

At Valid Standard Operating Procedure

Note:

This document has been prepared based upon the interpretation of the SEBI Circular SEBI/HO/DEPA-II/DEPA-II_SRG/P/CIR/2025/86, Dated 11 June 2025 and NPCI Circular NPCI/UPI/OC/217/2025-26 dated 3rd July 2025. In case of any confusion, the parent circular will be referred to.

This document covers the following:

Section 1: Procedure for Requesting “At Valid” UPI IDs at NSE

Section 2: Procedure for Approval of “At Valid” UPI IDs Requests by banks

Section 3: Frequently Asked Questions (FAQs)

Section 4: Common method of login (Not Applicable for Brokers, DPs, IAs and RAs)

Section 5: Members of NSE offering Mutual Fund or corporate bonds

Update

This SOP includes “Approaching the Bank Relationship Manager / Bank Branch” at Pg 21.

Section 1: Procedure for Requesting “At Valid” UPI IDs at NSE by Brokers

Use the following path to reach @valid UPI ID request module

ENIT- Compliance New- > Compliance -> **UPI ID request portal**



Existing Membership ▾ NSCCL Products ▾ Investor ▾ Services & Circulars ▾ Dashboards ▾

User ▾ Sign-Out

Last Login: 0

SERVICES

ENIT-COMPLIANCE-NEW
NICEPLUS-1



Member Code : 13486

Member Name : SHRIRAM INSIGHT SHARE BROKERS LIMITED
Signature Test Digital
Test PDF Signing


Electronic Delivery for Trading Members

 Compliance ▾ Utilities ▾ ENIT Migration ▾

Members

GSTIN Information

ENTITY	Address	Provisional GST Id	ARN Number	PAN
National Stock Exchange of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Alerts

No Records Found.

Reminders

No Records Found.

Chat with us:



Click on UPI ID request portal -3 sub menus will appear as below

- UPI IDs Request Dashboard
- UPI IDs Request Submission
- UPI IDs Request History



Existing Membership ▾ NSCL Products ▾ Investor ▾ Services & Circulars ▾ Dashboards ▾

User ▾ Sign-Out

SERVICES

ENIT-COMPLIANCE-NEW
NICEPLUS-1



Member Code : 13486

Member Name : SHRIRAM INSIGHT SHARE BROKERS LIMITED

Test Digital Signature

Test PDF Signing



Compliance ▾ Utilities ▾ ENIT Migration ▾

UPI IDs Request Portal ▾

UPI IDs Request Dashboard

UPI IDs Request Submission

UPI IDs Request History

ice (Post Trade) > Cer

GSTIN Information

ENTITY	Address	Provisional GST Id	ARN Number	PAN
National Stock Exchange of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Alerts

No Records Found.

Reminders

No Records Found.

Chat with u

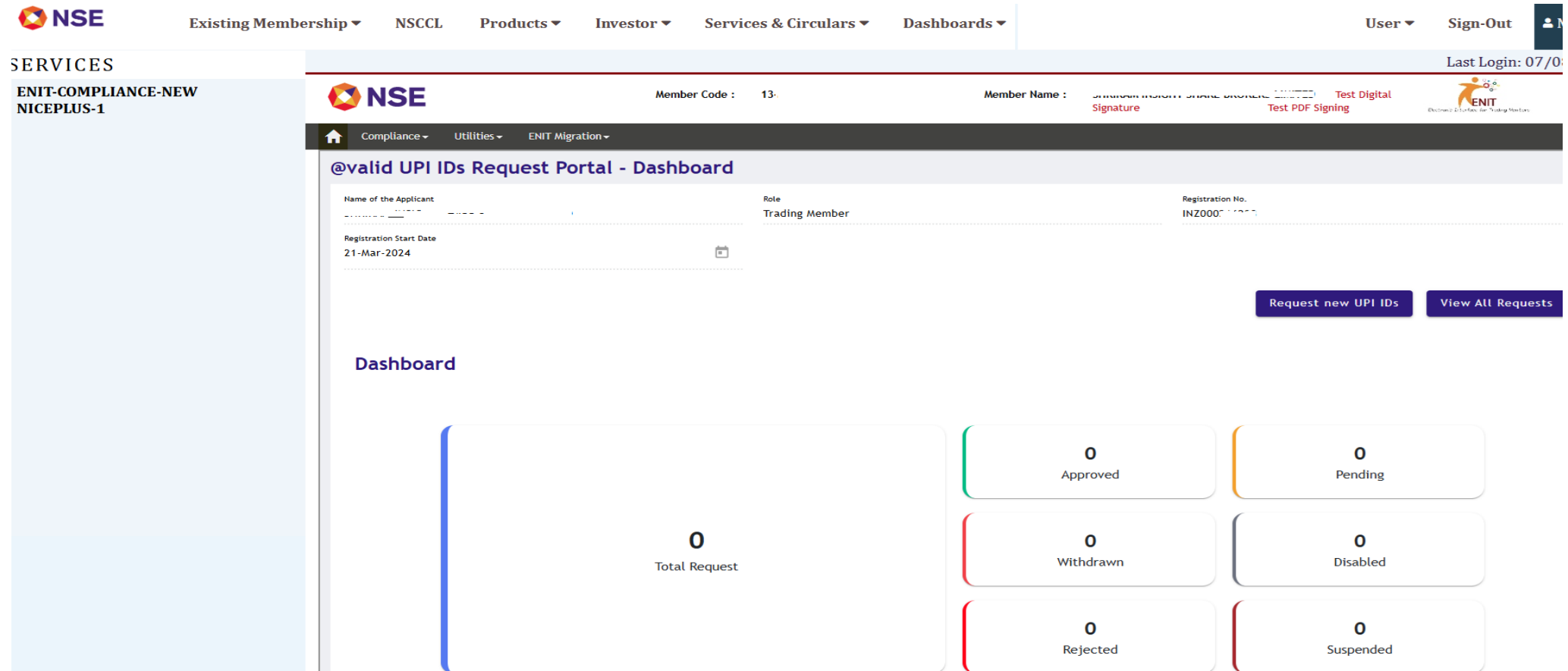


India@75

A guiding light, shining bright

Click on > UPI IDs Request Dashboard

Next screen will look like below. One can click on any card to see the list of UPI ID under that given status



SERVICES

ENIT-COMPLIANCE-NEW
NICEPLUS-1

NSE Existing Membership ▾ NSCCL Products ▾ Investor ▾ Services & Circulars ▾ Dashboards ▾ User ▾ Sign-Out

Last Login: 07/01

NSE Member Code : 13 Member Name : Signature Test Digital Test PDF Signing

Compliance ▾ Utilities ▾ ENIT Migration ▾

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant: Role: Trading Member Registration No.: INZ00011221

Registration Start Date: 21-Mar-2024

[Request new UPI IDs](#) [View All Requests](#)

Dashboard

0
Total Request

0 Approved	0 Pending
0 Withdrawn	0 Disabled
0 Rejected	0 Suspended

Click on these buttons to Request for New UPI ID or View All Requests made so far respectively.

