

At Valid Standard Operating Procedure

Version V1.2 Date 20250912

Note: This document has been prepared based upon the interpretation of the SEBI Circular SEBI/HO/DEPA-II/DEPA-II_SRG/P/CIR/2025/86, Dated 11 June 2025 and NPCI Circular NPCI/UPI/OC/217/2025-26 dated 3rd July 2025. In case of any confusion, the parent circular will be referred to.

This document covers the following:

1. Common method of login
2. Procedure for Requesting “At Valid” UPI IDs by Intermediaries
3. Procedure for Approval of “At Valid” UPI IDs Requests by banks
4. Frequently Asked Questions (FAQs)

Update

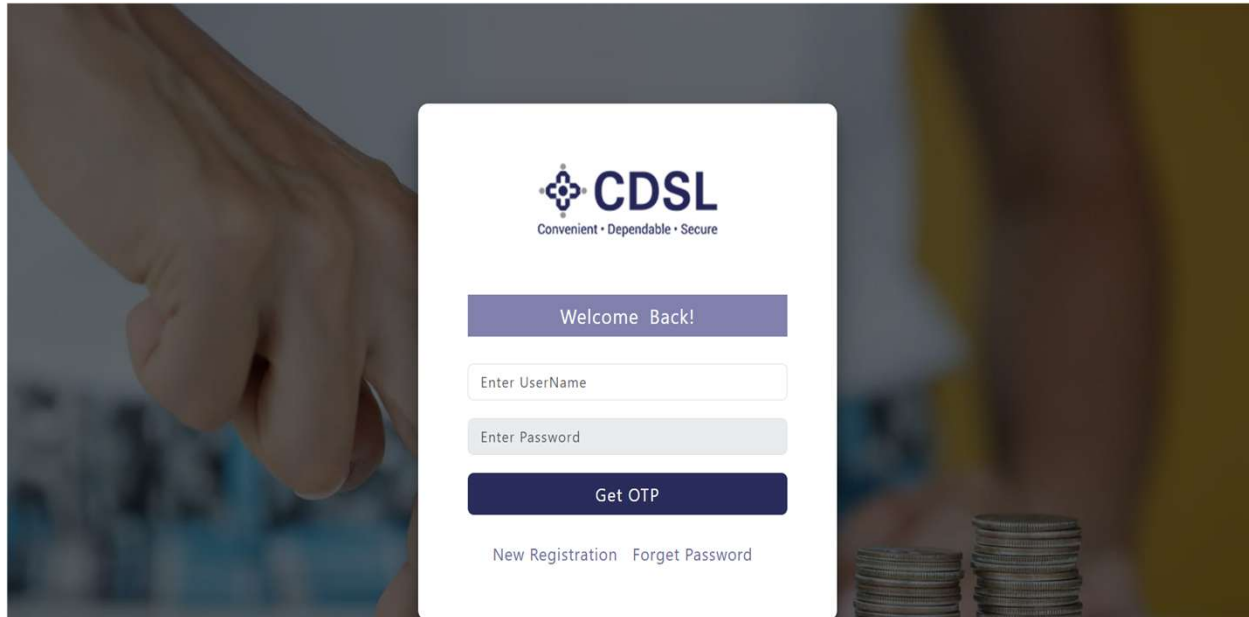
This version includes “Approaching the Bank Relationship Manager / Bank Branch” at page 24 over Version 1.1 Date 20250806

Section 1 : Login Process

Common method of login for SEBI Registered Intermediaries and Self-Certified Syndicate banks

CDSL has developed a utility / dashboard in its DP back office system to enable DPs to create Usernames, UPI IDs.

- **Access the DP back office system**



After log in to CDSL DP back-office system, below mentioned screen will appear. In this screen, details namely; DP name and PAN will be auto populated based on the information available with CDSL.

DP REGISTERED DETAILS			
DP Category*	(viii) Stock Broker	Is CIN Applicable*	
Enter DP CIN	Enter CIN	Enter Reason For No CIN	Enter Reason
Enter DP Email ID*	vishals@cdslindia.com	Enter DP Mobile Number	9224336150
Enter DP PAN*	AABCH9668R	Name of Applicant Company	HPMG Shares And Securities Private Limited Test
UserName*	CDSL_69200		

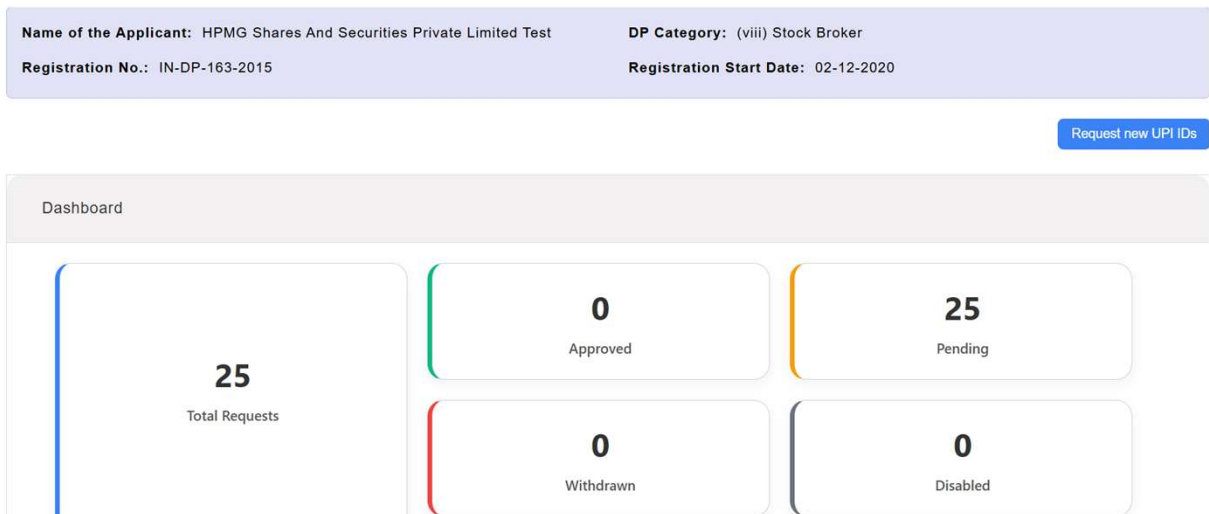
A separate Tab viz; “UPI handler” has been provided in CDSL DP back office system. Under the UPI handler tab, two options are available as under:

- 1) **Dashboard**
- 2) **Request UPI**

The screenshot shows the CDSL DP back office system interface. At the top left is the CDSL logo with the tagline 'Convenient • Dependable • Secure'. At the top right, a welcome message reads 'Welcome vishals@cdslindia.com'. Below the logo is a navigation bar with a home icon and three dropdown menus: 'Registration', 'Modification', and 'UPI Handler'. The 'UPI Handler' dropdown is open, showing two options: 'Dashboard' and 'Request UPI'. The 'Request UPI' option is selected, leading to a form titled 'DP REGISTERED DETAILS'. The form contains the following fields:

DP Category*	(viii) Stock Broker	Is CIN Applicable*	
Enter DP CIN	Enter CIN	Enter Reason For No CIN	Enter Reason
Enter DP Email ID*	vishals@cdslindia.com	Enter DP Mobile Number	9224336150

After selecting the first option i.e. Dashboard, below screen will appear reflecting status of the applications.



