

# National Stock Exchange of India

## Circular

| Department: LISTING               |                        |
|-----------------------------------|------------------------|
| Circular Ref. No: NSE/CML/2024/31 | Date: October 18, 2024 |

To  
All Listed Entities,

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

This is with reference to the Structural Digital Database as per Regulation 3(5) and 3(6) of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 which inter alia required SDD to be maintained by all listed and proposed to be listed entities.

The previous circulars issued by the Exchange in this regard vide circular No. NSE/CML/2022/51 dated October 28, 2022, circular No. NSE/CML/2022/52 dated November 04, 2022, Circular No. NSE/CML/2023/09 dated January 25, 2023, circular Ref No: NSE/CML/ 2023/25 dated March 29, 2023, shall stand rescinded.

The listed entities are required to note below Standard Operating Process for Structural Digital Database:

- 1) The listed entities to whom the provisions of Regulation 24A of SEBI(LODR) Regulations, 2015 are applicable, are required to confirm compliance status of SDD in the Annual Secretarial Compliance Report.
- 2) The listed entities to whom the provisions of Regulation 24A of SEBI(LODR) Regulations, 2015 are not applicable, are required to confirm compliance status of SDD by submitting SDD Compliance Certificate in the prescribed format (as per Annexure I) certified by Practicing Company Secretary within 60 days from the end of the Financial Year on below mentioned path, if the Company is compliant. If the Company is non-compliant with SDD requirement the Company needs to submit quarterly compliance certificate certified by Practicing Company Secretary till the time Company complies:

**NEAPS > COMPLIANCE > Announcements > Announcements/CA**

Please note that the announcement with regards to SDD are required to submit under the subject **Structural Digital Database**

- 3) In case of proposed to be /newly listed companies, the Exchange will take certificate at the time of filing of offer document from PCS that the Company is compliant with Regulation 3(5) and 3(6) of SEBI (Prohibition of Insider Trading) Regulations, 2015 and any amendment thereof.
- 4) In the Case of non-compliant Companies, the Exchange will take below action within 30 days from the due date of submission of report/certificate:
  - a) “Under the “Get Quote” page of the Exchange Website of the Listed Entity, wherever listed, would display that the company is non-compliant with SDD along with the name of the compliance officer, till the time company is compliant.”
  - b) The Exchanges will not provide any further Listing Approval except bonus and split.
  - c) The Company may be asked to place the matter before their Board and provide the comments of the Board.
- 5) In case of Suspended non-compliant Companies, the revocation will take place only when the confirmation of compliance status will be provided by the Company in the prescribed format (as per Annexure I) certified by the Practicing Company Secretary.

The circular shall be effective immediately.

All Listed companies are requested to take note and comply accordingly.

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

**Mandar Walavalkar  
Vice President**