[Home](#) [Compliance](#) [Utilities](#) [ENIT Migration](#)

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant

XXXXXXXXXXXX

Role

Trading Member

Registration No.

INZ000: 1

Registration Start Date

21-Mar-2024



Request new UPI IDs

View All Requests

Dashboard

To request a new UPI ID click on “Add new UPI ID” button

[Home](#) [Compliance](#) [Utilities](#) [ENIT Migration](#)

@valid UPI IDs Request Portal

Name of the Applicant

Role

Trading Member

Registration No.

INZ0001 I

Registration Start Date

21-Mar-2024

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Export:  Items per page: 10 0 of 0 < >

Actions ↑	Use Trademark? ↑	Trademark Name ↑	A/C ↑	IFSC ↑	Username ↑	Suffix ↑	Handle ↑	Complete

+ Add new UPI ID

Submit UPI Handle Request

Please refer the form below which is required to be filled by the Broker Entity

[Home](#) [Compliance](#) [Utilities](#) [ENIT Migration](#)

Entity Information

Name of Applicant	Registration No	PAN
.....	INZ00021_3	ASDF_

Category Code

brk

Legal Account Holder Name

Legal Account Holder Name	Legal Account Holder PAN
.....	ASDF

Different Legal Account Holder?: ☒ No

Trade Name Configuration

Use Trade Name as Username: ☒ No

UPI Handle Request

Beneficiary Information

Account Number *	IFSC Code *
.....	

Username

*UserName will be combination of fixed and optional parameter.

Fixed*

shrir

This will be same as Registered Entity Name/Trade Name

Optional Parameter (Optional parameter for UPI ID customization)

☐ Enable

Generate LongerReset

Entity Information

Entity information is auto-filled using the information provided for the login creation. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.

Entity Information

Name of Applicant

Registration No

PAN

Category Code

INZ0002

ASDFGL

brk

Legal Account Holder Name

Legal Account Holder PAN

ASDFG23

Different Legal Account Holder?:

☐

No

Legal Account Holder Name

- In case one wants to select the account of the Exchange or the Clearing Corporation the same can be done by enabling the “**Different Legal Account Holder?**” toggle button to “**Yes**” from “**No**”.
- This would add additional two parameters “**Legal Account Holder Role***” and Legal “**Account Holder Name***” one can suitably select that and enter the account number and IFSC of the respective Exchange or Clearing Corporation

The screenshot displays a web form for configuring the Legal Account Holder Name. It includes a text field for the name, a toggle for 'Different Legal Account Holder?' set to 'Yes', a dropdown for 'Legal Account Holder Role' with 'Stock Exchanges' selected, and a 'Trade Name Configuration' section with a toggle for 'Use Trade Name as Username' set to 'No'. A dropdown for 'Legal Account Holder Name' is open, showing 'National Stock Exchange of India Ltd' and 'BSE Ltd.'. A 'Legal Account Holder PAN' field contains 'ASDFG2'.

Legal Account Holder Name

Legal Account Holder PAN

ASDFG2.

Different Legal Account Holder?: ☒ Yes

Legal Account Holder Role *

Stock Exchanges

Trade Name Configuration

Use Trade Name as Username: ☐ No

Legal Account Holder Name *

National Stock Exchange of India Ltd

BSE Ltd.

Trade Name Configuration

By default the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the “**Use Trade Name as Username:**” toggle from “No” to “Yes”.

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.

Trade Name Configuration

Use Trade Name as Username: ☐ No

Trade Name Configuration

Use Trade Name as Username: ☒ Yes

Registered Trademark Name*

Minimum 6 characters, can include special characters like /.

Trademark Registration Number *

Beneficiary Information

The user would enter the bank account information and IFSC in the following fields.

UPI Handle Request

Beneficiary Information

Account Number *

1011110225511003365

IFSC Code *

HDFC0123456

IFSC Code

☐ I confirm that the Account Number: 1011110225511003365 and IFSC: HDFC0123456 belongs to **ABC SECURITIES LIMITED** (PAN: ASDFG21234)

Username

The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it. In case the applicant entity thinks the name is not representative enough, they can click on “Generate Longer” and the system will add more words for them from the “Entity Name”.

Clicking on reset will reset it back to the default value.

Entity Information

Name of Applicant

ICICI SECURITIES LIMITED

Default

Username

*UserName will be combination of fixed and optional parameter.

Fixed*

icici

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

Longer

Username

*UserName will be combination of fixed and optional parameter.

Fixed*

icicisecurities

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

Even Longer

Username

*UserName will be combination of fixed and optional parameter.

Fixed*

icicisecuritieslimited

This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

Fixed Length Username Generation

In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.

Username

*UserName will be combination of fixed and optional parameter.

Fixed*

icicisecuritieslimited

.....
This will be same as Registered Entity Name/Trade Name

Generate Longer

Reset

☐ Skip characters from fixed input

This will enable the following menu for them and one can click on separate characters to include or exclude them from the username.

Username

*UserName will be combination of fixed and optional parameter.

i

c

i

c

i

s

e

c

u

r

i

t

i

e

s

Reset

Updated Fixed Username

icicisecurities

Total: 15 | Skipped: 0 | Current: 15

☒ Skip characters from fixed input

Optional Parameter (Optional parameter for UPI ID customization)

☐ Enable

Optional Parameter

In case user wants to add any additional information to the username then they can do so by enabling the following parameter. The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID.

Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.

Updated Fixed Username

icicisecurities

Total: 15 | Skipped: 0 | Current: 15

☒ Skip characters from fixed input

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☐ No

Optional Parameter (Optional parameter for UPI ID customization) *

test

☒ Enable

UPI Handle *

@okhdfcbank

X v

Your UPI ID will be: icicisecurities.test.brk@okhdfcbank

Submit UPI Handle Request

Close

Payment Service Provider Info

The system by default takes the account owning bank as Payment Service Provider (PSP) for UPI. The dropdown will show the “At Valid” handles only for that bank as per the IFSC provided.

In case one has a different PSP, please check with your bank. To select another bank as PSP toggle this from “Yes” to “No” and then select the bank and then the suitable handle.

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

Bank Name
ICICI Bank



UPI Handle *
@icici



Your UPI ID will be: icici.test.brk@icici

Submit UPI Handle Request

Close

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☐ No

UPI Handle *
@hdfc



Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☐ No

UPI Handle *
@hdfc



Your UPI ID will be: icicisecurities.test.brk@hdfc

Submit UPI Handle Request

Close

Request submission and processing

Use the following buttons to edit or delete a UPI ID Entry

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Export:  Items per page: 10 1 - 1 of 1 < >

Actions ↑	Use Trademark? ↑	Trademark Name ↑	A/C ↑	IFSC ↑	Username ↑	Suffix ↑	Handle ↑	Complete UPI ID ↑
Edit Delete	☐	-	1011110225511003365	HDFC0123456	icicisecurities	brk	@hdfc	icicisecurities.test.brk@hdfc

Click on this button to add more requests

Actions ↑	Use Trademark? ↑	Trademark Name ↑	A/C ↑
Edit Delete	☐	-	1011110225511003365
+ Add new UPI ID			

Click on the “Submit UPI Handle Request” to submit them Exchange

Actions ↑	Use Trademark? ↑	Trademark Name ↑	A/C ↑	IFSC ↑	Username ↑	Suffix ↑	Handle ↑	Complete UPI ID ↑
Edit Delete		-	1011110225511003365	HDFC0123456	icicisecurities	brk	@hdfc	icicisecurities.test.brk@
+ Add new UPI ID Submit UPI Handle Request								

Status Monitoring

Users can click "View all Requests" to check request status

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant

ICICI SECURITIES LIMITED

Role

Trading Member

Registration No.

INZ000183631

Registration Start Date

21-Mar-2024

Request new UPI IDs

View All Requests

One can filter the requests based on status, search by text or can also download the requests by clicking on Export Icon.

Filter by Status:

ACTIVE

PENDING

DISABLED

WITHDRAWN

ALL

Export: 

Items per page: 10

1 - 3 of 3

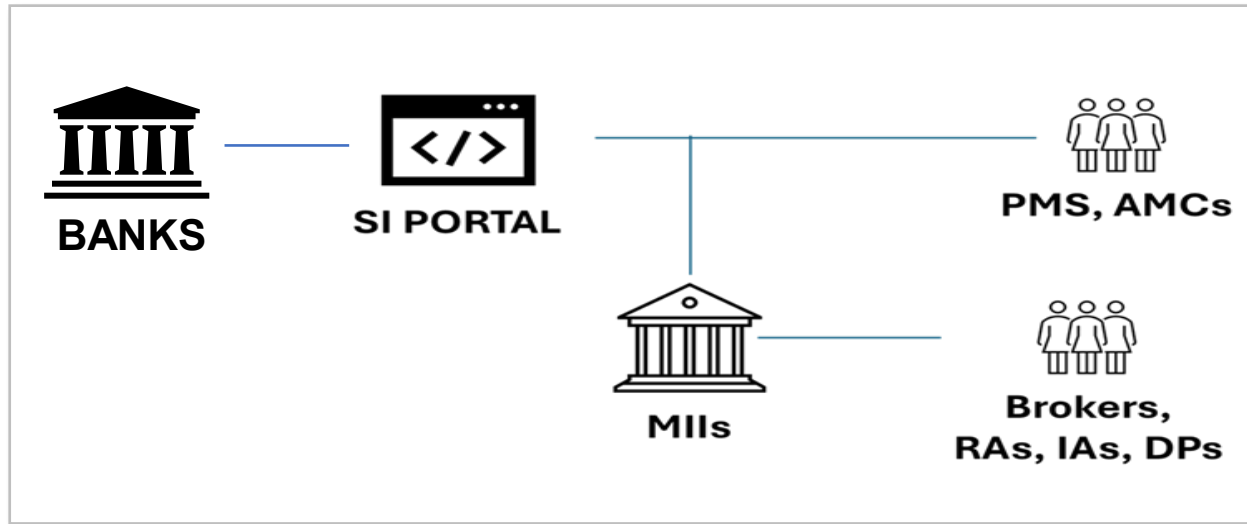
Actions ↑	Request ID ↑	Use Trademark? ↑	Trademark Name ↑	Trademark No ↑	A/C ↑	IFSC ↑	UPI ID ↑	Status ↑
	8	☒	testing	234234234234234234	2342342342342342342	hdfc0234324	tstng.brk@okhdfcbank	PENDING
	16	☐	-	-	11455252255222252252	HDFC0000123	sare.brk@hdfc	PENDING
	17	☒	daasas	12313212131111	11111111111111222222	HDFC0123456	daasas.sss.brk@hdfcbank	PENDING

Approaching the Bank Relationship Manager / Bank Branch

Once the request is submitted, the intermediaries are expected to:

1. Approach their respective branch for further guidance.
2. Submit the required documents for KYC and NPCI whitelisting requirements for enhanced limits.
3. Get the requested UPI ID(s) approved by the bank.

Information Flow Chart



Requests collected at the end of the MIs are submitted to SI portal through an XML file.

SI Portal generates a “**Response File**” if the records are correctly uploaded or in case of an issue with some records they will be highlighted with suitable error code.

To check the status of the requests MIs will download the “**Status File**” on periodic intervals to show the status of various requests made by the intermediaries to the banks.

Database is managed at SI Portal level so banks or the intermediaries accessing the same directly will be able to see the changes by the other side in real time.

Section 2: UPI ID Approval by Banks

Procedure for Approval of “At Valid” UPI IDs Requests by banks

Checklist for Banks

1 The UPI ID Request is received on SI Portal

☐

2 SEBI registered Intermediary / Merchant approaches Bank and submits required documents, as per existing process of the bank

☐

3 Bank verifies the details received in the request and documents received.

☐

4 Banks allocates the UPI ID to the intermediary in their system and completes other formalities with NPCI for example whitelisting of the UPI ID NPCI system.

☐

5 Confirmation of the Allocation by Changing the Status of the UPI ID request from the Pending to Confirmed by Clicking on “Confirm” in SI Portal.

☐

Please note and ensure bank’s employee(s) is/are following the above check list in the same order and no other mode or deviation can be made from the above process without written permission from SEBI. API cannot be used in the phase 1 of the implementation.

