

National Stock Exchange Ltd.

**User Manual for
KMP and Director Details**

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1. About This MANUAL

1.1 PURPOSE OF THIS MANUAL

This manual will enable you to use KEY MANAGEMENT PERSONNEL i.e. KMP Module of the Electronic Member Interface User Module and provides detailed procedures for the same.

1.2 WHO SHOULD READ THIS MANUAL

This MANUAL is useful for anyone who is a user of Electronic Member Interface KMP module. The main functions of this module include:

- To add, change; export the PAN Card and other details of KMP such as Compliance Officer, Directors, CEO or MD etc.
- To add, change, export only Directors details.

1.3 HOW TO GET IN TOUCH

The following sections provide information on how to obtain support for the documentation and the software.

1.3.1 Documentation Support

NSE welcomes your comments and suggestions on the quality and usefulness of this document.

For any questions, comments, or suggestions on the documentation, you can contact us at:

National Stock Exchange of India Limited.

Exchange Plaza, Block G,

Bandra-Kurla Complex, Bandra (East),

Mumbai – 400051

Tel – 022-26598100

1.3.2 Customer Support

If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface User module, contact us at the address mentioned above. While contacting customer support, have the following information ready:

- Your NAME, Email address, phone number and FAX number
- The type of hardware including the server configuration and network hardware, if available
- The version of Electronic Member Interface User Module
- The name and version of the operating system

2. Getting Started

In this chapter, you will learn about ‘Key Management Personnel’ (KMP) module.

2.1 STARTING

For accessing this KMP module of ENIT Compliance, A new service is created i.e. “ENIT NEW COMPLIANCE”.

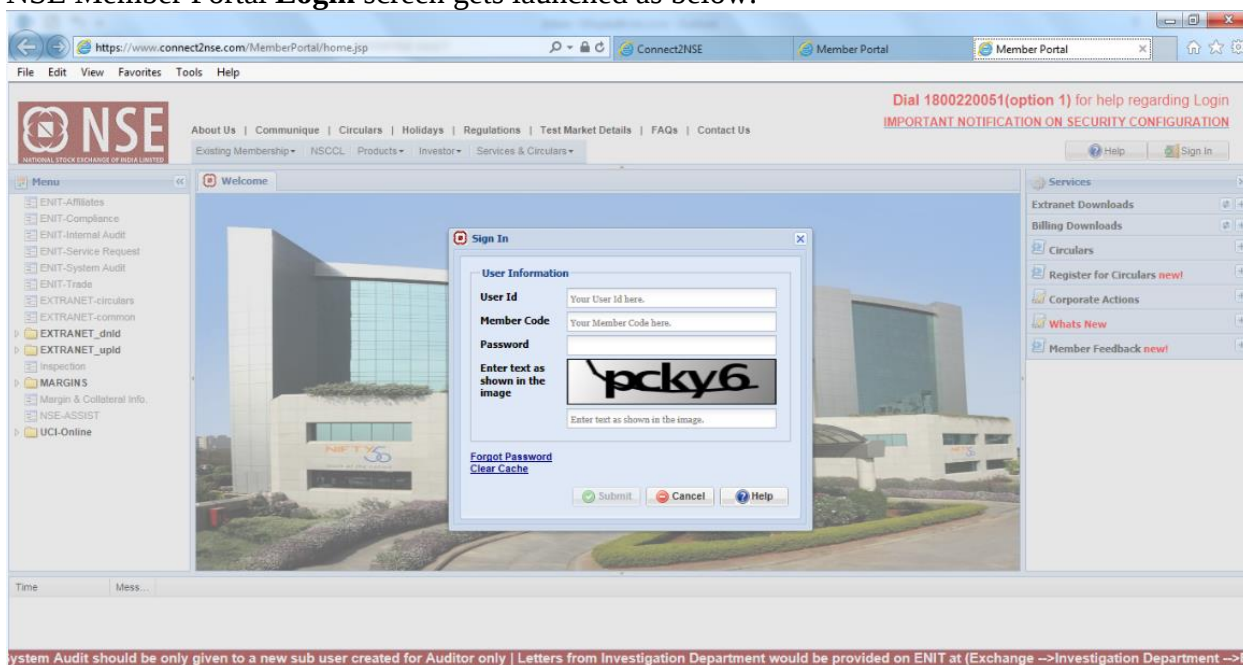
The Member needs to provide access to the new service to the compliance users for accessing above modules. This access to the new service can be given using Admin user provided to the Member.

To start the ‘Electronic Member Interface’ portal, Trading Member first needs to go log in to Member Portal using the ‘UserId, Member Code and Password’.

Then he needs to go to ‘ENIT NEW COMPLIANCE’ tab to get the access. It is advisable to use IE11 or higher versions of IE.

To start the electronic member interface user module

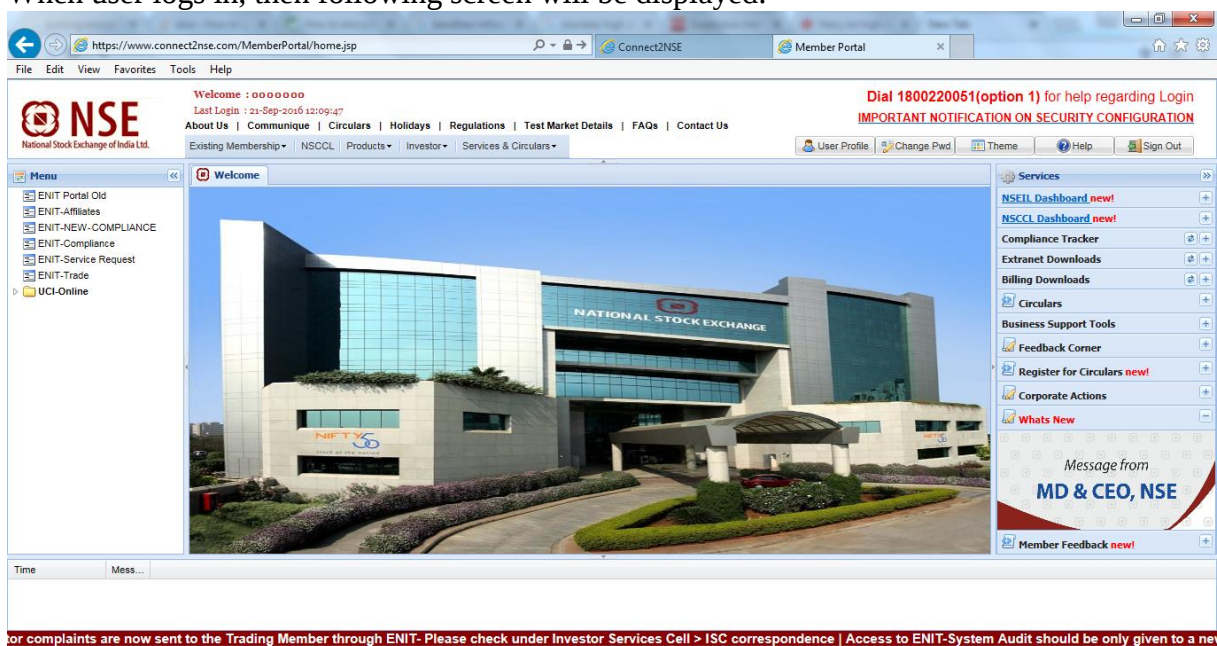
1. Open Internet Explorer browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



After entering the credentials, user needs to clicks on ‘Submit’ button to login.

