NSE Clearing Limited

Circular

DEPARTMENT: COMPLIANCE	
Download Ref No: NCL/CMPL/ 60651	Date: February 12,2024
Circular Ref. No: 02/2024	

All Clearing Members

Sub: Introduction of Digital representation of Penalty Review Requests

NCL is pleased to announce introduction of Digital representational of Penalty Review Requests through member portal. Members can submit review requests for the following penalties:

1. Penalty for Non-Submission
2. Penalty for Modification and Delayed Submission
3. Penalty for Client Margin/Short Allocation

Members may kindly refer to the user manual enclosed herewith as Annexure.

Members are requested to note that effective today, all review requests shall be submitted only through this facility in digitised form.

For and on behalf of
NSE Clearing Limited

Hima Bindu Vakkalanka
Vice President

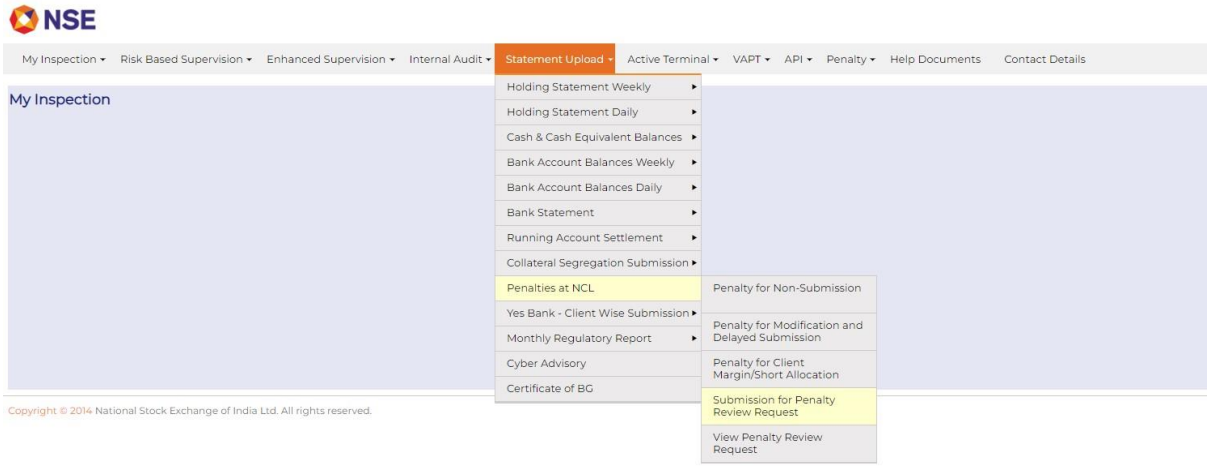
Telephone No	Fax No	Email id
1800 266 0050 (Select IVR Option No. 2)	022-26598243	membermonitoring@nsccl.co.in

Annexure

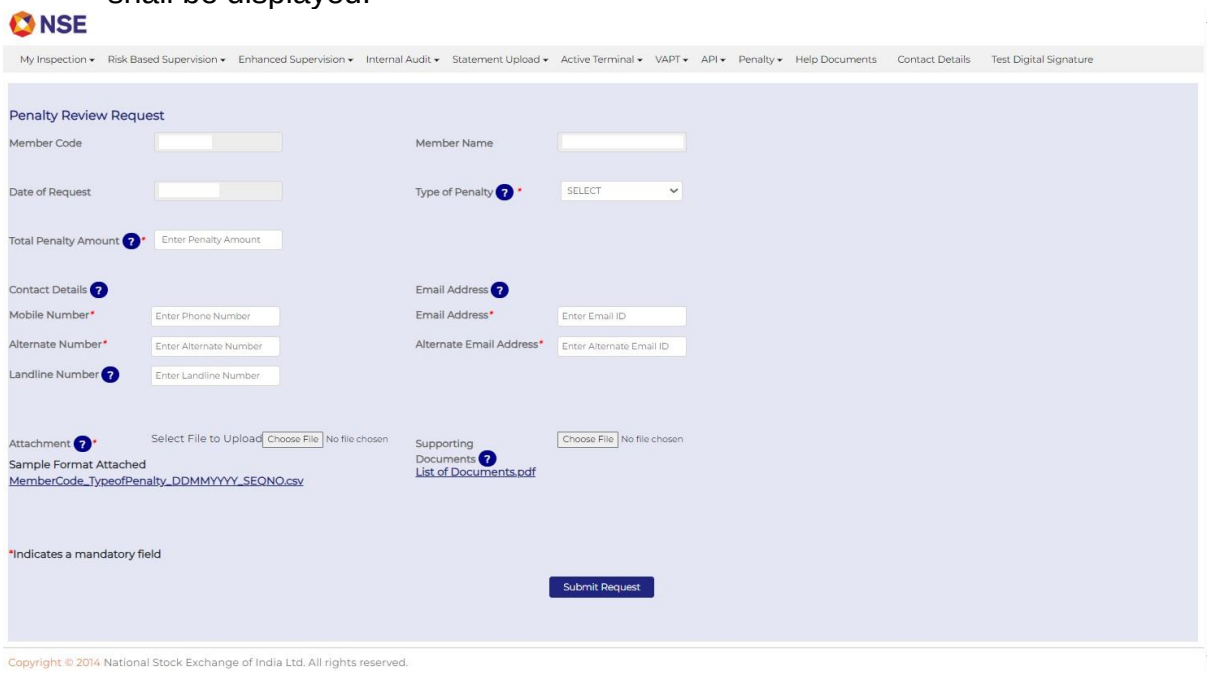
Part A – Steps for submitting Penalty Review Request

1. Login using following link: - https://inspection.nseindia.com/MemberPortal/

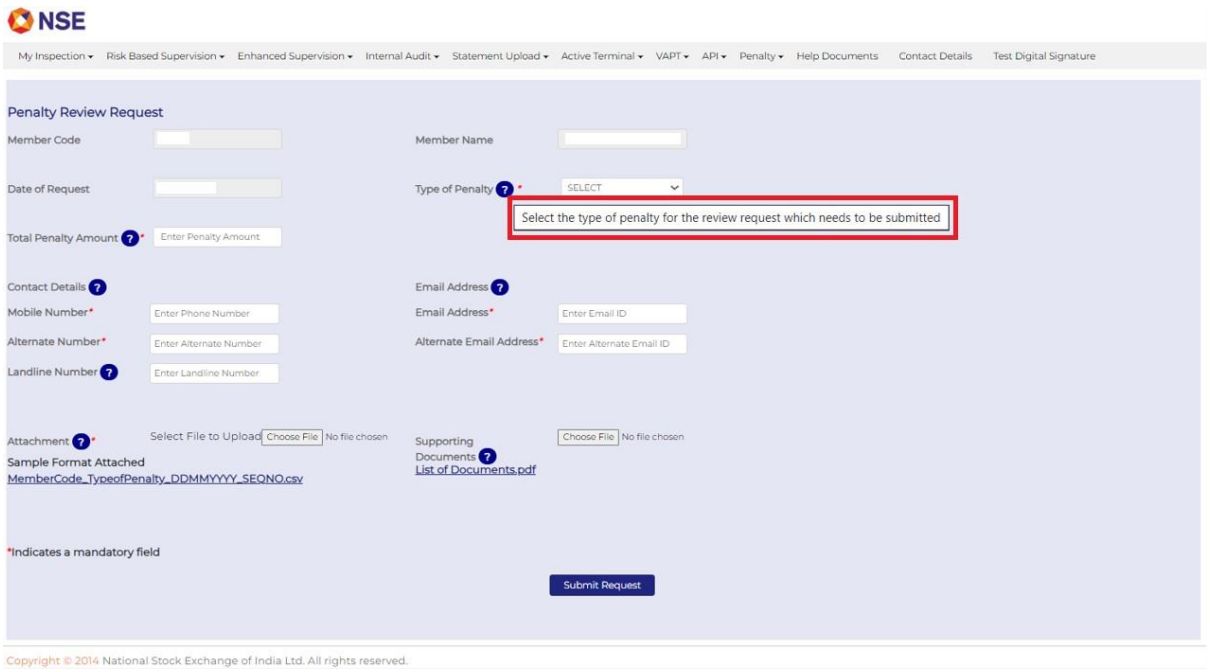
2. Navigation: Login on Inspection Portal → Statement Upload → Penalties at NCL → Submission for Penalty Review Request



