

Annexure B

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I. Updating and Submission of Internal Audit Report (IAR) by Auditor

- Once the DP selects/ registers an Auditor, the auditor will receive an email on the Email ID entered by the DP, confirming to the auditor that, “Please note that DP - xxxxxxxx has added your audit firm as their Internal / Concurrent auditor. Your login id is your email id and for getting your password for the first time you are advised to go to the website <https://auditweb.cdslindia.com/login.aspx> and after entering your login id click on forgot password.

You are requested to prepare the internal audit report of the DP and share the same with the DP. The manual for preparation of the audit report is available at the following web site: <https://auditweb.cdslindia.com/login.aspx>.”

- Procedure for ‘Forgot Password’, (Fig 17 &18 on page 13) system generated Password will go to the Auditor’s email ID. The Auditor is advised to change the password.
- Using the login ID and new password the auditor needs to login into system. Refer Fig. 1

For better performance used IE-11 or Chrome

Sign In

Select Login Type

☒ Auditor
☐ DP
☐ Internal_Users

Basic Login Credential

User Name:

Password:

Sign In

Forgot password for Register Users? [Click here](#)
Change Password [Click here](#)
Registration for DP? [Create an account for DP](#)

(Fig. 1)

In Fig. 1, Select Login Type: **Auditor**

User Name: <<*Auditor's email ID registered by the DP*>>

Password: <<*enter password*>>

Click on **SIGN IN**

Below screen will appear. Auditor will have access only to IAR (Internal Audit report).

In Fig. 2, Auditor has to select

Audit Type: **Internal Audit Report**

Audit month: **Relevant half year period e.g. September 2016**

Select DP: Respective DP (The Auditor can view list of all the registered DPs for whom it is acting as internal auditor and have to select the relevant DP for which they are going to submit the report)

Click on **CONFIRM**

Select Audit Type

☒ Internal Audit Report

☐ Con-Current Auditor

Select Audit Month

☒ September-2016

Select DP

☐ 10000 - STOCK HOLDING CORPORATION OF INDIA LTD. (INSTITUTIONAL)

☒ 10100 - STOCK HOLDING CORPORATION OF INDIA LTD. (RETAIL)

☐ 10104 - STOCK HOLDING CORPORATION OF INDIA LTD - HYDERABAD

☐ 10600 - ANAND RATHI SHARE AND STOCK BROKERS LIMITED

Confirm

Go to Login [Click here](#)

(Fig. 2)

- Once Auditor clicks on Confirm button the Internal Audit Report screen is opened (Fig. 3).

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Audit Type :- Internal Audit Auditor Name :- Prachi and company

Audit Month :- September-2016 DP Name(ID) :- 41300 - R. D. SHAH STOCK BROKERS PRIVATE LIMITED

Schedule No :- 2016091163 As on :- September 30, 2016

The said Internal Audit Report covers internal Audit of the following Branch DPIDs :-

Mention Branch DPIDs for which consolidated IAR is submitted (if any)

