

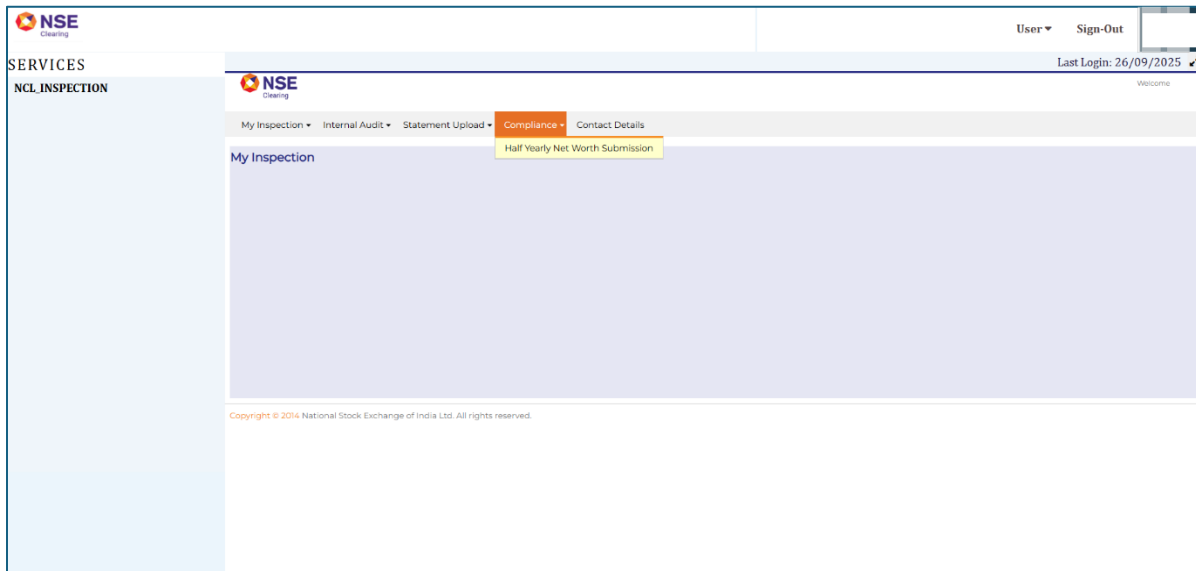
ANNEXURE II

SEPT BY STEP USER MANUAL – HALF YEARLY NETWORTH SUBMISSION

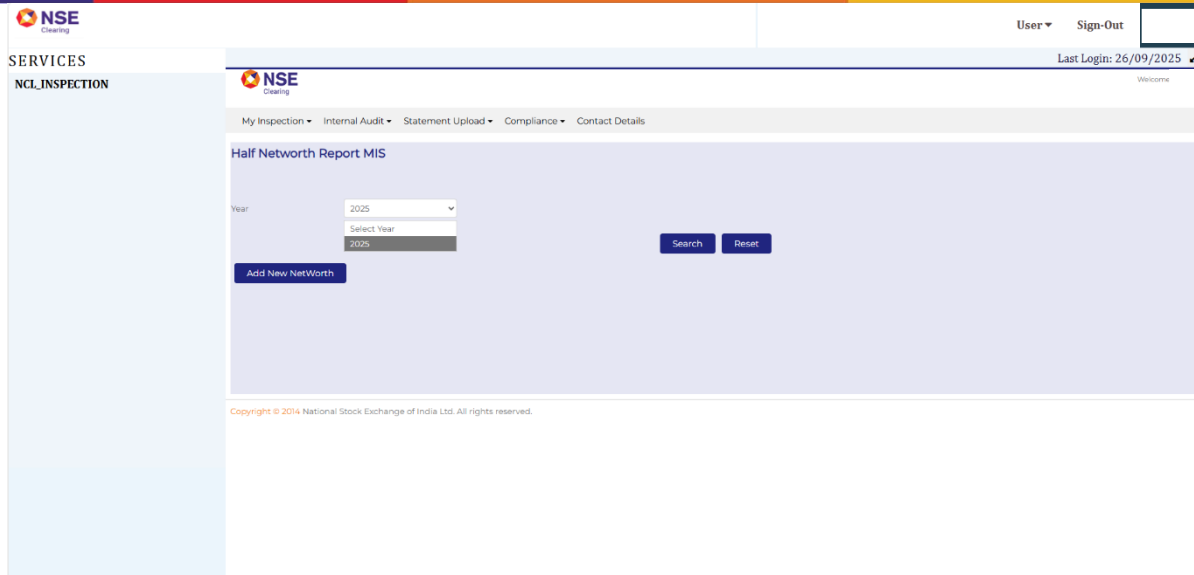
- 1) Login on link <https://ims.connect2nsccl.com/NCLMemberPortal/> & put User ID, Member Code, Captcha and Password –



