

PAYMENT OF RENEWAL FEES - FAQs

1. I am a MIRSD Intermediary (Direct). How do I know the renewal fees amount to be paid?

Kindly refer to Schedule II in 'Intermediary-Specific' Regulations available on the following link for the details on fees to be paid:

<https://www.sebi.gov.in/sebiweb/home/HomeAction.do?doListing=yes&sid=1&ssid=3&smid=0>

2. After having ascertained the amount, how do I make the payment?

Kindly log in to the SI Portal to make the payment.

3. I do not remember my login id. How do I make the payment?

Kindly send a request to mirsd-dor@sebi.gov.in and /or portalhelp@sebi.gov.in to provide you with the login id and also make a mention of your SEBI registration number.

4. Once I have logged in to SI Portal, how do I make a payment?

The link of the payment 6 months prior to the end date of the block shall be visible in the notifications section. Kindly click on the same and make the payment through Payment Gateway. On the payment gateway, there are 2 modes of payment that can be used to pay fees on the SI Portal.

I. DD:

Select "DD" and add the details of the same in the fields so provided. Click on to the add button and the details should be saved in the application. Once the same are saved, please press the submit button and an application number will be generated. On successful submission of the application, you should be getting a message to that effect.

II. Online:

a. On selecting the online option and clicking on "Pay Now", applicant will be redirected to the payment gateway (please refer attached screenshots).

b. There are 3 modes of Payment here:

- i. Debit Card/Debit Card + ATM PIN: applicant has to enter the card details and ATM PIN (or) OTP depending on the option selected.
- ii. Internet Banking: applicant can login to internet banking through Payment Gateway and pay the fees
- iii. NEFT/RTGS: Upon selecting this option, a challan will be generated with the instructions for payment (screenshot attached). Applicant has to approach their branch and pay the fees within 2 days.

The relevant screenshots are given below:

Online Payment Gateway options:

The screenshot shows the BillDesk online payment gateway interface. The browser address bar displays the URL: https://pgi.billdesk.com/pgidsk/ProcessPayment?jsessionid=0000rLiBrE_V5F6Bm3HvCal8ftO:1a7ou2e11?wp...

The page header includes the following logos and text:

- Department of Electronics and Information Technology, Ministry of Communications and Information Technology, Government of India
- Pay Gov India National Payment Services Platform, DeITY, Government of India Initiative
- राष्ट्रीय इ-गवर्नेंस योजना National e-Governance Plan, Public services closer home

The main content area is titled "Pay using Debit Card" and features a sidebar with payment options: Debit Card, Debit Card + ATM PIN, Internet Banking, and NEFT/RTGS. The "Debit Card" option is selected.

The payment form includes the following fields:

- Card Number:** Enter card number
- Expiration Date:** Month, Year
- CVV/CVC:** [Field]
- Card Holder Name:** Enter card holder name

On the right side, the merchant information is displayed:

- Merchant Name:** SEBI
- Payment Amount:** ₹ 2.00

The footer of the page includes the NSDL logo (Technology, Trust & Reach) and the text "Powered by BillDesk".

The Windows taskbar at the bottom shows the system clock as 11:30 AM on 1/31/2019.

On selecting NEFT

The screenshot displays the BillDesk payment gateway interface. At the top, there are logos for the Department of Electronics and Information Technology, Ministry of Communications and Information Technology, Government of India; Pay Gov India National Payment Services Platform; and the National e-Governance Plan (Public services closer home). The main content area is titled "Pay using Online EFT" and includes a sidebar with payment options: Debit Card, Debit Card + ATM PIN, Internet Banking, and NEFT/RTGS. The "Online EFT" option is selected in a dropdown menu. Below the menu is a yellow "Make Payment" button. To the right, a box shows the Merchant Name as "SEBI" and the Payment Amount as "₹ 2.00". The footer contains the NSDL logo and the text "Powered by BillDesk". The browser address bar shows the URL: https://pgi.billdesk.com/pgidsk/ProcessPayment?sessionid=0000rLiBrE_V5F6Bm3HvCal8ftO:1a7ou2e11?wp... and the Windows taskbar at the bottom shows the time as 11:30 AM on 1/31/2019.

