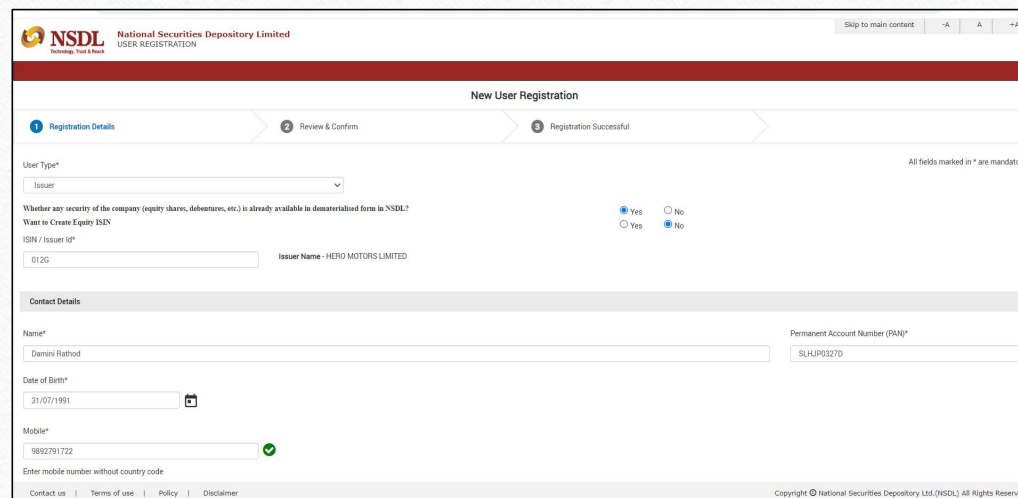


Self Registration for Issuers

For NSDL Issuer portal



Visit NSDL Issuer Portal to create new user



The screenshot displays the 'New User Registration' page on the NSDL Issuer Portal. The page features a progress bar with three steps: '1 Registration Details' (active), '2 Review & Confirm', and '3 Registration Successful'. The form includes the following fields and options:

- User Type***: A dropdown menu with 'Issuer' selected.
- Whether any security of the company (equity shares, debentures, etc.) is already available in dematerialised form in NSDL? Want to Create Equity ISIN**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- ISIN / Issuer ISIN***: A text input field containing '012G'.
- Issuer Name**: A text input field containing 'HERO MOTORS LIMITED'.
- Contact Details**: A section containing:
 - Name***: A text input field containing 'Damini Rathod'.
 - Permanent Account Number (PAN)***: A text input field containing 'SLHJP9327D'.
 - Date of Birth***: A date picker showing '31/07/1991'.
 - Mobile***: A text input field containing '9892791722' with a green checkmark.

At the bottom of the form, there are links for 'Contact us', 'Terms of use', 'Policy', and 'Disclaimer', along with a copyright notice: 'Copyright © National Securities Depository Ltd.(NSDL) All Rights Reserved'.



Registration Details

- **Basic Details :**

- Select User Type as "Issuer".
- Whether any security of the company (equity shares, debentures, etc.) is already available in dematerialised form in NSDL? => Select Yes
- Want to Create Equity ISIN => No
- Mention ISIN or Issuer code of your company.

- **Contact Details :**

- Mention your name as per PAN Card.
- Date of Birth as per PAN Card.
- Mobile Number to receive OTP.
- Email ID (This will be your user ID) to receive OTP.



Screen 1 for Illustration

The screenshot displays a web browser window with the URL 10.150.7.215/UserRegistration/#/signUp. The page title is "New User Registration". The browser tabs include "Issuer Interface-Work Flow", "LoginPortal", "User Registration", "NSDL Group", and "eApprovals".

The registration process is shown in three steps: 1. Registration Details, 2. Review & Confirm, and 3. Registration Successful. The current step is "Registration Details".

