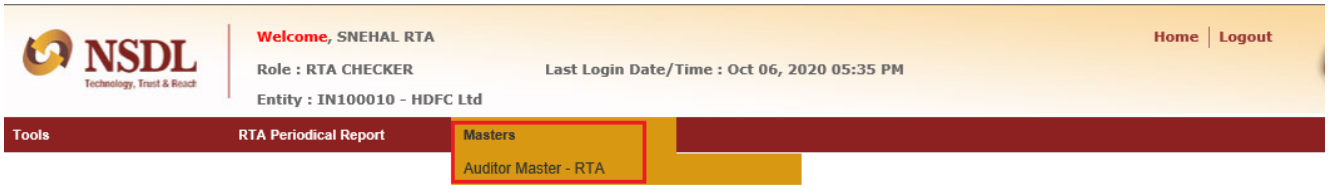
Annexure A

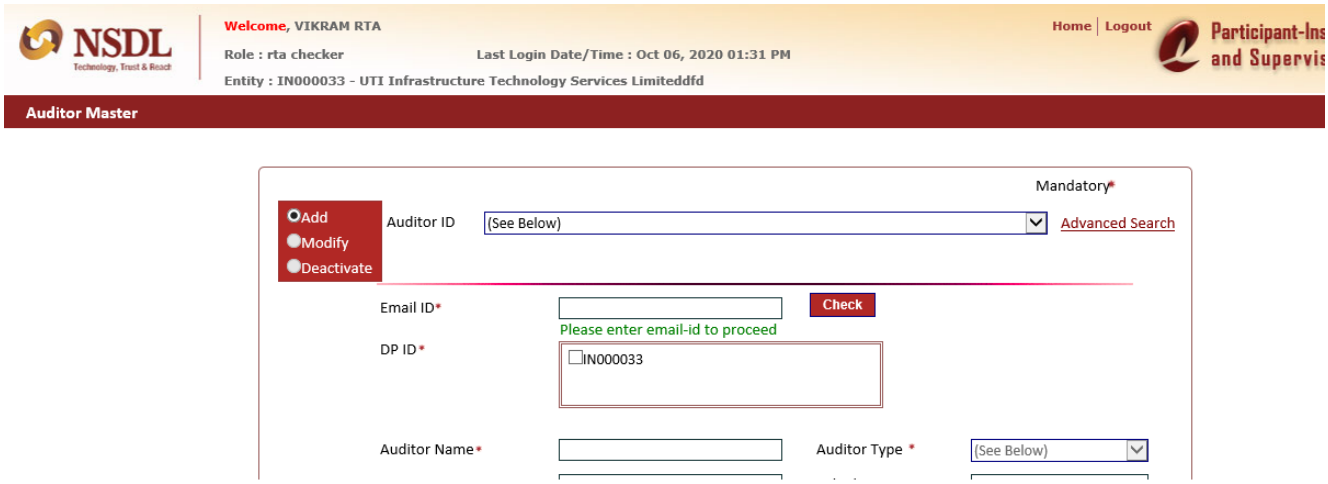
Procedure for addition/modification/deactivation of auditor's user login for submission of IAR through e-PASS

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

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

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



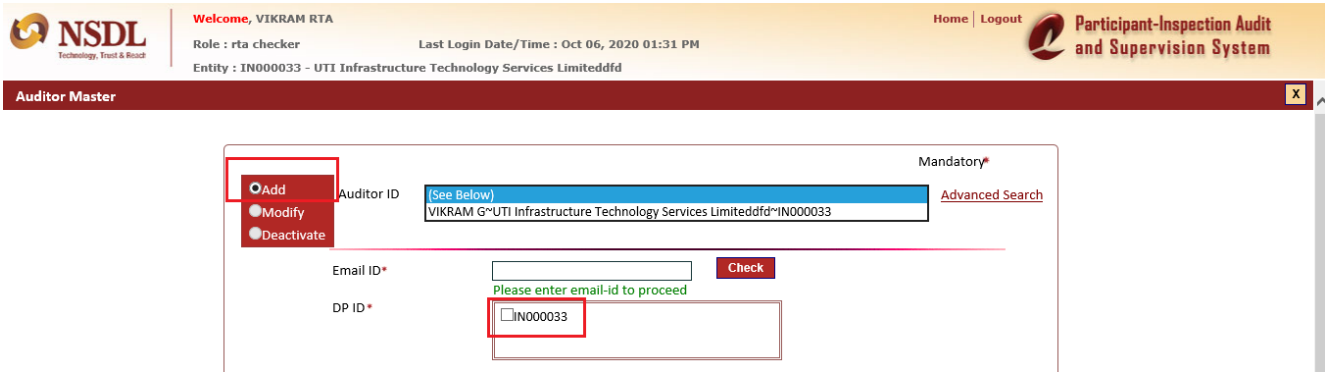


2. Creation of Auditor User ID:

a) In order to create Auditor user ID for making necessary submission to NSDL, Issuer/RTA needs to select "Add" option and enter the email ID of the Auditor in the field "Email ID". Issuer/RTA need to click on 'Check' button to search for whether the email ID is already registered with NSDL. If the email ID is not registered, Issuer/RTA will enter all the required details of auditor. The Issuer/RTA will have to click its relevant RTA IDs which need to be mapped with the auditor. The Auditor will be able to submit the IAR only for the mapped RTA IDs. Auditor details with such mapping will be added once Issuer/RTA 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 Issuer/ RTA as an additional criteria for conducting search.

