

Circular No.: NSDL/POLICY/2025/0175

December 30, 2025

**Subject: Uploading of Delivery Instruction Slip(s) (DIS) image(s) in DMS module of NSDL e-PASS system.**

Attention of Participants is invited to NSDL Circular Nos. NSDL/POLICY/2014/0085 dated August 05, 2014 & NSDL/POLICY/2014/0093 dated August 28, 2014, regarding guidelines on signing and uploading of the DIS image in 'DIS Image Validation System' (DIVS) and its tamper proof storage to prevent unauthorized changes to scanned DIS and NSDL Circular No. NSDL/POLICY/2025/0170 dated December 23, 2025 regarding upload of scanned Delivery Instruction Slip(s) (DIS) image(s) in DMS module of NSDL e-PASS system.

Participants are advised to upload the DIS received and Annexures to DIS in new DIS Management System (DMS) module on e-PASS system to maintain scanned Delivery Instruction Slips (DIS) on a T+1 basis with effect from **January 1, 2026** onwards. The revised process to upload DIS is given in **Annexure A**. The menu rights of the new DMS module will be automatically assigned to the existing maker and checker users of the Participants on e-PASS system. In case Participant wish to create additional user ID(s) for this module, then user details may be furnished in the format given in **Annexure B**.

Participants are also advised to upload DIS in the new DMS module on e-PASS system for last 8 years (i.e., from January 01, 2018 to December 31, 2025) latest by **February 28, 2026**.

Participants may note the following points while uploading scanned DIS:

1. Participants maintaining DIS records and documents in their back-office system need to upload legacy data by following the process given in Annexure A in respect of new DMS module on e-PASS system.
2. Participants maintaining DIS records in NSDL DMS software either on local data center of the Participant or on NSDL private cloud may approach Helpdesk team to facilitate the upload of legacy DIS records for the aforementioned period.

Participants are requested to take note of the above and ensure Compliance w.e.f. January 01, 2026.

For any assistance on aforesaid matter, Participants may contact help desk at [helpdesk@nsdl.com](mailto:helpdesk@nsdl.com) and/or e-PASS team at [ePASS@nsdl.com](mailto:ePASS@nsdl.com).



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

**Rakesh Mehta  
Vice President**

Enclosure: Two

FORTHCOMING COMPLIANCE			
Particulars	Deadline	Manner of sending	Reference
Investor Grievance Report (Monthly)	By 10th of the following month	Through e-PASS	Para 22 of 'Grievance Redressal' chapter and Para 27 of 'Internal Controls/Reporting to NSDL/SEBI' chapter of NSDL Master Circular for Participants
Compliance report w.r.t Same Mobile number and/ or email address captured for multiple accounts. (Monthly)	Before 27 <sup>th</sup> of following month	Through Email.	Para 23 of 'Miscellaneous' chapter of NSDL Master Circular for Participants.
VAPT for Second Half Yearly ending September 30 Submission - DP who is a Qualified Stock Brokers (QSBs) members	31st December	Through e-PASS	Circular No.: NSDL/POLICY/2025/0121 dated September 15, 2025

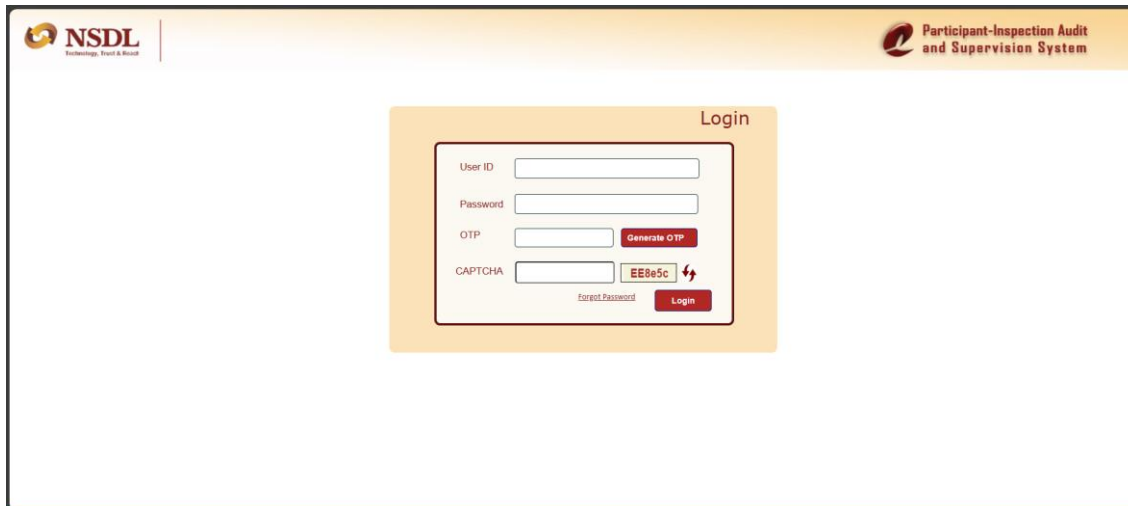
**National Securities Depository Limited**

3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.  
Tel: 91-22-6944 8400 / 69448500 | email: [info@nsdl.com](mailto:info@nsdl.com) | Web: [www.nsdl.co.in](http://www.nsdl.co.in)  
Corporate Identity Number: L74120MH2012PLC230380


### Annexure A

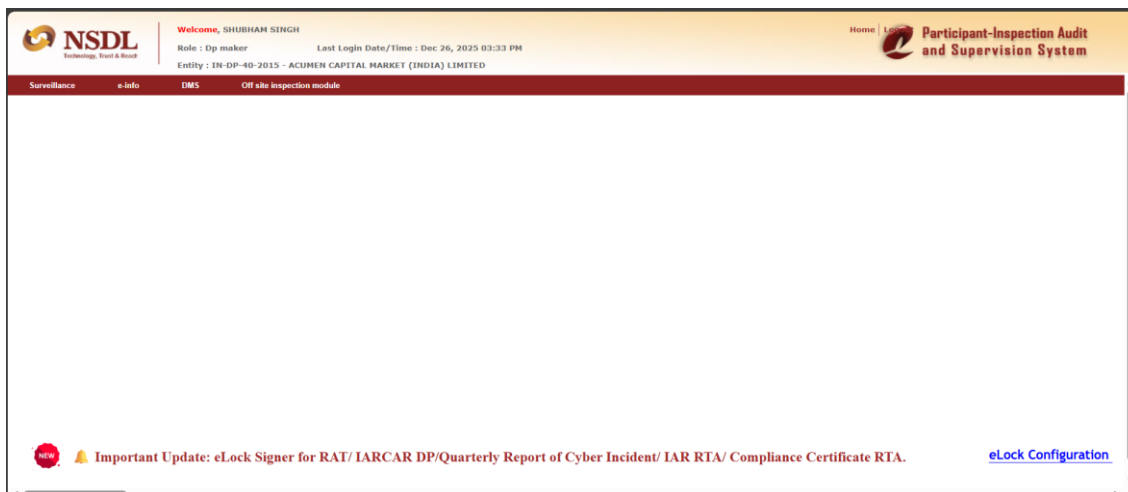
#### Process flow for uploading scanned DIS in the DMS module on ePASS system

Step 1: Participant logs in with ePASS maker login credentials.



