

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.

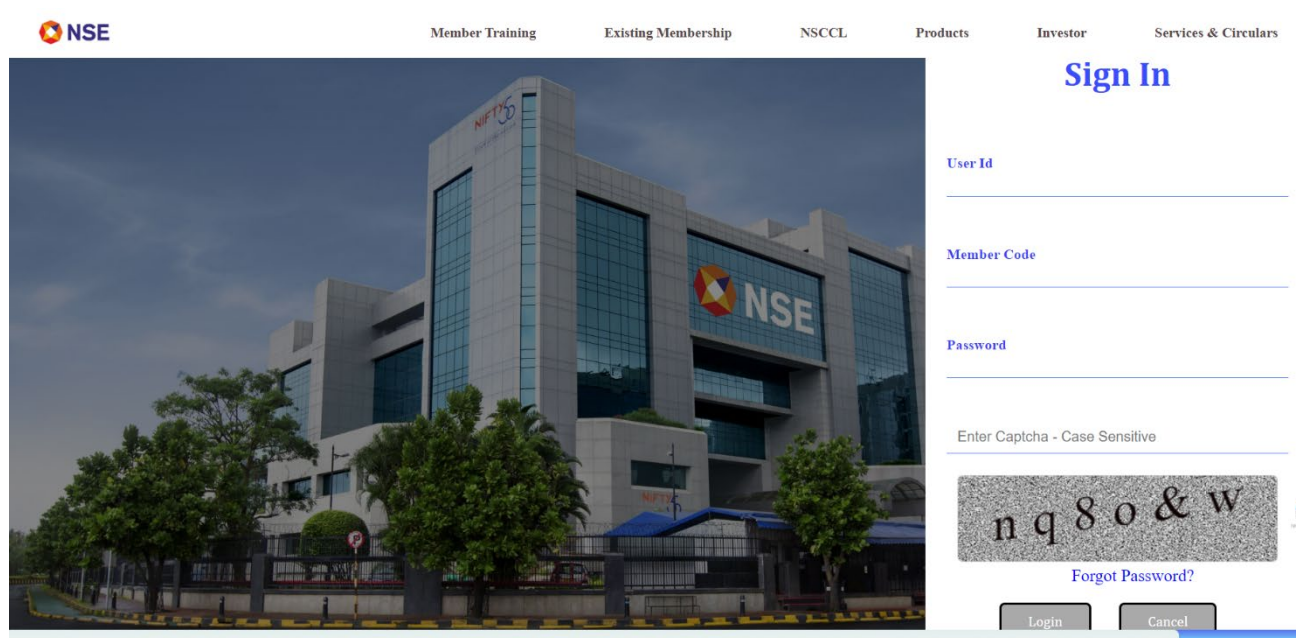
NSE Clearing Limited

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.