User Type: Issuer (dropdown menu)

Whether any security of the company (equity shares, debentures, etc) is already available in dematerialized form in NSDL? (Yes/No)

Whether to Create Equity BEN? (Yes/No)

ISIN NUMBER: [Text input field]

Contact Details:

- Name*** (Full Name): [Text input field]
- Permanent Account Number (PAN)***: ABCAA2333D
- Date of Birth*** (DD/MM/YYYY): [Text input field with calendar icon]

Mobile* (Enter mobile number without country code): 0987654321

Email ID*: email@email.com

Office Telephone No.: [Text input field]



Buttons: Send Mobile OTP, Validate Mobile OTP, Send Email OTP, Validate Email OTP

Footer: Copyright © National Securities Depository Ltd.(NSDL) All Rights Reserved. 8:59 PM 18/10/2024



Registration Details (Continue.....)

- **Product and Permission Details :**

- Select Product from drop down list.
- Select Functional Role from drop down list.
- Click on  to add more products to your list and click on  to delete products from your list.

- **Login Details :**

- User ID is your email ID.
- Type password of your choice.
- Tick on terms and conditions.
- Click on “Save & Next”.



Registration Details (Continue.....)

- **Scenario 1 (User is Maker only for all the products):**
 - Digital Signature Certificate(DSC) is optional.
 - If DSC is not selected, then OTP based login will be created.
- **Scenario 2 (User is Checker only for all the products):**
 - Digital Signature Certificate(DSC) is mandatory.
 - eToken having DSC must be connected to PC / Laptop
 - Install eLock Signer App available under “Download & Install DSC”.
 - User will have to click on “select DSC” and click on the DSC available in the list.
 - User can change DSC by clicking on “Deselect DSC”.
- **Scenario 3 (User is Checker for few products):**
 - Same As Scenario 2.



Screen 2 for Illustration (If User is Maker Only)

Office Telephone No.

Product and Permission Details

<input type="checkbox"/>	Product *	Functional Role *	<input type="checkbox"/>
	CORPORATE ACTIONS	MAKER	
<input type="checkbox"/>	Product *	Functional Role *	<input type="checkbox"/>
	Trading Window Closure	MAKER	

Login Details

User ID* Password* Confirm Password*

NOTE: Validates Email Id. USER ID will populate automatically same as validated Email Id. Password must contain at least one alphabet, one digit and one special character from @!#\$%^&*~_+=-~!@#

Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)? Yes No

Terms and Conditions

We confirm that above details mentioned above are correct and any change in above details shall be informed to NSDL immediately. We hereby agree to be bound by the information provided, documents submitted and requests/instructions given by the users on behalf of the company and agree to be bound by Terms & Conditions to access Issuer Services Portal, Bye Laws and Business Rules of NSDL as amended from time to time. We agree to immediately delete or change users of our company registered on Issuer Services Portal as and when needed and register new users. [Terms & Conditions](#)

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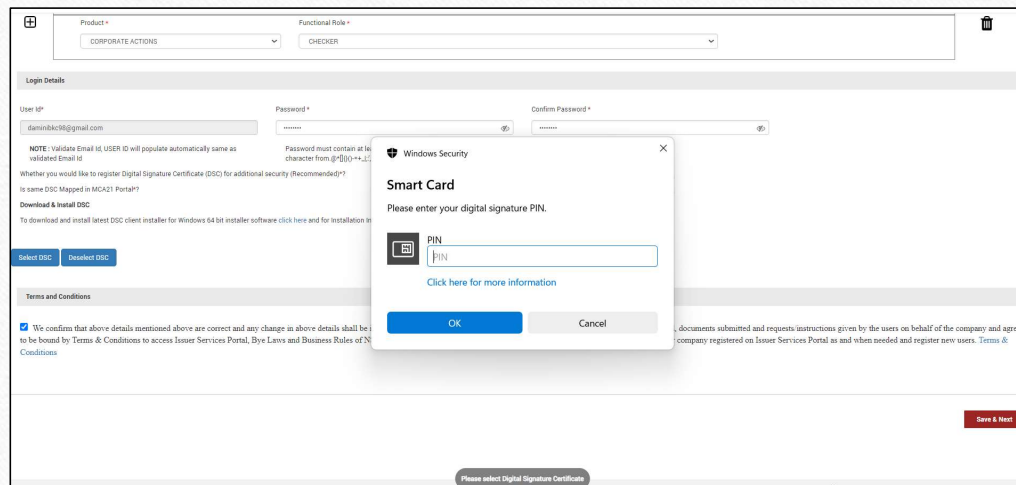
Screen 3 for Illustration (If User is Checker in any Product)