The screenshot shows the login interface of the NSDL Participant-Inspection Audit and Supervision System. The page has a header with the NSDL logo and the system name. The main content area is titled 'Login' and contains a form with the following fields and buttons:

- User ID:
- Password:
- OTP:  [Generate OTP](#)
- CAPTCHA:  [EE8e5c](#) 
- [Forgot Password](#)
- [Login](#)



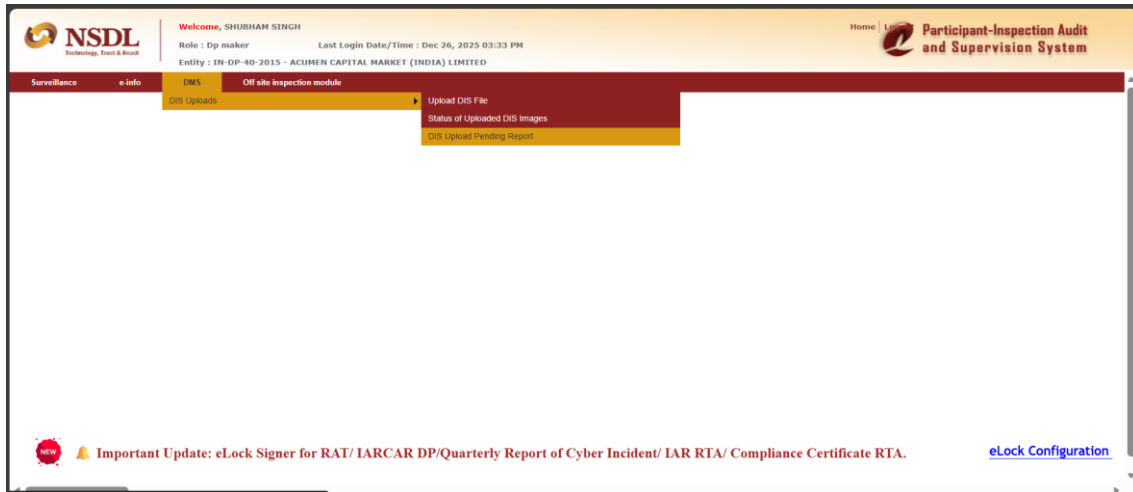
The screenshot shows the dashboard of the NSDL Participant-Inspection Audit and Supervision System after a successful login. The page has a header with the NSDL logo, the user's name 'Welcome, SHUBHAM SINGH', and the system name. The main content area is titled 'Dashboard' and contains a table with the following columns and rows:

Surveillance	e-info	DMS	Off site inspection module

At the bottom of the page, there is a footer with the following text:

**Important Update:** eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA. [eLock Configuration](#)

Step 2: To view pending report of DIS to be uploaded go through following path: DMS → DIS Uploads → DIS Upload Pending Report.



Welcome, SHUBHAM SINGH  
 Role : Dp maker  
 Last Login Date/Time : Dec 26, 2025 03:33 PM  
 Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED

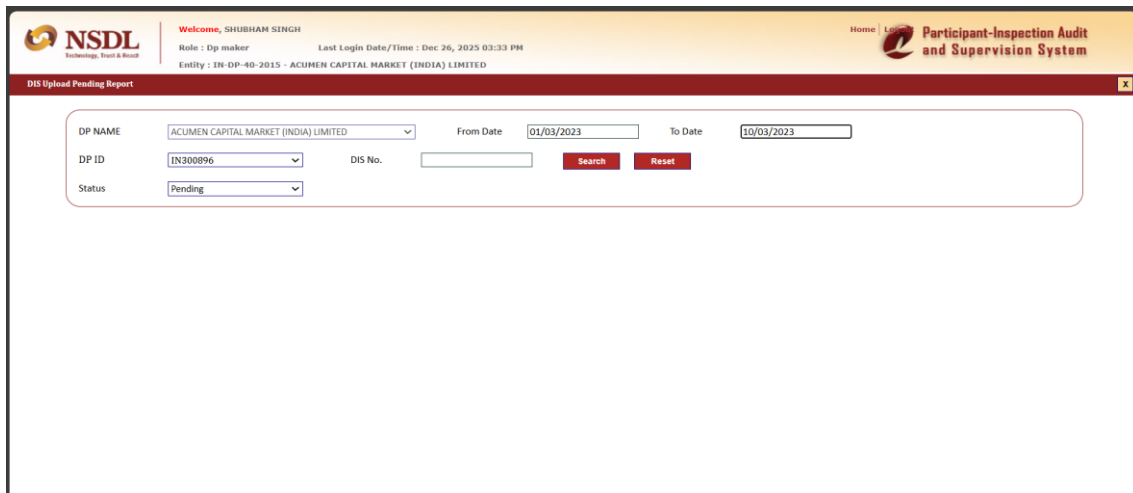
Participant-Inspection Audit and Supervision System

Surveillance e-info DMS Off site inspection module

DIS Uploads

Upload DIS File  
 Status of Uploaded DIS Images  
 DIS Upload Pending Report

Important Update: eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA. [eLock Configuration](#)



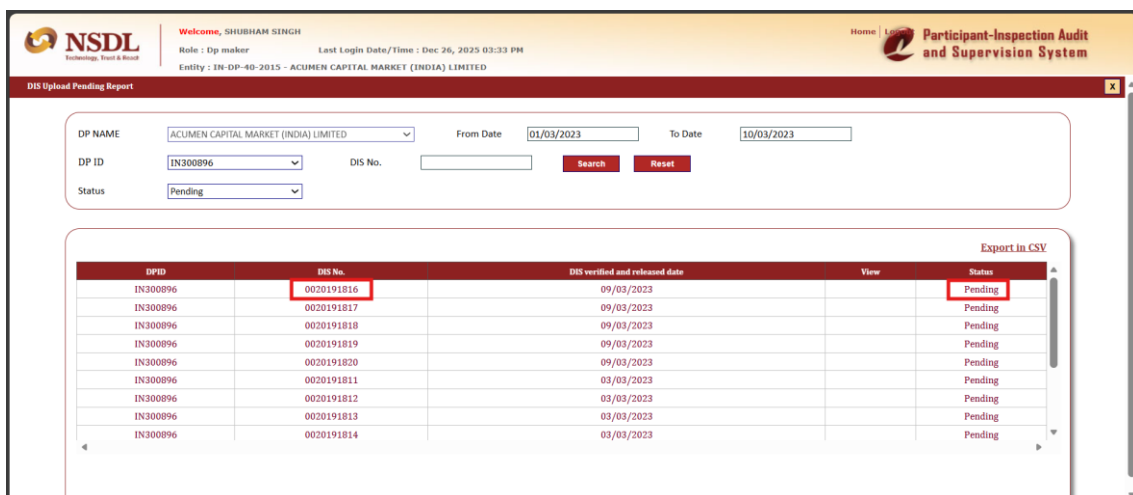
DIS Upload Pending Report

DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED  
 DP ID: IN300896  
 Status: Pending

From Date: 01/03/2023 To Date: 10/03/2023

DIS No.

Search Reset



DIS Upload Pending Report

DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED  
 DP ID: IN300896  
 Status: Pending

From Date: 01/03/2023 To Date: 10/03/2023

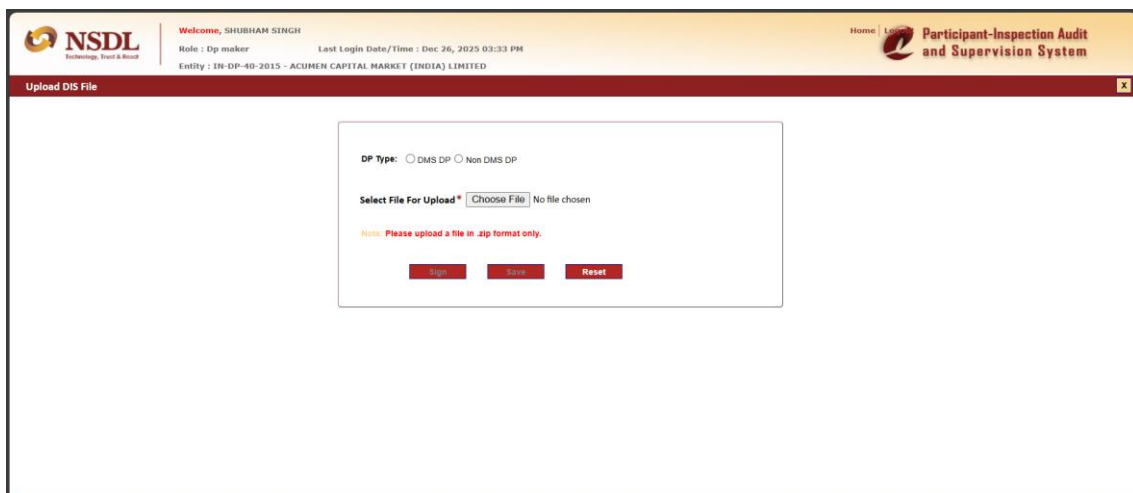
DIS No.

