

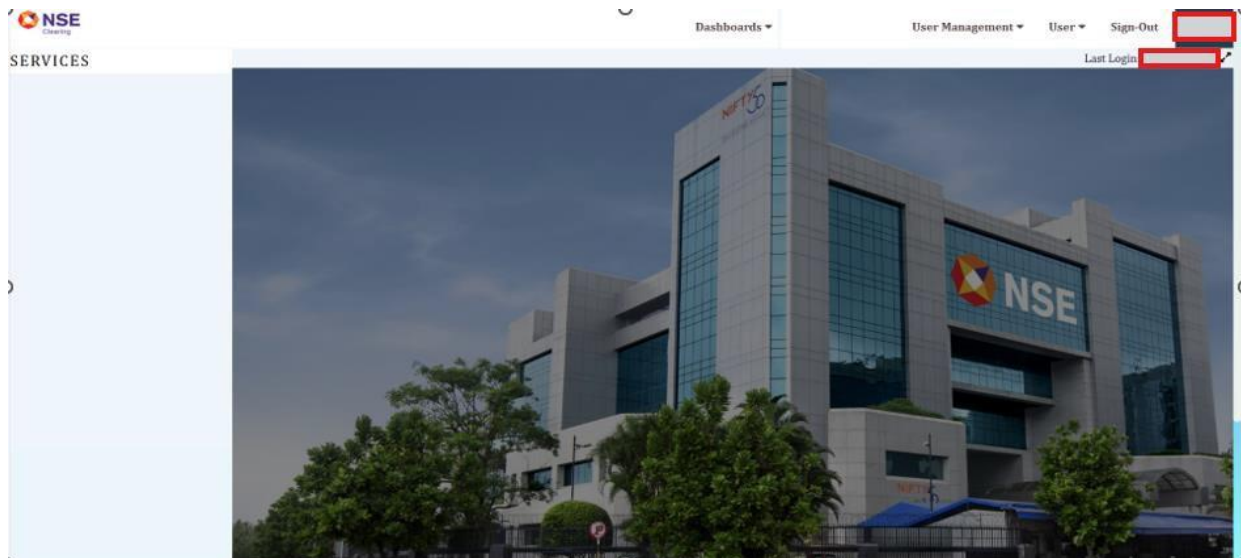
## ANNEXURE A

### MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY MEMBER

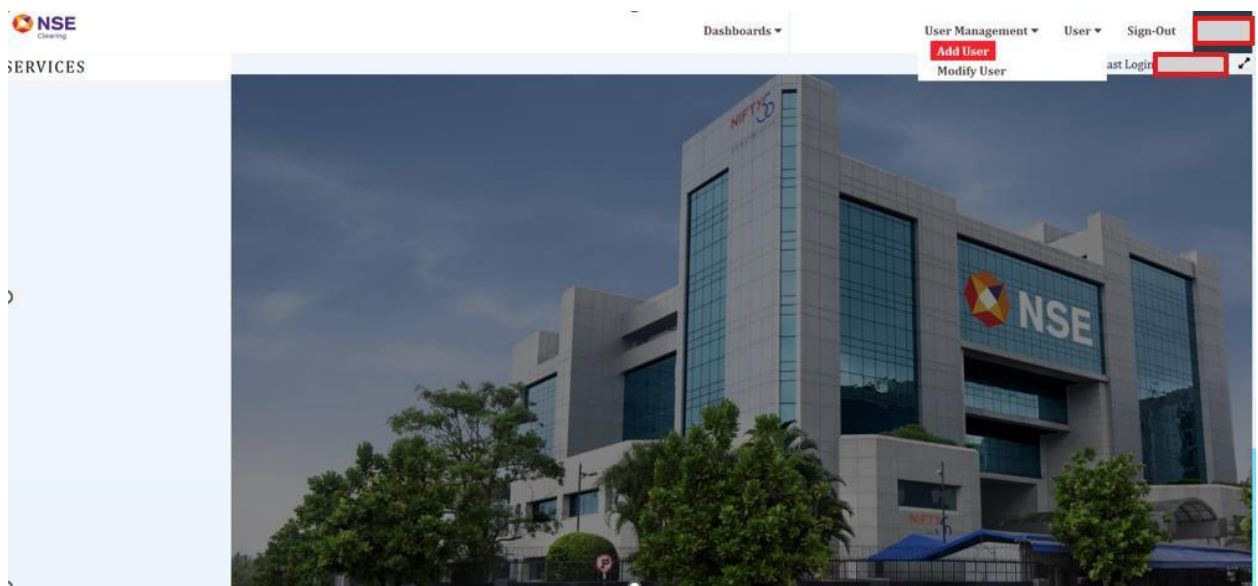
- A. Creation of Sub user (As Clearing Member/PCM)
- B. Portal login with Sub User ID (For Internal Auditor Registration)
- C. Creation of Auditors Login
- D. Submission of Conflict of Interest by member
- E. Submission of Report by Member

