

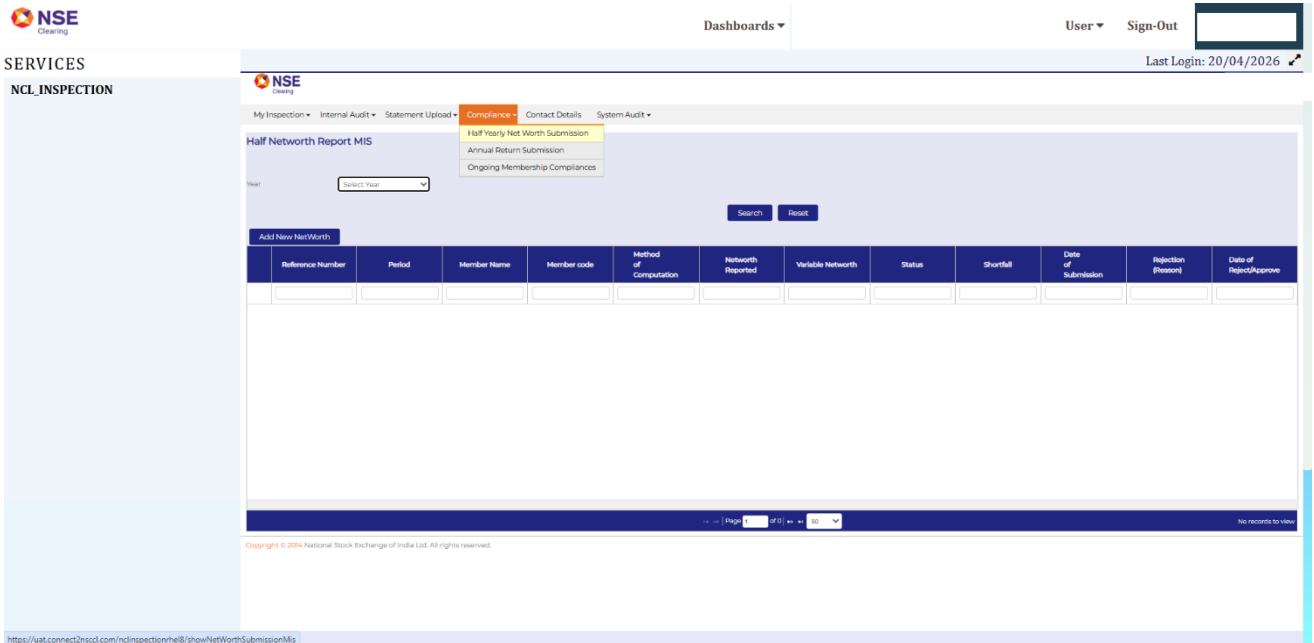
ANNEXURE II

SEPT BY STEP USER MANUAL – HALF YEARLY NETWORTH SUBMISSION

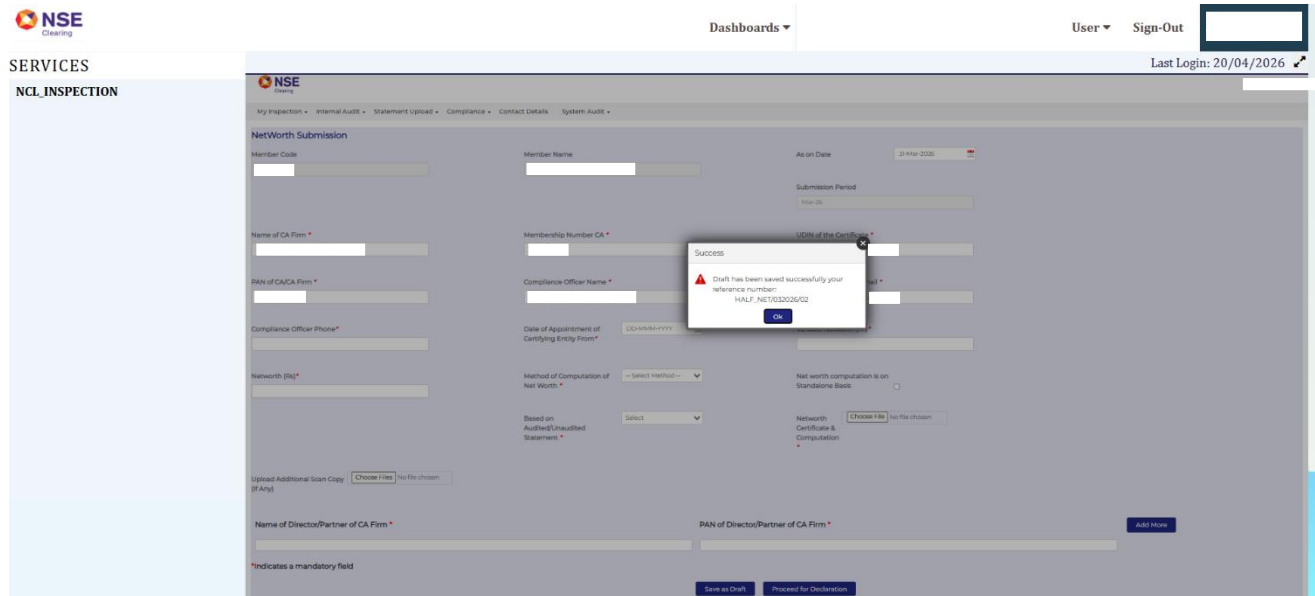
- 1) Login on link <https://ims.connect2nsccl.com/NCLMemberPortal/> & put User ID, Member Code, Captcha and Password –