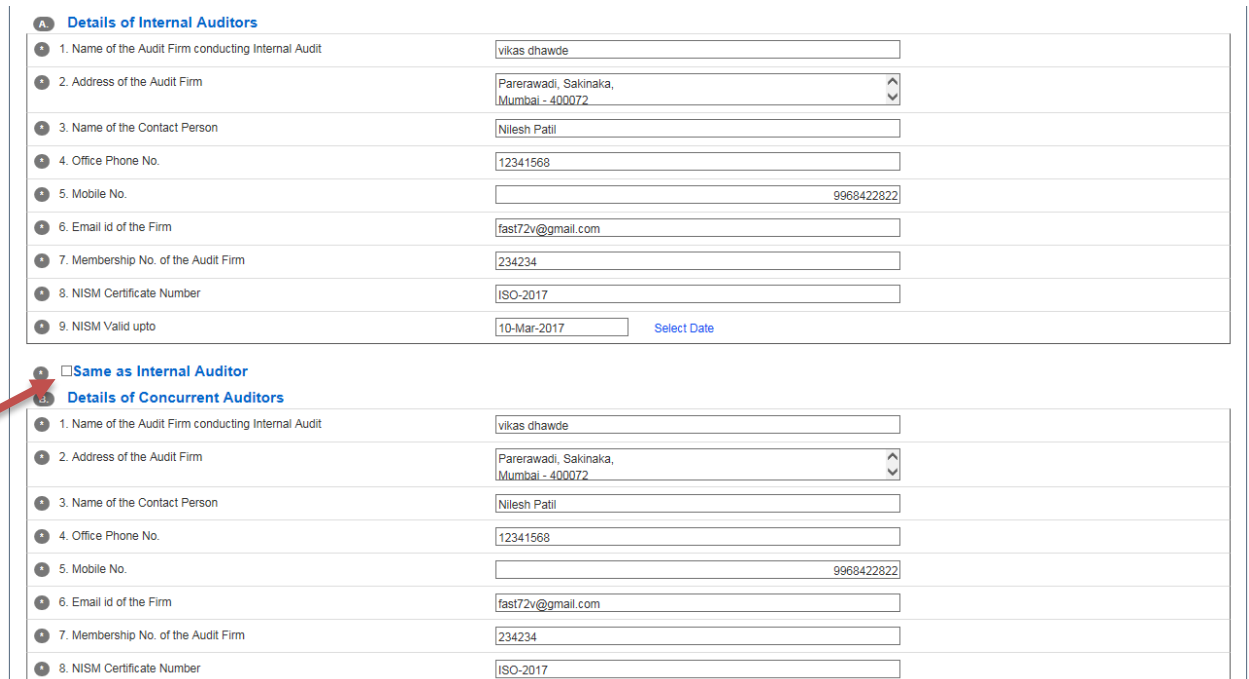
Audit Area	Total Count	Sample size (in Actual Numbers)	Sample Size(%)
Service Centers visited	0	0	0
Account Opening	0	0	0
Account modifications	0	0	0
Account closure initiated by BO	0	0	0
Account closure initiated by DP	0	0	0
Dematerialisation	0	0	0
Off market, on market, inter-depository, early pay in instructions	0	0	0

Update Sampling

(Fig. 3)

The Auditor needs to mention the branch DPIDs for which consolidated Internal Audit Report will be submitted and fill in the sampling plan of the DP. If the DP is not having any Branch DPIDs, enter “0” (zero - numeric field). After entering to save the sampling data auditor needs to click on “**Update Sampling**”

Please update the details about the Audit Firm/Auditors in the screen given below:



A Details of Internal Auditors

1. Name of the Audit Firm conducting Internal Audit	vikas dhawde
2. Address of the Audit Firm	Parerawadi, Sakinaka, Mumbai - 400072
3. Name of the Contact Person	Nilesh Patil
4. Office Phone No.	12341568
5. Mobile No.	9968422822
6. Email id of the Firm	fast72v@gmail.com
7. Membership No. of the Audit Firm	234234
8. NISM Certificate Number	ISO-2017
9. NISM Valid upto	10-Mar-2017 Select Date

☐ Same as Internal Auditor

B Details of Concurrent Auditors

1. Name of the Audit Firm conducting Internal Audit	vikas dhawde
2. Address of the Audit Firm	Parerawadi, Sakinaka, Mumbai - 400072
3. Name of the Contact Person	Nilesh Patil
4. Office Phone No.	12341568
5. Mobile No.	9968422822
6. Email id of the Firm	fast72v@gmail.com
7. Membership No. of the Audit Firm	234234
8. NISM Certificate Number	ISO-2017

(Fig. 4)

If the Concurrent Auditor of the DP is same as Internal Auditor, the auditor needs to tick on same **as Internal Auditor**. Else, concurrent auditor details are also required to be filled in by the auditor.

Please note: If the Internal Auditor and Concurrent Auditor of the DP is different, the DP is required to scan and upload the consolidated concurrent audit report. Format of the same is available in the latest communique for checklist issued by CDSL from time to time. The format of Annexure B duly filled in by the concurrent auditor should be scanned and provided to the internal auditor. Internal auditor will upload/ attach the Annexure B along with the IAR.

