



National Stock Exchange of India Ltd.

User Manual for uploading 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 managerial Personnel (KMP) and Director Details 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 and Director Details 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) & Director details module.

2.1 STARTING

For accessing this KMP and Director Details module of ENIT Compliance, A new service is created i.e. "ENIT NEW COMPLIANCE".

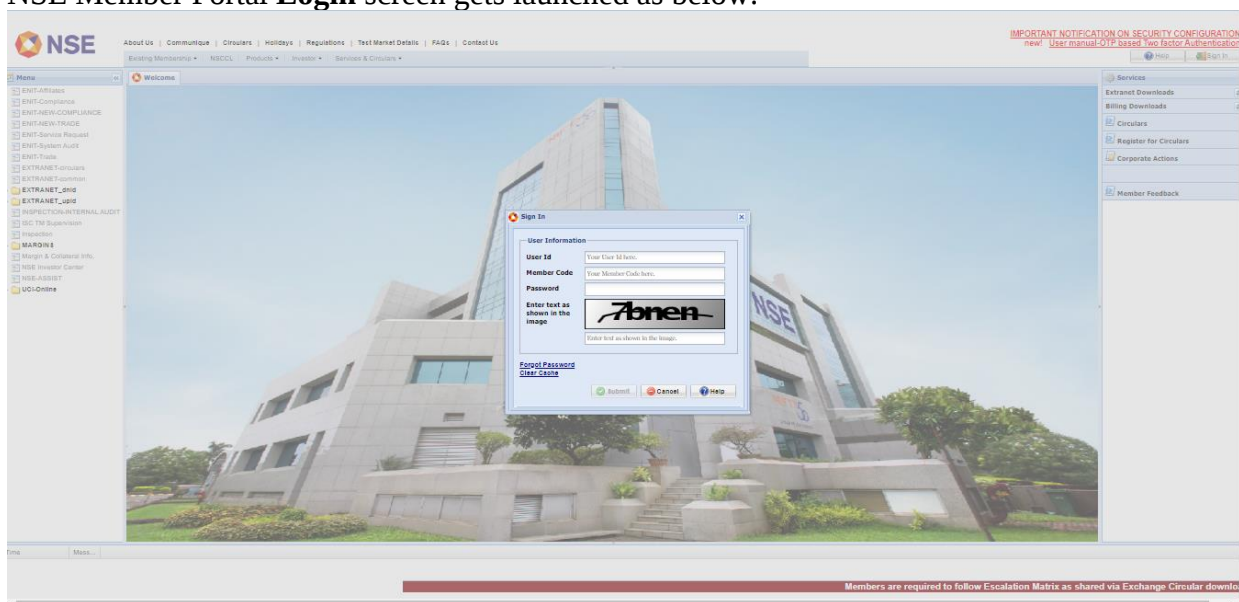
The Member needs to provide access to the new service to the compliance users for accessing above modules. This access to the new service can be given using Admin user provided to the Member.

To start the 'Electronic Member Interface' portal, Trading Member first needs to go log in to Member Portal using the 'User Id, 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