Search Reset

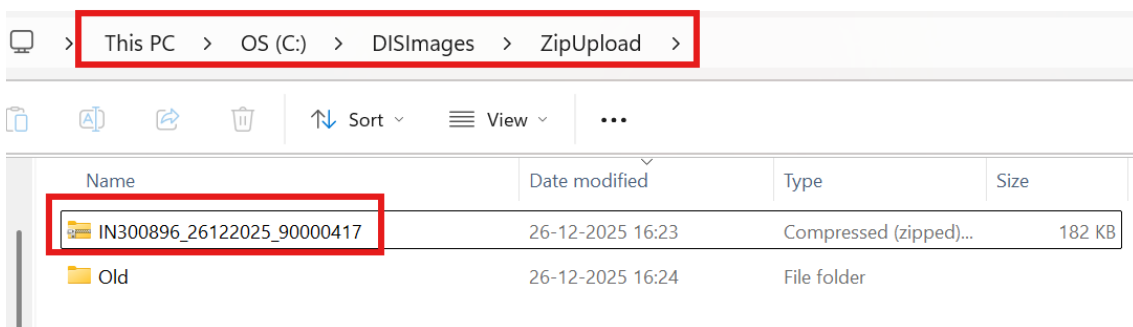
Export in CSV

DPID	DIS No.	DIS verified and released date	View	Status
IN300896	0020191816	09/03/2023		Pending
IN300896	0020191817	09/03/2023		Pending
IN300896	0020191818	09/03/2023		Pending
IN300896	0020191819	09/03/2023		Pending
IN300896	0020191820	09/03/2023		Pending
IN300896	0020191811	03/03/2023		Pending
IN300896	0020191812	03/03/2023		Pending
IN300896	0020191813	03/03/2023		Pending
IN300896	0020191814	03/03/2023		Pending

Step 3: DIS scanned images to be uploaded from following path: DMS → DIS Uploads → Upload DIS Files


IN300896\_26122025\_90000417.zip



Name	Date modified	Type	Size
IN300896_26122025_90000417	26-12-2025 16:23	Compressed (zipped)...	182 KB
Old	26-12-2025 16:24	File folder	



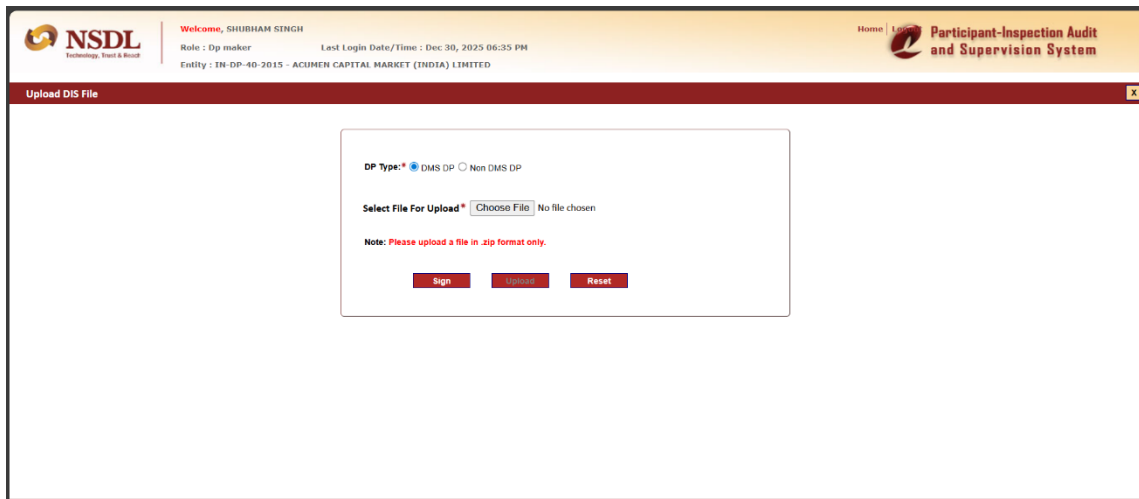
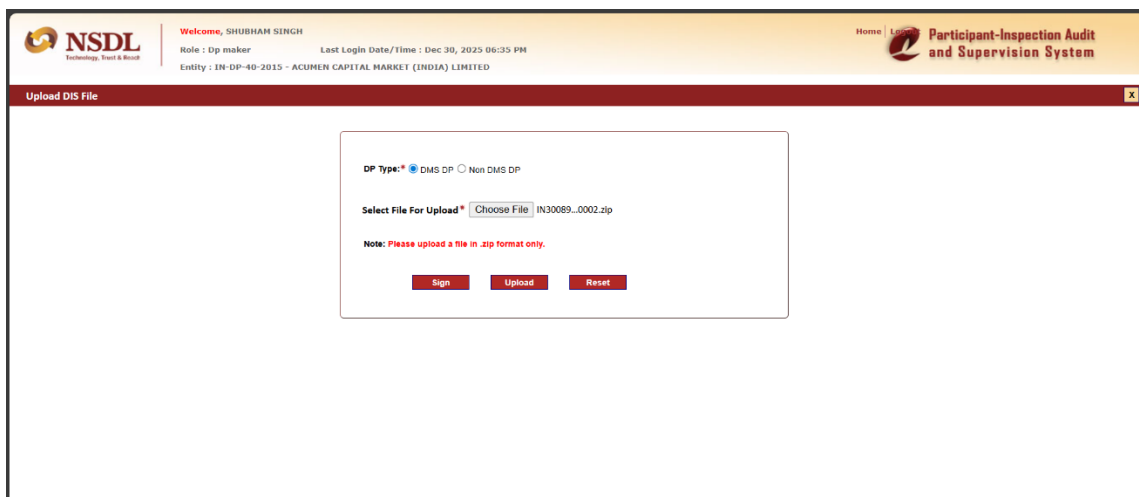
**Step 4:** Select DP Type as:

- “DMS DP” only if Participant has opted for NSDL DMS Product.
- “Non DMS DP” if Participant is having in-house or vendor application for maintaining scanned DIS images in tamper proof storage as per extant regulatory guidelines.



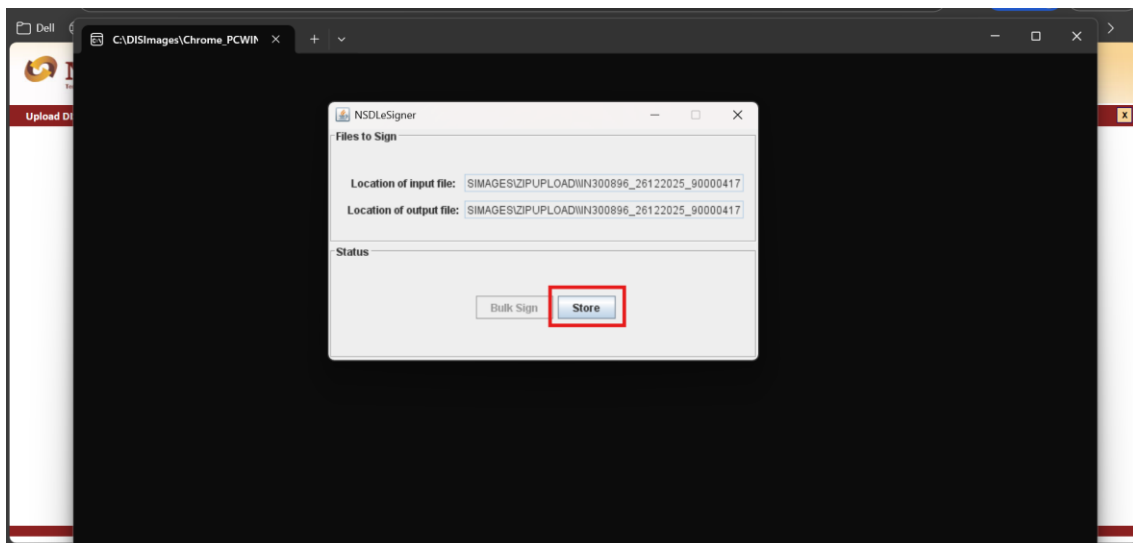
**For DMS DP**

Step 5(i): Select the zip file containing .tiff and index file from designated location.

