

Annexure – I

INSTRUCTIONS

- Annual Returns are required to be submitted only by way of upload in **electronic format** through ENIT by **September 30, 2017. No physical copies are required to be submitted to the Exchange**
- Procedure for submitting Annual Returns on ENIT is provided at Annexure IV- ‘ENIT User Manual’
- Formats of the documents to be uploaded as a part of Annual Returns are provided as Exhibits mentioned below:

Formats for Members who are Corporates	Exhibit I
Formats for Members who are Partnership Firms	Exhibit II
Formats for Members who are Individuals / Proprietary Concerns	Exhibit III
Formats for Members who are Banks	Exhibit IV
Formats for Members who are PCM	Exhibit V

- In case of any assistance required, Members are requested to contact the respective Regional Offices of the Exchange on the following numbers-

Name of the Regional Office	Board Line Number	Extension Number	Direct Line Number
Ahmedabad	-	-	49008602/12
Chennai	044-28479900	44036	044-28479910
Delhi	011-23741741, 49393000	11014/ 11030/ 11034	011-23459114/30/34, 011-49393014/30/34
Hyderabad	040-23357082/83	040-23357082/83	040-23357082/83
Kolkata	033-40400400	33011/33006	033-40400411/406
Mumbai	022-25045300	28268/ 28269	25045268/25045269