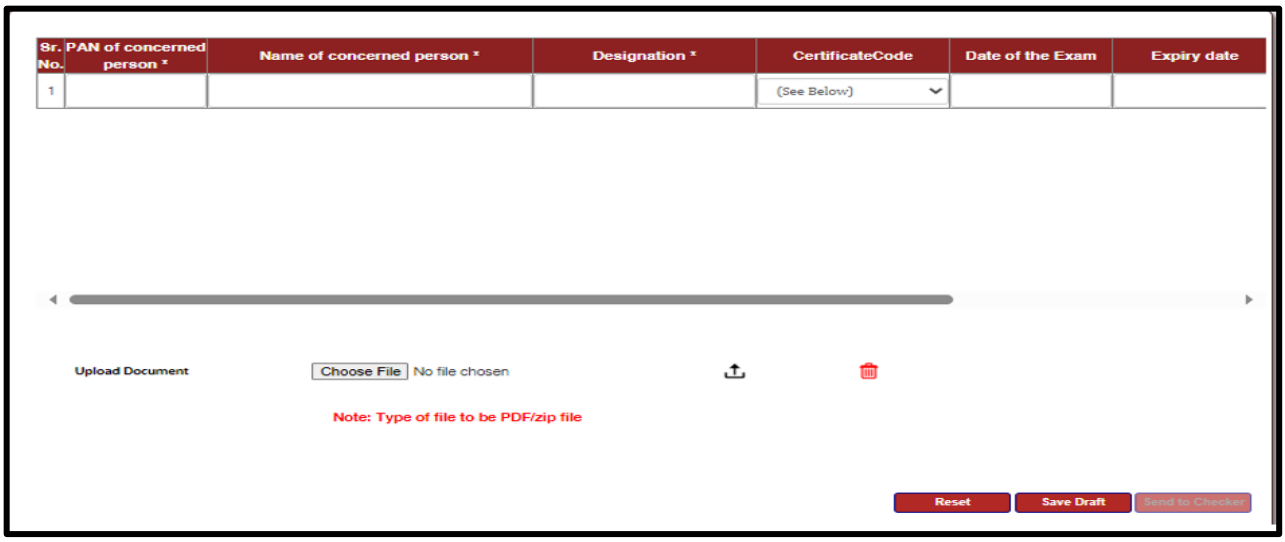
After login to e-PASS, click on 'Others' → 'NISM Certification → 'Submit NISM Certification as exhibited below:



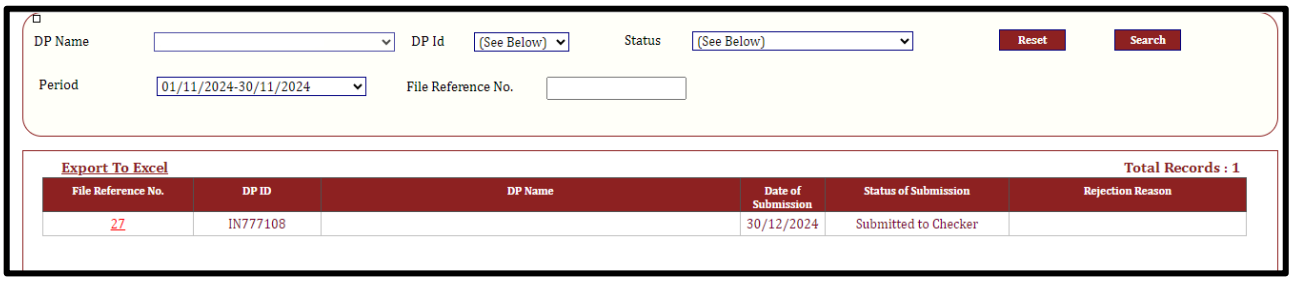
Upon clicking on 'Submit –NISM Certification', DP IDs of Participant (in case of multiple DPM set-ups) needs to be selected. Once DP ID is selected thereafter click on 'Submit' button as exhibited below:

After click on Submit button, user will have to provide details like 'PAN of Concerned Person', 'Name of concerned person', 'Designation', Certificate code, 'Date of the Exam' and 'expiry date' etc of the eligible associated persons as exhibited below. There is also an option to upload the proof of NISM certificate, enrollment proof evidencing the details. Kindly take note that the upload file should be in PDF or Zip format only. For upload facility, browse the file and click on upload option.

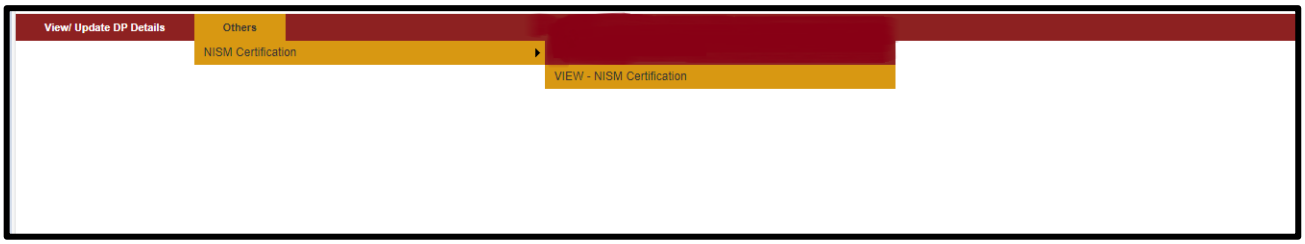
The user will have to click on 'Save Draft' and proceed to click on 'Sent to Checker' tab.



Once the report is submitted by maker by clicking on 'Sent to Checker', the status of report will get changed to 'Submitted to Checker' and same will be viewed as exhibited below:



Submitted report can be viewed by Maker user from 'View – NISM Certificate' link as exhibited below:

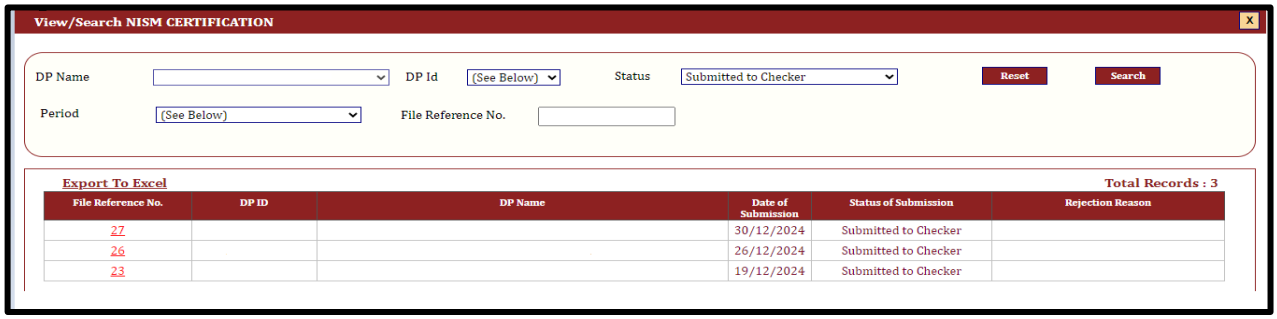


2. Verify release captured reports through Checker login:

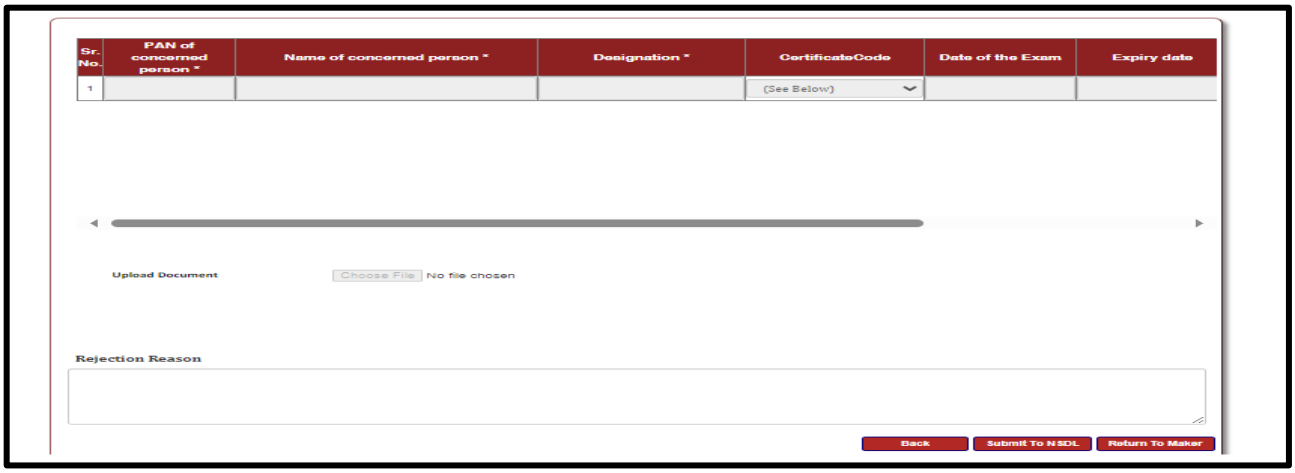
Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for submission to NSDL.

The report captured by Maker user can be viewed by checker, after login to e-PASS, click on 'Others' → 'NISM Certification → 'View NISM Certification as exhibited below:

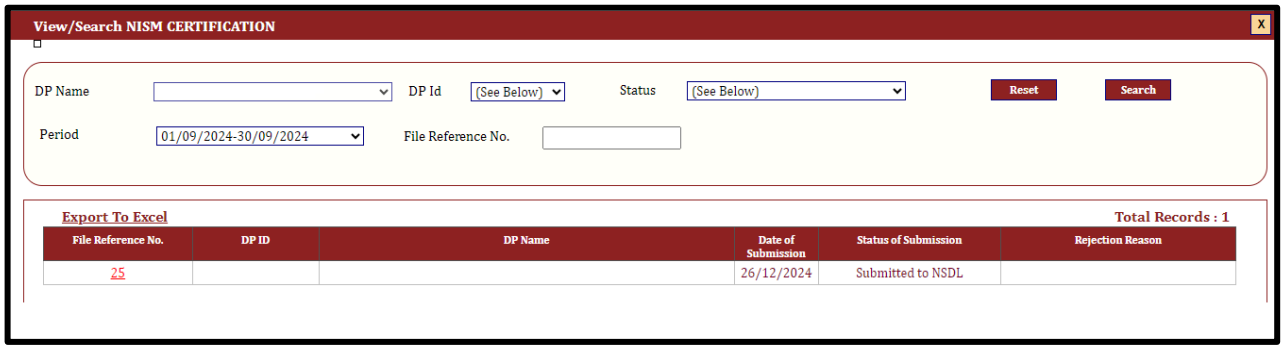
On clicking ‘View NISM Certification’ the checker user will select the status option ‘submitted to checker' displayed on screen. To verify release the captured report, Checker user will have to click on link provided on ‘File Reference No’ on screen as exhibited below:



On clicking the ‘File Reference No’ NISM details filled by Maker user will appear on screen. After reviewing the details captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on ‘Submit to NSDL’ tab or return the report to Maker user (in case any changes required in captured report) by clicking on ‘Return to Maker’ tab as exhibited below:



Once the report is submitted to NSDL, details filed by Participant will get uploaded on NSDL e-PASS and the status of report will get changed to ‘Submitted to NSDL’ as exhibited below:



It may be noted that, report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will have to be returned to Maker user by Checker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box ‘Rejection Reason’. In respect of report(s) returned by Checker, maker

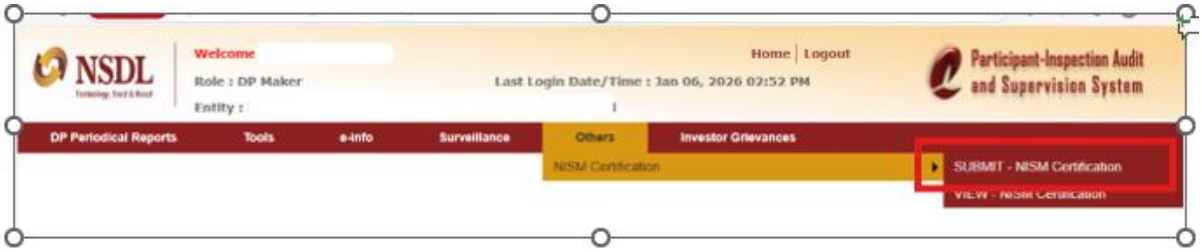
user will have to make the necessary changes by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular for Participants.

Procedure for bulk upload of NISM certification details of eligible associated persons

1. **Submission through Maker login:**

After login to **e-PASS**, click on '**Others**' → '**NISM Certification** → '**Submit NISM** Certification as exhibited below:



Upon clicking on 'Submit –NISM Certification', DP IDs of Participant (in case of multiple DPM set-ups) by default it will be selected. Click on dropdown to select the period and the click on 'Submit' button as exhibited below:

Before Submission – File Preparation & Upload Process

File Naming Convention

- Ensure the file is prepared using the following format:

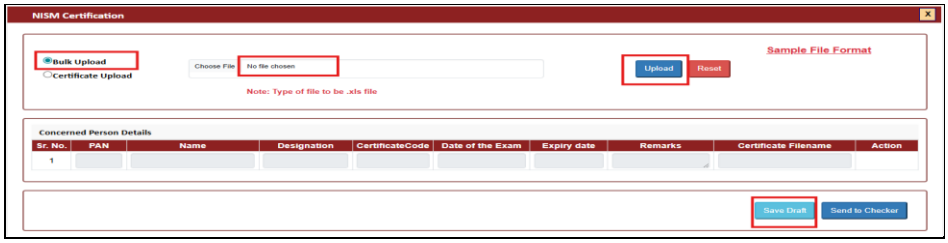
  File should be .xls file only.

  DPID_DDMMYYYYXX

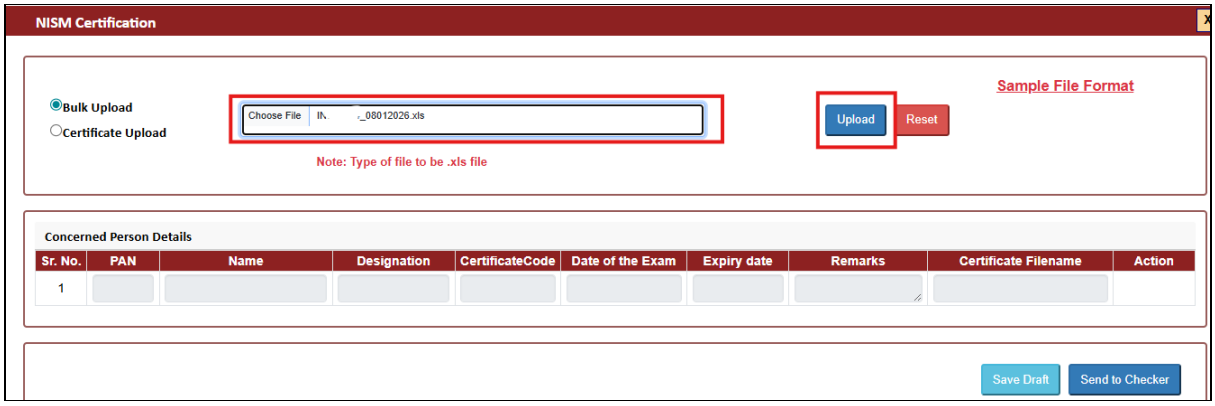
*(Example: IN123456_08012026**01**)*

- **DPID** = Depository Participant ID (in case of multiple ids, only mentioned Master ID)
- **DDMMYYYY**= Date in Day-Month-Year format (date should be current date only)
- **XX** = Sequence or identifier if multiple files exist

- **Proceed further, Bulk Upload radio button is on, Choose the File** prepared as per the naming convention.
- .xls file containing data should be as per the format mentioned in e-PASS portal-"**Sample file format.**
- **"The certificate code in the Excel sheet should be mentioned only in the format: NISM06A."**

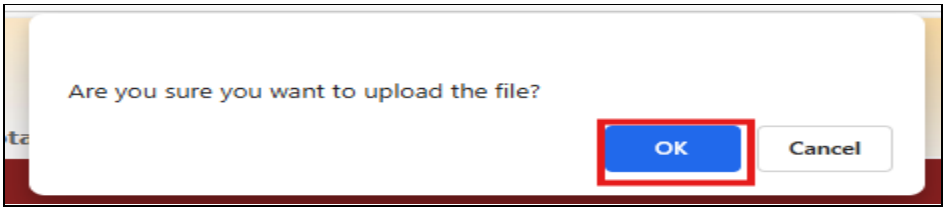


Once you choose the file, the **file name will display on the screen,**

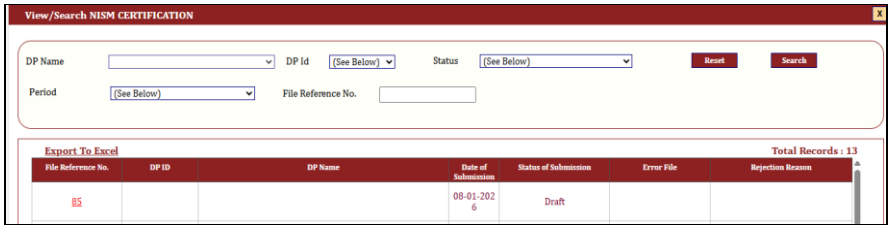


After verifying the file name, click the **Upload** button. A confirmation dialogue box will appear with a confirmation message.

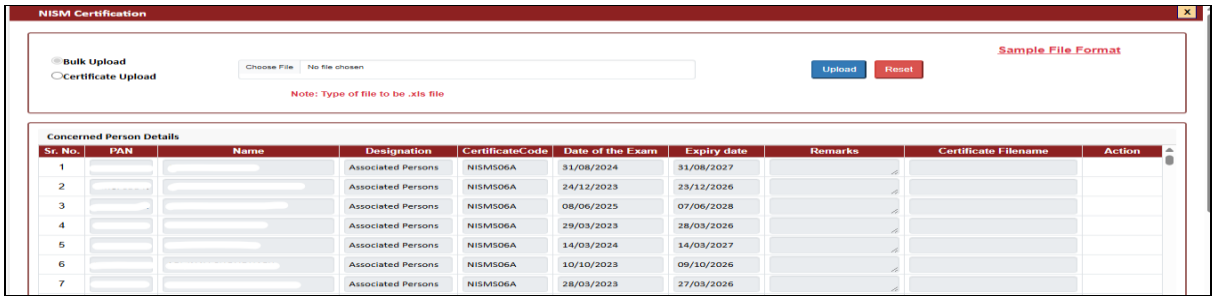
Click **OK** to proceed and complete the upload process.



A file submission is successfully accepted by the system. The file appears in **draft status** on **view/search** page.



The system will show all the data that was uploaded from the Excel file on the front screen for review as shown in the screenshot



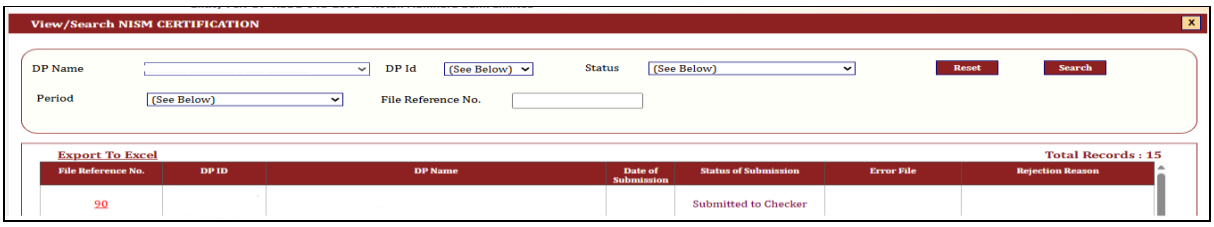
- Further, if file is not accepted by the system, rejected file will appear on **view/search** page. Maker must download the error excel file.
- Correct the respective errors mentioned in the file and follow the steps/ process as mentioned in point no. 1 above. Wherein file name is to be renamed as per the current date and running sequence no.

Once data reviewed by maker, the Maker may sent data to Checker by clicking on **sent to checker**. and Maker has an option to upload the Certificates by following procedure mentioned below by clicking on '**Select the Radio Button'** provided in the system:

<u>Before uploading Certificates – File Preparation & Upload Process</u>

- Ensure that the **certificate file is in PDF format only**.
- The **file name of the certificate must exactly match** the value mentioned in **Column 2 ("Name of the Concerned Person")** of the uploaded Excel sheet.
- **Combine all PDF certificates** into a **single ZIP file**. Verify that all certificates are correctly named before zipping

Then the report is submitted by maker by clicking on '**Sent to Checker'**, the status of report will get changed to '**Submitted to Checker'** and same will be viewed as exhibited below:

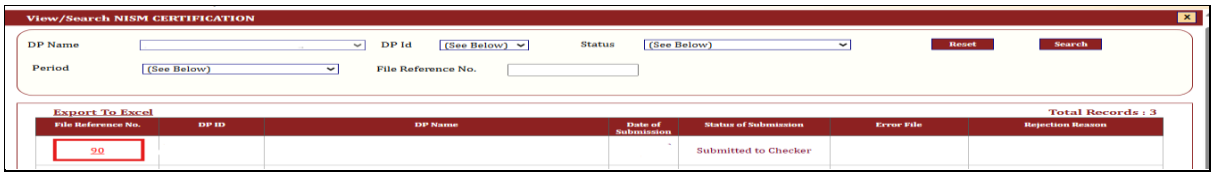


2. Checkers Login:

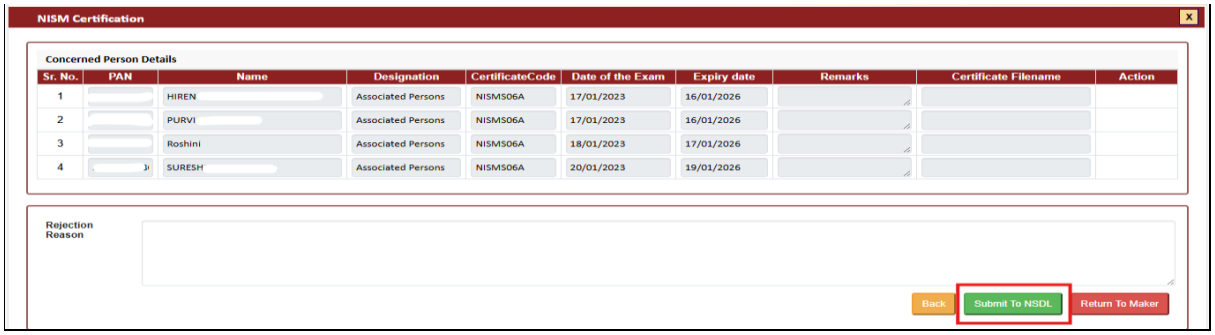
Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights for submission to NSDL.

The report captured by Maker user can be viewed by checker, after login to e-PASS, click on '**Others'** → **'NISM Certification** → **'View NISM Certification** as exhibited below:

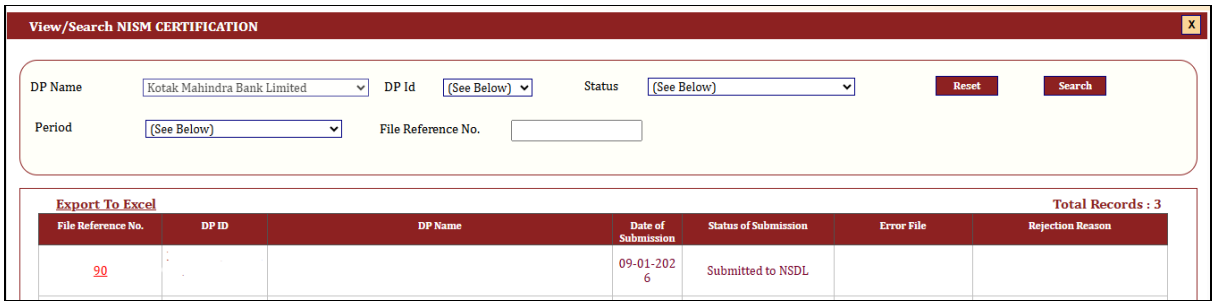
Click on File Reference No.



After clicking on reference no. following screen will be displayed. Checker can view the details and click on submit to NSDL.



Once the report is submitted to NSDL, details filed by Participant will get uploaded on **NSDL e-PASS** and the status of report will get changed to '**Submitted to NSDL**' as exhibited below:



It may be noted that, report captured by Maker cannot be edited by Checker. In case, any changes are required to be done in report captured by Maker, then same will have to be returned to Maker by Checker. For sending back the report to Maker, reason for sending back the report is required to be provided mandatorily in the text box '**Rejection Reason'**. In respect of report(s) returned by Checker, maker will have to make the necessary changes by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

Kindly note that, file with same name shall not be accepted by system, so need to change sequence number while reuploading .xls file.

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular for Participants.

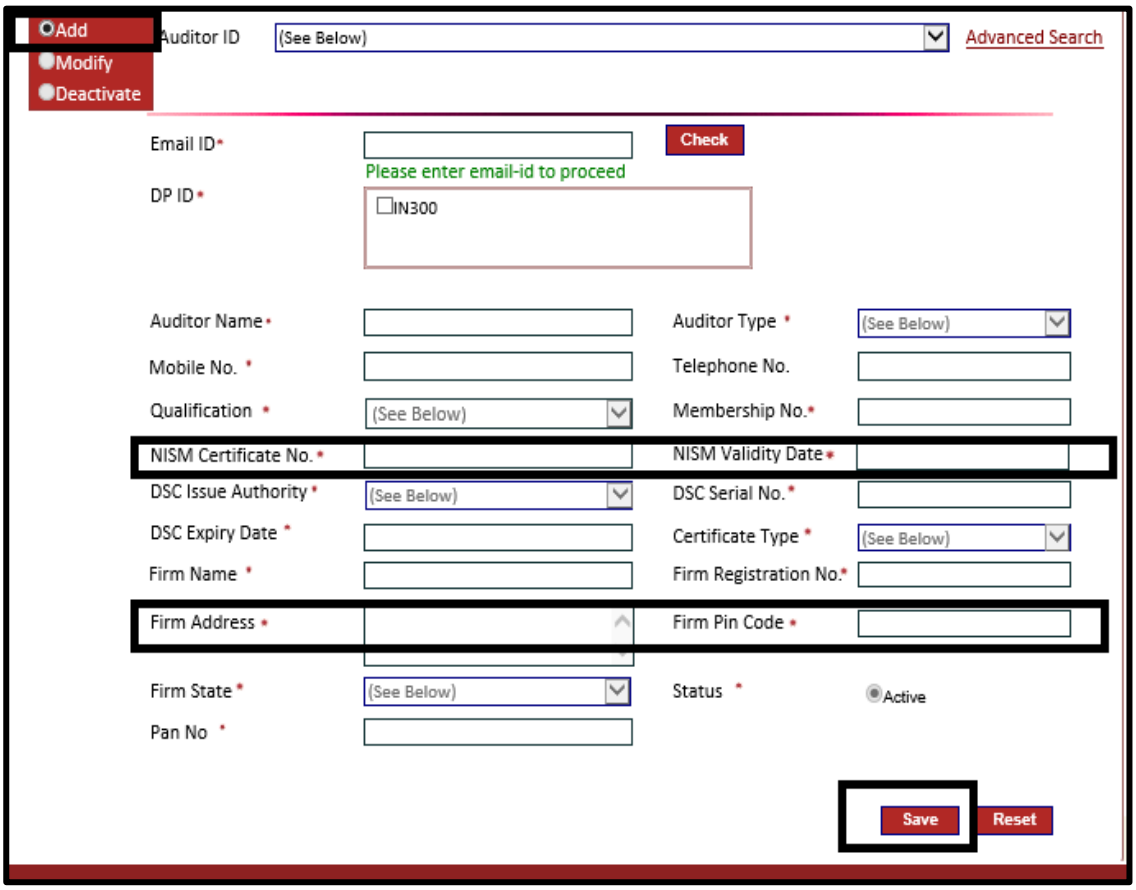
ANNEXURE Z7

<u>Procedure for addition/modification of auditor's user login for auditor type 'IAR /CAR ' through e-PASS</u>

A. For addition of user for auditor, Participant is required to follow the below mentioned steps:

After login to e-PASS by Checker, under Masters module, click on 'Auditor Master' as exhibited below:

1. Addition of Auditor User ID:
   a. In order to add Auditor user ID for making necessary submission to NSDL, Participant needs to select "Add" button and enter the email ID of the Auditor in the field "Email ID". Participant will have to enter all the mandatory details of auditor including the new fields i.e. NISM Certificate No.; NISM Validity Date; Firm Address. In auditor type, the Participant has to select whether the auditor is for internal or concurrent audit or for both internal and concurrent audit. The Participant will have to click its relevant DP IDs which need to be mapped with the auditor. The Auditor will be able to submit the IAR/CAR only for the mapped DP IDs. Auditor details with such mapping will be added once Participant will save the details by clicking 'Save' button provided on the screen. Once the Auditor User is created, an Auditor ID will be created, which can be used by the Participant as an additional criteria for conducting search. The relevant screenshot is exhibited below:

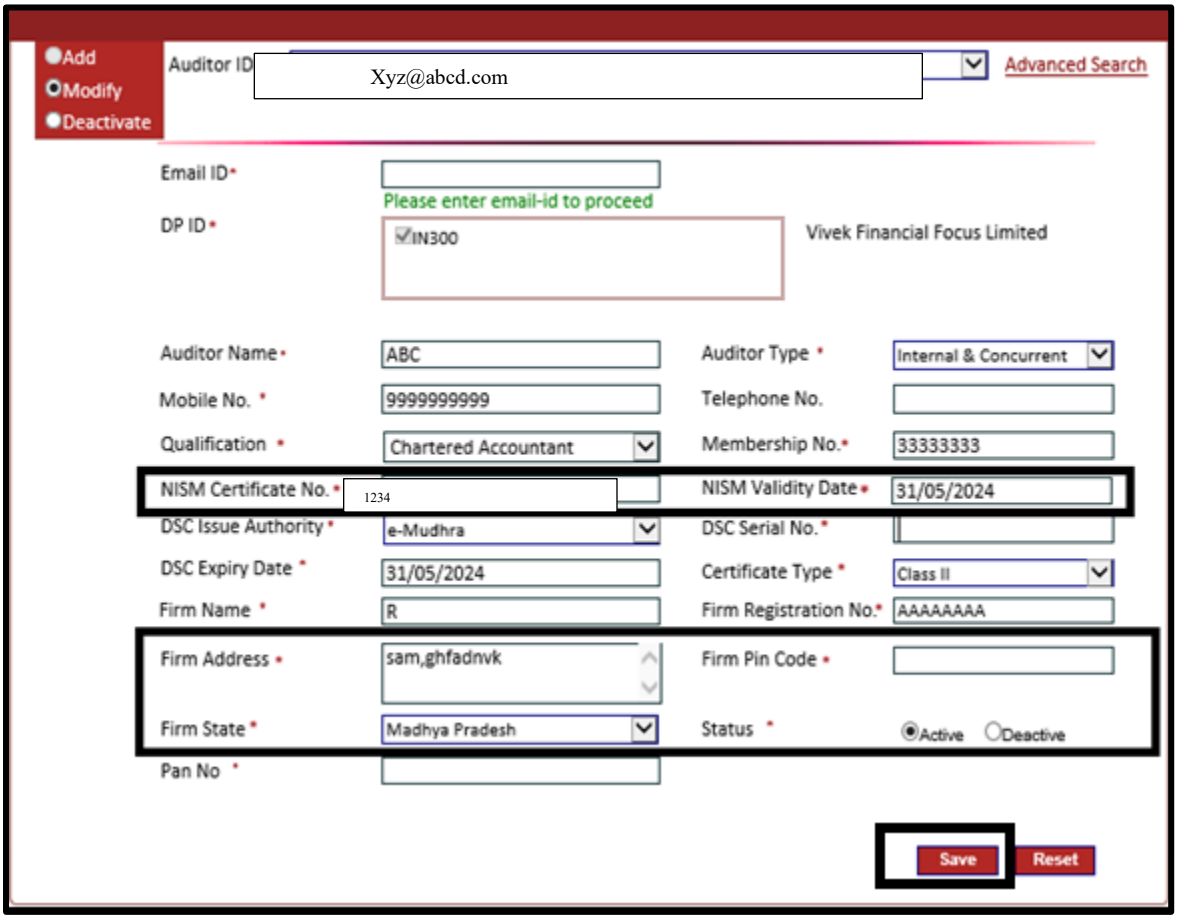


b. Email ID of the auditor will be used as user ID for login by auditor. At the time of first login, the default Password to be entered is "Nsdl@123". Upon clicking on "Generate OTP", a One Time Password (OTP) will be sent on registered mobile number and email ID of Auditor as entered by the Participant in auditor details at the time of addition of auditor. The OTP and default password has to be used by the auditor for first login. On first login, e-PASS portal will prompt the auditor to change the password. The password has to be alpha numeric with at least one special character, one alphabet in Capital & one number. Upon successfully changing the password, the auditor needs to re-login with new password to get access to e-PASS.

2. Modification of Auditor User ID:

a. Modification of auditor details can be done in either of the following two methods: i) Participant can select the auditor ID from drop down in which modification is required. On selection of the auditor ID to be modified, details of the auditor will be displayed on the screen. Participant is required to select "modify" radio button and modify the details of the auditor. The email ID of the auditor cannot be modified. ii) Alternatively, Participant can do a search on email ID by entering the email id of the auditor in the Email ID field and then click on "Check" button. The details of auditor will be displayed on the screen. Participant is required to select "modify" radio button and modify the details of the auditor except for the email ID of the auditor. Participant will be able to make necessary changes in

the existing details i.e. NISM details and Firm address of auditor and then save the details of auditor by clicking on save button. The relevant screen is exhibited below.



3. For deactivation of Auditor User ID/s, Participants are requested to refer to NSDL circular no. NSDL/POLICY/2016/0091 dated November 9, 2016.

ANNEXURE Z8

Cover page	
Internal / Concurrent Audit Report for Depository Operations	
Type of Audit Report	□ Internal Audit Report (IAR) □ Concurrent Audit Report (CAR) □ Combined IAR and CAR
Name of the auditee	
DP ID(s)	INXXXXXX
	INXXXXXX
SEBI Registration Number	
Audit period	**From DD-MMM-YYYY to DD-MMM-YYYY**
Name of the auditor	
PAN of the auditor	
Membership no. of the auditor	
NISM – DOCE / CPE Certificate no. [*of any one person conducting the internal and/or concurrent audit*]	
Date till which certificate is valid	**DD-MMM-YYYY**
Name of the audit firm	
Registration No. of audit firm	
Full postal address of the audit firm	
Contact number along with STD code / mobile number of auditor	
Email ID of auditor	

Signature of the auditor	
Date	

Activity wise sampling details				
Sr. No.	**Area**	**Count for the audit period (total number of accounts opened, demat request processed, etc.)**	**No. of samples checked**	**Percentage of samples checked**
1	Account Opening (100%)			
2	KYC re-confirmation cases: 2.1-Initiated by Participant (100%)			
	2.2-Intimated by NSDL (100%)			
3	Demat requests			
4	Remat requests			
5	Conversion requests			
6	Reconversion requests			
7	Redemption requests			
8	DIS book issuance (Including loose slip issuance) (100%)			
9	Total DIS execution (at least 25%)			
	9.1 Physical DIS			
	9.2 Digitally signed DIS images (having DP as well as NSDL digital signature) extracted from tamper proof storage (at least 10% of the DIS samples selected by Auditor)			
10	Total Electronic /E DIS execution (at least 25%)			
11	Replacement of Original DIS image in tamper proof storage (100%)			
12	Pledge / hypothecation Instructions (100%)			
13	Margin Pledge / Re- pledge (100%)			
14	Client data modifications (100%)			
15	Account Freeze			
	15.1 Freezes due to statutory orders (100%)			
	15.2 Other Freezes			
16	Account Unfreeze			
	16.1 Unfreezes due to statutory orders (100%)			

	16.2 Other Unfreezes			
17	Modification in the name of Client (including minor correction in name) (100%)			
18	Power of Attorney modifications (100%)			
19	Account Closure requests 19.1- Initiated by Participant (100%)			
	19.2- Initiated by client – Online (100%)			
	19.3- Initiated by client - Others			
20	Transmission (100%)			
21	Investor grievances received by Participant (100%)			
22	Non Disposal Undertakings (NDU) (100%)			
23	Accreditation of investors (IGP) (100%)			
24	Providing statement of accounts to clearing member (100% process level) (For count / samples checked, specify number of occasions of dispatch during audit period - typically it would be six for the six month period). [In case a Participant does not have any clearing member account and has only beneficial owner account then 'Not Applicable' may be specified].	**Specify number of occasions of dispatch of statement during audit period by Participant**	**Specify number of occasions of dispatch checked by auditor**	
25	Number of service centers (SC) audited other than DPM location (Criteria a. If No. of SC are less than or equal to five, then Actual number of SC b. If No. of SC are more than five then, atleast 5 SC)			
25.1	Total number of service Centre providing Depository Services			
25.2	Actual number of Service Centers audited			
26	Any other samples picked by Auditors			

26.1	Please provide detailed break-up of areas verified along with sample count for that particular area.		

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
1	**KYC and Account Opening**			
1.1	Whether proof of identity, proof of address and other stipulated documents have been obtained for all the accounts as per KYC guidelines issued by SEBI, PMLA and NSDL?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.2	Whether PAN and copies of PAN (if submitted as Proof of Identity) has been obtained as specified under rule 2(d) of the PML rules?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.3	Whether PANs are verified with the database of Income Tax Department and stamp of "PAN Verified" has been affixed on the photocopy of the PAN card(s) for all the accounts?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.4	If correspondence address of a third party has been accepted, whether guidelines prescribed by SEBI, PMLA and NSDL have been followed?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned here	
1.5	Whether all KYC application forms and account opening forms are completely filled in respect of all account holder(s)?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.6	Whether photograph(s) of client(s)/Authorised signatories/Director(s)/ Promoter(s)/ Trustee(s)/ Partner(s) etc. provided on KYC Form matches with the photograph on Proof of Identity and PAN card of respective person(s)?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.7	Whether signature(s) of client(s)/Authorised signatories provided on Account Opening Form and KYC Documents (other than online KYC) matches with the signature(s) on Proof of Identity of respective person(s)?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.8	Whether copies of all the documents submitted by the applicant areself-attested?	□ Yes □ No	If no, then number of accounts with	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			discrepancies must be mentioned here	
1.9	Whether copies of all the documents submitted by the applicant are accompanied with originals for verification / properly attested by entities authorized for attesting the documents in cases where the original of the said document is not produced for verification?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned here	
1.10	Whether the 'in - person' verification of the account holders has been done before activation of the account and the record of in-person verification is maintained as per SEBI, PMLA and NSDL guidelines?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.11	Whether Participant has provided a copy of the "Rights and Obligations of the Beneficial Owner and Depository Participant" document to the client either in electronic or physical form, depending upon the preference of the client and obtained an acknowledgement of the same from the client?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.12	Whether data entered in DPM system matches with the details mentioned in the account opening form?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.13	Whether mobile number and email id captured are of the client or family member as per the circular of NSDL and SEBI?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.14	Whether the bank details have been correctly captured in compliance with SEBI and NSDL circular?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.15	Whether signature of account holder(s) as given in the account opening form has been scanned in the DPM system clearly and correctly?	□ Yes □ No	If no, then number of accounts with discrepancies	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			must be mentioned here	
1.16	Whether DP has uploaded the KYC information on the system of the KRA within 03 working days from the date of completion of KYC process?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.17	Whether required information / documents are forwarded by Participant to KRA for cases which are informed as incomplete by KRA?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned here	
1.18	Whether the Participant has uploaded existing clients' KYC data on KRA system and sent scanned images of KYC documents to KRA as per SEBI guidelines?	□ Yes □ No	If no, then number of accounts with discrepancies must be mentioned here	
1.19	Whether the Participant has used the KYC data of a client obtained from the KRA only for the purposes it is meant for?	□ Yes □ No	If no, then details must be mentioned here	
1.20	Whether Participant has downloaded KYC information of client(s) who are KYC compliant from KRA platform?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.21	Whether sufficient information has been obtained from clients, to identify and verify the identity of persons who beneficially own or control the securities account (i.e. Ultimate Beneficial Owner) as per SEBI, PMLA and NSDL guidelines (especially for non- individual clients)?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.22	**Reliance on the records of client due diligence (KYC) carried out by a third party**			
1.22.1	Whether Participant is in compliance with PMLA/ SEBI guidelines related to 'Reliance on the records of client due diligence (KYC) carried out by a third party'?	□ Yes □ No □ Not Applicable		
1.22.2	Whether Participant has maintained logs of client authentication or records of client request authenticated?	□ Yes □ No □ Not Applicable		

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
1.22.3	Whether Participant has obtained consent of client for opening of demat account by relying on third party KYC?	□ Yes □ No □ Not Applicable		
1.22.4	Whether data entered in DPM system matches with the client details as available in third party KYC?	□ Yes □ No □ Not Applicable		
1.23	Whether FATCA/CRS declaration is obtained by Participant and uploaded the FATCA/CRS onto the system of KRAs as per NSDL Circular NSDL/POLICY/2024/0023 dated February 22, 2024?	□ Yes □ No	If no, then details must be mentioned here	
1.24	Whether SARAL account is opened as per SEBI/NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.25	Whether Participant has captured the KYC information for sharing with the Central KYC Records Registry in the manner mentioned in the PMLA Rules, as per the KYC template for "individuals" and 'Legal Entity' finalised by CERSAI and within ten days after the commencement of an account-based relationship with a client.?	□ Yes □ No	If no, then details must be mentioned here	
1.26	Whether Participant has uploaded the existing clients' KYC details with Central KYC Records Registry (CKYCR) System?	□ Yes □ No	If no, then details must be mentioned here	
1.27	Whether Participant is in compliance with the clauses of undertaking submitted to NSDL for availing the facility of advance generation of separate series of Client ID from the DPM system?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.28	Whether Participants are identifying the non-profit organization (NPO) as per extant definition given in PML Rules 2 (1) (cf), and ensuring that client being a NPO, registered on the DARPAN Portal of NITI Aayog and the same are opened only post-submission of DARPAN ID by the NPO?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.29	Whether Participant has opened the different types of the demat accounts of investors like Minor, HUF, NRIs, PMS, CMs, Corporate, OCBs, Trusts, AOP, etc. after collecting the necessary documents / information as per guidelines prescribed by SEBI and NSDL?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
1.30	Whether participant is doing online KYC?	□ Yes □ No		
1.31	If answer to 1.30 is "Yes" whether participants has followed necessary guidelines prescribed by SEBI under circular no.: SEBI/HO/MIRSD/DOP/CIR/P/2020/73 dated April 24, 2020?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.32	Whether participant has closed/suspended the account opened through online KYC, where the investor has given address other than as given in the OVD and intimation for account opening has returned undelivered due to reasons such as wrong / incorrect address, addressee not available etc?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
1.33	In case of online KYC, whether live photograph of the client has been captured , with time stamping, geo-location tagging and liveliness check?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.34	If deemed OVD has been accepted as proof of address, and updated OVD has not been received within a period of three months, whether the concerned account has been freezed and same has been intimated to NSDL?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.35	Whether DP has obtained express consent of the investor before undertaking online KYC?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.36	Whether DP has accepted officially Valid Document (OVD)/other document with e-sign without self-attestation only in case of online KYC?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.37	Whether DP has verified the e-sign of the client (BO) on the basis of Name, Gender, Year of Birth mentioned in the e-sign certificate and is comparing the same with the client details available in its record?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.38	Whether DP has inserted cropped signature (cropped from a signed cancelled cheque or signature on a white paper or signature made on the screen of a device) of the BO in the place holders of the KYC form and displayed it to the BO before e-signing the document by BO or has obtained scanned copy/ photograph of the KYC form from the BO with his wet signature under esign?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.39	Whether DP has obtained photograph/scanned copy of PAN under the e-sign of the BO or e-PAN provided by BO through Digilocker which are issued directly by issuing authority to Digilocker?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.40	In case where Bank account details could not be verified (match fails or does not return joint account holder name) by Penny Drop mechanism or any other mechanism using API of the Bank;	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	whether DP has obtained signed cancelled cheque as a photo/scan of the original under eSign of the BO?			
1.41	In case of VIPV, whether the activity log along with the credentials of the person performing the VIPV have been maintained?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.42	Whether VIPV has been undertaken in a live environment?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.43	Whether VIPV undertaken is clear and still and the investor in the video is easily recognizable and is not covering his/her face in any manner?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.44	Whether VIPV process is included with random question and response from the investor including displaying the OVD, KYC form and signature or confirmed by an OTP?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.45	Whether DP has ensured that photograph of the customer downloaded through the Aadhaar authentication / verification process matches with the investor in the VIPV?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.46	Whether VIPV has been saved in a safe, secure and tamper-proof, easily retrievable manner and shall bear date and time stamping?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.47	Whether software and security audit and validation of online account opening App has been carried out periodically?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.48	Whether verification process of mobile and email carried out through One Time Password (OTP) or other verifiable mechanism is included in the software and security audit and	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	validation of account opening App?			
1.49	Participant has updated the income (For accounts opened on or after August 01, 2021) details in Depository system.	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.50	Whether Participant has displayed the KYC details as downloaded from the KRA in case of online account opening and confirmed with the client that there is no change in the details downloaded from KRA. In case of any change in the details, an option is provided to the client to provide the latest details along with supporting documents?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.51	Whether DP has adhered to the prescribed procedure for opening demat accounts in joint names comprising an individual and a body corporate as per NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
1.52	In cases where the proof of possession of Aadhaar number is submitted as OVD, whether Aadhaar number is redacted or blacked out and the DP has not stored/saved the Aadhaar number of the BO in their system?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
2	**KYC Re-Confirmation**			
2.1	**Initiated by Participant**			
2.1.1	Whether periodicity for updation of all documents, data or information of all clients and beneficial owners collected under the Client Due Diligence process is defined?	□ Yes □ No	If no, then details must be mentioned here	
2.1.2	Whether all documents, data or information of all clients and beneficial owners collected under the Client Due Diligence process is updated as per defined periodicity and as and when there are suspicions of money laundering or financing of terrorism?	□ Yes □ No	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
2.1.3	Whether Participant has informed Bos via email, SMS, or letter the deficiency / inadequacy in their KYC documents as intimated by KRA after validation in accordance with SEBI circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/46 dated April 06, 2022?	□ Yes □ No □ Not Applicable	If no, then details of non complied cases must be mentioned here or enclosed as Annexure	
2.1.4	If Yes, whether Participant has obtained revised KYC documents/information from BO and uploaded on KRA system for validation of KYC?	□ Yes □ No □ Not Applicable	If no, then details of non complied cases must be mentioned here or enclosed as Annexure	
2.1.5	Whether Participant is complying with the point no 11 of SEBI circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/46 dated April 06, 2022. – - Clients whose KYC records are not found to be valid by KRA after the validation process whether have been frozen for debit and credit by the DP?	□ Yes □ No □ Not Applicable	If no, then details of the non complied cases must be mentioned here or enclosed as Annexure	
2.1.6	Whether Participants have informed/followed up with their Clients (whose KYC records are not found to be valid by KRA after their validation process) to complete the validation/verification of their KYC details through online facility provided by the KRA's?	□ Yes □ No □ Not Applicable	If no, then details of the non complied cases must be mentioned here or enclosed as Annexure	
2.2	**Intimated by NSDL**			
2.2.1	Whether KYC confirmation response is updated on i-assist intranet site of NSDL within the stipulated time as prescribed by NSDL?	□ Yes □ No □ Not Applicable	If no, then details of cases with delayed responses must be mentioned here or enclosed as Annexure	
2.2.2	For all such accounts for which KYC is confirmed on i-assist, whether all KYC documents (*as per the KYC guidelines issued by SEBI, PMLA and NSDL*) are in possession of Participant?	□ Yes □ No □ Not Applicable	If no, then details of cases with discrepancies must be mentioned here or enclosed as Annexure	
2.2.3	Whether all such KYC documents (referred in point no. 2.2.2) are verified with originals / properly attested by entities authorized for attesting the documents?	□ Yes □ No □ Not Applicable	If no, then details of cases with discrepancies must be mentioned here or enclosed as Annexure	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
2.2.4	Whether all such KYC documents are verified by the auditor before KYC confirmation response is updated by the Participant on i-assist on concurrent basis and auditor has provided certification to that effect?	□ Yes □ No □ Not Applicable	If no, then details of cases with discrepancies must be mentioned here or enclosed as Annexure	
2.2.5	Whether Participant has suspended for debits all such accounts which are reported as KYC non-compliant on i-assist after giving appropriate notice to the client(s) till the time such client(s) submits necessary KYC documents as per the KYC guidelines issued by SEBI, PMLA and NSDL?	□ Yes □ No □ Not Applicable	If no, then details of cases with discrepancies must be mentioned here or enclosed as Annexure	
2.2.6	For accounts reported as non-compliant by the Participant on i-assist where the client(s) subsequently submits necessary KYC documents as per the stipulated KYC guidelines, whether the Participant has provided KYC confirmation response to NSDL?	□ Yes □ No □ Not Applicable	If no, then details of cases with discrepancies must be mentioned here or enclosed as Annexure	
3	**Client Data Modification**			
3.1	Whether clients' request for changes in data (e.g. name of client (including minor correction in name), address, signature, bank details, mobile number, E-mail, mode of receiving annual report, AGM notice and other communications, Type & Sub type, RGESS Flag, BSDA Flag, Mode of receiving statement of account in electronic form, Family flag, SI indicator etc.) have been processed as per prescribed procedure?	Yes □ No □ □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned	
3.2	Whether Client name modification pursuant to error of Participant has been processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned	
3.3	Whether Participant has uploaded updated information on KRA platform upon receipt of information on change in KYC details of client?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
3.4	Whether Participant has sent communication to Client informing about the modification made in the demat account of the Client?	□Yes □ No □Not Applicable		
3.5	Whether Email ID captured by the participant in DPM, matches with the details provided by client?	□Yes □ No □Not Applicable		
3.6	Whether the Participant has processed the request of the client to link/delink UCC in the demat account properly?	□Yes □ No □Not Applicable		
3.7	Change in Bank detail request received by DP under 'Client Maintenance module' have been checked & executed in accordance with NSDL circular dated 2021-0042 dated May 05, 2021.	□Yes □ No □Not Applicable		
4	**Power of Attorney (POA) / Demat Debit and Pledge Instruction (DDPI)**			
4.1	Whether POA documents are duly executed as per SEBI/NSDL prescribed guidelines and details (including signature of POA holder(s)) have been entered into DPM?	□ Yes □ No □ Not Applicable	If no, then number of accounts with discrepancies must be mentioned	
4.2	Whether POA/DDPI contains clauses which are as per the SEBI stipulated guidelines?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
4.3	Whether specific purpose POA contains list of demat accounts where securities can be transferred based on POA?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
4.4	Whether Participant has created POA ID/DDPI ID for all POA/DDPI holders in DPM and map the same to the respective demat account where DIS is issued to POA/DDPI holder?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.5	For specific purpose POA, list of demat accounts where securities can be transferred are mapped with POA ID in DPM?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
4.6	Whether modification/cancellation of Power of Attorney is done as per SEBI/NSDL prescribed guidelines and details have been entered into DPM?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.7	Whether Participant has complied with the requirement of not obtaining POA in its capacity as a Participant?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.8	Whether DDPI documents are duly executed as per SEBI/NSDL prescribed guidelines and details (including signature of DDPI holder(s)) have been entered into DPM?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.9	Whether the instructions processed on the basis of DDPI by the Participants are executed in those accounts where relevant DDPI is mapped?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.10	Whether Participant has created DDPI ID for all DDPI holders and has linked the same in DPM to the respective BO accounts and the same is updated in Back office system?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
4.11	Whether Participant has revoked /cancelled the DDPI on the basis of client instructions?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.12	Whether the date of receipt of the request from client is mentioned on POA or DDPI registration/ de-registration requests?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
4.13	Whether addition/ deletion/ modification of POA/ DDPI details is updated within seven days of receipt of request from client?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
5	**Nomination**			
5.1	Whether nomination is made as per the prescribed procedure (Online / offline) and based on the duly filled nomination form?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
5.2	Whether Nomination details are entered in DPM?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
5.3	Whether nomination is modified /cancelled in demat account as per NSDL prescribed guidelines?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
5.4	Whether Nomination/opt out declaration are obtained from the clients in the formats as prescribed by SEBI/NSDL in case of single account holders and are correctly updated in DPM?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
5.5	Whether participants has sent communication on fortnightly basis by way of emails and SMS to all such demat account holders who has not provided the 'choice of nomination', providing guidance regarding 'choice of nomination' to demat account holders as per NSDL Circular	□ Yes □ No □ Not Applicable	If no, then details of the same.	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	NSDL/POLICY/2024/0082 dated June 13, 2024?			
5.6	Whether online nomination facility provided by the participant is as per the NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the same.	
6	**Demat / Remat / Conversion / Reconversion / Redemption request**			
6.1	Whether the demat / conversion requests have been accepted and processed as per the prescribed procedure?	□ Yes □ No □Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
6.2	Whether demat/ remat requests received have been sent to Issuer/ RTA within seven days and conversion/ reconversion request to AMC within five days from the date of receipt of the request from the account holder.	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
6.3	Whether Participant refers to the list of Distinctive Numbers of certificates submitted for dematerialisation as made available by NSDL and ensures that the appropriate International Securities Identification Number (ISIN) is filled in DRF?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
6.4	Whether Participant refers to lists of companies having high demat pendency and non-responding/services stopped by Registrar and Transfer Agent(s) as displayed on NSDL website and informs clients suitably while accepting demat requests of these companies?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
6.5	Whether Participant has obtained additional documents prescribed by SEBI, in case of mismatch of name on the share certificate(s) vis-à-vis name of the beneficial owner of demat account and forwarded the same along with the demat request to Issuer/RTA?	□ Yes □ No □ Not Applicable		
6.6	Whether date of receiving the demat / conversion request and date of forwarding the documents to Issuer / Registrar & Transfer Agent have been recorded correctly?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
6.7	Whether demat requests received have been sent to Issuer / Registrar & Transfer Agent within seven days from the date of receipt of the request from the account holder?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
6.8	Whether Participant has generated the Conversion Request Number within five days from the date of receipt of the request from its client by initiating the request in the DPM system.	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
6.9	Whether documents received from RTA/ Issuer for rejected DRN/ RRN were sent back to respective clients within seven days from the date of receipt of documents from RTAs/Issuer?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
6.10	Whether Participant has enclosed covering letter or client master report along with demat request form sent to Issuer / Registrar & Transfer Agent?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
6.11	Whether there are sufficient provisions / arrangements for safe keeping of security certificates received from account holders for dematerialisation and certificates received after rejection of the demat request from Issuer / Registrar & Transfer Agent?	□ Yes □ No	If no, then details must be mentioned here	
6.12	Whether any demat / conversion request was rejected due to error attributable to Participant?	□ Yes □ No	If ,yes then number of cases with discrepancies must be mentioned here	
6.13	Whether Participant has taken necessary corrective and preventive measures to avoid rejections attributable to Participant?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
6.14	Whether demat cancellation request, if any, has been processed by the Participant as per the prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
6.15	Whether participant has accepted and processed certificates submitted by the client in old name of the issuer only after	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	verification of the name change information available on the NSDL website or Ministry of Corporate Affairs (MCA) website?		must be mentioned here	
6.16	Whether the remat / reconversion requests have been accepted and processed as per the prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
6.17	Whether the Mutual Fund/ Sovereign Gold Bonds (SGB) redemption requests have been accepted and processed as per the prescribed procedure?	□ Yes □ No □ Not applicable	If no, then number of cases with discrepancies must be mentioned here	
6.18	DP has processed demat request on the basis of "Letter of confirmation" within 120 days of issuance of said latter in the format prescribed vide SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022	□ Yes □ No □ Not applicable	If no, then number of cases with discrepancies must be mentioned here	
7	**Delivery Instruction Slip (DIS)**			
7.1	***Issuance of DIS***			
7.1.1	Whether physical inventory of DIS booklets is reconciled with the DIS issue records periodically?	□ Yes □ No	If no, then details must be mentioned here	
7.1.2	Whether the DIS issued to client has pre-printed DIS serial number, DP ID, and a pre-printed/ pre-stamped Client ID or POA ID/DDPI ID in case of DIS issued to POA holder/DDPI holder?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.1.3	Whether DIS booklets have been issued on receipt of requisition slips signed by the client (all holders in case of joint account)?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.1.4	Whether issuance of loose DIS to account holder is done as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
7.1.5	Whether Participant has issued not more than 10 loose DIS to one account holder in a financial year (April to March) as per NSDL/POLICY/2007/0011 dated February 15, 2007?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.1.6	If DIS booklet is handed over to the authorized person other than account holder, then whether the signature of authorized person and his proof of identity are verified before issuance of DIS booklet?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.1.7	Whether Participants has entered details regarding issuance of DIS booklet or loose slips to the clients in the e-DPM system immediately upon issuance to the Client?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.1.8	Whether DIS printed are as per the specifications including layout, size of logo, contents and inside front & back cover of the DIS booklet?	□ Yes □ No	If no, then number of cases with Discrepancies must be mentioned here	
7.1.9	Whether Participant has a system in place to ensure that the DIS issued prior January 7, 2014 are not accepted?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.1.10	Whether in cases of inter depository account closure, inter depository transmission of securities and execution of instructions based on court/regulatory orders, Participant has captured the required codes such as 'CL9999999999', 'TR9999999999' and 'RO9999999999' respectively against DIS serial number for execution of instructions?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
7.1.11	Whether Participant has delivered the DIS booklet at the registered address of the BO, if request for issuance of the DIS booklet is received in an inactive/dormant account after the DIS issuance is authorized by the Compliance Officer or any other designated senior official of the DP?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.1.12	Whether participant has verified the transactions with the BO via recorded phone call on registered number of BO and recorded the details of the process, date, time, etc., where 5 or more ISINs and all such ISIN balances are transferred and such verification is additionally authorized by the Compliance Officer or any other designated senior official of the DP?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2	***Verification of DIS***			
7.2.1	Whether 'date and time stamp' is affixed on both Participant and client copy of DIS received?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.2	Whether serial number of all the DIS(s) reported as lost / misplaced / stolen by the account holder or undelivered DIS are blocked in the DPM?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.3	Whether DIS(s) given by account holder are available for all instructions executed in DPM (instruction other than those given by account holders through Speed-e electronically)?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.4	Whether signature(s) on DIS match with the signature(s) scanned in the DPM system?	□ Yes □ No	If no, then number of cases with discrepancies	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			must be mentioned here	
7.2.5	Whether corrections / cancellation on DIS, if any, are authenticated by the client (all Holders / as per the mode of operation for joint accounts)?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.6	Whether Participant accepts instructions by fax from account holder?	□ Yes □ No		
7.2.7	If reply to 7.2.6 is yes, then whether original DIS has been received within three working days for all faxed instructions?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.8	If reply to 7.2.6 is yes, then whether Participant has obtained an indemnity from account holders who want to give instruction over fax?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.9	If Participant is accepting delivery instruction in form of an annexure to a DIS, whether it is done as per the prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.10	Whether Participant is ensuring that information under columns Consideration" and "Reason / Purpose /code" and payment details in case of off market sale are mentioned for off market instructions by clients and the same are captured in DPM system?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.11	Whether Participant has collected supporting documents for cases of "Off Market Transfers", where it is required to be collected?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
7.2.12	Whether Participant follows maker - checker system to process the instructions?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.13	Whether there is an additional level of verification for high value instructions in a single DIS (DIS with value of Rs. 5 lakhs and above)?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.14	Whether in case active accounts has five or more ISINs and all such ISIN balances are transferred at a time, Participant has verified with the client before execution of DIS and recorded the details of the same on DIS?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
7.2.15	Whether instructions executed in the DPM system are as per DIS?	□ Yes □ No	If no, then number of cases with discrepancies must be mentioned here	
7.2.16	Whether Participant accepts instructions from clients in electronic form (Other than Speed-e/SPICE)?	□ Yes □ No		
7.2.17	If reply to 7.2.16 is yes, whether NSDL's approval has been obtained?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
7.2.18	If reply to 7.2.16 is yes, whether NSDL prescribed guidelines are being followed in case of acceptance and execution of instructions in electronic form?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.2.19	Whether participant has obtained a one-time self-declaration (as per the format Annexure A prescribed by Circular No.: NSDL/POICY/2020/0017) from the demat account holders that the transactions involved is a bonafide transfer instruction before executing IDT instructions in	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	Government Securities in their demat accounts?			
7.2.20	Whether instruction is obtained from client intending to avail block with early pay-in facility as per prescribed guidelines?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.3	**Scanning of Delivery Instruction Slips (DIS) and Tamper proof storage of DIS images**			
7.3.1	Whether every DIS executed in the DPM is scanned along with all annexures / computer printouts (if any) by the end of the next working day and digitally signed image of the same is posted on DIVS system successfully for validation and digitally signature of NSDL?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.3.2	Whether the Participant scans the DIS received through fax and post the same to the DIVS and whenever original DIS is received the same is also scanned and posted on DIVS system within one working day from receipt of original DIS?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.3.3	Whether scanned images of DIS are legible and tagged to the correct DIS serial number?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.3.4	Whether the NSDL signed DIS images are stored in the system set up by the Participant as per the specification of NSDL?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
7.3.5	Whether authorized replacement of the original DIS image is carried out as per NSDL guidelines and the reason for such replacement is appropriately recorded in the Index file?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
7.3.6	Whether tamper proof storage system of DIS images in which the NSDL signed DIS images (i.e. response files generated by DIVS) are stored, maintain proper records of all NSDL signed DIS images including	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	audit trail for changes made, if any and have adequate checks and procedures to prevent unauthorized changes to scanned DIS images?			
7.3.7	Whether tamper proof storage system restricts unauthorized alteration or deletion?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
7.3.8	Whether tamper proof storage system is in compliance with the specification prescribed by NSDL?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
7.3.9	Whether tamper proof storage system has facility to check integrity of the system?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
7.3.10	Whether alert generated by tamper proof storage system during integrity check are monitored, corrective actions are taken and reported the same to NSDL by the Participant?	□ Yes □ No	If no, then details of the non compliance must be mentioned Here	
7.4	**E-DIS**			
7.4.1	Whether e-DIS facility provided by DP ensures capturing all details that are otherwise being captured in physical DIS ?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.2	Whether instruction given by BO through e-DIS is towards actual transfer of securities to meet obligation for a single settlement number / date?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.3	Whether DP ensures that Pre-trade authorisation / Mandate is obtained from BO authorising DP to transfer specific securities for meeting on-market settlement obligation only?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.4	Whether mandate provided by BO pertain to a single settlement number /settlement date?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.5	Whether Securities transferred on basis of mandate provided by client are credited only to client's trading member pool account?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
7.4.6	Whether DP ensures that the mandate provided by the client is in its favour and does not authorize any assignee of the DP?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.7	Whether mandate does not facilitate DP to transfer securities for off market trades and to execute trades in the name of client without client's consent?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.8	Whether mandate does not facilitate the DP to open an email ID on behalf of client for receiving relevant communications?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.4.9	Whether mandate does not prohibit to issue DIS to BO and also from operating the account?	□ Yes □ No □Not Applicable	If no, then details of the non compliance must be mentioned here	
7.5	**Dormant Account Monitoring**			
7.5.1	Whether an account which remained inactive/dormant i.e., where no transaction had taken place as per NSDL circular NSDL/POLICY/2024/0075 dated June 05, 2024 for a continuous period of 12 months and whenever any security is transferred at a time, participant has verified such transactions with the BO via recorded phone call on registered number of BO by the authorized official of the DP and record the details of the process, date, time, etc., of the verification on the instruction slip under his/her signature and additionally authorised by the Compliance officer or any other designated senior official of the DP?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8	**Account Closure**			
8.1	Whether the participant has processed the closure of demat account in the DPM system within two working days from the date of receipt of the request (No dues pending)/from the date of clearance of dues?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.2	Whether the Participant has sent a communication to the Client within two working days from the date of receipt of the request, in case of pending dues, allowing a maximum of 30 calendar days for clearance?	□ Yes □ No □ Not Applicable		

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
8.3	Whether the Participant has rejected the request and informed the Client within two working days, in case the client fails to clear the pending dues within the time allowed for clearance of dues?	□ Yes □ No □ Not Applicable		
8.4	Whether the Participant has sent Client Master Report (CMR) and Transaction cum Holding Statement to Clients within two working days from the date of successful processing of transfer cum closure request?	□ Yes □ No □ Not Applicable		
8.5	Whether the Participant has followed the prescribed guidelines for transfer of lock-in securities / suspended ISINs where securities are to be transferred to demat account maintained with other depository in case of account closure and/or transmission?	□ Yes □ No □ Not Applicable		
8.6	Whether participant obtained fresh application for processing the securities which were pending due to demat/ remat requests, pledged balances, or suspended ISINs, etc., from the client, if more than one year has passed between the date of receipt of the actual account closure request and its date of execution?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.7	Whether DIS has been obtained in case of transfer of securities to an account other than clients' own account pursuant to account closure?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.8	Whether 30 days notice is given to the client as well as to the depository before closing client account, in case account closure is initiated by Participant?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.9	Whether Participant has refunded the account maintenance charges collected upfront on annual/half yearly basis (if so), to the client for the balance of the quarter/s, in the event of closing of the demat account or shifting of the demat account from one Participant to another?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.10	Whether Participant uses 'Transfer of Holding' module to process account closure and transmission requests where the target account is in NSDL (Except transmission cases having multiple nominations)?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			here	
8.11	Whether Participant has freezed the demat account in case Participant is unable to close the account due to pending demat/remat requests, ISIN in suspended status or due to open pledges, etc?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.12	Whether clients' request for online closure of Account has been processed as per NSDL prescribed guidelines?	□ Yes □ No □ Not Applicable	If no, then reason must be mentioned here	
8.13	Whether Participant offers various depository-related services online, they have made online closure facilities available for demat accounts, regardless of whether the accounts were opened offline or online?	□ Yes □ No □ Not Applicable	If no, then reason must be mentioned here	
8.14	In case of online account closure requests, whether Participant has maintained, and stored system logs of the closure instructions and e-signed electronic requests received in electronic form in a secured manner?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
8.15	Whether participant has informed their clients regarding the availability of facility & procedure for online closure of demat accounts through emails, SMS, weekly / fortnightly / monthly newsletters etc?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9	**Transmission of Securities**			
9.1	Whether all transmission to nominee cases have been processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.2	Whether transmission to surviving holder(s) cases have been processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
9.3	Whether transmission to legal heir(s) / representative(s) cases have been processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.4	Whether all transmission cases have been processed within 7 days of receipt of the complete set of transmission request	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.5	Whether the Participant has requested the notifier to furnish the death certificate of the investor, upon receipt of intimation of the demise of an investor where participant received information does not have access to or is not in a position to obtain the death certificate?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.6	Whether Participant has intimated the investor(s), notifier(s), or the nominee(s), about the KYC status of the investor being flagged off as "On Hold" in the KRA?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.7	If the Participant has not obtained the death certificate by next working day, whether KYC modification request status is updated to KRA as 'information on death of investor received confirmation awaited'?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.8	If the Participant has obtained the death certificate, whether same is received along with the PAN from the notifier and has complied with below; a. Followed the procedure of verification of the death certificate by the next working day of its receipt b. Record and retain self-certified copy of proof of identity, relationship with deceased and contact details of the notifier.	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.9	Whether participant on verification of death certificate, submitted KYC modification request in the KRA and blocked all debit transactions in the account on the same day?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			discrepancies must be mentioned here	
9.10	Whether upon receipt of intimation of KYC status as 'Blocked permanently', from KRA , the deceased account has been immediately blocked for all debit transactions and the notifier/nominee/surviving joint account holder(s), are intimated within 5 days about the procedure for transmission?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.11	Whether participant has conducted additional due diligence before allowing any transaction received by any intermediary in the account which is flagged off as "On Hold"?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.12	Where Participant finds the information about demise of the investor proved to be incorrect, whether participant has submitted the updated 'KYC modification request' in the KRA system on the same day?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.13	Whether participant has allowed the transactions in the joint demat account of the deceased, only after deletion of name of the deceased holder?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
9.14	Whether participant has followed the guidelines provided by NSDL for deletion of name of the deceased holder, in case of transmission of securities to joint holders?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
10	**Freeze/Unfreeze**			
10.1	Whether freeze and unfreeze instructions received from the clients are processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
10.2	Whether PAN card is obtained and verified as per prescribed procedure before unfreezing an account which was frozen due to non-availability of PAN?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
10.3	Whether appropriate reason has been captured while freezing/unfreezing clients' account?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
10.4	Whether participant has unfrozen 6- KYC non-compliant demat account on the basis of client request after obtaining necessary details as per the prescribed guidelines and has maintained record?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
10.5	Whether Participants has verified the status of KYC record prior to removal of suspension for given PAN on KRA system (for sole / all the eligible joint holders) and ensures that same is shown as validated by KRA?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
10.6	Whether Participant has sent 2 day notice to BO for demat accounts that are frozen under reason code 11 'Account Holder– Non-payment of dues of DP only'	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
10.7	Whether participant has sent physical copy of intimation / confirmation through registered post on the registered address of the Client and maintained correspondence / proof of dispatch where valid email ID and Mobile Number are not available and same is updated simultaneously based on the client request Circular NSDL/POLICY/2023/0144 dated October 11, 2023?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
11	**Investor Grievances**			
11.1	Whether all investors' grievances have been redressed as per the procedure and within the stipulated time?	□ Yes □ No □ Not Applicable	If no, then give details of grievances pending for redressal	
11.2	Whether Participant has prominently displayed basic information about the grievance redressal mechanism available to investors in their offices?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
11.3	Whether grievances received directly from clients at service center or DPM setup location through NSDL or SEBI are included in the monthly Investor grievance report submitted to NSDL by Participant?	□ Yes □ No □ Not Applicable	If no, then details should be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
11.4	Whether Participant has dedicated email ID for informing investor grievances?	□ Yes □ No	If no, then details must be mentioned here	
11.5	Whether Participant has provided the link to SCORES portal (SCORES 2.0 - https://scores.sebi.gov.in) on its website from where the client can view details of the demat account and Additionally, the literature across various resources has been revised to reflect the SCORES 2.0 procedures, replacing the old guidelines associated with the previous version of SCORES?	□ Yes □ No □ Not Applicable	If no, then details should be mentioned here	
11.6	Whether Participant has displayed procedure for filing of complaints on SCORES and benefits for the same on its website and has incorporated this information in the welcome kit given to the client after account opening?	□ Yes □ No	If no, then details must be mentioned here	
12	**Statement of Account (including transaction statement and holdings statement)**			
12.1	Whether statements provided to the clearing member accounts are as per the prescribed frequency?	□ Yes □ No □ Not Applicable	If no, then the periodicity of providing the statement must be mentioned	
12.2	In case of Participant registered as Custodian and has obtained exemption from receiving CAS for their institutional clients, whether transaction statements are provided as per the prescribed frequency?	□ Yes □ No □ Not Applicable	If no, then the periodicity of providing the statement must be mentioned	
12.3	Whether statements are provided to the client as and when requested?	□ Yes □ No	If no, then details must be mentioned here	
12.4	In case a third party address has been captured in the demat account, whether a statement is sent to the address of the Client once a year?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
12.5	Whether statements are generated from back office or DPM system?	□ Back office □ DPM System		
12.6	If generated from back office, whether the details match with statement generated from DPM system?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
			discrepancies must be mentioned here	
12.7	Whether the narration of corporate action / ISIN description (*especially in case of debt*) appearing in the statement of accounts are meaningful to the Client?	□ Yes □ No □ Not Applicable	If no, then number of cases along with the nature of discrepancies must be mentioned here	
12.8	If Participant is sending statement of accounts through internet (web based / email), then whether the relevant guidelines have been followed?	□ Yes □ No □ Not Applicable	If no, then number of cases with discrepancies must be mentioned here	
13	**Compliance under Prevention of Money Laundering Act, 2002 (PMLA)**			
13.1	Whether Participant has adopted a policy to comply with its obligations under PMLA	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.2	If reply to 13.1 is yes, whether the policy is in line with SEBI / NSDL requirements, approved by Board of Participant and reviewed periodically?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.3	Whether group wide policy is implemented in case of DP is part of Financial Group?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.4	Whether Participant has complied with all the policies and procedures as prescribed under PMLA and SEBI guidelines such as customer due diligence, suspicious transaction monitoring and reporting, record keeping etc.?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.5	Whether AML Policy is updated to reflect recent changes as prescribed by SEBI?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.6	In case of applicable Non Individual clients, whether Participant obtains copy of balance sheet and latest share holding pattern, including list of all those holding control, either directly or indirectly, in terms of SEBI takeover Regulations, duly certified by the company secretary / Whole Time Director/ MD, every year?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.7	Whether Participant has carried out risk assessment to mitigate its money laundering and terrorist financing risk with respect to its clients, as required under PMLA?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
13.8	Whether necessary checks and balances are put in place to ensure that the identity of the clients (both existing and new) does not match with any person having known criminal background or is not banned in any other manner, whether in terms of criminal or civil proceedings by any enforcement agency worldwide?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.9	Whether the Participant has internal mechanism to generate alert, monitor and detect suspicious transactions as per the requirements of PMLA/SEBI/NSDL?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.10	Whether there are policies and procedures for sharing information required for the purposes of CDD and ML/TF risk management, having the provision at group level compliance, audit, and/or AML/CFT functions, of customer, account, and transaction information from branches and subsidiaries when necessary for AML/CFT purposes.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.11	Whether Participant has submitted STR within 7 days of arriving at a conclusion by Principal Officer that any transaction, or a series of transactions integrally connected are of suspicious nature?	□ Yes □ No □ No STR filled	If no, then details of the non compliance must be mentioned here	
13.12	Whether Participant has submitted any important and Urgent STR reporting to FIU IND as per FIU-IND notification F. No. 09-03/ICD/2020/FIU-IND dated March 30, 2024?	□ Yes □ No □ No urgent/ important STR observed by Participant	If no, then details of the non compliance must be mentioned here	
13.13	Whether on the basis of risk assessment of the clients, client classification has been carried out for all the clients?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.14	Whether enhanced due diligence measures have been applied for clients categorised as high risk / special category as per illustrative list mentioned in extant SEBI master circular including clients who are residents of jurisdictions listed in FATF statements, Sanctions list of United Nations Security Council Unlawful Activities (Prevention) Act, 1967 (UAPA), Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act and	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	list of any other authorities, issued from time to time?			
13.15	In case any account of PEP has been opened, or found subsequently during the due diligence, whether Senior Management approval has been obtained for establishing business relationships?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
13.16	Whether ongoing due diligence and scrutiny of the transactions and account throughout the course of the business relationship for all clients is conducted by the Participant to ensure that the transactions being conducted are consistent with the Participant's knowledge of the client, its business and risk profile and where necessary, the client's source of funds is also taken into consideration?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.17	Whether Participant has revisited the CDD process when there are suspicions of money laundering or financing of terrorism and the matter has been disposed off after carrying necessary due diligence?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
13.18	Whether Participant has appointed a 'Principal officer' as required under PMLA and intimated about changes, if any, in the Principal Officer to FIU-India as well as to NSDL through ePass application?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.19	Whether Participant has appointed a 'Designated Director' as required under PMLA and intimated about changes, if any, in the Designated Director to FIU-India as well as to NSDL through ePass application?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.20	Whether there is a mechanism to deal appropriately with the fortnightly alerts provided by NSDL in accordance with NSDL circular no. NSDL/POLICY/2008/0088 dated December 30, 2008?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.21	Whether there is a mechanism to deal appropriately with the monthly alerts provided by NSDL in accordance with NSDL circular no. NSDL/POLICY/2023/0014 dated February 02, 2023?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
13.22	If any suspicious transaction is reported to FIU-India then whether count of STRs reported to FIU-India are informed to NSDL within timeline provided in the circular no. NSDL/POLICY/2023/0153 dated November 8, 2023?	□ Yes □ No □ No STR filled	If no, then details of the non compliance must be mentioned here	
13.23	Whether suspicious transaction register (physical and/or in electronic form) has been maintained for all alerts generated at both, DPs end & Depository end.?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.24	Whether Principal Officer as well as Designated Director of the DP are registered in new FINnet system?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.25	Whether Participant has submitted NTR within 15th of the succeeding month to FIU-IND and count of the submissions reported to NSDL within timeline as mentioned in NSDL/POLICY/2024/0166 dated November 7, 2024?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.26	Whether access of STR and related information is available with individuals who are designated by Principal Officer and Designated Director on need to know basis only ensuring no tipping off?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
13.27	Whether training is being given to all employees regarding extant PMLA requirements, policies and procedures?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
14	**Operations Manual**			
14.1	Whether Participant has prepared an operations manual?	□ Yes □ No		
14.2	If reply to 14.1 is yes, whether operations manual covers all depository activities?	□ Yes □ No □ Not Applicable	If no, then mention the areas not covered in operations manual	
14.3	If reply to 14.1 is yes, whether operations manual is updated as and when required?	□ Yes □ No □ Not Applicable	If no, then mention when is it updated	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
14.4	If reply to 14.1 is yes, whether operations manual is available to persons who need to refer it?	□ Yes □ No □ Not Applicable	If no, then mention how is the work done by those persons	
14.5	If reply to 14.1 is yes, whether procedures mentioned in the operations manual are followed?	□ Yes □ No □ Not Applicable	If no, then give details here	
15	**Maintenance of record**			
15.1	Whether Participant has informed NSDL about place(s) of record keeping?	□ Yes □ No	If no, then mention the place of record keeping	
15.2	Whether an internal mechanism has been evolved by Participant for proper maintenance and preservation of such records and information in the manner that allows easy and quick retrieval of data as and when requested by competent authorities?	□ Yes □ No	If no, then give details here	
15.3	Whether Participant maintain the records relating to its depository business for the minimum period as prescribed in SEBI and NSDL guidelines?	□ Yes □ No	If no, then give details here	
16	**Outsourced activities**			
16.1	Whether Participant has outsourced record keeping activity (partly or fully)?	□ Yes □ No	If yes, then the name of the agency / firm and nature of arrangement must be mentioned here	
16.2	If reply to 16.1 is yes, whether NSDL's approval has been obtained?	□ Yes □ No □ Not Applicable	If no, then give details here	
16.3	Whether any business activity **other than record maintenance** is outsourced?	□ Yes □ No		
16.4	If reply to 16.3 is yes, mention the activities outsourced and whether NSDL's approval has been obtained?	□ Yes □ No □ Not Applicable	If no, then give details here	
16.5	If reply to 16.1 and / or 16.3 is yes -			
16.5.1	Whether Participant has entered into legally binding written contract/agreement/terms and conditions with the Vendor(s) as per the stipulated guidelines issued by SEBI?	□ Yes □ No □ Not Applicable	If no, then various outsourcing risks inherent in the process must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
16.5.2	Whether proper checks and control mechanism has been implemented by the vendor/agency?	□ Yes □ No □ Not Applicable	If no, then details should be mentioned here	
16.5.3	Whether during the course of periodic review, material outsourcing risks if any, are properly mitigated?	□ Yes □ No □ Not Applicable	If no, then details should be mentioned here	
16.5.4	Whether Participant has a comprehensive policy to guide the assessment of whether and how the above activities are outsourced in terms of stipulated SEBI guidelines?	□ Yes □ No □ Not Applicable	If no, then details should be mentioned here	
17	**Service centre (whether offering the services as a DPM setup, branch, franchisee, collection centre, drop box centre or called by any other name)**			
17.1	Whether NSDL's approval has been obtained for all the service centres opened during the audit period?	□ Yes □ No □ Not Applicable	If no, then details of non compliance must be mentioned here	
17.2	Whether prescribed procedure has been followed for any service centre closed / terminated during the audit period?	□ Yes □ No □ Not Applicable	If no, then details of non compliance must be mentioned here	
17.3	Whether the data of all the service centres (DPM setup, branch, franchisee, collection centre, drop box centre or called by any other name) displayed on the NSDL website is updated and correct?	□ Yes □ No	If no, then details such as missing service centre, non existent service centre, errors in contact person name or contact information, etc. must be mentioned here	
17.4	Whether the associated persons engaged or employed by Participant have required certification (NISM-CPE/DOCE) except those doing basic / elementary level / clerical level work and whose work is supervised by NISM qualified person?	□ Yes □ No	If no, then details of non compliance must be mentioned here	
17.5	In case where service centre audit is applicable, whether various depository activities carried out by the service centre audited are found to be as per guidelines prescribed by SEBI, PMLA and NSDL?	□ Yes □ No □ Not Applicable	If no, then details of non compliance must be mentioned here.	
17.6	Whether the depository services offered at the service center are displayed at the service centers (where all depository services are not offered by the service center)?	□ Yes □ No □ Not Applicable	If no, then details of non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
17.7	Details of service centre audited during the audit period?	□ Yes □ No □ Not Applicable	Kindly mention the service centre codes audited.	
18	**Status of compliance for deviations / observations noted in last NSDL inspection and internal / concurrent audit report**			
18.1	Whether Participant has complied with all the deviations noted during last NSDL inspection?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must	
18.2	Whether Participant has taken adequate preventive measures in respect of deviations noted during last NSDL inspection?	□ Yes □ No □ Not Applicable		
18.3	Whether Participant has taken adequate preventive and corrective measures in respect of deviations noted during last internal / concurrent audit?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned Here	
18.4	Whether NSDL has sought any specific comment from auditor with respect to any issue?	□ Yes □ No	If yes, then provide details / comments on issues	
18.5	Whether NSDL has sought any specific certification from auditor with respect to any issue?	□ Yes □ No	If yes, provide details along with supporting documents	
19	**Reporting by Participant to its Board of Directors**			
19.1	Whether Participant has placed last inspection findings along with management comment before its Board of Directors/ Audit Committee? (*Same may be verified from the extract of the minutes of the Board Meeting).*	□ Yes □ No □ Not Applicable	If yes, then mention date of the Board Meeting	
19.2	Whether Participant has placed last internal/concurrent audit findings along with management comment before its Board of Directors / Audit Committee? (*same may be verified from the extract of the minutes of the Board Meeting*)	□ Yes □ No □ Not Applicable	If yes, then mention date of the Board Meeting	
20	**Billing**			
20.1	Whether all account holder are billed as per the tariff sheet?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
20.2	Whether Participant has given atleast one month's prior notice for any increase in the tariff sheet?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
20.3	Whether charges levied for BSDA and Non BSDA are in accordance with SEBI/NSDL guidelines?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
20.4	Whether Participant has not charged account holder(s), for transfer of all the securities lying in his account to another account of client with another branch of the same Participant or to another Participant of the same depository or another depository, provided the account holder(s) at transferee Participant and at transferor Participant are identical in all respects?	□ Yes □ No □ Not Applicable	If no, then number of accounts, with discrepancies must be mentioned here	
20.5	Whether increase or decrease made in charges i.e. changes in tariff sheet has been intimated to NSDL for making it available on NSDL website?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
21	**Back Office**			
21.1	If Participant is using backoffice software for depository operations like providing statement, billing etc., whether balances as per back office are reconciled on a daily basis with DPM?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22	**Miscellaneous areas**			
22.1	Whether supplementary agreement / letter of confirmation / power of attorney obtained / executed, if any with account holder are in compliance with 'Rights and Obligations of the Beneficial Owner and Depository Participant' document / SEBI/ NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.2	Whether Participant has collected requisite documents to claim waiver of settlement fees?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.3	Whether pledge and hypothecation instructions are processed as per prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.4	Whether participant is processed the pledge requested within 15 days from the date of receipt of proper documents?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.5	Whether Margin Pledge/ Re-pledge (initiation, release, invocation) transactions are processed as per prescribed guidelines.	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.6	Whether Participant has executed software utilities provided by NSDL on a monthly basis and taken appropriate action in respect of the exceptions identified?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.7	Whether forms in use for various activities are in accordance with latest NSDL Business rules and other relevant guidelines?	□ Yes □ No	If no, then mention the forms and the discrepancies observed therein.	
22.8	Whether Participant has a policy for dealing with conflicts of interest?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.9	Whether Board of Directors of the Participant has reviewed the policy document dealing with conflicts of interest on a periodic basis?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.10	Whether Participant has opened new demat accounts as BSDA, if such demat account is eligible for BSDA, unless specific consent is provided by BO by way of email from the registered email-id to avail the facility of a regular demat account?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
22.11	Whether Participant has reassessed the eligibility of the Beneficial owner at the end of every billing cycle to convert the demat account into BSDA or vice versa and converted all eligible demat accounts into BSDA unless specific consent is provided by BO by way of email from the registered email-id opting to continue to avail the facility of a regular demat account?	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	
22.12	Whether Participant after conversion of a regular account into BSDA or vice versa, has send a communication (letter/email/Client Master Report generated from the DPM System or its back office or any other mode the Participant may deem fit) to the Client informing them of the changes made to their account, along with	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	the charges that will apply if the BSDA is subsequently converted into a regular account?			
22.13	Whether participant has framed a policy to reduce instances of same mobile number and/ or email address captured for multiple client accounts, particularly by reviewing reports provided by NSDL on periodic basis, with the aim to eliminate such occurrences entirely?	□ Yes □ No □ Not Applicable	If no, then reason for the non compliance must be mentioned here	
22.14	Whether mobile numbers/email addresses captured in the demat account of client is not of Participant, their KMPs, other employees, etc?	□ Yes □ No □ Not Applicable	If no, then reason for the non compliance must be mentioned here	
22.15	Whether participants has given a 30 days' notice to concerned clients to provide a request to update the family flag or to provide the updated mobile number/email address for updating in the demat account, stating that in case of non-receipt of a response from the clients, such accounts will be suspended for debit?	□ Yes □ No □ Not Applicable	If no, then reason for the non compliance must be mentioned here	
22.16	Whether participants has maintained verifiable records for audit purposes of attempts made by them to seek updated email address/ mobile number or a declaration for the family flag from their respective clients?	□ Yes □ No □ Not Applicable	If no, then reason for the non compliance must be mentioned here	
22.17	Whether DIVS GAP report utilities is executed on regular basis and appropriate action (if required) is taken?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.18	Whether 'Document Received Date' has been captured correctly in DPM/eDPM by the Participant in respect of various service requests?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.19	Whether Participant is in Compliance with SEBI Circular on Implementation of the Multilateral Competent Authority Agreement and Foreign Account Tax Compliance Act?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.20	Whether request of Hold / Hold Release for Non Disposal Undertaking/ Agreement are processed as per the prescribed guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.21	Whether reclassification of the existing accounts which require a change in type and sub-type are completed in accordance with NSDL Circular on Reclassification of type and sub-type?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.22	Whether accreditation of investors for the purpose of Innovators Growth Platform is carried out as per the prescribed procedure?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.23	Whether Participant has devised a mechanism to verify the details of target demat accounts pertaining to Bank/NBFC to ensure that IDT instructions by Trading Members/Clearing Members are executed as per the guidelines prescribed by SEBI?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.24	Whether Participant has framed and adopted a surveillance policy based on nature of its depository business, type of clients, number of demat accounts, number of transactions along with the indicative list of alerts etc. in accordance with NSDL circular no. NSDL/POLICY/2021/0072 dated July 15, 2021.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.25	Whether Participant has proper system in place to generate the surveillance alerts as per the Board approved policy adopted by it?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.26	Whether the surveillance policy of the Participant has been approved by its Board of Directors. In case, the Participant is incorporated outside India, then the surveillance policy of the Participant may be approved by a Committee constituted to oversee its Indian Operations?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.27	Whether the Participant has reviewed its surveillance policy atleast once in a year?.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.28	Whether quarterly MIS on the number of alerts generated and processed as prescribed at (point no. 6) of NSDL circular no. NSDL/POLICY/2021/0072 dated July 15, 2021 has been prepared and presented before the Participant's Board of Directors / Committee?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.29	Whether Participant has submitted quarterly report (including nil report) on status of the alerts , in the format prescribed vide NSDL circular no. NSDL/POLICY/2021/0072 dated July 15, 2021 to the depository within 15 days from end of the quarter?	□ Yes □ No	If no, then details of the non-compliance must be mentioned here	
22.30	Whether the Participant has reported adverse observations / instances noticed by it and action taken thereof by Participants, to depository within 7 days of the date of identification?	□ Yes □ No □ Not Applicable	If no, then details of the non-compliance must be mentioned here	
22.31	Whether all the alerts generated by the Participant were disposed within 45 days from the date of generation / date of receipt of alerts from the depository?	□ Yes □ No	If no, then details of the non-compliance must be mentioned here	
22.32	Whether Internal auditor has reviewed the surveillance policy, its implementation, effectiveness and reviewed the alerts generated during the period of audit?	□ Yes □ No	Comment from auditor on the effectiveness of the surveillance policy must be mentioned here	
22.33	Whether Participant has prepared and implemented Standard Operating Procedure (SOP) for processing of surveillance alerts which includes alert generation parameters, establishing timelines for response, outlining escalation procedures, and any other essential processes related to alert handling and the same was reviewed on a periodic basis by the compliance officer?	□ Yes □ No	Comment from auditor on the effectiveness of the surveillance SOP must be mentioned here	
22.34	Whether Participant has followed the Maker Checker mechanism while processing and disposal of surveillance alerts?	□ Yes □ No	Comment from auditor on the effectiveness of the surveillance SOP must be mentioned here	
22.35	Whether the Participant has put in place internal code of conduct, controls and checks and balances to prevent circulation of unauthenticated news by its employees (including temporary and voluntary) by various modes of communication in accordance with point no.2.3 of SEBI master circular no SEBI/HO/ISD/ISD-PoD-2/P/CIR/2024/126 dated September 23, 2024?	□ Yes □ No	If no, then details of the non-compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.36	Whether pledge, hypothecation and NDU instructions executed by DPs for BOs who are promoters are processed as per NSDL Circular no. NSDL/POLICY/2022/089 dated June 28, 2022?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.37	Whether participant has obtained Annexure B for BOs who are promoters as per NSDL Circular no. NSDL/POLICY/2022/089 dated June 28, 2022 and captured correct reason code in DPM?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.38	In case of demat account having correspondence or permanent address of Sikkim, whether the KYC details captured in the depository system is matching with the documentary proof provided by clients?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.39	If no, discrepancies / error (if any) on the part of the participant, whether the same is rectified by the DP and audited by the Auditor?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.40	In case of discrepancies observed in verification of Sikkim based account opened during the audit period, whether participant has frozen demat account and the same is informed to the client for rectification of records?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.41	Whether participant has unfrozen the demat account of Sikkim based BOs only after receipt of rectified documents from the BO and are found in order after due verification?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.42	Whether participant has provided option to the client to opt for mode of operation in case of joint holder accounts as per NSDL Circular no. NSDL/POLICY/2022/025 dated February 28, 2022 and NSDL Circular no. NSDL/POLICY/2022/053 dated April 08, 2022 and updated in DPM?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.43	Whether Participant has complied with the guidelines prescribed on the framework for delivery of Show Cause Notice (SCN) / Order issued by SEBI as per NSDL Circular no. NSDL/POLICY/2022/126 dated September 09, 2022 for attempting the delivery of SCN and has maintained record?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.44	In case where Participant is able to deliver the Show Cause Notice (SCN), whether Participant has obtained signed acknowledgement of receipt of Show Cause	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	Notice (SCN) from the Noticee / Addressee or its authorized representative in the specified format i.e. Annexure A and forwarded the copy to NSDL?			
22.45	In case where Participant is not able to complete physical delivery of SCN / Order to the Noticee / Addressee, whether the Participant has intimated NSDL, within the date specified by NSDL in it's communication, about the non-delivery?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.46	For cases where client approaches Participant for activation of such accounts, whether Participant has obtained and updated KYC details in depository system and KRA and has obtained signed acknowledgement of receipt of SCN/Order issued by SEBI before forwarding the request to NSDL for reactivation?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.47	Whether Participant has verified report of mobile number revocation list (MNRL) and taken necessary steps to ensure compliance in accordance with NSDL Circular no. NSDL/POLICY/2023/0015 dated February 02, 2023?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.48	Whether Participant is complying with the requirements w.r.t. Framework for Adoption of Cloud Services by SEBI Regulated Entities (REs) in accordance with NSDL Circular no. NSDL/POLICY/2023/0033 dated March 08, 2023 and SEBI Circular no. SEBI/HO/ITD/ITD_VAPT/P/CIR/2023/033 dated March 06, 2023 including reporting of quarterly progress report as per the roadmap and compliance with respect to the framework to be reported regularly?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.49	Whether Participant is complying with the following requirements w.r.t. Online Resolution of Disputes in the Indian Securities Market in accordance with NSDL Circular no. NSDL/POLICY/2023/0093 dated August 01, 2023 & NSDL/POLICY/2023/0126 dated September 22, 2023?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.49.1	Implementation of ODR mechanism as required in aforesaid circular w.r.t. registration of Depository Participants on the ODR Portal by August 15, 2023.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.49.2	Display a link to the ODR Portal on the home page of their websites and mobile apps.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.49.3	Action Taken Report ("ATR") has been submitted to SEBI within 21 calendar days from the date of receipt of the complaint from SCORES portal.	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
22.50	Whether guidelines / procedure specified by NSDL for opening the Client Nodal MFOS Account of SB/CM is compiled in accordance with NSDL Circular no. NSDL/POLICY/2023/0077 dated June 30, 2023?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.51	**Website related compliance**			
22.51.1	Whether Participant is complying with the following requirements w.r.t maintenance of a website by depository participants in accordance with NSDL Circular no. NSDL/POLICY/2023/0025 dated February 17, 2023. - Participant has maintained a website as prescribed? - Whether the participant has displayed information mandated by SEBI/NSDL on its website from time to time? - if any modification in the URL same is reported to NSDL within 3 days of such changes?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.51.2	Whether Participant has displayed various tickers on its website to create awareness among clients to subscribe for SMS alerts, for KYC registration and that ASBA has been made mandatory payment mechanism for all investors including retail investors for all public issues opening on or after Jan 1, 2016?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
22.51.3	Whether Participant has published investor charter on its website in accordance with NSDL Guidelines.	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.51.4	Whether Participant has displayed Escalation matrix on their website in order to further strengthen the process of handling Investors Grievances as per NSDL Circular NSDL/POLICY/2022/122 dated September 01, 2022 & NSDL/POLICY/2022/156 dated November 10, 2022?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.51.5	Whether Participant is complying with the following requirements w.r.t. Investor Grievances Escalation Matrix displayed on their website in accordance with NSDL Circular no. NSDL/POLICY/2022/156 dated November 10, 2022: • Contact numbers mentioned in Escalation Matrix are not same for more than one or for all escalated levels • Contact numbers are in use and are reachable during working hours/ • IVRS allows caller to reach the desired escalated level and call is being handled by the escalated person?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.52	**Designated Depository Participants (DDP) compliances**			
22.52.1	Whether DDP follow the guidelines for processing of FPI and other specific entities applications?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.2	Whether DDP has followed the guidelines for registration as well as operation of Foreign Venture Capital Investors as stated in SEBI Circular No SEBI/HO/AFD/AFD-PoD-3/P/CIR/2024/130 dated September 26, 2024?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.3	Whether DDP has displayed the Investor Charter prominently on their website and disclosed the monthly data on complaints received and redressal on their websites as per SEBI/NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.4	Whether DDP has put in place appropriate systems, procedures and mechanisms to monitor the investment limit/ holdings of	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	FPIs belonging to the same investor group?			
22.52.5	Whether DDP has granted conditional registration of 180 days to FPI only after following SEBI guidelines as per SEBI/NSDL Guidelines?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.6	Whether DDP has appropriate systems, procedures and mechanisms to check, if any, change in the material information previously furnished by the FPI to the DDP and/or SEBI, which has a bearing on the certificate granted by the DDP on behalf of the Board or relating to any direct or indirect change in its structure or ownership or control, change in regulatory status, merger, demerger or restructuring, change in category/ sub-category / structure/ jurisdiction/ name of FPI/ beneficial ownership etc, of the FPI?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.7	Whether DDP has carried out necessary due diligence to ensure that no other depository account per depository is held by any of the concerned applicant as a foreign portfolio investor, before opening a depository account, except for the purpose mentioned or schemes specified by RBI or Board in accordance with FPI Regulations, 2019?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.52.8	DDP has reported interest and dividend information in respect of reportable custodial accounts to Income Tax Department. Refer SEBI Cir SEBI/HO/MRD/MRD-PoD-1/P/CIR/2024/168 dated December 03, 2024	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
22.53	Whether Participant has carried out one-time exercise of reassessing the eligibility of all the existing Beneficial owners by November 01, 2024, as prescribed by SEBI Circular - SEBI/HO/MIRSD/MIRSDPoD1/P/CIR/2024/91 dated June 28, 2024, to convert all eligible demat accounts into BSDA or vice versa and converted all eligible demat accounts into BSDA unless specific consent is provided by BO by way of email from the	□ Yes □ No □ Not Applicable	If no, then details must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
	registered email-id opting to continue to avail the facility of a regular demat account ?			
22.54	Whether the participant has followed the Standard Operating Procedure (SOP) mandated by SEBI for the operation of accounts in case of an incapacitated investor as per NSDL circular NSDL/POLICY/2025/0120 dated September 12, 2025?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
22.55	Comment on improvements made in the operations since last audit.		Views of the auditor on the improvements, if any (or nil), in operations of the Participant	
23	**System areas**			
23.1	Whether hardware and software installed on machines used for depository operations are as per the specifications mentioned in the latest Form B submitted to NSDL and made available on i-Assist?	□ Yes □ No	If no, then mention the mismatch	
23.2	Whether Participant is taking backup on a daily basis?	□ Yes □ No		
23.3	Whether Participant has kept remote backup media as per prescribed guidelines?	□ Yes □ No		
23.4	Whether updated antivirus is installed on the server and all the client machines?	□ Yes □ No		
23.5	Whether log shipping facility for log generation is working and Backup/DR server (if available) are in Sync?	□ Yes □ No		
23.6	Whether all the software installed on server and client machines are licensed?	□ Yes □ No		
23.7	Whether RAID has been configured as per the prescribed guidelines?	□ Yes □ No		
23.8	Whether database reorg and shrinking are done as per the prescribed guidelines?	□ Yes □ No		
23.9	Whether scheduled switch to fallback connectivity (internet) is done and the record thereof is maintained?	□ Yes □ No		
23.10	Whether all the hardware / equipments used for depository operations are covered under AMC / warranty?	□ Yes □ No	If no, then mention whether the Participant has obtained approval for the same?	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
23.11	Whether UPS / alternate power arrangement is available for all the hardware / equipments used for depository operations?	□ Yes □ No		
23.12	Whether adequate physical and logical access restrictions for usage of system are in place?	□ Yes □ No		
23.13	Whether backup of back office data is taken?	□ Yes □ No □ Not Applicable		
23.14	Whether back office is directly connected to DPM system?	□ Yes □ No		
23.15	If reply to 23.14 is yes, whether it is in accordance with NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
23.16	Whether atleast one staff managing the systems is NSDL trained?	□ Yes □ No		
23.17	Whether physical access to client machines and server is restricted only to authorised persons?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
23.18	Whether the operating system and other softwares installed on the machines used for depository operations are as per NSDL specifications and upgraded as per NSDL guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
23.19	Whether the Participant has adequate safeguards as regards cyber security?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
23.20	Whether Data-in motion and Data-at-rest is encrypted by the participant by using strong encryption methods such as Advanced Encryption Standard (AES), RSA, SHA-2, etc.?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
24	**Additional information about Participant**			
24.1	Whether Participant is satisfying the eligibility criteria as specified at Regulation 35 (a) of SEBI (Depositories and Participants) Regulations, 2018?	□ Yes □ No	If no, then details of the same must be mentioned here	
24.2	Whether the Compliance Officer of the Participant has obtained NISM-Series-III A: Securities Intermediaries Compliance (Non- Fund) Certification Examination (SICCE)?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
24.3	Whether the Participant is a fit and proper person as per Regulation 23(2) of the SEBI (Depositories & Participants) Regulations, 2018 read with the criteria specified under regulation 20 of Securities Contracts (Regulation) (Stock Exchanges and Clearing Corporations) Regulations, 2018?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
24.4	Whether Risk Assessment Template (RAT), Internal and/or Concurrent Audit Report, Net worth Certificate, and Compliance Certificate has been submitted periodically by participant?	□ Yes □ No	If no, then details of the non compliance must be mentioned here	
24.5	Whether AI/ML reporting form (if applicable),cyber attacks and threats reports, if any have been submitted to respective authorities as per prescribed guidelines?	□ Yes □ No □ Not Applicable	If no, then details of the non compliance must be mentioned here	
24.6	Whether change in Director / compliance officer/Principle officer/Designated director/ Shareholding pattern of the Participant /name of the participant/registered address of the participant and any such changes have been informed to NSDL?	□ Yes □ No □ No such changes	If no, then details of the non compliance must be mentioned here	
24.7	Whether Participant is not having any direct or indirect association with any person or its agent engaged in the activities mentioned in clauses (i) or (ii) of sub-regulation (1) of SEBI's notification no. SEBI/LAD-NRO/GN/2024/200 dated August 26, 2024, without the necessary permission?	□ Yes □ No □ No such changes	If no, then details of the non compliance must be mentioned here	
24.8	Whether any other deviation/non-compliance observed by internal auditor which is not specifically covered above?	□ Yes □ No	If Yes, then details must be mentioned here	
24.9	Whether Participant has informed NSDL within 7 days of passing of any order / indictments by any competent authority against it?	□ Yes □ No □ Not Applicable	If Yes, please provide details of order/indictment. If no, details of the non compliance must be mentioned here	
24.10	Whether guidelines/information issued by SEBI/NSDL from time to time has been communicated to all the clients by the participants wherever applicable?	□ Yes □ No	If No, then details must be mentioned here	
25	**Auditor's Certification**			

Checklist				
Sr. No.	**Audit Areas**	**Auditor's Observation**	**Auditor's Remarks**	**Management's Comment***
25.1	Whether management comments are adequate for the deviations highlighted?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
25.2	Whether any high risk activity was identified as part of the audit and focused on, as part of the audit?	□ Yes □ No	If Yes, kindly provide the necessary details	
25.3	Whether all audit checkpoints have been completed as per the stipulated timelines?	□ Yes □ No	If no, kindly provide the necessary details	
25.4	If reply to 25.3 is no, whether the delay and attribution, if any, to the Participant have been highlighted to the management?	□ Yes □ No □ Not Applicable	If no, kindly provide the necessary details	
26	Unique Document Identification Number (UDIN)		To be filled by Practicing Chartered Accountants	
Management's Comment* - Mandatory if auditor's observation is negative.				