#### **A. Creation of Sub user (As Clearing Member/PCM)**

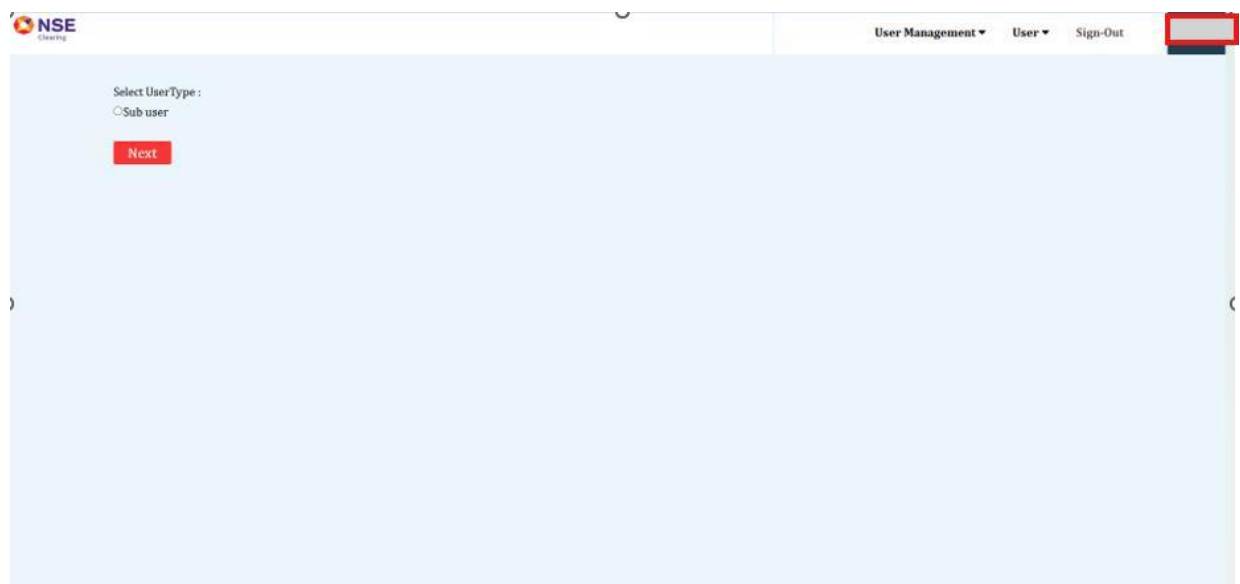
1. Open Internet browser from the desktop .Go to the link <https://ims.connect2nsccl.com/NCLMemberPortal/> and then click the Go button from the browser.



2. Member has to Login using Admin ID and password for creation of sub-user. Go to User Management and then click on Add User.



3. The following page will appear. Select Sub user and click on next.



4. Add user details, "User ID, Password, Address, mobile number and email id of Sub-user. Click on Next.

**NSE**  
Clearing

User Management ▾ User ▾ Sign-Out

### User Details

User Id: \*  Name: \*

Password: \*  Confirm Password: \*

Address Line 1: \*  Address Line 2:

Mobile No.: \*  Std Code:

Landline:  Fax No.:

Email: \*

\* Indicates mandatory fields, and all fields are mandatory for NSE-ASSIST service.  
[Password Policy](#)

5. Member has to give role to Sub-user. Tick on

- NCL INSPECTION and submit.