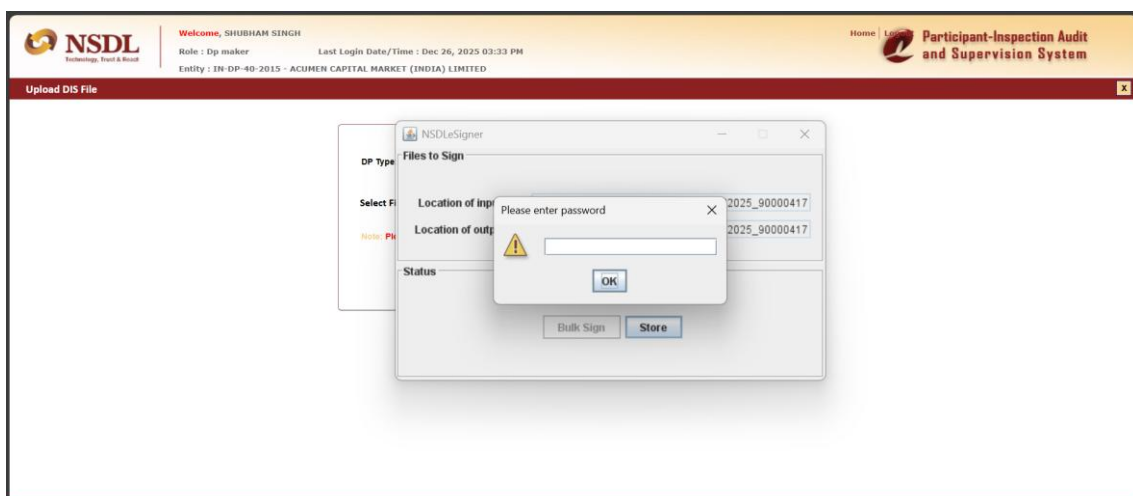
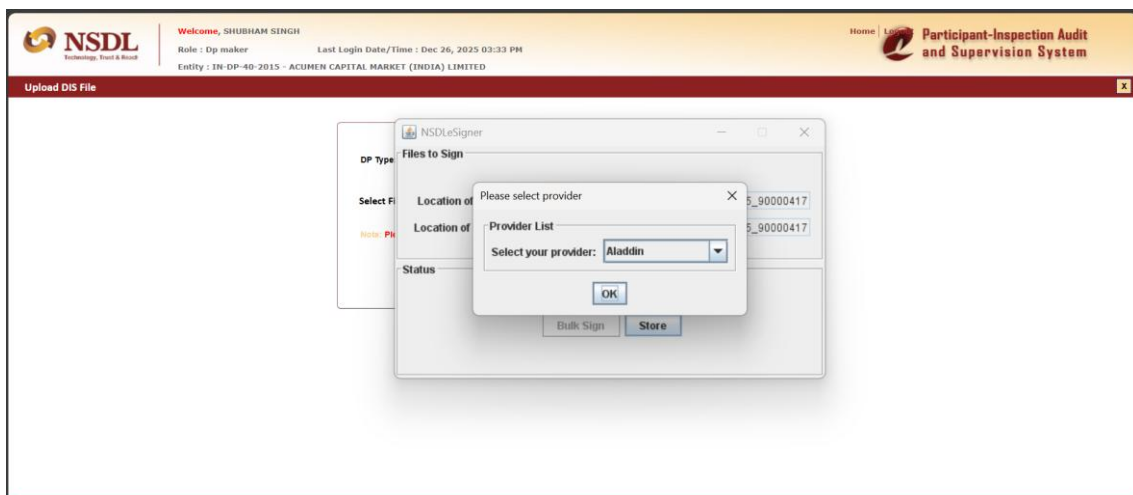



After file selection, user will Click on Sign button for affixing DP signature with existing valid token connected to the machine from where the e-PASS portal is accessed.

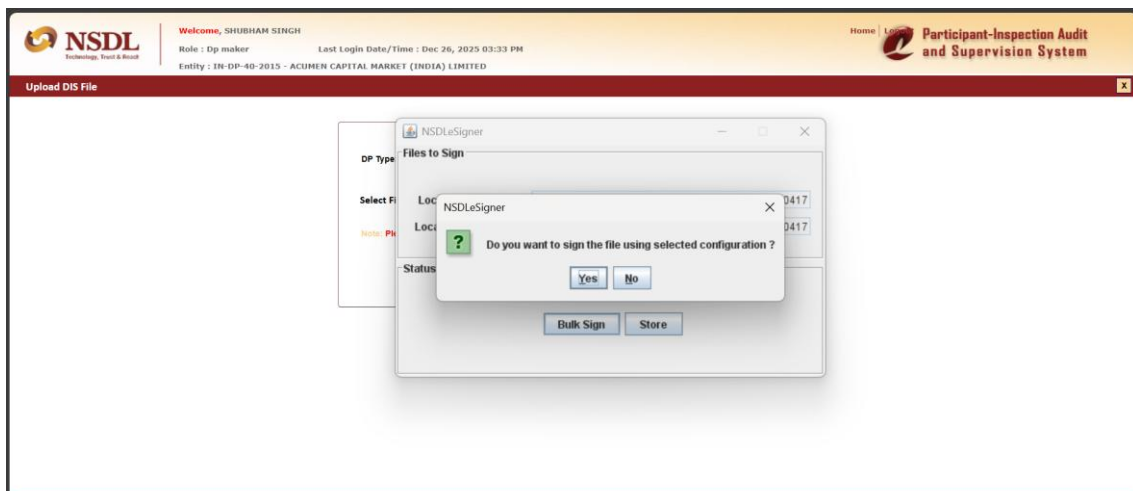
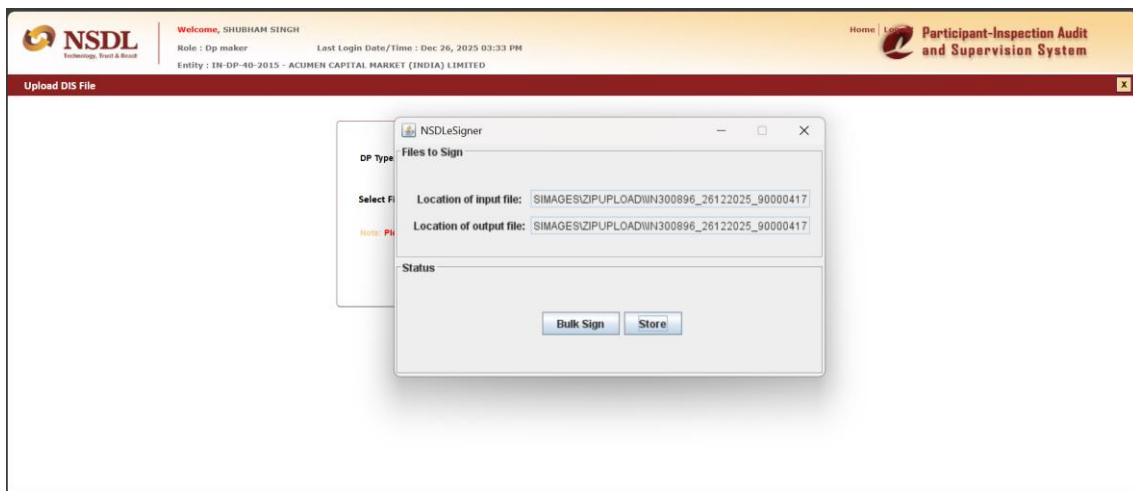
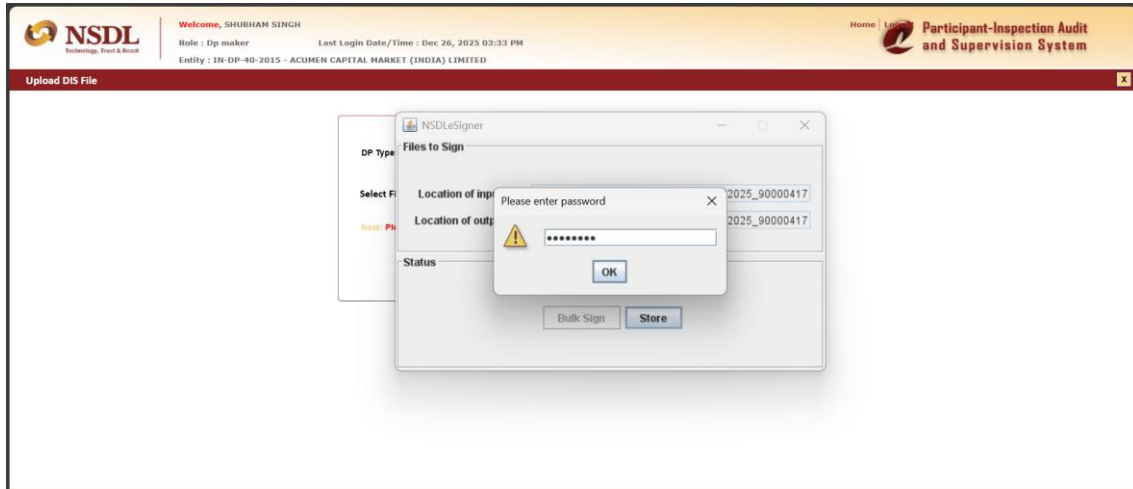




For e-signing the upload file, the extant process for signing the document using NSDL eSigner shall be followed.