Auditor's Report on Internal / Concurrent Audit

I/ We have carried out audit of depository operations of <Name of Participant> and I/We hereby declare the following:

1. The operations of the Participant are in compliance with the requirements of The Depositories Act, 1996, SEBI (Depositories & Participants) Regulations, 2018, NSDL Bye Laws and Business Rules, its agreement with NSDL and Rights and Obligations of Beneficial Owner and Depository Participant and various circulars issued by NSDL from time to time.

2. The system related to depository operations is managed and maintained in a manner that there is no threat to business continuity, integrity of data processing system is maintained at all times and methods are put in place to ensure that records are not lost, destroyed or tampered with or in the event of loss or destruction of data, sufficient backup of records is available at all times.

3. The capacity of computer system, staff strength and internal procedures are commensurate with the level of business activity.

4. The business operations of the Participant are conducted in a manner that the foreseeable risks are addressed with appropriate internal control mechanism.

5. The operations are conducted in a manner that there is no loss of revenue and receivables are received promptly.

6. The business operations of the Participant are conducted as per the operations manual and in strict adherence with NSDL prescribed procedures.

7. The Participant has required internal controls, checks, risk management procedure in place.

8. The procedures with respect to maintenance of records (electronic and physical) are adequate.

9. To the best of our knowledge and belief and according to the information and explanations sought by us, no material fraud / non-compliance / violation by the Participant is observed during the course of this Audit

10. We do not have any direct / indirect interest in or relationship with the Participant or its shareholders / directors / partners / proprietors / management and also confirm that we do not have any conflict of interest in such relationship / interest while conducting internal/concurrent audit of the said Participant.

11. The Report provided by us covers the entire scope of the Internal/concurrent audit, is true and correct.

12. Working papers and evidences for the audit are available in our record.

13. We have considered adequate samples for the purpose of audit.

14. 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 using its Digital Certificate.

ANNEXURE Z9

Objectives of audit of depository operations

i. To assure the management that the operations of the Participant are in compliance with the requirements of The Depositories Act, 1996, SEBI (Depositories & Participants) Regulations, 2018, NSDL Bye Laws and

Business Rules, its agreement with NSDL and Rights and Obligations of Beneficial Owner and Depository Participant and various circulars issued by NSDL from time to time.

ii. To assure management that the DPM is managed and maintained in a manner that there is no threat to business continuity, integrity of data processing system is maintained at all times and methods are put in place to ensure that records are not lost, destroyed or tampered with or in the event of loss or destruction of data, sufficient backup of records is available at all times.

iii. To assure management that the capacity of computer system, staff strength and internal procedures are commensurate with the level of business activity.

iv. To assure management and NSDL that the business operations of the Participant are conducted in a manner that the foreseeable risks are addressed with appropriate internal control mechanism.

v. To assure management that the operations are conducted in a manner that there is no loss of revenue and receivables are received promptly.

vi. To assure management and NSDL that the business operations of the Participant are conducted as per the operations manual and in strict adherence with NSDL prescribed procedures.

ANNEXURE Z10

<u>Auditor Selection Norms</u>

1. The Auditor should have experience of IT audit/governance frameworks and processes conforming to industry leading practices like COBIT 5/ISO 27001.

2. The Auditor shall have a minimum of 3 years of experience in IT audit of securities market participants e.g., Stock Exchanges, Clearing Corporations, Depositories, Trading Member, Depository Participants etc. The audit experience should cover all the major areas mentioned under Terms of Reference (ToR) of the system audit specified by SEBI / depositories.

3. The Auditor/Audit firm can perform a maximum of 3 successive audits of the DP. However, such an auditor shall be eligible for re-appointment after a cooling-off period of one year and Auditor should not have been engaged over the last three years in any consulting engagement with any departments / units of the DP.

4. Resources employed for the purpose of System Audit should possess at least one of the following certifications:

    - CISA (Certified Information System Auditors) from ISACA
    - DISA (Post Qualification Certification in Information Systems Audit) from Institute of Chartered Accountants of India (ICAI)
    - CISM (Certified Information Security Manager) from ISACA
    - CISSP (Certified Information Systems Security Professional) from International Information Systems Security Certification Consortium, commonly known as (ISC).

5. The Auditor, as being appointed by the DP must not have any conflict of interest in conducting fair, objective, and independent audit. Further, the directors / partners of Audit firm shall not be related to any Directors/Promoters/Proprietor of the said DPs either directly or indirectly.

6. The Auditor shall not have any cases pending against its previous audited companies/firms, which fall under SEBI's jurisdiction, which point to its incompetence and/or unsuitability to perform the audit task.

7. The DP and auditors are required to retain records of physical visits conducted during audits like name, qualification & date of visit/s of auditor, along with audit artifacts, proofs of concept (POCs), and evidence related to Terms of Reference (TOR) points for a minimum duration of three years.

ANNEXURE Z11

Scope

The Scope of system audit of DPs should cover all the systems i.e. systems and applications provided by Depositories to DPs as well as DP's own system whether in house or off the shelf products etc.

Terms of Reference (TOR) for System Audit Report

System Audit TOR Clause	Checkpoints Description
1	**Software Change Management – The system auditor should check whether proper procedures have been followed and proper documentation has been maintained for the following:**
1 (a)	Processing / approval methodology of new feature request, change or patches
1(b)	Change Management process, related approvals, version control history, etc. **Change requests:** Whether the changes are tested in UAT environment before being approved for deployment into production. Whether the categorization of the change is done properly.
1 (c)	Fault reporting / tracking mechanism and process for resolution
1 (d)	Testing of new releases / patches / modified software / bug fixes
1 (e)	Testing of new releases / patches / modified software / bug fixes (Automation Level)
1 (f)	Does demonstratable segregation exist between Development / Test / Production environment. The System Auditor to check whether adequate mechanism exists to restore their systems to 'production state' at the end of testing session to ensure integrity.
1 (g)	New release in production – promotion, release note approvals
1 (h)	Production issues / disruptions reported during last year, reasons for such disruptions and corrective actions taken.
1 (i)	User awareness on software change management process

System Audit TOR Clause	Checkpoints Description
1 (j)	**Change Management** To ensure system integrity and stability all changes to the installed system are planned, evaluated for risk, tested, approved, and documented. Has the organization implemented a change management process to avoid risk due to unplanned and unauthorised changes for all the information security assets (Hardware, software, network, application). Does the process at the minimum include the following: **Planned Changes** Are changes to the installed system made in a planned manner. a) Are they made by duly authorized personnel. b) Risk Evaluation Process c) Is the risk involved in the implementation of the changes duly factored in. **Change Approval** Is the implemented change duly approved and process documented. **Pre-implementation process** Is the change request process documented. **Change implementation process** Is the change implementation process supervised to ensure system integrity and continuity. **Post implementation process** Is user acceptance of the change documented. **Emergency Changes** In case of emergency changes, are the same duly authorized and the manner of change documented later. Are records of all change requests maintained. Are periodic reviews conducted for all the changes which were implemented.
1 (k)	**Patch Management** Does the organization have a documented process/procedure for timely deployment of patches for mitigating identified vulnerabilities. Whether version and patch management controls are in place. Does the organization periodically update all assets including Servers, OS, Database, Middleware, Network Devices, Firewalls, IDS /IPS, Desktops etc. with latest applicable versions and patches.
1 (l)	**SDLC - Application Development & Maintenance** In case of Depository Participant's self-developed system, SDLC documentation and procedures if the installed system is developed in-house.
1 (m)	**SDLC - Application Development & Maintenance** Does the organization have any in-house developed applications. If yes, then does the organization have a documented process/framework to include processes for incorporating, testing, and providing sign-off for information risk requirements at various stages of Software Development Life Cycle (SDLC). Does the SDLC framework incorporate standards, guidelines, and procedures for secure coding. Are roles and responsibilities clearly defined for various stakeholders in the SDLC framework. Are Application development, Testing (QA and UAT) and Production environments segregated.
1 (n)	Changes undertaken pursuant to a change to the depository applications / Depository Participant's systems.
2	**Password Security**

System Audit TOR Clause	Checkpoints Description
2 (a)	**Organization Access Policy** Whether the organization has a well-documented policy that provides for a password policy as well as access control policy for the depository applications / Depository Participant's systems.
2 (b)	**Authentication Capability** Whether the system authenticates user credentials by means of a password before allowing the user to login, and whether there is a system for authentication such as two-factor authentication.
2 (c)	**Password Best Practices** Whether there is a system provision for masking of password, system prompt to change default password on first login, disablement of user id on entering multiple wrong passwords (as defined in the password policy document), periodic password change mandate and appropriate prompt to user, strong parameters for password, deactivation of dormant user id, etc.
2 (d)	The password policy/standard should be documented. The installed systems password features should include: a) The installed system uses passwords for authentication. b) The system requests for identification and new password before login into the system. c) The password is masked at the time of entry. System authenticates user with a username and password as first level of security. System mandates changing of password when the user logs in for the first time. Automatic disablement of the user on entering erroneous password in excess of the number of attempts allowed as per the password policy/system feature. The system provides for automatic expiry of passwords at the end of a reasonable duration (maximum 90 Days) and re-initialisation of access on entering fresh passwords. Prior intimation is given to the user before such expiry. System controls to ensure that the password is alphanumeric (preferably with one special character), instead of just being alphabets or just numerical. System controls to ensure that the changed password cannot be the same as any of the passwords used previously as per the password policy/system feature. System controls to ensure that the login id of the user and password should not be the same. System controls to ensure that the password should be of minimum eight characters. User/Client is deactivated if the same is not used for a continuous period of 12 (Twelve) months from date of last use of the account. System allows user to change their passwords at their discretion and frequency.
3	**Session Management** **(Mobile Application / Client Server Application / Web Application)**
3 (a)	**Session Authentication** Whether the system has provision for Confidentiality, Integrity, and Availability (C,I,A) of the session and the data transmitted during the session by means of appropriate user and session authentication mechanisms like SSL etc.
3 (b)	**Session Security** Whether there is availability of an end-to-end encryption for all data exchanged between client and Depository Participant's systems or any other means of ensuring session security. Whether session login details are stored securely.
3 (c)	**Inactive Session** Whether the system allows for automatic session logout after a system defined period of inactivity.

System Audit TOR Clause	Checkpoints Description
3 (d)	**Log Management** Whether the system generates and maintain logs of number of users, activity logs, system logs, number of active clients.
3 (e)	Whether the installed system has provision for security, reliability and confidentiality of data through use of encryption technology, SSL or similar session confidentiality protection mechanisms: a) The system uses SSL/TLS or similar session confidentiality protection mechanisms b) The system uses a secure storage mechanism for storing of usernames and passwords c) The system adequately protects the confidentiality of the user's data
3 (f)	**Cryptographic Controls** Does the organization have a documented process/framework for implementing cryptographic controls in order to protect confidentiality and integrity of sensitive information during transmission and while at rest, using suitable encryption technology. Is the encryption methodology of information involved in business transactions based on Regulation/Law/Standards compliance requirements. Does the organization ensure session encryption for internet-based applications. Does the organization ensure that the data transferred through internet is protected with suitable encryption technologies. Are transactions on the website suitably encrypted.
3 (g)	**Cryptographic Controls** Is secret and confidential information sent through e-mails encrypted before sending. Is secret and confidential data in an encrypted format.
3 (h)	Does the organization deploy data loss prevention (DLP) solutions / processes.
4	**Database Security**
4 (a)	**Access** Whether the system allows database access only to authorized users / applications.
4 (b)	**Controls** Whether the database server is hosted on a secure platform, with username and password stored in an encrypted form using strong encryption algorithms.
4 (c)	Whether data at rest is encrypted
5	**Network Integrity**
5 (a)	**Seamless connectivity** Whether the Depository Participant has ensured that a backup network link is available in case of primary link failure with the Depository.
5 (b)	**Network Architecture** Whether the web server is separate from the Application and Database server.

System Audit TOR Clause	Checkpoints Description
5 (c)	**Firewall Configuration** Whether appropriate firewall is present between Depository Participant and various communication links to the Depository. Whether the default firewall configuration settings are changed and appropriately configured to ensure maximum security.
5 (d)	**Network Security** Are networks segmented into different zones as per security requirements. Are network segments and internet facing assets protected with Intrusion detection/prevention system (IDS/IPS) and/or Firewall to ensure security. Has the organization implemented appropriate monitoring tools to monitor network traffic both within and originating from the organization's network. Does the organization periodically conduct Network Architecture Security assessments in order to identify threats and vulnerabilities. Are the findings of such assessments tracked and closed. Are Internet facing servers placed in a DMZ and segregated from other zones by using a firewall. Is there segregation between application and database servers. Are specific port/service accesses granted on firewall by following a proper approval process. Are user and server zones segregated. Are the rules defined in the firewall adequate to prevent unauthorized access to depository applications and back office systems
6	**Access Controls**
6 (a)	**Access to server rooms** Whether adequate controls are in place for access to server rooms and proper audit trails are maintained for the same.
6 (b)	**Additional Access controls** Whether the system provides for any authentication/two factor authentication mechanism to access depository applications and back office systems. Whether additional password requirements are set for critical features of the system. Whether the access control is adequate.
6 (c)	**Access Control** Does the organization's documented policy and procedure include access control policy. Is access to the information assets based on the user's roles and responsibilities. Does the system have a password mechanism which restricts access to authenticated users. Does the system request for identification and new password before login into the system. Does the system have appropriate authority levels to ensure that the limits can be setup only by persons authorized by the risk / compliance manager. Does the organization ensure that access control between website hosting servers and internal networks is maintained. Are records of all accesses requested, approved, granted, terminated, and changed maintained. Are all accesses granted reviewed periodically. Does the organization ensure that default system credentials are disabled/locked. Are application development, testing (QA and UAT) and production environments segregated. Whether adequate controls have been implemented for admission of personnel into the server rooms / place where servers / hardware / systems are located and whether audit trails of all the entries/exits at the server room / location are maintained. Is access to the information assets based on the user's roles and responsibilities. Does the system have a password mechanism which restricts access to authenticated users.

System Audit TOR Clause	Checkpoints Description
6 (d)	**Extra Authentication Security** Whether the systems use additional authentication measures like smart cards, biometric authentication, or tokens etc.
6 (e)	**Physical & Environmental Security** Does the organization have a documented process/framework for Physical & Environmental security. Are adequate provisions made in respect of physical security of the hardware / systems at the hosting location and controls on admission of personnel into the location (audit trail of all entries-exits at location etc.). Are security perimeters defined based on the criticality of assets and operations. Are periodic reviews conducted for the accesses granted to defined perimeters. Are CCTV cameras deployed for monitoring activities in critical areas. Is the CCTV footage backed up and can it be made available in case the need arises. Are suitable controls deployed for combating fire in Data Center. Does the organization maintain physical access controls for Server Room/Network Room security w.r.t environmental controls, UPS and HVAC. Are records maintained for the access granted to defined perimeters. Are suitable controls deployed for combating fire in the data center.
6 (f)	**Privileged Identity Management** Does the organization have a documented process/procedure for defining, reviewing and assigning the administrative roles and privileges. Has the organization implemented controls/tools for Privilege Identity Management including at a minimum provisioning, maintenance, monitoring, auditing, and reporting all the activities performed by privileged users (System Admin, DBA etc.) accessing organization's IT systems. Are privileges granted to users based on appropriate approvals and in accordance with the user's role and responsibilities. Are all the activities of the privileged users logged. Are log reviews of privileged user logs of admin activity conducted periodically. Is Maker- Checker functionality implemented for all changes by admin. Are records of privileged user provisioning/deprovisioning reviewed.

System Audit TOR Clause	Checkpoints Description
6 (g)	**Closed User Group Endpoint Security** Does the Depository Participant have policies and procedures having coverage related to people, processes and technology. Does the Depository Participant have architecture that supports segregation with other businesses': Data and Processing facilities Development / Test / Production environment Corporate user and Production / server zones Application and Database servers Internet facing servers placed in a DMZ and segregated from other zones Ensure appropriately configured firewalls are used to ensure segregation wherever needed. Are technology related baseline controls established, exercised, and reviewed periodically. Are following systems and processes existing and exercised for Vulnerability Assessment and Penetration Testing: Configuration of technologies prior to go live Monitoring of perimeter / network security, infrastructure and applications for anomalies Alerts incidents and breaches Reporting of cyber-attacks, threats, cyber-incidents and breaches experienced and measures taken to mitigate vulnerabilities, threats and attacks including information on bugs / vulnerabilities, threats to be submitted to Depository and other regulatory agencies based on SEBI Circulars SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018; SEBI/HO/MIRSD/DOP/CIR/P/2019/109 dated October 15, 2019; SEBI/HO/MIRSD/TPD/P/CIR/2022/93 dated June 30, 2022 and subsequent amendments made thereto.
7	**Backup and Recovery**
7(a)	**Backup and Recovery Policy:** Whether the organization has a well-documented policy on periodic backup of data generated from the Depository Participant's operations.
7(b)	**Log generation and data consistency:** Whether backup logs are maintained, and backup data is tested for consistency.
7(c)	**System Redundancy:** Whether there are appropriate backups in case of failures of any critical system components.

System Audit TOR Clause	Checkpoints Description
7(d)	**Backup & Restoration:** Whether the installed systems backup capability is adequate for overcoming loss of data (in terms of C,I,A) Are backups of the following system generated files maintained. At the server/gateway level a) Database b) Audit Trails Reports At the user level a) Logs b) History c) Reports d) Audit Trails e) Alert logs Does the organization ensure that the audit trail data maintained is available for a minimum period of 5 years. Are backup procedures documented and backup logs maintained. Are the backup logs maintained and have the backups been verified and tested. Are the backup media stored safely in line with the risk involved. Are there any recovery procedures and have the same been tested. Are the backups restored and tested periodically to ensure adequacy of backup process and successful restoration.
7(e)	**Audit trail, Event logging and monitoring** Depository Participant should maintain logs of all depository operations related activity to facilitate audit trail. Whether system generates, captures, and maintains audit trail of all transactions for at least 3 years. Whether all events, changes in master, strategy parameters are logged and maintained for at least 3 years. Whether all logs generated are secured from unauthorized modifications.
7 (f)	How will the organization assure customers prompt access to their securities in the event the organization determines it is unable to continue its business in the primary location - Network / Communication Link Backup. Is the backup network link adequate in case of failure of the primary link to the Depository. Is the backup network link adequate in case of failure of the primary link connecting the users. Is there an alternate communications path between customers and the firm. Is there an alternate communications path between the firm and its employees. Is there an alternate communications path with critical business constituents, banks, and regulators. Whether detailed network diagram is prepared and available for verification. Is network and network diagram in line with each other. Does the organization have alternate means of communication including channel for communication for communicating with the clients in case of any disruption. Such communication should be completed within 30 minutes from the time of disruption.

System Audit TOR Clause	Checkpoints Description
7 (g)	How will the organization assure customers prompt access to their securities in the event the organization determines it is unable to continue its business in the primary location - System Failure Backup Are there suitable backups for failure of any of the critical system components like: a) Gateway / Database Server b) Router c) Network Switch **Infrastructure breakdown backup** Are there suitable arrangements made for the breakdown in any infrastructure components like: a) Power Supply b) Water c) Air Conditioning **Primary Site Unavailability** Have any provision for alternate physical location of employees been made in case of non-availability of the primary site **Disaster Recovery** Are there suitable provisions for books and records backup and recovery (hard copy and electronic). Have all mission-critical systems been identified and provision for backup for such systems been made.
8	**BCP/DR** **(Only applicable for Depository Participants having BCP / DR site)**
8 (a)	**BCP / DR Policy** Whether the Depository Participant has a well-documented BCP/ DR policy and plan. The system auditor should comment on the documented incident response procedures and observation on the DR drills conducted by the Depository Participant.
8 (b)	**Alternate channel of communication** Whether the Depository Participant has provided its clients with alternate means of communication including channel for communication in case of a disaster. Whether the alternate channel can authenticate the user after asking for additional details or OTP (One-Time-Password).
8 (c)	**High Availability** Whether BCP / DR systems and network connectivity provide high availability and have no single point of failure for any critical operations as identified by the BCP/DR policy.
8 (d)	**Connectivity with other FMIs** The system auditor should check whether there is an alternative medium to communicate with depositories and other FMIs.
8 (e)	**Business Continuity** Does the organization have a suitable documented Business Continuity or Disaster Recovery or Incident Response process commensurate with the organization size and risk profile to ensure a high degree of availability of the installed system Is there any documentation on Business Continuity / Disaster Recovery / Incident Response. If a BCP/DRP exists, has it been tested on regular basis. Are there any documented risk assessments. Does the installation have a Call List for emergencies maintained. Whether redundancy is built at all levels of infrastructure. Whether all critical systems / infrastructures are in HA mode.

System Audit TOR Clause	Checkpoints Description
8 (f)	**Security Incident & Event Management** Does the organization have a documented process/policy for Security Incident & Event Management. Does the organization have a documented process/procedure for identifying security related incidents by monitoring logs generated by various IT assets such as Operating Systems, Databases, Network Devices, etc. Are all events/incidents detected, classified, investigated, and resolved. Are periodic reports published for various identified security incidents. Does the organization ensure that the logging facilities and the log information are protected from tampering and unauthorized access.
8 (g)	**Security Incident & Event Management** Is there a dedicated Incident Response Team for managing risk and compliance activities.
8 (h)	**Business Continuity** Does the organization have a Disaster Recovery Site. Are there any documented risk assessments. Does the installation have a Call List for emergencies maintained. Does the organization have robust systems and technical infrastructure in place in order to provide essential facilities, perform systemically critical functions relating to securities market and provide seamless service to their clients.
8 (i)	The system auditor should comment on the documented incident response procedures which will cover the following: Identification of all critical operations of the Depository Participant including the process of informing clients in case of any disruptions. While putting in place the BCP/DRP, Depository Participants are advised to sufficiently review all potential risks along with its impact on the business. Declaration of incident as a “Disaster” viz. timelines etc. and restoration of operations from DR Site upon declaration of ‘Disaster’ Adequate resources (with appropriate training and experience) should be available at the DR Site to handle all operations during disasters. The declaration of disaster shall be reported in the preliminary report submitted to the Depository.
8(j)	Does the organization have distinct primary and disaster recovery sites (DRS) for technology infrastructure, workspace for people and operational processes. Does the organization have DRS set up sufficiently away (not less than 500 km), from Primary Data Centre (PDC) to ensure that both DRS and PDC are not affected by the same disasters. Has any provision for alternate physical location of employees been made in case of non-availability of the primary site as a part of Disaster Recovery process. Does the organization have suitable provisions for Books and records backup and recovery (hard copy and electronic). Have all mission-critical systems been identified and provision for backup for such systems been made.
9	**Segregation of Data and Processing facilities**
9 (a)	The system auditor should check and comment on the segregation of data and processing facilities at the Depository Participant in case the Depository Participant is also running other businesses.
10	**Back-office data**
10(a)	**Data consistency** The system auditor should verify whether aggregate back office data of the Depository Participant matches with the data submitted / available with the Depository through online data view / download provided by Depository to Depository Participant.

System Audit TOR Clause	Checkpoints Description
10(b)	**Trail Logs** The system auditor should specifically comment on the logs of back office data to ascertain whether editing or deletion of records have been properly documented and recorded and does not result in any irregularities.
11	**User Management**
11(a)	**User Management Policy** The system auditor should check whether the Depository Participant has a well-documented policy that provides for user management and that the user management policy explicitly defines user, database, and application access matrix.
11(b)	**Access to Authorized users** The system auditor should check whether the system allows access only to the authorized users of the depository systems. Whether there is a proper documentation of the authorized users in the form of user application approval, copies of user qualification and other necessary documents.
11(c)	**User Creation / Deletion** The system auditor should check whether new user ids were created / deleted as per user management policy and whether the user ids are unique in nature.
11(d)	**User Disablement** The system auditor should check whether non-complaint users are disabled, and appropriate logs (such as event log of the user) are maintained.
11(e)	**User Management system** User Deletion: Users Ids are deleted as per the user management policy Reissue of User Ids: User Ids are reissued as per the user management policy. Locked User Accounts: Users whose accounts are locked are unlocked only after documented unlocking requests are made
12	**IT Infrastructure Management (including use of various Cloud computing models such as Infrastructure as a service (IaaS), Platform as a service (PaaS), Software as a service (SaaS), Network as a service (NaaS))**
12(a)	**IT Governance and Policy** The system auditor should verify whether the relevant IT Infrastructure-related policies and standards exist and are regularly reviewed and updated. Compliance with these policies is periodically assessed.
12(b)	**IT Infrastructure Planning** The system auditor should verify whether the plans/policy for the appropriate management and replacement of aging IT infrastructure components have been documented, approved, and implemented. The activities, schedules and resources needed to achieve objectives related to IT infrastructure have been integrated into business plans and budgets.

System Audit TOR Clause	Checkpoints Description
12(c)	**IT Infrastructure Availability (SLA Parameters)** The system auditor should verify whether the Depository Participant has a process in place to define its required availability of the IT infrastructure, and its tolerance to outages. In cases where there is huge reliance on vendors for the provision of IT services to the Depository Participant, the system auditor should also verify that the Mean Time To Recovery (MTTR) mentioned in the Service Level Agreement (SLA) by the service provider satisfies the requirements of the Depository Participant
12(d)	**IT Performance Monitoring (SLA Monitoring)** The system auditor should verify that the results of SLA performance monitoring are documented and are reported to the management of the Depository Participant.
12(e)	**Infrastructure High Availability** Does the organization have a documented process for identifying single point of failure. Does the organization have a documented process for failover. Does the organization ensure that various components pertaining to networks, servers, storage have sufficient redundancy. Does the organization conduct periodic redundancy/contingency testing.
12(f)	To ensure information security for the organization in general and the installed system in particular, policy and procedures must be established, implemented, and maintained. Does the organization's documented policy and procedures include the following policies and if so, whether they have been implemented by the organization: Information Security Policy Password Policy User Management and Access Control Policy Network Security Policy Application Software Policy Change Management Policy Backup Policy BCP Management Policy Audit Trail Policy Capacity Management Plan Does the organization follow any other policy or procedures or documented practices that are relevant.
12(g)	**Are documented practices available for various system processes** Day Begins Day Ends **Other system processes** a) Audit Trails b) Access Logs c) Transaction Logs d) Backup Logs e) Alert Logs f) Activity Logs g) Retention Period h) Data Maintenance

System Audit TOR Clause	Checkpoints Description
12(h)	**In case of failure, is there an escalation procedure implemented.** Day Begins Day Ends Other system processes **Details of the various response procedures including for:** a) Access Control failure b) Day Begin failure c) Day End failure d) Other system Processes failure
12(i)	**Vulnerability Assessment, Penetration Testing & Application Security Assessments:** Are periodic vulnerability assessments for all the critical assets including Servers, OS, Database, Middleware, Network Devices, Firewalls, IDS /IPS etc. conducted.
12(j)	**Standards & Guidelines** Does the organization maintain standards and guidelines for information security related controls, applicable to various IT functions such as System Administration, Database Administration, Network, Application, and Middleware etc. Does the organization maintain Hardening Standards pertaining to all the technologies deployed within the organization related to Applications, OS, Hardware, Software, Middleware, Database, Network Devices and Desktops. Does the organization have a process for deploying OS, Hardware, Software, Middleware, Database, Network Devices and Desktops after ensuring that they are free from vulnerabilities. Are the defined standards, guidelines updated and reviewed periodically.
12(k)	**Information Security Policy & Procedure** Does the organization's documented policy and procedures include the information security policy and if so, are they compliant with legal and regulatory requirements. Is the defined policy and procedure reviewed on a periodic basis.
12(l)	**Information Security Policy & Procedure** Are any other standards/guidelines like ISO 27001 etc. being followed. Does the organization have an Information Security forum to provide overall direction to information security initiatives based on business objectives.
12(m)	**Information Classification & Protection** Has the organization defined systematic and documented framework for Information classification & protection. Are the information items classified and protected in accordance with business criticality and sensitivity in terms of Confidentiality, Integrity & Availability. Does the organization conduct periodic information classification process audits. Has the organization deployed suitable controls to prevent leakage of sensitive information.
12(n)	**Vulnerability Assessment, Penetration Testing & Application Security Assessments** Does the organization maintain an annual VAPT and Application Security assessment activity calendar. Is periodic router ACL review conducted as a part of vulnerability assessment.
12(o)	Does the organization have hybrid data security tools that focus on operating in a shared responsibility model for cloud-based environments.

System Audit TOR Clause	Checkpoints Description
12(p)	**CSP service Controls** Does the organization check public accessibility of all Cloud instances in use. Does the organization make sure that no server/bucket is inadvertently leaking data due to inappropriate configurations.
12(q)	Does the organization ensure proper security of Cloud access tokens. Does the organization ensure that the tokens are not exposed publicly in website source code, any configuration files etc.
12(r)	Does the organization implement appropriate security measures for production, testing, staging, and backup environments hosted on cloud. Does the organization ensure that production environment is kept properly segregated from these environments. Does the organization disable/remove older or testing environments if their usage is no longer required.
12(s)	The Apache Software Foundation released an emergency patch as part of the 2.15.0 release of Log4j that fixes the Remote Code Execution (RCE) vulnerability. Does the Organization's Application administrators and developers verify the use of Log4j package in their environment and upgrade to version 2.15.0.
13	**Software Testing Procedures - The system auditor should check whether the depository participants has complied with the guidelines and instructions of SEBI / Depository with regard to testing of software and new patches, including the following:**
13 (a)	**Test Procedure Review** The system auditor should review and evaluate the procedures for system and software/program testing. The system auditor should also review the adequacy of tests.
13 (b)	**Documentation** The system auditor should verify whether the documentation related to testing procedures, test data, and resulting output were adequate and follow the organizations standards.
13 (c)	**Test Cases** The system auditor should review the internal test cases and comment upon the adequacy of the same.
14	**Additional Points**

System Audit TOR Clause	Checkpoints Description
14 (a)	**Antivirus Management** Does the organization have a documented process/procedure for Antivirus Management. Are all information assets protected with antivirus software and the latest antivirus signature updates. Does the organization periodically perform scans for virus/malicious code on computing resources, email, internet, and other traffic at the network gateway/entry points in the IT Infrastructure. Does the organization have a documented process/procedure for tracking, reporting, and responding to virus related incidents.
14 (b)	**Antivirus** Is a malicious code protection system implemented. If yes, then Are the definition files up to date. Any instances of infection. Last date of virus checks of entire system
14 (c)	The installed system provides a system based event logging and system monitoring facility which monitors and logs all activities / events arising from actions taken on the gateway / database server, authorized user terminal and transactions processed for clients or otherwise and the same is not susceptible to manipulation. The installed systems has a provision for On-line surveillance and risk management as per the SEBI guidelines and includes - Number of users logged in / hooked on to the network including privileges of each user. The installed systems has a provision for off line monitoring and risk management and includes reports / logs on: a) Number of authorized users b) Activity logs c) Systems logs d) Number of active clients
14 (d)	**Insurance** The insurance policy of the Depository Participant covers the additional risk of usage of system and probable losses in case of software malfunction
14 (e)	**Firewall** Whether suitable firewalls are implemented. Are the rules defined in the firewall adequate to prevent unauthorized access to depository systems.
14 (f)	**Compliance** Does the organization have a documented process/policy implemented to ensure compliance with legal, statutory, regulatory, and contractual obligations and avoid compliance breaches. Does the organization ensure compliance to the following. · IT Act 2000 · SEBI Requirements Does the organization maintain an integrated compliance checklist. Are these defined checklists periodically updated and reviewed to incorporate changes in rules, regulations, or compliance requirements. Are the servers of depository applications and back office located in India.

System Audit TOR Clause	Checkpoints Description
14(g)	**DOS** Has the organization implemented strong monitoring, logging, detection, and analysis capability to detect and mitigate DOS/DDOS attacks. Does the organization have a documented process/procedure/policy defining roles and responsibilities and plan of action in order to deal with DOS/DDOS attacks proactively and post the incident.
14(h)	**DOS** Does the organization periodically conduct mock DOS scenarios to have insight into the preparedness in tackling with DOS/DDOS attacks.
14(i)	**Third Party Information Security Management** Does the organization have a documented process/framework for Third Party Vendor Management including at a minimum, process and procedure for on-boarding/off- boarding of vendors, checklist for prescribing and assessing compliance, assessment and audit for both onsite & offsite vendors. Does the organization conducts periodic information security compliance audits/reviews for both onsite and offsite vendors. Are risks associated with employing third party vendors addressed and mitigated. Is the defined process/framework periodically reviewed.
14 (j)	**Capacity Management** Does the organization have documented processes/procedures for capacity management for all the IT assets.
14(k)	**Independent Audits** Are periodic independent audits conducted by Third Party / Internal Auditors. Are the audit findings tracked to closure.
14(l)	**Human Resources Security, Acceptable Usage & Awareness Trainings** Are periodic surprise audits and social engineering attacks conducted to assess security awareness of employees and vendors. Has the organization implemented policy/procedure defining appropriate use of information assets provided to employees and vendors in order to protect these assets from inappropriate use. Are these policies/procedures periodically reviewed and updated. Does the organization perform background checks for employees (permanent, temporary) before employment. Does the organization conduct Information Security Awareness Program through trainings and quiz for employees and vendors.
15	**AI-ML**
15 (a)	Are adequate safeguards in place to prevent abnormal behaviour of the AI or ML application / system.

System Audit TOR Clause	Checkpoints Description
15 (b)	Has the Depository Participant reported details of applications or systems using AI/ML to Depository on an annual basis in accordance with SEBI circular SEBI/HO/MIRSD/DOS2/CIR/P/2019/10 dated January 04, 2019 and subsequent amendments made thereto along with the circulars/communiques issued by the Depository.
15 (c)	Whether AI / ML systems comply for all the points in this checklist. In case of any observation, please report.
16	**Asset Management**
16 (a)	Does the organization have a documented process/framework for managing all the hardware & software assets. Does the organization maintain a centralized asset repository. Are periodic reconciliation audits conducted for all the hardware and software assets to confirm compliance to licensing requirements and asset inventory.
17	**Remote Access Controls**
17(a)	Does the organization have proper remote access policy framework incorporating the specific requirements of accessing the enterprise resources which are securely located in the data center from home, using internet connection.
17(b)	**For implementation of the concept of trusted machine as end users:** Does the organization categorize the machines as official desktops / laptops and accordingly the same are configured to ensure implementation of solution stack considering the requirements of authorized access.
17(c)	Do the organizations' official devices have appropriate security measures to ensure that the configuration is not tampered with. Does the organization ensure that internet connectivity provided on all officials devices are not getting used for any purpose other than the use of remote access to data center resources.
17(d)	Does the organization ensure that if personal devices (BYOD – Bring Your Own Device) are allowed for general functions, then appropriate guidelines are issued to indicate positive and negative list of applications that are permitted on such devices. Further, these devices are subject to periodic audit.
17 (e)	Does the organization implement various measures such as Multi-Factor Authentication (MFA) for verification of user access to ensure better data confidentiality and accessibility. Whether Virtual Private Network (VPN) remote access through MFA is also implemented.
17 (f)	Does the organization ensure that only trusted machines are permitted to access the data center resources. Does the organization's Virtual Private Network (VPN) remote login is device specific through the binding of the Media Access Control (MAC) address of the device with the IP address to implement appropriate security control measures.
17 (g)	Does the organization have appropriate risk mitigation mechanisms whenever remote access of data center resources is permitted for service providers.

System Audit TOR Clause	Checkpoints Description
17(h)	For on-site monitoring of the Depository Participant, Does the organization implement adequate safeguard mechanisms such as cameras, security guards, nearby co- workers to reinforce technological activities.
17(i)	Does the organizations backup, restore and archival functions work seamlessly, particularly if the users have remote access to internal systems.
17 (j)	Does the organization apply only necessary and applicable patches to the existing hardware and software.
17(k)	Does the organization analyse generated alerts and alarms and take appropriate decisions to address the security concerns. Are the organizations security controls for the remote access requirements integrated with the SOC Engine and part of the overall monitoring of the security posture.
17 (l)	Has the organization updated the incident response plan in view of the current pandemic. Does the plan cover following. 1. Increase awareness of information technology support mechanisms for employees who work remotely. 2. Implement cyber security advisories received from SEBI, Depository, CERT-IN and NCIIPC on a regular basis. 3. Further, all the guidelines developed and implemented during pandemic situation shall become SOPs post Covid-19 situation for future preparedness. 4. Disable use of Macros in Microsoft Office
18	**SEBI and Depository Compliances**
18 (a)	Auditor to list all applicable circulars, notices, guidelines, and advisories published by SEBI and Depository and ensure Depository Participant's: a. Adherence to all such circulars, notices, guidelines, and advisories published. b. Reporting adherences based on prescribed periodicity in point (a) above. c. Compliance with the SEBI circular SEBI/HO/ITD/ITD_VAPT/P/CIR/2023/032 dated February 22, 2023 regarding Cybersecurity best practices
19	**ISO Certifications**
19 (a)	Whether the Depository Participants has obtained the required ISO certifications
20	**Concentration Risk on Outsourced Agencies:**
20 (a)	Whether the Depository Participant has taken into account concentration risk (Single third-party vendors are providing services to multiple Depository Participants) while outsourcing multiple critical services to the same vendor.
21	**Phishing & Malware Protection for Depository applications/ DP systems**
21 (a)	Has the organization implemented controls/ mechanisms to identify and respond to phishing attempts on their critical websites. Are the organization's websites monitored for Phishing & Malware attacks. Does the organization have a process for tracking down phishing sites.
22	**Information Risk Management**

System Audit TOR Clause	Checkpoints Description
22 (a)	Has the organization implemented a comprehensive risk assessment, governance, and management framework. Has the organization developed detailed risk management program that incorporates standards, guidelines, templates, processes, risk catalogues, checklist, measurement metrics and calendar to support and evidence risk management activities. If yes, is the risk management program calendar reviewed periodically. Are the risk identification and assessment processes repeated periodically to review existing risks and identify new risks. Are risks reported to the Senior Management through reports and dashboards on a periodic basis. Are evidences available to demonstrate risk decisions such as Risk Mitigation, Risk Acceptance, Risk Transfer, Risk Avoidance by Senior Management. Is there a dedicated Risk Management Team for managing Risk and Compliance activities Is the Risk Management Framework automated. Are SLAs defined for all risk management activities. Has the organization defined procedure/process for Risk Acceptance. Are reports and real time dashboards published in order to report/track risks
22 (b)	Has the organization deployed alert mechanism for detecting malfunctioning of device, software, and backup system

ANNEXURE Z12

Sr. No.	Particulars	Remarks
1	Share Capital	▪ Paid-up equity share capital shall be considered. ▪ Paid-up preference share capital shall be considered, subject to below: o The auditors to specifically provide the terms of redemptions such as date of redemption, amount of redemption, number of shares redeemable. o Exception to the above point, If the preference share capital is redeemable by the end of the next financial year, it shall be deducted from the Networth. However, if a capital redemption reserve is created for the redemption purpose, then the same will not be deducted from the Networth. ▪ Application money (pending allotment) shall be considered, if allotment is completed subsequently and a letter from CA & Form duly filed with ROC are provided. ▪ Fully, compulsorily and mandatorily convertible Debentures/ Bonds/ Warrants which are convertible within a period of 5 years from the date of issue shall be considered. ▪ Share capital shall be reduced by the amount of shares forfeited. ▪ Loans from partners / directors / promoters shall not be considered as share capital.
2	Free Reserves	▪ Free reserves mean such reserves which, as per the latest audited balance sheet of a company, are available for distribution as dividend; provided that the below shall not be treated as free reserves: o any amount representing unrealised gains, notional gains or revaluation of assets, whether shown as a reserve or otherwise, or o any change in the carrying amount of an asset or of a liability recognised in equity, including surplus in profit and loss account on measurement of the asset or the liability at fair value. ▪ Free Reserves such as Profit & Loss, General Reserve, Securities Premium, Preference Share Redemption Reserve, Capital Redemption Reserve, and any other surplus arising out of sale proceeds of assets shall be considered. ▪ Free Reserves shall not include reserves such as Revaluation Reserve (revaluation of asset), Capital Reserve, Amalgamation Reserve, Debenture Redemption Reserve, Share Forfeiture Reserve, Other Comprehensive Income.
3	Receivables (more than 6 months old)	▪ Receivables (more than 6 months old) as per schedule in Balance sheet shall be deducted; net of accumulated provision for doubtful debts made on such receivables.

		▪ In case of Bank DPs, if provisions for NPAs have been made as per RBI guidelines and Auditor's certificate to this effect has been provided, then receivables more than six months old shall not be deducted.
4	Receivables from Group Companies	▪ Both long term and short term receivables shall be considered for deduction. Group companies includes partnership firms, affiliates, associates, related entities including directors and their relatives.
5	Intangible Assets	▪ Net book value of intangible assets such as goodwill, patents, copyrights, trademarks as per Balance Sheet / Trial Balance shall be deducted. ▪ Intangibles under development (Capital work in progress) shall be deducted. ▪ Deferred Tax Asset (Net) as shown in Balance Sheet shall be deducted.
6	Value of Stock Exchange Card	▪ Value of any Stock Exchange card shall be deducted from Paid up capital & Reserves. ▪ NSE refundable membership fee shall not be considered for deduction.
7	Excess of Loan over value of Pledged Securities/Assets	▪ The amount of secured loan taken in excess of value of pledged/ hypothecated securities/ assets shall be deducted. ▪ The nature and value of security against which the loan is secured shall be disclosed.
8	Investment in Group Companies	▪ Investment in equity shares or preference shares of the group company shall be deducted from Paid up capital & Reserves. ▪ Both short-term and long-term investment in group companies shall be considered for deduction. ▪ Share application/ allotment money which pertains to the group companies shall be deducted. ▪ Investment in units of mutual fund/PMS/AIF of group companies shall not be considered for deduction. ▪ Group companies includes partnership firm, affiliates, associates, related entities including directors and their relatives.
9	Loans and advances to Group Companies	▪ Other than trade receivables such as loans, advances, deposits, receivables against asset shall be deducted. ▪ Group companies includes partnership firm, affiliates, associates, related entities including directors and their relatives.
10	Statutory Contingent liability	▪ The statutory contingent liability refers to liability pertaining to GST, sales tax, income tax and other statutory dues which is under dispute. ▪ 50% of the unpaid statutory contingent liabilities shall be considered for deduction from the Networth.

Note: Participants registered under the category 'Stock Broker' to provide explanations or clarifications, along with the submission of Networth, in case any of the below conditions get triggered:

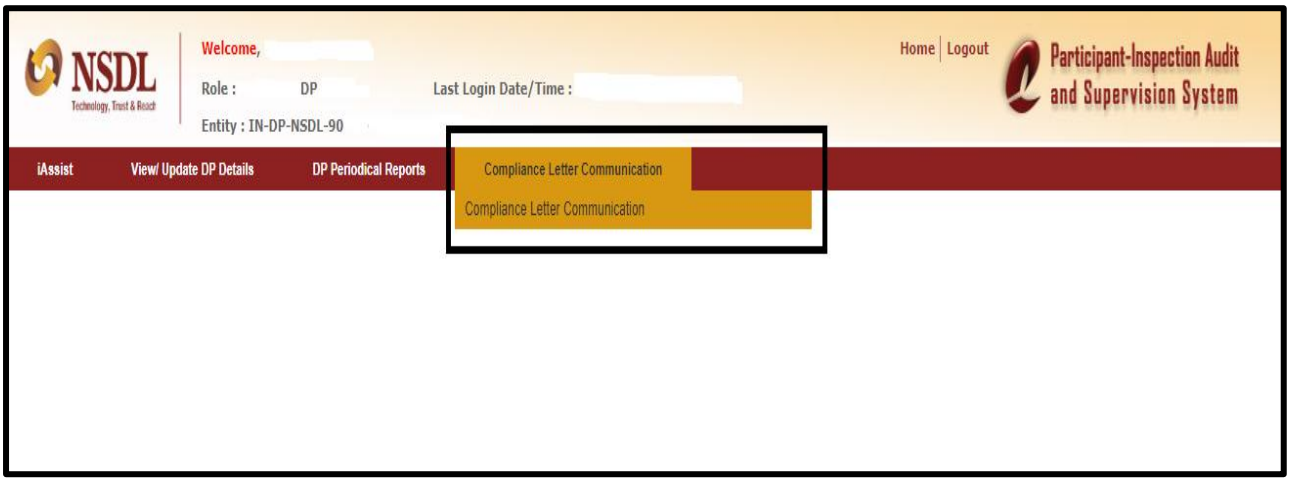
- Networth has reduced by 25% or more as compared to Networth as on previous period end.
- Increase in losses by 25% or more as compared to previous year losses.
- In case there is loss in current financial year, as compared to profit in the previous financial year, and the loss amount is more than 10% of the Networth of entity.

ANNEXURE Z13

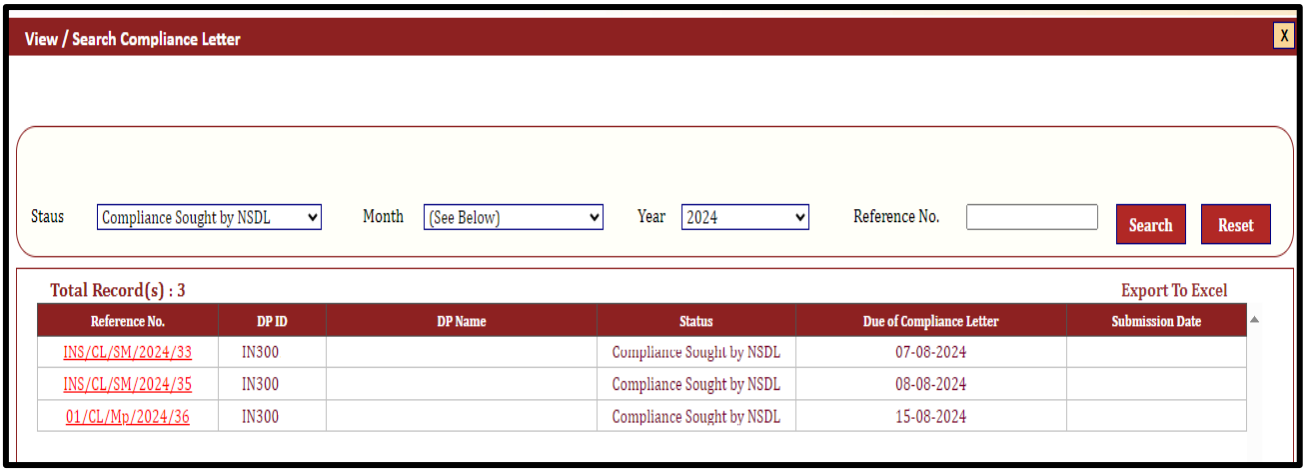
Procedure for uploading response to Compliance Sought and Further clarification sought from DP for inspection observations.

1. **Submission through Maker login:**

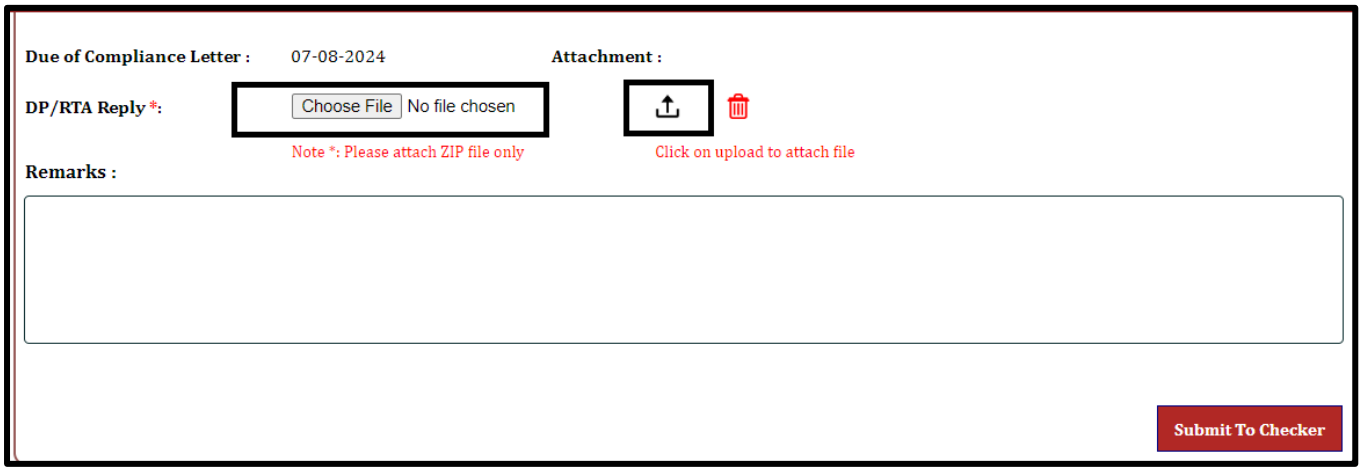
After login to e-PASS, click on 'Compliance Letter Communication' → 'Compliance Letter Communication' as exhibited below:



Upon clicking on 'Compliance Letter Communication', below 'view/search compliance letter' screen will appear. Participant has to select status 'Compliance sought by NSDL' and click on Search button. Thereafter, reference number(s) along with date of compliance letter issued by NSDL through which compliance is sought will be displayed. Participant has to click on Reference No. to proceed as exhibited below:



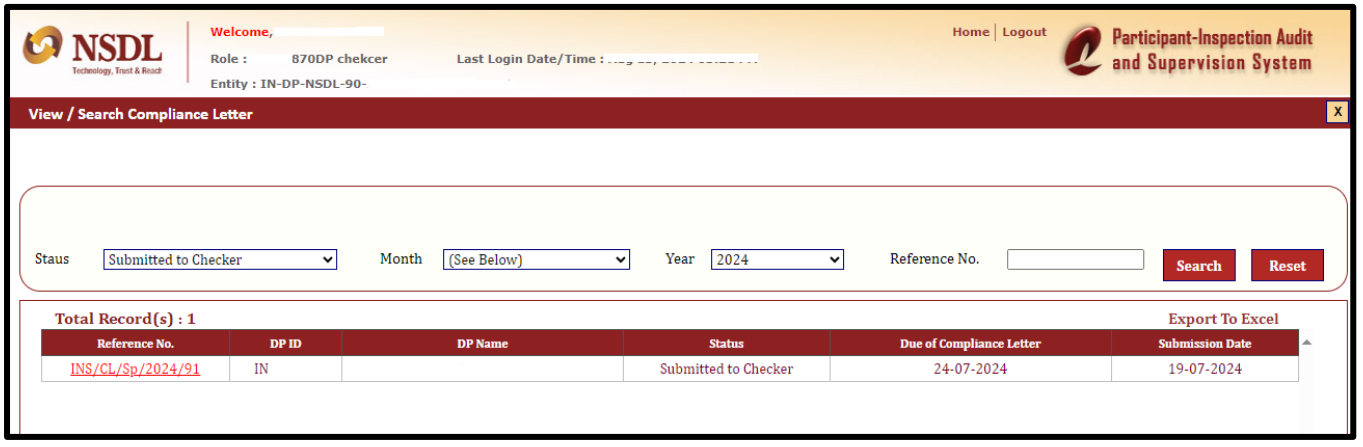
After clicking on 'Reference No', below screen will be displayed. Maker user will have to upload the zip file(maximum 20MB), containing the pdf copy of the response of the Participant on the letter head, duly signed and stamped by the Compliance Officer/Alternate Compliance/Senior Management along with Auditor certification as per the prescribed format by NSDL and copies of the evidences in support of the compliance submitted. Upon successful upload of file, maker user will have to click on 'Submit To Checker' tab as exhibited below:



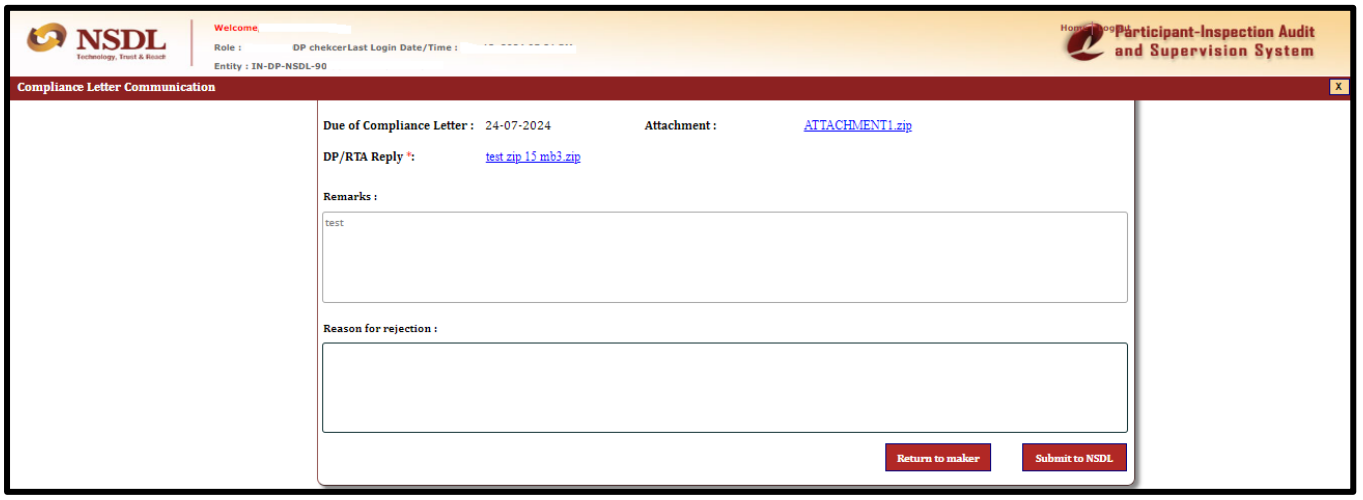
2. Verify release captured through Checker login:

Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights for submission to NSDL. The zip file uploaded by Maker user can be downloaded and verified by Checker user from 'Compliance Letter Communication' tab.

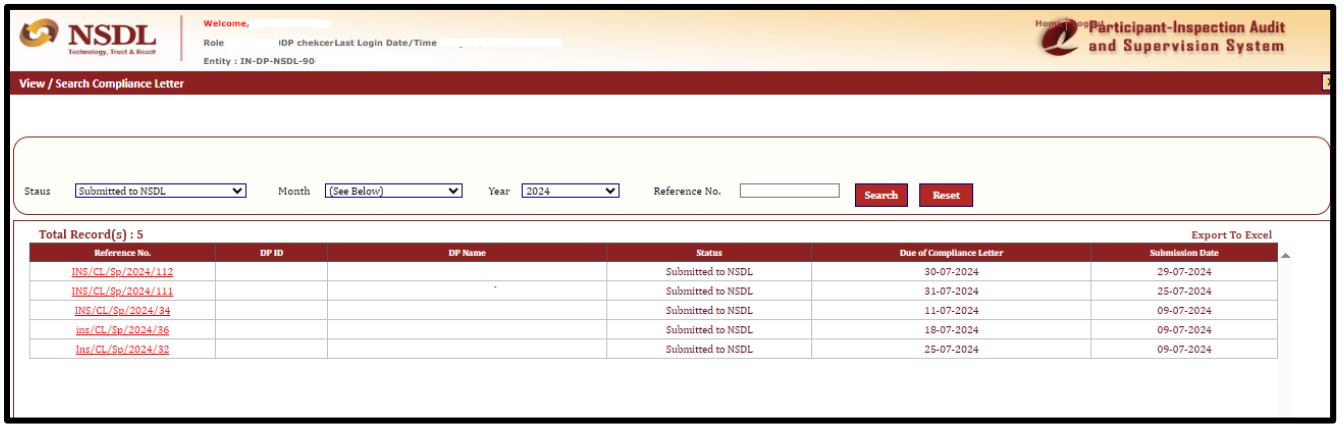
On clicking 'Compliance Letter Communication', the Checker user will select the status option 'submitted to checker' displayed on screen. To verify, Checker user will have to click on link provided on 'Reference No' on screen as exhibited below:



On clicking the 'Reference No' the response uploaded by Maker user will appear on screen for review of Checker user. After reviewing Checker user will have an option to either submit the report to NSDL by clicking on 'Submit to NSDL' tab or return the report to Maker user (in case any changes required) by clicking on 'Return to maker' tab as exhibited below:



Once the response is submitted to NSDL, the status on e-pass will change to 'Submitted to NSDL' and submission date will be updated as exhibited below:



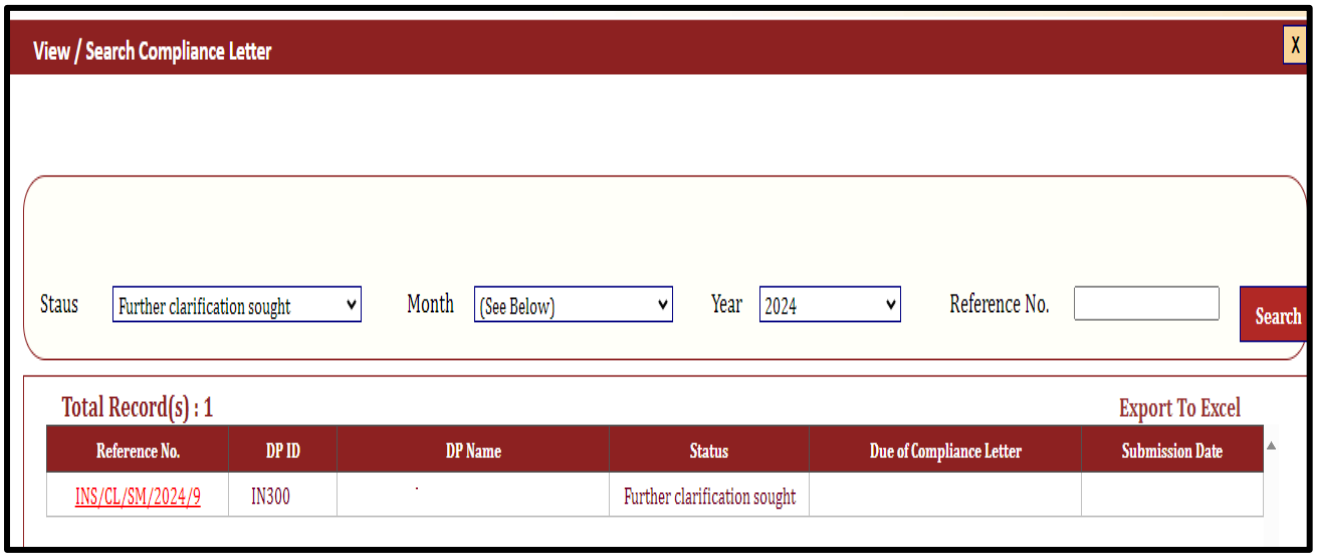
Reference No.	DP ID	DP Name	Status	Due of Compliance Letter	Submission Date
INS/CL/Sp/2024/112			Submitted to NSDL	30-07-2024	29-07-2024
INS/CL/Sp/2024/111			Submitted to NSDL	31-07-2024	25-07-2024
INS/CL/Sp/2024/34			Submitted to NSDL	11-07-2024	09-07-2024
ins/CL/Sp/2024/36			Submitted to NSDL	18-07-2024	09-07-2024
Ins/CL/Sp/2024/32			Submitted to NSDL	25-07-2024	09-07-2024

It may be noted that, response uploaded by Maker user cannot be edited by Checker user. In case any changes are required to be done in the files uploaded by Maker user, then same will have to be returned to Maker user providing mandatorily in the text box 'Reason for Return '.

For returned cases, maker user will have to make the necessary changes and follow the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

3. <u>Further clarification sought :</u>

Upon review of the compliance response submitted by Participant, incase if any further clarification is required then, new letter will be issued by NSDL seeking further clarification with new reference number. Same will be displayed in the compliance letter communication with the New Reference No. and the status as 'Further clarification sought' as exhibited below. Maker user will have to provide the response for the particular compliance sought by following the steps/ process as mentioned in point no. 1 above and checker user will have to submit the response by following the steps/ process mentioned at point no. 2 above.



4. Modification / Deletion of existing User ID's:

For modification/ deletion of Maker User IDs on e-PASS, Participants have to send an email on nsdl-bp-inspection@nsdl.com in following format:

SEBI Reg. No.	DP Name	First Name of User	Last Name of User	Mobile no.	Email ID

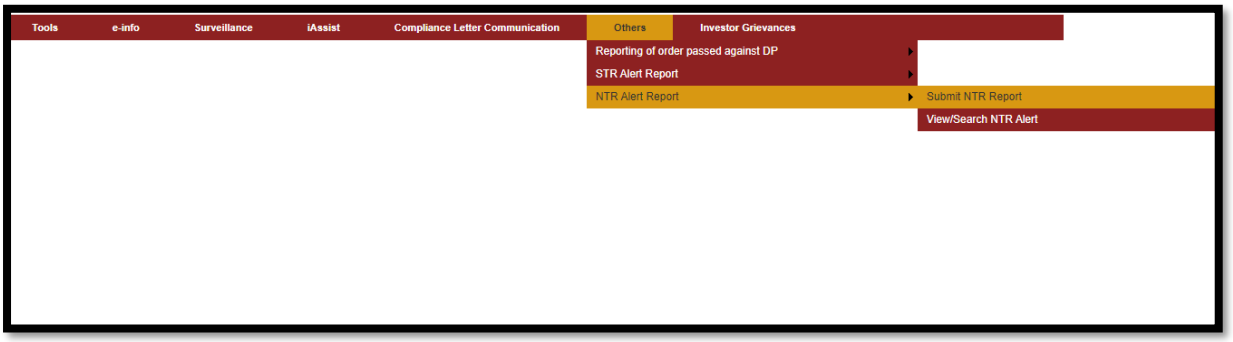
In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular Participants.

ANNEXURE Z14

Procedure for submitting information of number of NTR filed with FIU-IND.

1. Submission through Maker login: After logging to e-PASS, click on 'Others' → 'NTR Alert Report' → 'Submit NTR Report' as exhibited below:

Exhibit A



2. Upon clicking "Submit NTR report", below screen is displayed. Participant shall select their DPID's individually and submit as displayed on screen. During the submission of DP ID wise details, user can select/deselect the specific DP ID(s) and submit the details. Once DP ID is selected thereafter click on 'Proceed' button as exhibited below:

Exhibit B

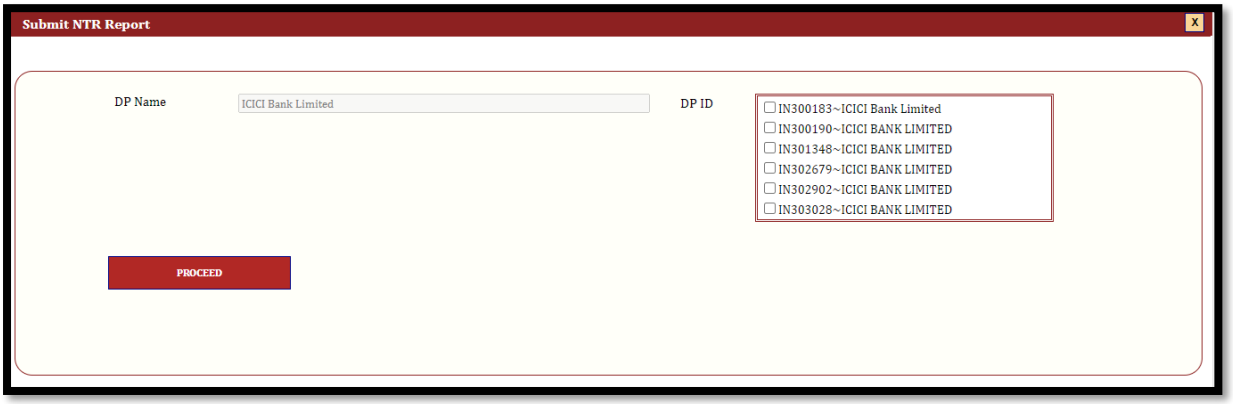
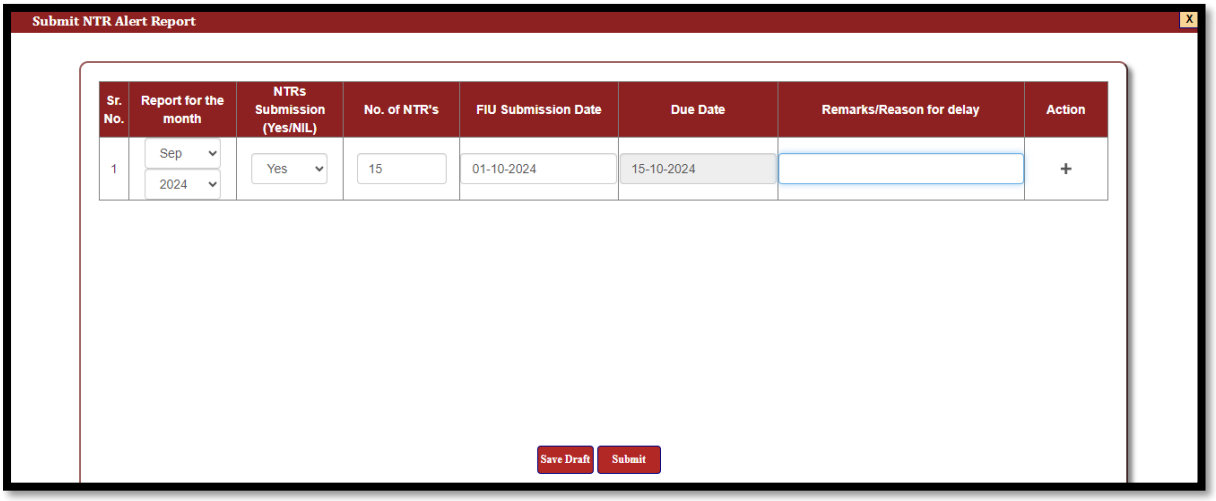


Exhibit C



Note:

i. The Participant Shall select a single DPID from the list shown in Exhibit B.

ii. Participant shall report Month & Year of transaction processed and reported to FIU-IND under "Report for the month" column

For e.g., if transactions of October 2024 are considered and it was reported to FIU-IND through filing NTR, as the total value of the transaction during October 2024 is more than mentioned threshold as per SEBI circular or notification issued by FIU-IND, then October-2024 should be selected.

iii. The Participant shall select "Yes" under "NTRs Submission" column, if an NTR is filed for any client of the selected DPID for the period selected under "Report for the month" column.

iv. The Participant shall update the number of NTR submitted to FIU-IND under column "No. of NTRs" against the respective DPID for the selected period.

v. The Participant shall update the date of NTR filed through FINnet 2.0 portal of FIU-IND under the column "FIU Submission Date", if any NTR is filed with FIU-IND for the transactions processed in selected month.

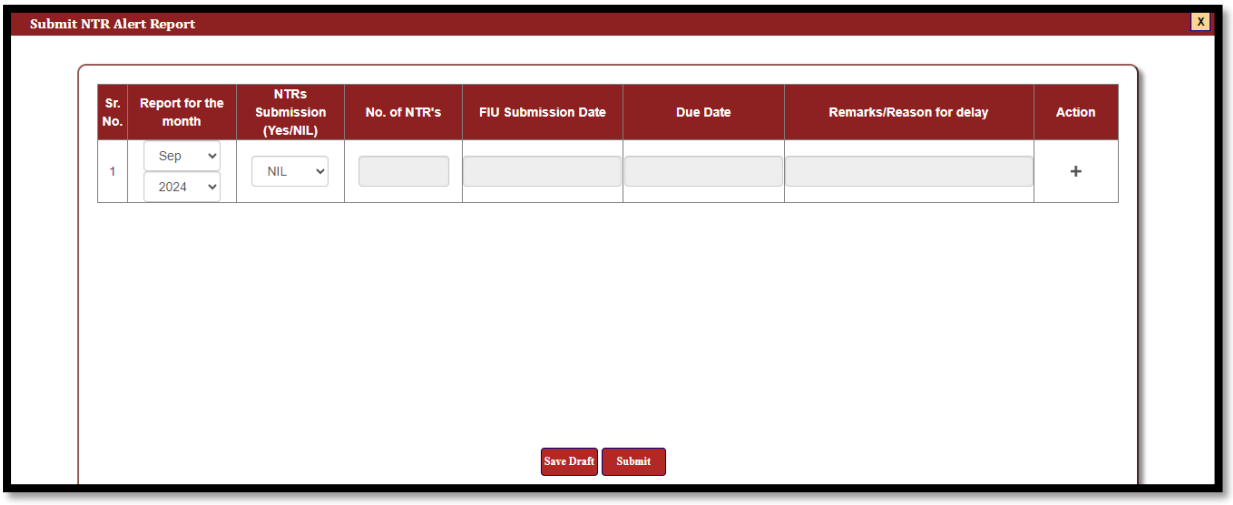
vi. In case NTR is filed with FIU-IND, then due date will be auto populated basis the timeline prescribed in SEBI circular under the column "Due Date", i.e., 15th of the next month. In continuity from point (ii) above, due date for reporting of the transactions of the October 2024 will be November 15, 2024.

vii. If "FIU Submission Date" is later than the "Due Date", Participants must provide the remarks / reason for the delay in submission of the NTR to FIU-IND under the column "Remarks/Reason for delay".

viii. If Participants have multiple DPIDs as shown in exhibit B, then for each DPID Participants must follow the same process as mentioned from point (i) to point number (vii).

Exhibit D

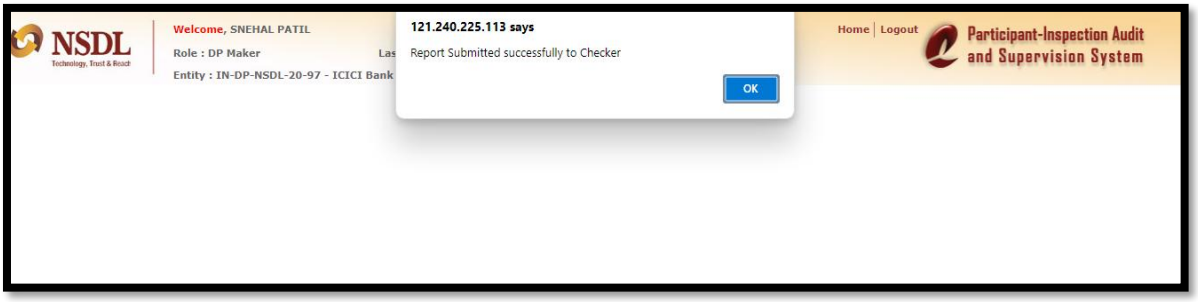
If no NTR has been submitted then kindly update the table as mentioned below:



Note: If Participant has not submitted any NTR for the transactions done in the month of September 2024 i.e., previous month, then Participant must select "NIL" under "NTR Submission" column from drop down menu. On selecting "NIL" option, all columns will be disabled automatically.

Exhibit E

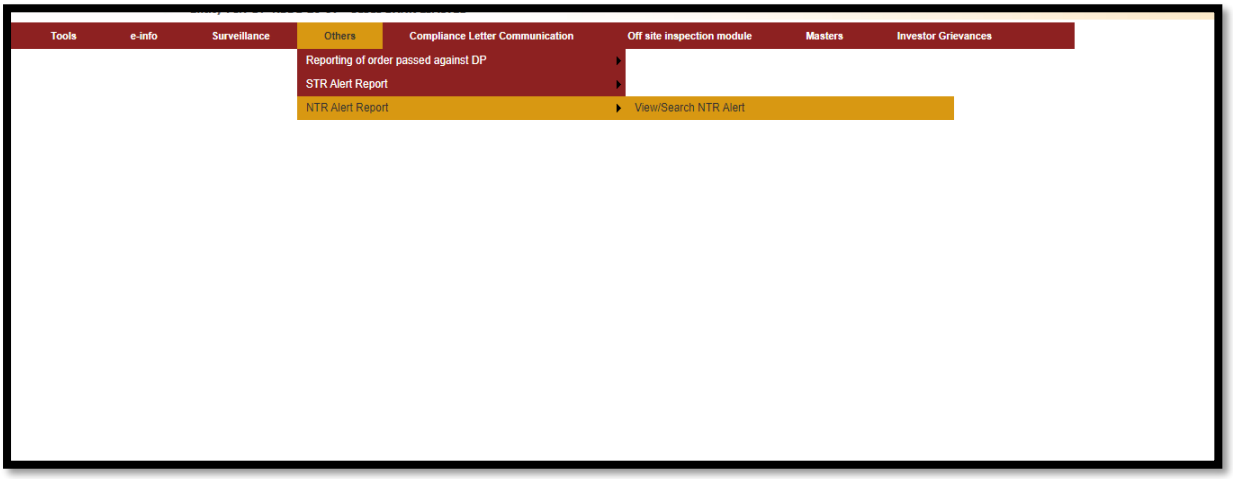
After entering the details, maker must click on save draft and proceed to click on 'Submit' tab. Maker will get the popup as shown in Exhibit E, post clicking on submit button.



1. Post submission of report by maker user an email will be sent to Checker user of the Participant with a Copy to maker.

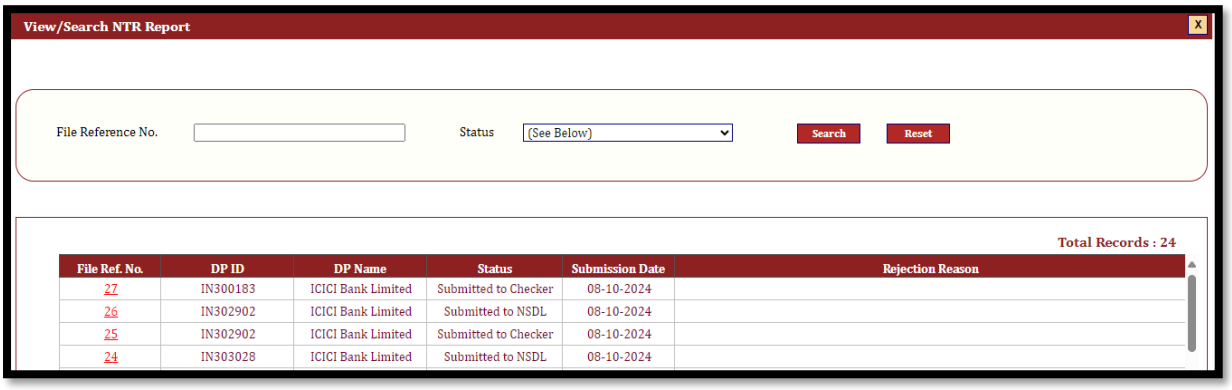
2. Upon clicking on 'View / Search NTR Alert Report' link, maker can view the status of the reports.

Exhibit F



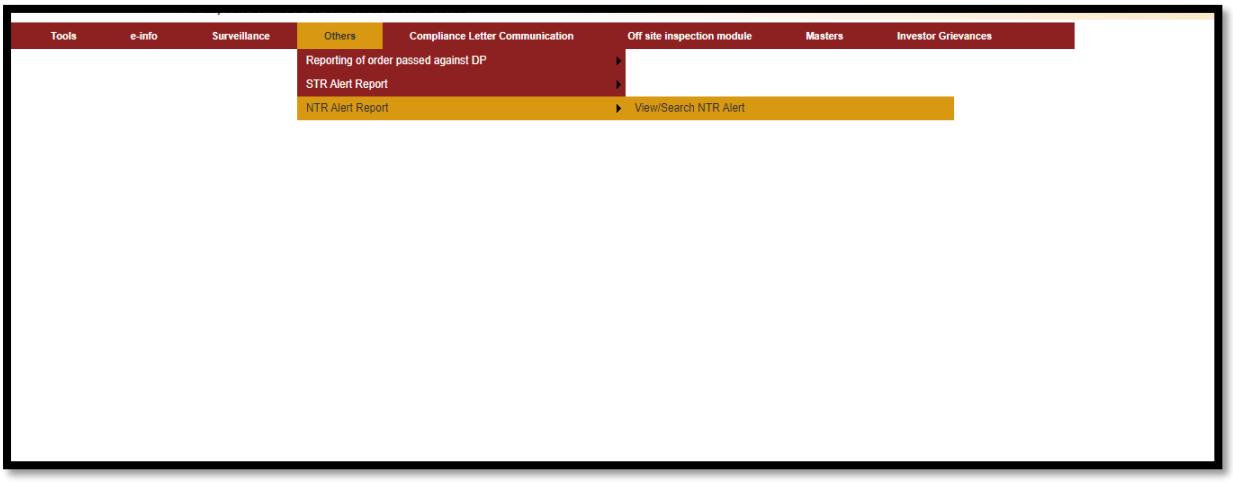
3. The Maker at the participant, can **check the status** by clicking on search tab

Exhibit G

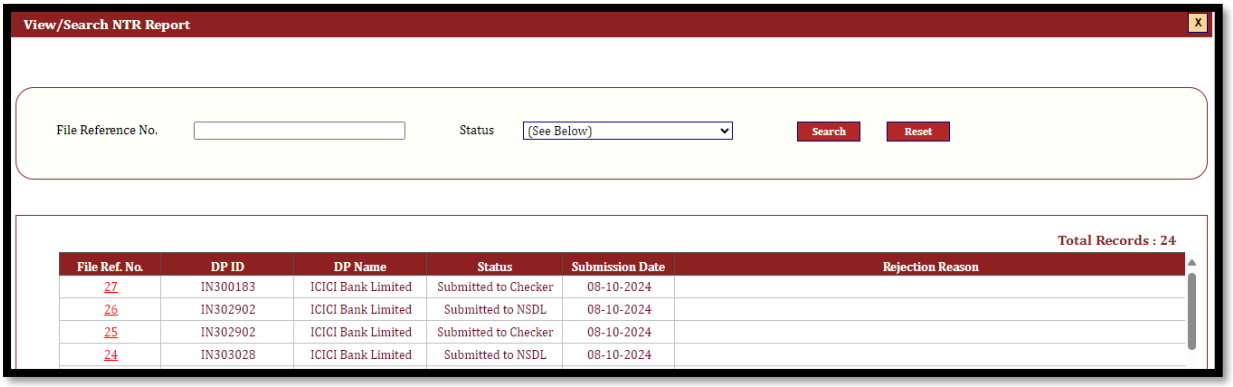


4. The user with checker role at Participant's end, has to approve/reject the entry in the ePass. After login checker must follow the path as shown in exhibit below:

Exhibit H

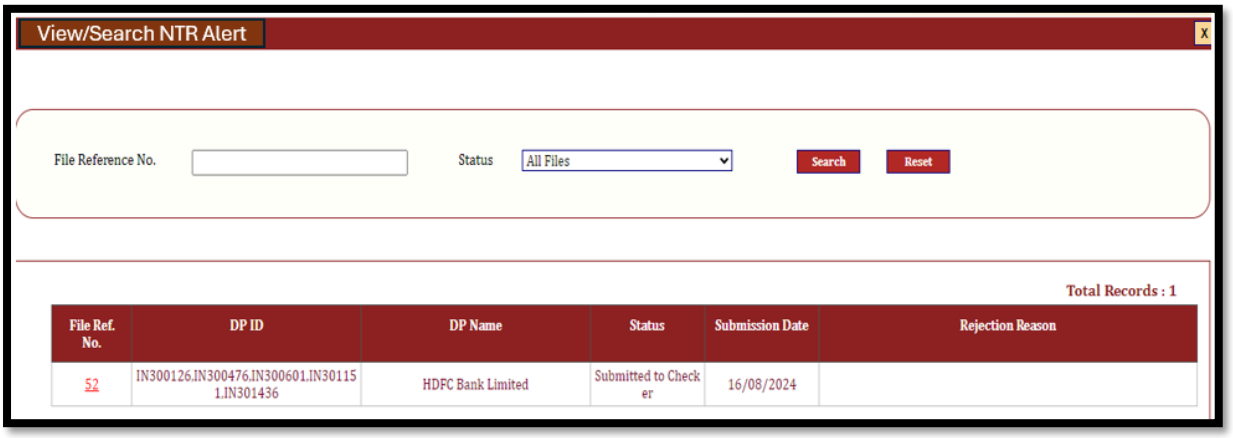


5. On clicking View/Search NTR Alert report details will display on the screen.
Exhibit I



6. The Checker at the end the Participant, must click on 'File Reference No' for verification and submission:

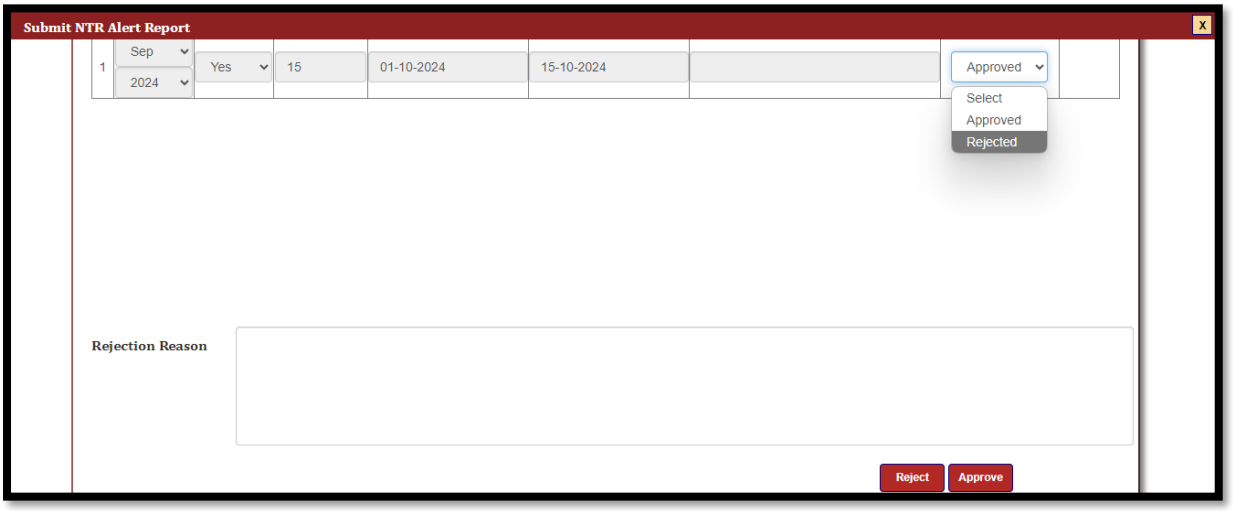
   Exhibit J



Note: Report captured by Maker user cannot be edited by Checker user

7. On clicking the "File Reference No" details updated by the maker at the Participants, (numbers) will appear on screen. After reviewing the details captured by Maker user, Checker user can either approve or reject the report to NSDL by selecting the drop down as provided in column H in below Exhibit. For approving the entry, checker will select the "Approved" option from the drop down as shown below

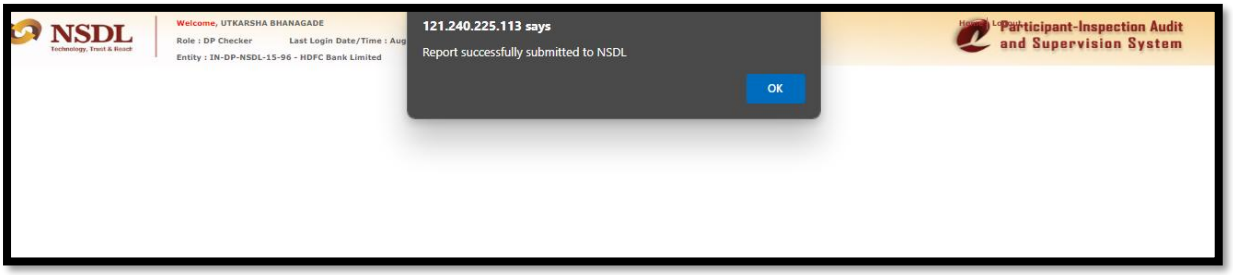
   Exhibit K



8. For rejecting the entry or any modification in the entry, checker must select the "Rejected" option from the drop-down menu. For rejected entry, Rejection reason needs to be mentioned by the checker. Post selecting the appropriate option, Checker needs to click on Submit. Rejected entry will be moved under the login of the maker of the participant for his information / rectification.

9. If Participant checker approves the report, pop-up will be displayed as given below for the records

Exhibit L


NSDL
Technology, Trust & Reach
Welcome, UTKARSHA BHANAGADE
Role : DP Checker
Last Login Date/Time : Aug
Entity : IN-DP-NSDL-15-96 - HDFC Bank Limited
121.240.225.113 says
Report successfully submitted to NSDL
OK
Participant-Inspection Audit and Supervision System

ANNEXURE Z15

Cyber Audit Report Format

Cyber audit report format for compliance submission

NAME OF THE ORGANISATION: <Name>
ENTITY TYPE: <Intermediary Type>
ENTITY CATEGORY: <Category of the RE as per CSCRF>
RATIONALE FOR THE CATEGORY: <>
PERIOD OF AUDIT: <>
NAME OF THE AUDITING ORGANISATION: <Name>
Date on Which Cyber Audit Report presented to 'IT Committee for REs' : <Date>

RE's Authorised signatory declaration:

I/ We hereby confirm that the information provided herein is verified by me/ us and I/ we shall take the responsibility and ownership of this cyber audit report.

Further, this is to certify that:

a. Comprehensive measures and processes including suitable incentive/ disincentive structures, have been put in place for identification/ detection and closure of vulnerabilities in the organization's IT systems.
b. Adequate resources have been hired for staffing our Security Operations Centre (SOC).
c. There is compliance by us with CSCRF.

Signature:
Name of the signatory:
Designation (choose whichever applicable): <MD/ CEO/ Board member/ Partners/ Proprietor>
Company stamp:
Annexures:
1. Minutes of the Meeting (MoM) of 'IT Committee for REs' <Date> in which the cyber audit report was approved.
2. Cyber audit report as submitted by the auditor

This is to be submitted by the auditor on the company's letter head.

1. Auditor's Declaration

TO WHOM SO EVER IT MAY CONCERN

This is to declare and certify that I am a Partner/Proprietor of firm <Name of the Auditing Organization> with CERT-In empanelment from <Date> to <Date>. I have conducted Cyber audit for <Name of the RE> period <….> as per the requirements of SEBI.
Checklist for Cyber audit as required:

Sr. No	Area	Details of the audit area	Is the Entity Compliant? (Yes/No)	Auditor's comments
1.	Cybersecurity and Cyber resilience policy			
2.	Asset Inventory			
3.	Risk assessment and Risk management			
4.	Supply chain risk management			
5.	Awareness and Training			
6.	Data security			
7.	Security continuous monitoring			
8.	SOC efficacy			
9.	Incident Management and Response			
10.	Incident recovery planning			

I confirm that the audit has been conducted as per the auditor's guidelines prescribed in CSCRF (Cyber Audit).

I also confirm that I have no conflict of interest in undertaking the above-mentioned audit.
For and on behalf of

Name:

Contact no.:

Place:

Date:

2. Executive Summary

<Auditing Organization to provide an executive summary of the findings>

3. Scope of audit/Terms of reference (as agreed between the auditee and auditor), including the standard/specific scope for audit:-

3.1. List of SEBI Circulars/ Guidelines/ Advisories/ Letters covered:

S. No.	**SEBI circular/ letter/ advisory**	**Issue date**

3.2. List of all IT infrastructure and geographical locations (including IT systems of PDC, DR, Near site, Co-lo facility) covered under audit

S. No.	**List of IT infrastructure/ Geographical locations/ Third-party vendors**	**Details (assets ID, asset name, applications, etc.) of the Infrastructure assessed**
1.	PDC	
2.	DR	
3.	Near-site	
4.	Co-location Facility (if applicable)	
5.	Cloud Infrastructure	
6.	Third-party service provider	
7.	Others	

3.3. Any other specific item(s)

4. Methodology/ Audit approach (audit subject identification, pre-audit planning, data gathering methodology, sampling methodology etc. followed by the Auditing Organization)

5. Summary of findings (including identification tests, tools used, and results of tests performed)

S. No	**Number of Non-Compliant/Observation**	**Risk rating**				**Any other comments**
		Critical	**High**	**Medium**	**Low**	

6. Detailed Control-wise compliance report & status of SEBI CSCRF will upload detailed report in excel file as per format provided by the exchange/depository.

S.No	Standards prescribed by SEBI CSCRF (Clause number and text)	Description of Finding(s)/ Observation(s)	Name of the system belongs to RE or third-party vendor	Status/nature of findings	Risk rating (C/H/M/L) of the findings	C/I/A affected	Test cases used	Root Cause Analysis	Impact analysis	Auditor recommendations/ Corrective actions	Deadline of corrective action(s)	Management response	Whether similar issue was reported in the last three audits.	*List of documentary evidence including physical inspection/ sample size taken by the auditor
1	GV.OC.S1													
2	GV.OC.S2													
…														
N	EV.ST.S5													

Note: -

* Explicit reference to the key auditee organisational documents (by date or version) including policy and procedure documents

* Explicitly mention sample size and sample methodology covering 25% of the non-critical systems

7. **A brief description of the above-mentioned compliance requirements is as follows-**

i. Standards prescribed by SEBI CSCRF (or any other cybersecurity circular/ letter/ guidelines) (Clause number and text)- The clause corresponding to this observation w.r.t CSCRF (or any other cybersecurity circular/ letter/ guidelines) issued by SEBI.

ii. Description of findings/observations – Description of the findings in sufficient details, referencing any accompanying evidence

iii. Name of system belongs to RE or vendor - (Self Explanatory term)

iv. Status/ Nature of Findings – The category can be specified, for ex: Compliant, Non-Compliant, and Not Applicable.

v. Risk Rating of the finding - A rating shall be given by the auditing organization for each of the observations, based on its impact and severity, to reflect the risk exposure as well as the suggested priority for action.

Rating	Description
CRITICAL	The failure shall have impact on the system-delivery resulting in outage of services offered by the RE.
HIGH	Represents weakness in control with respect to threat(s) that is/are sufficiently capable and impacts asset (s) leading to regulatory non-compliance, significant financial, operational and reputational loss. These observations need to be addressed with utmost priority.
MEDIUM	Represents weakness in control with respect to threat(s) that is/are sufficiently capable and impacts asset (s) leading to exposure in terms of financial, operational and reputational loss. These observations need to be addressed within a reasonable timeframe.
LOW	Represents weaknesses in control, which in combination with other weakness can develop into an exposure. Suggested improvements for situations not immediately/directly affecting controls.

vi. C/I/A Affected – The principles of Confidentiality/ integrity/ availability affected due to issued left unaddressed.

vii. Test cases used –The details of test cases used for arriving at this observation. The test cases may also be provided as annexures with the report, if required.

viii. Root Cause analysis – A detailed analysis on the cause of the non-conformity.

ix. Impact Analysis – An analysis of the likely impact on the operations/ activity of the RE.

x. Auditor recommendations/ Corrective actions – The actions to be taken (by the RE) to correct the non-conformity.

xi. Deadline of corrective action(s) -The RE shall specify the deadline not only for the corrective action(s) to be taken on the system(s) where NC/ observation was found but also specify the deadline for corrective action on systems with related functionalities/ configurations where similar observations could have been found/are found.

xii. Management response – Management action plan/taken to address the observation and/ or implementation of auditor's recommendation

xiii. Whether similar issue was reported in the last three audits – Yes/ No

i. List of documentary evidence including physical inspection/ sample size taken by the auditor

8. Conclusion of cyber audit

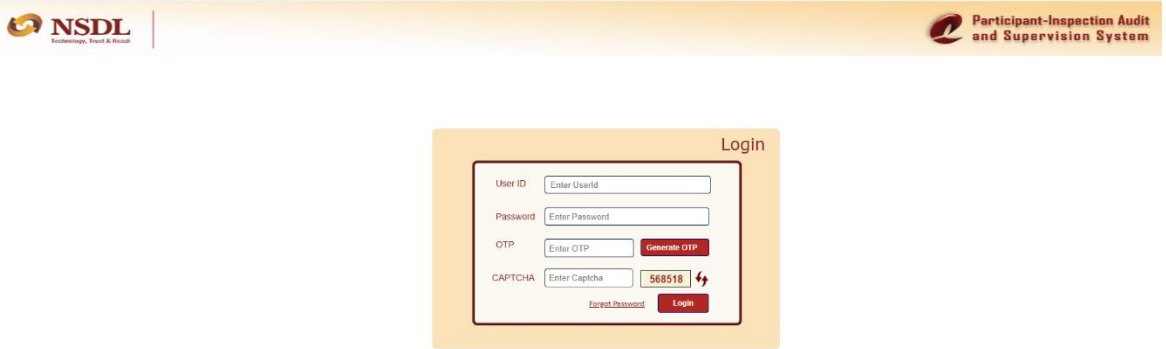
ANNEXURE Z16

Guidelines to add the Auditor details and submit the Annual Cyber Audit Report

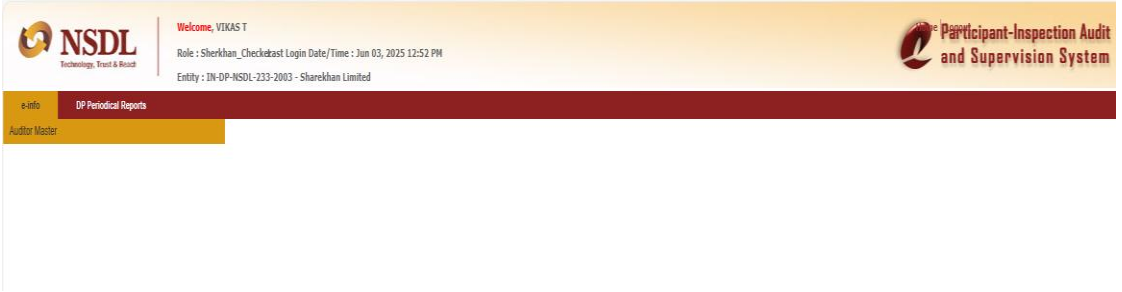
A] Guidelines to add the Auditor details:

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

1. Login into e-PASS by using DP Checker



2. Go to e-info TAB and select Audit Master



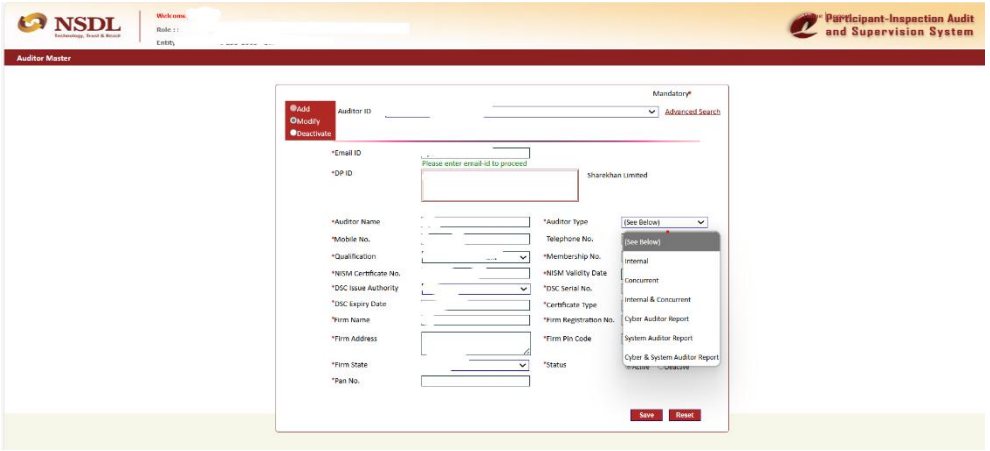
3. Add the Auditor details as per the Auditor Type:

Note: Please select the Auditor Type as

a. '**Cyber Auditor report**' if the Annual System and Annual Cyber Audit is conducted by **separate Auditors**.

Else

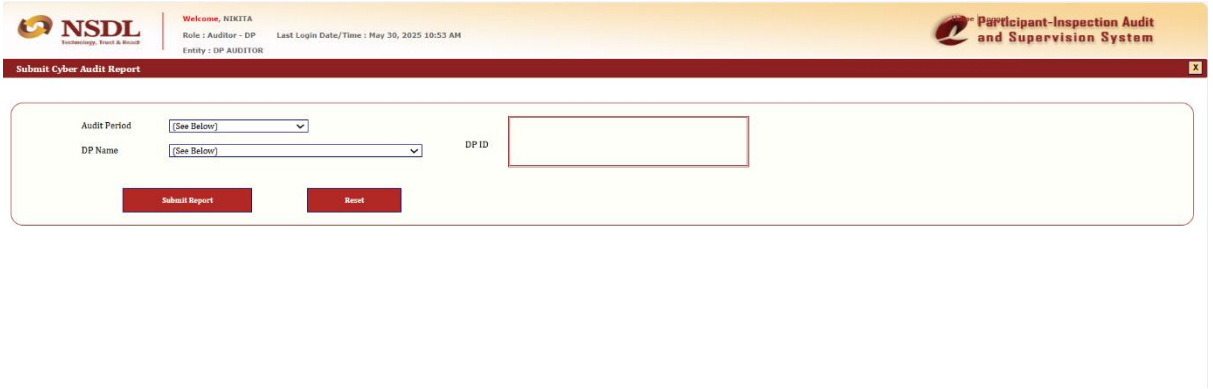
b. Select '**Cyber and System auditor Report**' if the Annual System and Annual Cyber Audit is conducted by the **same Auditor**.



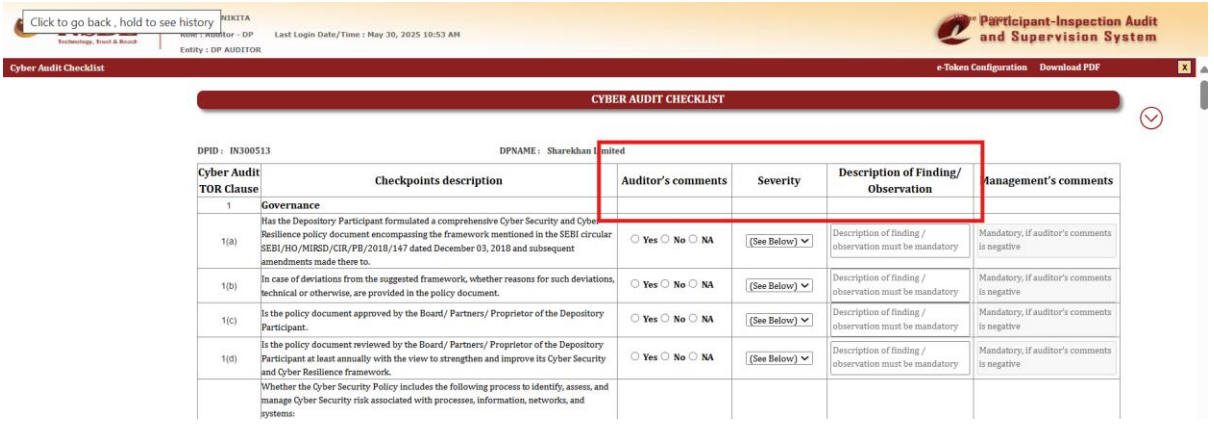
B] Guidelines to submit the Annual Cyber Audit Report:

1. Once the Auditor profile is created by the DP, Auditor needs to login using the credentials received on their email ID and select the 'Submit Cyber Audit Report' under the DP Periodical Reports TAB.

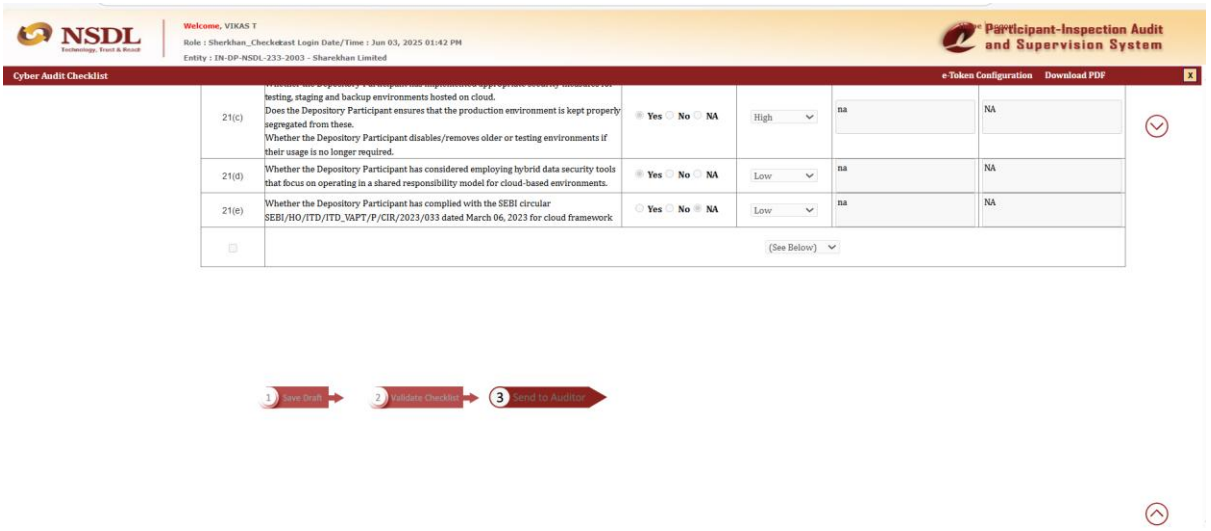
2. Select the Audit period as **1/04/2024 - 31/03/2025** and enter the necessary details. Click on 'Submit Report':



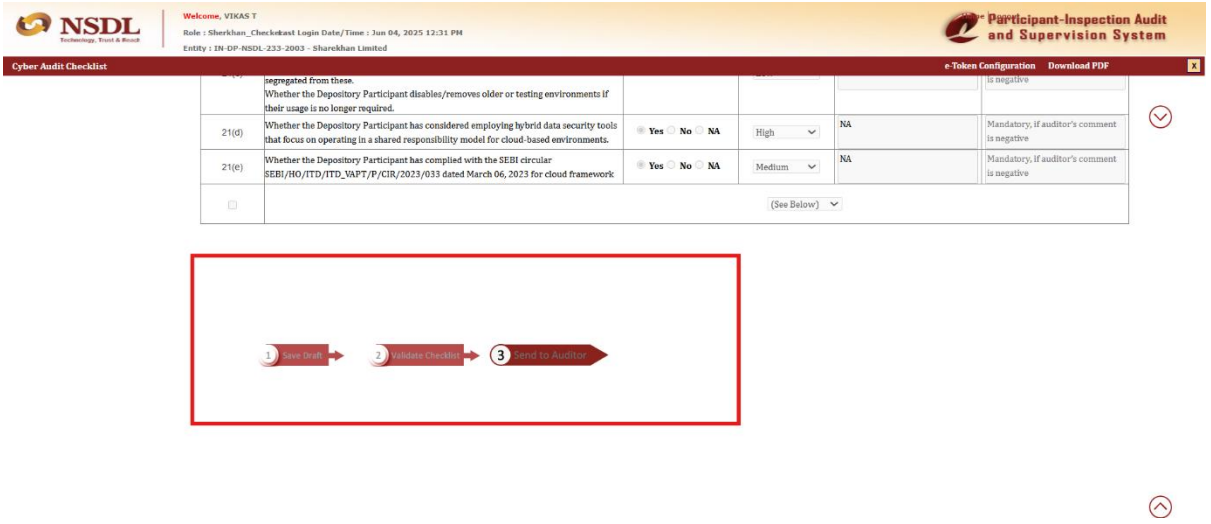
Note: The Columns 'Auditor's comments', 'Severity' and 'Description of Findings/Observations' (Highlighted in red) are Mandatory to be filled with valid remarks.