**NSE**  
Clearing

User Management ▾ User ▾ Sign-Out

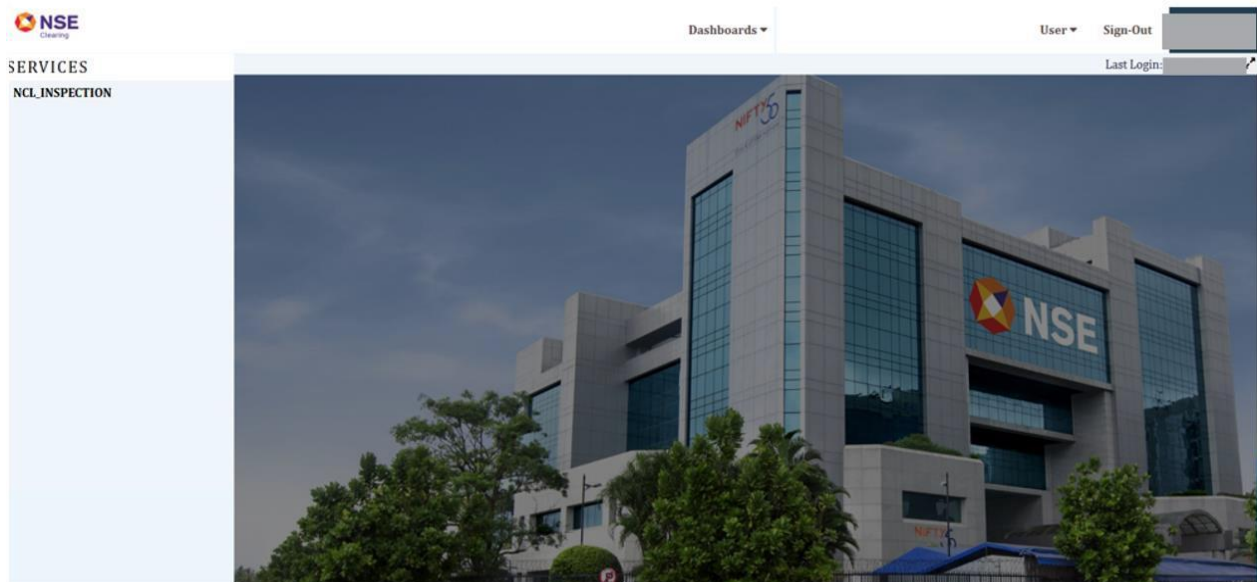
Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
INSPECTION-INTERNAL AUDIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCL_INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Portal login with Sub User ID (For Internal Auditor Registration)

1. Go to Portal and login with Sub User ID (as created above in Step 3).



2. After this step, below screen will be displayed 'NCL Inspection' tab at the left side.

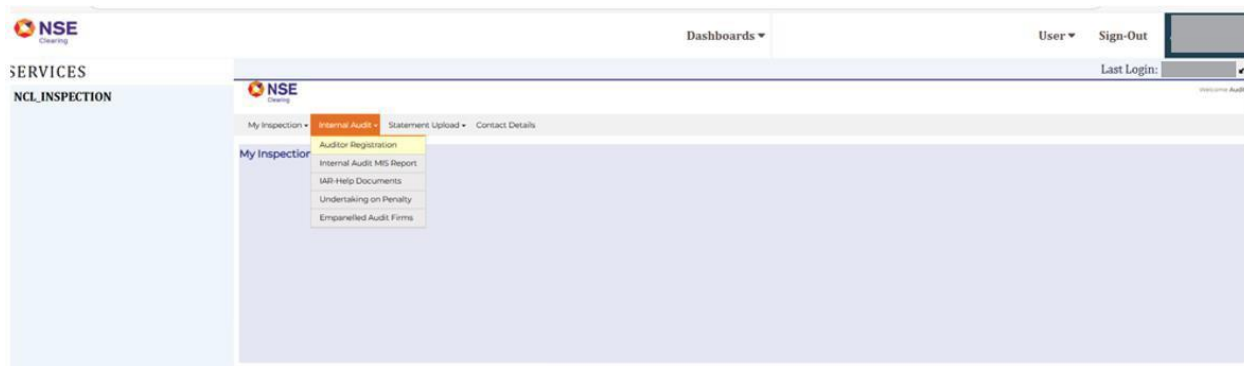


3. Click on the 'NCL Inspection' tab from the left-hand side & NCL Inspection module will be launched:



Note: For each Internal Audit cycle, Members need to register their Internal Auditors *irrespective of auditor being an existing auditor*.

4. Click on “Auditor Registration” from the dropdown available in the Internal Audit tab. “Auditor Registration” allows members to add new internal auditor with his details.