The screenshot displays a web application interface for a user with the role of 'Checker'. The main page is titled 'Login Details' and includes a 'Product' dropdown menu set to 'CORPORATE ACTIONS' and a 'Functional Role' dropdown menu set to 'CHECKER'. The 'User ID' field contains 'daminibk29@gmail.com' and the 'Password' field is masked. A 'Save & Next' button is visible at the bottom right of the page.

Overlaid on the page is a 'Signing Wizard' dialog box. The dialog box contains the following text: 'Select Digital Certificate' and 'You can choose a digital certificate from those available on your computer to sign your file.' Below this text is a table with three columns: 'Issued To', 'Issued By', and 'Expiration Date'. The table contains several rows of data, with the first row showing 'Issued To' as 'daminibk29@gmail.com', 'Issued By' as 'National Securities Depository Limited', and 'Expiration Date' as '2025-12-31'. Below the table is a 'View...' button and a 'Sign' button.

At the bottom of the page, there is a footer with the text 'Use uploaded successfully.' and 'Copyright © National Securities Depository Limited (NSDL) All Rights Reserved.'

Screen 4 for Illustration (Type PIN and click on OK)



The screenshot shows a web application interface for user registration or login. At the top, there are dropdown menus for 'Product' (set to 'CORPORATE ACTIONS') and 'Functional Role' (set to 'CHECKER'). Below this is a 'Login Details' section with input fields for 'User ID*', 'Password*', and 'Confirm Password*'. The 'User ID' field contains 'daminbico@gmail.com'. A note below the fields states: 'NOTE: Validate Email ID, USER ID will populate automatically same as validated Email ID. Password must contain at least 8 characters from [a-zA-Z0-9@!#\$%^&*]. Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)?'. There are two buttons: 'Select DSC' and 'Deselect DSC'. Below that is a 'Terms and Conditions' section with a checked checkbox and the text: 'We confirm that above details mentioned above are correct and any change in above details shall be to be bound by Terms & Conditions to access Issuer Services Portal, Bye Laws and Business Rules of NSDL'. A 'Save & Next' button is at the bottom right. A 'Windows Security' dialog box is overlaid in the center, titled 'Smart Card', with the text 'Please enter your digital signature PIN.' and a text input field containing 'PIN'. The dialog has 'OK' and 'Cancel' buttons.

Screen 5 for Illustration (DSC Uploaded successfully)

Product *
CORPORATE ACTIONS

Functional Role *
CHECKER

Login Details

User ID*
daminikc9@gmail.com

Password*
.....

Confirm Password*
.....

NOTE: Validate Email ID, USER ID will populate automatically same as validated Email ID. Password must contain at least one alphabet, one digit and one special character from @!()+=_!<*>?*

Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)?
 Yes No
 Yes No

Is same DSC Mapped in MCA21 Portal?
 Yes No

Download & Install DSC
To download and install latest DSC client installer for Windows 64 bit installer software [click here](#) and for installation instruction [click here](#)

Reflect DSC

Terms and Conditions

We confirm that above details mentioned above are correct and any change in above details shall be informed to NSDL immediately. We hereby agree to be bound by the information provided, documents submitted and requests/instructions given by the users on behalf of the company and agree to be bound by Terms & Conditions to access Issuer Services Portal, Bye Laws and Business Rules of NSDL as amended from time to time. We agree to immediately delete or change users of our company registered on Issuer Services Portal as and when needed and register new users. [Terms & Conditions](#)

Dsc uploaded successfully.

Document Upload

- Upload visibly clear copy of PAN.
- Upload other remaining documents shown as per products.
- All documents should be digitally signed by Company Secretary or Managing Director or any other authorised signatory who is authorised by board of directors.

