

## TFS Legal

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**From:** Nidhi Goradia  
**Sent:** 09 April 2024 10:18  
**To:** TFS Legal  
**Subject:** FW: TFSKPL-Annual Custody Fee FY 2024-2025-307R  
**Attachments:** 307R\_UCFDT042423526.pdf.pdf

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**From:** Vikas Kapoor <[vikas.kapoor@travelfoodservices.com](mailto:vikas.kapoor@travelfoodservices.com)>  
**Sent:** 09 April 2024 09:23  
**To:** Nidhi Goradia <[nidhi.goradia@travelfoodservices.com](mailto:nidhi.goradia@travelfoodservices.com)>; Invoices TFS <[invoices@travelfoodservices.com](mailto:invoices@travelfoodservices.com)>; Anil Nayak <[anil.nayak@travelfoodservices.com](mailto:anil.nayak@travelfoodservices.com)>  
**Cc:** Deepak Kurian <[deepak.kurian@travelfoodservices.com](mailto:deepak.kurian@travelfoodservices.com)>; Parag Pandey <[parag.pandey@travelfoodservices.com](mailto:parag.pandey@travelfoodservices.com)>  
**Subject:** RE: TFSKPL-Annual Custody Fee FY 2024-2025-307R

Approved.

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**From:** Nidhi Goradia <[nidhi.goradia@travelfoodservices.com](mailto:nidhi.goradia@travelfoodservices.com)>  
**Sent:** Monday, April 8, 2024 5:34 PM  
**To:** Vikas Kapoor <[vikas.kapoor@travelfoodservices.com](mailto:vikas.kapoor@travelfoodservices.com)>; Invoices TFS <[invoices@travelfoodservices.com](mailto:invoices@travelfoodservices.com)>; Anil Nayak <[anil.nayak@travelfoodservices.com](mailto:anil.nayak@travelfoodservices.com)>  
**Cc:** Deepak Kurian <[deepak.kurian@travelfoodservices.com](mailto:deepak.kurian@travelfoodservices.com)>; Parag Pandey <[parag.pandey@travelfoodservices.com](mailto:parag.pandey@travelfoodservices.com)>  
**Subject:** FW: TFSKPL-Annual Custody Fee FY 2024-2025-307R

Hi Vikas,

Kindly approve payment of Rs. 26,550/- Annual custody fees to NSDL from TFSKPL.

Thanks,  
Nidhi

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**From:** NSDL Billing <[billing\\_accounts@nsdl.com](mailto:billing_accounts@nsdl.com)>  
**Sent:** 08 April 2024 17:24  
**To:** [jayadeep.balakrishnan@travelfoodservices.com](mailto:jayadeep.balakrishnan@travelfoodservices.com); Nidhi Goradia <[nidhi.goradia@travelfoodservices.com](mailto:nidhi.goradia@travelfoodservices.com)>; Shalini Pandey <[shalini.pandey@travelfoodservices.com](mailto:shalini.pandey@travelfoodservices.com)>;

[vipin@bigshareonline.com](mailto:vipin@bigshareonline.com); Vipul Parikh <[vipul.parikh@travelfoodservices.com](mailto:vipul.parikh@travelfoodservices.com)>

**Subject:** Annual Custody Fee FY 2024-2025-307R

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir/Madam,

Please find attached herewith the invoice for Annual Custody Fees for the financial year 2024-25 along with the details in Annexure.

The said invoice is due for payment on or before April 30th, 2024, failing which the same attracts interest at the rate of 12% p.a. from due date of payment till the date of actual payment.

Important Notes -

1. TDS Deposit: Please note our PAN is AADCN9802F and the name appearing in Income Tax records is NATIONAL SECURITIES DEPOSITORY LIMITED. Please ensure that TDS if any deducted on our invoice is deposited against above mentioned PAN. Please note that TDS credit will be booked in your ledger only when we receive TDS certificate from you or we see the credit in our Form 26AS. We will not give Credit of any TDS deducted and deposited against any other PAN and such amount will stand recoverable from your company. Any changes required in your TDS return should be done at your end in a timely manner. If our income tax return is filed without claiming the TDS deducted by you (due to credit not reflecting in our Form 26AS) then either you have to pay the amount to us or deposit the TDS and file revised return for relevant assessment year against our correct PAN.
2. Change / updating of email id of the contact person within your organization: For any change in the registered email id or contact person details to be updated in our records, please email your request to [issuerprofile@nsdl.com](mailto:issuerprofile@nsdl.com)
3. Issuer Portal : We are pleased to inform you that we are uploading the invoices along with day wise folio details and monthly account statement on issuer portal. You are requested to take access for your team of the portal and avail the benefits which are free of cost. For getting login details for your company, you may send an email to [issuerprofile@nsdl.com](mailto:issuerprofile@nsdl.com)
4. Payment Gateway for payment: You can pay the invoices from issuer portal by following simple steps as below:
  - a. Log in to issuer portal.

- b. Click on 'View Bills' option in the tab named 'Ledger Statement' under the Billing section.
- c. You will be able to see list of outstanding invoices as per NSDL records.
- d. You can select the outstanding invoices to pay and click on Pay now button.
- e. The system will then redirect you on to the payment gateway page.
- f. From here, you can pay using NEFT / RTGS / Net Banking option.
- g. Once the payment is successfully made, you will get confirmation on screen of successful payment and also receive a confirmation mail on the email id provided while making payment.
- h. Upon confirmation from the bank, receipt entry will be booked automatically in our ERP software and also applied against the invoices selected by the you for payment.
- i. This ensures correct application of receipts and faster credit to your ledger account. Also, you get an email confirmation about making payment from NSDL.

Note: You can get access to Issuer Portal if not received already by writing an email with your company details to [issuerprofile@nsdl.com](mailto:issuerprofile@nsdl.com)

5. Bank Account details for payment : Bank account details are mentioned on the invoice. As we are using virtual account system with our banks, you are requested to please use this virtual account details while making payment to us. The virtual account code used by you for payment will only be considered for crediting the payment. If wrong virtual account code is used while making payment to us then the credit may go to a different account and not to your ledger.

6. Verification of digital Signature : The document attached with this email is a digitally signed PDF File. In case the signature validity is unknown you need Acrobat Reader 6.0 or higher to verify the digital signatures. Please follow steps mentioned below if you intend to verify the digital signature.

- a) Open the PDF document.
- b) Click on digital signature which will take you to the screen for Signature Validation Status then click on signature properties.
- c) Click on show certificate which will take you to certificate viewer screen.
- d) Click on trust in this screen and then click on add to trusted sources.
- e) After you click OK to Acrobat Security Screen the digital signature will get verified.

For any further clarification regarding bill you may contact:  
customers connect at [Unlisted\\_DepBillingQueries@nsdl.com](mailto:Unlisted_DepBillingQueries@nsdl.com)

Any queries on the bills should be addressed to NSDL within 7 days from date of the bill.

This bill is subject to the jurisdiction of appropriate court in Mumbai only.

National Securities Depository Limited

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