UserId	✓ Type the appropriate Userid in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	✓ Type the appropriate member code of the user in this field. ✓ This field is numeric only. ✓ This field should accept 5 digit correct member code. ✓ This field is mandatory.
Password	✓ Type correct password in this field. ✓ This field accepts alphanumeric & special characters. ✓ This field is mandatory.

4. When user logs in, then following screen will be displayed:



5. When Trading Member opens 'ENIT NEW COMPLIANCE' tab, the main screen 'Dashboard' gets open:

Alerts

Request ID	Module Name	Submission Date	Status
10851/ADVERTISEMENT	ADVERTISEMENT	07-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	10-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	10-Jun-2016	APPROVAL PENDING
222/ADV/0616/61	ADVERTISEMENT	15-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	08-Jun-2016	APPROVAL PENDING

Reminders

Request ID	Module Name	Submission Date	Status
10851/ADVERTISEMENT	ADVERTISEMENT	07-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	10-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	10-Jun-2016	APPROVAL PENDING
222/ADV/0616/61	ADVERTISEMENT	15-Jun-2016	APPROVAL PENDING
10851/ADVERTISEMENT	ADVERTISEMENT	08-Jun-2016	APPROVAL PENDING

Submission Alerts

Module Name	Submission Date	Status
ADVERTISEMENT	20-Sep-2016	Submission Pending
ADVERTISEMENT	28-Jul-2016	Submission Pending
ADVERTISEMENT	13-Sep-2016	Submission Pending
ADVERTISEMENT	10-Sep-2016	Submission Pending
ADVERTISEMENT	21-Sep-2016	Submission Pending
ADVERTISEMENT	17-Sep-2016	Submission Pending

Submission Reminders

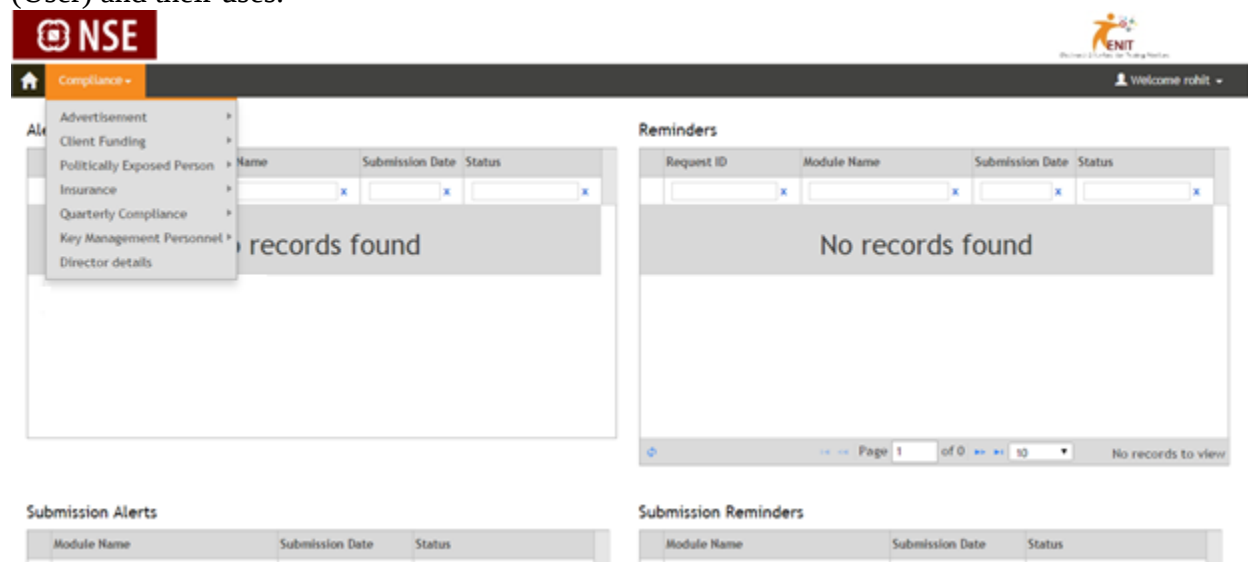
Module Name	Submission Date	Status
ADVERTISEMENT	20-Sep-2016	Submission Pending
ADVERTISEMENT	28-Jul-2016	Submission Pending
ADVERTISEMENT	13-Sep-2016	Submission Pending
ADVERTISEMENT	10-Sep-2016	Submission Pending
ADVERTISEMENT	21-Sep-2016	Submission Pending
ADVERTISEMENT	17-Sep-2016	Submission Pending

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When no records are available, then it will show 'No Records Found'.

2.2 ELECTRONIC MEMBER INTERFACE

To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (User) and their uses.



2.2.1 Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface (User).

On clicking on 'Compliance' module, Key Management Personnel module is available:

The screenshot displays the NSEIL Compliance module interface. The 'Compliance' menu is open, showing options like Advertisement, Client Funding, Politically Exposed Person, Insurance, Quarterly Compliance, Key Management Personnel (highlighted), and Director Details. The 'Key Management Personnel' sub-menu is also open, showing 'KMP Details'. The main content area shows a table for 'Reminders' with columns: Request ID, Module Name, Submission Date, and Status. The table is empty, displaying 'No records found'. Below the table, there are sections for 'Submission Alerts' and 'Submission Reminders', each with a table containing columns: Module Name, Submission Date, and Status. The 'Submission Alerts' table is empty, and the 'Submission Reminders' table is also empty.

‘Key Management Personnel’ module contains:

- KMP Details

3. Compliances

3.1 KEY MANAGEMENT PERSONNEL

Key Management Personnel module helps the Trading Member to add, change, export the details of PAN card and other details for the KMP of the company.

