



National Stock Exchange Ltd.

**User Manual for
Margin Trading Approval/Withdrawal**

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About This MANUAL

PURPOSE OF THIS MANUAL

This manual will enable you to use Margin Trading Approval/Withdrawal Module of the Electronic Member Interface User Module and provides detailed procedures for the same.

WHO SHOULD READ THIS MANUAL

This Manual is useful for anyone who is a user of Electronic Member Interface Margin Trading Approval/Withdrawal module. The main functions of this module include:

- To Submit Application for Margin Trading Approval/Withdrawal
- To review the status of Application for Margin Trading Approval/Withdrawal

HOW TO GET IN TOUCH

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

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

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

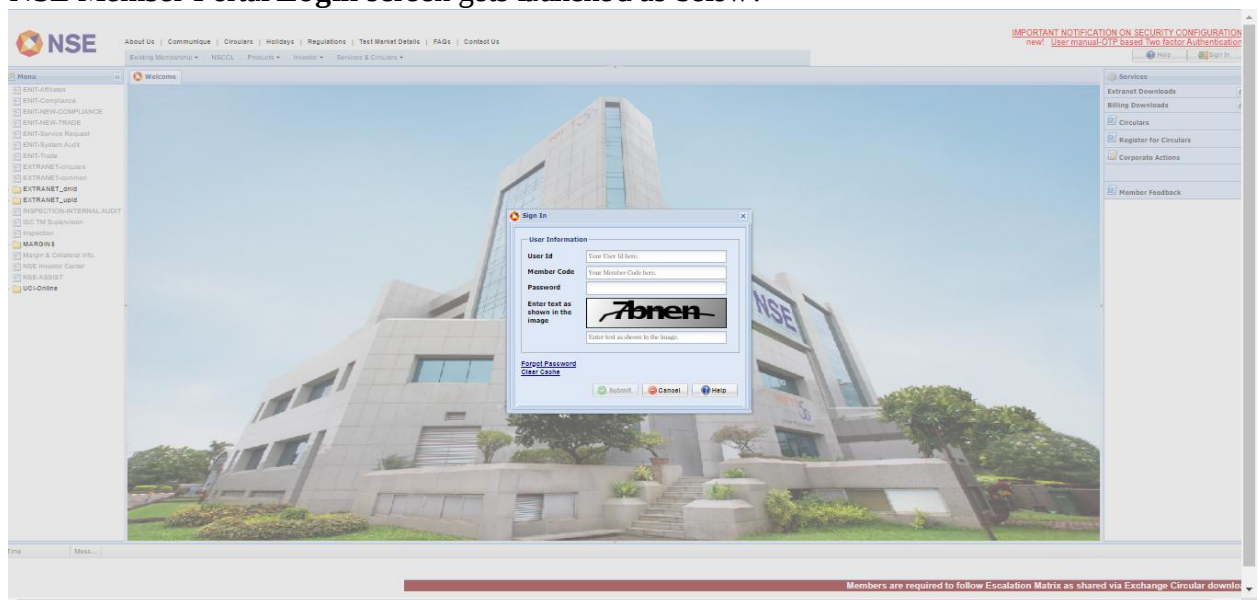
Getting Started

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:

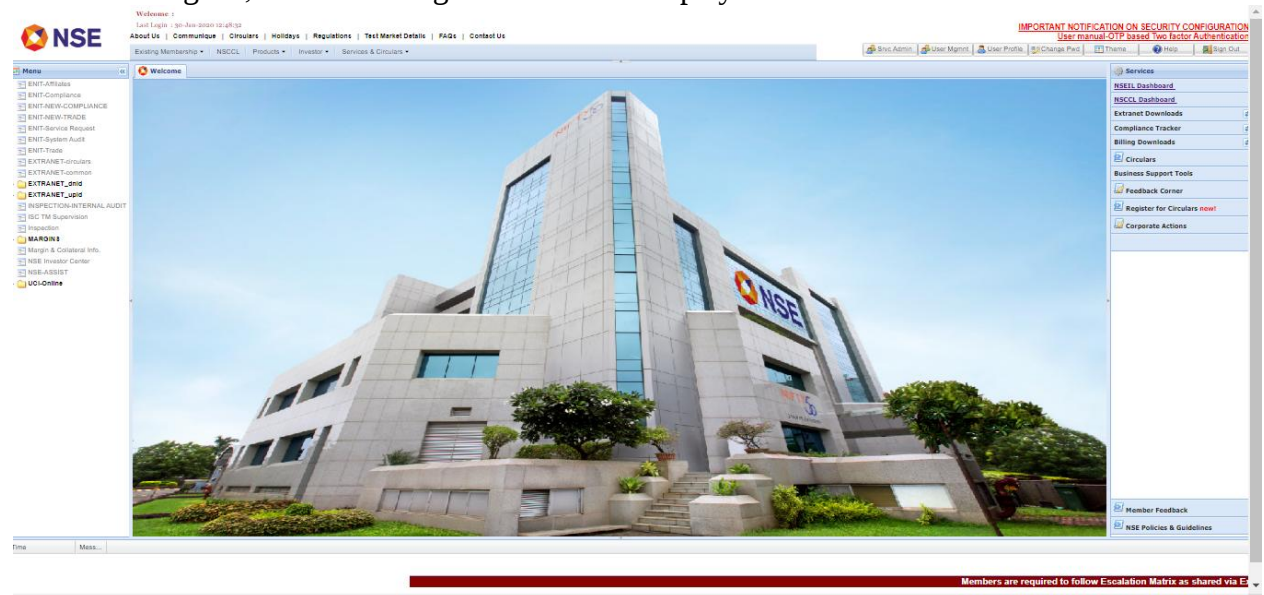


After entering the credentials, user needs to click on 'Submit' button to login.

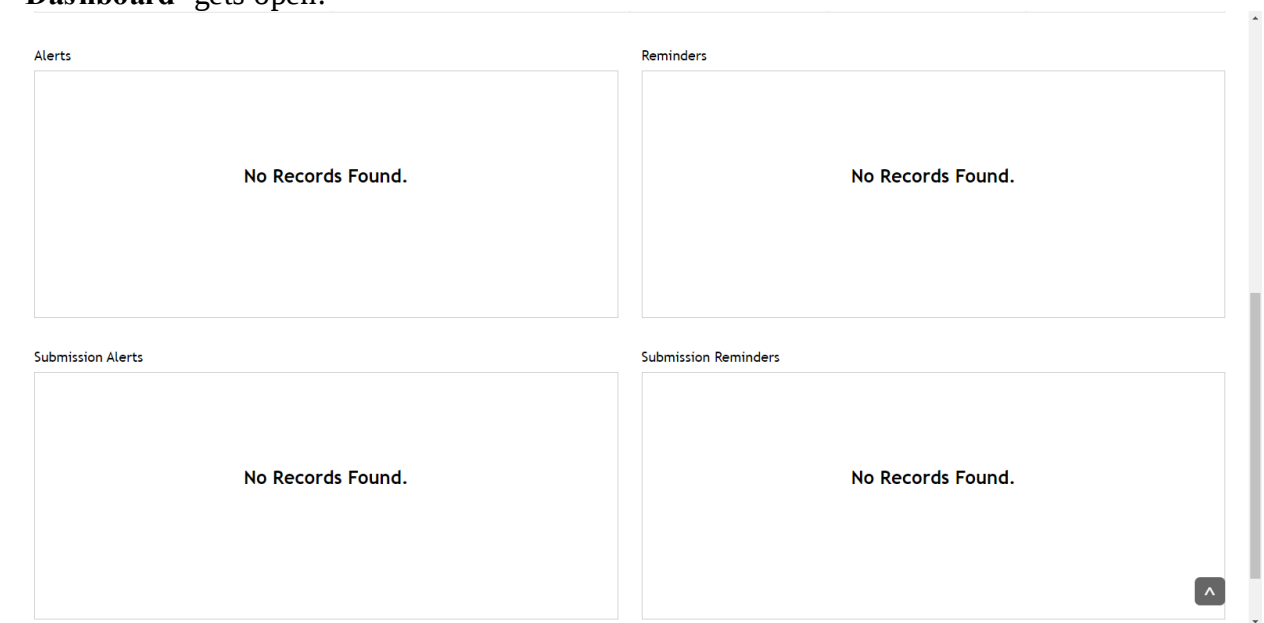
UserId	✓ Type the appropriate Userid in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	✓ Type the appropriate member code of the user in this field. ✓ This field is numeric only. ✓ This field should accept 5 digit correct member code. ✓ This field is mandatory.
Password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

	<i>special characters.</i> ✓ <i>This field is mandatory.</i>
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4. When user logs in, then following screen will be displayed:



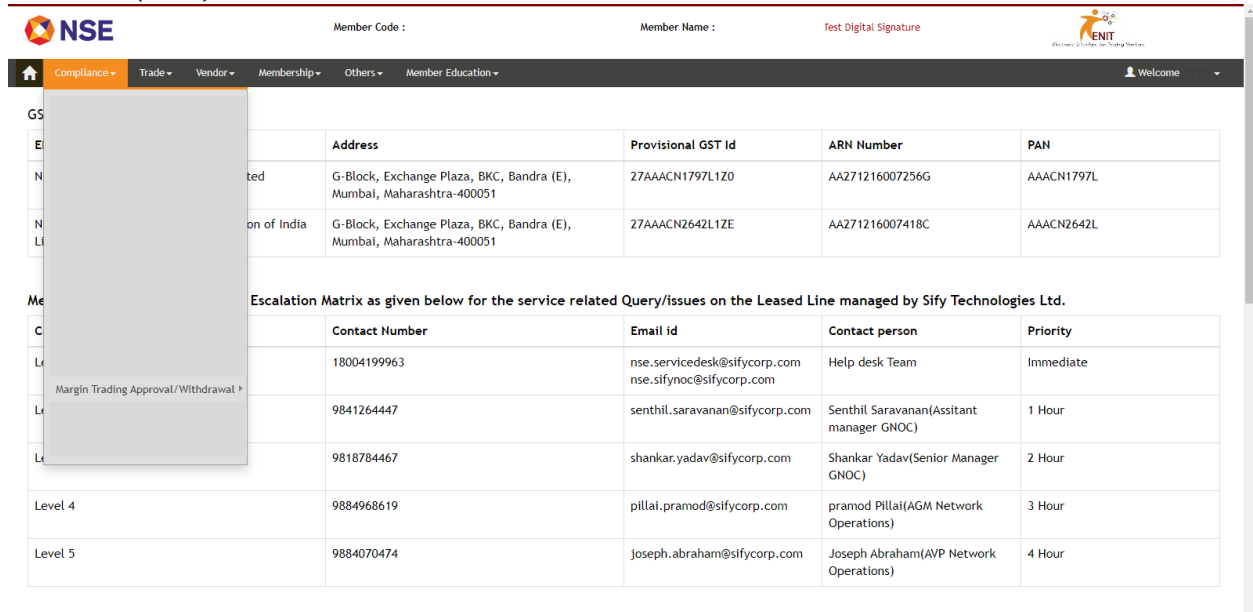
5. When Trading Member opens 'ENIT NEW COMPLIANCE' tab, the main screen 'Dashboard' gets open:



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

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.



The screenshot shows the NSE Electronic Member Interface. The top navigation bar includes the NSE logo, Member Code, Member Name, and Test Digital Signature. The main navigation bar has tabs for Compliance, Trade, Vendor, Membership, Others, and Member Education. The Compliance tab is selected, and a dropdown menu shows 'Margin Trading Approval/Withdrawal'. The main content area displays an 'Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.' with a table of contact information.

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

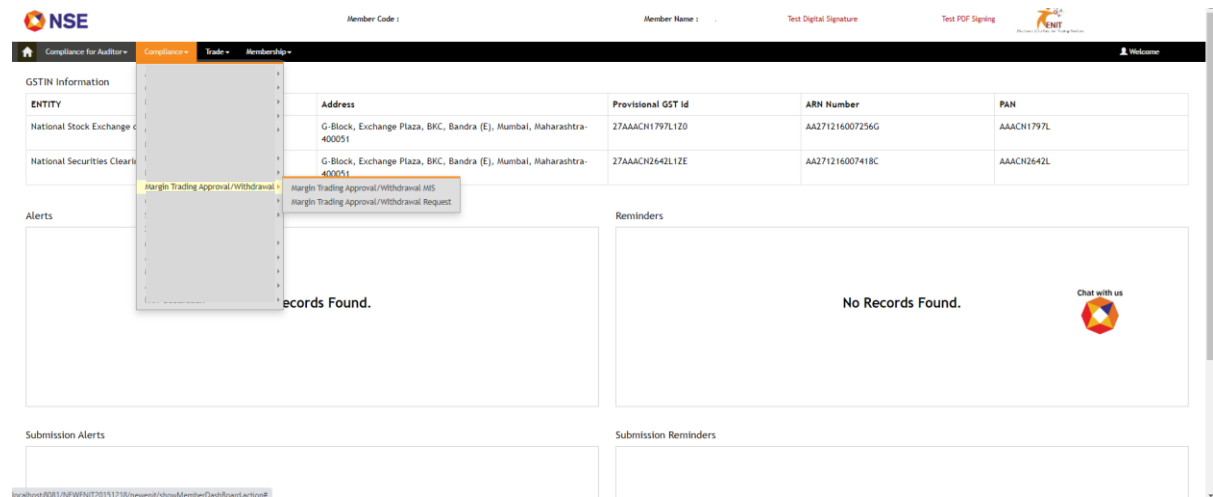
Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.

