

Circular No.: NSDL/CIR/II/43/2020

Date: November 03, 2020

Subject: Facility for submission of Internal Audit Reports in electronic form through e-PASS.

Attention of RTAs/Issuers connected to NSDL is invited to Circular No. NSDL/CIR/II/39/2020 dated October 19, 2020 regarding submission of half yearly internal audit reports (IAR) by RTAs/Issuers connected to NSDL in prescribed format by May 15th and November 15th of every year.

In this context, RTAs/Issuers connected to NSDL are hereby informed that NSDL has developed a facility for online submission of IAR in electronic form through e-PASS platform. Accordingly, RTAs/ Issuer connected to NSDL can submit IAR for half year ended September 30, 2020 online through e-PASS platform or continue to submit in physical form (i.e. in hard copy) latest by November 15, 2020. It may be mentioned that from next cycle onwards, it will be mandatory to submit it in electronic form through e-PASS platform and thus, RTAs/ Issuers are encouraged to submit it through e-PASS this time also.

The Auditor can fill and submit the IAR online through e-PASS platform using their login credentials. The procedure for addition/modification/deactivation of Auditor login ID is enclosed at Annexure A. The procedure for submission of Internal Audit Reports through e-PASS is enclosed at Annexure B.

For further information / assistance, RTAs/Issuers connected to NSDL are requested to contact Mr. Vikram Guntuka, Tel: (022) 2499 4857/vikramg@nsdl.co.in and for technical queries, RTAs/Issuers connected to NSDL are requested to contact Ms. Harshada Pansare, Tel: (022) 2499 4119 [/harshadap@nsdl.co.in](mailto:harshadap@nsdl.co.in) or Ms. Snehal Patil, Tel: (022) 4216 5572.

RTAs/Issuers connected to NSDL are advised to take note of the above and ensure compliance.

For and on behalf of
National Securities Depository Limited

Rakesh Mehta
Vice President

Encl:a/a.