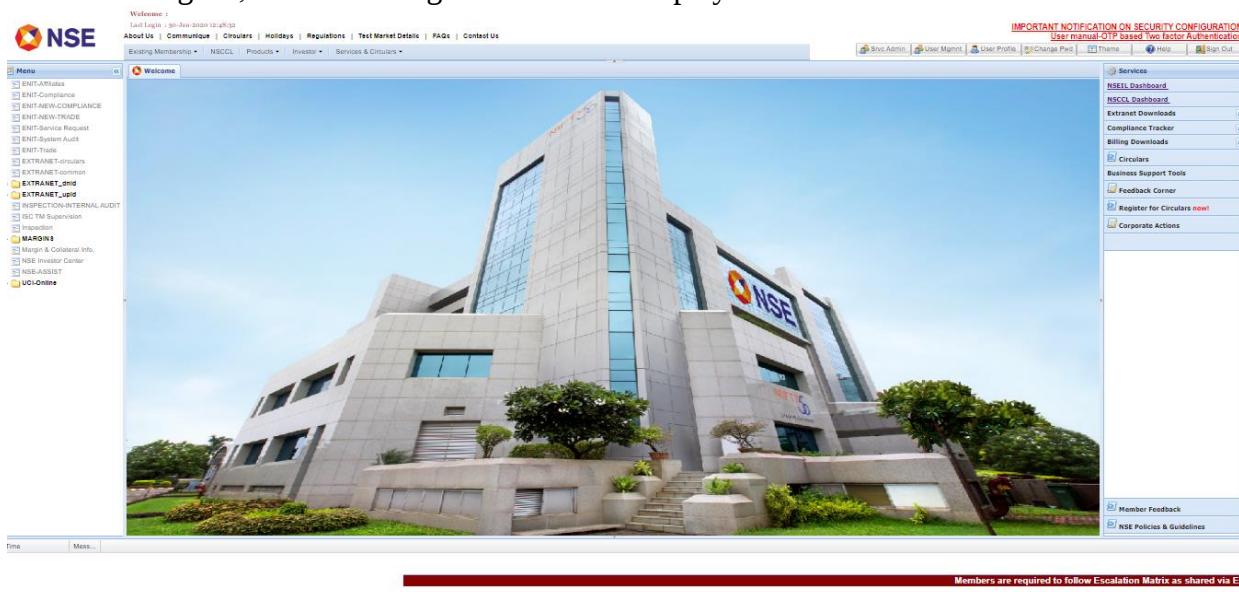
1. Open Internet Explorer browser from the desktop.
Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
2. NSE Member Portal **Login** screen gets launched as below:



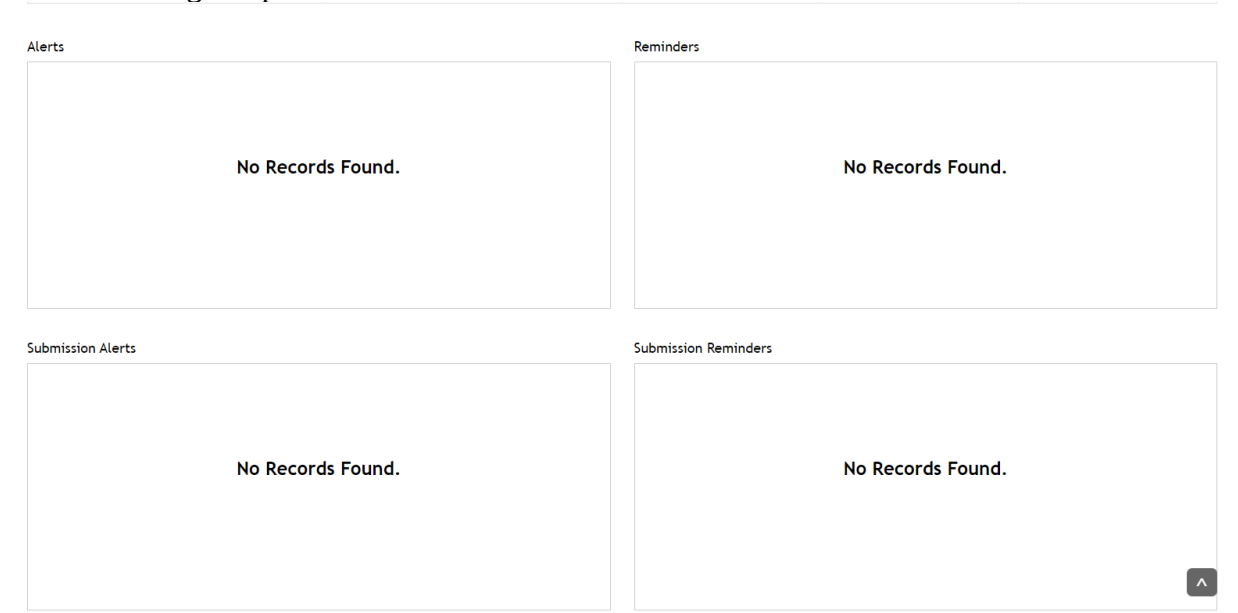
After entering the credentials, user needs to clicks on 'Submit' button to login.