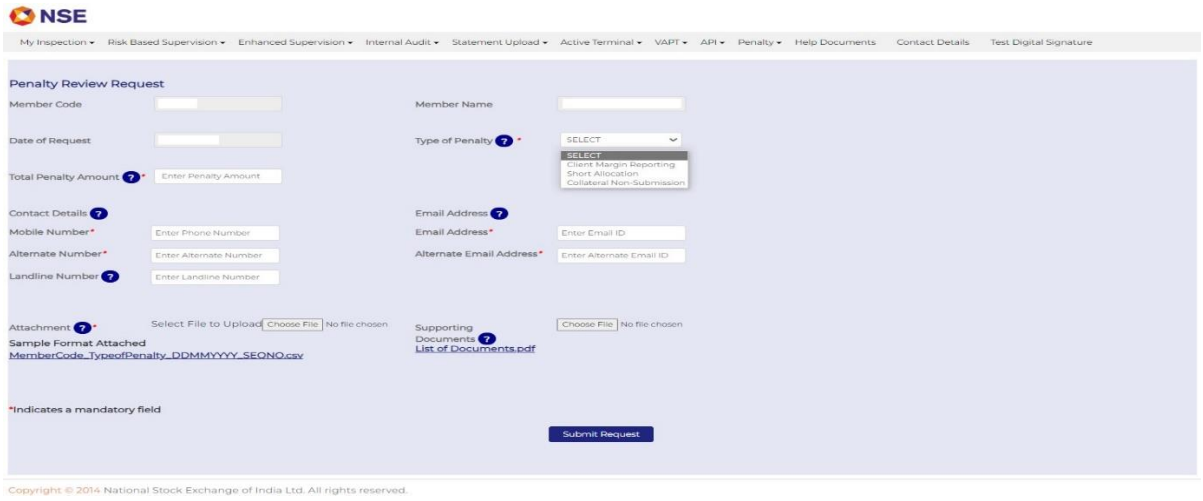
3. Upon clicking on “Submission for Penalty Review Request” the below screen shall be displayed:



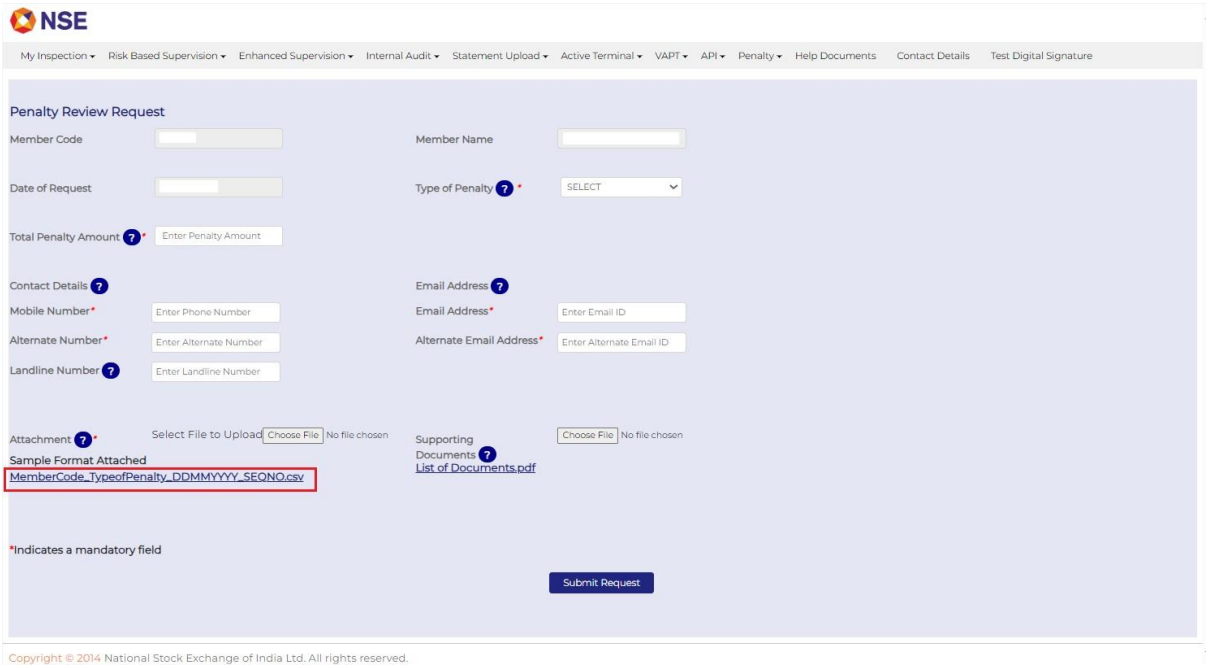
4. Member code, Member Name and Date of Request shall be auto populated
5. In order to get more information about each field, kindly place the cursor on the tooltip symbol (?) as shown in the below screen:



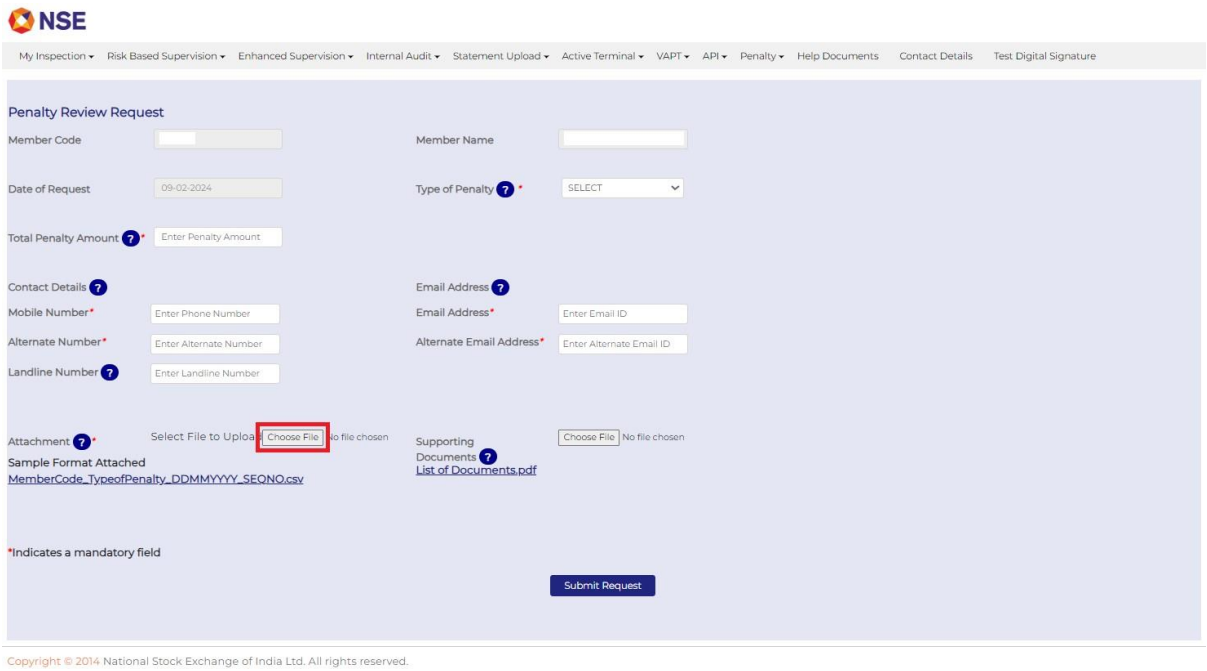
6. All the mandatory fields with sign * should be mentioned for successful Case ID generation.
7. The mandatory fields include Type of Penalty, Total Penalty Amount, Contact details, Email address and Attachment as shown below:



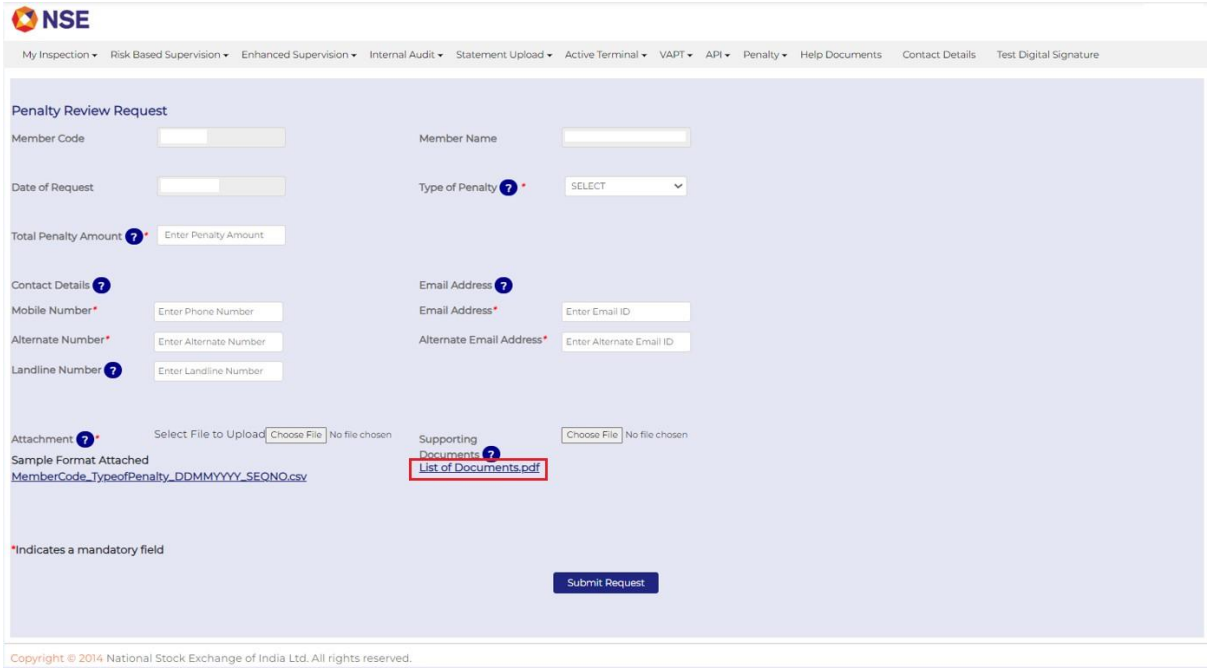
8. To download the sample format for attachment, click on the file name as displayed in the below screen:



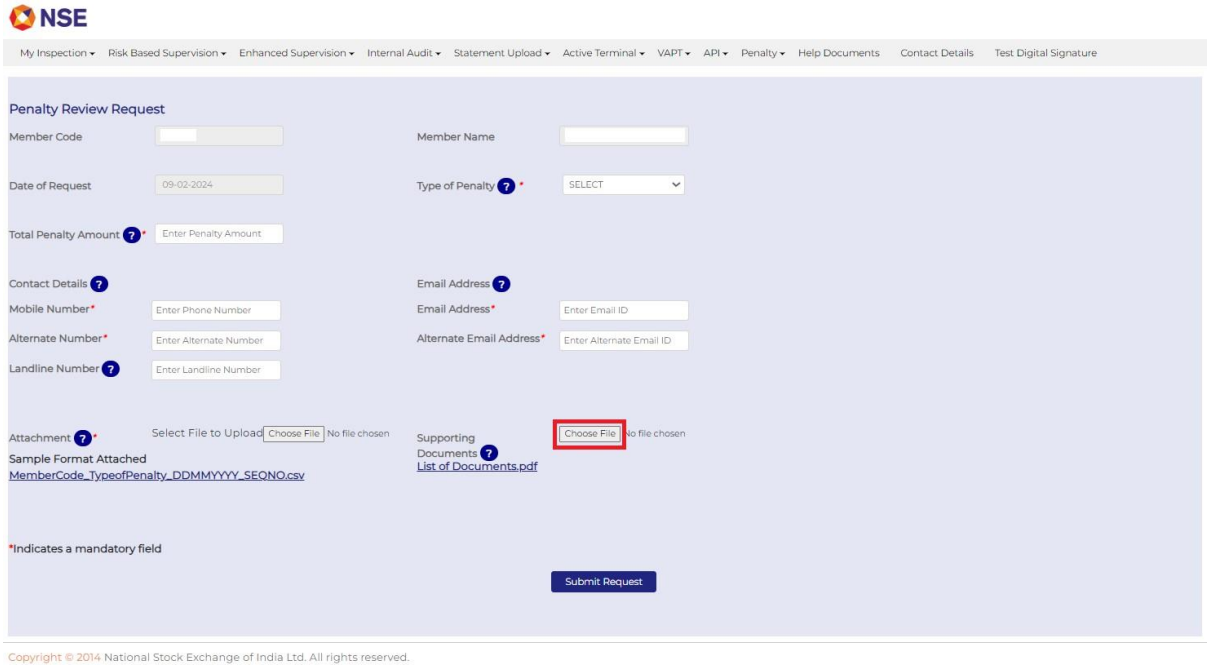
9. To upload the Attachment, click on the “Choose File” button as displayed in the below screen:



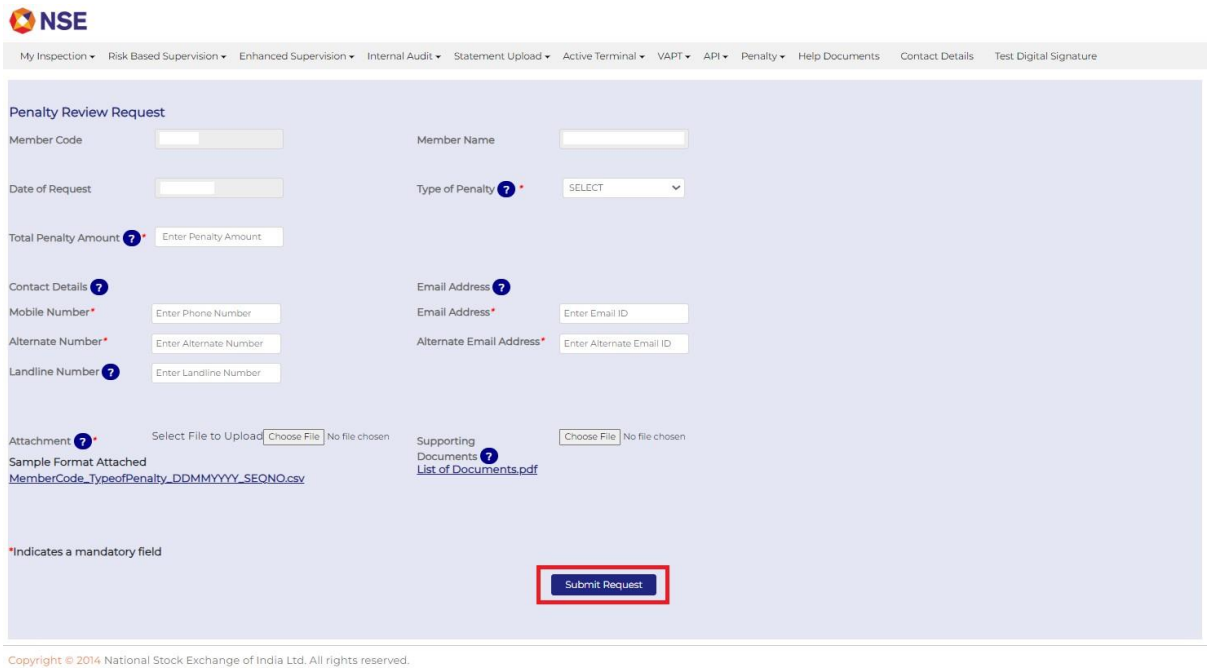
10. To download the list of documents related to type of penalty review request, click on the pdf file as displayed in the below screen:



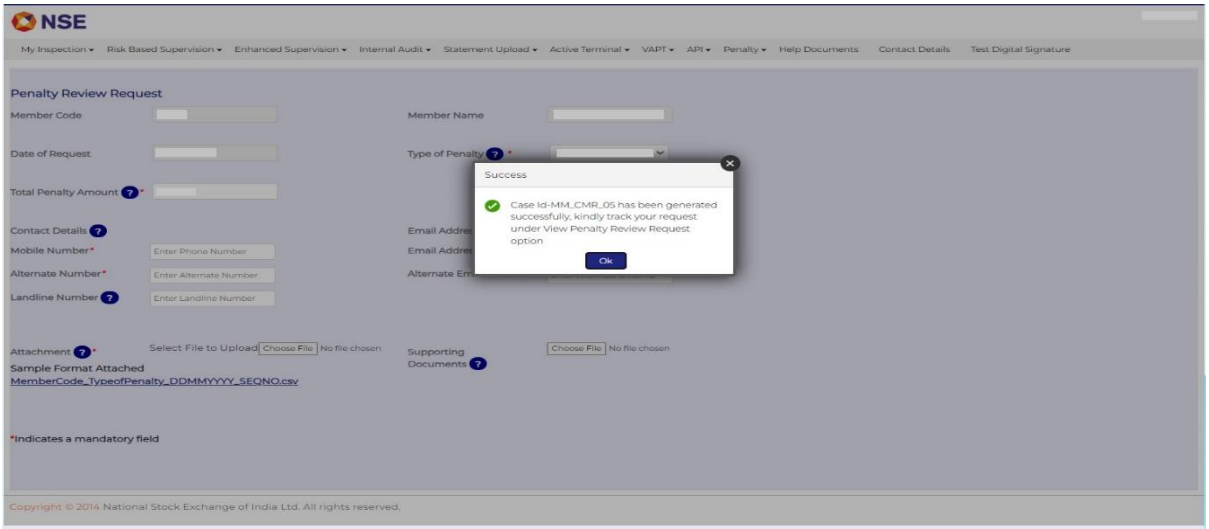
11. To upload the Supporting Documents, click on the “Choose File” button as displayed in the below screen :



12. To submit a review request, click on the “Submit Request” button as displayed in the below screen:

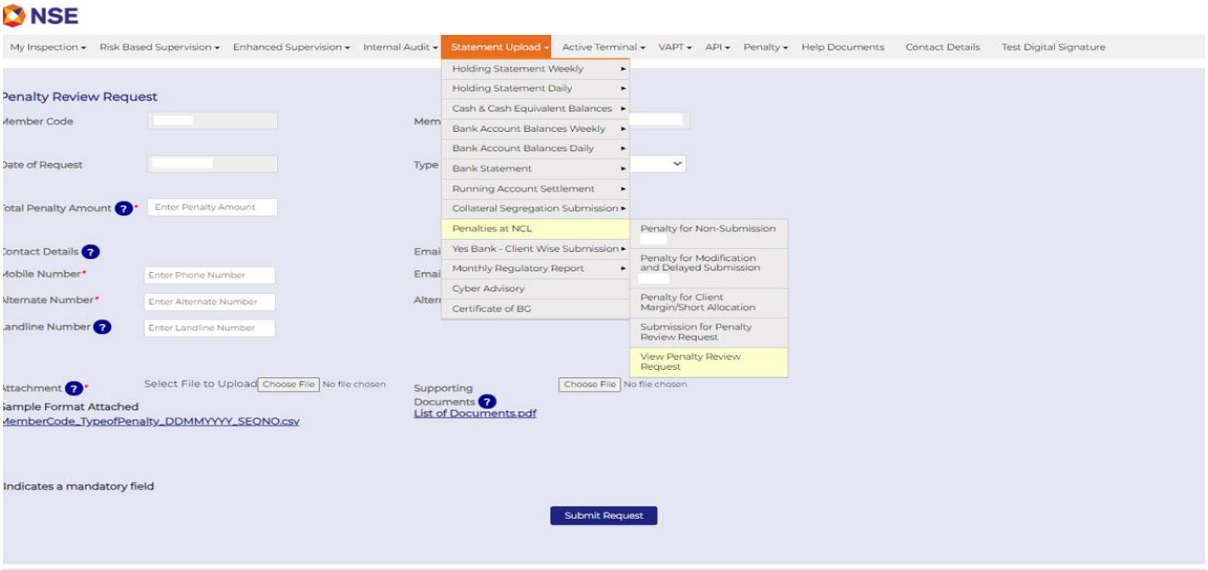


13. On every successful submission of a review request, a Case ID gets generated based on the type of penalty selected for e.g. MM_NONSUB_01 (**MM** – Membermonitoring, **NONSUB** – Type of Penalty, **01**-CaseID Number)
14. Members may note no Case ID shall be generated in case of failure files.

