



## NSEL Investors Forum

### OTS HELPFILE

<https://www.nsel-ots.in/OTS.aspx>

#### Access and Login Process:

- Open the above OTS link
- Log in using your PAN
- OTP will be sent to your registered mobile no. and email
- **Enter:** OTP & login

#### NOTE:

- **For the confidentiality and security of investor information, your mobile number and email are masked in the system.**
- **The OTP will be valid for 15 min.**
- In case you want to modify / update your email/mobile no., pls send an email to helpdesk along with the required documents for authentication. The documents are available on <https://www.nsel-ots.in/OTS.aspx>
- In case of mismatch in PAN, you will have to contact the helpdesk which will guide you further.

#### View Account Summary:

- After login, a summary of your account/s (NIF unique code, client code, client name, broker code, and broker name) associated with the PAN will be displayed  
**(Click: Proceed)**

#### Review Outstanding Details:

- On this page view your Total of Outstanding (Open) Trades as per Exchange records as on 31st July 2013
- **You will have to Enter:** Amount received by you from Aug 01, 2013 – July 31, 2024\*
- **You will have to Enter:** Balance outstanding as on July 31, 2024\*  
**(Click: Proceed)**
- *You will receive an auto-email recording the values you enter here on your registered email*

**NOTE:** In case you want to modify the amounts entered by you, pls send an email to helpdesk along with the required documents for authentication.

\* NIF will reconcile this information entered by you, after which you will receive a confirmation email on your registered email informing the reconciled amount.

**After entering the amount, you can proceed to the next page to record your consent or dissent to the Terms of Settlement.**

#### **Declaration of Consent to OTS Terms:**

- This page will display the OTS terms and conditions. Please review them carefully
- **Select any one:**
  - o **Accept**  
(Click: [Proceed](#))
  - o **Decline:**  
**Enter: Remarks for your dissent to OTS**  
(Click: [Proceed](#))
- *You will receive an auto-email recording your response to the OTS on your registered email*

**NOTE:** In case you want to modify your selection, pls send an email to helpdesk along with the required documents for authentication

#### **Bank Details and Document Upload (Only if your above selection is Accept):**

- **Enter: Your Bank details**  
(Click: [Submit](#))
- **Upload: Required documents**  
(Click: [Upload](#))
- *You will receive an auto-email recording the details you have submitted on your registered email*

#### **Submit signed consent form (after filling all details online)**

- **A declaration of consent form will be sent to your registered email.**
- **Please Sign and courier this form along with the documents to the below address to proceed with the settlement**

Our **Helpdesk** team is ready to support you with any queries or issues.

**Monday to Friday, from 10 AM to 6 PM.**

**For assistance, contact:**

- 8097358980 / 8097365262
- 8097361921 / 8097376673
- 8097376734
- [investors@nse-ots.in](mailto:investors@nse-ots.in)

*Pls courier the signed form along with required documents to*

**NSEL Investors Forum**

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A-25, MIDC Industrial Area,  
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