

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



Login

User ID	<input type="text"/>
Password	<input type="password"/>
OTP	<input type="text"/> <input type="button" value="Generate OTP"/>
CAPTCHA	<input type="text"/> 8654d1
	<input type="button" value="Forgot Password"/> <input type="button" value="Login"/>

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

NSDL Technology, Trust & Reach

Welcome, [Name]

Role : dpchecker Last Login Date/Time : [Date/Time]

Entity : [Entity Name]

Home | Logout

RTA	iAssist	e-info	DP Periodical Reports	View/Search UPI Request
Valid UPI ID Request				
Auditor Master - RTA				

2. Landing Page Navigation

- User is directed to the UPI Dashboard page:

The screenshot displays the UPI Dashboard interface. At the top, a light blue box contains the following information: **Name of Applicant:** Stock Holding Corporation of India Limited, **Role:** Depository Participant, **Sebi Registration No.:** IN-DP-NSDL-373-2014, and **Registration Start Date:** 24 Jan 2015. Below this, there are two blue buttons: "Request New UPI IDs" and "View All Request". The main dashboard area is titled "Dashboard" and features four summary cards: "Total Request" (11), "Approved" (0), "Pending" (8), "Withdrawn" (1), and "Disabled" (0).

Category	Count
Total Request	11
Approved	0
Pending	8
Withdrawn	1
Disabled	0

- 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

Request New UPI IDs

View All Request

- System redirects to the UPI ID request form page

Name of Applicant: Stock Holding Corporation of India Limited

Role: Depository Participant

Sebi Registration No.: IN-DP-NSDL-373-2014

Registration Start Date: 24 Jan 2015

Back

Dashboard

View All Request

Submit 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.

SR NO.	ACTION	USE TRADEMARK?	REGISTERED TRADEMARK	TRADEMARK NO	ACCOUNT NO.	IFSC	USERNAME	SUFFIX	HANDLE	COMPI UPI
No Record Found										

+ Add new UPI ID

Submit UPI Request

4. Request Submission Options

- Click "Add New UPI ID" button

Name of Applicant: Stock Holding Corporation of India Limited

Role: Depository Participant

Sebi Registration No.: IN-DP-NSDL-373-2014

Registration Start Date: 24 Jan 2015

Back

Dashboard

View All Request

Submit 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.

SR NO.	ACTION	USE TRADEMARK?	REGISTERED TRADEMARK	TRADEMARK NO	ACCOUNT NO.	IFSC	USERNAME	SUFFIX	HANDLE	COMPI UPI
No Record Found										

+ Add new UPI ID

Submit UPI Request

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

Submit UPI request

Entity Information

Entity Name *	SEBI Registration No. *
Stock Holding Corporation of India Limited	IN-DP-NSDL-373-2014
PAN *	Category code *
ABDCE1234F	dp

Legal Account Holder Name

Legal Account Holder Name *	Legal Account Holder PAN *
Stock Holding Corporation of India Limited	ABDCE1234F

Different Legal Account Holder?: No Yes

Trade Name Configuration

Use Trade Name as Username:

Yes No

UPI Handle Request

Beneficiary Information	
Account Number *	IFSC Code *
Enter account number	Enter IFSC code

Username

*Username will be combination of fixed and optional parameters.

S t o c k

Reset

Updated Fixed Username

Stock

Total: 5 | Skipped: 0 | Current: 5

Skip characters from fixed input

Optional Parameter

Enable

Optional parameter for UPI ID customization

Payment Service Provider Info

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

UPI Handle *

- Select UPI Handle -

Your UPID:

Submit UPI Handle Request

Close

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.

Submit UPI request

Entity Information

Entity Name *	SEBI Registration No. *
Stock Holding Corporation of India Limited	IN-DP-NSDL-373-2014
PAN *	Category code *
ABDCE1234F	dp

•**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.

Legal Account Holder Name

Legal Account Holder Name *

Legal Account Holder PAN *

Different Legal Account Holder?: No Yes

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.

Legal Account Holder Name

Legal Account Holder Name *

Legal Account Holder PAN *

Different Legal Account Holder?: Yes

Legal Account Holder Role *

Legal Account Holder Name *

National Stock Exchange of India Ltd
BSE Ltd.

•**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.

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name(min. 6 characters)

Trademark Registration Number *

Enter trademark registration number

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

UPI Handle Request

Beneficiary Information

Account Number *

1234567890

IFSC Code *

HDFC0001234

* I confirm that the Account Number: 1234567890 and IFSC: HDFC0001234 belongs to: Stock Holding Corporation of India Limited (PAN: ..)

•**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.

Entity Information

Entity Name *

Stock Holding Corporation of India Limited

Default

Username

*UserName will be combination of fixed and optional paramerte
Fixed *

Stock

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

Longer

Username

*UserName will be combination of fixed and optional parameter.
Fixed *

stockholding

This will be same as Registered Entity

Generate Longer

Reset

USERNAME

Even Longer

Username

*UserName will be combination of fixed and optional parameter.
Fixed *

stockholdingcorporation

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

•**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.