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.

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



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



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

2.2 ELECTRONIC MEMBER INTERFACE (ENIT)

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.

The screenshot displays the NSE ENIT Compliance dashboard. At the top, the NSE logo is on the left, and the member's code, name, and digital signature are on the right. Below this is a navigation bar with tabs: Compliance, Trade, Vendor, Membership, Others, and Member Education. The Compliance tab is active, showing a dropdown menu with various options like Advertisement, Download Processing Fees Letters, Client Funding, etc. The main content area displays member details in a table, including Address, Provisional GST Id, ARN Number, and PAN. Below the table, there is an "Escalation Matrix" section with a table listing contact numbers, email IDs, contact persons, and priorities for different levels of support.

Address	Provisional GST Id	ARN Number	PAN
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
G-Block, Exchange Plaza, BKC, Bandra (E), Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Contact Number	Email id	Contact person	Priority
		Help desk Team	Immediate
		Senthil Saravanan(Assitant manager GNOC)	1 Hour
		Shankar Yadav(Senior Manager GNOC)	2 Hour
		pramod Pillai(AGM Network Operations)	3 Hour
		Joseph Abraham(AVP Network Operations)	4 Hour

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 shows the NSEIL Electronic Member Interface. The top navigation bar includes links for Compliance, Trade, Vendor, Membership, Others, and Member Education. The Compliance module is expanded, showing a list of options including Key Management Personnel, which is highlighted. The Key Management Personnel module is further expanded, showing a list of options including KMP Details, which is highlighted. The KMP Details module is further expanded, showing a list of options including KMP Details, which is highlighted. The KMP Details module is further expanded, showing a list of options including KMP Details, which is highlighted.

Address	Provisional GST Id	ARN Number	PAN
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.

Contact Number	Email id	Contact person	Priority
		Help desk Team	Immediate
		Senthil Saravanan(Assitant manager GNOC)	1 Hour
		Shankar Yadav(Senior Manager GNOC)	2 Hour
		pramod Pillai(AGM Network Operations)	3 Hour
		Joseph Abraham(AVP Network Operations)	4 Hour

172.17.5.73:8060/ENIT_Compliance/newenit/showMemberDashBoard.action#

'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.

NSE Member Code : Member Name : Test Digital Signature

Compliance - Trade - Vendor - Membership - Others - Member Education - Welcome

Advertisement
Download Processing Fees Letters
Client Funding
Politically Exposed Person
Insurance
Quarterly Compliance
Director Details
Key Management Personnel
Half Yearly Networth Submission
GSTIN
Surrender
ML and AI
testingCRUD
Client Code Modification
Margin Trading Approval/Withdrawal
Authorised Person
Annual Returns

Address	Provisional GST Id	ARN Number	PAN
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.

Contact Number	Email id	Contact person	Priority
		Help desk Team	Immediate
		Senthil Saravanan(Assitant manager GNOC)	1 Hour
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		pramod Pillai(AGM Network Operations)	3 Hour
		Joseph Abraham(AVP Network Operations)	4 Hour

172.17.5.73:8060/ENIT_Compliance/newenit/showMemberDashboard.action#

On clicking, below page will get open:

Member Name: Member Code:

Role: Reference No.:

Member Role code	Other role	Reference No.	Salutatic	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	DIRECTORS	2069/KMP/1219/4 Mr.						1_90982_92987.pdf	12-Dec-2019	Dec 12, 2019 1:04:19 PM				
2	COMPLIANCE OFFICER	2069/KMP/1219/4 Mr.						1_90801_92986.pdf	12-Dec-2019	Dec 12, 2019 1:02:10 PM				
3	COMPANY SECRETARY	2069/KMP/1219/4 Mrs.						13042AuditedBala	01-Aug-2018	Aug 1, 2018 7:31:52 PM	Dec 12, 2019 12:58:59 PM			
4	DIRECTORS	2069/KMP/0218/2 Mr.						Stefan Groening.pdf		Feb 27, 2018 3:06:21 PM				
5	DIRECTORS	2069/KMP/0218/2 Mr.						Varun Sridhar.pdf		Feb 27, 2018 2:58:57 PM				
6	COMPANY	2069/KMP/0617/1 Mr.						Vitav Sakali.pdf		Jun 30, 2017				

