

Circular No.: NSDL/POLICY/2023/0049

April 05, 2023

Subject: Facility for submission of Charge Structure in electronic form through e-PASS.

Attention of Participants is invited to circular no. NSDL/PI/2006/0064 dated December 26, 2006 and circular no. NSDL/POLICY/2007/0003 dated January 08, 2007 regarding filing the charge structure every year, latest by 30th April in a specified format and also inform about the changes in their charge structure as and when they are affected. In accordance to the aforementioned circulars, currently the charge structure is being submitted by Participants to NSDL through email.

In this context, Participants are hereby informed that NSDL has developed a facility for submission of charge structure on yearly basis through online portal i.e., e-PASS (<https://www.epass.nsd.com/epass/>). Accordingly, Participants are requested to take note to submit charge structure on yearly basis through e-PASS platform with effect from **April 05, 2023**. The current practice of submission of yearly charge structure by Participants through email (on email id: dpfees@nsdl.co.in) will be discontinued. The procedure for submitting the charge structure on yearly basis through e-PASS and its salient features are enclosed as **Annexure A**. For submitting the charge structure, the maker / checker user of Participants will be able to access e-PASS through their existing log-in IDs created for submission of other periodic compliances.

Further, for updation of subsequent changes (addition/deletion/modification) in aforesaid charge structure by Participants during the year, participants will continue to use the existing process of updation through email (dpfees@nsdl.co.in).

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

For further information / clarifications, Participants are requested to contact following NSDL officials:

Name of the official	Telephone Number	Email address
Mr. Shivkumar Jane (for technical queries)	(022) 2499 4200 – (5572)	shivkumarj@nsdl.co.in
Ms. Snehal Chaudhary (for other queries)	(022) 4216 5730	Snehalc@nsdl.co.in

For and on behalf of
National Securities Depository Limited

**Arockiaraj
Manager**

Enclosed: One



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
Artificial Intelligence /Machine Learning Reporting Form (if offering or using such technologies as defined) (Quarterly)	By 15th of the following month	Through e-PASS	Circular No. NSDL/POLICY/2021/0102 dated October 04, 2021
Cyber Security & Cyber Resilience framework of Depository Participants (Quarterly)	By 15th of the following month.	Through e-PASS	1. Circular no. NSDL/POLICY/2020/0069 dated May 15, 2020. 2. Circular No. NSDL/POLICY/2021/0047 dated May 10, 2021
Reporting of status of the alerts generated by Participants- (Quarterly)	Within 15 days from end of the quarter	Through e-PASS	1. Circular No. NSDL/POLICY/2021/0072 dated July 15, 2021 2. Circular No.: NSDL/POLICY/2022/001 dated January 03, 2022
Risk based Supervision of Participants (Half yearly)	April 30	Through e-PASS	1. Circular No. NSDL/POLICY/2015/0046 dated April 30, 2015 2. Circular No. NSDL/POLICY/2018/0050 dated September 25, 2018
Internal/ Concurrent Audit Report (Half yearly)	May 15	Through e-PASS	Circular No.: NSDL/POLICY/2023/0048 dated April 01, 2023
Tariff Sheet (Yearly)	April 30	Through e-PASS	Circular No.: NSDL/POLICY/2023/0049 dated April 05, 2023

Annexure A
Procedure for submission of Charge Structure through e-PASS Portal
1. Submission of Charge Structure through Maker login:

After login to e-PASS, click on 'Tariff sheet' → 'Submit Tariff Sheet' as exhibited below:

Surveillance	Tools	Tariff Sheet	Net worth Submission	DP IG Report	Investor Grievances
		Submit Tariff Sheet			
		View/Search Tariff Sheet			

Upon clicking 'Submit Tariff Sheet', all DP IDs of Participant (in case of multiple DPM set-ups) will be auto displayed on screen and will get selected by default. In case, Participant have DP ID wise different charge structure, then user will be able to select/deselect the specific DP ID(s) and submit the charge structure. Participant are requested to ensure that charge structure shall be submitted for their all DP IDs.