After selecting the second option i.e. “Request UPI option”, below screen will appear:

VALID UPI IDS REQUEST PORTAL

Name of the Applicant: HPMG Shares And Securities Private Limited Test

DP Category: (viii) Stock Broker

Registration No.: IN-DP-163-2015

Registration Start Date: 02/12/2020

Dashboard

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "valid" handles, they may allocate a different handle as per technical configuration in their system.

Show entries

Search:

REQUEST ID	USE TRADEMARK	TRADEMARK NAME	TRADEMARK NO	A/C	IFSC	USERNAME
6	<input type="checkbox"/>			123123123123123	HDFC0000000	
7	<input type="checkbox"/>			1234567890324234	HDFC0000000	hpmg
8	<input type="checkbox"/>			1234567890324234	HDFC0000000	hpmgsha
9	<input type="checkbox"/>			1234567890	HDFC0000000	hpmg
10	<input type="checkbox"/>			1234567890	ICIC0002801	
11	<input checked="" type="checkbox"/>	zerodha shares	123123123123	1234567890324234	ICIC0002819	
12	<input type="checkbox"/>			1234567890324234	ICIC0002820	HPMG Shares And Secu
13	<input type="checkbox"/>			1234567890	HDFC0001661	
9	<input type="checkbox"/>			1234567890	HDFC0000000	hpmg
10	<input type="checkbox"/>			1234567890	ICIC0002801	
11	<input checked="" type="checkbox"/>	zerodha shares	123123123123	1234567890324234	ICIC0002819	
12	<input type="checkbox"/>			1234567890324234	ICIC0002820	HPMG Shares And Secu
13	<input type="checkbox"/>			1234567890	HDFC0001661	

Showing 1 to 8 of 25 entries

Previous 1 2 3 4 Next

+ Add new UPI ID

To request a new UPI ID click on "Add new UPI ID" button. After clicking on the Add new UPI ID button, below screen will appear.

The form is presented with detailed explanations provided section by section in the subsequent pages:

Entity Information

Entity Name *	Registration Number *
HPMG Shares And Securities Private Limited Test	IN-DP-163-2015
PAN *	Category Code *
AABCH9668R	dp

Legal Account Holder Name

Different Legal Account Holder?: No

Trade Name Configuration

Use Trade Name as Username: No

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

hpmgshares

Skip characters from fixed input

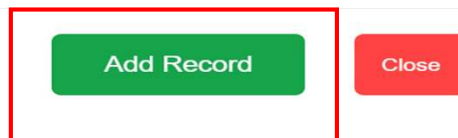
Optional Parameter (Optional parameter for UPI ID customization)

Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *



- **Entity Information**

Entity information is auto-filled using the information available with CDSL. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.

Entity Information

Entity Name *	Registration Number *
HPMG Shares And Securities Private Limited Test	IN-DP-163-2015
PAN *	Category Code *
AABCH9668R	dp

- **Legal Account Holder Name with (Y/N) radio button.** If click on “Yes” then by default, the system takes the “legal account holder name” same as name of the entity itself with editable option

Legal Account Holder Name

Different Legal Account Holder?: No

•**Trade Name Configuration:** By default, the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the “**Use Trade Name as Username:**” toggle from “No” to “Yes”.

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.

Trade Name Configuration

Use Trade Name as Username: No

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

•**Beneficiary Information:** The user would enter the bank account information and IFSC in the following fields.

UPI Handle Request

Beneficiary Information

Account Number *

123456789

IFSC Code *

HDFC0123456



I confirm that the Account Number: 123456789 and IFSC: HDFC0123456 belongs to Pallavi (PAN: *****)

Internal

•**Username:** The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it. In case the applicant entity thinks the name is not representative enough, they can click on “Generate Longer” and the system will add more words for them from the “Entity Name”. Clicking on reset will reset it back to the default value.

Entity Name *

Default

Username

*UserName will be combination of fixed

Fixed *

Longer

Username

*UserName will be combination of fixed

Fixed *

Even Longer

Fixed *

•**Fixed Length Username Generation:** Generation In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

 Skip characters from fixed input

This will enable the following menu for CDSL DPs to click on separate characters to include or exclude them from the username.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

p a l l a v i f i n a n c i a l

Reset

Updated Fixed Username

pallavifinancial

Total: 16 | Skipped: 0 | Current: 16

•Optional Parameter:

In case user wants to add any additional information to the username then they can do so by enabling the following parameter. The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID.

Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.

Optional Parameter (Optional parameter for UPI ID customization)

test

Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *

@validicici

Your UPI ID will be: [hpmgshares.test.dp@validicici](#)

•Payment Service Provider Info: The system by default takes the account owning bank as Payment Service Provider (PSP) for UPI. The dropdown will show the “At Valid” handles only for that bank as per the IFSC provided. In case one has a different PSP, please check with your bank. To select another bank as PSP toggle this from “Yes” to “No” and then select the bank and then the suitable handle.

Payment Service Provider Info
Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *
@validhdfc

Payment Service Provider Info
Do you wish to use beneficiary's bank as PSP? No

Bank Name * --Select Bank-- UPI Handle * -- Select UPI Handle --

•Click “Submit UPI Handle Request” button.



After clicking on “Add Record”, below message will be displayed.

UnlistedEquityMem... IssuerView Document Manager... dpadmisionuat.cdslindia.com says Data Save Successfully. OK Dashboard HR doc manager

Fixed *
hpmgshares
Generate Longer Reset

Skip characters from fixed input

Optional Parameter (Optional parameter for UPI ID customization)

Enable

Payment Service Provider Info
Do you wish to use beneficiary's bank as PSP? Yes

- Use the following buttons to delete a UPI ID Entry

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "valid" handles, they may allocate a different handle as per technical configuration in their system.