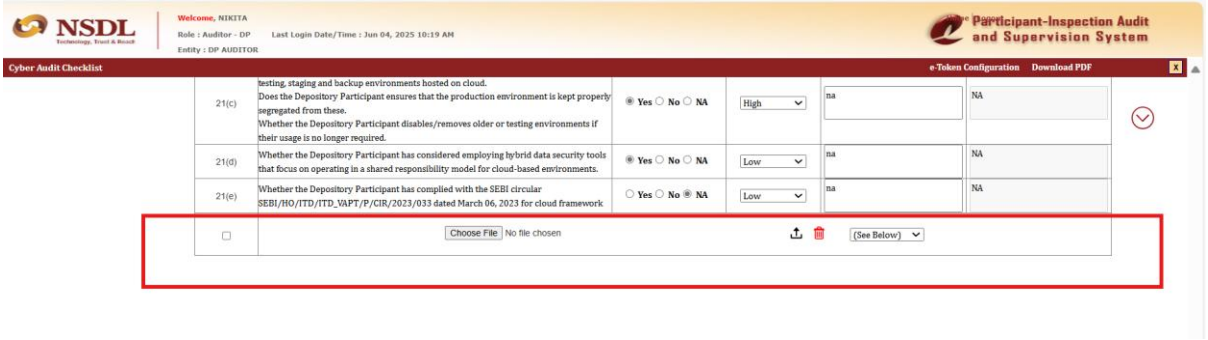
3. Remember to click on '**Save draft**' and '**Validate Checklist**'. Once the mandatory fields are filled click on '**Submit to DP for review**'.



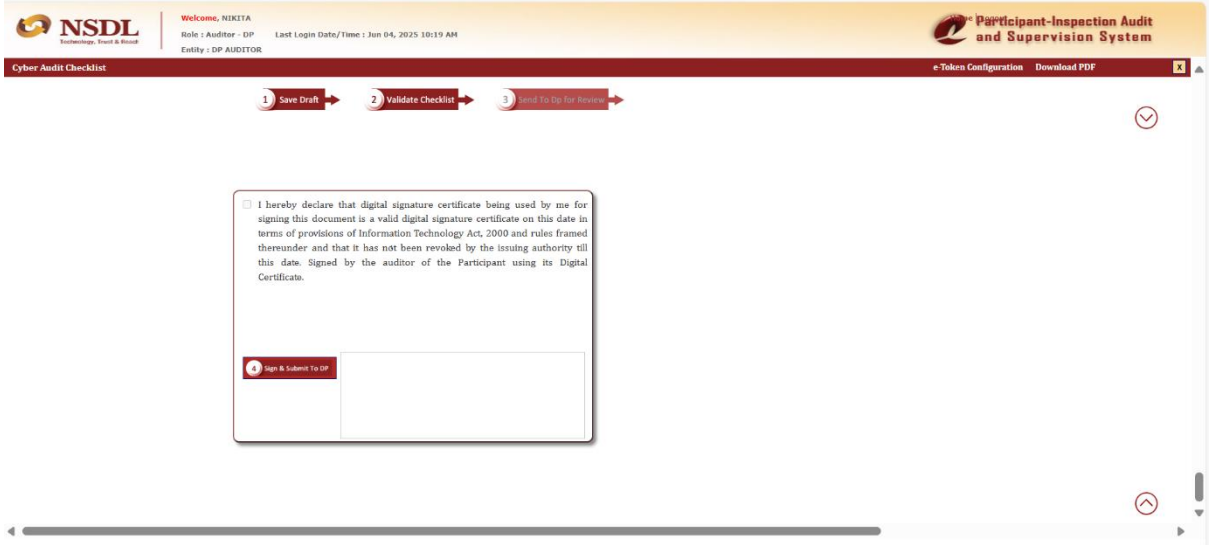
4. After the Auditor has submitted the Report to the DP for review the DP must fill the necessary information/remarks if required, '**Save Draft**' and click on '**Validate checklist'**. Select '**Send to Auditor**' to proceed for submission.



5. Once the Auditor receives the validated and reviewed checklist from the DPs, the Auditor needs **upload** the **declaration** received from the **DPs** MD/ CEO/ Partners/ Proprietors as mentioned above. (Certifying compliance by Participants with all SEBI Circulars and advisories related to Cyber security from time to time, along with the Cyber Security Audit report.) in the highlighted section.



6. After uploading the declaration, the Auditor needs to digitally sign the report by clicking on '**Sign & Submit to DP**' for final submission.



7. In the final step, DP needs to **digitally sign the report and submit it to NSDL** through the e-Pass portal.

Annexure Z17

NATIONAL SECURITIES DEPOSITORY LIMITED

E-Guide on how to upload regulatory orders in NSDL ePass application.

TABLE CONTENT

SR No.	Particulars	Page no.
1.	Purpose	3
2.	Let's Begin with Login Page	4
3.	How to Upload the Order	5
3.1.	Process from Maker Login	5
3.2.	Process from Checker Login	6
4.	How to Generate Nil Report	8
4.1.	Process from Maker Login	8
4.2.	Process from Checker Login	8
5.	How to View Uploaded Orders	10
6.	How to View/Search Compliance Report	11

1. PURPOSE

The purpose of establishing a centralized facility for Depository Participant to upload and maintain all regulatory, statutory, and legal orders received from authorities such as SEBI, SAT, Stock Exchanges, Courts, State Tax Authorities, Income Tax Department, EOW, Police, and other regulators to ensure effective compliance management, transparency, and governance.
This facility aims to:

1. **Centralize Record Management**
   To maintain a single, secure repository of all regulatory and legal orders for easy access, reference, and audit.
2. **Support Audits and Inspections**
   To provide ready documentation during internal audits, regulatory inspections, and external reviews.
3. **Maintain Historical and Legal Reference**
   To preserve past orders and actions taken for legal defence, trend analysis, and future regulatory interactions.
4. **Maker and Checker process**
   The Maker and Checker process is established to ensure accuracy, integrity, and regulatory compliance in handling and recording regulatory orders and related actions.

2. Let's Begin with Login page

A Depository Participant can upload the regulatory orders received from authorities on ePass application.

Step 1: - Go to NSDL ePass application.

Step 2: - Enter login credentials**.**

Step 1: - Enter "User ID" details.

Step 2: - Enter "Password".

Step 3: - Click on "Generate OTP". Post receiving the OTP, kindly enter "OTP" details

Step 4: - Enter the "Captcha" column.

Step 5: -Click on "Submit" option.

Note: - In case, user does not remember the password he/she may click on "Forgot Password" and generate new password for login.

3. How to upload the order

Please follow the steps below to upload the order details:-

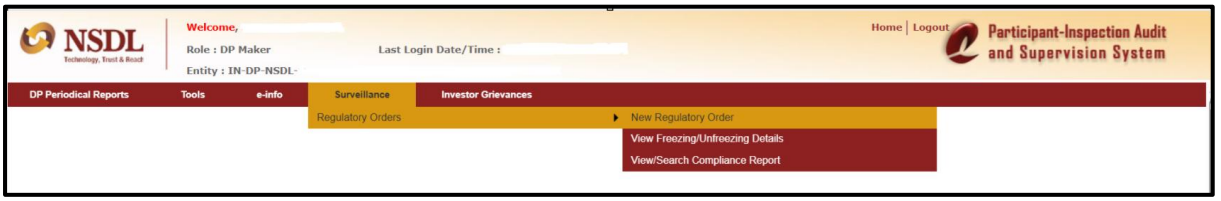
3.1 Maker Login: -

Step 1: - Please login into "Maker login".

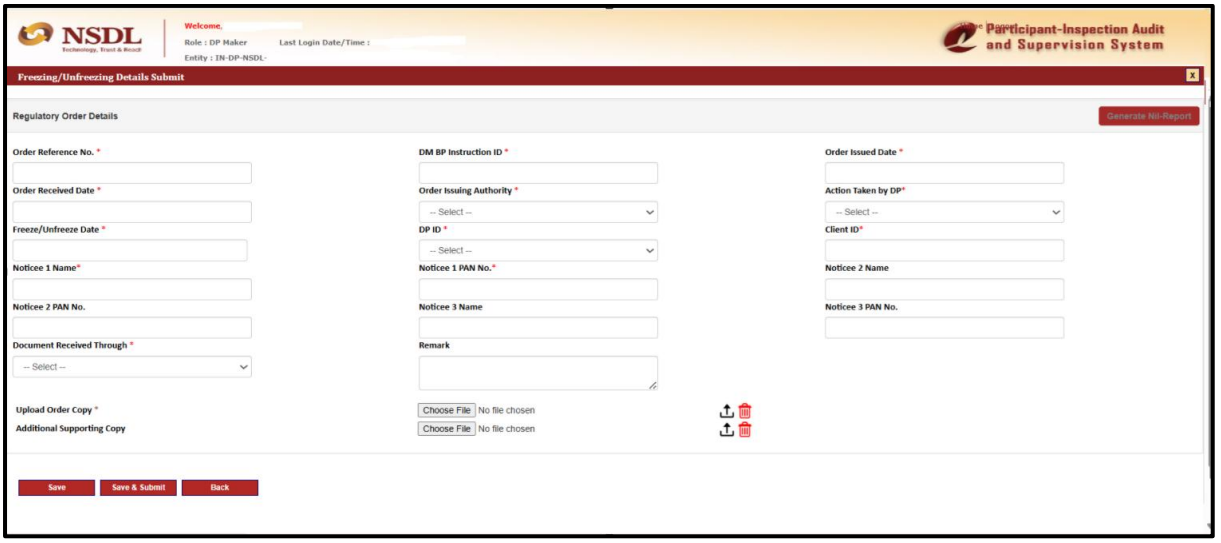
Step 2: - Click on "Surveillance" tab.

Step 3: - Go to "Regulatory Orders" option.

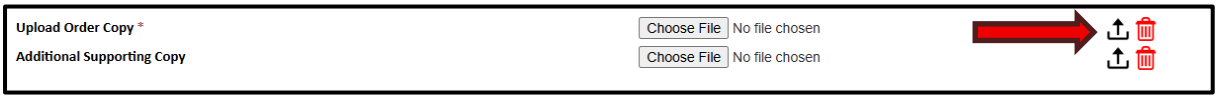
Step 4:- Click on "New Regulatory Orders" option.



Step 5:- Enter all the required details.



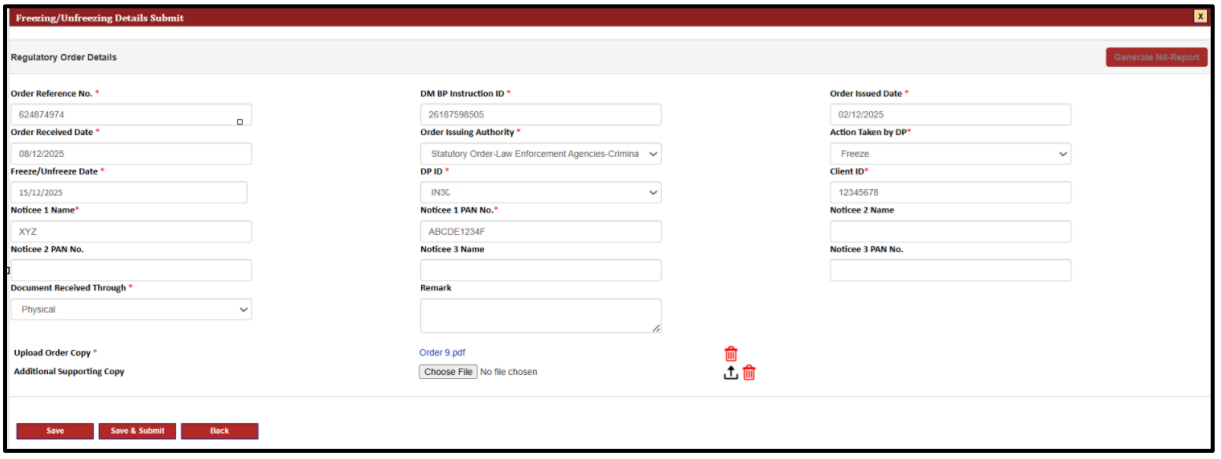
Step 6: - Kindly attach the documents (Single attachment in PDF only) and then click on upload symbol.



Note: -

1. *User can add and upload additional supporting documents, if any under "Additional Supporting Copy" option.*
2. *In case user has enclosed incorrect documents, user can delete the uploaded documents by clicking on delete symbol available.*

Step 7:- Click on “Save & Submit” after filling all the required details.



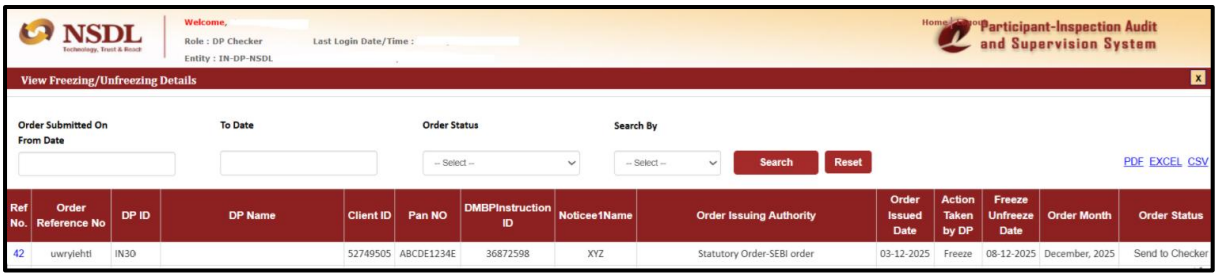
Note: - Maker will have three options after filling in all the required details: -

1. *Save: - If user selects “Save” option then all the captured details will be saved as draft. However same will not be moved to Checker login for approval.*
2. *Save & Submit: - If user selects “Save & Submit” option then all the captured details will be saved and the order is sent for approval in Checker login.*
3. *Back: - User can select “Back” option to go back to the main page and none of the details will be saved.*

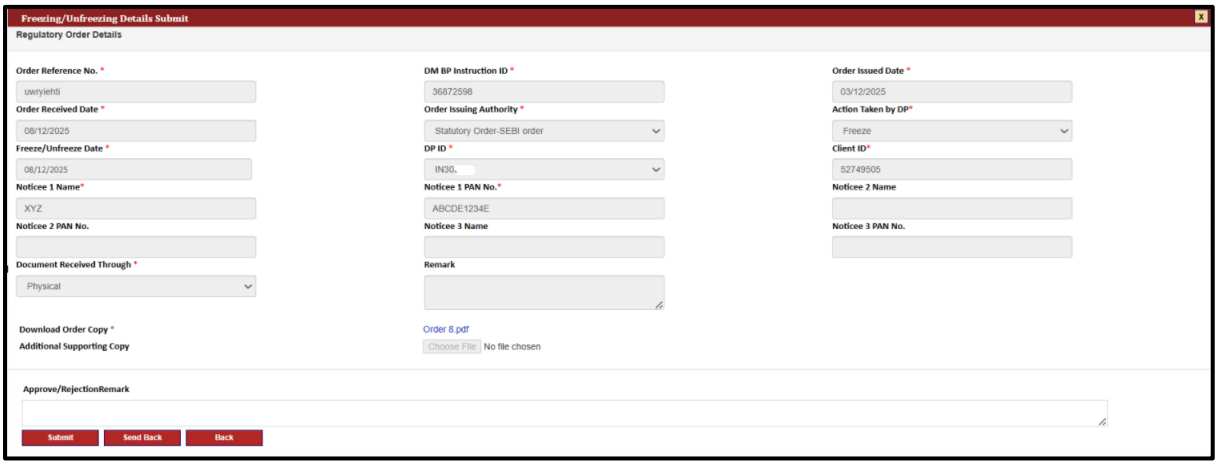
3.2 ***Checker Login: -***

Step 1: - Please login into “Checker login”.
Step 2: - Click on “Surveillance” tab.
Step 3: - Go to “Regulatory Orders” option.
Step 4: - Click on “View Freezing/unfreezing Details” option.

Step 5: - Click on reference no. hyperlink to proceed further and view the details captured by Maker against that order.



Step 6: - Click on “Approve”.



Note: - Checker will have three options after clicking on reference no. hyperlink to view all the details captured by Maker: -

1. *Approve: - If user selects "Approve" option then the order will be approved and same will be included in monthly compliance report.*
2. *Send Back: - If user selects "Send Back" option then the order will be assigned back to Maker for correction (if any). Checker should mention the remarks in case the order is sent back to maker. (Send Back orders will be visible under "View Freezing/unfreezing Details" tab of Maker login)*
3. *Back: - User can select "Back" option to go back to the previous menu and order will be shown as "Send to Checker".*

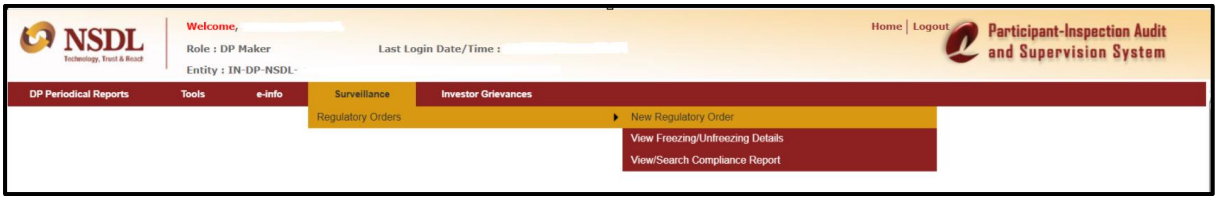
4. How to Generate NIL report

4.1 Maker Login

Step 1: - Click on "Surveillance" tab.

Step 2: - Go to "Regulatory Orders" option.

Step 3: - Click on "New Regulatory Orders" option.



Step 4: - Click on "Generate Nil Report" option and then "Submit" the report.

4.2 Checker Login

Step 1: - Click on "Surveillance" tab.

Step 2: - Go to "Regulatory Orders" option.

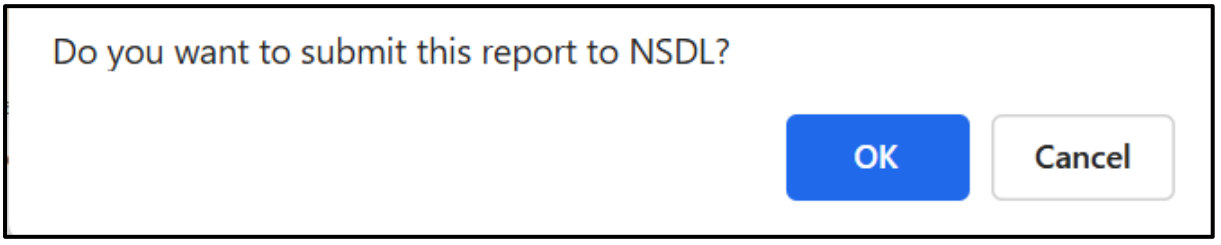
Step 3: - Click on "View/Search Compliance Report" option.

Step 4: - Click on reference no. hyperlink to submit the compliance report.

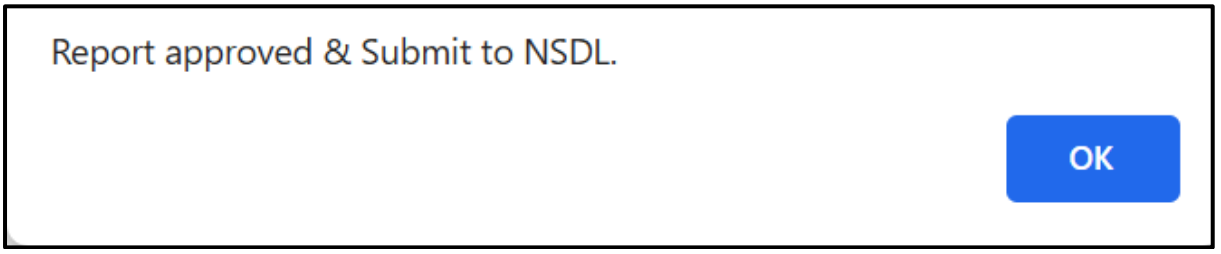
Eg.: - In below screen shot, October Month compliance report is not submitted hence checker needs to click on the hyperlink provided on ref no. “24” and approve the report.

Ref No.	Compliance Report Month	Order Count	Report Submitted Date	Report Status	Download
41	December, 2025	3	23-12-2025 16:33:56	Submitted to NSDL	December, 2025
25	November, 2025	0	23-12-2025 16:15:53	Submitted to NSDL	November, 2025
24	October, 2025	0	01-10-2025 00:00:00	Send to Checker	October, 2025

Step 5: - Click on “OK” option.



Step 6: - Click on “OK” option and the report will be submitted to NSDL.



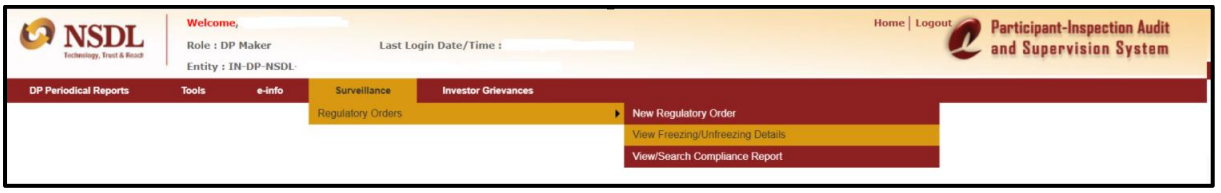
5. How to View the uploaded orders

Maker and Checker Login

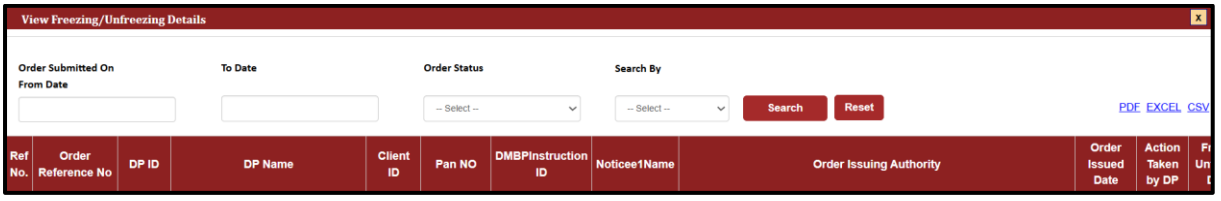
Step 1: - Click on "Surveillance" tab.

Step 2: - Go to "Regulatory Orders" option.

Step 3: - Click on "View Freezing/unfreezing Details" option.



Below screen will be displayed and user can view the orders uploaded along with the status. Users can also download the details in PDF, Excel or CSV format for their reference.



Note: - All orders which are "Send Back" by Checker will be visible under "View Freezing/unfreezing Details" of Maker. Maker will be able to resubmit the order after rectifying the details for that order for Checker approval.

6. How to View/Search Compliance Report

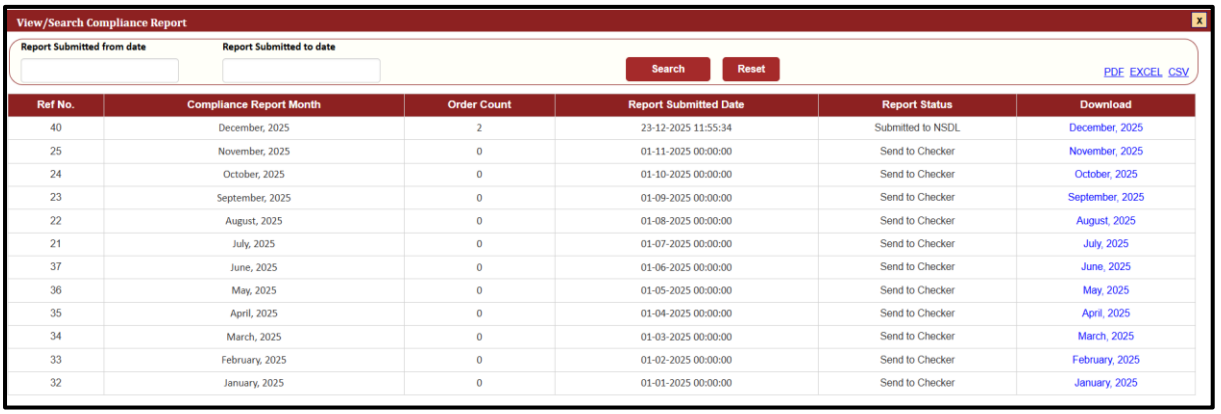
Maker and Checker Login

Step 1: - Click on "Surveillance" tab.

Step 2: - Go to "Regulatory Orders" option.

Step 3: - Click on "View/Search Compliance Report" option.

Below screen will be displayed and user can view the status of compliance report submitted. User can also download the report in PDF,Excel or CSV format for their reference.



View/Search Compliance Report

Report Submitted from date | Report Submitted to date | Search | Reset | PDF EXCEL CSV

Ref No.	Compliance Report Month	Order Count	Report Submitted Date	Report Status	Download
40	December, 2025	2	23-12-2025 11:55:34	Submitted to NSDL	December, 2025
25	November, 2025	0	01-11-2025 00:00:00	Send to Checker	November, 2025
24	October, 2025	0	01-10-2025 00:00:00	Send to Checker	October, 2025
23	September, 2025	0	01-09-2025 00:00:00	Send to Checker	September, 2025
22	August, 2025	0	01-08-2025 00:00:00	Send to Checker	August, 2025
21	July, 2025	0	01-07-2025 00:00:00	Send to Checker	July, 2025
37	June, 2025	0	01-06-2025 00:00:00	Send to Checker	June, 2025
36	May, 2025	0	01-05-2025 00:00:00	Send to Checker	May, 2025
35	April, 2025	0	01-04-2025 00:00:00	Send to Checker	April, 2025
34	March, 2025	0	01-03-2025 00:00:00	Send to Checker	March, 2025
33	February, 2025	0	01-02-2025 00:00:00	Send to Checker	February, 2025
32	January, 2025	0	01-01-2025 00:00:00	Send to Checker	January, 2025

Note :- Once the order is approved by Checker, same will be automatically added in that respective month compliance report.

Only 'Individuals to affix recent photograph (3.5 cm x 2.5 cm)

Signature/ Left Thumb Impression across the photo

COMMON APPLICATION FORM

[Single Combined Application form for registration of Foreign Portfolio Investor (FPI) with SEBI, Allotment of Permanent Account Number (PAN) and Know Your Customer (KYC) for opening Bank & Demat Account.]

To avoid mistake(s), please follow the accompanying instructions and examples before filling up the form

Only 'Individuals to affix recent photograph (3.5 cm x 2.5 cm)

Signature/Left Thumb Impression

Sir,

I/We hereby request that a **Permanent Account Number & FPI registration number** be allotted to me/us.

In this context, I/We give below necessary particulars:

PART A- KYC INFORMATION

1) Name of the Applicant (Full expanded name to be mentioned as appearing in proof of identity/ address documents: initials are not permitted)

Please select title, ☑ as applicable ☐ Shri/Mr. ☐ Smt/Mrs. ☐ Kumari/Ms. ☐ M/s

Last Name/Surname

First Name

Middle Name

2) Abbreviation of the Name, as you would like it, to be printed on the PAN card

3) Have you ever been known by any other name? ☐ Yes ☐ No (Please tick as applicable)

If yes, please give that other name

Please select title, ☑ as applicable ☐ Shri/Mr. ☐ Smt/Mrs. ☐ Kumari/Ms. ☐ M/s

Last Name/Surname

First Name

Middle Name

4) Date of Birth/Incorporation/Agreement/ Formation of body of Individuals or Association of Persons/ Establishment (DD/MM/YYYY)

	Particulars	Date (DD/MM/YYYY)
a)	Date of Birth/ Incorporation/Agreement/ Partnership or Trust Deed/ Establishment/ Formation of body of Individuals or Association of Persons	
b)	Date of Commencement of Business (Not applicable for Individuals)	

5) Place and Country of Birth/ Incorporation/ Establishment/ Formation

Place_____ Country ____ ISD Country Code: ____

In case of Foreign Individual applicant, please specify the nationality and passport no. of the applicant:

Nationality/ Citizenship: _____ ISD country code: _____ Passport No. _____

6) Legal Entity Identifier & Tax Residency Certificate details

	Particulars	Details	
a)	Legal Entity Identifier (LEI)		
b)	Tax Residency Certificate (TRC) No.		Country of Tax Residency

+ Add (Add row in case of Multiple Tax Residency Countries)

Signature of the Applicant_____

7) Address & Communication Details

a) Registered /Residence Address

Flat/ Room/ Door/ Block No.

Name of Premises/Building/ village

Road/ Street/Lane/ Post Office

Area/ Locality/ Taluka/ Sub-Division

Town/ City/ District

State/Union Territory

Pin Code/ Zip Code Country Name

b) Office Address

Name of Office

Flat/ Room/ Door/ Block No.

Name of Premises/Building/ Village

Road/ Street/Lane/ Post Office

Area/ Locality/ Taluka/ Sub-Division

Town/ City/ District

State/ Union Territory

Pin Code/ Zip Code Country Name

***c)* Address of Communication/Correspondence** ☐ Registered/Residence ☐ Office (Please tick as applicable)

***d)* Contact Details:**

Sr. No.	Particulars	Registered/Residence			Office		
		Country Code	Area/ STD Code	Number	Country Code	Area/ STD Code	Number
1	Telephone Number:						
2	Mobile Number:						
3	Fax Number:						
4	Email ID:						
5	Website:						

8) Information regarding Ultimate Beneficial Owner (End Natural Person)

a) Individual Custodian/DDPs may seek additional documentation/ownership details at a lower threshold than prescribed, based on their independent evaluation and risk classification of the respective FPI applicants on the basis of multiple parameters such as home jurisdiction, type of entity, nature of business etc.

☐ We declare that there is no natural person/individual who are ultimately holding > % beneficial ownership directly/indirectly into the entity as well as on controlling basis for companies, Trust & General Partner / Limited Partnership structure. We therefore provide details of the senior managing official of the FPI as under.

☐ The list of beneficial owners as per materiality threshold for controlling ownership interest and / or on control basis is provided as under:

S. No	Name & Address of the Beneficial Owner (Natural Person)	Date of Birth	Tax Residency Jurisdiction	Nationality	Whether acting alone or together, or through one or more natural person as group with their name & address	BO Group Percentage Shareholding / Capital/Profit Ownership in the FPIs	Tax Residency Number/Social Security Number/Passport Number of BO/ any other Government issued identity document number (example Driving Licence) [Please provide any]
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of the Applicant _____

b) Does it have few persons or persons of the same family holding beneficial ownership and control?

☐ Yes ☐ No

9) Income details

a) Source of Income: ☐ **Code for Business / Profession** ☐

b) Gross Annual Income (in INR): _____

Net worth (Asset less liabilities) (in INR):_____as on:_____(DD/MM/YYYY)

10) Occupation Details:

For Individuals ☐ **For Non – Individuals** ☐

11) Documents submitted as Proof of Identity (POI) and Proof of Address (POA) for KYC

Proof of Identity (POI) ☐ **Proof of Address (POA)** ☐

12) Whether the applicant or the applicant's authorized signatories/ Promoters/ Partners/ Trustees/ Whole Time Directors/Office bearer is

a) A politically exposed person ☐ Yes ☐ No

b) Related to a politically exposed person ☐ Yes ☐ No

Part B- FPI Registration Information

13) Category of Applicant

Classification of applicant *(please select the most appropriate category. Refer 'Instruction/ guidelines')*

a) Type of category ☐ Name of Sub- Category ☐

b) Investing/ Non- Investing entity (only applicable for Investment Manager) ☐

14) Whether the applicant is seeking registration under Multi Investment Manager(MIM) structure?

Yes ☐ **No** ☐

15) Details of Investment Manager of FPIs which are registered under regulation 5 (a) of SEBI (FPI) Regulations, 2019 (as amended from time to time) or FPI seeking registration under MIM structure

Sr. No.	Name of Investment Manager	SEBI Registration No.

16) Whether the applicant has provided with valid self-certification/ FATCA/ CRS declaration form?

Yes ☐ **Not Applicable** ☐

17) Information pertaining to the compliance officer

Name			
Job Title			
Telephone no.			
E-mail ID		**Fax No.**	

18) Details of Regulatory authority by which the applicant is regulated (If applicable)

Name			
Country		**Web-site**	
Registration Number/ Code with Regulator, if any			
Category / Capacity in which the applicant is Regulated			

Signature of the Applicant _____

19) Whether the applicant is coming through Global Custodian? ☐ Yes ☐ No

If yes, please provide name of Global custodian	
Name of Regulator	
Registration Number/ code with regulator, if any	
Address	

20) Details of the designated depository participant, custodian of securities and designated AD Category I bank appointed

a) Name of the DDP/ Custodian of Securities / Depository Participant

Name	SEBI Registration number	

b) Details of designated AD category I bank (approved by RBI)

Name of the Bank and Branch	
Address	

21) Disciplinary History

Whether there has been any instance of violation or non-adherence to the securities laws , code of ethics/ conduct, code of business rules, for which the applicant or its parent/holding company or associate / or promoter/ investment manager may have been subjected to criminal liability or suspended from carrying out its operations or the registration, has been revoked, temporarily or permanently or any regulatory actions that have resulted in temporary or permanent suspension of investment related operations in the applicant's home jurisdiction and has a bearing on obtaining FPI registration for investing in India?

☐ Yes ☐ No (If yes, please mention details briefly in below box. For more details, enclose Annexure)

22) Clubbing of Investment Limit

☐ We share common ownership, directly or indirectly, of more than fifty percent or common control with other FPIs and are not exempt from regulation 22(4). Details of investor group are as below:

Sr. No.	Name of FPI/ ODI subscriber with whom the applicant shares, ownership of more than 50% or common control	If ODI subscriber, please mention the name of dealing FPI	Registration No. of FPI

☐ In case Clubbing of investment limits of FPIs having common control is not being done in case of public retail funds as referred in Regulation 22(4), please provide following details:

Sr.No.	Name of FPI	FPI Registration Number	Name of Common Controlling Person

23) Details of Prior association with Indian securities market

Whether the applicant was anytime associated with Indian securities market as FPI, FII, sub account, QFI or FVCI ? Yes ☐ No ☐

Name of the Entity	Registered/ associated as	SEBI Registration No. (if applicable)

Part C- Additional Information for obtaining PAN

24) Whether the applicant already holds PAN ☐ If Yes, please mention PAN:_____.

If No, then below mentioned fields will be applicable.

25) Status of Applicant ☐

26) Assessing Officer (AO code)

Area code			AO type			Range code			AO No.		

Signature of the Applicant _____

27) Registration Number (for Company, firms, LLP, etc.) (Not applicable to Individuals)

28) Representative or Agent of the Applicant in India

Full Name (Full expanded name: initial are not permitted)

Please select title, ☑ as applicable ☐ Shri/Mr. ☐ Smt/Mrs. ☐ Kumari/Ms. ☐ M/s

Last Name/Surname

First Name

Middle Name

Address

Flat/ Room/ Door/ Block No.

Name of Premises/Building/ Village

Road/ Street/Lane/ Post Office

Area/ Locality/ Taluka/ Sub-Division

Town/ City/ District

State/ Union Territory

Pin Code/ Zip Code

29) In case of a Public company, whether listed on a Stock Exchange

☐ Yes ☐ No If yes, then indicate name of the Stock Exchange: _____

30) Is the entity involved/ providing any of the following services

Foreign exchange, Money Changer Services	☐ Yes	☐ No
Gaming/ Gambling/ Lottery services (Casinos and Betting Syndicates)	☐ Yes	☐ No
Money Lending, Pawning	☐ Yes	☐ No

31) Documents submitted as a proof of Identity (POI) & Proof of Address (POA) for PAN

I/ We have enclosed as a proof of Identity, as proof of address, & as mandatory certified documents *[please refer to the instructions (as specified in Rule 114 of I.T. Rules, 1962) for list of mandatory certified documents to be submitted as applicable]*

Part D – Additional Information Applicable Only for Individuals

32) Gender:

33) Marital Status:

34) Citizenship Status:

In case of Foreigner, country of citizenship :

35) Details of Parents: (Applicable only for individual applicants)

Whether mother is a single parent and you wish to apply for PAN by furnishing the name of your mother only?

Yes No (please tick as applicable)

If yes, please fill in the mother's name in the appropriate space provide below.

Father's Name (Mandatory except where mother is a single parent and PAN is applied by furnishing the name of mother only)

Last Name/Surname

First Name

Middle Name

Mother's Name (optional except where mother is a single parent and PAN is applied by furnishing the name of mother only)

Last Name/Surname

First Name

Middle Name

Select the name of either father or mother which you may like to be printed on PAN card (Select one only)

Father's Name **Mother's Name (please tick as applicable)**

(In case no option is provided then PAN card will be issued with father's name except where mother is single parent and you wish to apply for pan by furnishing name of the mother only)

Signature of the Applicant _____

36) Spouse Name

PART E: Depository & Bank Account Opening

37) Details To Be Obtained For Opening Depository Account

a) Authorisation

☐ I/We hereby request Depository Participant viz.,_____(Name of the DP) to open Depository account in my/our name as mentioned in the application form.

OR

☐ I/We is/are non-investing FPI and do not wish to open Depository Account.

b) Mode of Operation for Sole/First Holder (in case of joint holdings, all the holders must sign) [applicable to Non-individuals]

☐ Any one single	
☐ Jointly by	
☐ As per resolution	
☐ Others (please specify)	

38) Bank Account Information:

☐ I/We hereby request to open Special Non Resident Rupee Account (SNRA) in my/our name.

OR

☐ I/We is/are non-investing FPI and do not wish to open Bank Account.

PART- F (Declaration & Undertaking)

Declaration and Undertaking

I/We_____, the applicant, in the capacity of _____do hereby declare that what is stated in the aforesaid application form (including the enclosed documents/ annexures) is complete and true to the best of my/ our information and belief. I/we undertake to inform you of any changes therein, immediately. Incase anyof the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it. I/we hereby apply for registration as Foreign Portfolio Investor ("FPI") in accordance with the Securities and Exchange Board of India (Foreign Portfolio Investors) Regulations, 2019, obtain Permanent Account Number (PAN) from Income Tax Department of India and open Depository Account & Bank Account (if applicable). Further, I/We have read and understood the Securities and Exchange Board of India (Foreign Portfolio Investors) Regulations, 2019, circulars issued thereunder, its operating guidelines, reply to frequently asked questions on FPI regime provided by SEBI and shall abide with any other terms and conditions specified by SEBI from time to time. I/We hereby declare thatI/we fulfill the eligibility criteria under the FPI Regulations and I/we am/are eligible to register as a FPI. Further, I/we hereby declare that I/we do not hold PAN issued by Income Tax Department currently and shall be liable for penaltyof Rs. 10,000/- as per provision of section 272(B) of Income Tax Act, 1961 for possession of more than one PAN.

Place_____Date:_____

For and on behalf of applicant

Signature of Authorized Signatory	
Name	
Designation (not applicable to individual persons)	
Date	DD/MM/YYYY

Signature / Left Thumb Impression of Applicant (Inside the box)

Signature of the Applicant _____

FOR OFFICE USE ONLY

Name of Depository Participant			
Address of Depository Participant			
DP ID		Client ID	

Applicant Bank Account Information (To be captured in the depository system)												
1)	Bank account type-	Others - SNRA_____										
2)	Bank Account Number											
3)	Bank Name											
4)	Branch Address											
		City/town/ village			PIN Code							
		State			Country							
5)	MICR Code											

Documents Received ☐ Risk Category ☐

IN PERSON VERIFICATION CARRIED OUT BY

Identity Verification: ☐ Done Date: ☐☐ ☐☐ ☐☐☐☐

Emp. Name_____ Emp. Code _____

Emp. Designation_____ Emp. Branch _____

Signature

INSTITUTION DETAILS

Name _____

Code_____

(Institution Stamp)

INSTRUCTIONS FOR FILLING COMMON APPLICATION FORM (CAF)

(a) Common Application Form (CAF) will be available for the FPI applicants on the website(s) of NSDL (www.nsdl.co.in) or (www.fpi.nsdl.co.in)

(b) Form should be filled by the applicants in **Electronic mode** and legibly in BLOCK LETTERS.

(c) Each box, wherever provided, should contain only one character (alphabet /number / punctuation sign) leaving a blank box after each word.

(d) 'Individual' applicants should affix two recent colour photographs with white background (size 3.5 cm x 2.5 cm) in the space provided on the form. The photographs should not be stapled or clipped to the form. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form. Since this form is to be submitted in electronic mode, one photograph should be affixed electronically and another to be affixed in the box provided on the right side of the form .

(e) Signature / Left hand thumb impression should be provided across the photo affixed on the left side of the form in such a manner that portion of signature/impression is on photo as well as on form.

(f) Signature /Left hand thumb impression should be **within the box** provided on the right side of the form. The signature should not be on the photograph affixed on right side of the form. If there is any mark on this photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.

(g) Thumb impression, if used, should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.

(h) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on **www.tin-nsdl.com** and **www.utiitsl.com.**

(i) Once the form is duly filled in by the applicant in electronic mode and supporting documents uploaded on the inter-face of NSDL, the same shall flow to the Designated Depository Participant (DDP) in electronic manner. The applicant shall thereafter have to take a print of the duly filled form. The duly filled printed form should be signed by applicant and be submitted in physical mode along with requisite documents in original to the Designated Depository Participant (DDP). Applicant should sign on each page of the Form before sending.

(j) The applicant should submit the applicable fees for SEBI registration and issuance of PAN along with the form to concerned DDP in Dollar terms. The application without fees shall be rejected, The DDP shall thereafter transmit appropriate amount to SEBI (in Dollar terms) and Income Tax department (in INR).

(k) The DDP shall upload the copy of SEBI registration certificate before the application electronically flows for issuance of PAN.

(l) Once the PAN is generated, Custodian shall do the KYC. It is mandatory to provide KYC details in case of an application filled by a Foreign Portfolio Investor (FPI) as prescribed under the regulations issued by Securities & Exchange Board of India (SEBI). Please refer the guidelines issued by the SEBI & Prevention of Money Laundering Act for filling these details

(m) Guidelines for filling the Common Application Form (CAF):

Field No.	Field Name	Guidelines for filling the form
1	Name of the applicant	Please select appropriate title. (Mandatory field) Do not use abbreviations in the First and the Last name/SurnameFor example, **RAVIKANT** should be written as:

Last Name/ Surname	R	A	V	I	K	A	N	T																
First Name																								
Middle Name																								

For example **SURESH SARDA** should be written as:

Last Name/ Surname	S	A	R	D	A																			
First Name	S	U	R	E	S	H																		
Middle Name																								

For example **POONAM RAVI NARAYAN** should be written as:

Last Name/ Surname	N	A	R	A	Y	A	N																	
First Name	P	O	O	N	A	M																		
Middle Name	R	A	V	I																				

For example, **SATYAM VENKAT M. K. RAO** should be written as:

Last Name/ Surname	R	A	O																					
First Name	S	A	T	Y	A	M																		
Middle Name	V	E	N	K	A	T		M		K														

For example, **M. S. KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY)** should be written as:

Last Name/ Surname	K	A	N	D	A	S	W	A	M	Y														
First Name	M	A	D	U	R	A	I																	
Middle Name	S	O	M	A	S	U	N	D	R	A	M													

Applicants other than 'Individuals' may ignore above instructions.

Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name.

For example, **XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED** should be written as:

For example MANOJ MAFATLAL DAVE (HUF) should be written as:

		Last Name/ Surname	X	Y	Z		D	A	T	A		C	O	R	P	O	R	A	T	I	O	N		(	I	N	D
		First Name	I	A	)		P	R	I	V	A	T	E		L	I	M	I	T	E	D						
		Middle Name																									
		Last Name/ Surname	M	A	N	O	J		M	A	F	A	T	L	A	L		D	A	V	E		(	H	U	F	)
		First Name																									
		Middle Name																									

In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., Ltd are not allowed. It should be 'Private Limited' only.
In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name.
Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

2 — Abbreviation of the full name to be printed on the PANcard

Individual applicants should provide full/ abbreviated name to be printed on the PAN card. Name, if abbreviated, should necessarily contain the last name.
For example: **SATYAM VENKAT M. K. RAO** which is written in the Name field as

Last Name/ Surname	R	A	O																						
First Name	S	A	T	Y	A	M																			
Middle Name	V	E	N	K	A	T		M		K															

Can be written as in 'Name to be printed on the PAN card' column as:
SATYAM VENKAT M.K. RAO or
S.V.M. K. RAO or
SATYAM V. M. K. RAO

For non-individual applicants, this should be same as last name field in field no. 1 above

3 — Have you ever been known by any other name?

If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in field No. 1 with respect to name apply here. Title should be similar to the title mentioned in Field No. 1.

4 — a) Date of birth/ Incorporation/ Agreement/ Formation of body of Individuals or Association of persons/ Establishment

Date cannot be a future date. Date: 2nd August 1975 should be written as:
Date format- DD/MM/YYYY (Mandatory field)

0	2	0	8	1	9	7	5

Relevant date for different categories of applicants is:
Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/ creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of Incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available.

b) Date of Commencement of Business

Applicable to Non-Individuals only.
Date cannot be a future date. Date: 2nd August 1975 should be written as:
Date format- DD/MM/YYYY (Mandatory field)

0	2	0	8	1	9	7	5

5	Place & Country of birth/ Incorporation/ Establishment/ Formation	This field is mandatory for all categories of applicants.
6 a	Legal Entity Identifier	Applicant shall furnish Legal Entity Identifier number, if applicable.
6b	Tax Residency Certificate Details	Applicant shall furnish Tax Residency Certificate no. and Country of Tax Residency. Applicant shall provide multiple tax residency details, if applicable.
7a & 7b	Address-Residence/ Registered and Office	**R – Residence/ Registered Address:** For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should mention their registered address. **O – Office Address:** 1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession. [Field no. 9] 2) In case of Firm, LLP, Company, Local Authority and Trust, name of office and complete address of office is mandatory. For all categories of applicants, it is necessary to mention complete address and the details of Town/City/District, State/Union Territory and PINCODE are mandatory. In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.
7C	Address for Communication/Correspondence	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication/Correspondence. All communication/Correspondence will be sent at the address indicated in this field.
7d	Contact Details	1) Telephone number should include country code (ISD code) and STD code and Mobile No. should include Country code (ISD Code). For example: (n)Telephone number 23555705 of Delhi should be written as Country code: + 9 1 STD code: 1 1 Telephone Number: 2 3 5 5 5 7 0 5 9 1 0 2 5 1 1 1 1 1 Where '91' is the country code of India and 11 is the STD Code of Delhi. (ii) Mobile number 9102511111 of India should be written as Country code: + 9 1 Mobile Number Where '91' is the country code of India 2) It is mandatory for the applicants to mention either their "Telephone number" or valid "e-mail id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail. 3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form 4) All communications will be sent on provided mobile no.\ Email-Id. 5) FAX number shall be optional.
8	Information regarding Ultimate Beneficial Owner (End Natural Personal)	Please furnish Ultimate Beneficial Owner (UBO) information as applicable. Ultimate beneficial owner shall be as provided under the circular on AML/ CFT & KYC issued by SEBI from time to time. Any natural person identified as the Ultimate Beneficial Owner (UBO) should not be a legal representative, such as a nominee, legal counsel/ attorney, trustee, accountant, administrator etc. 'Control' is as defined in accordance with rule 9(3) of Prevention of Money - laundering (Maintenance of records) Rules, 2005 as amended from time to time. In case the UBO holds India PAN (local tax ID), details of the same need to be provided in the last column of the BO table. List of values in '**Ultimately holding Beneficial ownership'** (drop down box) 1) 10% 2) 15% 3) 25% 4) Others. If Others, Please specify_____ The details required at column no. 8 are exempted for category I applicants as well as Category II applicants with sub category (5)(b)(i) viz., 'Appropriately regulat$_1$e$_0$d$_9$ funds not eligible as Category I FPI.

9	Income details	It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. List of values in '**Source of Income'** 1) Salary 2) Capital Gains 3) Income from Business/ Profession 4) No Income 5) Income from other Sources 6) Income from House Property In case, the income from Business/profession is selected by the applicant then an appropriate business/ profession code should be mentioned.

01	Medical Profession and Business	11	Films, TV and such other entertainment
02	Engineering	12	Information Technology
03	Architecture	13	Builders and Developers
04	Chartered Accountant/ Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
05	Interior Decoration	15	Performing Arts and Yatra
06	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
07	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
09	Government Contractors	19	Cinema Halls and Other Theatres
10	Insurance Agency	20	Others

10	Occupation Details	This field is mandatory for all categories of applicants. List of values in **'Occupational Details'** **For Individuals** (drop down box) 7) Service - Private sector 8) Service - Public Sector 9) Service - Govt. service 10) Business 11) Professional 12) Agriculturist 13) Retired 14) Housewife 15) Student 16) Others **Non- Individuals** (drop down box) 1) Private Company (R) 2) Public Company (U) 3) Body Corporate (D) 4) Financial Institution (S) 5) Non-Government Organisation (N) 6) Charitable Organisation (C)
11	Documents submitted as proof of Identity (POI) & proof of Address (POA) for KYC	**List of values in 'Proof of Identity' (POI) (drop down box) –** **FOR INDIVIDUALS** A- Passport Number, Please specify Passport Expiry Date:__/ /_____ B- Voter ID Card C- PAN card with Photograph D- Driving Licence Number, Please specify Driving Licence Expiry Date: __/ /_____ F- NREGA Job Card Z- Others (any document notified by the central/state government and its Departments, Statutory/Regulatory Authorities, Tax Authorities, Identification Number _____ **FOR NON-INDIVIDUALS** 1) Certificate of Incorporation/ Formation

		2) Registration Certificate 3) Memorandum of Article of Association/ Partnership Deed/ Trust Deed/Prospectus/offering memorandum or equivalent document **Clarification / Guidelines for filling 'Proof of Identity[PoI]' section** 1. If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished. 2. Mention identification / reference number if 'Z- Others (any document notified by the central government)' is selected. 3. One copy of any one of the mentioned Proof of Identity [PoI] needs to be submitted. 4. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification OR Copies should be properly attested by entities authorized for attesting the documents 5. If any proof of identity is in a foreign language, then translation into English is required. **List of values in 'Proof of Address' (POA) (drop down box)** **FOR INDIVIDUALS** 1) Passport 2) Driving Licence 3) Voter Identity Card 4) NREGA Job Card 5) Others (any document notified by the central/state government and its Departments, Statutory/Regulatory Authorities, Tax Authorities) _____ **FOR NON-INDIVIDUALS** 1) Certification of Incorporation/ Formation 2) Registration Certificate 3) Category 1 and Category 2 FPIs: Power of Attorney given by FPI to Custodians (duly notarized and/or apostiled or consularised) that mentions the registered address of the FPI 4) Utility bill, which is not more than two months old, of any service provider (landline or electricity); 5) Bank account statement, Not more than 3 months old Document with address, issued by Central/State Government and its Departments, Statutory/Regulatory Authorities, Tax Authorities. **Clarification / Guidelines on filling 'Proof of Address [PoA]-section** 1. One copy of any one of the mentioned PoA needs to be submitted. i. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification OR ii. Copies should be properly attested by entities authorized for attesting the documents. 2. PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force. 3. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted. 4. If correspondence & permanent address are different, then proofs for both have to be submitted. 5. If any proof of address is in a foreign language, then translation into English is required.
12	Politically exposed person	Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials,etc.

13	Category of Applicant	List of values in **'Type of Category' for FPI** (drop down box) 1) Category- I 2) Category- II List of values in **'Name of Sub Category of FPI'** (drop down box) a. "Category I foreign portfolio investor" which shall include – (i) Government and Government related investors such as central banks, sovereign wealth funds, international or multilateral organizations or agencies including entities controlled or at least 75% directly or indirectly owned by such Government and Government related investor(s); (ii) Pension funds and university funds; (iii) Appropriately regulated entities such as insurance or reinsurance entities, banks, asset management companies, investment managers, investment advisors, portfolio managers, broker dealers and swap dealers; (iv) Entities from the Financial Action Task Force member countries which are – I. appropriately regulated funds; II. unregulated funds whose investment manager is appropriately regulated and registered as a Category I foreign portfolio investor: Provided that the investment manager undertakes the responsibility of all the acts of commission or omission of such unregulated fund; III. university related endowments of such universities that have been in existence for more than five years; (v) An entity (A) whose investment manager is from the Financial Action Task Force member country and such an investment manager is registered as a Category I foreign portfolio investor; or (B) which is at least seventy-five per cent owned, directly or indirectly by another entity, eligible under sub-clause (ii), (iii) and (iv)of clause (a) of this regulation and such an eligible entity is from a Financial Action Task Force member country: Provided that such an investment manager or eligible entity undertakes the responsibility of all the acts of commission or omission of the applicants seeking registration under this sub-clause. b. "Category II foreign portfolio investor" shall include all the investors not eligible under Category I foreign portfolio investors such as – (i) appropriately regulated funds not eligible as Category-I foreign portfolio investor; (ii) endowments and foundations; (iii) charitable organisations; (iv) corporate bodies; (v) family offices; (vi) Individuals; (vii) appropriately regulated entities investing on behalf of their client, as per conditions specified by the Board from time to time; (viii) Unregulated funds in the form of limited partnership and trusts; Explanation: An applicant incorporated or established in an International Financial Services Centre shall be deemed to be appropriately regulated. In case of Investment manager proposed to be registered under Category I, it may be clarified whether it is investing entity or not.
15	Details of Investment Manager of FPIs	FPIs are required to provide name of its Investment Manager wherever applicable

16	Whether the applicant has provided with valid self-certification/ FATCA/CRS declaration.	Foreign entity cannot open demat account for investment in India without valid self-certification/ FATCA/CRS declaration form (Not mandatory for non-investing FPIs).
17	Information pertaining to the compliance officer	This field is applicable to Non-Individuals
24	Whether the applicant already holds PAN	List of values in **'Whether the applicant holds PAN'** (drop down box) 1) Yes 2) No If **"NO'**, then please mention fields from pt. 25 to 31.
25	Status of Applicant	This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be allotted in 'Firm' status. List of values in **'Status of Applicant'** (drop down box) 1) Individual 2) Company 3) Partnership firm 4) Government 5) Trusts 6) Body of individuals 7) Local Authority 8) Artificial Juridical persons 9) Association of Persons 10) Limited Liability Partnership
27	Registration Number	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies or the concerned Government Authority of country of residence.
28	Name and address of Representative Assessee	Section 160 of Indian Income Tax Act, 1961 provides that any 'specified person' (assessee) can be represented through Representative Assessee. Therefore, this column should be filled in by representative assessee only as specified in Section 160 of the Indian Income-tax Act, 1961, such as, an agent of the non-resident, guardian or manager of a minor, lunatic or idiot, Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf. This field will contain particulars of the Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. The details of person on whose behalf this application is submitted. Proof of Identity and Proof of address are also required for representative assessee.

<table>
<tr><td>31</td><td>Documents submitted as proof of Identity (POI) & proof of Address (POA) for PAN</td><td>
It is mandatory to attach proof of identity and proof of address with PAN application. Documents should be in the name of applicant. List of documents which will serve as proof of identity and address for each status of applicant is as given below:
Document acceptable as proof of identity and address as per Rule 114(4) of Income Tax Rules, 1962

For Individuals and HUF
<table>
<tr><th>Proof of Identity (Copy of)</th><th>Proof of address (copy of)</th></tr>
<tr><td>1. Copy of passport, or</td><td>1. Copy of passport, or</td></tr>
<tr><td>2. Copy of Person of Indian Origin (PIO) issued by Government of India, or</td><td>2. Copy of Person of Indian Origin (PIO) card issued by card Government of India, or</td></tr>
<tr><td>3. Copy of Overseas Citizen of India (OCI) issued by Government of India, or</td><td>3. Copy of Overseas Citizen of India (OCI) card issued card by Government of India, or</td></tr>
<tr><td>4. Copy of other national or citizenship Number or Taxpayer Identification Number duly attested by “Apostille” (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches Scheduled Banks registered in India.</td><td>4. Copy of other national or citizenship Identification Identification Number or Taxpayer Identification Number duly attested by “Apostille” (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India, or
5. Copy of Bank account statement in the country ofof residence, or
6. Copy of Non-resident External (NRE) bank account statement in India, or
7. Copy of Certificate of Residence in India or Residential permit issued by the State PoliceAuthorities, or
8. Copy of Registration certificate issued by the Foreigner’s Registration Office showing Indian address, or
9. Copy of Visa granted & Copy of appointment letter or contract from Indian Company & Certificate (in original) of Indian address issued by the employer.</td></tr>
<tr><td colspan="2">For other than Individuals</td></tr>
<tr><td>1. Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by “Apostille” (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India, or
2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</td><td>1. Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by “Apostille” (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India, or
2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</td></tr>
</table>
</td></tr>
<tr><td>32</td><td>Gender</td><td>
This field is mandatory for Individuals
List of values in ‘Gender’ (drop down box)
1) Male

2) Female

3) Transgender
</td></tr>
<tr><td>33</td><td>Marital Status</td><td>
This field is mandatory for Individuals
List of values in ‘Marital Status’ (drop down box)
1) Single
2) Married
3) Divorced
4) Widow/Widower
</td></tr>
<tr><td>34</td><td>Citizenship Status</td><td>
This field is mandatory for individual applicants.
List of values in ‘Citizenship Status’ (drop down box)
1) Foreigner
2) Person of Indian origin
3) Overseas citizen of India

For FPI applicants, only Foreigner (Citizenship Status) shall be applicable.
In case of Foreigner, please specify country of citizenship as applicable.
</td></tr>
</table>

35	Details of Parents (Applicable to Individuals only)	Instructions in Item No.1 with respect to name apply here. **Whether mother is a single parent and you wish to apply for PAN by furnishing mother's name only?** It is mandatory for Individual applicants to select the flag (i.e. 'Yes' or 'No'). This flag should be selected as 'Yes' only if (i) Mother is a single parent, **and** (ii) You wish to apply for PAN using mother's name only. Father's name should be left blank. If the flag is selected as 'No', then father's name is mandatory. For such cases, mother's name is optional. **Father's Name:** It is mandatory for Individual applicants (except for cases where mother is a single parent) to provide father's name. Married woman applicant should also give father's name and not husband's name. **Mother's Name:** This is an optional field. Mother's name is mandatory if the flag value (i.e. Whether mother is a single parent and you wish to apply for PAN by furnishing mother's name only?) is selected as 'Yes'. **Name to be printed on the PAN card:** Appropriate flag should be selected to indicate the name (out of the father's name and mother's name given in the form) to be printed on the PAN card. If the 'Mother as a Single Parent' field is selected as 'Yes', then mother's name flag should only be selected for the name to be printed on the PAN Card. If none of the option is selected, then father's name shall be considered for printing on the PAN card. In case of mother as a single parent, mother's name shall be considered for printing on the PAN Card.
	Signature/ Thumb impression	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised Signatory in case of AOP, Body of Individuals, Local Authority and Artificial Juridical Person; or (v) Partner in case of Firm/LLP; or (vi) Trustee; or (vii) Representative Assessee in case of Minor/deceased/idiot/ lunatic/mentally retarded. Applications not signed in the given manner and in the space provided are liable to be rejected.

ANNEXURE TO COMMON APPLICATION FORM

A: Declaration & Undertaking:

1. I/ We have read and understood the extant Indian laws, rules, regulations including SEBI (FPI) Regulations, 2019, FEMA Act 1999 and rules & regulations made thereunder, Depository and Depository Participants Regulations, circulars, guidelines issued there in and shall in relation to my/ our activities as FPI, at all times, comply with and subject myself/ ourselves to any other terms and conditions specified by SEBI, RBI, Depository or any other regulators from time to time.

2. I/ We undertake to provide additional information/documents (including KYC documents exempted by SEBI and RBI)/ declarations and undertakings as may be required by you/demand from any regulator/law enforcement agency/exchange without delay to ensure compliance with the Prevention of Money Laundering Act, 2002 and rules and regulations prescribed thereunder, FATF standards and circulars issued from time to time by SEBI, RBI or any other regulators in compliance with said requirement.

3. I/ We undertake to abide by operational instructions/ directives as may be issued by Securities and Exchange Board of India, Reserve Bank of India or any other authority from time to time under provisions of the Act or any other applicable law.

4. I/ We acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant".

5. We authorize custodian to operate the account through Power of Attorney (PoA) and not to receive credits automatically into our account.

6. We authorize custodian to send statement of account in electronic form and we will ensure the confidentiality of the password of the email, as applicable

7. We authorize custodian to maintain appropriate house account details on depository platforms for the purpose of collection of monetary corporate benefits and any other similar activities on our behalf.

B: Additional information

1. Separate registration for the purposes of hedging the ODIs with derivatives as underlying in India?(applicable only for Category I)

   ☐ Yes ☐ No ☐ Not Applicable

2. If segregated portfolio is maintained for each sub-funds or share classes/ equivalent structures of the applicant, names of such sub-funds or share classes/ equivalent structures that intend to invest in India. Does the applicant maintain segregated portfolio for each sub-funds or share classes/equivalent structures?

   ☐ Yes ☐ No

Sr. No.	Name of sub-funds or share classes/ equivalent structures that intend to invest in India

3. Details of eligible Category I entity registered under 5(a)(v)(B) of SEBI (FPI) Regulations, 2019 (as amended from time to time)

Name of entity	Country	Entity type as per Regulation 5(a)

4. Bank or subsidiary of bank declaration

   ☐ We are not a bank or a subsidiary of a bank

   ☐ We are a bank or a subsidiary of a bank and we/ group companies have a branch office or representative office in India

   ☐ We are a bank or a subsidiary of a bank and we/group companies do not have any branch office or representative office in India

5. Non-resident Indians (NRIs) and/or Overseas Citizen of India (OCIs) and/or Resident Indian (RI) declaration

   (not applicable for entities seeking registration under regulation 5(a)(i))

Section A - I: NRI/OCI/RI - Control :

1. ☐ There is no NRI/OCI/RI who exercises control over the FPI

   OR

   ☐ NRI/OCI/RI exercise control in us and we confirm that we will meet eligibility conditions mentioned within two years from the date of registration

   OR

Signature of the Applicant:_____

2. ☐ The applicant is not controlled by an investment manager who in turn is controlled by NRI/OCI/RI.

OR

☐ NRIs/OCI/RIs controlled Investment Manager (IM) is in control of the applicant and the said IM is:

☐ Appropriately regulated and is registered with SEBI as a non-investing FPI

OR

☐ Incorporated/setup under Indian laws and appropriately registered with SEBI.

OR

3. ☐ We are a non-investing FPI directly or indirectly fully owned and/ or controlled by a NRI/ OCI/ RI.

OR

4. ☐ We are an offshore fund for which no-objection certificate has been provided by SEBI in terms of SEBI (Mutual Funds) Regulations, 1996

SECTION B - II: NRI/OCI/RI - Entitlement in FPI

1. ☐ We confirm that there are no NRI/OCI/RI who are constituents/investors in the FPI

OR

2. ☐ We confirm that NRIs/ OCIs/ RIs* as investors in the FPI and contributions by single NRI/OCI/RI including those of NRI/OCI/RI controlled Investment Manager are below 25 percent of the corpus of the FPI and in aggregate is below 50 percent of the corpus of FPI * Explanation: Resident Indian's contribution, if any, that is made through Liberalised Remittance Scheme (LRS) approved by Reserve Bank of India in our funds and our Indian exposure is less than 50%.

OR

3. ☐ Investments by NRI/OCI/RI in the FPI are not meeting above condition(s) and we confirm that we will meet the condition(s) within two years from the date of registration.

OR

4. ☐ None of the above restrictions/conditions mentioned in SectionA & B are applicable to us as we are/shall be investing only in mutual funds in India through our FPI registration

OR

5. ☐ We confirm that NRIs/OCIs/RIs as investors in the FPI and contributions by single NRI/OCI/RI including those of NRI/OCI/RI controlled Investment Manager are below 25 percent of the corpus of the FPI. The aggregate contributions by NRI/OCI/RI are intended to be above 50% / are above 50% of the corpus of the FPI and we shall at all times be in compliance with the SEBI (Foreign Portfolio Investors) Regulations, 2019 and Master Circular for Foreign Portfolio Investors, Designated Depository Participants and Eligible Foreign Investors as amended from time to time.[Applicable only in case of eligible applicants from International Financial Services Centres in India]

6. **Applicants undertaking investments on behalf of its clients**

(Applicable only for entities seeking registration under regulation 5(b)(vii))

i. Clients are individuals and/or family offices.

ii. Clients are eligible for registration as FPI and are not dealing on behalf of third party.

iii. Applicable KYC prescribed by SEBI has been performed on the clients.

iv. The complete investor details of its clients is as below and we shall provide the same on quarterly basis (end of calendar quarter) by end of the following month to DDP.

Details of client				
Sr. No.	**Name**	**Country**	**Address**	**Type (Individual/ Family office)**

7. **Does FPI wish KRAs to seek consent prior to permitting any intermediary to download their KYC information**

☐ Yes ☐ No

If Yes, please provide below information

Name of authorized representative of FPI (optional)	
Email id 1 (Mandatory) :	
Email id 2 (Optional) :	
Email id 3 (Optional) :	
Mobile number (optional):	

8. **Information in respect ofAuthorized signatories to Form/ senior management of FPI applicant**

Sr. No.	Name	Relationship with Applicant (i.e. promoters, directors, Signatory etc.)	PAN (if applicable)	Nationality/ Country of Residence	Date of Birth (DD/MM/YYYY)	Residential/ Registered Address	Any government issued identity document number (example driving license)
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**

Column 6, 7 & 8 is not applicable for Category I FPI as well as Category II FPIs with sub-category 5(b)(i) viz. 'Appropriately regulated fund not eligible as Category I FPIs.

9. **INFORMATION REGARDING INTERMEDIATE MATERIAL SHAREHOLDER/ OWNER ENTITY**

(For determining Beneficial owner details as per circular issued by SEBI from time to time)

a. ☐ We declare that there is no entityholding >= % of ownership / entitlement through shares/units, economic benefit participation etc. including cumulative direct / indirect holding held through single or multiple entities.

Signature of the Applicant:_____

OR

☐ Details of entities holding >= % of ownership / entitlement through shares/units, economic benefit participation etc. including cumulative direct / indirect holding held through single or multiple entities are provided as under:

Name of Beneficial owner	Direct / Indirect Stake	Names of the entity(ies) through which the stake in the FPI is held in directly	Country of Incorporation / Nationality	Percentage stake held in the applicant	Individual / Non-Individual

b. Beneficial Ownership by Control :

☐ We declare that there is no entity who controls through means like voting rights, agreements, arrangements, etc

OR

☐ Details of controlling entity is provided as under:

Name of Beneficial owner	Method of Control (Give Details including names of the intermediate structures, if any, through which control is exercised)	Country of Incorporation / Nationality	Percentage control on the applicant, if applicable	Individual / Non-Individual

Date: Name of Applicant:

10. **Legal Entity Identifier (LEI) Details**

Legal Entity Identifier (LEI): LEI Expiry Date:

Signature(s) of Authorised Person(s)

Signature of the Applicant:_____

ANNEXURE B

MONTHLY APPLICATIONS REPORT

The report pertaining to a month to be submitted by DDPs to SEBI by 10th of the following month in the format specified under:

Summary of the applications received and disposed during the month:

Name of the DDP	Application type *	Opening balance	Received during the month	Disposed during the month	Pending as on last day of month	Average time taken for registration during the month**	No. of applications pending for registration for more than 30 days of receipt of application **	Reasons given regarding application(s) pending for more than 30 days **

* Indicate application type as

1. Fresh Registration
2. Continuance

** Applicable for application type Fresh Registration only.

ANNEXURE C

FEE REPORT

The report pertaining to a month to be submitted by DDPs/Depository to SEBI in the attached format:

Annexure_D_Fee_Report_Format_p.xlsx

If a DDP has not granted any registration/continuance of registration during the previous month,then it is required to send a "Nil" report.

The Bank account details to which the payment of foreign inward remittances is to be done electronically is as follows -

Name of Bank Account	SECURITIES AND EXCHANGE BOARD OF INDIA
Name of Bank, Branch	ICICI Bank Ltd., Bandra Kurla Complex,Bandra (East), Mumbai 400051
Bank Account No	055501001994
IFSC Code	ICIC0000555
MICR Code No.	400229029
Swift Code No.	ICICINBBNRI

ANNEXURE D

Information of intermediate material shareholder/ owner entity illustration:

- FPI ABC, a trust, is held 75% by XYZ Ltd. (intermediate material shareholder/ owner) – therefore XYZ needs to be identified and the identification of underlying individuals / non-individuals having controlling ownership interest in the FPI OR control of XYZ should be identified.

- XYZ is further controlled by PQR fund (trust)– Hence, PQR fund also needs to be identifiedon a look through basis.

- Mr. ST is holding 35% in PQR fund and Mr. UV is holding 15% in PQR fund - So, Mr. STneeds to be identified as BO.

Information of Intermediate material shareholder/ owner- on Ownership basis Name	**Direct / Indirect Stake**		**Names of the entity(ies) through which the stake in the FPI is held indirectly**	**Percentage stake held in the applicant**	**Country/ Nationality**	**Individual /Non-Individual**
XYZ Ltd.	Direct			*75*		Non-Individual

Information of Intermediate material shareholder/ owner - on control basis

Name	**Method of Control (Give Details Including names of the intermediate structures, if any, through which control is exercised)**	**Percentage control on the applicant, if applicable**	**Country/Nationality**	**Individual/Non-Individual**
PQR fund	Management Share in XYZ Ltd.			Non-Individual
Mr. ST	Holds 35% shares of PQR Fund			Individual

ANNEXURE E

	Code	Description	Type of Debt
Instrument Type	GB	Government Debt Security	Government Debt
	TB	Treasury Bills	Government Debt
	CB	Corporate Debt Security	Corporate Debt
	CP	Commercial Paper	Corporate Debt
	MD	Mutual Fund - Corporate Debt based	Corporate Debt
	SR	Security Receipt	Corporate Debt
	CR	Credit Enhanced Bonds	Corporate Debt
	GBCN	Coupon Investment in Government Debt Security	Government Debt

	Code	Description	Reporting Type	Effect on Investment
Nature of Transaction	01	Purchase in Primary Market	New Transaction	Inflow
	02	Purchase in Secondary Market	New Transaction	Inflow
	03	Sale in Secondary Market	New Transaction	Outflow
	04	Redemption	New Transaction	Outflow
	05	Conversion of Debt into Equity	New Transaction	Outflow
	06	Receipt of Debt in lieu of Equity	New Transaction	Inflow
	07	Reversal of Purchase	Deletion	Outflow
	08	Reversal of Sale	Deletion	Inflow
	09	Limit Acquired	New Transaction	No Effect
	10	Limit Acquired got Lapsed or Expired	Deletion	No Effect

	Code	Description
Type of Limit	AU	Auction
	FF	FIFO
	RI	Re-Investment (***Applicable only for Govt Debt under Auction / Coupon Receipts - Valid till T+5***)
	FR	Free
	NA	Not Applicable
	EL	Enhanced Limit
	RI-GB	**Re-Investment** *(Applicable only for Govt Debt 25 Billion Limit - Valid for Same Day [T+0]*)
	RI-EL	**Re-Investment** (*Applicable only for Govt Debt 5 Billion Enhanced Limit - Valid for Same Day [T+0]*)

	Code	Description
Stock Exchange Code	01	BSE
	02	NSE
	03	MCX-SX
	99	NONE

ANNEXURE F

GUIDELINES FOR REPORTING 'RE-INVESTMENT' IN RESPECT OF GOVERNMENT SECURITIES WHEN THE LIMITS ARE AVAILABLE ON TAP.

Particulars	Instrument Type	Nature of Transaction	Type of Limit	Reporting Type	Impact on		
					Investment	Unutilised Limit	Free Limit
Sale in Secondary Market	GB	03	RI-GB / RI-EL	NEW TRANSACTION	LESS	NO EFFECT	ADD
Redemption	GB	04	RI-GB / RI-EL	NEW TRANSACTION	LESS	NO EFFECT	ADD
Purchase in Primary Market	GB	01	RI-GB / RI-EL	NEW TRANSACTION	ADD	NO EFFECT	LESS
Purchase in Secondary Market	GB	02	RI-GB / RI-EL	NEW TRANSACTION	ADD	NO EFFECT	LESS
Reversal of Purchase	GB	07	RI-GB / RI-EL	DELETION	LESS	NO EFFECT	ADD

Note: In accordance with SEBI email dt. April 8, 2015, as the validity of re-investmet facility in Government securities is for same day, the reporting of expiry of re-investment limit is not required (i.e. under "Nature of Transaction - Code 10 - Limit Acquired got Lapsed or Expired").

ANNEXURE G

MONTHLY REPORTS BY ODI ISSUING FPIS TO SEBI

ODI Format.xlsx

ANNEXURE H

MONTHLY ODI STATEMENT ON SEBI WEBSITE

Outstanding Notional Value of Offshore Derivative Instruments (ODIs) hedged by securities in India Vs Assets Under Custody (AUC) of FPIs.								
[` Crore]								
Month	Notional value of ODIs on Equity, Debt, Hybrid Securities & Derivatives *	Notional value of ODIs on Equity, Debt & Hybrid Securites excluding Derivatives *	Notional value of ODIs on Equity *	Notional value of ODIs on Debt *	Notional value of ODIs on Hybrid Securities *	Notional value of ODIs on Derivatives *	AUC of FPIs #	Notional value of ODIs on Equity, Debt& Hybrid Securites excluding Derivatives as % of B
	A1	A2	A3	A4	A5	A6	B	C

**Figures compiled based on reports submitted by FPIs issuing ODIs*

#Figures compiled based on reports submitted by custodians & does not includes positions taken by FPIs in derivatives.

Column A2 is being provided which depicts the Total Value of ODI issued -with underlying as Equity ,Debt & Hybrid Securities but excluding derivatives

Column A3 is being provided which depicts the Total Value of ODI issued -with underlying as Equity

Column A4 is being provided which depicts the Total Value of ODI issued -with underlying as Debt

Column A5 is being provided which depicts the Total Value of ODI issued -with underlying as Hybrid Securities.

Column A5 is being provided which depicts the Total Value of ODI issued -with underlying as derivatives.

Column C is being provided which depicts the Total Value of ODI issued -with underlying as Equity, Debt& Hybrid Securities but excluding derivatives- as percentage of Assets under custody

ANNEXURE I

INVESTOR CHARTER - DESIGNATED DEPOSITORY PARTICIPANTS

VISION STATEMENT:

"To make India an investor friendly country through efficient Regulations".

MISSION STATEMENT:

"To serve all investors by promoting the highest standards of ethics, professional excellence andinvestor protection".

TIMELINES PERTAINING TO VARIOUS SERVICES PROVIDED BY DDP

<table>
<tr><th>S.no.</th><th>Type of Service</th><th>Expected Timelines *</th></tr>
<tr><td rowspan="4">1</td><td>FPI registration</td><td></td></tr>
<tr><td>(a) Fresh Registration</td><td>Within 30 days</td></tr>
<tr><td>(b) Renewal of FPI Registration</td><td>Within 15 days</td></tr>
<tr><td>(c) Surrender of FPI Registration</td><td>Within 10 working days of receipt of NOC from SEBI</td></tr>
<tr><td>2</td><td>Change in DDP cum Custodian</td><td>Within 30 days of receipt of approval from incomingDDP</td></tr>
<tr><td>3</td><td>Off-Market (Free of Payment) transfers permitted as per SEBI Master Circular for FPIs, DDPs and EFIs</td><td>Within 15 days</td></tr>
<tr><td>4</td><td>KYC Review / Update</td><td>
<table>
<tr><th>Jurisdiction</th><th>FPI Category – I</th><th>FPI Category – II</th></tr>
<tr><td>High Risk</td><td>Registered under Reg. 5(a)(i) – During continuance of registration i.e. every 3 years.

Others - Annually</td><td>Annually</td></tr>
<tr><td>Non-High Risk</td><td>During continuance of registration i.e. every 3 years.</td><td>Regulated entities during continuance of registration i.e. every 3 years.</td></tr>
</table>
</td></tr>
</table>

*above timelines will apply to cases where application is complete in all respect.

General Guidance for Investors:

Sr. No.	Guidance
1	Provide Complete, Accurate and Latest information for FPI registration.
2	Adhere to all the rules, regulations, investment limits / conditions prescribed by the Regulators and Government of India.
3	Sell or write-off securities holdings prior to expiry of the FPI registration in case the FPI wish to surrender its registration.
4	Inform Forthwith any changes in information or particulars pertaining the FPI registration.
5	Investors have Right of Fair and Equitable Treatment and Confidentiality of Information as per SEBI (FPI) Regulations, 2019 and SEBI Master Circular for FPIs, DDPs and EFIs.
6	Investors have Right to expect Redressal of Grievances in a timebound manner and ensure to collect contact details of key personnel for Escalation and Resolution of grievances

Grievance Redressal Mechanism

- Approach the DDP at the designated Investor Grievance e-mail ID with complete details of complaints for redressal of investor grievances in a time bound manner.

- The complaint not redressed at DDP level, may be lodged with SEBI on SCORES (a web based centralized investor grievance redressal mechanism at SEBI) @ https://www.scores.gov.in/scores/Welcome.html

ANNEXURE J

FORMAT OF COMPLAINTS AGAINST DDPS TO BE DISPLAYED ON THEIR WEBSITES

A. Data for the Month ending –

Sr. No.	Received from	Pending at the end of the last month	Received during the month	Resolved during the month*	Total Pending at the end of month **	Complaints Pending > 1 month	Average Resolution time^ (in days)
1	Directly from Investors						
2	SEBI (SCORES)						
3	Stock Exchanges (if relevant)						
4	Other Sources (if any)						
5	**Grand Total**						

B. Trend of Monthly disposal of complaints for the Financial Year-

SN	Month	Carried forward from previous month	Received during the month	Resolved during the month *	Pending at the end of the month **
1	April 2021				
2	May 2021				
	……				
12	March 2022				
	Grand Total				

*Inclusive of complaints of previous months resolved in the current month.

**Inclusive of complaints pending as on the last day of the month.

^Average Resolution time is the sum total of time taken to resolve each complaint in days, in the current month divided by total number of complaints resolved in the current month.

C. Trend of Annual (FY) disposal of complaints (For 3 years on rolling basis) -

Sr. No.	Year	Carried forward from previous year	Received during the year	Resolved during the year	Pending at the end of the year
1	2019-20				
2	2020-21				
3	2021-22				
	Grand Total				

ANNEXURES

CHAPTER 15 - INSTRUCTIONS PROCESSING

ANNEXURE A

FRONT COVER OF DIS

Format of inside cover of DIS book for FORM 12 and FORM 13 ---(this line is a header for identification and not for printing)

NSDL

Tips

- Accept the DIS book from your DP only if each slip has been pre-printed with a serial number along with your demat account number.
- Keep DIS booklet in safe custody. Do not leave your DIS booklet with anyone else.
- Fill in all details and then sign on DIS. Never sign a blank DIS.
- Please strike off unused rows in DIS.
- Avoid over-writing, cancellations and changes in the DIS.
- Know the deadline for submitting the DIS from your DP. You can submit DIS early with a future dated execution date so that shares move from your account only on the execution date.

Go Green Initiative: Save paper and time by availing hassle free NSDL e-services

- IDeAS: Use IDeAS facility to view your holdings and transactions in demat account online.
- SPEED-e: Use SPEED-e facility to submit delivery instructions directly on internet.

Ask your DP or visit https://eservices.nsdl.com/ for details on above.

List of most common Reason codes for the Off Market Trades/ Inter Depository Instructions

Reason Code	Reason / Purpose	Reason Code	Reason / Purpose	Reason Code	Reason / Purpose
1	OFF MARKET SALE*	15	TRANSPOSITION - BETWEEN JOINT ACCOUNT OF SAME HOLDERS	29	DEPOSIT OF SECURITIES WITH ESCROW AGENT AND ITS RETURN
4	TRANSFER TO OWN ACCOUNT	21	TRANSFER FROM NOMINEE/SURVIVING HOLDER TO BENEFICIARY	88	TRANSFER BETWEEN MINOR ACCOUNT AND GUARDIAN ACCOUNT
10	MARKET IDT IDENTIFIER	23	TRANSFER OF SECURITIES FROM/TO ACCOUNT OF PMS PROVIDER TO/FROM THE ACCOUNT OF ITS VARIOUS CLIENTS	89	TRANSFER BETWEEN SPECIFIED FAMILY MEMBERS
12	BUY-BACK	24	MARGIN TO CUSTODIAN	90	TRANSFER BETWEEN PARTNER AND FIRM, DIRECTOR AND COMPANY
13	OPEN OFFER FOR ACQUISITION	27	OFF-MARKET SWAP	92	GIFT
14	REDEMPTION OF MUTUAL FUND UNITS	28	DELISTING-EXIT OFFER	93	DONATION

* Kindly submit the consideration payment details alongwith DIS.

ANNEXURE B

BACK COVER OF DIS

In case you have grievances against a listed company or intermediary registered with SEBI, you should first approach the concerned company or intermediary against whom you have grievance. If you are not satisfied with their response, you may approach SEBI or other regulatory bodies. You can approach SEBI for following types of grievances:	
Listed Companies	**Brokers and stock exchanges**
Refund/ Allotment	Stock brokers
/Bonus/Dividend/Rights/Redemption /	Sub brokers
Interest	Portfolio managers
Prelisting offer documents (shares).	Stock exchanges
Prelisting offer documents (debentures	
and bonds).	
Delisting of Securities	
Buyback of Securities	
Takeover and Restructuring	
Corporate Governance and Listing	
Conditions	
Registrar and Transfer Agents	**Other entities**
	Collective Investment Schemes Debenture Trustees
Mutual Funds	
	Merchant Bankers
	Bankers to Issue
	Credit Rating Agencies Custodian of Securities
Depository and Depository participants	
	Foreign Institutional Investors
	Underwriters
	Venture Capital Funds
Information to SEBI:	KYC Registration Agency(KRA)
Price Manipulation	Alternative Investment Fund
Insider trading	

You can file your complaints online at http://scores.gov.in or alternately send your complaints to Office of Investor Assistance and Education of SEBI at Mumbai or Regional Offices at the following addresses:
Office of Investor Assistance and Education, SEBI Bhavan, Plot No.C4-A, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051 Tel : 022-26449188 / 26449199 (http://scores.gov.in)
SEBI, Northern Regional Office, 5th Floor, Bank of Baroda Building,16, Sansad Marg, New Delhi - 110 001 Tel : 011- 23724001-05 (www.sebinro@sebi.gov.in)
SEBI, Eastern Regional Office, L&T Chambers, 3rd Floor, 16, Camac Street, Kolkata - 700 016 Tel : 033-23023000 (www.sebiero@sebi.gov.in)
SEBI, Southern Regional Office, 7th Floor, Overseas Towers, 756-L, Anna Salai, Chennai – 600 002 Tel : 044-24674000 / 24674150 (www.sebisro@sebi.gov.in)
SEBI, Ahmedabad Regional, Office Unit No: 002, Ground Floor, SAKAR I, Near Gandhigram Railway Station, Opp. Nehru Bridge Ashram Road, Ahmedabad - 380 009 Tel : 079-26583633-35 (www.sebiaro@sebi.gov.in)
For more information visit our website - http://scores.gov.in

ANNEXURE C

Detailed specifications regarding scanning of DIS

1. Participant may scan DIS in **black and white** or in **color** format.
2. The scanned DIS image must be legible and clearly visible.
3. Minimum recommended Dots Per Inch (DPI) required for scanning is **100 DPI**.
4. Participant must scan DIS image in **'TIFF4'** format (.tiff file).
5. Expected size of DIS scanned image with 100 DPI would be:

Type	Size of image
Black and White	50 KB
Color	500 KB

6. To ensure proper association of scanned images with DIS Serial Number, Participant must ensure that the file naming convention of scanned image of DIS and its annexure must be as under – *<DP ID_DIS serial number_Page No. of Annexure(s)_Version No.>*. Default 'Page No. of Annexure(s)' in case of DIS without Annexure will be "000". Default 'Version No.' will be "1" of each DIS image. In case of authorised replacement of old DIS image with new DIS image, '*Version No.*' will be incremented by 1 in file name of new DIS image i.e. 2, 3 and so on.

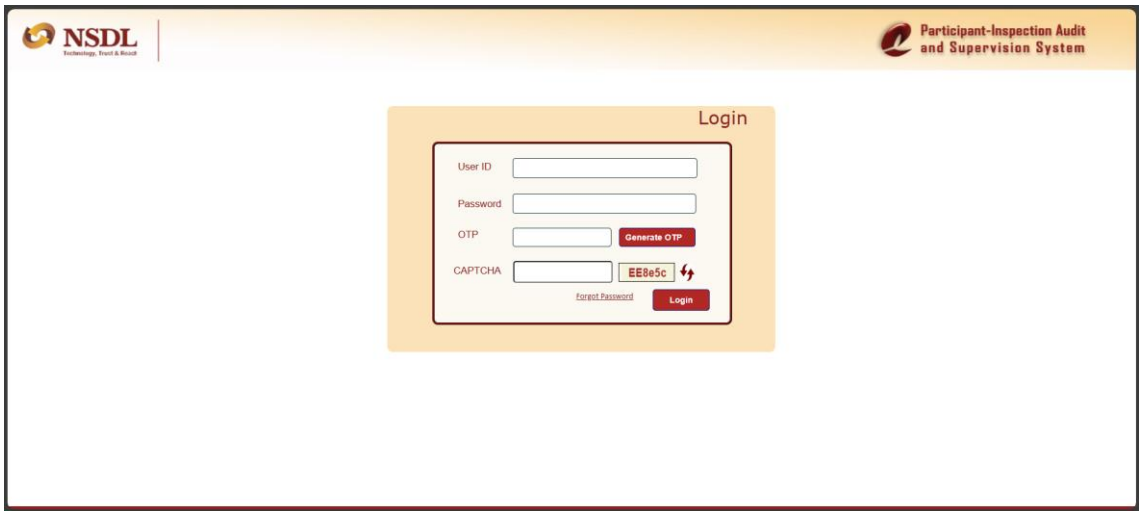
Example:

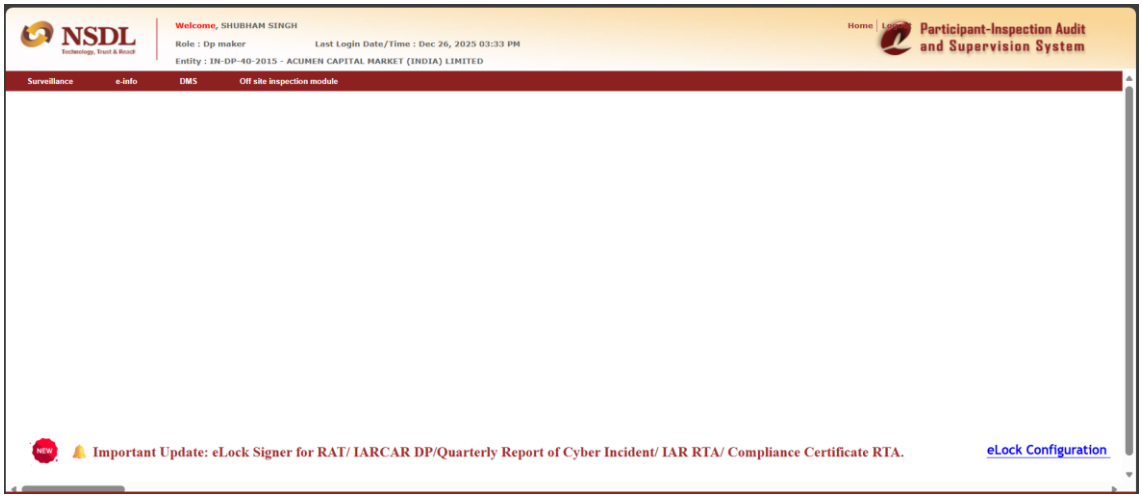
Example	DP ID	DIS serial number	Annexure/ Computer printout	No. of pages in Annexure	File Nomenclature of Scanned Image	File Nomenclature of Annexure
1 2	IN300001 IN300001	AB1234567890 AB1234567890	No Yes	0 1	IN300001_AB1234567890_000_1 IN300001_AB1234567890_000_1	Not applicable IN300001_AB1234567890_001_1
3	IN300001	AB1234567890	Yes	20	IN300001_AB1234567890_000_1	IN300001_AB 123 456 7890 _001_1 to IN300001_AB1234567890_020_1
4	IN300001	A1234567891	No	0	IN300001_ A1234567891_000_1	Not applicable
5	IN300001	A123456789	No	0	IN300001_ A123456789_000_1	Not applicable
6	IN300001	A12345678	No	0	IN300001_ A12345678_000_1	Not applicable

7	IN300001	1234567891	No	0	IN300001_1234567891_000_1	Not applicable
8	IN300001	123456789	No	0	IN300001_123456789_000_1	Not applicable
9	IN300001	12345678	No	0	IN300001_12345678_000_1	Not applicable
In case of first replacement of any DIS image, version number needs to be updated as highlighted in the below example :						
Exam-ple	**DP ID**	**DIS serial number**	**Annexure/ Computer printout**	**No. of pages in Annexure**	**File Nomenclature of Scanned Image**	**File Nomenclature of Annexure**
1	IN300001	AB1234567890	No	0	IN300001_AB1234567890_000_2	Not applicable

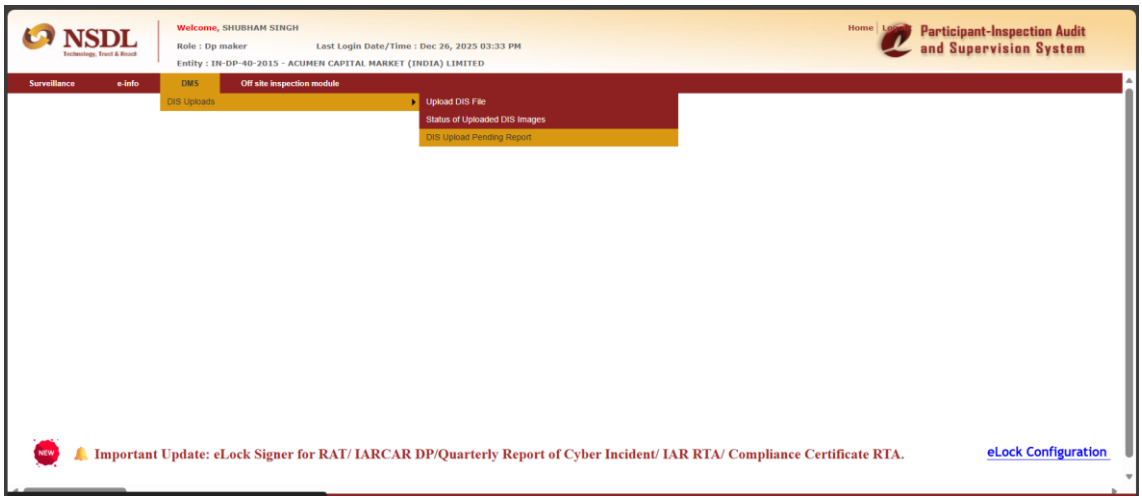
Process flow for uploading scanned DIS in the DMS module on ePASS system

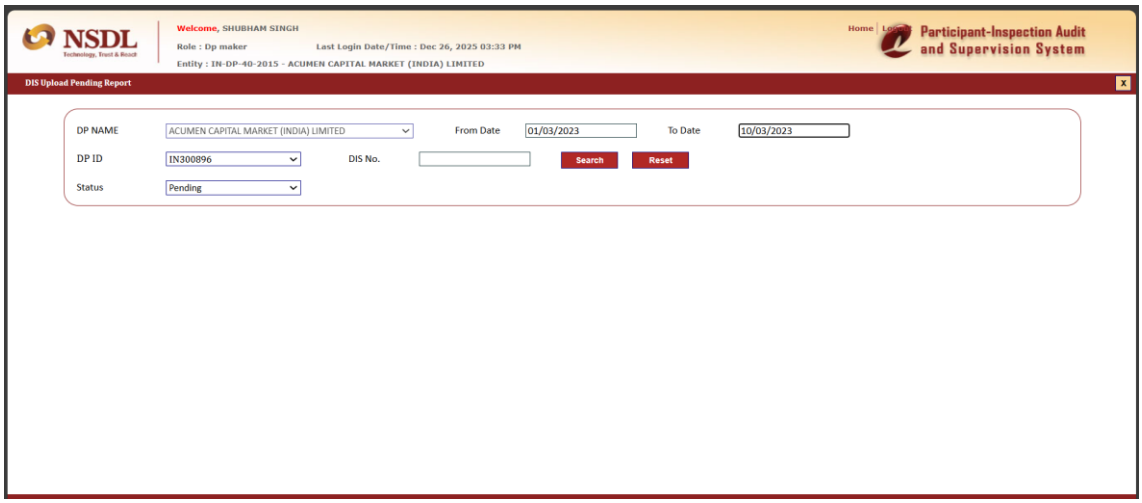
Step 1: Participant logs in with ePASS maker login credentials.

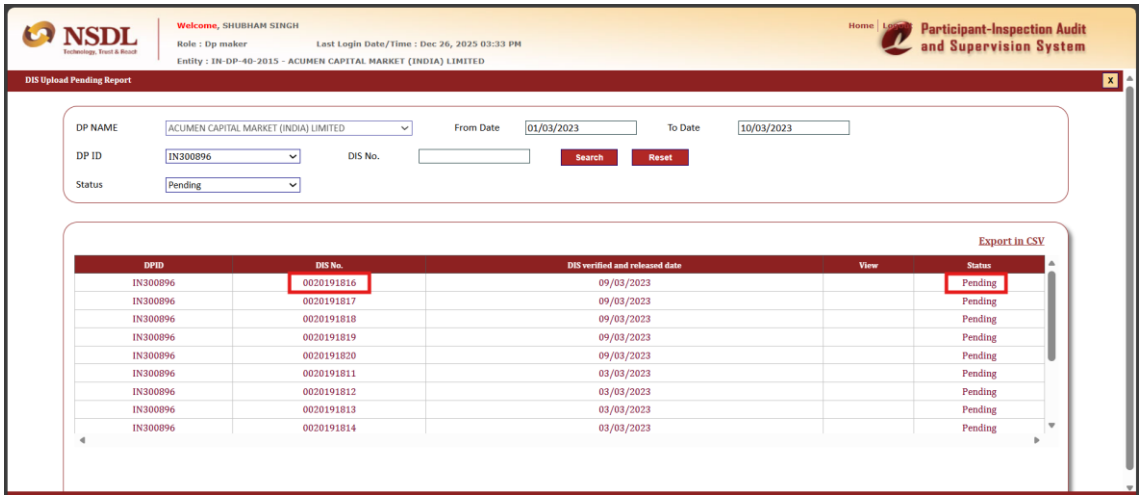




Step 2: To view pending report of DIS to be uploaded go through following path: DMS → DIS Uploads → DIS Upload Pending Report.

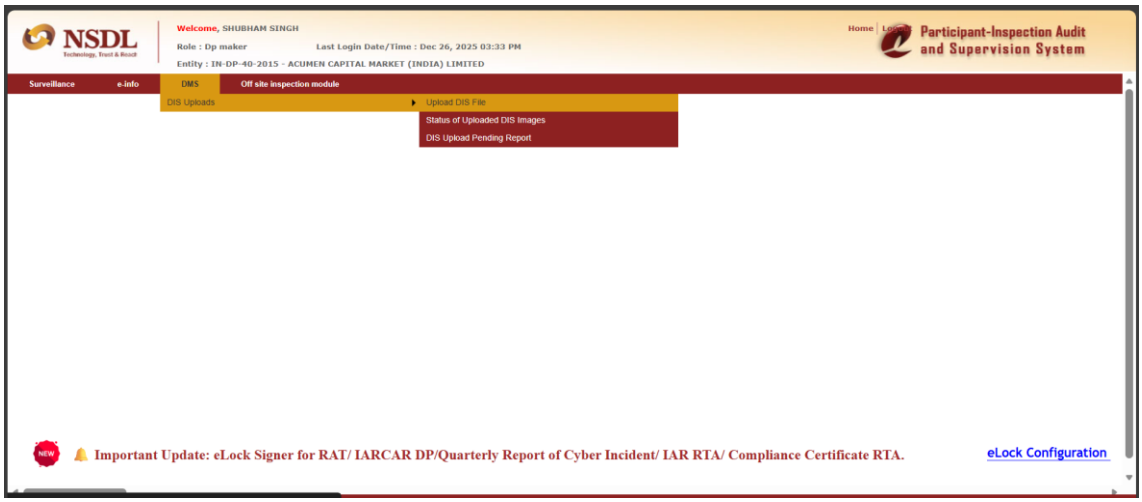


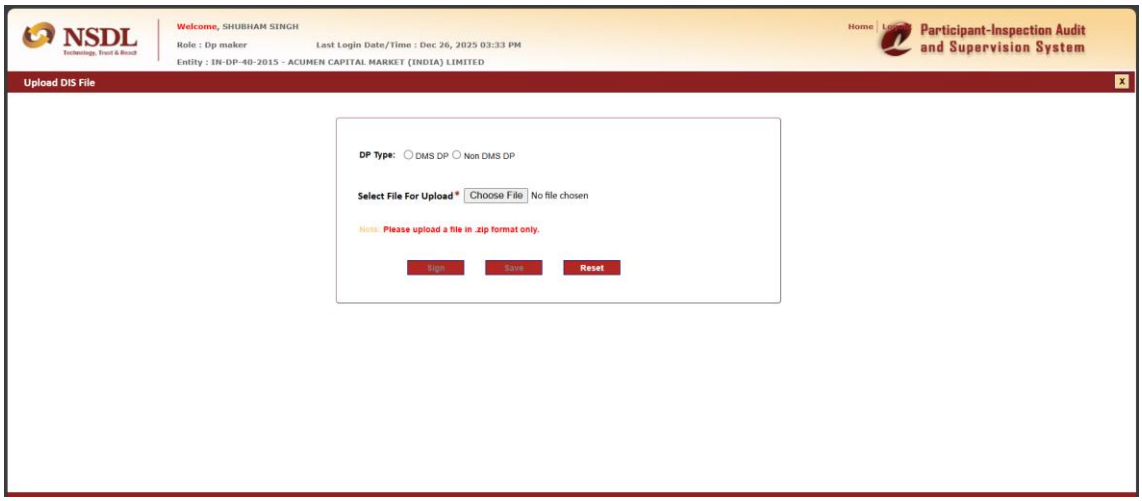




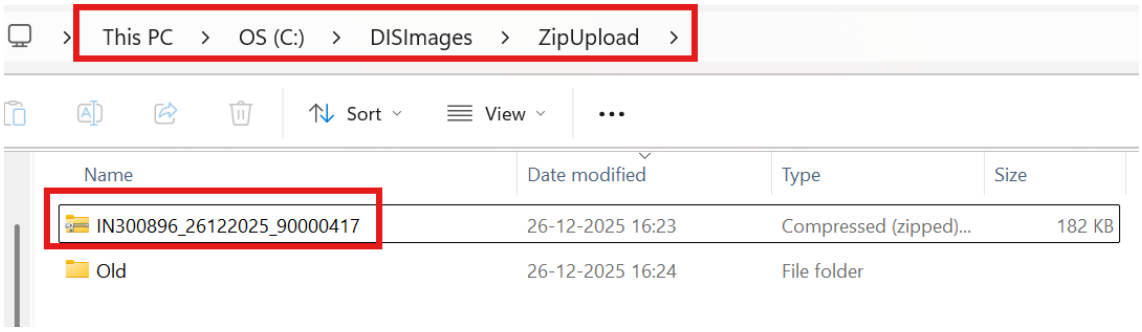
DPID	DIS No.	DIS verified and released date	View	Status
IN300896	0020191816	09/03/2023		Pending
IN300896	0020191817	09/03/2023		Pending
IN300896	0020191818	09/03/2023		Pending
IN300896	0020191819	09/03/2023		Pending
IN300896	0020191820	09/03/2023		Pending
IN300896	0020191811	03/03/2023		Pending
IN300896	0020191812	03/03/2023		Pending
IN300896	0020191813	03/03/2023		Pending
IN300896	0020191814	03/03/2023		Pending

<u>Step 3:</u> DIS scanned images to be uploaded from following path: DMS → DIS Uploads → Upload DIS Files





IN300896_26122025_90000417.zip

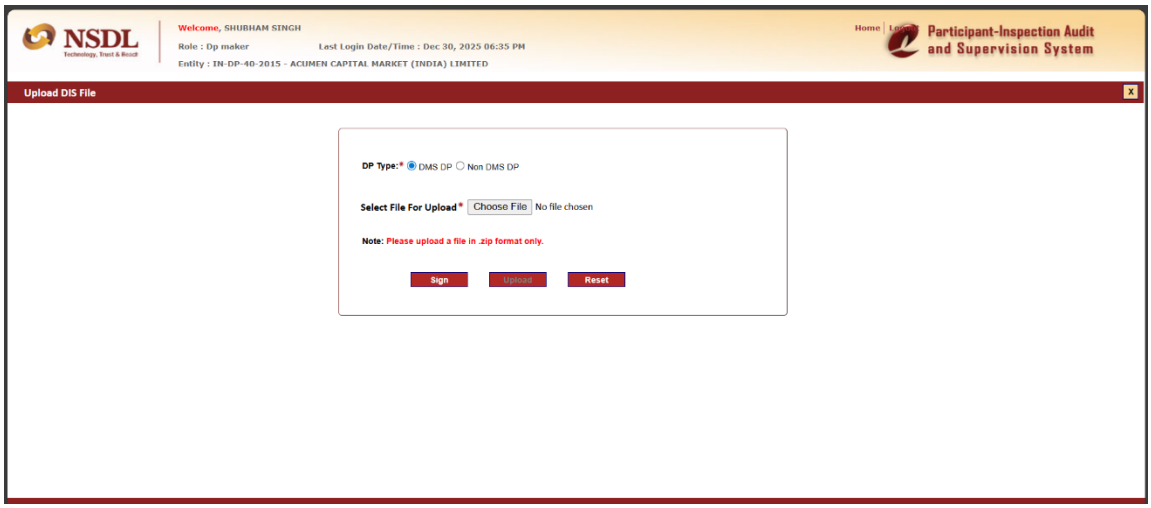


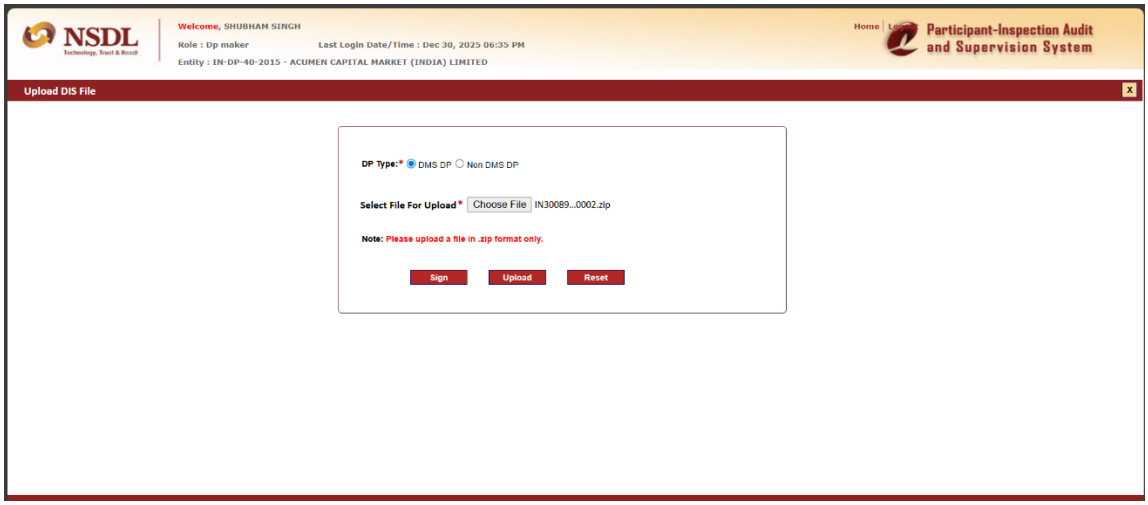
Step 4: Select DP Type as:

- "DMS DP" only if Participant has opted for NSDL DMS Product.
- "Non DMS DP" if Participant is having in-house or vendor application for maintaining scanned DIS images in tamper proof storage as per extant regulatory guidelines.