5. Click on Add Auditor to register a new Internal Auditor.



7. Fill in the details and provide undertaking and click on submit.

Note:

- i. An 'Edit' facility is given to the member to edit the segment, only if the report is not submitted by the auditor. In case the report is submitted, member will not be able to edit the details of the auditor.
- ii. All fields are Mandatory except 'Expiry Date of COP'.
- iii. *Member needs to enter auditor's correct email id so that after submitting the above form, auditor will receive his login credentials on his/her E mail along with the URL*

8. After ensuring that all details have been correctly entered, click "Submit" to register the Auditor.

9. Upon registration, the Internal Auditor shall receive the following indicative e-mail on his registered E mail ID.

*"Dear Sir/Madam,*

*Your Registration for submission of Internal Auditor Report for the period Apr- 25 to Sep-25 has been successfully created.*

*Please find the details as under:*

*UserId: User ID*

*Password: Password*

*CM Name: Clearing member name*

*CM Code: Clearing Member Code*

*Kindly click on the following link <https://ims.connect2nsccl.com/NCLMemberPortal/>*

*On clicking the above link for the first time, you will be prompted to change the password, kindly change the password immediately.*

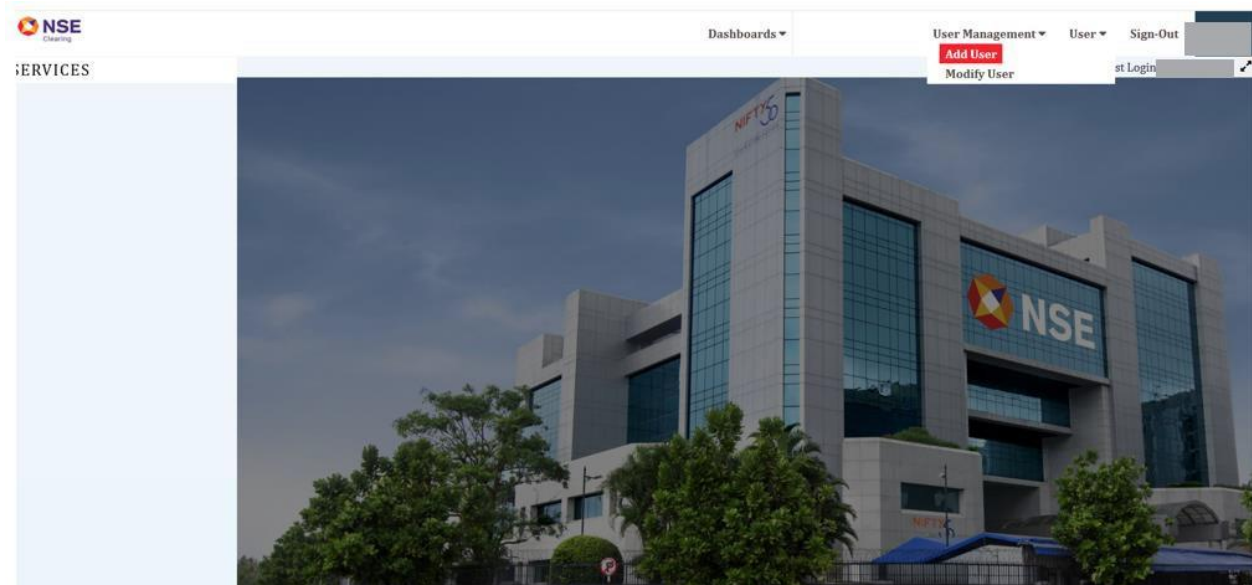
*You are requested to initiate Internal Audit for the Apr- 25 to Sep-25 for CM,FO, CD,COM segment/s and submit Annexure I, II and V.*