3.1.1 KMP Details

1. Login with correct member credentials.
2. Click on ‘Compliance’.
3. Go to ‘Key Management Personnel’
4. Select ‘KMP Details’ and click on it.

The screenshot shows the NSE Compliance portal. A dropdown menu is open under the 'Compliance' tab, listing various categories: Advertisement, Client Funding, Politically Exposed Person, Insurance, Quarterly Compliance, Key Management Personnel (highlighted), and Director Details. The 'Key Management Personnel' dropdown is further expanded to show 'KMP Details'. Below this, there are three tables: 'Submission Alerts', 'Reminders', and 'Submission Reminders'. The 'Reminders' table is currently empty, displaying 'No records found'. The 'Submission Alerts' and 'Submission Reminders' tables also appear to be empty.

Name	Submission Date	Status

Request ID	Module Name	Submission Date	Status

No records found

Module Name	Submission Date	Status

Module Name	Submission Date	Status

On clicking, below page will get open:

The screenshot shows the 'KMP DETAILS' page in the NSE Compliance portal. The page has a header with the NSE logo and a navigation bar with 'Compliance' selected. The main content area contains a form with the following fields: 'Member Name' (text input with 'ABC Ltd.'), 'Member Code' (text input with '12345'), 'Role' (dropdown menu with 'SELECT'), and 'Reference No.' (text input). There are 'Search' and 'Reset' buttons below the 'Role' dropdown. The footer of the page displays 'NSE Copyright (c) 2016'.

KMP DETAILS

Member Name: ABC Ltd.

Member Code: 12345

Role: SELECT

Reference No.:

Search **Reset**

NSE Copyright (c) 2016

Here, 'Member Name' and 'Member Code' are auto populated and disabled fields.

'Role' is a dropdown field with following options:

KMP DETAILS

Member Name: ABC Ltd. Member Code: 12345

Role:
 SELECT
 OTHERS
 DIRECTORS
 COMPLIANCE OFFICER

Reference No.:

Member code	Role	Other role	Reference No.	Salutation	Name	Phone no.	Mobile No.	PAN No.	Pan Document	DIN	Edit
x	x	x	x	x	x	x	x	x	x	x	

ADD

- SELECT
- COMPLIANCE OFFICER
- DIRECTOR
- CEO or MD
- PARTNER
- PROPRIETOR
- CEO or MD or MANAGER
- COMPANY SECRETARY
- CFO
- OTHERS

When member selects 'OTHERS' option from 'Role' field, 'Others' blank text box will get launched where member can enter the role or role description as below:

Key Management Personnel

Role : *

Others : *

Salutation : *

Name : *

Phone no. :

Mobile no. : *

PAN no. : *

PAN upload : * No file chosen

Note – Appropriate role will be available to member as per the constitution.

‘**Reference No.**’ is a blank editable field. It accepts numeric, alphabets and special characters.

‘**Search**’ and ‘**Reset**’ are two buttons given.

‘**Search**’ button will help member to get the MIS Report.

‘**Reset**’ button resets all the entered details to its default values.

On clicking ‘**Search**’ button on all default values, it will generate a default MIS Report showing ‘**Export to CSV**’ icon and ‘**ADD**’ button.

[A] To export all available reports in the CSV sheet:

When user keeps all fields as it is and clicks on ‘**Search**’ button, all available report will get displayed. By default, it will display 10 requests per page. User can change it to 20 and 30 requests.

User has to click on a sheet icon to get the fetched report in CSV format as follow:

Compliance
Welcome shachi

KMP DETAILS

Member Name: ABC Ltd
Member Code: 12345

Role: SELECT
Reference No.:

Search
Reset

User can click here to export the MIS Report in the .CSV format

Member code	Role	Reference No.	Salutation	Name	Phone no.	Mobile No.	Pan No.	Pan Document	DIN	Edit
12345	DIRECTORS	2069/KMP/0117/484	Ms.	Test	24451234	9820098200	QWERT1234Y	11413_Compliance_NISM_2 Dec-2016.pdf	123456	
12345	DIRECTORS	2069/KMP/0117/432	Ms.	gdfgdf	325345435435	5435345435	QW5WE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	
12345	DIRECTORS	2069/KMP/0117/435	Ms.	gdfgdf	325345435435	5435345435	QW5WE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	
12345	DIRECTORS	2069/KMP/0117/434	Ms.	gdfgdf	325345435435	5435345435	QW5WE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	

Page 1 of 5
10
View 1 - 10 of 42

User can also export the MIS Report in CSV format using any filtration of the editable fields.

Note – DIN No. is available only for ‘Directors’.

[B] MIS Report on entering the specific details regarding to the report:

User can enter any specific details, say ‘Role’, can also find the related MIS Report as below:

Compliance
Welcome shachi

KMP DETAILS

Member Name: ABC Ltd
Member Code: 12345

Role: SELECT
Reference No.:

Search
Reset

User can search for a particular detail by entering the details in these blank search boxes

Member code	Role	Reference No.	Salutation	Name	Phone no.	Mobile No.	Pan No.	Pan Document	DIN	Edit
10733	COMPLIANCE OFFICER		Mr.	cic1				148009_VendorDoc.pdf		
10733	OTHERS		Ms.					297_23503_CTCLReq_Audit		
10733	OTHERS		Ms.	dteirir1				297_23501_CTCLReq_Audit		

Page 1 of 1
10
View 1 - 3 of 3

[C] When no record is available on the filtered results:

When no record is available then, on search, it will show a blank page with alert 'No records to view' as below:

The screenshot shows the NSEIL KMP DETAILS page. At the top, there is a header with the NSEIL logo and a navigation bar. Below the header, there is a search form with fields for Member Name (ABC Ltd), Member Code (12345), Role (SELECT), and Reference No. (empty). There are Search and Reset buttons. Below the search form, there is a table with columns: Member code, Role, Reference No., Salutation, Name, Phone no., Mobile No., Pan No., Pan Document, DIN, and Edit. The table is empty, and a message 'No records to view' is displayed at the bottom right. The pagination shows 'Page 1 of 0'.