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

'Role' is a dropdown field with following options:

Member Name: Member Code:

Role: Reference No.:

Member Role code	Other role	Reference No.	Salutatic	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	DIRECTORS	2069/KMP/1219/4 Mr.						1_90982_92987.pdf	12-Dec-2019	Dec 12, 2019 1:04:19 PM				
2	COMPLIANCE OFFICER	2069/KMP/1219/4 Mr.						1_90801_92986.pdf	12-Dec-2019	Dec 12, 2019 1:02:10 PM				
3	COMPANY SECRETARY	2069/KMP/1219/4 Mrs.						13042AuditedBala	01-Aug-2018	Aug 1, 2018 7:31:52 PM	Dec 12, 2019 12:58:59 PM			
4	DIRECTORS	2069/KMP/0218/2 Mr.						Stefan Groening.pdf		Feb 27, 2018 3:06:21 PM				
5	DIRECTORS	2069/KMP/0218/2 Mr.						Varun Sridhar.pdf		Feb 27, 2018 2:58:57 PM				
6	COMPANY	2069/KMP/0617/1 Mr.						Vitav Sakali.pdf		Jun 30, 2017				

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- 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:

The screenshot shows the 'Key Management Personnel' (KMP) details form in the NSEIL system. The form is titled 'KMP DETAILS' and has a 'Role' dropdown menu set to 'OTHERS'. Below the dropdown is a text box for 'Other's' role. The form also includes fields for 'Salutation', 'Name', 'Phone no.', 'Mobile no.', 'PAN no.', 'PAN upload', and 'Date of Declaration'. A 'Search' button is visible. The background shows a table with columns for 'Member Role code', 'Other role', and 'Reference No.'.

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:

NSE Member Code : Member Name : Signature Test Digital ENIT

Compliance Trade Vendor Membership Others Member Education Welcome

KMP DETAILS

Member Name: Member Code: Reference No.:

Role: OTHERS

Search Reset

user can click here to export mis data into .csv file

ADD

Member Role code	Other role	Reference No.	Salutatio	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Page 1 of 10 No records to view

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:

NSE Member Code : Member Name : Signature Test Digital ENIT

Compliance Trade Vendor Membership Others Member Education Welcome

KMP DETAILS

Member Name: Member Code: Reference No.:

Role: SELECT

Search Reset

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

ADD

Member Role code	Other role	Reference No.	Salutatio	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
1	COMPANY SECRETARY	980/KMP/0617/96	Mr.					PAN Card of Tushit Ghanshyambhai Mangkiya.pdf		Jun 27, 2017 3:56:20 PM				
2	CFO	980/KMP/0617/96	Mr.					PAN of Mr. Sanjay Hakemchand Thakrar.pdf		Jun 27, 2017 3:55:15 PM				
3	DIRECTORS	980/KMP/0617/96	Mr.					PAN of Mr. Deven Harkishan Marwadi.pdf		Jun 27, 2017 3:54:15 PM				
								PAN of Mr.						

Page 1 of 10 View: 1 - 5 of 5

[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 MIS Report interface. At the top, there is a header with the NSE logo, Member Code, Member Name (Signature), and Test Digital. Below the header is a navigation bar with tabs: Compliance, Trade, Vendor, Membership, Others, and Member Education. The main section is titled 'KMP DETAILS'. It contains a search form with fields for Member Name, Member Code, Role (set to 'OTHERS'), and Reference No. There are 'Search' and 'Reset' buttons. Below the search form is a table with columns: Member Role code, Other role, Reference No., Salutatic, Name, Phone no., Mobile No., PAN No., Pan Document, Date of Declaration, Date of Submission, Date Of Updation, DIN, Edit, and Delete. The table is empty, and a message 'No records to view' is displayed at the bottom right. There is also an 'ADD' button in the top right corner.