Username

*UserName will be combination of fixed and optional paramerter.

Fixed *

stockholdingcorporation

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

Skip characters from fixed input

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

Username

*UserName will be combination of fixed and optional parameter.

s t o c k h o l d i n g c o r p o r a t i o n

Reset

Updated Fixed Username

stockholdingcorporation

Skip characters from fixed input

•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.

Optional Parameter

test

Enable

Optional parameter for UPI ID customization

Payment Service Provider Info

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

UPI Handle *

@validhdfc

UPI Handle

Your UPIID: **stock.test.dp@validhdfc**

•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.

Payment Service Provider Info

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

UPI Handle *

-- Select UPI Handle --
-- Select UPI Handle -- UPI Handle
@validhdfc

Payment Service Provider Info

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

Bank Name *

ICICI Bank

UPI Handle *

-- Select UPI Handle --
-- Select UPI Handle --
@validicici

•Click “Add Record” button.

Payment Service Provider Info

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

UPI Handle *

@validhdfc

Your UPID: **stock.test.dp@validhdfc**

Add record



Close

5. Request Submission and Processing

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

Submit 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.



SR NO.	ACTION	USE TRADEMARK?	REGISTERED TRADEMARK	TRADEMARK NO	ACCOUNT NO.	IFSC
1	 	<input type="checkbox"/> Yes			1234567890	HDFC000123

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

Submit 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.



SR NO.	ACTION	USE TRADEMARK?	REGISTERED TRADEMARK	TRADEMARK NO	ACCOUNT NO.	IFSC
1	 	<input type="checkbox"/> Yes			1234567890	HDFC000123



 

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

Submit 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.

SR NO.	ACTION	USE TRADEMARK?	REGISTERED TRADEMARK	TRADEMARK NO	ACCOUNT NO.	IFSC
1	 	<input type="checkbox"/> Yes			1234567890	HDFC000123

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
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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

Show 10 entries

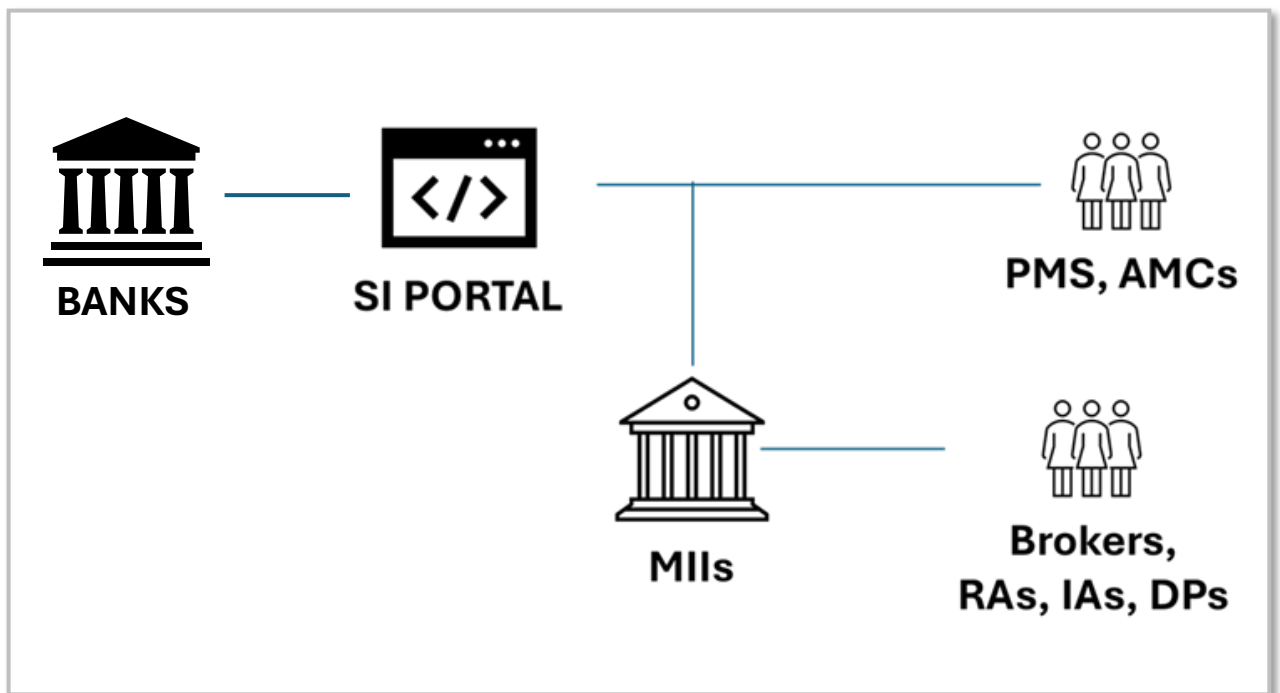
Search:

Action	REF NO.	USE TRADEMARK?	TRADEMARK FOR HANDLE	TRADEMARK NO.	ACCOUNT NO.	IFSC	COMPLETE UPI ID	STATUS
  	4	<input checked="" type="checkbox"/> Yes	abcd	1234567890	32432435353453	DFRR0045454	stock.dp@validdlb	Pending
  	5	<input type="checkbox"/> Yes			12134414134141	HSFC0103148	stocktemp.1233.dp@validindbk	Pending
  	6	<input checked="" type="checkbox"/> Yes	test	R2343234234234234	1234567890123456	HDFC0000147	inditmpvt.snhl.dp@valididfc	Pending
  	7	<input type="checkbox"/> Yes			34343443434343	DSOS223	stock.dp@validindbk	Pending
  	8	<input type="checkbox"/> Yes			3423435435436435	DSOS2223	stock.dp@validindbk	Pending

- 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.

