

NPCI/2023-24/PD/002

17<sup>th</sup> October, 2023

To,

**All Members participating in various NPCI Products**

**Sub: Self-attestation submission by internal audit or compliance function of member/participant**

Madam / Dear Sir,

We refer to our circulars NPCI/UPI/OC-99/2020-21 dated January 12, 2021 and NPCI/2022-23/OC/PD/001 dated September 07, 2022 with respect to adherence to NPCI circulars and guidelines by the members/participants and submission of self-attestation on PCOMP (Product Compliance) portal periodically i.e. quarterly, annually or as and when required.

Self-attestation is a process whereby each member/participant declares itself as compliant to the NPCI circulars and guidelines based on a self-attestation check list. The self-attestation check list is based on the procedural guidelines, operating and settlement guidelines, technical specification documents, circulars, etc. issued to the members/participants by NPCI from time to time.

Please note, the process of self-attestation submission by members/participants on PCOMP portal has been reviewed. To ensure an independent review and oversight on compliances to NPCI circulars and guidelines, it is important that Internal Audit and/or Compliance function checks the compliances and self-attestation submissions before the same is submitted by the member/participant in the PCOMP portal. In view thereof, all the members/participants of various NPCI products and services are now required to assign the responsibility of the Checker to an official from their Internal Audit or Compliance function/department for self-attestation submissions in the PCOMP portal.

Members/participants are requested to note that, Admin login (role) has been granted to each member/participant in the PCOMP portal. Accordingly, the Checker role in PCOMP portal is to be assigned by the official responsible for the Admin role, to an official from Internal Audit or Compliance function/department, for enabling such official for self-attestation submission on the PCOMP portal. Members/participants to carry out the necessary changes at the earliest. Details of the official assigned as Checker to be submitted by the member/participant on the PCOMP portal in the format annexed

herewith as Annexure A. The provision for uploading this document will be enabled in PCOMP shortly and the members/participants will be duly notified once the same is operational.

From January 01, 2024 onwards, all the members/participants to ensure that the self-attestation submission in the PCOMP portal is done by an official from the Internal Audit or Compliance function/department as a Checker.

Members/participants are advised to share this circular with relevant officials within their organization including the Internal Audit and Compliance function/department for implementation.

Yours faithfully,

SD/-

**Kunal Kalawatia**  
**Chief of Products**

**Annexure A**

(To be submitted on the letter head of the members/participants)

**Member/Participant User Details**

Administrator shall create/update the user details in the PCOMP portal and submit the member/participant details on letter head of the member/participant in below format on PCOMP portal.

Date: \_\_\_\_\_

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

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

Role	Product	User Name	User Email ID	Mobile Number	Designation	Department
Checker*						Internal Audit/Compliance

*\*Checker should be an official from Internal Audit or Compliance function/department for self-attestation submission in the PCOMP portal.*

Authorized Signatory

Bank Seal

**Note:**

- i. Option to upload the above details in the PCOMP portal will be shared separately.
- ii. For any changes, the above format needs to be uploaded in the PCOMP portal accordingly by the Admin.
- iii. If there are different/multiple checker assigned for different products, additional rows can be appended in the above table.