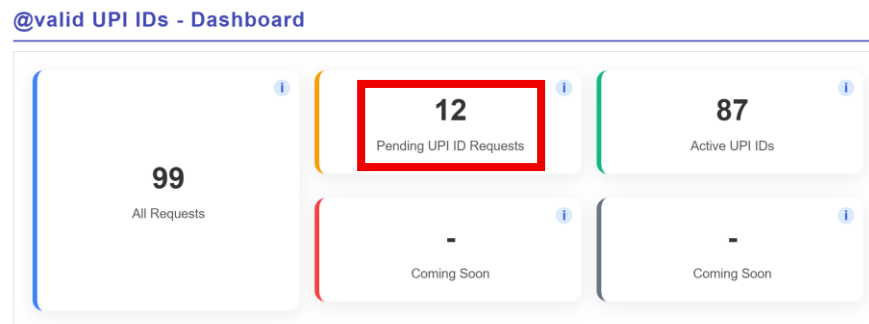
Use the following path to reach the dashboard page

Banks (UPI – Issuer) > @valid UPI ID Request > Dashboard

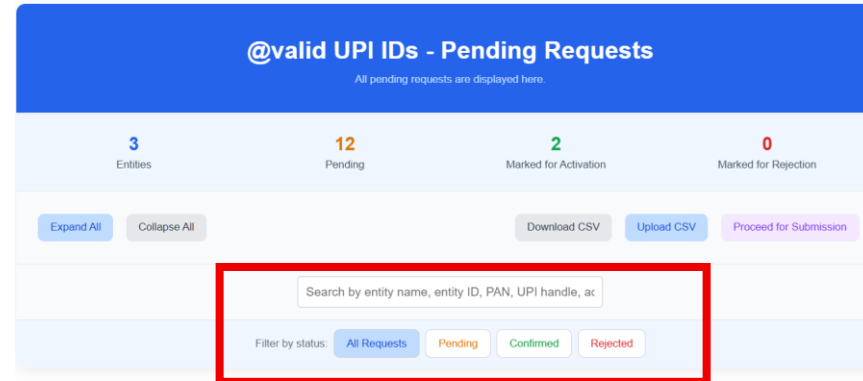


Next Screen is Dashboard which will look like the following.

Click on the **Pending UPI ID Requests** to view them on the screen.



All requests will be shown to a bank user along with their status. One can filter those or search by entering the text string.



@valid UPI IDs - Pending Requests
All pending requests are displayed here.

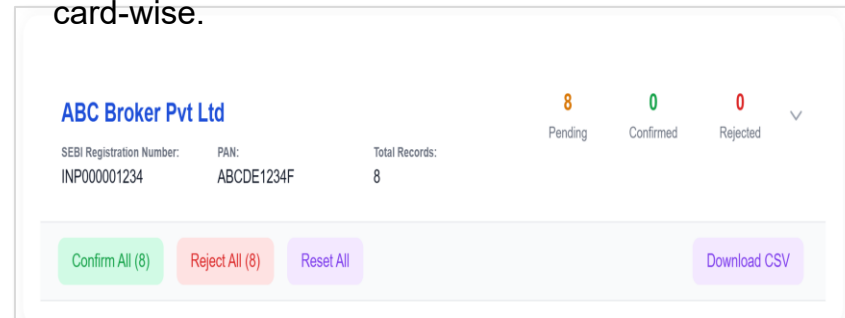
3	12	2	0
Entities	Pending	Marked for Activation	Marked for Rejection

Expand All Collapse All Download CSV Upload CSV Proceed for Submission

Search by entity name, entity ID, PAN, UPI handle, ac

Filter by status: All Requests Pending Confirmed Rejected

Requests will be clubbed at the entity level, and entity's name and PAN will also be displayed to the bank user along with additional required information card-wise.



ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

8 Pending 0 Confirmed 0 Rejected

Confirm All (8) Reject All (8) Reset All Download CSV

One will be able to see all requests by clicking on the entity card. If required, the bank user will be able to change the handle.

ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

Pending: 8 Confirmed: 0 Rejected: 0

Confirm All (8) Reject All (8) Reset All Download CSV

Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Pending	Confirm Reject
400059	pallavi.ikjhytfg.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Pending	Confirm Reject
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm Reject
400057	pallavi.43567uyjh.pms	@validhdfc	4567890	SBIN0123456	28-Jul-2025 14:20	Pending	Confirm Reject
400056	pallavi.34567uyjh.pms	@validhdfc	2345678	SBIN0123456	28-Jul-2025 14:11	Pending	Confirm Reject

Showing 1 to 5 of 8 entries

Previous 1 2 Next

One can accept a single request one at a time or accept multiple requests in one go at Entity Level. Rejection requires a reason to be filled in case a request is being rejected.

Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Confirmed	Reset
400059	pallavi.ikjhytfg.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Confirmed	Reset
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm

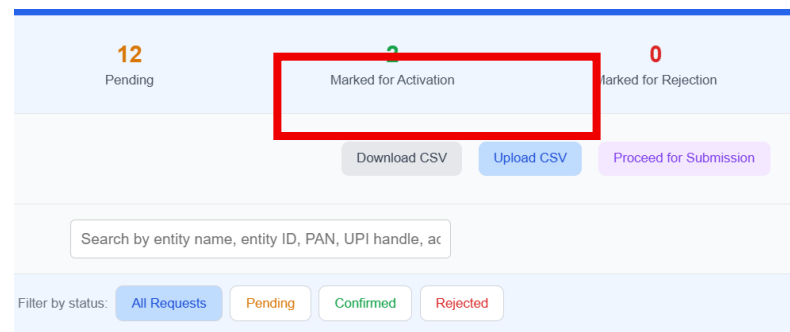
Rejection Reason

Enter reason...

Choose File No file chosen

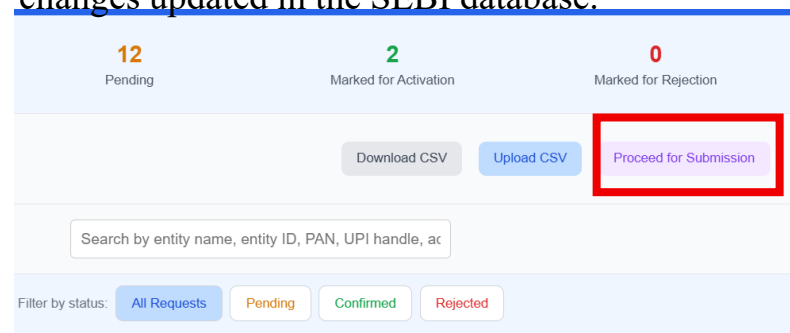
Submit Rejection Cancel

One can download the requests in CSV and can upload them after making modifications to that for bulk processing. The same process can also be used by a bank in case they follow maker-check procedure, one can take approval via mail before uploading the CSV again to the portal.



The screenshot shows a dashboard with three status boxes: '12 Pending', '2 Marked for Activation' (highlighted with a red box), and '0 Marked for Rejection'. Below these are buttons for 'Download CSV', 'Upload CSV', and 'Proceed for Submission'. A search bar is present with the text 'Search by entity name, entity ID, PAN, UPI handle, ac'. At the bottom, there is a 'Filter by status:' section with buttons for 'All Requests', 'Pending', 'Confirmed', and 'Rejected'.