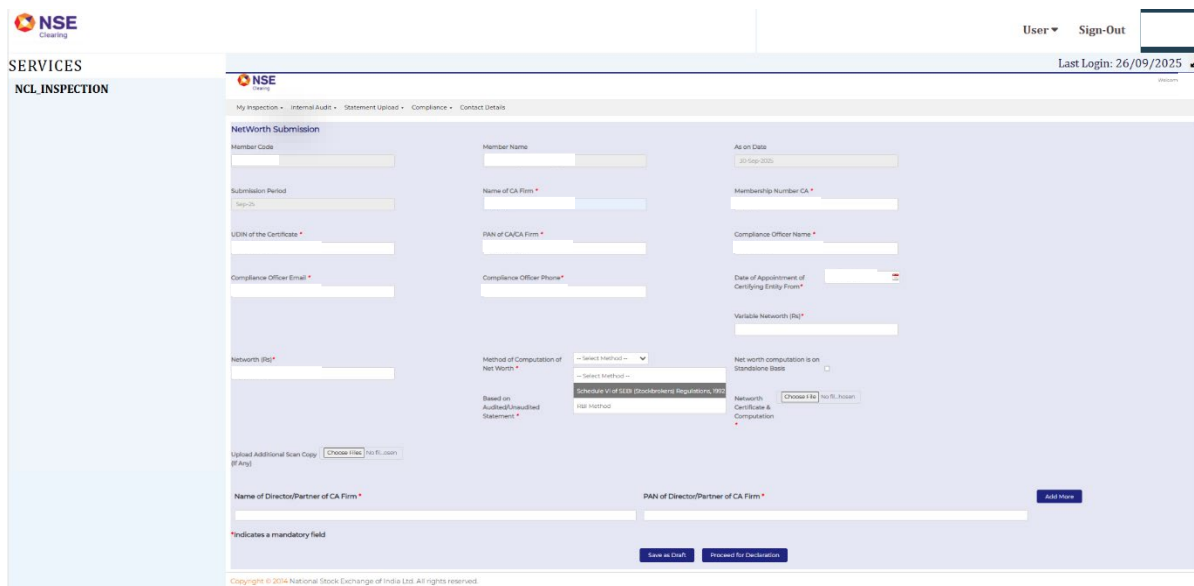
- 2) After Login, click on Compliance tab. Under that click on “Half Yearly Net Worth Submission”



- 3) Select year 2025 & then click on Add “New Net worth” tab.



4) On clicking the above tab, the below page will open.



Note:

- ‘Member Name, Member Code, As on Date & submission period’ fields are auto populated.
- ‘Method of Computation of Net Worth’ is a dropdown option. The general options available are:
 - (i) Schedule VI of SEBI (Stockbrokers) Regulations, 1992.
 - (ii) RBI Method.
- In case of any shortfall in Net worth, the net worth certificate as on September 30, 2025, shall be submitted under the “Net worth Certificate and Computation” filed and the revised Net worth

certificates as on a subsequent date meeting the minimum required Net worth shall be submitted in the “Upload Additional Scan Copy” field.