EFT Receipt

https://payments.billdesk.com/MercOnline/EFTController

Bank: BILLDESK BKC Branch, Star House, C-5, G Block, Ground Floor, Bandra Kurla Complex, Bandra East, Maharashtra, Mumbai 400 051.

Challan Details


Challan Creation Date: 31/01/2019 Recommended transfer within: 2 days of challan creation


I/We (sender) have read, understood and accepted the following terms & conditions:

1. I/We will execute NEFT/RTGS from my/our bank within 2 days of creating this slip, post which funds may be refunded and required service may not be rendered.
2. Beneficiary Account Number mentioned in this Challan slip is applicable for current transaction only. For any other or new transaction, kindly initiate a new transaction workflow from merchant's website only.
3. **NEFT/RTGS should be initiated by using person to person bank account transfer only [R41 mode only].** In case you are requesting your bank branch to initiate NEFT/RTGS on your behalf, it must be specifically using R41 mode only. Using any other mode for transfer of funds will be treated as invalid and required services will not be rendered.
4. NEFT/RTGS transfer amount should be an exact match with transaction amount mentioned on this slip (including paisa). Do not round off the transfer amount even for the second decimal place.
5. I/We will not initiate multiple NEFT/RTGS by breaking the amount in more than one part. Such EFTs will be treated as invalid transactions and required service will not be delivered.
6. NEFT/RTGS should be initiated from the sender's bank account only as any refund/reversal will be credited in the same bank account.
7. It is sender's responsibility to ensure that the bank account is enabled for incoming NEFT/RTGS in case of refunds.
8. A nominal amount may be charged to the sender towards refund processing for invalid transactions / Refunds.
9. Bank of India customers are requested to visit branch and make the transaction through CBS menu by choosing BILLDESK option.

Enter your email here...

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Powered by:
 **BillDesk**
Enter payments, Single Interface

5. I do not see any link in the Notifications section. How do I make the payment then?

Kindly send a request to mirsd-dor@sebi.gov.in and /or portalhelp@sebi.gov.in if you have not received any payment link along with screenshots of the same.

6. I wish to make payment through NEFT. I have an old account no provided by SEBI. Can I make the payment there without using Payment Gateway on the SI Portal?

No, SEBI does not permit direct transfers into bank account. Kindly choose NEFT option in the Payment Gateway. Post that, a 'Challan' will be generated automatically. Kindly take the same to your bank and make the requisite payment.

7. I wish to make payment through DD. Will just physically sending the DD suffice?

No, in case of payment through DD, you need to choose option as DD in the Payment Gateway and fill in the details of the DD in that application. No DD shall be processed without a corresponding application online.

If the Division concerned in MIRSD does not receive the online application within 10 working days from the date of submission of the DD towards renewal fees to SEBI, the DD shall be returned back at the address mentioned in your covering letter without any reminder from SEBI. It shall be the responsibility of the applicant to make an online application of the renewal of fees.

8. How much time does it take to realise the payment made?

In case the payment of fees is made using the online option, the payment confirmation takes 24-48 hours, post which you will get an email confirming the payment. The application will be auto-submitted and the task will be closed.

However, in case payment is made through DD, the payment shall be confirmed within 7 working days of the receipt of DD by the Division.

Since, the payment confirmation is much faster when payments are made through NEFT or Online Transfer, SEBI prefers that renewal fees is paid through Online Transfer.

9. Do I get a receipt or communication stating that the payment has been received?

No, MIRSD does not send any letter or correspondence stating that the payment has been received. However, once the payment is realized, a system generated mail is sent to the applicant stating that the payment is successful.

10. I have a certificate of limited validity. After payment of renewal fees, I wish to renew my certificate. What is the procedure?

Once the payment of fees has been realized through the Portal, you may send your original certificate to SEBI- Head Office address. Post that, a new certificate shall be issued to you.