Changes are temporary and the user needs to click on the **“Proceed for Submission”** button to get the changes updated in the SEBI database.



This screenshot is identical to the one above, but the 'Proceed for Submission' button is highlighted with a red box, indicating the next step in the process.

This will bring a summary window from the right and user will be able to submit the response for UPI IDs by solving a question. Which will submit the data to the database and will also send an intimation to the intermediary.

Verification Summary

ABC Broker Pvt Ltd

2

Confirmed

0

Rejected

Confirmed UPI IDs

Solve to verify: $15 + 12 = ?$

Your answer

[Download Summary CSV](#)

Submit Confirmed

Section 3 : FAQs

Frequently Asked Questions

FAQs

Q1: How can Payment Aggregators obtain a “At Valid” UPI ID for a merchant / SEBI registered intermediary?

Ans: The request can only be made by the SEBI registered Intermediaries from their login and needs to be approved by the valid handle owner Self-Certified Sponsor Bank. The bank can prescribe the required information to be filled by the SEBI registered Intermediary in the optional field as per the NPCI circular UPI OC 217 dated 3rd July 2025, point 6. Then, the bank can approve the same after the due process followed by the bank as prescribed earlier for all other cases. The same approved UPI ID can then be used by a Payment Aggregator.

Q2: Are APIs allowed?

Ans: Due to recent developments, the use of APIs for this secure pipeline is not allowed in Phase 1 of the implementation. It is also required of the self-certified syndicate banks that they do not use any external API for this process without explicitly confirming with SEBI.

Q3: We have many merchants, how to approve the multiple requests from them without APIs?

Ans: The interface has CSV download and upload functionality. The same can be used to expedite and automate the processing of the requests.

Q4: Can we request for multiple email logins for maker-checker, in case of absence of a team member as a backup ID?

Ans: The current system only allows one login ID per bank. The bank can use a generic / group ID to create a login similar to `paymenthandles@sebi.gov.in` which forwards emails to multiple internal SEBI IDs. The SI portal also allows one to change the login email IDs from settings, so in case of a change of role in an organisation, the email ID currently being used can be changed.

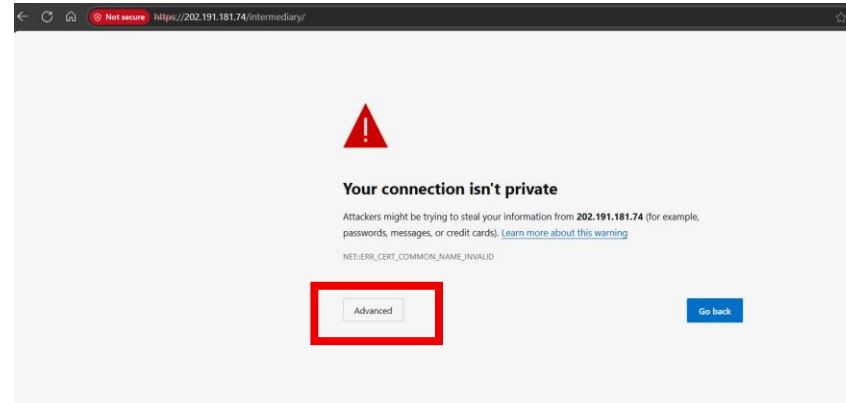
Q5: How does this process change the current merchant onboarding process followed by the banks? Do we still need to collect the paperwork from merchants?

Ans: This new process is supplementary to the existing practices followed by banks for merchants being onboarded in the 6211 category. The new "At Valid" can only be allocated to the requests made through SEBI Intermediary Portal (SI Portal). This is to help banks verify if a merchant is actually a SEBI Registered Intermediary or not. Banks are expected to continue to follow their existing process of due diligence they have been following in addition to the confirmation of receiving the request and approval of the same.

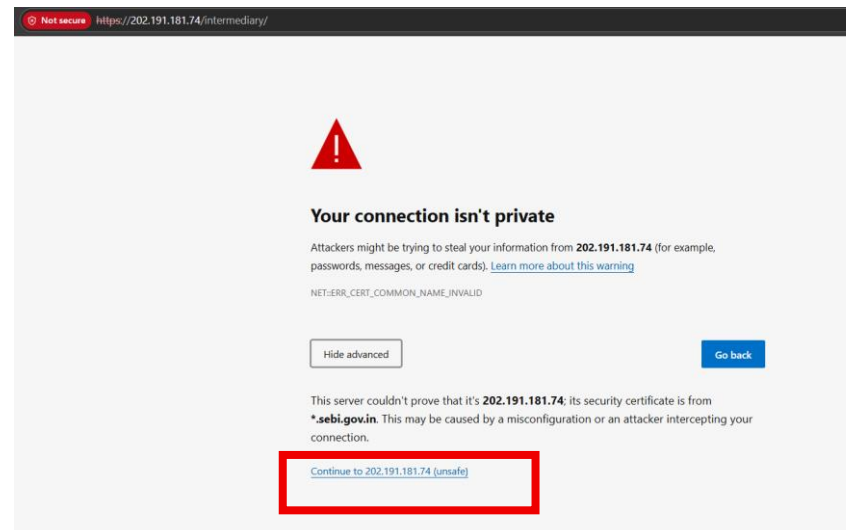
Section 4: Common Login Process

- Common login process for SI Portal
- **Not Applicable for Brokers, DPs, IA and RAs. These intermediaries are expected to make a request through the Exchange or Depository Portals Itself.**

<https://202.191.181.74/intermediary/>



Click “Advanced”



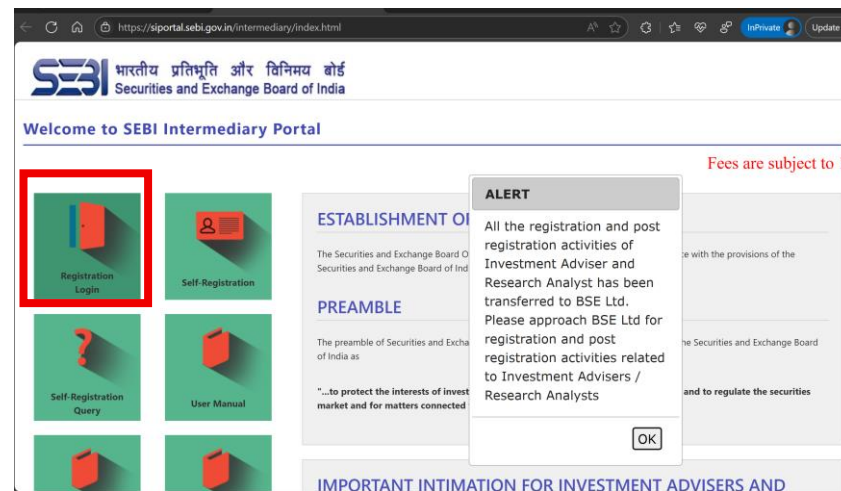
Click “Continue to <https://202.191.181.74> (unsafe)”

The next screen is identical to the live portal and will look like the following one. In case you are unable to see the previous UAT and following Live URL please try using an external network outside your organisation.