- In case the reported Net worth is less than the minimum Net worth required or reported Net worth has a variation of 25% or more as compared to the last reported half yearly Net worth, members are required to mention the reason for the same during submission in the “Upload Additional Scan Copy” field.
 - Upload Scanned copy of Networth Certificate in the “Networth Certificate & Computation” field (Only PDF format accepted).
 - Members are requested to fill all the mandatory fields.
- 5) “Save as Draft” button helps Members to save the entered values. But it does not submit the form to the NCL. On saving the form reference no. shall be generated.

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User ▾ Sign-Out

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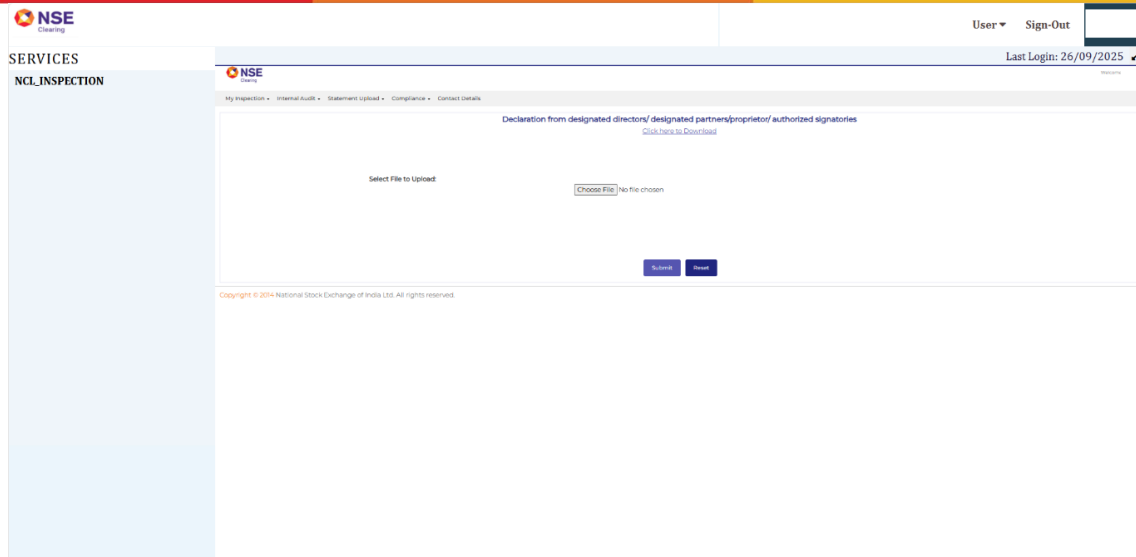
My Inspection ▾ Internal Audit ▾ Statement Upload ▾ Compliance ▾ Contact Details

NetWorth Submission

Member Code <input type="text"/>	Member Name <input type="text"/>	As on Date <input type="text" value="20-Sep-2025"/>
Submission Period <input type="text" value="Sep-25"/>	Name of CA Firm *	Membership Number CA *
ESIN of the Certificate *	PAN of CCA/CA Firm *	
Compliance Officer Email *	Compliance Officer Phone *	
	Variance Network ID *	
Network ID *	Method of Computation of Net Worth * <input type="text" value="-- Select Method --"/>	Net worth computation is on Standalone Basis <input type="checkbox"/>
	Based on Audited(Unaudited) Statement *	Networks Certificate & Computation *
Upload Additional Scan Copy (If Any) <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>		
Name of Director/Partner of CA Firm *	PAN of Director/Partner of CA Firm *	<input type="button" value="Add More"/>

*Indicates a mandatory field

- 6) Members are required to click on “Proceed for Declaration” and Submit declaration from the designated director/designated partners /proprietor /authorized signatory in the prescribed format. The format/template of the declaration can be downloaded from the portal.