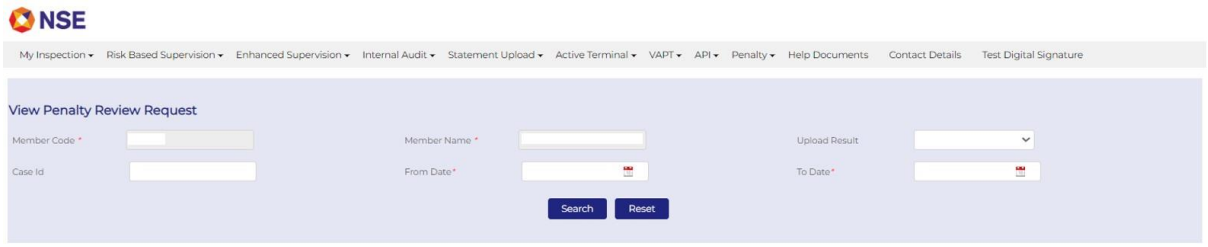


Part B – Steps for viewing the Penalty Review Request

1. Navigation: Login on Inspection Portal → Statement Upload → Penalties at NCL → View Penalty Review Request



2. Upon clicking on “View Penalty Review Request”, the below screen shall be displayed: -



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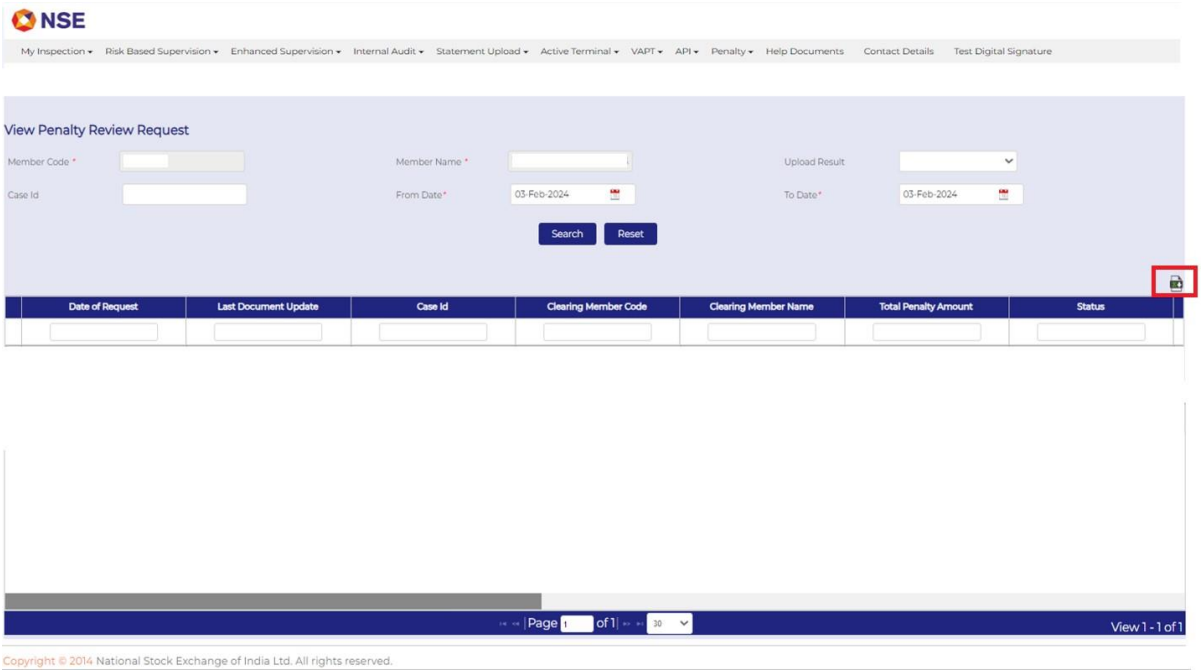
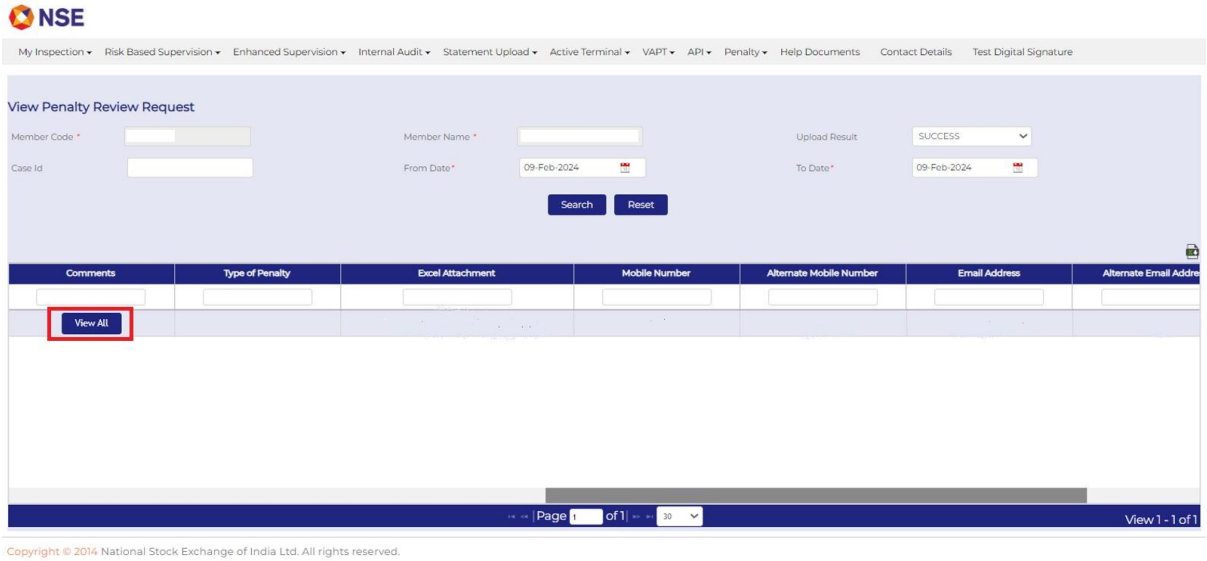
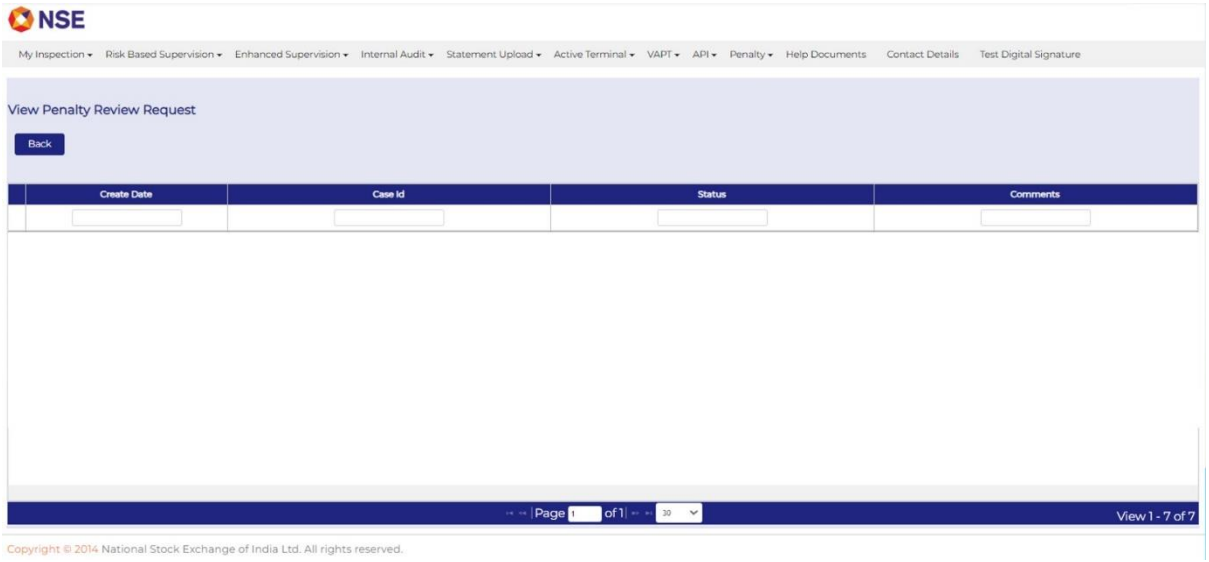
3. Upon selecting the required trade date and clicking on Search option, members can view both the success and failure records. To download the data in the grid, click on the download button as displayed in the below screen: -