Action	REF NO.	USE TRADEMARK?	TRADEMARK FOR HANDLE	TRADEMARK NO.	ACCOUNT NO.
  	1	<input type="checkbox"/> Yes			321231:
  	2	<input checked="" type="checkbox"/> Yes	121212	NAMETEAM	32123:

Information Flow Chart



Requests collected at the end of the MIs 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 MIs 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.

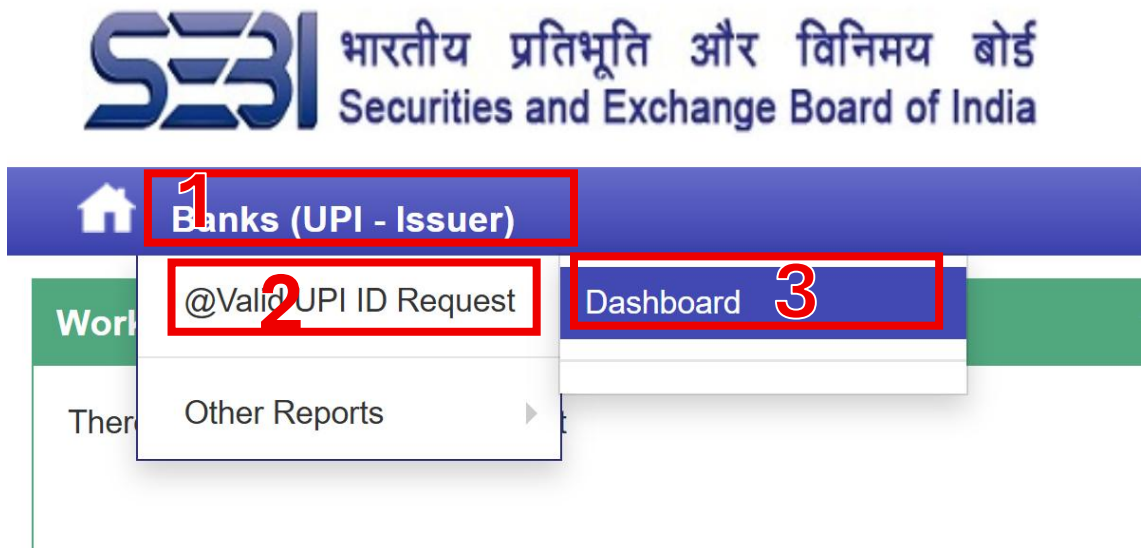
4 Banks allocates the UPI ID to the intermediary in their system and completes other formalities with NPCI for example whitelisting of the UPI ID NPCI system.

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.

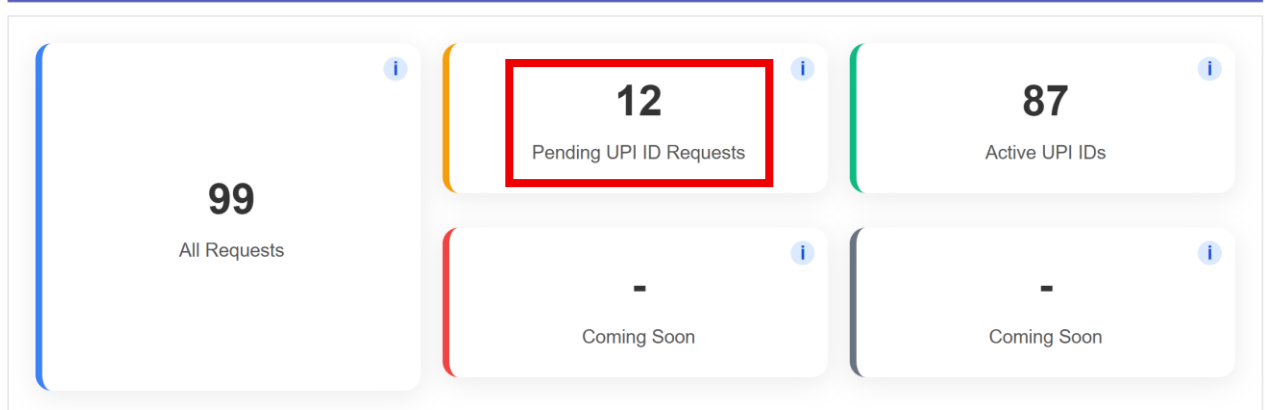
Use the following path to reach the dashboard page

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.