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Declaration from designated directors/ designated partners/proprietor/ authorized signatories
[Click here to Download](#)

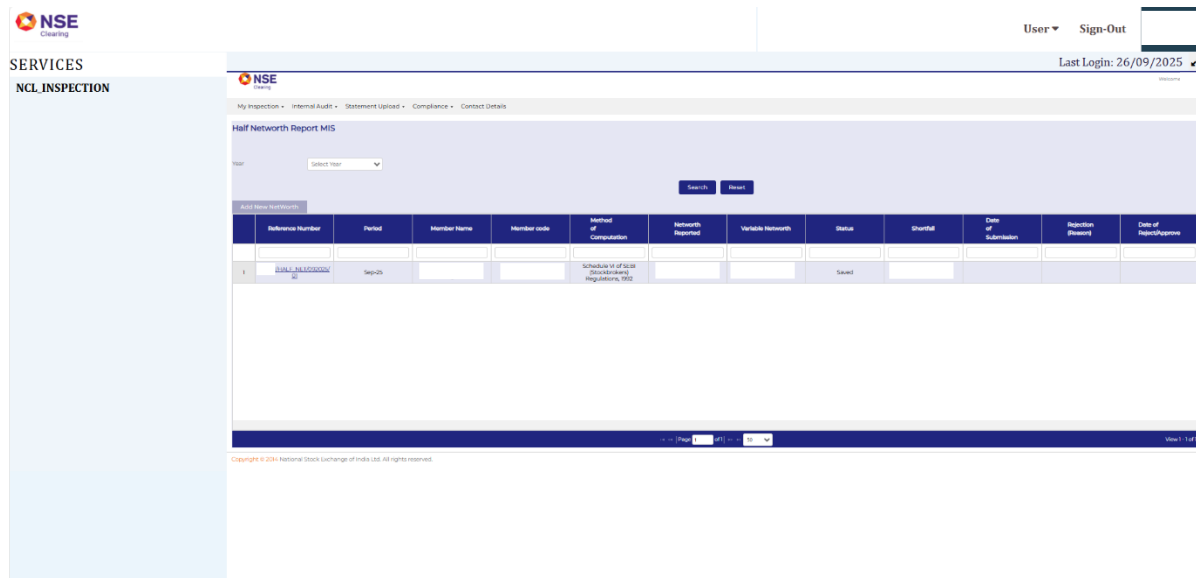
Select File to Upload

Choose File No file chosen

Submit Cancel

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- 7) Kindly note that members must click the ‘**Submit**’ button to make the submission to NCL.
- 8) When the Members submit the half yearly networth, the same will be reflected in the ‘**Half Networth Report MIS**’ module viewable from member’s end.
- 9) In case of any **shortfall** in Net worth, the same shall be reflected on the dashboard on submission of network certificate.



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Half Networth Report MIS

Year: Select Year Search Reset

All Networths

	Reference Number	Period	Member Name	Member Code	Method of Computation	Networth Reported	Variable Networth	Status	Shortfall	Date of Submission	Repayment (Amount)	Date of Repayment
1	LINK TO REPORT	Sep-25			Schedule VI of SEBI (Disclosures) Regulations, 2008			Saved				

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- 10) Networth certificate submitted is subject to verification by NCL.
- 11) When NCL approves the submitted details, the status on the dashboard shall reflect as ‘Approved’. An email/intimation regarding the approval shall be sent to the email-id provided by the members during the network submission

- 12) When NCL rejects the submitted details, the status on the dashboard shall reflect as 'Rejected'.
An email/intimation regarding the rejection shall be sent to the email-id provided by the members during the network submission
- 13) When NCL rejects the submissions, members will be required to login to the portal and re-submit the Network to NCL. Member will be required to click on "Add New Network" to re-submit the network.
- 14) Non-submission of revised network shall be considered as non-submission of network to NCL.