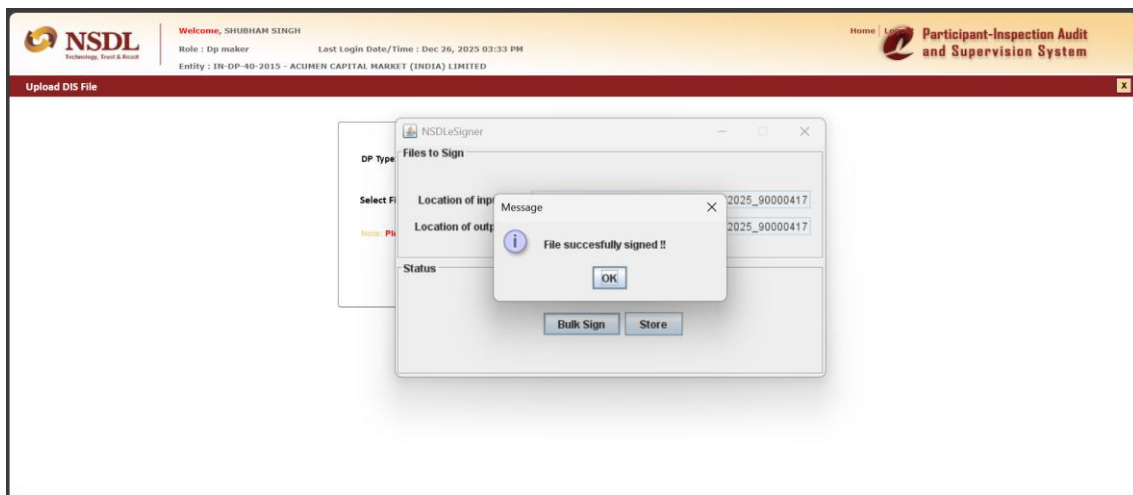




**National Securities Depository Limited**3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.

Tel: 91-22-6944 8400 / 69448500 | email: info@nsdl.com | Web: www.nsdl.co.in

Corporate Identity Number: L74120MH2012PLC230380



Records will be successfully saved after signature verification.

**National Securities Depository Limited**

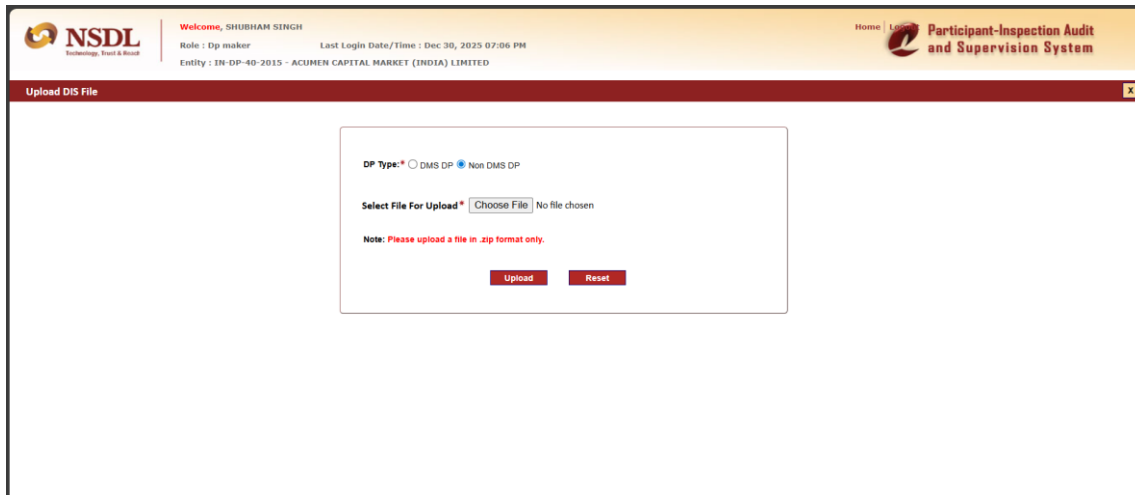
3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.

Tel: 91-22-6944 8400 / 69448500 | email: [info@nsdl.com](mailto:info@nsdl.com) | Web: [www.nsdl.co.in](http://www.nsdl.co.in)

Corporate Identity Number: L74120MH2012PLC230380

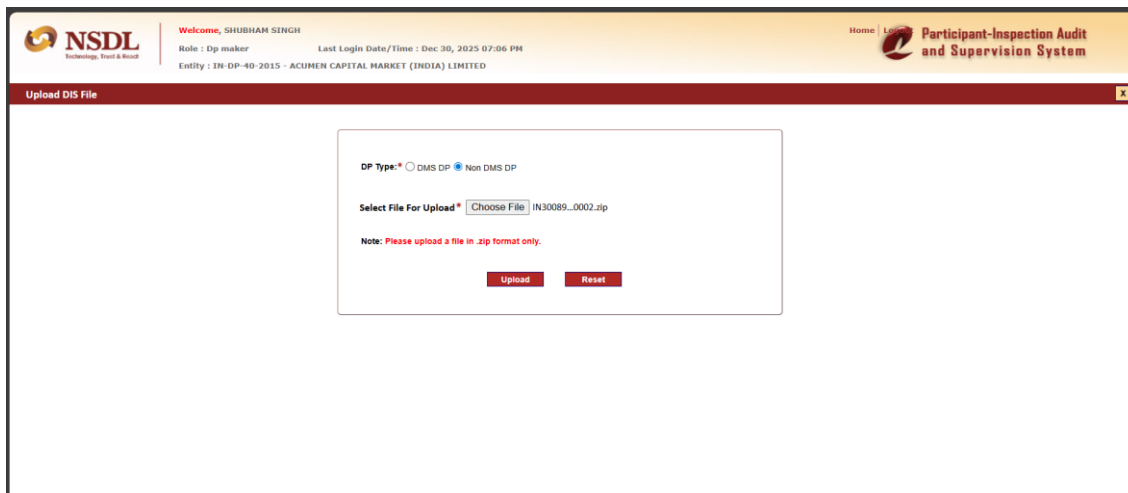
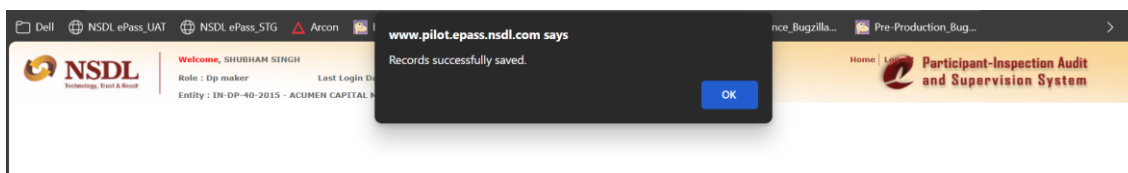
**For Non – DMS DP**

Step 5(ii): Select the zip file containing. sgn and index file from desired location.