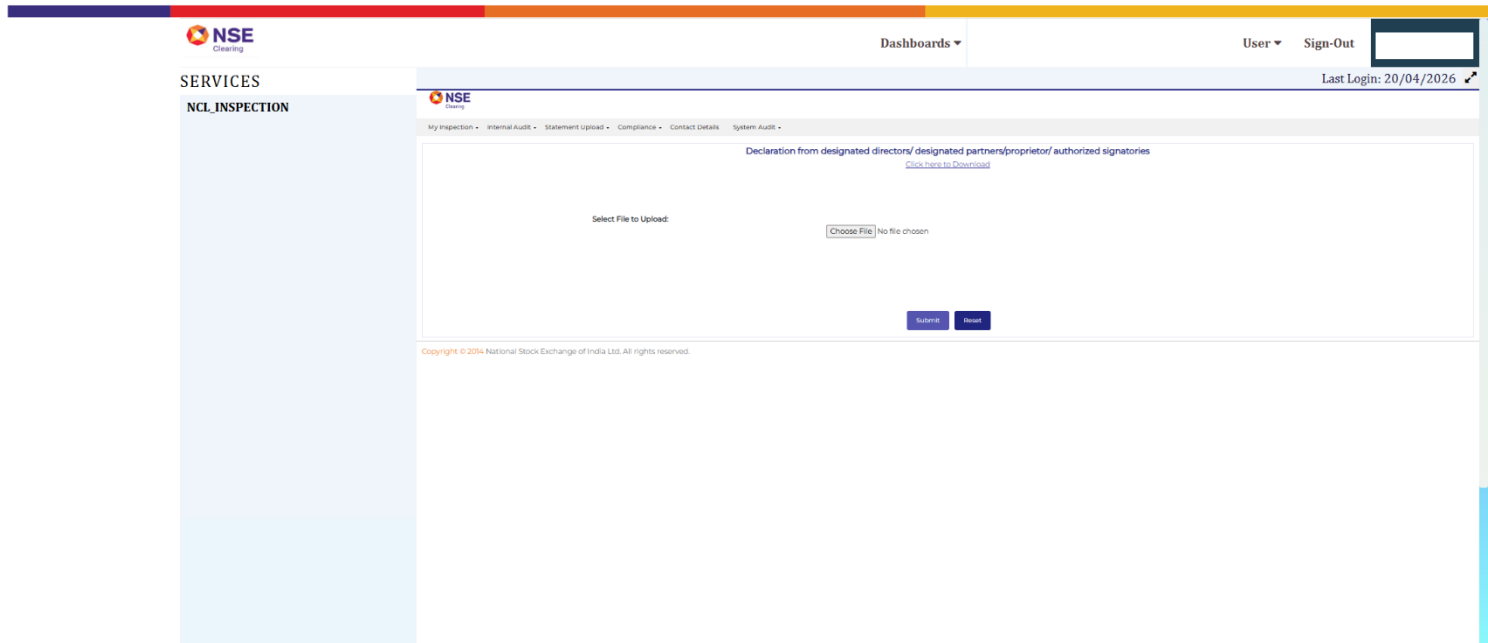
- 2) After Login, click on Compliance tab. Under that click on “Half Yearly Net Worth Submission”



- Members are required to enter “Actual Net Worth (in Rs.)” under the “Networth” tab and “Variable Net Worth (in Rs.)” under the “Variable Networth” tab.
 - In case of any shortfall in Net worth, the net worth certificate as on Sep 30, 2026, 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 required to compulsorily provide the Date of Appointment of the Certifying Entity.
 - 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.