Show entries

REQUEST ID	USE TRADEMARK	TRADEMARK NAME	TRADEMARK NO	A/C	IFSC	USERNAME	SUFFIX	HANDLER	UPI ID	STATUS	ACTION
30	<input type="checkbox"/>			1234567890	HDFC0000000	hpmgshares	dp	@validhdfc	hpmgshares.dp@validhdfc	Pending1	QR Code
4088	<input type="checkbox"/>			123123123123	HDFC0001881		dp	@validhdfc	HPMG Shares And Securities Private Limited Test.dp@validhdfc	Pending1	QR Code
4083	<input checked="" type="checkbox"/>	HPMG Shares And Securities	232823235	887878878870000	ICIC0002819		dp	@validic	hpmg.test.dp@validic	PENDING	Delete

- Click on "Add new UPI ID" button to add more requests

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "valid" handles, they may allocate a different handle as per technical config.

Show entries

REQUEST ID	USE TRADEMARK	TRADEMARK NAME	TRADEMARK NO	A/C	IFSC
30	<input type="checkbox"/>			1234567890	HDFC0000000
4088	<input type="checkbox"/>			123123123123	HDFC0001881
4083	<input checked="" type="checkbox"/>	HPMG Shares And Securities	232823235	887878878870000	ICIC0002819

Showing 25 to 27 of 27 entries

[+ Add new UPI ID](#)

- After completing the form, click "Submit UPI Handle Request" button

TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC
			123456	HDFC01234

Previous

[Submit UPI Handle Request](#)

- One can filter the requests based on status, "search" by text

Show entries

Search:

REQUEST ID	USE TRADEMARK	TRADEMARK NAME	TRADEMARK NO	A/C	IFSC	USERNAME	SUFFIX	HANDLER	UPI ID	STATUS	ACTION
8	<input type="checkbox"/>			123123123123123	HDFC0000000		dp	@validhdfc	hpmgshares.dp@validhdfc	Pending1	QR Code
7	<input type="checkbox"/>			1234567890124234	HDFC0000000	hpmg	dp	@validhdfc	hpmg.dp@validhdfc	Pending1	QR Code
8	<input type="checkbox"/>			1234567890124234	HDFC0000000	hpmgaha	dp	@validhdfc	hpmgaha.dp@validhdfc	Pending1	QR Code
9	<input type="checkbox"/>			1234567890	HDFC0000000	hpmg	dp	@validhdfc	hpmg.TEST.dp@validhdfc	Pending1	QR Code

One can download the QR Code for the active IDs by clicking on the following button. A user can also choose other options as per the different Status of the requests made by them

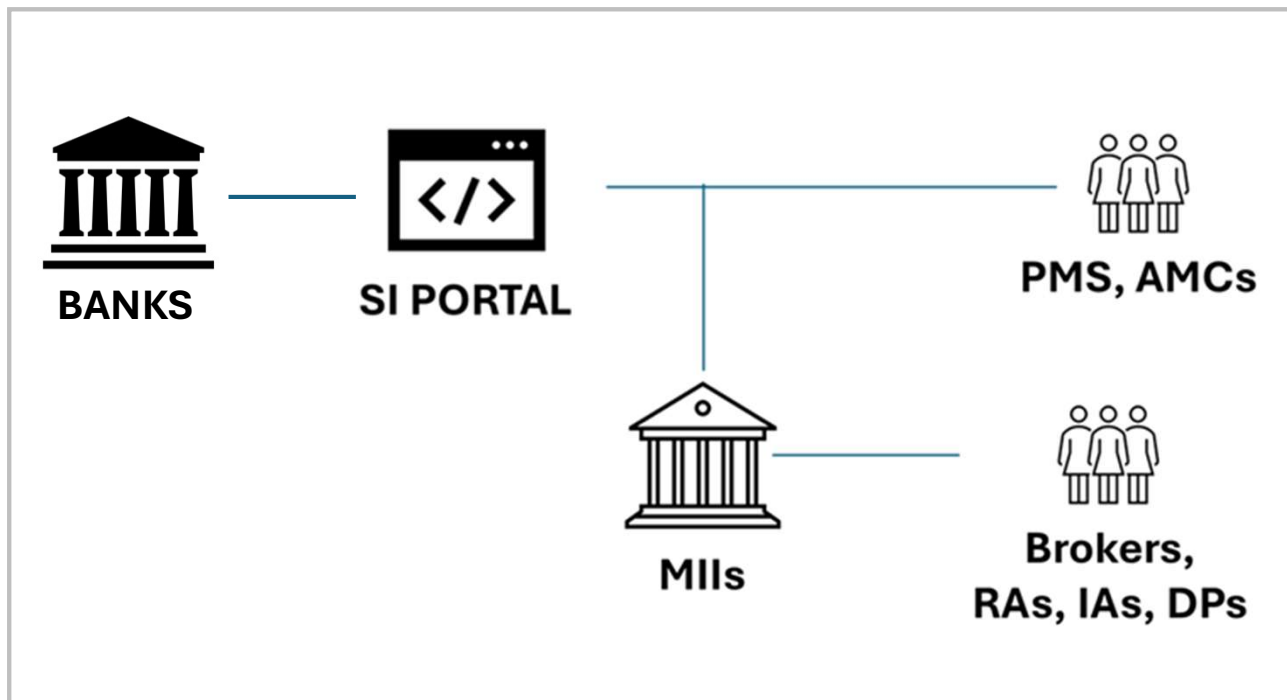
New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "valid" handles, they may allocate a different handle as per technical configuration in their system.

Show entries Search:

REQUEST ID	USE TRADEMARK	TRADEMARK NAME	TRADEMARK NO	A/C	IFSC	USERNAME	SUFFIX	HANDLER	UPI ID	STATUS	ACTION	
6	<input type="checkbox"/>				123123123123123	HDFC0000000		dp	@valichfbank	hpmshares.dp@valichfbank	Pending!	QR Code
7	<input type="checkbox"/>				1234567890124234	HDFC0000000	hpmg	dp	@valichfbank	hpmg.dp@valichfbank	Pending!	QR Code
8	<input type="checkbox"/>				1234567890124234	HDFC0000000	hpmgsha	dp	@valichfbank	hpmgsha.dp@valichfbank	Pending!	QR Code

Information Flow Chart



Requests collected at the end of the MIs are submitted to SI portal through an XML file.

SI Portal generates a “**Response File**” if the records are correctly uploaded or in case of an issue with some records they will be highlighted with suitable error code.

To check the status of the requests MIs will download the “**Status File**” on periodic intervals to show the status of various requests made by the intermediaries to the banks.