[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 MIS Report interface with a table containing three rows of data. 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 Role code, Other role, Reference No., Salutatic, Name, Phone no., Mobile No., PAN No., Pan Document, Date of Declaration, Date of Submission, Date Of Updation, DIN, Edit, and Delete. The data rows are:

Member Role code	Other role	Reference No.	Salutatic	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	COMPANY SECRETARY	980/KMP/0617/96 Mr.						PAN card of Tushit Ghanshyambhai Mangukya.pdf		Jun 27, 2017 3:56:20 PM				
2	CFO	980/KMP/0617/96 Mr.						PAN of Mr. Sanjay Hakernchand Thakrar.pdf		Jun 27, 2017 3:55:15 PM				
3	DIRECTORS	980/KMP/0617/96 Mr.						PAN of Mr. Deven Harkishan Marwadi.pdf		Jun 27, 2017 3:54:15 PM				

At the bottom, there is a pagination bar showing 'Page 1 of 10' and a 'View 1 - 5 of 5' indicator.

[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 : *

Other's : *

Salutation : *

Name : *

Phone no. :

Mobile no. : *

PAN no. : *

PAN upload : * No file chosen

Date of Declaration : *

KMP DETAILS

Member Name : Role :

Member code	Role	Other role	Reference No.
1	COMPANY SECRETARY		980/KMP/0617/96 Mr.
2	CFO		980/KMP/0617/96 Mr.
3	DIRECTORS		980/KMP/0617/96 Mr.

Date Of Updation	DIN	Edit	Delete
Jun 27, 2017 3:54:15 PM		Edit	Delete

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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 accepts 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 shows the 'Key Management Personnel' form in the NSEIL system. A 'Signing Wizard' dialog box is open, prompting the user to 'Select Digital Certificate'. The wizard displays the details of a selected certificate:

Issued To	Issued By	Expiration Date
Rahul Patti	ELCA Root CA	18 August 2026 09:58:29

The wizard also includes a 'View...' button to see the contents of the digital certificate and 'Sign' and 'Cancel' buttons at the bottom.

The background form includes fields for 'Mobile no. : *', 'PAN no. : *', 'PAN upload : *', and 'Date of Declaration : *'. A 'Certify' button is visible at the bottom of the form.

The screenshot shows the 'Key Management Personnel' form after successful certification. A 'Certified' dialog box with a green checkmark and the message 'Data certified successfully. Kindly submit the form' is displayed. The 'Certify' button has been replaced by 'Submit' and 'Reset' buttons.

The background form now shows the 'Mobile no. : *' field filled with '7896541236'. The 'PAN no. : *' and 'PAN upload : *' fields are also present. The 'Date of Declaration : *' field is empty.

The background table lists the following personnel:

Member Role code	Other role	Reference No.	Date Of Updation	DIN	Edit	Delete
1	COMPANY SECRETARY	980/KMP/0617/96 Mr.				
2	CFO	980/KMP/0617/96 Mr.				
3	DIRECTORS	980/KMP/0617/96 Mr.				

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 'KMP DETAILS' page in the NSEIL system. A confirmation dialog box is displayed in the center, stating: 'Confirmation', 'Request submitted successfully. The reference no. is', and an 'OK' button. The background shows the 'KMP DETAILS' form with fields for Member Name, Member Code, Role, and a table of KMP details.

Member Role code	Other role	Reference No.	Salutation	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	COMPLIANCE OFFICER	980/KMP/0120/41	Mrs.					19_103201.pdf	31-Jan-2020	Jan 31, 2020 12:57:39 PM				
2	COMPANY SECRETARY	980/KMP/0617/96	Mr.					PAN Card of Tushit Ghanshyambhai Mangrkiya.pdf		Jun 27, 2017 3:56:20 PM				
3	CFO	980/KMP/0617/96	Mr.					PAN of Mr. Sanjay Hakemchand Thakrar.pdf		Jun 27, 2017 3:55:15 PM				
4	DIRECTORS	980/KMP/0617/96	Mr.					PAN of Mr. Deven Harkishan		Jun 27, 2017 3:54:15 PM				

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:

The screenshot shows the 'KMP DETAILS' page with an error alert dialog box. The dialog box title is 'Key Management Personnel' and the message is 'Sorry! cannot enter multiple compliance officer.' The dialog box contains fields for Role, Salutation, Name, Phone no., Mobile no., PAN no., PAN upload, and Date of Declaration. The background shows the 'KMP DETAILS' form with a table of KMP details.