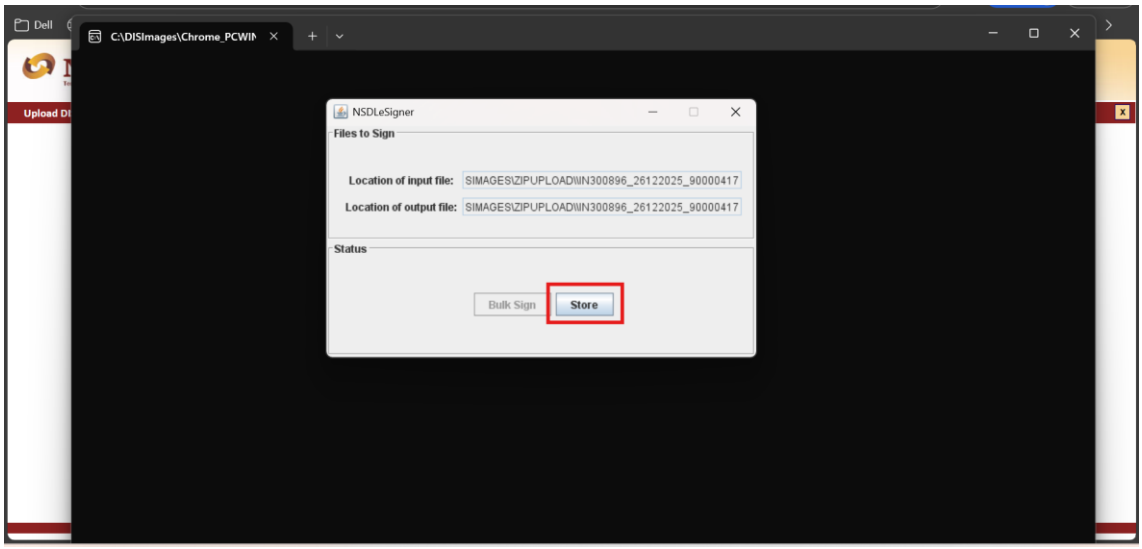
For DMS DP

Step 5(i): Select the zip file containing .tiff and index file from designated location.

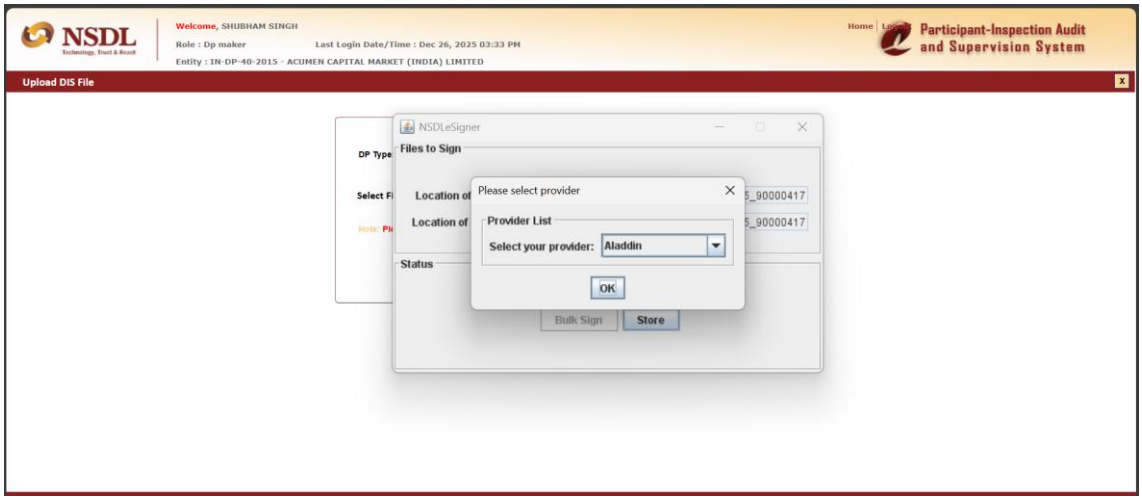


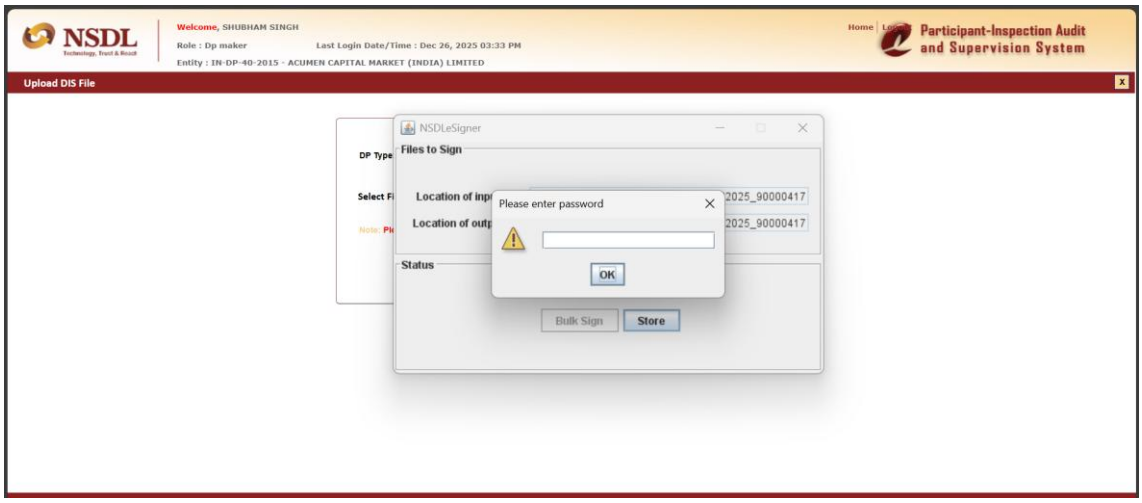


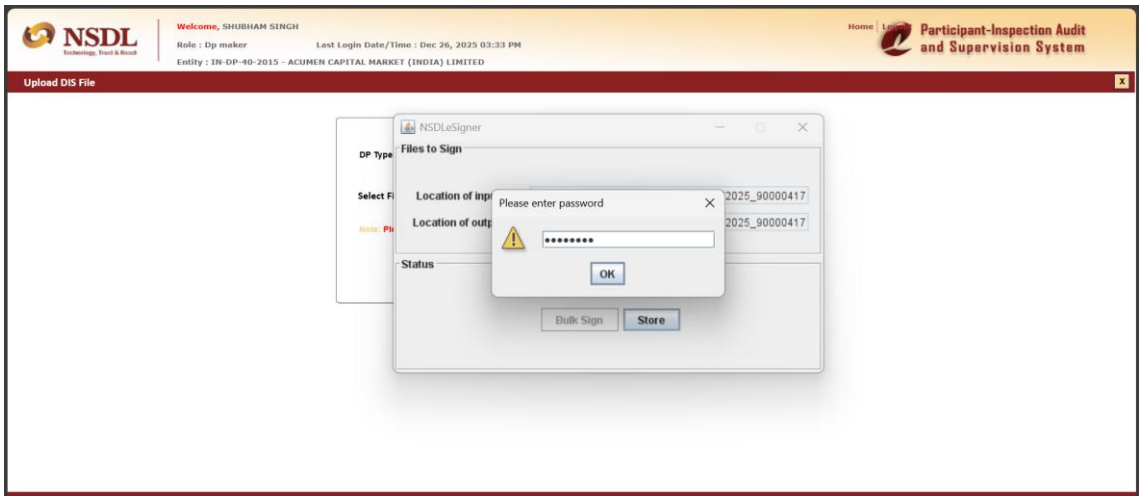
After file selection, user will Click on Sign button for affixing DP signature with existing valid token connected to the machine from where the e-PASS portal is accessed.

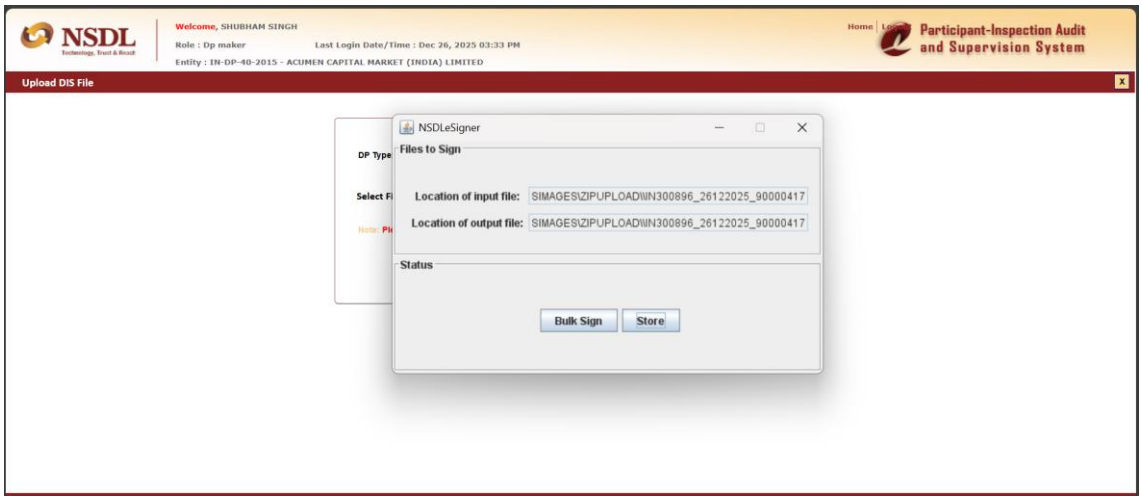


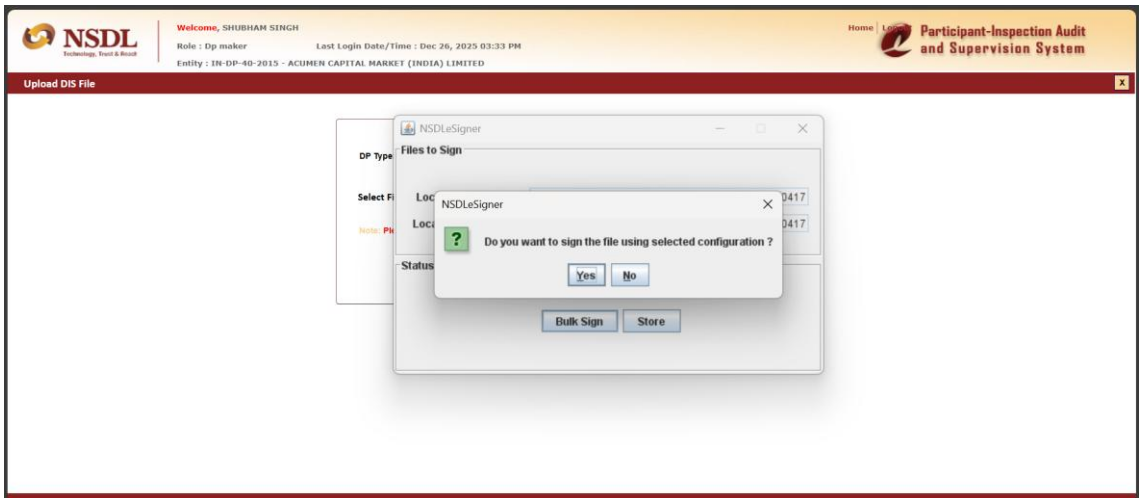
For e-signing the upload file, the extant process for signing the document using NSDL eSigner shall be followed.

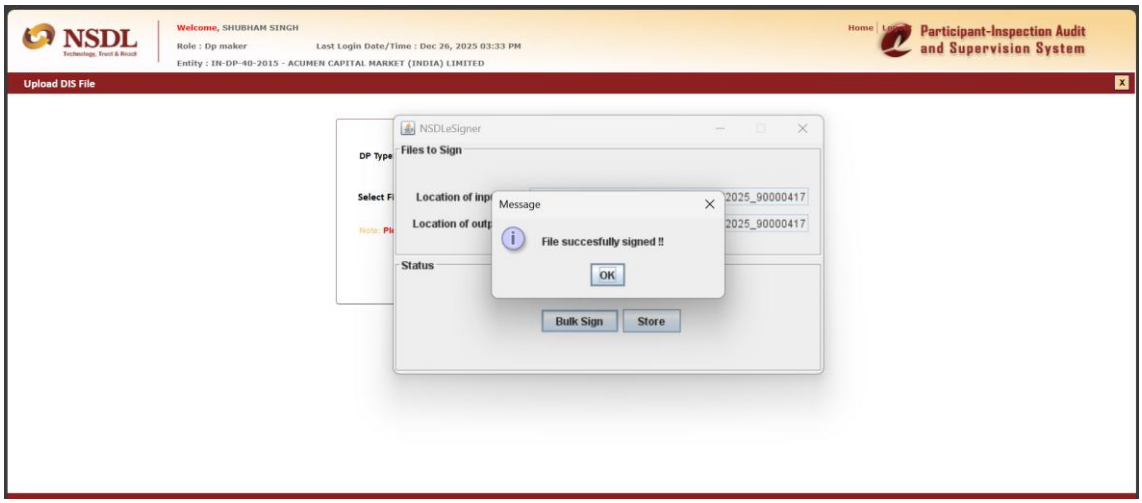



NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 03:33 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
Upload DIS File
NSDLeSigner
Files to Sign
DP Type
Select Fi
Location of inp
Location of outp
2025_90000417
2025_90000417
Please enter password
OK
Status
Bulk Sign
Store


NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 03:33 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
Upload DIS File
NSDLeSigner
Files to Sign
DP Type
Select Fi
Location of inp
Location of outp
2025_90000417
2025_90000417
Please enter password
OK
Status
Bulk Sign
Store


NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 03:33 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
Upload DIS File
NSDLeSigner
Files to Sign
DP Type
Select Fi
Location of input file:
SIMAGES\ZIPUPLOAD\IN300896_26122025_90000417
Location of output file:
SIMAGES\ZIPUPLOAD\IN300896_26122025_90000417
Status
Bulk Sign
Store

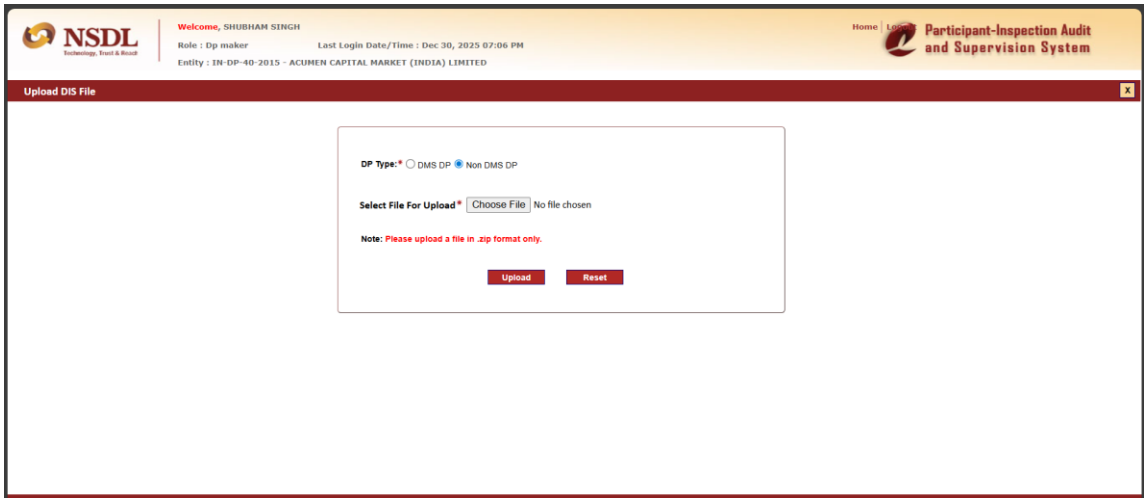




Records will be successfully saved after signature verification.

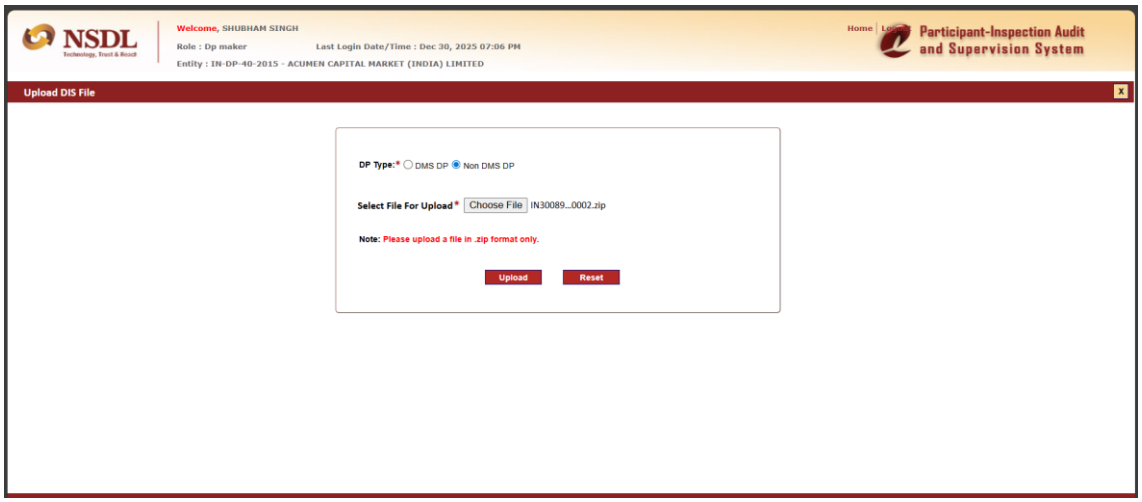
For Non – DMS DP

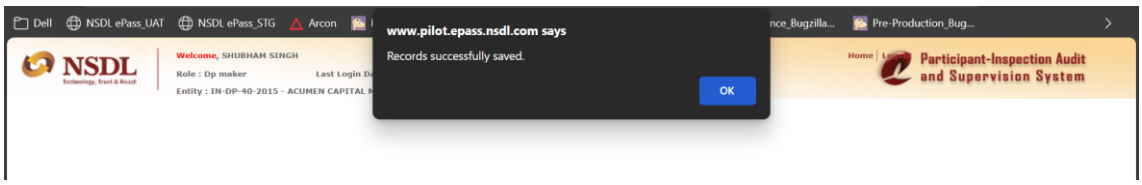
Step 5(ii): Select the zip file containing. sgn and index file from desired location.



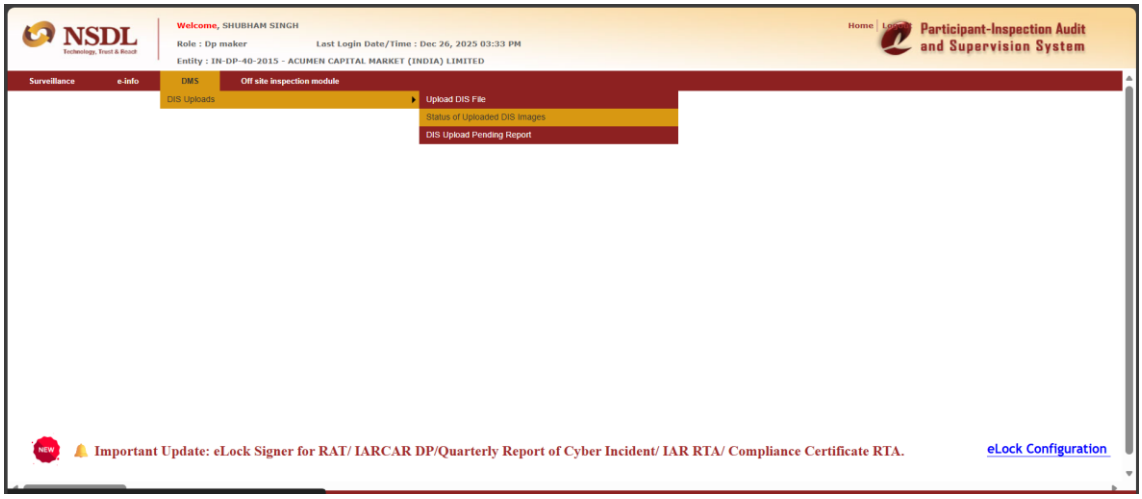
IN300896_29122025_29121001.zip

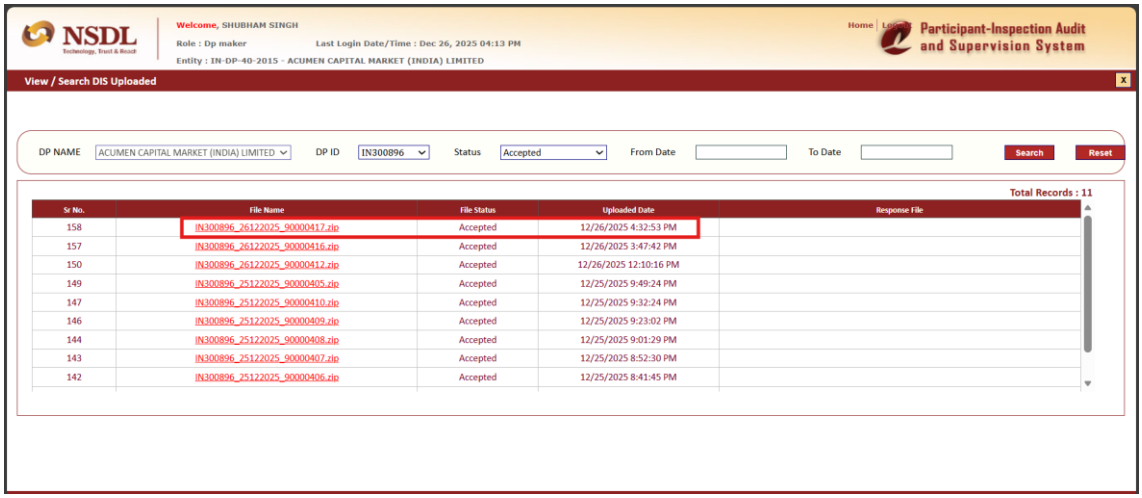
DP's shall click on "Upload" button to upload the signed files.



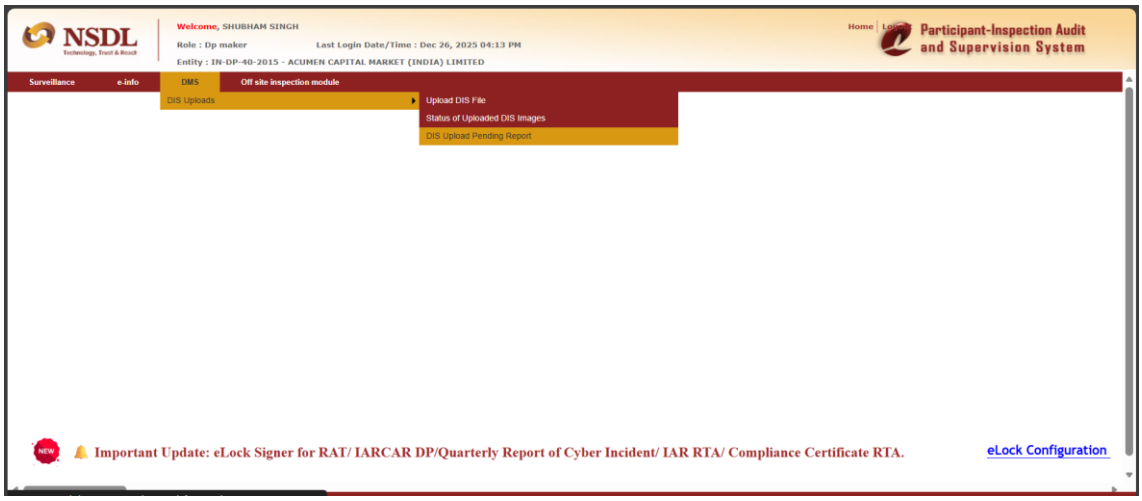


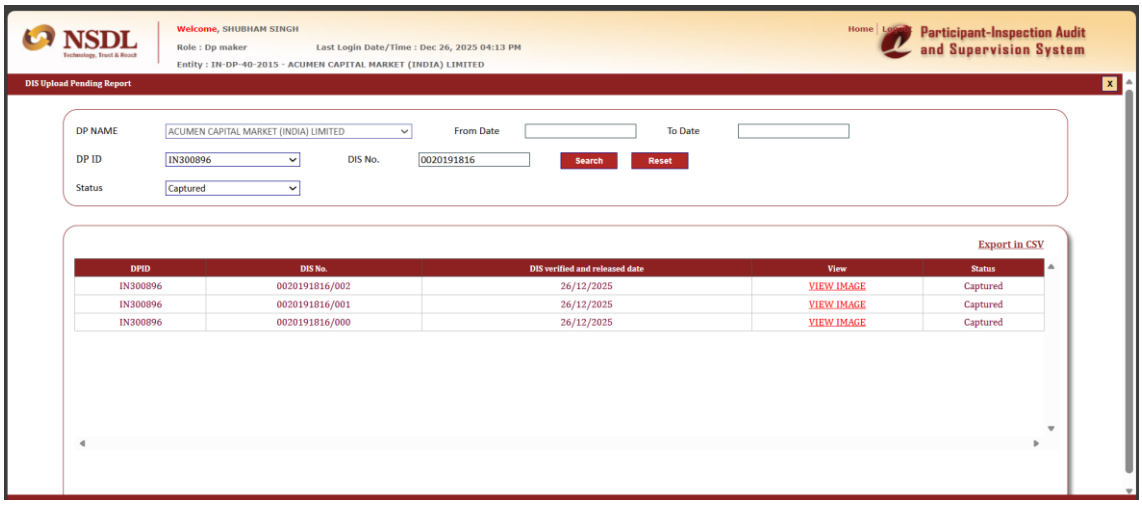
Step 6: Below menu is used to check the status of uploaded zip file.

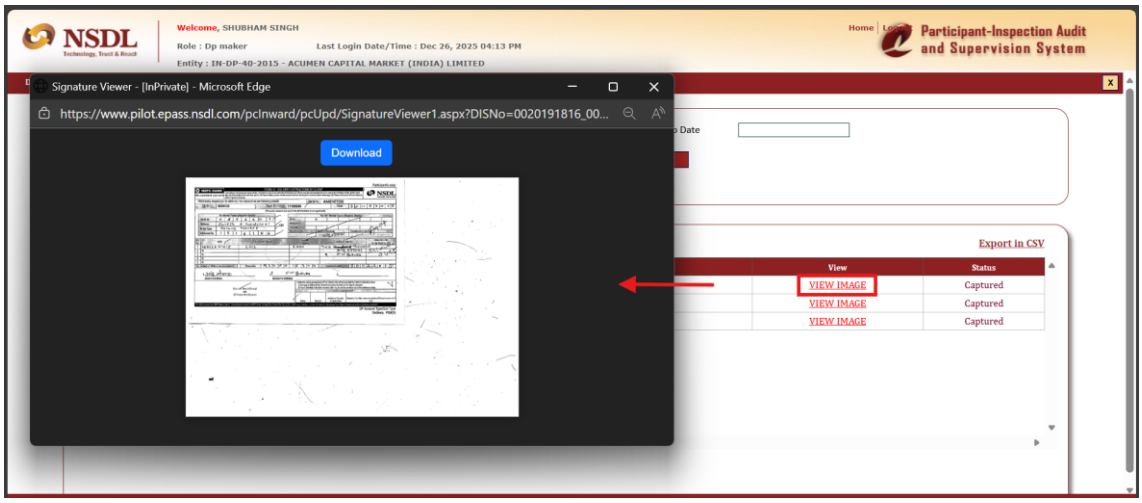




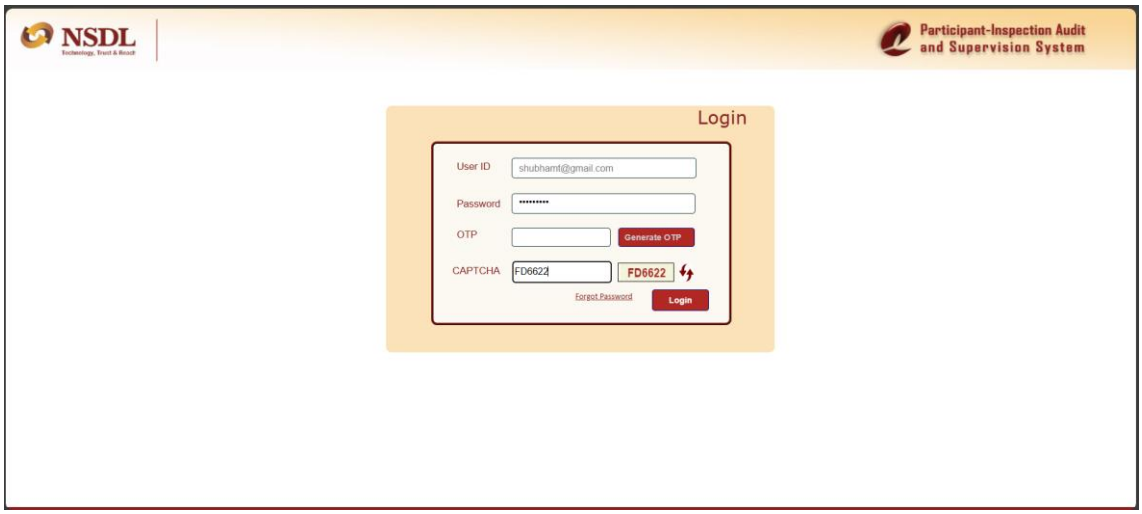
Step 7: Below menu is used to check the status of uploaded DIS and also to view the image of the uploaded DIS.

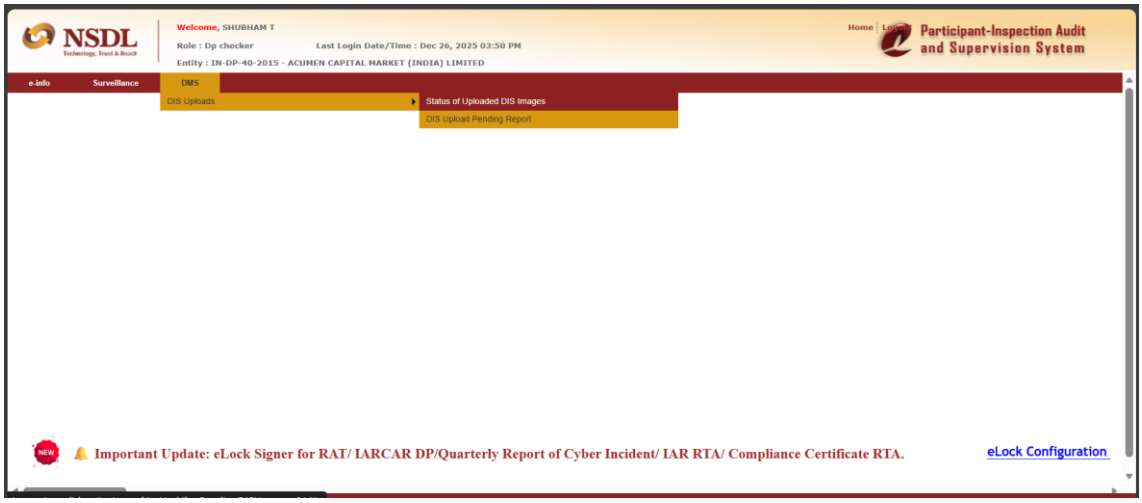

NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 04:13 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
Surveillance
e-info
DMS
Off site inspection module
DIS Uploads
Upload DIS File
Status of Uploaded DIS Images
DIS Upload Pending Report
Important Update: eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA.
eLock Configuration

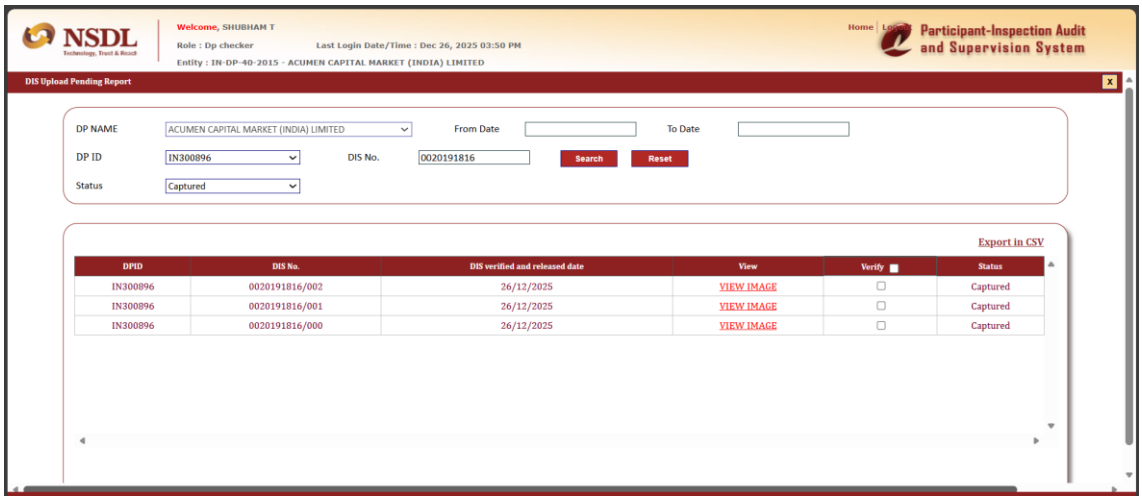

NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 04:13 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
DIS Upload Pending Report
DP NAME
ACUMEN CAPITAL MARKET (INDIA) LIMITED
From Date
To Date
DP ID
IN300896
DIS No.
0020191816
Search
Reset
Status
Captured
Export in CSV
DPID
DIS No.
DIS verified and released date
View
Status
IN300896
0020191816/002
26/12/2025
VIEW IMAGE
Captured
IN300896
0020191816/001
26/12/2025
VIEW IMAGE
Captured
IN300896
0020191816/000
26/12/2025
VIEW IMAGE
Captured

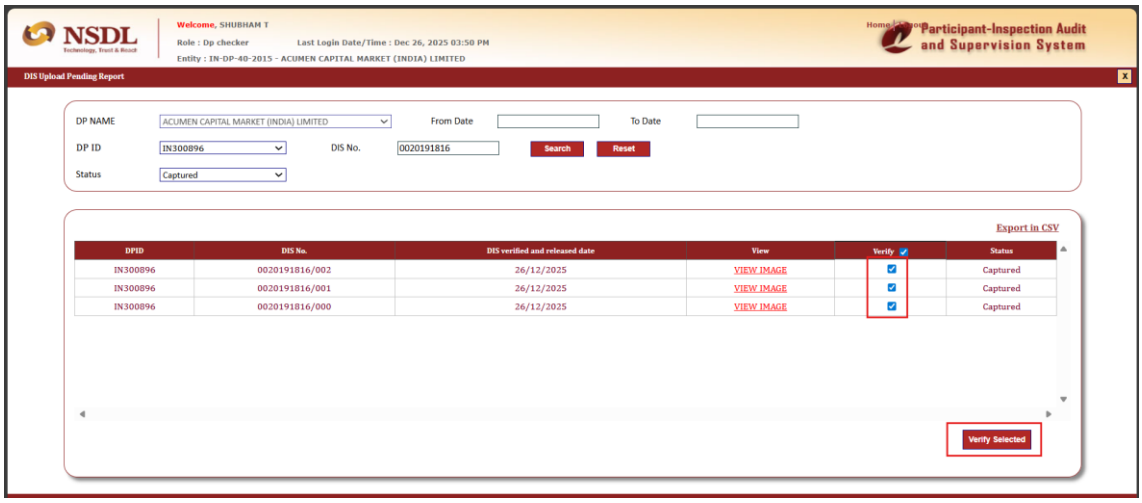

NSDL
Welcome, SHUBHAM SINGH
Role : Dp maker
Last Login Date/Time : Dec 26, 2025 04:13 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Home
Participant-Inspection Audit and Supervision System
Signature Viewer - [InPrivate] - Microsoft Edge
https://www.pilot.epass.nsdl.com/pcInward/pcUpd/SignatureViewer1.aspx?DISNo=0020191816_00...
Download
Export in CSV
View
Status
VIEW IMAGE
Captured
VIEW IMAGE
Captured
VIEW IMAGE
Captured

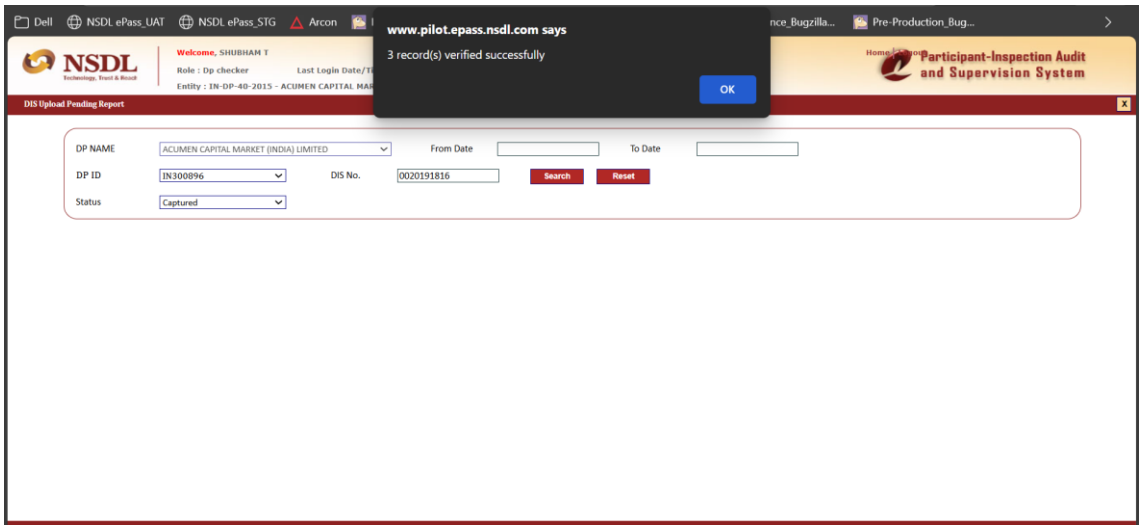
Step 8: To authorize/verify the scanned DIS which is in Captured status, the checker user may navigate to DMS → DIS Uploads → DIS Upload Pending Report (Select Status as "Capture") and verify the DIS images.



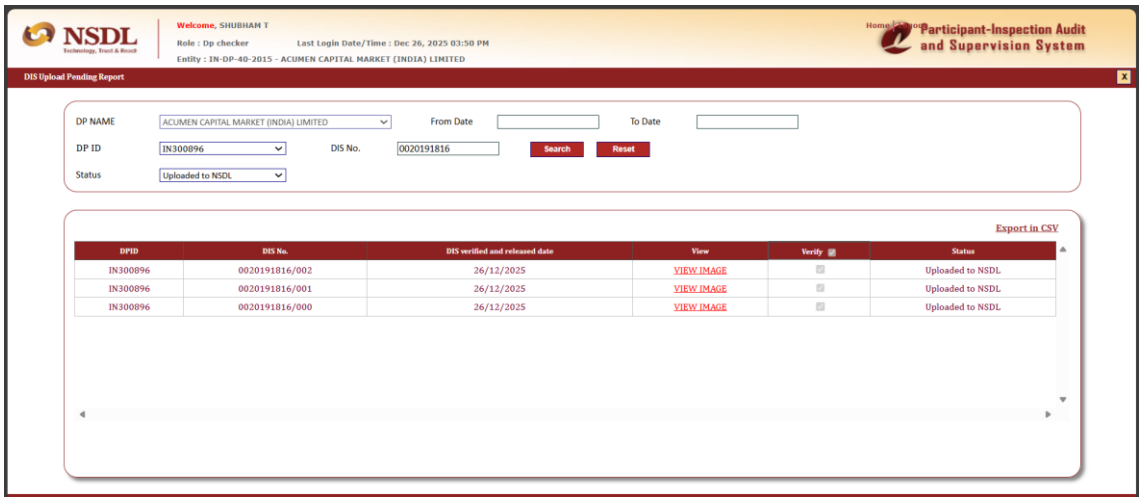


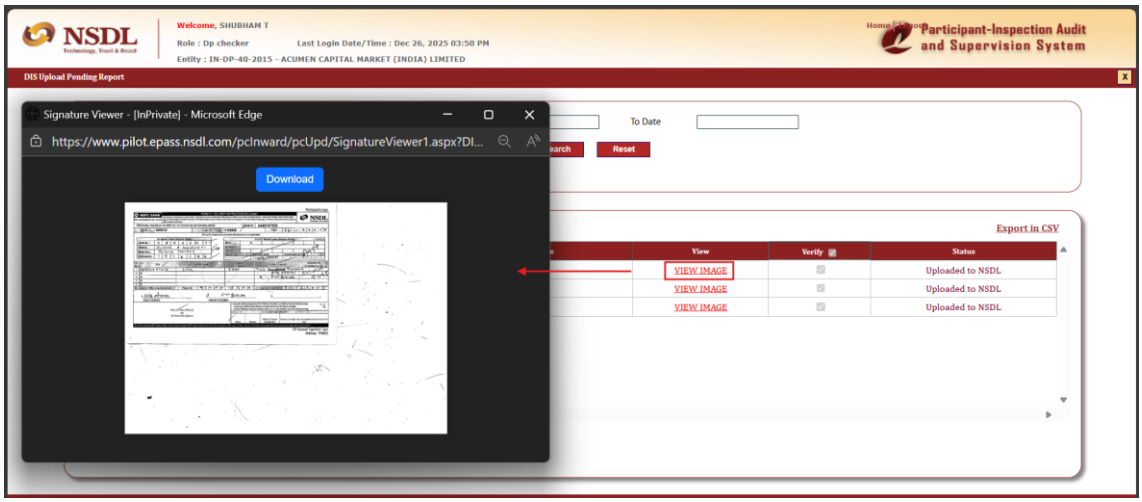

NSDL
Welcome, SHUBHAM T
Role : Dp checker
Last Login Date/Time : Dec 26, 2025 03:50 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Participant-Inspection Audit and Supervision System
DIS Upload Pending Report
DP NAME
ACUMEN CAPITAL MARKET (INDIA) LIMITED
From Date
To Date
DP ID
IN300896
DIS No.
0020191816
Search
Reset
Status
Captured
Export in CSV
DPID
DIS No.
DIS verified and released date
View
Verify
Status
IN300896 0020191816/002 26/12/2025 VIEW IMAGE Captured
IN300896 0020191816/001 26/12/2025 VIEW IMAGE Captured
IN300896 0020191816/000 26/12/2025 VIEW IMAGE Captured


NSDL
Welcome, SHUBHAM T
Role : Dp checker
Last Login Date/Time : Dec 26, 2025 03:50 PM
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED
Participant-Inspection Audit and Supervision System
DIS Upload Pending Report
DP NAME
ACUMEN CAPITAL MARKET (INDIA) LIMITED
From Date
To Date
DP ID
IN300896
DIS No.
0020191816
Search
Reset
Status
Captured
Export in CSV
DPID
DIS No.
DIS verified and released date
View
Verify
Status
IN300896 0020191816/002 26/12/2025 VIEW IMAGE Captured
IN300896 0020191816/001 26/12/2025 VIEW IMAGE Captured
IN300896 0020191816/000 26/12/2025 VIEW IMAGE Captured
Verify Selected


Dell
NSDL ePass_UAT
NSDL ePass_STG
Arcon
www.pilot.epass.nsdl.com says
3 record(s) verified successfully
OK
Pre-Production_Bug...
NSDL
Welcome, SHUBHAM T
Role : Dp checker
Participant-Inspection Audit and Supervision System
DIS Upload Pending Report
DP NAME
ACUMEN CAPITAL MARKET (INDIA) LIMITED
From Date
To Date
DP ID
IN300896
DIS No.
0020191816
Search
Reset
Status
Captured

Step 9: Once DIS Upload is verified and moved under status "Uploaded to NSDL", user can view the uploaded image by navigating through: DMS → DIS Uploads → DIS Upload Pending Report (Select Status as "Uploaded to NSDL").





Step 10: User can view the rejected records by navigating through: DMS → DIS Uploads→ DIS Upload Pending Report (Select Status as "Rejected").

ANNEXURE I

NATIONAL SECURITIES DEPOSITORY LIMITED

LOCAL DPM DOWNLOADS

File Formats

This document specifies file format of Change Order of the Day download from LOCAL DPM System.

Version History

Sr. No.	Version No.	Description	Download Type	Place of Field
1	2.2	Digital Instruction Number (DIN)	908,909,910,911	871-880
2	2.3	Hold/ Hold Release	949,950,951,952	
3	2.4	Off Market Payment Details	904,925	
4	2.5	Multiple Nomination in Account Transmission/Account Closure(IDT)	940,941	
5	2.6	Stamp Duty in Account Transfer, IDT, Pledge Invocation and Hypothecation invocation confirmation	904, 925,910, 918	
6	2.7	Margin Pledge /Re-Pledge	908, 916	
7	2.8	Early Pay-in Flag	904,934	
8	2.9	Margin Pledge Instruction ID	908, 910, 911, 916,919	1062-1075
9	3.0	eDIS Mandate Reference Number	904	766-781
10	3.1	Remarks changes for eDIS Early Pay-in in Account transfer , Early Pay-in Flag , eDIS Mandate Reference Number and Request quantity in Inter Depository Transfer	904, 925	765, 766-781,782-799
11	3.2	UCC, Trading Member ID ,Exchange ID and Block with Early Pay-in flag included in Account transfer and Inter depository Transfer	904,925	
12	3.3	DIS Issued to DDPI, DDPI ID, Reason codes for encumbrance and Name of ultimate lender/debenture issuer	904, 925, 908, 909, 910, 911, 916, 917, 918, 919, 949, 950, 951, 952	
13	3.4	Changes in remarks column for DIS Issued to Client / POA Holder/ DDPI & POA ID /DDPI ID, UCC, Trading Member ID ,Exchange ID Segment ID included in Account transfer and Inter depository Transfer	904,925	

1.1 CHANGE ORDER OF THE DAY DOWNLOAD

1.1.1 OVERVIEW

This download helps the DP to view the order that has been changed from one status to another during the day.

1.1.2 INPUT CRITERIA

Field/Range	Valid Values
Full or Incremental option or online	Need to choose from given options
Statement Date	The current business date
From Date And time	Enabled and set in case of incremental download
To Date and time	Enabled and set in case of incremental download

1.1.3 SORTING

Field	Ascending
Line number	Yes

1.1.4 PROCESSING LOGIC

1. The download will provide two options full and incremental.

2. In case of "Full" download, all the orders whose status have been changed are downloaded corresponding to a particular business date.

3. In case of "Incremental" download, all the orders whose status have been changed are downloaded corresponding to a particular business date. Only those records are including whose status have been changed from the last download date.

4. The downloaded file will be a ZIP file which can be extracted to obtain the .TEXT file inside it. . This is applicable for all types of download (full and incremental).

FILE FORMATS

Record Type	Record Identifier	Record length	Remarks
Header	01	129	One (First) record per file
Detail	02	1080	Second record onwards, multiple per file.

1.1.5 HEADER RECORD

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Header Record (01)
DP ID	Character	8	10	M	
Download Type	Char	1	11	M	I – Incremental F – Full
Statement Business Date	Date	8	19	M	Business date
Last Download Date From	Date	8	27	O	Mandatory if Download Type is "I" (DATE FORMAT ::YYYYMMDD)
Last Download Time From	Time	6	33	O	Mandatory if Download Type is "I"(TIME FORMAT ::HHMMSS)
Last Download Date To	Date	8	41	O	Mandatory if Download Type is "I" (DATE FORMAT ::YYYYMMDD)
Last Download Time To	Time	6	47	O	Mandatory if Download Type is "I"(TIME FORMAT::HHMMSS)
Statement Preparation Date	Date	8	55	M	System Date (YYYYMMDD)
Statement Preparation Time	Time	6	61	M	System Time(HHMMSS)
Total number of Detail Records	Integer	9	70	M	
Filler	Character	59	129	O	

1.1.6 DETAIL RECORD

Each detail record will be further identified with a transaction type:

Transaction Type	Transaction Description
801	Pool – Pool Account transfer (valid only from CC's CM Pool)
900	Repurchase Instruction
901	Demat Instruction
902	Remat Instruction
904	Delivery Free of Payment (Inter DP) Instruction

Transaction Type	Transaction Description
905	Receipt Free of Payment (Inter DP) Instruction
906	Delivery Out Instruction
907	Inter Settlement Transfer Instruction
908	Pledge initiation
909	Hypothecation initiation
910	Pledge invocation
911	Pledge closure instruction
912	Irreversible Delivery Out Instruction
916	Pledging confirmation (Pledgee end – Confirmation of Pledge)
917	Hypothecation confirmation (Pledgee end – Confirmation of Hypothecation)
918	Invocation confirmation (Pledger end – Confirmation of invocation)
919	Closure confirmation (Pledgee end)
920	Receipt-In Intimation
921	Corporate Action (Debit)
922	Corporate Action (Credit)
923	Lock-in Release
925	Inter Depository Transfer Instruction (DELIVERY)
926	Inter Depository Transfer Instruction (RECEIPT)
927	Auto Do Transfer Instruction
934	CM Pool Delivery Instruction
935	CM Pool Receipt Instruction
936	Account Freezing Instruction
937	Account Unfreezing Instruction
938	ACA Debit
939	ACA Credit
940	Account Transmission
941	Account Closure
942	Freeze For Delivery
949	Hold initiation
950	Hold Release instruction

Transaction Type	Transaction Description
951	Hold confirmation (Target DPs end – Confirmation of Hold instruction)
952	Hold Release confirmation (Target DPs end)

Detail Record (900 to 907; 913; 914; 915; 920 to 924; 927,930,931,938,939,942)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	For CA (921/922) and ACA (938/939) , it will be DM Request ID
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	Not Applicable for 920, 921, 922,923,938,939
Cancellation Status to	Integer	2	50	M	Not Applicable for 920, 921, 922,923,938,939
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	
Client Id	Integer	8	86	M	
ISIN	Character	12	98	M	
Requested Quantity / Redemption Amount	Decimal	18	116	M	15+3 without decimal point (for manual and automatic Delivery Out, quantity executed, i.e. sent to DM) 1) In case the instruction type is 901(Conversion of Units) with 'ALL Units' option, this field will have 'Zero' quantity and "All Units/Amount Indicator" field (sr. no. 41) will have 'A'. 2)In case the instruction type is 901(Demat

Description	Data Type	Size	End	Status	Remarks
					/Conversion of Units) with specific Quantity, this field will have the 'Requested Quantity' and "All Units/Amount Indicator" field (sr. no. 41) will have 'Space'. 3) In case the instruction type is 900 (MF Redemption) with option 'All Units', this field will have the available quantity (in Client Account) and "All Units/Amount Indicator" field (sr. no. 41) will have 'A'. 4) In case the instruction type is 902 (Remat / Reconversion of Units) / 900 (Repurchase) with specific Quantity, this field will have 'Requested Quantity' and "All Units/Amount Indicator" field (sr. no. 41) will have 'Space'.
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	Not Applicable for 920(YYYYMMDD)
Market Type	Integer	2	128	O	
Settlement Number	Character	7	135	O	
Execution Date	Date	8	143	O	Execution date for account transfer/DO /Corporate Action/Auto Corporate Action , Intersettlement. (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP Id/Related DP Id	Character	8	157	O	Applicable in case of DFP/RFP
Other Client Id/No. of certificates	Integer	8	165	O	Applicable in case of DFP/RFP . No. of Certificates in case of Remat.
Beneficiary Account Category	Integer	2	167	O	Mandatory for 921,922.938,939
Other CM BP Id	Character	8	175	O	Only for DFP/RFP subject to other a/c is of CM
Other Market Type	Integer	2	177	O	Applicable in case of Inter Settlement transfer

Description	Data Type	Size	End	Status	Remarks
Other Settlement Number	Character	7	184	O	Applicable in case of Inter Settlement transfer
Internal Reference Number/Remarks	Character	35	219	O	User Remarks/ACA Description
Filler	Character	8	227	O	
Without Consideration Flag	Character	1	228	M/O	Only for record type 904 Possible Values: N or Space – Consideration Applicable Y – Without Consideration Cannot be 'Y' for reason code 01-– Off-Market Sale 22-Commerical Paper Issuance
Stamp Duty Payment Indicator	Integer	1	229	M/O	Only for Record Type 904 Payment Indicator for Stamp duty collection 0- Stamp duty paid through Depository Participant 1- Stamp duty paid by Client
Mode of Payment	Integer	2	231	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02-Cheque 03-Electronic Payment
Payment Date / Instrument Date	Date	8	239	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'

Description	Data Type	Size	End	Status	Remarks
Settled Quantity/Delivered Quantity	Integer	18	257	O	Applicable for manual and automatic delivery out and for account transfer instruction for which quantities are partially settled.
Rejection Reason Code 1	Character	6	263	O	Applicable Only for DEMAT / Conversion of Units / REMAT instructions
Rejection Reason Code 2	Character	6	269	O	Applicable Only for DEMAT / Conversion of Units / REMAT instructions
Rejection Reason Code 3	Character	6	275	O	Applicable Only for DEMAT / Conversion of Units / REMAT instructions
Rejection Reason Code 4	Character	6	281	O	Applicable Only for DEMAT / Conversion of Units / REMAT instructions
Early Pay-in Flag	Character	1	282	O	Only applicable for transaction Type 904. For eDIS EPI Benefit when DIS Type 7 - Demat Gateway: Y or Space: Initiate Early Pay In N: Do not initiate Early Pay In
Document Received Date	Date	8	290	M	(YYYYMMDD)
Transferee's Bank Account Number	Character	30	320	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Transferee's Bank Name	Character	35	355	O	Only for Record Type 9 04 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Payment Transaction Reference Number / Instrument Number	Character	25	380	O	Only for Record Type 904 Applicable & Mandatory only for Off

Description	Data Type	Size	End	Status	Remarks
(Cheque / Demand Draft / Pay Order)					market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH" Transaction Reference Number for Electronic Payments or Instrument Number (Cheque / Demand Draft / Pay Order)
Filler	Character	25	405	O	
Mutual Fund Indicator	Character	1	406	O	'M' or space.
Folio Number	Character	20	426	O	Mandatory only when MF indicator is M and Instruction Type is Conversion of Units(901).
Number of SOA	Character	3	429	O	Mandatory only when MF indicator is M and Instruction Type is Conversion of Units(901). Otherwise Space.
All Units/Amount Indicator	Character	1	430	O	(I) If Mutual Fund Indicator is 'M' (Sr.No.38) i) 'A' - in case Conversion of Units / MF Redemption request is initiated with option 'All Units'. ii) 'N' - in case MF Redemption request is initiated with option 'Amount'. iii) 'Space' - in case Conversion of Units / MF Redemption request is initiated with specific Quantity. (II) If Mutual Fund Indicator has 'Space' (in case of non-MF ISINs), then this field will have space.
Filler	Character	10	440	O	
Transferee Name	Character	135	575	O	Only for Record Type 904 Applicable & Mandatory only for Off

Description	Data Type	Size	End	Status	Remarks
					market instructions where reason code = '01' (Off Market Sale)
Client UCC	Character	11	586	M/O	Applicable For Transaction type 904 BO-CM Transactions and CM-BO transactions. Not applicable for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Trading Member ID	Character	16	602	M/O	Applicable For Transaction type 904 BO-CM Transactions and CM-BO transactions. Not applicable for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Exchange ID	Integer	2	604	M/O	Applicable For Transaction type 904 BO-CM Transactions and CM-BO transactions. Possible Values are :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX

Description	Data Type	Size	End	Status	Remarks
					06=ICEX Not applicable for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Block with Early Pay-in flag	Integer	1	605	O	Applicable for Transaction type 904 - BO to CM transactions Not applicable for DIS Type '7' – Demat Gateway Values: '1' : Block with Early Pay-in '0' or space for exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Filler	Character	6	611	O	For Future use
NOW FLAG	Character	1	612	O	NOW FLAG (BFD FLAG)Mandatory only 942
NOW Reference no	Integer	16	628	O	NOW Reference no Mandatory only 942 and NOW SPICE INST DFP (904)/RFP (905)
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Target Client Name	Character	135	765	O	This will be provided only for first transition of Account Transfer Instruction.

Description	Data Type	Size	End	Status	Remarks
eDIS Mandate Reference Number	Integer	16	781	M/O	Applicable For only transaction Type 904 Mandatory only in case of DIS Type 7 – Demat Gateway
Segment ID	Integer	2	783	O	Applicable For transaction Type 904 Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME
Filler	Character	28	811	O	For Future use
DIS Serial No.	Character	12	823	O	DIS Serial No.; Only for record type 904,906,907 This will be present only in case of physical and Fax based DIS.
DIS Format Flag	Character	1	824	O	'Y' for DIS issued in New format, 'N' or filler for DIS issued in Old format; Only for record type 904,906,907 This will be present only in case of physical and Fax based DIS
DIS Type Indicator	Character	1	825	O	'1' For Physical, '2' for FAX, '3' For Electronic-SPEEDe, '4' for Electronic-SPICE, '5' for Electronic- DSC, '6' for Electronic- Others; '7' for Demat Gateway Only for record type 904,906,907
DIS Issued to Client / POA Holder/ DDPI	Character	1	826	M/O	'1' For DIS issued to Client, '2' For DIS issued POA Holder, '03' For DIS issued to DDPI Only for record type 904 Mandatory for DIS Type 1 & 2.

Description	Data Type	Size	End	Status	Remarks
					If instruction is executed on the basis of DDPI, value provided as: '3' For DIS Issued to DDPI. This is applicable for DIS type – 1,2,3,4,5 and 6
POA ID /DDPI ID	Character	8	834	M/O	POA ID is Mandatory if DIS issued to POA Holder and in new format; DDPI ID is Mandatory if DIS issued to DDPI and in new format; Only for record type 904, DDPI ID is Mandatory if DIS is issued to DDPI ('3')
Flag of loose slip	Character	1	835	O	Mandatory for Loose Slips issued in New format, '1' for Loose Slip; Only for record type 904,906,907 This will be present only in case of physical and Fax based DIS
No of instructions	Character	6	841	O	No of Instruction in DIS; Only for record type 904,906,907 This will be present only in case of physical and Fax based DIS
Transfer Reason Code	Character	2	843	O	Only for record type 904- Off market instruction
Reason/ Purpose	Character	22	865	O	Mandatory for Transfer Reason Code = 'Others'
Consideration	Integer	15	880	M/O	Only for record type 904 , Mandatory for Transfer reason code = 01,22 or Without Consideration Flag is 'N' or Space, without decimal digits
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference Id	Character	20	1033	O	

Description	Data Type	Size	End	Status	Remarks
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Direct Pay In flag	Character	1	1062	O	Only for the Direct Pay In Instruction (DFP -904, DO -906) Y – Direct Pay In Instructions
Filler	Character	1	1063	O	
CC ID	Character	8	1071	O	
Market Type	Integer	2	1073	O	
Settlement Number	Character	7	1080	O	

Detail Record Pledge Initiation **(908), (**Hypothecation initiation **(909),** , Pledge invocation,**(910),** Pledge closure instruction **(911)**

Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM. For ACA generated Pledge Instruction 10 digit BP Instruction ID will be generated in case of 908 / 909. Closure Cancellation BP instruction ID in case of 911(Closure Cancellation) Applicable for 908, 910 and 911 For Margin Re-Pledge/ Release instructions, this will Margin Pledge instruction ID
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	

Description	Data Type	Size	End	Status	Remarks
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	Used for pledge closure, pledge invocation, closure confirmation, and invocation confirmation, Closure Cancellation(BP Instruction ID of Pledge Normal Closure in case of Pledge Closure Cancellation)
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Requested Quantity	Decimal	18	116	M	15+3 without decimal point
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Market Type	Integer	2	128	O	NA
Settlement Number	Character	7	135	O	NA
Execution Date	Date	8	143	O	Execution date (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP ID/ Related DP ID	Character	8	157	M	
Other Client ID	Integer	8	165	M	
Beneficiary Account Category	Integer	2	167	O	
Other CM BP ID	Character	8	175	O	Not applicable
Other Market Type	Integer	2	177	O	Not applicable
Other Settlement Number	Character	7	184	O	Not applicable
Internal Reference Number/Remarks	Character	35	219	O	User Remarks
Agreement No.	Character	20	239	M	

Description	Data Type	Size	End	Status	Remarks
Settled Quantity/ Delivered Quantity	Integer	18	257	O	Not Applicable
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Closure Type	Character	1	282	O	Mandatory for 911
Closure Date	Date	8	290	M	(YYYYMMDD)
Reason Code for encumbrances	Character	2	292	O	Applicable only if Pledge/ Hypothecation is initiated by Promoters
Name of ultimate lender/Debenture Issuer Code 1	Character	3	295	O	
Name of ultimate lender/Debenture Issuer Code 2	Character	3	298	O	
Name of ultimate lender/Debenture Issuer Code 3	Character	3	301	O	
Name of ultimate lender/Debenture Issuer Code 4	Character	3	304	O	
Name of ultimate lender/Debenture Issuer Code 5	Character	3	307	O	
Name of ultimate lender/Debenture Issuer Code 6	Character	3	310	O	
Name of ultimate lender/Debenture Issuer Code 7	Character	3	313	O	
Name of ultimate lender/Debenture Issuer Code 8	Character	3	316	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 9	Character	3	319	O	
Name of ultimate lender/Debenture Issuer Code 10	Character	3	322	O	
Name of ultimate lender/Debenture Issuer Code 11	Character	3	325	O	
Name of ultimate lender/Debenture Issuer Code 12	Character	3	328	O	
Name of ultimate lender/Debenture Issuer Code 13	Character	3	331	O	
Name of ultimate lender/Debenture Issuer Code 14	Character	3	334	O	
Name of ultimate lender/Debenture Issuer Code 15	Character	3	337	O	
Name of ultimate lender/Debenture Issuer Code 16	Character	3	340	O	
Name of ultimate lender/Debenture Issuer Code 17	Character	3	343	O	
Name of ultimate lender/Debenture Issuer Code 18	Character	3	346	O	
Name of ultimate lender/Debenture Issuer Code 19	Character	3	349	O	
Name of ultimate lender/Debenture Issuer Code 20	Character	3	352	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 21	Character	3	355	O	
Name of ultimate lender/Debenture Issuer Code 22	Character	3	358	O	
Name of ultimate lender/Debenture Issuer Code 23	Character	3	361	O	
Name of ultimate lender/Debenture Issuer Code 24	Character	3	364	O	
Name of ultimate lender/Debenture Issuer Code 25	Character	3	367	O	
Name of ultimate lender/Debenture Issuer Code 26	Character	3	370	O	
Name of ultimate lender/Debenture Issuer Code 27	Character	3	373	O	
Name of ultimate lender/Debenture Issuer Code 28	Character	3	376	O	
Name of ultimate lender/Debenture Issuer Code 29	Character	3	379	O	
Name of ultimate lender/Debenture Issuer Code 30	Character	3	382	O	
Filler	Character	23	405	O	For Future use
ACA Remarks	Character	35	440	O	This field only be populated for ACA generated Pledge Instructions (908/909) Format will be "Base ISIN " + "$#$#" + "DM Order No. of ACA"

Description	Data Type	Size	End	Status	Remarks
					e.g.INE456L01UB9$#$#9000026490
Pledge Indicator	Character	2	442	M	00 – Normal Pledge 01 - Margin Pledge (Client-TM/CM) 02 - Margin Re-Pledge (TM – CM) 03 - Margin Re-Pledge (CM – CC)
Filler	Character	186	628	O	For Future use
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT 23 Investor Margin Pledge
Target Client Name	Character	135	765	O	Not applicable
Filler	Character	99	864	O	For Future use
Consideration	Integer	15	879	M/O	Mandatory for Pledge Invocation (910); Without Decimal
Stamp Duty Payment Indicator	Integer	1	880	M/O	Mandatory for Record Type 910 Payment Indicator for Stamp duty collection 0- Stamp duty paid through Depository Participant 1-Stamp duty paid by Client
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	

Description	Data Type	Size	End	Status	Remarks
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Margin Pledge Instruction ID	Integer	14	1075	O	Applicable for 908, 910 and 911 & Channel Indicator = '23'
Filler	Character	5	1080	O	

Detail Record (925,926)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Record Type
Line Number	Integer	9	11	M	Line Number
Branch Code	Character	6	17	M	Branch Code
Transaction Type	Integer	3	20	M	Transaction Type
BP Instruction ID	Integer	14	34	M	BP Instruction ID
Order Status from	Integer	2	36	M	Order Status from
Order Status to	Integer	2	38	M	Order Status to
Status change user	Character	8	46	M	Status change user
Cancellation Status from	Integer	2	48	M	Cancellation Status from
Cancellation Status to	Integer	2	50	M	Cancellation Status to
Status change date time	Date time	14	64	M	Status change date time(YYYYMMDDHHMMSS)
Filler	Integer	14	78	O	
Client ID	Integer	8	86	M	Client ID
ISIN	Character	12	98	M	ISIN
Settled Quantity	Decimal	18	116	M	Settled Quantity

Description	Data Type	Size	End	Status	Remarks
Filler	Character	2	118	O	
Filler	Character	8	126	O	
Market Type	Integer	2	128	O	Market Type
Settlement Number	Character	7	135	O	Settlement Number
Execution Date	Date	8	143	O	Execution Date(YYYYMMDD)
Filler	Character	6	149	O	
Other Depository ID	Character	8	157	O	Other Depository ID
Filler	Character	8	165	O	
Beneficiary Account Category	Integer	2	167	O	Beneficiary Account Category
Filler	Character	8	175	O	
Filler	Character	2	177	O	
Filler	Character	7	184	O	
Internal Reference Number/Remarks	Character	35	219	O	Internal Reference Number/Remarks
Other DP Code	Character	8	227	M	Other DP Code
Other Client Code	Character	8	235	M	Other Client Code
Filler	Character	4	239	O	
Other settlement Details	Integer	13	252	O	.
Filler	Character	5	257	O	
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Mode of Payment	Integer	2	283	O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions

Description	Data Type	Size	End	Status	Remarks
					where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02-Cheque 03-Electronic Payment
Payment Date / Instrument Date	Date	8	291	O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'
Transferee Name	Character	135	426	O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale)
Transferee's Bank Account Number	Character	30	456	O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Transferee's Bank Name	Character	35	491	O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Payment Transaction Reference Number	Character	25	516	O	Only for Record Type 925 Applicable & Mandatory only

Description	Data Type	Size	End	Status	Remarks
/ Instrument Number (Cheque / Demand Draft / Pay Order)					for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH" Transaction Reference Number for Electronic Payments or Instrument Number (Cheque / Demand Draft / Pay Order)
Filler	Character	110	626	O	For Future Use
Without Consideration Flag	Character	1	627	M/O	Only for record type 925 Possible Values: N or Space – Consideration Applicable Y – Without Consideration Cannot be 'Y' for Transfer reason code -01– Off-Market Sale 22-Commercial Paper Issuance
Stamp Duty Payment Indicator	Integer	1	628	M/O	Only for Record Type 925 Payment Indicator for Stamp duty collection 0-Stamp duty paid through Depository Participant 1-Stamp duty paid by Client
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Client UCC	Character	11	641	M/O	Applicable for transaction Type 925 Mandatory for BO to CM

Description	Data Type	Size	End	Status	Remarks
					(Transfer Reason code 10 – Market IDT identifier) & CM-BO instructions Not applicable for DIS Type 7-Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Trading Member ID	Character	16	657	M/O	Applicable for transaction Type 925 Mandatory for BO to CM (Transfer Reason code 10 – Market IDT identifier) & CM-BO instructions Not applicable for DIS Type 7-Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Exchange Code	Integer	2	659	M/O	Applicable for transaction Type 925 Mandatory for BO to CM

Description	Data Type	Size	End	Status	Remarks
					(Transfer Reason code 10 – Market IDT identifier) & CM-BO instructions Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX Not applicable for DIS Type 7-Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Segment ID	Integer	2	661	M/O	Applicable For transaction Type 925 Mandatory for BO to CM (Transfer Reason code 10 – Market IDT identifier) & CM-BO instructions Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt

Description	Data Type	Size	End	Status	Remarks
					06 – Auction Cash, SLB, FO 07 – SME
Filler	Integer	103	764	O	
Early Pay-in Flag	Character	1	765	O	Only applicable for transaction Type 925. For eDIS EPI Benefit when DIS Type 7 – Demat Gateway The possible Values are: Y or Space: Initiate Early Pay In N: Do not Initiate Early Pay In
eDIS Mandate Reference Number	Integer	16	781	M/O	Applicable For only transaction Type 925 Mandatory only in case of DIS Type 7 –Demat Gateway
Requested Quantity	Integer	18	799	O	Requested Quantity in instruction
Block with Early Pay-in flag	Integer	1	800	O	Applicable for Transaction type 925 BO to CM transactions (Transfer Reason code 10 – Market IDT Identifier) Not applicable for DIS Type '7 '-Demat Gateway Values: '1' : Block with Early Pay-in '0' or space for exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality)

Description	Data Type	Size	End	Status	Remarks
					• Mutual Fund subscription and redemption transactions
Filler	Character	11	811	O	
DIS Serial No.	Character	12	823	O	DIS Serial No.; This will be present only in case of physical and Fax based DIS
DIS Format Flag	Character	1	824	O	'Y' for DIS issued in New format, 'N' or filler for DIS issued in Old format; only for record type 925 This will be present only in case of physical and Fax based DIS
DIS Type Indicator	Character	1	825	O	1 For Physical, 2 for FAX, 3 For Electronic-SPEED-e, 4 for Electronic-SPICE, 5 for Electronic- DSC, 6 for Electronic- Others 7 for Demat Gateway; only for record type 925
DIS Issued to Client /POA Holder/ DDPI	Character	1	826	M/O	1 For DIS issued to Client, 2 For DIS issued POA Holder: 3 For DIS issued to DDPI only for record type 925 Mandatory for DIS Type 1 & 2 If instruction is executed on the basis of DDPI, value provided as: '3' For DIS Issued to DDPI. This is applicable for DIS type – 1,2,3,4,5 and 6
POA ID /DDPI ID	Character	8	834	M/O	only for record type 925

Description	Data Type	Size	End	Status	Remarks
					POA ID is Mandatory if DIS issued to POA holder DDPI ID is Mandatory if DIS is issued to DDPI ('3')
Flag of loose slip	Character	1	835	O	Mandatory for Loose Slips issued in New format, 1 for Loose Slip; only for record type 925 This will be present only in case of physical and Fax based DIS.
No of instructions	Character	6	841	O	No of Instruction in DIS; only for record type 925 This will be present only in case of physical and Fax based DIS.
Transfer Reason Code	Character	2	843	O	Only for record type 925- Off market instruction (Margin Tagging)
Reason/ Purpose	Character	22	865	O	
Consideration	Integer	15	880	M/O	Mandatory for Transfer reason code = 01,22 or Without Consideration Flag is 'N' or Space, without decimal digits
Priority Flag	Character	1	881	O	Priority Flag
Back Office reference details	Character	32	913	O	Back Office reference details
Sender Reference No 1	Character	50	963	O	Sender Reference No 1
Sender Reference No 2	Character	50	1013	O	Sender Reference No 2
File Reference ID	Character	20	1033	O	File Reference ID
DM Order Number	Integer	10	1043	O	DM Order Number
Filler	Character	37	1080	O	

Detail Record (934,935)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login ID of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Filler	Integer	14	78	O	
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Quantity	Decimal	18	116	M	
Filler	Integer	10	126	O	
From Market Type	Integer	2	128	M	
From Settlement Number	Character	7	135	M	
Execution Date	Date	8	143	O	(YYYYMMDD)
Filler	Character	6	149	O	
Filler	Character	8	157	O	
Filler	Character	8	165	O	
Beneficiary Account Category	Integer	2	167	O	
Other CM BP ID	Character	8	175	M	
To Market Type	Integer	2	177	M	
To Settlement Number	Character	7	184		
Internal Reference Number/Remarks	Character	35	219	O	User Remarks

Description	Data Type	Size	End	Status	Remarks
Other DP ID	Character	8	227	O	
Other Client Code	Character	8	235	M	
Filler	Character	22	257	O	
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Early Pay-in Flag	Character	1	282	O	Only applicable for transaction Type 934. The possible Values are: Y: Initiate Early Pay In N or Space : Do not Initiate Early Pay In
Filler	Character	8	290	O	
Filler	Character	115	405	O	
Filler	Character	223	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	181	811	O	For Future use
DIS Serial No.	Character	12	823	O	DIS Serial No. ;only for record type 934 This will be present only in case of physical and Fax based DIS
DIS Format Flag	Character	1	824	O	'Y' for DIS issued in New format, 'N' or filler for DIS issued in old format ; only for record type 934 This will be present only in case of physical and Fax based DIS
DIS Type Indicator	Character	1	825	O	1 For Physical,

Description	Data Type	Size	End	Status	Remarks
					2 for FAX, 3 For Electronic-SPEED-e, 4 for Electronic-SPICE, 5 for Electronic- DSC, 6 for Electronic- Others; only for record type 934
Filler	Character	9	834	O	
Flag of loose slip	Character	1	835	O	Mandatory for Loose Slips issued in New format, 1 for Loose Slip; only for record type 934 This will be present only in case of physical and Fax based DIS
No of instructions	Character	6	841	O	No of Instruction in DIS; only for record type 934 This will be present only in case of physical and Fax based DIS
Filler	Character	39	880	O	
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

Detail Record (912 - Irreversible Delivery Out)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login ID of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Filler	Integer	14	78	O	
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Quantity Executed	Decimal	18	116	M	15+3 without decimal point, only if DO is executed
Filler	Character	10	126	O	
Market Type	Integer	2	128	O	
Settlement Number	Character	7	135	O	
Execution Date	Date	8	143	O	Execution date for DO(YYYYMMDD)
Other Branch Code	Character	6	149	O	
Irreversible Reason Code 1	Integer	4	153	O	
Irreversible Reason Code 2	Integer	4	157	O	
Irreversible Reason Code 3	Integer	4	161	O	

Irreversible Reason Code 4	Integer	4	165	O	
Beneficiary Account Category	Integer	2	167	O	
Filler	Character	17	184	O	
Internal Ref Number/Remarks	Character	35	219	O	User Remarks
Filler	Character	20	239	O	
Settled Quantity/Delivered Quantity	Integer	18	257	O	
Filler	Character	25	282	O	
Filler	Character	115	397	O	
Filler	Character	231	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	181	811	O	For Future use
DIS Serial No.	Character	12	823	O	DIS Serial No.; This will be present only in case of physical and Fax based DIS
DIS Format Flag	Character	1	824	O	'Y' for DIS issued in New format, 'N' or filler for DIS issued in Old format; only for This will be present only in case of physical and Fax based DIS
DIS Type Indicator	Character	1	825	O	1 For Physical, 2 for FAX, 3 For Electronic-SPEED-e, 4 for Electronic-SPICE, 5 for Electronic- DSC, 6 for Electronic- Others;
Filler	Character	9	834	O	

Flag of loose slip	Character	1	835	O	Mandatory for Loose Slips issued in New format, 1 for Loose Slip; This will be present only in case of physical and Fax based DIS
No of instructions	Character	6	841	O	No of Instruction in DIS; This will be present only in case of physical and Fax based DIS
Filler	Character	39	880	O	
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

Detail Record (801 - Pool-Pool Transfers)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	801 – Pool-Pool Transfers
BP Instruction ID	Integer	14	34	M	
Order Status from	integer	2	36	M	
Order Status to	integer	2	38	M	
Status change user	Character	8	46	M	Login ID of user
Cancellation Status from	integer	2	48	M	
Cancellation Status to	integer	2	50	M	
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)

Description	Data Type	Size	End	Status	Remarks
Filler	Integer	14	78	O	
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Quantity	Decimal	18	116	M	15+3 without decimal point
Filler	Character	10	126	O	
Market Type	Integer	2	128	M	
Settlement Number	Character	7	135	M	
Execution Date	Date	8	143	O	Execution date for Pool to Pool Transfer(YYYYMMDD)
Other Branch Code	Character	6	149	O	
Target CC-CM Id	Character	16	165	O	
Beneficiary Account Category	Integer	2	167	O	
Filler	Character	17	184	O	
Internal Ref Number/Remarks	Character	35	219	O	User Remarks
Filler	Character	63	282	O	
Filler	Character	115	397	O	
Filler	Character	231	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	250	880	O	
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	

Description	Data Type	Size	End	Status	Remarks
DM Order Number	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

Detail Record (936 - Account Freezing Instruction/937 - Account Unfreezing Instruction)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	List given below
BP Instruction ID	Integer	14	34	M	**For Freeze**: BP Instruction ID of the Freeze Instruction. For ACA generated freeze instructions New BP Instruction ID of 10 Digits will be generated. **For Unfreeze**: BP instruction ID of Unfreeze instruction will be generated.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	List given below
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Original Order Reference Number	Integer	14	78	O	Freeze Order Number in case of Transaction Type 937/ if Source Indicator is ‘S’ or ‘N’ then other instruction number
Client ID	Integer	8	86	M	

Description	Data Type	Size	End	Status	Remarks
ISIN	Character	12	98	M	
Quantity	Decimal	18	116	M	15+3 without decimal point
Freeze Level	Integer	2	118	O	
Freeze Reason Code	Integer	2	120	O	
Aca indicator	Char	1	121	O	
Source Indicator	Char	1	122	M	
Filler	Char	1	123	O	
Execution Date/Closure Date	Date	8	131	O	(YYYYMMDD)
Filler	Character	6	137	O	
Freeze Description Reason	Character	35	172	O	
Beneficiary Account Category	Integer	2	174	O	
Filler	Character	13	187	O	
Internal Reference Number/Remarks	Character	35	222	O	User Remarks.
Agreement No.	Character	20	242	O	
Filler	Integer	18	260	O	
Rejection Reason Code 1	Character	6	266	O	
Rejection Reason Code 2	Character	6	272	O	
Rejection Reason Code 3	Character	6	278	O	
Rejection Reason Code 4	Character	6	284	O	
Filler	Character	4	288	O	
Filler	Character	9	297	O	
Filler	Character	115	412	O	
Filler	Character	216	628	O	

Description	Data Type	Size	End	Status	Remarks
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	250	880	O	
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

Pledge Confirmation /Repledge (916), Hypothecation Confirmation (917), Invocation confirmation (918), Pledge Closure Confirmation (919)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	BP Instruction ID of Pledge Confirmation / Closure Confirmation / Invocation Confirmation. BP Instruction

Description	Data Type	Size	End	Status	Remarks
					ID of Pledge Normal Closure Initiation to pledgee if pledgor executes Normal Closure. BP Instruction ID of Hypothecation Invocation Initiation to pledgor if pledgee executes Invocation. BP Instruction ID of Pledge Closure Cancellation to pledgee if pledgor executes Closure Cancellation Applicable for 916 & 919 For Margin Re-Pledge/ Release instructions, this will Margin Pledge instruction ID
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)
Original Order Reference Number	Integer	14	78	O	BP Instruction ID of Pledge Initiation. BP Instruction ID of Pledge Normal Closure in case of Pledge Closure Cancellation
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Original Pledged Quantity	Decimal	18	116	M	Original Pledged Quantity – 916, 917 Transfer Quantity – 918, 919
Closure Quantity	Decimal	18	134	O	Closure Quantity—916,917 Pending Pledged Quantity- 919
Invoked Quantity	Decimal	18	152	O	Invocation qty For 916, 917
Execution Date	Date	8	160	M	916, 917,918,919(YYYYMMDD)
Pledge Closure Date	Date	8	168	M	916, 917,918, 919(YYYYMMDD)

Description	Data Type	Size	End	Status	Remarks
Target DP ID	Character	8	176	M	
Target Client ID	Integer	8	184	M	
Closure Type		1	185	O	Mandatory for closure confirmation – 919 N- Normal U- Unilateral
Agreement Number	Character	20	205	O	
Rejection Reason 1	Character	6	211	O	
Rejection Reason 2	Character	6	217	O	
Rejection Reason 3	Character	6	223	O	
Rejection Reason 4	Character	6	229	O	
Remarks	Character	35	264	O	
Pledgor Client Name	Character	135	399	O	Applicable for Pledge Confirmation orders/Repledge Orders (916)
Reason Code for encumbrances	Character	2	401	O	Applicable only if Pledge/ Hypothecation is initiated by Promoters
Name of ultimate lender/Debenture Issuer Code 1	Character	3	404	O	
Name of ultimate lender/Debenture Issuer Code 2	Character	3	407	O	
Name of ultimate lender/Debenture Issuer Code 3	Character	3	410	O	
Name of ultimate lender/Debenture Issuer Code 4	Character	3	413	O	
Name of ultimate lender/Debenture Issuer Code 5	Character	3	416	O	
Name of ultimate lender/Debenture Issuer Code 6	Character	3	419	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 7	Character	3	422	O	
Name of ultimate lender/Debenture Issuer Code 8	Character	3	425	O	
Name of ultimate lender/Debenture Issuer Code 9	Character	3	428	O	
Name of ultimate lender/Debenture Issuer Code 10	Character	3	431	O	
Name of ultimate lender/Debenture Issuer Code 11	Character	3	434	O	
Name of ultimate lender/Debenture Issuer Code 12	Character	3	437	O	
Name of ultimate lender/Debenture Issuer Code 13	Character	3	440	O	
Name of ultimate lender/Debenture Issuer Code 14	Character	3	443	O	
Name of ultimate lender/Debenture Issuer Code 15	Character	3	446	O	
Name of ultimate lender/Debenture Issuer Code 16	Character	3	449	O	
Name of ultimate lender/Debenture Issuer Code 17	Character	3	452	O	
Name of ultimate lender/Debenture Issuer Code 18	Character	3	455	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 19	Character	3	458	O	
Name of ultimate lender/Debenture Issuer Code 20	Character	3	461	O	
Name of ultimate lender/Debenture Issuer Code 21	Character	3	464	O	
Name of ultimate lender/Debenture Issuer Code 22	Character	3	467	O	
Name of ultimate lender/Debenture Issuer Code 23	Character	3	470	O	
Name of ultimate lender/Debenture Issuer Code 24	Character	3	473	O	
Name of ultimate lender/Debenture Issuer Code 25	Character	3	476	O	
Name of ultimate lender/Debenture Issuer Code 26	Character	3	479	O	
Name of ultimate lender/Debenture Issuer Code 27	Character	3	482	O	
Name of ultimate lender/Debenture Issuer Code 28	Character	3	485	O	
Name of ultimate lender/Debenture Issuer Code 29	Character	3	488	O	
Name of ultimate lender/Debenture Issuer Code 30	Character	3	491	O	
Filler	Character	23	514	O	

Description	Data Type	Size	End	Status	Remarks
Second Holder Pledgor Client Name	Character	45	559	O	Applicable for Pledge Confirmation orders/Repledge Orders (916)
Third Holder Pledgor Client Name	Character	45	604	O	Applicable for Pledge Confirmation orders/Repledge Orders (916)
Locking reason Code	Integer	2	606	O	
Lockin release date	Date	8	614	O	(YYYYMMDD)
Filler	Character	14	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT 23 Investor Margin Pledge
Filler	Character	234	864	O	For Future use
Consideration	Integer	15	879	M/O	Mandatory for Hypothecation Invocation Confirmation (918); Without Decimal
Stamp Duty Payment Indicator	Integer	1	880	M/O	Mandatory for Record Type 918 Payment Indicator for Stamp duty collection 0-Stamp duty paid through Depository Participant 1-Stamp duty paid by Client
Priority Flag	Character	1	881	O	
Filler	Character	32	913	O	
Filler	Character	50	963	O	
Filler	Character	50	1013	O	
Filler	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	

Description	Data Type	Size	End	Status	Remarks
Beneficiary Account Category	Integer	2	1055	O	
Filler	Integer	4	1059	O	
Pledge Indicator	Character	2	1061	M	Applicable for 916 00 – Normal Pledge 01 - Margin Pledge (Client-TM/ CM) 02 - Margin Re-Pledge (TM – CM) 03 - Margin Re-Pledge (CM – CC)
Margin Pledge Instruction ID	Integer	14	1075	O	Only applicable for 916,919 & Channel Indicator = '23'
Filler	Character	5	1080	O	

Account Transmission (940)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login ID of user
Cancellation Status from	Integer	2	48	M	Not Applicable
Cancellation Status to	Integer	2	50	M	Not Applicable
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)

Description	Data Type	Size	End	Status	Remarks
Original BP Instruction ID	Integer	14	78	O	Not applicable
Source Client ID	Integer	8	86	M	Source client id for account transmission
ISIN	Character	12	98	O	Not applicable
Requested Quantity	Decimal	18	116	O	Not applicable for account transmission
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Market Type	Integer	2	128	O	Not applicable for account transmission
Settlement Number	Character	7	135	O	Not applicable for account transmission
Execution Date	Date	8	143	O	Execution date for account transmission (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP ID/Related DP ID	Character	8	157	M	Target DP ID Only for Transmission reason code 01:- Transmission - To Survivor(s) Target DP ID of first Nominee in case of multiple nominees Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs
Other Client ID	Integer	8	165	M	Target Client ID Only for Transmission reason code 01:- Transmission - To Survivor(s) Target Client ID of first Nominee in case of multiple nominees Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs
Beneficiary Account Category	Integer	2	167	O	Not applicable For account Transmission

Description	Data Type	Size	End	Status	Remarks
Other CM BP ID	Character	8	175	O	Not applicable
Transmission Reasons	Integer	2	177	M	01-Transmission – Survivor(s) 02 – Transmission – Nominee 03- Transmission – Court Order/Legal heirs
Other Settlement Number	Character	7	184	O	Not applicable
Internal Reference Number/Remarks	Character	35	219	O	User Remarks.
Agreement No.	Character	20	239	O	Not applicable
Settled Quantity/Delivered Quantity	Integer	18	257	O	Not applicable
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Closure Type	Character	1	282	O	Not applicable
Closure Date	Date	8	290	M	Not applicable
Share of first Nominee	Integer	3	293	M/O	Only for Transmission reason code 02 – Transmission – Nominee 03- Transmission – Court Order/Legal heirs
Other depository flag of First Nominee	Character	1	294	M/O	Only for Transmission reason code – 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Y- In case, first Nominee account exists in other depository. N - In case, first Nominee account exists in the same depository.

Description	Data Type	Size	End	Status	Remarks
Other depository Client code of First Nominee	Integer	16	310	M/O	Only for Transmission reason code – 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if Other depository flag of first Nominee is 'Y'.
Share of Second Nominee	Integer	2	312	M/O	Only for Transmission reason code 02 – Transmission – Nominee 03- Transmission – Court Order/Legal heirs
Other depository flag of Second Nominee	Character	1	313	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Y- In case second nominee account exists in other depository N - In case second nominee account exists in the same depository.
Other DP ID of Second Nominee	Character	8	321	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if 'Other depository flag of second Nominee' is 'N' DP ID of second Nominee in case of multiple nominees
Other Client ID of Second Nominee	Integer	8	329	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if 'Other depository flag of second Nominee' is 'N'. Client ID of second Nominee in case of multiple nominees

Description	Data Type	Size	End	Status	Remarks
Other depository Client code of Second Nominee	Integer	16	345	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if Other depository flag of second Nominee is 'Y'.
Share of Third Nominee	Integer	2	347	M/O	Only for Transmission reason code 02 – Transmission – Nominee 03- Transmission – Court Order/Legal heirs
Other depository flag of Third Nominee	Character	1	348	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Y- In case third nominee account exists in other depository N - In case third nominee account exists in same depository.
Other DP ID of third Nominee	Character	8	356	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if 'Other depository flag of third Nominee' is 'N'. DP ID of third Nominee in case of multiple nominees
Other Client ID of third Nominee	Integer	8	364	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if 'Other depository flag of third Nominee' is 'N' . Client ID of third Nominee in case of multiple nominees

Description	Data Type	Size	End	Status	Remarks
Other depository Client code of third Nominee	Integer	16	380	M/O	Only for Transmission reason code 02 : Transmission - To Nominee 03 : Transmission - Court Order / Legal Heirs Mandatory if Other depository flag of third Nominee is 'Y' in case of multiple nominees
Filler	Character	25	405	O	
Filler	Character	223	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web
Target Client Name	Character	135	765	O	This will be provided only for first transition of Account Transfer Instruction.
Filler	Character	115	880	O	
Priority Flag	Character	1	881	O	Not applicable
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
Filler	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Document Received Date	Integer	8	1061	O	(YYYYMMDD)
Demise Indicator	Character	3	1064	O	Mandatory for Transaction Type 940 [Reason: 01 - Transmission – To Survivor(s)] Mention 'Y' against the demised account holder and 'N' against non-demised account holder. Provide space in case there are no holders. Example; In case of a beneficiary account

Description	Data Type	Size	End	Status	Remarks
					having two account holders, provide space against the third account holder.
Filler	Character	16	1080	O	

Account Closure (941)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	Not Applicable
Cancellation Status to	Integer	2	50	M	Not Applicable
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	Not applicable
Source Client ID	Integer	8	86	M	Source client id for account
					transmission
ISIN	Character	12	98	O	Not applicable
Requested Quantity	Decimal	18	116	O	Not applicable for account transmission
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Market Type	Integer	2	128	O	Not applicable for account transmission
Settlement Number	Character	7	135	O	Not applicable for account transmission

Description	Data Type	Size	End	Status	Remarks
Execution Date	Date	8	143	O	Execution date for account transmission(YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Other DP ID/Related DP ID	Character	8	157	M/O	Target DP ID Mandatory if Other depository flag is 'N' or Space
Other Client ID	Integer	8	165	M/O	Target Client ID Mandatory if Other depository flag is 'N' or Space
Beneficiary Account Category	Integer	2	167	O	Not applicable For account Transmission
Other CM BP ID	Character	8	175	O	Not applicable
Transmission Reasons	Integer	2	177	M	05- Account Closure
Other Settlement Number	Character	7	184	O	Not applicable
Internal Reference Number/Remarks	Character	35	219	O	User Remarks.
Agreement No.	Character	20	239	O	Not applicable
Settled Quantity/Delivered Quantity	Integer	18	257	O	Not applicable
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	
Rejection Reason Code 4	Character	6	281	O	
Closure Type	Character	1	282	O	Not applicable
Closure Date	Date	8	290	M	Not applicable
Other depository flag	Character	1	291	M	Y- In case, Target account exists in other depository N or Space - In case, Target account exists in same depository.
Other Depository ID	Character	8	299	M/O	Y- In case, Target account exists in other depository

Description	Data Type	Size	End	Status	Remarks
					N or Space - In case, Target account exists in same depository.
Other depository Client Code	Integer	16	315	M/O	Mandatory if Other depository flag is 'Y'
The PAN & holding pattern of source & target account holder(s) is matching	Character	1	316	M/O	Mandatory if Other depository flag is 'Y' Y : For PAN matches
Filler	Character	89	405	O	
Filler	Character	223	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values :
					01 BP Web
Target Client Name	Character	135	765	O	This will be provided only for first transition of Account Transfer Instruction.
Filler	Character	46	811	O	For Future use
DIS Serial No.	Character	12	823	O	DIS Serial No.; This will be present only in case of physical and Fax based DIS
DIS Format Flag	Character	1	824	O	'Y' for DIS issued in New format, 'N' or filler for DIS issued in Old format; only for This will be present only in case of physical and Fax based DIS
DIS Type Indicator	Character	1	825	O	1 For Physical, 2 for FAX, 3 For Electronic-SPEED-e, 4 for Electronic-SPICE, 5 for Electronic- DSC, 6 for Electronic- Others;
Filler	Character	9	834	O	
Flag of loose slip	Character	1	835	O	Mandatory for Loose Slips issued in New format, 1 for Loose Slip; This will be present only in case of physical and Fax based DIS

Description	Data Type	Size	End	Status	Remarks
Filler	Character	45	880	O	
Priority Flag	Character	1	881	O	Not applicable
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
Filler	Integer	10	1043	O	
Filler	Integer	10	1053	O	
Document Received Date	Integer	8	1061	O	(YYYYMMDD)
Filler	Character	19	1080	O	

Hold Initiation (949), Hold Release initiation (950)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	Transaction number of DPM. For ACA generated Hold Instruction 10 digit BP Instruction ID will be generated in case of 949. In case of cancellation of Hold Release Initiation (950) instruction, it will be the BP instruction ID of cancellation instruction.
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	

Description	Data Type	Size	End	Status	Remarks
Status change date time	Date time	14	64	M	System date time(YYYYMMDDHHMMSS)
Original BP Instruction ID	Integer	14	78	O	Used for Hold Release initiation, Hold Release initiation confirmation, and Hold Release Initiation Cancellation (BP Instruction ID of Hold Release Initiation in case of Hold Release Cancellation)
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Requested Quantity	Decimal	18	116	M	15+3 without decimal point
Lock-in Reason Code / Block Code	Integer	2	118	O	
Lock-in Release Date	Date	8	126	O	
Filler	Character	9	135	O	
Execution Date	Date	8	143	O	Execution date (YYYYMMDD)
Other Branch Code	Character	6	149	O	Not in Use
Target DP ID	Character	8	157	M	
Target Client ID	Integer	8	165	M	
Beneficiary Account Category	Integer	2	167	O	
Filler	Character	17	184	O	
Internal Reference Number/Remarks	Character	35	219	O	User Remarks
Hold Reference Number	Character	20	239	M	
Filler	Character	18	257	O	
Rejection Reason Code 1	Character	6	263	O	
Rejection Reason Code 2	Character	6	269	O	
Rejection Reason Code 3	Character	6	275	O	

Description	Data Type	Size	End	Status	Remarks
Rejection Reason Code 4	Character	6	281	O	
Filler	Character	9	290	O	
Cooling Period	Integer	2	292	M	
Reason Code for encumbrances	Character	2	294	O	Applicable only if Hold is initiated by Promoters
Name of ultimate lender/Debenture Issuer Code 1	Character	3	297	O	
Name of ultimate lender/Debenture Issuer Code 2	Character	3	300	O	
Name of ultimate lender/Debenture Issuer Code 3	Character	3	303	O	
Name of ultimate lender/Debenture Issuer Code 4	Character	3	306	O	
Name of ultimate lender/Debenture Issuer Code 5	I Character	3	309	O	
Name of ultimate lender/Debenture Issuer Code 6	Character	3	312	O	
Name of ultimate lender/Debenture Issuer Code 7	I Character	3	315	O	
Name of ultimate lender/Debenture Issuer Code 8	Character	3	318	O	
Name of ultimate lender/Debenture Issuer Code 9	Character	3	321	O	
Name of ultimate lender/Debenture Issuer Code 10	Character	3	324	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 11	Character	3	327	O	
Name of ultimate lender/Debenture Issuer Code 12	I Character	3	330	O	
Name of ultimate lender/Debenture Issuer Code 13	I Character	3	333	O	
Name of ultimate lender/Debenture Issuer Code 14	Character	3	336	O	
Name of ultimate lender/Debenture Issuer Code 15	Character	3	339	O	
Name of ultimate lender/Debenture Issuer Code 16	Character	3	342	O	
Name of ultimate lender/Debenture Issuer Code 17	Integer	3	345	O	
Name of ultimate lender/Debenture Issuer Code 18	Integer	3	348	O	
Name of ultimate lender/Debenture Issuer Code 19	Integer	3	351	O	
Name of ultimate lender/Debenture Issuer Code 20	Integer	3	354	O	
Name of ultimate lender/Debenture Issuer Code 21	Integer	3	357	O	
Name of ultimate lender/Debenture Issuer Code 22	Integer	3	360	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 23	Integer	3	363	O	
Name of ultimate lender/Debenture Issuer Code 24	Integer	3	366	O	
Name of ultimate lender/Debenture Issuer Code 25	Integer	3	369	O	
Name of ultimate lender/Debenture Issuer Code 26	Integer	3	372	O	
Name of ultimate lender/Debenture Issuer Code 27	Integer	3	375	O	
Name of ultimate lender/Debenture Issuer Code 28	Integer	3	378	O	
Name of ultimate lender/Debenture Issuer Code 29	Integer	3	381	O	
Name of ultimate lender/Debenture Issuer Code 30	Integer	3	384	O	
Filler	Character	21	405	O	For Future use
ACA Remarks	Character	35	440	O	This field will only be populated for ACA generated Hold Initiation (949) Format will be "Base ISIN " + "$#$#" + "DM Order No. of ACA" e.g.INE456L01UB9$#$#9000026490
Filler	Character	188	628	O	For Future use
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS

Description	Data Type	Size	End	Status	Remarks
					11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	250	880	O	For Future use
Priority Flag	Character	1	881	O	
Back Office reference details	Character	32	913	O	
Sender Reference No 1	Character	50	963	O	
Sender Reference No 2	Character	50	1013	O	
File Reference ID	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	
Filler	Integer	8	1061	O	
Filler	Character	19	1080	O	

Hold Initiation Confirmation (951), Hold Release Initiation Confirmation (952)

Description	Data Type	Size	End	Status	Remarks
Record Type	Integer	2	2	M	Detail Record (02)
Line Number	Integer	9	11	M	
Branch Code	Character	6	17	M	
Transaction Type	Integer	3	20	M	
BP Instruction ID	Integer	14	34	M	BP Instruction ID of Hold Initiation Confirmation / Hold Release Initiation Confirmation. This will be the BP Instruction ID of Hold Release Initiation to Target party

Description	Data Type	Size	End	Status	Remarks
					BP Instruction ID of Hold Release Initiation Cancellation to Target if Source party executes Hold Release Initiation Cancellation
Order Status from	Integer	2	36	M	
Order Status to	Integer	2	38	M	
Status change user	Character	8	46	M	Login id of user
Cancellation Status from	Integer	2	48	M	
Cancellation Status to	Integer	2	50	M	
Status change date time	Date time	14	64	M	System date time (YYYYMMDDHHMMSS)
Original Order Reference Number	Integer	14	78	O	BP Instruction ID of Hold Initiation. BP Instruction ID of Hold Release Initiation in case of Hold Release Cancellation
Client ID	Integer	8	86	M	
ISIN	Character	12	98	M	
Original Hold Quantity	Decimal	18	116	M	Original Hold Quantity – 951 Transfer Quantity – 952
Release Quantity	Decimal	18	134	O	Release Quantity—951 Pending Hold Quantity- 952

Description	Data Type	Size	End	Status	Remarks
Cooling Period	Integer	2	136	M	
Filler	Character	16	152	O	
Execution Date	Date	8	160	M	951,952 (YYYYMMDD)
Hold Release Date	Character	8	168	M	Actual date of release of the held securities. i.e. Execution Date + Cooling period (YYYYMMDD)
Target DP ID	Character	8	176	M	
Target Client ID	Integer	8	184	M	
Filler		1	185	O	
Hold Reference Number	Character	20	205	M	
Rejection Reason 1	Character	6	211	O	
Rejection Reason 2	Character	6	217	O	
Rejection Reason 3	Character	6	223	O	
Rejection Reason 4	Character	6	229	O	
Remarks	Character	35	264	O	
Source Client Name	Character	135	399	O	Applicable for Hold Initiation Confirmation orders
Reason Code for encumbrances	Character	2	401	O	Applicable only if Hold is initiated by Promoters
Name of ultimate lender/Debenture Issuer Code 1	Character	3	404	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 2	Character	3	407	O	
Name of ultimate lender/Debenture Issuer Code 3	Character	3	410	O	
Name of ultimate lender/Debenture Issuer Code 4	Character	3	413	O	
Name of ultimate lender/Debenture Issuer Code 5	Character	3	416	O	
Name of ultimate lender/Debenture Issuer Code 6	Character	3	419	O	
Name of ultimate lender/Debenture Issuer Code 7	Character	3	422	O	
Name of ultimate lender/Debenture Issuer Code 8	Character	3	425	O	
Name of ultimate lender/Debenture Issuer Code 9	Character	3	428	O	
Name of ultimate lender/Debenture Issuer Code 10	Character	3	431	O	
Name of ultimate lender/Debenture Issuer Code 11	Character	3	434	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 12	Character	3	437	O	
Name of ultimate lender/Debenture Issuer Code 13	Character	3	440	O	
Name of ultimate lender/Debenture Issuer Code 14	Character	3	443	O	
Name of ultimate lender/Debenture Issuer Code 15	Character	3	446	O	
Name of ultimate lender/Debenture Issuer Code 16	Character	3	449	O	
Name of ultimate lender/Debenture Issuer Code 17	Character	3	452	O	
Name of ultimate lender/Debenture Issuer Code 18	Character	3	455	O	
Name of ultimate lender/Debenture Issuer Code 19	Character	3	458	O	
Name of ultimate lender/Debenture Issuer Code 20	Character	3	461	O	
Name of ultimate lender/Debenture Issuer Code 21	Character	3	464	O	

Description	Data Type	Size	End	Status	Remarks
Name of ultimate lender/Debenture Issuer Code 22	Character	3	467	O	
Name of ultimate lender/Debenture Issuer Code 23	Character	3	470	O	
Name of ultimate lender/Debenture Issuer Code 24	Character	3	473	O	
Name of ultimate lender/Debenture Issuer Code 25	Character	3	476	O	
Name of ultimate lender/Debenture Issuer Code 26	Character	3	479	O	
Name of ultimate lender/Debenture Issuer Code 27	Character	3	482	O	
Name of ultimate lender/Debenture Issuer Code 28	Character	3	485	O	
Name of ultimate lender/Debenture Issuer Code 29	Character	3	488	O	
Name of ultimate lender/Debenture Issuer Code 30	Character	3	491	O	
Filler	Character	23	514	O	
Second Holder Source Client Name	Character	45	559	O	Applicable for Hold Initiation Confirmation orders

Description	Data Type	Size	End	Status	Remarks
Third Holder Source Client Name	Character	45	604	O	Applicable for Hold Initiation Confirmation orders
Lockin reason Code	Integer	2	606	O	
Lockin release date	Date	8	614	O	(YYYYMMDD)
Filler	Character	14	628	O	
Channel Indicator	Integer	2	630	M	Channel Indicator Values : 01 BP Web 06 DM 07 SMS 11 SPEEDE 12 SPEEDE_INDIRECT
Filler	Character	250	880	O	
Priority Flag	Character	1	881	O	
Filler	Character	32	913	O	
Filler	Character	50	963	O	
Filler	Character	50	1013	O	
Filler	Character	20	1033	O	
DM Order Number	Integer	10	1043	O	
Original DM Order Number	Integer	10	1053	O	
Beneficiary Account Category	Integer	2	1055	O	
Filler	Integer	6	1061	O	

Description	Data Type	Size	End	Status	Remarks
Filler	Character	19	1080	O	

NATIONAL SECURITIES DEPOSITORY LIMITED

DPM System Transactions Upload

File Formats

This document specifies file formats of various transactions allowed for eDPM System.