Database is managed at SI Portal level so banks or the intermediaries accessing the same directly will be able to see the changes by the other side in real time.

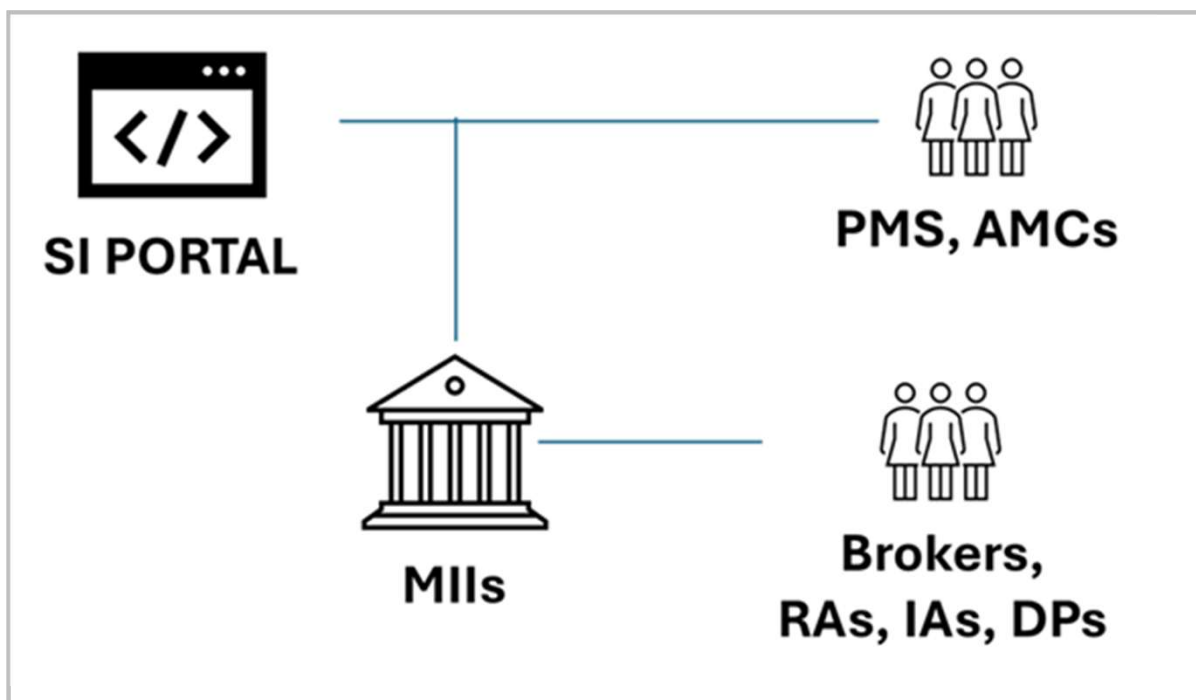
Section 2 : UPI ID Request by Intermediaries

Procedure to Request for “At Valid” UPI IDs by Intermediaries

The functionality of requesting is on the SEBI Intermediary (SI Portal) portal itself. This will be available as an option to choose from the dropdown menu that appears at the top left of the screen.

For intermediaries accessing it through the MIIs, this functionality will be available within the same extension of the SI portal from the respective MIIs.

In case an intermediary is registered across multiple exchanges as a broker or depositories as a DP, then the registered intermediary can use any of the MIIs' interfaces.



Use the following path to reach the dashboard page

Entity Category (Portfolio Managers Here) > @valid UPI ID Request > UPI Request Portal



The screenshot shows the SEBI portal interface. At the top, there is a blue navigation bar with a home icon and the text 'Portfolio Managers'. Below this is a main content area with a green header 'Work' and a 'View All' button. A search bar is present with the text 'Search:'. A list of menu items is displayed, including 'Registration Activities', 'Post Registration Activities', 'Reports', 'Query', 'Inspection', 'Create CISO user', '@Valid UPI ID Request', and 'Other Reports'. The '@Valid UPI ID Request' item is highlighted with a red box, and a sub-menu is visible next to it containing the option 'UPI Request Portal'. Below the menu, there is a notification area with the text 'RESUBMISSION REQUIRED' and 'Update Allowed for PMS Offsite Data - Client Expense Report ID: 257028'.

Next screen will look like below. One can click on any card to see the list of UPI ID under that given status.

@valid UPI IDs Request Portal - Dashboard

Name of the Applicant: Pallavi **Role:** Portfolio Managers
Registration No.: INP000464208 **Registration Start Date:** 22/01/2022

[Request new UPI IDs](#) [View All Requests](#)

Dashboard

19 Total Requests	5 Approved	11 Pending
1 Rejected	1 Withdrawn	1 Disabled

Click on these buttons to Request for New UPI ID or View All Requests made so far respectively.

Role: Portfolio Managers
Registration Start Date: 22/01/2022

[Request new UPI IDs](#) [View All Requests](#)

To request a new UPI ID click on “Add new UPI ID” button

The screenshot shows the 'New UPI Details' page. At the top, there are navigation buttons: 'Back', 'Dashboard', and 'View All Requests'. Below this is a section titled 'New UPI Details' with a warning message: 'Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.' There is a 'Show 10 entries' dropdown and a search box. Below the search box is a table header with columns: 'ACTIONS', 'USE TRADEMARK?', 'REGD. TRADENAME', 'TRADEMARK NO', 'A/C', 'IFSC', 'USERNAME', 'OPTIONAL PARAMETER', and 'SUFF'. The table content is empty, displaying 'No data available in table'. At the bottom left, a green button with a plus sign and the text 'Add new UPI ID' is highlighted with a red rectangular box. To its right is another green button labeled 'Submit UPI Handle Request'.

This is a close-up view of the 'Add new UPI ID' button. The button is green with a white plus sign icon and the text 'Add new UPI ID'. It is highlighted with a red rectangular box. Above the button, the table header is partially visible, showing columns 'ACTIONS', 'USE TRADEMARK?', and 'REGD. TRADENAME'. Below the header, the text 'Showing 0 to 0 of 0 entries' is displayed.

A form shown as on next page. Details are given on the subsequent pages, section by section.