Screen 6 for Illustration (Document Upload)

NSDL National Securities Depository Limited
USER REGISTRATION

Skip to main content

New User Registration

1 Registration Details > 2 Document Upload > 3 Review & Confirm > 4 Registration Successful

PERMISSION REQUEST DOCUMENTS

Documents Required Mandatory Fields *

Document List	Action	Sample Template
PAN	↓	
Board Resolution	↓	Download Sample File
Delegation of authority document	↓	Download Sample File

[Back](#) [Save & Next](#)

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Screen 7 for Illustration (Documents Uploaded)

NSDL National Securities Depository Limited
USER REGISTRATION

Skip to main content

New User Registration

1 Registration Details > 2 Document Upload > 3 Review & Confirm > 4 Registration Successful

PERMISSION REQUEST DOCUMENTS

Documents Required Mandatory Fields *

Document List	Action	Sample Template
PAN	Physical RTA Letter.pdf	
Board Resolution	Drafts.pdf	Download Sample File
Delegation of authority document	Drafts.pdf	Download Sample File

[Back](#) [Save & Next](#)

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Screen 8 for Illustration (Review and Confirm)

Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)? Yes No
Is same DSC Mapped in MCA21 Portal? Yes No
DSC ALREADY
UPLOADED

DSC Details

DSC User Name: Damini Pathak Valid to: 19-03-2025	Email id: Certifying Authority: e-Mudhra Sub CA for Class 3 Organisation 2022	DSC Name: RAKEESH M MEHTA	Serial Number: 131 0562
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Terms and Conditions

We confirm that above details mentioned above are correct and any change in above details shall be informed to NSDL immediately. We hereby agree to be bound by the information provided, documents submitted and requests/instructions given by the users on behalf of the company and agree to be bound by Terms & Conditions to access Issuer Services Portal, Bye Laws and Business Rules of NSDL as amended from time to time. We agree to immediately delete or change users of our company registered on Issuer Services Portal as and when needed and register new users. [Terms & Conditions](#)

PERMISSION REQUEST DOCUMENTS

Documents Required Mandatory Fields *

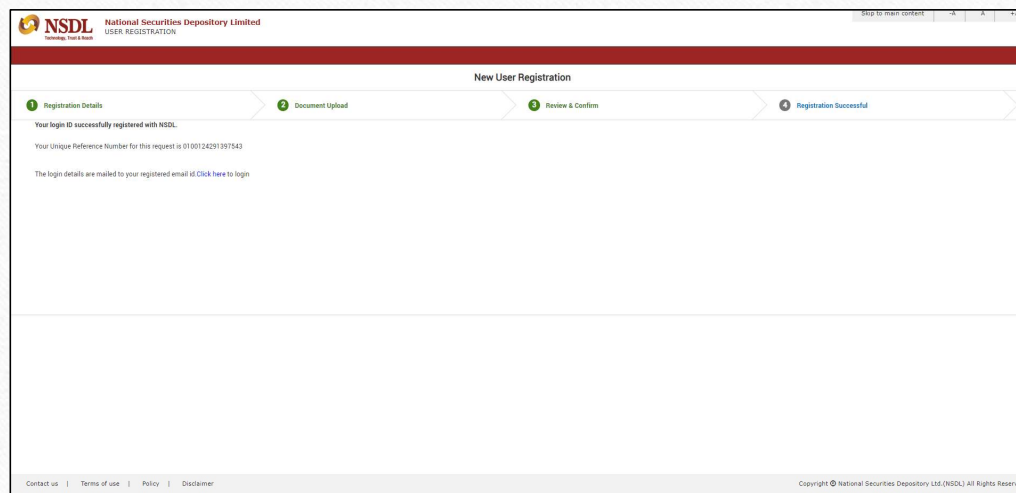
Document Link	Action	Sample Template
PAN	Physical RTI Letter.pdf	
Board Resolution	Drafts.pdf	Download Sample File
Delegation of authority document	Drafts.pdf	Download Sample File

[Back](#) [Submit](#)

