

National Stock Exchange of India

Circular

Department: LISTING	
Download Ref No: NSE/CML/2022/51	Date: October 28, 2022

The Company Secretary
All Listed Companies (Equity and/or Debt)

Subject: Standard Operating Process under SEBI (PIT) Regulations, 2015 for ensuring compliance with Structured Digital Database (SDD)

This is with reference to Reg 3(5) and 3(6) of SEBI (PIT) Regulations, 2015 which required SDD to be maintained by the company.

- A. In this regard, companies are required to submit a quarterly compliance certificate certified either by the compliance officer or a Practicing Company Secretary (PCS) in the format enclosed. (**Annexure I**)

The companies are required to submit the SDD compliance certificate as per the below schedule

1. For quarter ended September 2022 – Latest by November 18, 2022
2. For quarter ended December 2022 – Latest by January 21, 2023

Please note that a separate circular shall be issued by the Exchanges for handling of compliance certificate for quarter ending March 2023 onwards.

This certificate has to be emailed on the following email id of the Exchange:
sdd_pit@nse.co.in

- B. Listed companies are requested to note that Exchanges shall inspect the SDD system maintained by the company after providing 1 working day notice.

On inspection if the Exchanges observe that the company is non-compliant with respect to SDD, appropriate action shall be initiated by the Exchanges.

- C. The additional FAQs in continuation to the earlier FAQs issued by SEBI is attached as **Annexure II.**

Please Note companies which are in process of listing are also required to maintain the **Structural Digital Database also few companies who** have already submitted the Structural Digital Database certificate in old format will be required to submit the same in the format provided in this circular.

**For and on behalf of
National Stock Exchange of India Limited**

**Lokesh Bhandari
Chief Manager**



COMPLIANCE CERTIFICATE FOR THE QUARTER ENDED _____

(Pursuant to Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015)

I, _____, Compliance Officer of _____ (name of listed entity), or I, _____ ,
Practising Company Secretary appointed by _____ (name of listed entity) am
aware of the compliance requirement of Structured Digital Database (SDD) pursuant to provisions of
Regulation 3(5) and 3(6) of Securities and Exchange Board of India (Prohibition of Insider Trading)
Regulations, 2015 (PIT Regulations) and I certify that

1. the Company has a Structured Digital Database in place
2. control exists as to who can access the SDD
3. all the UPSI disseminated in the previous quarter have been captured in the Database
4. the system has captured nature of UPSI along with date and time
5. the database has been maintained internally and an audit trail is maintained
6. the database is non-tamperable and has the capability to maintain the records for 8 years.

(Relevant points from 1 to 6 can be strucked off in the case of non-compliance)

I also confirm that the Company was required to capture _____ number of events during the quarter
ended and has captured _____ number of the said required events.

I would like to report that the following noncompliance(s) was observed in the previous quarter and
the remedial action(s) taken along with timelines in this regard:

For _____

Compliance Officer or Practising Company Secretary

Date:

Place: