Circular No.: NSDL/POLICY/2020/0151 November 19, 2020

Subject: Submission of scanned Delivery Instruction Slips (DIS) image to NSDL.

All Participants are aware that NSDL has vide its Circular Nos. NSDL/POLICY/2014/0085 and NSDL/POLICY/2014/0093 dated August 5, 2014 and August 28, 2014 respectively, specified guidelines on signing and posting of the DIS image in 'DIS Image Validation System' (DIVS) and its tamper proof storage to prevent unauthorized changes to scanned DIS.

In aforesaid circular dated August 5, 2014 it had been specified that as and when NSDL requests scanned image of a specific DIS, Participant will be required to provide scanned image of DIS which is digitally signed by NSDL. NSDL will communicate the details of DIS to the Participant for enabling it to retrieve the DIS image from its tamper proof storage and upload on e-Pass system.

In this regard, NSDL will be providing a facility to Participants to upload NSDL signed scanned copies of DIS on e-Pass system. Participants will be required to follow the below mentioned process for uploading scanned copies of DIS on e-Pass:

1. The scanned images of DIS and / or Annexure to DIS as sought by NSDL must be selected from the Participant's tamper proof storage and uploaded on e-Pass.
2. Participant are required to store NSDL signed scanned images received as Outfile from DIVS, in tamperproof storage in encrypted form. The scanned images extracted as Outfile from DIVS will have the file name as <NSDL_DP ID_DIS serial number Page No. of Annexure(s) _Version number.sgn>. Example: If DP ID - IN300001, DIS No. - AB1234567890 Annexure – 0 (default version for DIS is 0) and version is 1, file name should be NSDL_IN300001_ AB1234567890_000_1.sgn. Participant will be required to decrypt these DIS images and upload the same on e-Pass.

   The scanned images of DIS and/or Annexure to DIS extracted from tamper proof storage should be of latest version and must have been signed by NSDL through DIVS. Participant shall ensure that each individual DIS image meets the specifications as stipulated in aforesaid NSDL circulars dated August 5 & 28, 2014.
3. NSDL will be providing the DP ID and DIS serial number to Participants for identifying the scanned image of DIS from the tamper proof storage.
4. An Index file of the digitally signed DIS images to be uploaded is required to be prepared. The file naming convention of text file will be DPID_DDMMYYYY_batchnumber.txt [Example: If DP ID IN300001, business date is 15-July-2014 and batch number is 1, file name should be IN300001_15072014_00000001.txt]. Format for index file is provided in **Annexure A**.

5. Digitally signed DIS images extracted from the tamper proof storage and index file for the batch should be zipped in a single file. The file naming convention of zip file will be DPID_DDMMYYY_batchnumber.zip.

   Example: If DP ID is IN300001, business date is 15-July-2014 and batch number is 1, file name of zip file should be IN300001_15072014_00000001.zip. If Participant has scanned 100 DIS in a batch, then total 101 files (100 digitally signed image files and 1 text file containing details of DIS) should be zipped to create one single file to be uploaded on e-Pass.
6. For upload of zip file containing the digitally signed DIS images and index file on e-pass, a new menu **'DIS Upload'** is added on e-Pass portal, under which two sub-menus 'Upload DIS File' and 'View / Search DIS Uploaded' are provided.
7. When the zipped file is uploaded on e-Pass, the same will be validated and a response file will be generated. The response file will indicate successful validation or rejection by e-Pass of the posted scanned images. The File format for the response file is given at **Annexure B**.
8. The steps to be followed to upload the zipped file containing NSDL signed DIS image files and index files are provided in **Annexure C**. Participants are advised to follow the steps for submitting the DIS image copies as sought by NSDL.

Further, Participants are requested to confirm the readiness on the above process by January 15, 2021 (within 45 days) to NSDL-BP-INSPECTION@nsdl.co.in. For those Participants who have availed the DMS facility from NSDL, there is no need to send a confirmation since the DMS system will be enhanced for this requirement. For information / clarification about the above process, Participants are requested to contact the following NSDL officials:

Name of the official	Contact details	Email ID
Mr. Shivkumar J	022-24994785	ShivkumarJ@nsdl.co.in
Ms. Nisha P	022-24994710	Nishap@nsdl.co.in

For and on behalf of
National Securities Depository Limited

Chirag Shah
Senior Manager

Enclosed: Three

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
Networth Certificate and Audited Financial Statements for the FY 2019-20	January 31st, 2021	By hard copy to Inspection Department	Circular No. NSDL/PI/98/414 dated September 1, 1998 Circular No. NSDL/POLICY/2020/0131 dated September 30, 2020 Circular No. NSDL/POLICY/2020/0144 dated October 30, 2020

Digitally signed by
Name : Chirag Shah
Date : 19-11-2020 13:10:16
Reason : Authentication