

Annexure B

Manual for Submission of System Audit report by Auditor

- A. Auditor Submission
- B. ATR/Follow-on Audit Submission by Auditor

A. Auditor submission.


1. Auditor shall login into NCL member portal using the link <https://ims.connect2nsccl.com/NCLMemberPortal/> and click on – **Inspection – System Audit** on the left hand side.
2. On the System Audit MIS page, select **Audit period** from the dropdown.
3. Provide declaration & conflict of interest then click **submit**.

The screenshot shows the NSE System Audit MIS Report page. At the top, there's a header with the NSE logo and 'Clearing' text. Below it, a navigation bar has 'System Audit' selected. The main content area is titled 'System Audit MIS Report' and includes a note '(*) Indicates Mandatory)'. There's a 'System Audit Period*' dropdown menu with options: 'Select', 'APR-25 TO MAR-26', 'APR-24 TO MAR-25', and 'APR-23 TO MAR-24'. To the right of the dropdown are 'Search' and 'Reset' buttons. Below the dropdown, there are two checkboxes: one checked for 'I/we declare that the firm Lead Auditor is having minimum 3 years of demonstrable experience in IT audit of securities market participants.' and another checked for 'I/we hereby declare that I/we are not debarred or restrained from issuing any certificate by ICAI, ICSI, ICMAI, RBI, SEBI or by other regulator/law enforcement agency. Further no regulatory action has been taken against system auditor/partner/director.' Below these is a 'Submit' button. At the bottom, there's a 'Conflict Of Interest' section with radio buttons for 'Yes' and 'No', and a 'Submit to Member' button.

4. After submitting the Declaration and Conflict of Interest, New Report icon will appear on the system Audit MIS report page. Click on **New Report**.

This screenshot shows the same NSE System Audit MIS Report page as the previous one, but with the 'System Audit Period' dropdown now set to 'APR-25 TO MAR-26'. A new 'New Report' button has appeared in the bottom left corner of the main content area. The rest of the page, including the declarations and conflict of interest section, remains the same.

5. The System Audit report page will open, fill in all the fields.


Clearing
System Auditor

System Audit

(*)Indicates Mandatory)

System Audit Report

Member Name:

Member Code:

System Audit Firm Name *

Type of Entity:

--- Select Auditor Entity ---

Auditor Designation *

Auditor Firm Registration No.:

Auditor's Pan No.:

Certificate of Practice No. (COP):

Auditor Report Certified by:

Auditor's Membership No.:

Auditor's Email ID:

Auditor's Mobile No.:

UDN No.:


Audit Period:

APR-20 TO MAR-20

- Prepare the System Audit certificate on the Audit firm's letterhead and upload the same. Nomenclature of the annexures are given in the respective section.

Compliance Checklist		
Particulars	Yes/No	Remarks
Audit Completed within 2 weeks? *	No	Clarification
Pre audit observation considered and open item covered?	Yes	
Follow on audit required ?(only if non-compliance is mentioned in aeo- 2)?	Yes	
ATC required ?(where follow-on audit is not required and non-compliance is mentioned in any annexure)?	Select	
Download Format to Fill Compliance/NonCompliance Sample file for System audit certificate (29.43 KB .docx) Sample file for Annexure 2 TOR File (29.87 KB .docx) Sample file for Annexure 3 (10.01 KB .docx) Sample file for Annexure 4 (10.01 KB .docx)		
System Audit Certificate: * (Please Attach Digitally Signed PDF File.) (The file should have nomenclature like AUDIT_REPORT_200X-200X_MEMBERCODE)		Browse <input type="button" value="Choose File"/> No file chosen
TOR Report/Annexure 2: * (The file should have nomenclature like TOR_200X-200X_MEMBERCODE and file should in doc format)		Browse <input type="button" value="Choose File"/> No file chosen
Annexure 3: * (The file should have nomenclature like Annexure_3_200X-200X_MEMBERCODE and file should in doc format)		Browse <input type="button" value="Choose File"/> No file chosen
Annexure 4: * (The file should have nomenclature like Annexure_4_200X-200X_MEMBERCODE and file should in doc format)		Browse <input type="button" value="Choose File"/> No file chosen
Activity Type: *	<input type="radio"/> Trading <input type="radio"/> Clearing	
Declaration: * <input type="checkbox"/> I, hereby, declare that, I or any of my partners/ directors have no interest in or relation with the other than the proposed system audit assignment.		
<div>Submit to Next</div> <div>Save As Draft</div> <div>Back</div>		

- Click on **Submit to next** to proceed or **Save as draft** to save progress.
- The system will display a Non-Complied/ Not Applicable points that were marked as NC or N.A. The auditor must provide remarks for each item and indicate whether ATR Required or Follow-on Audit is required.



