

Default Reporting by FCs/OCs from Front End

Step 1	<ul style="list-style-type: none"> - <u>Keep the following ready:</u> - Unique Debt Identifier allotted by NeSL-IU while uploading the data on the Debt, Digital Signature Certificate (DSC) - If DSC is not available, opt for Aadhaar E-sign
Step 2	<ul style="list-style-type: none"> - Log-in to NeSL portal: https://iu.nesl.co.in - “Welcome to NeSL” will be displayed
Step 3	<ul style="list-style-type: none"> - Select “Submission” > “View Existing Loan” Option” Tab - Select the specific loan among the list of existing loans appearing on the screen by clicking the Debt Reference Number - You are taken to the next screen, where the “Loan Details” & “Participating Entity Details” are auto-populated - Select “Reporting a Default” Tab - A Popup, “You are raising a default against Debtor_____” appears on the screen - Click the “Ok” button and the page “Raise Default” opens - Select “Default Details” Tab - It is mandatory to enter data in 3 fields - (1) Date of Default, (2) Total outstanding amount & (3) Default Amount; - In the column meant for outstanding amount, the data is pre-populated; Amend the amount, as necessary; - Make suitable changes in the details of the Debt to agree with the details of Default; - Click on the “Submit” button - The IU Fee Amount payable would appear on the screen; Click on the “Proceed” button
Step 4 Signing	<ul style="list-style-type: none"> - You are taken to the screen, “Undertaking-cum-consent” for using Aadhaar based E-sign or DSC (Digital Signature); - Choose the method you wish to use by selecting Digital Signature (DSC) or Aadhaar based E-sign; - If DSC is chosen then insert the USB and undertake the signing - If Aadhaar based E-sign is chosen - Please tick the Circle Tab for Aadhaar based E-sign; - Authorized Person’s Aadhaar number and name is displayed; - Click “Save & Authenticate” Tab in Green Colour; - You will be taken to the E-sign Service Provider Page / Screen - Enter Aadhaar number & click on the ‘Get OTP’ button; - Enter OTP received on your registered mobile linked to Aadhaar; - Tick the box with remarks “I have read and provide my consent” & click the “Submit” button; - The system redirects you to IU Module wherein “Authentication Successful” message appears; - Click the “Download” Option & download the PDF of the Form authenticated & the same can be saved in your System

Commented [AA1]: It is "Report Default"

	<ul style="list-style-type: none"> - The “Authentication Process” is complete. - You will receive an email confirming that “Authentication Process is successful”
Step 5 Payment Gateway	<ul style="list-style-type: none"> - The system directs to next screen wherein IU Fee “Pay Now” button would appear; Click the same; - You are directed to the Payment Gateway for payment of IU Fee - IU Fee needs to be paid electronically using Debit Card / Credit Card / Internet Banking / UPI / Wallets - Upon successful payment, the system directs to IU Module - The process of submission of Default is considered complete & system indicates “Successful Submission of Default”; - Download the Report of Default submitted & save on the desktop for future reference - NeSL-IU system sends auto-generated email to the Submitter confirming the successful submission of Report of Default.
Note	<ul style="list-style-type: none"> - Concurrently the other parties connected to Debt would also be invited by NeSL by email to authenticate the Report of Default submitted, on carrying out the User Registration (if not already done) on NeSL-IU Portal - The status of authentication by the parties to the Debt would be informed to the Submitter by email - At any stage of the above process, in case the Submitter finds any difficulty warranting guidance or assistance, the User may please contact NeSL Help Desk on Toll-Free No. 1800 599 2345 or 1800 266 2346 on emails helpdesk@nesl.co.in or helpdesk-mum@nesl.co.in

Commented [VY2]: There is 2 option tabs 1. Form C Submission with Demand Notice
2. Form C Submission without Demand Notice
