



USER MANUAL

Key Management Personnel

Objective:

This document contains a step-by-step guide on how to add a new KMP (new or existing role), edit details of existing KMP and delete KMP for the respective members

Intended Users: Members registered with exchange

Document Owner: NSE

Note: This publication is a corporate document prepared as part of the NSE transformation program initiated by NSE in 2020.



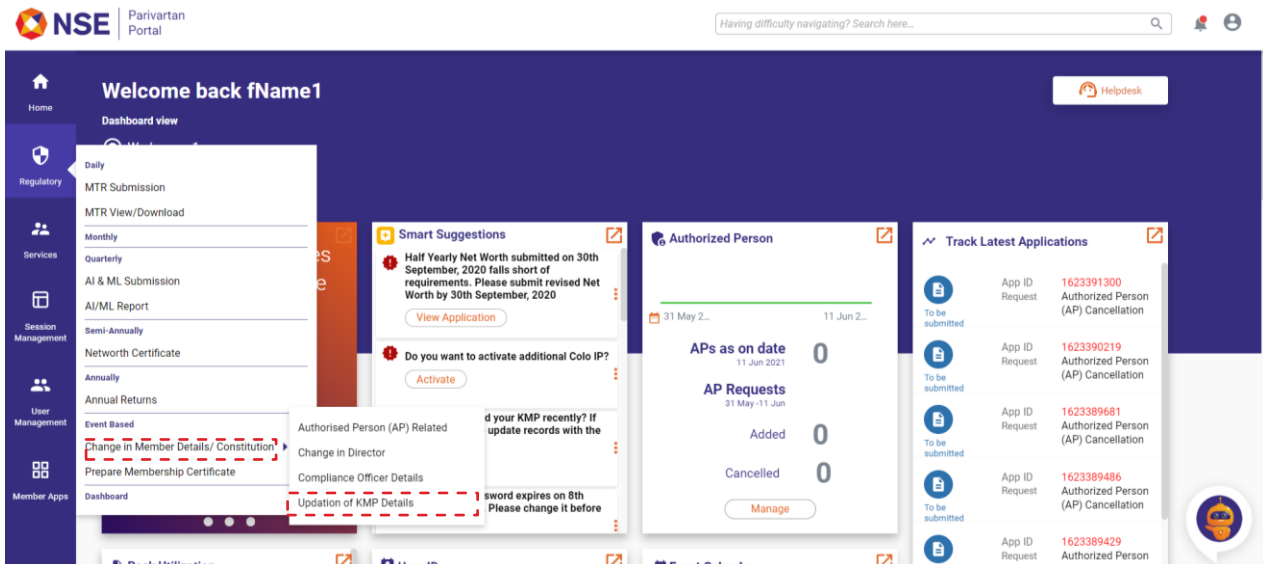
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1 Navigate to KMP Details

Navigate through the left menu (Regulatory -> Change in member details -> Updation of KMP



The screenshot shows the NSE Parivartan Portal dashboard. The left sidebar menu is expanded, showing the following categories and options:

- Regulatory**
 - Daily
 - MTR Submission
 - MTR View/Download
 - Monthly
 - Quarterly
 - AI & ML Submission
 - AI/ML Report
 - Semi-Annually
 - Networth Certificate
 - Annually
 - Annual Returns
 - Event Based
 - Change in Member Details/ Constitution
 - Prepare Membership Certificate
- User Management**
 - Authorized Person (AP) Related
 - Change in Director
 - Compliance Officer Details
 - Update of KMP Details

The 'Change in Member Details/ Constitution' and 'Update of KMP Details' options are highlighted with red dashed boxes. The main dashboard area shows a 'Welcome back fName1' message, a 'Dashboard view' section, and several widgets including 'Smart Suggestions', 'Authorized Person', 'AP Requests', and 'Track Latest Applications'.

2 Landing Page

Navigating through the left menu leads to the below screen. List of the KMP's assigned by the member are listed on the dashboard

 View historical data
  Penalty Letters

+ ADD KMP

List of Key Management Personnel
 Latest list as per Exchange records

 Edit
  Delete
  Export
  Clear all search
  Clear Sort
  Show/Hide Columns

[View Guidelines](#)

☐	Role	Additional designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No.	Phone No.	Email
	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search

3 View Historic data for KMP and Penalty Letters (if any)

View historical data

Penalty Letters

+ ADD KMP

List of Key Management Personnel

Latest list as per Exchange records

Edit

Delete

Export

Clear all search

Clear Sort

Show/Hide Columns

[View Guidelines](#)

☐	Role	Additional designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No.	Phone No.	Email

Note:

- Member can view historical details and Penalty letter received from exchange

View Historic data for KMP

Home

Regulatory

Services

Member Apps

Search Historical Data

View List of KMP as on Selected Date

View Audit Trail

Select as on Date*

01/09/2021

Select Date Range

Select From and to Date

SEARCH

Search Result

As on Selected Date: 01/09/2021

Export

Clear all search

Clear Sort

Show/Hide Columns

☐	App. ID	Role	Additional designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No.	Phone No.	Email ID
Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear
☐		Compliance Officer		Mr.	S SAMBATH	ACGPN0748K		12345678	99999990748	99999990748	abc@nse.co.in

