

Verifier Entity Registration Form
(to be printed on the letter head of the applicant)

Date:

The Vice President
National Academic Depository
NSDL Database Management Limited
Trade World, 4th Floor, Kamala Mills Compound
Senapati Bapat Marg, Lower Parel (W)
Mumbai - 400 013.

Dear Sir,

**Sub.:- Request for allowing _____(Name of applicant)
to Register on National Academic Depository (NAD) and use its Services as a
Verification Entity through NSDL Database Management Limited (NDML)**

We are pleased to submit herewith our application for registration as a Verification Entity on National Academic Depository System (NAD) being set-up by NSDL Database Management Limited. We are providing hereby the required details & agree to the Terms & Conditions mentioned in this form for registering and using NAD system and such other Terms & Conditions as may be revised and notified from time to time. It is requested that our application may be considered and we may be provided access for using NAD system.

Category and constitution details of the Applicant (Please tick relevant option for category and constitution of applicant in table below)

Sr no.	Category of Applicant	Constitution of Applicant
1	India - Academic Institution	1) Central Govt. 2) State Govt. 3) Private Ownership 4) School Board/council 5) Technical Board/council 6) Autonomous 7) Trust /Registered Society 8) Others
2	Foreign - Academic Institution	1) Government 2) Private 3) Association / Trust / Society 4) Others

Sr no.	Applicant Category	Applicant entity constitution
3	India & Foreign – Background Verification Agency	1) Corporate (Company) 2) Partnership firm /LLP/AOP/BOI 3) Proprietorship firm 4) Others
4	India - Bank	1) Public Sector / Nationalised Bank 2) Private Bank 3) Co-operative / Rural Bank 4) Others
5	Foreign – Bank	Foreign Bank
6	Central Government	Government
7	India – Employer	1) Corporate – Private 2) Corporate – PSU 3) Partnership firm / LLP / AOP / BOI 4) Trust / Society 5) Government Body 6) Others
8	Foreign – Employer	Foreign Employer
9	Local government	Government
10	State government	Government
11	Foreign – VISA Consulate	Government

Name of the Applicant	
Permanent Account Number (PAN)	
Goods and Services Tax Identification Number (GSTIN)	
Corporate Identity Number (CIN)	
Address of the Registered Office	
Telephone Number	
Fax number	
Email ID:	
Website:	
Details of Proof of Identity (POI) document attached (Refer Annexure 1 for requirements as per applicant category and	

constitution)	
Details of Proof of Address (POA) document attached (Refer Annexure 1 for requirements as per applicant category and constitution)	
Reason/s/Purpose for Verification of Academic Certificates (Mention in brief)	
Number of academic certificates currently verified per month on an average/approximate	
Details of the current process followed to collect Authorisation of the Student / Certificate Holder before seeking Verification of his/her academic record/s and the details of information/data currently maintained in this regard. (Mention in brief)	

Details of single point of Contact (SPOC) i.e. person to deal with NDML and other related stakeholders for verification of academic awards

Details of SPOC	
Name of the SPOC	
Designation	
Employee ID (if applicable)	
PAN/Driving license number/Passport number	
Date of Birth (YYYY-MM-DD)	
Mobile Number (10 digits)	
Email ID	

Desk Phone Number with STD code	
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Details of admin user. (The admin user will be the user on NDML NAD system who will be enabled to raise electronic requests for verification of academic awards and also can create other functional users on NDML NAD system.)

Details of Admin User	
Name of the Admin User	
Designation	
Employee ID (if applicable)	
PAN/Driving license number/Passport number	
Date of Birth (YYYY-MM-DD)	
Mobile Number (10 digits)	
Email ID	
Desk Phone Number with STD code	
Preferred User ID (should contain alphabets and numbers with maximum length 8 eg:- NDML2018)	

Details of functional user. (The functional user will be the user on NDML NAD system who will be enabled to raise electronic requests for verification of academic awards.)

Details of Functional User	
Name of the functional User	
Designation	
Employee ID (if applicable)	
PAN/Driving license number/Passport number	
Date of Birth (YYYY-MM-DD)	
Mobile Number (10 digits)	
Email ID	
Desk Phone Number with STD code	
Preferred User ID (should contain alphabets and numbers with maximum length 8 eg:- NDML2018)	

Regional Center Details, if applicable

If Verification access is required for multiple regional centers, the SPOC and functional user details as above may be filled separately for each center and submitted separately.