[D] Open the PAN Document from the MIS Report:

User can open or save the submitted PAN Document from the MIS Report by clicking on the attachment's hyperlink as below:

The screenshot shows the NSEIL KMP DETAILS page with a list of records. A callout box points to the 'Pan Document' column, stating: 'User can click on any PAN Document to open it or download it'. The table has columns: Member code, Role, Reference No., Salutation, Name, Phone no., Mobile No., Pan No., Pan Document, DIN, and Edit. The records are as follows:

Member code	Role	Reference No.	Salutation	Name	Phone no.	Mobile No.	Pan No.	Pan Document	DIN	Edit
1 12345	DIRECTORS	2069/KMP/0117/484	Ms.	Test	24451234	9820098200	QV/ERT1234Y	11413_Compliance_NISM_2 Dec-2016.pdf	123456	
2 12345	DIRECTORS	2069/KMP/0117/432	Ms.	gdfgdf	325345435435	5435345435	QV/SVE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	
3 12345	DIRECTORS	2069/KMP/0117/435	Ms.	gdfgdf	325345435435	5435345435	QV/SVE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	
4 12345	DIRECTORS	2069/KMP/0117/434	Ms.	gdfgdf	325345435435	5435345435	QV/SVE3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	

The pagination shows 'Page 1 of 5' and 'View 1 - 10 of 42'.

[E] Add New details:

When user clicks on Search button, it will show the MIS report, if available but same time it will launch 'Export' icon and 'ADD' button.

On clicking this blue colored 'ADD' button, it will launch 'Key Management Personnel' pop up window over the fetched MIS Report as below:

Key Management Personnel

Role : *

Salutation : *

Name : *

Phone no. :

Mobile no. : *

PAN no. : *

PAN upload : *

Member code	Role	Reference	DIN	Edit
1	DIRECTORS	2069/KM	123456	Edit
2	DIRECTORS	2069/KM	32424234	Edit
3	DIRECTORS	2069/KM	32424234	Edit
4	DIRECTORS	2069/KMP/0117/434	32424234	Edit

Page 1 of 5

This pop up will contain following fields:

- **Role** - It is a dropdown list with options : SELECT, COMPLIANCE OFFICER, DIRECTORS, CEO or MD etc
- **Salutation** – It is a dropdown list with options : SELECT, Mr. , Ms. , Mrs.
- **Name** - A blank text box will accept all alphabets, dot (.) and space. The field length is of 50 characters.
- **Phone No** – A blank numeric box will accept only numbers. The field length is of 12 numbers.
- **Mobile No** - A blank numeric box will accept only numbers. The field length is of 10 numbers.

- **PAN** - A blank alphanumeric box will accept all alphabets and numbers only. The field length is of 10 characters. This field accepts the format: **ABCDE1234F**.
- **PAN Upload** - It is a blank upload box which will accept only .pdf documents.
- **DIN** - A blank alphanumeric field will get pop up only when role is selected as 'Director'. It will accept all alphabets and numbers only. The field length is of 8 characters.

All the fields are mandatory with * sign **except Phone No. field.**

'Certify, Submit and Reset' buttons are available.

'Submit' button will get enabled only when user will certify the details by using a valid certificate as below:

The screenshot displays the NSEIL KMP DETAILS form with a 'Certificate Registration' dialog box open. The dialog box prompts the user to 'Select Digital Certificate' and shows a table of available certificates.

Issued To	Issued By	Expiration Date
nseil_sgovekar@vendor.n...	Communications Server	12 June 2017 08:55:38

The dialog box also includes a 'View...' button to see the contents of the selected digital certificate and 'Select' and 'Cancel' buttons at the bottom.

The background form shows the 'KMP DETAILS' section with fields for Member Name, Role, Name, Salutation, Phone no., Mobile no., PAN no., and PAN upload. A 'Certify' button is visible at the bottom of the form.

NSE Compliance Welcome shachi

KMP DETAILS

Member Name:

Role:

Search

Member code	Role	Reference
1	COMPLIANCE OFFICER	2069/KM
2	OTHERS	2069/KM
3	OTHERS	2069/KM

Key Management Personnel

Role : CEO or MD

Salutation : Mr.

Name :

Phone no. :

Mobile no. :

PAN no. :

PAN upload : ID:\TestFiles\Digital Sion:

Message from webpage

 Form Signing Completed !! Kindly Submit The Form

Page 1 of 1 10 View 1 - 3 of 3

NSE Compliance Welcome shachi

KMP DETAILS

Member Name:

Role:

Search

Member code	Role	Reference
1	COMPLIANCE OFFICER	2069/KM
2	OTHERS	2069/KM
3	OTHERS	2069/KM

Key Management Personnel

Role : CEO or MD

Salutation :

Name :

Phone no. :

Mobile no. : 9898989898

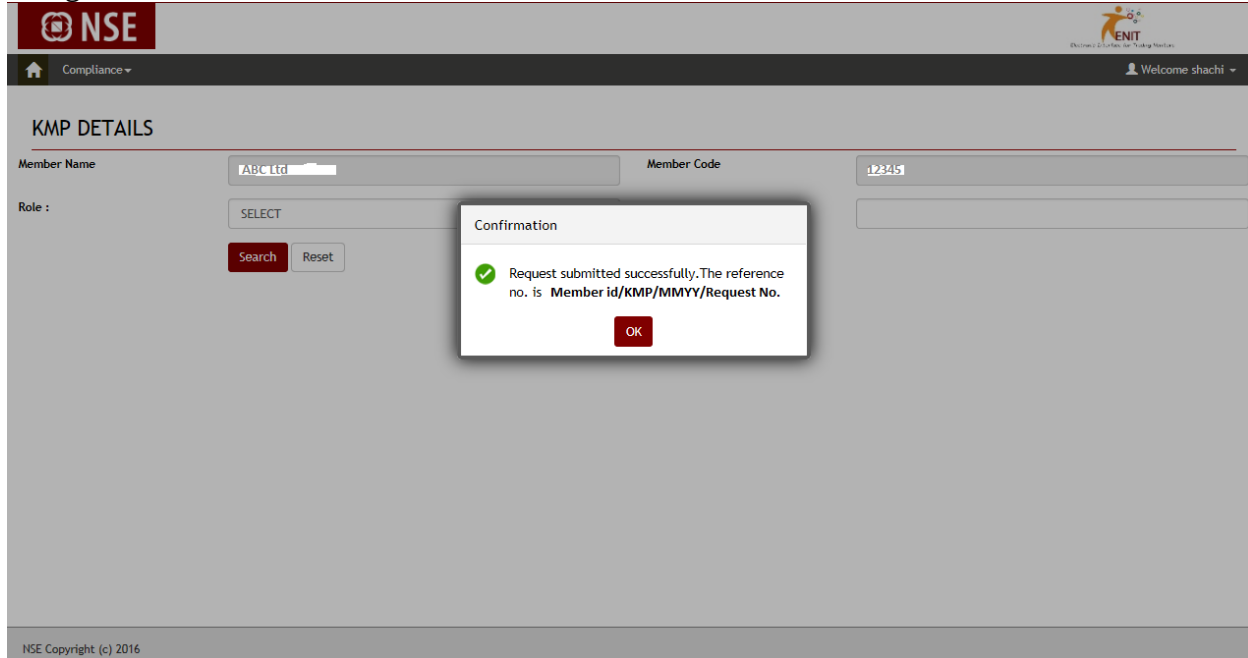
PAN no. : ASDFG1234R

PAN upload : ID:\TestFiles\Digital Sion:

Data certified successfully.