*In case of any clarification, please contact the Member."*

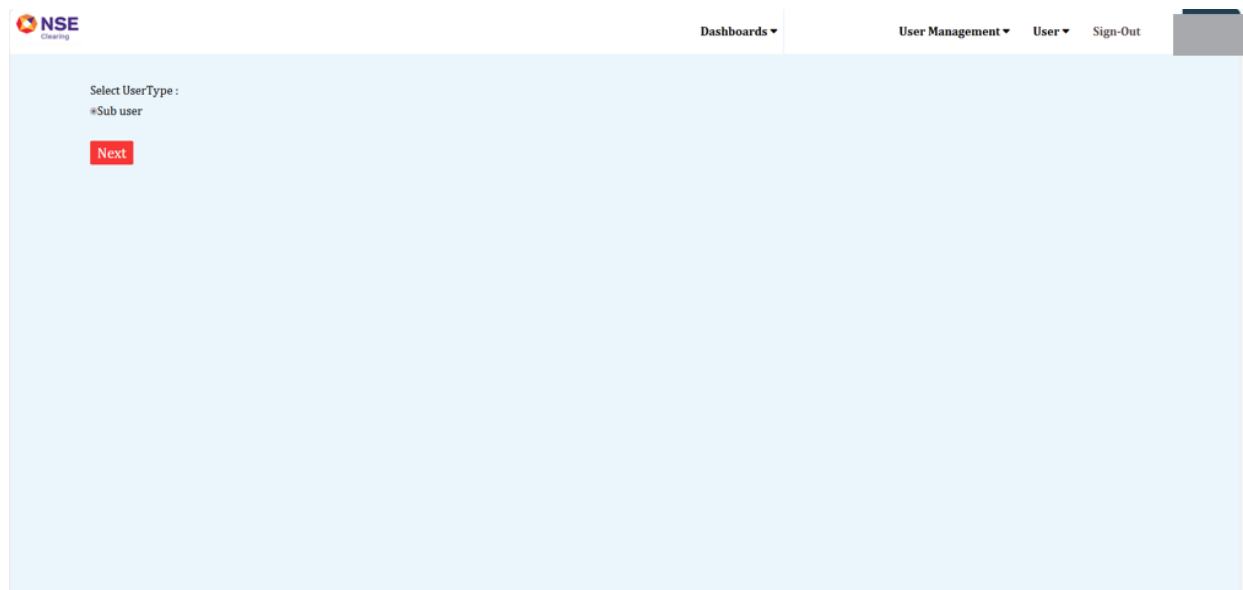
### **C. Creation of Auditors Login**

After Auditor's Registration, member shall create the Auditor sub user from NCL Member's portal login.

1. Login in NCL Member's portal admin login, go to User Management click on Add user.



2. Select Sub user and click on Next button.



3. Add user details, "User ID and Password should be same as entered in Auditor's Registration. Add mobile number and email id of Auditor. Click on Next.



**NSE**  
Clearing

Dashboards ▾ User Management ▾ User ▾ Sign-Out

### User Details

User Id:\*  Name:\*

Password:\*  Confirm Password:\*

Address Line 1 :\*  Address Line 2 :

Mobile No. :\*  Std Code. :

Landline :  Fax No. :

Email :\*

\* Indicates mandatory fields , and all fields are mandatory for NSE-ASSIST service.  
[Password Policy](#)

4. Give role to Auditor. Tick on

- NCL\_INSPECTION- INTERNAL AUDIT and submit.

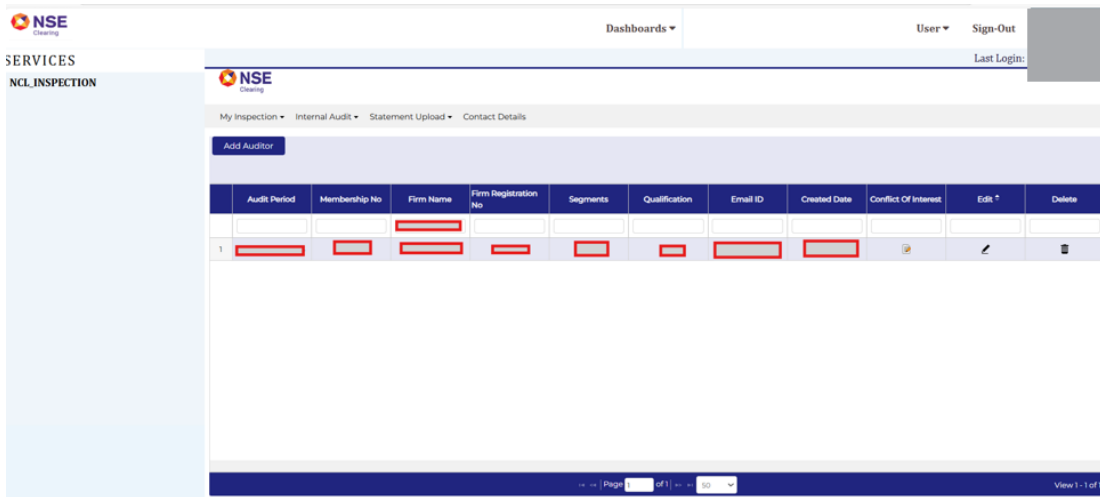
**NSE**  
Clearing

User Management ▾ User ▾ Sign-Out

Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
INSPECTION-INTERNAL AUDIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCL_INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Submission of Conflict of Interest by member**

1. The member must obtain the 'Conflict of Interest (COI)' declaration from the internal auditor and share it with the clearing corporation. Once the auditor submits the Conflict of Interest declaration from auditor login, the member will access the "Auditor Registration" tab and submit their own 'Conflict of Interest'(COI) by clicking on the 'Conflict of Interest button'. The member will select the response for "Conflict of Interest" and submit the declaration to the clearing corporation.