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Welcome Auditor

System Audit ▾

NON COMPLIANCE/NOT APPLICABLE CLAUSES

Hide

Sr.No	Area of Verification	Compliance Status	Remark	ATR Required	Follow-on Audit Required
2	IT environment				
2.1	Organization details				
a	Name	NC		<input type="checkbox"/>	<input type="checkbox"/>
b	Address	N.A		<input type="checkbox"/>	<input type="checkbox"/>


Clearing
Welcome Auditor

System Audit ▾


COMPLIANCE CLAUSES

Hide

Sr.No	Area of Verification	Compliance Status
1	The scope of audit shall encompass all the IT resources including hardware, software, network, policies, procedures etc. of PCMs (Primary Data Centre (PDC), Disaster Recovery Site (DRS) and Near Site (NS), if applicable).	C
2	IT environment	
2.1	Organization details	
a	Name	NC
b	Address	N.A
c	IT team size (in house- employees)	C
d	IT team size (vendors)	C
2.2	IT and network set up and usage	
a	PDC, DRS, NS and Regional/ Branch offices (location, owned/ outsourced), if applicable	C
b	Connectivity amongst PDC, NS and DRS, if applicable	C
c	IT infrastructure / applications pertaining to the activities done as a PCM	C
d	System Architecture	C
e	Network architecture	C
f	Telecommunication network	C
3	IT Governance	
3.1	Whether IT Governance framework exists to include the following:	
a	IT organization structure including roles and responsibilities of key IT personnel;	C
b	IT governance processes including policy making, implementation and monitoring to ensure that the governance principles are followed;	C
3.2	IT policies and procedures	
a	Whether the organization has a defined and documented IT policy. If yes, is it approved by the Governing Board (GB)?	C
b	Is the current System Architecture, including infrastructure, network and application components describing system linkages and dependencies, documented	C
c	Whether defined and documented Standard Operating Procedures (SOPs)/Policy for the following processes are in place.	
i	IT Assets Acquisition	C
ii	Access Management	C
iii	Change Management	C
iv	Backup and Recovery	C
v	Incident Management	C

9. Auditor needs to download the consolidated System Audit report from the portal and upload the report by affixing DSC with the nomenclature - File name must be in format: Consolidated_TOR_report_20XX-20XX_XXXXX.

10. Check the declaration and click on **submit to member**.


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Welcome Auditor

System Audit ▾

System Audit Report

Download Report with Auditor comment ▶ Consolidated_TOR_report_2025-2026_10738.pdf

Upload System Audit Report

Consolidate Annexure:

☐ We have conducted the System Audit for the year ended March 31, 2026 on the captioned subject and guidelines thereof. Please find enclosed the System Audit Report 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.
 4. Please upload digital signed Annexures.

11.A confirmation page will be displayed confirming the audit report has been successfully submitted to member along with a Reference number.

15. The ATR/ Follow-on audit table will display all NC points. For each NC points, upload ATR/Followon audit report and provide comments. Confirm the file if its digitally signed and submit the report to Member for review.

Sr No	Area of Verification	Compliance Status	Auditor Comments	Management Comments	Follow-on Audit Required	ATR Required	Upload ATR <small>Note: Only PDF or ZIP files are allowed. Maximum file size: 10 MB.</small>	Comments if Any
2.1c	IT team size (in house- employees)	NC	<div>Yes</div>	<div>SS</div>	No	Yes	<div>Choose File</div> No file chosen	
3.2a	Whether the organization has a defined and documented IT policy, if yes, is it approved by the Governing board (CIS)?	NC	<div>Yes</div>	<div>SSS</div>	No	Yes	<div>Choose File</div> No file chosen	
11)	Observation(s) based on previous Audit Report (s)	NC	<div>SSS</div>	<div>SSS</div>	No	Yes	<div>Choose File</div> No file chosen	

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