Terms & Conditions for Registering on NAD and Using NAD Services as a verifier:

1. National Academic Depository System (NAD) has been set-up by NSDL Database Management Limited (NDML) as a Depository of NAD. NAD has been set-up at the initiative of Ministry of Human Resources Development, Government of India and University Grants Commission (UGC). NAD will seek participation of all Academic Institutions in the country so as to facilitate comprehensive online availability of all academic awards in digital format to the students and verifiers.
2. NAD has been formed primarily to facilitate Online, Permanent and Easy record maintenance and availability of electronic records of education certificates being awarded by Academic Institutions (AI). NAD will provide services for verification of these records to authorised verification users. For more details about NAD system, its scope and details of eligible / participating academic institutions please refer to <https://nad.ndml.in> .
3. Verifier has understood the working and operational procedures of the Depository system and agrees to abide by the same and as updated from time to time.
4. NAD system maintains an electronic record of education certificates as provided / updated by Academic Institutions (AI). NAD does not assume any responsibility of the accuracy of the same. NAD also does not assure about availability of any academic award in the system. In case of any discrepancy / non availability of records it may be brought to the notice of concerned Academic Institution.

5. Access to NAD system, records and services is subject to Rules, Procedures, Costs and Controls as may be set-up / notified by NAD, MHRD / UGC, participating Academic Institutions, Central / State Government Authorities, Legislative / Regulatory provisions in this regard as may be applicable from time to time.
6. As a Verification Entity, the access to NAD system and records is allowed specifically and exclusively for verifying the authenticity of the academic records of a Certificate Holder who has submitted his / her record details to Verification Entity for employment / loan / admission to higher education and has specifically authorised it to verify the details from NAD. Verification Entity undertakes not to access / use any records for any purpose other than above authorised purpose.
7. Access to Academic Awards available in NAD system will be provided on “AS-IS” basis and subject to the consent of the student to whom the Award is mapped in NAD system.
8. Verification Entity will identify and authorise its employees / agents to access NAD system on its behalf. All access and use by all such persons will be complete responsibility of Verification Entity.
9. Verification Entity will set-up proper system and controls in its office and for its Authorised Users to ensure that NAD records are not misused for any other purpose. The responsibility to protect Confidentiality of NAD records and their proper usage will survive the termination of this agreement between the Verification Entity and NSDL Database Management Limited.
10. Verification Entity will procure Digital Signature Certificates (DSC) for its users to access and use NAD system and will ensure that DSC are renewed as per procedures implemented by Certifying Authorities approved by Controller of Certifying Authorities in India (CCA).

11. Verification Entity will ensure to revoke / suspend access to all its users if such users do not need to access a particular facility or are no longer authorised for the same.
12. Verification Entity will develop its systems to provide structured data inputs to NAD system for accessing the records and for reading and understanding the output provided by NAD system.
13. Verification Entity shall not by any means try to access, download, alter the NAD records by any mode other than as specifically provided by NAD system.
14. Verification Entity will pay the applicable charges and taxes for usage of NAD system as are applicable from time to time and as informed during the process of accessing NAD system. Non- payment of charges will be deemed as a sufficient reason for disallowing / revoking access to NAD.
15. The data contained in NAD belongs to the Academic Institutions and Verifying Entity has been permitted to view / download the data of those records where Student / Certificate Holder have specifically authorised it to view / download the data. Verifying Entity shall be liable to Student / Certificate Holder for the loss of confidentiality or misuse of data by the users permitted to access and use the database by it on its behalf.
16. In the case of any dispute or any difference between the users arising out of or in relation to the use of the Database the same shall be resolved by mutual discussion. If the parties fail to settle the dispute or difference mutually, then the same shall be resolved in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 or any modifications or amendments thereto, or any re-enactment for the time being in force subject to the stipulation that courts at Mumbai shall have exclusive jurisdiction in all such matters. The

arbitration shall be conducted in Mumbai by a sole arbitrator and proceedings shall be in English.

17. NDML may review the access and use of the system and the continued compliance of these terms & conditions by the Verifying Entity from time to time and if in its assessment, access to NAD Services needs to be restricted / suspended or revoked it may do so after informing the Verifying Entity.

18. Verification Entity agrees to Indemnify and keep Indemnified NAD, NSDL Database Management Limited, Participating Academic Institutes and their directors, management, employees, agents and assigns from all liabilities, costs, damages, legal expenses arising out of any claims, litigations, arbitrations by any party due to any negligence or mistakes made by Verification Entity or its Employees and Agents.