- Mention the details of place of documents storage

Place of keeping records of Main DP & Live Connected Branch DPs (The Main DP to submit information for all its live connected branch DPs also).				
DP ID	Place at which documents are being stored	Type of documents stored	Period (From-TO)	Remarks

(Fig 4A)

- The auditor needs to fill in the checklist points. Validations for the column “**Comments by Auditor**” are as follows:

Comments by Auditor	Sample	Instance	Remarks
YES	Not allowed	Not allowed	Not allowed
NA	Optional	Optional	Mandatory
NO	Mandatory	Mandatory	Mandatory

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
1.1.a	Proof of identity is obtained from all holders of a non-body corporate as per SEBI, PMLA and CDSL requirements.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.b	Proof of Address is collected from all holders as per SEBI, PMLA and CDSL requirements.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.c	Proof of identity and address of third party is obtained and due diligence is done as prescribed by SEBI, PMLA and CDSL, in case third party address is obtained as correspondence address.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.d	The DP obtains the proof of correspondence address and keeps on record, if the BO is registered with KRA and does not want to use the correspondence address mentioned in the KRA system.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.e	All KYC documents are self attested by the BO(s).	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.f	The DP has actually verified documents with originals and affixed the stamp accordingly on all KYC documents.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.1.g	Translation into English is on record of the DP, if any proof of identity or proof of address is in foreign language.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.2.a	The requirement of obtaining PAN card details has been complied with.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.2.b	PAN details are verified with the database of Income Tax Department and stamp of "PAN Verified" has been affixed on the photocopy of the PAN card(s) for all the account holders.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.2.c	The DP has correctly & adequately entered PAN details in CDSL system.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks
1.3.a	The DP does "In person verification" as prescribed by SEBI, PMLA and CDSL guidelines and maintains record of in-person verification.	-SELECT- -SELECT- NA YES NO	0	0	Add Remarks

(Fig. 5)

The screenshot shows a software interface with a compliance checklist table in the background. Overlaid on this is a modal form titled "Auditor Remarks". The form contains three text input fields: "Auditor Remarks", "DP Remarks", and "History Remarks". A red arrow points to the "Auditor Remarks" field. Below these fields is a "Save Remarks" button. The background table shows various compliance items with columns for "Compliance ID", "Compliance Area", "Comments by Auditor", "Sample", "Instance", and "Remarks".

(Fig. 6)

- For adding **Remarks**, click on Add Remarks (Fig. 5). A new window will open. Auditors have to mention their remarks under Auditor Remarks (Fig. 6).

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
16.2.c	The associated person(s) employed or engaged by the DP other than those engaged in basic elementary / clerical level activities & supervised by NISM DOCE certified personnel, are NISM-Series VI DOCE certified / attended CPE programme as applicable to grandfathered employees. (Refer comm. 4650 dated 21.08.2014)	YES	0	0	Add Remarks
16.3	The Anti Virus Software installed is upgraded regularly on a weekly basis.	YES	0	0	Add Remarks
17.1.a	The discrepancies and /or non-compliances observed during previous inspection and last two internal audits and concurrent audits are rectified and /or complied with.	YES	0	0	Add Remarks
17.1.b	The discrepancies and /or non-compliances observed during inspection conducted by SEBI or any other regulatory authorities are rectified and /or complied with.	YES	0	0	Add Remarks
17.1.c	The DP has implemented the procedure as confirmed in the previous compliance report for the last inspection and/ or internal audit report.	YES	0	0	Add Remarks
17.2.a	The Depository Participant has placed last CDSL inspection report and corrective action before the meeting of its Board of Directors held on _____ (same may be verified from the extract of the minutes of the Board Meeting)	YES	0	0	Add Remarks
17.2.b	The Depository Participant has placed last SEBI inspection report and corrective action before the meeting of its Board of Directors held on _____ (same may be verified from the extract of the minutes of the Board Meeting)	NA	0	0	Add Remarks
17.2.c	The Depository Participant has placed last Internal Audit report / Concurrent Audit report and corrective action before the meeting of its Board of Directors held on _____ (same may be verified from the extract of the minutes of the Board Meeting)	YES	0	0	Add Remarks
17.2.d	The board of the DP was satisfied with the corrective actions taken.	YES	0	0	Add Remarks
18.1	The DP has prepared a policy framework as per SEBI guidelines and is compliant with PMLA guidelines as given in SEBI circular dated 24.02.2016 and is compliant with SEBI IML.	YES	0	0	Add Remarks