In the most likely event you may need to get the same URLs whitelisted in your organisation.

Live Portal (production Environment)

<https://siportal.sebi.gov.in/intermediary/index.html>



Click “Registration Login”

Enter the Login Credentials Provided to You

Registration Application

Login





[Reset Password](#)

login

Back to SI Portal

Click on the Category name as shown below in red rectangle for more options

**भारतीय प्रतिभूति और विनियम बोर्ड**
Securities and Exchange Board of India

Welcome Pallavi [Logout](#)

Last Login Details:  Wednesday Jul 23 2025 | 12:11:51
 Monday Jul 21 2025 | 01:48:07

Portfolio Managers [Click to view dropdown](#)

Worklist [View All](#)

Show entries Search:

RESUBMISSION REQUIRED

Update Allowed for PMS Improvement in Corporate Governance
Report ID: 256747

RESUBMISSION REQUIRED

Update Allowed for PMS Offsite Data - Client Expense
Report ID: 256888

RESUBMISSION REQUIRED

Update Allowed for PMS Offsite Data - Client Expense
Report ID: 257028

Notifications [View All](#)

Manual for PMS Applicants
Consisting the list of documents, declarations and forms for filing Portfolio Managers applications
Note: You cannot apply for registration and post-registration until you download the manual once.
नियमावली - पोर्टफोलियो प्रबंधक आवेदकों के लिए
[यहाँ क्लिक करें](#)

https://202.191.181.74/intermediary/Forms.html#

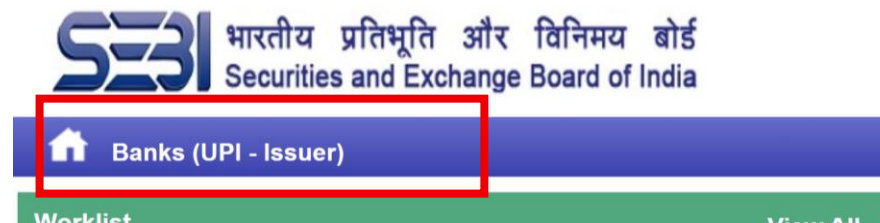
36

For SEBI Registered Intermediaries which are also regulated by SEBI, the category name would be shown.

User needs to click on it to see more options



For self-certified syndicate banks this would appear like this

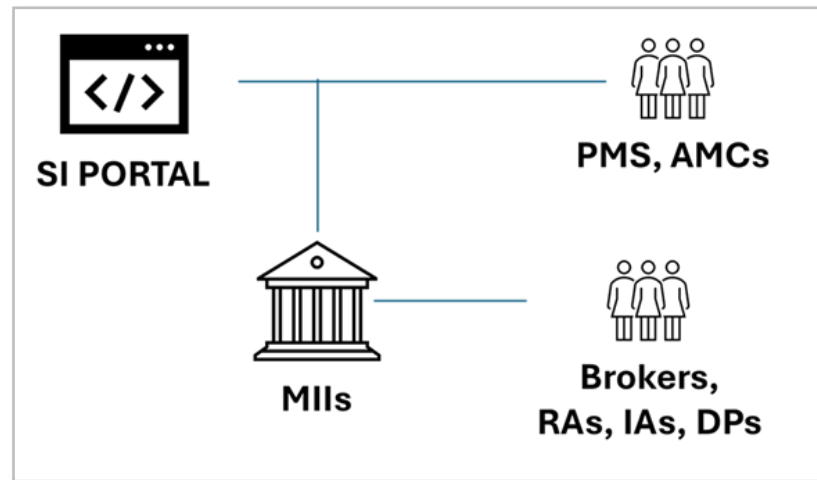


This section for login information was common for both. The remaining sections cover the process for requesting and approving the UPI ID requests.

The functionality of requesting is on the SEBI Intermediary (SI Portal) portal itself. This will be available as an option to choose from the dropdown menu that appears at the top left of the screen.

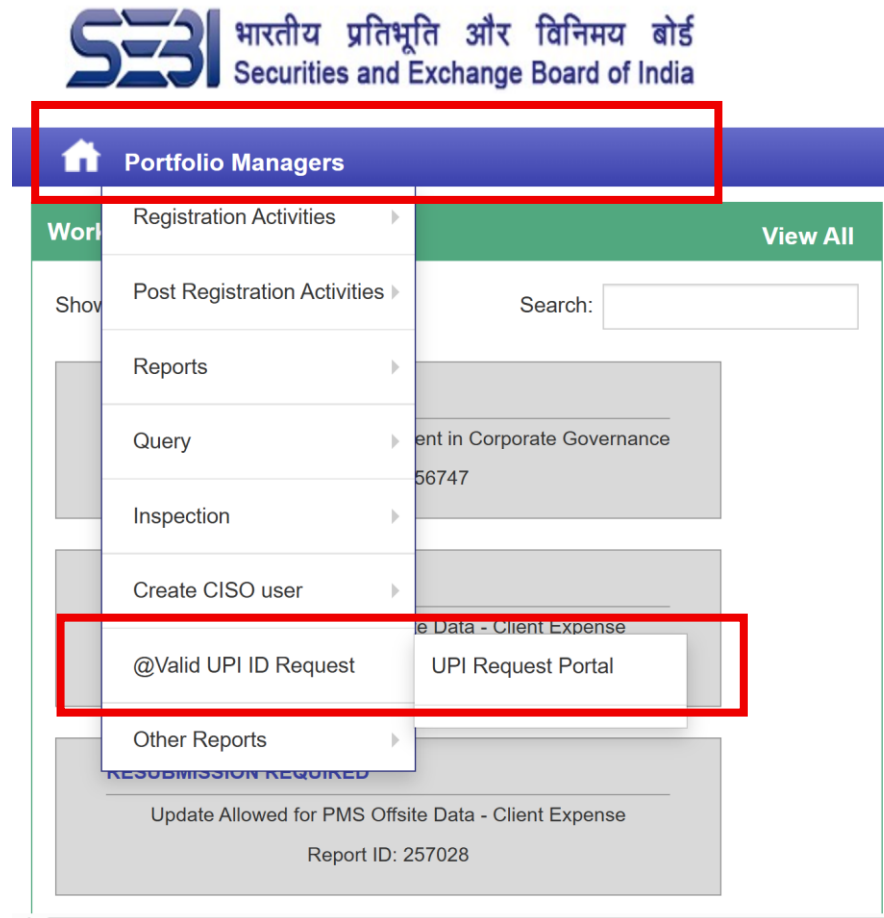
For intermediaries accessing it through the MIs, this functionality will be available within the same extension of the SI portal from the respective MIs.

