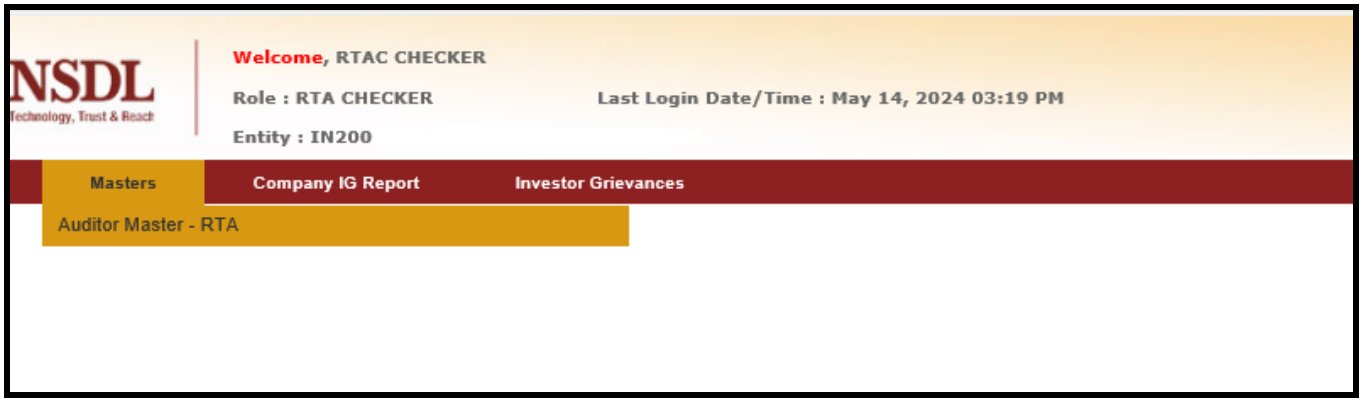
Annexure A

Procedure for addition/modification of auditor's user login through e-PASS

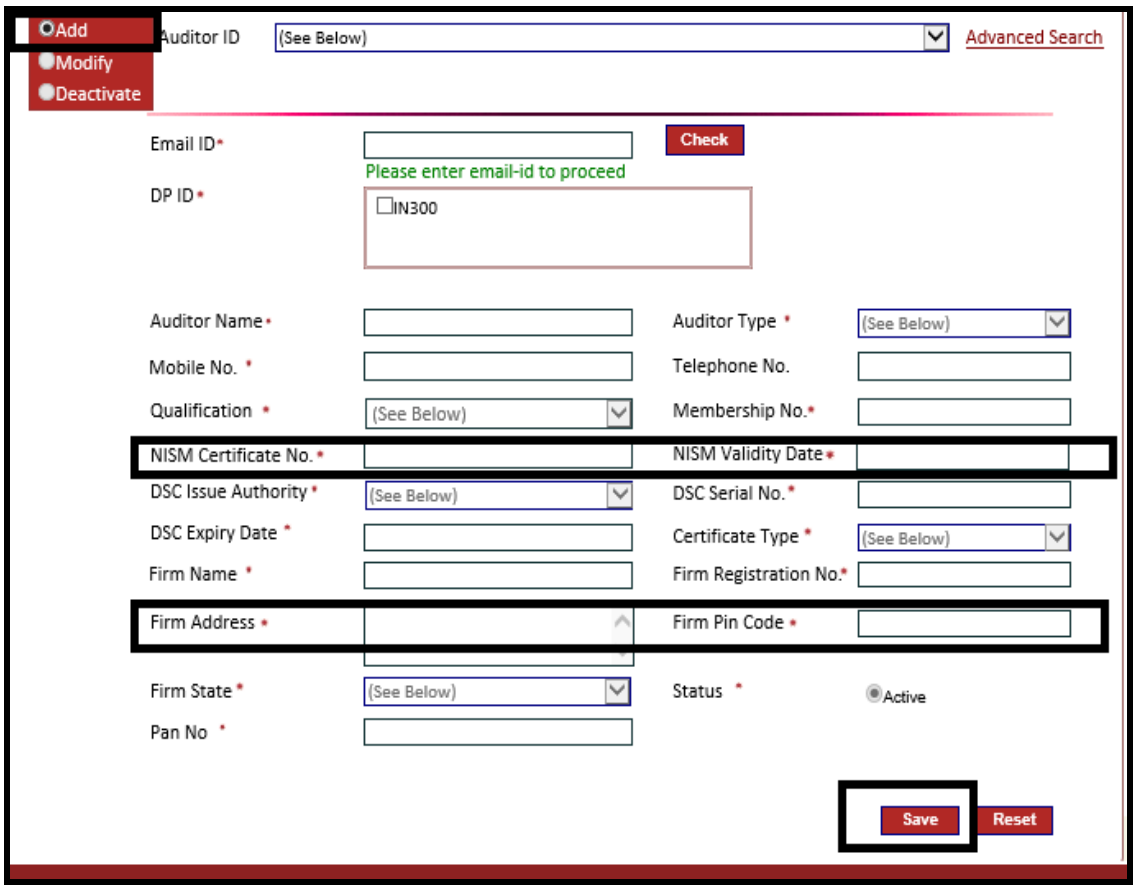
A. For addition of user for auditor, RTA/Issuers are required to follow the below mentioned steps:

