

Circular No.: NSDL/POLICY/2023/0158

November 09, 2023

Subject: Facility to intimate increase in charge structure in electronic form through NSDL e-PASS Portal.

Attention of Participants is invited to circular no. NSDL/POLICY/2023/0049 dated April 05, 2023 wherein it was informed to file the charge structure every year, latest by 30th April in a specified format through online portal i.e. NSDL e-PASS (<https://www.epass.nsdl.com/epass/>) and submit the changes in their charge structure as and when they are affected through email (dpfees@nsdl.co.in).

As per the prevailing guidelines, the Participants may increase any charges/tariff agreed upon by giving notice in writing of not less than thirty days to the Beneficial Owner (BO) regarding the same.

In this context, Participants are hereby informed that NSDL has enhanced the module for intimating the increase in charge structure and additional details to be captured. In this context, additional tab has been developed for intimating the increase in charges/fees along with 'date of issue of 30 days notice to clients' and the 'effective date of new tariff' will be required to be captured at the time of submission through online portal i.e., NSDL e-PASS (<https://www.epass.nsdl.com/epass/>).

Participants may note that aforesaid changes in the NSDL e-PASS portal will be released on **November 10, 2023**. Any increase in charges /fees after the said date shall be required to be intimated on the online portal as and when basis.

Participants shall continue to submit, any change in the charge structure, through email (dpfees@nsdl.co.in) on as and when basis.

The procedure for submitting the information of the increase in tariff, date of notice to BO and effective date of tariff on the e-PASS portal and salient features are enclosed as **Annexure A**. The existing maker / checker user of Participants will be able to access aforesaid feature on e-PASS through their existing log-in IDs.

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
Ms. Mansi Chheda	(022) 24994560	mansic@nsdl.com
Ms. Nimita Shah	(022) 24994227	nimitas@nsdl.com

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

**Arockiaraj
Manager**

Enclosure: one

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10 th of the following month	Through e-PASS	Para 20 of NSDL Master Circular for Participants on 'Grievance Redressal' chapter.
Internal/ Concurrent Audit Report (April - September)	November 15 th	Through e-PASS	Para 20.4 of NSDL Master Circular for Participants on 'Internal Controls/Reporting to NSDL/SEBI' chapter and Circular No. NSDL/POLICY/2023/0141 dated October 04, 2023.

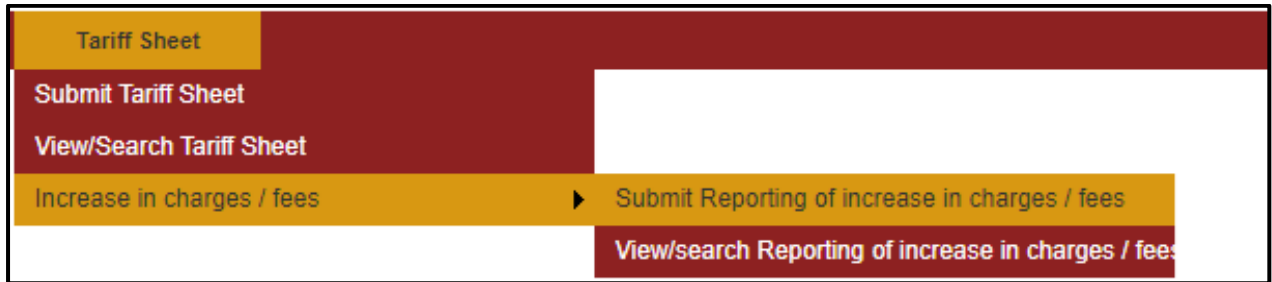


Annexure A

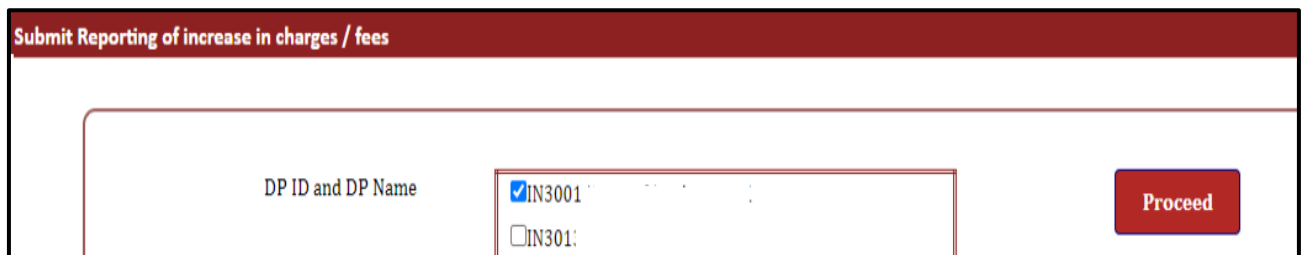
Procedure for reporting increase in tariff, date of notice to BO and effective date of tariff