In case an intermediary is registered across multiple exchanges as a broker or depositories as a DP, then the registered intermediary can use any of the MIs' interfaces.



Use the following path to reach the dashboard page

Entity Category (Portfolio Managers Here) > @valid UPI
ID Request > UPI Request Portal



Next screen will look like below. One can click on any card to see the list of UPI ID under that given status.

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant: Pallavi
Registration No.: INP000464208

Role: Portfolio Managers
Registration Start Date: 22/01/2022

[Request new UPI IDs](#) [View All Requests](#)

Dashboard

19

Total Requests

5

Approved

11

Pending

1

Rejected

1

Withdrawn

1

Disabled

Click on these buttons to Request for New UPI ID or View All Requests made so far respectively.

Role: Portfolio Managers
Registration Start Date: 22/01/2022

[Request new UPI IDs](#) [View All Requests](#)

To request a new UPI ID click on “Add new UPI ID” button

The screenshot shows a web interface for 'New UPI Details'. At the top, there are navigation buttons: 'Back', 'Dashboard', and 'View All Requests'. Below this is a section titled 'New UPI Details' with a note: 'Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.' There is a 'Show' dropdown set to '10' and a 'Search' input field. A table with headers 'ACTIONS', 'USE TRADEMARK?', 'REGD. TRADENAME', 'TRADEMARK NO', 'A/C', 'IFSC', 'USERNAME', 'OPTIONAL PARAMETER', and 'SUFF' is shown, but it contains no data. Below the table, the text 'Showing 0 to 0 of 0 entries' is displayed. A green button with a plus icon and the text 'Add new UPI ID' is highlighted with a red rectangle. To the right of this button is a 'Submit UPI Handle Request' button.

This is a close-up of the 'Add new UPI ID' button, which is a green rectangle with a white plus icon and the text 'Add new UPI ID'. The button is highlighted with a red rectangle. Above the button, the table headers 'ACTIONS', 'USE TRADEMARK?', and 'REGD. TRADENAME' are visible. Below the headers, the text 'Showing 0 to 0 of 0 entries' is displayed.

A form shown as on next page. Details are given on the subsequent pages, section by section.

Entity Information

Entity Name *

Pallavi

Registration Number *

INP000464208

PAN *

Category Code *

pms

Legal Account Holder Name

Legal Account Holder Name *

Pallavi

Legal Account Holder PAN *

Different Legal Account Holder?: ☐ No

Trade Name Configuration

Use Trade Name as Username: ☐ No

UPI Handle Request

Beneficiary Information

Account Number *

Enter account number

IFSC Code *

11-character IFSC

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

pallavi

Generate Longer

Reset

☐ Skip characters from fixed input

Optional Parameter (Optional parameter for UPI ID customization)

☐ Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

-- Enter valid IFSC first --

Entity Information

Entity information is auto-filled using the information provided for the login creation. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.

Entity Information

Entity Name *

Pallavi

Registration Number *

INP000464208

PAN *

Category Code *

pms

Legal Account Holder Name

By default, the system takes the account number being provided is in the name of the entity itself.

Legal Account Holder Name

Legal Account Holder Name *

Pallavi

Legal Account Holder PAN *

Different Legal Account Holder?: ☐ No

Legal Account Holder Name

In case one wants to select the account of the Exchange or the Clearing Corporation the same can be done by enabling the “**Different Legal Account Holder?**” toggle button to “**Yes**” from “**No**”.

This would add additional two parameters “**Legal Account Holder Role***” and **Legal “Account Holder Name*”** one can suitably select that and enter the account number and IFSC of the respective Exchange or Clearing Corporation

Legal Account Holder Name

Legal Account Holder Name*	Legal Account Holder PAN*
Pallavi	*****
Different Legal Account Holder?: ☒ Yes	
Legal Account Holder Role*	Legal Account Holder Name*
Clearing Corporation	Select a name NSE Clearing Limited. Indian Clearing Corporation Ltd.

Trade Name Configuration

By default the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the “**Use Trade Name as Username:**” toggle from “No” to “Yes”.

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.

Trade Name Configuration

Use Trade Name as Username: ☐ No

Trade Name Configuration

Use Trade Name as Username: ☒ Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

IPO Process

Issuer Name Configuration (For Bankers to an Issue (BTI) generating a UPI ID for the IPO process)

The 'Trade Name Configure' field must be enabled for the IPO process.

- **In Registered Trademark Name:** Please enter the name of the issuer company exactly as it appears in the DRHP.
- **In Trademark Registration Number:** Please enter the Corporate Identification Number (CIN). Ensure you are entering the CIN starting with the letters "CIN" without any special characters.
 - **Example:** CINU67120MH2007PLC170358, CINU65990MH1995PLC091146, etc.

Note: The letters "CIN" are bolded in the example for highlighting purposes only. Do not apply bold formatting in the actual field.

Trade Name Configuration

Use Trade Name as Username: ☐ No

Trade Name Configuration

Use Trade Name as Username: ☒ Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

Beneficiary Information

The user would enter the bank account information and IFSC in the following fields.

UPI Handle Request

Beneficiary Information

Account Number *

123456789

IFSC Code *

HDFC0123456

☐

I confirm that the Account Number: 123456789 and IFSC: HDFC0123456 belongs to Pallavi (PAN: *****)

Username

The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it.

In case the applicant entity thinks the name is not representative enough, they can click on “Generate Longer” and the system will add more words for them from the “Entity Name” . Clicking on reset will reset it back to the default value.

Entity Name *

Pallavi Financial Services (PMS) Private Li

Default

Username

*UserName will be combination of fixed

Fixed *

pallavi

Generate Longer

Reset

Longer

Username

*UserName will be combination of fixed

Fixed *

pallavifinancial

Generate Longer

Reset

Even Longer

Fixed *

pallavifinancialservices

Generate Longer

Reset

Fixed Length Username Generation

In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

pallavifinancial

[Generate Longer](#) [Reset](#)

☐ Skip characters from fixed input

This will enable the following menu for them and one can click on separate characters to include or exclude them from the username.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

p a l l a v i f i n a n c i a l

[Reset](#)

Updated Fixed Username

pallavifinancial

Total: 16 | Skipped: 0 | Current: 16

Optional Parameter

In case user wants to add any additional information to the username then they can do so by enabling the following parameter.

