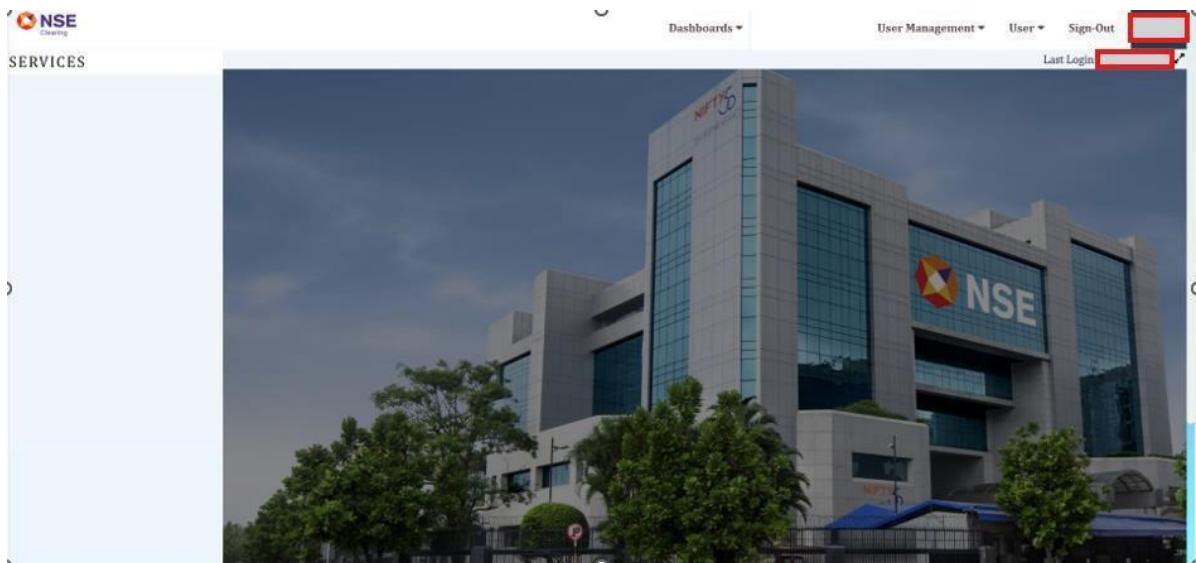


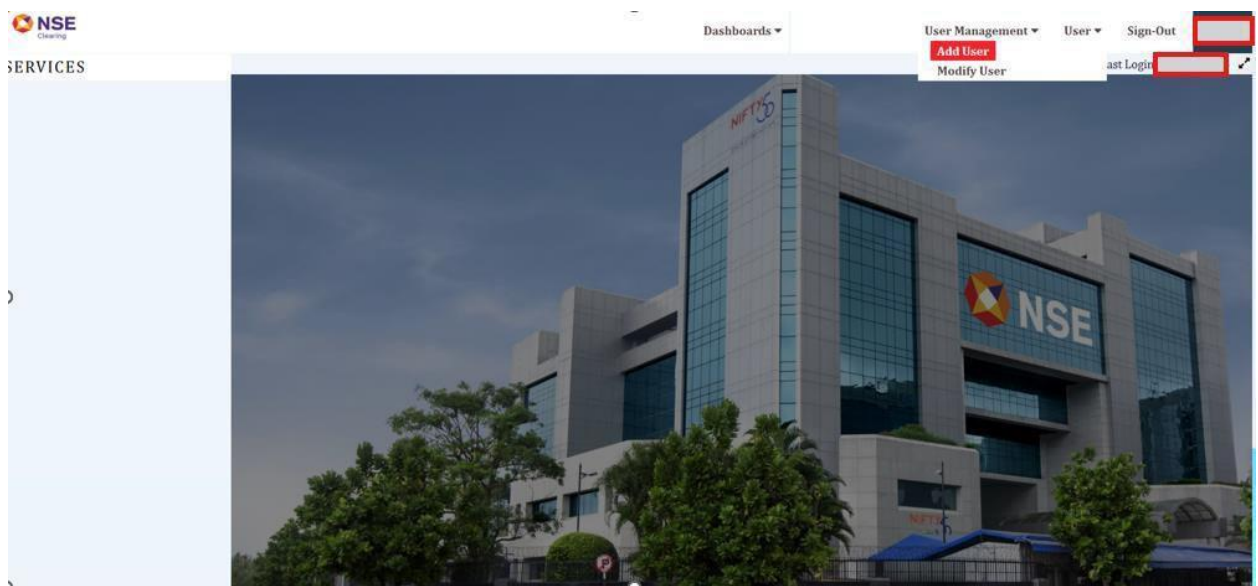
ANNEXURE B

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

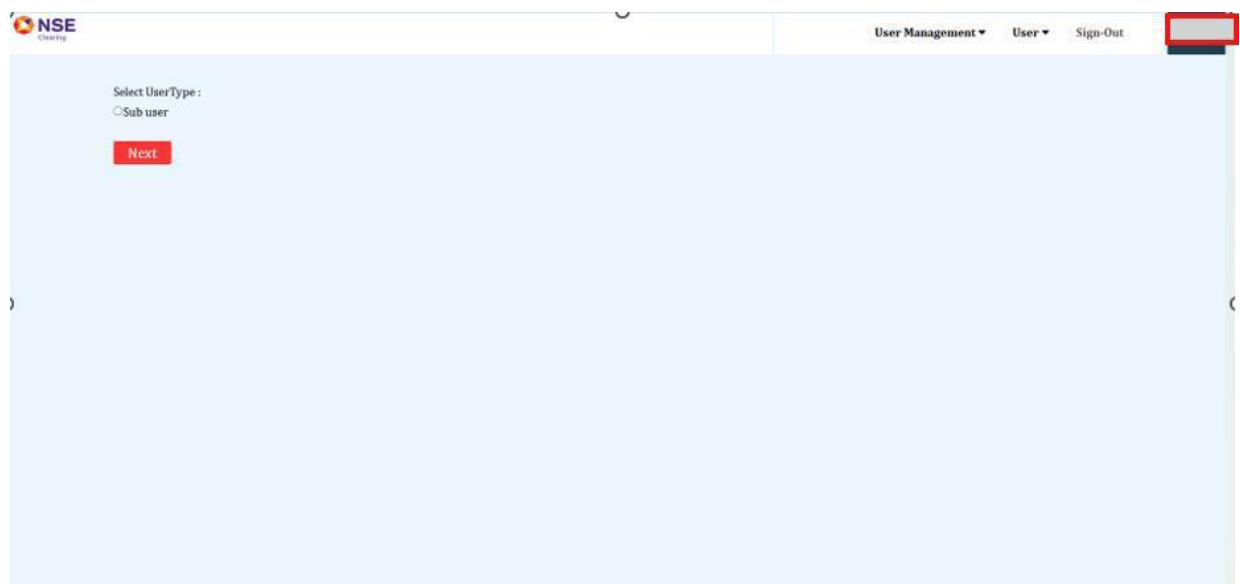
1. Open Internet browser from the desktop .Go to the link <https://ims.connect2nsccl.com/NCLMemberPortal/> and then click the Go button from the browser.




2. The members are requested to use their existing admin user ids in the NCL portal and further create sub users. 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.



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](#)

Prev

Next

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

- NCL-TDS and submit.
- Sub-User should have access only to NCL-TDS Sub-menu to access the relevant submission utility



Dashboards ▼
User Management ▼
User ▼
Sign-Out

Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
EXTRANET-common	<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"/>
EXTRANET_dnlld	<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"/>
EXTRANET_upld	<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"/>
ExtranetAPI-Registration	<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"/>
INSPECTION-CLEARING	<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"/>
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"/>
INSPECTION-SYSTEM 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-TDS	<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"/>

Submit

Cancel

TDS USER MANUAL – INSTRUCTIONS

Dear Members,

These Instructions will assist you to operate the self-interactive platform where you will be able to lodge a request for book-credit for TDS paid through a separate challan and view the status of TDS credits. Further, this portal will also assist you to submit digitally signed TDS Certificate against the TDS paid challans already submitted through this portal.

Mandatory requirement for usage of this portal:

- 1) TDS payment challan pertain to deductee' NCL for which TDS credit to be claimed, to be paid separately.**
- 2) TDS certificate for the same to be digitally signed and uploaded on this portal.**

Hope you will find the gateway useful.

After login into **NCL MEMBER PORTAL**, click on Menu – **NCL _TDS** which will provide 5 options viz:

- (1) TDS Credit Member Master.
- (2) Deduction Details.
- (3) TDS Credit Status.
- (4) Submit TDS Certificate.
- (5) TDS Certificate Status.

