

National Stock Exchange of India

Circular

Department: LISTING	
Download Ref No: NSE/CML/63420	Date: August 14, 2024
Circular Ref. No: 1501/2024	

To,
All Members

Subject: Introduction to online platform for Scheme Summary Document

Dear Sir/Madam,

This is in accordance with SEBI circular SEBI/HO/OW/IMD-II/DOF3/P/3397002021 dated December 28, 2021 for Submission of Scheme Summary Document to all AMCs.

In this regard, it is to be noted that the Exchange has introduced an online module to facilitate the AMCs to submit the Scheme Summary Document through NEAPS application

(Link: <https://neaps.nseindia.com/NEWLISTINGCORP/>).

Henceforth the AMCs are required to submit the Scheme Summary Document of the Effective Date through the online module only in NEAPS application.

The procedure to submit the Scheme Summary Document is annexed hereby as an Annexure.

The AMCs are requested to take note of the disclosure requirements and exercise abundant precaution while identifying and intimating it to the Exchange.

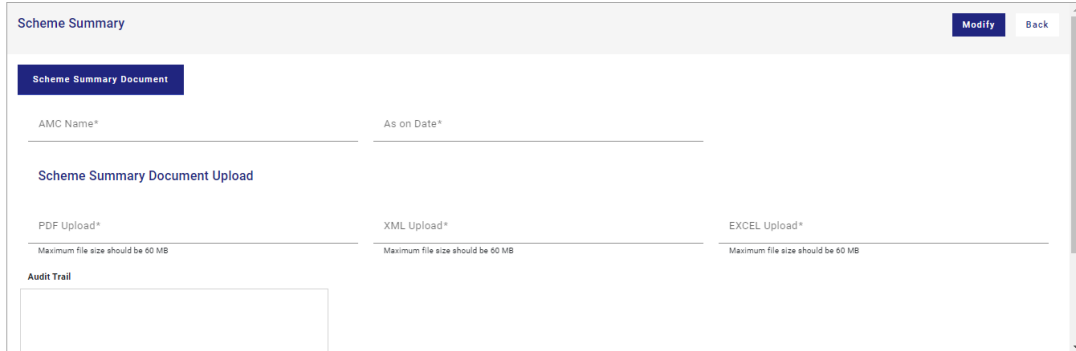
**For and on behalf of
National Stock Exchange of India Limited**

Veena Chandnani
Senior Manager

Annexure

Procedure to submit Scheme Summary Document:

- 1) Navigate to **NEAPS login > Mutual Funds > Scheme Summary Document**
- 2) Click on 'Modify' button.



The screenshot shows a web form titled "Scheme Summary" with a "Modify" button and a "Back" button in the top right corner. Below the title is a section labeled "Scheme Summary Document". The form contains the following fields:

- AMC Name* (text input)
- As on Date* (text input)
- Scheme Summary Document Upload (section header)
- PDF Upload* (text input) with a note: "Maximum file size should be 60 MB"
- XML Upload* (text input) with a note: "Maximum file size should be 60 MB"
- EXCEL Upload* (text input) with a note: "Maximum file size should be 60 MB"
- Audit Trail (text input)

- 3) Select date in 'As on Date' field from the calendar.
- 4) Attach the Scheme summary documents in all mentioned formats; i.e. pdf, xml & excel.
- 5) Click on the submit button.
- 6) The submitted record shall be available for view under path - NEAPS > MUTUAL FUND > Scheme Summary Reports.
- 7) Post submission, the report shall be disseminated on the website and shall be available on the below path - <https://www.nseindia.com/market-data/securities-available-for-trading-mf>