Member Role code	Other role	Reference No.	Salutation	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	COMPLIANCE OFFICER	980/KMP/0120/41	Mrs.					19_103201.pdf	31-Jan-2020	Jan 31, 2020 12:57:39 PM				
2	COMPANY SECRETARY	980/KMP/0617/96	Mr.					PAN Card of Tushit Ghanshyambhai Mangrkiya.pdf		Jun 27, 2017 3:56:20 PM				
3	CFO	980/KMP/0617/96	Mr.					PAN of Mr. Sanjay Hakemchand Thakrar.pdf		Jun 27, 2017 3:55:15 PM				
4	DIRECTORS	980/KMP/0617/96	Mr.					PAN of Mr. Deven Harkishan		Jun 27, 2017 3:54:15 PM				

[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: Member Code:

Role: Reference No.:

Member Role code	Other role	Reference No.	Salutation	Name	Phone no.	Mobile No.	PAN No.	Pan Document	Date of Declaration	Date of Submission	Date Of Updation	DIN	Edit	Delete
1	COMPLIANCE OFFICER	980/KMP/0120/41	Mrs.					19_103201.pdf	31-Jan-2020	Jan 31, 2020 12:57:39 PM				
2	COMPANY SECRETARY	980/KMP/0617/96	Mr.					PAN Card of Tushit Ghanshyambhai Mangukya.pdf		Jun 27, 2017 3:56:20 PM				
3	CFO	980/KMP/0617/96	Mr.					PAN of Mr. Sanjay Hakemchand Thakrar.pdf		Jun 27, 2017 3:55:15 PM				
4	DIRECTORS	980/KMP/0617/96	Mr.					PAN of Mr. Deven Harkishan		Jun 27, 2017				

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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:

Salutation:

Name:

Phone no.:

Mobile no.:

PAN no.:

PAN upload:

Date of Declaration:

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.

The screenshot shows the NSEIL Compliance portal. The navigation menu on the left includes 'Compliance', 'Trade', 'Vendor', 'Membership', 'Others', and 'Member Education'. The 'Compliance' menu is expanded, showing options like 'Advertisement', 'Download Processing Fees Letters', 'Client Funding', 'Politically Exposed Person', 'Insurance', 'Quarterly Compliance', 'Director Details', 'Key Management Personnel', 'Half Yearly Networth Submission', 'GSTIN', 'Surrender', 'ML and AI', 'Testing CRUD', 'Client Code Modification', 'Margin Trading Approval/Withdrawal', 'Authorised Person', and 'Annual Returns'. The 'Director Details' option is highlighted.

The main content area displays a table with the following data:

Address	Provisional GST Id	ARN Number	PAN
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Below the table, there is an 'Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.' section. The table has the following data:

Contact Number	Email id	Contact person	Priority
18004199963	nse.servicedesk@sifycorp.com nse.sifynoc@sifycorp.com	Help desk Team	Immediate
9841264447	senthil.saravanan@sifycorp.com	Senthil Saravanan(Assitant manager GNOC)	1 Hour
9818784467	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
9884968619	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
9884070474	joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour

The URL at the bottom of the page is: 172.17.5.73:8060/ENIT_Compliance/newenit/showKmpSubmitFormDirector

On clicking, below page will get open:

DIRECTOR DETAILS

Member Name: Member Code:

Reference No.:

Membr code	Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	PAN No.	Pan Document	DIN	Date of Appointment	Date of Submission	Date Of Update	Edit	Delete
1	980/DIR_KMP/0218/71	Mr.				18-Mar-1993		Graduate.			PAN Card of Jeet Ketan Marwadi.pdf			Feb 21, 2018 12:07:07 PM			
2	980/DIR_KMP/0617/68	Mr.				30-Nov-1975		Graduate and Above			PAN Card of Mr. Naresh Jadeja.pdf			Jun 27, 2017 4:32:56 PM			
3	980/DIR_KMP/0617/68	Mr.				17-Jan-1978		Chartered Accountant			PAN.pdf			Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

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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:

DIRECTOR DETAILS

Member Name: Member Code:

Reference No. :

 user can click here to export the mis report in the .csv format.