(1) TDS Credit Member Master

Click on Menu –TDS and Sub-menu –TDS Credit Member Master, for entering basic information.

- ✓ Under the category of Member Master – you will find member name and member code. For the first time member must enter the PAN detail and attach the copy of the same, enter the TAN no. (In case of more than one TAN use “Add TAN” feature).
- ✓ Under Contact Person detail tab, enter the contact person details on whose email id, status will be updated (Two contact person details mandatory)
- ✓ Accept the declaration.
- ✓ Then click on “Submit”.
- ✓ All fields marked “*” are mandatory fields.

For reference print screen:

The screenshot shows the NSE Member Portal interface. The top navigation bar includes the NSE logo, a 'Dashboards' dropdown, and user information (User, Sign-Out, Last Login: 20/03/2025). The left sidebar lists 'SERVICES' and 'NCL-TDS'. The main content area is titled 'TDS Credit Member Master' and contains the following sections:

- Member Master:** Fields for Member Name, Member Code, and PAN (ABCDE1234I). A link 'Download Submitted Report' is present.
- Add TAN:** A section for adding a TAN.
- Contact Person Details:** A section for contact information (for intimation of TDS book credit through email and sms).
- Declaration:** A checkbox labeled 'I/we hereby confirm that details mentioned above are correct.'
- SUBMIT:** A blue button at the bottom right.

(2) Deduction Details

To lodge a request for the book credit of TDS paid on amount paid/credited, click on Menu –TDS and Sub-menu – Deduction Details.

Please follow the steps given below to enter single Challan detail, at a time:

- ✓ Under the category of *TDS Deduction Details*:
 - Select the Assessment Year for which the TDS paid.
 - Select the Quarter from the drop-down box.
 - Select the TAN (if TAN not reflecting in the list than update the same in *TDS Credit Member Master*).
 - Select the Company: - NCL
 - Click on *Search* Button
- ✓ Under the category of *Billing Details* – Each bill is broken into subheads, and the respective amounts (excluding applicable taxes) are available on your screen. Additionally, two other columns i.e. Amount considered till Now and Amount Considered are also provided. For any new bill, the amount considered till Now, will always be zero. Bills partly considered for TDS at the earlier date of payment / credit, will re-appear with the amount considered till now, and the balance in the amount considered column. When you select the bill sub-head, you will have to enter the Amount Considered against that bill which is considered in TDS payment challan. **Please note that the amount considered cannot be more than the balance amount.**
- ✓ Total Amount Paid/Credited shall be auto populated by summing up the Amount considered against the selected items.
- ✓ Enter the date of TDS payment.
- ✓ Select the TDS section, drop down will give the rate and the TDS amount.
- ✓ Enter the actual TDS amount deducted and paid in the last column. **Please note that the TDS amount should match with the TDS amount pre-calculated (+/-) Rs.10/-.**
- ✓ Enter the Bank payment challan detail, CIN No, Challan Amount (for claiming TDS credit a separate **challan** of the exact amount is a must).
- ✓ Attach the PDF copy of the bank challan.
- ✓ Submit the record if the information entered is correct. Reset if you want to make any changes before submitting. **Please note that once the record is submitted, it will not be reset.**
- ✓ On submission unique reference number will be generated.
- ✓ REPEAT the same procedure, for more than one challan.

For reference print screen:

Member Portal

NSE Clearing

SERVICES

NCL-TDS

Dashboards

User Sign-Out

Last Login: 20/03/2026

TDS Credit Status TDS Certificate Status TDS Credit Member Master Deduction Details Submit TDS Certificate

TDS Deduction Details

Add new TDS Deduction Details

User Manual

Member Name: [REDACTED] PAN: ABCDE1234I Assessment Year: [REDACTED]

Quarter: [REDACTED] TAN: [REDACTED] Company: [REDACTED]

SEARCH RESET

Billing Details

TDS Section

Challan Section

Declaration

SUBMIT RESET

(3) TDS Credit Status:

✓ You can then track TDS Credit Status in the sub-menu *TDS Credit Status*.