NSE Clearing Limited

Part B – User manual for Data Submission

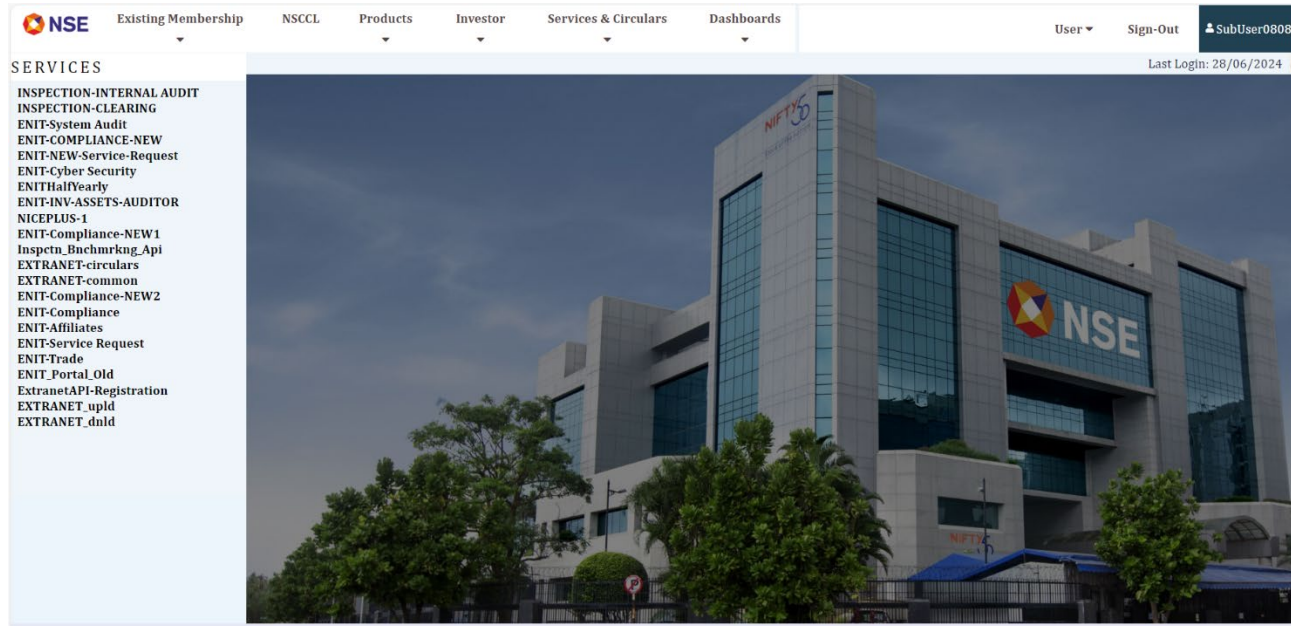
1. Login using following link :- <https://ims.connect2nsccl.com/MemberPortal>
2. Post clicking on Link following screen appears.