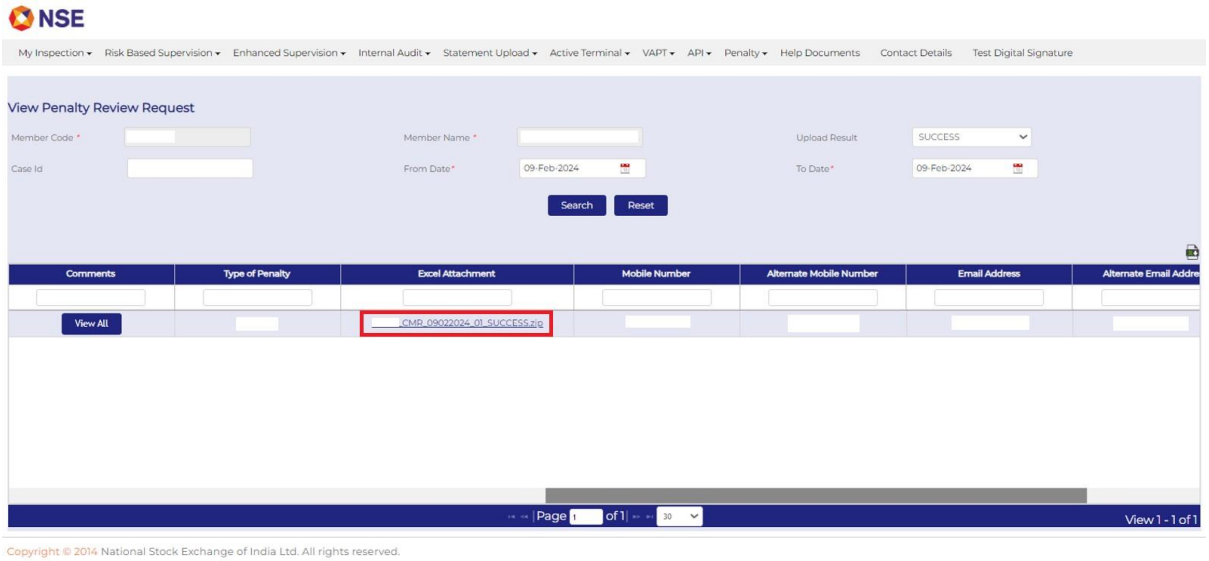
4. NCL shall provide additional comments specific to the review request submitted by Members. In order to view the comments mentioned by NCL, click on the "**View All**" button as displayed in the screen below: -



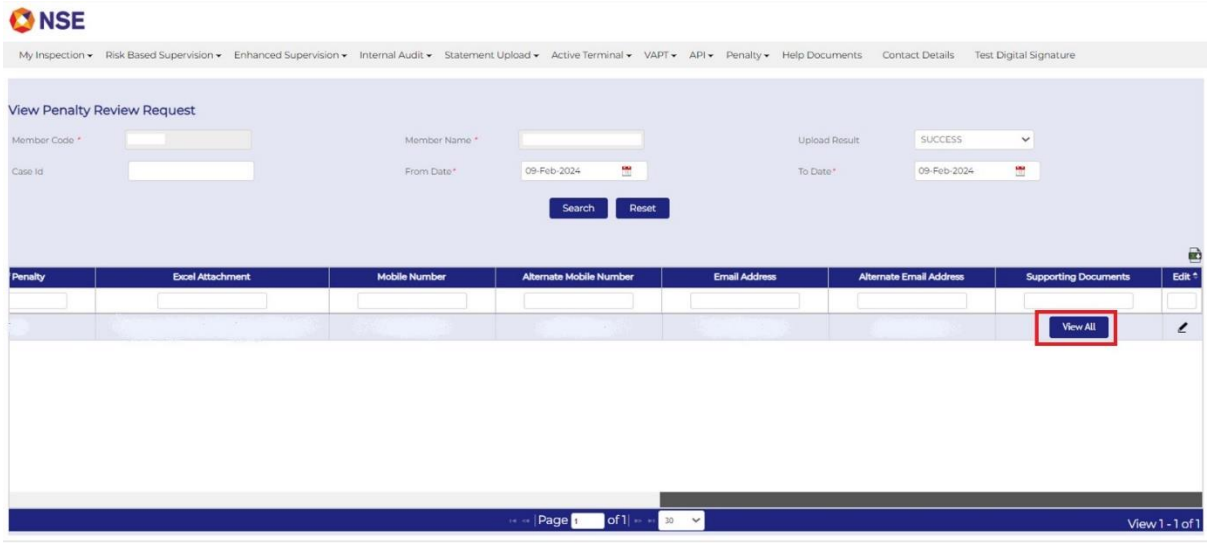
5. Upon clicking on the “View All" button under the comments field, the below screen shall be displayed: -



6. Review request submitted along with Excel Attachment can be downloaded under View Penalty Review Request screen as displayed below: -



7. To view the Supporting Documents, click on the “View All” button as displayed in the below screen: -



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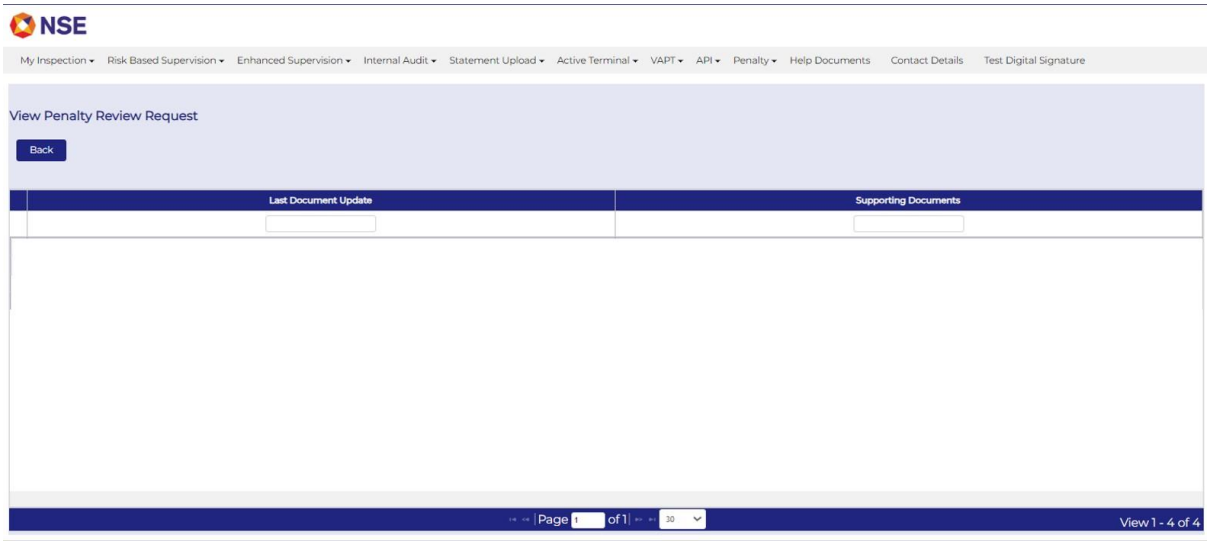
8. After clicking on the “View All” button under the Supporting Documents field, the below screen shall be displayed: -



