

## Annexure A

### Part A – Guidelines for format

|                                                           |                                                                                                                                                                         |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nomenclature (File Name) for Bank Account Balances</b> | <b>PAN_BA_DDMMYYYY</b><br><br>Explanation<br>“PAN” shall be the Member’s PAN (Alpha Numeric 10 characters).<br>Date shall be end of the reporting week (i.e. Saturday). |
| <b>Frequency of Reporting</b>                             | Weekly basis {A single file for all days of the week (Monday to Saturday)}                                                                                              |
| <b>Last day of Submission</b>                             | Members have to submit the data for all calendar days of the week except Sunday on or before the next four trading days of subsequent week.                             |

#### Clarification w.r.t. Bank Account Balances:

| Bank Account No. | IFSC | Bank Account Type | DD-MM-YYYY | DD-MM-YYYY | DD-MM-YYYY | DD-MM-YYYY | DD-MM-YYYY | DD-MM-YYYY |
|------------------|------|-------------------|------------|------------|------------|------------|------------|------------|
|                  |      |                   |            |            |            |            |            |            |

| Sr. No. | Field Name               | Length (Max) | Description                                                                                                                                                                                                                             |
|---------|--------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>Bank Account No.</b>  |              | ‘Bank Account No.’ shall be populated by the system as per the reporting done by member under Enhanced supervision. In case of any new account is opened by the member then member is required to report first in Enhanced supervision. |
| 2       | <b>IFSC</b>              |              | ‘IFSC’ shall be populated by system as per the reporting done by member under Enhanced supervision                                                                                                                                      |
| 3       | <b>Bank Account Type</b> |              | ‘Bank Account Type’ shall be populated by system as per the reporting done by member under Enhanced supervision                                                                                                                         |
| 4       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits<br>First date of the week i.e Monday date                                                                                                                  |
| 5       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits<br>Second date of the week i.e Tuesday date                                                                                                                |
| 6       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits<br>Third date of the week i.e Wednesday date                                                                                                               |
| 7       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits<br>Fourth date of the week i.e Thursday date                                                                                                               |
| 8       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits<br>Fifth date of the week i.e Friday date                                                                                                                  |
| 9       | <b>DD-MM-YYYY</b>        | Number (20)  | Value in Rs. (as per Bank Statement) Decimals shall be allowed upto 3 digits                                                                                                                                                            |

|  |  |  |                                          |
|--|--|--|------------------------------------------|
|  |  |  | Sixth date of the week i.e Saturday date |
|--|--|--|------------------------------------------|

- File shall be in csv and zip format. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file.
- In case of success file, Members will not be able to upload another file for that week.
- Files uploaded will be processed for validation check. Members are required to check the “View Submissions” window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the file with correct data.
- In case of non-applicability, a separate system for submission of a one-time declaration has been provided. However, as and when, member become eligible for submissions, they will have to submit the data as per the requirements.

## **Part B – User manual for Bank Account Balances submission**

- 1 Login using following :

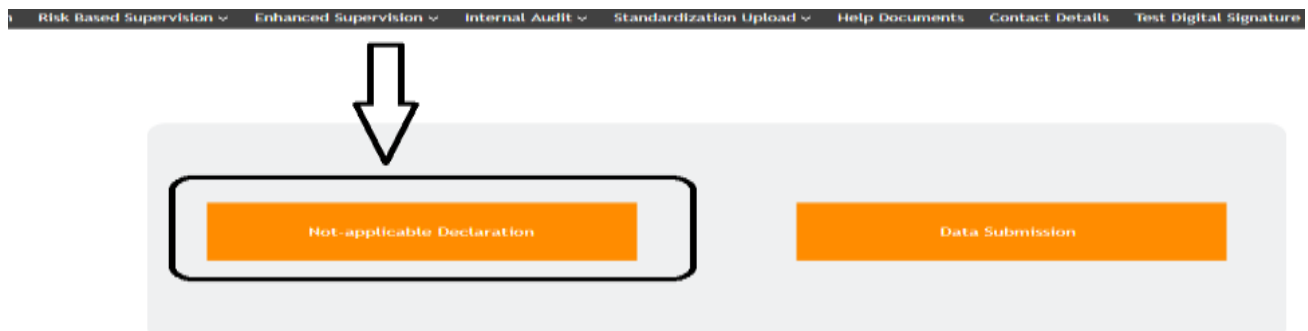
U R L - <https://inspection.nseindia.com/MemberPortal/>

- 2 Navigation: Inspection --> Statement Upload --> Bank Account Balances --> Submit data  
Click “Submit Data”



- 3 After clicking the “Submit Data” button, the next screen will show the two options i.e. “**Not-applicable Declaration**” and “**Data Submission**”.