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(Fig. 7)

20.2	The internal and / or concurrent auditors are not related party to the DP.	YES	0	0	Add Remarks
20.3	The required internal controls, checks, risk management procedure are in place.	YES	0	0	Add Remarks
20.4	The DP operations are carried out as per the Depositories Act 1996, SEBI (Depositories and Participants) Regulations 1996, Prevention of Money Laundering Act, 2002 Operating instructions, communiqués, CDSL Byelaws and SEBI Guidelines.	YES	0	0	Add Remarks
20.5	Adequate staff, hardware, and software are available at the DP's office.	YES	0	0	Add Remarks
20.6	The place of keeping records is adequate in terms of safety and security.	YES	0	0	Add Remarks
20.7	The information provided by the DP in Risk Assessment Template has been verified and found to be factual.	YES	0	0	Add Remarks
Annex	The discrepancies listed in annexures, if any, are rectified by the DP.	YES	0	0	Add Remarks
Gen	General observations of the auditor	YES	0	0	Add Remarks
Mgmt	Management Comments :	YES	0	0	Add Remarks

(Fig. 8)

Refer Fig. 7 & Fig. 8

- The auditor needs to mention Remarks for point nos. 17.2.a, 17.2.b, 17.2.c, Annexure “Annex” and General “Gen” by clicking on Add Remarks.

- Accordingly, the auditor is required to fill in all the fields else the report will not be accepted by the system.

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
19.5	DDP has mechanism to check about any material change in the information provided by FPI to DDP and SEBI earlier in respect of direct/indirect change in control, change in regulatory status, merger/demerger or restructuring, change in category, change in structure etc. and it reassesses the eligibility of FPI after examining the same.	YES	0	0	Add Remarks
20.1	At least one person conducting internal and/ or concurrent audit is BCCD/NISM certified/ has participated training programme conducted by CDSL.	YES	0	0	Add Remarks
20.2	The internal and / or concurrent auditors are not related party to the DP.	YES	0	0	Add Remarks
20.3	The required internal controls, checks, risk management procedure are in place.	YES	0	0	Add Remarks
20.4	The DP operations are carried out as per the Depositories Act 1996, SEBI (Depositories and Participants) Regulations 1996, Prevention of Money Laundering Act, 2002 Operating instructions, communiqués, CDSL Byelaws and SEBI Guidelines.	YES	0	0	Add Remarks
20.5	Adequate staff, hardware, and software are available at the DP's office.	YES	0	0	Add Remarks
20.6	The place of keeping records is adequate in terms of safety and security.	YES	0	0	Add Remarks
20.7	The information provided by the DP in Risk Assessment Template has been verified and found to be factual.	YES	0	0	Add Remarks
Annex	The discrepancies listed in annexures, if any, are rectified by the DP.	YES	0	0	Add Remarks
Gen	General observations of the auditor	YES	0	0	Add Remarks
Mgmt	Management Comments :	YES	0	0	Add Remarks

(Fig. 9)

Refer Fig. 9

- The auditor can save the entered details by clicking on “**Save IAR Details**” button.
- The auditor can attach Annexures by clicking on “**Attach Files**”
- Following new screen will appear on clicking “**Attach Files**” (Fig. 10)
For Annexures to be submitted along with audit report, Click on ‘Choose Files’ and through Browse ‘**UPLOAD**’ the annexures.

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No file chosen

(Fig. 10)

II. Sending of IAR by Auditor to DP for review

- Once the auditor has completed filling in the checklist, the Auditor needs to Save IAR Details and click on **“Submit to DP”**. The Auditor will inform the DP that they have sent Internal Audit Report for their review.