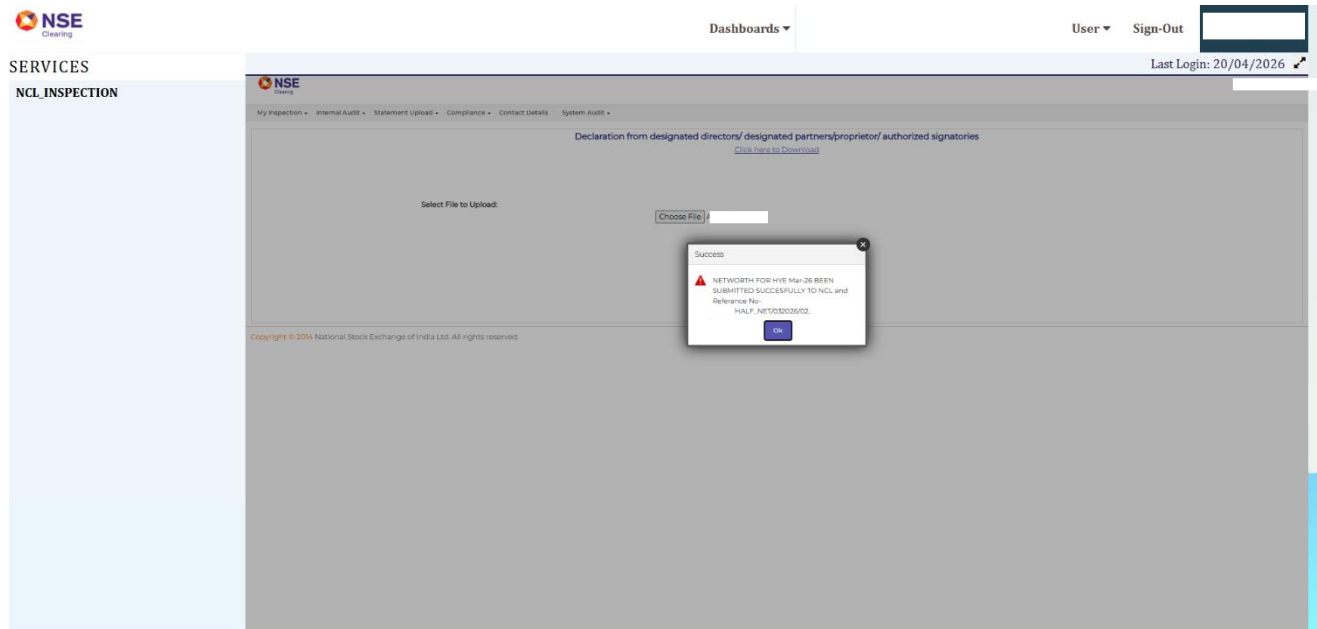


- 6) Members are required to click on “Proceed for Declaration” and Submit declaration from the designated director/designated partners /proprietor /authorized signatory in the prescribed format. The format/template of the declaration can be downloaded from the portal.



The screenshot displays the NSE Clearing web application interface. On the left, a sidebar lists 'SERVICES' and 'NCL_INSPECTION'. The main content area shows a form titled 'Declaration from designated directors/ designated partners/proprietor/ authorized signatories'. Below the title, there is a 'Select File to Upload' section with a 'Choose File' button and a 'No file chosen' message. At the bottom of the form, there are 'Submit' and 'Reset' buttons. The top navigation bar includes 'Dashboards', 'User', and 'Sign-Out' links, along with a 'Last Login: 20/04/2026' timestamp.