@valid UPI IDs - Dashboard



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

@valid UPI IDs - Pending Requests
All pending requests are displayed here.

3 Entities	12 Pending	2 Marked for Activation	0 Marked for Rejection
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Expand All Collapse All Download CSV Upload CSV Proceed for Submission

Search by entity name, entity ID, PAN, UPI handle, ac

Filter by status: All Requests Pending Confirmed Rejected

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.

ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

8 Pending **0** Confirmed **0** Rejected

Confirm All (8) Reject All (8) Reset All Download CSV

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.

ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

Pending: 8 Confirmed: 0 Rejected: 0

[Confirm All \(8\)](#) [Reject All \(8\)](#) [Reset All](#) [Download CSV](#)

Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Pending	Confirm Reject
400059	pallavi.lkjuhdytgf.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Pending	Confirm Reject
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm Reject
400057	pallavi.43567uyjh.pms	@validhdfc	4567890	SBIN0123456	28-Jul-2025 14:20	Pending	Confirm Reject
400056	pallavi.34567uyjh.pms	@validhdfc	2345678	SBIN0123456	28-Jul-2025 14:11	Pending	Confirm Reject

Showing 1 to 5 of 8 entries

Previous 1 2 Next

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.

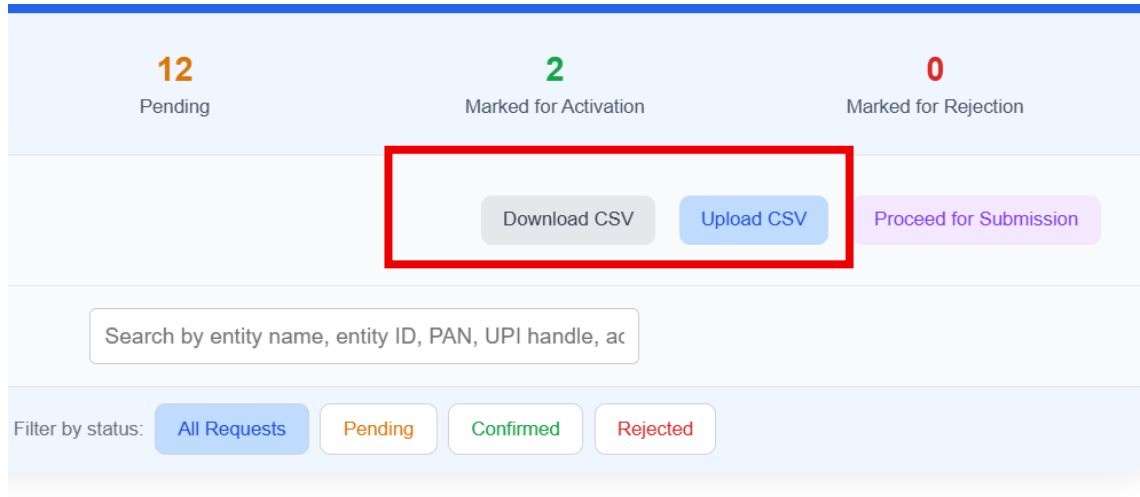
Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Confirmed	Reset
400059	pallavi.lkjuhdytgf.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Confirmed	Reset
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm Reject

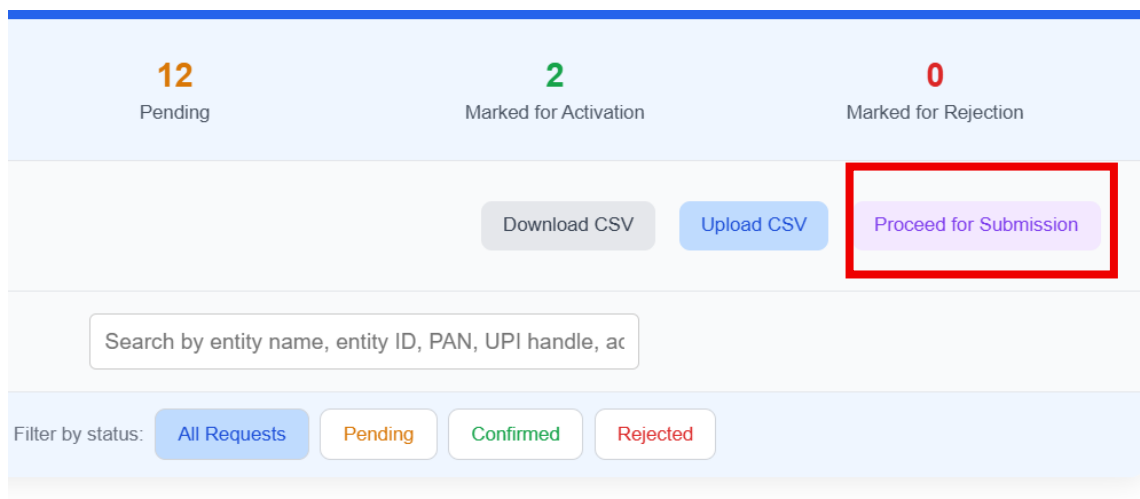
Rejection Reason

No file chosen

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.