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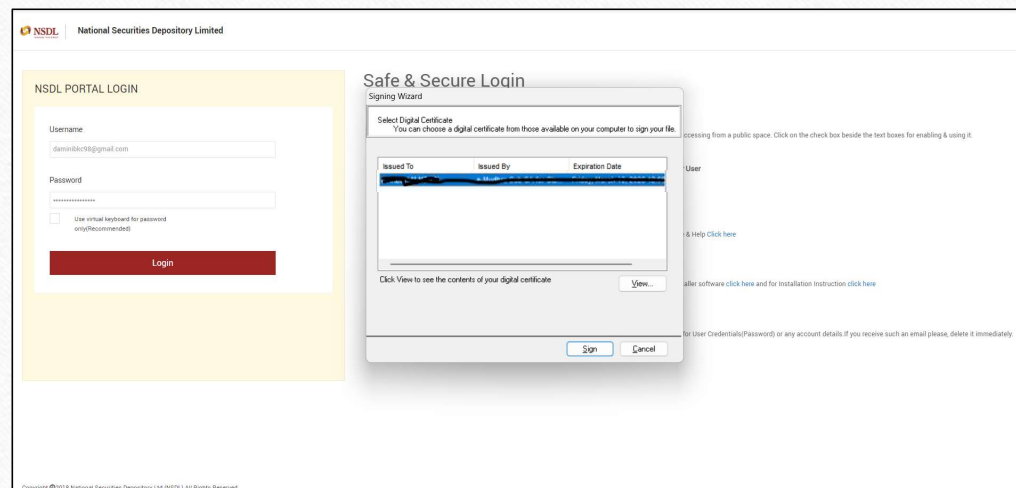
Screen 9 for Illustration (Registration successful)



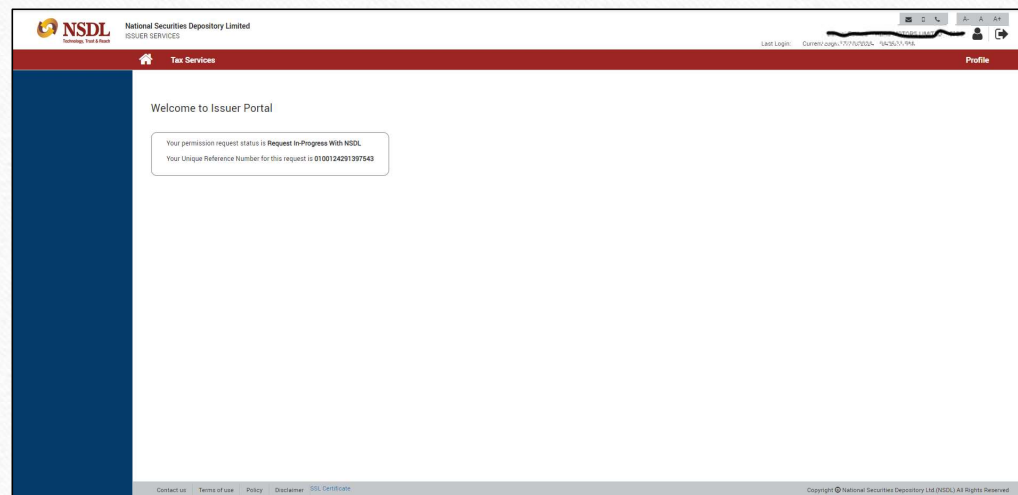
The screenshot displays the NSDL (National Securities Depository Limited) User Registration page. The page title is "New User Registration". A progress bar at the top indicates four steps: 1. Registration Details, 2. Document Upload, 3. Review & Confirm, and 4. Registration Successful. The "Registration Successful" step is highlighted in blue. Below the progress bar, the text reads: "Your login ID successfully registered with NSDL." and "Your Unique Reference Number for this request is 0100124291397543". A link is provided: "The login details are mailed to your registered email id. [Click here to login](#)". The footer contains "Contact us | Terms of use | Policy | Disclaimer" and "Copyright © National Securities Depository Limited (NSDL) All Rights Reserved".



