

**USER REGISTRATION PROCESS FOR CORPORATE ENTITIES
WITHOUT OBTAINING AUTHORIZATION LETTER**

Step 1	<p><u>Keep scanned copies of the following ready:</u></p> <ul style="list-style-type: none"> - Aadhaar Card Number of the Authorized Person - The Registered Mobile Phone linked to Aadhaar - PAN and CIN Number of the Debtor Entity - In case the Digital Signature Certificate of the Entity is available, “.CER” File of the DSC
Step 2	<ul style="list-style-type: none"> - By clicking the link provided, the system will take the User to URL: <u>“iu.nesl.co.in”</u> - Select “Entity Registration” button - In Registration Page, enter the personal details of the Authorized Person like Aadhaar Number, name as appearing in his Aadhaar, date of birth; - Click the “Verify Aadhaar” button - Enter OTP received on registered mobile - Tick box agreeing to terms & conditions for sharing e-KYC details - Click the “Validate” button; - After User (Authorized Person) identity check done by NeSL is completed, the screen will move to Page 2 of Registration titled “Entity Details”
Step 3	<ul style="list-style-type: none"> - Select the Entity Category (Corporate or Non-corporate) - Select the Entity Sub-type - (For Corporates select: “Company” or LLP”); - Enter the CIN number of the Corporate Entity <i>(NeSL-IU through its API with MCA would fetch the details of the Corporate Entity & populate them to the module)</i> - The details of the Corporate Entity like - Name of the Entity, date of incorporation, GST Number of the Entity, Registered Address of the Entity, PIN Code of the Registered Address of the Entity, email ID & telephone number of the entity would appear on the screen - Enter the DIN Number of the Director - Fill up the data in missing fields, wherever applicable - Click the “Next” button;
Step 4	<ul style="list-style-type: none"> - NeSL-IU User Registration Module triggers emails containing the OTP (One Time Password) to the Directors of the Corporate Entity - In case there is more than 1 Director, the same OTP would be sent to the email ids of all Directors; - The OTP received needs to be entered in the module - NeSL-IU would validate the same; - On successful validation, the module would move to Page 3
Step 5	<ul style="list-style-type: none"> - In Page 3 titled “User Details”, enter Authorized Person’s Employee ID, Designation, his/her primary email ID & secondary email ID, primary mobile number & alternate mobile number

	<ul style="list-style-type: none">- In case DSC of the Entity is available, upload the “.CER” File;
Step 6	<ul style="list-style-type: none">- NeSL will allow Straight-through processing (STP) in all cases- If details are not verifiable on MCA21 database then NeSL will verify the details provided & on finding the same in order, approve the User Registration Request- User ID is sent by email to the Primary email ID of Regd User- Login password would be sent to the primary mobile number of the Authorized Person- The said log in credentials are to be used to NeSL-IU Portal and password is to be re-set immediately- The User Registration Process is then complete.

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