Page 1 of 1 10 View 1 - 3 of 3

On clicking 'OK', user can able to click on 'Submit' button and on successful submitting, system will generate a new reference no. as below:



The screenshot displays the NSEIL web application interface. At the top, there is a header with the NSE logo and the text 'NSEIL'. Below the header, a navigation bar shows 'Compliance' and a user profile 'Welcome shachi'. The main section is titled 'KMP DETAILS'. It contains two input fields: 'Member Name' with the value 'ABC Ltd' and 'Member Code' with the value '12345'. Below these, there is a 'Role' dropdown menu set to 'SELECT', and two buttons: 'Search' and 'Reset'. A modal dialog box titled 'Confirmation' is centered on the screen, displaying a green checkmark and the message: 'Request submitted successfully. The reference no. is Member id/KMP/MMYY/Request No.' with an 'OK' button at the bottom. The footer of the page reads 'NSE Copyright (c) 2016'.

The Format for the Reference No is **Member ID/KMP/MMYY/Request No.**

If the Digital Certificate is not installed then user needs to install it first. Then only he is able to go further.

'Reset' button resets all the entered details to its default values.

The correct error alert will be displayed if user keeps the mandatory fields blank or entered invalid details while adding new details.

Note – User is able to create only one Compliance Officer. If he tries to create more than 1 Compliance Officer, then below error alert is displayed:

Key Management Personnel
Sorry! cannot enter multiple compliance officer.

Role :
Salutation :
Name :
Phone no. :
Mobile no. :
PAN no. :
PAN upload : [Browse](#)

[Submit](#) [Reset](#)

Member code	Role	Reference	Edit
1	DIRECTORS	2069/100	Edit
2	DIRECTORS	2069/100	Edit
3	DIRECTORS	2069/100	Edit
4	DIRECTORS		Edit

[F] Edit already submitted details:

User can edit already submitted details of Compliance Officer, Directors, CEO or MD etc by clicking on the pencil icon under column 'Edit' from the fetched MIS Report as follow:

KMP DETAILS

Member Name: ABC Ltd Member Code: 12345
Role: SELECT Reference No.:
[Search](#) [Reset](#)

Member code	Role	Reference No.	Salutation	Name	Phone no.	Mobile No.	Pan No.	Pan Document	DIN	Edit
12345	DIRECTORS	2069/KMP/0117/484	Ms.	Test	24451234	9820098200	QIVERT1234Y	11413_Compliance_NISM_2 Dec-2016.pdf	123456	Edit
2	DIRECTORS	2069/KMP/0117/432	Ms.	gdfgdf	325345435435	5435345435	QIVSV/E3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	Edit
3	DIRECTORS	2069/KMP/0117/435	Ms.	gdfgdf	325345435435	5435345435	QIVSV/E3456T	Digital_Signature_Installat - Copy - Copy - Copy - Copy_signed_signed.pdf	32424234	Edit

User can click on this 'Edit' icon to edit the already submitted details

On clicking the 'Edit' icon, below 'Key Management Personnel' titled pop up window will get open over the MIS Report as below:

Key Management Personnel

Role : * CEO or MD

Salutation : * Mr.

Name : * test

Phone no. : 022244545454

Mobile no. : * 9898989898

PAN no. : * ASDFG1234R [edit](#)

PAN upload : * Digital_Signature_InstallationGuide - Copy - Copy.pdf

[Certify](#) [Submit](#)

Member code	Role	Reference
1	CEO or MD	2069/KM
2	COMPLIANCE OFFICER	2069/KM
3	OTHERS	2069/KM
4	OTHERS	2069/KM

DIN	Edit
installat	edit
pdf	edit
g_Audit	edit
g_Audit	edit

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Here, '**Role**' field is a non-editable field.

Without clicking blue colored '**edit**' button, user is able to edit only Salutation, Name, Phone no., Mobile No. fields.

When user clicks on blue colored '**edit**' button, '**PAN No**' and '**PAN Upload**' fields get blank.

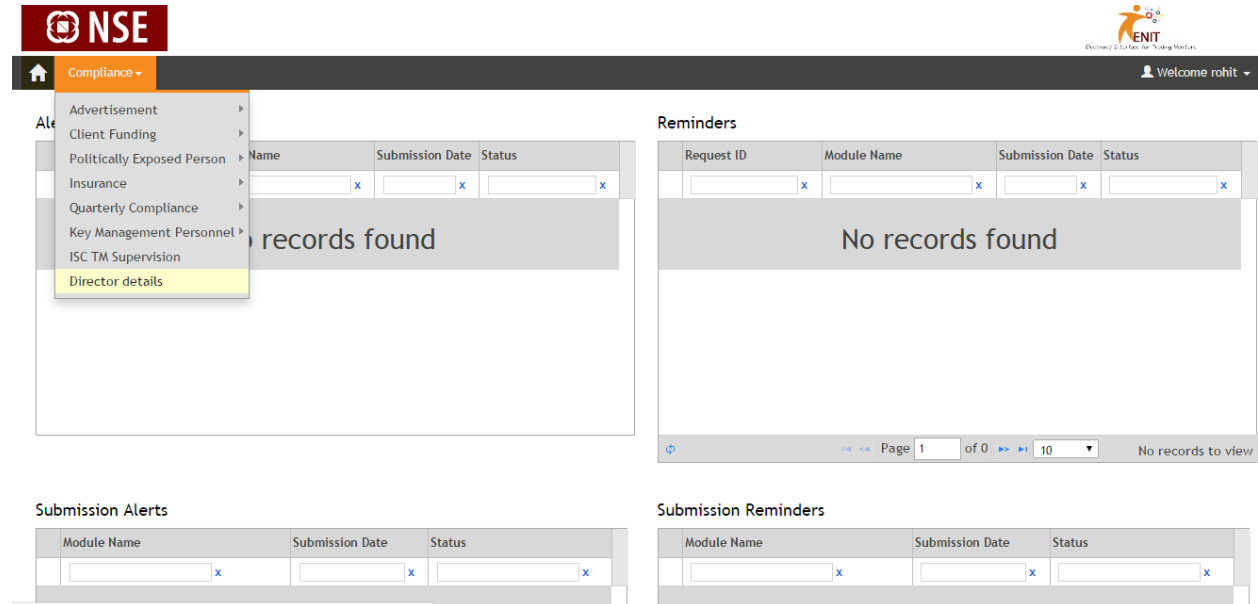
Without clicking on '**Certify**' button, '**Submit**' button will not get enabled.