Entity Information

Entity Name *

Pallavi

Registration Number *

INP000464208

PAN *

Category Code *

pms

Legal Account Holder Name

Legal Account Holder Name*

Pallavi

Legal Account Holder PAN*

Different Legal Account Holder?: No

Trade Name Configuration

Use Trade Name as Username: No

UPI Handle Request

Beneficiary Information

Account Number *

Enter account number

IFSC Code *

11-character IFSC

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

pallavi

Generate Longer

Reset

Skip characters from fixed input

Optional Parameter (Optional parameter for UPI ID customization)

Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *

-- Enter valid IFSC first --

Internal
Submit UPI Handle Request

Close

Entity Information

Entity information is auto-filled using the information provided for the login creation. This will be non-editable. The entity name and other associated information is of the entity which has the SEBI Registration certificate.

Entity Information

Entity Name *

Pallavi

Registration Number *

INP000464208

PAN *

Category Code *

pms

Legal Account Holder Name

By default, the system takes the account number being provided is in the name of the entity itself.

Legal Account Holder Name

Legal Account Holder Name*

Pallavi

Legal Account Holder PAN*

Different Legal Account Holder?: No

Legal Account Holder Name

In case one wants to select the account of the Exchange or the Clearing Corporation the same can be done by enabling the “**Different Legal Account Holder?**” toggle button to “**Yes**” from “**No**”.

This would add additional two parameters “**Legal Account Holder Role***” and Legal “**Account Holder Name***” one can suitably select that and enter the account number and IFSC of the respective Exchange or Clearing Corporation

Legal Account Holder Name

Legal Account Holder Name*

Pallavi

Legal Account Holder PAN*

Different Legal Account Holder?: Yes

Legal Account Holder Role*

Clearing Corporation

Legal Account Holder Name*

Select a name

NSE Clearing Limited.

Indian Clearing Corporation Ltd.

Trade Name Configuration

By default the unique username for UPI ID will take entity name as its base. However, a user can also choose to use Trade Name by enabling the “**Use Trade Name as Username:**” toggle from “No” to “Yes”.

The entity is expected to only use their registered trademarks and appropriately provide the trademark registration number as well in the relevant field.

Trade Name Configuration

Use Trade Name as Username: No

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

IPO Process

Issuer Name Configuration (For Bankers to an Issue (BTI) generating a UPI ID for the IPO process)

The 'Trade Name Configure' field must be enabled for the IPO process.

- **In Registered Trademark Name:** Please enter the name of the issuer company exactly as it appears in the DRHP.
- **In Trademark Registration Number:** Please enter the Corporate Identification Number (CIN). Ensure you are entering the CIN starting with the letters "CIN" without any special characters.
 - **Example:** CINU67120MH2007PLC170358, CINU65990MH1995PLC091146, etc.

Note: The letters "CIN" are bolded in the example for highlighting purposes only. Do not apply bold formatting in the actual field.

Trade Name Configuration

Use Trade Name as Username: No

Trade Name Configuration

Use Trade Name as Username: Yes

Registered Trademark Name *

Enter trademark name (min. 6 characters)

Minimum 6 characters, can include special characters like /

Trademark Registration Number *

Enter trademark registration number

Beneficiary Information

The user would enter the bank account information and IFSC in the following fields.

UPI Handle Request

Beneficiary Information

Account Number *

123456789

IFSC Code *

HDFC0123456



I confirm that the Account Number: **123456789** and IFSC: **HDFC0123456** belongs to **Pallavi** (PAN: *********)

Username

The username is automatically generated by the system to keep the name relatable and unique for the entity applying for it.

In case the applicant entity thinks the name is not representative enough, they can click on “Generate Longer” and the system will add more words for them from the “Entity Name” . Clicking on reset will reset it back to the default value.

Entity Name *

Pallavi Financial Services (PMS) Private Li

Default

Username

*UserName will be combination of fix

Fixed *

pallavi

Generate Longer

Reset

Longer

Username

*UserName will be combination of fixed

Fixed *

pallavifinancial

Generate Longer

Reset

Internal

Even Longer

Username

*UserName will be combination of fixed

Fixed *

pallavifinancialservices

Generate Longer

Reset

Fixed Length Username Generation

In case an intermediary requires to adjust the length of the username for any reason by skipping a few characters in between they can do so by enabling the following tick box.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

pallavifinancial

Generate Longer

Reset

Skip characters from fixed input

This will enable the following menu for them and one can click on separate characters to include or exclude them from the username.

Username

*UserName will be combination of fixed and optional parameter.

Fixed *

p a l l a v i f i n a n c i a l

Reset

Updated Fixed Username

pallavifinancial

Total: 16 | Skipped: 0 | Current: 16

Optional Parameter

In case user wants to add any additional information to the username then they can do so by enabling the following parameter.

The same will be added between the username and the category suffix and the entire text including the username, optional value (if provided) and category suffix is treated as the UPI username by the bank for the given ID.

Note: In case an entity is applying for multiple handles, please ensure that you add some unique value to each UPI ID request as they will be only accepted by the system if they are unique.

Optional Parameter (Optional parameter for UPI ID customization)

 Enable

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? **Yes**

UPI Handle *

Your UPI ID will be: **pallavifinancial.test.pms@validhdfc**

Click on Add Record

Payment Service Provider Info

Do you wish to use beneficiary's bank as PSP? Yes

UPI Handle *

@validhdfc

Your UPI ID will be: pallavifinancial.test.pms@validhdfc




Add Record **Close**

Use the following buttons to edit or delete a UPI ID Entry

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Show 10 entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERN
  				123456	HDFC0123456	pallavifin

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add new UPI ID



Submit UPI Handle Request

Click on this button to add more requests

New UPI Details

Please check with your PSP Bank before selecting the handle. In case bank has multiple "@valid" handles, they may allocate a different handle as per technical configuration in their system.

Show entries Search:

ACTIONS	USE TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC	USERNAME
 	<input type="checkbox"/>			123456	HDFC0123456	pallavifin


Showing 1 to 1 of 1 entries Previous **1** Next

+ Add new UPI ID

Submit UPI Handle Request

Click on the "Submit UPI Handle Request" to submit them to bank(s)

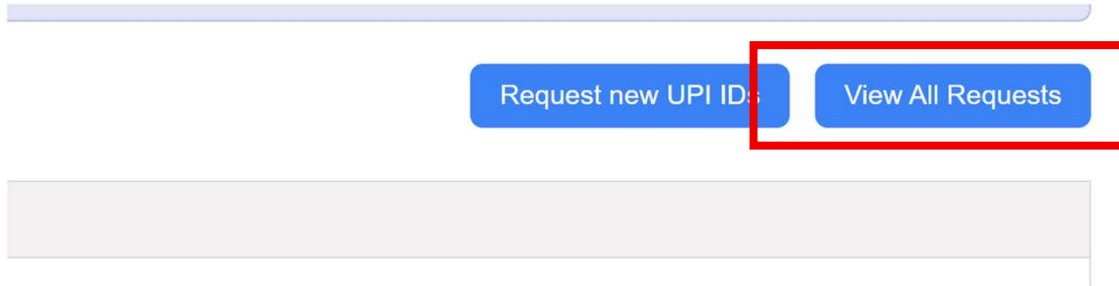
Search:

TRADEMARK?	REGD. TRADENAME	TRADEMARK NO	A/C	IFSC
			123456	HDFC01234

Previous

Submit UPI Handle Request

Clicking on the following button will open all requests made earlier.