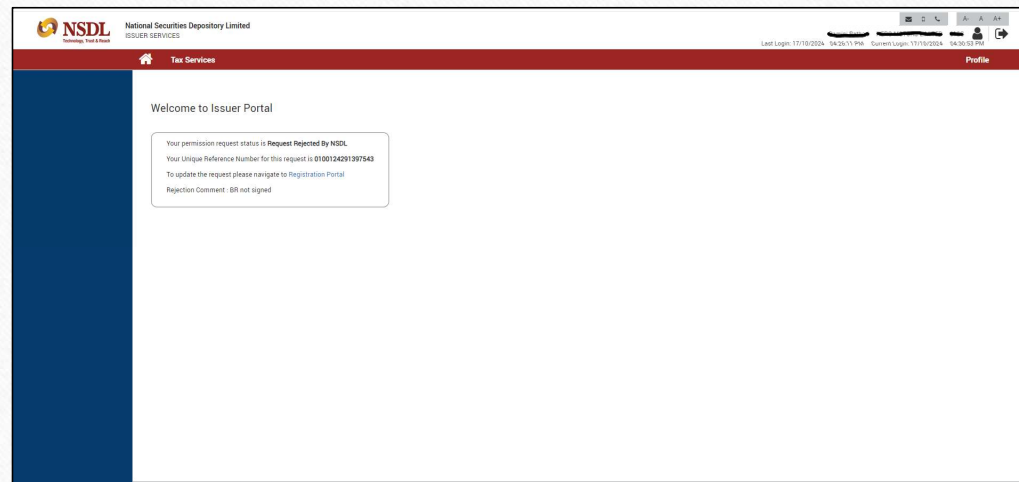
Screen 10 for Illustration (Login to check the status)



Screen 11 for Illustration (Status of can be checked on homepage)



Screen 12 for Illustration (In case of rejection, rejection reason can be checked on homepage and revised documents can be uploaded in the link.)



Screen 13 for Illustration (Verify Mobile number and email address again to proceed further)

NSDL National Securities Depository Limited
USER REGISTRATION

Stop to main content

New User Registration

1 Registration Details > 2 Review & Confirm > 3 Registration Successful

User Type*
Issuer

Whether any security of the company (equity shares, debentures, etc.) is already available in dematerialized form in NSDL? Yes No
Want to Create Equity DEN? Yes No

ISIN / Issuer ID*
0120 Issuer Name - HERO MOTORS LIMITED

Contact Details

Name*
Damini Pathak

Permanent Account Number (PAN)*
SLHUP032TD

Date of Birth*
31/07/1991

Mobile*
982791722

Mobile OTP*
Send Mobile OTP Validate Mobile OTP

Enter mobile number without country code

Email ID*
damini@cs@gmail.com

Email OTP*
Send Email OTP Validate Email OTP

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Screen 14 for Illustration (Verify all the details again)

Product *	Functional Role *
CORPORATE ACTIONS	CHECKER
Product *	Functional Role *
New ISIN request	CHECKER

Login Details

User ID#
daminbac9@gmail.com

Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)?
Is same DSC Mapped in MCA21 Portal? Yes No
 Yes No

Download & Install DSC
To download and install latest DSC client installer for Windows 64 bit installer software click here and for installation instruction click here
DSC ALREADY
UPLOADED

Terms and Conditions

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Save & Next

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Screen 15 for Illustration (Upload correct document in place of incorrect document)

New ISIN request | CHECKER

Login Details

User ID:
damini@cs@gmail.com

Whether you would like to register Digital Signature Certificate (DSC) for additional security (Recommended)? Yes No

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PERMISSION REQUEST DOCUMENTS