Verification Summary ×

ABC Broker Pvt Ltd

2 Confirmed	0 Rejected
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Confirmed UPI IDs ∨

Solve to verify: $15 + 12 = ?$

Your answer

[Download Summary CSV](#)

Section 3 : FAQs

Frequently Asked 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?

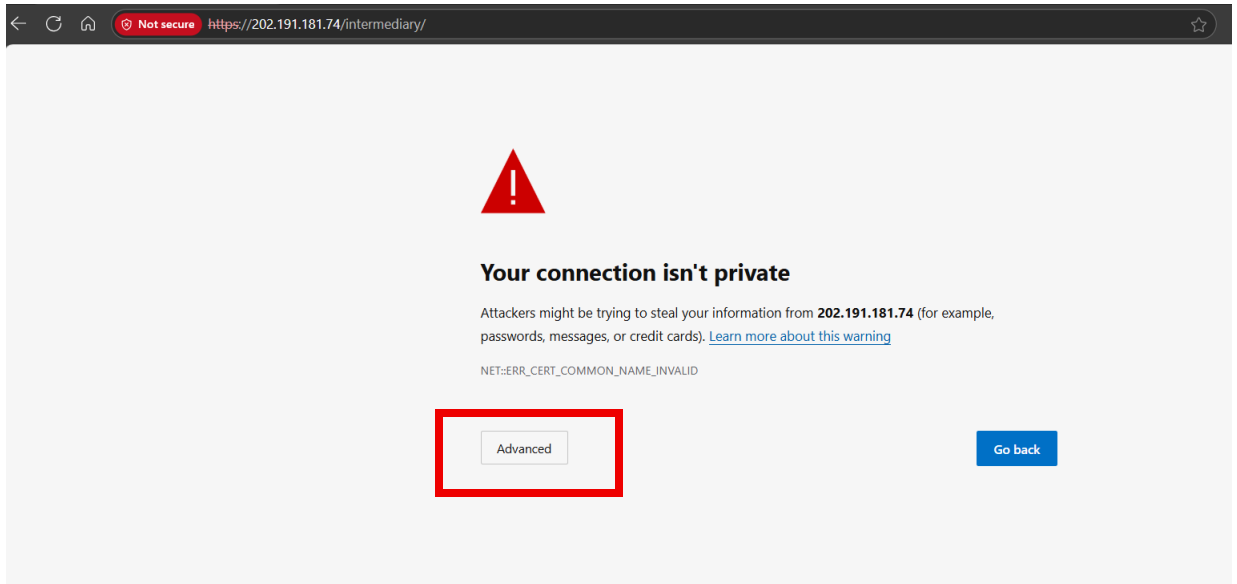
Ans: This new process is supplementary to the existing practices followed by banks for merchants being onboarded in the 6211 category. The new “At Valid” can only be allocated to the requests made through SEBI Intermediary Portal (SI Portal). This is to help banks verify if a merchant is actually a SEBI 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

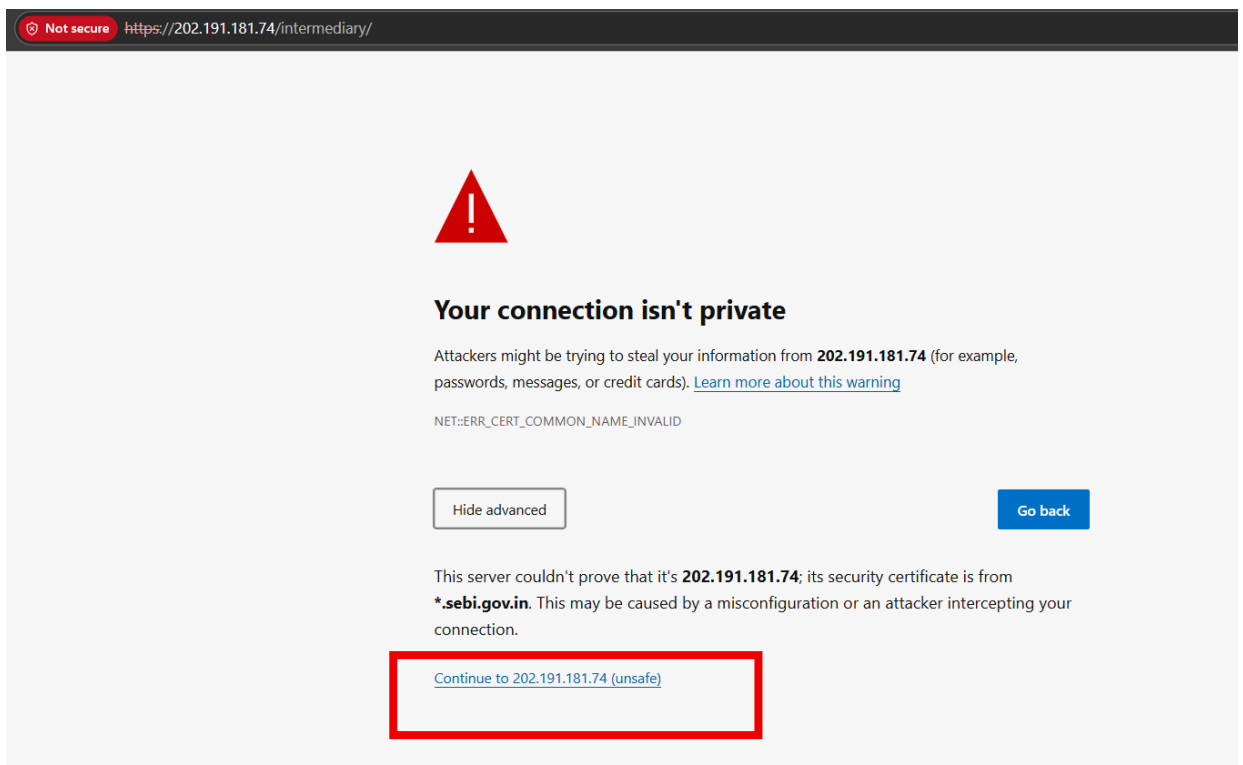
- Common login process for SI Portal
- **Not Applicable for Brokers, DPs, IA and RAs. These intermediaries are expected to make a request through the Exchange or Depository Portals Itself.**