User is able to certify and submit even if he does not change any detail. But on certifying and submitted, it creates new reference no and same time previous ref no will also exist in the MIS Report.

3.1.2 DIRECTOT DETAILS

Using this module, user can search, add, edit and export only Director Details.

1. Login with correct member credentials.
2. Click on 'Compliance'.
3. Select 'Director Details' and click on it.



Compliance

- Advertisement
- Client Funding
- Politically Exposed Person
- Insurance
- Quarterly Compliance
- Key Management Personnel
- ISC TM Supervision
- Director details**

Reminders

Request ID	Module Name	Submission Date	Status

No records found

Page 1 of 0 10 No records to view

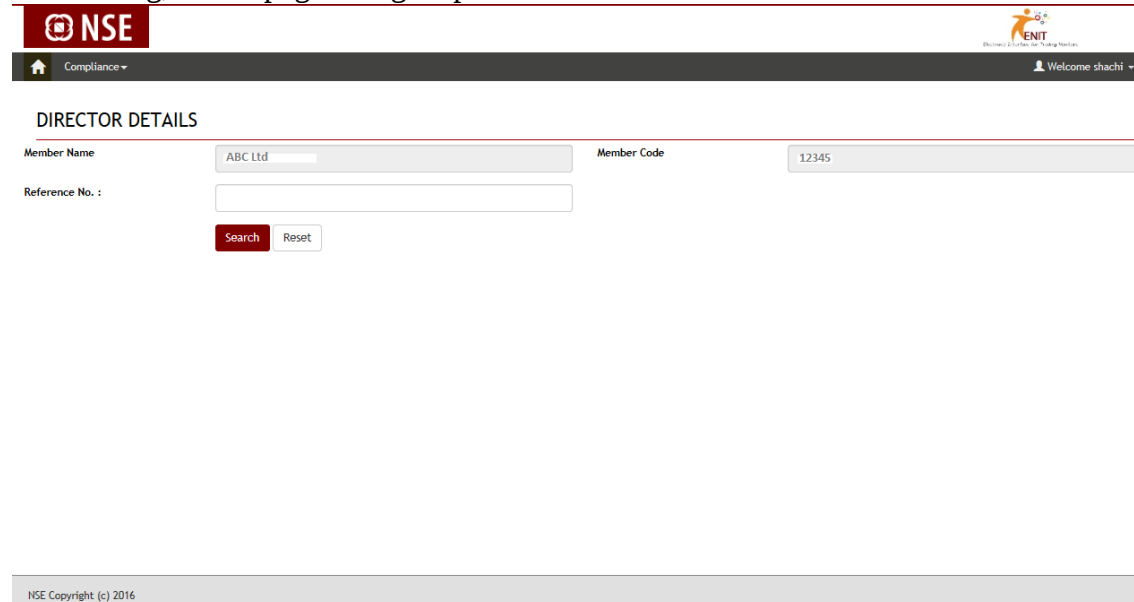
Submission Alerts

Module Name	Submission Date	Status

Submission Reminders

Module Name	Submission Date	Status

On clicking, below page will get open:



DIRECTOR DETAILS

Member Name: ABC Ltd Member Code: 12345

Reference No. :

Search Reset

NSE Copyright (c) 2016

Here, '**Member Name**' and '**Member Code**' are auto populated and disabled fields.

'**Reference No.**' is a blank editable field. It accepts numeric, alphabets and special characters.

'**Search**' and '**Reset**' are two buttons given.

'**Search**' button will help member to get the MIS Report.

'**Reset**' button resets all the entered details to its default values.

On clicking '**Search**' button on all default values, it will generate a default MIS Report showing '**Export to CSV**' icon and '**ADD**' button.

[A] To export all available reports in the CSV sheet:

When user keeps all fields as it is and clicks on '**Search**' button, all available report will get displayed. By default, it will display 10 requests per page. User can change it to 20 and 30 requests.

User has to click on a sheet icon to get the fetched report in CSV format as follow:

The screenshot shows the NSEIL Director Details page. At the top, there is a header with the NSEIL logo and a navigation bar. Below the header, the page title is 'DIRECTOR DETAILS'. The form contains fields for 'Member Name' (ABC Ltd), 'Member Code' (12345), and 'Reference No.' (blank). There are 'Search' and 'Reset' buttons. A callout box points to a sheet icon with the text: 'User can click here to export the MIS Report in the .CSV format'. Below the form is a table with columns: Member Reference No., Salutation, Name, Phone no., Mobile No., DOB, Email id, Qualification other, Pan No., Pan Document, DIN, and Edit. The table displays 5 rows of data. At the bottom right, there is an 'ADD' button and a pagination control showing 'Page 1 of 2' and '10' items per page.

Member Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification other	Pan No.	Pan Document	DIN	Edit
1 12345 2069/DIR_KMP/0117/14		T. D. D. D. D. D.	61111111		01-Feb-1959		Graduate and Above			00051871	
2 12345 2069/DIR_KMP/0117/14		T. D. D. D. D. D.			06-Sep-1967		Post Graduate			02720714	
3 12345 2069/DIR_KMP/0117/14		G. D. D. D. D. D.	61111111		08-Feb-1964		Post Graduate			00090509	
4 12345 2069/DIR_KMP/0117/14		S. D. D. D. D. D.			14-Oct-1969		Post Graduate			06744040	
5 12345 2069/DIR_KMP/0117/14		S. D. D. D. D. D.			17-Jun-1960		Graduate and Above			01245772	

User can also export the MIS Report in CSV format using any filtration of the editable fields.

[B] MIS Report on entering the specific details regarding to the report:

User can enter any specific details, say 'PAN No', can also find the related MIS Report as below:

The screenshot shows the NSEIL Director Details page. At the top, there is a header with the NSEIL logo and a navigation bar. Below the header, there is a section titled "DIRECTOR DETAILS". This section contains a form with fields for "Member Name" (ABC Ltd), "Member Code" (12345), and "Reference No.". There are "Search" and "Reset" buttons. Below the form, there is a table with the following columns: Member Reference No., code, Salutation, Name, Phone no., Mobile No., DOB, Email id, Qualification, other, Pan No., Pan Document, DIN, and Edit. The table contains one record for a director named GUPTA. A callout box points to the search boxes with the text: "User can search for a particular detail by entering it in these blank search boxes".