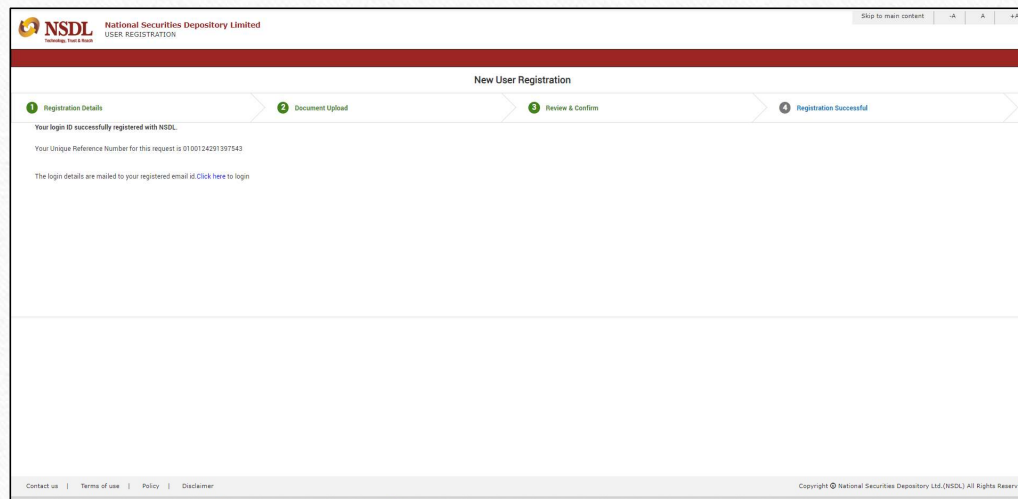
Documents Required Mandatory Fields *

Document List	Action	Sample Template
PAN	Physical RTI Letter.pdf	
Board Resolution	Drafts.pdf	Download Sample File
Delegation of authority document	Drafts.pdf	Download Sample File

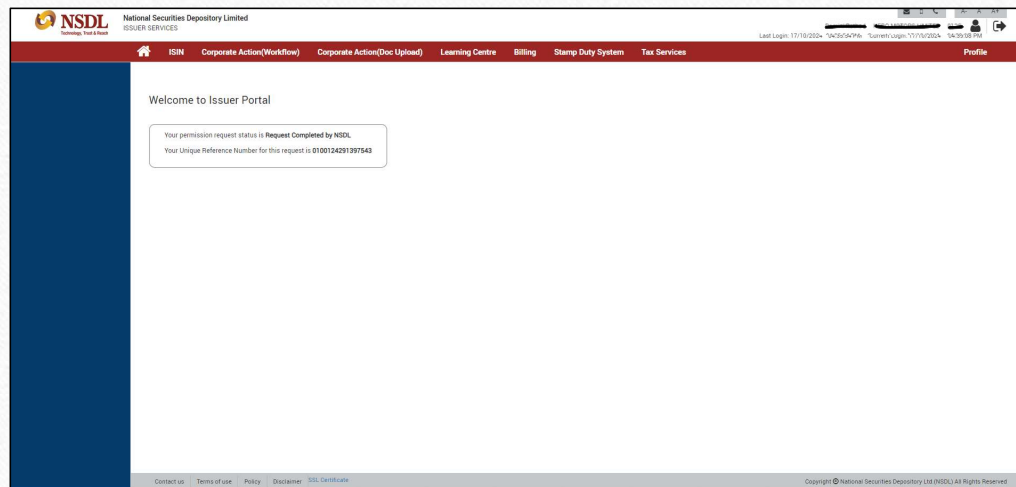
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Screen 16 for Illustration (Submit the request again and check for status)



Screen 17 for Illustration (Upon approval from NSDL user will get rights to the Issuer Portal Products)



Points to Remember 1/2

- Ensure the data you are entering is correct.
- PAN number, Birthdate and Name should match with the details of PAN card.
- Mobile Number and Email address needs to be verified.
- Please select applicable products only.
- Products can be modified afterwards, you can modify them on “Profile” section.
- Your email ID is your login ID.
- Password must contain at least one alphabets, one digit and one special character from. @*[]{}()-=+_|;:!,<>?/“.
- Upload digitally signed documents only.



Points to Remember 2/2

- Maker can have OTP based login and Checker has to take DSC based login.
- If user is checker in any product then he / she will have to take DSC based login.
- Progress of your application will be intimated to you via email.
- In case your application is rejected, you will be notified along with rejection reason. A link will appear on home page where you can go and update your details and upload documents.
- In case you forget password, you can reset using forget password.
- In case you have obtained login for multiple companies, you can change company through “Profile”.



Thank You!