We agree to the terms and conditions of the registration as given above.

Signature: _____

Name: _____

Designation: _____

(Stamp and seal of the applicant entity)

ANNEXURE 1

Details of Proof of Identity (POI) and Proof of address (POA) documents to be submitted as per category and constitution of the applicant

Sr no.	Category of Applicant	Constitution of Applicant	Proof of Identity documents to be submitted	Proof of address documents to be submitted
1	India - Academic Institution	1) Central Govt. 2) State Govt. 3) Private Ownership 4) School Board/council 5) Technical Board/council 6) Autonomous 7) Trust / Society 8) Others	Letter from UGC/AICTE/Ministry /approving body/relevant authority granting approval for the formation/ functioning of the institution.	Letter from UGC/AICTE/Ministry /approving body/authority granting approval for the formation/ functioning of the institution.
2	Foreign - Academic Institution	1) Government 2) Private 3) Association / Trust / Society 4) Others	Proof of Existence/Constitution document.	Proof of Existence/Constitution document.
3	India & Foreign – Background Verification Agency	1) Corporate (Company) 2) Partnership firm / AOP / LLP 3) Proprietorship firm 4) Others	<ul style="list-style-type: none"> • PAN & board resolution containing List of Authorised signatories with designation and their specimen signatures on letterhead (for corporate) • PAN with photograph/ AADHAAR/Passport of all partners/proprietor (for partnership firm, LLP, proprietorship firm) • Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures (for AOP and BOI) • Proof of Existence/Constitution document (for others) 	<ul style="list-style-type: none"> • Any 1 for corporate • Registered Lease or Sale Agreement (For corporate) • Telephone (Landline) bill not more than 3 months old. (For corporate) • Electricity bill not more than 3 months old. (For corporate) • Partnership deed or certificate of registration for registered firms and list of authorised signatories with specimen signatures and photograph. (For partnership firm/LLP) • AADHAAR/Passport of proprietor (for proprietorship firm) • Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures. (for AOP and BOI) • Proof of Existence/Constitution document (for others)

Sr no.	Category of Applicant	Constitution of Applicant	Proof of Identity documents to be submitted	Proof of address documents to be submitted
4	India - Bank	1) Public Sector / Nationalised Bank 2) Private Bank 3) Co-operative / Rural Bank 4) Others	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name & designation) on letterhead.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name & designation) on letterhead.
5	Foreign Bank	Foreign Bank	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name & designation) on letterhead.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name & designation) on letterhead.
6	Central Government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.
7	India - Employer	1) Corporate – Private 2) Corporate – PSU 3) Partnership firm / LLP / AOP / BOI 4) Trust / Registered Society 5) Government Body 6) Others	<ul style="list-style-type: none"> PAN & board resolution containing List of Authorised signatories with designation and their specimen signatures on letterhead (for corporate) PAN with photograph/AADHAAR/Passport of all partners/proprietor (for partnership firm, LLP, proprietorship firm) Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures (for AOP and BOI) List of managing committee members with committee resolution having list of Authorised signatories with their specimen signatures. (for registered society) PAN with photograph/AADHAAR/Passport of all trustees (for trust) List of Authorised signatories with designation and their specimen signatures on letterhead (for government body) Proof of Existence/Constitution document (for others) 	Any 1 for corporate - <ul style="list-style-type: none"> Registered Lease or Sale Agreement (For corporate) Telephone (Landline) bill not more than 3 months old. (For corporate) Electricity bill not more than 3 months old. (For corporate) Partnership deed or certificate of registration for registered firms and list of authorised signatories with specimen signatures and photograph. (For partnership firm/LLP) AADHAAR/Passport of proprietor (for proprietorship firm) Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures. (for AOP and BOI) Trust deed or certificate of registration for registered trusts and list of trustees certified by managing trustees or a chartered accountant (for trust) Copy of Registration Certificate under Societies Registration Act. (for registered society) List of Authorised signatories with designation and their specimen signatures on letterhead (for government body) Proof of Existence/Constitution document (for others)

Sr no.	Category of Applicant	Constitution of Applicant	Proof of Identity documents to be submitted	Proof of address documents to be submitted
8	Foreign – Employer	Foreign Employer	Proof of Existence/Constitution document issued in country of origin.	Authorized signatories list with specimen signatures duly certified by MD/CEO/Director/ authorised official of the foreign company (with name & designation) on letterhead of the company.
9	Local government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.
10	State government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.
11	Foreign – VISA Consulate	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the respective government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the respective government.