For reference print screen:

Member Portal

NSE Clearing

SERVICES

NCL-TDS

Dashboards

User Sign-Out

Last Login: 20/03/2026

TDS Credit Status TDS Certificate Status TDS Credit Member Master Deduction Details Submit TDS Certificate

TDS CREDIT STATUS

Assessment Year: 2023-2024 Quarter: Q1 Status: Under Processing

Company: NCL

SEARCH RESET

Export: items per page: 10 0 of 0

Sr No	Reference No	Member Code	Member Name	Challan Amount	Status	Rejection Reason	Submission Date	Assessment Year	Quarter	Company	Attachment
	Search by Refered	Search by Member	Search by Member	Search by Challan A	Search by	Search by Rejection R	Search by Submission D	Search by Assessment	Search by	Search by Co	Search by Atch

(4) Submit TDS Certificate

On completion of the Quarter and after generation of the **digitally signed TDS certificate**, for entering the details of the TDS certificate click on Menu –TDS and Sub-menu –*Submit TDS certificate*.

Under the category of *Submit TDS Certificate*:

- Select the Assessment Year for which the TDS paid.
- Select the return Type: Original.
- Select the TAN (if TAN not reflecting in the list than update the same in *TDS Credit Member Master*).
- Select the Quarter from the dropdown box.
- Select the Company: - NCL
- Click on *Search* Button (***please note that only one Original TDS Certificate can be submitted by selecting the above combination***)
- All Challan meeting the above criteria, for which book credit is given, will start reflecting on the screen with total of Net TDS column.
- Enter the certificate amount. ***Please note that the attached certificate total should match with the certificate amount.***
- If the Certificate amount is less than the total of Net TDS column, a pop-up stating TDS claimed and Certificate amount not matching will appear. You will have to edit the Net TDS column to reduce the challan total which was claimed excess earlier. (***Please note that if any excess amount is claimed through challan earlier, then recovery of the same along with applicable rate of interest will be done***).
- If the Certificate amount is greater than the total of Net TDS column, a pop up: “Certificate amount is more than the credit given, please submit additional claim” will appear.
- Click on OK to claim the balance TDS Credit / Cancel to go back.
- On OK, TDS Deduction Details screen will appear, and you will have to select the additional bills on which additional TDS is to be considered and enter the Amount considered.
- If the certificate amount matches with the total of the column Net TDS (for which Certificate to be submitted) then you can proceed further to enter the certificate number.
- Else repeat the above steps to enter additional TDS claim.
- Enter the certificate no.
- Enter the last updated date of TDS Certificate.
- **Attach the Digitally signed TDS certificate in PDF file only.**
- Finally **SUBMIT CERTIFICATE**.
- On submission a unique reference number will be generated.

For reference print screen:

The screenshot shows the NSE Clearing Member Portal interface. The top navigation bar includes 'Accounts', 'Member Portal', and 'Dashboards'. The left sidebar lists 'SERVICES' and 'NCL-TDS INSPECTION-CLEARING'. The main content area is titled 'Submission of TDS Certificate' and contains a form with the following fields:

- TIN Name:** [Redacted]
- TIN:** [Redacted]
- Assessment Year:** 2026-2027
- Quarter:** Q2
- Return Type:** Original
- Company:** NCL

Buttons for 'SEARCH' and 'RESET' are located at the bottom right of the form. Below the form, there are sections for 'Challan Details' and 'Certificate Details', each with a 'SUBMIT' and 'RESET' button.

(5) TDS Certificate Status

- You can then track the TDS Certificate Status in the sub-menu of Accounts.

For reference print screen:

The screenshot shows the NSE Clearing Member Portal interface for the 'TDS CREDIT STATUS' page. The top navigation bar includes 'Accounts', 'Member Portal', and 'Dashboards'. The left sidebar lists 'SERVICES' and 'NCL-TDS'. The main content area is titled 'TDS CREDIT STATUS' and contains a form with the following fields:

- Assessment Year:** [Redacted]
- Quarter:** [Redacted]
- Status:** [Redacted]
- Company:** [Redacted]

Buttons for 'SEARCH' and 'RESET' are located at the bottom right of the form. Below the form, there is a table with the following columns:

Sr No	Reference No	Member Code	Member Name	Challan Amount	Status	Rejection Reason	Submission Date	Assessment Year	Quarter	Company	Attachment
	Search by Refe	Search by Mem	Search by Mem	Search by Challn	Search	Search by Rejecto	Search by Submis	Search by Assess	Search t	Search by	Search by At

At the bottom right of the table, there is an 'Export' button and a 'Items per page' dropdown set to 10.