(To be printed on letterhead of the entity)

To,

**Mr. Nitin Ambure**

**Vice President**

**National Securities Depository Limited**

Trade World, 4th Floor, Kamala Mills Compound

Senapati Bapat Marg, Lower Parel (W)

Mumbai - 400 013

Dear Sir,

Sub.: User ID Creation Form

We hereby request you to create User ID for following user in Centralised Database for Corporate Bonds/Debentures – [www.indiabondinfo.nsdl.com](http://www.indiabondinfo.nsdl.com) as per the details given below:

|  |  |
| --- | --- |
| Name of Entity |  |
| Role (kindly select any one option) | Credit Rating Agency |  |
| Debenture Trustee |  |
| Stock Exchange |  |
| Address for correspondence |  |
|  |
| City :  | Pin: |  |  |  |  |  |  |
| Telephone No. |  |
| Login Type | 1 | Digital Signature Certificate(DSC) based login |  |
|  | 2 | One Time Password (OTP) based login |  |
| User Details |
| Name of User  |  |
| **Designation** |  |
| **Department** |  |
| **Mobile Number** (*mandatory)* | **+91** |  |  |  |  |  |  |  |  |  |  |
| Email ID (*mandatory)* |  |
| Name of Certifying Authority $ |  |
| Certificate Serial No.$ |  |
|  |  |

# only corporate email ID.

$ Mandatory if login type option is 1

|  |  |
| --- | --- |
| Signature of User | : |
|  |  |
| Signature of Compliance Officer/Authorised Signatory  | : |
| Name of Compliance Officer/Authorised Signatory | : |
| Designation | : |
| Seal/ Stamp of the Entity | : |
| Date | : |
| Place | : |

**Notes:**

1. Please make sure you have provided correct Mobile Number and email ID against your User ID. These details are important and will be used for all communications.
2. Copy of Board Resolution authorising user/authoriser as authorized signatory.
3. Please attach a screen print of the Digital Signature Certificate issued to the User by the Certifying Authority

Steps for finding out certificate details are given below:

1. In Internet Explorer, click **Tools**, then click **Internet Options** to display the **Internet Options** dialog box.
2. Click the **Content** tab.
3. Under **Certificates**, click **Certificates**.
4. To view details of any certificate, select the certificate and click **View** and go to **Details** tab.
5. Kindly attach the screenshots of certificate details **General** tab as well as **Details** tab.

To be filled by NSDL

|  |  |
| --- | --- |
| User ID allotted |  |
| Name of employee, Sign. & Date |  |
| Entity ID |  |