

Annexure – I

GENERAL INSTRUCTIONS

- Annual Returns are required to be submitted only by way of upload in **electronic format** through ENIT NEW COMPLIANCE by **September 30, 2018**. **No physical copies are required to be submitted to the Exchange**
- Procedure for submitting Annual Returns on ENIT is provided at Annexure IV- 'ENIT NEW COMPLIANCE User Manual'
- Formats of the documents to be uploaded as a part of Annual Returns are provided as Exhibits mentioned below:

Formats for Members which are Corporates	Exhibit I
Formats for Members which are Partnership Firms	Exhibit II
Formats for Members which are Individuals / Proprietary Concerns	Exhibit III
Formats for Members which are Banks	Exhibit IV
Formats for Members which 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	-	-	49008602/32
Chennai	044-66309900	44036	-
Delhi	011-23741741, 49393000	11066/ 11030/ 11034	011-23459166/30/34, 011-49393066/30/34
Hyderabad	040-44311393/96	040-44311393/96	040-44311393/96
Kolkata	033-40400400	33011/33006	033-40400411/406
Mumbai	022-25045300	28268/ 28269	25045268/25045269