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DPM System Transactions Upload

1 Overview

DPM transaction upload, facilitates DPs and CCs to upload various settlement transactions generated in their back-office, such as Demat, Remat, Inter Settlement Transfer, Delivery Out, Pledge / Hypothecation, Pledge Invocation, Pledge Closure, CM Pool to Pool Transfer, Irreversible Delivery Out, Inter Depository transfers and CC pool to CM pool Transfer etc into Central DPM System.

Central DPM System provides Record/Batch Level Rejection. In case of Batch level rejection System would reject only the erroneous record and capture the rest of valid records.

2 Upload Input Criteria

Field Name	**Valid Values**
Input File Name	File Name containing the instruction details to be uploaded in DPM
	System.
Upload Output	
Field Name	**Valid Values**
File Reference Id	The unique file reference id generated for the uploaded file which can be
	used to search for the File Status, Response File Details and Error File
	Details (if applicable)

3 Processing logic

Upload File Processing logic at Central DPM

(1) In first parse, the entire batch would be validated for the format level conformity. In case of errors found, the entire batch would be rejected generating .**ERR** file under **Error** column containing the appropriate error codes and description.

(2) In case the batch is valid at format level, the data level validations would be carried out in next parse for each record in the batch file. If the validations are successful, the instruction would be captured in DPM system with appropriate instruction number. If the validation fails, the instruction would be rejected and would not be captured in DPM application.

---

(3) A response file **.OUT** would be generated under **Response** column giving the details of each instruction in the input batch. This would mainly contain the line no; the status of the corresponding

instruction (**A** – accepted and **R**- Error) and the instruction number if the instruction is captured in DPM System.

(4) In case, the batch contains the erroneous records, a .**ERR** file would also be generated giving the details of rejected records, such as line no, error code and error description.

(5) DPs would be required to create new batch for the rejected records bearing new batch ID. The batch would be rejected if the same batch id were used.

(6) The batch acceptance flag in the header record would contain the value as "A", if

A**ll** or **Partial Records** in the batch are accepted.

If all the records were **Rejected**, the flag would be shown as "R".

Note:

Record Level Rejection Upload utility can be used only from the Central DPM side. It can be used from client machine only if the "Admin" rights have been given to the user.

Function right for both the utilities are common in system security module.

While uploading the file, DP needs to take care of the following salient points:

(1) In the Header record for every batch upload the Batch Number and Branch Code combination should be unique.

(2) The total number of records will corresponds to the number of detail records.

(3) The DP's role is always expected to be '01'.

(4) The transactions are differentiated with the three digit transaction type, in the detail record as given in the file format. The transaction flag is expected as 'A' for all transactions (Currently all transactions are uploaded only in the Captured status. 'A' corresponds to this status).

(5) In the trailer record, each transaction's total quantity, as well as the grand total is expected for control.

(6) All character fields are expected to be in upper case.

(7) The fillers in the format for one transaction are actually redefined and used as a field in another transaction thus accommodating all types of transactions in a single record format.

(8) If the same batch number is uploaded then the entire batch would be rejected by the upload utility on account of "Duplicate Batch id".

---

4 File Format

The file formats of input batch are same for both the levels of upload utilities.

Record Type	Record Identifier	Record length	Remarks
Header	'01'	50	One (First) record per file
Detail	'02'	750	Second record onwards, multiple per file.
Trailer	'99'	493	Last record in the file

Each detail record will be further identified with a transaction type

Transaction Type	Transactions
801	Pool - Pool Account transfer (valid only from CC's CM Pool)
900	Repurchase Instruction
901	Dematerialization Instruction
902	Rematerialization Instruction
904	Delivery Free of Payment (Inter DP) Instruction
905	Receipt Free of Payment (Inter DP) Instruction
906	Delivery Out Instruction
907	Inter Settlement Transfer Instruction
908	Pledging Instruction
909	Hypothecation Instruction
910	Pledge invocation instruction
911	Pledge closure instruction
912	Irreversible Delivery Out Instruction
925	Inter Depository Transfer Instruction (DFP/Delivery)
926	Inter Depository Transfer Instruction (RFP/Receipt)
930	Deferred Delivery Order(DFP/Delivery)
934	CM Pool Delivery Instruction
935	CM Pool Receipt Instruction
936	Account Freezing

937	Account Unfreezing
916	Pledge Confirmation
919	Pledge Closure Confirmation
917	Hypothecation Confirmation
918	Invocation Confirmation

5 HEADER RECORD

Description		Data Type	Size	End	Status	Remarks
Batch Number		Integer	8	8	M	
Record Type		Integer	2	10	M	Header Record (01)
Branch Code		Character	6	16	M	Default ‘000000’
DP ID		Character	8	24	M	
DP Role		Integer	2	26	M	
Total number of Detail Records		Integer	6	32	M	
Sender Date		Date	8	40	M	
Sender User ID		Character	8	48	O	
Filler		Character	2	50	O	

6 TRAILER RECORD

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Trailer Record (99)
Branch Code	Character	6	16	M	Default ‘000000’
Demat Instruction /	Decimal	18	34	O	15+3 without decimal point.
/Conversion of Units					This field will contain sum of the
Instruction - <Total Quantity>					Requested Quantity mentioned in
of both instructions					Demat and Conversion of Units
					instructions.
Remat / Reconversion of	Decimal	18	52	O	15+3 without decimal point.

Description	Data Type	Size	End	Status	Remarks
units into SOA - <Total					This field will contain sum of the
Quantity> of both					Requested Quantity mentioned in
Instructions					Remat and Reconversion of Units
					into SOA instructions.
Filler	Character	15	67	O	
DFP Instruction Total Qty	Decimal	18	85	O	15+3 without decimal point
RFP Instruction Total Qty	Decimal	18	103	O	15+3 without decimal point
Delivery Out Instruction	Decimal	18	121	O	15+3 without decimal point
Total Qty					
Inter Settlement Instruction	Decimal	18	139	O	15+3 without decimal point
Total Qty					
Pledge Instruction Total Qty	Decimal	18	157	O	15+3 without decimal point
Hypothecation Instruction	Decimal	18	175	O	15+3 without decimal point
Total Qty					
Pledge Invocation Instruction	Decimal	18	193	O	15+3 without decimal point
Total Qty					
Pledge Closure Instruction	Decimal	18	211	O	15+3 without decimal point
Total Qty					
Irreversible Delivery Out	Decimal	18	229	O	15+3 without decimal point
Total Qty					
Pool-Pool Account Transfer	Decimal	18	247	O	15+3 without decimal point
Total Qty					
Inter Depository Delivery Qty	Decimal	18	265	O	15+3 without decimal point
Inter Depository Receipt Qty	Decimal	18	283	O	15+3 without decimal point
CM pool Delivery Qty	Decimal	18	301	O	15+3 without decimal point
CM pool Receipt Qty	Decimal	18	319	O	15+3 without decimal point
Qty (For future use)	Decimal	18	337	O	15+3 without decimal point
Repurchase / MF	Decimal	18	355	O	15+3 without decimal point.
Redemption Instruction -					This field will contain sum of the
<Total (Quantity and					'Quantity' mentioned in Repurchase

Description	Data Type	Size	End	Status	Remarks
Amount)>					instruction and 'Quantity / Amount’
					mentioned in Redemption
					instructions.
Freeze Instruction Total Qty	Decimal	18	373	O	15+3 without decimal point
Unfreeze Instruction Total	Decimal	18	391	O	15+3 without decimal point
Qty					
Pledge Confirmation	Decimal	18	409	O	15+3 without decimal point
Hypothecation Invocation	Decimal	18	427	O	15+3 without decimal point
Confirmation					
Pledge Closure Confirmation	Decimal	18	445	O	15+3 without decimal point
Filler	Character	30	475	O	
Grand Total <Quantity and	Decimal	18	493	M	15+3 without decimal point.
Amount> of all instructions					This field should contain sum of
					<Quantity> in case of all instructions
					and <Amount> in case of MF
					Redemption instruction with option
					'Amount'.

7 DETAIL RECORD

7.1.1 Pool-Pool Account Transfer Instruction (801)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record – 02
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	Always ‘A’
Filler	Character	22	42	O	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	
Filler	Character	10	82	O	
Market Type	Integer	2	84	M	
Settlement Number	Character	7	91	M	
Filler	Character	7	98		
Execution Date	Character	8	106	M	
Filler	Character	6	112	O	
CC - CM ID	Character	16	128	M	
Filler	Character	27	155	O	
Internal Reference	Character	35	190	O	Used by DPM
Sender Reference 1	Character	50	240	O	DPM database
Sender Reference 2	Character	50	290	O	DPM database
Filler	Character	35	325	O	
Priority Flag	Integer	1	326	M	1' for high priority and '0' for
					low priority
Filler	Character	424	750	O	

7.1.2 Demat Instruction (901)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	List given below
Transaction Flag	Character	1	20	M	It should be ‘A’ for all orders
Filler	Character	14	34	O	
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point.
					1) In case the instruction is
					initiated with 'ALL Units' option,
					this field should have ‘Zero’
					quantity and "All Units Indicator"
					field (sr. no. 17) should have 'A'.
					2) In case the instruction is
					initiated for Demat /Conversion
					of Units with specific quantity,
					this field should have ‘Requested
					Quantity' and "All Units
					Indicator" field (sr. no. 17) should
					have 'Space'.
Filler	Character	83	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number	Character	50	240	O	
1					
Sender Reference Number	Character	50	290	O	
2					

Description	Data Type	Size	End	Status	Remarks
Folio Number	Character	20	310	O	Mandatory only when MF
					indicator is M. Space otherwise.
Mutual Fund Indicator	Character	1	311	O	‘M’ or space.
					M for MF ISIN
					Space for other ISINs
Number of SOA	Character	3	314	O	Mandatory only when MF
					indicator is M. Space otherwise
All Units Indicator	Character	1	315	O	(I) If Mutual Fund Indicator is 'M' (Sr.No.15) i) ‘A’ - in case Conversion of Units request is initiated with option 'All Units'. ii) 'Space' - in case Conversion of Units request is initiated with specific Quantity. (II) If Mutual Fund Indicator has 'Space' (in case of non-MF ISINs), then this field should have space.
Document Received Date	Character	8	323	M	Format “YYYYMMDD” Mandatory(M) - for Demat & Mutual fund Conversion(901)
Filler	Character	19	342	O	
Source DP ID	Character	8	350	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”
Filler	Character	400	750	O	

7.1.3 Repurchase Instruction /Remat Instruction (900/902)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be ‘A’ for all orders
Filler	Character	14	34	O	
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point.
					1) In case the instruction type is 902
					(Remat / Reconversion of Units) /
					900 (Repurchase) with specific
					quantity, this field should have
					‘Requested Quantity' and "All
					Units/Amount Indicator" field (sr. no.
					21) should have 'Space'.
					2) In case the instruction type is 900
					(MF Redemption) with option 'All
					Units', this field should have 'Zero'
					quantity and "All Units/Amount
					Indicator" field (sr. no. 21) should
					have 'A'.
					3) In case the instruction type is 900
					(MF Redemption) with option
					'Amount', this field should have the
					'Amount' and "All Units/Amount
					Indicator" field (sr. no. 21) should
					have 'N'.

Description	Data Type	Size	End	Status	Remarks
Lock-in Reason Code	Integer	2	74	O	
Lock-in Release Date	Date	8	82	O	It should be future date
Filler	Character	38	120	O	
No. Of certificates	Integer	8	128	O	Mandatory for Remat Instruction
					only, otherwise zero.
Filler	Character	27	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	20	310	O	
Mutual Fund Indicator	Character	1	311	O	M’ or space.
					M for MF ISIN
					Space for other ISINs
Filler	Character	3	314		
All Units/Amount Indicator	Character	1	315	O	(I) If Mutual Fund Indicator is 'M'
					(Sr.No.19)
					i) ‘A’ - in case MF Redemption
					request is initiated with option 'All
					Units'.
					ii) ‘N’ - in case MF Redemption
					request is initiated with option
					'Amount'.
					iii) 'Space' - in case MF Redemption
					request is initiated with specific
					Quantity.

Description	Data Type	Size	End	Status	Remarks
					(II) If Mutual Fund Indicator has
					'Space' (in case of non-MF ISINs),
					then this field should have space.
Document Received Date	Character	8	323	O/M	Format "YYYYMMDD" Mandatory (M) - for Remat & Mutual fund Re-conversion (902) Optional(O) - for Repurchase & Mutual Fund Redemption (900)
Filler	Character	19	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	400	750	O	

7.1.4 Inter Transfer Instruction (DFP/RFP) (904/905)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Only for record type 904; Not required if DIS Type is electronic. Optional for DIS issued in old format. For DIS issued in new format, the length of DIS Serial No. Should be minimum 8 digits and maximum 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891'

Description	Data Type	Size	End	Status	Remarks
					Example 2: ‘AB0123456789’ Example 3: ‘AB0012345678’ Example 4: ‘A 1234567891’ Example 5: ‘A 0123456789’ Example 6: ‘A 0012345678’ Example 7: ‘ 1234567891’ Example 8: ‘ 0123456789’ Example 9: ‘ 0012345678’ DIS issued to instruction type 925 in DIS master will also be accepted.
DIS Format Flag	Character	1	33	M/O	‘Y’ for DIS issued in New format; ‘N’ for DIS issued in Old format; Filler will not be permitted; only for record type 904
DIS Type Indicator	Integer	1	34	M/O	‘1’ For Physical, ‘2’ for FAX, ‘3’ For Electronic-SPEEDe, ‘4’ for Electronic-SPICE, ‘5’ for Electronic- DSC, ‘6’ for Electronic- Others, ‘7’ for Demat Gateway; only for record type 904 Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
DIS Issued to Client / POA Holder/DDPI	Integer	1	73	M/O	‘1’ For DIS issued to Client, ‘2’ For DIS issued to POA Holder; ‘3’ For DIS Issued to DDPI only for record type 904;

Description	Data Type	Size	End	Status	Remarks
					Mandatory for DIS Type 1 & 2. If instruction is executed on the basis of DDPI, Mandatory to provide value as: ‘3’ - For DIS Issued to DDPI. This is applicable for DIS types – 1,2,3,4,5 and 6
POA ID/DDPI ID	Integer	8	81	M/O	Only for record type 904 POA ID is Mandatory if DIS is issued to POA holder DDPI ID is Mandatory if “DIS is issued to DDPI (‘3’)” POA ID/DDPI ID should be left padded with zeroes as shown in the examples below. Example 1 :- '00123456' Example 2 :- '01234567
Flag of loose slip	Integer	1	82	M/O	‘1’ for Loose Slip; only for record type 904; This is not required if DIS Type Indicator is electronics (i.e. 3, 4, 5 and 6).
Market Type	Integer	2	84	O	
Settlement Number	Character	7	91	O	
No. of instructions	Integer	6	97	M/O	No. of Instruction in DIS; only for record type 904; This is not required if DIS Type Indicator is electronic (i.e. 3, 4, 5 and 6).
Filler	Character	1	98	O	
Execution Date	Date	8	106	M	
Filler	Character	4	110	O	
Transfer Reason Code	Integer	2	112	O	Only for record type 904- Off market instruction
Other DP ID	Character	8	120	M	
Other Client ID	Integer	8	128	O	Required only if target client is

Description	Data Type	Size	End	Status	Remarks
					House/Non-House i.e. CM BP ID is not present
Filler	Character	2	130	O	
Other CM BP ID	Character	8	138	O	Required only if target is a CM
CC ID	Character	8	146	O	(Only DFP -904)
Market Type	Integer	2	148	O	(Only DFP -904)
Settlement Number	Character	7	155	O	(Only DFP -904)
Internal Reference Number/Remarks	Character	35	190	O	Remarks
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Reason/ Purpose	Character	22	312	M/O	
Filler	Character	12	324	O	For Future Use
Without Consideration Flag	Character	1	325	M/O	Only for record type 904 Possible Values: N or Space – Consideration Applicable Y – Without Consideration Cannot be ‘Y’ for reason code 01 – Off-Market Sale 22- Commercial Paper Issuance
Priority Flag	Integer	1	326	M	1' for high priority and '0' for low priority
Direct Pay In flag	Character	1	327	O	Y: Initiate Direct Pay In N or Space : Do not Initiate Direct Pay In
Consideration	Integer	15	342	M/O	Mandatory for Transfer reason code = 01,22 or Without Consideration Flag is ‘N’ or Space, without decimal digits

Description	Data Type	Size	End	Status	Remarks
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Mode of Payment	Integer	2	352	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02-Cheque 03-Electronic Payment
Payment Date / Instrument Date	Date	8	360	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'
Transferee Name	Character	135	495	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale)
Transferee's Bank Account Number	Character	30	525	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale); Not applicable if Mode of payment is "01-CASH"
Transferee's Bank Name	Character	35	560	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale); Not applicable if Mode of payment is "01-CASH"

Description	Data Type	Size	End	Status	Remarks
Payment Transaction Reference Number / Instrument Number (Cheque / Demand Draft / Pay Order)	Character	25	585	M/O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Transaction Reference Number for Electronic Payments or Instrument Number (Cheque / Demand Draft / Pay Order) Not applicable if Mode of payment is "01-CASH"
Stamp Duty Payment Indicator	Integer	1	586	M/O	Only for Record Type 904 Mandatory for Transfer reason code = 01 or Without Consideration Flag is 'N' or Space, Payment Indicator for Stamp duty collection 0- Stamp duty paid through Depository Participant 1- Stamp duty paid by Client
Early Pay In flag	Character	1	587	M/O	Only for Record Type 904 For eDIS EPI Benefit when DIS Type = 7 - Demat Gateway: Y or Space: Initiate Early Pay In N: Do not initiate Early Pay In
eDIS Mandate Reference Number	Integer	16	603	M/O	Applicable For only transaction Type 904 Mandatory only in case of DIS Type 7 –Demat Gateway
Block with Early Pay-in flag	Integer	1	604	O	Applicable for Transaction type 904 - BO to CM transactions Not applicable for DIS Type '7' – Demat Gateway Values: '1' : Mandatory Block with Early Pay-in '0' or space: For exempted transactions like

Description	Data Type	Size	End	Status	Remarks
					• Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Client UCC	Character	11	615	M/O	Applicable For Transaction type 904 Mandatory for BO-CM and CM-BO transactions. Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Trading Member ID	Character	16	631	M/O	Applicable For transaction Type 904 Mandatory for BO to CM and CM – BO transactions Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Exchange ID	Integer	2	633	M/O	Applicable For transaction Type 904 Mandatory for BO to CM and CM – BO transactions Possible Values :- 01 = NSE

Description	Data Type	Size	End	Status	Remarks
					02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Segment ID	Integer	2	635	M/O	Applicable For transaction Type 904 Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund transactions
Filler	Character	115	750	O	

7.1.5 Delivery Out Instruction (906)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Not required if DIS Type is electronic. Optional for DIS Issued in old format. For DIS issued in new format, the length of DIS Serial No. should be minimum 8 digits and maximum of 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891' Example 2: 'AB0123456789' Example 3: 'AB0012345678' Example 4: 'A 1234567891' Example 5: 'A 0123456789' Example 6: 'A 0012345678' Example 7: ' 1234567891' Example 8: ' 0123456789' Example 9: ' 0012345678' DIS issued to instruction type 912 in DIS master will also be accepted
DIS Flag Format	Character	1	33	M/O	'Y' for DIS issued in New format, 'N' or Filler for DIS issued in Old format Not required if DIS Type is electronic Optional for DIS issued in old format.
DIS Type Indicator	Integer	1	34	M/O	'1' For Physical,

Description	Data Type	Size	End	Status	Remarks
					‘2’ for FAX, ‘3’ For Electronic-SPEEDe, ‘4’ for Electronic-SPICE, ‘5’ for Electronic- DSC, ‘6’ for Electronic- Others; Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Filler	Character	9	81	O	
Flag of loose slip	Integer	1	82	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Market Type	Integer	2	84	M	
Settlement Number	Character	7	91	M	
No of instructions	Integer	6	97	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Filler	Character	1	98	M	
Execution Date	Date	8	106	M	
Filler	Character	49	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325	O	

Description	Data Type	Size	End	Status	Remarks
Priority Flag	Integer	1	326	M	1' for high priority and '0' for
					low priority
Filler	Character	16	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	400	750	O	

7.1.6 Inter Settlement Transfer Instruction (907)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Not required if DIS Type is electronic. Optional for DIS Issued in old format. For DIS issued in new format, the length of DIS Serial No. should be minimum 8 digits and maximum of 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891' Example 2: 'AB0123456789' Example 3: 'AB0012345678' Example 4: 'A 1234567891' Example 5: 'A 0123456789' Example 6: 'A 0012345678' Example 7: ' 1234567891'

Description	Data Type	Size	End	Status	Remarks
					Example 8: ‘ 0123456789’ Example 9: ‘ 0012345678’ DIS issued to instruction type 912 in DIS master will also be accepted
DIS Flag Format	Character	1	33	M/O	‘Y’ for DIS issued in New format, ‘N’ or Filler for DIS issued in Old format Not required if DIS Type is electronic Optional for DIS issued in old format.
DIS Type Indicator	Integer	1	34	M/O	‘1’ For Physical, ‘2’ for FAX, ‘3’ For Electronic-SPEEDe, ‘4’ for Electronic-SPICE, ‘5’ for Electronic- DSC, ‘6’ for Electronic- Others; Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Filler	Character	9	81	O	
Flag of loose slip	Integer	1	82	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Market Type	Integer	2	84	M	
Settlement Number	Character	7	91	M	
No of instructions	Integer	6	97	M/O	No of Instructions in DIS Not required if DIS Type is electronic

Description	Data Type	Size	End	Status	Remarks
					Optional for DIS issued in old format.
Filler	Character	1	98	M	
Execution Date	Date	8	106	M	
Filler	Character	40	146	O	
Other Market Type	Integer	2	148	M	
Other Settlement Number	Character	7	155	M	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325	O	
Priority Flag	Integer	1	326	M	
Filler	Character	16	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	400	750	O	

7.1.7 Pledging/Hypothecation (908/909)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	Batch Number
Record Type	Integer	2	10	M	Record Type
Line Number	Integer	6	16	M	Line Number
Transaction Type	Integer	3	19	M	Transaction Type
Transaction Flag	Character	1	20	M	Transaction Flag
Filler	Character	14	34	O	Filler

Description	Data Type	Size	End	Status	Remarks
Client ID	Integer	8	42	M	Client ID
ISIN	Character	12	54	M	ISIN
Quantity	Decimal	18	72	M	Quantity
Lock-in Reason Code	Integer	2	74	O	Lock-in Reason Code
Lock-in Release Date	Date	8	82	O	Lock-in Release Date
Filler	Character	16	98	O	Filler
Execution Date	Date	8	106	M	Execution Date
Filler	Character	6	112	O	Filler
Other DP ID	Character	8	120	M	Other DP ID
Other Client ID	Integer	8	128	M	Other Client ID
Filler	Character	2	130	O	Filler
Closure Date	Date	8	138	M	Closure Date
Filler	Character	17	155	O	Filler
Internal Reference	Character	35	190	O	Internal Reference
Number/Remarks					Number/Remarks
Sender Reference Number 1	Character	50	240	O	Sender Reference Number 1
Sender Reference Number 2	Character	50	290	O	Sender Reference Number 2
Agreement No.	Character	20	310	M	Agreement No.
Filler	Character	15	325	O	Filler
Priority Flag	Integer	1	326	M	Priority Flag
Filler	Character	16	342	O	Filler
Source DP ID	Character	8	350	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”
Filler	Character	400	750	O	

7.1.8 Pledge Invocation Instruction (910)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Transaction Flag	Character	1	20	M	
Original Order Reference	Integer	14	34	M	BP Instruction ID of the Pledge
Number					Initiation.
					ACA generated pledge For
					instructions New BP Instruction
					ID will be required i.e. (10 digit
					ID).This ID will be provided as
					BP Instruction ID in the COD
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Filler	Character	26	98	O	
Execution Date	Date	8	106	M	
Filler	Character	6	112	O	
Other DP ID	Character	8	120	M	
Other Client ID	Integer	8	128	M	
Filler	Character	27	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	

Description	Data Type	Size	End	Status	Remarks
Filler	Character	35	325	O	
Priority Flag	Integer	1	326	M	1' for high priority and '0' for
					low priority
Channel Indicator	Integer	2	328	M	
Filler	Character	14	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Consideration	Integer	15	365	M	Mandatory; Without Decimal
Stamp Duty Payment Indicator	Integer	1	366	M	Payment Indicator for Stamp duty collection 0-Stamp duty paid through Depository Participant
Filler	Character	384	750	O	1-Stamp duty paid by Client

7.1.9 Pledge Closure Instruction (911)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Original Order Reference	Integer	14	34	M	BP Instruction ID of the Pledge
Number					Initiation.
					ACA generated pledge For
					instructions New BP Instruction
					ID will be required i.e. (10 digit
					ID).This ID will be provided as
					BP Instruction ID in the COD

Description	Data Type	Size	End	Status	Remarks
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Closure type	Character	1	73	M	‘N’ for normal ‘U’ for unilateral
Filler	Character	25	98	O	
Execution Date	Date	8	106	M	
Filler	Character	6	112	O	
Other DP ID	Character	8	120	M	
Other Client ID	Integer	8	128	M	
Filler	Integer	27	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325	O	
Priority Flag	Character	1	326	M	1' for high priority and '0' for
Channel Indicator	Integer	2	328	M	low priority
Filler	Character	14	342		
Source DP ID	Character	8	350	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”
Filler	Character	400	750	O	

7.1.10 Irreversible Delivery Out Instruction (912)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)

Description	Data Type	Size	End	Status	Remarks
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Not required if DIS Type is electronic. Optional for DIS Issued in old format. For DIS issued in new format, the length of DIS Serial No. should be minimum 8 digits and maximum of 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891' Example 2: 'AB0123456789' Example 3: 'AB0012345678' Example 4: 'A 1234567891' Example 5: 'A 0123456789' Example 6: 'A 0012345678' Example 7: ' 1234567891' Example 8: ' 0123456789' Example 9: ' 0012345678' DIS issued to instruction type 912 in DIS master will also be accepted
DIS Flag Format	Character	1	33	M/O	'Y' for DIS issued in New format, 'N' or Filler for DIS issued in Old format Not required if DIS Type is electronic Optional for DIS issued in old format.
DIS Type Indicator	Integer	1	34	M/O	'1' For Physical, '2' for FAX, '3' For Electronic-SPEEDe, '4' for Electronic-SPICE, '5' for Electronic- DSC,

Description	Data Type	Size	End	Status	Remarks
					‘6’ for Electronic- Others; Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Filler	Character	9	81	O	
Flag of loose slip	Integer	1	82	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Market Type	Integer	2	84	M	
Settlement Number	Character	7	91	M	
No of instructions	Integer	6	97	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Filler	Character	1	98		
Execution Date	Date	8	106	M	
Filler	Character	6	112	O	
Irreversible Reason Code 1	Integer	4	116	O	
Irreversible Reason Code 2	Integer	4	120	O	
Irreversible Reason Code 3	Integer	4	124	O	
Irreversible Reason Code 4	Integer	4	128	O	
Filler	Character	27	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					

Description	Data Type	Size	End	Status	Remarks
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325		
Priority Flag	Integer	1	326	M	1' for high priority and '0' for
					low priority
Filler	Character	16	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	400	750	O	

7.1.11 Pledge Confirmation (916), Hypothecation confirmation (917), Invocation confirmation (918), Pledge Closure Confirmation (919),

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	02 – Detail Record
Line Number	Integer	6	16	M	
Transaction type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Transaction ID	Integer	14	34	M	BP instruction ID of the Pledge
					Initiation. Optional in case
					of Pledge Closure / Invocation
					Confirmation
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	
Accepted Flag/Rejected Flag	Character	1	73	M	For Accepting ='A', For

Description	Data Type	Size	End	Status	Remarks
					Rejecting =’R’
Filler	Character	11	84	O	
Transaction Unique ID	Integer	14	98	O	Bp Instruction ID of Normal
					Closure Initiation in case of
					Closure confirmation and
					Invocation BP instruction Id in
					case of invocation
					confirmation. Optional in case
					of Pledge Confirmation (916)
Execution Date	Date	8	106	M	
Filler	Character	6	112	O	
Other DP ID	Character	8	120	M	Other DP ID
Other Client ID	Integer	8	128	M	
Rejection Reason Code1	Integer	4	132	O	Mandatory in case of Rejection
					of Quantity
Rejection Reason Code2	Integer	4	136	O	Mandatory in case of Rejection
					of Quantity
Rejection Reason Code3	Integer	4	140	O	Mandatory in case of Rejection
					of Quantity
Rejection Reason Code4	Integer	4	144	O	Mandatory in case of Rejection
					of Quantity
Filler	Character	11	155	O	
Internal Reference Number	Character	35	190	O	
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325		
Priority Flag	Integer	1	326	M	1' for high priority and '0' for

Description	Data Type	Size	End	Status	Remarks
					low priority
Channel Indicator	Integer	2	328	M	Parent Channel indicator,0 and
					1
Filler	Character	14	342	O	
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	400	750	O	

7.1.12 Inter Depository Transfer Instruction (DFP/RFP) (925/926)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Not required if DIS Type is electronic. Optional for DIS Issued in old format. For DIS issued in new format, the length of DIS Serial No. should be minimum 8 digits and maximum of 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891' Example 2: 'AB0123456789' Example 3: 'AB0012345678' Example 4: 'A 1234567891' Example 5: 'A 0123456789' Example 6: 'A 0012345678'

Description	Data Type	Size	End	Status	Remarks
					Example 7: ‘ 1234567891’ Example 8: ‘ 0123456789’ Example 9: ‘ 0012345678’ DIS issued to instruction type 912 in DIS master will also be accepted
DIS Flag Format	Character	1	33	M/O	‘Y’ for DIS issued in New format, ‘N’ or Filler for DIS issued in Old format Not required if DIS Type is electronic Optional for DIS issued in old format.
DIS Type Indicator	Integer	1	34	M/O	‘1’ For Physical, ‘2’ for FAX, ‘3’ For Electronic-SPEEDe, ‘4’ for Electronic-SPICE, ‘5’ for Electronic- DSC, ‘6’ for Electronic- Others, ‘7’ for Demat Gateway only for record type 925; Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
DIS Issued to Client / POA Holder /DDPI	Integer	1	73	M/O	‘1’ For DIS issued to Client, ‘2’ For DIS issued to POA Holder; ‘3’ For DIS issued to DDPI only for record type 925; Mandatory for DIS Type 1 & 2

Description	Data Type	Size	End	Status	Remarks
					If instruction is executed on the basis of DDPI, Mandatory to provide value as: “DIS Issued to DDPI (3)”. This is applicable for DIS type – 1,2,3,4,5 and 6
POA ID /DDPI ID	Integer	8	81	M/O	Only for record type 925 POA ID is Mandatory if DIS is issued to POA holder. DDPI ID is Mandatory if “DIS is issued to DDPI (‘3’)” POA ID /DDPI ID should be left padded with zeroes as shown in the examples below. Example 1 :- '00123456' Example 2 :- '01234567
Flag of loose slip	Integer	1	82	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Market Type	Integer	2	84	O	
Settlement Number	Character	7	91	O	
Filler	Character	6	97	O	
Execution Date	Date	8	106	M	
Transfer Reason Code	Integer	2	108	O	
Filler	Character	4	112	O	
Other Client Code	Character	16	128	M	
Filler	Integer	2	130	O	
Other Depository ID	Character	8	138	M	
Filler	Character	17	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	

Description	Data Type	Size	End	Status	Remarks
Sender Reference Number 2	Character	50	290	O	
Other Settlement Details	Integer	13	303	O	
Reason/ Purpose	Character	21	324	O	
Without Consideration Flag	Character	1	325	M/O	Only for record type 925 Possible Values: N or Space – Consideration Applicable Y – Without Consideration Cannot be 'Y' for Transfer reason code 01– Off-Market Sale 22- Commercial Paper Issuance
Priority Flag	Character	1	326	M	
Filler	Character	1	327	O	
Consideration	Integer	15	342	M/O	Mandatory for Transfer reason code = 01,22 or Without Consideration Flag is 'N' or Space, without decimal digits
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Mode of Payment	Integer	2	352	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02-Cheque 03-Electronic Payment
Payment Date / Instrument Date	Date	8	360	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'

Description	Data Type	Size	End	Status	Remarks
Transferee Name	Character	135	495	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale)
Transferee's Bank Account Number	Character	30	525	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Transferee's Bank Name	Character	35	560	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Payment Transaction Reference Number / Instrument Number (Cheque / Demand Draft / Pay Order)	Character	25	585	M/O	Only for Record Type 925 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Transaction Reference Number for Electronic Payments or Instrument Number (Cheque / Demand Draft / Pay Order) Not applicable if Mode of payment is "01-CASH"
Stamp Duty Payment Indicator	Integer	1	586	M/O	Only for Record Type 925 Mandatory for Transfer reason code = 01 or Without Consideration Flag is 'N' or Space, Payment Indicator for Stamp duty collection 0-Stamp duty paid through Depository Participant 1-Stamp duty paid by Client
Early Pay In flag	Character	1	587	M/O	Only for Record Type 925 For eDIS EPI Benefit when DIS Type = 7 - Demat Gateway Y or Space: Initiate Early Pay In

Description	Data Type	Size	End	Status	Remarks
					N: Do not initiate Early Pay In
eDIS Mandate Reference Number	Integer	16	603	M/O	Applicable For only transaction Type 925 Mandatory only in case of DIS Type 7 –Demat Gateway
Block with Early Pay-in flag	Integer	1	604	O	Applicable for Transaction type 925 BO to CM transactions (Transfer Reason code 10 – Market IDT Identifier) Not applicable for DIS Type '7 '-Demat Gateway Values: '1' : Mandatory Block with Early Pay-in '0' or space: for exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Client UCC	Character	11	615	M/O	Applicable For Transaction type 925 Mandatory for BO to CM (Transfer Reason code 10 –Market IDT identifier) & CM- BO instructions Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Trading Member ID	Character	16	631	M/O	Applicable For Transaction type 925 Mandatory for BO to CM

Description	Data Type	Size	End	Status	Remarks
					(Transfer Reason code 10 –Market IDT identifier) & CM- BO instructions Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Exchange ID	Integer	2	633	M/O	Applicable For transaction Type 925 Mandatory for BO to CM (Transfer Reason code 10 –Market IDT identifier) & CM- BO instructions Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Segment ID	Integer	2	635	M/O	Applicable For transaction Type 925 Mandatory for BO to CM (Transfer Reason code 10 –Market IDT identifier) & CM- BO instructions

Description	Data Type	Size	End	Status	Remarks
					Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions • Custodial client transactions (including DDT EPI functionality) • Mutual Fund subscription and redemption transactions
Filler	Character	115	750	O	

7.1.13 CM Pool to CM Pool Transfer (934 delivery- 935 receipt)

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	934/935
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
DIS Serial No.	Character	12	32	M/O	Not required if DIS Type is electronic. Optional for DIS Issued in old format. For DIS issued in new format, the length of DIS Serial No. should be minimum 8 digits and maximum of 12 digits. The format should be 2 Alpha numeric characters (optional) + 10 numeric digits (8 numeric digits mandatory). 2 Alphabet

Description	Data Type	Size	End	Status	Remarks
					characters have to be right padded with spaces and 10 Numeric digits have to be left padded with zeroes as exhibited in the below examples. Example 1: 'AB1234567891' Example 2: 'AB0123456789' Example 3: 'AB0012345678' Example 4: 'A 1234567891' Example 5: 'A 0123456789' Example 6: 'A 0012345678' Example 7: ' 1234567891' Example 8: ' 0123456789' Example 9: ' 0012345678' DIS issued to instruction type 912 in DIS master will also be accepted
DIS Flag Format	Character	1	33	M/O	'Y' for DIS issued in New format, 'N' or Filler for DIS issued in Old format Not required if DIS Type is electronic Optional for DIS issued in old format.
DIS Type Indicator	Integer	1	34	M/O	'1' For Physical, '2' for FAX, '3' For Electronic-SPEEDe, '4' for Electronic-SPICE, '5' for Electronic- DSC, '6' for Electronic- Others; Optional for DIS issued in old format.
Client ID	Integer	8	42	M	
ISIN	Character	12	54	M	
Quantity	Decimal	18	72	M	15+3 without decimal point
Filler	Character	9	81	O	

Description	Data Type	Size	End	Status	Remarks
Flag of loose slip	Integer	1	82	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Market Type	Integer	2	84	M	
Settlement Number	Character	7	91	M	
No of instructions	Integer	6	97	M/O	No of Instructions in DIS Not required if DIS Type is electronic Optional for DIS issued in old format.
Filler	Character	1	98		
Execution Date	Date	8	106	M	
Filler	Character	24	130	O	
Other CM BP ID	Character	8	138	M	
Other Market Type	Integer	2	140	M	
Other Settlement Number	Character	7	147	M	
Filler	Character	8	155	O	
Internal Reference	Character	35	190	O	Remarks
Number/Remarks					
Sender Reference Number 1	Character	50	240	O	
Sender Reference Number 2	Character	50	290	O	
Filler	Character	35	325		
Priority Flag	Integer	1	326	M	1' for high priority and '0' for
					low priority
Filler	Character	16	342	O	
Source DP ID	Character	8	350	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”
Early Pay In flag	Character	1	351	O	Only for Record Type 934

Description	Data Type	Size	End	Status	Remarks
					Y: Initiate Early Pay In N or Space : Do not Initiate Early Pay In
Filler	Character	399	750	O	

7.1.14 Account Freezing/Unfreezing (936/937)

Description	Data Type	Size	End	Status	Remarks	
Batch Number	Integer	8	8	M		
Record Type	Integer	2	10	M	Detail Record (02)	
Line Number	Integer	6	16	M		
Transaction Type	Integer	3	19	M		
Transaction Flag	Character	1	20	M	It should be ‘A’ for all orders	
Freeze Instruction ID	Integer	14	34	O	Mandatory for 937.	
					Instruction ID of the Freeze	
					Instruction.	
					ACA generated freeze	
					instructions New BP Instruction	
					ID will be required i.e. (10 digit	
					ID).	This ID will be
					provided as BP Instruction ID in	
					the COD	
Client ID	Integer	8	42	M		
ISIN	Character	12	54	O	Mandatory if ISIN or Quantity	
					level freeze	
Quantity	Decimal	18	72	O	15+3 without decimal point,	
					Mandatory if Quantity level	
					Freeze	
Freeze level	Integer	2	74	M		
Filler	Character	8	82	O	It should be future date	

Freeze Reason Code	Integer	2	84	M		
Filler	Character	14	98	O		
Execution Date	Date	8	106	M		
Filler	Character	6	112	O		
Filler	Character	8	120	O		
Filler	Character	8	128	O		
Filler	Character	27	155			
Internal Reference	Character	35	190	O	Remarks	
Number/Remarks						
Sender Reference Number 1	Character	50	240	O		
Sender Reference Number 2	Character	50	290	O		
Freeze Reason Description	Character	35	325	O		
Priority Flag	Integer	1	326	M	1' for high priority and '0' for	
					low priority	
Filler	Character	16	342	O		
Source DP ID	Character	8	350	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”	
Filler	Character	400	750	O		

8 OUT file Format -Header

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (01)
Branch Code	Character	6	16	O	Default = Spaces

Description	Data Type	Size	End	Status	Remarks
DP ID	Character	8	24	M	
DP Role	Integer	2	26	M	
Batch Acceptance Status	Character	1	27	M	A-Successful ,R- Failure
Total number of Detail Records	Integer	6	33	M	
Total number of Accepted Records	Integer	6	39	M	
Business Date	Date	8	47	M	YYYYMMDD
Sender User ID	Character	8	55	O	
Filler	Character	9	64	O	

8.1.1 OUT file Format –Trailer

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Character	3	19	M	
Transaction Flag	Character	1	20	M	A – Successful, R – Error
					For 919 and 917 Unique ID
Instruction ID	Integer	14	34	M	otherwise Pledge Order No.
					Error code in the case of
					erroneous detail record.

Description	Data Type	Size	End	Status	Remarks
Internal Reference Number	Character	35	69	O	
Sender Reference Number 1	Character	50	119	O	
Sender Reference Number 2	Character	50	169	O	
ISIN	Character	12	181	M	
					Mandatory for 916,917,918
Accepted Flag/Rejected Flag	Character	1	182	O	Accepted =’A’ and Rejected
					=’R’
Closure no / confirmation no	Integer	14	196	O	
Priority Flag	Integer	1	196	O	1' for high priority and '0' forlow priority
Source DP ID	Character	8	206	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”
Filler	Character	8	216	O	For future use

9 Overview

After an Instruction is captured, either online on the screen or in the bulk mode using Upload of Transactions in a Batch, an authorised officer visually verifies the electronic instruction against its paper counterpart and releases the Instruction for processing at NSDL (DM). This facility is available in the online/screen mode – a single Instruction is displayed on the screen and verified and, then, released before displaying another Instruction.

The requirement is to provide a facility to selected DPs to verify and release all Instructions during Upload of Transactions in a Batch.

10 Response File Structure (Data Format - VR Upload)

File Format

Record Type	Record Identifier	Record length	Remarks
Header	'01'	64	One (First) record per file
Detail	'02'	216	Second record onwards, multiple per file.

11 Record Format

11.1.1 Header Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (01)
Branch Code	Character	6	16	O	Default = Spaces
DP ID	Character	8	24	M	
DP Role	Integer	2	26	M	
Batch Acceptance Status	Character	1	27	M	A-Successful ,R- Failure
Total number of Detail Records	Integer	6	33	M	
Total number of Accepted Records	Integer	6	39	M	
Business Date	Date	8	47	M	YYYYMMDD
Sender User ID	Character	8	55	O	
Filler	Character	9	64	O	

11.1.2 Detail Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Character	3	19	M	
Transaction Flag	Character	1	20	M	A – Successful, R – Error
Instruction ID	Integer	14	34	M	For 919 and 917 Unique Id otherwise Pledge Order No. Error code in the case of erroneous detail record.
Internal Reference Number	Character	35	69	O	
Sender Reference Number 1	Character	50	119	O	
Sender Reference Number 2	Character	50	169	O	
ISIN	Character	12	181	M	
Accepted Flag/Rejected Flag	Character	1	182	O	Mandatory for 916,917,918 Accepted =’A’ and Rejected =’R’
Closure no / confirmation no	Integer	14	196	O	
Priority Flag	Integer	1	197	O	1' for high priority and '0' for low Priority
Filler	Character	11	208	O	For future use
Source DP ID	Character	8	216	O	Mandatory for “Master File Upload (Single File Multiple DP ID)”

***** End of Document *****

ANNEXURE J

1) Registration process

Password based Users of SPEED-e viz., new as well as existing will be able to register themselves for e-DIS facility. Detailed registration process for e-DIS facility is given below:

(a) Registration of new Password based Users:

At the time of registration for SPEED-e facility as a password based User or request for Change Service from IDeAS to SPEED-e / IDeAS, a check box named „e-DIS Flag‟ is being provided for Clients to activate the same. In this regard, Client would be required to do the following:

1. Enable "e-DIS Flag" for the specified Clearing Members (CMs) who would be uploading Pay-in instructions on SPEED-e (*refer exhibit 1*).

2. Take a print-out of the pre-filled SPEED-e application form / pre-filled Change Service Request Form *(as the case may be)* from the website or a new user can also download the SPEED-e application form & manually fill the details that were entered during registration.

3. Submit with requisite documents as mentioned in the SPEED-e operations manual (*i.e. required at the time of SPEED-e registration*) viz., SPEED-e agreement between Client and DP, Consent letter from the CM etc. to Participant for authorization. After Participant authorizes the Client on SPEED-e facility, Client would get registered for e-DIS facility for the respective pre-notified CM(s).

NSDL

SPEED-e

Registration Request

User Id : CCR00111
(Please Enter a User Id of Your Choice)

Personal Details

User Name : VIJAY KUMAR
Date of Birth : 01 Jan 1981
Email Address : abc@gmail.com

Account Details

Your Client Id : 12345677
DP Id : IN399992
Sole/First Holder Name : VIJAY KUMAR
Second Holder Name :
Third Holder Name :

Pre-Notified Accounts

CM BP Id* : IN818249 e-DIS Flag : ☐
CM BP Id* : e-DIS Flag : ☐
CM BP Id* : e-DIS Flag : ☐
CM BP Id* : e-DIS Flag : ☐
CM BP Id* : e-DIS Flag : ☐
CM BP Id* : e-DIS Flag : ☐
CM BP Id : IN640016 **
CM BP Id : IN565576 **

Services Available

SPEED-e : ☑ IDeAS : ☑

Password

Password : ••••••••
Confirm Password : ••••••••

☐ Use Virtual Keyboard

Virtual Keyboard — Shuffle On | Clear | X

` 1 2 3 4 5 6 7 8 9 0 - = Bksp
Tab q w e r t y u i o p [ ] \
Caps a s d f g h j k l ; ' Enter
Shift z x c v b n m , . / Shift

Submit Reset

Home

* CM BP ID is not required if you are opting for IDeAS Service only
** Designated Pool Accounts of BOISL / NSCCL for transferring mutual fund units routed through Stock Exchange Platform.

Exhibit 1 – e-DIS registration for New Password based Users

(b) Registration of existing Password based Users:

The existing Password based Users of SPEED-e will have the ability to register the existing or new Pre-notified CM Pool Accounts for this facility. In this regard, if Client wishes to add a pre-notified account then Client will be required to submit an online request on SPEED-e using the „Add‟ link, enter the requisite CM BP ID, enable the e-DIS flag and then click on „Add‟ button (*refer exhibit 2*). Upon clicking on „Confirm‟ button, Client has to take print-out of the "Addition of Pre-Notified Accounts Form" from the link provided at the acknowledge screen, fill the details and submit it along with the requisite documents viz., Consent letter obtained from Clearing Member and a copy of latest Transaction Statement as mentioned in the SPEED-e operations manual to its Participant for authorization of addition of pre-notified account.

Exhibit 2 – e-DIS facility to new CM Pool account

In case Client wishes to provide e-DIS facility to existing pre-notified account, Client will be required to access „e-DIS Registration for Existing Pre-Notified Accounts‟ link (*refer exhibit 3*), enable the flag and click on the submit button. Upon clicking on confirm button, Password User will be required to submit the "Registration for e-DIS facility in the existing Pre-Notified Accounts Form" to its DP for authorization.

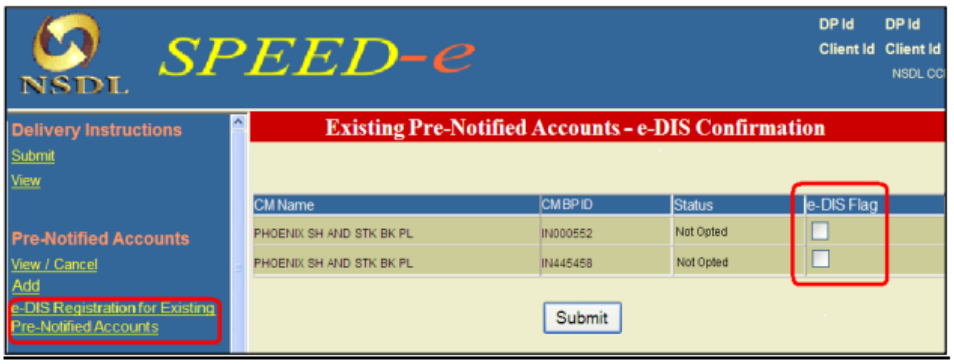


Exhibit 3 – e-DIS facility to existing pre-notified account

Upon receipt of the request for authorization for e-DIS facility in the existing pre-notified account, DP functional user will be required to access the link „e-DIS Registration For Existing Pre-Notified Accounts‟ for authorization.

Exhibit 4 – Authorization of e-DIS facility for existing pre-notified account

(c) List of registered Users

Participants and CMs can download list of Clients registered for e-DIS facility from „e-DIS Clients list Download‟ link respectively.

Exhibit 5 – View list of registered Clients for e-DIS facility by DP

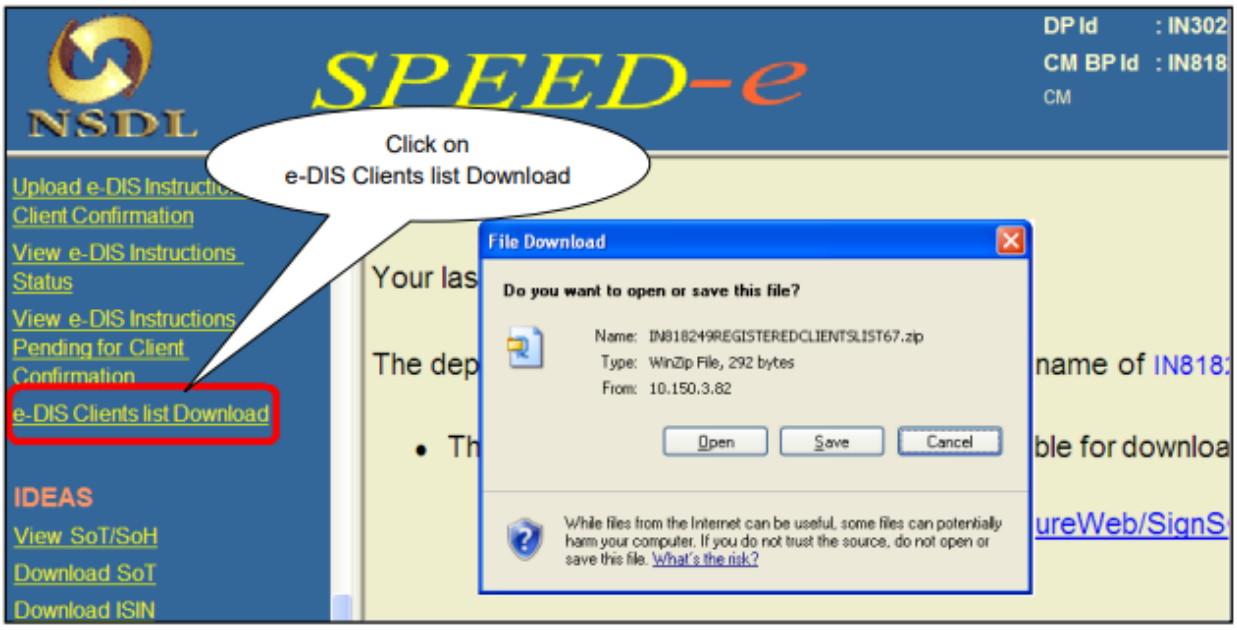


Exhibit 6 – View list of registered Clients for e-DIS facility by CM

2) Submission of instructions:

CMs who have registered for e-DIS facility can upload the Pay-in instructions for onward confirmation from its Clients through link viz., „Upload e-DIS Instructions for Client Confirmation" link. The upload file format for CMs is enclosed at Annexure 1.

3) Confirmation of Instructions:

Once the CM uploads the Pay-in Instructions on SPEED-e for onward confirmation of Clients, respective Clients will receive intimation through an SMS on the mobile number of Sole Holder / First Holder *(in case of joint accounts)* registered in DPM system. In case the mobile number of the first holder is not available, then SMS will be sent to the second or third holder, as the case may be, whose mobile number is captured in the DPM System. In case mobile number is not captured in the DPM System for Sole Holder / First Holder or Second Holder or Third Holder *(in case of joint account)* the SMS will not be sent to the Client. Client can view and confirm/reject instructions submitted by CM on SPEED-e facility through the link viz., „View e-DIS Instructions Pending for Confirmation" (*refer exhibit 7*). After confirmation of the instruction, the Participant has to download the instruction and upload the same into e-DPM system or if the Client is registered for *SPEED-e* DIRECT the instructions will be transmitted directly to NSDL.

Exhibit 7 – View e-DIS Instruction Pending for Confirmation

4) Response file and rejection reason

CMs can click on „View e-DIS Instructions Status‟ link to ascertain the status of the uploaded file (*refer exhibit 8*). CMs would be required to enter the Batch ID (*generated during batch upload*) and click on „Submit‟ button. Response file would be generated. Save the file in the desired folder. The file formats for the response file and rejection reason are enclosed at Annexure 1

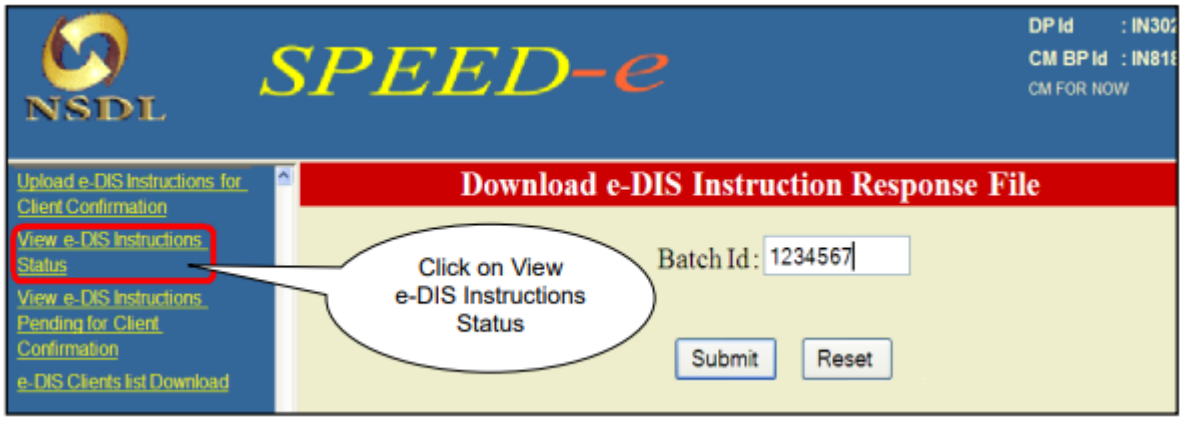


Exhibit 8 – Download e-DIS Instruction Response File

5) View pending instructions

CMs will also be able to view the Pay-in instructions which are pending for Client confirmation on Pay-in day through „View e-DIS Instructions Pending for Client Confirmation‟ link and if required CM can do the follow up with the client.

6) **Deadline** time :

The deadline time for submission of Pay-in instructions by CMs on a Pay-in day would be

8.00 a.m. and confirmation of Pay-in instructions by Clients would be 9.00 a.m. on a Pay-in day on SPEED-e *(irrespective of the SPEED-e / SPEED-e DIRECT deadline time)*. However, the deadline time for submission of Pay-in instructions on SPEED-e / SPEED-e DIRECT other than e-DIS facility will remain unchanged.

7) **Revised** SPEED-e forms:

In view of the aforesaid, following forms have been revised / added in respect of password based Users are enclosed:

(i) SPEED-e Application form.

(ii) Addition of Pre-Notified Accounts form.

(iii) Registration for e-DIS facility in the existing Pre-Notified Accounts form.

==========

1) Instructions file upload by CM

File begin Indicator Record:

Description	Data Type	Size	End	Status	Remarks
File begin Indicator	Character	2	2	M	It should be '{}' by default

Header Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Header Record (11)
Filler	Character	6	15	O	Can be used for branch code in future.
CM BP ID	Character	8	23	M	CM BP ID
Total number of Detail Records	Integer	5	28	M	
Role	Character	2	30	M	Mandatory if batch has e-DIS instructions for client confirmation. Role is 'CM'
	Total	**30**			

Detail record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Detail Record (12)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	**942** for e-DIS instruction
Transaction Flag	Character	1	18	M	It should be A for all orders
Filler	Character	7	25	O	Default Spaces
ISIN	Character	12	37	M	
Quantity	Decimal	15	52	M	12+3 without decimal point
Market Type	Integer	2	54	M	

Description	Data Type	Size	End	Status	Remarks
Settlement Number	Character	7	61	M	
Execution Date	Date	8	69	M	
Source DP Id	Character	8	77	M	Source DP Id
Source Client Id	Integer	8	85	M	Source Client Id
Target CM BP ID	Character	8	93	M	Target CM BP ID
Filler	Character	1	94	O	Default Spaces
Internal Reference Number/Remarks	Character	20	114	O	Remarks, Populate Reference Details as in CM BO
Filler	Character	22	136	O	Default Spaces
	Total	**136**			

Trailer Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Trailer Record (19)
Filler	Character	6	15	O	Default spaces
Filler	Decimal	15	30	O	Default 15 Zero's
Filler	Decimal	15	45	O	Default 15 Zero's
Filler	Decimal	15	60	O	Default 15 Zero's
DFP Instruction Total Qty	Decimal	15	75	M	12+3 without decimal point
Filler	Decimal	15	90	O	Default 15 Zero's
Delivery Out Instruction Total Qty	Decimal	15	105	O	12+3 without decimal point
Inter Settlement Instruction Total Qty	Decimal	15	120	O	12+3 without decimal point
Inter Depository Instruction Total Qty	Decimal	15	135	O	12+3 without decimal point
e-DIS Instruction Total Qty	**Decimal**	**15**	**150**	**M**	**12+3 without decimal point**
Filler	Decimal	15	165	O	Default 15 Zero's
Filler	Decimal	15	180	O	Default 15 Zero's

Description	Data Type	Size	End	Status	Remarks
Irreversible Delivery Out Total Qty	Decimal	15	195	O	12+3 without decimal point
Pool to Pool Instruction Total Qty	Decimal	15	210	O	Default 15 Zero's
Filler	Decimal	15	225	O	Default 15 Zero's
Filler	Decimal	15	240	O	Default 15 Zero's
Filler	Character	7	247	O	Default spaces
Grand Total of Qty	Decimal	15	262	M	12+3 without decimal point
	Total	**262**			

File end Indicator Record:

Description	Data Type	Size	End	Status	Remarks
File end Indicator	Character	2	2	M	It should be '{}' by default

2) View response file for instructions upload by CM

Header Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Header Record (11)
Filler	Character	6	15	O	Default Spaces
CM BP ID	Character	8	23	M	
Total number of Detail Records	Integer	5	28	M	
Response Creation Date	Date	8	36	M	
Response Creation Time	Character	4	40	M	
Filler	Character	2	42	O	Default Spaces

Detail Record:

Description	Data Type	Size	End	Status	Remarks

Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Detail Record (12)
Line Number	Integer	5	14	M	
Transaction Type	Character	3	17	M	
Transaction Flag	Character	1	18	M	
Internal Reference Number	Character	20	38	M	
Internet Transaction ID	Integer	15	53	M	
Internet Instruction ID	Integer	15	68	M	
Order Status	Integer	2	70	M	
Instruction capture date time	Date time	14	84	M	System date time
Rejection reason code 1	Integer	5	89	O	Default '00000'
Rejection reason code 2	Integer	5	94	O	Default '00000'
Rejection reason code 3	Integer	5	99	O	Default '00000'
Rejection reason code 4	Integer	5	104	O	Default '00000'
Filler	Character	10	114	O	Default spaces
	Total	**114**			

Trailer Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Trailer Record (19)
Filler	Character	6	15	O	Can be used for branch code in future
Filler	Decimal	30	45	O	Default 15 Zero's
Filler	Decimal	30	75	O	Default 15 Zero's
Filler	Decimal	30	105	O	Default 15 Zero's
DFP Instruction Accepted Qty	Decimal	15	120	M	12+3 without decimal point
DFP Instruction Rejected Qty	Decimal	15	135	M	12+3 without decimal point

Description	Data Type	Size	End	Status	Remarks
Filler	Decimal	30	165	O	Default 15 Zero's
Delivery Out Instruction Accepted Qty	Decimal	15	180	O	12+3 without decimal point
Delivery Out Instruction Rejected Qty	Decimal	15	195	O	12+3 without decimal point
Inter Settlement Instruction Accepted Qty	Decimal	15	210	O	12+3 without decimal point
Inter Settlement Instruction Rejected Qty	Decimal	15	225	O	12+3 without decimal point
e-DIS Instruction Accepted Qty	**Decimal**	**15**	**240**	**M**	**12+3 without decimal point**
e-DIS Instruction Rejected Qty	**Decimal**	**15**	**255**	**M**	**12+3 without decimal point**
Filler	Decimal	30	285	O	Default 30 Zero's
Filler	Decimal	30	315	O	Default 30 Zero's
Filler	Decimal	30	345	O	Default 30 Zero's
Irreversible Delivery Out Accepted Qty	Decimal	15	360	O	12+3 without decimal point
Irreversible Delivery Out Rejected Qty	Decimal	15	375	O	12+3 without decimal point
Pool to Pool Accepted Qty	Decimal	15	390	O	12+3 without decimal point
Pool to Pool Rejected Qty	Decimal	15	405	O	12+3 without decimal point
Inter Depository Delivery Instruction Accepted Qty	Decimal	15	420	O	12+3 without decimal point
Inter Depository Delivery Instruction Rejected Qty	Decimal	15	435	O	12+3 without decimal point
Filler	Decimal	30	465	O	Default 30 Zero's
Filler	Character	7	472	O	Default Spaces
Grand Total of Accepted Qty	Decimal	15	487	M	12+3 without decimal point
Grand Total of Rejected Qty	Decimal	15	502	M	12+3 without decimal point
	Total	**502**			

3) e-DIS Instructions pending for client confirmation download for CM

Header Record:

<CMBPID>,<User_Id>,<No of records>,<Timestamp>

Detail Record:

<Instruction Id>,<DP Id>,<Client Id>,<ISIN>,<Quantity>,<Market type>,<Settlement Number>,<Execution date>,<Internal Reference Number>,<CM Batch Id>

4) e-DIS clients list download for CM

Header Record:

<CMBPID>,<User_Id>,<No of records>,<Timestamp>

Detail Record:

<DP Id>,<Client Id>,<Status>,<Accepted Date>

5) e-DIS clients list download for DP

Header Record:

<DP Id>,<USER Id>,<No. of records>,<Timestamp>

Detail Record:

<DP ID>,<Client Id>,<CM BP Id>,<e-DIS Flag (i.e 'Y')><e-DIS registration accepted date>

6) Rejection reasons code and Description for CM Instruction Status Download

Error Code	Description
5002	ISIN does not exist
5003	Invalid execution date
5013	Invalid Settlement details
5015	Quantity should not be in decimals
5021	Pay-in date is less than execution date
5045	Execution date cannot be Sunday
5055	Maturity Date of the ISIN has been passed
5056	Pay-in deadline is over for settlement

5083	ISIN involved in Auto Corporate Action
7070	This date is marked by DP as Holiday
8747	Deadline time is over for e-DIS instructions upload
91234	Invalid source client details

POA registration error codes for CM

Error Code	Description
50005	Client is registered for e-DIS facility

SPEED-e Application Form

(For Password Users)

To,

(Name of Depository Participant) Dear Sir/Madam,

I/We wish to register for SPEED-e service as per the details given below. I/We are also enclosing a letter from the pre-notified account holders in the prescribed format. I/We request you to activate our account.

Registration Request No. : Name :

Account Details

Client ID :

DP ID :

Sole/First Holder Name : Second Holder Name : Third Holder Name :

Pre-Notified Accounts

CM BP ID	**CM Name**	**e-DIS Flag** Opted / Not Opted*

*Please mention whichever is applicable

To be signed by the account holder(s).

	Name	*Signature*
Sole/First Holder Name		
Second Holder Name		
Third Holder Name		

To be signed by SPEED-e User

	Name	*Signature*
User Name		

(Acknowledgment) Received an application as per the details given below: Registration No. :

User Name : Account Details

Client ID :

DP ID :

Sole/First Holder Name : Second Holder Name : Third Holder Name :

(Name & Seal of the DP)

REGISTRATION FOR E-DIS FACILITY IN THE EXISTING PRE-NOTIFIED ACCOUNTS FORM (FOR PASSWORD USERS)

To, Date:

(Name of Depository Pa*rticipant)* Dear Sir/Madam,

I/We request you to authorize the e-DIS facility in the following Pre-notified account.

CM BP ID	**CM Name**	**e-DIS Flag** Opted / Not Opted*

*Please mention whichever is applicable

As per the details given below.

DP ID :

Client ID :

To be signed by the account holder(s) and SPEED-e User

	Name	*Signature*
Sole/First Holder Name		
Second Holder Name		
Third Holder Name		

SPEED-e User

	Name	*Signature*
User Name		

(Acknowledgment)

Date:

Received an application for e-DIS facility in the existing Pre-notified Account from having Client ID .

(DP's Stamp & Signature)

ADDITION OF PRE-NOTIFIED ACCOUNTS FORM

(For Password Users)

To,

(Name of Depository Participant)

Date :

Dear Sir/Madam,

I/We request you to authorize the following Pre-notified account. I/We are also enclosing a letter from the pre-notified account holders in the prescribed format.

Pre-Notified Accounts

CM BP ID	**CM Name**	**e-DIS Flag** Opted / Not Opted*

*Please mention whichever is applicable

As per the details given below.

DP ID :

Client ID :

To be signed by the account holder(s) and SPEED-e User

	Name	*Signature*
Sole/First Holder Name		
Second Holder Name		
Third Holder Name		

SPEED-e User

	Name	*Signature*
User Name		

(Acknowledgment)

Date :

Received an application for Addition of Pre-notified Account from having Client ID .

(DP's Stamp & Signature)

ANNEXURE L

FEATURES IN RESPECT OF PROCESSING OF EDIS INSTRUCTIONS BASED ON MATCHING WITH EDIS MANDATE AND CLIENT LEVEL OBLIGATION DATA RECEIVED FROM CLEARING CORPORATIONS

SEBI has vide its Letter no. SEBI/HO/MRD2/DDAP/OW/P/2021/1632/1 dated January 20, 2021 issued the guidelines to depositories regarding Acceptance of Delivery Instruction through Online Portal of Intermediaries. In the aforesaid letter, at point no. 3 (b)(iv) it is stated that, "Prior to executing actual transfer of securities based on details provided by intermediary, Depositories need to match and confirm the same with mandate provided by client as well as client-wise net delivery obligation arising from the trades executed on exchanges, as provided by Clearing Corporation to Depositories for each settlement date."

In this regard, the system enhancements in respect of processing of eDIS instructions based on eDIS mandate provided by client on Demat Gateway and client-wise net delivery obligation data received from Clearing Corporations are mentioned below:

A. <u>Changes in Demat Gateway system i.e. eDIS Mandate:</u>

In order to match eDIS instruction with eDIS mandate and client-wise net delivery obligation, the following fields are added to eDIS mandate requests. •

- Unique Client Code (UCC)
- Trading Member (TM) ID
- Exchange Code B.

B. <u>Changes in respect of Account Transfer / Inter Depository Transfer (IDT) instruction on eDPM system:</u>

i. As Participants are aware that currently, NSDL is validating details mentioned in eDIS mandate submitted through Demat Gateway with details of Account Transfer instructions with eDIS type as "07". Further, new validations shall be incorporated in respect of matching of details of eDIS based instruction with obligation details provided by Clearing Corporation (CC) to NSDL.

ii. As communicated vide NSDL Circular no. NSDL/POLICY/2021/0031 dated April 02, 2021, the Early Pay- in (EPI) flag is added in Account Transfer and Inter Depository Transfer (IDT) instructions in respect of eDIS mandates provided on Demat Gateway as mentioned below :

a) **Back-office Interface:** Early Pay-in Flag for eDIS EPI Benefit when DIS Type = 07 i.e. Demat Gateway :

i. **Y or Space**: Initiate Early Pay In (without making any changes in file upload mechanism, Participants can execute eDIS instruction for getting EPI benefit by providing space or 'Y' value under Early Pay-in flag)

ii. **N**: Do not initiate Early Pay In (Participants shall specifically provide Early Pay-in flag value as 'N" if they do not wish to get EPI benefit for particular client).

b) Interactive/manual mode of instruction execution: On Account Transfer / IDT screen in respect of eDPM system, Early Pay-in (EPI) flag is available at instruction level. The existing behavior of EPI flag will remain unchanged i.e. the flag will be by default shown as Unticked. If Participant wishes to avail EPI benefit, then user has to enable the EPI flag. If EPI flag is not enabled, then instruction submitted will not be considered for EPI benefit.

C. <u>Matching of eDIS based instructions with CC obligation:</u>

i. As per the aforesaid SEBI letter, Depositories need to match details of eDIS instruction with client- wise net delivery obligation details arising from the trades executed on exchanges, as provided by Clearing Corporations (CCs) to Depositories for each settlement date.

ii. CC will upload the client-wise net delivery obligation on the Trade day.

iii. CCs will provide obligation details to NSDL as per agreed process, file formats and timelines. CCs will provide segment wise (for agreed set of Market Types under one segment) separate obligation files to NSDL.

iv. The additional details viz., UCC, TM ID and Exchange ID received in eDIS mandate request will be used to match the eDIS instruction details with the UCC details in the demat account and the client-wise net delivery obligation details received from Clearing Corporations.

v. All eDIS instructions will be matched with Obligation details received from Clearing Corporation after the release.

vi. eDIS instruction will be rejected in case of instruction details are not matched with the obligation details received from the CCs or obligation is not received in respect of particular eDIS instruction.

D. <u>Process flow in respect of eDIS based Account Transfer Instruction</u>

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
1	Details of eDIS based Account Transfer instruction wherein EPI flag is marked as "Y" or "N" will be matched with eDIS mandate details on execution date of instruction.	Yes	Yes	Yes	Yes
2	If Account Transfer details are unmatched with eDIS mandate, then Account Transfer instruction will be rejected.	Yes	Yes	Yes	Yes
3	If Account Transfer details are matched with eDIS mandate, then securities will be blocked in client demat account based on the availability of securities in client demat account.	Yes	Yes	NA	NA
4	In case of matched Account Transfer instruction, Account Transfer instruction details shall be provided to CCs as per existing IDO export format along with additional details viz., UCC, TM ID and Exchange ID in eDIS EPI Export file for providing EPI benefits to the clients.	Yes	Yes	NA	NA
5	CC will match the obligation details with the UCC and other details sent in eDIS EPI export and may provide EPI benefits to the clients.	Yes	Yes	NA	NA
6	In case of unmatched Account Transfer instruction, CCs will upload eDIS EPI reversal file before uploading the obligation details wherein securities will be debited from blocked balance under client account and credited as free balance in client account.	Yes	Yes	NA	NA

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
7	After receipt of the obligation details, eDIS based Account Transfer instruction (for which cancellation is not executed by CCs) details will be matched with CC obligation details by NSDL at EOD of obligation received date.	Yes	Yes	NA	NA

E. **Process flow in respect of eDIS based IDT instructions**

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
1	Details of eDIS based IDT instruction wherein EPI flag is marked as "Y" or "N" will be matched with eDIS mandate details on execution date of instruction.	Yes	Yes	Yes	Yes
2	If IDT details are unmatched with eDIS mandate, then IDT instruction will be rejected.	Yes	Yes	Yes	Yes
3	If IDT details are matched with eDIS mandate, Source Depository will block the securities in client demat account and send IDT instruction (as per existing IDT mechanism) alongwith eDIS Indicator, EPI flag as "Y" or "N" to the Target Depository.	Yes	Yes	Yes	Yes
4	Target Depository will acknowledge the receipt of this instruction from Source Depository.	Yes	Yes	Yes	Yes

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
5	The aforesaid successful IDT will remain in 'Acknowledgement awaited from Other Depository' status in Source Depository till clients obligations are uploaded by CC.	Yes	Yes	Yes	Yes
6	Details of such instructions will be reported to CCs by Source Depository in eDIS EPI export alongwith UCC, TM ID and Exchange ID details for providing EPI benefit to client. CC will match the obligation details with the UCC and other details sent in eDIS EPI export and may provide EPI benefits to the clients. In case of unmatched IDT instruction, CCs shall upload eDIS EPI reversal file before uploading the obligation details in source depository.	Yes	Yes	NA	NA
7	In case of such cancellation executed by CCs, securities will be debited from client's block account and credited to client's free balance by Source Depository. Source depository will also send a rejection message to Target Depository.	Yes	Yes	NA	NA
8	Once the client obligations are uploaded by CC, Source Depository will match the eDIS based IDT instruction details with obligation details as received from CCs. If the IDT details are matched with obligation, then Source Depository will send a positive confirmation message to Target Depository. In case of unmatched IDT instruction, Source Depository will send a rejection message to Target Depository.	Yes	Yes	Yes	Yes
9	In case of matched IDT instruction, securities will be credited in CM Pool account	Yes	Yes	Yes	Yes

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
10	Further, securities will be credited in CM delivery/ Early Pay-in account in the Target Depository. Participants are not required to execute separate Delivery Out instruction to transfer shares from CM pool account to CM delivery account for pay-in purpose in Target Depository. On BOD of settlement day, securities will be debited from CM Delivery account and credited in CC Settlement account for pay-in process.	Yes	Yes	NA	NA
8	If case of matched Account Transfer instruction, securities will be debited from blocked balance under client account and credited to CM pool account at EOD of date of receipt of obligation from the CC.	Yes	Yes	Yes	Yes
9	Subsequently, Irreversible Delivery Out instructions will be generated immediately and securities will be debited from CM Pool account and credited to CM Delivery account. Participants are not required to execute separate Delivery Out instruction to transfer securities from CM pool account to CM delivery account for pay-in purpose.	Yes	Yes	NA	NA
10	On BOD of settlement day, securities will be debited from CM Delivery account and credited in CC Settlement account for pay-in process.	Yes	Yes	NA	NA
11	In case of unmatched Account Transfer instructions which are not cancelled by CCs, instructions will be rejected at NSDL and the details of such instructions will be provided to CCs in EPI export with updated status. Further, securities will be debited from blocked balance under client account and	Yes	Yes	NA	NA

Sl No.	Process	Early Pay-In flag is marked as "Y"		Early Pay-In flag is marked as "N"	
		Before receipt of Obligation	After receipt of obligation	Before receipt of Obligation	After receipt of obligation
	credited back under free balance in client account.				
12	In case of unmatched Account Transfer Rejected instructions, securities will be debited from blocked balance under client account and credited back under free balance in client account.	Yes	Yes	Yes	Yes

F. **<u>In the given IDT process flow, the depositories will be identified as below</u>**:

- Source Depository – Wherein Source Client BO account is held
- Target Depository – Wherein Target CM Pool account is held

G. <u>Other points to be noted:</u>

a) CCs will be upload segment wise separate obligation files on NSDL system as per agreed process, format and timelines.

b) CCs can upload Part or Final (incremental files) on T and T+1 day respectively. Based on which the instruction matching with obligation data will be carried out in DPM system.

c) The Full / Partial EPI cancellation facility is provided to CCs for executing reversal of Account Transfer / IDT instructions for which matching obligation is not available at CCs.

d) For eDIS based Account Transfer and IDT Instructions reported to CCs in eDIS EPI export with EPI flag as 'Y' and such instructions are unmatched with the client obligation details at CC end, the reversal/cancellation file will be uploaded by CC. In case of unmatched orders, which are not cancelled by CCs, the cancellation will be executed by NSDL and details of such cancelled orders shall be intimated to CCs.

e) If eDIS based Account Transfer / IDT instruction Quantity is less than or equal to obligation quantity then Account Transfer / IDT instructions will be processed otherwise such instructions will be rejected.

f) In case of IDT instructions, system will not allow users to submit instructions before Trade Date. Further, in case of non-availability of matching obligation, IDT orders will be rejected at EOD of execution date.

g) The matching of Account Transfer / IDT instructions with obligation data will be carried out as follows:

   i. Before receipt of obligation : Matching will be carried out at EOD of obligation received date.

   ii. After receipt of obligation : Matching will be carried out on real time basis at the time of execution of instruction.

h) If the requisite quantity is not available in client's demat account, then such instruction will be marked in Overdue status. Such overdue instructions will be matched against obligation at time of initiation of instruction. If instruction is matched with obligation details, instruction will be marked as 'Matched' and will be maintained in Overdue status. If credit of securities is received in client demat account before Pay-in date in case of overdue account transfer instruction and before EOD of execution date in case of overdue IDT instruction, then such instructions will be processed further depending on EPI flag as 'Y' or 'N'. If EPI flag is 'Y', then such orders will also be sent in eDIS EPI export to CCs.

i) In case of Future dated orders, eDIS based Account Transfer and IDT instructions will be matched against obligation on execution date of instruction. The other matching and instruction processing logic will remain same as explained above.

j) Participants are requested to note that CCs shall be sharing obligation details to NSDL in respect of below mentioned segments (viz., agreed Market Types) and matching of eDIS instruction with CC obligation details will be done in respect of market types given under respective segments (Segment wise Market Types are enclosed at Annexure C). The obligation data in respect of Tender Offer and Mutual Fund related Market Types will not be provided by CCs and eDIS based instructions for the aforesaid Market Types will be processed as per existing process with obligation matching.

k) Participants are requested to note that eDIS based Account Transfer and IDT instructions executed till EOD of May 7, 2021 with future execution dates viz., May 8, 2021 or thereafter will be rejected by NSDL at EOD of May 7, 2021. Participants will be required to re-execute such instructions with necessary eDIS flag, EPI flag and eDIS mandate details.

ANNEXURE M

USER GUIDE FOR SPICE EDIS REGISTRATION AND SUBMISSION OF INSTRUCTIONS

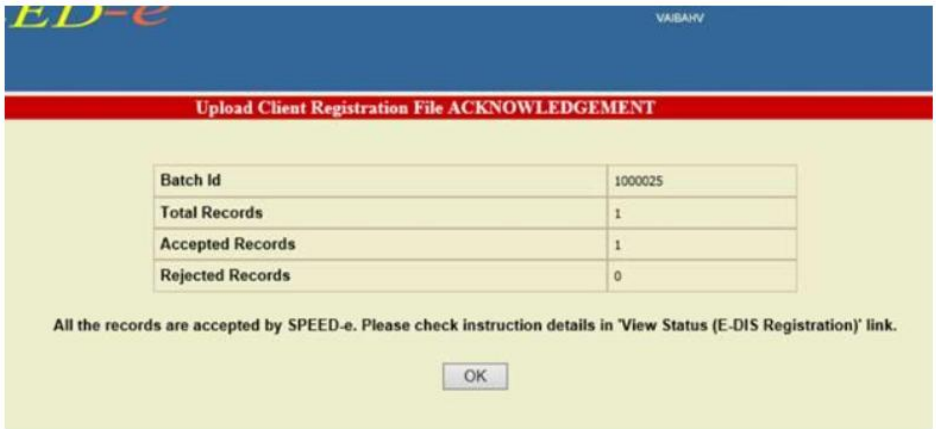
Client registration for eDIS and Upload of eDIS Instructions

1. Registration for Client for eDIS:

1.1. Request for registration by Stock Broker / Clearing Member (CM) :

1.1.1. User of Stock Broker / CM has to login using his/her existing login credential (*either maker or checker*). After login, User has to click on the 'UPLOAD (EDIS Registration)' under 'EDIS REGISTRATION' tab. On this page, User has to browse and upload the file, to register the Clients for eDIS facility, as per enclosed format.

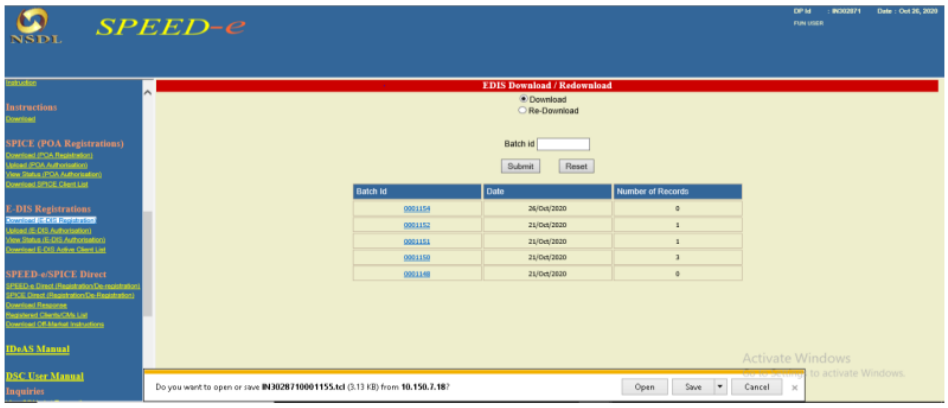
1.1.2. Upon successful upload of file, client registration acknowledgment will be displayed, which will have details viz., Batch ID, Total Records, Accepted Records and Rejected Records.



1.2. Authorisation by Participant of the Client

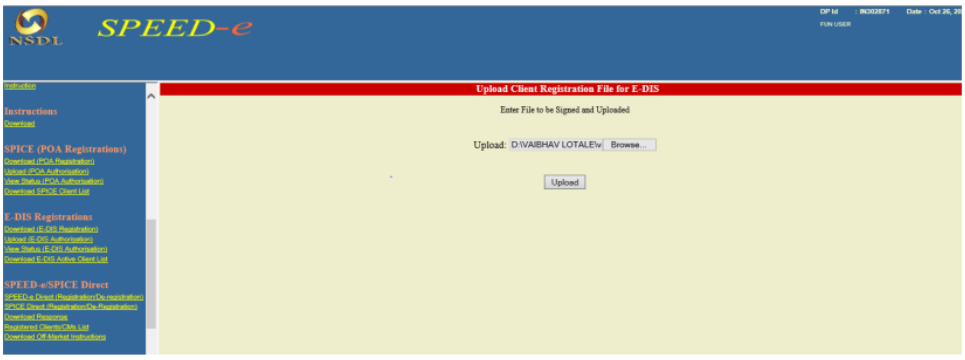
1.2.1. Functional User (*maker or checker*) of Participant (*where the Client maintains the demat account*) will login to SPEED-e facility to download registration request file (*uploaded by the CM*). User of Participant has to click on 'Download (EDIS Registration)' under 'E-DIS Registrations' tab.

1.2.2. There are two options viz; (1) Download and (2) Re-download available for Participants. Participant has to select relevant radio button, for example to download the file select radio button of download. Participant can enter the Batch ID to download specific file. User of Participant can re-download the same file by clicking on 'Re-download' radio button.

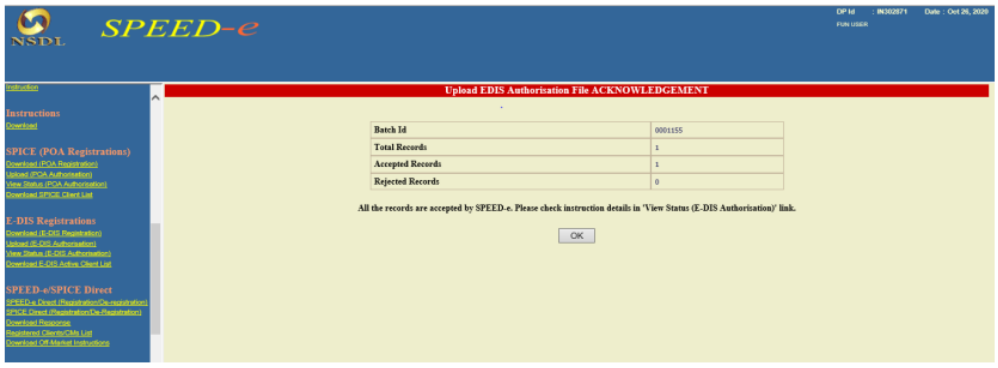


1.2.3. After due verification, User of Participant will prepare the response file with respect to acceptance or rejection of Client record(s).

1.2.4. The response file will be uploaded by the User of the Participant under 'Upload (eDIS Authorization)' in 'EDIS Registration' Tab.



1.2.5. Once the file is uploaded successfully, an acknowledgment will be displayed with summary of uploaded file.



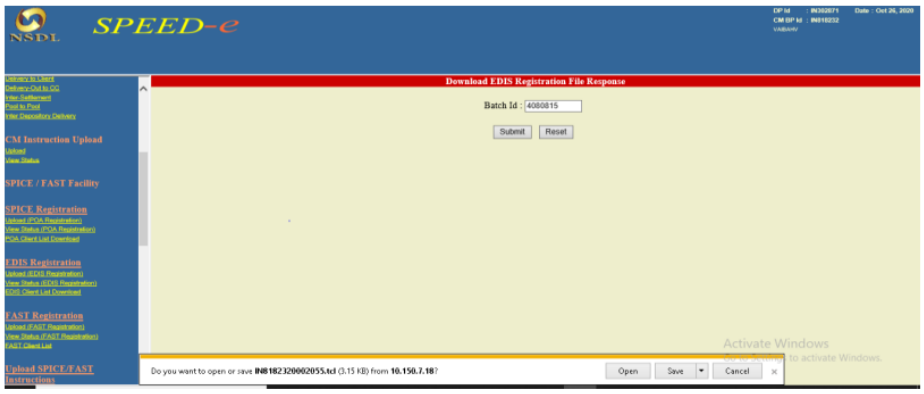
1.2.6. Client registration for direct option

- User of Participant can upload a file through SPICE Direct (Registration/De-registration) link under SPEED-e/SPICE Direct tab for registration of Client for direct option. Browse the file and click on upload.

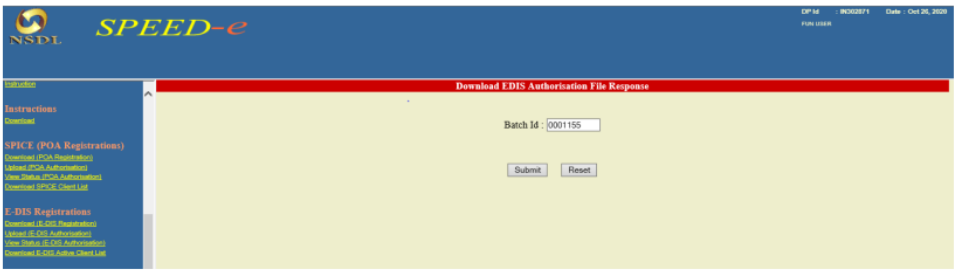
- Once the file is uploaded successfully, an acknowledgement will be shown with details of batch id, number of record accepted and number of record rejected.

1.3. Status Enquiry

1.3.1. For Stock Broker / CMs : For all accepted records, instruction details can be checked under 'View Status (E-DIS Registration) link. User has to enter the Batch ID and Click on submit to download the particular batch file response.

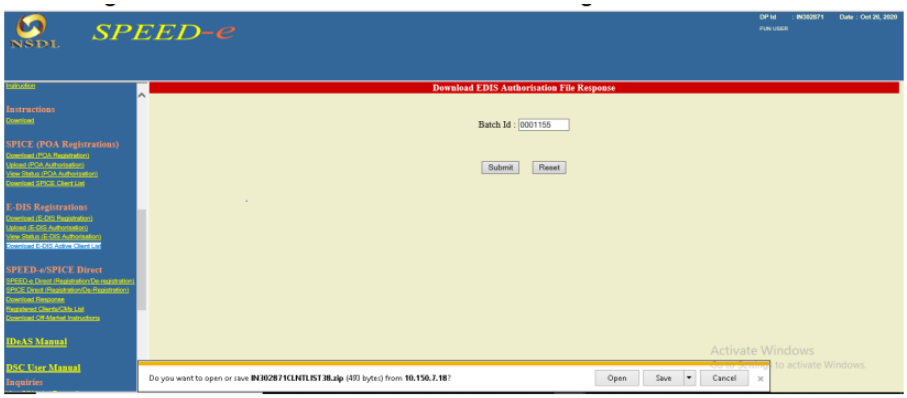


1.3.2. For Participant: Status of the response file can be checked by Participant Functional User by clicking 'View Status (EDIS Registration)'. User has to enter Batch ID and click on 'Submit' button. The requisite batch file in response will be downloaded.

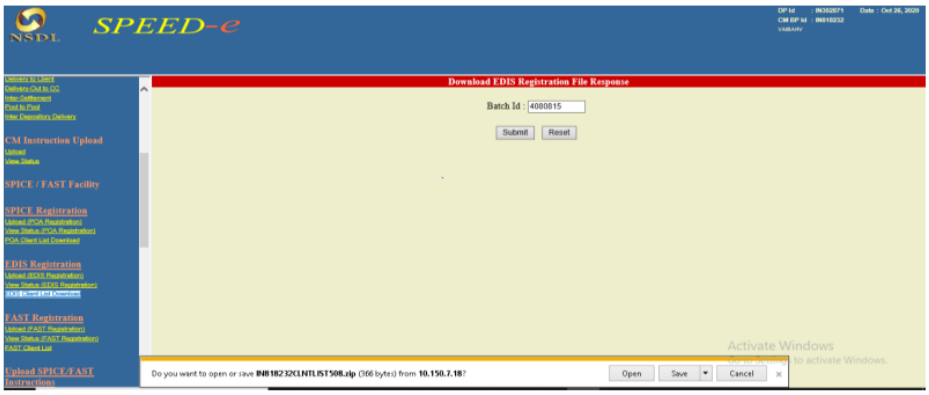


1.4. Download list of Active Clients: Stock broker / CMs as well as DP can download list of active clients for eDIS.

1.4.1. DP functional User can click on 'DOWNLOAD EDIS ACTIVE Client List' under eDIS Registrations to download the list of client registered for eDIS.



1.4.2. Stock broker / CM User can click on 'EDIS Client List Download' under EDIS Registration to download the list of client registered for eDIS.



2. eDIS instruction by stock broker / CM based on mandate given by Client on NSDL Demat Gateway

2.1. Upload of eDIS Instruction by Stock Broker / CM

2.1.1. Stock Broker / CM can upload EDIS instruction as per enclosed format via Upload Auto-Payin Instruction link under Upload SPICE/FAST Instructions tab

2.1.2. Once the file is uploaded successfully, an acknowledgment will be shown with requisite details.

2.2. Download of eDIS Instruction by Participant in case of Indirect Client's

2.2.1. User of Participant has to download the EDIS instructions via Download link under Instructions.

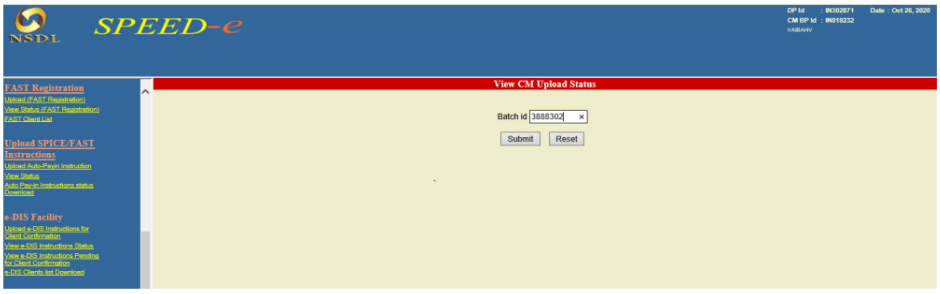
2.2.2. These eDIS instruction downloaded by DP User has to be uploaded on eDPM via Upload/Download >> Speede Upload

2.3. eDIS Instruction in case of 'Direct Clients'

2.3.1. In case Client is registered for direct processing of eDIS instruction, the eDIS Instructions will be processed directly at NSDL and Participants will not be required to download instructions for execution in the eDPM System.

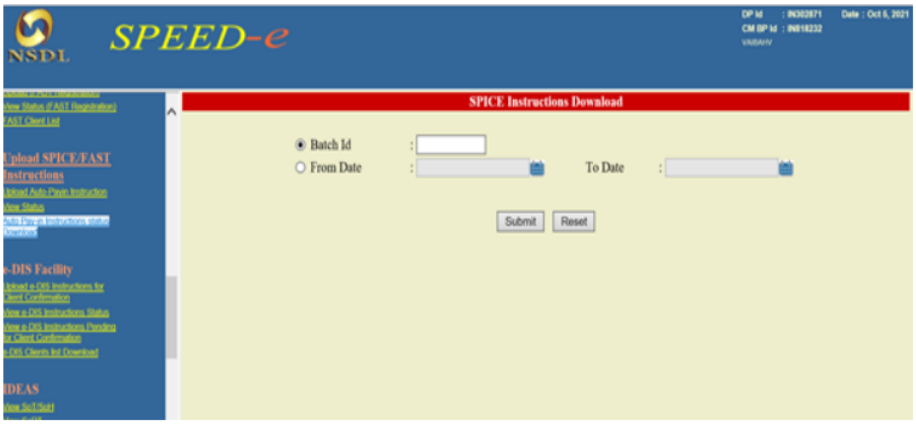
2.4. Status Enquiry:

2.4.1. For Stock Broker / CM : Stock broker can check the status of eDIS Instruction through 'View Status' link under Upload SPICE/FAST Instructions tab. Stock Broker / CM has to input BATCH ID and click on 'Submit' button to download that particular batch file response (i.e. instruction accepted\rejected).



2.5. Download Auto Pay-in instruction status

2.5.1. 2.5.1. For Stock Broker / CM : CMs can download status of instructions. This will facilitate CMs to ascertain the status of the instructions and if required make follow-up with their Clients. Example; if the downloaded file has instructions in overdue status i.e., 'Waiting for balances' on account of shortages of securities in the Client's account, CMs can ascertain the status and make follow up with their Clients accordingly. CMs will be required to click on the link named 'Auto Pay-in Instructions status Download' as exhibited below and enter either the batch number or date range to download the status of uploaded instructions *(auto pay-in)*. The downloaded file will be available in zipped format.



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ANNEXURE N

STEP BY STEP GUIDE IN RESPECT OF PROCESSING OF INSTRUCTIONS UNDER BLOCK MECHANISM BASED ON MATCHING WITH CLIENT LEVEL OBLIGATION DATA RECEIVED FROM CLEARING CORPORATIONS.

SEBI has vide its circular no. SEBI/HO/MIRSD/DOP/P/CIR/2021/595 dated July 16, 2021 issued the guidelines regarding Block Mechanism in demat account of clients undertaking sale transactions.

In the aforesaid SEBI Circular, at point no. 3 it is stated that, "When the client intends to make a sale transaction, shares will be blocked in the demat account of the client in favour of Clearing Corporation. If sale transaction is not executed, shares shall continue to remain in the client's demat account and will be unblocked at the end of the T day. Thus, this mechanism will do away with the movement of shares from client's demat account for early pay-in and back to client's demat account if trade is not executed."

In this regard, the process flow followed for block mechanism is mentioned below:

Block Mechanism process:

1) The client who wishes to opt for block facility shall provide instruction (to their Participant in physical mode or submit instruction in electronic mode on NSDL eservices portal) or broker can initiate block instruction on the basis of POA given by the client. The blocking of securities in respect of instructions submitted through NSDL Demat Gateway (i.e. eDIS) facility is already available in NSDL system.

2) As per the SEBI's direction, the facility of block mechanism is on optional basis and Early Pay-in mechanism through CM pool account shall also continue. Hence, in respect of clients who have not opted for block mechanism, the Participants / Brokers can continue with existing settlement process without any changes.

3) The Account Transfer or Inter Depository Transfer (IDT) with block facility for transferring the securities from client's demat account to the CM's account will be always initiated with Early Pay-in facility in NSDL system. Upon execution of instruction with block with EPI facility, the securities will be blocked immediately in client account in NSDL system and the details of such instructions shall be shared with the respective Clearing Corporations (CCs) for providing EPI benefits to the clients on online basis.

4) While providing the block securities details to CCs for EPI benefits, NSDL will provide the unique UCC details of transfer instructions viz., UCC, TM ID, Exchange ID etc. The UCC details will not be obtained from the Participant / Brokers / Clients while processing the Account Transfer / IDT instruction under block mechanism. The unique UCC details will be derived from the UCC master as provided by Stock Exchanges based on the instruction details such as Client PAN, CM ID, Market Type and Settlement Number. Brokers are not required to execute separate Early Pay-in (IDO) instruction for transferring the securities from CMs account to CCs account for pay-in purpose.

5) CC will match the client level net obligations with the EPI details provided by NSDL and CC will provide EPI benefit to client if the client level net obligation exists for the particular client.

6) If the unique UCC details are not identified in UCC master based on instruction details then such instructions will not be considered for Block Mechanism. In such cases, securities will not be blocked in client account and securities will be credited in CM pool account as per existing settlement mechanism. Brokers will be required to execute separate IDO instruction for obtaining the EPI benefit from CCs.

7) The securities will be blocked in client's account only if NSDL is able to find unique UCC details in UCC master.

8) CCs will upload EPI reversal file in NSDL system for cancellation of EPI instruction which are not matching with client level net sale obligation as available with CCs.

9) CCs will provide the client wise net sale obligation details to NSDL on daily basis in respect of agreed segments and market types. The instruction submitted under block mechanism will be matched with the client level net sale obligation provided by the CCs. In case of matched instruction, securities will be debited from client's block account and credited in CM's account for pay-in purpose. In case of unmatched instructions which are not cancelled by CCs, NSDL will cancel such instruction and securities will be debited from client's account block balance and credited in client's account as free balance.

The systems enhancements in respect of processing of instructions under Block mechanism based on matching with client-wise net delivery obligation data received from Clearing Corporations are mentioned below:

Changes in respect of Account Transfer / Inter Depository Transfer (IDT) instruction on eDPM system:

As communicated to Participants vide NSDL Circular nos. NSDL/POLICY/2021/0058 dated June 19, 2021 and NSDL/POLICY/2021/0067 dated July 02, 2021, the "Block with Early Pay-in" flag is added in Account Transfer and Inter Depository Transfer (IDT) instructions in respect of eDPM, SPEED-e and SPICE system for Block Mechanism as mentioned below:

A. Back-office Interface: Addition of "Block with Early Pay-in" flag in Account Transfer and IDT module which will be applicable for Transaction types viz., 904 & 925 (BO to CM transactions). The aforesaid flag will not applicable for DIS Type '7' – Demat Gateway. As block mechanism is already implemented in respect of instructions submitted through Demat Gateway (i.e. eDIS), the facility in respect of Demat Gateway asinformed to Participants vide NSDL Circular no. NSDL/POLICY/2021/0044 dated May 07, 2021 regarding Acceptance of delivery instructions through Demat Gateway (eDIS) will remain unchanged.

The "Block with Early Pay-in" flag is added in respect of Delivery to Pool and IDT file formats of SPEED-e system (for token based users) and in SPICE (batch Upload by CM for on behalf of Clients on the basis ofPOA) file formats.

The details in respect of aforesaid "Block with Early Pay-in" flag are provided below:

i) 0 or Space: No Block and No Early Pay-in viz., Do not block the securities in client account and do not initiate Early Pay-in. The existing mechanism of settlement will continue.

ii) 1: Block with Early Pay-in viz., Block the securities in client account and initiate Early Pay-in.

Changes in respect of Reports / Download in Local DPM / eDPM system:

1) The details in respect of UCC, TM ID and Exchange ID (derived from UCC master) alongwith Block with Early Pay-in flag will be provided in Change of Order Day (COD) export in the Local DPM system. (Please refer NSDL Circular No. NSDL/POLICY/2021/0058 dated June 19, 2021 regrading file formats).

2) The export viz., 'eDIS / Block Mechanism Early Pay-in Export' will be provided under 'Upload/Download→ Download' menu in eDPM system in respect of instruction processed by enabling Block with EarlyPay-in flag.

(Please refer NSDL Circular No. NSDL/POLICY/2021/0058 dated June 19, 2021 regrading file formats).

3) As Participants are aware, NSDL had provided 'Statement of Obligation' Report in Local DPM system wherein Net obligation details (shortages in CM pool account for particular market type and settlement number) are displayed based of Accepted / Overdue Delivery Out (DO), Irreversible Delivery Out (IDO) and Auto Delivery Out (ADO) instructions and present pool positions. The aforesaid report has been enhanced to provide the Net Obligation details (shortages in CM pool account for particular market type and settlement number) by considering the eDIS and Block mechanism related instruction submitted as Early Pay-in instructions.

B. Screen based/manual mode of instruction execution: The "Block with Early Pay-in" flag is added at transaction level on the Account Transfer / IDT screen in respect of eDPM / SPEED-e system. If Participant wishes to block the securities in client account and avail client level EPI benefit, then user has to enable the "Block with Early Pay-in" flag. If the said flag is not enabled, then instruction will not be considered for Block mechanism and the existing process of settlement will continue.

Matching of Block mechanism based instructions with CC obligation:

i) NSDL will validate details of Intra or Inter depository transfer instructions with UCC details available in UCC master provided by Stock Exchanges to NSDL. Matching will be done based on UCC, Unique TM ID, Exchange ID and Segment details available in UCC Master.

ii) NSDL will block the securities in client's demat account in respect of Intra account transfer instruction till receipt of client level net sale obligation from CCs. In case of matched instructions, securities will be debited from client's demat account and credited in CM account on T day or T+1 day (based on receipt of full obligation from CCs). The facility to block the securities in client's

demat accounts till Pay-in date in respect of Intra account transfer instructions will be implemented effective from August 14, 2021.

iii) In case of IDT instruction, the securities will be blocked in client's demat account till receipt of client level net delivery obligation from CCs. In case of matched IDT orders, securities will be debited from client's demat account (in Source Depository) and credited in CM account (Target Depository) on T day or T+1 day (based on receipt of full obligation from CCs). The facility to block the securities in client's demat accounts till Pay-in date in respect of IDT instruction will be provided shortly (in phase II) based on mutually agreed date by both depositories.

iv) The process of matching of eDIS based instruction with CC obligation will remain unchanged as per NSDL Circular no. NSDL/POLICY/2021/0044 dated May 7, 2021 regarding Acceptance of delivery instructions through Demat Gateway (eDIS) for DIS Type '7' – Demat Gateway. However, in case of eDIS based instruction also, the securities shall be blocked in the client account till the BOD of pay-indate.

