

## Financial / Operational Creditors for Submission of Data from the Front end

Step 1	<ul style="list-style-type: none"><li>- Operational Creditor to register as User on NeSL-IU Portal</li><li>- Thereafter, enter URL: <a href="https://iu.nesl.co.in/NESL_Portal/">https://iu.nesl.co.in/NESL_Portal/</a></li><li>- After logging in, “Welcome to NeSL” Screen would appear</li><li>- Select “Submission” button &gt; “New Submission” option</li><li>- The Form C Version 3 with different Tabs viz., Submitter Information, Other Party Details, Debt Information for submission of Data appears on the Screen;</li><li>- Furnish the data (mandatory fields are marked * in red colour)</li></ul>
Step 2	<ul style="list-style-type: none"><li>- On selecting “New Submission” choose “New Loan” Option</li><li>- Select “Operational or Financial” as the Debt Type from Drop down menu;</li><li>- Under the column “Business Date”, enter the date of submission from Calendar Option (By default, the system would take the date of current date)</li></ul>
Step 3	<ul style="list-style-type: none"><li>- Under the Submitter’s Information, the data is auto-populated to this Screen; Verify and ensure its correctness</li><li>- Under the column “Relation to Contract”, the system auto-populates as “Creditor”;</li><li>- In case the Registered User who is submitting the data is not “Creditor”, then select ‘relation to the debt’ from the Dropdown Menu available under this Tab</li></ul>
Step 4	<ul style="list-style-type: none"><li>- Under Details of Debtor, fill up the data correctly</li></ul>
Step 5	<ul style="list-style-type: none"><li>- Under the column Type of Debt, the details are auto-populated based on the type of debt selected in the beginning;</li><li>- Under the column “Debt Reference Number”, Reference Number for Operational Debt needs to be mentioned;</li><li>- Under the column “Debt Start Date”, click the box &amp; select the date from the calendar appearing on the screen. Date of disbursement of debt needs to be furnished here;</li><li>- Under the column “Currency of Debt”, INR (Indian Rupees) would appear by default; In case the loan is given in any other foreign currency, the exact currency needs to be picked up from the Dropdown list.</li><li>- Under column “Sanctioned Amount”, furnish Loan amount;</li><li>- Under the column “Facility Name”, furnish nature of finance</li><li>- Furnish Outstanding liability and overdue amounts that have fallen due for payment but not repaid (both installment/s &amp; interest) as per repayment terms</li><li>- Under the “Account Closed Flag” under Dropdown Menu, there are 3 options viz., Yes / No / Assigned; In cases where the loan is still outstanding, “No” needs to be selected.</li></ul>
	<ul style="list-style-type: none"><li>- Under “Security Information”, wherever no security available,</li></ul>

Step 6	<ul style="list-style-type: none"> <li>- select “Not Applicable” in the checkbox</li> <li>- Wherever security is available, the data needs to be filled up</li> <li>- Under Security Information, fill up all mandatory fields</li> <li>- Select charge from drop down menu in “Type of charge</li> <li>- Select “Assets Type” from drop down menu</li> </ul>
<u>Step 7</u>	<ul style="list-style-type: none"> <li>- The IU Fee Amount payable by the User appears on the screen; Click on the “Proceed” button;</li> <li>- The Screen of undertaking cum consent for using Aadhaar based E-sign or Digital Signature appears;</li> <li>- Select Digital Signing Method i.e., Aadhaar E-sign or Digital Signature;</li> <li>- In case the User selects the Aadhaar based E-sign, the Aadhaar Number and Name appears on the Screen;</li> <li>- Click the “Save &amp; Authenticate” button</li> <li>- Click “OK” indicating if “You want to continue”</li> <li>- The module takes the User to ESP Page/Screen</li> <li>- Enter the Aadhaar Number and click on the “Get OTP” button;</li> <li>- Enter the OTP received on his Aadhaar registered Mobile Phone, in the column meant for OTP</li> <li>- Tick the checkbox having read the contents &amp; giving consent</li> <li>- Click on the “Submit” button</li> <li>- Screen redirected to NeSL-IU Portal, which indicates that E-sign Successful and that Form C has been successfully submitted</li> <li>-</li> </ul>
Step 9	<ul style="list-style-type: none"> <li>- IU Fee “Pay now” button appears, click on it;</li> <li>- The system takes User to Payment Gateway for payment of IU Fee</li> <li>- IU Fee needs to be paid electronically using Debit/Credit Card/Internet Banking/UPI / Wallets</li> <li>- After successful payment, the module redirects to IU module</li> <li>- Download Form C Submitted &amp; save for future reference.</li> <li>- On successful submission of the Form C as above, NeSL System generated email is received by Submitter</li> </ul>
Note:	<ul style="list-style-type: none"> <li>- Concurrently, the other parties connected to Debt would also be invited by email to authenticate the information submitted, on carrying out User Registration on NeSL-IU Portal</li> <li>- The status of authentication by the other parties to the Debt would be informed to the Submitter by email.</li> <li>- <b>At any stage of the above process, in case the Submitter finds any difficulty warranting guidance or assistance, he may please contact our Help Desk/s on Toll-Free Numbers</b></li> </ul>

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