Memb code	Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	PAN No.	Pan Document	DIN	Date of Appointment	Date of Submission	Date Of Update	Edit	Delete
☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
1	980/DIR_KMP/0218/71	Mr.				18-Mar-1993		Graduate			PAN Card of Jeet Ketan Marwadi.pdf			Feb 21, 2018 12:07:07 PM			
2	980/DIR_KMP/0617/68	Mr.				30-Nov-1975		Graduate and Above			PAN Card of Mr. Naresh Jadeja.pdf			Jun 27, 2017 4:32:56 PM			
3	980/DIR_KMP/0617/68	Mr.				17-Jan-1978		Chartered Accountant			PAN.pdf			Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

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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:

DIRECTOR DETAILS

Member Name: Member Code:

Reference No. :

 user can search for a particular details by entering in these blank search boxes

Memb code	Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	PAN No.	Pan Document	DIN	Date of Appointment	Date of Submission	Date Of Update	Edit	Delete
☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
1	980/DIR_KMP/0218/71	Mr.				18-Mar-1993		Graduate			PAN Card of Jeet Ketan Marwadi.pdf			Feb 21, 2018 12:07:07 PM			
2	980/DIR_KMP/0617/68	Mr.				30-Nov-1975		Graduate and Above			PAN Card of Mr. Naresh Jadeja.pdf			Jun 27, 2017 4:32:56 PM			
3	980/DIR_KMP/0617/68	Mr.				17-Jan-1978		Chartered Accountant			PAN.pdf			Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

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[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 NSE Director Details page. At the top, there is a navigation bar with the NSE logo and various menu items: Compliance, Trade, Vendor, Membership, Others, and Member Education. Below this, there is a search form with fields for Member Name, Member Code, and Reference No. (containing '+65+65'). There are 'Search' and 'Reset' buttons. Below the search form, there is a table with columns: Membr code, Reference No., Salutation, Name, Phone no., Mobile No., DOB, Email id, Qualification, other, PAN No., Pan Document, DIN, Date of Appointment, Date of Submission, Date Of Update, Edit, and Delete. The table is currently empty, and a message at the bottom right says '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:

The screenshot shows the NSE Director Details page with a table containing three records. A callout box points to the 'Pan Document' column, stating: 'user can click here to open or download the uploaded pan documents'.

Membr code	Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	PAN No.	Pan Document	DIN	Date of Appointment	Date of Submission	Date Of Update	Edit	Delete
1	980/DIR_KMP/0218/71	Mr.				18-Mar-1993		Graduate			PAN Card of Jeet Ketan Marwadi.pdf			Feb 21, 2018 12:07:07 PM			
2	980/DIR_KMP/0617/68	Mr.				30-Nov-1975		Graduate and Above			PAN Card of Mr. Nareesh Jadeja.pdf			Jun 27, 2017 4:32:56 PM			
3	980/DIR_KMP/0617/68	Mr.				17-Jan-1978		Chartered Accountant			PAN.pdf			Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

[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 the NSEIL web application interface. A 'DIRECTOR DETAILS' pop-up window is overlaid on a table of director information. The pop-up contains the following fields:

- Salutation : * (Dropdown menu with 'SELECT' option)
- Name : * (Text input field)
- Phone no. : (Text input field)
- Mobile no. : * (Text input field)
- Date of birth : * (Calendar icon)
- Email id : * (Text input field)
- Qualification : * (Dropdown menu with 'SELECT' option)
- PAN no. : * (Text input field)
- PAN upload : * (File upload button)

The background table has columns: Membr Reference No., Salutation, Name, Date of Birth, Qualification, PAN no., PAN upload, Date of Submission, Date of Update, Edit, and Delete. It contains three 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 accept 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:

NSE Member Code : Member Name : Signature Test Digital

Compliance Trade Vendor Membership Others Member Education

DIRECTOR DETAILS

Member Name :
Reference No. :
Search

Director details

PAN no. : *
PAN upload : *
Date of appointment : *
DIN no. : *

* Note:
1. Please ensure size of attachment is less than 8 MB.
2. The file formats .pdf will be accepted by module.