2. During submission of conflict of interest from member end, the following screen appears:

The screenshot shows the 'Conflict Of Interest' form in the NSE Clearing NCL Inspection dashboard. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area has a breadcrumb trail: 'My Inspection' > 'Internal Audit' > 'Statement Upload' > 'Contact Details'. Below this is a note: '(\*) Indicates Mandatory)'. The form fields are:

- Member Name: [Redacted]
- Member Code: [Redacted]
- Audit Period: [Redacted]
- Auditor Firm Name: [Redacted]
- Auditor Firm Registration No: [Redacted]
- Auditor Email ID: [Redacted]
- Auditor name: [Redacted]
- Auditor Membership No: [Redacted]
- Conflict Of Interest\*: ☐ Yes ☐ No

At the bottom of the form is a 'Submit to NCL' button.

3. Now Auditor can login to Auditor's login and process the Internal Audit Report.

#### E. Submission of Report by Member

1. Once the Internal Audit report is submitted by the Auditor, the Member can view the Audit report by accessing the "Internal Audit MIS report" tab in the NCL Member portal.

- On clicking the “Internal Audit MIS report” tab, Member will select the period of Internal Audit submission and click “SEARCH” button to view the current Audit report submitted by the Auditor.

- To view the Audit report and to submit the management comments, Member shall click the “Request reference no.” against the current submission. Once clicked, the following page shall be displayed.

- The Member shall download the observation sheet in excel sheet and indicate his acceptance (by selecting Y or N from the dropdown) for each compliance status marked by the Internal Auditor. Once done, Member shall upload the same file by browsing and clicking the upload button.
- Once the member uploads the excel by incorporating ‘Whether Auditor Comments accepted’ he will be redirected to the next page where he will be able to fill Management Comments for non-complied points only:

Dashboard

User
Sign-Out

Last Login:

SERVICES

NCL\_INSPECTION

My Inspection
Internal Audit
Statement Upload
Contact Details

Internal Audit Report

S.No	Area Of Verification	Observation Of Internal Auditor						Management Comments	
		Compliance Status	Remarks in case of observation	Sample size verified	Details of sample where non compliance observed	Percentage of instance	Amount of instance	Whether Auditor comments accepted	Remarks (Para wise, where auditor has reported non-compliance)
12	The clearing member had collected appropriate and adequate margins (EOD margins and peak margins) in prescribed forms from respective trading members/custodial participants. Refer to Annexure V for format of samples verified to be provided by auditor.	NC	Non complian	40	4	5	60000	Y	
2.6	Member has not pledged clients' securities to the Banks/NBFCs for raising funds, even with authorization by client as the same would amount to fund based activity which is in contravention of Rule 8(1)(f) & 8(3)(f) of Securities Contracts (Regulation) Rules, 1957	NC	Non complian	40	3	5	60000	Y	
2.12	Whether there was any delay in issuing the DMS? Refer to Annexure V for format of samples verified to be provided by auditor	NC	Non complian	40	10	5	60000	Y	

Hide/Show

Contact Person:

- This screen will display only non-compliance points as marked by the Auditor. Once done, Member shall proceed to fill the contact person name and his/her e-mail ID and the click the “Submit” button.
- Once submitted, member will be navigated to the next screen i.e. ‘Internal Auditor Report’ having Audit Report (Annexure II) as PDF which needs to be downloaded by the Member.
- The Member needs to attach the downloaded Audit report (Annexure II) after by affixing the digital signature in the audit report and submit the report by clicking on the “browse” button and clicking the declaration.
- After submission of the report, the following screen shall appear:

Dashboard

User
Sign-Out

Last Login:

SERVICES

NCL\_INSPECTION

My Inspection
Internal Audit
Statement Upload
Contact Details

Internal Audit Report

Download Internal Audit Report

Download

Upload Internal Audit Report

Internal Audit Report
Choose File
No file chosen

☐ I/We have reviewed the Internal Audit submitted by our Internal Auditor for the half year ended on 30th September, 2025 and noted the observations made. Please find enclosed Audit Report along with our management comments for your consideration and necessary action.

Note:

1. Kindly upload PDF format documents only.  
2. File size should be less than 10 MB.  
3. Kindly save the file in Local Drive and upload.

-END-