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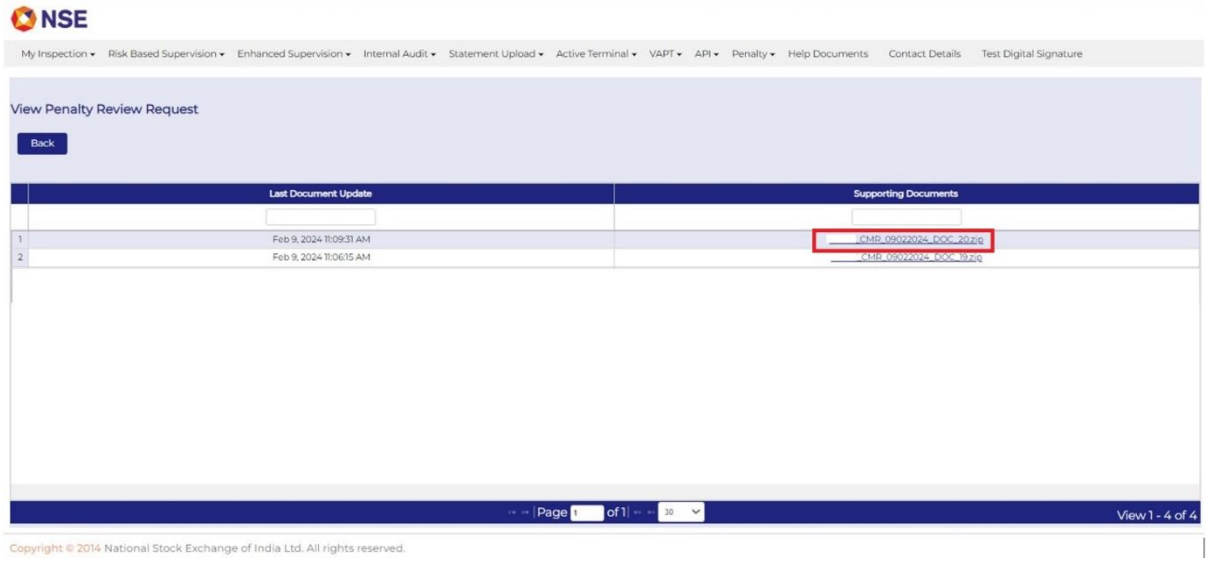
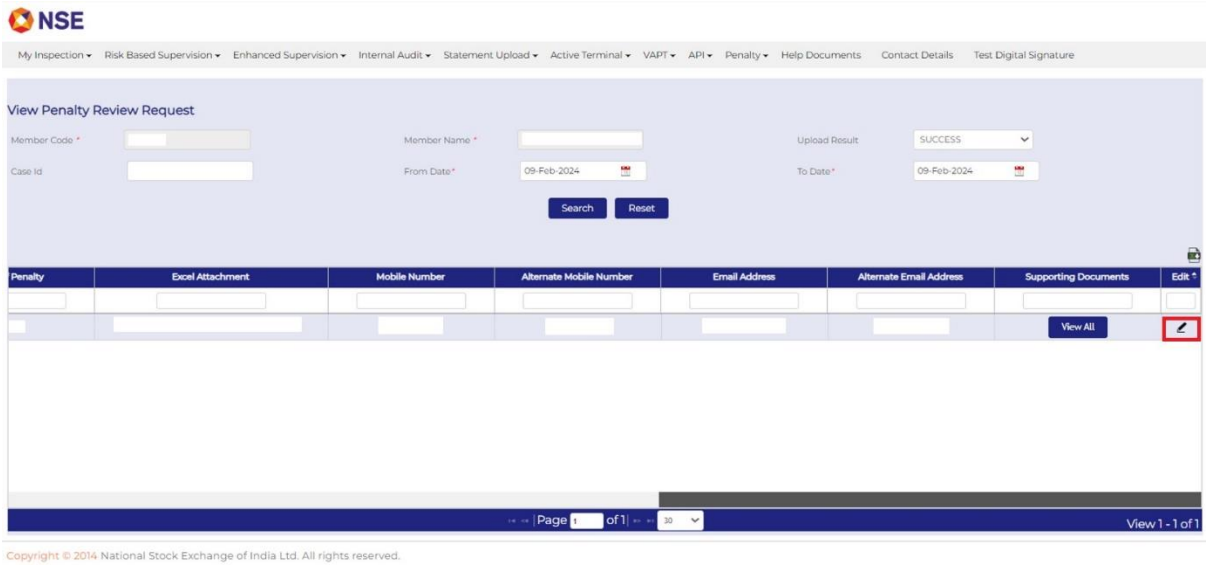
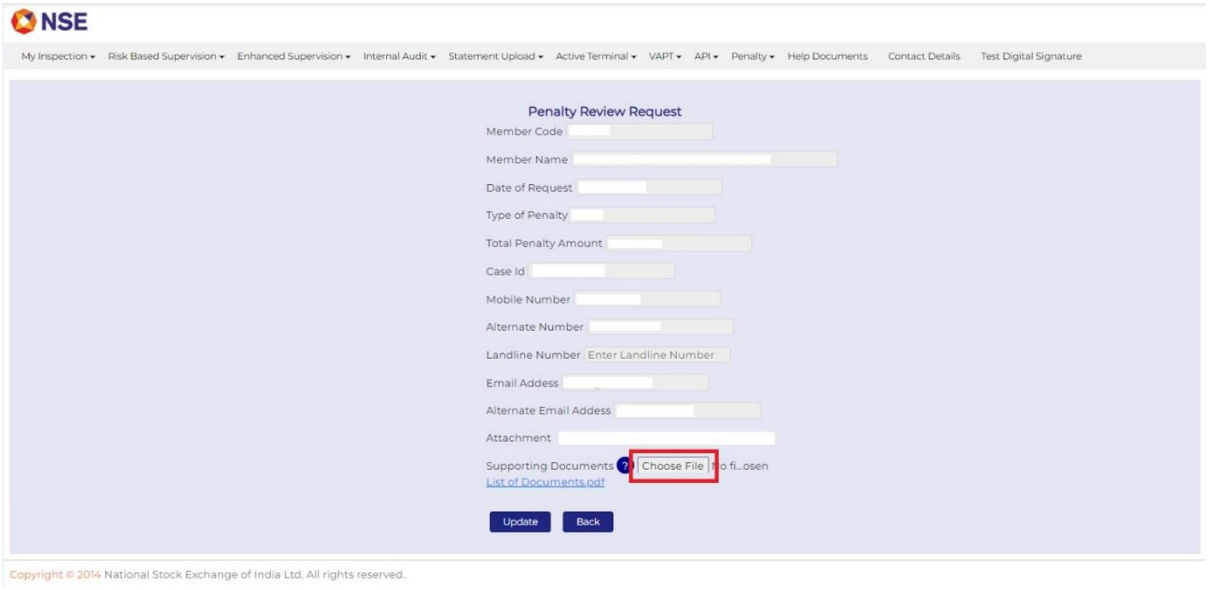
9. To download the supporting document, click on the file name as displayed in the below screen: -



