

## NOTICES

<b>Notice No.</b>	20221028-15	<b>Notice Date</b>	28 Oct 2022
<b>Category</b>	Circulars Listed Companies	<b>Segment</b>	Equity
<b>Subject</b>	Standard Operating Process under SEBI (PIT) Regulations, 2015 for ensuring compliance with Structured Digital Database (SDD)		
<b>Attachments</b>	<a href="#">Annexure B.PDF</a> ; <a href="#">Annexure A.pdf</a>		
<b>Content</b>			

### The Company Secretary & Compliance Officer All Listed Companies

This is with reference to Reg 3(5) and 3(6) of SEBI (PIT) Regulations, 2015 which required SDD to be maintained by the company.

A. In this regard, companies are required to submit a quarterly compliance certificate certified either by the compliance officer or a Practicing Company Secretary (PCS) in the format enclosed (**Annexure A**).

The companies are required to submit the SDD compliance certificate as per the below schedule:

1. **For quarter ended September 2022 – Latest by November 18, 2022**
2. **For quarter ended December 2022 – Latest by January 21, 2023**

Please note that a separate circular shall be issued by the Exchanges for handling of compliance certificate for quarter ending March 2023 onwards.

The Listed Company is required to fill up the information and also attach the aforesaid certificate, while making the submission on the below mentioned path:

***BSE Listing Centre > Listing Compliance > Compliance Module > Structured Digital Database (SDD) Compliance Certificate***

B. Listed companies are requested to note that Exchanges shall inspect the SDD system maintained by the company after providing one working day notice.

On inspection if the Exchanges observe that the company is non-compliant with respect to SDD, appropriate action shall be initiated by the Exchanges.

C. The additional FAQs in continuation to the earlier FAQs issued by SEBI is attached as **Annexure B**.

Kindly note that companies which are in process of listing are also required to maintain the Structural Digital Database. Also few companies who have already submitted the Structural Digital Database certificate in old format will be required to submit the same in the format provided in this circular.

The circular shall be effective immediately.

All Listed companies are requested to take note and comply accordingly.

Ashok Kumar Singh  
DGM-Listing Compliance

Yash Gala  
Assistant Manager-Listing Compliance