

Circular No.: NSDL/POLICY/2025/0062

May 16, 2025

Subject: Internal and Concurrent Audit of depository operations for Participants

Attention of Participants is invited to Circular No. NSDL/POLICY/2025/0047 dated April 11, 2025, wherein it is mentioned that auditors should visit adequate number of service centers (on sample basis) to check whether proper procedures are being followed at such centers.

In this regard, Participants are hereby informed that the internal auditor shall be required to visit the service centers on sample basis as mentioned below, in order to ensure compliance with the above mentioned requirement of conducting internal audit at service centers:

Sr. No.	Parameters	Number of Service centers to be visited other than DPM location
1	No. of Service Centers offering depository services are ≤ 5	Actual number of Service Centers
2	No. of Service Centers offering depository services are > 5	At least 5 Service Centers

The above requirements shall be applicable for the Internal audit report submitted for the half year ending September 2025 onwards.

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

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

**Arockiaraj
Manager**



FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 th of the following month	Through e-PASS	Para 22 of 'Grievance Redressal' chapter and Para 28 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants
Compliance report w.r.t Same Mobile number and/ or email address captured for multiple accounts. (monthly)	Before 27 th of following month	Through Email.	Para 23 of 'Miscellaneous' chapter of NSDL Master Circular for Participants.
Artificial Intelligence /Machine Learning Reporting Form (if offering or using such technologies as defined) (Annually)	Within three months of the end of the financial yea	Through e-PASS	Para 11.6 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants

