

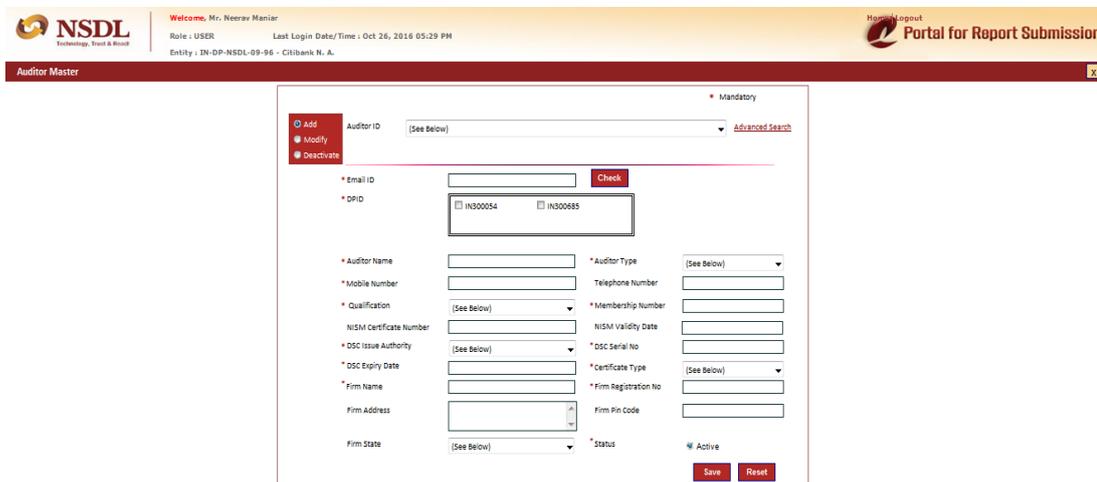
Annexure A

Procedure for addition/modification/deactivation of auditor's user login for submission of IAR /CAR through e-PASS

NSDL has developed a new facility for Participants in e-PASS for creation of users of their auditor. These users will be able to submit the reports which require auditor certification such as IAR/CAR.

A. For addition of user for auditor, Participant is required to follow the below mentioned steps:

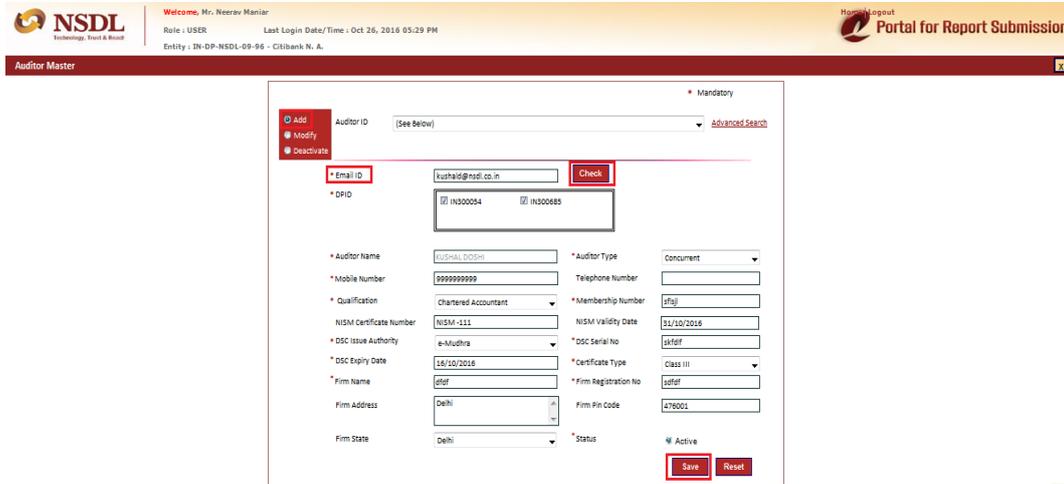
1. After login on e-PASS with Participant's login credentials, Participant will be able to add new user for auditor under head of 'Masters' -> 'Auditor Master' [as exhibited below]. This will display auditor master screen, where Participants can add auditor user IDs.



2. Addition of Auditor User ID:

- a) In order to add Auditor user ID for making necessary submission to NSDL, Participant needs to select "Add" button and enter the email ID of the Auditor in the field "Email ID". Participant needs to click on 'Check' button to search for whether the email ID is already registered with NSDL. If the email ID is not registered, Participant will enter all the required details of auditor. In auditor type, the Participant has to select whether the auditor is for internal or concurrent audit or for both internal and concurrent audit. The Participant will have to click its relevant DP IDs which need to be mapped with the auditor. The Auditor will be able to submit the IAR/CAR only for the mapped DP IDs. Auditor details with such mapping will be added once Participant 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 Participant as an additional criteria for conducting search.
- b) There is a possibility that the same Auditor is also acting as "auditor" for other Participant/s and the email ID of the Auditor is already registered with NSDL. In this case, the Auditor details will reflect on the screen. Participant will need to select whether the auditor is for internal and concurrent audit

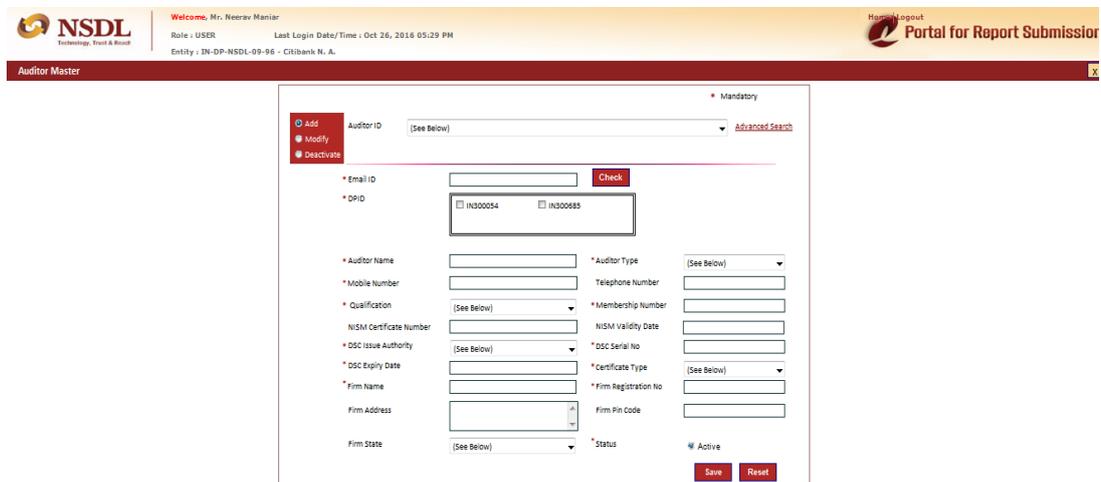
or for both internal and concurrent audit. The Participant will have to click its relevant DP IDs which need to be mapped with the auditor. On clicking the 'Save' button; the Auditor details will be saved. The relevant screenshot is exhibited below:



3. 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 "Nsd@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 Participant 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.

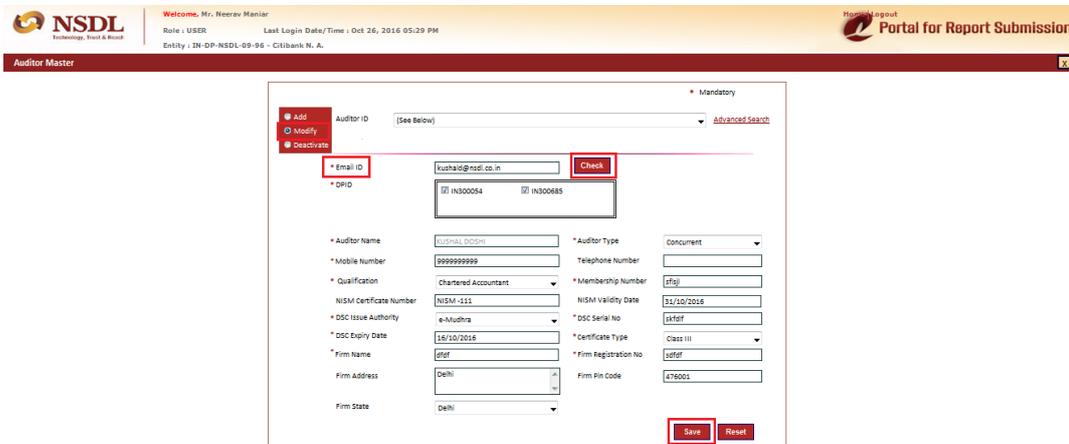
B. For modification of details of auditor, Participant is required to follow the below mentioned steps:

1. After login on e-PASS with Participants login credentials, Participant will able to modify the details of auditor under head of 'Masters' -> 'Auditor Master' [as exhibited below]. This will display auditor master screen, where Participants can modify details of the auditor.