Test Portal (UAT Environment)

https://202.191.181.74/intermediary/



Click “Advanced”



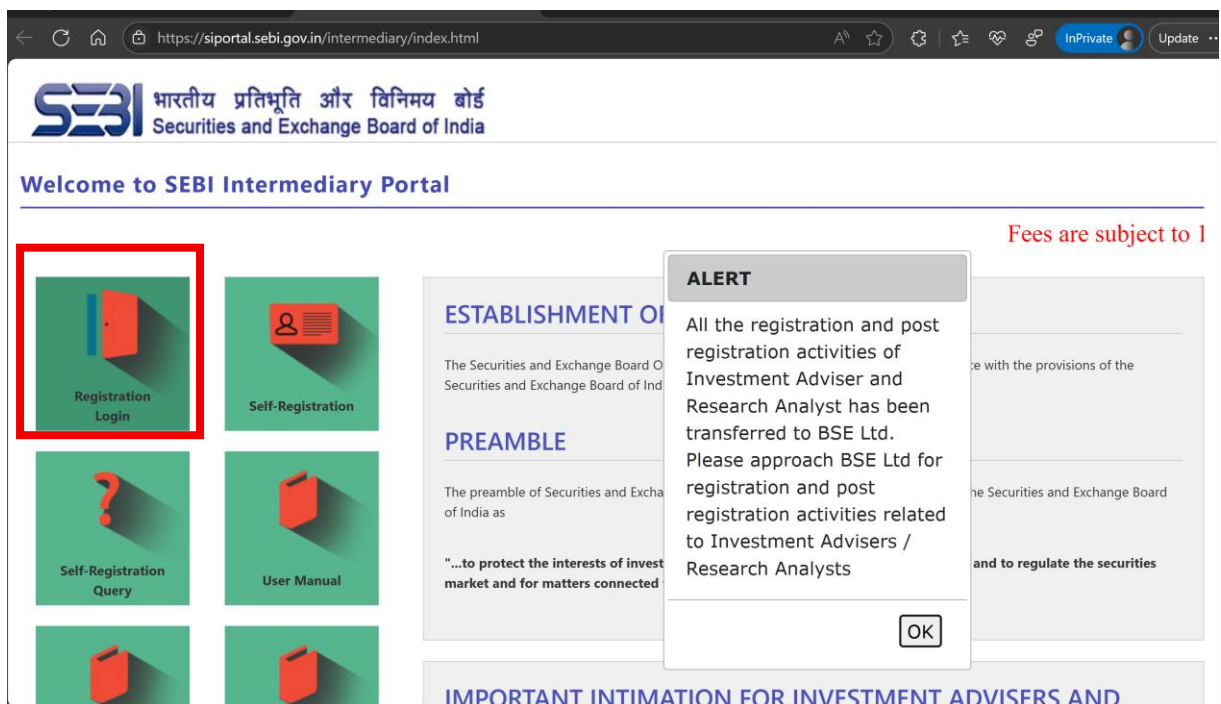
Click “Continue to <https://202.191.181.74> (unsafe)”

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 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>



The screenshot shows the SEBI Intermediary Portal. The header includes the SEBI logo and the text "भारतीय प्रतिभूति और विनियम बोर्ड" (Securities and Exchange Board of India). Below the header, it says "Welcome to SEBI Intermediary Portal". A red box highlights the "Registration Login" button. To its right is the "Self-Registration" button. Below these are "Self-Registration Query" and "User Manual" buttons. An "ALERT" pop-up is displayed, stating: "All the registration and post registration activities of Investment Adviser and Research Analyst has been transferred to BSE Ltd. Please approach BSE Ltd for registration and post registration activities related to Investment Advisers / Research Analysts". The pop-up has an "OK" button. The page also contains sections for "ESTABLISHMENT OF...", "PREAMBLE", and "IMPORTANT INTIMATION FOR INVESTMENT ADVISERS AND...".