One can filter the requests based on status, search by text or can also download the requests made earlier.

All Requests

Filter by Status: Active Pending Disabled Withdrawn Rejected All

Show 5 entries

Search:

Actions	UTN	Use Trademark?	Trademark Name	Trademark No	A/C	IFSC	UPI ID	Status
	400060	<input type="checkbox"/>			34567890	SBIN0123456	pallavi.456tygh.pms@validhdfc	PENDING
	400059	<input type="checkbox"/>			345678765	SBIN0123456	pallavi.lkjuhytgf.pms@validhdfc	PENDING
	400058	<input type="checkbox"/>			098765432	SBIN0123456	pallavi.43567uyjh.pms@validhdfc	PENDING
	400057	<input type="checkbox"/>			4567890	SBIN0123456	pallavi.4356y7ujhhjh.pms@validhdfc	PENDING
	400056	<input type="checkbox"/>			2345678	SBIN0123456	pallavi.34567uyjh.pms@validhdfc	PENDING

Showing 1 to 5 of 22 entries

Previous 1 2 3 4 5 Next

















Approaching the Bank Relationship Manager / Bank Branch





Once the request is submitted, the intermediaries are expected to:

1. Approach their respective branch for further guidance.
2. Submit the required documents for KYC and NPCI whitelisting requirements for enhanced limits.
3. Get the requested UPI ID(s) approved by the bank.

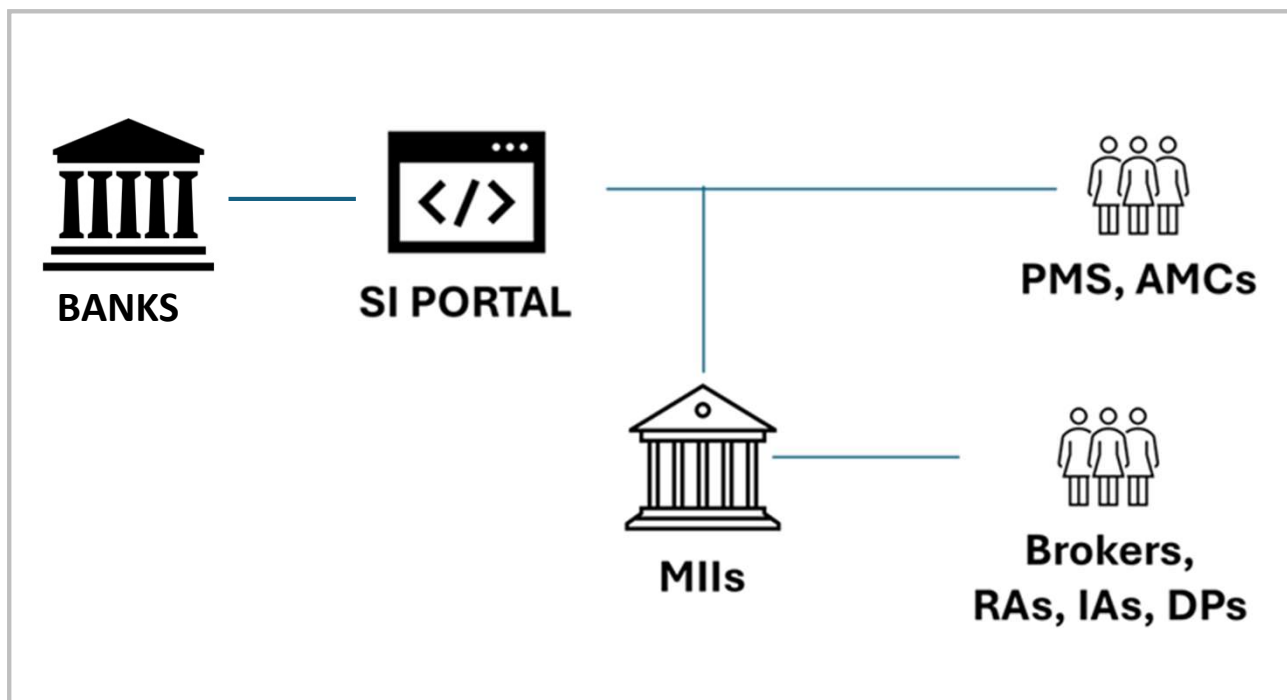
One can download the QR Code for the active IDs by clicking on the following button.

A user can also choose other options as per the different status of the requests made by them.

Actions	UTN	Use Tradem
  	400004	
  	400007	
  	400009	
  	400011	

Status





Information Flow Chart



Requests collected at the end of the MIs are submitted to SI portal through an XML file.

SI Portal generates a “**Response File**” if the records are correctly uploaded or in case of an issue with some records they will be highlighted with suitable error code.

To check the status of the requests MIs will download the “**Status File**” on periodic intervals to show the status of various requests made by the intermediaries to the banks.

Database is managed at SI Portal level so banks or the intermediaries accessing the same directly will be able to see the changes by the other side in real time.

Section 3 : UPI ID Approval by Banks

Procedure for Approval of “At Valid” UPI IDs Requests by banks

Checklist for Banks

1 The UPI ID Request is received on SI Portal

2 SEBI registered Intermediary / Merchant approaches Bank and submits required documents, as per existing process of the bank