1. Submission through Maker login:

After login to e-PASS, under Tariff Sheet module, click on 'Increase in charges/fees' → 'Submit reporting of increase in charges/fees as exhibited below:



Upon clicking on 'Submit Reporting of increase in charges / fees', all DP IDs of Participant (in case of multiple DPM set-ups) will be selected by default and auto displayed on screen. In case, of submission of DP ID wise details, user will be able to select/deselect the specific DP ID(s) and submit the details. Once DP ID is selected thereafter click on 'Proceed' button as exhibited below:



For Increase in Tariff click on 'Yes' as exhibited below:



The following screen will be visible once the user clicks on 'Yes'. The user will have to provide the 'Date of issue of 30 days notice to the client' and 'Tariff effective Date'. Thereafter, the user will click on 'Save Draft' and will 'Validate' the data provided and then click on 'Submit' tab as exhibited below:

Increase in Tariff Yes No

Sr. No.	Date of issue of 30 days notice to the client	Tariff effective Date	Action
1	04-10-2023	07-11-2023	+

Submitted report can be viewed by Maker user from 'View / Search reporting of increase in charges/fees' link as exhibited below:

Tariff Sheet	
Submit Tariff Sheet	
View/Search Tariff Sheet	
Increase in charges / fees	<input type="button" value="Submit Reporting of increase in charges / fees"/>
	<input type="button" value="View/search Reporting of increase in charges / fees"/>

Status: File Reference No.

Total Records :					
File Reference No.	DP ID	DP Name	Status	Submission Date	Rejection Reason
39	IN3		Submitted to Checker	03/11/2023	

2. Verify release captured reports through Checker login:

Once the required details are captured by Maker user, same will be required to be verified by the user having Checker rights (i.e. Compliance Officer/ Alternative Compliance Officer) for submission to NSDL. The report captured by Maker user can be viewed by checker user from 'View / Search Reporting of increase in charges/ fees' tab for further submission to NSDL as exhibited below:

Tariff Sheet

View/Search Tariff Sheet

Increase in charges / fees ▶ View/search Reporting of increase in charges / fees

On clicking 'View / Search Reporting of increase in charges/ fees', the checker user will select the status option 'submitted to checker' displayed on screen. To verify release the captured report, Checker user will have to click on link provided on 'File Reference No' on screen as exhibited below:

Status: File Reference No.

File Reference No.	DP ID	DP Name	Status	Submission Date	Rejection Reason
39	IN3		Submitted to Checker	03/11/2023	

Total Records :

On clicking the "File Reference No" details of increase in tariff filled by Maker user will appear on screen. After reviewing the details captured by Maker user, Checker user will have an option to either submit the report to NSDL by clicking on 'Approve' tab or return the report to Maker user (in case any changes required in captured report) by clicking on 'Reject' tab as exhibited below:

Increase in Tariff Yes No

Sr. No.	Date of issue of 30 days notice to the client	Tariff effective Date	Action
1	04-10-2023	07-11-2023	+

Rejection Reason

Once the report is submitted to NSDL, details of reporting of increase in charges/fees filed by Participant will get uploaded on NSDL e-PASS and the status of report will get changed to 'Submitted to NSDL' as exhibited below:

Status	(See Below) ▼	File Reference No.	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
					Total Records : 18
File Reference No.	DP ID	DP Name	Status	Submission Date	
36	IN30		Submitted to NSDL		

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 have to be returned to Maker user by Checker 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 'Rejection Reason'.

In respect of report(s) returned by Checker, maker user will have to make the necessary changes by following the steps/ process as mentioned in point no. 1 above and checker will have to approve/submit report by following the steps/ process mentioned at point no. 2 above.

3. Modification / Deletion of existing User ID's:

For modification/ deletion of Maker User IDs on e-PASS, Participants have to send an email on nsdl-bp-inspection@nsdl.com 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 advised to update the details through e-PASS as per the procedure mentioned in Annexure Q under Chapter 11 (Internal Controls) of NSDL Master Circular Participants.