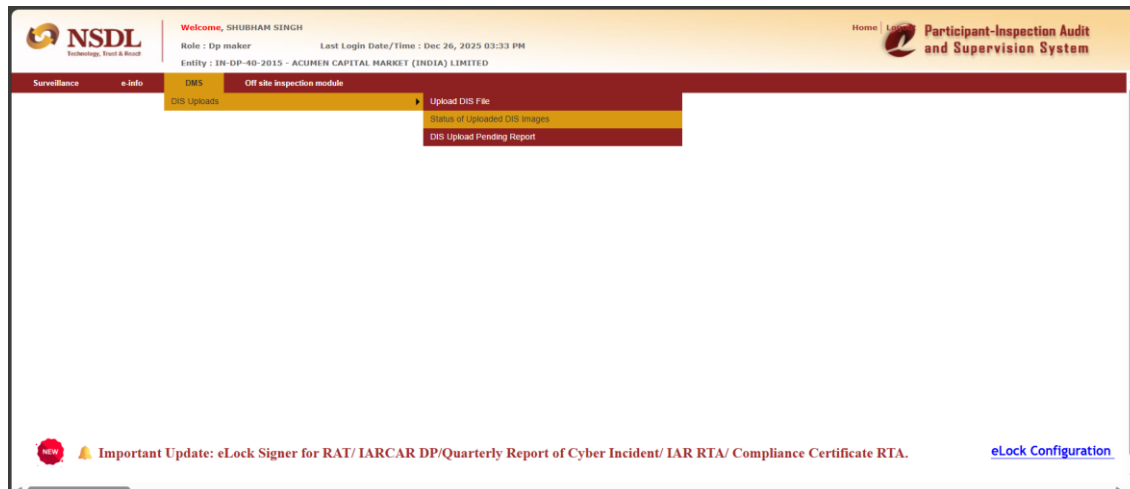



IN300896\_29122025\_29121001.zip

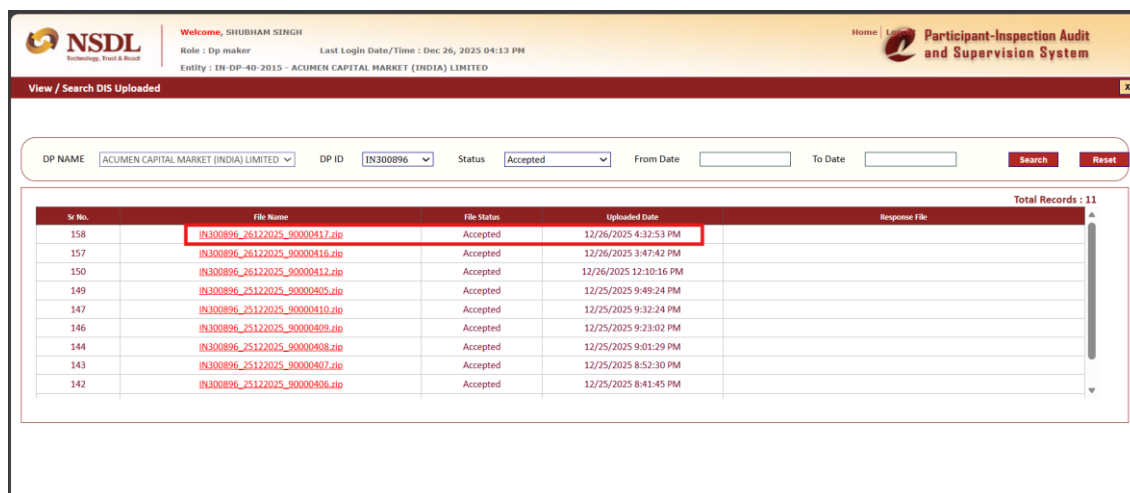
DP's shall click on "Upload" button to upload the signed files.


**Step 6:** Below menu is used to check the status of uploaded zip file.



The screenshot shows the NSDL Participant-Inspection Audit and Supervision System interface. The user is logged in as SHUBHAM SINGH, Role: Dp maker, Last Login Date/Time: Dec 26, 2025 03:33 PM, Entity: IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED. The 'DIS Uploads' menu is highlighted, showing options: 'Upload DIS File', 'Status of Uploaded DIS Images', and 'DIS Upload Pending Report'. A banner at the bottom reads: 'Important Update: eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA. eLock Configuration'.

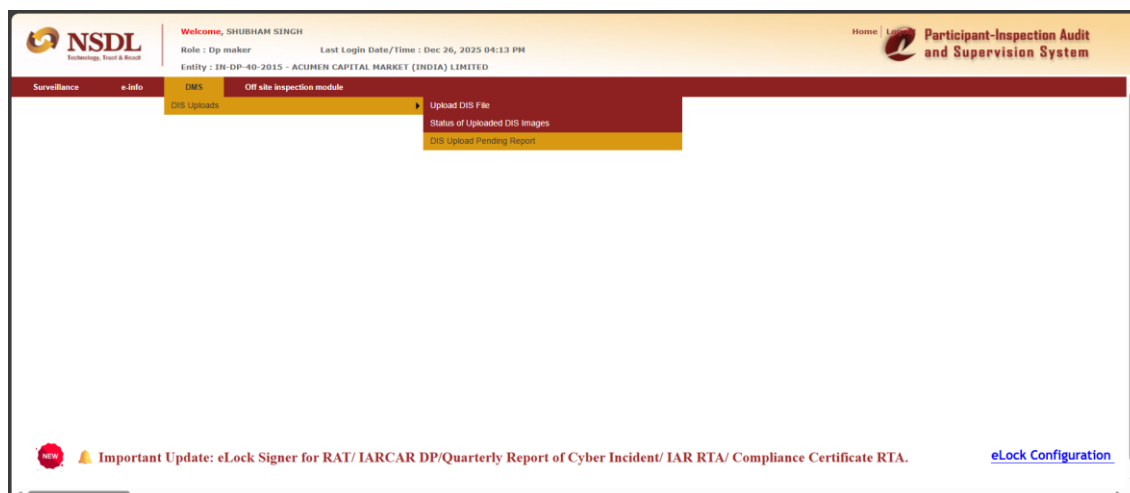


The screenshot shows the 'View / Search DIS Uploaded' section of the NSDL Participant-Inspection Audit and Supervision System. The search filters are: DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED, DP ID: IN300896, Status: Accepted, From Date: , To Date: . The table displays 11 records of uploaded DIS files.

Sr No.	File Name	File Status	Uploaded Date	Response File
158	IN300896_26122025_90000417.zip	Accepted	12/26/2025 4:32:53 PM	
157	IN300896_26122025_90000416.zip	Accepted	12/26/2025 3:47:42 PM	
150	IN300896_26122025_90000412.zip	Accepted	12/26/2025 12:10:16 PM	
149	IN300896_25122025_90000405.zip	Accepted	12/25/2025 9:49:24 PM	
147	IN300896_25122025_90000410.zip	Accepted	12/25/2025 9:32:24 PM	
146	IN300896_25122025_90000409.zip	Accepted	12/25/2025 9:23:02 PM	
144	IN300896_25122025_90000408.zip	Accepted	12/25/2025 9:01:29 PM	
143	IN300896_25122025_90000407.zip	Accepted	12/25/2025 8:52:30 PM	
142	IN300896_25122025_90000406.zip	Accepted	12/25/2025 8:41:45 PM	

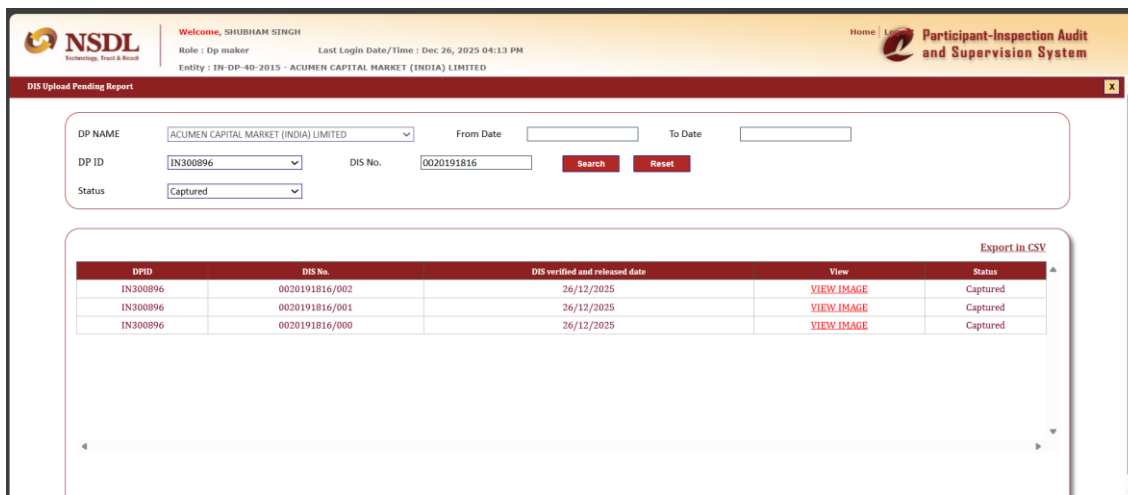
Total Records : 11

**Step 7:** Below menu is used to check the status of uploaded DIS and also to view the image of the uploaded DIS.



The screenshot shows the NSDL Participant-Inspection Audit and Supervision System interface, identical to the one in Step 6. The 'DIS Uploads' menu is highlighted, showing options: 'Upload DIS File', 'Status of Uploaded DIS Images', and 'DIS Upload Pending Report'. A banner at the bottom reads: 'Important Update: eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA. eLock Configuration'.

