

To,

**All Members participating in various NPCI Products**

Madam / Dear Sir,

**Sub: Guidelines for Self-attestation by members/participants**

We refer to our OC. NPCI/2021-22/NACH/Circular No. 001 dated Apr 09, 2021 regarding adherence to NPCI guidelines by members/participants. In this connection, we are pleased to inform that we are implementing an automated process of self-attestation which shall simplify the task of confirming by members/participants on adherence to various NPCI guidelines/circulars.

We have arrived at the self-attestation check-list based on documents such as Procedural Guidelines, Operating Circulars, Technical/Data specifications, etc. Members/participants shall submit self-attestation through the portal confirming compliance. The Self-attestation activity shall be on a periodic basis such as quarterly, half yearly and annually. For the first-time submission, we shall seek self-attestation for the period starting from April, 2020 to March, 2021.

We have also sought user details through mail dated April 26, 2020 in the format given in **Annexure A** for allowing access to the system by members/participants. We would like to reiterate that members/participants who have still not taken access to the portal are requested to submit the details in the format URGENTLY.

**The Self-attestation activity for the FY 2020-21 shall begin from May, 2021 and the members/participants are expected to submit the self-attestation by 18<sup>th</sup> June, 2021.**

Please make a note of the contents herein and disseminate the information contained herein to the officials concerned.

Yours faithfully,

**Sd/-  
Praveena Rai  
COO**

**Encl: 1. Annexure A - Member/Participant User registration form**

<To be submitted on the letter head of the member/participant>

**Member/Participant User Registration Form**

**Access to web portal for Self-attestation submission**

Bank/Member/Participant Name: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Role</b>	<b>Product</b>	<b>Name of the official</b>	<b>Designation</b>	<b>Email ID</b>	<b>Mobile Number</b>
<b>Maker</b>					
<b>Checker (Senior official)</b>					

**Authorised Signatory**

**Name:**

**Designation:**

**(Affix seal)**