Member Reference No., code	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	Pan No.	Pan Document	DIN	Edit
1 12345 2069/DIR_KMP/0117/14		GUPTA			14-Oct-1980	nseil@nseil.com	Post Graduate		AP*****5D		06744040	

[C] When no record is available on the filtered results:

When no record is available then, on search, it will show a blank page with alert 'No records to view' as below:




Compliance
Welcome shachi

DIRECTOR DETAILS

Member Name: ABC Ltd
Member Code: 12345

Reference No.:

Search Reset

ADD

Member Reference No. code	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	Pan No.	Pan Document	DIN	Edit
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Page 1 of 0
No records to view

[D] Open the PAN Document from the MIS Report:

User can open or save the submitted PAN Document from the MIS Report by clicking on the attachment's hyperlink as below:




Compliance
Welcome shachi

DIRECTOR DETAILS

Member Name: ABC Ltd
Member Code: 12345

Reference No.:

Search Reset

ADD

User can click here to open or download the uploaded PAN Documents

Member Reference No. code	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	Pan No.	Pan Document	DIN	Edit	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
1	12345	2069/DIR_XMP/0117/16	Mrs.	bvcb cv	345345	543534534	03-Jan-2017	tfdg@cdzxdci CAIB		ASDFG5678U	Digital_Signature_In - Copy - Copy - Copy.pdf	fdfsd43	
2	12345	2069/DIR_XMP/0117/16	Mrs.	shachi	02224454545	9874978787	06-Jun-1995	rselt_sgoveki OTHERS	B.E.EXTX	QI/EDR4567Y	Digital_Signature_In - Copy - Copy.pdf	123455P	
3	10733	2069/DIR_XMP/0117/14		bvcb cv	345345	543534534	03-Jan-2017	tfdg@cdzxdci CAIB		ASDFG5678U		00051871	
4	10733	2069/DIR_XMP/0117/14		shachi	02224454545	9874978787	06-Jun-1995	rselt_sgoveki OTHERS	B.E.EXTX	QI/EDR4567Y		02720714	
5	10733	2069/DIR_XMP/0117/14		!	02224454545	9874978787	06-Jun-1995	rselt_sgoveki OTHERS	B.E.EXTX	QI/EDR4567Y		00090509	

Page 1 of 2
View 1 - 10 of 14

[E] Add New details:

When user clicks on Search button, it will show the MIS report, if available but same time it will launch ‘Export’ icon and ‘ADD’ button.

On clicking this blue colored ‘ADD’ button, it will launch ‘Director Details’ pop up window over the fetched MIS Report as below:

The screenshot shows a web application interface for NSEIL. A 'Director details' pop-up window is open over a table of directors. The pop-up contains the following fields:

- Salutation :** A dropdown menu with 'SELECT' as the current option.
- Name :** A text input field.
- Phone no. :** A text input field.
- Mobile no. :** A text input field.
- Date of birth :** A text input field with a calendar icon.
- Email id :** A text input field.
- Qualification :** A dropdown menu with 'SELECT' as the current option.
- Other :** A text input field.
- PAN no. :** A text input field.

The background table has columns for Member Reference No., code, and a list of directors. The table shows 5 rows of data.

This pop up will contain following fields:

- **Salutation** – It is a dropdown list with options : SELECT, Mr. , Ms. , Mrs.
- **Name** - A blank text box will accept all alphabets and full stop, space. The field length is of 50 characters.
- **Phone No** – A blank numeric box will accept only numbers. The field length is of 12 characters.
- **Mobile No** - A blank numeric box will accept only numbers. The field length is of 10 characters.
- **Date of Birth** - A blank calendar field will help you the user to select the Director’s Date of Birth.

- **Email Id** - It is a blank alphanumeric field will accept all alphabets, numbers and special characters like:

@

-

—

The field length is of 25 characters.

- **Qualification** - It is a dropdown list with options:

SELECT

OTHERS

Chartered Accountant

CAIIB

Certified Financial Accountant

Company Secretary

Diploma

Graduate and Above

Graduate/Diploma

High School

Institute of Costs & Works Accountant

Less than SSC

Non-Matriculation

Post Graduate

PHD

SSC

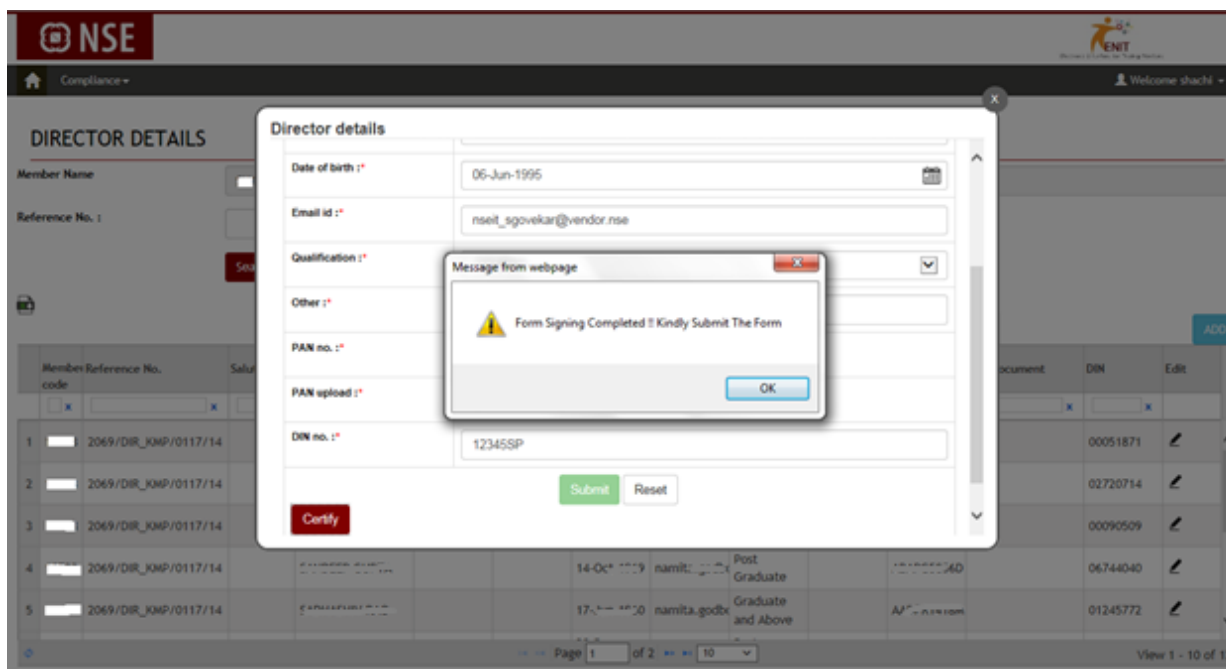
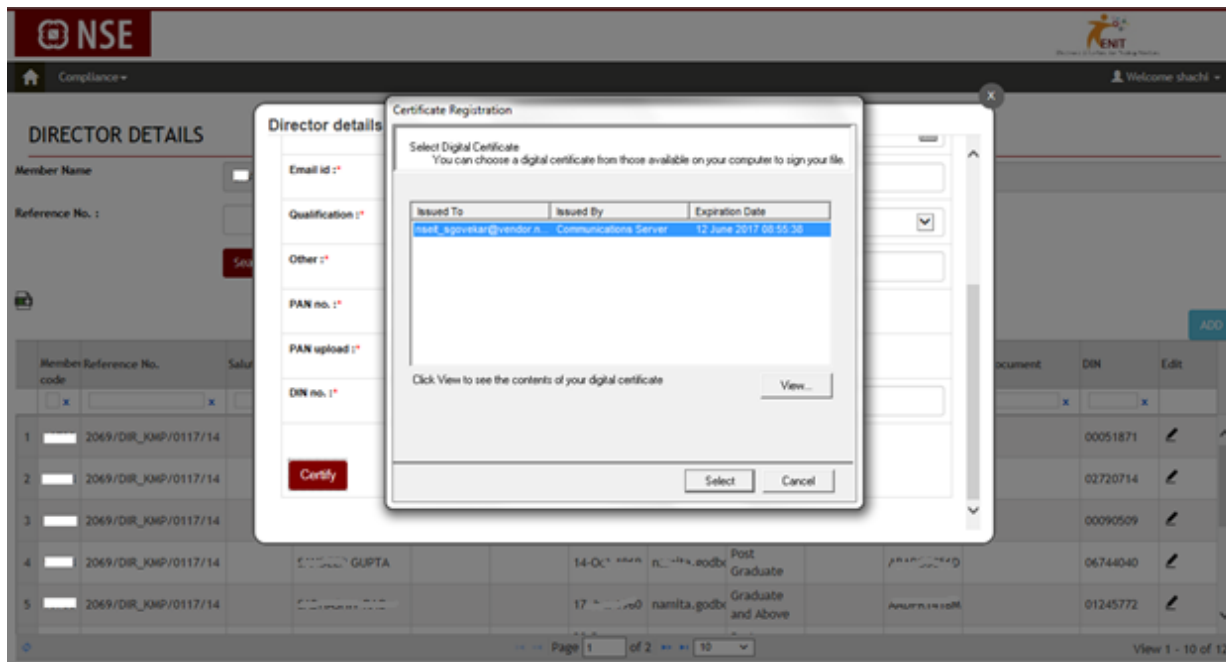
Undergraduate

- **Other** – This field will get enabled only when user selects the ‘Qualification’ as OTHERS. This field is a blank field which will accept all alphabets, numbers only. The field length is of 25 characters.
- **PAN No** - A blank alphanumeric box will accept all alphabets and numbers only. The field length is of 10 characters. This field accepts the format : **ABCDE1234F**.
- **PAN Upload** - It is a blank upload box which will accepts only .pdf documents.
- **DIN No** - A blank alphanumeric field which will accept all alphabets and numbers only. The field length is of 8 characters.

All the fields are mandatory with * sign **except Phone No. field.**

‘**Certify, Submit and Reset**’ buttons are available.

‘**Submit**’ button will get enabled only when user will certify the details by using a valid certificate as below:



The screenshot shows the 'DIRECTOR DETAILS' form in the NSEIL system. A modal window displays the message 'Data certified successfully.' with an 'OK' button. The form fields include:

- Date of birth: 06-Jun-1995
- Email id: [empty]
- Qualification: [empty]
- Other: [empty]
- PAN no.: QWEDR4567
- PAN upload: [D:\Test Files\Digital Sign] Browse
- DIN no.: 12345SP

Buttons at the bottom of the form include 'Certify', 'Submit', and 'Reset'.

On clicking 'OK', user can able to click on 'Submit' button and on successful submitting, system will generate a new reference no. as below:

The screenshot shows the 'DIRECTOR DETAILS' form after successful submission. A modal window displays the message 'Request submitted successfully. The reference no. is Member ID/DIR_KMP/MMYY/Request No.' with an 'OK' button. The form fields are now populated with:

- Member Name: ABC Ltd
- Member Code: 12345
- Reference No.: [empty]

Buttons at the bottom of the form include 'Search' and 'Reset'.

The Format for the Reference No is **Member ID/DIR_KMP/MMYY/Request No.**

If the Digital Certificate is not installed then user needs to install it first. Then only he is able to go further.

‘Reset’ button resets all the entered details to its default values.

The correct error alert will be displayed if user keeps the mandatory fields blank or entered invalid details while adding new details.

[F] Edit already submitted details:

User can edit already submitted details of Compliance Officer, Directors, CEO or MD etc by clicking on the pencil icon under column ‘Edit’ from the fetched MIS Report as follow:

DIRECTOR DETAILS

Member Name: ABC Ltd Member Code: 12345

Reference No.:

Search Reset

Member Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	Pan No.	Pan Document	DIN	Edit
1	Mrs.	bvcb cv	345345	543534534	03-Jan-2017	tfdg@cdzido	CAIB		ASDFG5678U	Digital_Signature_In - Copy - Copy - Copy.pdf	fdfsd43	
2	Mrs.	shachi	02224454545	9874978787	06-Jun-1995	nseil_sgovek	OTHERS	B.E-EXTX	QivEDR4567V	Digital_Signature_In - Copy - Copy.pdf	12345SP	

On clicking the ‘Edit’ icon, below ‘Director Details’ titled pop up window will get open over the MIS Report as below:

DIRECTOR DETAILS

Member Name: ABC Ltd Member Code: 12345

Reference No.:

Search Reset

Director details

Salutation: Mrs.

Name: Shachi

Phone no.: 02224457474

Mobile no.: 9821198211

Date of birth: 04-Jan-2017

Email id: nseil_sgovekar@vendor.nse

Qualification: CAIB

Other:

PAN no.: A/GP67/GG789

Without clicking blue colored **‘edit’** button, user is able to edit only Salutation, Name, Phone no., Mobile No., Date of Birth, Email Id, Qualification, Other(if applicable),DIN No. fields.

When user clicks on blue colored **‘edit’** button, **‘PAN No’** and **PAN Upload’** fields get blank.

Without clicking on **‘Certify’** button, **‘Submit’** button will not get enabled.

User is able to certify and submit even if he does not change any detail. But on certifying and submitted, it creates new reference no and same time previous ref no will also exist in the MIS Report.