The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID.

Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.

Optional Parameter (Optional parameter for UPI ID customization)

test

☒ Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

@validhdfc

Your UPI ID will be: **pallavifinancial.test.pms@validhdfc**

Payment Service Provider Info

The system by default takes the account owning bank as Payment Service Provider (PSP) for UPI. The dropdown will show the “At Valid” handles only for that bank as per the IFSC provided.

In case one has a different PSP, please check with your bank. To select another bank as PSP toggle this from “Yes” to “No” and then select the bank and then the suitable handle.

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

@validhdfc

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☐ No

Bank Name *

--Select Bank--

UPI Handle *

-- Select UPI Handle --

Click on Add Record

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

@validhdfc

Your UPI ID will be: pallavifinancial.test.pms@validhdfc

Add Record **Close**

Use the following buttons to edit or delete a UPI ID Entry

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Show 10 entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERNA
  				123456	HDFC0123456	pallavifin

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add new UPI ID

Submit UPI Handle Request

Click on this button to add more requests

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Show 10 entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERN
 	☐			123456	HDFC0123456	pallavifin

Showing 1 to 1 of 1 entries Previous 1 Next

[+ Add new UPI ID](#)

[Submit UPI Handle Request](#)

Click on the “Submit UPI Handle Request” to submit them to bank(s)

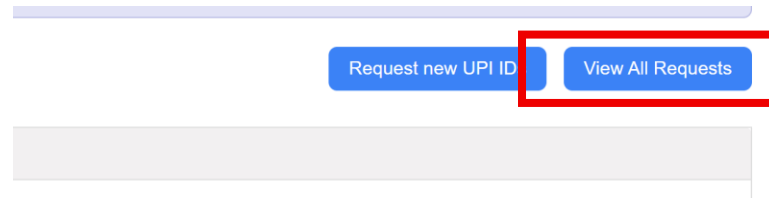
Search:

TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC
			123456	HDFC01234

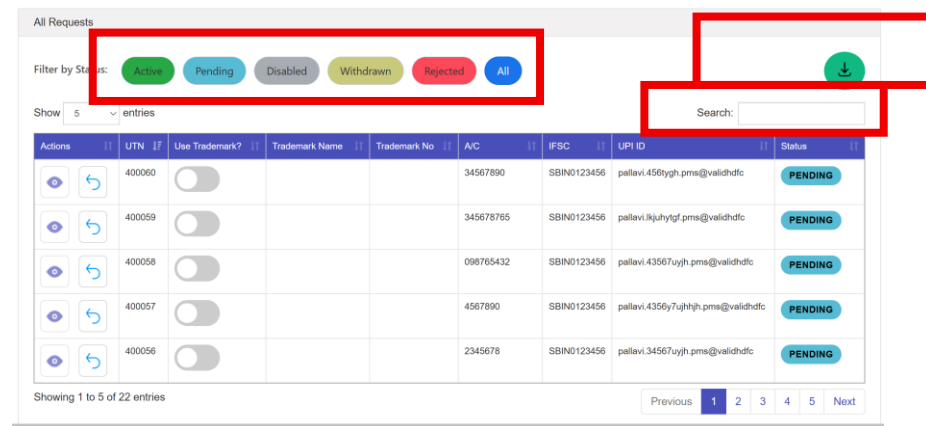
Previous

[Submit UPI Handle Request](#)

Clicking on the following button will open all requests made earlier.



One can filter the requests based on status, search by text or can also download the requests made earlier.



One can download the QR Code for the active IDs by clicking on the following button.

A user can also choose other options as per the different status of the requests made by them.

Actions	UTN	Use Tradem		Status
  	400004		n.pms@validhdfc	WITHDRAWN
  	400007		is@validhdfc	DISABLED
  	400009		t.pms@validhdfc	ACTIVE
  	400011		tltd.opt1234.pms@validicic	PENDING

Section 5: Members of NSE offering Mutual Fund on NSE Invest Platform

Members of NSE offering Mutual Fund on NSE Invest Platform

For members using own UPI handle and integration with aggregator on their platform

Legal Account Holder

- As per SEBI regulations for mutual fund transactions funds should be collected only in clearing corporation account
- Legal account holder Name - kindly select Clearing Corporation and then NSE Clearing Ltd. This will ensure the UPI handle is linked to clearing corporation account only.
- Kindly reach out to NSE Clearing Ltd or your relationship manager to get the bank account details of NSE Clearing Ltd. E-mail to mfss_clearing@nsccl.co.in; dl-mfr@nse.co.in

UPI Handle Nomenclature

- In the optional field kindly put "nseinvest"
- Assuming broker name is abcindia and bank is HDFC the UPI handle generated should be "abcindia.nseinvest.bkr@validhdfc "
- Once the request is approved by your the bank, we would suggest you to do test transactions and then proceed with integration in your mutual fund platform.

Legal Account Holder Name

Legal Account Holder Name*

Legal Account Holder PAN*

Different Legal Account Holder?: ☒ Yes

Legal Account Holder Role*

Legal Account Holder Name*

NSE Clearing Limited.

Optional Parameter (Optional parameter for UPI ID customization)

☒ Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

Your UPI ID will be: abcindia.nseinvest.bkr@validhdfc

Members of NSE offering debt securities on NSE CBRICS

For members using own UPI handle and integration with aggregator on their platform

Legal Account Holder

- Legal account holder Name - kindly select Clearing Corporation and then NSE Clearing Ltd. This will ensure the UPI handle is linked to clearing corporation account only.
- Kindly reach out to NSE Clearing Ltd or your relationship manager to get the bank account details of NSE Clearing Ltd. E-mail to mfss_clearing@nsccl.co.in; dl-mfr@nse.co.in

UPI Handle Nomenclature

- In the optional field kindly put "nsecbrics"
- Assuming broker name is abcindia and bank is HDFC the UPI handle generated should be "abcindia.nsecbrics.brk@validhdfc"
- Once the request is approved by your the bank, we would suggest you to do test transactions and then proceed with integration in your mutual fund platform.

Legal Account Holder Name

Legal Account Holder Name*

Legal Account Holder PAN*

Different Legal Account Holder?: ☒ Yes

Legal Account Holder Role*

Legal Account Holder Name*

NSE Clearing Limited.

Optional Parameter (Optional parameter for UPI ID customization)

☒ Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? ☒ Yes

UPI Handle *

Your UPI ID will be: abcindia.nsecbrics.brk@validhdfc