

Entity “User Registration” using Digital Signature Certificate of the Authorized Representative

The following to be kept ready for Registration: //Persons staying Abroad to contact Helpdesk to enable access //

“Cer” file of the Digital Signature Certificate (DSC) for Registration using DSC. -Instal emBridge utility in the system. Click on emBridge

Note: All documents should be on the Letterhead of the Entity with Entity Seal

Step 1

- **For Corporate Entities:** Digitally signed Board Resolution (If Board Resolution is specifically prepared for NeSL, Authority letter is exempted) Digitally signed Authority Letter issued in favour of registering employee, Self-Attested Employee ID Card (if not available KYC document to be submitted).
-
- **For Partnership Firms:** PAN of the Firm, Partnership Deed, Self-Attested ID Card & Digitally signed Authority Letter (if a person other than the partner is to be registered)
- **For Limited Liability Partnerships (LLP):** LLP Deed, Self-Attested ID Card and Digitally signed Authority Letter if a person other than partner is to be Registered
- **For NBFCs:** Digitally signed Board Resolution, digitally signed Authority Letter, Entity PAN, RBI License copy, Self-attested Employee ID Card.
- **For Banks:** Digitally signed Authority Letter, PAN of the Bank, RBI License copy, Self-attested Employee ID Card.
- **For Government Entities having PAN:** PAN copy, digitally signed Board Resolution/ Gazette/ Document Authorizing the signatory of the Authority letter, digitally signed Authority Letter, Self-Attested Employee ID Card.
- **For Government Entities not having PAN:** Digitally signed Declaration for not having PAN, digitally signed Board Resolution/ Gazette/ Document Authorising the signatory of the Authority letter, digitally signed Authority Letter, Self-Attested Employee ID Card. Date of Incorporation declaration
- **For Trusts and Societies:** Trust/Society Deed/Byelaws, PAN of the Entity, Self-attested Employee/ID Card, A copy of digitally signed Authority letter signed by the Trustee/Chairperson of the society if other than Trustee/Chairperson of Society is registering
- **For Hindu Undivided Family (HUF):** HUF Deed, PAN of HUF, digitally signed Authority letter/POA executed by the KARTA, Self-attested ID card.
- **For Proprietorship:** Trade License/Aadhar Udyog Certificate, GST Certificate, Self-attested KYC document
- **For Association of Persons (AOP) (including Group of Home Buyers registering as AOP) :** PAN of AOP, AOP Deed/Byelaws, Digitally signed Authority Letter, Self-attested I D Card.

	<ul style="list-style-type: none"> • For Insolvency Professionals (Ips) : IBBI Certificate, Authorization for Assignment (AFA) and where IP is registering as an user of Debtor entity NCLT Order copy wherein he is appointed as IP to be uploaded • <i>*Please note that during registration process, in case some additional document is required, the same would be communicated to the entity/organization vide e-mail.*</i>
Step 2	<ul style="list-style-type: none"> • PERSONAL DETAILS OF AUTHORISED REPRESENTATIVE: • Go to URL: "https://iu.nesl.co.in" and click on "Click here" • Select "Entity/IP Registration" Option • Prerequisite information for Legal Entity/IP Registration is displayed -click on "Ok" • Select Digital Signature (Dongle) for registration using DSC • Insert DSC Dongle/Token into CPU/Laptop and login to Dongle with Password • Select the DSC Certificate and export to Desktop as .Cer file • DSC Signing Process: <ul style="list-style-type: none"> - Choose Provider (select the name of the provider) - Choose Certificate (select the Name of the Certificate) - Provider Password (Enter Password of the Dongle) - Click on Sign. <p>The system may take 30 to 60 Seconds for validation and then the Entity Details Page is displayed.</p> <p>Enter Date of Birth and continue as per Step 3</p>
Step 3	<ul style="list-style-type: none"> • ENTITY DETAILS; • Select Entity Type (Corporate or Non-corporate) & Sub-type from the drop-down; • Select the origin type "Indian" • Enter Entity PAN No., • Schedule II Bank (Yes/No), • Date of Incorporation and • Registered address of Entity, • Select the State Code (Registered/Permanent) from drop-down • Enter the Entity Name (Without any Special Character) • Enter the PIN Code & State Code of Billing Address of Entity • Enter the CIN No. (For Companies) & LLPIN No. (For LLPs)

	<ul style="list-style-type: none"> • Enter GST number • Enter the Entity email ID & Telephone Number • Click the “Next” Button; the screen would move to Page 3
Step 4	<ul style="list-style-type: none"> • ADDITIONAL DETAILS OF AUTHORISED REPRESENTATIVE: • Enter Authorized Person’s Employee/User ID (without Special Character), Designation, his/her primary email ID & secondary email ID, primary mobile number & alternate mobile number • In case DSC of the Registered user (who has registered with Aadhar) is to be used , upload the “.CER” File • Upload the soft copy of the applicable documents stated in Step 1. under “Supporting Documents”. Avoid Special character in file name. • Tick “Terms and Conditions Box” • Click the Register Tab (Green in colour) <p>19 Digit Registration Reference number will be displayed, note down the same for future reference.</p> <p style="text-align: center;"><u>Verify your contact information:</u></p> <p>Enter 4-digit passcode received on Registered primary Email+ 4-digit passcode received on Registered Primary Mobile & Click on “Proceed”.</p> <p>In case Passcode is not received, it can be regenerated after One day by clicking on the link received in the Email/SMS.</p> <ul style="list-style-type: none"> • NeSL will verify the details furnished & on finding the same in order, approve the User Registration Request
Note	<p>On Approval of Registration:</p> <ul style="list-style-type: none"> • User ID is sent by email to the primary email ID of Registered User • A Temporary login password will be sent to the primary mobile number of the Authorized Person • The said login credentials are to be used to Login to NeSL-IU Portal and password is to be re-set immediately • Then the Entity Registration Process is complete.