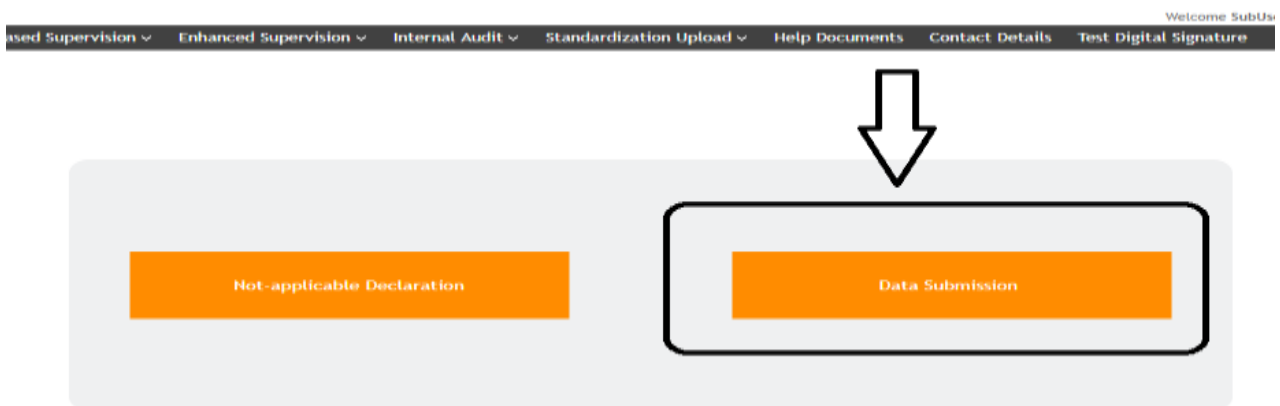
In case member is not eligible for submitting the data then member can submit a one- time **Not-applicable Declaration**.



- 4 After clicking the “**Not-applicable Declaration**” button, the next screen will show the 2 options and member can select appropriate applicable option and submit the declaration.



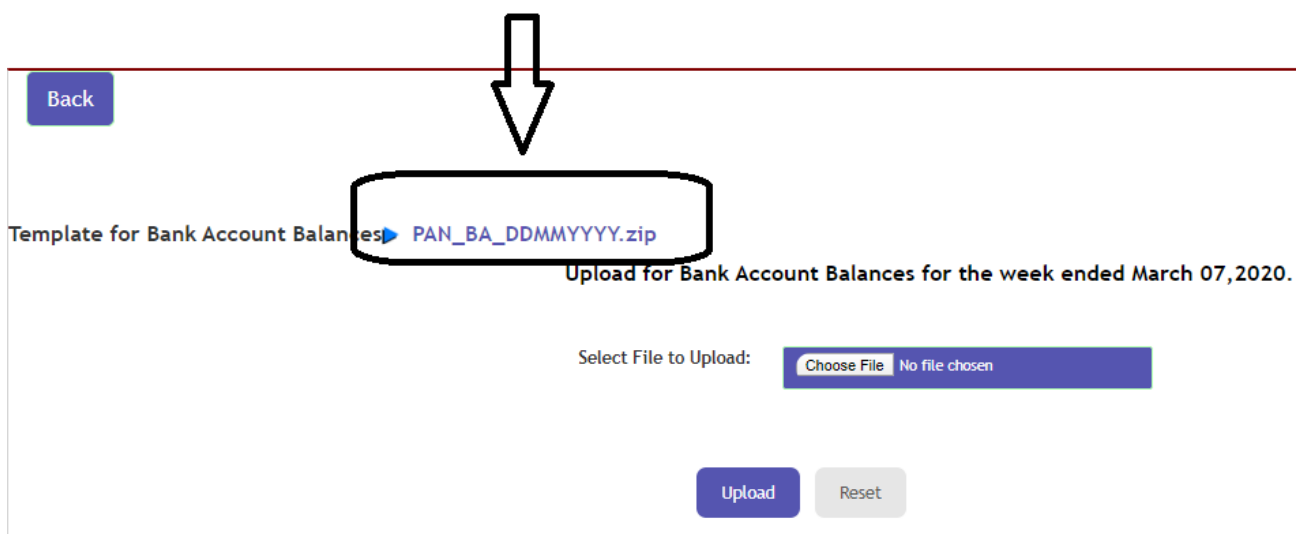
- 5 In case member is eligible for data submission then member is required to select “Data submission” option.



- 6 After clicking on “Data Submission” button the next screen will show the link for the week for which the data has to be submitted. Click “Submit details” against the date to proceed to enter the information sought.

| Week                           | Month | Year | Due date     | Link for submission + |
|--------------------------------|-------|------|--------------|-----------------------|
| 1 Week ended as on 07-Mar-2020 | MAR   | 2020 | Mar 12, 2020 | Submit Details        |
| 2 Week ended as on 14-Mar-2020 | MAR   | 2020 | Mar 19, 2020 | Submit Details        |

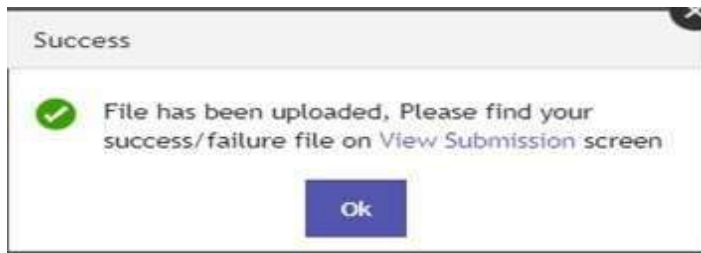
- 7 After clicking on “Submit Details” button the next screen will show the link for the format. Click on the link of the format and a zip file of the format will be downloaded.



- 8 Fill the sought data (as per the guidelines provided by Exchange) in the downloaded file. File should be submitted in the required nomenclature provided.
- 9 Click on “Choose file” and proceed to submit the record by clicking the “Upload” button.



- 10 Files uploaded will be processed for validation check.



- 11 Members are required to check the “View Submissions” window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the file with correct data.



- 12 **Deletion of Submitted Data:** In case of any error in the submitted data, member can delete the success file **within the due date of the respective week**. However delete facility shall not be available after due date.

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