Other points to be noted:

a. CCs will upload segment wise separate obligation files on NSDL system as per agreed process, format and timelines.

b. CCs can upload Part or Final (incremental files) on T and T+1 day respectively. Based on which the instruction matching with obligation data will be carried out in DPM system.

c. The Full / Partial EPI cancellation facility is provided to CCs for executing reversal of Account Transfer / IDT instructions for which matching obligation is not available at CCs.

d. If Block mechanism based Account Transfer / IDT instruction Quantity is less than or equal to obligation quantity then Account Transfer / IDT instructions will be processed otherwise such instructions will be rejected.

e. In case of IDT instructions, system will not allow users to submit instructions before Trade Date till implementation of phase II. Further, in case of non-availability of matching obligation, IDT orders will be rejected at EOD of execution date.

f. The matching of Block mechanism based Account Transfer / IDT instructions with obligation data will be carried out as follows:

    i. Before receipt of obligation: Matching will be carried out at EOD of T or T+1 day i.e., obligation received date.

    ii. After receipt of obligation: Matching will be carried out on real time basis at the time of execution of instruction.

g. If the requisite quantity is not available in client's demat account, then such instruction will be marked in Overdue status. Such overdue instructions will be matched against obligation at time of initiation of instruction. If instruction is matched with obligation details, instruction will be marked

as ‘Matched’ and will be maintained in Overdue status. If credit of securities is received in client demat account before Payin date in case of overdue account transfer instruction and before EOD of execution date in case of overdue IDT instruction, then such instructions will be processed further depending on Block with Early Pay-in flag as ‘0 - No’ or ‘1 - Yes’. If EPI flag is ‘1-Yes’, then such orders will also be sent in Block mechanism EPI export to CCs.

h. In case of Future dated orders, Block mechanism based Account Transfer and IDT instructions will be matched against obligation on execution date of instruction. The other matching and instruction processing logic will remain same as explained above.

i. Participants are requested to note that CCs shall be sharing obligation details to NSDL in respect of segments (viz., agreed Market Types) and matching of Block mechanism instruction with CC obligation details will be done in respect of market types given under respective segments (Segment wise Market Types are enclosed at Appendix A). The obligation data in respect of Tender Offer and Mutual Fund related Market Types will not be provided by CCs and Block mechanism based instructions for the aforesaid Market Types will be processed as per existing process with obligation matching.

j. As directed by SEBI, Pool to Pool transfers except TM pool to CM pool shall not be permitted. Further, Inter-settlement shall not be allowed from TM Pool account and CM pool account. In this regard, the validations which will be incorporated in respect of Pool to Pool and Inter-settlement module are enclosed at Appendix B. The said validations will be incorporated in NSDL system shortly and the same will be communicated to Participants separately. Till that time Participants are requested to ensure necessary controls at their end to operationally adhere to the validations mentioned at Appendix B.

APPENDIX A

Segment ID (CC)	Segment (CC)	NCL Market Type Details			ICCL Market Type Details			MCCL Market Type Details	
		Market type	NSDL market type code		Market type	NSDL market type code		Market type	NSDL market type code
01	Cash Market	Normal	13		Rolling Market Lot	05		Normal	01
		Trade for trade	22		NA	NA		Trade for trade	03
		NA	NA		NA	NA		Block Deal	05
02	F&O physical	F&O physical	44		Normal Delv Derivatives	23		F&O physical	20
03	SLB	SLB first leg	23		SLB	18		SLB first leg	14
		SLB return leg	24		SLB R	19		SLB return leg	15
04	Offer for Sale	Offer for Sale	33		Offer for Sale	25		Offer for Sale	11
		Offer for Sale T+2	35		OFS T2	27		Offer for Sale T+2	12
05	Debt	Debt segment	36		Debt T1	28		Retail MARKET	06

Segment ID (CC)	Segment (CC)	NCL Market Type Details			ICCL Market Type Details			MCCL Market Type Details	
		Market type	NSDL market type code		Market type	NSDL market type code		Market type	NSDL market type code
		Debt segment auction	43		Debt T1 - Auction	29		RETAIL MKT INST LOT	07
		NA	NA		NA	NA		RETAIL MKT INST ODD LOT	08
		NA	NA		NA	NA		Institutional MARKET	09
		NA	NA		NA	NA		INST MARKET ODD LOT	10
		NA	NA		NA	NA		Debt Auction	13
06	Auction Cash, SLB, FO	Cash Auction	14		Auction Rolling	04		Auction Cash	02
		SLB Auction	25		Buy in Auction	20		SLB return leg auction	16
		FO Auction	45		Auction Delv Derivatives	24		F&O physical auction	21
07	SME	ITP for SME	38		ITP	30		NA	NA

APPENDIX B

Sr No	Transaction Type	Pool Type (From)	Pool Type (To)	Treatment	Remarks
1	Pool to Pool	CM Pool	CM Pool	Not Allowed	
		CM Pool	CUSA	Allowed	
		CM Pool	PMS Pool	Allowed	
		CM Pool	TM Pool	Allowed	only if TM-CM linkage available as per Masters provided by SEs/CCs
		CUSA	CM Pool	Allowed	
		CUSA	TM Pool	Not Allowed	
		CUSA	PMS Pool	Not Allowed	
		CUSA	CUSA	Not Allowed	
		TM Pool	CM Pool	Allowed	only if TM-CM linkage available as per Masters provided by SEs/CCs
		TM Pool	CUSA	Not Allowed	
		TM Pool	PMS Pool	Not Allowed	
		TM Pool	TM Pool	Not Allowed	

Sr No	Transaction Type	Pool Type (From)	Pool Type (To)	Treatment	Remarks
		PMS Pool	CUSA	Not Allowed	
		PMS Pool	CM Pool	Allowed	
		PMS Pool	TM Pool	Not Allowed	
		PMS Pool	PMS Pool	Not Allowed	
2	Inter Settlement	CM Pool	CM Pool	Not Allowed	
		TM Pool	TM Pool	Not Allowed	
		CUSA	CUSA	Not Allowed	Currently, also not allowed
		PMS Pool	PMS Pool	Not Allowed	Currently, also not allowed

ANNEXURE O

OPERATING GUIDELINES IN RESPECT OF IMPLEMENTATION OF MANDATORY BLOCK MECHANISM AND PAY-IN VALIDATIONS

Operating guidelines in respect of implementation of Mandatory Block Mechanism and Pay-in Validations.

Background:

A) Mandatory Block Mechanism:

SEBI has vide its circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/109 dated August 18, 2022 issued the guidelines regarding Block Mechanism in demat account of clients undertaking sale transactions.

In the aforesaid SEBI Circular, it is stated that "*The facility of block mechanism shall be mandatory for all Early Pay-In transactions and all other provisions in the circular dated July 16, 2021 shall continue to remain applicable.*" SEBI also clarified that *"Depositories may keep block on the securities in client's demat account in respect of Intra or Inter depository transfer instruction till pay-in day. The blocked securities will be transferred only after checking against the client level net delivery obligation received from CCs."*

All **Early Pay-in instructions** (EPI) executed through Intra or Inter depository transfer instructions from client's demat account, securities will be mandatorily blocked in client's demat account till pay-in date and the blocked securities will be transferred to CCs settlement account routed through CM Pool account on Pay-in date only after checking against the client level net delivery obligation received by NSDL from CCs, effective from **November 12, 2022**.

B) Pay-in Validations:

SEBI has vide its circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/119 dated September 19, 2022 issued the guidelines regarding Validation of Instructions for Pay-In of Securities from Client demat account to Trading Member (TM) Pool Account against obligations received from the Clearing Corporations.

In the aforesaid SEBI Circular, it is stated that "*Depositories, prior to executing actual transfer of the securities for Pay- In from client demat account to TM Pool account, shall validate the transfer instruction received through any of the available channels for the purpose of Pay-in, i.e. either initiated by clients themselves or by the Power of Attorney (POA) / Demat Debit and Pledge Instruction (DDPI) holder against the client-wise net delivery obligation received from CCs."*

In this regard, it may be mentioned that for all **Pay-in instructions** (Non EPI) executed from client's demat account through Intra or Inter depository transfer instructions, securities will be mandatorily blocked in client's demat account till pay-in date and the blocked securities will be transferred to CCs settlement account routed through CM Pool account on Pay-in date only after checking against the client level net delivery obligation received by NSDL from CCs, effective from **November 12, 2022**.

C) Proposed System Changes in DPM, SPEED-e/SPICE system:

1) Previously, the unique UCC details were being derived at NSDL end from the UCC master as provided by Stock Exchanges based on the instruction details such as Client PAN, CM ID, Market Type and Settlement Number. However, effective from November 12, 2022, for processing Intra or Inter depository transfer for EPI or Non EPI instructions, the Client UCC details viz., UCC, TM ID, Exchange ID and Segment ID (optional) are required to be provided by the Client/Broker/DPs.

2) The aforesaid UCC details provided alongwith instruction will be validated with the UCC details available in UCC master as provided by Stock Exchanges to NSDL at the time of processing the Intra or Inter depository transfer instruction in NSDL system. If the matching UCC details provided in instruction are not matched with the UCC details available in aforesaid UCC master, then such instructions will be **rejected** and same will not be considered for block mechanism (EPI) or pay-in (Non EPI) purpose.

3) Changes in respect of BO to CM transactions viz., **Account Transfer (904) and Inter Depository Modules (925)**

through Screen (Manual) / File upload based mechanism in DPM, SPEED-e/SPICE system are mentioned below:

a. New Flag viz., Block Indicator with drop down values for manual / file upload based submission of instruction as mentioned below:

i. **Block with EPI** (static value as 1) – For mandatory processing all Pay-in related instructions with EPI through Block mechanism.

ii. **Block with No EPI** (static value as 2) – For mandatory processing all Pay-in related instructions with No EPI through Block mechanism.

iii. **No Block & No EPI** (static value as 0 or space) - For processing Pay-in related instructions without Block and with No EPI.

- Applicable only in respect of Custodian clients as SEBI has provided exemption to for Custodian clients in respect of applicability of SEBI guidelines pertaining to Mandatory Block Mechanism and Pay-in validations.

- Further, Clients/Brokers/DPs (other than custodian clients) may use flag viz., "No Block & No EPI" (value as 0 or space) wherein the Account Transfer and IDT instructions will be processed without Block and No EPI mechanism. However, the aforesaid option will be available for Clients/Brokers/DPs (other than custodian clients) till November 25, 2022 as effective from November 26, 2022 the SEBI guidelines in respect of Pay-in

validations will be made applicable wherein block will be mandatory for non –EPI transactions.

b. Following new fields will be included in instruction details :

i. Client UCC

ii. TM ID of TM (*through whom the trade has been executed*)

iii. Exchange ID (*on exchange where the trade has been executed*)

iv. Segment ID (Optional)

In case of inter-operable CMs, Participants shall submit the corresponding TM ID and Exchange ID of broker associated with the CM selected as default for settlement purpose.

c. The aforesaid details will be validated against the UCC master as received from Stock Exchanges. These details will be used for sharing EPI details with CCs for providing EPI benefits to the clients. Further, aforesaid details will be also used for matching the instruction details with the obligation details received from CCs.

4) Changes in respect of **Pool to Pool and Inter-Settlement Modules** through Screen / File upload based mechanism in DPM, SPEED-e/SPICE system:

a. The Pool to Pool transfers shall not be permitted except TM pool to CM pool transfers. Further, Inter- settlement shall not be allowed from TM Pool account and CM pool account. In this regard, the validations in respect of Pool to Pool and Inter-settlement module are enclosed at Appendix C. **Participants are requested to ensure necessary controls at their end to operationally adhere to the validations mentioned at Appendix C**.

b. Following new fields will be included:

i. Client PAN

ii. Client UCC

iii. TM ID of TM (*through whom the trade has been executed*)

iv. Exchange ID (*on exchange where the trade has been executed*)

In case of inter-operable CMs, Participants shall submit the corresponding TM ID and Exchange ID of broker associated with the CM selected as default for settlement purpose.

c. While processing allowed list of Pool to Pool transfers, Brokers/DPs are required to execute client wise separate instruction by providing aforesaid additional details pertaining to end clients. However, securities will be credited in CM pool account and from their CM can process the DO/ADO/IDO instruction as per existing mechanism.

D) Proposed Changes in Delivery Instruction Slip (DIS) format:

NSDL is in the process of making necessary changes in DIS format for incorporating aforesaid additional fields in respect of various transactions viz., Account Transfer, IDT, Pool to Pool and Inter-Settlement and the same will be communicated to DPs separately.

E) Block and Pay-in mechanism Process:

1) The client shall provide Block (EPI or Non EPI) instruction to their Participant in physical mode or submit instruction in electronic mode on NSDL e-services portal or broker can initiate Block (EPI or Non EPI) instruction on the basis of POA / DDPI given by the client. The blocking of securities in respect of instructions submitted through NSDL Demat Gateway (i.e. eDIS) facility is already available in NSDL system and the same shall continue as per existing mechanism.

2) As per the SEBI's direction, the facility of block mechanism for EPI and Non EPI instructions will be mandatory and Early Pay-in mechanism through CM pool account shall not continue upon implementation of block mechanism guidelines. Participants **are requested to ensure necessary controls at their end to operationally ensure the same.**

3) The Account Transfer or Inter Depository Transfer (IDT) with block mechanism for transferring the securities

   from client's demat account to the CM's account will be initiated with EPI or Non EPI options in NSDL system.

   Upon execution of Block with EPI instruction facility, the securities will be blocked immediately in client account in NSDL system provided UCC details are matched with the UCC details available in UCC master and the details of such instructions shall be shared with the respective Clearing Corporations (CCs) for providing EPI benefits to the clients on an online basis. Whereas upon execution of Block with No EPI facility, the securities will be blocked immediately in client account in NSDL system provided UCC details are matched with the UCC details available in UCC master, but the details of such instructions shall not be shared with the CCs for providing EPI benefits.

4) For Block with EPI instructions, following process will be followed :

   a. While providing the block securities details to CCs for EPI benefits, NSDL will provide the UCC details of transfer instructions viz., UCC, TM ID, Exchange ID etc. as received from Clients/Brokers/DPs as part of instruction.

b. CC will match the client level net obligations with the EPI details provided by NSDL and CC will provide EPI benefit to client if the client level net obligation exists for the particular client. CCs will upload EPI reversal file in NSDL system for cancellation of EPI instruction.

c. For Block with EPI transactions, Brokers are not required to execute separate Early Pay-in (IDO) instruction for transferring the securities from CMs account to CCs account for pay-in purpose.

5) For Block with No EPI instruction, Brokers are not required to execute separate Pay-in (DO/ADO) instruction for transferring the securities from CMs account to CCs account for pay-in purpose.

6) CCs will provide the client wise net sale obligation details to NSDL on daily basis in respect of agreed segments and market types. The instruction submitted under block mechanism with EPI or No EPI options will be matched with the client level net sale obligation provided by the CCs. In case of matched instruction, blocked securities will be debited from client's account and credited in CM's account for pay-in purpose on BOD of pay- in date. A system generated Delivery Out instruction will be generated from CM Pool account which will debit these securities from CM Pool account and credit them in CC account for Pay-in purpose. In case of unmatched instructions which are not cancelled by CCs, NSDL will cancel such instruction and securities will be debited from client's account block balance and credited in client's account as free balance on EOD of T day (date on which obligation is uploaded by CCs).

F) Matching of Block / Pay-in mechanism based instructions with CC obligation:

1) CCs will provide client-wise net delivery obligations on T day to the depositories. Based on the obligation data provided by CCs, NSDL shall validate the transfer instruction details with CC obligation details based on UCC, TM ID, CM ID, Exchange ID, ISIN, quantity, settlement details etc.

2) NSDL will validate UCC details of Intra or Inter depository transfer instructions with UCC details available in UCC master provided by Stock Exchanges to NSDL. Matching will be done based on UCC, Unique TM ID, Exchange ID and available in UCC Master.

3) In case of Intra account transfer instruction, the securities will be blocked in client's demat account till receipt of client level net delivery obligation from CCs. In case of matched instructions, blocked securities will be debited from client's demat account and credited in CM account on BOD of pay-in date for pay-in purpose. A system generated Delivery Out instruction will be generated from CM Pool account which will debit these securities from CM Pool account and credit them in CC account for Pay-in purpose In case of IDT instruction, the securities will be blocked in client's demat account till receipt of client level net delivery obligation from CCs. In case of matched IDT orders, blocked securities will be debited from client's demat account (in Source

Depository) and credited in CM account (Target Depository) on BOD of pay-in date for pay-in purpose. A system generated Delivery Out instruction will be generated from CM Pool account which will debit these securities from CM Pool account and credit them in CC account for Pay-in purpose.The facility to block the securities in client's demat accounts till Pay-in date in respect of IDT instruction will be implemented effective from **November 12, 2022**.

4) In case of discrepancies in respect of details like UCC, TM ID, CM ID, ISIN etc., between instruction and obligation, such transfer instructions will be rejected by the NSDL.

5) Matching of Quantity in respect of Block instruction with Obligation received from CCs:

   a. If the quantity details mentioned in instruction is less than the quantity details mentioned in obligation file provided by CC, then the instruction will be successfully processed by NSDL system.

   b. If the quantity details mentioned in instruction is more than quantity details mentioned in the obligation file provided by CC, then the instruction will be partially processed by NSDL system to the extent of matching obligation quantity.

   c. The aforesaid logic for processing instruction for partially quantity will be applicable for instructions in

   "Overdue" status as well to the extent of matching obligation quantity.

6) The process of matching of eDIS based instruction with CC obligation will remain unchanged as per NSDL Circular no. NSDL/POLICY/2021/0044 dated May 7, 2021 regarding Acceptance of delivery instructions through Demat Gateway (eDIS) for DIS Type '7' – Demat Gateway. However, in case of eDIS based instruction also, the securities shall be blocked in the client account till the BOD of pay-in-date.

G) Incorporation of New Clearing Member Types:

SEBI has advised depositories to issue necessary guidelines to Trading Member (TMs) / Clearing Member (CMs) w.r.t. mapping of TM pool account and CM pool account with respective TM ID and CM ID. Accordingly, the new Pool Types have been added in the DPM system and provision to open new accounts / tag existing accounts under given Pool Types is made available in the DPM system.

Sr No	Pool Type	Pool Type Code
1	Clearing Member (CM)	01
2	CUSA Pool	02
3	PMS Pool	03
4	Trading Member (TM)	04

5	TM/CM Pool	05

The procedure for opening Trading Member (TM) account and tagging of existing CM Pool account to TM Pool account are mentioned below:

1. TM will be required to make an application to Participant for opening of TM Pool Account providing copy of letter of Exchange mentioning the TM ID details.

2. Participants are required to follow the similar process of CM account opening prescribed in NSDL Master Circular on Account opening for opening TM Pool account.

3. In case of existing CM pool accounts which are required to be tagged as TM Pool account, Participants are advised to request NSDL to tag such accounts as TM Pool account alongwith copy of letter of Exchange mentioning the TM ID details.

4. While opening new TM account or tagging of existing account as a TM account, Participants are required to provide details of linked CM account so that necessary mapping is maintained in NSDL system which will be validated at the time of processing of TM Pool to CM Pool instructions.

For detailed procedure and clarity in respect of aforesaid process, Participants can get in touch with CC Interface team on email at ccinterface@nsdl.com

H) Allowed list of transactions in respect of Trading Member Pool account:

Participants are requested to refer NSDL Circular No. NSDL/POLICY/2022/071 dated May 16, 2022 regarding Amendments to Bye Laws and Business Rules of NSDL in respect of Trading Member account. In the aforesaid circular, it has been clarified that Trading Members (TM) are persons who have been admitted as members by a Stock Exchange. Pool Account means the account of a Clearing Member, Trading Member, or Portfolio Manager maintained with a Participant. The Trading Member account is the account which is used for the transfer of securities from the accounts of the Clients to the Trading Member in case of sale of securities and from the Trading Member to the accounts of the Clients in the case of purchase of securities.

In this regard, while implementing changes in respect of Block Mechanism and Pay-in validation guidelines, the TM will not be allowed to execute Pay-in related transactions viz., Delivery Out (DO) / Auto Delivery Out (ADO) / Irreversible Delivery Out (IDO) instructions from TM Pool account. The aforesaid Pay-in related transactions will be executed from CM Pool account.

I) Block Mechanism Process from Client to TM Pool to CM Pool account:

1) While processing Client to TM Pool instruction under Block Mechanism (EPI or Non EPI), Participants are requested to submit the instruction with respective Block Indicator flag mentioning the client details as a source side and providing TM details (TM BP ID) as a target side details.

2) The client UCC will be validated based on the UCC details, TM ID, Exchange ID, etc. details provided in the account transfer (BO to TM Pool) instruction.

3) Upon successful verification, the block will be created in client account in favour of TM Pool and its linked CM Pool account (as per the details provided while opening / tagging of TM Pool account).

4) For EPI instruction, the Client UCC details alongwith respective TM and CM details will be provided in EPI export to CCs for client level EPI benefits.

5) Upon receipt of client level obligation from CCs, the same will be validated with the Client to TM block instructions based on the Client UCC, TM ID, Exchange ID, CM ID, CC ID, Market Type & Settlement Number details.

J) Pay-in validations from CM Pool account:

1) In respect of the implementation of block mechanism and pay-in validations, effective from November 12, 2022, all the Client to TM/CM Pool Account Transfer and IDT instructions will be processed through block mechanism wherein securities will be blocked in client account till pay-in date and on BOD of settlement date, the securities will be transferred to the CC settlement account (through CM Pool account) for pay-in purpose. In such scenarios, the securities will be booked in the TM/CM pool account and TM/CMs are not required to take any action for such transactions to meet the pay-in obligation and NSDL will deliver those blocked securities to CC under Pay-in process.

2) In this regard, Participants are requested to note that TM/CMs shall not be allowed to execute Pay-in instructions viz., DO/ADO/IDO from TM/CM pool account in respect of client securities for pay-in purpose. However, for exception cases wherein securities will be credited in TM/CM pool accounts, TM/CMs shall be allowed to execute Pay-in instructions viz., DO/ADO/IDO from TM/CM pool account for pay-in purpose. **Participant / Brokers are advised to also take note of the same and ensure necessary controls at their end to operationally handle the same**.

K) Block Mechanism Process from Exceptional Client Types viz., Client Securities Margin Pledge Account (CSMPA), Client Securities Margin Funding Account (CSMFA), etc.:

1) After implementation of SEBI guidelines regarding Margin Pledge / Re-pledge mechanism, two new demat accounts of TM/CMs opened in the NSDL system viz., Client Securities Margin Pledge Account (CSMPA), Client Securities Margin Funding Account (CSMFA). These accounts are used by TM/CMs for creation of margin pledges by clients in favour of TM/CMs and re-pledging shares in favour of CCs (only in case of CSMPA).

2) In case of default of payment dues by clients, the provision of Invocation of margin pledge is provided to the TM/CMs through which the securities are debited from client pledge balance and credited to TM/CM's CSMPA & CSMFA.

3) In respect of invoked securities, TM/CMs are required to sell such invoked securities on stock exchange to recover their dues due to the default by client. While selling such securities in the market, TM/CMs shall be using the UCC details of client alongwith TM ID, CM ID and Settlement details and the same will be shared by CCs to NSDL as a client level net obligation detail for matching purpose.

4) At the time of processing Account Transfer / IDT instruction from CSMPA & CSMFA to TM/CM pool account, the TM/CM shall provide UCC details of clients alongwith TM ID, CM ID and Settlement details which will be used for sending EPI details (for EPI instructions) to CCs for seeking client level EPI benefits.

5) The Account Transfer / IDT instruction will be validated against the client level net obligation details received from CCs.

L) Process for Transfer from CUSA to CM Pool account:

1) The expected validations in respect of Pool to Pool and Inter-settlement module are enclosed at **Appendix C**. As per the given validations, the transfer from CUSA to CM Pool account is allowed to meet the pay-in obligation in respect of sale of securities carried out by TM/CM for recovering the pending dues.

2) At the time placing of trade, TM/CMs shall be providing the Client UCC details and CC shall share client wise net obligation details to NSDL. **Hence, Participants/Brokers are advised to ensure that CUSA to CM Pool transfer instruction is executed only in respect of clients for whom the trade for sale is executed by TM/CM.**

3) While execution of transfer from CUSA to CM Pool account, the provision have been made to capture the additional client details viz., Client PAN, UCC, TM ID, Exchange ID in respect of Pool to Pool instructions. Participants are requested to provide necessary details in respect of aforesaid CUSA to CM pool transfers.

4) Once the securities are credited in CM pool account, CMs can execute DO/ADO/IDO instructions, as the case may be to meet the pay-in obligations as per the existing settlement mechanism.

M) Changes in respect of Reports / Download in Local DPM / eDPM system:

1) The additional details viz., Block Indicator Flag, UCC, TM ID and Exchange ID (obtained with instruction details) will be provided in Change of Order Day (COD) export in the Local DPM system.

2) The export viz., 'eDIS / Block Mechanism Early Pay-in Export' will be provided under 'Upload/Download → Download' menu in eDPM system in respect of instruction processed under Block mechanism.

3) The 'Statement of Obligation' Report in Local DPM system has been enhanced to provide the Net Obligation details (shortages in CM pool account for particular market type and settlement number) by considering the instruction submitted under Block mechanism.

N) Other points to be noted:

1) CCs will upload segment wise separate obligation files on NSDL system as per agreed segments (Market Types), process, format and timelines. CCs can upload Part or Final (incremental files) on T and T+1 day respectively. Based on which the instruction matching with obligation data will be carried out in DPM system.

2) The Full / Partial EPI cancellation facility is provided to CCs for executing reversal of Account Transfer / IDT instructions for which matching obligation is not available at CCs.

3) All other process mentioned in Annexure of NSDL Circular no. NSDL/POLICY/2021/0082 dated July 31, 2021 regarding processing of instructions under Block mechanism based on matching with client level obligation data received from Clearing Corporations shall remain unchanged.

4) In respect of the instructions processed through DDPI mechanism, the additional details viz., Block Indicator, UCC, TM ID, Exchange ID will be required and all instructions processed through DDPI will be by default considered for Early Pay-in (irrespective of the value provided in Block Indicator flag). The other processes of UCC matching, blocking of shares in client account and matching with the obligation shall remain unchanged.

5) In respect of Tender offer instructions (identified based on respective Market Types), the additional details viz., Block Indicator, UCC, TM ID, Exchange ID will not be required.

APPENDIX C

Sr No	Transaction Type	Pool Type (From)	Pool Type To)	Treatment	Remarks
1	Pool to Pool	CM Pool	CM Pool	Not Allowed	
		CM Pool	CUSA	Allowed	
		CM Pool	PMS Pool	Allowed	
		CM Pool	TM Pool	Allowed	only if TM-CM linkage available as per Masters provided by SEs/CCs
		CUSA	CM Pool	Allowed	
		CUSA	TM Pool	Not Allowed	
		CUSA	PMS Pool	Not Allowed	
		CUSA	CUSA	Not Allowed	
		TM Pool	CM Pool	Allowed	only if TM-CM linkage available as per Masters provided by SEs/CCs
		TM Pool	CUSA	Not Allowed	
		TM Pool	PMS Pool	Not Allowed	
		TM Pool	TM Pool	Not Allowed	
		PMS Pool	CUSA	Not Allowed	
		PMS Pool	CM Pool	Allowed	only if CP-CM linkage available as per Masters provided by SEs/CCs
		PMS Pool	TM Pool	Not Allowed	
		PMS Pool	PMS Pool	Not Allowed	
2	Inter Settlement	CM Pool	CM Pool	Not Allowed	
		TM Pool	TM Pool	Not Allowed	
		CUSA	CUSA	Not Allowed	Currently, also not allowed
		PMS Pool	PMS Pool	Not Allowed	Currently, also not allowed

ANNEXURE P

The additional guidelines in respect of mandatory block mechanism for all Pay-in instructions including Non – EPI transactions are given below:

1. Flag viz., Block Indicator with value as "0" or "space" used for "No Block & No EPI" will be discontinued and all the Pay-in related instructions (i.e. EPI and Non-EPI) mandatorily shall be processed under block mechanism effective from January 28, 2023.

2. Any discrepancy between instructions, UCC mapped in demat account and obligation details provided by CC will result in the rejection of pay-in instruction. Further, the rejection of such instructions might result in a shortage towards Pay-in obligations.

3. Participants may take note to promptly inform the rejections to the TMs/CMs/clients so as to enable them to monitor shortages, if any, and take appropriate action.

4. Allowed list of transactions in respect of Trading Member Pool account:

   Participants are requested to refer NSDL Circular No. NSDL/POLICY/2022/071 dated May 16, 2022 regarding Amendments to Bye Laws and Business Rules of NSDL in respect of Trading Member account. In the aforesaid circular, it has been clarified that in case of Trading Member, the account which is used for the transfer of securities from the accounts of the Clients to the Clearing Member in case of sale of securities and from the Clearing Member to the accounts of the Clients in the case of purchase of securities.

   In this regard, while implementing changes in respect of Block Mechanism and Pay-in validation guidelines, the TM will not be allowed to execute Pay-in related transactions viz., Delivery Out (DO) / Auto Delivery Out (ADO) / Irreversible Delivery Out (IDO) instructions from TM Pool account. The aforesaid Pay-in related transactions will be executed from CM Pool account.

5. Exemptions from Block Mechanism / Pay-in Validation:

a. Corporate Bond Settlement: In case of Corporate Bond Settlement (through reporting platform of CCs), the securities are getting transferred from Client demat account to CC identified Pool account directly for pay-in purpose without intervention of TM/CM entity.

   The aforesaid transactions are managed by CCs based on the delivery of securities from one participant member against receipt of fund payments from other participant member. In this regard, CCs are not sharing obligation details in respect of aforesaid transactions. Hence, these transfers shall not be covered under block mechanism/ Pay-in validation and existing process for corporate bond settlement shall continue.

b. Mutual Fund Redemption: Currently, Mutual Fund Redemptions are processed wherein MF units are debited from Client demat account and credited to CCs identified Pool accounts whereas obligation is generated at CM level. Further, Mutual Fund redemption instructions, the Mutual fund units are being debited from clients demat account only upon receipt of trade confirmation from Clearing Corporation. In this regard, CCs are not sharing separate obligation for MF redemption to

depositories. The aforesaid process shall be considered as obligation upload by CCs and matching with the obligation by depositories and separate obligation upload by CCs and matching by depositories shall not be required.

6. With reference to the NSDL Circular No. NSDL/POLICY/2022/171 dated December 05, 2022 regarding information in respect of Mandatory Block Mechanism and Pay-in validations, it may be mentioned that NSDL has made necessary system changes, allowing Pay-in instructions (EPI /Non EPI) executed 'Before T day' and carrying out its matching on 'T day' (by carry forwarding such instructions till T day i.e. day of receipt of obligation from CCs) based on obligation uploaded by CCs for respective Market Type and Settlement Number.

   The other processes / guidelines mentioned in NSDL Circular No. NSDL/POLICY/2022/155 dated November 10, 2022 in respect of implementation of Mandatory Block Mechanism and Pay-in validations will remain unchanged.

ANNEXURE Q

ONE TIME DECLARATION

To, Date:

<DP Name>

<DP Address 1>

<DP Address 2>

<DP Address 3>

<DP City> - <DP Zip Code>

<DP State>

Kind Attn: Compliance Officer – <DP Name>

Dear Sir,

I/we, undersigned, having demat account with you as per the details mentioned below, hereby declare that I/we will submit only those inter depository transfer instructions in respect of Government Securities (G-Sec) which are bonafide and arising out of genuine trade or transfer transaction.

DP ID	:	
DP Name	:	
Client ID	:	
Client Name		
Name of the Sole/First Account Holder	:	
Name of the Second Account Holder	:	
Name of the Third Account Holder	:	

Yours faithfully,

Signature of Sole/First Holder / Authorized Signatory	Signature of Second Holder / Authorized Signatory	Signature of Third Holder / Authorized Signatory

ANNEXURE R

(Email to Participant-Interface@nsdl.com from Email ID of Compliance Officer)

Madam / Dear Sir,

Subject: Declaration to enable Inter-Depository Transfers of Government Securities.

Please refer to NSDL Circular No. NSDL/POLICY/2020/0017 dated February 03, 2020 referring to RBI Circular ref. no. RBI/2018-19/78IDMD.CDD.No.1241/11.02.001/2018-19 dated November 16, 2018 with respect to Value Free Transfer (VFT) of Government Securities.

In this regard, we, **<Name of DP>** hereby declare that in accordance with clause 3 (ii) (b) of the above mentioned RBI circular dated November 16, 2018, have put in place the necessary Board approved risk management process and audit oversight is applied before transactions in Government Securities before accepting Inter-Depository Transfers of Government Securities.

Accordingly, we request NSDL to enable us to carry out the IDT of G-Sec.

Regards,

Name of the Compliance Officer

Designation

DP Name

ANNEXURE S

INTER DEPOSITORY TRANSFER (IDT) FOR GOVERNMENT SECURITIES (G-SEC) INCLUDING TREASURY BILLS AND SOVEREIGN GOLD BONDS (SGB) – FEATURES

Salient features in respect of IDT for G-sec are mentioned below:

1) IDT will be processed for G-Sec ISINs between NSDL and CDSL through existing IDT mechanism.

2) The IDT for G-Sec is permitted in respect of following conditions :

   a) Participants who have submitted declaration to NSDL that the necessary board approved risk management processes are put in place and audit oversight is applied before executing transactions in G-Sec, will be allowed to execute IDT for G-Sec and such Participants are enabled in NSDL system for carrying out transfers of IDT for G-Sec in respect of transferor Client / Clearing Member.

   b) The transfer of G-Sec through IDT module is allowed only for those transferor clients who have submitted one time self-declaration (OTD) that the transactions involved in IDT are bonafide transfer instructions and the OTD flag has been enabled in DPM system by their Participant.

   c) IDT for G-Sec is allowed only for **market** transfers in respect of Client to Clearing Member pool account and vice-versa. Accordingly, transfer of G-Sec through IDT will be processed only under the reason i.e. **Market IDT Identifier (Reason code -10)**. The IDT of G-Sec other than reason code 10 i.e. "Market IDT Identifier" will not be processed in DPM system.

   d) As informed by Clearing Corporations, existing Settlement details i.e. Market Type & Settlement Number used for Corporate Bond settlement will be used for processing IDT of G-Sec (except SGB). In case of SGB, IDT is permitted for any market type and settlement details.

   The IDT of G-Sec is enabled in depository system for following Security Types.

Sec Type	**Sec Type Description**
14	Government Securities
22	Treasury Bills
26	Sovereign Gold Bonds

   Since the lot size for G-Sec other than SGB is 100 units or multiple thereof, the IDT of G-Sec for Sec Types viz., 14 & 22 is permitted for the **minimum quantity of 100 units or**

multiple thereof. In case of SGB (Sec Type 26) the IDT is permitted for minimum quantity of one unit.

3) On execution of IDT (debit instruction) of G-Sec in the NSDL depository system, quantity will be blocked (*if the sufficient quantity is available in the demat account of the Client as mentioned in DIS*) in the demat account of the Client and request for the same will be sent to other depository for confirmation.

4) On confirmation from other Depository, NSDL will initiate Value Free Transfer (VFT) instruction of G-Sec in E-Kuber system of RBI in respect of debit instructions from NSDL CSGL account. Similarly, other depository will initiate VFT instruction of G-Sec in respect of credit instruction to other depository CSGL account.

5) Upon successful execution of VFT on E-Kuber system of RBI by both the depositories, the IDT will be executed in respect of demat accounts of Depository Systems.

6) E-Kuber system of RBI will be updated with respective debit/credit of G-sec in respect of VFT of IDT transactions **three times** in a day on weekdays i.e. Monday to Friday excluding business holidays and once on RBI working Saturdays i.e. 1st, 3rd and 5th Saturdays. Accordingly, IDT of G-Sec is available in batch mode and three batches will be exchanged between both the depositories in 3 phases on weekdays and single batch will be exchanged in one phase i.e. on 1st, 3rd and 5th Saturday (working Saturdays) of the month. The details of timeline for phases are given below:

Transaction Days	**Phase**	**Deadline time for Participants to verify & release G-Sec IDT delivery/receipt instructions**	**NSDL deadline time for receiving IDT delivery/receipt instructions from Participants**
On weekdays (i.e. Monday to Friday	I Phase	12:00 PM	12:15 PM
	II Phase	3:00 PM	3:15 PM
	III Phase/Final Phase	5:00 PM	5:15 PM
On 1st, 3rd and 5th Saturdays	Final Phase	1:30 PM	1:45 PM

*(Participants are requested to **note** that IDT in respect of G-Sec will not be executed on second and fourth Saturdays and any other bank holiday which is declared by RBI due to non-availability of E-Kuber system).*

7) No IDT of G-Sec will be allowed after the aforesaid final phase NSDL deadline time for the same day execution date. The capturing of future dated IDT of G-Sec will be allowed till EOD of the business date.

8) The processing and status transmission in respect of G-Sec of IDT are mentioned below:

a) Instructions with invalid transferor and transferee details would be rejected online/instantaneously with status '*Rejected'* and '*Rejected by other Depository'* respectively.

b) Once the instructions are Verified and Released, the status will change to '***Acknowledgement awaited from other Depository'*** till the NSDL deadline time of respective phase.

c) This status in respect of valid IDTs will change to '***Settled'*** post NSDL Deadline time of respective phases listed in the table above.

d) Overdue instruction (if any) will be considered during particular phase when overdue instructions are triggered due to availability of respective balance. The status of IDT will be changed to **'Settled'** post NSDL deadline time of respective phase. The Overdue IDT instructions will be rejected, if the requisite quantity is not available at the end of final NSDL deadline time on same execution day.

e) Instructions wherein the Standing Instructions (SI) indicator of Transferee's (Target demat account) is disabled, the status will be updated as ***'Other Depository Response awaited'***. Such instruction (if any) will be considered in that particular phase when the corresponding receipt instruction is received from Transferee client. The status of IDT will be changed to ***'Settled'*** or ***'Rejected by other Depository'*** (based on the matched / unmatched receipt instruction) post NSDL deadline time of respective phases.

f) Participants are advised to monitor the status of the instructions executed in DPM system in respect of IDT for G-Sec and in case of any difficulty encountered by Participant, the same should be reported to NSDL Help Desk team.

9) The details in respect of Change Order Day (COD) file for G-Sec of IDT is same as per the existing IDT instructions.

10) NSDL have enhanced Inter Depository Transfer (IDT) module of eDPM system for screen based as well as file upload mechanism to execute IDT of G-sec instructions.

a. Participants can submit IDT of G-Sec instructions through the same screen under Inter Depository Transfer module in eDPM system.

b. Participants can use existing file upload facility for processing the IDT of G-Sec through 'eDPM Upload' option available under 'Upload/Download' menu available in eDPM system.

11) As there will be 3 phases for processing the IDT of G-Sec (on weekdays), Participants are advised to execute the IDT of G-Sec in DPM system well in advance so that the same shall be considered for the intended phase and settlement of the day.

The features in respect of submission of One Time Declaration by client and processing of IDT of G-Sec through NSDL SPEED-e facility also will be made available shortly and the detailed guidelines for the same will be intimated separately.

ANNEXURE T

Sr. no.	Reason Code No.	Reason Code Description	System validation by Depository	Manual Verification by Participant (if any)
1	4	**Transfer to own account**	Transfers with this reason code would be permitted **from / to** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc. provided PAN and pattern of holding i.e. account holders is same in source and target demat account. E.g. if PAN in source account is 'A', 'B' & 'C', than First, Second & Third Holder PAN in target account should also be 'A', 'B' & 'C'. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	In case target account is in other Depository (i.e. DP of CDSL), DP shall take Client Master List (CML) of target account for validation.
2	96	**Implementation of Govt./Regulatory Direction/Orders**	Transfers with this reason code would be permitted **from / to** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc. Exception on the above include validation for Transfer from Stock Broker Client Collateral account and Stock Broker	Participant to process these types of transfers based on copy of Govt./Regulatory Direction/Orders only.

			Collateral account to be permitted only to 'Stock Broker - Proprietary Account' with this reason code as per SEBI Circular on Enhanced Supervision.	
Sr. no.	**Reason Code No.**	**Reason Code Description**	**System validation by Depository**	**Manual Verification by Participant (if any)**
3	97	**Erroneous Transfer pertaining to Client Securities**	Transfers with this reason code would be permitted **From / To** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc. Exception on the above include validation for Transfer from Stock Broker Client Collateral account and Stock Broker Collateral account to be permitted only to 'Stock Broker - Proprietary Account' with this reason code as per SEBI Circular on Enhanced Supervision.	For these type of transfers, request and supporting documents from Source DP / Client / Depository / Statutory Authority need to be collected and kept in record by Participant. 100% Concurrent Audit of documents relying upon which transfer carried out is to be done.
4	12	**Buy-back**	Transfers with this reason code would be permitted **From** all type of accounts like Resident, NRI,HUF, Body Corporates, etc. **To** only those accounts which are enabled to receive securities for buy-back as per the request and details received from concerned Issuer.	-

5	13	**Open offer for Acquisition**	Transfers with this reason code would be permitted **<u>From</u>** all type of accounts like Resident, NRI,HUF, Body Corporates, etc. **<u>To</u>** only those accounts which are enabled to receive securities for open offer as per the request and details received from concerned Issuer.	-
Sr. no.	**Reason Code No.**	**Reason Code Description**	**System validation by Depository**	**Manual Verification by Participant (if any)**
6	3	**Margin returned by stock broker / PCM**	Transfer with this reason code shall be permitted only **<u>From</u>** Stock Broker - Client Margin Trading Securities Account, Stock Broker - Client Collateral Account & PCM. **<u>To</u>** the concerned trading clients of the TM/CM based on the UCC data provided by Stock Exchanges. Exceptions include Pool Account (Note 1) & Stock Broker - Client Collateral Accounts, Stock Broker - Client Margin Trading Securities Account and Stock Broker - Collateral Account, where transfers with this reason code would not be permitted. *[Persuant to SEBI circular*	-

			on margin pledge, system is implemented for margin pledge directly from client accounts to TM/CM. Thus, this reason code will be kept active till the time respective Stock Broker related Accounts gets closed].	
7	94	**Refund of securities by IEPF Authority**	Transfer with this reason code shall be permitted only **<u>From</u>** dedicated demat account of IEPF i.e. demat account Type - Investor Education Protection Fund (IEPF) **<u>To</u>** All type of accounts.	-
Sr. no.	**Reason Code No.**	**Reason Code Description**	**System validation by Depository**	**Manual Verification by Participant (if any)**
8	95	**ESOP/Transfer to employee**	Transfer with this reason code shall be permitted only **<u>From</u>** account Type - Trust account sub-type - Employee Stock Option / Employee Stock Purchase **<u>To</u>** All type of accounts	-

9	18	**Conversion of Depository Receipt (DR) to underlying securities and vice versa**	Transfer with this reason code shall be permitted only if either **<u>From (source) /To (target)</u>** account is opened under following account categories: DR -Depository Receipt category Overseas Depository - Underlying DR.	In case target account is in other depository (i.e. DP of CDSL), source DP shall take CML of target account for ascertaining the account category.
10	17	**Dissolution/Restructuring/Winding up of Partnership Firm/Trust**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	For these type of transfers, supporting documents needs to be provided by transferor/ account holder(s) to its Participants.
Sr. no.	**Reason Code No.**	**Reason Code Description**	**System validation by Depository**	**Manual Verification by Participant (if any)**

11	16	**Merger/ Demerger of corporate entity**	Transfer with this reason code shall be permitted **From / To** following type of accounts only: 1) Body Corporate 2) Bank 3) Foreign Portfolio Investor Corporate 4) Alternate Investment Fund 5) Mutual Fund 6) QIB Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	For these types of transfers supporting documents needs to be provided by corporate entity to its Participant.
12	14	**Redemption of Mutual Fund Units**	Transfer with this reason code shall be permitted **From** All type of accounts Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted. **To** Account type - 'Mutual Fund' only. Transfer with this reason code shall be permitted for Mutual Fund ISINs only.	-
Sr. no.	**Reason Code No.**	**Reason Code Description**	**System validation by Depository**	**Manual Verification by Participant (if any)**

13	88	**Transfer between Minor Account and Guardian Account**	Transfer with this reason code shall be permitted only when either **<u>From (source) or To (target) account</u>** has guardian details captured. Transfers from 'Stock Broker - Proprietary account' would not be permitted.	-
14	90	**Transfer between Partner and Firm, Director and Company**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts. Exceptions to above include: a) Both source and target account cannot be Corporate Account. b) Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	-
15	89	Transfer between specified family members	Transfer with this reason code shall be permitted only **<u>From/To</u>** Individual (Resident ordinary, NRI, Foreign national) and HUF accounts. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code	To be used for transfer of securities between specified family members: Participants should obtain the "relation" between the transferor and transferee & keep the same on record. Family members means relatives as given below: 1. Spouse, 2. Father (including step-father), 3. Mother

			would not be permitted. Transfers from 'Stock Broker - Proprietary account' would not be permitted.	(including step-mother), 4. Son (including step-son) 5. Son's wife, 6. Daughter, 7. Daughter's husband, 8. Brother (including step-brother), 9. Sister (including step-sister) 10. Members of same HUF.
16	15	**Transposition - Between joint account of same holders**	Transfer with this reason code shall be permitted From/To all type of accounts subject to following conditions: 1) Both Source and Target account should be Joint Account. 2) Number of account holders in source account should match with Number of account holders in target account 3) PANs of account holders in source account should match with PANs of account holders in target account (irrespective of sequence of account holder/PAN). Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	To be used for transfer of securities between joint account of same holders (order of holders may be different in both accounts). In case target account is in other Depository (i.e. DP of CDSL), DP shall take CML of target account for verification.

17	19	**Trust to Beneficiaries/On HUF dissolution to Karta & Coparceners**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	For these type of transfers, supporting documents/ Deeds needs to be provided by transferor/ account holder(s) to Participants.
18	21	**Transfer from Nominee/Surviving holder to beneficiary**	Transfers with this reason code would be permitted **<u>From</u>** Individual (Resident ordinary, NRI, Foreign national) accounts. **<u>To</u>** all types of BO accounts Exceptions (for both from / to) above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted. Transfers from 'Stock Broker - Proprietary account' would not be permitted with this reason code.	For this type of transfers, Participant to verify whether securities intended to be transferred are received in source account through transmission.

19	26	**Change of nominee shareholder appointed under section 187(1) of Companies Act**	Transfers with this reason code would be permitted **From / To** all types of BO accounts for Equity ISINs only. Exceptions (for both from / to) above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	Copy of the Board resolution of the company effecting change of nominee shareholders (evidencing change/ appointment of nominee shareholder) to be provided by account holder to Participant.
20	27	**Off-Market Swap**	Transfers with this reason code would be permitted **<u>From / To</u>** Account Types - Body Corporate, Bank, FPI, AIF, Mutual Fund, QIB only. Exceptions (for both from / to) above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	Participant to obtain Declaration from the account holder/ transferor about the swap deal and a certified copy of the swap agreement.

21	28	**Delisting - Exit offer**	Transfers with this reason code would be permitted **<u>From</u>** All types of BO accounts. **To** Those accounts enabled to receive securities for exit offer for temporary period under account type - "Body Corporate", "Bank" as per the request and details received from concerned Issuer. Exceptions (for both from / to) above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	For these type of transfers, supporting documents like Copy of the delisting offer/ public notice (sent by the company to the shareholder, having target demat account details of the company) needs to be provided by transferor to Participants.
22	92	**Gift**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	-
23	93	**Donation**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc.	-

			Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	
24	1	**Off-Market Sale**	Transfers with this reason code would be permitted **<u>from / to</u>** all type of Beneficial Owner accounts like Resident, NRI,HUF, Body Corporates, etc. Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	-
25	23	**Transfer of securities from/to account of PMS provider to/from the account of its various clients**	Transfer with this reason code would be permitted if either **<u>From (source)/ To (target)</u>** account is tagged of a PMS service provider.	-
26	24	**Margin to Custodian**	Transfers with this reason code would be permitted **<u>From</u>** accounts tagged as 'Custodial Clients' **<u>To</u>** accounts tagged as 'Client collateral account-Custodian' This Reason code shall be enabled only for Custodian Participants.	-

27	25	**Margin returned by Custodian**	Transfers with this reason code would be permitted **<u>From</u>** accounts tagged as 'Client collateral account-Custodian' **<u>To</u>** accounts tagged as 'Custodial Clients' This Reason code shall be enabled only for Custodian Participants.	-
28	29	**Deposit of securities with Escrow Agent/Account and its return**	Transfer with this reason code would be permitted - if either **<u>from (source) / to (target)</u>** account is an 'Escrow Account'/'Unclaimed Securities- Suspense Escrow account'/ 'Aggregate Escrow Demat Account'	
29S	30	**Transfer of constituent shares for creation of ETF units**	Transfer with this reason code would be permitted, if either source or target account is opened under the Type: "Mutual Fund" Exceptions to above include Pool Accounts & Stock Broker accounts stated at Note 1 & 2 below, where transfers with this reason code would not be permitted.	-
Notes:				
1		**Pool Account will means:** **CM Pool Account** **PMS Pool Account** **Client Unpaid Securities Account (CUSA).** **CH Account (In CDSL)**		

2		**Client collateral account** **Client Margin Trading Securities account** **Stock Broker – Collateral account** **Stock Broker – Client** **Client Securities Margin Pledge Account** **Client Securities under Margin Funding Account**	
3		* Section 187 (1) is reproduced below for reference purpose: 187. Investments of company to be held in its own name "(1) All investments made or held by a company in any property, security or other asset shall be made and held by it in its own name: Provided that the company may hold any shares in its subsidiary company in the name of any nominee or nominees of the company, if it is necessary to do so, to ensure that the number of members of the subsidiary company is not reduced below the statutory limit".	

Sr. no.	Reason Code No.	Reason Code Description	System validation by Depository	Manual Verification by Participant (if any)
1		**Pool Account will means:** **CM Pool Account** **PMS Pool Account** **Client Unpaid Securities Account (CUSA).** **CH Account (In CDSL)**		
2		**Client collateral account** **Client Margin Trading Securities account** **Stock Broker – Collateral account** ~~**Proprietary account**~~ **Stock Broker – Client** **Client Securities Margin Pledge Account** **Client Securities under Margin Funding Account**		
3		* Section 187 (1) is reproduced below for reference purpose: 187. Investments of company to be held in its own name "(1) All investments made or held by a company in any property, security or other asset shall be made and held by it in its own name: Provided that the company may hold any shares in its subsidiary company in the name of any nominee or nominees of the company, if it is necessary to do so, to ensure that the number of members of the subsidiary company is not reduced below the statutory limit".		

ANNEXURE U

PERMITTED OFF-MARKET TRANSFER'S REASON CODES

Reasons/purpose of the transfer of securities between BO accounts held in NSDL system.		**Reasons/purpose of the transfer of securities from BO account held in NSDL system to account held in other depository.**	
Reason Code	**Reasons / purpose to be selected**	**Reason Code**	**Reasons / purpose to be selected**
1	Off-market Sale	1	Off-market Sale
3	Margin returned by stock broker / PCM	3	Margin returned by stock broker / PCM
4	Transfer to Own account	4	Transfer to Own account
12	Buy-back	12	Buy-back
13	Open offer for Acquisition	13	Open offer for Acquisition
14	Redemption of Mutual Fund Units	14	Redemption of Mutual Fund Units
15	Transposition – Between joint account of same holders	15	Transposition – Between joint account of same holders
16	Merger/ Demerger of corporate entity	16	Merger/ Demerger of corporate entity
17	Dissolution/Restructuring/Winding up of Partnership Firm/Trust	17	Dissolution/Restructuring/Winding up of Partnership Firm/Trust
18	Conversion of Depository Receipt (DR) to underlying securities and vice versa	18	Conversion of Depository Receipt (DR) to underlying securities and vice versa
19	Trust to Beneficiaries/On HUF dissolution to Karta & Coparceners	19	Trust to Beneficiaries/On HUF dissolution to Karta & Coparceners
21	Transfer from Nominee/Surviving holder to beneficiary	21	Transfer from Nominee/Surviving holder to beneficiary
23	Transfer of securities from/to account of PMS provider to/from the account of its various clients.	23	Transfer of securities from/to account of PMS provider to/from the account of its various clients.
24	Margin to Custodian	24	Margin to Custodian
25	Margin returned by Custodian	25	Margin returned by Custodian
26	Change of nominee shareholder appointed under section 187(1) of Companies Act	26	Change of nominee shareholder appointed under section 187(1) of Companies Act

Reasons/purpose of the transfer of securities between BO accounts held in NSDL system.		Reasons/purpose of the transfer of securities from BO account held in NSDL system to account held in other depository.	
27	Off-Market Swap	27	Off-Market Swap
28	Delisting - Exit offer	28	Delisting - Exit offer
29	Deposit of securities with Escrow Agent and its return	29	Deposit of securities with Escrow Agent and its return
92	Gift	92	Gift
93	Donation	93	Donation
94	Refund of securities by IEPF Authority	94	Refund of securities by IEPF Authority
95	ESOP/Transfer to employee	95	ESOP/Transfer to employee
96	Implementation of Govt./Regulatory Direction/Orders	96	Implementation of Govt./Regulatory Direction/Orders
97	Erroneous Transfer pertaining to Client Securities	97	Erroneous Transfer pertainig to Client Securities

DISCONTINUED OFF-MARKET TRANSFER'S REASON CODES

Reason Code	Reason Code Name	Change
2	Margin to stock broker / PCM	
6	Transfers to PMS account	Discontinued
7	Transfers from PMS account	Discontinued
9	Account Closure	Discontinued
10	On-market Sale (Transfer towards Pay-in)	Discontinued
11	Transmission	Discontinued
20	Certificate of Deposit Redemption	
22	Commercial Paper Issuance	
91	Payout - On payments for unpaid securities	
98	Meeting Legitimate Dues of Stock Broker	

ANNEXURE V

DP NAME and Logo	**OFF - MARKET SALE Consideration payment details**	NSDL Technology, Trust & Reach

DP ID I N Client ID DIS Serial No.

Sr. No.	**ISIN**	**Consideration Amount (₹)**	**Payment Details** *[In case payment details are the same for all ISIN's, kindly state the complete details only at one place and mention "Same as above" at remaining places]*					
			Payment date/Date of Instrument (*DD-MMM-YY*)	**Mode of Payment (*Please tick any one*)**	**Buyer's Name (s)**	**For Electronic and Instrument Payment**		**Transaction reference no. / Instrument no.**
						Bank Name	**Bank Account Number**	
1				▯ Instrument ▯ Electronic ▯ Cash				
2				▯ Instrument ▯ Electronic ▯ Cash				
3				▯ Instrument ▯ Electronic ▯ Cash				
4				▯ Instrument ▯ Electronic ▯ Cash				
5				▯ Instrument				

					▯ Electronic ▯ Cash					

1. _____**2.**_____ _____**3.** _____

Authorised Signatory(ies)

ANNEXURE W

(i) Click on icon "View Off Market Transactions" under Inquiries.

(ii) Make a search on all or any of the parameter(s) i.e.:

a) SPEED-e transaction no.,

b) DP instruction no.,

c) ISIN,

d) Client ID,

e) Execution date (From - To).

(iii) Upon specifying the parameter(s), Participants can view details of off-market instructions such as source & target Client ID, ISIN, Quantity, DPM instruction number, SPEED-e transaction / instruction number, Consideration, Reasons / Purpose etc.

ANNEXURE X

DP Name & ID and Logo	Pledge Invocation - Consideration details	NSDL Technology, Trust & Reach

						Pledge/Hypothecation Form Serial No.	

Sr. No.	ISIN	Pledge Order No.
1		
2		
3		
4		
5		

1. 2. 3. Authorised Signatory(ies)

ANNEXURE Y

DP NAME and Logo	**OFF - MARKET SALE Consideration payment details**	NSDL Technology, Trust & Reach

DP ID I N Client ID DIS Serial No.

Sr. No.	**ISIN**	**Consideration Amount (₹)**	**Payment Details** *[In case payment details are the same for all ISIN's, kindly state the complete details only at one place and mention "Same as above" at remaining places]*					
			Payment date/Date of Instrument (*DD-MMM-YY*)	**Mode of Payment (*Please tick any one*)**	**Buyer's Name(s)**	**For Electronic and Instrument Payment**		**Transaction reference no. / Instrument no.**
						Bank Name	**Bank Account Number**	
1				▯ Instrument ▯ Electronic ▯ Cash				
2				▯ Instrument ▯ Electronic ▯ Cash				
3				▯ Instrument ▯ Electronic ▯ Cash				
4				▯ Instrument				

					▯ E lectronic ▯ C ash					
	5				▯ I nstrument ▯ E lectronic ▯ C ash					

z

2. _____2._____ _____3.

_____

Authorised Signatory(ies)

ANNEXURE Z

PROCEDURE TO BE FOLLOWED BY PARTICIPANTS WHILE MAKING PAYMENT TOWARDS STAMP DUTY

Participants can make payment towards stamp duty through following methods only:

1. NEFT/RTGS/Internet Banking/IMPS

2. Payment Gateway

1. **Payment through NEFT/RTGS/Internet Banking/IMPS**

a) NSDL has availed virtual account facility from NSDL Payments Bank.

b) Payments of stamp duty should be remitted to the virtual bank account only. Payments made through virtual account number shall be considered as payment towards stamp duty only.

c) Participants are requested to make the payment in the virtual account number assigned to them which is as under:

(i) For adding NSDL as beneficiary in your bank account, Virtual Account Number for DPs will be "SDDP" followed by 8 digit DP ID. Illustrative examples of virtual account number are given under point no. 1 (d).

(ii) Payment of stamp duty should be remitted to the following account:

Mode of Payment	NEFT/RTGS/Internet Banking/IMPS
Beneficiary Virtual Account Number	SDDPINXXXXXX {Refer Point No. 1(c)(i) above}
Beneficiary Bank Name	NSDL Payments Bank Limited
Beneficiary Bank IFS Code	NSPB0000002

(iii) The funds remitted will be accounted by NSDL under the 'DPID' entered in the virtual account number at the time of remitting the amount.

d) Illustrative examples of virtual account number to be entered are given below:

Sr. No.	**DPID**	**Virtual Account Number**	**Whether allowed or not allowed**
1	IN300001	SDDPIN300001	Allowed
2	IN300001	SDDPIN-300001	Not allowed
3	IN300001	SDDPIN3000012	Not allowed

4	IN300001	SDDP/IN300001	Not allowed
5	IN300001	IN300001	Not allowed
6	IN300001	SDDPIN300004	Not allowed and amount will be accounted to another DP

2. **Payment through Payment Gateway**

a) Payment can be made through payment gateway link https://eservices.nsdl.com/sdpayment-web/#/sdAuthValidate). Participants are requested to use link given for payment of stamp duty only and not for any other purpose. Payments made using payment gateway shall be considered as payment towards stamp duty only.

b) While making payment, following details are required to be entered:

i. DP ID

ii. Email ID

iii. Mobile Number

iv. Amount towards stamp duty

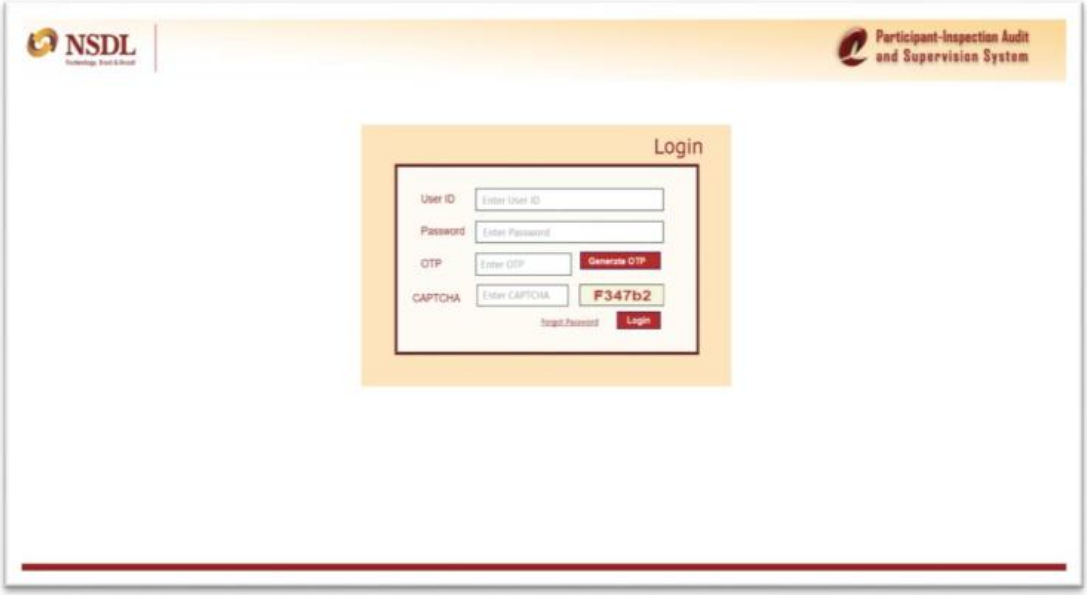
c) The funds remitted will be accounted by NSDL under the 'DPID' entered in the payment gateway page at the time of remitting the amount.

d) After successful payment, challan will be generated for payment of stamp duty amount.

ANNEXURE AA

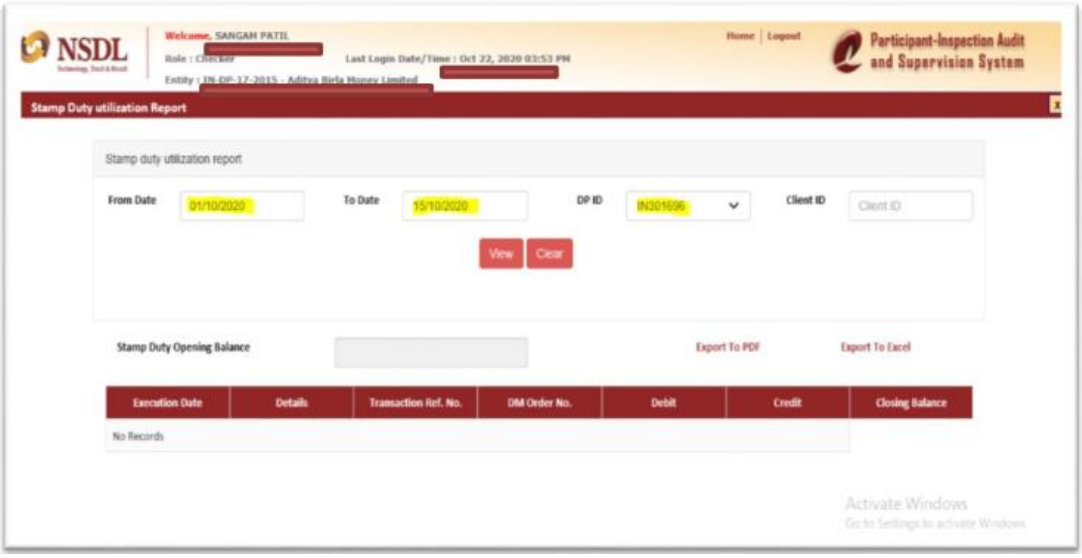
PROCESS FLOW FOR VIEWING / DOWNLOADING OF STAMP DUTY UTILIZATION REPORT

1. Please go to NSDL ePASS by clicking on link - https://www.epass.nsdl.com, following screen will appear:

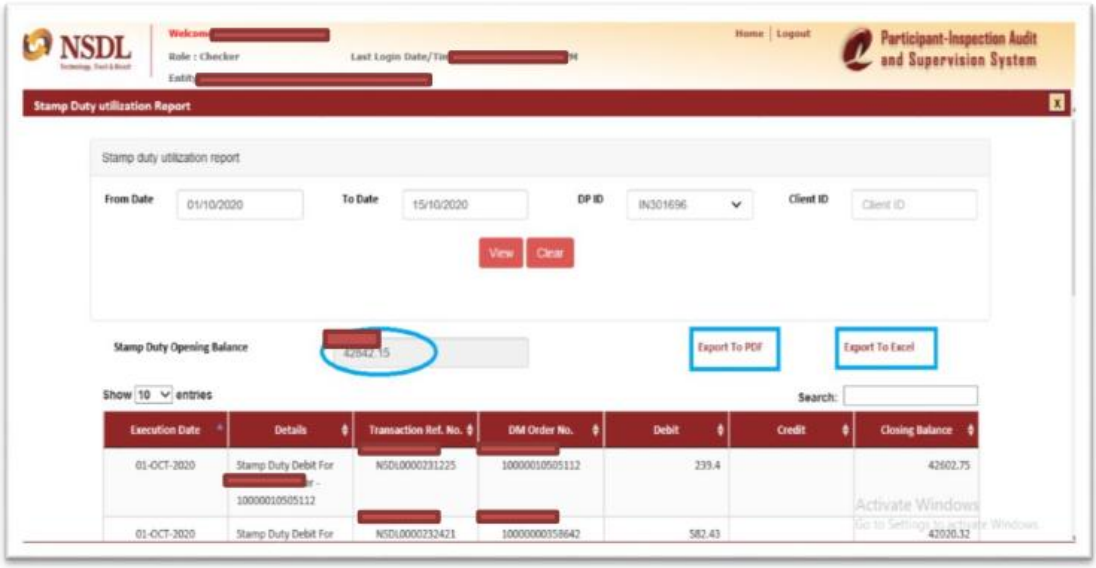


2. Please login after entering credentials, click on Stamp duty > view stamp duty utilization report.

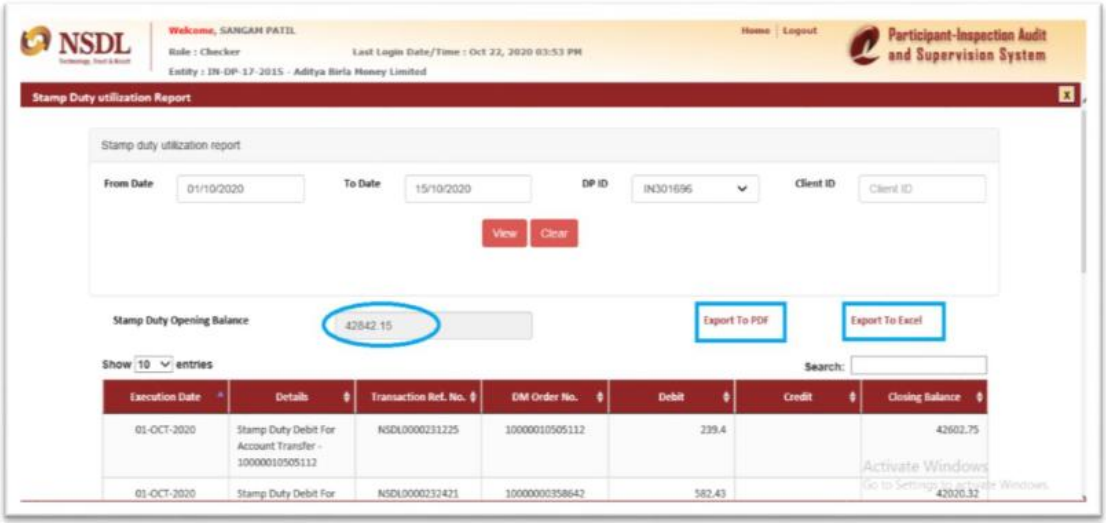
3. Select the date range and DPID from DPID (in case multiple DPID is mapped to your login). Participant can also check specific client related instruction by mentioning Client ID:



4. Click on view and all entries pertaining to that period will be displayed on the screen:



5. Export to PDF and Export to Excel facility is also given:


NSDL
Welcome, SANGAM PATIL
Role : Checker
Last Login Date/Time : Oct 22, 2020 03:53 PM
Entity : IN-DP-17-2015 - Aditya Birla Money Limited
Home | Logout
Participant-Inspection Audit and Supervision System
Stamp Duty utilization Report
Stamp duty utilization report
From Date
01/10/2020
To Date
15/10/2020
DP ID
IN301696
Client ID
Client ID
View
Clear
Stamp Duty Opening Balance
42842.15
Export To PDF
Export To Excel
Show 10 entries
Search:
Execution Date
Details
Transaction Ref. No.
DM Order No.
Debit
Credit
Closing Balance
01-OCT-2020
Stamp Duty Debit For Account Transfer - 10000010505112
NSDL0000231225
10000010505112
239.4
42602.75
01-OCT-2020
Stamp Duty Debit For
NSDL0000232421
10000000358642
582.43
42020.32
Activate Windows

ANNEXURE BB

EXTRACTS OF SCHEDULE I OF THE STAMP DUTY ON INSTRUMENTS AS PER THE INDIAN STAMP ACT, 1899

DEBENTURE — [as defined under section 2 (10A) of the Amendment to the Indian Stamp Act, 1899] (Refer section 9A and 9B of the Amendment to the Indian Stamp Act, 1899)

Description of Instrument		**Proper Stamp Duty**
(a)	in case of issue of debenture;	0.005%
(b)	in case of transfer and re-issue of debenture.	0.0001%

SECURITY OTHER THAN DEBENTURES (Refer section 9A and 9B of the Amendment to the Indian Stamp Act, 1899)

Description of Instrument		**Proper Stamp Duty**
(a)	issue of security other than debenture;	0.005%
(b)	transfer of security other than debenture on delivery basis;	0.015%
(c)	transfer of security other than debenture on non-delivery basis;	0.003%
(d)	Government securities	0%
(e)	repo on corporate bonds	0.00001%

ANNEXURE CC

SALIENT FEATURES OF PLEDGE FACILITY ON SPEED-E

A. Introduction:

1) This facility will be available to Client whose depository account is registered for e-Token based facility for accessing SPEED-e.

2) This facility will be available only for **pledge Initiation** instruction in phase 1 and facility to submit **pledge confirmation/closure/unilateral closure/invocation** instruction will be available in phase 2.

3) Participants will be required to register SPEED-e Users (e-token users) for SPEED-e **Direct** Facility (*refer Circular No.: NSDL/POLICY/2011/0084 dated October 15, 2011*). The normal SPEED-e Users (e-token users) who are not registered for SPEED-e Direct facility by their Participants will not be able to avail this facility.

4) Participants can view the pledge instructions details submitted by user through SPEED-e Direct facility at e-DPM System and Local DPM System.

5) Upon submission of pledge creation/initiation instructions submitted by Users the status of the instruction will be displayed as 'Released' and the instructions will be directly transmitted to NSDL depository system.

6) Participants will be able to ascertain the source of instructions i.e., whether the instructions have been received through DPM or SPEED-e Direct facility in e-DPM and Local DPM system.

7) The channel Indicator field in the COD download file would displays as '11' for pledge creation instructions submitted through SPEED-e.

B. Capture of Pledge Initiation Instructions:

User can use any of the following options for submission of pledge initiation instruction on SPEED-e:

I. Initiate Pledge Instruction submission

II. View SoT/SoH screen

A. Initiate Pledge Instruction

1) e-Token User(s) will access e-Services website (https://eservices.nsdl.com) and click on "Initiate Pledge Instruction" link available under Pledge option (refer exhibit 1).

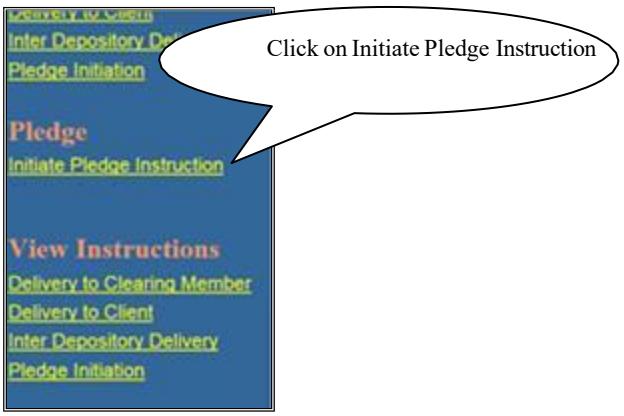


Exhibit 1 – Initiate Pledge Instruction

2) Upon clicking on the "Initiate Pledge Instruction" link, Pledge Initiation screen will be displayed to the User for capturing of pledge instruction details on SPEED-e (refer exhibit 2).

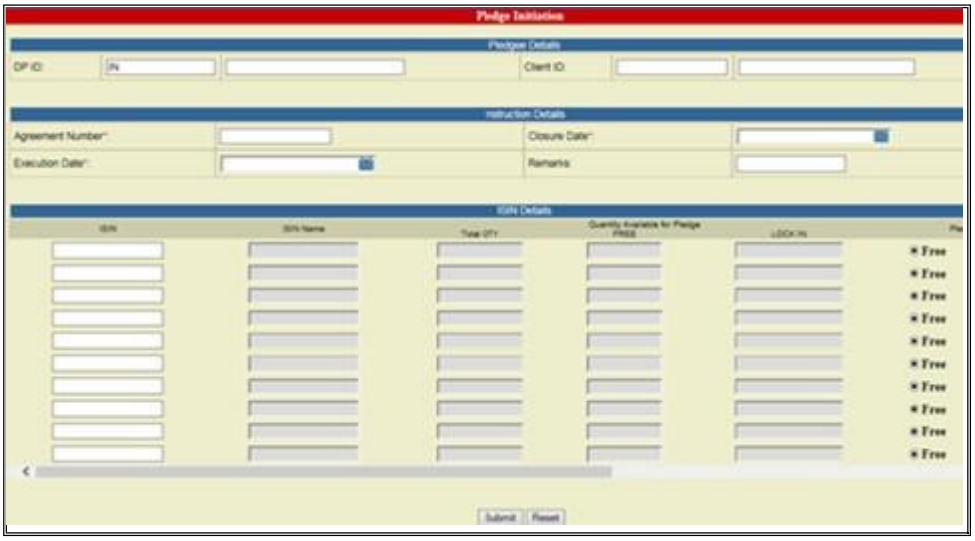


Exhibit 2 – Initiate Pledge Instruction - Submission

3) User will be required to enter the requisite details (as given below) on the screen for submission of pledge instructions:

   a) Pledgee DP ID,

b) Pledgee Client ID,

c) Agreement Number,

d) Closure Date,

e) Execution Date,

f) ISIN

g) Quantity

h) Remarks (if any),

4) User will be required to select Free or Lock-in option (*as the case may be*) on the screen and enter requisite quantity for pledge. In case user wishes to pledge securities which are under Locked-in status, then user will be required to choose Lock-in option and select 'Lock-in Reason' and enter 'Lock-in Release Date'.

5) Upon entering the aforesaid details with respect to ISIN(s) which is/are available in the depository account, user will be required to click on submit button to submit pledge instruction.

B. <u>View SoT/SoH</u>

6) e-Token User(s) can also click on "View SoT/SoH" link available under IDeAS option for submission of pledge initiation instruction (refer exhibit 3).

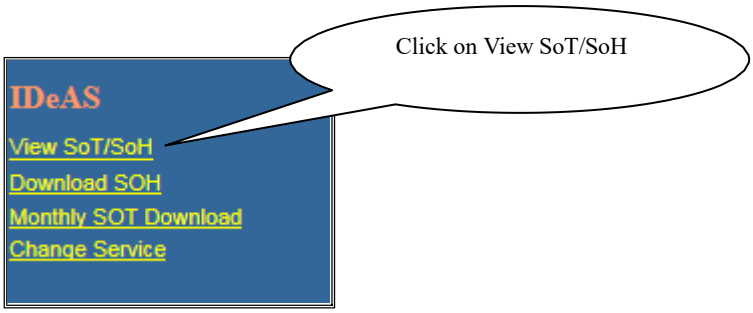


Exhibit 3 – View SoT/SoH

7) Upon clicking on the link "View SoT/SoH", User will be able to view the latest holding available in the depository account.

8) User will be required to select the "Pledge Initiation" option available for submitting pledge initiation instruction. User would be able to click on any one type of instruction viz. Market, Off-mkt, Inter Depository Debit, Pledge initiation.

9) Checkbox would also be available at the end of every ISIN to facilitate user to select the ISIN(s) in respect of instruction type selected by user (refer exhibit 4).

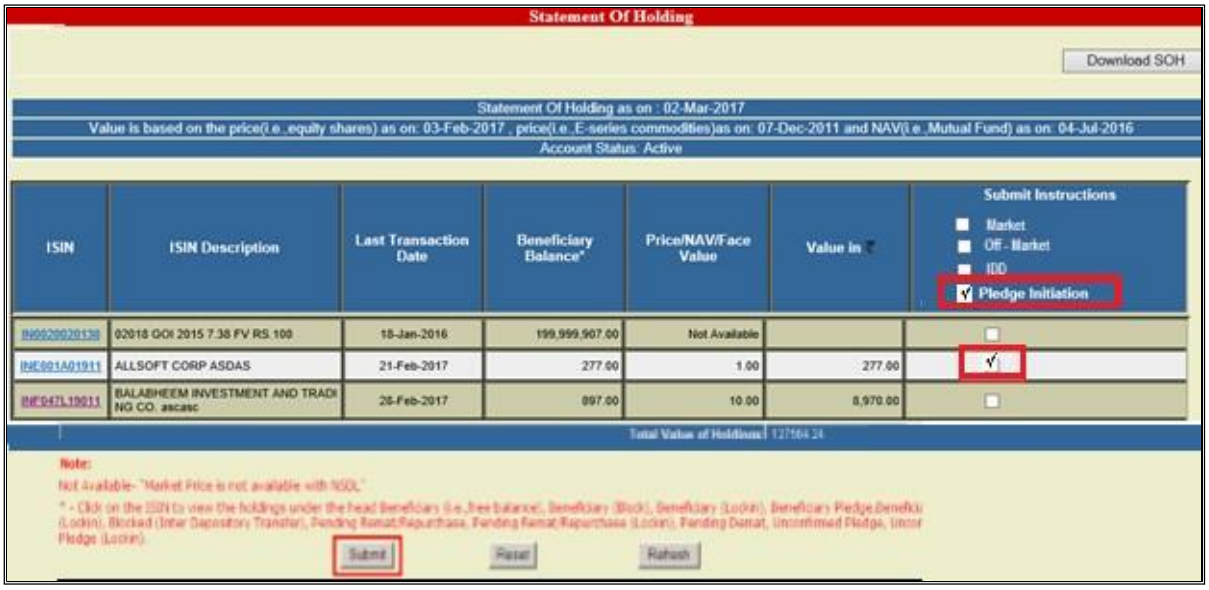


Exhibit 4 – Initiate Pledge Instruction – SOH Submission

10) Upon clicking on 'Submit' button, the system will automatically display the 'Pledge Initiation' screen. Further, the selected ISIN alongwith the quantity available for pledging will also be displayed (refer exhibit 5).

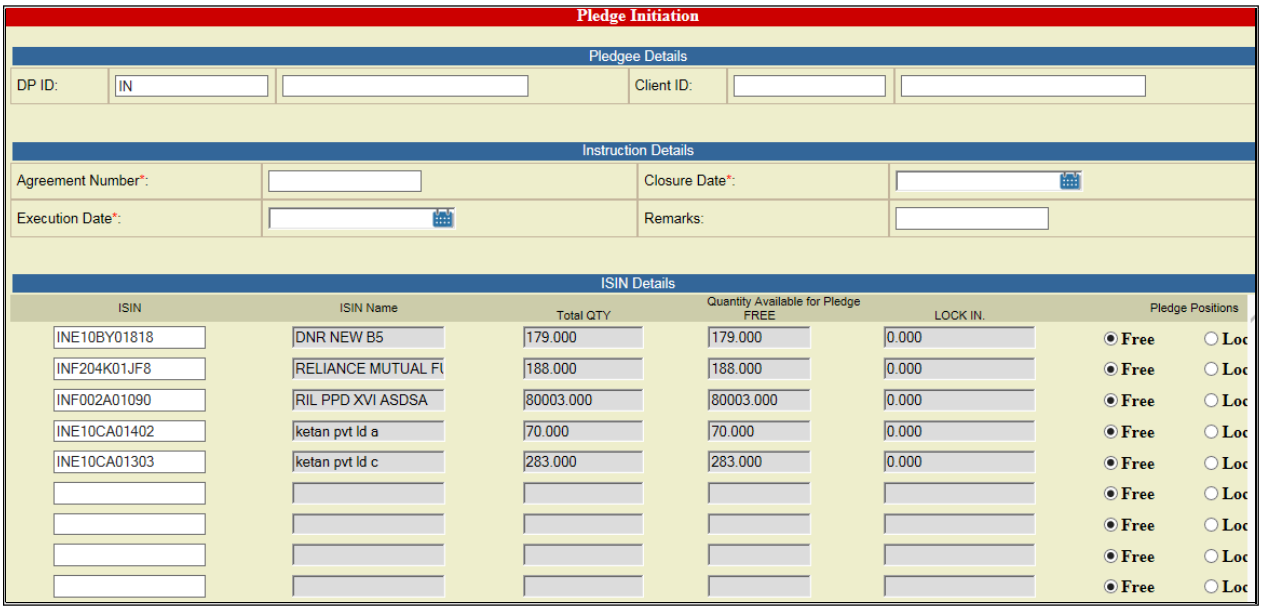


Exhibit 5 – Initiate Pledge Instruction - Submission

11) User will be required to enter the requisite details (as given below) on the screen for submission of pledge instructions:

(i) Pledgee DP ID,

(ii) Pledgee Client ID,

(iii) Agreement Number,

(iv) Closure Date,

(v) Execution Date,

(vi) Remarks (if any), (vii)Quantity

12) In case user wishes to pledge securities which are under Locked-in status, then user will be required to choose Lock-in option and select 'Lock-in Reason' and enter 'Lock-in Release Date' of the same.

13) Upon enter the aforesaid details, user will be required to click on submit button for submission of pledge initiation instructions (refer exhibit 6 & 7).

Exhibit 6 – Initiate Pledge Instruction – Submission

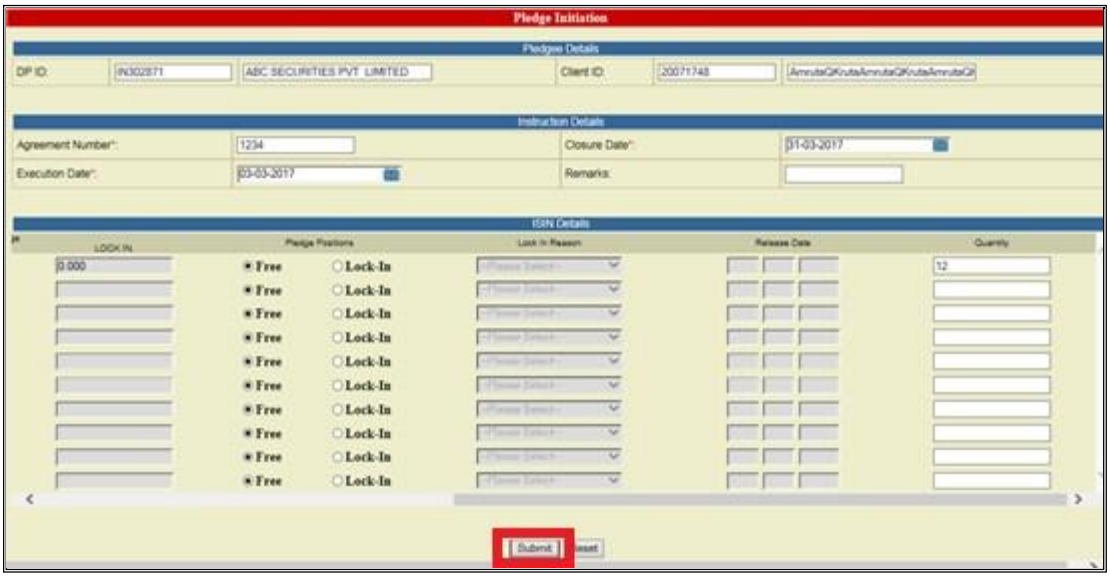


Exhibit 7 – Initiate Pledge Instruction – Submission

14) After clicking on submit button, pledge initiation instruction confirmation page will be displayed to the user for verification. User will be required to click on confirm button after verifying the details captured by him/her. (refer exhibit 8).

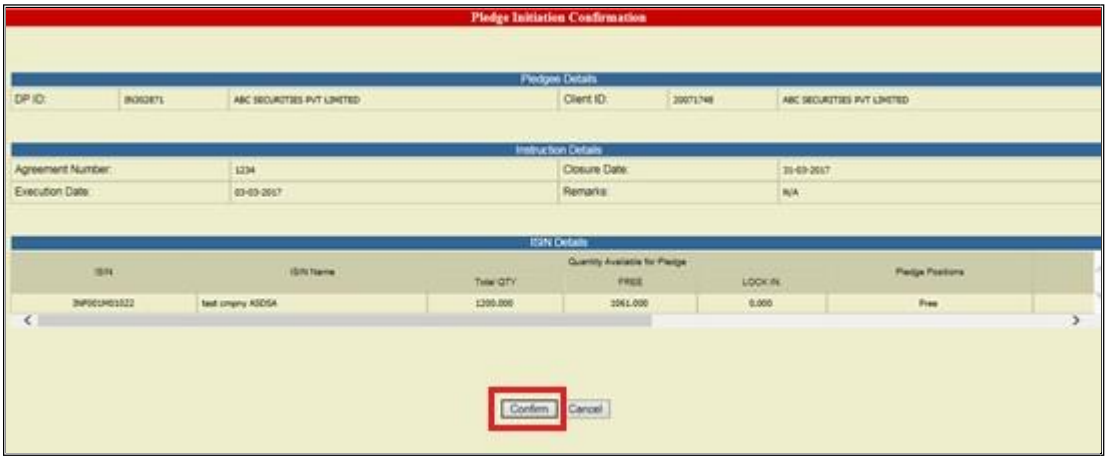


Exhibit 8 – Initiate Pledge Instruction - Confirmation

15) After clicking on confirm, an acknowledgement page will be displayed to the user (refer exhibit 9).

Exhibit 9 – Initiate Pledge Instruction – Acknowledgement

C. Authorization of Pledge Initiation Instructions:

16) In case of a depository account pertaining to single holder wherein only one authorized signatory (*who is having authorized rights*) is accessing SPEED-e facility and the Number of Authorizations captured in SPEED-e is also one, then pledge initiation instruction will be captured and authorized on SPEED-e after user click on submit and confirm buttons. Separate authorization from checker/another user will **not** be required.

17) The existing functionality of Multiple Authorizations as informed to Participants vide NSDL Circular No. NSDL/PI/2001/1895 dated December 27, 2001 for submitting the instructions on SPEED-e will also continue to be applicable for pledge initiation instructions by e-Token users on SPEED-e.

18) e-Token User who is having authorize rights will access SPEED-e facility and click on the 'Pledge Initiation' link available under Authorize Instructions option (refer exhibit 10).

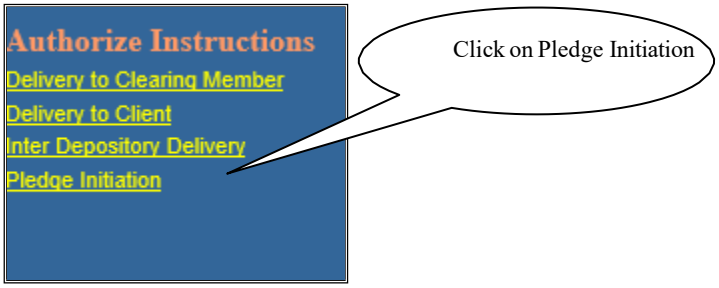


Exhibit 10 –Pledge Initiation - Authorization

Alternatively, Authorizer User will be provided a facility to view Pending Authorization Summary after login on SPEED-e facility (refer exhibit 11). User can directly click on Authorization pending for 'Pledge Initiation' link available under Pending Authorization Summary.

Exhibit 11 –Pledge Initiation – Authorization

19) Upon clicking on the 'Pledge Initiation' link for authorization, pledge initiation instruction details will be displayed to the User. User will be required to click on SPEED-e Transaction Number for authorizing pledge initiation request (refer exhibit 12).

Exhibit 12 –Pledge Initiation – Authorization

20) Upon clicking on SPEED-e Transaction Number, complete pledge initiation instruction details would be displayed to the User. User will be required to check the pledge instruction details and click on Authorize button (refer exhibit 13).

Exhibit 13 –Pledge Initiation – Authorization

21) Upon clicking on Authorize, pledge initiation instruction would be displayed to the User for confirmation. User will be required to click on Confirm for successfully authorization of the pledge initiation instruction (refer exhibit 14).

Exhibit 14 –Pledge Initiation – Confirmation

22) Af
to t

D. Vie

23) Up
Authorize rights) will be able to view the status of instructions submitted on

Pledge Initiation CONFIRMATION

Transaction Details

SPEED-e Transaction No.	12933
Execution Date	21/Feb/2017

Instruction Details

SPEED-e Transaction Number	SPEED-e Instruction Number	Submission Date	ISIN	Scheme Name	Quantity	Authorized By
12933	100011378	2017-02-21	INE001A01911	ALLSOFT CORP	1.000	

Confirm Back

Pledge Initiation ACKNOWLEDGEMENT

Transaction Details

SPEED-e Transaction No.	12933
Execution Date	21/Feb/2017

Instruction Details

SPEED-e Transaction Number	SPEED-e Instruction Number	Submission Date	ISIN	Scheme Name	Quantity	Authorized By
12933	100011378	2017-02-21	INE001A01911	ALLSOFT CORP	1.000	PLG_ATU7 : VISHAL CAPTURE SEVEN USER

You have authorized the instruction successfully on
22/Feb/2017 at 10 hr 13 min 08 sec IST

This instruction has been fully authorised by
PLG_ATU7 : VISHAL CAPTURE SEVEN USER On 22/Feb/2017 at 10:04:30 AM

Ok

SPEED-e through Pledge Initiation link available under View Instructions option (refer exhibit 16).

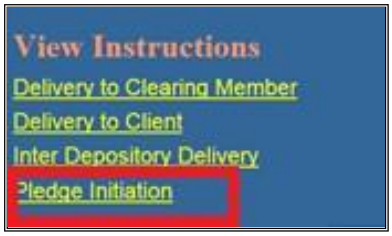


Exhibit 16 –Pledge Initiation – View Status

24) Upon clicking on the Pledge Initiation link under view instructions option, search criteria viz., SPEED-e Instruction Number, ISIN and DP ID & Client ID fields will be displayed to the User. User will be required to enter any of the requisite details on the screen and click on search option to view the status of the instructions (refer exhibit 17).

Exhibit 17 –Pledge Initiation – View Status

Further, following status transition will reflect for Pledge Initiation instruction submitted on SPEED-e:

Various status of instructions will be displayed on *SPEED-e* for Users
Pending (Instructions that are yet to be authorized by other authorized signatories/accountholders)
Pending for Pledgee Confirmation
Pledged
Future Dated
Closed On Account Of ACA
Closed
Overdue

Partially Closed
Invoked
Partially Invoked
Rejected
Released
Rejected by Pledgee
Cancelled
Partially Closed/Invoked

ANNEXURE DD

OPERATIONAL PROCESS

A. <u>Access to report of Pledges pending for confirmation:</u>

1) e-Token User(s) (Pledgee) will access e-Services website (https://eservices.nsdl.com) and click on "Pledge Instruction Pending for Confirmation" link available under Inquiries option (refer exhibit 1).

Exhibit 1 – Pledge Instruction Pending for Confirmation

2) Upon clicking on the "Pledge Instruction Pending for Confirmation" link, list of Pledges initiated by pledger and pending for pledgee confirmation will be displayed to the e- Token based user through SPEED-e facility (refer exhibit 2).

Pledge Instruction Pending For Confirmation

Total Records Found : 16

SPEED-e Instruction No.	Pledgor DP ID	Pledgor Client ID	ISIN	Quantity	Execution Date	Status
100153870	IN302871	21000376	INE107601EF1	2.000	19/06/2017	Pending for Pledgee Confirmation
100154253	IN302871	21000376	INE107601EF1	10.000	22/06/2017	Pending for Pledgee Confirmation
100154255	IN302871	21000376	INE107601EF1	10.000	22/06/2017	Pending for Pledgee Confirmation
100154256	IN302871	21000376	INE107601EF1	10.000	22/06/2017	Pending for Pledgee Confirmation
100154257	IN302871	21000376	INE107601EF1	10.000	22/06/2017	Pending for Pledgee Confirmation
100166821	IN302871	21000376	INE107601EF1	10.000	07/07/2017	Pending for Pledgee Confirmation
100167899	IN302871	21000376	INE107601EF1	10.000	10/07/2017	Pending for Pledgee Confirmation
100168914	IN302871	21000376	INE107601EF1	10.000	10/07/2017	Pending for Pledgee Confirmation
100054215	IN302871	21000376	INE107601EF1	10.000	09/06/2017	Pending for Pledgee Confirmation

Exhibit 2 – List of Pledge Instruction Pending for Confirmation

3) Upon clicking on the SPEED-e instruction number (hyperlink), e-Token User will be able to view the specific pledge instruction in detail (refer exhibit 3).

Pledge Instruction Pending For Confirmation

Pledgor Details			
DP ID	IN302871	DP Name	NSDL TEST DP
Client ID	21000376	Client Name	SHOBHA K BAKALE

Pledge Order Details			
Agreement Number	free	Closure Date	20/06/2017
Execution Date	19/06/2017	Remarks	N/A

ISIN Details					
ISIN	INE107601EF1		ISIN Name	ASDSA ASDSA	
Quantity	2.000		Status	Pending for Pledge Confirmation	
Pledge Positions	Free	Lock In Reason	N/A	Release Date	N/A
Cancellation Status	N/A	Error Description	N/A	ACA Remarks	N/A
SPEED-e Transaction No.	128169	SPEED-e Instruction No.	100153870	BP Instruction No.	20000000602063

Back

Exhibit 3 – Details of Pledge instruction

ANNEXURE EE

A. File Upload - Pledge Initiation Instruction:

File begin Indicator Record

Description	Data Type	Size	End	Status	Remarks
File Begin Indicator	Character	2	2	M	{} by default

Header

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	01 (Header Record)
Filler	Character	6	15	O	Default Spaces
Pledger DP Id	Character	8	23	M	
Pledger Client ID	Integer	8	31	M	
Total No. Of Detail Records	Integer	5	36	M	
File Creation Date	Date	8	44	M	YYYYMMDD
File Creation Time	Time	4	48	M	
Filler	Character	2	50	O	Default Spaces
		Total	**50**		

Details Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	02 (Detail Record)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	908

Transaction Flag	Character	1	18	M	Default 'A'
Filler	Character	2	20	O	Default Spaces
ISIN	Character	12	32	M	

Quantity	Decimal	15	47	M	12+3 without decimal point
Execution Date	Date	8	55	M	YYYYMMDD
Filler	Character	1	56	O	Default Spaces
Closure Date	Date	8	64	M	YYYYMMDD
Pledgee DP ID	Character	8	72	M	
Pledgee CLIENT ID	Integer	8	80	M	
Filler	Character	8	88	O	Default Spaces
Internal Reference Number/Remarks	Character	20	108	O	Default Spaces
Agreement no	Character	20	128	M	
Lock-in Reason	Integer	2	130		M in case of Lock-in Quantity. Optional in case of Free (Default Spaces)
Lock-in Release date	Date	8	138		M in case of Lock-in Quantity. Optional in case of Free (Default Spaces)
		Total	**138**		

Trailer Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	99 (Trailer Record)
Filler	Character	6	15	O	Default Spaces
Filler	Decimal	45	60	O	Default "000000000000000000000000000000000000000000000000"
Pledge Instructions Total Quantity	Decimal	15	75	O	12+3 without decimal point
Filler	Decimal	15	90	O	Default "000000000000000"
Filler	Decimal	15	105	O	Default "000000000000000"
Filler	Decimal	15	120	O	Default "000000000000000"
Filler	Decimal	15	135	O	Default "000000000000000"
Grand Total Of Quantity	Decimal	15	150	O	12+3 without decimal point
		Total	**150**		

File end Indicator Record

Description	Data Type	Size	End	Status	Remarks
File End Indicator	Character	2	2	M	{} by default

B. Response File Upload - Pledge Initiation Instruction:

Header

Description	Data Type	Size	End	Remarks
Batch Number	Integer	8	8	
Record Type	Integer	2	10	01 (Header Record)
Pledger DP Id	Character	8	18	
Pledger Client ID	Integer	8	26	
Total No. Of Detail Records	Integer	6	32	
Number of accepted/Rejected records	Integer	6	38	

Details Record

Description	Data Type	Size	Remarks
Batch Number	Integer	8	
Record Type	Integer	2	02 (Detail Record)
Line Number	Integer	6	
Transaction Type	Integer	3	908
Accept/Reject Flag	Character	1	
Pledgee DP ID	Character	8	
Pledgee Client ID	Integer	8	
ISIN	Character	12	
Quantity	Decimal	15	
Execution Date	Date	8	
Remark	Alfa-numeric	20	
Default		20	Default 0

C. Error Codes and Descriptions - Pledge Initiation Instruction:

ERRORCODE	ERROR DESCRIPTION
DIH00001	Invalid header record type
DIH00000	Invalid header record length
DIH00017	Header records type should always be 01
DIH00032	Header is not the first record
STLMT009	Invalid detail record length
DIT00045	Invalid trailer record length
DIT00207	Trailer records cannot be more than one row
STLMT008	Record type is invalid in in header/in detail/in trailer
DIH00036	Detail records cannot be blank
DIH00118	Batch number in header and detail does not match
DIH00005	Source Pledger Client ID in file does not match with Pledger Client ID of the client logged in.
DIH00119	Filler records must not contain any character
DIH00003	Invalid DP ID
DIH00005	Invalid Client ID
DIH00028	Client ID should be numeric
DIH00008	Total number of record mentioned in record field is not numeric
DIH00012	Total number of records is zero
DIH00076	Enter valid numeric date format
DIH00013	Enter valid numeric date format
DIH00077	Invalid date field entered in header
DIH00079	Batch number is already exist
DIH00018	Source (pledger) DP ID in file does not match with DP ID used in the file
DIH00106	Source (pledger) DP ID & Client ID in file does not matched with DP ID & Client ID of the client logged in.
STLMT010	Special character (tab,{,},[,],:) entered in detail record
FV0005	Batch number should be numeric and as per prescribed format
FV0009	Record type should be numeric and as per prescribed r format

FV0013	Line number should be numeric and as per prescribed format
FV0015	Transaction type should be numeric and as per prescribed format
FV0016	Transaction type in detail record is not valid
FV0017	Transaction flag must be "a" in detail record
FV0023	ISIN should be valid and in proper format
FV0027	Quantity should be numeric, non-negative and maximum length should be 15 digits (12+3 without decimal point)
FV0041	Execution date should be valid and as per prescribed format
FV0081	Closure date should be valid and as per prescribed format
FV0021	Invalid Client ID

FV0018	Agreement number is mandatory
FV0083	Locked- in date is mandatory for the locked-in position
FV0084	Locked- in date is not required in case of free position
DIH00019	Line number in detail record filed is invalid
DIH00038	Batch number entered in header does not match with details mentioned in record(s) field
DIT00232	Special character in trailer record is not allowed
DIT00058	Batch number in trailer record is not numeric
DIH00009	Batch number cannot be only zero(s)
DIT00211	Total quantity of pledge initiation instruction is not numeric
DIT00067	Total records in header does not match with total detail records
DIT00056	Grand total quantity is not numeric
DIT00069	Error in grand total quantity
DIH00016	Total records in header does not match with total detail records
DIT00231	No trailer record present
AT0014	Invalid ISIN
CM0032	ISIN does not exist
CM0005	Invalid Client status
PL0020	Pledge closure date must be greater than pledge execution date
PL0021	Pledge closure date must be greater than current business date
PL0036	Pledge execution date must be greater than or equal to current business date
PL0031	Pledger and Pledgee Client details cannot be same

Salient features of Pledge Confirmation facility on SPEED-e

A. Introduction:

1) This facility will be available to Client whose depository account is registered for e-Token based facility for accessing SPEED-e.

2) Client(s) (*Pledgee*) will be able to view and confirm the pledge initiation instructions through SPEED-e facility irrespective whether pledge initiation instructions submitted through e-DPM system or SPEED-e facility.

3) For availing this facility, the Participants will be required to register the account holder (i..e pledgee) for SPEED-e as a e-token user and avail of SPEED-e Direct facility. In case the account holder is already a SPEED-e e-token user, but has not availed of SPEED-e Direct facility, the facility of pledge confirmation through SPEED-e cannot be availed of.

4) Participants can view the pledge initiations details, received for pledge confirmation, which are submitted by user through SPEED-e Direct facility at e-DPM System and Local DPM System.

5) Participants will be able to ascertain the source of instructions i.e., whether the instructions have been executed through e-DPM or SPEED-e Direct facility in e-DPM and Local DPM system.

6) The channel Indicator field in the COD download file would display '11' for pledge confirmation instructions submitted through SPEED-e.

B. Capture of Pledge Confirmation Instructions:

1) e-Token User(s) will access e-Services website (https://eservices.nsdl.com) and click on "Pledge Confirmation" link available under Pledge option (refer exhibit 1).

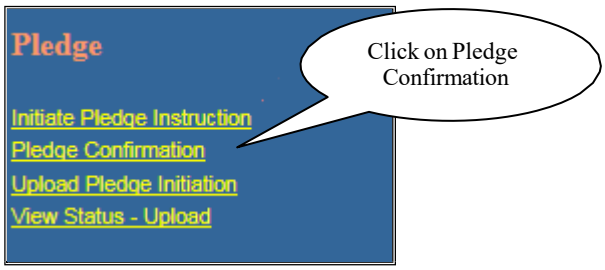


Exhibit 1 – Pledge Confirmation

2) Upon clicking on the "Pledge Confirmation" link, search criteria viz., Pledgor DP ID & Client ID, ISIN and SPEED-e Instruction No. fields will be displayed to the User. User will be required to enter any of the requisite details on the screen and click on search option to display the details of pledge instruction on SPEED-e (refer exhibit 2).

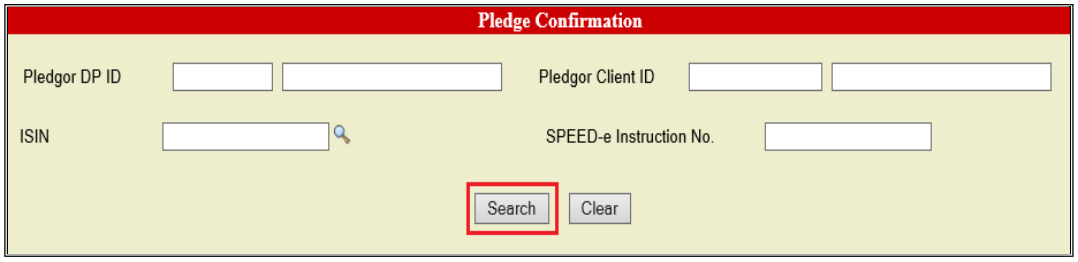


Exhibit 2 – Pledge Confirmation - Search

3) Upon entering the requisite details and click on the search button, Pledge instruction which are pending for pledgee confirmation will be displayed to the User. User will be required to click on the hyperlink provided on SPEED-e Instruction No. to confirm the pledge instructions (refer exhibit 3).