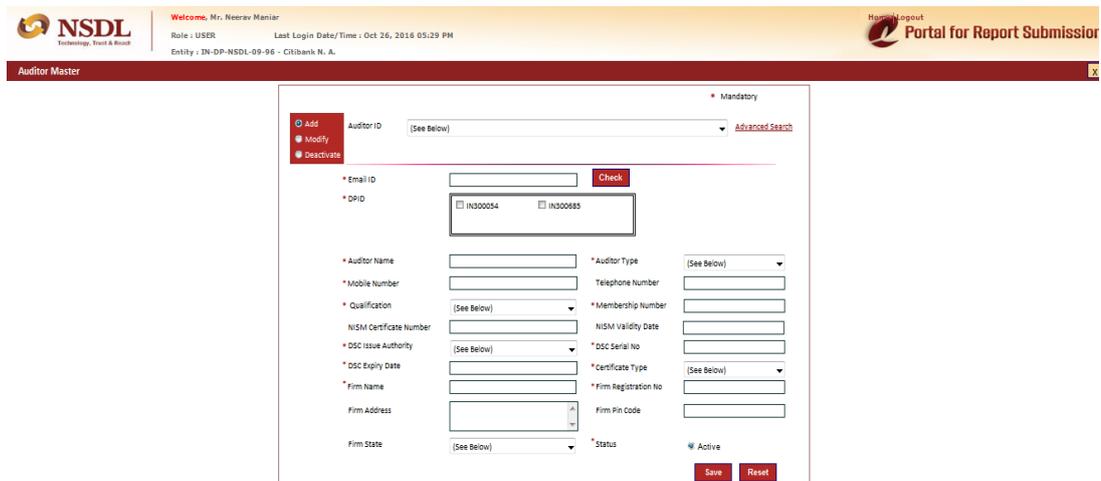
2. Modification of auditor details can be done in either of the following two methods:
 - i) Participant can select the auditor ID from drop down in which modification is required. On selection of the auditor ID to be modified, details of the auditor will be displayed on the screen. Participant is required to select “modify” radio button and modify the details of the auditor. The email ID of the auditor cannot be modified.
 - ii) Alternatively, Participant 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. Participant is required to select “modify” radio button and modify the details of the auditor except for the email ID of the auditor.

3. Participant will be able to make necessary changes in the existing details of auditor and then save the details of auditor by clicking on save button. The relevant screen is exhibited below.



C. For deactivation of Auditor User ID/s, Participant is required to follow the below mentioned steps:

1. After login on e-PASS with Participants login credentials, Participant will be able to deactivate the user ID of auditor under head of ‘Masters’ -> ‘Auditor Master’ [as exhibited below]. This will display auditor master screen, where Participants can deactivate auditor user IDs.



2. Deactivation of auditor user ID can be done in either of the following two methods:

- i) Participant can select the auditor ID from drop down. On selection of the auditor ID to be deactivated, details of the auditor will be displayed on the screen. Participant is required to select “deactivate” radio button and then save the same by clicking on save button pursuant to which the user ID of the auditor will be deactivated.
- ii) Participant can also search the auditor 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. Participant is required to select “deactivate” radio button and then save the same by clicking on save button pursuant to which the user ID of the auditor will be deactivated. The relevant screen is exhibited below.



Add

Modify

Deactivate

Auditor ID: Ganesh Choure/Citibank N. A.*IN300685 Advanced Search

* Mandatory

*** Email ID**

*** DPD**

IN300054
IN300685
Citibank N. A.

*** Auditor Name**

*** Mobile Number**

*** Qualification**

*** NISM Certificate Number**

*** DSC Issue Authority**

*** DSC Expiry Date**

*** Firm Name**

*** Firm Address**

*** Firm State**

*** Auditor Type**

*** Telephone Number**

*** Membership Number**

*** NISM Validity Date**

*** DSC Serial No**

*** Certificate Type**

*** Firm Registration No**

*** Firm Pin Code**

*** Status** Active