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
19.5	DDP has mechanism to check about any material change in the information provided by FPI to DDP and SEBI earlier in respect of direct/indirect change in control, change in regulatory status, merger/demerger or restructuring, change in category, change in structure etc. and it reassesses the eligibility of FPI after examining the same.	YES	0	0	Add Remarks
20.1	At least one person conducting internal and/ or concurrent audit is BCCD/NISM certified/ has participated training programme conducted by CDSL.	YES	0	0	Add Remarks
20.2	The internal and / or concurrent auditors are not related party to the DP.	YES	0	0	Add Remarks
20.3	The required internal controls, checks, risk management procedure are in place.	YES	0	0	Add Remarks
20.4	The DP operations are carried out as per the Depositories Act 1996, SEBI (Depositories and Participants) Regulations 1996, Prevention of Money Laundering Act, 2002 Operating instructions, communiqués, CDSL Byelaws and SEBI Guidelines	YES	0	0	Add Remarks
20.5	Adequate staff, hardware, and software are available at the DP's office.	YES	0	0	Add Remarks
20.6	The place of keeping records is adequate in terms of safety and security.	YES	0	0	Add Remarks
20.7	The information provided by the DP in Risk Assessment Template has been verified and found to be factual.	YES	0	0	Add Remarks
Annex	The discrepancies listed in annexures, if any, are rectified by the DP.	YES	0	0	Add Remarks
Gen	General observations of the auditor	YES	0	0	Add Remarks
Mgmt	Management Comments :	YES	0	0	Add Remarks

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(Fig. 11)

- Auditor and DP has only 3 rounds/ attempts to exchange details i.e. observations of auditors and comments of the DP.

III. Finalizing of IAR by Auditor and attaching Digital Signature

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
19.5	DDP has mechanism to check about any material change in the information provided by FPI to DDP and SEBI earlier in respect of direct/indirect change in control, change in regulatory status, merger/demerger or restructuring, change in category, change in structure etc. and it reassesses the eligibility of FPI after examining the same.	YES v	0	0	Add Remarks
20.1	At least one person conducting internal and/ or concurrent audit is BCCD/NISM certified/ has participated training programme conducted by CDSL.	YES v	0	0	Add Remarks
20.2	The internal and / or concurrent auditors are not related party to the DP.	YES v	0	0	Add Remarks
20.3	The required internal controls, checks, risk management procedure are in place.	YES v	0	0	Add Remarks
20.4	The DP operations are carried out as per the Depositories Act 1996, SEBI (Depositories and Participants) Regulations 1996, Prevention of Money Laundering Act, 2002 Operating instructions, communiqués, CDSL Byelaws and SEBI Guidelines.	YES v	0	0	Add Remarks
20.5	Adequate staff, hardware, and software are available at the DP's office.	YES v	0	0	Add Remarks
20.6	The place of keeping records is adequate in terms of safety and security.	YES v	0	0	Add Remarks
20.7	The information provided by the DP in Risk Assessment Template has been verified and found to be factual.	YES v	0	0	Add Remarks
Annex	The discrepancies listed in annexures, if any, are rectified by the DP.	YES v	0	0	Add Remarks
Gen	General observations of the auditor	YES v	0	0	Add Remarks
Mgmt	Management Comments :	YES v	0	0	Add Remarks



(Fig. 12)

- Once the DP has provided final Management Comments and informed the auditors, the Auditor will click on **“Generate IAR File”** (Fig. 12). **Message will appear as ‘File Generated Successfully’**
- Please note: The auditor should click on Generate File only after the report is complete in all respects. Once Generate File is clicked, the report is treated as submitted and no further modifications will be allowed.