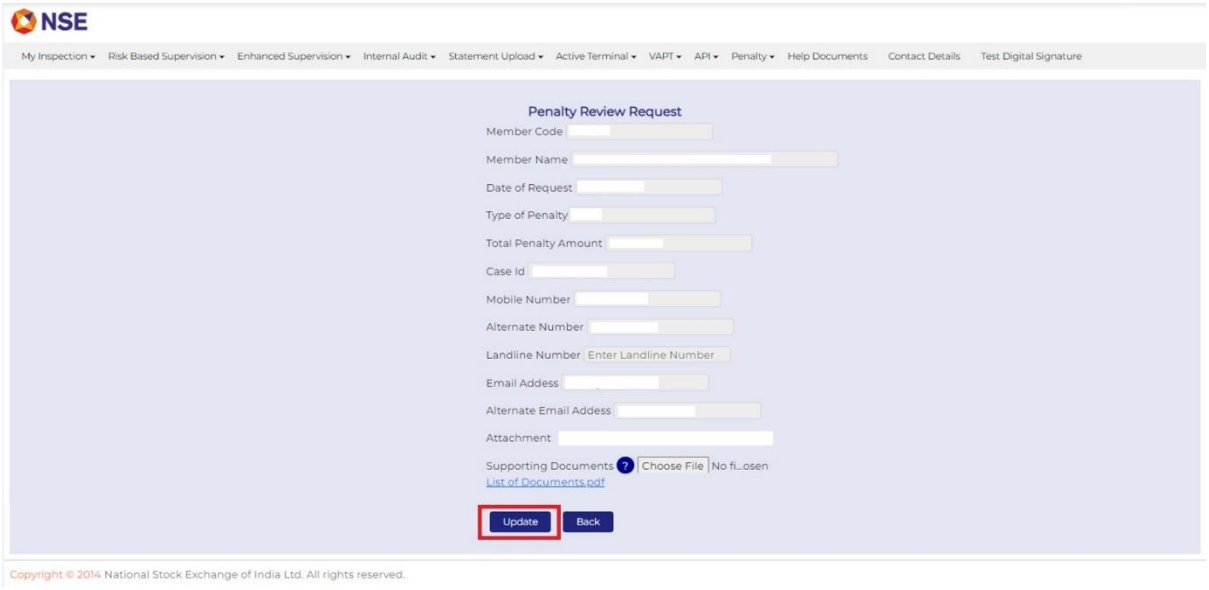
10. To upload additional supporting documents, select the Case ID and click on the “Edit” button as displayed in the below screen: -



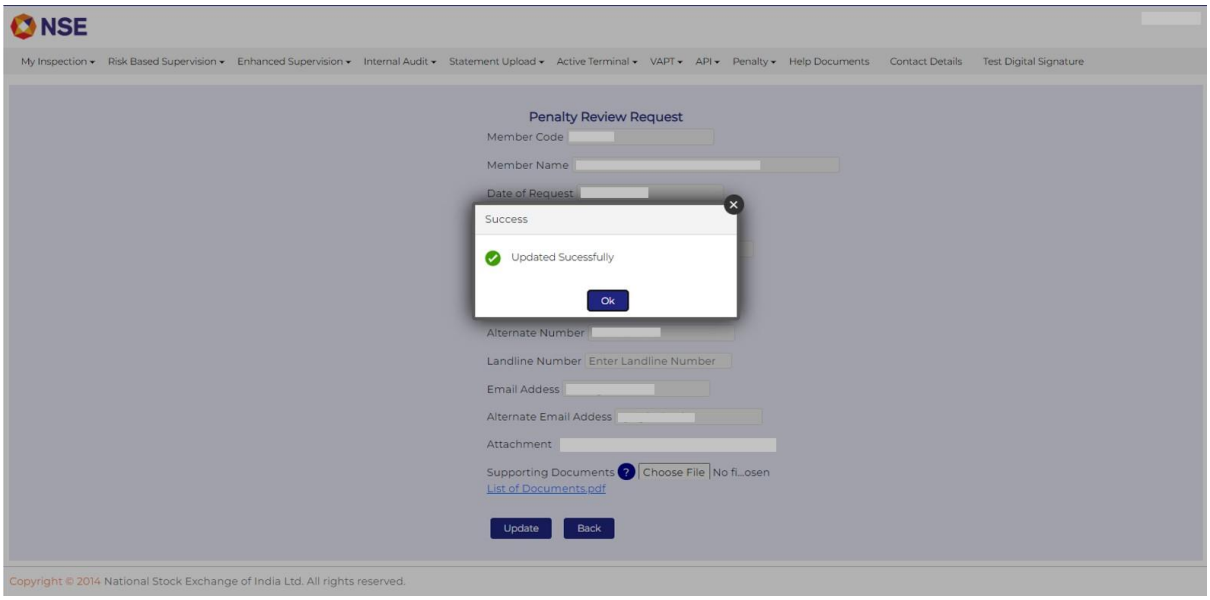
11. Upon clicking on the “Edit” button, click on the “Choose File” button as displayed in the below screen: -



12. To submit the document, click on the “Update” button as displayed in the below screen: -



13. Upon successfully updating the supporting document, the below screen shall be displayed: -



Part C – Guidelines for submitting Attachment.

1. The file shall be in .csv format only.
2. One zip file shall contain one csv file only. The naming convention MemberCode_TypeofPenalty_DDMMYYYY_SEQNO of zip file shall be same as that of csv file (kindly refer sample format mentioned in Part A Point No. 8)
   For eg:
   - Member code- 5-digit member code
   - Type of penalty
     - CMR- Client margin penalty
     - SA- Short allocation
     - NONSUB- Collateral non submission
   - System Date- Date on which the penalty review request is being submitted

3. File size shall not exceed 200 MB.
4. Batch/Seq No. starts from 01 and incremental thereon, in case of multiple file uploads.

5. Members are required to check the “View Penalty Review Request” window under **Penalties at NCL** for success/failure status of the uploaded file(s). If the submission status of a file is ‘failure’, members will have to correct the record with failure remarks and re-upload the entire file with the same batch number and corrected data.
6. Member may note that even if a single record is rejected in a file, then the entire file post rectification needs to be re-uploaded.

Part D – Guidelines for submitting Supporting Documents.

1. The file shall be in .pdf format only.
2. One zip file shall contain one pdf file only. The naming convention of the zip file shall be MEMCODE_TYPEOFPENALTY_DDMMYYYY_DOC_SEQNO.
3. File size shall not exceed 15MB.
4. Batch/Seq No. starts from 01 and incremental thereon, in case of multiple file uploads.
5. If the submission of supporting document has failed, then file needs to be rectified as per the message displayed in the pop-up window and it should be uploaded with the same batch number.
6. In case, additional supporting documents are required to be submitted, Members should follow the user manual mentioned in Part B Point No. 10.

End of document