Click “Registration Login”

Enter the Login Credentials Provided to You

Registration Application

Login

[Reset Password](#)

login

Back to SI Portal

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

The screenshot shows the SEBI (Securities and Exchange Board of India) SI Portal dashboard. The header includes the SEBI logo and the text 'भारतीय प्रतिभूति और विनियम बोर्ड' and 'Securities and Exchange Board of India'. The user is logged in as 'Pallavi', with a 'Logout' link. The 'Last Login Details' section shows two entries: 'Wednesday Jul 23 2025 | 12:11:51' and 'Monday Jul 21 2025 | 01:46:07'. The main navigation bar features a 'Portfolio Managers' link, which is highlighted with a red rectangle. Below the navigation bar, there are two main sections: 'Worklist' and 'Notifications'. The 'Worklist' section shows three entries, each with a 'RESUBMISSION REQUIRED' status and a description of the update allowed. The 'Notifications' section contains a message about the 'Manual for PMS Applicants' and a button to 'यहाँ क्लिक करें' (Click here).

https://202.191.181.74/intermediary/Forms.html#

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

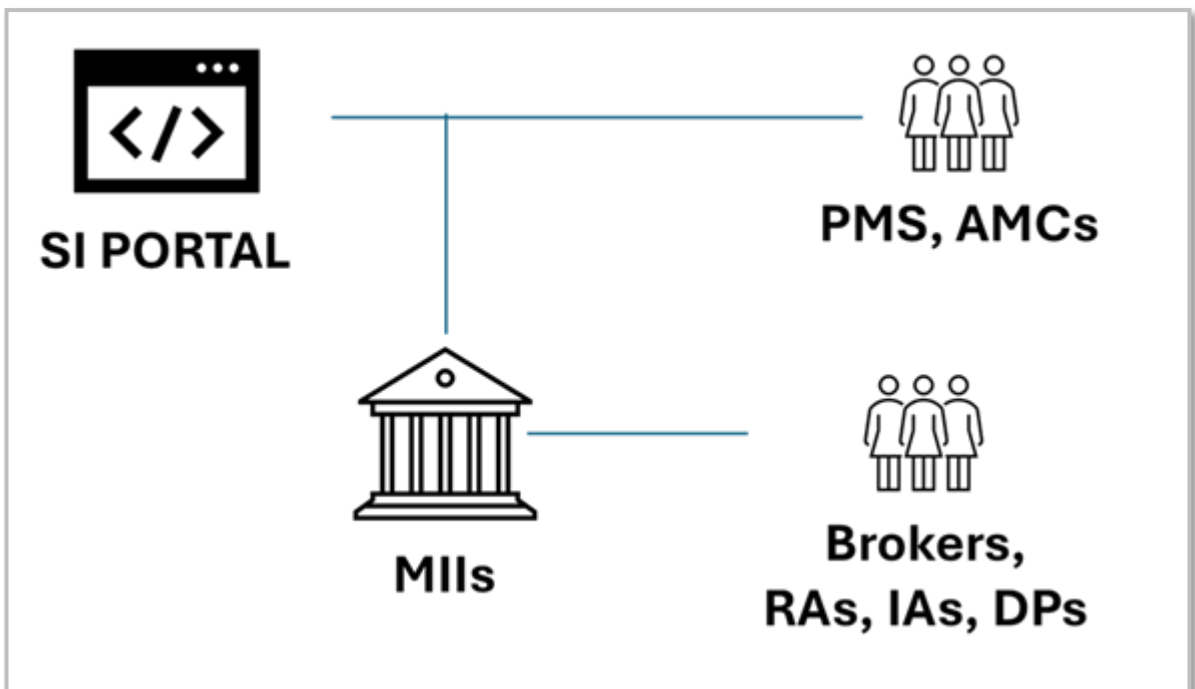


This section for login information was common for both. The remaining sections cover the process for requesting and approving the UPI ID requests.

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 MIs, this functionality will be available within the same extension of the SI portal from the respective MIs.

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 MIs' interfaces.



Use the following path to reach the dashboard page

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



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India



Portfolio Managers

Work

Registration Activities ▶

View All

Show

Post Registration Activities ▶

Search:

Reports ▶

Query ▶

ent in Corporate Governance
56747

Inspection ▶

Create CISO user ▶

@Valid UPI ID Request

e Data - Client Expense

UPI Request Portal

Other Reports ▶

RESUBMISSION REQUIRED

Update Allowed for PMS Offsite Data - Client Expense

Report ID: 257028

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

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant: Pallavi

Role: Portfolio Managers

Registration No.: INP000464208

Registration Start Date: 22/01/2022

Request new UPI IDs

View All Requests

Dashboard

19

Total Requests

5

Approved

11

Pending

1

Rejected

1

Withdrawn

1

Disabled

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

Role: Portfolio Managers

Registration Start Date: 22/01/2022

Request new UPI IDs

View All Requests

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

The screenshot shows the 'New UPI Details' page. At the top, there are navigation buttons: 'Back', 'Dashboard', and 'View All Requests'. Below this is a header section with the text: '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.' There is a 'Show 10 entries' dropdown and a search box. Below the search box is a table header with columns: 'ACTIONS', 'USE TRADEMARK?', 'REGD. TRADENAME', 'TRADEMARK NO', 'A/C', 'IFSC', 'USERNAME', 'OPTIONAL PARAMETER', and 'SUFF'. The table content is empty, displaying 'No data available in table'. At the bottom left, a green button with a plus sign and the text 'Add new UPI ID' is highlighted with a red rectangular box. To its right is another green button labeled 'Submit UPI Handle Request'.