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
	KYCs of BOs where initial KYC is registered through other intermediary.				
1.3.f	The DP has uploaded the modification / missing data in the MF-KYC verified cases on the KRA system.	YES	0	0	Add Remarks
1.4.a	Necessary documents / information as per guidelines prescribed by SEBI and CDSL, have been collected from different types of BOs such as individual investors (Minor, HUF, and NRIs etc), CMs, Corporate, OCBs, Trusts, etc.	YES	0	0	Add Remarks
1.4.b	The procedures prescribed by CDSL for opening the demat account of illiterate / disabled person/ or person suffering from cerebral palsy/autism/mental retardation and multiple disabilities are being complied with.	YES	0	0	Add Remarks
1.4.c	Partnership/Proprietorship firm accounts are opened as per operating instructions 2.4.5 (except for CM Principal / Pool or LLP accounts)	YES	0	0	Add Remarks
1.4.d	There is a mechanism to ensure that the details of account opening forms are entered correctly in the CDAS and opened under appropriate category.	YES	0	0	Add Remarks
1.4.e	PMS Demat account opened by the DP is as per the guidelines issued by CDSL /SEBI.	YES	0	0	Add Remarks
1.4.f	The procedure prescribed by CDSL for opening & operating the AMC CM accounts for settlement of Mutual Fund units is being complied with.	YES	0	0	Add Remarks
1.4.g	The nomination is made as per the procedure prescribed by CDSL and nomination form is duly filled, executed and entered in CDAS.	YES	0	0	Add Remarks
1.4.h	The proof of bank details is obtained and is as prescribed by CDSL and same has been entered in CDAS.	YES	0	0	Add Remarks
1.4.i	The information on Financial of BOs is obtained in the account opening form.	YES	0	0	Add Remarks

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[Upload IAR File](#)
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(Fig. 13)

- Click on “**View, Save File and Attach Digital Signature**”. A PDF of the report will be generated. (Fig. 13)
- The Auditor will attach its digital signature on the last page of the report under PDF document in the space provided for Auditor Signature (Fig. 14).

The screenshot shows a PDF document titled 'IAR_September_2016_41300 (1).pdf'. It contains a table with the following data:

		YES			0.00	0.00
20.7	The information provided by the DP in Risk Assessment Template has been verified and found to be factual.	YES			0.00	0.00
Annex	The discrepancies listed in annexures, if any, are rectified by the DP.	YES	no discrepancies [		0.00	0.00
Gen	General observations of the auditor	YES	no [		0.00	0.00
Mgmt	Management Comments	YES			0.00	0.00

Below the table, there are two signature fields: **Auditor Signature** and **DP Signature**. A red arrow points to the **Auditor Signature** field.

(Fig. 14)

- Once the digital signature is attached by the auditors, they should save the file on their desktop.

- Click on **Attach ‘Upload IAR File’** (Fig. 15).

Compliance ID	Compliance Area	Comments by Auditor	Sample	Instance	Remarks
	KYC of BOs where initial KYC is registered through other intermediary.				
1.3.f	The DP has uploaded the modification / missing data in the MF-KYC verified cases on the KRA system.	YES	0	0	Add Remarks
1.4.a	Necessary documents / information as per guidelines prescribed by SEBI and CDSL, have been collected from different types of BOs such as individual investors (Minor, HUF, and NRIs etc), CMs, Corporate, OCBs, Trusts, etc.	YES	0	0	Add Remarks
1.4.b	The procedures prescribed by CDSL for opening the demat account of illiterate / disabled person/ or person suffering from cerebral palsy/autism/mental retardation and multiple disabilities are being complied with.	YES	0	0	Add Remarks
1.4.c	Partnership/Proprietorship firm accounts are opened as per operating instructions 2.4.5 (except for CM Principal / Pool or LLP accounts)	YES	0	0	Add Remarks
1.4.d	There is a mechanism to ensure that the details of account opening forms are entered correctly in the CDAS and opened under appropriate category.	YES	0	0	Add Remarks
1.4.e	PMS Demat account opened by the DP is as per the guidelines issued by CDSL /SEBI.	YES	0	0	Add Remarks
1.4.f	The procedure prescribed by CDSL for opening & operating the AMC CM accounts for settlement of Mutual Fund units is being complied with.	YES	0	0	Add Remarks
1.4.g	The nomination is made as per the procedure prescribed by CDSL and nomination form is duly filled, executed and entered in CDAS.	YES	0	0	Add Remarks
1.4.h	The proof of bank details is obtained and is as prescribed by CDSL and same has been entered in CDAS.	YES	0	0	Add Remarks
1.4.i	The information on Financial of BOs is obtained in the account opening form.	YES	0	0	Add Remarks

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(Fig. 15)

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IAR_September_2016_70000.pdf has been uploaded.