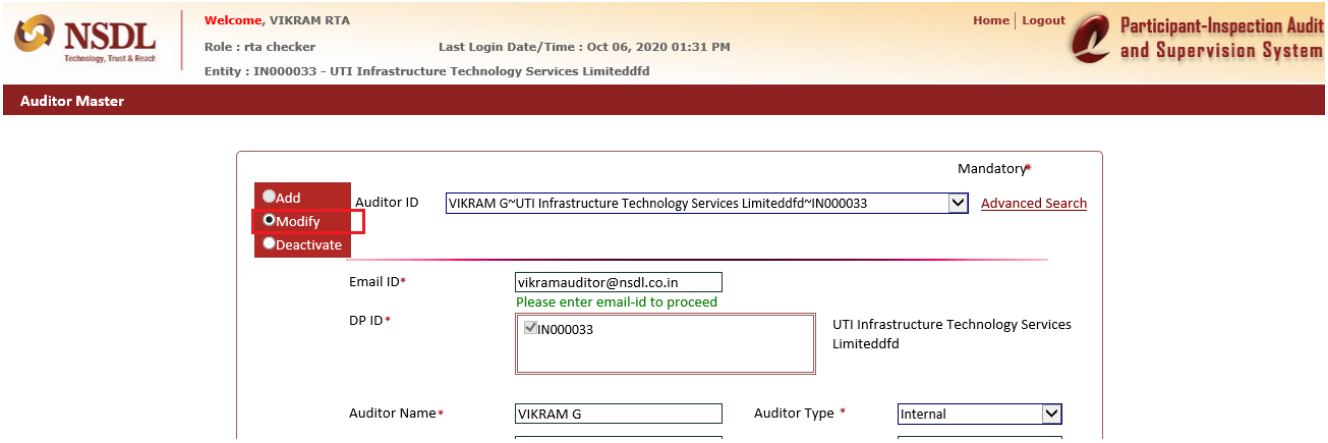
b) There is a possibility that the same Auditor is also acting as “auditor” for other Issuer(s)/ RTA (s) and the email ID of the Auditor is already registered with NSDL. In this case, the Auditor details will reflect on the screen. The Issuer/RTA will have to click its relevant RTA IDs which need to 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 “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 Issuer/RTA 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, Issuer/RTA is required to follow the below mentioned steps:

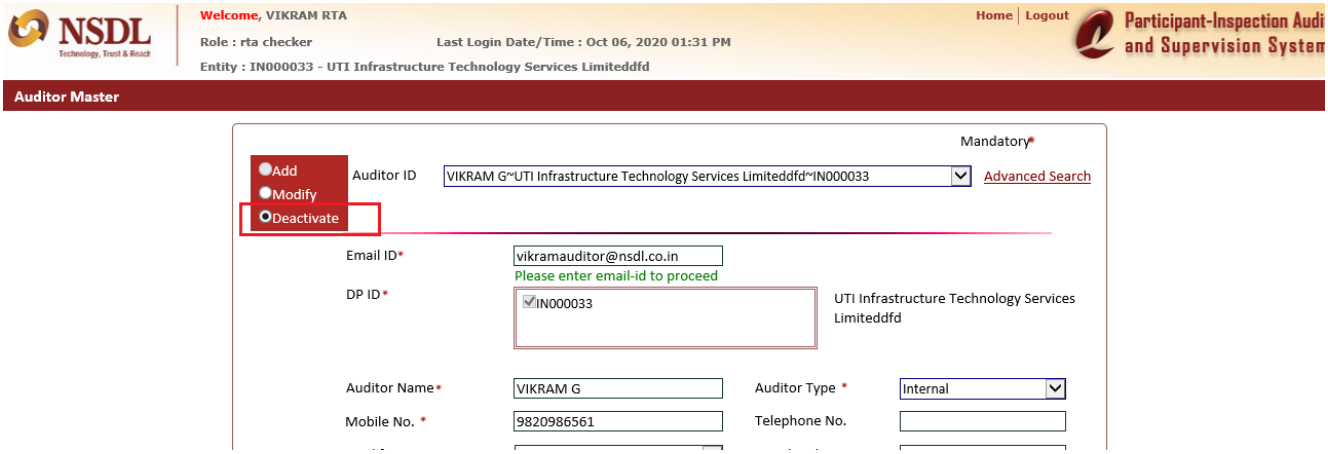
1. After login on e-PASS with Issuers/RTAs login credentials, Issuer/RTA will able to modify the details of auditor under head of ‘Master’ -> ‘Auditor Master -RTA’ [as exhibited below] select Auditor ID to be modified. This will display auditor master screen, where Issuers/RTAs can modify details of the auditor.



2. Modification of auditor details can be done in either of the following two methods:
   i) Issuer/RTA 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. Issuer/RTA 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, Issuer/RTA 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. Issuer/RTA is required to select “modify” radio button and modify the details of the auditor except for the email ID of the auditor.

3. Issuer/RTA 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..

C. For deactivation of Auditor User ID/s, Issuer/RTA is required to follow the below mentioned steps:
   1. After login on e-PASS with Issuers/RTAs login credentials, Issuer/ RTAs will able to deactivate the user ID of auditor under head of ‘Master’ -> ‘Auditor Master -RTA’ [as exhibited below]. This will display auditor master screen, where Issuers/RTAs can deactivate auditor user IDs.



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

   i) Issuer/RTA 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. Issuer/RTA 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) Issuer/RTA 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. Issuer/RTA 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.