

NSE Clearing Limited

Annexure 1

Part A –Guidelines for Data Submission

The file Format with headers and columns shall be as follows:

Member Code	Member Name	Member PAN	ISIN of Security or Debt Instrument listed on Stock Exchange by the member	Symbol for Listed instrument	Name of listed instrument	Name of the Associate	PAN of Associate	ISIN of Security or Debt Instrument listed on Stock Exchange by the Associate	Symbol for Listed instrument	Name of listed instrument	Compliance Officer Name Email Id and Contact No. of the member

1. The file shall be in **csv** format only.
2. The header and columns shall be separated by Comma (,).
3. In case of more than one record of Associate, the Member code, Member Name, Member PAN field shall be repeated for each entry added.
4. No change sequence of columns/headers in the file shall be permitted. If there is any change file headers, the file shall get rejected.
5. The naming convention of csv file shall be **<Primary Member Code>_ASSOC_DDMMYY.csv**
6. Even if a single record is rejected in a file, the entire file shall get rejected. Intimation for the same shall be sent to the members and the entire file post rectification needs to be re -uploaded. Intimation regarding the same shall be sent to the members at the email id mentioned in the CSV file.

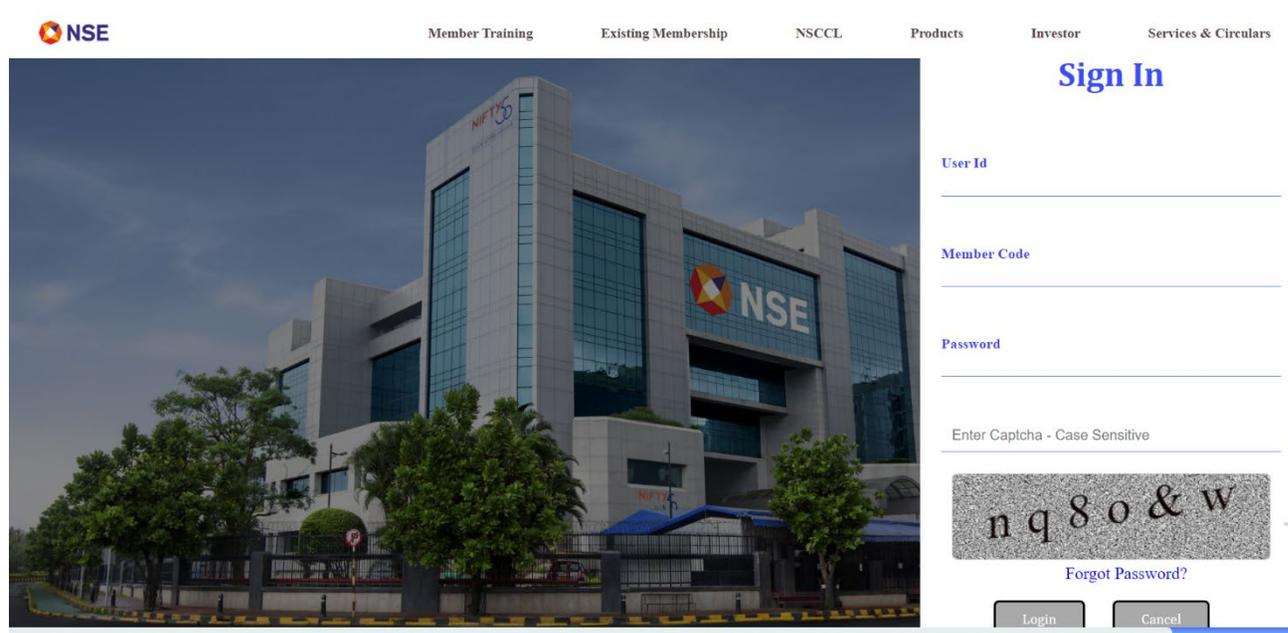
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7. In case of Column Head - *Compliance Officer Name Email Id and Contact No. of the member*, there should be no comma in the details provided.
8. In case of any change in Clearing Members group or Associate Entities pursuant to the initial submission, the same shall be informed to the Clearing Corporations within 7 working days of the occurrence of the change. The members shall be required to **re-submit the complete details** after incorporating the changes in the above format.