(Fig. 16)

A new window will open as in Fig. 16. Click on ‘**Choose File**’ and select the “Digitally signed PDF” from the saved path. Then click on Upload. **Please note the filename of the downloaded PDF should not be changed (there should not be any file extensions to it viz. .pdf).**

- Confirmation message “IAR relevant month .pdf has been uploaded” will appear.
- Once the Auditor has uploaded the Internal Audit Report PDF for a DP, the same can be viewed at the DP’s end.
- Auditor will inform the DP that they have uploaded the Final Internal Audit Report in PDF.

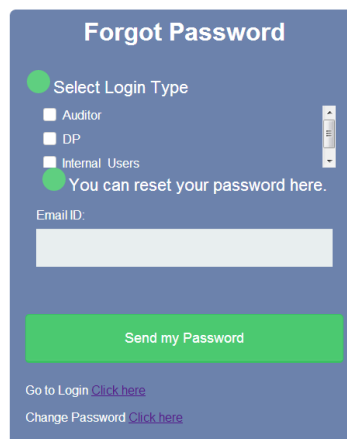
IV. Forgot Password

- Only registered users can use this link.



(Fig. 17)

- Following screen will appear (Fig. 18).



(Fig. 18)

- Select your Login Type (viz. DP/ Auditor)
- Enter your email ID and click on “Send my Password”. The new password will be emailed to the respective email ID. Please note password will be emailed to the registered email id only after validation.
- DP/ Auditor can change the system generated password by following the procedure for Change Password.

V. Change of Password

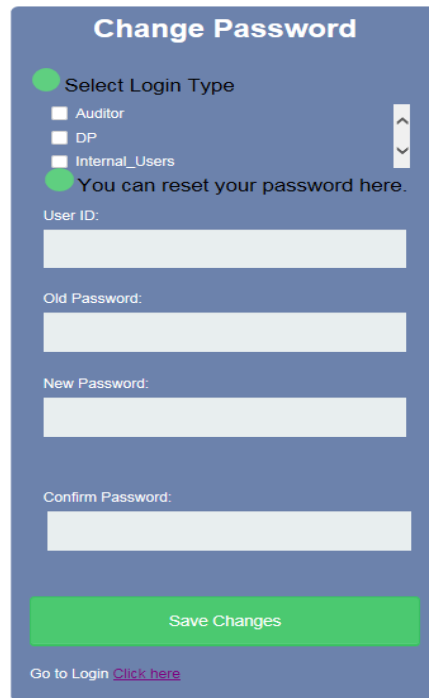
- DP and Auditor have facility to change their password. 30 days password expiry policy is followed



The image shows a 'Sign In' form with a blue background. At the top, it says 'Sign In'. Below that, there is a section 'Select Login Type' with three radio buttons: 'Auditor', 'DP', and 'Internal_Users'. The 'DP' option is selected. Below this is a section 'Basic Login Credential' with two input fields: 'User Name:' and 'Password:'. A green 'Sign In' button is below the input fields. At the bottom, there are three links: 'Forgot password for Register Users? [Click here](#)', 'Change Password [Click here](#)', and 'Registration for DP? [Create an account for DP](#)'. A red box highlights the 'Change Password [Click here](#)' link, and a red arrow points from a box labeled 'Click Here' to this link.

(Fig. 19)

- Following page will open (Fig. 20)

A screenshot of a 'Change Password' web form. The form has a blue header with the title 'Change Password'. Below the header, there is a green circle icon followed by the text 'Select Login Type'. Underneath, there are three radio button options: 'Auditor', 'DP', and 'Internal_Users'. To the right of these options is a small vertical scroll bar. Below the radio buttons, there is a green circle icon followed by the text 'You can reset your password here.'. The form then contains four text input fields: 'User ID:', 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom of the form is a large green button labeled 'Save Changes'. Below the button, there is a link that says 'Go to Login [Click here](#)'.

(Fig. 20)

- DP/ Auditor need to select their Login Type, Mention User ID, Old Password, New Password and click on SAVE CHANGES.
- The password will be changed and the DP/ Auditor can login with New Password.