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, RTA/Issuer needs to select 'Add' button and enter the email ID of the Auditor in the field 'Email ID'. RTA/Issuer will have to enter all the mandatory details of auditor including the new fields i.e. NISM Certificate No.; NISM Validity Date; Firm Address. The RTA/Issuer will have to click its relevant RTA IDs which needs to be mapped with the auditor. The Auditor will be able to submit the IAR/CAR only for the mapped RTA IDs. Auditor details with such mapping will be added once RTA/Issuer 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 RTA/Issuer as an additional criteria for conducting search.

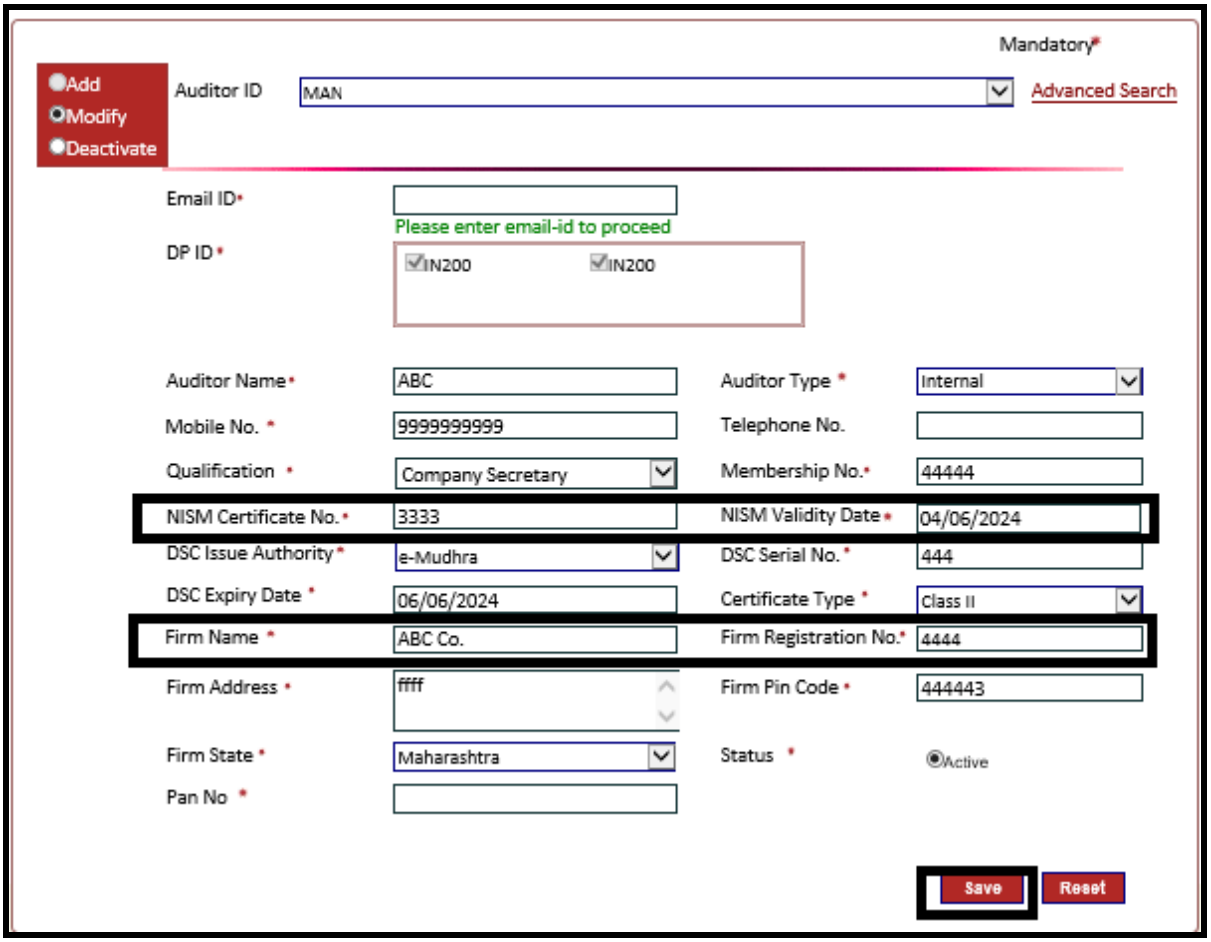
The relevant screenshot is exhibited below:



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 RTA/Issuer 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) RTA/Issuer 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. RTA/Issuer 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, RTA/Issuer 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. RTA/Issuer is required to select 'modify' radio button and modify the details of the auditor except for the email ID of the auditor. RTA/Issuer 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, RTA/Issuers are requested to refer to NSDL circular no. NSDL/CIR/II/43/2020 dated November 03, 2020.