Circular No.: NSDL/POLICY/2016/0091 Date: November 9, 2016

Subject: Facility for submission of Internal and Concurrent Audit Reports in electronic form through e-PASS.

Attention of Participants is invited to Circular No. NSDL/POLICY/2015/0087 dated October 1, 2015 regarding submission of half yearly Internal and Concurrent audit reports (IAR/CAR) by Participants in prescribed format by May 15th and November 15th of every year.

In this context, Participants are hereby informed that NSDL has developed a facility for online submission of IAR/CAR in electronic form through e-PASS platform. Accordingly, Participants can submit IAR/CAR for half year ended September 30, 2016 online through e-PASS platform or continue to submit in physical form (i.e. in hard copy) or digitally signed by email (Ref: Circular No. NSDL/POLICY/2010/0017 dated February 22, 2010) latest by November 15, 2016. It may be mentioned that from next cycle onwards, it will be mandatory to submit it in electronic form through e-PASS platform and thus, Participants are encouraged to submit it through e-PASS this time also.

The Auditor can fill and submit the IAR/CAR online through e-PASS platform using their login credentials. The procedure for addition/modification/deactivation of Auditor login ID is enclosed at Annexure *A*. The procedure for submission of Internal and Concurrent Audit Reports through e-PASS is enclosed at Annexure B.

For further information / assistance, Participants are requested to contact Mr. Devendra Singh Bhadoriya, Tel: (022) 2499 4371, Mr. Jainil Rambhia, Tel: (022) 24994495 or send an email on NSDL-BP-INSPECTION@nsdl.co.in and for technical queries, Participants are requested to contact Mr. Shiv Kumar, Tel: (022) 2499 4785 / shivkumarj@nsdl.co.in

Participants are advised to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

Ravindra Sahu
Senior Manager

Enclosed: Two

FORTHCOMING COMPLIANCE			
Particulars	**Deadline**	**Manner of sending**	**Reference**
Investor Grievance Report (Monthly)	By 10th of the following month.	Through e-PASS	Circular No. NSDL/POLICY/2015/0096 dated October 29, 2015.
Internal/ Concurrent Audit Report (April - September)	November 15th every year	Digitally signed report by email at nsdl-bp-inspection@nsdl.co.in. Alternatively, by hard copy to Inspection Department.	Circular No.: NSDL/POLICY/2015/0087 dated October 1, 2015 and Circular No. NSDL/POLICY/2010/0017 dated February 22, 2010

Digitally signed by
Name : Ravindra Sahu
Date : 11/9/2016 6:04:19 PM
Reason : Authentication