This is a close-up view of the 'Add new UPI ID' button. The button is green with a white plus sign icon and the text 'Add new UPI ID'. It is highlighted with a red rectangular box. Above the button, the table header is visible, showing columns: 'ACTIONS', 'USE TRADEMARK?', and 'REGD. TRADENAME'. Below the header, the text 'Showing 0 to 0 of 0 entries' is displayed.

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 parameter.

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 --

Submit UPI Handle Request

Close

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.

Entity Information

Entity Name *

Pallavi

Registration Number *

INP000464208

PAN *

Category Code *

pms

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

Legal Account Holder Name*

Pallavi

Legal Account Holder PAN*

Different Legal Account Holder?: No

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

Legal Account Holder Name

Legal Account Holder Name*

Pallavi

Legal Account Holder PAN*

Different Legal Account Holder?: Yes

Legal Account Holder Role*

Clearing Corporation

Legal Account Holder Name*

Select a name

NSE Clearing Limited.

Indian Clearing Corporation Ltd.

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.

Trade Name Configuration

Use Trade Name as Username: No

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

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.

Trade Name Configuration

Use Trade Name as Username: No

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

Beneficiary Information

The user would enter the bank account information and IFSC in the following fields.

UPI Handle Request

Beneficiary Information

Account Number *

123456789

IFSC Code *

HDFC0123456



I confirm that the Account Number: **123456789** and IFSC: **HDFC0123456** belongs to **Pallavi** (PAN: *********)

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.

Entity Name *

Pallavi Financial Services (PMS) Private Li

Default

Username

*UserName will be combination of fixed

Fixed *

pallavi

Generate Longer

Reset

Longer

Username

*UserName will be combination of fixed

Fixed *

pallavifinancial

Generate Longer

Reset

Even Longer

Fixed *

pallavifinancialservices

Generate Longer

Reset

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.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

pallavifinancial

Generate Longer

Reset

Skip characters from fixed input

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

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

p

a

l

l

a

v

i

f

i

n

a

n

c

i

a

l

Reset

Updated Fixed Username

pallavifinancial

Total: 16 | Skipped: 0 | Current: 16

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.

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 *

Your UPI ID will be: **pallavifinancial.test.pms@validhdfc**

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.

Payment Service Provider Info

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

UPI Handle *

@validhdfc

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? No

Bank Name *

--Select Bank--

UPI Handle *

-- Select UPI Handle --

Click on Add Record

Payment Service Provider Info

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

UPI Handle *

@validhdfc

Your UPI ID will be: **pallavifinancial.test.pms@validhdfc**




Add Record **Close**

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

New UPI Details

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.

Show 10 entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERN
  				123456	HDFC0123456	pallavfin

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add new UPI ID



Submit UPI Handle Request

Click on this button to add more requests

New UPI Details

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.

Show entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERN
  <input type="checkbox"/>				123456	HDFC0123456	pallavifin


Showing 1 to 1 of 1 entries Previous **1** Next

[+ Add new UPI ID](#)

[Submit UPI Handle Request](#)

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

Search:

TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC
			123456	HDFC01234

[Previous](#)

[Submit UPI Handle Request](#)

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

Request new UPI ID

View All Requests


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











All Requests

Filter by Status: Active Pending Disabled Withdrawn Rejected All

Show 5 entries

Search:



















Actions	UTN	Use Trademark?	Trademark Name	Trademark No	A/C	IFSC	UPI ID	Status
 	400060	<input type="checkbox"/>			34567890	SBIN0123456	pallavi.456tygh.pms@validhdfc	PENDING
 	400059	<input type="checkbox"/>			345678765	SBIN0123456	pallavi.lkjuhytgf.pms@validhdfc	PENDING
 	400058	<input type="checkbox"/>			098765432	SBIN0123456	pallavi.43567uyjh.pms@validhdfc	PENDING
 	400057	<input type="checkbox"/>			4567890	SBIN0123456	pallavi.43567ujhjh.pms@validhdfc	PENDING
 	400056	<input type="checkbox"/>			2345678	SBIN0123456	pallavi.34567uyjh.pms@validhdfc	PENDING

Showing 1 to 5 of 22 entries

Previous 1 2 3 4 5 Next

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.

Actions	UTN	Use Tradem
  	400004	
  	400007	
  	400009	
  	400011	

Status
WITHDRAWN
DISABLED
ACTIVE
PENDING