

Guidelines for Digital Signature Certificate required for NDML KRA System

1. For Participants of NSDL, existing Digital Signature Certificate (DSC) used for accessing eDPM System can be used for accessing NDML KRA System as well. For Stock Brokers availing SPEED-e facility, the DSC used for accessing SPEED-e facility can be used for accessing NDML KRA System. These DSCs are issued by NSDL CA (NSDL Certifying Authority).
2. An intermediary would require procuring at least three DSCs (*i.e., Administrator User, Maker User & Checker User*) for accessing NDML-KRA system. In case Intermediaries do not have three DSC or do not meet the requirement as mentioned in point no. 1 above, they can apply to NDML-KRA for additional/new DSCs, as the case may be.
3. NDML-KRA will issue additional/new DSCs at free of cost to the intermediaries.
4. The DSCs will be issued in the name of the Corporate entity. However, Intermediaries will be required to assign the DSC issued in the name of Corporate to a User. This can be done by providing the 'Name of the User', 'Preferred User ID', 'Name of the Certifying Authority' and 'DSC Serial Number' in the 'User Creation' form and submit the same to NDML KRA.
5. The process for applying for additional/new DSC is given hereunder :
 - a) Initiate electronic request for generation of DSC from NSDL CA website (<https://nsdlca.nsdl.com>). In this regard, please refer User manual (*enclosed at Annexure A*) giving step-by-step procedure to facilitate generation of DSC.
 - b) After the request for generating DSC is initiated, 'Certificate Enrollment Form' would be displayed on the screen. Ensure to 'Save' and 'Print' the 'Certificate Enrollment Form'. For quick processing, the scanned image of the 'Certificate Enrollment Form' should be sent at info.kra@nsdl.co.in . Further, the physical copy of the 'Certificate Enrollment Form' should be forwarded at the below address:

NDML KYC Registration Agency

NSDL Database Management Limited

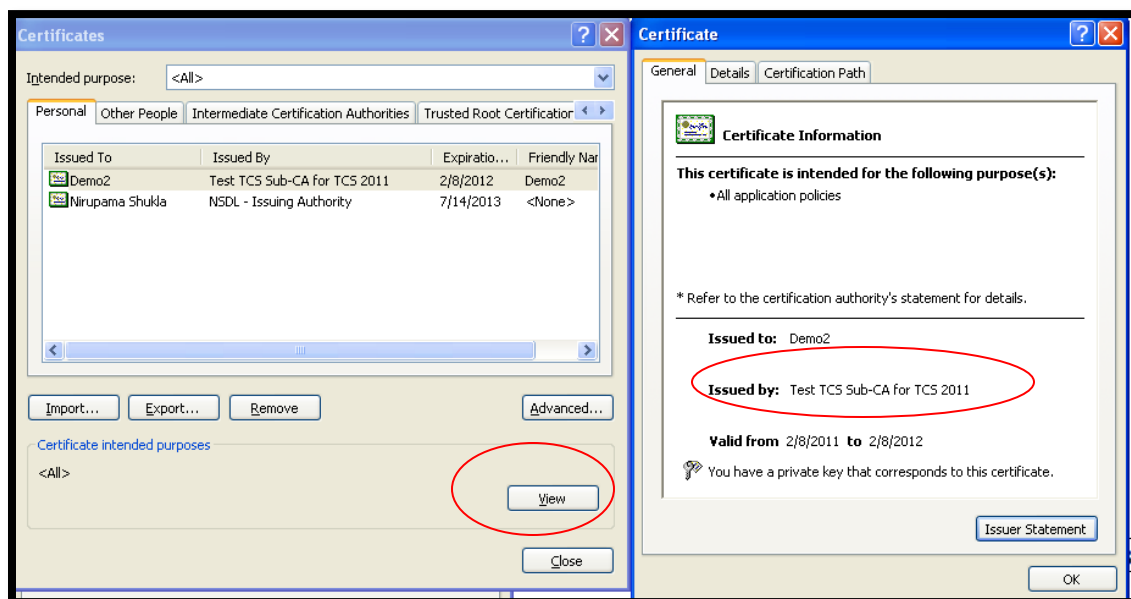
'A' Wing, Trade World, 4th floor, Kamala Mills Compound

Senapati Bapat Marg, Lower Parel
Mumbai – 400 013.

- c) Once the DSC is generated, Intermediary can download the DSC from the NSDL CA website after providing requisite credentials. An email would be sent at the registered email ID (*captured at the time of registration*) informing that the DSC is available for download.
6. Alternative to the abovementioned guidelines, Intermediaries can also use Class III DSCs issued by TCS (<http://www.tcs-ca.tcs.co.in>) or eMudhra (<https://www.e-mudhra.com>).
7. At the time of submitting user creation form, Intermediaries are advised to provide correct information with respect to the **DSC Certifying Authority (DSC Issued by)** and the **DSC Serial number**. Intermediaries are required to submit print screen of the DSC along with the 'User Creation' form. To view and print the DSC details, please follow steps as below:

View DSC Issued by details:

Go to Internet Explorer>Tools>Internet Options>Content>Certificates. Select the desired Certificates and click on **View** as below. Popup of Certificate will be opened. Refer to **Issued by** field to identify the DSC Certifying authority. Please print the below screen shot and attach with 'User Creation' form.



To view DSC Serial Number Details:

Go to Internet Explorer>Tools>Internet Options>Content>Certificates>Details. Select the desired Certificates and click on View as below, select the Details tab to view the Serial number. Please print the below screen shot and attach with 'User Creation' form.