## Participant Services Circular



NSDL  
Technology, Trust & Reach

Welcome, SHUBHAM SINGH  
Role : Dp maker  
Last Login Date/Time : Dec 26, 2025 04:13 PM  
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED

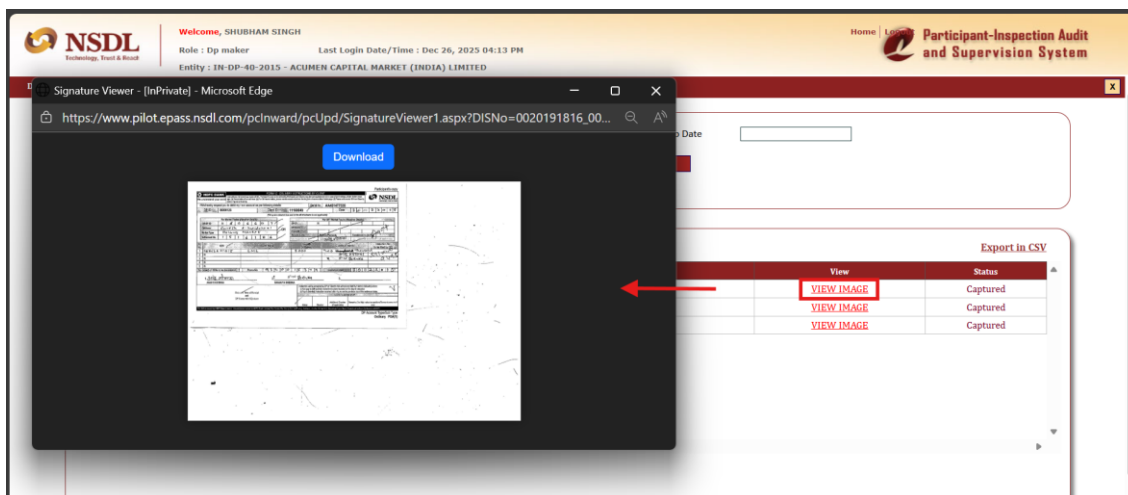
Participant-Inspection Audit and Supervision System

DIS Upload Pending Report

DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED  
From Date:  To Date:   
 DP ID: IN300896  
DIS No.: 0020191816  
   
 Status: Captured

DPID	DIS No.	DIS verified and released date	View	Status
IN300896	0020191816/002	26/12/2025	<a href="#">VIEW IMAGE</a>	Captured
IN300896	0020191816/001	26/12/2025	<a href="#">VIEW IMAGE</a>	Captured
IN300896	0020191816/000	26/12/2025	<a href="#">VIEW IMAGE</a>	Captured

Export in CSV



NSDL  
Technology, Trust & Reach

Welcome, SHUBHAM SINGH  
Role : Dp maker  
Last Login Date/Time : Dec 26, 2025 04:13 PM  
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED

Participant-Inspection Audit and Supervision System

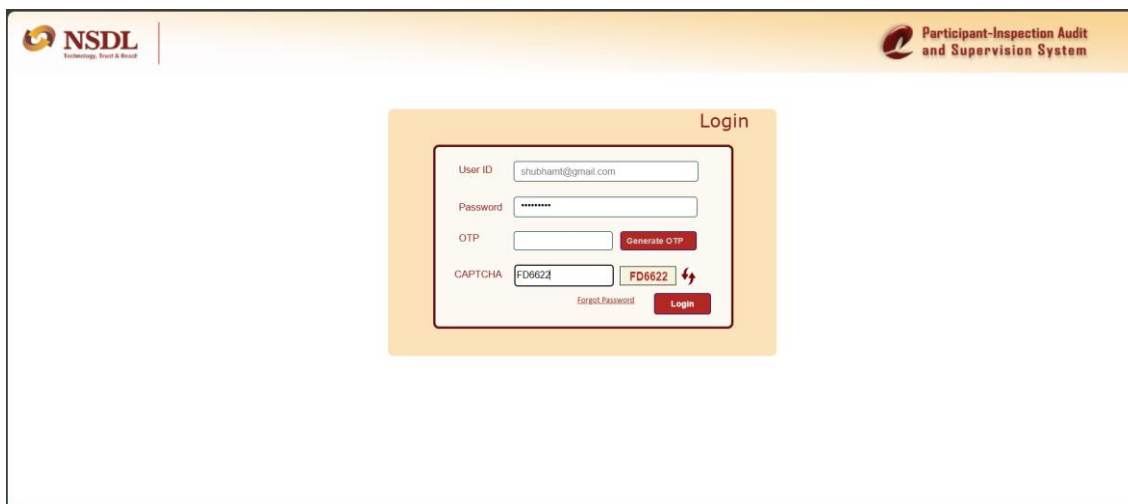
Signature Viewer - (InPrivate) - Microsoft Edge  
https://www.pilot.epass.nsdl.com/pcInward/pcUpd/SignatureViewer1.aspx?DISNo=0020191816\_00...

DIS No.: 0020191816  
Status: Captured

View	Status
<a href="#">VIEW IMAGE</a>	Captured
<a href="#">VIEW IMAGE</a>	Captured
<a href="#">VIEW IMAGE</a>	Captured

Export in CSV

**Step 8:** To authorize/verify the scanned DIS which is in Captured status, the checker user may navigate to DMS → DIS Uploads → DIS Upload Pending Report (Select Status as “Capture”) and verify the DIS images.




NSDL  
Technology, Trust & Reach

Participant-Inspection Audit and Supervision System


Login

User ID: shubhamt@gmail.com  
 Password:   
 OTP:    
 CAPTCHA: FD6622

## Participant Services Circular

**NSDL**  
Technology, Trust & Reach

Welcome, SHUBHAM T  
Role : Dp checker  
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED  
Last Login Date/Time : Dec 26, 2025 03:50 PM

Home |  Participant-Inspection Audit and Supervision System

e-info


Surveillance


DMS

DMS Uploads


Status of Uploaded DIS Images

DMS Upload Pending Report

 Important Update: eLock Signer for RAT/ IARCAR DP/Quarterly Report of Cyber Incident/ IAR RTA/ Compliance Certificate RTA. [eLock Configuration](#)

**NSDL**  
Technology, Trust & Reach

Welcome, SHUBHAM T  
Role : Dp checker  
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED  
Last Login Date/Time : Dec 26, 2025 03:50 PM

Home |  Participant-Inspection Audit and Supervision System

DMS Upload Pending Report

DP NAME

ACUMEN CAPITAL MARKET (INDIA) LIMITED

From Date

To Date

DP ID

IN300896

DIS No.

0020191816

Search


Reset

Status


Captured

DPID	DIS No.	DIS verified and released date	View	Verify	Status
IN300896	0020191816/002	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Captured
IN300896	0020191816/001	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Captured
IN300896	0020191816/000	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Captured

Export in CSV

**NSDL**  
Technology, Trust & Reach

Welcome, SHUBHAM T  
Role : Dp checker  
Entity : IN-DP-40-2015 - ACUMEN CAPITAL MARKET (INDIA) LIMITED  
Last Login Date/Time : Dec 26, 2025 03:50 PM

Home |  Participant-Inspection Audit and Supervision System

DMS Upload Pending Report

DP NAME

ACUMEN CAPITAL MARKET (INDIA) LIMITED

From Date

To Date

DP ID

IN300896

DIS No.