3 Bank verifies the details received in the request and documents received.

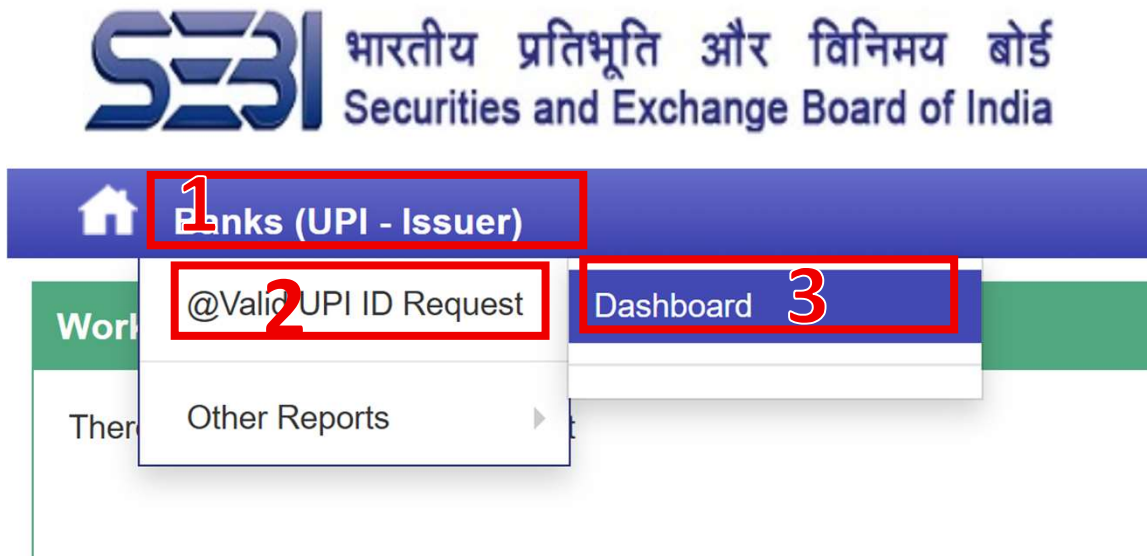
4 Banks allocates the UPI ID to the intermediary in their system and completes other formalities with NPCI for example whitelisting of the UPI ID NPCI system.

5 Confirmation of the Allocation by Changing the Status of the UPI ID request from the Pending to Confirmed by Clicking on “Confirm” in SI Portal.

Please note and ensure bank’s employee(s) is/are following the above check list in the same order and no other mode or deviation can be made from the above process without written permission from SEBI. API cannot be used in the phase 1 of the implementation.

Use the following path to reach the dashboard page

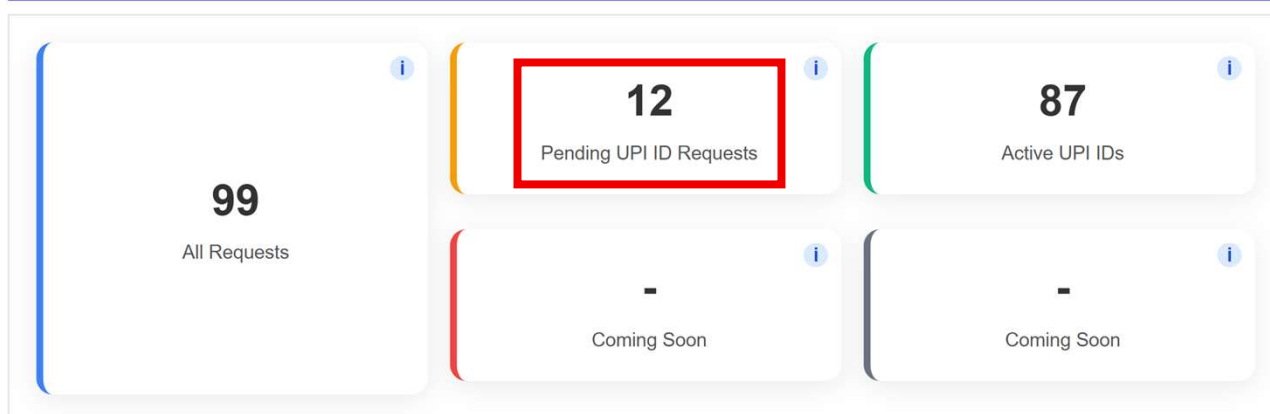
Banks (UPI – Issuer) > @valid UPI ID Request > Dashboard



Next Screen is Dashboard which will look like the following.

Click on the **Pending UPI ID Requests** to view them on the screen.

@valid UPI IDs - Dashboard



All requests will be shown to a bank user along with their status. One can filter those or search by entering the text string.

@valid UPI IDs - Pending Requests
All pending requests are displayed here.

3 Entities 12 Pending 2 Marked for Activation 0 Marked for Rejection

Expand All Collapse All Download CSV Upload CSV Proceed for Submission

Search by entity name, entity ID, PAN, UPI handle, ac

Filter by status: All Requests Pending Confirmed Rejected

Requests will be clubbed at the entity level, and entity's name and PAN will also be displayed to the bank user along with additional required information card-wise.

ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

8 Pending 0 Confirmed 0 Rejected

Confirm All (8) Reject All (8) Reset All Download CSV

One will be able to see all requests by clicking on the entity card. If required, the bank user will be able to change the handle.

ABC Broker Pvt Ltd

SEBI Registration Number: INP000001234 PAN: ABCDE1234F Total Records: 8

8 Pending 0 Confirmed 0 Rejected

Confirm All (8) Reject All (8) Reset All Download CSV

Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Pending	Confirm Reject
400059	pallavi.lkjuhdytgf.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Pending	Confirm Reject
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm Reject
400057	pallavi.43567ujhjh.pms	@validhdfc	4567890	SBIN0123456	28-Jul-2025 14:20	Pending	Confirm Reject
400056	pallavi.34567uyjh.pms	@validhdfc	2345678	SBIN0123456	28-Jul-2025 14:11	Pending	Confirm Reject

Showing 1 to 5 of 8 entries Previous 1 2 Next

One can accept a single request one at a time or accept multiple requests in one go at Entity Level. Rejection requires a reason to be filled in case a request is being rejected.

Show 5 entries Search:

UTN	Username	Handle	Account Number	IFSC	Last Updated At	Status	Actions
400060	pallavi.456tygh.pms	@validhdfc	34567890	SBIN0123456	28-Jul-2025 15:54	Confirmed	Reset
400059	pallavi.lkjuhdytgf.pms	@validhdfc	345678765	SBIN0123456	28-Jul-2025 15:20	Confirmed	Reset
400058	pallavi.43567uyjh.pms	@validhdfc	098765432	SBIN0123456	28-Jul-2025 14:47	Pending	Confirm Rejected