Total Records Found : 2

SPEED-e Instruction No.	Pledgor DP ID	Pledgor Client ID	ISIN	Quantity	Execution Date	Status
100005826	IN487875	10001187	INF004A01021	1.000	21/01/2017	Pending for Pledgee Confirmation
100005827	IN487875	10001187	INF004A01021	2.000	20/01/2017	Pending for Pledgee Confirmation

Exhibit 3 – Pledge Confirmation – Details

4) Upon clicking aforesaid hyperlink viz., SPEED-e Instruction No., complete pledge instruction details will be displayed to the User for confirmation (refer exhibit 4).

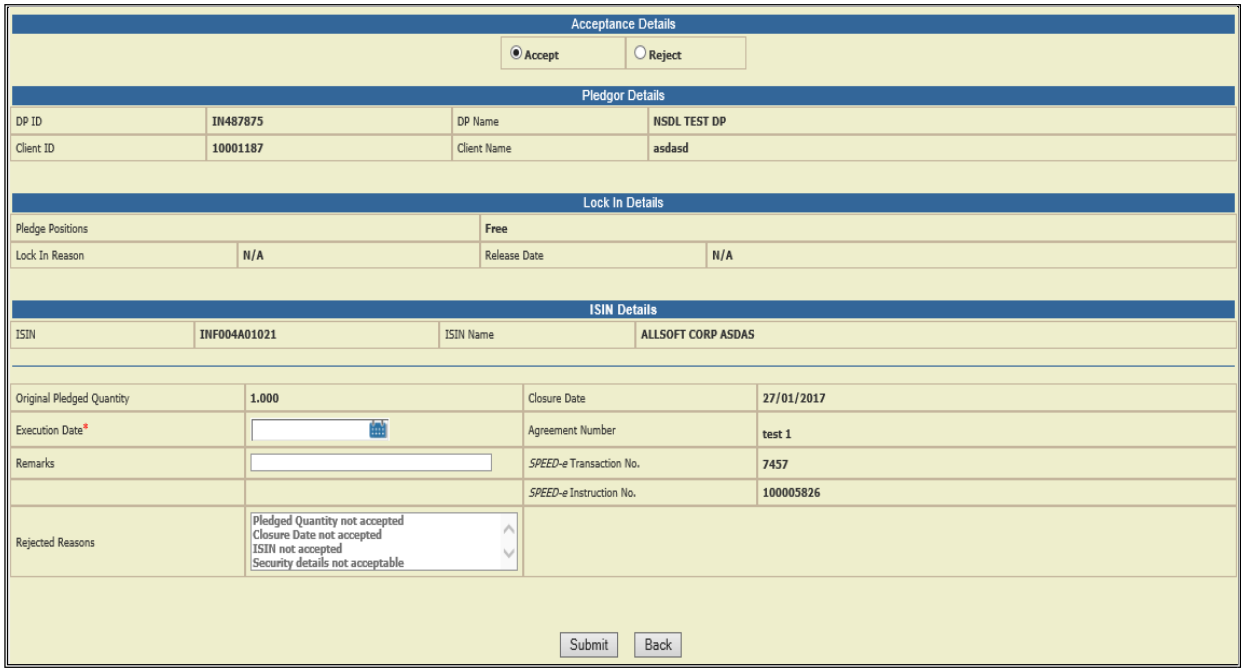


Exhibit 4 – Pledge Instruction – Confirmation

5) User will be having an option to either Accept or Reject the pledge instruction which is pending for confirmation. If User wishes to confirm the Pledge instruction, then User will be required to select execution date and click on Submit button. To confirm the pledge instruction, radio button viz., "Accept" is by default enabled on the screen. In case User wishes to reject the pledge instruction, then User will be required to click radio button of "Reject" option and select execution date & rejection reason from the drop down and click on Submit button. An option field "Remarks" is provided on the screen (refer exhibit 5).

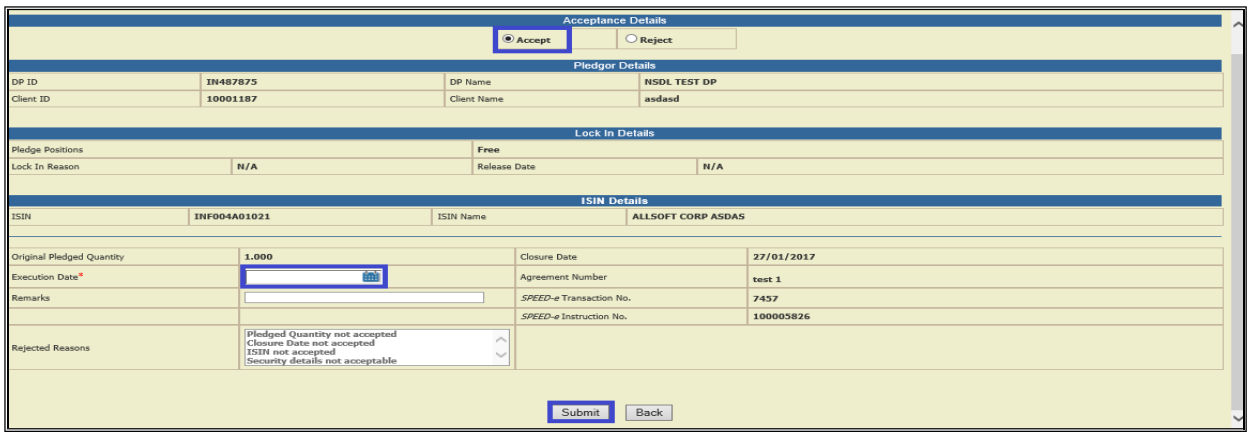


Exhibit 5 – Pledge Confirmation - Accept / Reject

6) Upon clicking on Submit button, Pledge Confirmation screen will be displayed to the User for Acceptance or Rejection of pledge instruction (*as the case may be*). User will be required to check the details of the pledge confirmation and click on Confirm button to submit the instruction (refer exhibit 6 & 7).

Exhibit 6 – Pledge Confirmation - Accept

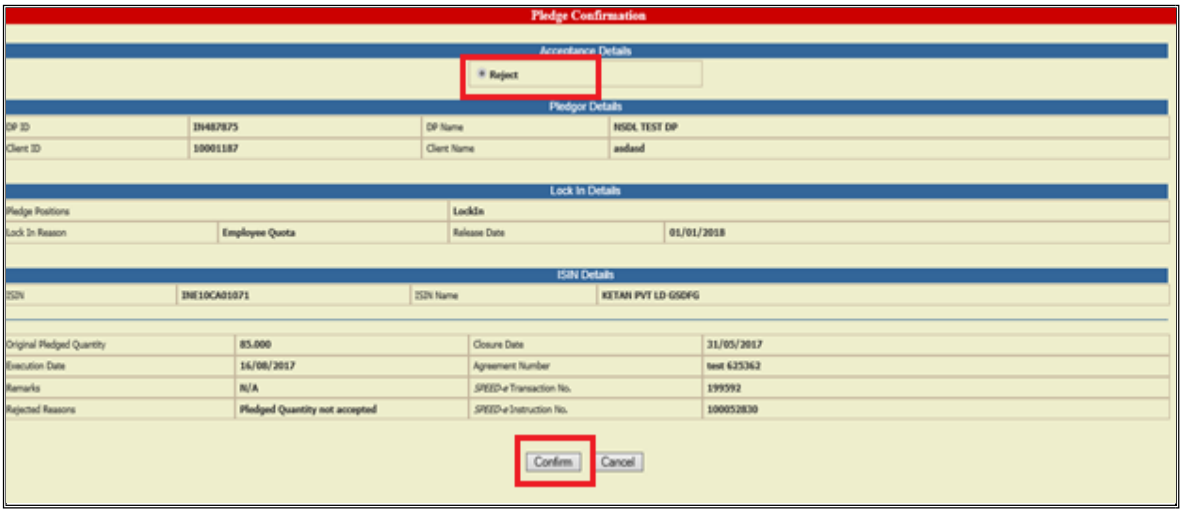


Exhibit 7 – Pledge Confirmation - Reject

7) Upon clicking on Confirm button, an acknowledgement page will be displayed to the User (refer exhibit 8).

Pledge Confirmation Acknowledgement

Acceptance Details

Status : Accept

Pledgor Details

DP ID	IN487875	DP Name	NSDL TEST DP
Client ID	10001187	Client Name	asdasd

Lock In Details

Pledge Positions		Free	
Lock In Reason	N/A	Release Date	N/A

ISIN Details

ISIN	INF004A01021	ISIN Name	ALLSOFT CORP ASDAS

Original Pledged Quantity	1.000	Closure Date	27/01/2017
Execution Date	16/08/2017	Agreement Number	test 1
Remarks	N/A	*SPEED-e* Transaction No.	199584
Rejected Reasons	N/A	*SPEED-e* Instruction No.	100005826

OK

Exhibit 8 – Pledge Confirmation- Acknowledgement

C. Authorization of Pledge Confirmation Instruction:

1) The existing functionality of Multiple Authorizations as informed to Participants vide NSDL Circular No. NSDL/PI/2001/1895 dated December 27, 2001 for submitting the instructions on SPEED-e will also continue to be applicable for pledge Confirmation instructions by e-Token users on SPEED-e facility.

2) In case of a depository account pertaining to single holder wherein only one authorized signatory (*who is having authorized rights*) is accessing SPEED-e facility and the Number of Authorizations captured in SPEED-e is also one, then pledge Confirmation instruction will be captured and authorized on SPEED-e after user click on submit and confirm buttons. Separate authorization from checker/another user will **not** be required.

3) e-Token User who is having authorize rights will access SPEED-e facility and click on the 'Pledge Confirmation' link available under Authorize Instructions option (refer exhibit 9)

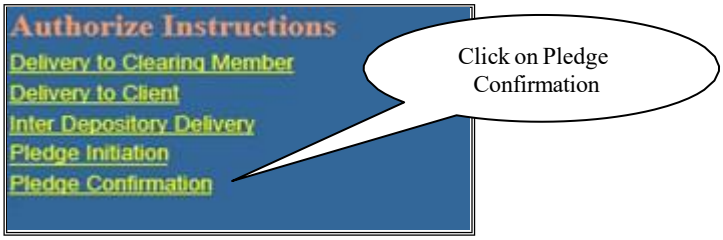


Exhibit 9 –Pledge Confirmation - Authorization

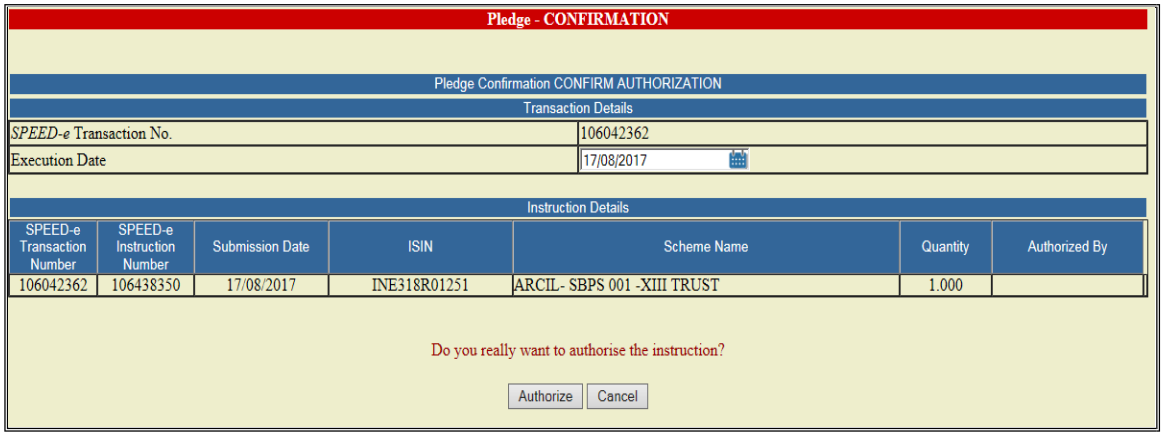
Alternatively, Authorizer User will be provided a facility to view Pending Authorization Summary after login on SPEED-e facility (refer exhibit 10). User can directly click on Authorization pending for 'Pledge Confirmation' link available under Pending Authorization Summary.

Exhibit 10 –Pledge Confirmation – Authorization

4) Upon clicking on the 'Pledge Confirmation' link for authorization, pledge confirmation instruction details will be displayed to the User. User will be required to click on SPEED-e Transaction Number for authorizing pledge Confirmation request (refer exhibit 11).

Exhibit 11 – Pledge Confirmation – Authorization

5) Upon clicking on SPEED-e Transaction Number, complete pledge confirmation instruction details would be displayed to the User. User will be required to check the pledge instruction details and click on Authorize button (refer exhibit 12).



Pledge - CONFIRMATION

Pledge Confirmation CONFIRM AUTHORIZATION

Transaction Details

SPEED-e Transaction No.	106042362
Execution Date	17/08/2017

Instruction Details

SPEED-e Transaction Number	SPEED-e Instruction Number	Submission Date	ISIN	Scheme Name	Quantity	Authorized By
106042362	106438350	17/08/2017	INE318R01251	ARCIL- SBPS 001 -XIII TRUST	1.000	

Do you really want to authorise the instruction?

Authorize Cancel

Exhibit 12 – Pledge Confirmation – Authorization

6) Upon clicking on Authorize, Pledge Confirmation instruction details would be displayed to the User for confirmation. User will be required to click on Authorize for successfully confirmation of the Pledge Confirmation instruction (refer exhibit 13).

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Pledge - CONFIRMATION

Pledge Confirmation CONFIRM AUTHORIZATION

Transaction Details

SPEED-e Transaction No.	106042366
Execution Date	17/08/2017

Instruction Details

SPEED-e Transaction Number	SPEED-e Instruction Number	Submission Date	ISIN	Scheme Name	Quantity	Authorized By
106042366	106438348	17/08/2017	INE112C01037	SHERVANI INDUSTRIAL SYNDICATE LTD	1.000	

Do you really want to authorise the instruction?

Authorize Cancel

D. Vie

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Exhibit 15 –Pledge Confirmation – View Status

2) Upon clicking on the Pledge Confirmation link under view instructions option, search criteria viz., Pledgor DP ID & Pledgor Client ID, ISIN, and SPEED-e Instruction Number will be displayed to the User. User will be required to enter any of the requisite details on the screen and click on search option to view the status of the instructions. If user wishes to view status-wise details (*i.e. Accepted or Rejected*) of pledge confirmation instruction then User can select requisite status from the drop down viz., Acceptance Status provided on the screen (refer exhibit 16).

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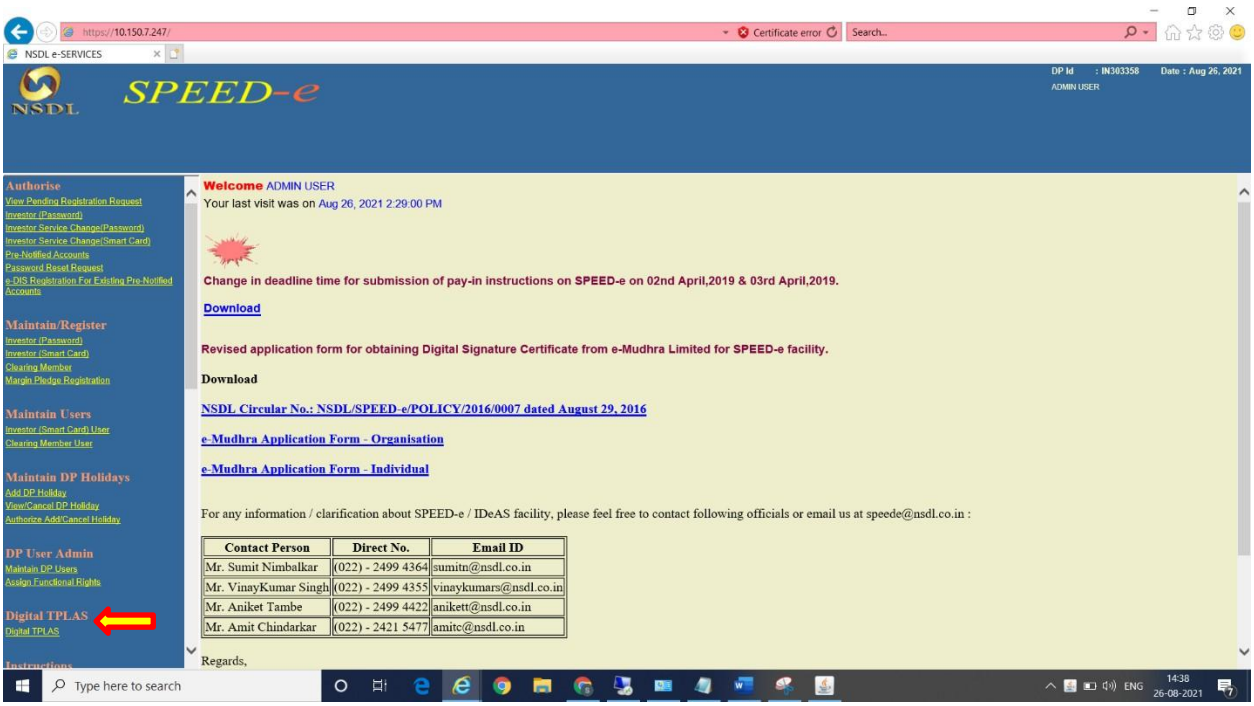
Various status of instructions will be displayed on *SPEED-e* for Users
Captured (Instructions that are yet to be authorized by other authorized signatories/accountholders)
Pledge Confirmed
Rejected by Pledgee
Rejected
Future Dated
Released
Closed

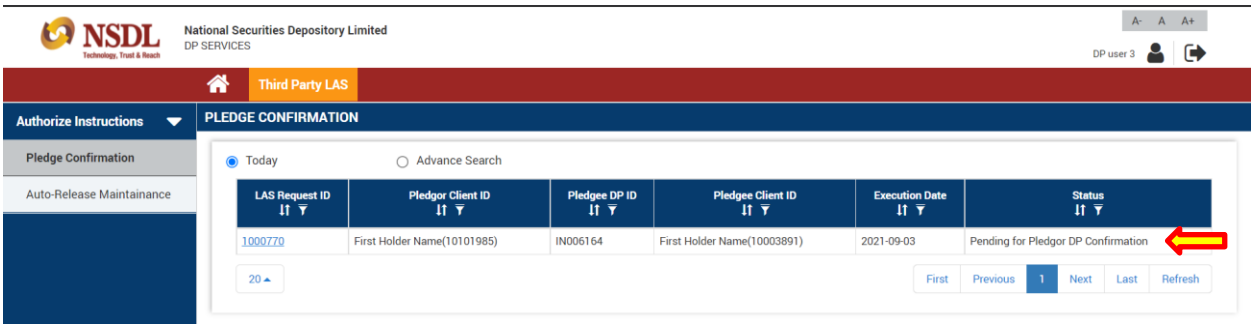
ANNEXURE FF

PLEDGOR DP USER GUIDE FOR APPROVING DIGITAL LAS INSTRUCTIONS SUBMITTED BY PLEDGOR CLIENTS ON NSDL SPEED-E FACILITY

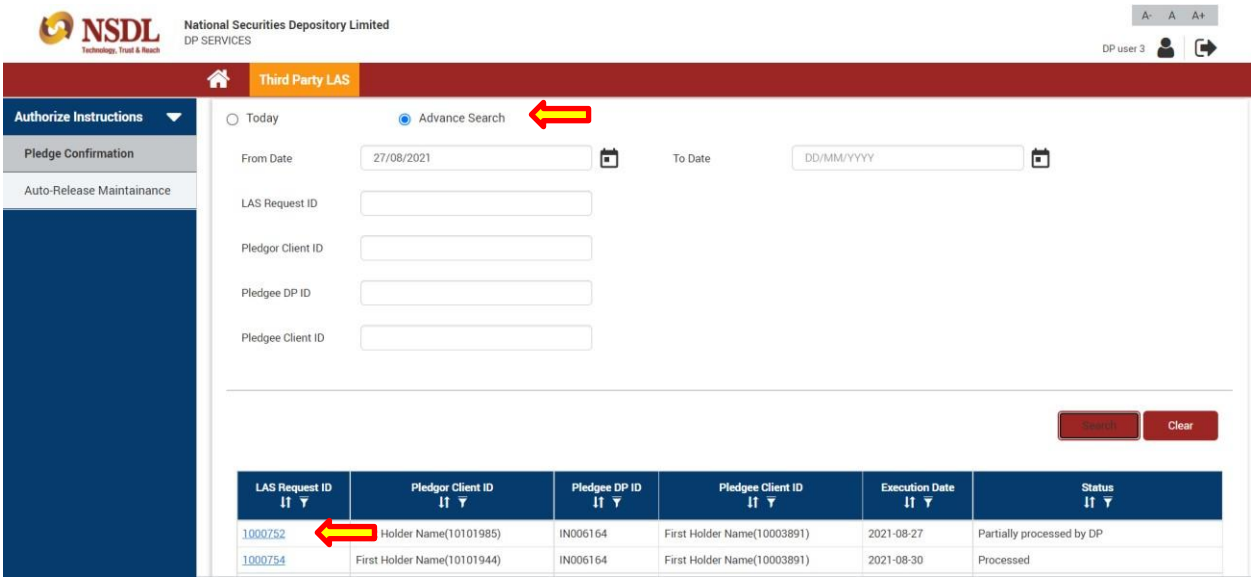
1. User of Pledgor DP will login into NSDL SPEED-e with existing login credentials. User will be required to click on '**Digital TPLAS'** (*highlighted*) for confirming the request captured/submitted by their Client (Pledgor).



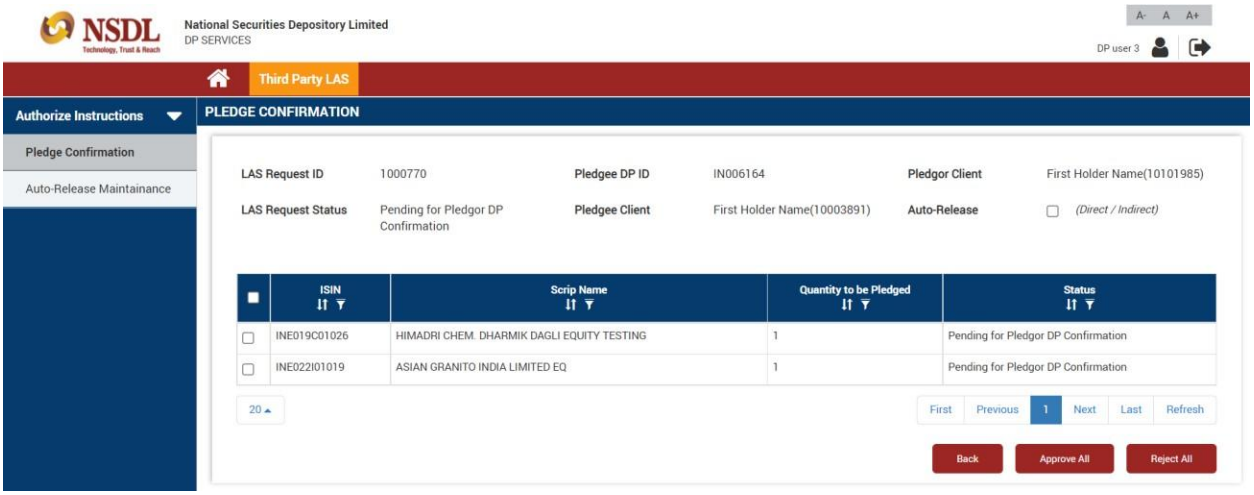
2. User of Pledgor DP on clicking the 'Digital TPLAS' link will be able to view the requisite instructions which are in status '**Pending for Pledgor DP Confirmation**' under the tab 'Pledge Confirmation'. The instructions displayed by default will be of the current date. Further, Participants are requested to note that in case the instructions are not confirmed by Pledgor DP till EOD deadline of execution date, then the instruction(s) shall be automatically rejected.



3. The User of the Pledgor DP can also click on 'Advance Search' radio button and enter the date range/LAS request ID/Pledgor Client ID/Pledgee DP ID/Pledgee Client ID to get/fetch instruction transactional details submitted / captured by their Client:



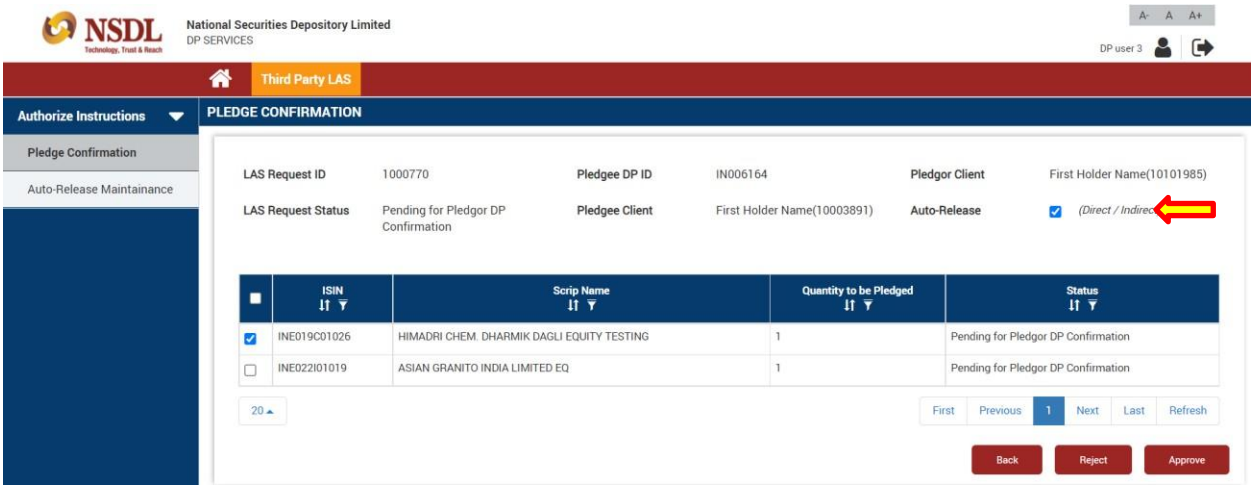
4. The User of Pledgor DP can then click on 'LAS Request ID' to view and confirm the pledge details.



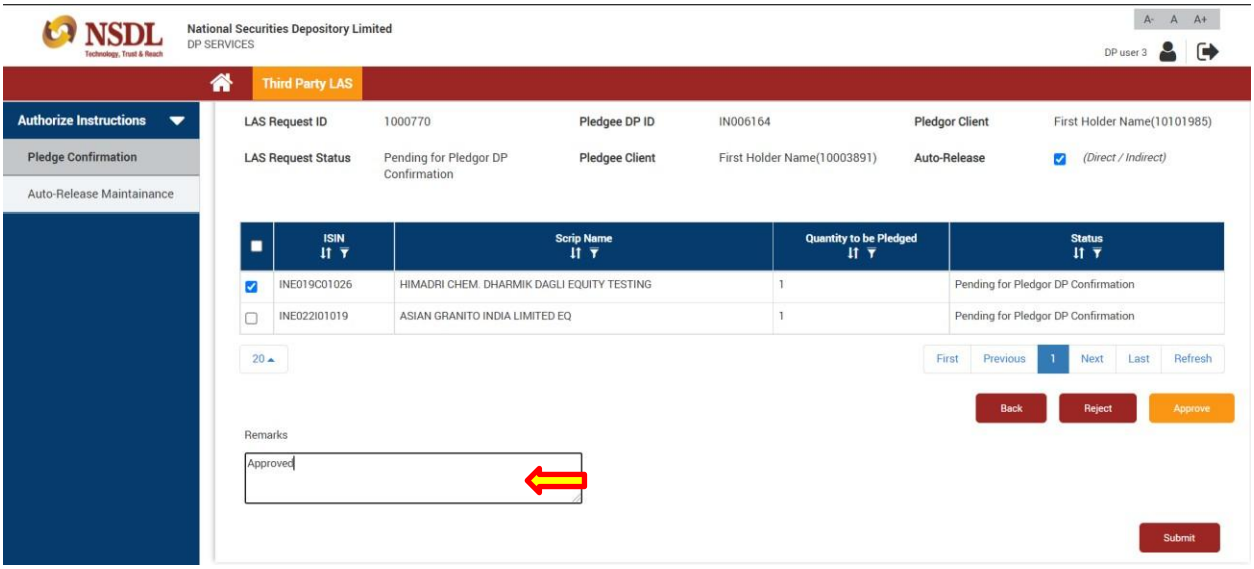
5. Pledgor DP will have to confirm the instruction manually each time or set the flag Auto Release flag as 'Direct' so that such instruction(s) are not required to be manually confirmed each time. Hence, in case the flag named 'Auto-Release' checkbox is selected and enabled by the User of the

Pledgor DP, then all the subsequent instructions will be automatically confirmed, without the need to manually confirm each of the instructions

of the Client. However, TPLAS related instruction(s) that are submitted by client for the first time will always be required to be confirmed manually by the User of the Pledgor DP.



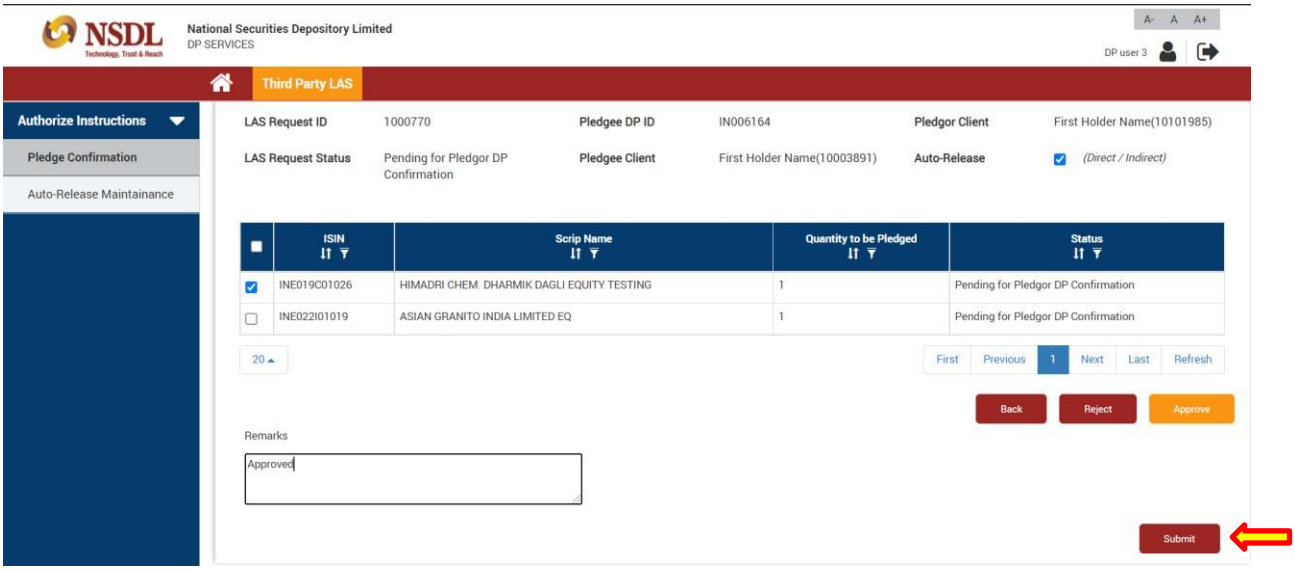
6. Further, User of the Pledgor DP can enter additional remarks in 'Remarks' checkbox if any, at the time of confirmation/rejection.

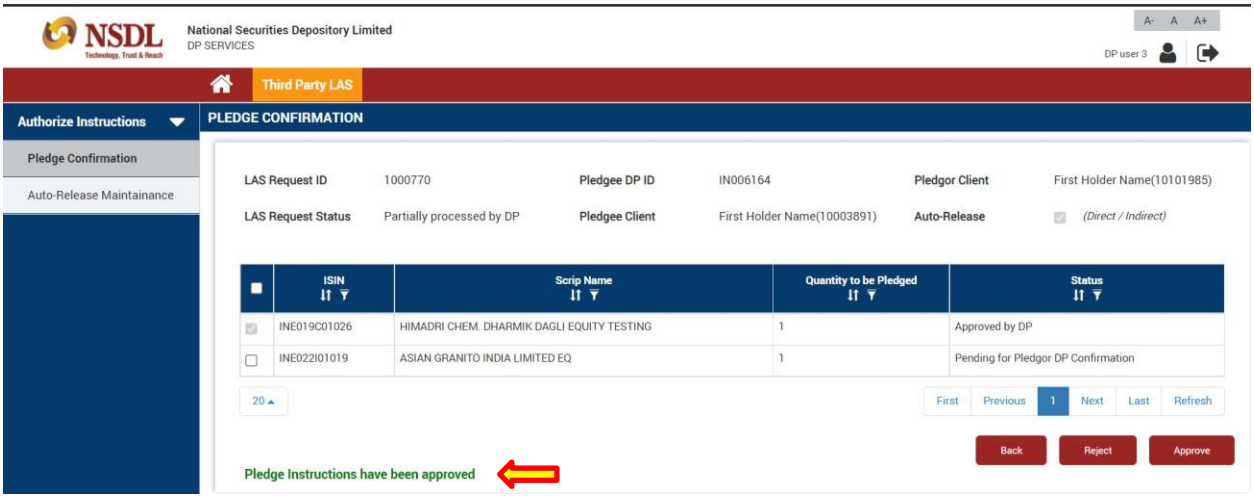


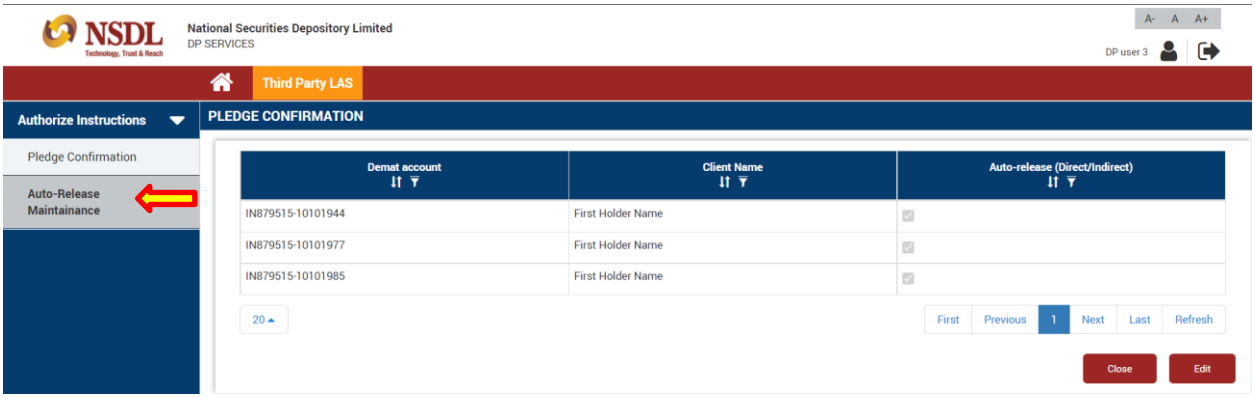
7. Post entering remarks, if any, User of the Pledgor DP will click on 'Submit' button for confirming (approve) / rejecting (reject) the pledge instruction.

8.

9.

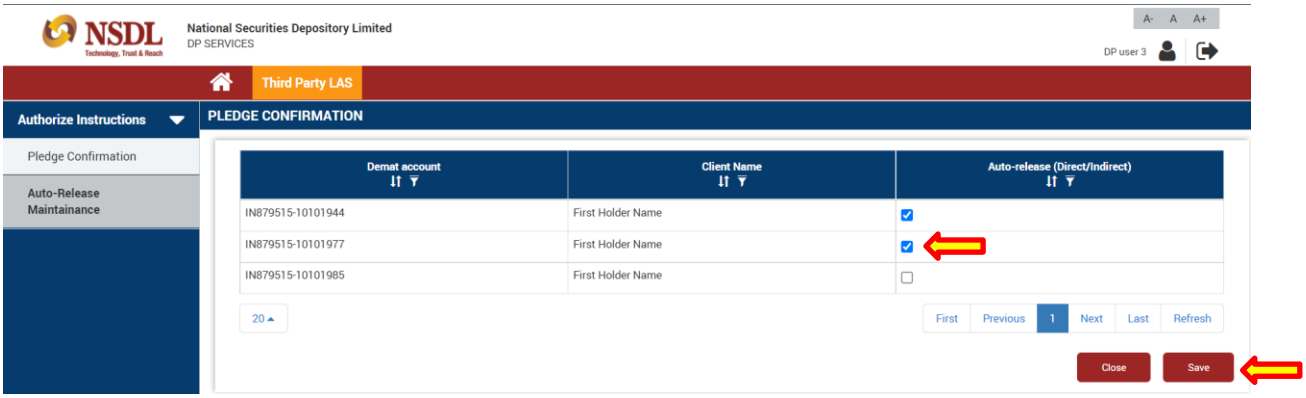

NSDL
National Securities Depository Limited
DP SERVICES
A- A A+
DP user 3
Third Party LAS
Authorize Instructions
Pledge Confirmation
Auto-Release Maintainance
LAS Request ID 1000770
Pledgee DP ID IN006164
Pledgor Client First Holder Name(10101985)
LAS Request Status Pending for Pledgor DP Confirmation
Pledgee Client First Holder Name(10003891)
Auto-Release (Direct / Indirect)
ISIN
Scrip Name
Quantity to be Pledged
Status
INE019C01026 HIMADRI CHEM. DHARMIK DAGLI EQUITY TESTING 1 Pending for Pledgor DP Confirmation
INE022I01019 ASIAN GRANITO INDIA LIMITED EQ 1 Pending for Pledgor DP Confirmation
20
First Previous 1 Next Last Refresh
Back Reject Approve
Remarks
Approved
Submit


NSDL
National Securities Depository Limited
DP SERVICES
A- A A+
DP user 3
Third Party LAS
Authorize Instructions
PLEDGE CONFIRMATION
Pledge Confirmation
Auto-Release Maintainance
LAS Request ID 1000770
Pledgee DP ID IN006164
Pledgor Client First Holder Name(10101985)
LAS Request Status Partially processed by DP
Pledgee Client First Holder Name(10003891)
Auto-Release (Direct / Indirect)
ISIN
Scrip Name
Quantity to be Pledged
Status
INE019C01026 HIMADRI CHEM. DHARMIK DAGLI EQUITY TESTING 1 Approved by DP
INE022I01019 ASIAN GRANITO INDIA LIMITED EQ 1 Pending for Pledgor DP Confirmation
20
First Previous 1 Next Last Refresh
Back Reject Approve
Pledge Instructions have been approved



10. Further, the User of the Pledgor DP will also have the ability to click on the 'Edit' button to un-tick (disable) the 'Auto-Release' flag for the requisite DP ID and Client ID.

Note: In case User of the Pledgor DP un-checks or disables the 'Auto-Release' flag for a particular Client (DP ID-Client ID), then any TPLAS instruction(s) initiated by such Client(s) will required to be manually confirmed by the User of Pledgor DP.



ANNEXURE GG

[For New Accounts]

Standing Instruction for Auto Pledge Confirmation by Pledgee

To,

Date:	D	D	M	M	Y	Y	Y	Y

<Depository Participant Name>

<DP ID>

<Address>

With reference to my / our application for opening a depository account, I/ We request you to enable my / our depository account having DP ID_____ & Client ID_____ with Flag "**Standing Instruction for Auto Pledge Confirmation**'.

I/We have read and understood the Securities and Exchange Board of India's guide lines on pledging of shares in dematerialised form as regulated by SEBI (Depositories and Participants) Regulations, 1996 and Depositories Act, 1996.

1_____2_____3_____

Signature(s) of Account Holder(s)

[For Existing Accounts]

Standing Instruction for Auto Pledge Confirmation by Pledgee

To,

Date:	D	D	M	M	Y	Y	Y	Y

<Depository Participant Name>

<DP ID>

<Address>

I/ We request you to enable my / our depository account(s) having DP ID_____ & Client ID_____ with Flag "**Standing Instruction for Auto Pledge Confirmation**'.

I/We have read and understood the Securities and Exchange Board of India's guide lines on pledging of shares in dematerialised form as regulated by SEBI (Depositories and Participants) Regulations, 1996 and Depositories Act, 1996.

1_____2_____3_____

Signature(s) of Account Holder(s)

ANNEXURE HH

Introduction

NSDL provides SMS Alert facility for demat account holders whereby they can receive SMS alerts directly from NSDL for following:

1) All Debit Transfers

2) Credits for IPO, sub-division and bonus

3) Failed instructions

4) Overdue instructions

5) Change of mobile number

6) Change of address

7) Debit of Mutual Fund units

8) Invocation of pledged securities

9) Registration and De-registration of Power of Attorney

10) Modification / Cancellation of nominee name

11) Pledge initiation and confirmation

12) Mutual fund redemption request submission by client and acceptance/rejection of the same by RTA

13) SMS Alerts to Clients for Blocking/Debit of shares in demat account in respect of Tender Offer instruction.

Charges

No charge is levied by NSDL to Participants for providing this facility to investors.

Registration

(i) This facility will be available to the investors provided they have given their mobile numbers to their DPs and the DPs have captured the numbers in the Local DPM System and have also enabled (ticked) the SMS flag in their Local DPM system.

(ii) Those investors who have provided their mobile numbers to their DPs but do not wish to avail this facility may inform their DPs to disable the SMS flag provided such accounts are not operated by Power of Attorney.

(iii) For change of address and registration & de-registration of Power of Attorney in Local DPM System, SMS alerts will be sent to Client's mobile phone (captured in Local DPM System) irrespective of Client availing SMS Alert facility.

ANNEXURE II

(To be provided on the letterhead of CM/TM)

To,

<Participant Name>

Subject: Request for opening Client Securities Margin Pledge Account Madam / Dear Sir,

With reference to captioned subject, I / We < CM/TM Name > are maintaining a TM/CM account with <Participant name>. <demat account number >. I/We would like to open 'Client Securities Margin Pledge Account' in <Participant name> based on the existing Account Opening Form with you as per details given below:

Sr. No.	**Account Category**	**New Client Type**	**New Client Sub-type Description**
1			
2			

I/we hereby declare that I/we are KYC compliant and there is no change in the same. For <CM/TM Name>

Signature of the CM/TM: Name of Authorised Signatory: Date:

ANNEXURE KK

Process for Registration of Investors, Trading Members (TMs) and Clearing Members (CMs) on NSDL e-Services (SPEED-e & IDeAS) in respect of Margin Pledge / Re-Pledge

1. NSDL has introduced new feature viz., Margin Pledge / Re-pledge (MPR) for facilitating process in respect of Margin obligations to be given by way of Pledge /Re-pledge in the Depository System. The access of aforesaid MPR feature is available through NSDL eDPM system for Participants and through NSDL e-Services (SPEED-e and IDeAS) system for Investors, TMs and CMs.

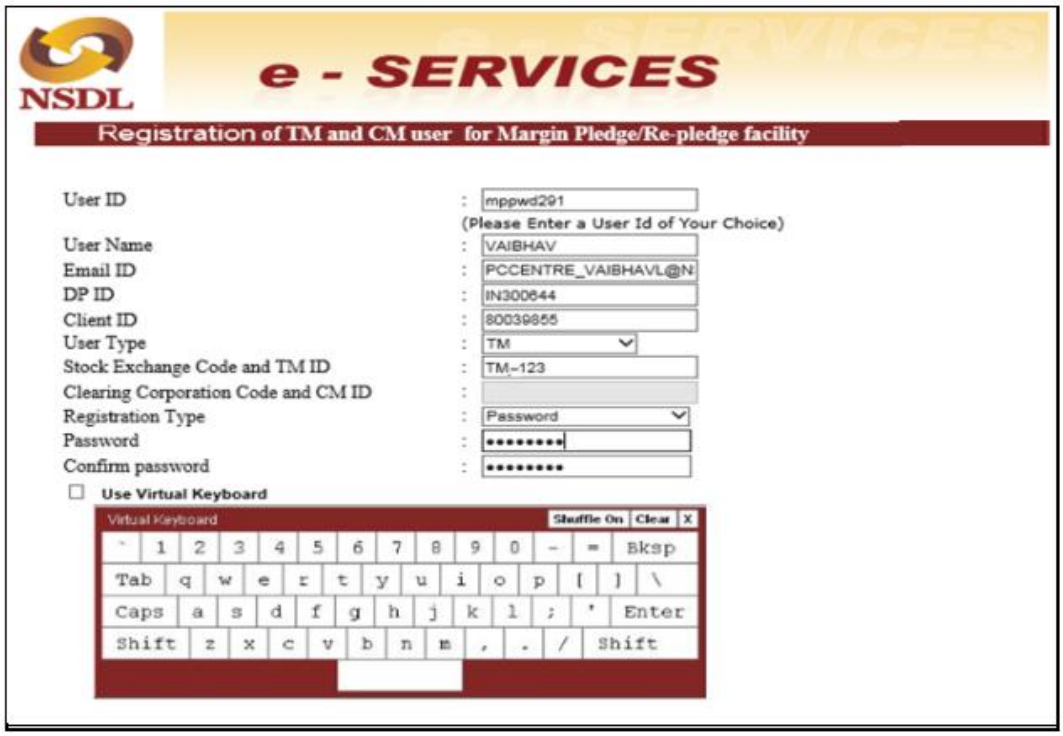
2. The link viz., 'Margin Pledge' is provided on SPEED-e and IDeAS (for sole holder account), which can be accessed by the existing Beneficial Owner (BO) users (password and e-token based) for execution of margin pledge related transactions. The new BO users can follow the existing process of registration on SPEED-e and IDeAS or they can contact their Depository Participant.

3. As per SEBI guidelines, Margin Pledge instructions will be initiated on the basis of UCC mapped in client demat account (on the basis of PAN), segment and linkages of respective TM details. Further, Margin Re-pledge will be initiated on the basis of TM-CM linkages provided by the Clearing Corporations to NSDL. NSDL has mapped the UCC as provided by Stock Exchanges in demat account on the basis of PAN details available in client maintenance module in NSDL depository system.

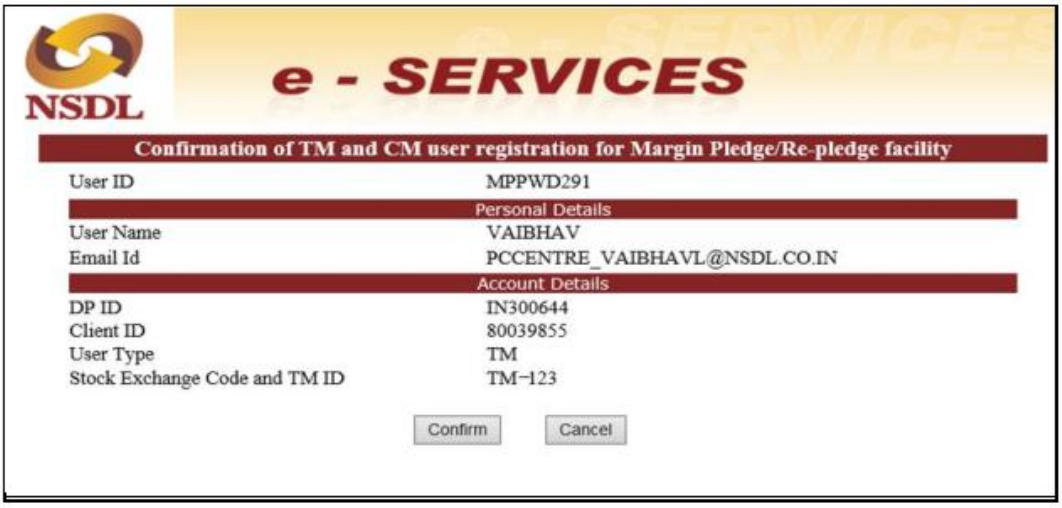
4. NSDL has facilitated Participants to open demat accounts in respect of TM/CM under various Client Type / Sub-types for margin obligations. (*informed to Participants vide NSDL Circular No.: NSDL/POLICY/2020/0077 dated June 1, 2020*).

5. NSDL has provided the facility to Depository Participants (DPs) for registration of Margin Pledge Accounts & Proprietary Accounts in respect of TMs & CMs and Margin Funding Accounts in respect of TMs on NSDL e-services website for password based users. These users can process only Margin Pledge / Re-pledge related transactions through NSDL e-Services. The DP user shall click option viz., 'Registration of TM and CM users for Margin Pledge/Re-pledge facility' and process the user submission and confirmation (as exhibited below):

Registration of TM and CM users for Margin Pledge/Re-pledge facility:



Confirmation of TM and CM user registration for Margin Pledge/Re-pledge facility:



Margin Pledge Registration – Success message:

6. TM / CM can contact their Participant to register on NSDL e-Services for Margin Pledge facility. The DP can take request from TM/CMs containing the requisite details for registration on letter head of TM/CMs or in electronic mode, as may deemed fit.

7. While registration of TM Users, DP shall capture Exchange Code and TM ID (in case of Trading Members) as Stock Exchange (SE) Code - TM ID. For Example: "01-TM1234" wherein '01' is SE code for 'NSE' and 'TM1234' is TM ID. Further, while registration of CM Users, DP shall capture Clearing Corporation ID and CM ID (in case of Clearing Members) as Clearing Corporation (CC) Code - CM ID. For Example: "11-CM1234" wherein '11' is CC code for 'NCL' and 'CM1234' is CM ID. The static codes for Stock Exchanges and Clearing Corporations are provided at **Appendix D**.

8. The TMs and CMs are required to upload the details in respect of their Margin Pledge Accounts and Margin Funding Accounts on "NSDL e-Services Margin Pledge Module" through master upload process (*as per the file format prescribed vide Circular No.: NSDL/POLICY/2020/0094 dated July 14, 2020*). The TM / CM are required to upload details of their existing proprietary demat account(s) through aforesaid master upload process. On the basis of details provided by TMs/CMs while registration on NSDL e-Services and details uploaded by the TMs/CMs under master upload of TM/CMs BO accounts, the validations will be performed while processing the Margin Pledge / Re-pledge related transactions by respective TMs/CMs.

9. If TM/CM proprietary accounts are already registered on NSDL e-Services, then on the basis of master details provided by TM/CMs for such proprietary accounts, NSDL shall provide access of Margin Pledge facility to TM/CM proprietary accounts under their existing logins on NSDL e-Services.

10. TM and CM can download Margin Pledge/Re-pledge report in (*.csv format*) from SPEED-e in respect of Margin Pledge / Re-pledge instructions (as mentioned below) and the format for the same is enclosed at **Appendix E**.

List of transactions available for download to TMs and CMs:

a. Confirmed Margin Pledges and Re-pledges

b. Re-pledge Initiation

c. Margin Pledge and Re-pledge Release notification

d. Margin Pledge and Re-pledge Closure

e. Margin Pledge and Re-pledge Invocation

f. View Margin Pledge and Re-pledge instructions (*containing all aforesaid transactions*)

11. The TMs/CMs registered on NSDL e-Services in respect of Margin Pledge / Re-pledge facility will also have the facility to opt for "Change of Service" option by which TMs/CMs can opt for additional facility of NSDL SPEED-e services wherein they can execute various transactions (more details available on NSDL e-services portal i.e. eservices.nsdl.com). Such TMs/CMs can use all existing functionality of SPEED-e users alongwith Margin Pledge / Re-pledge module.

12. Registration of TM and CM users on NSDL e-Services for Margin Pledge/Re-pledge facility can be done from **EOD of July 31, 2020** and the 'Margin Pledge' link on NSDL e-Services will be made accessible to users effective from **August 1, 2020**.

Appendix D

Static Codes for Stock Exchanges and Clearing Corporations:

Stock Exchanges:

Stock Exchange Code	Stock Exchange Full Name	Stock Exchange Short Name
01	National Stock Exchange of India Limited	NSE
02	BSE Limited	BSE
03	Metropolitan Stock Exchange of India Limited	MSE
04	National Commodity & Derivative Exchange Limited	NCDEX
05	Multi Commodity Exchange of India Limited	MCX
06	Indian Commodity Exchange Limited	ICEX

Clearing Corporations:

Clearing Corporation Code	Clearing Corporation Full Name	Clearing Corporation Short Name
11	NSE Clearing Limited	NCL
12	Indian Clearing Corporation Limited	ICCL
13	Metropolitan Clearing Corporation of India Limited	MCCIL
14	National Commodity Clearing Limited	NCCL
15	Multi Commodity Exchange Clearing Corporation Limited	MCXCC
16	Metropolitan Clearing Corporation of India Limited - ICEX	MCCIL-ICEX

APPENDIX E

Download CSV (TM Portal-> Margin Pledge -> Margin Pledge Confirmation)

TM - Pledge Confirm

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Transaction ID	Integer	14	**Transaction ID =** Margin Pledge Order number of previous pledge "01".
7	Client ID *(Pledgee)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Accepted Flag/Rejected Flag	Character	1	
11	Filler	Character	11	
12	Transaction Unique ID	Integer	14	
13	Execution Date	Date(YYYYMMDD)	8	
14	Filler	Character	6	
15	Other DP ID *(Pledgor)*	Character	8	
16	Other Client ID *(Pledgor)*	Integer	8	
17	Rejection Reason Code1	Integer	4	
18	Rejection Reason Code2	Integer	4	
19	Rejection Reason Code3	Integer	4	
20	Rejection Reason Code4	Integer	4	
21	Filler	Character	11	
22	Internal Reference Number	Character	35	
23	Sender Reference Number 1	Character	50	

24	Sender Reference Number 2	Character	50	
25	Filler	Character	35	
26	Filler	Integer	1	
27	Channel Indicator	Integer	2	
28	Filler	Character	14	
29	Source DP ID	Character	8	
30	Margin Pledge/Re-pledge Indicatior	Character	2	
31	Filler	Character	398	
32	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
33	DPM Pledge Instruction ID (INV - TM "01")	Integer	14	

TM- Re-Pledge Initiation

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	**Original Order Reference**	Integer	14	**Original Order Reference** = Margin Pledge Order number of previous pledge "01".
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Lock-in Reason Code	Integer	2	
11	Lock-in Release Date	Character	8	
12	Filler	Integer	16	
13	Execution Date	Date(YYYYMMDD)	8	
14	Filler	Character	6	
15	Other DP ID *(Pledgee)*	Character	8	

16	Other Client ID *(Pledgee)*	Integer	8	
17	Filler	Character	2	
18	Closure Date	Date(YYYYMMDD)	8	
19	Filler	Character	17	
20	Internal Ref/Remarks	Character	35	
21	Sender Reference Number 1	Character	50	
22	Sender Reference Number 2	Character	50	
23	Agreement No.	Character	20	
24	Filler	Character	15	
25	Filler	Integer	1	
26	Filler	Character	16	
27	Source DP ID	Character	8	
28	Margin Pledge/Re-pledge Indicatior	Character	2	
29	TM ID	Character	8	
30	CM ID	Character	8	
31	CC CODE	Character	8	
32	UCC CODE	Character	10	
33	Exchange Code	Character	2	
34	Segment	Character	2	
35	CP CODE	Character	12	
36	Channel Indicator	Integer	2	
37	Original Order –DP ID	Character	8	**Original Order –DP ID =** Pledgor DP ID in the underlying Margin Pledge- "01" (Investor's DP ID)
38	Filler	Character	338	
39	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
40	DPM Pledge Instruction ID	Integer	14	

CM - Pledge Confirm

		Data type	**Size**	**Remark**

1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Transaction ID	Integer	14	**Transaction ID** = Margin Pledge Order number of previous pledge "02".
7	Client ID *(Pledgee)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Accepted Flag/Rejected Flag	Character	1	
11	Filler	Character	11	
12	Transaction Unique ID	Integer	14	
13	Execution Date	Date(YYYYMMDD)	8	
14	Filler	Character	6	
15	Other DP ID *(Pledgor)*	Character	8	
16	Other Client ID *(Pledgor)*	Integer	8	
17	Rejection Reason Code1	Integer	4	
18	Rejection Reason Code2	Integer	4	
19	Rejection Reason Code3	Integer	4	
20	Rejection Reason Code4	Integer	4	
21	Filler	Character	11	
22	Internal Reference Number	Character	35	
23	Sender Reference Number 1	Character	50	
24	Sender Reference Number 2	Character	50	
25	Filler	Character	35	
26	Filler	Integer	1	
27	Channel Indicator	Integer	2	
28	Filler	Character	14	

29	Source DP ID	Character	8	
30	Margin Pledge/Re-pledge Indicatior	Character	2	
31	Filler	Character	398	
32	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
33	DPM Pledge Instruction ID (TM -CM "02")	Integer	14	

CM- Re-Pledge Initiation

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Original Order Reference	Integer	14	**Original Order Reference** = Margin Pledge Order number of previous pledge "02".
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Lock-in Reason Code	Integer	2	
11	Lock-in Release Date	Character	8	
12	Filler	Integer	16	
13	Execution Date	Date(YYYYMMDD)	8	
14	Filler	Character	6	
15	Other DP ID *(Pledgee)*	Character	8	
16	Other Client ID *(Pledgee)*	Integer	8	
17	Filler	Character	2	
18	Closure Date	Date(YYYYMMDD)	8	

19	Filler	Character	17	
20	Internal Ref/Remarks	Character	35	
21	Sender Reference Number 1	Character	50	
22	Sender Reference Number 2	Character	50	
23	Agreement No.	Character	20	
24	Filler	Character	15	
25	Filler	Integer	1	
26	Filler	Character	16	
27	Source DP ID	Character	8	
28	Margin Pledge/Re-pledge Indicatior	Character	2	
29	TM ID	Character	8	
30	CM ID	Character	8	
31	CC CODE	Character	8	
32	UCC CODE	Character	10	
33	Exchange Code	Character	2	
34	Segment	Character	2	
35	CP CODE	Character	12	
36	Channel Indicator	Integer	2	
37	Original Order –DP ID	Character	8	**Original Order –DP ID** = Pledgor DP ID in the underlying Margin Pledge- "02" (TM's DP ID)
38	Filler	Character	338	
39	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
40	DPM Pledge Instruction ID (Inv to TM :"01")	Integer	14	
41	DPM Re-Pledge Instruction ID (TM to CM "02")	Integer	14	

TM- Pledge Release Notification

		Data type	**Size**	
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Reference Number	Integer	14	**Orignal order Reference Number** = Margin Pledge Order number of (TM-CM RE-pledge "02").
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Closure type	Character	1	
11	Filler	Character	25	
12	Execution Date	Date(YYYYMMDD)	8	
13	Filler	Character	6	
14	Other DP ID *(Pledgee)*	Character	8	
15	Other Client ID *(Pledgee-911)*	Integer	8	
16	Filler	Integer	27	
17	Internal Ref/Remarks	Character	35	
18	Sender Reference Number 1	Character	50	
19	Sender Reference Number 2	Character	50	
20	Filler	Character	35	
21	Filler	Character	1	
22	Channel Indicator	Integer	2	

23	Filler	Filler	14	
24	Source DP ID	Character	8	
25	Margin Pledge/Re-pledge Indicatior	Character	2	
26	Filler	Character	398	
27	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
28	DPM Pledge Instruction ID (INV to TM- "01")	Integer	14	
29	DPM Re-Pledge Instruction ID (TM to CM - "02")	Integer	14	

CM- Pledge Release Notification

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Reference Number	Integer	14	**Orignal order Reference Number** = Margin Pledge Order number of (TM-CM RE-pledge "03").
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Closure type	Character	1	
11	Filler	Character	25	

12	Execution Date	Date(YYYYMMDD)	8	
13	Filler	Character	6	
14	Other DP ID *(Pledgee)*	Character	8	
15	Other Client ID *(Pledgee-911)*	Integer	8	
16	Filler	Integer	27	
17	Internal Ref/Remarks	Character	35	
18	Sender Reference Number 1	Character	50	
19	Sender Reference Number 2	Character	50	
20	Filler	Character	35	
21	Filler	Character	1	
22	Channel Indicator	Integer	2	
23	Filler	Filler	14	
24	Source DP ID	Character	8	
25	Margin Pledge/Re-pledge Indicatior	Character	2	
26	Filler	Character	398	
27	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
28	DPM Pledge Instruction ID (INV -TM "01")	Integer	14	
29	DPM Re-Pledge Instruction ID (TM to CM "02")	Integer	14	
30	DPM Re-Pledge Instruction ID (CM to CC "03)	Integer	14	

TM – Closure

		Data type	**Size**	
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Reference Number	Integer	14	**Orignal order Reference Number** =

				Margin Pledge Order number of previous pledge "01".
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Closure type	Character	1	
11	Filler	Character	25	
12	Execution Date	Date(YYYYMMDD)	8	
13	Filler	Character	6	
14	Other DP ID *(Pledgee)*	Character	8	
15	Other Client ID *(Pledgee)*	Integer	8	
16	Filler	Integer	27	
17	Internal Ref/Remarks	Character	35	
18	Sender Reference Number 1	Character	50	
19	Sender Reference Number 2	Character	50	
20	Filler	Character	35	
21	Filler	Character	1	
22	Channel Indicator	Integer	2	
23	Filler	Filler	14	
24	Source DP ID	Character	8	
25	Margin Pledge/Re-pledge Indicatior	Character	2	
26	Filler	Character	398	
27	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
28	DPM Pledge Instruction ID (INV to TM "01")	Integer	14	

CM - Closure

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Reference Number	Integer	14	**Orignal order Reference Number** = Margin Pledge Order number of previous pledge "02".
7	Client ID *(Pledgor)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Closure type	Character	1	
11	Filler	Character	25	
12	Execution Date	Date(YYYYMMDD)	8	
13	Filler	Character	6	
14	Other DP ID *(Pledgee)*	Character	8	
15	Other Client ID *(Pledgee)*	Integer	8	
16	Filler	Integer	27	
17	Internal Ref/Remarks	Character	35	
18	Sender Reference Number 1	Character	50	
19	Sender Reference Number 2	Character	50	
20	Filler	Character	35	
21	Filler	Character	1	
22	Channel Indicator	Integer	2	
23	Filler	Filler	14	
24	Source DP ID	Character	8	
25	Margin Pledge/Re-pledge Indicatior	Character	2	

26	Filler	Character	398	
27	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
28	DPM Pledge Instruction ID (Inv to TM "01")	Integer	14	
29	DPM Re-Pledge Instruction ID (TM to CM "02")	Integer	14	

TM – Invocation

		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Ref. Number	Integer	14	**Orignal order Reference Number** = Margin Pledge Order number of previous pledge "01".
7	Client ID *(Pledgee)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Filler	Character	26	
11	Execution Date	Date(YYYYMMDD)	8	
12	Filler	Character	6	
13	Other DP ID *(Pledgor)*	Character	8	
14	Other Client ID *(Pledgor)*	Integer	8	
15	Filler	Character	27	

16	Internal Ref/Remarks	Character	35	
17	Sender Reference Number 1	Character	50	
18	Sender Reference Number 2	Character	50	
19	Filler	Character	35	
20	Filler	Integer	1	
21	Channel Indicator	Integer	2	
22	Filler	Character	14	
23	Source DP ID	Character	8	
24	Consideration	Integer	15	
25	Stamp Duty Payment Indicator	Integer	1	
26	Margin Pledge/Re-pledge Indicatior	Character	2	
27	Filler	Character	382	
28	Uniqe Transaction ID	Integer	18	**Uniqe Transaction ID** = CMS Link ID
29	DPM Pledge Instruction ID (INV to TM "01")	Integer	14	

CM – Invocation

	CM Portal Invocation			
		Data type	**Size**	**Remark**
1	Batch Number	Integer	8	
2	Record Type	Integer	2	
3	Line Number	Integer	6	
4	Transaction Type	Integer	3	
5	Transaction Flag	Character	1	
6	Orignal order Ref. Number	Integer	14	**Orignal order Reference Number** = Margin Pledge Order number of previous pledge "02".

7	Client ID *(Pledgee)*	Integer	8	
8	ISIN	Character	12	
9	Quantity	Decimal (15+3without decimal)	18	
10	Filler	Character	26	
11	Execution Date	Date(YYYYMMDD)	8	
12	Filler	Character	6	
13	Other DP ID *(Pledgor)*	Character	8	
14	Other Client ID *(Pledgor)*	Integer	8	
15	Filler	Character	27	
16	Internal Ref/Remarks	Character	35	
17	Sender Reference Number 1	Character	50	
18	Sender Reference Number 2	Character	50	
19	Filler	Character	35	
20	Filler	Integer	1	
21	Channel Indicator	Integer	2	
22	Filler	Character	14	
23	Source DP ID	Character	8	
24	Consideration	Integer	15	
25	Stamp Duty Payment Indicator	Integer	1	
26	Margin Pledge/Re-pledge Indicatior	Character	2	
27	Filler	Character	382	
28	Uniqe Transaction ID	Integer	18	
29	DPM Pledge Instruction ID (INV to TM "01")	Integer	14	
30	DPM Re-Pledge Instruction ID (TM to CM "02")	Integer	14	

TM - View Margin Pledge Instn

	Data type	**Size**	**Remark**
Unique Transaction ID	Integer	18	

DPM Instruction id	Integer	14	
Instruction ID	Integer	14	
Status	Varchar	40	'- Accepted - Cancelled - Cancelled by System - Closed - Future Dated - Invoked - Overdue - Pending for Pledgee Confirmation - Pending for Pledgor Confirmation - Pledge Confirmed - Rejected - Rejected by Client - Rejected by NSDL (Rejected by DM) - Rejected by Pledgee - Repledged with CM - Repledged with CC - Stamp Duty Payment Overdue
Pledgor DP ID	Varchar	8	
Pledgor DP Name	Varchar	40	
Pledgor Client ID	Integer	8	
Pledgor Client Name	Varchar	40	
UCC ID / CP Code	Varchar	12	
Exchange	Varchar	8	
Segment	Varchar	20	- Cash - Futures & options - Currency Derivatives - SLB - Commodity Derivatives - Debt Segment - All
TM ID	Varchar	8	
TM Name	Varchar	40	
CM ID	Varchar	8	

CM Name	Varchar	40	
CC ID	Varchar	8	
CC Name	Varchar	40	
Pledgee DP ID	Varchar	8	
Pledgee DP Name	Varchar	40	
Pledgee Client ID	Integer	8	
Pledgee Client Name	Varchar	40	
Agreement number	Varchar	20	
Execution date	Date (dd-mm-yyyy)	10	
Closure Date	Date (dd-mm-yyyy)	10	
ISIN	Varchar (12)	12	
ISIN Description	Varchar	140	
Pledge Quantity	Decimal 18 (15+3without decimal)	18	
Rejection reason	Varchar	30	- Pledge Quantity not accepted - Closure Date not accepted - ISIN not accepted - Security details not accepted
Remarks	Varchar	30	
Margin Pledge Indicator	Integer	2	
file generated date/time	Date (dd-mm-yyyy HH:MM:ss)	19	
TM portal user ID	Varchar	30	
TM portal DP ID and Client ID.	Varchar	19	

CM - View Margin Pledge Ins

	Data type	**Size**	**Remark**
Unique Transaction ID	Integer	18	
DPM Instruction id	Integer	14	
Instruction ID	Integer	14	
Status	Varchar	40	'- Accepted - Cancelled

			- Cancelled by System - Closed - Future Dated - Invoked - Overdue - Pending for Pledgee Confirmation - Pending for Pledgor Confirmation - Pledge Confirmed - Rejected - Rejected by Client - Rejected by NSDL (Rejected by DM) - Rejected by Pledgee - Repledged with CM - Repledged with CC - Stamp Duty Payment Overdue
Pledgor DP ID	Varchar	8	
Pledgor DP Name	Varchar	40	
Pledgor Client ID	Integer	8	
Pledgor Client Name	Varchar	40	
UCC ID / CP Code	Varchar	12	
Exchange	Varchar	8	
Segment	Varchar	20	- Cash - Futures & options - Currency Derivatives - SLB - Commodity Derivatives - Debt Segment - All
TM ID	Varchar	8	
TM Name	Varchar	40	
CM ID	Varchar	8	
CM Name	Varchar	40	
CC ID	Varchar	8	
CC Name	Varchar	40	
Pledgee DP ID	Varchar	8	

Pledgee DP Name	Varchar	40	
Pledgee Client ID	Integer	8	
Pledgee Client Name	Varchar	40	
Agreement number	Varchar	20	
Execution date	Date (dd-mm-yyyy)	10	
Closure Date	Date (dd-mm-yyyy)	10	
ISIN	Varchar (12)	12	
ISIN Description	Varchar	140	
Pledge Quantity	Decimal 18 (15+3without decimal)	18	
Rejection reason	Varchar	30	- Pledge Quantity not accepted - Closure Date not accepted - ISIN not accepted - Security details not accepted
Remarks	Varchar	30	
Margin Pledge Indicator	Integer	2	
file generated date/time	Date (dd-mm-yyyy HH:MM:ss)	19	
CM portal user ID	Varchar	30	
CM portal DP ID and Client ID.	Varchar	19	

ANNEXURE LL

THE SALIENT FEATURES AND PROCESS IN RESPECT OF MARGIN PLEDGE / RE-PLEDGE FUNCTIONALITY

NSDL has introduced new feature viz., Margin Pledge / Re-pledge (MPR) for facilitating process in respect of Margin obligations to be given by way of Pledge /Re-pledge in the Depository System. The access of aforesaid MPR feature is available through NSDL eDPM system for Participants under Pledge / Hypothecation option and through NSDL e-Services (SPEED-e and IDeAS) system for Investors, Trading Members (TMs) and Clearing Members (CMs). The process for registration of Investors, TMs and CMs on NSDL e-Services (SPEED-e & IDeAS) in respect of Margin Pledge / Re-Pledge is informed to Participants vide NSDL Circular No. NSDL/POLICY/2020/0104 dated July 31, 2020

As per SEBI guidelines, Margin Pledge instructions will be initiated on the basis of UCC mapped in client demat account (on the basis of PAN), segment and linkages of respective TM details. Further, Margin Re-pledge will be initiated on the basis of TM-CM linkages provided by the Clearing Corporations to NSDL. NSDL has mapped active UCC provided by Stock Exchanges in demat account on the basis of PAN details available in client maintenance module in NSDL depository system.

The detailed process of Margin Pledge / Re-pledge functionality is given below.

(I) Initiation of Margin Pledge / Re-pledge:

Client can initiate a margin pledge instruction in favour of 'TM – Client Securities Margin Pledge Account' or 'TM/CM – Client Securities Margin Pledge Account' by submitting a physical Margin Pledge Form to its Participant or electronic instructions through NSDL e-Services.

Margin Pledge instructions can be initiated through below mentioned modes :

1. Client submitting physical DIS to their Depository Participant (DP).
2. Client initiating Margin Pledge instruction through NSDL e-Services
3. TM initiating Margin Pledge on behalf of client on the basis of Power of Attorney (POA) given by client in favour of TM.

1. Client providing physical DIS to DP:

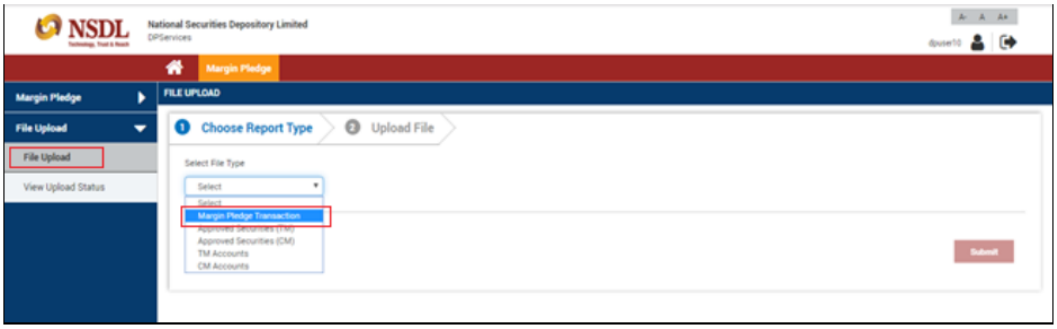
a) DP user will initiate margin pledge instruction in favour of 'TM – Client Securities Margin Pledge Account' or 'TM/CM – Client Securities Margin Pledge Account' through e-DPM system based on physical Margin Pledge Form submitted by Client.

b) Participant shall login to NSDL eDPM system and click on "**Margin Pledge / Re-Pledge**" option provided under "**Pledge/ Hypothecation"** module as exhibited below:

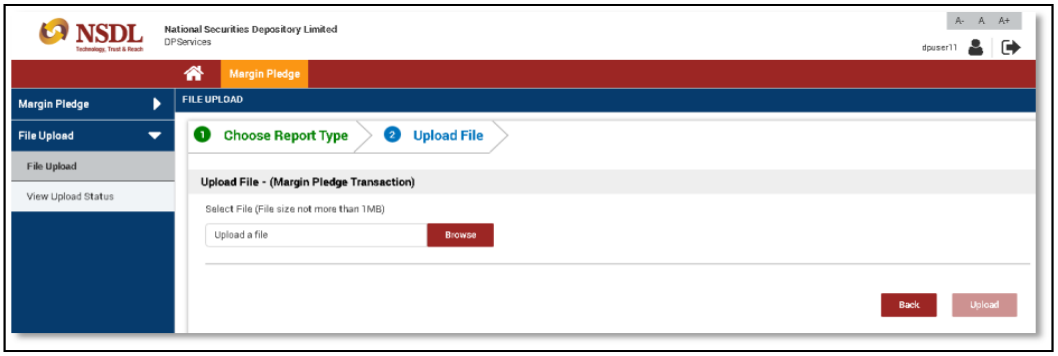
c) After clicking on **"Margin Pledge / Re-Pledge"** (MPR) link, DP user shall be redirected to the new module of MPR for initiating margin pledge instruction through file upload mechanism.

File upload mechanism:

Step 1: DP user shall click on 'File Upload' option and select 'Margin Pledge Transaction' from the drop down list and click on the submit button as exhibited below:



Step 2: After clicking on submit button, user shall browse the file and click on upload as exhibited below:



Step 3: User can view the file upload status by clicking on "View Upload Status" as exhibited below:

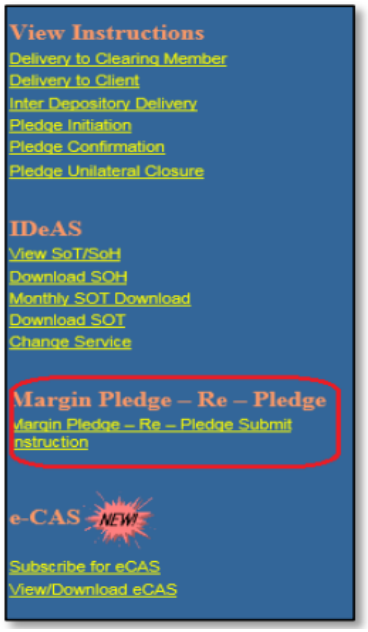
d) On successful upload of Margin Pledge initiation instruction(s) by DP user in MPR system, a link to **'Confirm Margin Pledge'** instruction (i.e. Bitly link) will be generated and sent to registered mobile number and Email ID mentioned in the demat account of a client. On clicking the aforesaid confirmation link, client will be redirected to a web page wherein client will be required to carry out authentication with "PAN" details (DP ID & Client ID in case of PAN exempt clients). Upon providing the correct PAN details, the details in respect of margin pledge instruction(s) which are pending for authorization will be shown to the client. The client has to select instruction(s) to be processed and request for OTP. Once correct OTP (received on mobile or email) is entered by client, Margin Pledge initiation instruction will be processed and sent to the pledgee for confirmation. Client will also have option to reject the Margin pledge instructions.

e) If the **"Standing Instruction Indicator for Auto Pledge Confirmation"** flag is enabled in the pledgee's demat account, then there is no need for separate confirmation required from pledgee in respect of margin pledge instruction and the status of instruction will be updated as 'Pledged'. If the "Auto Pledge Confirmation" flag is disabled in the pledgee's demat account, then there is separate confirmation required by pledgee in respect of margin pledge instruction. Upon successful confirmation by Pledgee, the status of instruction will be updated as 'Pledged'.

f) For successful initiation of margin pledge initiation, the details in respect of valid mobile number and Email ID are required to be available in the demat account of client which shall be used for OTP confirmation.

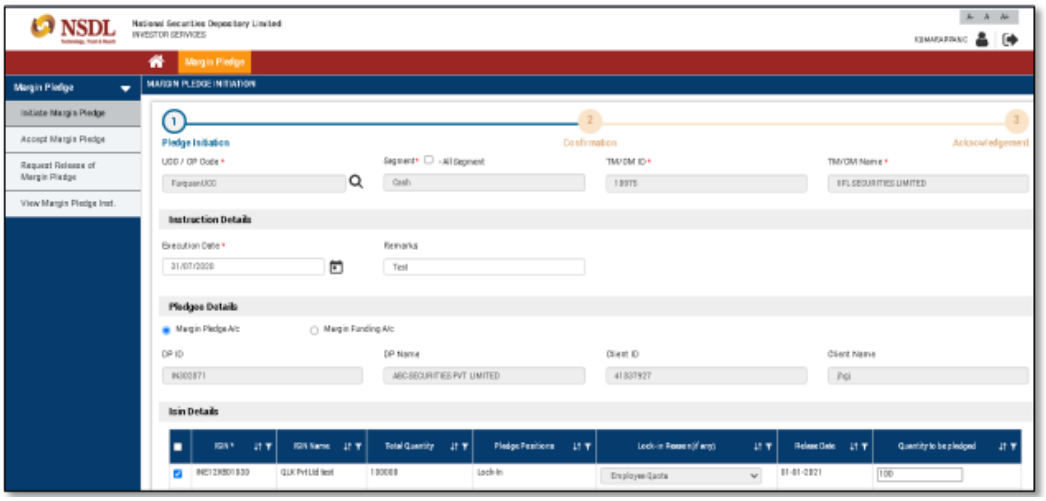
2. Client initiating Margin Pledge instruction through NSDL e-Services:

a) Clients registered on NSDL e-services portal (https://eservices.nsdl.com/) shall login to SPEED-e / IDeAS login and click on link viz., '**Margin Pledge / Re-Pledge Submit Instruction'** as exhibited below :

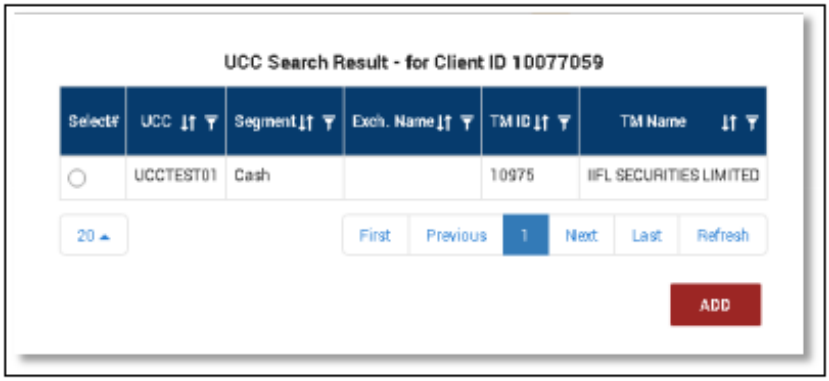


b) After clicking on "**Margin Pledge / Re-Pledge**" link, user shall be redirected to MPR Screen to initiate margin pledge instruction.

c) Once the Client is redirected from e-Services portal to MPR module, the client shall click on 'Initiate Margin Pledge' option and capture the requisite details as exhibited below:



d) The user shall click on 'UCC/CP code' search icon and then a window will be opened (as exhibited below) for selecting combination of UCC, Segment, TM details mapped in client's demat account based on the details provided by Stock Exchanges. There may be multiple UCCs mapped in the demat account based on the combination of different segment, TM and Stock Exchanges.

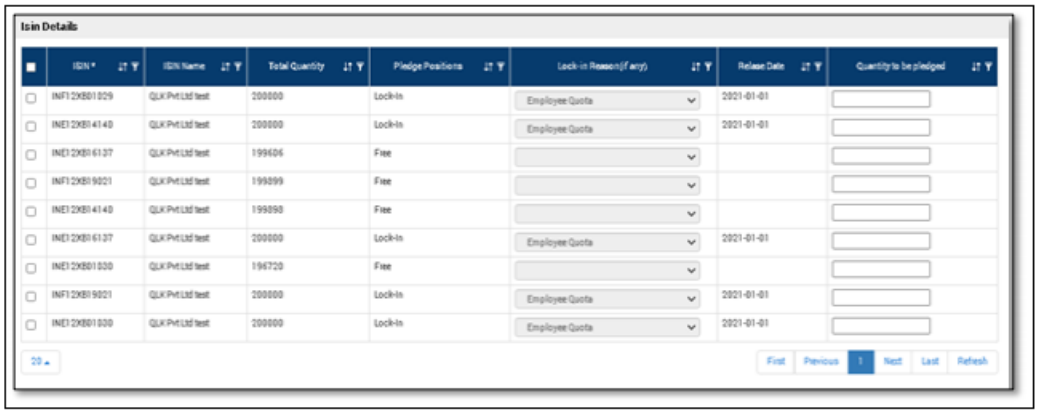


e) After selecting a particular UCC, Segment and TM for combination from the available list, the details viz., Segment, TM ID and TM Name will be auto populated on the screen. In case client wants to initiate Margin Pledge Instruction for '**All Segment',** then user shall enable checkbox given for selection of '**All Segment'**.

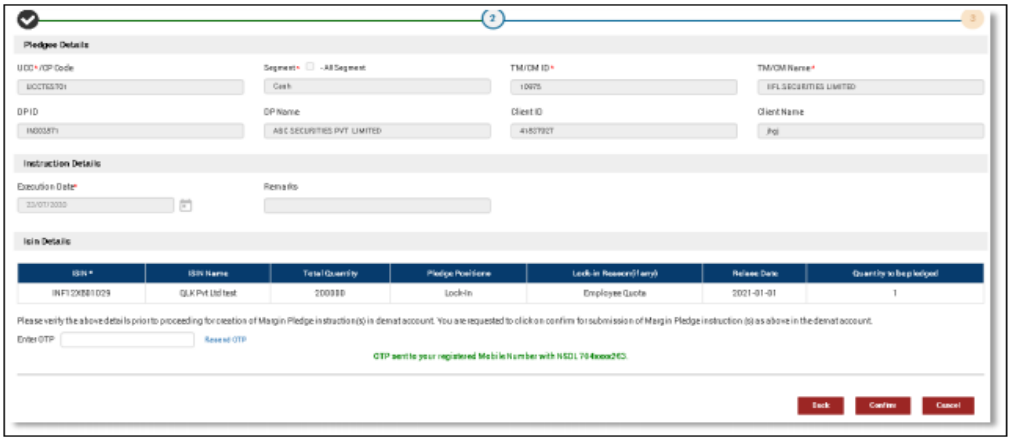
f) Under Pledgee Details section, client can select pledgee details viz., "Margin Pledge Account" or "Margin Funding Account". Based on the selection of account, Pledgee's DP ID, DP Name, Client ID and Client Name shall be auto populated on the screen.

g) Under Instruction details section, the user shall capture valid "Execution date". Client can capture Execution date as greater than current business date to initiate future dated margin pledge instruction.

h) Under ISIN details, client's current holding details will be displayed on the screen for creation of margin pledges. The client can select ISIN from ISIN details table and enter the 'Quantity to be pledged'. Client can pledge "Free" as well as "Locked-in" holdings available in its demat account.



i) After submitting details, client will receive an OTP on his registered mobile number and Email ID for confirming the margin pledge initiation instruction. After entering the OTP, client shall click on 'Confirm' button and the Margin pledge instruction will be submitted in MPR system as exhibited below:



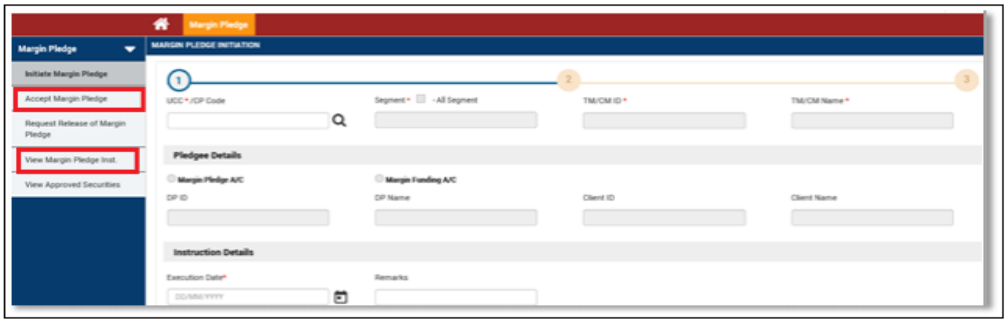
3. TM initiating Margin Pledge on behalf of client on the basis of POA given by client in favour of TM:

a) TM can initiate Margin Pledge instruction on behalf of client on the basis of POA given by client in favour of TM. The POA details (in favour of TM) mapped in demat account of client will be validated while processing the POA based Margin Pledge initiation instructions. The upload facility for POA based Margin Pledge transactions is available for TMs and CMs in MPR module through NSDL e-Services facility.

b) After clicking on link viz., **"Margin Pledge / Re-Pledge"** (MPR), user will be redirected to the MPR module for initiating margin pledge instruction (POA based) through file upload mechanism.

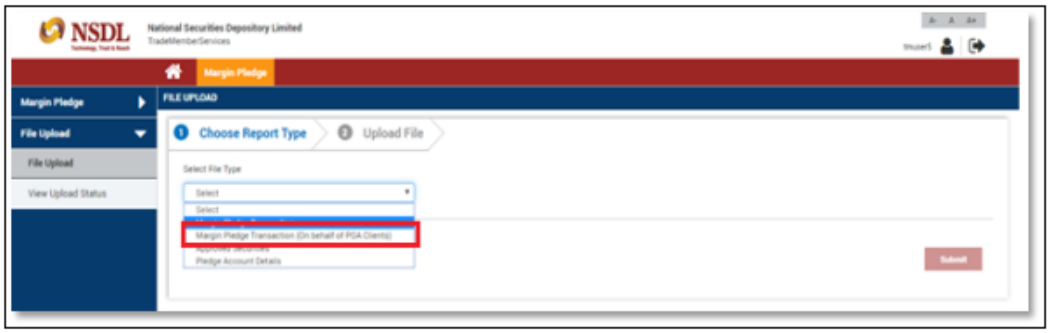
c) Client can also view all pending margin pledge instructions under 'Accept Margin Pledge' option which are executed by TM based on POA or submitted by client to its DP in physical form and provide their confirmation for margin pledge initiation.

d) Client can view status of all margin pledge instructions by clicking on the link viz., 'View Margin Pledge Instruction' available under Margin Pledge menu as exhibited below:

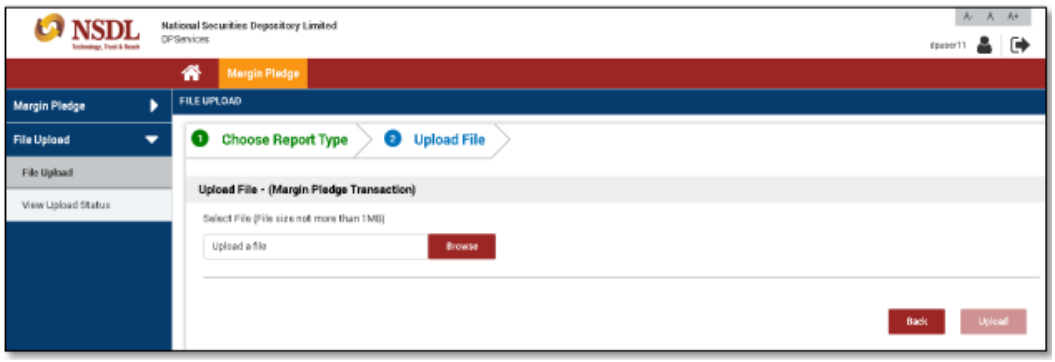


File upload mechanism:

Step 1: User shall click on 'File Upload' option and select Margin Pledge Initiation (On behalf of POA Client) Transaction from the available drop down list and click on the submit button as exhibited below:



Step 2: After clicking on submit button, user can browse and upload the requisite file as exhibited below:



Step 3: User can view the file upload status by clicking on "View Upload Status" as exhibited below:

e) On successful upload of pledge initiation instruction(s) by TM user in MPR system, a link to 'Confirm Margin Pledge Transactions' (i.e. Bitly link) will be generated and sent to the client on registered mobile number and Email ID mentioned in the demat account of a client. On clicking the said link, the client will be redirected to a web page where client will be required to follow authentication process by providing PAN details (DP ID & Client ID in case of PAN exempt clients). Upon providing the correct PAN details, the details in respect of margin pledges which are pending for authorization will be shown to the client. The client has to select instruction(s) to be processed and request for OTP. Once correct OTP (received on mobile or email) is entered by client, Margin Pledge initiation instruction

will be processed and sent to the pledgee DP for confirmation. Client will also have option to reject the Margin pledge instructions.

4. Margin Pledge initiation in respect of TM/CM Proprietary & Institutional Clients (CP Codes):

a) **TM Proprietary (Prop) to TM Client Margin Pledge Account (CMPA):**

Based on the details provided by CCs (TM-CM link) and respective TMs, NSDL will be marking the TM Prop accounts in NSDL depository system. The TM Prop user can initiate margin pledge instruction through MPR module made available on e-Services. The Margin Pledge instruction will be initiated from TM Prop Account in favour of TM-CMPA. The OTP authentication will not be required in respect of aforesaid margin pledge instruction.

b) **CM Proprietary (Prop) to CM Client Margin Pledge Account (CMPA):**

Based on the details provided by CCs (TM-CM link) and respective CMs, NSDL will be marking the CM Prop accounts in NSDL depository system. The CM Prop user can initiate margin pledge instruction through MPR module made available on e-Services. The Margin Pledge instruction will be initiated from CM Prop Account in favour of CM-CMPA. The OTP authentication will not be required in respect of aforesaid margin pledge instruction.

c) **Institutional Client (CP Code) to CM Client Margin Pledge Account (CMPA):**

Based on the details provided by CCs (CP-CM link) and respective Custodians, NSDL will be marking the Institutional Client accounts in NSDL system. The TM Prop user can initiate margin pledge instruction through MPR module made available on e-Services or through their Participants. The Margin Pledge instruction will be initiated from Institutional Client (CP Code) account in favour of CM-CMPA. The OTP authentication will not be performed in respect of aforesaid margin pledge instruction.

d) **Sharing of details to CCs in respect of Margin Re-pledges pertaining to TM/CM Prop & CP Accounts:**

In respect of securities that are re-pledges in favour of CC pertaining to TM Prop and CM Prop, the details of 'TM ID' & 'CM ID' will be shared in UCC column with CCs in proposed pledge master export. In respect of securities that are re-pledges in favour of CC pertaining to CP Code accounts, the details of UCC column will be provided as blank and additional details of 'CP Code' will be shared with CCs in pledge master export.

(II) Margin Pledge / Re-pledge Confirmation by TM & CM (Pledgee) :

a) TM and CM can opt for 'Auto Pledge Confirmation' facility by enabling the flag viz., "Standing Instruction Indicator for Auto Pledge Confirmation" in TMs/CMs (Pledgee) Margin Pledge Account. In such scenarios, TMs/CMs (Pledgee) are not required to confirm the Margin Pledge Initiation instruction separately.

b) If the "Standing Instruction Indicator for Auto Pledge Confirmation" flag is disabled in TM/CM (Pledgee) Margin Pledge Account then TM/CM (Pledgee) shall confirm the Margin Pledge initiation instruction by providing physical DIS to their DP or TM/CM can process the same through NSDL e-Services facility.

c) The users of DP/TM/CM can upload file on MPR in respect of confirmation of Margin Pledge or Re-Pledge initiation instruction.

File upload mechanism :

Step 1: User shall click on 'File Upload' option and select Margin Pledge Confirmation Transaction from the available drop down list and click on the submit button.

Step 2: After clicking on submit button, user can browse and click on Upload the requisite file.

Step 3: User can view the file upload status by clicking on link viz., "View Upload Status".

d) Once the Margin Pledge instruction is confirmed by Pledgee, the status of instruction will be updated from "Pending for Pledgee Confirmation" to "Pledged" and Instruction ID will be generated.

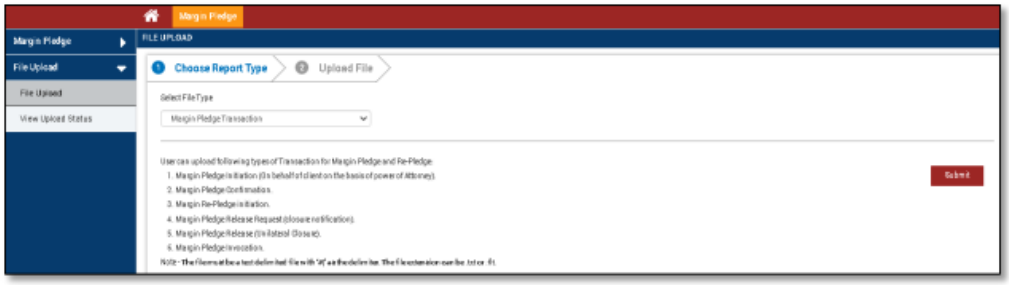
(III) Re-pledge by TM to CM and by CM to CC:

a) TM can initiate a Margin Re-pledge instruction in favour of CM - Margin Pledge account and CM can initiate a Margin Re-pledge instruction in favour of Clearing Corporation (CC) in respect of approved securities as uploaded by CCs. The Margin Re-Pledge instruction can be processed by TM/CM by providing physical DIS to DP or TM/CM can process the same through NSDL e- Services facility.

b) The users of DP/TM/CM can upload file on MPR in respect of Margin Re-Pledge initiation instruction.

File upload mechanism :

Step 1: User shall click on File Upload option and select 'Margin Re-Pledge Transaction' from the available drop down list and click on the Submit button as exhibited below:



Step 2: After clicking on Submit button, user can browse and upload the requisite file.

Step 3: User can view the file upload status by clicking on "View Upload Status".

c) Once file is uploaded successfully, Margin Re-Pledge initiation instructions will be sent to the pledgee DP for confirmation. The procedure for Margin Re-pledge confirmation by pledgee is mentioned at **point no. (II)** above.

(IV) Invocation of Margin pledge/ re-pledge instructions :

Invocation can be processed by TM, CM and CC in case shares are pledged or re-pledged in favour of TM, CM and CC respectively.

a) **Invocation Process by CCs:**

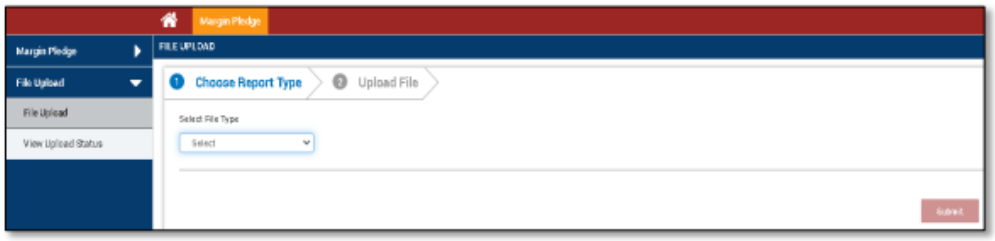
The CC user can initiate an invocation request of re-pledged client securities by giving an instruction to NSDL through eDPM system. The invocation instructions will include the pledge instruction number and other details as specified in file formats. In case of default by CM, the CC user can login to the eDPM system and select MPR module to upload the file for Invocation of Margin Re-pledged shares. The CC user can initiate the Invocation request for Margin Re- pledge using the file upload mechanism as exhibited below:

File upload mechanism:

Step 1: User needs to click on file Upload button and select Margin Pledge Invocation Transaction from the drop down list and click on the submit button.

Step 2: After clicking on submit button, user can browse and upload the requisite file.

Step 3: User can view the file upload status by clicking on "View Upload Status".

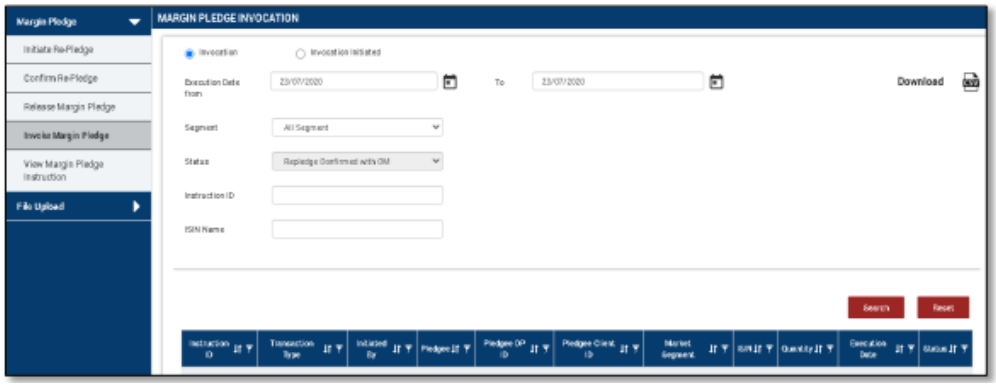


b) **Invocation Process by TMs/CMs:**

The TM/CM user can initiate an invocation request in respect of Margin re-pledged instruction by giving an instruction in MPR module through NSDL e-Services facility. The invocation instructions will include the pledge instruction number and other details as specified in file formats. In case of default by Investor/TM, the TM/CM user respectively can login to the e- Services facility and select MPR module to upload the file for Invocation of Margin Re-pledged shares. The TM/CM user can initiate the Invocation request for Margin Re-pledge using the file upload mechanism as explained above at point (IV) a.

The TM, CM and DP users can search the Margin Pledge instruction under "Invoke Margin Pledge" menu for invocation by providing following details as exhibited below:

- Execution Date
- Segment
- Status
- Instruction ID
- ISIN Name



After selecting the particular instruction, the user shall submit the invocation request. Once the CM/TM user submits the Invocation instruction, an intimation email and SMS shall be sent to the Client, TM and CM on their registered Email ID & mobile numbers mentioned in respective NSDL Demat account.

(V) Release (Closure) of Margin pledge/ re-pledge instructions :

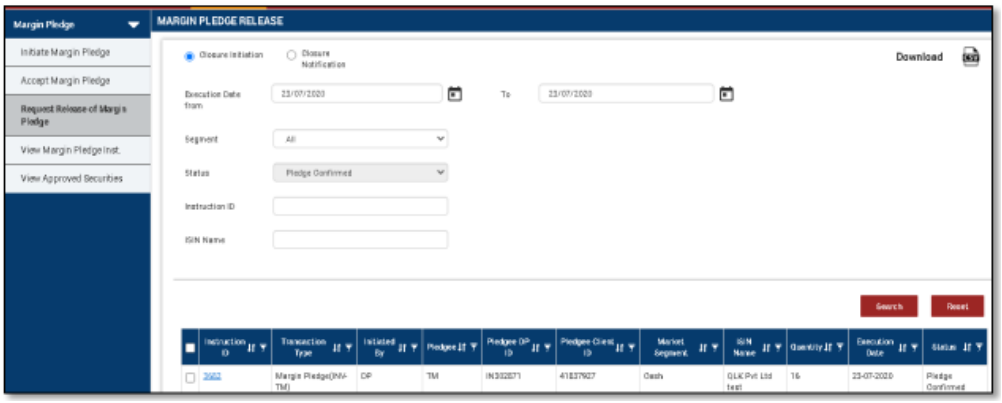
Release of shares can be processed by TM, CM & CC if the shares are pledged or re-pledged in favour of TM, CM & CC respectively.

a) **Release by TM - on the basis of Request submitted by Client:**

Client can initiate a Release (Closure) of margin pledge request for the securities pledged/re- pledged with TM/CM/CC for margin/collateral purpose by submitting a physical Margin Pledge Form to its Participant or electronic instructions through SPEED-

e facility. To initiate a Release (Closure) of margin pledge request, client needs to login on e-Services portal and click on link of "Margin Pledge – Re-Pledge Submit Instruction". The user shall click on "Request Release of Margin Pledge". The user can search the Margin Pledge instruction for Release (Closure) by entering the following details as exhibited below:

- Execution Date.
- Segment
- Status
- Instruction ID
- ISIN Name



On the basis of search results, a list of Confirmed Margin Pledge instructions will be displayed to user which can be released. The client can select single / multiple / All instruction(s) to initiate Release (Closure) of Margin pledge instructions. After selecting the requisite instruction(s), client shall submit the Release request. The aforesaid release request will be sent to the TM for executing the release (Closure) of Margin Pledge instruction. Upon successful release by TM, the margin pledge instruction will be closed and securities will be released in clients account.

b) **Release by CM - on the basis of Request submitted by TM:**

For release of client securities which are re-pledged in favour of a CM, the TM user can request for release (Closure) of pledge by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e. To initiate a request for release of margin pledge request, TM user shall login on e-Services portal and click on link of "Margin Pledge – Re-Pledge Submit Instruction". The TM user shall click on "Release of Margin Pledge" menu. The TM user can search the Margin Pledge instruction and submit Release (Closure) instruction by following the process mentioned at point V(a) above. The aforesaid release request will be sent to the CM for executing the release (Closure) of Margin Pledge instruction. Upon successful release by CM, the margin re-pledge

instruction in favour of CM will be released and margin pledge instruction in favour of TMs will be created.

c) **Release by CC - on the basis of Request submitted by CM:**

For release of client securities pledged in favour of a CC, the CM user can initiate request for release (Closure) of pledge by submitting the Margin Pledge Form to its Participant or electronic instructions through SPEED-e. To request for release of margin pledge request, CM user shall login on e-Services portal and click on link of "Margin Pledge – Re-Pledge Submit Instruction".

The CM user shall click on "Release of Margin Pledge" menu. The CM user can search the Margin Pledge instruction and submit Release (Closure) instruction by following the process mentioned at point **V(a)** above. The aforesaid release request will be sent to the CC for executing the release (Closure) of Margin Pledge instruction. Upon successful release by CC, the margin re- pledge instruction in favour of CC will be released and margin re-pledge instruction in favour of CM will be created.