0020191816

Search

Reset

Status

Captured

DPID	DIS No.	DIS verified and released date	View	Verify	Status
IN300896	0020191816/002	26/12/2025	<a href="#">VIEW IMAGE</a>	<input checked="" type="checkbox"/>	Captured
IN300896	0020191816/001	26/12/2025	<a href="#">VIEW IMAGE</a>	<input checked="" type="checkbox"/>	Captured
IN300896	0020191816/000	26/12/2025	<a href="#">VIEW IMAGE</a>	<input checked="" type="checkbox"/>	Captured

Export in CSV

Verify Selected

**National Securities Depository Limited**

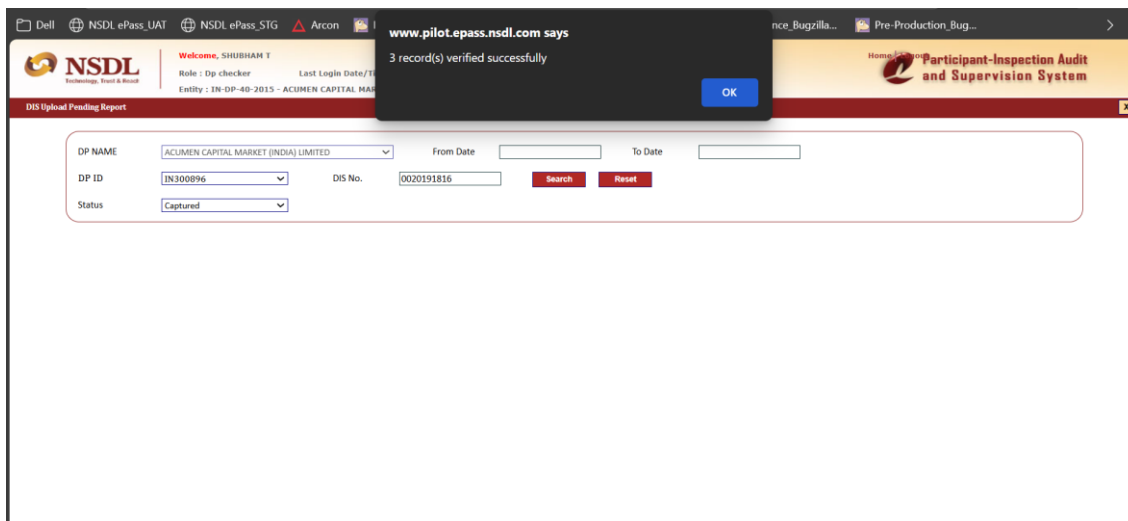
3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.

Tel:91-22-6944 8400 / 69448500 | email: info@nsdl.com | Web: www.nsdl.co.in

Corporate Identity Number: L74120MH2012PLC230380

PUBLIC

## Participant Services Circular



www.pilot.epass.nsdl.com says  
3 record(s) verified successfully

OK

DIS Upload Pending Report

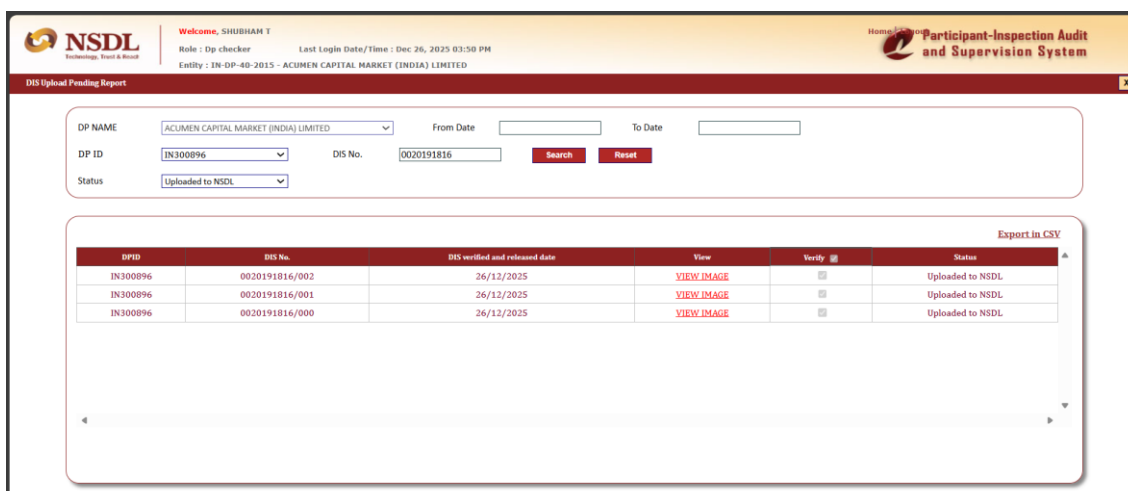
DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED

DP ID: IN300896

DIS No.: 0020191816

Status: Captured

**Step 9:** Once DIS Upload is verified and moved under status “Uploaded to NSDL”, user can view the uploaded image by navigating through: DMS → DIS Uploads → DIS Upload Pending Report (Select Status as “Uploaded to NSDL”).



DIS Upload Pending Report

DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED

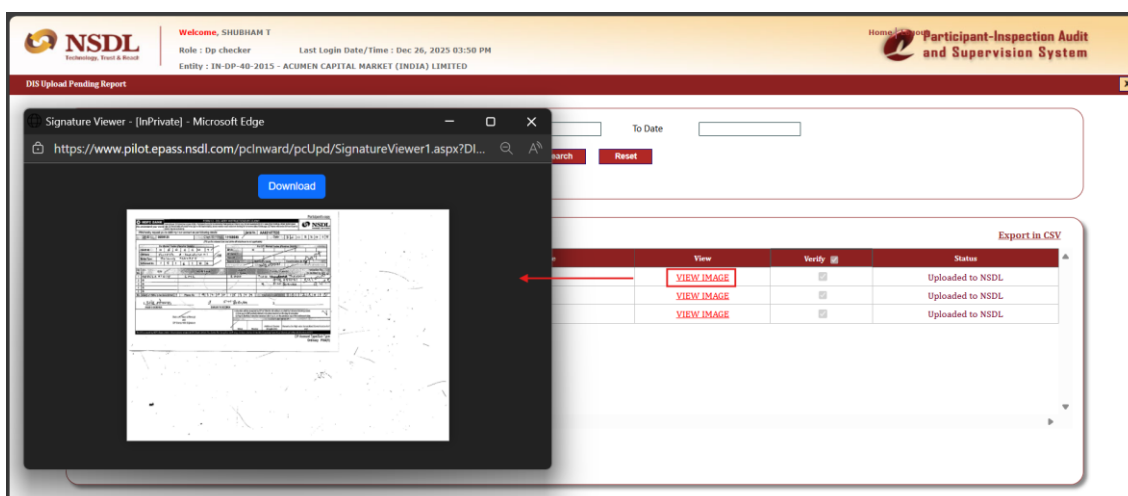
DP ID: IN300896

DIS No.: 0020191816

Status: Uploaded to NSDL

Export in CSV

DPID	DIS No.	DIS verified and released date	View	Verify	Status
IN300896	0020191816/002	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL
IN300896	0020191816/001	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL
IN300896	0020191816/000	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL



DIS Upload Pending Report

DP NAME: ACUMEN CAPITAL MARKET (INDIA) LIMITED

DP ID: IN300896

DIS No.: 0020191816

Status: Uploaded to NSDL

Export in CSV

DPID	DIS No.	DIS verified and released date	View	Verify	Status
IN300896	0020191816/002	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL
IN300896	0020191816/001	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL
IN300896	0020191816/000	26/12/2025	<a href="#">VIEW IMAGE</a>	<input type="checkbox"/>	Uploaded to NSDL

Signature Viewer - [InPrivate] - Microsoft Edge

https://www.pilot.epass.nsdl.com/pcInward/pcUpd/SignatureViewer1.aspx?DI...

Download

Step 10: User can view the rejected records by navigating through: DMS → DIS Uploads→ DIS Upload Pending Report (Select Status as “Rejected”).





**Annexure B**

Fields required for User ID creation

Sr. No	Field
1	First Name
2	Last Name
3	Designation
4	email ID
5	Mobile Number
6	Rights (DMS Maker / DMS Checker )
7	DP ID
8	Employee ID

**National Securities Depository Limited**

3<sup>rd</sup> Floor, Naman Chambers, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra, India.  
Tel: 91-22-6944 8400 / 69448500 | email: [info@nsdl.com](mailto:info@nsdl.com) | Web: [www.nsdl.co.in](http://www.nsdl.co.in)  
Corporate Identity Number: L74120MH2012PLC230380