

BASIC GUIDELINES:

1. Time of upload and path to upload file:

Members are required to report daily MTR file viz. 'MTR_DDMMYYYY.TNN' in comma delimited (.csv) format and upload the same in the Extranet under <TM folder>margin/upld directory before 12 p.m. on the following trading day.

2. Success and Rejected return files:

- a. In case of any error in the uploaded file, the same shall be returned to the members with appropriate error message against the invalid records. The entire file shall have to be uploaded again by the members after rectifying the errors. The process shall be repeated till such time that the member uploads a complete success file. Once a successful file is uploaded, the member shall not be permitted to upload another file for that day.
- b. The return files shall be placed in the Extranet directory <TM folder>margin/dnld. Naming convention of the return file shall be 'TM_Code_MTR_DDMMYYYY.RNN (R is constant and denotes response)'.
- c. Indicator in the return files generated for members shall be as follows:

C.1 Rejected records: The files containing incorrect records shall be rejected with an indicator '**R**' which is appended to the control, summary and detailed records as the case may be in the file against the incorrect records along with appropriate error message. In such cases, the member shall be required to send the complete file again after correcting the specified error(s). Members are required to note that the Batch Number in the Control Record has to be sequential for the reporting date for which margin trading details are reported.

C.2 Success records: In case all the records are successfully processed, the indicator '**S**' shall be appended against the records in the file.

- d. If the member uploads the file in a different naming convention than as specified above or the file uploaded has zero bytes, then the system shall not pick up such files for processing and consequently there shall be no return file. However, such files (which would be lying in the 'upld' folder of the member) shall be renamed to '<filename>.failed'. This would be treated as non-reporting of Margin Trading details by the member.

3. Symbol and Series Change reporting:

In case of symbol change, the member shall report margin trading as follows:

Example

- Scrip Hindustan Construction Co. Ltd. is undergoing symbol change i.e. from HINDCONS (old symbol) to HCC (new symbol) effective from November 21, 2017
- The member has end of day positions as on November 20, 2017 in HINDCONS

Now, such member is required to send two margin trading records to transfer the positions from old symbol to new symbol for reporting date November 21, 2017:

- The first record would be for symbol HINDCONS (old symbol) and it should display
 - Previous day's (November 20, 2017) end of day balance as opening balance
 - There should not be any fresh quantity/ amount financed during the day for this old symbol as the symbol change is already effective
 - Quantity/ amount liquidated during the day should be the same as opening balance.
 - Thus, end of day quantity/ amount should be zero
- The second record would be for symbol HCC (new symbol)
 - Opening balance for the day should be zero.
 - Fresh quantity/ amount financed during the day should be at least the quantity/ amount liquidated for the old symbol. This is because the member may also finance fresh quantity/ amount during the day for the new symbol.
 - Quantity/ amount liquidated during the day should be the actual quantity/ amount that the member has liquidated for the new symbol during the day, if any.
 - End of day quantity/ amount should be computed accordingly.

Report date	Client name	PAN	Symb ol	Series	Qty financ ed at the begin of day	Amount financed at the begin of day	Qty financ ed during the day	Amo unt finan ced durin g the day	Qty liquid ated during the day	Amou nt liquid ated during the day	Qty financ ed at the end of day	Amou nt finance d at the end of day	Category of Holding	Stock Exchange
21112017	Client E	ABCD E1234 F	HINDC ONS	EQ	10	5000.00	0	0.00	10	5000.00	0	0.00	Y	NSE
21112017	Client E	ABCD E1234 F	HCC	EQ	0	0.00	10	5000.00	0	0.00	10	5000.00	Y	NSE

The same procedure has to be followed in case of series change as well.

4. Other important points:

- a. Members are requested to exercise due caution and not to place any values in the file which are unrealistic in respect of margin trading disclosure. The files containing such unrealistic data would be treated as non-reporting of Margin Trading by the member in spite of successful return file. The Exchange shall take a serious view of such unrealistic data placed by the members.
- b. Irrespective of the member trading or not on a particular day, the file has to be reported on daily basis once the member starts reporting.
- c. Reporting of incorrect file or non-reporting of file within the prescribed time may attract disciplinary action(s). Hence, members are required to ensure due adherence and caution.