3. Login by inserting User ID and Password.

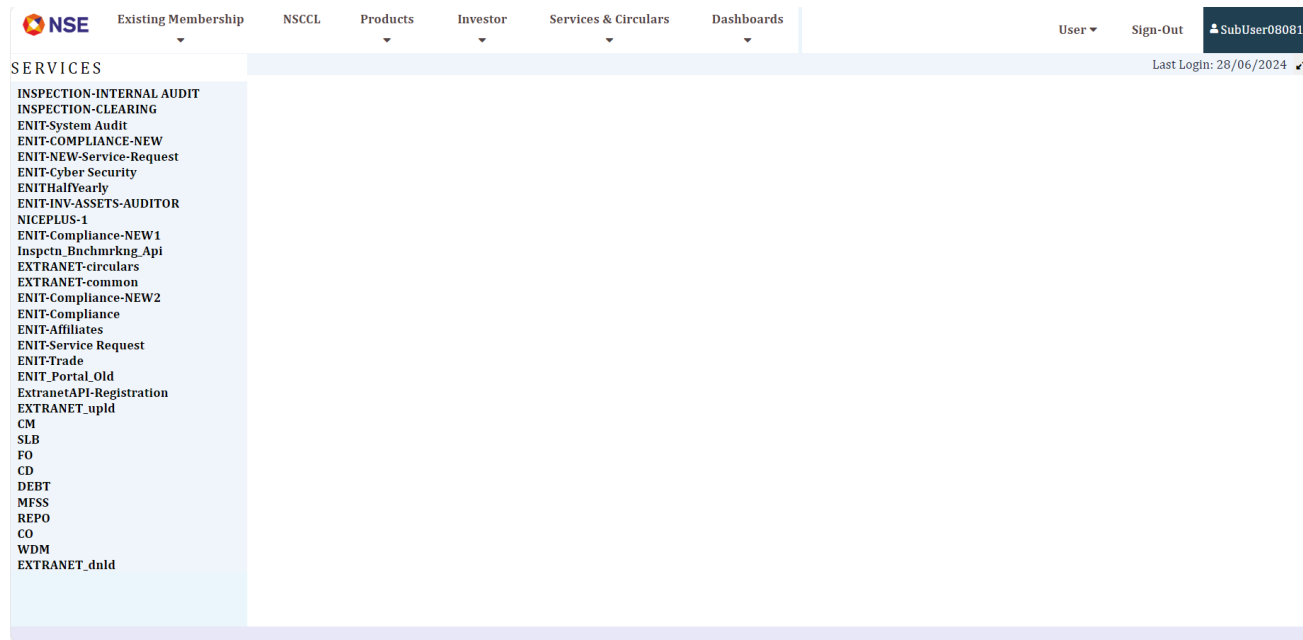
NSE Clearing Limited

4. Post Login following screen appears:



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

NSE Clearing Limited

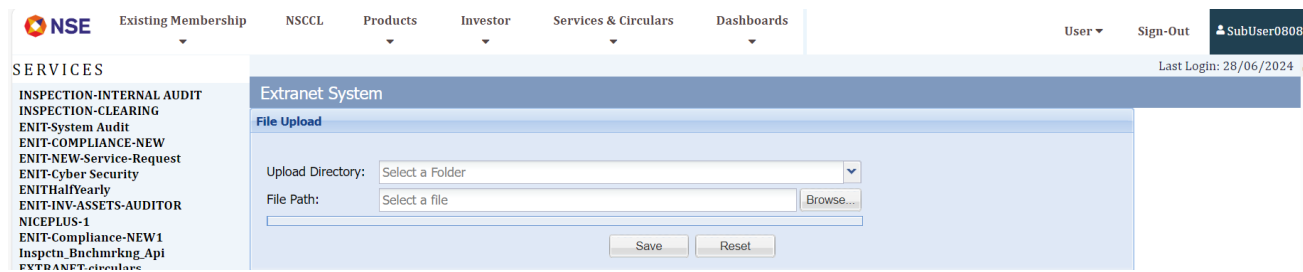


The screenshot shows the NSE Clearing Limited web application interface. The top navigation bar includes the NSE logo, a dropdown menu for 'Existing Membership', and links for 'NSCCL', 'Products', 'Investor', 'Services & Circulars', and 'Dashboards'. On the right, there are links for 'User', 'Sign-Out', and a user profile for 'SubUser08081' with a 'Last Login: 28/06/2024' timestamp.

The left sidebar displays a list of services under the heading 'SERVICES':

- INSPECTION-INTERNAL AUDIT
- INSPECTION-CLEARING
- ENIT-System Audit
- ENIT-COMPLIANCE-NEW
- ENIT-NEW-Service-Request
- ENIT-Cyber Security
- ENITHalfYearly
- 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
- EXTRANET_dnld

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



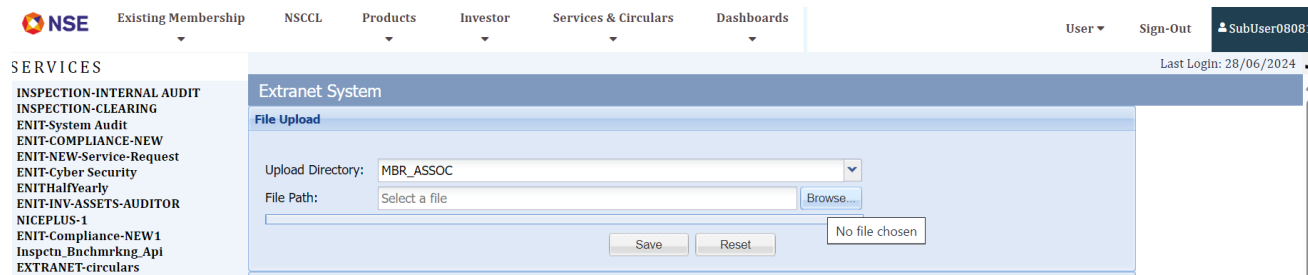
The screenshot shows the NSE Clearing Limited web application interface with the 'Extranet System' form open. The form has a 'File Upload' section with the following fields:

- Upload Directory: Select a Folder (dropdown menu)
- File Path: Select a file (text input) with a 'Browse...' button

At the bottom of the form, there are 'Save' and 'Reset' buttons.

NSE Clearing Limited

- 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, a menu with 'Existing Membership', 'NSCCL', 'Products', 'Investor', 'Services & Circulars', and 'Dashboards', and user information for 'SubUser08081' with a 'Sign-Out' link. The left sidebar lists various services under the heading 'SERVICES'. The main content area is titled 'Extranet System' and contains a 'File Upload' section. In this section, the 'Upload Directory' is set to 'MBR_ASSOC'. The 'File Path' field shows 'Select a file' with a 'Browse...' button next to it. Below the file path field are 'Save' and 'Reset' buttons. A message 'No file chosen' is displayed at the bottom right of the upload area. The 'Last Login' timestamp is '28/06/2024'.