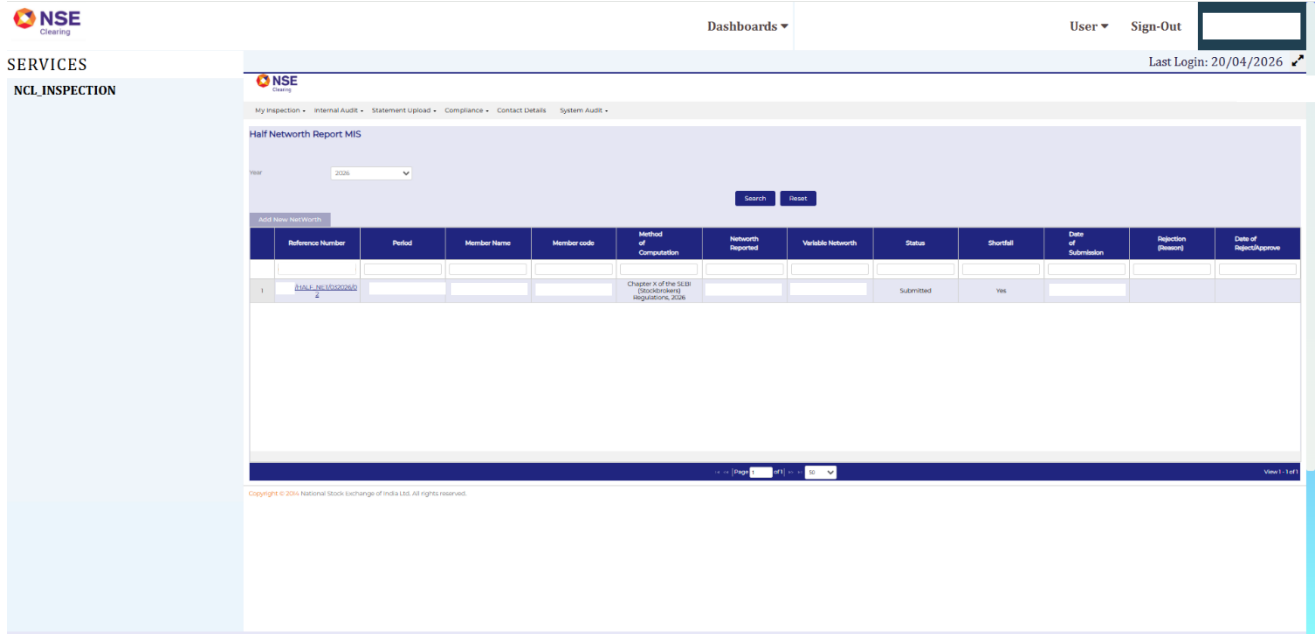
- 7) Kindly note that members must click the ‘**Submit**’ button and after clicking the Submit button, a Success dialog box will appear. Members must click the ‘**OK**’ button to make the submission to NCL.



This screenshot shows the same NSE Clearing dashboard as the previous one, but with a success dialog box overlaid on the form. The dialog box is titled 'Success' and contains the following text: 'NETWORTH FOR HYE MAY-26 BEEN SUBMITTED SUCCESSFULLY TO NCL and Reference No: HALF_NETW0000602'. There is an 'OK' button at the bottom of the dialog box. The background form is dimmed.

- 8) When the Members submit the half yearly network, the same will be reflected in the ‘**Half Network 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.



The screenshot shows the NSE Clearing dashboard. The top navigation bar includes the NSE Clearing logo, a 'Dashboards' dropdown, and user information (User, Sign-Out, Last Login: 20/04/2026). The left sidebar lists 'SERVICES' and 'NCL INSPECTION'. The main content area is titled 'Half Network Report MIS' and features a search bar with a dropdown for 'Year' (set to 2026) and buttons for 'Search' and 'Reset'. Below the search bar is a table with the following columns: Reference Number, Period, Member Name, Member code, Method of Computation, Network Reported, Variable Network, Status, Shortfall, Date of Submission, Inspection (Present), and Date of Report/Response. A single row is displayed with the following data: Reference Number (1), Period (2026-03-31), Member Name (NCL), Member code (NCL), Method of Computation (Chapter X of the SEBI (Stock Exchange) Regulations, 2026), Network Reported (2), Variable Network (0), Status (Submitted), Shortfall (2), Date of Submission (20/04/2026), Inspection (Present) (Yes), and Date of Report/Response (20/04/2026). The bottom of the dashboard shows a pagination bar with 'Page 1 of 1' and a 'View 1 of 1' link.

- 10) Network certificate submitted is subject to verification by NCL.
- 11) When NCL approves the submitted details, the status on the dashboard shall be reflected 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 submission, 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.