On 'Submit Tariff Sheet' screen, user will have to first select the period for submission and then specify the scheme name (which is an optional field) and thereafter click on 'Proceed' button as exhibited below:

Submit Tariff Sheet		Proceed
Period *	01/04/2022-01/03/2023	Scheme Name
DP ID and DP Name	<input checked="" type="checkbox"/> IN300009~ <input checked="" type="checkbox"/> IN300183~ <input checked="" type="checkbox"/> IN300190~ <input checked="" type="checkbox"/> IN301348~	

After clicking on 'Proceed' button, option to fill the transaction wise charge structure will appear on screen wherein user will have to either fill the charge detail (alfa numeric value) for specific transaction or enable 'Nil' option provided against each field. Thereafter, user will have click on 'Submit to Checker' tab as exhibited below:

Submit Tariff Sheet	
Statutory charges at the time of account opening *	<input type="checkbox"/> NIL <input type="text"/> <input type="checkbox"/> NIL <input type="text"/>
Advance/Deposit *	<input type="checkbox"/> NIL <input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Save Draft"/> <input type="button" value="Submit To Checker"/>	



Upon clicking the 'Submit to Checker' tab, the report will go to captured status and a unique 'File Reference No.' will get generated for captured report. Once the file has been captured by Maker user, same will be required to verify released by user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for onwards submission to NSDL. Submitted report can be viewed by Maker user from 'View / Search Tariff Sheet' link as exhibited below:

Surveillance	Tools	Tariff Sheet	Net worth Submission	DP IG Report	Investor Grievances
		Submit Tariff Sheet			
		View/Search Tariff Sheet			

Total Record(s) : 13							
File Ref. No.	Period	DP ID	DP Name	Scheme Name	Status	Submission Date	
57	01/04/2022-01/03/2023	IN		MF 2	Submitted to checker	25/03/2023 22:11	

2. Verify release captured reports through Checker login:

To verify and release the report captured by Maker user, Checker user will have to click on 'Tariff Sheet' → 'View/Search Tariff Sheet' link as exhibited below:

Reports	Tools	Off site inspection module	RTA Periodical Report	Tariff Sheet	Net worth Submission
				View/Search Tariff Sheet	

On clicking 'View/ Search Tariff Sheet', by default the report which is under captured status will get displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File Reference No' of report to be verify released. Upon clicking the respective 'File Reference No.', transaction wise charge structure/ Nil flag enabled by Maker user will appear on screen as exhibited below:

Statutory charges at the time of account opening*	<input type="checkbox"/> NIL	<input type="text" value="XXX"/>
Advance/Deposit*	<input checked="" type="checkbox"/> NIL	<input type="text"/>
Account maintenance*	<input type="checkbox"/> NIL	<input type="text" value="YYY"/>
Demat*	<input type="checkbox"/> NIL	<input type="text" value="ZZZ"/>

After reviewing the report captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Submit to NSDL' tab or return the report to Maker user (in case any changes required in captured report) by clicking on 'Return to Maker' tab as exhibited below:

Reason for sending back :

Return to maker
Submit to NSDL

Once the report is submitted to NSDL, all records of charge structure submitted by Participant will get uploaded on NSDL e-PASS and the status of report will get changed from captured to 'Submitted to NSDL' as exhibited below:

File Ref. No.	Period	DP ID	DP Name	Scheme Name	Status	Submission Date	Rejection Reason
57	01/04/2022-01/03/2023	IN		MF 2	Submitted to NSDL	25/03/2023 22:22	

It may be noted that report captured by Maker user cannot be edited by Checker user. In case any changes are required to be done in report captured by Maker user, then same will need to be returned by Checker user to Maker user. For sending back the report to Maker user, reason for sending back the report is required to be provided mandatorily in the text box 'Reason for sending back' as exhibited below:

Submit Tariff Sheet

Remark

Confirmation

Are you sure want to send Back to Maker

Reason for sending back :

Return to maker
Submit to NSDL

In respect of report(s) returned by Checker, a fresh report (after making necessary changes) will be captured by Maker user by following the steps/ process as mentioned in point number 1 above by searching the requisite report from 'View / Search Tariff Sheet' link.



3. Creation/ Deletion of User ID's:

For creation/ deletion of Maker User IDs on e-PASS for submission of charge structure, Participants have to send an email on nsdl-bp-inspection@nsdl.co.in in following format:

SEBI Reg. No.	DP Name	First Name of User	Last Name of User	Mobile no.	Email ID

In case there is any change in details of Checker User i.e. Compliance Officer's/ Alternative Compliance Officer's name, email ID and mobile number, Participants are requested to inform the same as per procedure communicated vide circular number NSDL/PI/2005/2550 dated December 29, 2005.