The TM/CM/CC User can process Margin Pledge Release through File upload mechanism:

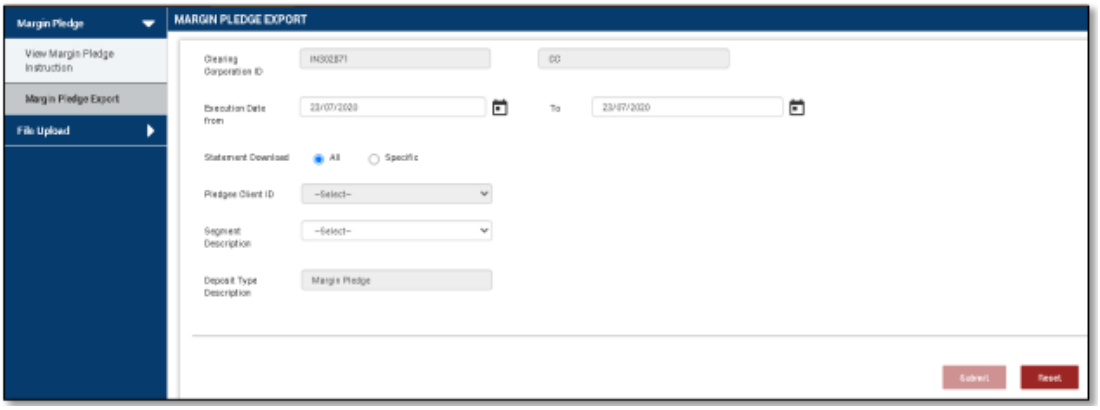
Step 1: User shall click on 'File Upload' button and select 'Margin Pledge Unilateral Closure Transaction' from the available drop down list and click on the submit button.

Step 2: After clicking on submit button, user can browse requisite file and upload the same.

Step 3: User can view the file upload status by clicking on "View Upload Status".

(VI) Pledge Master Export to CCs:

The facility has been provided to CC users to download the Pledge Master export from MPR module through e-DPM system. The CC user can download the export by providing requisite search criteria and by clicking on Submit button as exhibited below. The additional facility has been provided to CC users wherein Pledge Master export will be automatically downloaded in predefined folder at decided frequency.



(VII) Validations in respect of Client Margin Pledge and Margin Funding account :

The additional validations in respect of Pledge / Margin Pledge / Re-pledge and other transactions pertaining to Client Margin Pledge and Margin Funding account are enclosed at **Appendix F**.

(VIII) Changes in Reports / Downloads in respect of Margin Pledge / Re-pledge:

The necessary changes have been implemented in respect of following Reports / Downloads pertaining to Margin Pledge / Re-pledge functionality as per the changes communicated to Participants in static codes of file formats.

a) Statement of Transaction (SOT) Report / Export

b) Pledge Master Report (PMR)

c) Change Order of Day (COD) Export

(IX) The additional important points in respect of Margin Pledge / Re-pledge functionality are enclosed at **Appendix G**.

APPENDIX F

Validations in respect of Client Securities Margin Pledge Account (CSMPA) and Client Securities under Margin Funding Account (CSMFA) are mentioned below:

1) Validation in respect of Margin Pledge / Re-pledge Transactions:

Sr. No	Margin Pledge / Re-pledge Transaction	Client Securities Margin Pledge Account (CSMPA)	Client Securities under Margin Funding Account (CSMFA)
1	Margin Pledge Initiation (in favour of CSMPA & CSMFA)	Allowed	Allowed
2	Margin Pledge Initiation from CSMPA & CSMFA	Not allowed	Not allowed
3	Margin Pledge Confirmation	Allowed	Allowed
4	Margin Pledge Release Request	Allowed	Allowed
5	Margin Pledge Release (Closure)	Allowed	Allowed
6	Margin Pledge Invocation	Allowed	Allowed
7	Re-pledge Initiation / Confirmation	Allowed	Not allowed
8	Re-pledge Release (Closure)	Allowed	Not allowed

2) Validation in respect of Pledge Transactions:

Sr. No	Pledge Transaction	Client Securities Margin Pledge Account (CSMPA)	Client Securities under Margin Funding Account (CSMFA)
1	Pledge Initiation (in favour of CSMPA & CSMFA)	Not allowed	Not allowed
2	Pledge Initiation from CSMPA & CSMFA	Not allowed	Not allowed
3	Pledge confirmation	Not allowed	Not allowed
4	Pledge unilateral closure	Not allowed	Not allowed
5	Pledge closure confirmation	Not allowed	Not allowed
6	Pledge Invocation	Not allowed	Not allowed

3) Validation in respect of Other Transactions in respect of CSMPA & CSMFA:

Sr. No.	Transaction Type	Debit	Credit
1	Dematerialisation of Securities	Not Applicable	Not allowed
2	Remat / Repurchase of Securities	Not allowed	Not allowed
3	Redemption of MF units	Allowed	Not Applicable
4	Corporate Action	Allowed	Allowed
5	Auto Corporate Action	Allowed	Allowed
6	Account Transfer		
(i)	Client to CM Pool Account Transfer	Allowed	Not Applicable
(ii)	Client to Client Account Transfer	Allowed	Not allowed
(iii)	CM Pool to Client	Not applicable	Not allowed
7	Inter Depository Transfer		
(i)	Client to CM Pool Account Transfer	Allowed	Not Applicable
(ii)	Client to Client Account Transfer	Allowed	Not allowed
(iii)	CM Pool to Client	Not applicable	Not allowed
8	Transfer of Holding (Account Closure/Transmission)	Allowed	Not allowed
9	Freeze / Unfreeze	Allowed	Allowed
10	Hold on Securities(NDU)	Not allowed	Not allowed

APPENDIX G

Participants are advised to note following important Points:

1. NSDL has facilitated Participants to open various type/Subtype of account in DPM for Trading Member (TM) and Clearing Member (CM) for processing Margin Pledge / Re-Pledge. *(The detailed procedure and document required for account opening is informed to Participants vide NSDL Circular No.: NSDL/POLICY/2020/0077 dated June 1, 2020).*

2. Margin Pledge and Re-pledge will be processed on the basis of UCC and its linked TM and CM. NSDL has mapped the UCC provided by Exchanges in NSDL Depository system. In case of institutional client, CP Code and for Proprietary account of TM and CM, TM ID and CM ID will be used for validations instead of UCC.

3. For availing Margin Pledge and Re-pledge functionality, Trading Member, Clearing Member are required to register their Margin Pledge account including Proprietary account in DPM system *(as informed to Participants vide NSDL Circular No. NSDL/POLICY/2020/0103- dated July 31, 2020).*

4. The process for executing Margin Pledge instruction in respect of Proprietary account TM/CM will be same as per the process available for Investors. However, the TM ID or CM ID will be required to be provided instead of UCC for processing Margin Pledge instruction. The Margin Pledge in respect of Proprietary Accounts of TM and CM will be initiated in favour of TM/CMs own Margin Pledge account.

5. The option for selection of Segment i.e. "ALL" is allowed only in respect of Margin Pledge initiation (Client to TM) and Margin Re-pledge (TM to CM). The same shall not be available in case of Margin Re-pledge by CM in favour of CC and such re-pledge shall be created with specific segment.

6. NSDL has provided facility to TM and CM to upload list of eligible securities. *(The file format for upload of eligible securities is shared vide Circular No.: NSDL/POLICY/2020/0094 dated July 14, 2020)*. If TM or CM uploads aforesaid own list of eligible list of securities, then pledger will be allowed to create pledge or re-pledge only for such eligible securities and in case of securities other than uploaded list by TM/CMs, the pledger will not be allowed to create Margin Pledge / Re-pledge. If TM/CM has not uploaded their own list of eligible list of securities, then Pledger will create Margin Pledge / Re-pledge in respect of all securities (with valid status) available in NSDL depository system.

7. The Margin Re-pledge instruction by CM in favour of CC will be allowed only in respect of eligible list of securities uploaded by respective Clearing Corporations.

8. Margin Pledge will be initiated in system after successful authentication of OTP by client. For Institutional accounts (CP code) and Proprietary account of TM and CM, the OTP authentication is not required.

9. All instructions in respect of Margin Pledge / Re-pledge submitted by a single user in MPR module will be directly processed in the NSDL system without additional stage of Checker / Verify Release.

All the Users viz., Client, DP User, TM User, CM User and CC User are advised to follow the maker- checker process in their back-office system as per their respective internal policies.

10. The Margin Pledge / Re-pledge related instructions in respect of partial quantity are not available in NSDL system in 1st phase. The same will be made available in 2nd phase and details will be shared shortly.

11. The SMS and Email alerts will be sent to client for every status transition in respect of Margin Pledge / Re-pledge instructions.

ANNEXURE MM

(Format of consent letter on the letter head of Participant)

Ref. No. :

Date :

Mr. Prashant Vagal

Senior Vice President

CC Interface Division

National Securities Depository Limited

4th Floor, 'A' Wing,

Trade World,

Kamala Mills Compound,

Senapati Bapat Marg,

Lower Parel,

Mumbai – 400 013

Dear Sir,

Sub: Activation of Primary Member Pool Account

We wish to inform you that <Name of the Entity> who is a Primary Member (PM) of Clearing Corporation of India Ltd. (CCIL) has applied for opening a Pool Account with us as per the details mentioned in Exhibit.

We hereby confirm that documents with respect to opening of Pool Account of <Name of the Entity> submitted by the PM are complete in all respect and the copies submitted have been verified by us with the original documents. Further, the requisite details of opening of Pool Account are given below:

Name of Primary Member	
Correspondence Address	
• Address 1	
• Address 2	
• City	
• Postal Code	

Contact Person	
Mobile Number	
Telephone Number	
DP ID	
Member ID allotted by CCIL	

As we are willing to open the account, we request you to allot a CM BP ID to the PM.

Yours faithfully,

Compliance Officer / Alternate Compliance Officer

ANNEXURE NN

(To be provided on the letterhead of CM / TM)

To,

<Participant Name>

Subject: Request for opening Client Unpaid Securities Pledgee Account

Madam / Dear Sir,

With reference to captioned subject, I / We < CM/TM Name > are maintaining a TM/CM account with <Participant name>. <demat account number >. I/We would like to open 'Client Unpaid Securities Pledgee Account' in <Participant name> based on the existing Account Opening Form with you as per details given below:

Sr. No.	Account Category	New Client Type	New Client Sub – type Description

I/we hereby declare that I/we are KYC compliant and there is no change in the same.

For <CM/TM Name>

Signature of the CM/TM:

Name of Authorized Signatory:

Date:

ANNEXURE OO

CM-BO Instruction Upload

Detail Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Detail Record (12)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	904-Delivery To Client
Transaction Flag	Character	1	18	M	It should be "A" for all orders
Filler	Character	7	25	O	Not in Use
ISIN	Character	12	37	M	
Quantity	Decimal	15	52	M	12+3 without decimal point
Market Type	Integer	2	54	O	
Settlement Number	Character	7	61	O	
Execution Date	Date	8	69	M	
Other DP Id	Character	8	77	M	
Other Client Id	Integer	8	85	M	Required only if target client is House/ NonHouse
Filler	Character	9	94	O	Not in Use
Internal Reference Number/Remarks	Character	20	114	O	Remarks, Populate Reference Details as in CM BO
Client UCC	Character	11	125	M/O	Mandatory for CM-BO transactions for Pay-out Validations. Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like

					• Tender offer instructions	
Trading Member ID	Character	16	141	M/O	Mandatory for CM-BO transactions for Pay-out Validations. Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions	
Exchange ID	Integer	2	143	M/O	Mandatory for CM – BO transactions for Pay-out Validations. Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 = ICEX	
Segment ID	Integer	2	145	O	Applicable for CM – BO transactions Possible Values are :- 01 - Cash Market 02 - Futures and Options Physical 03 – SLB 04 - OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME	
Auto Pledge Flag for Unpaid Securities	Character	1	146	O	Applicable for Transaction Type 904 CM-BO transactions only Possible Values: N or Space – Normal Instruction Y – Instruction for Unpaid Securities	
Pledgee DP ID	Character	8	154	M/O	Applicable for Transaction Type 904 CM-BO transactions only Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'	
Pledgee Client ID	Character	8	160	M/O	Applicable for Transaction Type 904 CM-BO transactions only	

					Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'	
Filler	Character	440	600	O	Default Spaces: For all other transaction types a filler of equivalent amount has been added to match the length	
	Total	**600**				

Trailer Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Trailer Record (19)
Filler	Character	6	15	O	Default spaces
Filler	Decimal	15	30	O	Default 15 Zero's
Filler	Decimal	15	45	O	Default 15 Zero's
Filler	Decimal	15	60	O	Default 15 Zero's
DFP Instruction Total Qty	Decimal	15	75	O	12+3 without decimal point
Filler	Decimal	15	90	O	Default 15 Zero's
Delivery Out Instruction Total Qty	Decimal	15	105	O	12+3 without decimal point
Inter Settlement Instruction Total Qty	Decimal	15	120	O	12+3 without decimal point
Inter Depository Instruction Total Qty	Decimal	15	135	O	Default 15 Zero's
Filler	Decimal	15	150	O	Default 15 Zero's
Filler	Decimal	15	165	O	Default 15 Zero's
Filler	Decimal	15	180	O	Default 15 Zero's
Irreversible Delivery Out Total Qty	Decimal	15	195	O	12+3 without decimal point
Pool to Pool Instruction Total Qty	Decimal	15	210	O	Default 15 Zero's
Filler	Decimal	15	225	O	Default 15 Zero's
Filler	Decimal	15	240	O	Default 15 Zero's
Filler	Character	7	247	O	Default spaces

Grand Total of Qty	Decimal	15	262	M	12+3 without decimal point
	Total	**262**			

File end Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File End Indicator	Character	2	2	M	{} by default

DP Download and Indirect Upload

Header Record

New System

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (11)
Filler	Character	6	16	O	Can be used for branch code in future
DP Id	Character	8	24	M	
DP Role	Integer	2	26	M	
Total number of Detail Records	Integer	6	32	M	
Sender Date	Date	8	40	M	
Sender Time	Character	4	44	M	
Sender User Id	Character	8	52	O	
Filler	Character	4	56	O	Not in use
URL Registration No	Integer	5	61	M	10001 in case of SPEED-e batch 90001 - in case routed through Back office

Inter Transfer Instruction(DFP) (904)
New System

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (12)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	904
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Filler	Character	7	27	O	Not in Use
Client Id	Integer	8	35	M	
ISIN	Character	12	47	M	
Quantity	Decimal	18	65	M	15+3 without decimal point
Filler	Character	6	71	O	
Market Type	Integer	2	73	O	
Settlement Number	Character	7	80	O	
Execution Date	Date	8	88	M	
Filler	Character	6	94	O	Not in Use
Other DP Id	Character	8	102	M	
Other Client Id	Integer	8	110	O	M- if INV del to client Required only if target client is House/NonHouse i.e. CM BP Id is not present
Filler	Integer	6	116	O	In Case of Auto-Payin Instructions, two digits would be 11, incase of normal DFP Instructions it would be 00
Other CM BP Id	Character	8	124	O	
Filler	Character	1	125	O	Not in Use
Internal Reference Number/Remarks	Character	35	160	O	Remarks

Description	Data Type	Size	End	Status	Remarks
Sender Reference Number 1	Character	50	210	O	
Sender Reference Number 2	Character	33	243	O	
Market Type	Integer	2	245	O	Mandatory for BO to BO RGESS
Settlement Number	Character	7	252	O	
CC_ID	Character	8	260	O	
Internet Transaction Id	Integer	15	275	O	Added for Internet Transaction ID
Internet Instruction ID	Integer	16	291	M	Added for Internet Instruction ID
Consideratio n	Character	15	306	M	Mandatory in case '**Without Consideration Flag**' is '**N**'. For reason code as 01,27 **'Without Consideration Flag'** Mandatorily '**N**'. In case of **Without Consideration Flag 'Y'** then Filler Mandatory in case '**Without Consideration Flag**' is '**N**'. For reason code as 01,27 **'Without Consideration Flag'** Mandatorily '**N**'. In case of **Without Consideration Flag 'Y'** then Filler
Reasons code	Character	2	308	M	Allowed values are 01,03,04,12,13,14,15,16,17,18,19,21,23,,24,25,26,27,28,29,88,89,90,92,93,94,95,96,97
Filler	Character	1	309	M	Space should be provided

Description	Data Type	Size	End	Status	Remarks
Reason/Purpose	Character	22	331	M	The trailing extra characters, if any, to be filled with spaces Mandatory for Reason code '89' . and for remaining it will be spaces.
Routing Indicator	Integer	2	333	M	00 in case of SPEED-e batch 01,02,03,04,05 - in case routed through BO
Filler	Character	3	336	O	Not in Use
Mode of Payment	Integer	2	338	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02-Cheque 03-Electronic Payment
Date of Payment	Date	8	346	O	O Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'
Transferee Name	Character	135	481	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Not applicable if Mode of payment is "01-CASH"
Transferee's Bank Account Number	Character	30	511	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = '01' (Off Market Sale)

Description	Data Type	Size	End	Status	Remarks
					Not applicable if Mode of payment is “01-CASH”
Transferee’s Bank Name	Character	35	546	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = ‘01’ (Off Market Sale) Not applicable if Mode of payment is “01-CASH”
Payment Transaction Reference Number / Cheque Number	Character	25	571	O	Only for Record Type 904 Applicable & Mandatory only for Off market instructions where reason code = ‘01’ (Off Market Sale) Transaction Reference Number for Electronic Payment or Cheque Number for Cheque Payments Not applicable if Mode of payment is “01-CASH”
Filler	Character	1	572	O	Default Spaces
Payment Made by /Stamp Duty Payment Indicator	Number	1	573	O	Only for Record Type 904(DFP of investor) Mandatory for Transfer reason code = 01, 27 and Without Consideration Flag is ‘N’ . : If lag is N it should '1' - Stamp duty paid by Client If flag is 'Y' then filler
Without Consideration Flag	Character	1	574	O	Only for Record Type 904(DFP of investor) Possible Values: N – Consideration Applicable (1&27,OTHER reason code) Y – Without Consideration (Only OTHER reason code) Cannot be ‘Y’ for reason code

Description	Data Type	Size	End	Status	Remarks
					01 – Off-Market Sale 27 - Commercial Paper Issuance
Block Indicator	Character	1	575	M/O	instruction (INV Del to CM, POA,) Values: '1' : Mandatory Block with Early Pay-in '2' : Block with No Early Pay-in '0' or space: For exempted transactions like • Tender offer instructions
DIS Type	Character	1	576	O	1) In case of mandate EDIS instruction flag should be – '7' 7 If Flag E i.e. Edis Instruction
eDIS Reference number	Integer	16	592	O	Mandatory if DIS Type is 7
DDT Early Payin/Early Pay-in Flag	Character	1	593	O	instruction (INV Del to CM, POA,) **Early Pay-in Flag** **N or Space : No Block and No Early Pay-in (0 or space means NO)** **Y : Block with Early Pay-in (1 means Yes)**
DDPI ID	Integer	8	601	M/O	Mandatory for DDPI instructions
DDPI flag	Character	1	602	M/O	Mandatory In case of DDPI – Value "D"
Client UCC	Character	11	613	M/O	Applicable For Transaction type 904 Mandatory for BO-CM and CM-BO transactions.

Description	Data Type	Size	End	Status	Remarks
					Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions
Trading Member ID	Character	16	629	M/O	Applicable For transaction Type 904 Mandatory for BO to CM and CM – BO transactions Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions
Exchange ID	Integer	2	631	M/O	Applicable For transaction Type 904 Mandatory for BO to CM and CM – BO transactions Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions
Segment ID	Integer	2	633	M/O	Applicable For transaction Type 904 Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB

Description	Data Type	Size	End	Status	Remarks
					04 -OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME Not required for DIS Type 7- Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions
Custodial transaction Flag	Character	1	**634**	M/O	Applicable only for custodial client transactions For others - Fillers
CP Code	Character	12	**646**	M/O	Applicable only for custodial client transactions For others - Fillers
Auto Pledge Flag for Unpaid Securities	Character	1	**647**	O	Applicable for Transaction Type 904 CM-BO transactions only Possible Values: N or Space – Normal Instruction Y – Instruction for Unpaid Securities
Pledgee DP ID	Character	8	**655**	M/O	Applicable for Transaction Type 904 CM-BO transactions only Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'
Pledgee Client ID	Character	8	**663**	M/O	Applicable for Transaction Type 904 CM-BO transactions only Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'
Filler	Character	87	750	O	
		Total	750		

Trailer Record					
New System					
Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Trailer Record (19)
Filler	Character	6	16	O	Can be used for branch code in future
CM pool Delivery Qty	Decimal	18	34	O	12+3 without decimal point
CM pool Receipt Qty	Decimal	18	52	O	12+3 without decimal point
Filler	Decimal	18	70	O	Not in Use
DFP Instruction Total Qty	Decimal	18	88	O	15+3 without decimal point
RFP Instruction Total Qty	Decimal	18	106	O	15+3 without decimal point
Delivery Out Instruction Total Qty	Decimal	18	124	O	15+3 without decimal point
Inter Settlement Instruction Total Qty	Decimal	18	142	O	15+3 without decimal point
Filler	Decimal	18	160	O	Not in Use
Filler	Decimal	18	178	O	Not in Use
Filler	Decimal	18	196	O	Not in Use
Filler	Decimal	18	214	O	Not in Use
Irreversible Delivery Out Total Qty	Decimal	18	232	O	15+3 without decimal point
Inter Depository Trasfer DFP Total Qty	Decimal	18	250	O	15+3 without decimal point
Filler	Decimal	18	268	O	Not in Use
Filler	Decimal	18	286	O	Not in Use
Filler	Character	7	293	O	Not in Use
Grand Total of Qty	Decimal	18	311	M	15+3 without decimal point

Pledge Invocation Upload

File begin Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File Begin Indicator	Character	2	2	M	{} by default

Header Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	01 (Header Record)
Filler	Character	6	15	O	Default Spaces
Pledgee DP Id	Character	8	23	M	
Pledgee Client ID	Integer	8	31	M	
Total No. Of Detail Records	Integer	5	36	M	
File Creation Date	Date	8	44	M	
File Creation Time	Time	4	48	M	
Filler	Character	2	50	O	Default Spaces
		Total	**50**		

Details Record:

Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	02 (Detail Record)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	910
Transaction Flag	Character	1	18	M	Default 'A'
SPEEDE Instruction ID	Character	9	27	M	Original Speede Instruction ID
ISIN	Character	12	39	M	
Quantity	Decimal	15	54	M	12+3 without decimal point
Pledgor DP ID	Character	8	62	M	Integer
Pledgor Client ID	Integer	8	70	M	
Execution Date	Date	8	78	M	
Consideration	Integer	15	93	M	Mandatory; Without Decimal
Stamp Duty Payment Indicator	Integer	1	94	M	Payment Indicator for Stamp duty collection 0-Stamp duty paid through Depository

Description	Data Type	Size	End	Status	Remarks
					Participant 1-Stamp duty paid by Client
Pledge Flag for Unpaid Securities	Character	1	95	O	Applicable only for Auto Pledge transaction for Unpaid Securities Values: Y: For invocation of unpaid securities N/Space: For any other invocation
CM BP ID	Character	8	103	M/O	Applicable when Pledge Flag for Unpaid Securities is 'Y' CM BP ID of the target CM.
Market Type	Integer	2	105	M/O	Applicable when Pledge Flag for Unpaid Securities is 'Y' Market type in which the securities were sold
Settlement Number	Character	7	112	M/O	Applicable when Pledge Flag for Unpaid Securities is 'Y' Market type in which the securities were sold
Client UCC	Character	11	123	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y'
Trading Member ID	Character	16	139	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y'
Exchange ID	Integer	2	141	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y' Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX
Segment ID	Integer	2	143	O	Applicable when Pledge Flag for Unpaid Securities is 'Y'

Description	Data Type	Size	End	Status	Remarks
					Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05– Debt 06– Auction Cash, SLB, FO 07– SME
Filler	Character	157	300	O	
		Total	**300**		

Trailer Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	99 (Trailer Record)
Filler	Character	6	15	O	Default Spaces
Filler	Decimal	45	60	O	Default "000000000000000000000000000000000000000000000000"
Total Pledge Invocation Instruction Qty	Decimal	15	75	O	12+3 without decimal point
Filler	Decimal	15	90	O	Default "000000000000000"
Filler	Decimal	15	105	O	Default "000000000000000"
Filler	Decimal	15	120	O	Default "000000000000000"
Filler	Decimal	15	135	O	Default "000000000000000"
Grand Total OfQuantity	Decimal	15	150	O	12+3 without decimal point

Description	Data Type	Size	End	Status	Remarks
		Total	**150**		

File end Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File End Indicator	Character	2	2	M	{} by default

Pledge Invocation Response

Header Record				
Description	**Data Type**	**Size**	**End**	**Remarks**
Batch Number	Integer	8	8	
Record Type	Integer	2	10	01 (Header Record)
Pledgor DP Id	Character	8	18	
Pledgor Client ID	Integer	8	26	
Total No. Of Detail Records	Integer	6	32	
Number of Accepted records	Integer	6	38	
	Total	38		

Details Record				
Description	**Data Type**	**Size**	**End**	**Remarks**
Batch Number	Integer	8	8	
Record Type	Integer	2	10	02 (Detail Record)
Line Number	Integer	6	16	
Transaction Type	Integer	3	19	910
Accept/Reject Flag	Character	1	20	
Pledgee DP ID	Character	8	28	

Pledgee Client ID	Integer	8	36	
ISIN	Character	12	48	
Quantity	Decimal	15	63	
Execution Date	Date	8	71	
Speede Instruction ID	Integer	9	80	
Default	Character	70	150	

ANNEXURE PP

CM Batch Upload – IDT (CM – BO)

File begin Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File begin Indicator	Character	2	2	M	It should be '{}' by default
Header Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Header Record (11)
Filler	Character	6	15	O	Can be used for branch code in future.
CM BP ID	Character	8	23	M	
Total number of Detail Records	Integer	5	28	M	
Filler	Character	2	30	O	
	Total	**30**			

Detail Record

Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Detail Record (12)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	925 - Delivery to Client(IDD)

Description	Data Type	Size	End	Status	Remarks
Transaction Flag	Character	1	18	M	It should be "A" for all orders
Filler	Character	7	25	O	Not in Use
ISIN	Character	12	37	M	
Quantity	Decimal	15	52	M	12+3 without decimal point
Source Market Type	Integer	2	54	O	
Source Settlement Number	Character	7	61	O	
Execution Date	Date	8	69	M	
Client Code	Character	16	85	M	
Other Depository Id	Character	8	93	M	Target Depository Id (IN000026)
Filler	Character	1	94	O	Not in Use
Internal Reference Number/Remarks	Character	20	114	O	Remarks, Populate Reference Details as in CM BO
Target Settlement Details	Integer	13	127	O	If settlement detail is provided then it must be of 13 digits
Client UCC	Character	11	138	M/O	Mandatory for BO-CM and CM- BO transactions. Not required for DIS Type 7-Demat Gateway (BO-CM transactions) and exempted transactions like • Tender offer instructions
Trading Member ID	Character	16	154	M/O	Mandatory for BO to CM and CM – BO transactions Not required for DIS Type 7-Demat Gateway (BO-CM

Description	Data Type	Size	End	Status	Remarks
					transactions) and exempted transactions like • Tender offer instructions
Exchange ID	Integer	2	156	M/O	Mandatory for BO to CM and CM – BO transactions Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX
Segment ID	Integer	2	158	M/O	Mandatory for BO to CM and CM – BO transactions Possible Values are :- 01- Cash Market 02- Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt 06 – Auction Cash, SLB, FO 07 – SME
Auto Pledge Flag for Unpaid Securities	Character	1	159	O	Applicable for Transaction Type 925 NSDL CM-Other Depository BO transactions only Possible Values: Y – Instruction for Unpaid Securities N or Space – Normal Instruction
		16	175	M/O	Applicable for Transaction Type 925 NSDL CM- Other

Description	Data Type	Size	End	Status	Remarks
Pledgee -Other Depository Client Code	Character				Depository BO transactions only Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'
Filler	Character	425	600	O	Default Spaces: For all other transaction types a filler of equivalent amount has been added to match the length
	Total	**600**			

Trailer Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	Trailer Record (19)
Filler	Character	6	15	O	Default spaces
Filler	Decimal	15	30	O	Default 15 Zero's
Filler	Decimal	15	45	O	Default 15 Zero's
Filler	Decimal	15	60	O	Default 15 Zero's
DFP Instruction Total Qty	Decimal	15	75	O	12+3 without decimal point
Filler	Decimal	15	90	O	Default 15 Zero's
Delivery Out Instruction Total Qty	Decimal	15	105	O	12+3 without decimal point
Inter Settlement Instruction Total Qty	Decimal	15	120	O	12+3 without decimal point
Inter Depository Instruction Total Qty	Decimal	15	135	O	Default 15 Zero's
Filler	Decimal	15	150	O	Default 15 Zero's
Filler	Decimal	15	165	O	Default 15 Zero's
Filler	Decimal	15	180	O	Default 15 Zero's
Irreversible Delivery Out Total Qty	Decimal	15	195	O	12+3 without decimal point
Pool to Pool Instruction Total Qty	Decimal	**15**	**210**	**O**	**Default 15 Zero's**
Filler	Decimal	15	225	O	Default 15 Zero's
Filler	Decimal	15	240	O	Default 15 Zero's
Filler	Character	7	247	O	Default spaces
Grand Total of Qty	Decimal	15	262	M	12+3 without decimal point

Description	Data Type	Size	End	Status	Remarks
	Total	**262**			

File end Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File End Indicator	Character	2	2	M	{} by default

DP Download : Inter Depository transfer(925)

Header Record					
New System					
Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (11)
Filler	Character	6	16	O	Can be used for branch code in future
DP Id	Character	8	24	M	
DP Role	Integer	2	26	M	
Total number of Detail Records	Integer	6	32	M	
Sender Date	Date	8	40	M	
Sender Time	Character	4	44	M	
Sender User Id	Character	8	52	O	
Filler	Character	4	56	O	Not in use
URL Registration No	Integer	5	61	M	10001 in case of SPEED-e batch 90001 - in case routed through Back office

Inter Depository transfer(925)

New System

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (12)
Line Number	Integer	6	16	M	
Transaction Type	Integer	3	19	M	925
Transaction Flag	Character	1	20	M	It should be 'A' for all orders
Filler	Character	4	24	O	Not in Use
Client Id	Integer	8	32	M	
ISIN	Character	12	44	M	
Quantity	Decimal	18	62	M	15+3 without decimal point
Filler	Character	5	67	O	
Market Type	Integer	2	69	O	
Settlement Number	Character	7	76	O	
Execution Date	Date	8	84	M	
Other Client Code	Character	16	100	M	Not in Use
Filler	Character	1	101	O	
Other Depository Id	Integer	8	109	O	
Internal Reference Number/Remarks	Character	35	144	O	Remarks
Sender Reference Number 1	Character	50	194	O	Remarks

Description	Data Type	Size	End	Status	Remarks
Sender Reference Number 2	Character	50	244	O	
Internet Transaction Id	Integer	15	259	O	Added for Internet Transaction
Internet Instruction ID	Integer	16	275	O	Added for Internet Instruction ID
Consideration	Character	15	290	O	Mandatory in case '**Without Consideration Flag**' is '**N**'. For reason code as 01,27 **'Without Consideration Flag'** Mandatorily '**N**'. In case of **Without Consideration Flag 'Y'** then Filler Mandatory in case '**Without Consideration Flag**' is '**N**'. For reason code as 01,27 **'Without Consideration Flag'** Mandatorily '**N**'. In case of **Without Consideration Flag 'Y'** then Filler
Reasons code	Integer	2	292	M	Allowed values are 01,03,04,10,12,13,14,15,16,17,18,19,21 ,23,,24,25,26,27,28,29,88,89,90,92,93,94,95,96,97
Filler	Character	1	293	O	Space should be provided
Reason / Purpose	Character	22	315	M	The trailing extra characters, if any, to be filled with spaces Mandatory for Reason code '89' and for remaining it will be spaces.
Routing Indicator	Integer	2	317	M	00 in case of SPEED-e batch 01,02,03,04,05 - in case routed through BO
Other Settlement Details	Integer	13	330	O	Not in Use
Filler	Character	6	336	O	Not in Use

Description	Data Type	Size	End	Status	Remarks
Mode of Payment	Integer	2	338	O	Only for Record Type 925 Applicable and Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02- Cheque 03- Electronic Payment Only for Record Type 925 Applicable and Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Mode of payment can be 01-Cash 02- Cheque 03- Electronic Payment
Date of Payment	Date	8	346	O	Only for Record Type 925 Applicable and Mandatory only for Off market instructions where reason code = '01'(Off Market Sale) Date Format should be 'YYYYMMDD'
Transferee Name	Character	135	481	O	Only for Record Type 925 Applicable only for Off market instructions where reason code = '01' (Off Market Sale)
Transferee's Bank Account Number	Character	30	511	O	Only for Record Type 925 Applicable only for Off market instructions where reason code = '01' (Off Market Sale)
Transferee's Bank Name	Character	35	546	O	Only for Record Type 925 Applicable only for Off market instructions where reason code = '01' (Off Market Sale)
Payment Transaction	Character	25	571	O	Only for Record Type 925

Description	Data Type	Size	End	Status	Remarks
Reference Number / Cheque Number					Applicable and Mandatory only for Off market instructions where reason code = '01' (Off Market Sale) Transaction Reference Number for Electronic Payment or Cheque Number for Cheque Payments
Filler	Character	1	572	O	Default Spaces
Payment Made by /Stamp Duty Payment Indicator	Number	1	573	M	Only for Record Type 925(IDD of investor) Mandatory for Transfer reason code = 01, 27 and Without Consideration Flag is 'N' . : If lag is N it should '1' - Stamp duty paid by Client If flag is 'Y' then filler
Without Consideration Flag	Character	1	574	M	Only for Record Type 904(DFP of investor) Possible Values: N – Consideration Applicable (1&27,OTHER reason code) Y – Without Consideration (Only OTHER reason code) Cannot be 'Y' for reason code 01 – Off-Market Sale 27 - Commercial Paper Issuance
Block Indicator	Integer	**1**	575	O/M	Block with Early Pay-in Flag Values: '1' : - Block with Early Pay-in '2' : Block with No Early Pay-in'0' or space: For exempted transactions like • Tender offer instructions □
Client UCC	Character	11	586	M/O	

Description	Data Type	Size	End	Status	Remarks
					Mandatory for BO-CM and CM-BO transactions. Not required for DIS Type 7- Demat Gateway (BO- CM transactions) and exempted transactions like • Tender offer instructions • -
Trading Member ID	Character	16	602	M/O	Mandatory for BO to CM and CM – BO transactions Not required for DIS Type 7- Demat Gateway (BO- CM transactions) and exempted transactions like • Tender offer instructions • -
Exchange ID	Integer	2	604	M/O	Mandatory for BO to CM and CM – BO transactions
					Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX Not required for DIS Type 7- Demat Gateway (BO- CM transactions) and exempted transactions like • Tender offer instructions
Segment ID	Integer	2	606	M/O	Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05 – Debt

Description	Data Type	Size	End	Status	Remarks
					06 – Auction Cash, SLB, FO 07 – SME Not required for DIS Type 7- Demat Gateway (BO- CM transactions) and exempted transactions like • Tender offer instructions
Custodial transaction Flag	Character	1	607	M/O	Applicable only for custodial client transactions For others - Fillers
CP Code	Character	12	619	M/O	Applicable only for custodial client transactions For others - Fillers
Auto Pledge Flag for Unpaid Securities	Character	1	620	O	Applicable for Transaction Type 925 NSDL CM- Other Depository BO transactions only Possible Values: Y – Instruction for Unpaid Securities
					N or Space – Normal Instruction
Pledgee -Other Depository Client Code	Character	16	636	M/O	Applicable for Transaction Type 925 NSDL CM- Other Depository BO transactions only Mandatory when Auto Pledge Flag for Unpaid Securities is 'Y'
Filler	Character	116	750	O	
		Total	750		

Trailer Record

New System					
Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Trailer Record (19)
Filler	Character	6	16	O	Can be used for branch code in future

New System					
Description	Data Type	Size	End	Status	Remarks
CM pool Delivery Qty	Decimal	18	34	O	12+3 without decimal point
CM pool Receipt Qty	Decimal	18	52	O	12+3 without decimal point
Filler	Decimal	18	70	O	Not in Use
DFP Instruction Total Qty	Decimal	18	88	O	15+3 without decimal point
RFP Instruction Total Qty	Decimal	18	106	O	15+3 without decimal point
Delivery Out Instruction Total Qty	Decimal	18	124	O	15+3 without decimal point
Inter Settlement Instruction Total Qty	Decimal	18	142	O	15+3 without decimal point
Filler	Decimal	18	160	O	Not in Use
Filler	Decimal	18	178	O	Not in Use
Filler	Decimal	18	196	O	Not in Use
Filler	Decimal	18	214	O	Not in Use
Irreversible Delivery Out Total Qty	Decimal	18	232	O	15+3 without decimal point
Inter Depository Trasfer DFP Total Qty	Decimal	18	250	O	15+3 without decimal point
Filler	Decimal	18	268	O	Not in Use
Filler	Decimal	18	286	O	Not in Use
Filler	Character	7	293	O	Not in Use
Grand Total of Qty	Decimal	18	311	M	15+3 without decimal point

ANNEXURE QQ

Booking Narration Code & Description:

Sr No	Booking Function Code	Description
1	10251	PIV_CUSPA_CLNT_HOUSE_TO_HOUSE_UNLCK
2	10252	PIV_CUSPA_CLNT_NONHOUSE_TO_NONHOUSE_UNLCK
3	10253	PIV_CUSPA_CLNT_HOUSE_TO_NONHOUSE_UNLCK
4	10254	PIV_CUSPA_CLNT_NONHOUSE_TO_HOUSE_UNLCK

ANNEXURE RR

Pledge Invocation Upload

File begin Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File Begin Indicator	Character	2	2	M	{} by default

Header Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	01 (Header Record)
Filler	Character	6	15	O	Default Spaces
Pledgee DP Id	Character	8	23	M	
Pledgee Client ID	Integer	8	31	M	
Total No. Of Detail Records	Integer	5	36	M	
File Creation Date	Date	8	44	M	
File Creation Time	Time	4	48	M	
Filler	Character	2	50	O	Default Spaces
		Total	**50**		

Details Record:

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	02 (Detail Record)
Line Number	Integer	5	14	M	
Transaction Type	Integer	3	17	M	910
Transaction Flag	Character	1	18	M	Default 'A'
SPEEDE Instruction ID	Character	9	27	M	Original Speede Instruction ID
ISIN	Character	12	39	M	
Quantity	Decimal	15	54	M	12+3 without decimal point
Pledgor DP ID	Character	8	62	M	Integer
Pledgor Client ID	Integer	8	70	M	
Execution Date	Date	8	78	M	
Consideration	Integer	15	93	M	Mandatory; Without Decimal
Stamp Duty Payment Indicator	Integer	1	94	M	Payment Indicator for Stamp duty collection 1-Stamp duty paid by Client
Pledge Flag for Unpaid Securities	Character	1	95	O	Applicable only for Auto Pledge transaction for Unpaid Securities Values: Y: For invocation of unpaid

					securities N/Space: For Normal Pledge invocation
CM BP ID	Character	8	103	M/O	CM BP ID of the target CM. Applicable and Mandatory when Pledge Flag for Unpaid Securities is 'Y' and Other Depository Flag for Unpaid Securities is 'N/Space' (Target CM is in NSDL)
Market Type	Integer	2	105	M/O	Market type in which the securities were sold Applicable and Mandatory when Pledge Flag for Unpaid Securities is 'Y' and Other Depository Flag for Unpaid Securities is 'N/Space' (Target CM is in NSDL)
Settlement Number	Character	7	112	M/O	Settlement under which the securities were sold Applicable and Mandatory when Pledge Flag for Unpaid Securities is 'Y' and Other Depository Flag for Unpaid Securities is 'N/Space' (Target CM is in NSDL)
Client UCC	Character	11	123	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y'
Trading Member ID	Character	16	139	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y'
Exchange ID	Integer	2	141	M/O	Mandatory when Pledge Flag for Unpaid Securities is 'Y' Possible Values :- 01 = NSE 02 = BSE 03 = MSEI 04 = NCDEX 05 = MCX 06 =ICEX
Segment ID	Integer	2	143	O	Applicable when Pledge Flag for Unpaid Securities is 'Y' Possible Values are :- 01-Cash Market 02-Futures and Options Physical 03 – SLB 04 -OFS 05– Debt 06– Auction Cash, SLB, FO 07– SME
Other Depository Flag for Unpaid Securities	Character	1	144	O	Applicable only for Auto Pledge transaction for Unpaid Securities Y: If Clearing Member account exist in Other Depository:

					Space / N: If Clearing Member account exist in Same Depository or for Normal Pledge invocation
Other Client Code	Character	16	160	M/O	Applicable and mandatory when Other Depository Flag for Unpaid Securities and Pledge Flag for Unpaid Securities is 'Y' Client Code of Clearing member which is exist in other depository
Other Settlement Details	Character	13	173	M/O	pplicable and mandatory when Other Depository Flag for Unpaid Securities and Pledge Flag for Unpaid Securities is 'Y' Other Settlement details under which the securities were sold
Filler	Character	127	300	O	
		Total	**300**		

Trailer Record:					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
Batch Number	Integer	7	7	M	
Record Type	Integer	2	9	M	99 (Trailer Record)
Filler	Character	6	15	O	Default Spaces
Filler	Decimal	45	60	O	Default "000000000000000000000000000000000000000000000000"
Total Pledge Invocation Instruction Qty	Decimal	15	75	O	12+3 without decimal point
Filler	Decimal	15	90	O	Default "000000000000000"
Filler	Decimal	15	105	O	Default "000000000000000"
Filler	Decimal	15	120	O	Default "000000000000000"
Filler	Decimal	15	135	O	Default "000000000000000"
Grand Total OfQuantity	Decimal	15	150	O	12+3 without decimal point
		Total	**150**		

File end Indicator Record					
Description	**Data Type**	**Size**	**End**	**Status**	**Remarks**
File End Indicator	Character	2	2	M	{} by default

Pledge Invocation Response

Header Record				
Description	**Data Type**	**Size**	**End**	**Remarks**
Batch Number	Integer	8	8	
Record Type	Integer	2	10	01 (Header Record)
Pledgor DP Id	Character	8	18	
Pledgor Client ID	Integer	8	26	
Total No. Of Detail Records	Integer	6	32	
Number of Accepted records	Integer	6	38	
	Total	38		

Details Record				
Description	**Data Type**	**Size**	**End**	**Remarks**
Batch Number	Integer	8	8	
Record Type	Integer	2	10	02 (Detail Record)
Line Number	Integer	6	16	
Transaction Type	Integer	3	19	910
Accept/Reject Flag	Character	1	20	
Pledgee DP ID	Character	8	28	
Pledgee Client ID	Integer	8	36	
ISIN	Character	12	48	
Quantity	Decimal	15	63	
Execution Date	Date	8	71	
Speede Instruction ID	Integer	9	80	
Default	Character	70	150	

ANNEXURE SS (1)
(To be provided on the letterhead of CM/TM)

To,
<Participant Name>

Subject: Request for opening Client Nodal MFOS Account.

Madam / Dear Sir,

With reference to captioned subject, I / We < CM/TM Name > are maintaining a TM/CM account with . . I/We would like to open 'Client Nodal MFOS Account' in based on the existing Account Opening Form with you as per details given below:

Sr.No.	Account Category	Client Type	New Client Sub-type Description	SPEED-e Facility Required (Y/N)

I/we hereby declare that I/we are KYC compliant and there is no change in the same.

For <CM/TM Name>

Signature of the CM/TM:
Name of Authorized Signatory:

ANNEXURE SS (2)

Subject: Request for mapping DSC for Client Nodal MFOS Account.

Madam / Dear Sir,

With reference to captioned subject, have received requests from TM/CM maintaining account with it to activate Client Nodal MFOS Account with SPEEDe facility. We have activated Account in DPM and created SPEEDe user ids based on the existing documents submitted for SPEEDe as per details given below:

Existing Account detail				New account details		
DP ID	Client ID	SPEEDe User ID	SPEEDe user name	DP ID	Client ID	SPEEDe User ID

<Participant Name> hereby declare that we have created user ids in SPEEDe as per existing user ids in SPEEDe and enclosing DSC screen shot for same. Kindly map DSC in user ids mentioned in above table.

For <CM/TM Name>

Signature of the CM/TM:
Name of Authorized Signatory.

ANNEXURE SS (3)

Margin Pledge of Mutual Fund Overnight Schemes' (MFOS)units by TM/CM through their 'Client Overnight Fund Investment Account'

- **Header Record**

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (01)
Branch Code	Character	6	16	M	Default '000000'
DP ID	Character	8	24	M	DP ID [Logged in Client Nodal MFOS Account account's DP ID]
Role	Integer	2	26	M	Default 06 = [Investor Portal]
Total number of Detail Records	Integer	6	32	M	
Sender Date	Date	8	40	M	YYYYMMDD
Sender User ID	Character	8	48	O	
Client ID	Character	8	56	O	[Logged in Client Nodal MFOS Account account's Client ID]
Filler	Character	2	58	O	

Trailer Record

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Trailer Record (99)
Branch Code	Character	6	16	M	Default '000000'
Filler	Decimal	18	34	O	Default '000000000000000000'
Filler	Decimal	18	52	O	Default '000000000000000000'

Filler	Character	15	67	O	Default ‘000000000000000’
Filler	Decimal	18	85	O	Default ‘000000000000000000’
Filler	Decimal	18	103	O	Default ‘000000000000000000’
Filler	Decimal	18	121	O	Default ‘000000000000000000’
Filler	Decimal	18	139	O	Default ‘000000000000000000’
Margin Pledge Instruction Total Qty	Decimal	18	157	O	15+3 without decimal point. Total Qty of Margin pledge. Investors (INV-TM) or (INV-TM&CM)
Filler	Decimal	18	175	O	Default ‘000000000000000000’
Filler	Decimal	18	193	O	Default ‘000000000000000000’
Filler	Decimal	18	211	O	Default ‘000000000000000000’
Filler	Decimal	18	229	O	Default ‘000000000000000000’
Filler	Decimal	18	247	O	Default ‘000000000000000000’
Filler	Decimal	18	265	O	Default ‘000000000000000000’
Filler	Decimal	18	283	O	Default ‘000000000000000000’
Filler	Decimal	18	301	O	Default ‘000000000000000000’
Filler	Decimal	18	319	O	Default ‘000000000000000000’
Filler	Decimal	18	337	O	Default ‘000000000000000000’
Filler	Decimal	18	355	O	Default ‘000000000000000000’
Filler	Decimal	18	373	O	Default ‘000000000000000000’
Filler	Decimal	18	391	O	Default ‘000000000000000000’
Filler	Decimal	18	409	O	Default ‘000000000000000000’
Filler	Decimal	18	427	O	Default ‘000000000000000000’
Filler	Decimal	18	445	O	Default ‘000000000000000000’
Filler	Character	30	475	O	Default ‘000000000000000000000000000000’

Grand Total <Quantity>	**Decimal**	**18**	**493**	**M**	**15+3 without decimal point. This field should contain sum of <Quantity> in case of all instructions**

Margin Pledge (908).

Margin Pledge of Mutual Fund Overnight Schemes' (MFOS) units by TM/CM through their 'ClientNodal MFOS Account

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	Batch Number
Record Type	Integer	2	10	M	Record Type
Line Number	Integer	6	16	M	Line Number
Transaction Type	Integer	3	19	M	Transaction Type (908) PLG
Transaction Flag	Character	1	20	M	Transaction Flag Default 'A'
Filler	Integer	14	34	O	Filler
Client ID	Integer	8	42	M	Client ID (Client ID of Pledgor/ Client Nodal MFOS Account)
ISIN	Character	12	54	M	ISIN
Quantity	Decimal	18	72	M	Quantity
Lock-in Reason Code	Integer	2	74	O	Lock-in Reason Code
Lock-in Release Date	Date	8	82	O	Lock-in Release Date
Filler	Character	16	98	O	Filler
Execution Date	Date	8	106	M	Execution Date YYYYMMDD
Filler	Character	6	112	O	Filler
Other DP ID	Character	8	120	M	(DP ID of Pledgee)
Other Client ID	Integer	8	128	M	(Client ID of Pledgee)
Filler	Character	2	130	O	Filler
Closure Date	Date	8	138	O	Closure Date
Filler	Character	17	155	O	Filler
Internal Reference Number/Remarks	Character	35	190	O	Internal Reference Number/Remarks
Sender Reference Number 1	Character	50	240	O	Sender Reference Number 1
Sender Reference Number 2	Character	50	290	O	Sender Reference Number 2
Agreement No.	Character	20	310	O	Agreement No.
Filler	Character	15	325	O	Filler
Priority Flag	Integer	1	326	M	Priority Flag
Filler	Character	16	342	O	Filler
Source DP ID	Character	8	350	O	Mandatory for "Master File Upload (Single File Multiple DPID)"
Margin Pledge Indicator	Character	2	352	M	Default '01' - Margin Pledge
					Trading Member Id is mandatory In case of margin pledge (01) from TM Client Nodal MFOS

TM ID	Character	8	360	M/O	Account to TM Margin Pledge a/c
					ID provided to the TM by the Stock Exchange and available inUCC Master
CM ID	Character	8	368	M/O	Clearing Member Id is mandatory ▪ In case of margin pledge (01) from CP Client NodalMFOS Account to CM Margin Pledge a/c. ID provided to the CM by the Clearing Corporation and available in UCC Master
CC ID	Character	8	376	O	CC ID
UCC CODE	Character	10	386	M	Investor UCC code
Exchange Code	Character	2	388	M	01- NSE 02- BSE 03- MSE 04- NCDEX 05- MCX 06- ICEX
Segment	Character	2	390	M	01- Capital Market Segment 02- Futures & options Segment 03-Currency Derivatives Segment 04- SLB 05- Commodity Derivatives Segment 06- Debt Segment 07 – All
CP Code	Character	12	402	M/O	CP Code will be applicable forinstitutional clients
Channel Indicator	Integer	2	404	M	23 (Channel indicator for CMS)
Original Order –DP ID	Character	8	412	O	Optional for Margin Pledge Initiation (“01”)
Filler	Character	338	750	M	Filler

OUT file Format -Header

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Header Record (01)
Branch Code	Character	6	16	O	Default = Spaces
DP ID	Character	8	24	M	
DP Role	Integer	2	26	M	
Batch Acceptance Status	Integer	1	27	M	A-Successful, R- Failure
Total number of Detail Records	Integer	6	33	M	
Total number of Accepted Records	Integer	6	39	M	
Business Date	Date	8	47	M	YYYYMMDD
Sender User ID	Character	8	55	O	
Filler	Character	8	63	O	
Filler	Character	9	72	O	

OUT file Format – Detail

Description	Data Type	Size	End	Status	Remarks
Batch Number	Integer	8	8	M	
Record Type	Integer	2	10	M	Detail Record (02)
Line Number	Integer	6	16	M	
Transaction Type	Character	3	19	M	Default 908
Transaction Flag	Character	1	20	M	
Instruction ID	Integer	14	34	M	For other scenarios, CMS willassign a CMS ID to the instruction upload Otherwise, error code in the case of erroneous detail record.
Internal Reference Number	Character	35	69	O	
Sender Reference Number 1	Character	50	119	O	
Sender Reference Number 2	Character	50	169	O	
ISIN	Character	12	181	M	
Accepted Flat / Rejected Flag	Character	1	182	O	A – Successful, R – Error
Filler	Integer	14	196	O	
Priority Flag	Integer	1	197	O	
Source DP ID	Character	8	205	O	Mandatory for "Master File Upload (Single File Multiple DP ID)"
Filler	Character	11	216	O	For future use

****

ANNEXURE TT (1)

Request for addition/deletion of beneficiary account details for execution of off-market transfer

To <Participant's Name > <Participant's Address >	Date	D	D	M	M	Y	Y	Y	Y
DP ID	I	N							
Client ID									
Sole/First Holder Name									
Second Holder Name									
Third Holder Name									

I/We hereby inform you that I/we wish to add/delete the beneficiary accounts details below for execution of off-market transfers including inter-depository transfers.

☐ Add ☐ Delete	Beneficiary DP ID										
	Beneficiary Client ID										
	PAN of the First Holder										
☐ Add ☐ Delete	Beneficiary DP ID										
	Beneficiary Client ID										
	PAN of the First Holder										
☐ Add ☐ Delete	Beneficiary DP ID										
	Beneficiary Client ID										
	PAN of the First Holder										

1._____ **2.**_____**3.**_____

Authorised Signatory (ies)

Participant Authorisation

Name:

Signature: **Participant's Stamp & Date**

ANNEXURE VV (1)

Participant Letter

To be printed/typed on Participant's letter head

(In case of closure of old account)

Ref. No. :_____ Date : _____

Name and address of the Issuer

We wish to inform you that we have received a request for transfer of locked-in securities / securities held under suspended ISIN from our client ***(Client name)*** having DP ID ***(_____)***; Client ID ***(_____)*** on account **of closure of the said account**. We have verified the documents submitted by client and confirm that the documents are in order and the signature(s) of the transferor(s) have been verified by us. We also confirm that the client has an account with the other Depository Participant in same name, order of names and that the account holder is the same entity/person. We are enclosing the copies of client master report from the DPM (DP) for both, the old account and the new account with the other Participant. Since the securities are locked-in/ the ISIN is suspended, we are unable to execute the instruction. Hence, we request you facilitate us to transfer the securities as instructed by the client. Details of instructions received by us are as follow:

:

To facilitate transfer of securities where:	☐	Securities are in lock-in
	☐	ISIN of Securities is in suspended status
	(tick any one)	

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old account (to be closed)

DP ID	
Client ID	
Quantity	

Details of new account

DP ID	
Client ID	
Quantity	

Signature :
Name :
Designation :
CC: National Securities Depository Limited4th Floor, A Wing, Trade World Kamala Mills Compound, Senapati Bapat Marg, Lower ParelMumbai – 400013.

ANNEXURE VV(2)

To be printed on the letterhead of the issuer

(In case of closure of old account)

CORPORATE ACTION INFORMATION FORM

(For transfer of locked-in securities/securities under suspended ISIN due to change in demataccount)

Ref. No. :_____ Date : _____

National Securities Depository
Limited4th Floor, A Wing, Trade
World Kamala Mills Compound,
Senapati Bapat Marg, Lower
ParelMumbai – 400013.

We wish to execute a corporate action to facilitate transfer of securities in the depository system, which have been issued under lock-in by us/ the ISIN for securities of our company is suspended to prevent transfer. The details of the corporate action for transfer of locked-in securities / securities held under suspended ISIN due to change of demat account as provided by the Participant are as follows:

To facilitate transfer of securities where:	☐ the securities are locked-in ☐ ISIN of Securities is in suspended status (tick any one)

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old Account (Debit)

DP ID	
Client ID	
Client Name	
Quantity	

Details of new account (Credit)

DP ID	
Client ID	
Client Name	
Quantity	

Signature :

Name :
Designation :CC: R&T Agent

ANNEXURE VV(3)
Participant Letter
To be printed/typed on Participant's letterhead
(For transmission of locked-in securities/ securities held under suspended ISIN)

Ref. No. :_____ Date : _____

National Securities Depository
Limited4th Floor, A Wing, Trade
World Kamala Mills Compound,
Senapati Bapat Marg, Lower Parel
Mumbai – 400013.

We wish to execute a corporate action to facilitate transfer of securities in the depository system, which have been issued under lock-in by us/ the ISIN for securities of our company is suspended to prevent transfer. The details of the corporate action for transfer of locked-in securities / securities held under suspended ISIN due to change of demat account as provided by the Participant are as follows:

To facilitate transfer of securities where:	☐ the securities are locked-in ☐ ISIN of Securities is in suspended status (tick any one)

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old Account (Debit)

DP ID	
Client ID	
Client Name	
Quantity	

Details of new account (Credit)

DP ID	
Client ID	
Client Name	
Quantity	

Signature :

Name :
Designation :CC: R&T Agent

CC: National Securities Depository
Limited4th Floor, A Wing, Trade
World Kamala Mills Compound,
Senapati Bapat Marg, Lower ParelMumbai – 400013.

ANNEXURE VV(4)

To be printed on the letterhead of the Issuer (For transmission of lock-in/ suspended securities)

CORPORATE ACTION INFORMATION FORM

(For transmission of lock-in securities/ securities held under suspended ISIN

Ref. No. : _____ Date : _____

National Securities Depository Limited
4th Floor, A Wing, Trade World Kamala
Mills Compound,
Senapati Bapat Marg, Lower Parel Mumbai –
400013.

We wish to execute a corporate action to facilitate transmission of securities in the depository system, which has been issued under lock-in by us / the ISIN for securities of our company is suspended to prevent transfer. The details of the corporate action for transmission of locked-in securities / securities held under suspended ISIN as provided by the Participant are as follows:

To facilitate transmission of securities where:	☐	the securities are locked-in
	☐	ISIN of Securities is in suspended status

(tick any one)

ISIN	
Security Description	
Lock-in Reason/ Reason for ISIN suspension	
Lock-in Release Date (if applicable)	

Details of old account (*Debit*)

DP ID	
Client ID	
Client Name	
Quantity	

Details of new account (Credit) [*of legal heir(s) / legal representative(s)*]

DP ID	
Client ID	
Client Name	
Quantity	

Signature :

Name :
Designation:

CC: R&T Agent.

ANNEXURE A1

Operational guidelines in respect of the Payout of securities directly to Client's Demat account

SEBI has vide its circular no. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2024/75 dated June 5, 2024, issued the guidelines about the mandatory pay-out of securities directly to client's demat account to enhance operational efficiency and risk reduction.

The detailed operational guidelines in respect of paragraph 4 and 5 of the aforesaid SEBI circular are mentioned below:

Mapping Process of Primary Demat account

1. Trading Member (TM) shall be required to provide to the stock exchanges the details of one primary demat account of the client wherein the client wishes to receive direct pay-out of the securities.
2. Stock exchanges shall verify the PAN mentioned in the UCC database maintained at stock exchanges with PAN of the first holder mentioned in the demat account of client.

Maintenance of CM and TM Pool accounts

1. Trading Members (TMs) who are availing clearing services through professional clearing member (PCMs) will be required to maintain separate TM Pool account in NSDL Depository system.
2. Members who are clearing their client's trades (i.e., self-clearing members) or are professional clearing members (PCMs) providing services of clearing trades to other trading members will be required to maintain CM Pool account in NSDL Depository system.
3. Members who are working as TM as well as CM are not required to open separate TM pool account in NSDL Depository system as these members will be maintaining CM Pool account in NSDL Depository system.
4. To ascertain appropriate linkage between CM ID and TM ID provided in the transfer instruction, following business validations are defined in NSDL Depository system based on CM-TM Linkage details provided by Clearing Corporations (CC) to NSDL on regular basis –
   - 4.1. Every TM Pool account will be mapped in the NSDL depository system with TM ID given by the stock exchange to member which is linked to a CM ID recorded in the NSDL depository system which is associated with particular CC.
   - 4.2. Self-clearing member (SCM) Pool account will be mapped in the NSDL depository system with TM ID given by the stock exchange to member along with linked CM ID of particular CC.

Maintenance of Client Unpaid Securities Pledgee Account (CUSPA) and Client Securities Margin Funding Account (CSMA)

1. TMs / CMs / PCMs to maintain **single** CUSPA and CSMA account in NSDL Depository system.
2. Participants may additionally refer to NSDL circular no. NSDL/POLICY/2022/176 dated December 28, 2022, and circular no. NSDL/POLICY/2020/0101 dated July 28, 2020 for CUSPA and CSMA accounts respectively.

Direct Pay-out of securities to client's demat account

1. CMs and TMs will not be required to execute instructions for transfer of securities in respect of pay-out from CM Pool and/or TM Pool accounts respectively to client's primary demat account.
2. Intra Depository Transfer:
    a. If client's demat account is maintained with Participant of NSDL, then CC will upload Account transfer (Intra-depository) instructions in NSDL depository system to transfer pay-out of securities to the primary demat account of the client with hop-skip entries in the respective CM pool and/or TM pool account, linked to CM ID and TM ID provided in the instruction respectively.
    b. Hop-skip entries in respect of Pay-out instructions pertaining to intra-depository transfer instructions of CC Pool account to CM Pool account and CM Pool to TM Pool account, if applicable, and then TM Pool account to client's demat account in NSDL Depository system will be reflected in respective SOT and COD exports of the participants of CC, CM, TM and Client as per extant formats and process.
3. Inter Depository Transfer:
    a. If client's demat account is maintained with Participant of other depository, then CC will upload Inter-depository (IDT) instructions in NSDL depository system to transfer pay-out of securities to the primary demat account of the client maintained at other depository.
4. CC will upload the direct pay-out instructions (Intra and Inter) in NSDL depository system with details of CM ID, TM ID, Primary Demat account details viz., DP ID & Client ID, Auto pledge flag for unpaid securities/Margin Traded Funded securities, etc.
5. In case standing instruction flag is set to 'N' (disable) in the client's demat account in NSDL depository system, the client is required to provide receipt instruction (Intra and Inter RFP) to receive the securities in their demat account from CC. In case such RFP is not captured, pay-out instruction executed by CC will fail in EOD and will be informed to CCs.

Process to be followed in case of Client Unpaid Securities Pledgee Account (CUSPA)

1. In respect of the unpaid securities (i.e., the securities that have not been paid in full by the client), such securities shall be transferred to respective client's primary demat account followed by creation of an auto-pledge in favor of a separate account opened by CM or TM based on the "Auto-Pledge Flag for unpaid securities" provided in transfer instruction uploaded by CC in NSDL depository system in respect of pay-out of securities.
2. NSDL Depository system shall identify details of CUSPA demat account of TM/CM based on TM/CM ID uploaded by CC in transfer instruction in respect of pay-out of securities.
3. Participants may additionally refer to NSDL circular no. NSDL/POLICY/2023/0028 dated February 27, 2023, regarding "Operational guidelines in respect of Handling of Clients Securities by Trading Members (TM) / Clearing Members (CM) – Client Unpaid Securities Pledgee Account".

Process to be followed in case of Funded Securities (i.e., Margin Traded Funding)

1. In respect of the funded securities, such securities shall be transferred to respective client's primary demat account followed by creation of an auto-pledge in favor of a separate "Client Securities Margin Funding" (CSMA) account opened by TM based on the "Auto-Pledge Flag for funded securities" provided in transfer instruction uploaded by CC in NSDL depository system in respect of pay-out of securities.
2. NSDL Depository system shall identify details of CSMA demat account of TM based on TM ID uploaded by CC in transfer instruction in respect of pay-out of securities.
3. The transfer instruction uploaded by CC in NSDL depository system in respect of pay-out of securities released with auto-pledge creation with MTF will not require any OTP based authentication from client.
4. Participants may additionally refer to NSDL Circular No. NSDL/POLICY/2020/0101 dated July 28, 2020, regarding "Additional Operational Guidelines on margin obligations to be given by way of Pledge/ Re-pledge in the Depository System".

Process followed in case of pay-out of securities that could not be credited

1. In case of scenarios wherein pay-out instructions (intra and inter-depository instructions submitted by CC) are not executed in NSDL depository system for any reason, then such securities shall remain/withheld in CC Pool account.
2. In such events, the clients need to contact respective CM/TM for resolution of issue.

Miscellaneous points

1. The aforesaid facility shall be applicable for the trading done in Cash segment only. Hence, direct pay-out of securities to client's demat account will be applicable for following Market Type(s) in NSDL depository system in respect of NCL and ICCL:

Market Type Description	**Market Type (NSDL)**	**Clearing Corporation**	**Market Type (CC)**
T+1 NORMAL	S1	NCL	49
T+1 ROLLING	S1	ICCL	41
T+1 TRADE FOR TRADE	G1	NCL	50
T+1 ITP FOR SME	M1	NCL	51
ITP	IT	ICCL	30
AUCTION Normal	DD	NCL	14
AUCTION ROLLING	AU	ICCL	04

2. In respect of settlement of trades for other market types, the Participants / TMs/CMs can continue with existing settlement process followed for pay-out of securities.

PAN Exempt / Sikkim Category clients who do not have PAN captured in their demat account are eligible and will be validated by stock exchanges based on DP ID and Client ID.

Annexure A2

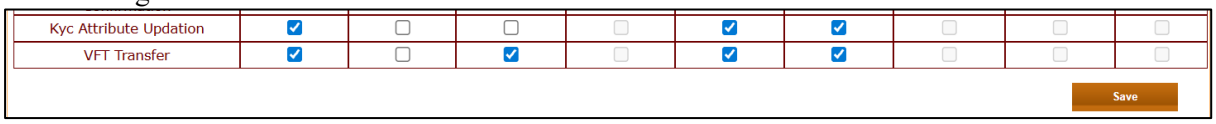
Process for capturing instruction for Demat to RDG Transfer:

1. Allocation of Group Rights

Admin user of Participant shall allocate the group rights to the existing DP users to operate "VFT Transfer" module for Demat to RDG transfer instruction and vice versa.

Maker Rights:

Checker Rights



2. Capturing "VFT Transfer" for Demat to RDG

A new screen "VFT Transfer" is added in the NSDL eDPM system to initiate / capture the instruction for Demat to RDG. DP user shall provide RDG account number in "Target Account" details along with ISIN, execution date and other relevant details for value free transfer of Government Securities using off-market reason code **Transfer to own account**. Screen flow for "VFT Transfer" are given below.

eDPM Depository Participant Module

Switch BP ID | Home | Local DPM | Change Password | Logout

NSDL

Welcome: BADALM Last Login Time: 08-12-2025 BP ID: IN302324 BP Name: STEEL CITY SECURITIES LIMITED Business Date: 08-12-2025

Client Maintenance

Demat/Remat

Settlement
- Account Transfer
- CM Pool Transfer Instruction/Inter Settlement Transfer
- Inter Depository Transfer
- Delivery Out
- Transfer of Holding (Account Closure/Transmission)
- CM Obligation Export
- VFT Transfer

Pledge/Hypothecation

Hold On Securities

System Security

Uploads & Downloads

EGR

©2010 National Securities Depository Limited. All rights reserved. Best viewed in Edge 110.0.1587.50 & Chrome 109.0.5414.122 and above.

Current Date Time: **08-12-2025 14:41:11.415** Refresh

eDPM Depository Participant Module

Switch BP ID | Home | Local DPM | Change Password | Logout

NSDL

Welcome: BADALM Last Login Time: 08-12-2025 BP ID: IN302324 BP Name: STEEL CITY SECURITIES LIMITED Business Date: 08-12-2025

Client Maintenance | Demat/ Remat | Settlement | Pledge/ Hypothecation | Hold On Securities | System Security | Upload/Download | EGR

Value Free Transfer SOH | Signature

Search | New

Search

*Indicates mandatory fields.

* Instruction Type: Demat to RDG / RDG to Demat — Channel Indicator : --Please Select--

BP Instruction ID : — Source Client ID : — Client Name

Depository ID : IN009996-CCIL — Client Code :

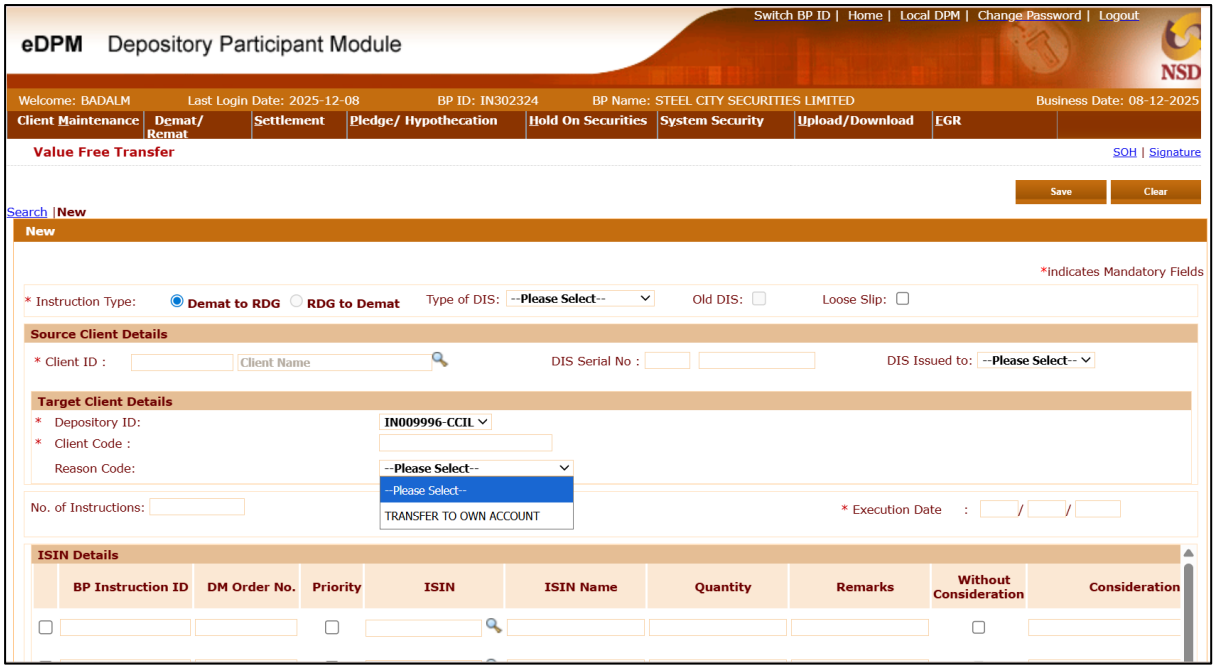
Execution Date : / / — Status : --Please Select--

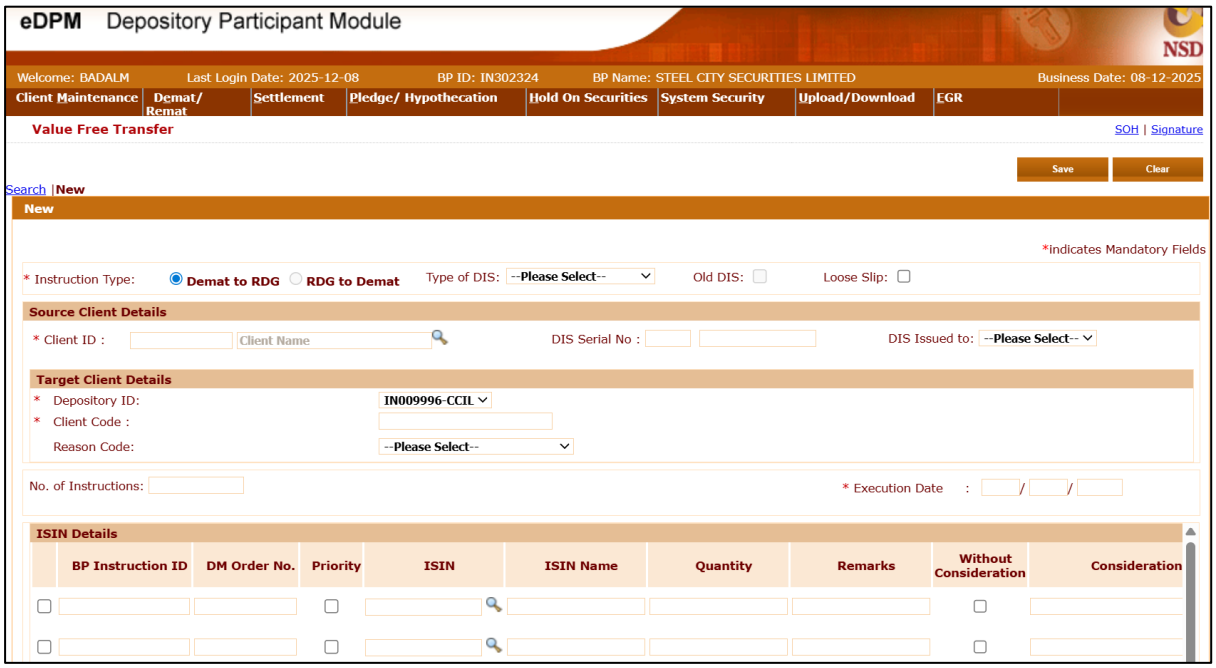
Remarks : — ISIN:

Old DIS : — DIS Serial No :

URL Name : -- Please Select -- — URL Reg No. : — Transaction ID : — Instruction ID :

Search Clear


Switch BP ID | Home | Local DPM | Change Password | Logout
eDPM Depository Participant Module
NSD
Welcome: BADALM Last Login Date: 2025-12-08 BP ID: IN302324 BP Name: STEEL CITY SECURITIES LIMITED Business Date: 08-12-2025
Client Maintenance
Demat/ Remat
Settlement
Pledge/ Hypothecation
Hold On Securities
System Security
Upload/Download
EGR
Value Free Transfer
SOH | Signature
Save
Clear
Search | New
New
*indicates Mandatory Fields
* Instruction Type:
Demat to RDG
RDG to Demat
Type of DIS: --Please Select--
Old DIS:
Loose Slip:
Source Client Details
* Client ID :
Client Name
DIS Serial No :
DIS Issued to: --Please Select--
Target Client Details
* Depository ID:
IN009996-CCIL
* Client Code :
Reason Code:
--Please Select--
--Please Select--
TRANSFER TO OWN ACCOUNT
No. of Instructions:
* Execution Date :
ISIN Details
BP Instruction ID
DM Order No.
Priority
ISIN
ISIN Name
Quantity
Remarks
Without Consideration
Consideration


eDPM Depository Participant Module
NSD
Welcome: BADALM Last Login Date: 2025-12-08 BP ID: IN302324 BP Name: STEEL CITY SECURITIES LIMITED Business Date: 08-12-2025
Client Maintenance
Demat/ Remat
Settlement
Pledge/ Hypothecation
Hold On Securities
System Security
Upload/Download
EGR
Value Free Transfer
SOH | Signature
Save
Clear
Search | New
New
*indicates Mandatory Fields
* Instruction Type:
Demat to RDG
RDG to Demat
Type of DIS: --Please Select--
Old DIS:
Loose Slip:
Source Client Details
* Client ID :
Client Name
DIS Serial No :
DIS Issued to: --Please Select--
Target Client Details
* Depository ID:
IN009996-CCIL
* Client Code :
Reason Code:
--Please Select--
No. of Instructions:
* Execution Date :
ISIN Details
BP Instruction ID
DM Order No.
Priority
ISIN
ISIN Name
Quantity
Remarks
Without Consideration
Consideration

Switch BP ID | Home | Local DPM | Change Password | Logout

eDPM Depository Participant Module

NSD

Welcome: BADALM | Last Login Date: 2025-12-08 | BP ID: IN302324 | BP Name: STEEL CITY SECURITIES LIMITED | Business Date: 08-12-2025

Client Maintenance | Demat/ Remat | Settlement | Pledge/ Hypothecation | Hold On Securities | System Security | Upload/Download | EGR

Value Free Transfer

SOH | Signature

Save | Clear

Search | **New**

New

*indicates Mandatory Fields

* Instruction Type: **Demat to RDG** **RDG to Demat** Type of DIS: --Please Select-- Old DIS: Loose Slip:

Source Client Details

* Client ID : Client Name DIS Serial No : DIS Issued to: --Please Select--

Target Client Details

* Depository ID: IN009996-CCIL

* Client Code :

Reason Code: --Please Select--

No. of Instructions: * Execution Date : / /

Payment Date/Instrument Date	ModeOfPayment	Buyer's Name(S)	Buyer's Bank Name	Buyer's Bank Account Number	Payment Ref. No./Instrument No.	EDIS Mandate Ref Number
/ /	--Please Select--					

Switch BP ID | Home | Local DPM | Change Password | Logout

eDPM Depository Participant Module

NSD

Welcome: BADALM | Last Login Date: 2025-12-08 | BP ID: IN302324 | BP Name: STEEL CITY SECURITIES LIMITED | Business Date: 08-12-2025

Client Maintenance | Demat/ Remat | Settlement | Pledge/ Hypothecation | Hold On Securities | System Security | Upload/Download | EGR

Value Free Transfer

SOH | Signature

Save | Clear

Search | **New**

New

*indicates Mandatory Fields

* Instruction Type: **Demat to RDG** **RDG to Demat** Type of DIS: --Please Select-- Old DIS: Loose Slip:

Source Client Details

* Client ID : Client Name DIS Serial No : DIS Issued to: --Please Select--

Target Client Details

* Depository ID: IN009996-CCIL

* Client Code :

Reason Code: --Please Select--

No. of Instructions: * Execution Date : / /

S)	Buyer's Bank Name	Buyer's Bank Account Number	Payment Ref. No./Instrument No.	EDIS Mandate Reference Number	Status	Cancellation Status	Error Description

CHAPTER 17 – MISCELLANEOUS

Annexure A

Illustrative examples for capturing name of ultimate lender(s)/debenture Issuer are as under:

Sr. No.	Encumbrance is in favour of	Reason code for encumbrance	Whether Name of ultimate lender(s) is required to be captured in NSDL system	Whether Name of Debenture Issuer is required to be captured in NSDL system
1.	Other than trustee	Yes	Not applicable	Not applicable
2.	Trustee	01	No	Yes
3.		02	Yes	No
4.		03	Yes	No
5.		05	Yes	No

Annexure B

DP Name and Logo	Annexure (Applicable in case of Promoter)	NSDL Technology, Trust & Reach

DP ID	I	N							Client ID								Pledge/Hypothecation/NDU form Serial Number	

Sr. No.	ISIN	Reason Code for Encumbrance (Refer Instruction No.1)	Name of Ultimate Lender/Debenture Issuer
1.			
2.			
3.			
4.			
5.			

1. _____ 2. _____3. _____

Authorised Signatory(ies)

Instructions:

1. Reason codes to be filled out by the Client as per the following List.

Code	Description
01	Collateral for issuance of Debentures by Company/Group Companies
02	Collateral for loans taken by the Company/Group Companies

03	Collateral for loans taken by the Third Party
05	Personal use by promoters and PACs

Annexure C

1. Client will access e-Services website (https://eservices.nsdl.com) for registration of IDeAS facility and click on '***Register online for IDeAS***' link available on the home page of e-Services website (refer exhibit 1).

Exhibit 1: e-Services website home page

2. After clicking on the aforesaid link, Client will be required to enter the following details and click on 'Submit' option for registration of ***IDeAS*** facility (refer Exhibit 2):

   a) DP ID,

   b) Client ID,

   c) Mobile Number (*registered in his/her demat account in NSDL DPM System*) and

   d) Verification Code (Captcha).

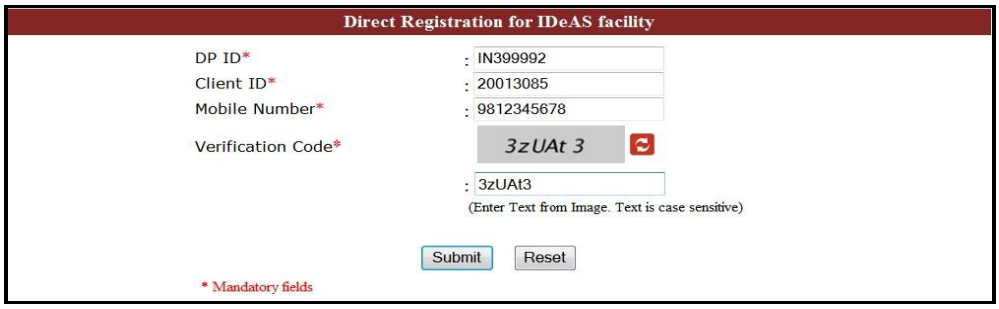


Exhibit 2: Registration of IDeAS facility – Submission

Upon clicking on submit button, demat account details as submitted by the Client on e-services website will be validated by NSDL with the details available in the demat account in DPM system and if the same are found correct, then User will be directed to authorization page of ***IDeAS*** facility. In case mobile number is not captured in the demat account in the DPM System for Sole Holder / First Holder or Second Holder or Third Holder (in case of joint account), the Client will not be able to proceed to ***Register online for IDeAS facility***. In such case, Client would be required to approach its Participant (*where Client is maintaining its demat account*) to update his/her mobile number in the demat account to register demat account through ***Register online for IDeAS facility***.

3. Upon successful validation, Client will have an option to complete the ***IDeAS*** registration by entering either last 4 digits of bank account number (as captured in demat account) or entering One Time Password (OTP) message received on the registered mobile number of the demat account holder.

Option 1 – Verification through bank account number:

Client will be required to select 'Option 1' by enabling the radio button of Bank Account No. and enter last 4 digits of the bank account captured in demat account of the Client (refer Exhibit 3). The last 4 digits of bank account number entered by the Client will be verified with the bank account number available in demat account in the DPM system.

Exhibit 3: Registration of IDeAS facility - Authorization

Option 2 – Verification through OTP:

Client will be required to select 'Option 2' by enabling the radio button of One Time Password and click on 'Generate OTP' button (refer Exhibit 4). After clicking on the Generate OTP button, OTP will be generated and sent on the mobile number of Sole Holder / First Holder registered in demat account in the DPM system. In case the mobile number of the first holder is not available, then OTP will be sent to mobile

number of the second or third holder, as the case may be, registered in demat account in the DPM system. Client will be required to enter OTP within 30 minutes from the time when SMS was sent from NSDL.

Exhibit 4: Registration of IDeAS facility – Authorization

Upon successful completion of authorization process through any of the abovementioned options, Client will be directed to final registration page (refer Exhibit 5) for registration of ***IDeAS*** facility.

4. Client will be required to enter the following details and click on submit button to proceed for completion of ***IDeAS*** registration:

   a) User ID of his / her choice,

   b) User Name,

   c) Date of Birth,

   d) Email ID and

   e) Password & Confirm Password. (Client can enter their password either using the physical keyboard or virtual keyboard - after enabling the check box - 'Use Virtual Keyboard')

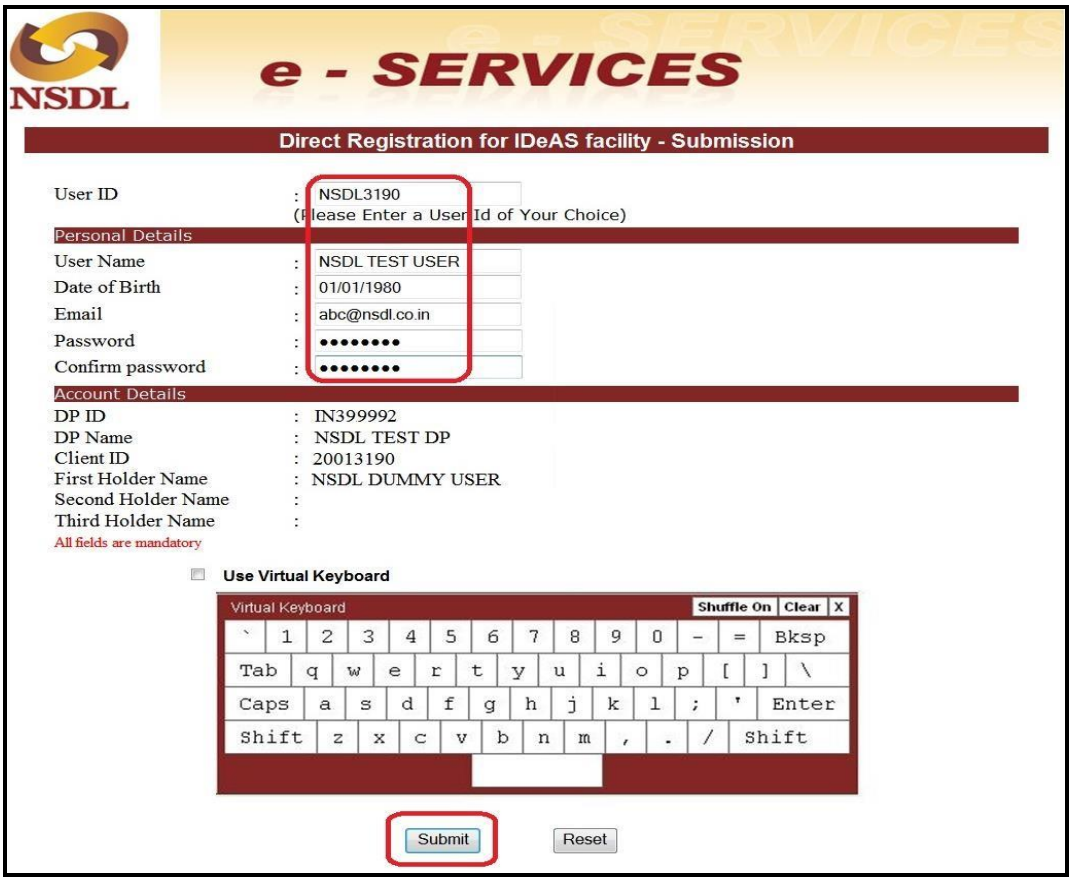


Exhibit 5: Registration of IDeAS facility – Final Submission

5. After clicking on submit button, confirmation page will be displayed to the Client for confirmation of ***IDeAS*** registration. Client will be required to confirm the Terms & Conditions by ticking on the check box provided on the screen and click on confirm button (refer Exhibit 6).

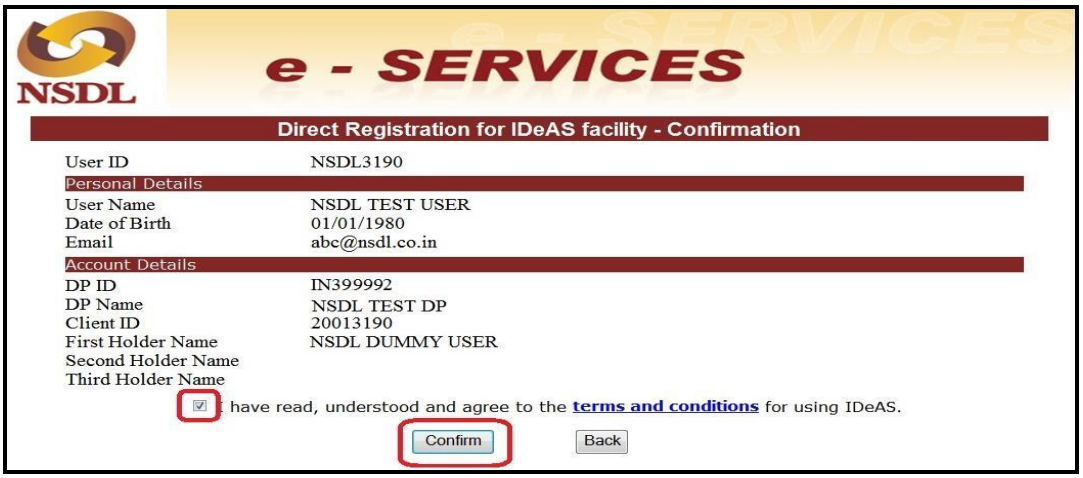


Exhibit 6: Registration of IDeAS facility – Confirmation

6. After final confirmation of ***IDeAS*** registration, an acknowledgement page (refer Exhibit 7) will be displayed to the Client. Client will be able to login to ***IDeAS*** facility with the login credentials viz., User ID and Password as provided during the registration process.

Exhibit 7: Registration of IDeAS facility – Acknowledgement

Annexure D

Format of Letter for Registration of existing demat accounts (one time)

Date:

To,

IDeAS Cell

National Securities Depository Limited
301, 3rd Floor, Naman Chambers,
Plot C-32, G-Block,
Bandra Kurla Complex, Bandra East,
Mumbai, Maharashtra - 400 051.

Dear Sir,

With reference to your Circular No. NSDL/POLICY/2011/0108 dated December 19, 2011, we wish to avail the one time registration facility for registering our existing demat accounts for ***IDeAS*** facility through DIRECT (***D***irect ***I***DeAS ***RE***gistration of ***C***lient accoun ***T***).

In this regard, we conifrm that the email ID as provided by the Client is captured in the DPM System. We are also aware that this one time registering facility is only for those Clients who have not availed ***IDeAS*** facility.

Annexure E

Format of email for Registration of selected demat accounts

To,

IDeAS Cell

(direct@nsdl.com)

Dear Sir,

With reference to your Circular No. NSDL/POLICY/2011/0108 dated December

19, 2011, we wish to register our demat accounts as per the enclosed excel list (providing DP ID and Client ID) for IDeAS facility through DIRECT (Direct IDeAS Registration of Client account) .

In this regard, we confirm that the email ID as provided by the Client is captured in the DPM system. We also confirm that these Clients have not availed IDeAS facility.

Yours faithfully,

For (Participant Name)

Annexure F

Salient features

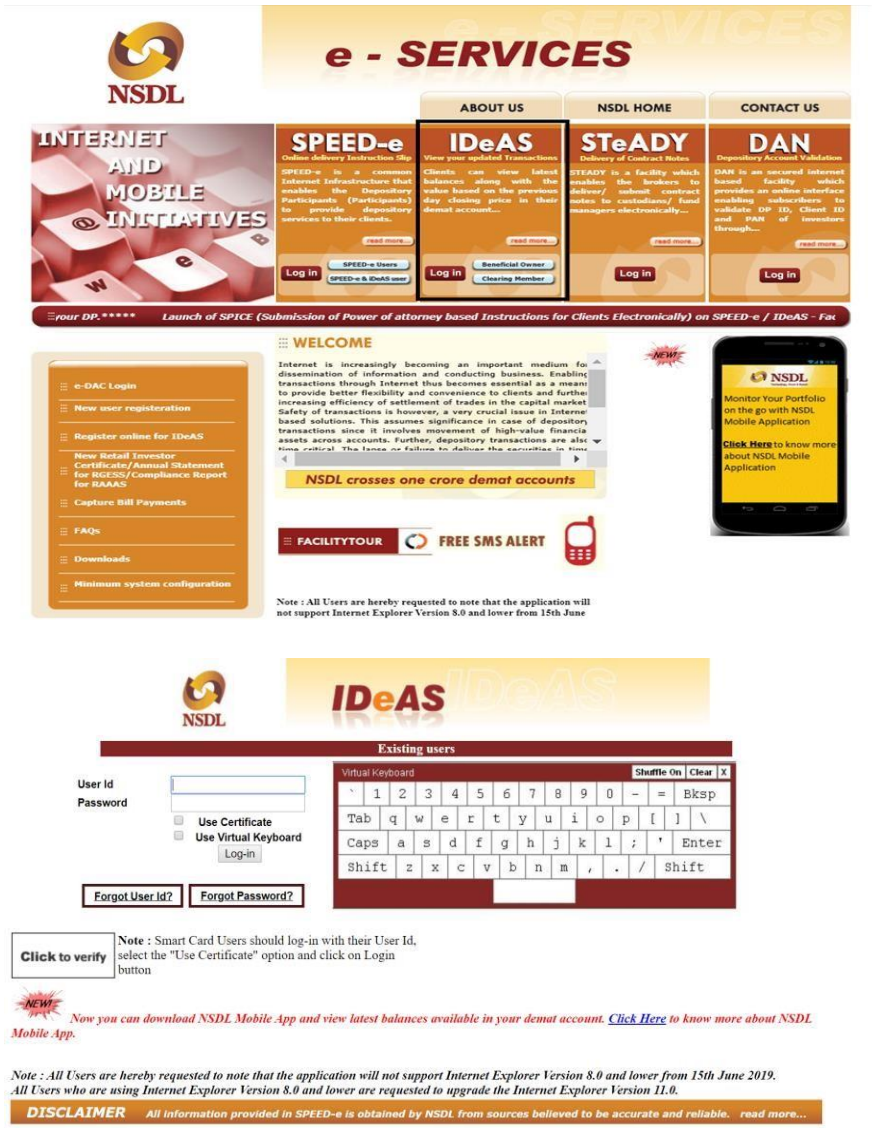
IDeAS facility is enhanced by incorporating following features which is available to beneficial owner who is registered on IDeAS facility of NSDL:

1. Subscribe for e-CAS

    1.1. IDeAS users who have not subscribed for e-CAS can subscribe for the same by submitting request through IDeAS login.

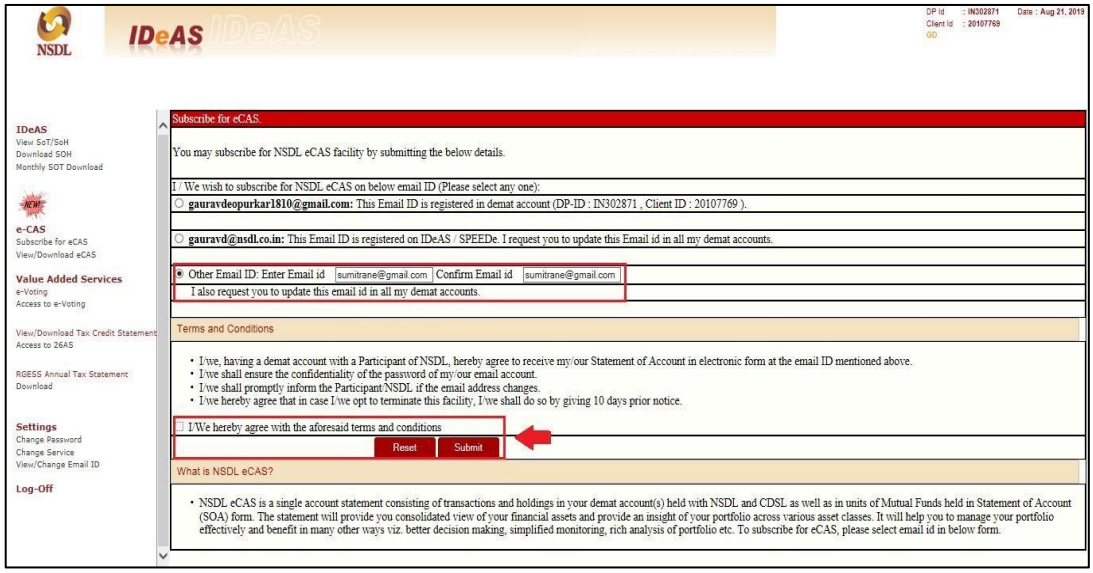
    URL: https://eservices.nsdl.com/

    Screen for login on IDeAS



1.2. e-CAS will be sent to the email ID registered in the demat account of Client. Client has the option to choose email ID which is registered in IDeAS/SPEED-e facility or provide any other email ID which will be also updated in depository account(s) of client.

1.3. For subscription for e-CAS, it is mandatory to accept terms & conditions by enabling the check box for "I/We hereby agree with the aforesaid terms and conditions".



1.4. Upon submission of request, the necessary details will be updated in demat account(s) of beneficiary owner at the end of the day.

2. View and Download e-CAS

2.1. After subscription for e-CAS, Client can view and/or download the e-CAS from following menu of IDeAS facility. Client can view and/or download e-CAS through IDeAS which was generated and sent to Beneficiary owner through email in previous twelve months.

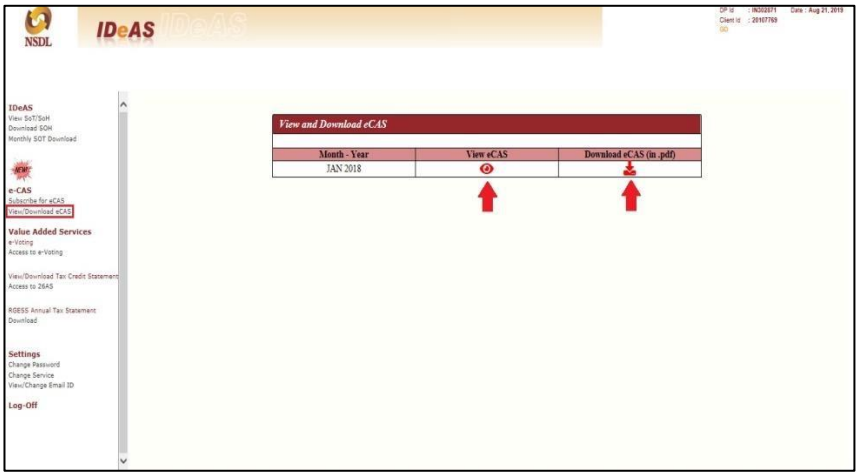
2.2. Steps to follow:

- To view eCAS, click on under 'View eCAS' and then enter PAN as password.

- To download eCAS, click on under 'Download eCAS (in .pdf)'

URL: https://eservices.nsdl.com/

Screen for login on IDeAS and View and Download e-CAS


NSDL
IDeAS
IDeAS
View SoT/SoH
Download SOH
Monthly SOT Download
e-CAS
Subscribe for eCAS
View/Download eCAS
Value Added Services
e-Voting
Access to e-Voting
View/Download Tax Credit Statement
Access to 26AS
RGESS Annual Tax Statement
Download
Settings
Change Password
Change Service
View/Change Email ID
Log-Off
View and Download eCAS
Month - Year
View eCAS
Download eCAS (in .pdf)
JAN 2018

Annexure G

List of entire Freeze Reason Codes which can be chosen while executing a Freeze Request

Freeze Reason Code	Freeze Reason
01	Request By Investor
02	Other Reasons
03	Request By Statutory Authority
05	SARAL-Positive Confirmation Awaited
06	Account Holder – PAN non-compliant
07	Account Holder – FATCA non-compliant
08	Account Holder– KYC non-compliant
09	Account Holder –Deceased
10	Account Holder – Minor turned major
11	Account Holder– Non-payment of dues of DP
12	Account Holder– Merger of DPM set-up
13	Account Holder– Account closure/transmission - Residual balances
15	Statutory Order - SEBI order
16	Statutory Order - Judicial authorities – Court
17	Statutory Order - Judicial authorities – SAT
18	Statutory Order - Judicial authorities - Official Liquidator
19	Statutory Order - Judicial authorities - Company Law Board
20	Statutory Order - Law Enforcement Agencies - Police
21	Statutory Order - Law Enforcement Agencies - Central Bureau of Investigations (CBI)
22	Statutory Order - Law Enforcement Agencies - Criminal Investigation Department (CID)
23	Statutory Order - Law Enforcement Agencies - Serious Fraud Investigation Office (SFIO)
24	Statutory Order - Law Enforcement Agencies - Economic Offence Wing (EOW)
25	Statutory Order - Law Enforcement Agencies - Directorate of Enforcement (ED)
26	Statutory Order - Law Enforcement Agencies - Anti-Corruption Bureau

	(ACB)
27	Statutory Order - Recovery Proceedings - Recovery Certificate under Cooperative Societies Act
28	Statutory Order - Recovery Proceedings - Debt Recovery Tribunal (DRT)
29	Statutory Order - Revenue Authorities - Income Tax
30	Statutory Order - Revenue Authorities - Service Tax
31	Statutory Order - Revenue Authorities - Sales Tax
32	Statutory Order - Revenue Authorities - Customs
33	Statutory Order - Revenue Authorities - Central Excise

Exhibit: List of Freeze reason codes on eDPM system

Annexure H

Designated Single Points of Contact (SPOCs) of Telecom Service Provider

S. No	Name of TSPs	Name	Email Id	Contact No
(a)	VIL	Shri Saikishore L	saikishore.l@vodafoneidea.com	9619500900
(b)	VIL	Shri Saravana S	saravana.s@vodafoneidea.com support@vilpower.in	
(c)	TTL	Shri Srinivasa Reddy Kadem	SrinivasaReddy.Kadem@tatatel.co.in	9030080956
(d)	TTL	Shri Shiva Chandra	Shiva.Chandra@tatatel.co.in-	9711309542
(e)	TTL	Ms. Pooja Tomar	pooja.tomar@tatatel.co.in	9212108772
(f)	RJIO	Ms. Shalet Dias	Shalet.Dias@ril.com	
(g)	RJIO	Shri Anurag Jain	Anurag1.Jain@ril.com	
(h)	BSNL (South Zone)	Shri Rama Subramaniam	szsdesmscpr@bsnl.co.in	9443100839
(i)	BSNL (West Zone)	Shri Ravindra	wza2psms@bsnl.co.in	9423000760
(j)	BSNL (East Zone)	Shri Narendera	narinder1409@bsnl.co.in	9417533555
(k)	BSNL (North Zone)	Shri Bikash Shaw	bikash.shaw@bsnl.co.in	9434747987
(l)	Airtel	Mr. Manish Mehra	Manish.Mehra@airtel.com	9810841119
(m)	Airtel	Mr. Rahul Verma	rahul6.verma@airtel.com	7042837628
(n)	Airtel	Mr. Gaurav Bhandari	gaurav.bhandari@airtel.com	7045658239
(o)	Airtel	Mr. Amit Malik	amit.malik@airtel.com	9716299730
(p)	QTL	Mr. Chhinder Pal	techlead@infotelconnect.com	9464414646
(q)	QTL	Mr. Manish Bhankar	csd.compliance@infotelconnect.com	9653018288
(r)	VMIPL	Shri Yogeshwer Singh	yogeshwer.singh@vmipl.in	9875916826
(s)	VMIPL	Shri Balakrishna C	balakrishna.c@vmipl.in	9242891111

Annexure I

Reports/downloads/uploads migrated from i-Assist to e-PASS portal

S. No	Module Name	Sub modules	Remarks
1	DPM Releases	Local DPM / Archival releases	Migrated on e-pass and have been discontinued on i-assist with effect from August 01, 2024 as per circular NSDL/POLICY/2024/0084 dated June 14, 2024.
		Consolidated DPM client installation (latest update)	
2	Application	e-Token – Aladdin	
		e-Token – e-Pass	
		JRE setups	
3	Downloads	Price file downloads	
4	Backoffice File Formats	Backoffice file formats for CCs	
		Backoffice file formats for RTAs	
		Backoffice file formats for DPs	
		Sample file formats	
		Standardized file formats	
		Standardized sample files	
5	Manuals	STP manual	
		e-Token setup manual	
6	Utilities	EDPM Freeze Unfreeze Utility	
		System driven disclosures- File Spilt Utility	
		Utility Bank master	
		Margin Pledge Account Mapping Utility	
		Reclassification Utility	
		Signature Utility	
7	Reports / Data	List of ultimate lenders/debentures issuer	
		List of promotors	
8	Form-B	Submit	Migrated on e-pass and have been discontinued on i-assist with effect from September 01, 2024 as per circular NSDL/POLICY/2024/0103 dated July 11, 2024
		View / Search	
		Audit History	
9	Downloads	Business Partner Interface	
		Interest Dividend Information	
		Bounced emails-IDeAS registration through Speed-e direct	
		Regular accounts with matching PAN as in BSDA	
		List of demat accounts for BSDA	
		Annual Bill	
		Monthly Bill	
		Mobile Number Revocation List	
10	UCC Data	Upload	

		Download	
S. No	**Module Name**	**Sub modules**	**Remarks**
11	Downloads	Details of Active service centres	Migrated on e-pass and have been discontinued on i-assist with effect from February 8, 2025 as per circular NSDL/POLICY/2025/0005 dated January 09, 2025
12	Downloads	Same mobile and email ID monthly report	
13	Bill Payment Details	Submit Bill Payment details	
		View/Search Bill Payment details	
14	CAS Uploads	Preferred Depository Details	
		No CAS Details	
		Yearly Physical Statement Flag Details	
		March CAS: No Annual Physical Statement	
		Existing institutional Investors	
		New institutional Investors	
		Resume NSDL CAS	
15	Waivers	Submit Waivers	Migrated on e-pass on March 28, 2025 and only historical data will be available on i-assist till **April 30, 2025.**
		View/Search Waivers	
		Waivers Report	
16	Downloads	PMLA FIU Alerts	
17	Downloads	KYC Non-Complied Accounts KRA List	
18	KYC report	Download	
		Upload	
		View/Search	
19	PAN Modification	Capture Details	
		Verify Details	
		View Search Report	