Certify

Signing Wizard
Select Digital Certificate
You can choose a digital certificate from those available on your computer to sign your file.

Issued To	Issued By	Expiration Date
Rahul Patil	ELCA Root CA	18 August 2026 09:58:29

Click View to see the contents of your digital certificate **View...**

Sign **Cancel**

Memb Reference No. code	Salutation	Name	Date of appointment	Date of Submission	Date Of Update	Edit	Delete
1	x	x	x	Feb 21, 2018 12:07:07 PM			
2	x	x	x	Jun 27, 2017 4:32:56 PM			
3	x	x	x	Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

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NSE Member Code : Member Name : Signature Test Digital

Compliance Trade Vendor Membership Others Member Education

DIRECTOR DETAILS

Member Name :
Reference No. :
Search

Director details

PAN no. : *
PAN upload : *
Date of appointment : *
DIN no. : *

* Note:
1. Please ensure size of attachment is less than 8 MB.
2. The file formats .pdf will be accepted by module.

Certify

Certified
Data certified successfully. Kindly submit the form **OK**

Submit **Reset**

Memb Reference No. code	Salutation	Name	Date of appointment	Date of Submission	Date Of Update	Edit	Delete
1	x	x	x	Feb 21, 2018 12:07:07 PM			
2	x	x	x	Jun 27, 2017 4:32:56 PM			
3	x	x	x	Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM		

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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 NSEIL Director Details form. At the top, there are fields for Member Code, Member Name (Signature), and Test Digital. Below these are tabs for Compliance, Trade, Vendor, Membership, Others, and Member Education. The main section is titled 'DIRECTOR DETAILS' and contains fields for Member Name, Reference No., and Member Code. A 'Search' button and a 'Reset' button are present. A confirmation dialog box is displayed in the center, stating 'Request submitted successfully. The reference no. is' with an 'OK' button. Below the dialog is a table with columns: Membr, Reference No., Salutation, Name, Phone no., Mobile No., DOB, Email id, Qualification, other, PAN No., Pan Document, DIN, Date of Appointment, Date of Submission, Date Of Updation, Edit, and Delete. The table contains three rows of data for directors.

Membr	Reference No.	Salutation	Name	Phone no.	Mobile No.	DOB	Email id	Qualification	other	PAN No.	Pan Document	DIN	Date of Appointment	Date of Submission	Date Of Updation	Edit	Delete
1	980/DIR_KMP/0218/71	Mr.				18-Mar-1993		Graduate			PAN Card of Jeet Ketan Marwadi.pdf		Feb 21, 2018 12:07:07 PM				
2	980/DIR_KMP/0617/68	Mr.				30-Nov-1975		Graduate and Above			PAN Card of Mr. Naresh Jadeja.pdf		Jun 27, 2017 4:32:56 PM				
3	980/DIR_KMP/0617/68	Mr.				17-Jan-1978		Chartered Accountant			PAN.pdf		Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM			

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:

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

Director details

Salutation : *

Name : *

Phone no. :

Mobile no. : *

Date of birth : *

Email id : *

Qualification : *

PAN no. : *

Mem Reference No. code	Salutation	Name	Date of birth	Date of submission	Date of updation	Edit	Delete
1	980/DIR_KMP/0218/71	Mr. Jeet K Marwa		Feb 21, 2018 12:07:07 PM		edit	delete
2	980/DIR_KMP/0617/68	Mr. Jadeja	17-Jan-1978	Jun 27, 2017 4:32:56 PM		edit	delete
3	980/DIR_KMP/0617/68	Mr. Chartered Accountant	17-Jan-1978	Jan 6, 2017 6:04:10 PM	Jun 30, 2017 11:39:33 AM	edit	delete

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.