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Part B – User manual for Data Submission

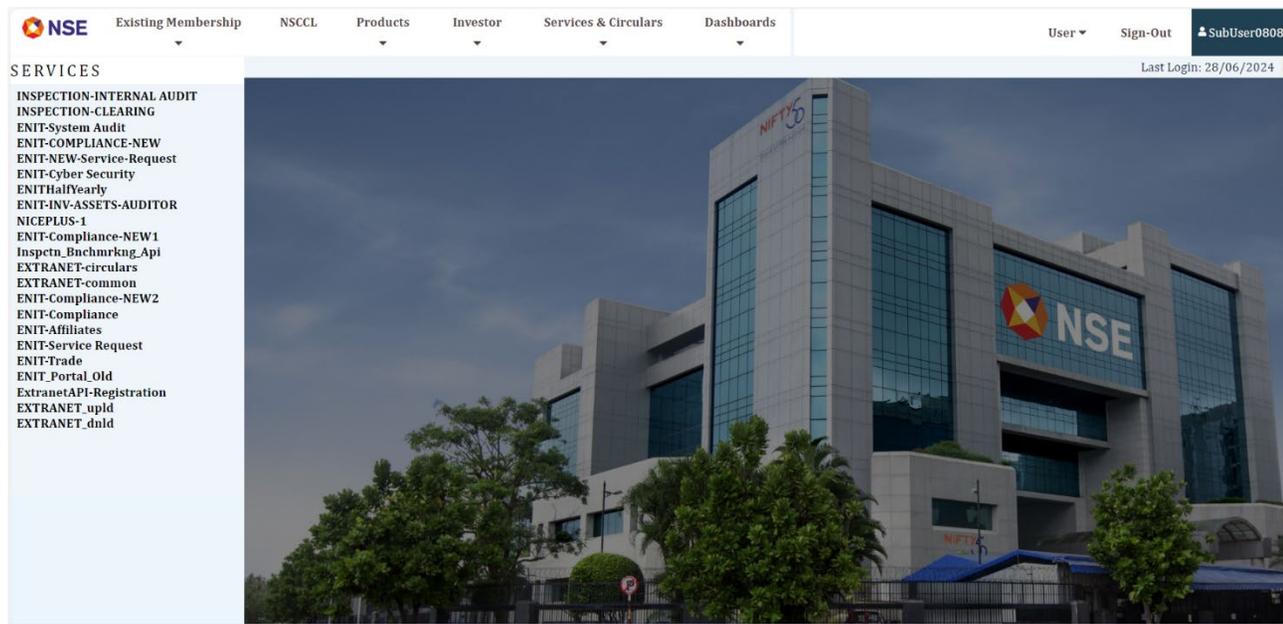
1. Login using following link :- <https://ims.connect2nsccl.com/MemberPortal>
2. Post clicking on Link following screen appears.



3. Login by inserting User ID and Password.

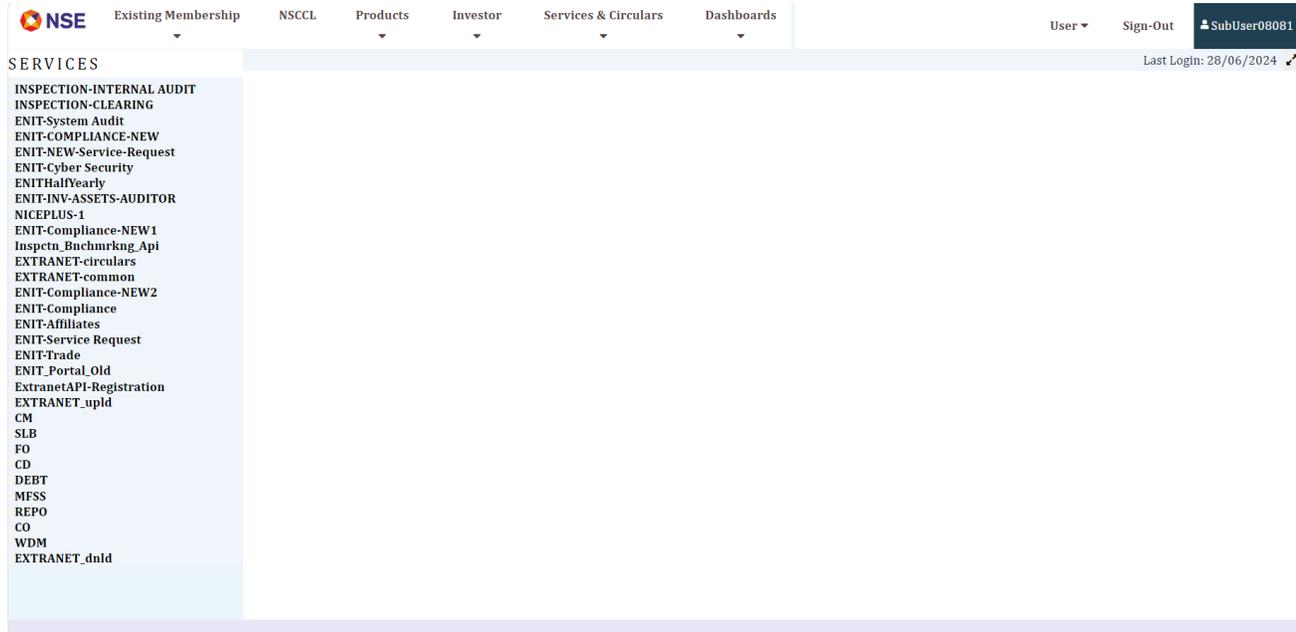
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4. Post Login following screen appears:



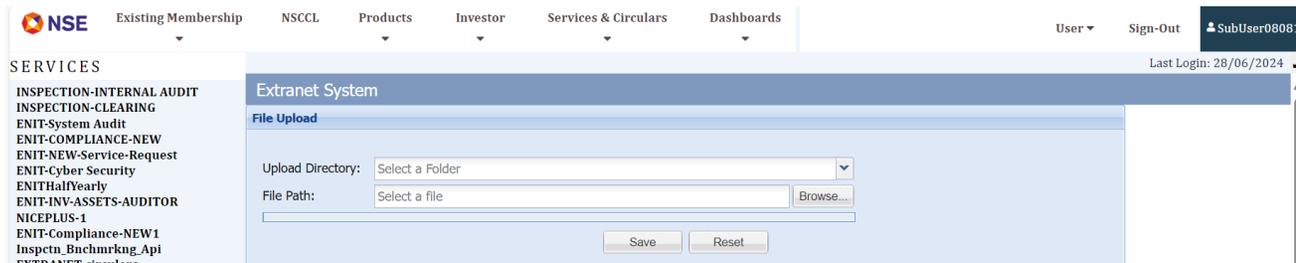
5. Click Extranet upld and select any segment in which you have access from List:

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The screenshot shows the NSE Clearing Limited dashboard. At the top, there is a navigation bar with the NSE logo and several menu items: Existing Membership, NSCCL, Products, Investor, Services & Circulars, and Dashboards. On the right side of the navigation bar, there are links for User, Sign-Out, and a user profile for SubUser08081. Below the navigation bar, there is a sidebar menu titled 'SERVICES' with a list of service categories including: INSPECTION-INTERNAL AUDIT, INSPECTION-CLEARING, ENIT-System Audit, ENIT-COMPLIANCE-NEW, ENIT-NEW-Service-Request, ENIT-Cyber Security, ENIT-HalfYearly, ENIT-INV-ASSETS-AUDITOR, NICEPLUS-1, ENIT-Compliance-NEW1, Inspectn_Bchmrkng_Api, EXTRANET-circulars, EXTRANET-common, ENIT-Compliance-NEW2, ENIT-Compliance, ENIT-Affiliates, ENIT-Service Request, ENIT-Trade, ENIT_Portal_Old, ExtranetAPI-Registration, EXTRANET_upld, CM, SLB, FO, CD, DEBT, MFSS, REPO, CO, WDM, and EXTRANET_dnld. The main content area is currently empty.

6. After clicking on segment following screen appears select Upload Category:



The screenshot shows the NSE Clearing Limited dashboard with the 'Extranet System' modal open. The modal has a 'File Upload' section with the following fields: 'Upload Directory:' with a dropdown menu showing 'Select a Folder', and 'File Path:' with a text input field showing 'Select a file' and a 'Browse...' button. At the bottom of the modal, there are 'Save' and 'Reset' buttons. The background dashboard is partially visible, showing the same navigation bar and sidebar menu as in the previous screenshot.

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7. After clicking on Upload category Select folder MBR_ASSOC from the drop down list and -> browse member file -> click on save button to upload file.



The screenshot shows the NSE Extranet System interface. The top navigation bar includes the NSE logo and menu items: Existing Membership, NSCCL, Products, Investor, Services & Circulars, and Dashboards. On the right, there is a user profile for 'SubUser08081' with a 'Sign-Out' button and a 'Last Login: 28/06/2024' timestamp. A left sidebar lists various services such as 'INSPECTION-INTERNAL AUDIT', 'INSPECTION-CLEARING', and 'ENIT-System Audit'. The main content area is titled 'Extranet System' and contains a 'File Upload' section. In this section, the 'Upload Directory' dropdown is set to 'MBR_ASSOC'. The 'File Path' field is empty with the placeholder text 'Select a file' and a 'Browse...' button next to it. Below the file path field, there is a 'No file chosen' message. At the bottom of the form, there are 'Save' and 'Reset' buttons.