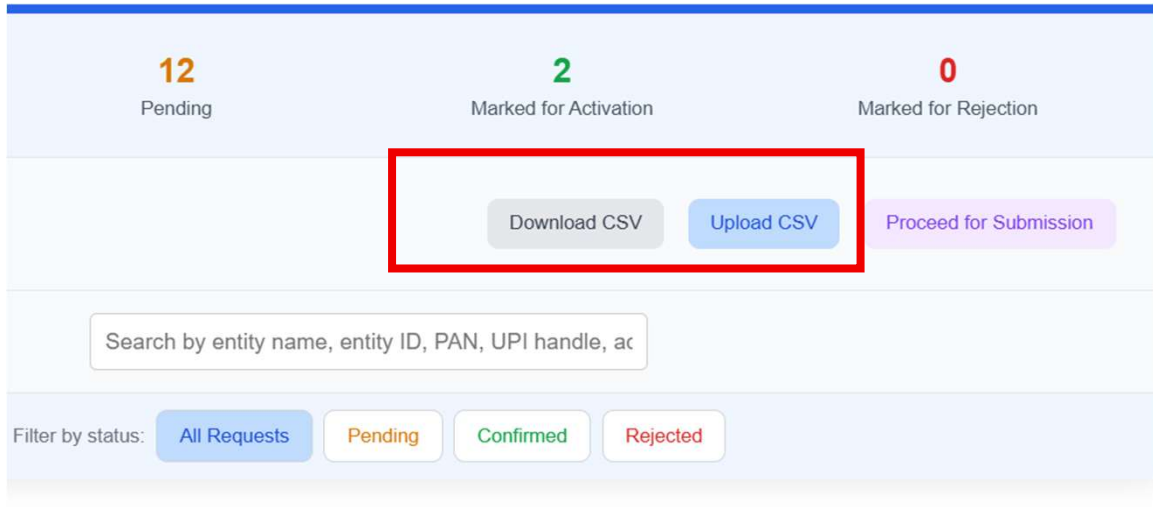
Rejection Reason

Enter reason...

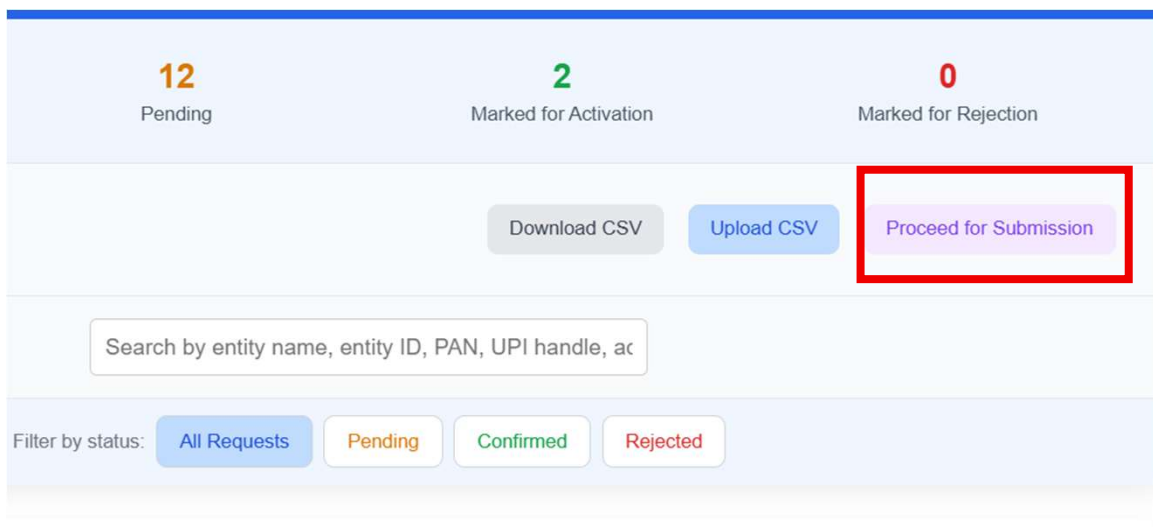
Choose File No file chosen

Submit Rejection Cancel

One can download the requests in CSV and can upload them after making modifications to that for bulk processing. The same process can also be used by a bank in case they follow maker-check procedure, one can take approval via mail before uploading the CSV again to the portal.



Changes are temporary and the user needs to click on the **“Proceed for Submission”** button to get the changes updated in the SEBI database.



This will bring a summary window from the right and user will be able to submit the response for UPI IDs by solving a question. Which will submit the data to the database and will also send an intimation to the intermediary.

The image shows a 'Verification Summary' window for 'ABC Broker Pvt Ltd'. It displays two statistics: 2 Confirmed (in a green box) and 0 Rejected (in a red box). Below these is a link for 'Confirmed UPI IDs' with a dropdown arrow. At the bottom, there is a math problem 'Solve to verify: 15 + 12 = ?', an input field labeled 'Your answer', a 'Download Summary CSV' button, and a 'Submit Confirmed' button.

Status	Count
Confirmed	2
Rejected	0

Solve to verify: $15 + 12 = ?$

Your answer:

[Download Summary CSV](#) [Submit Confirmed](#)

Section 4 : FAQs

Frequently Asked Questions

FAQs

Q1: How can Payment Aggregators obtain a “At Valid” UPI ID for a merchant / SEBI registered intermediary?

Ans: The request can only be made by the SEBI registered Intermediaries from their login and needs to be approved by the valid handle owner Self-Certified Sponsor Bank. The bank can prescribe the required information to be filled by the SEBI registered Intermediary in the optional field as per the NPCI circular UPI OC 217 dated 3rd July 2025, point 6. Then, the bank can approve the same after the due process followed by the bank as prescribed earlier for all other cases. The same approved UPI ID can then be used by a Payment Aggregator.

Q2: Are APIs allowed?

Ans: Due to recent developments, the use of APIs for this secure pipeline is not allowed in Phase 1 of the implementation. It is also required of the self-certified syndicate banks that they do not use any external API for this process without explicitly confirming with SEBI.

Q3: We have many merchants, how to approve the multiple requests from them without APIs?

Ans: The interface has CSV download and upload functionality. The same can be used to expedite and automate the processing of the requests.

Q4: Can we request for multiple email logins for maker-checker, in case of absence of a team member as a backup ID?

Ans: The current system only allows one login ID per bank. The bank can use a generic / group ID to create a login similar to `paymenthandles@sebi.gov.in` which forwards emails to multiple internal SEBI IDs. The SI portal also allows one to change the login email IDs from settings, so in case of a change of role in an organisation, the email ID currently being used can be changed.

Q5: How does this process change the current merchant onboarding process followed by the banks? Do we still need to collect the paperwork from merchants?

Ans: This new process is supplementary to the existing practices followed by banks for merchants being onboarded in the 6211 category. The new "At Valid" can only be allocated to the requests made through SEBI Intermediary Portal (SI Portal). This is to help banks verify if a merchant is actually a SEBI Registered Intermediary or not. Banks are expected to continue to follow their existing process of due diligence they have been following in addition to the confirmation of receiving the request and approval of the same.