Contact Number	Email id	Contact person	Priority
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

Navigation Bar

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

On clicking on 'Compliance' tab, Margin Trading Approval/Withdrawal module is available:



The screenshot shows the NSE Electronic Member Interface with the Compliance tab selected. The main content area displays the 'Margin Trading Approval/Withdrawal' module. The module includes a table of contact information for Sify Technologies Ltd. and a section for 'No Records Found'.

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

Margin Trading Approval/Withdrawal MS
Margin Trading Approval/Withdrawal Request

No Records Found.

Submission Alerts

Submission Reminders

Margin Trading Approval/Withdrawal module contains:

- Margin Trading Approval/Withdrawal Request
- Margin Trading Approval/Withdrawal MIS

A. On clicking Margin Trading Approval/Withdrawal Request, the following screen will be displayed:

The screenshot shows the 'Margin Trading Approval/Withdrawal Request' form. At the top, there's a header with the NSE logo and navigation links: 'Compliance for Auditor', 'Compliance', 'Trade', and 'Membership'. Below the header, the form title 'Margin Trading Approval/Withdrawal Request' is displayed. The form contains several input fields: 'Member Code' and 'Member Name' (both auto-populated and non-editable), 'Currently Applying for Facility' (a dropdown menu showing 'APPROVAL'), and 'Contact Details' (a table with columns for 'Email Id', 'Contact Name', 'Contact Number', and 'Delete'). Below the contact details, there's a section for 'Document Uploads' with three rows: 'Upload Application letter', 'Upload Board Resolution', and 'Upload Networth certificate', each with a 'Choose File' button. At the bottom of the form, there are 'Save' and 'Submit' buttons.

Here, member code and member name shall be auto-populated and non-editable fields.

In Currently applying for Facility, there are 2 drop-downs:

1. Approval
2. Withdrawal

The member has to select the type of application as the case maybe.

Member is required to fill in all the details and upload the documents. Proforma for application format is made available on NSE website: [Home>Trade>Resources for Members>All Formats>Format for Margin Trading Approval/Withdrawal](#).

Member can save the details. However, Exchange will only receive the application, once member submits the same. On successful submission of the request, the following message shall be displayed:

The screenshot displays the 'Margin Trading Approval/Withdrawal Request' form on the NSEIL portal. The form includes fields for Member Code, Member Name, Reference No, and Contact Details (Email Id, Contact Name, Contact Number). Under 'Document Uploads', there are sections for 'Upload Application letter', 'Upload Board Resolution', and 'Upload Networth certificate', each with a 'Choose File' button. A confirmation dialog box is overlaid on the form, stating: 'Confirmation: The MTR request is submitted Successfully with Request Reference No:- NSE/MEIL_COMP/MTR / /89 Dated On 30-Jun-2020'. The dialog has an 'OK' button.

In case a member has already availed approval for Margin Trading Facility, however, still applies for approval for Margin Trading Facility, then the following message shall be displayed.

The screenshot displays the same 'Margin Trading Approval/Withdrawal Request' form. A message dialog box is overlaid, stating: 'As per Exchange Records, you have already availed approval for providing margin trading facility. Hence you cannot apply for Approval.' The dialog has an 'OK' button. The form also shows an 'Add New' button and a 'Delete' button in the contact details section, and 'Save' and 'Submit' buttons at the bottom.

Similarly, in case a member has already availed withdrawal of Margin Trading Facility, however, still applies for withdrawal of Margin Trading Facility, then the following message shall be displayed.

Margin Trading Approval/Withdrawal Request

Member Code: Member Name:

Currently Applying for Facility:

Contact Details:- (max 5 contact details)

Add Row

Email Id*	Contact Name*	Delete
		Delete

Document Uploads:-

Upload Application letter: No file chosen

Upload Board Resolution: No file chosen

▲ As per Exchange Records, you are not availing approval for providing margin trading facility. Hence you cannot apply for withdrawal.

B. On clicking Margin Trading Approval/Withdrawal MIS, the following screen will be displayed:

Margin Trading Approval/Withdrawal Request MIS

Member Name: Member Code:

Request Submitted From Date: Request Submitted To Date:

Request Facility Type: Request Reference No:

Request Status:

Sr. No.	Ref No.	Member Name	Member code	Request Type	Approval Date	Withdrawal Date	Status	Rejection Remarks	Submission Date	Revised Submission Date
1	USE (001) JOMID (001)			APPROVAL			SUBMIT		30-Jun-2020	

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Here the member can view the status of the application submitted. The member can see the audit trails of the past dated applications too.