Note:

- Member can view historical KMP details as on the selected date
- Can view **the audit trail** for changes done

View Penalty Letters (if any)

Penalty Letters

Financial Year	Date	Letter
FY 2016-17	15/6/16	Penalty  
FY 2015-16	15/6/15	Penalty Reversal  

CLOSE

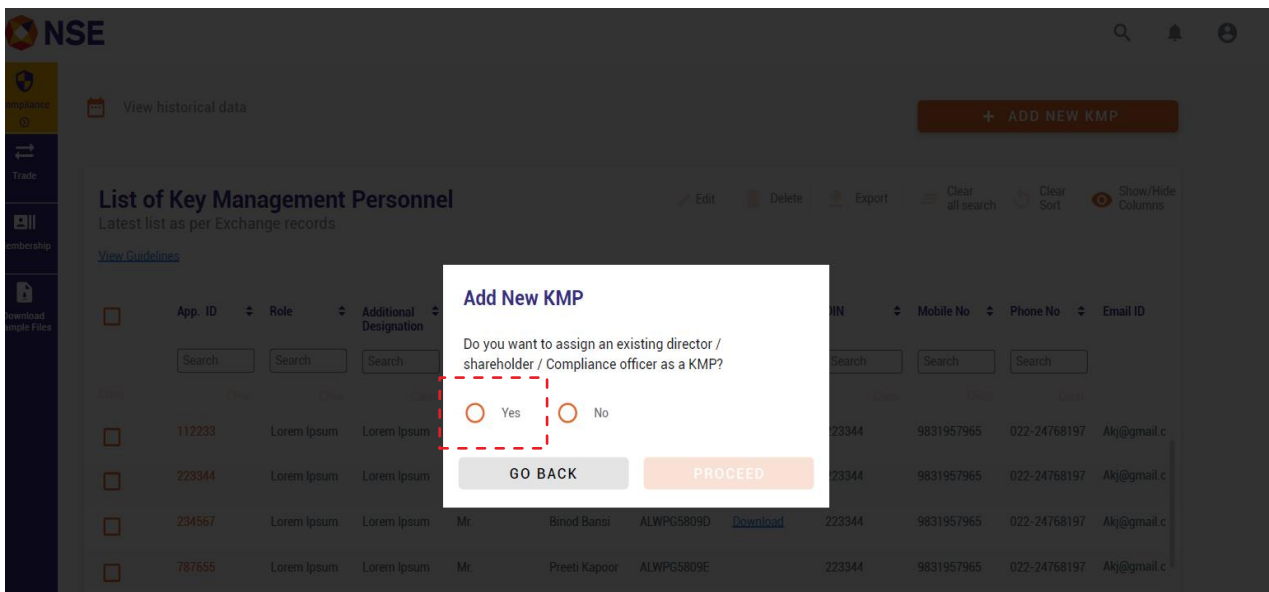
Note:

- Member can view and download if Penalty letters are sent by exchange

4 Add Key Management Personnel - Existing Role

4.1 Start Application

Clicking on Add new KMP button leads to this page. Member can add new KMP by clicking on the highlighted button, and the pop-up is shown



Note:

- To Add an existing role for example director/partner as KMP click on "Yes" (3a) else click "No" (3b)

On clicking Yes, the user leads to the below screen

[← Back to View List of KMP](#)

Adding New KMP

If you cannot find name of the person you want to assign as KMP please ensure that their details were provided to the Exchange via "Change in Director or Shareholding" process. Please contact the helpdesk if you need further assistance.

Do you want to assign an existing director / shareholder / Compliance officer as a KMP?

☒ Yes ☐ No

Existing role ⓘ
Select Existing Role ▼

Name of KMP ⓘ
Select Name of KMP ▼

Date of Declaration ⓘ
Enter Date 

Additional Designation ⓘ
Select Additional Designation ▼

PAN
-

DIN
-

Mobile No.
-

Phone no.
-

Email ID
-

VERIFY

Note:

- **Existing roles** available with the exchange are listed
- Enter the Date of declaration and additional designation (if applicable)
- The **Name gets pre-filled** as per the role selected,
- Details like PAN, Mobile etc. are pre-filled accordingly

4.2 Verification

[← Back to View List of KMP](#)

Adding New KMP

If you cannot find name of the person you want to assign as KMP please ensure that their details were provided to the Exchange via "Change in Director or Shareholding" process. Please contact the helpdesk if you need further assistance.

Do you want to assign an existing director / shareholder / Compliance officer as a KMP?

☒ Yes ☐ No

Existing role ⓘ Director	Name of KMP ⓘ Simran Shah	Date of Declaration ⓘ 01/08/2020
Additional Designation ⓘ Others	Specify Secondary role General Manager	

PAN AAAPA1234A	DIN 12345678	Mobile No. +91 9999988888	Phone no. 022 22224444	Email ID akj@gmail.com
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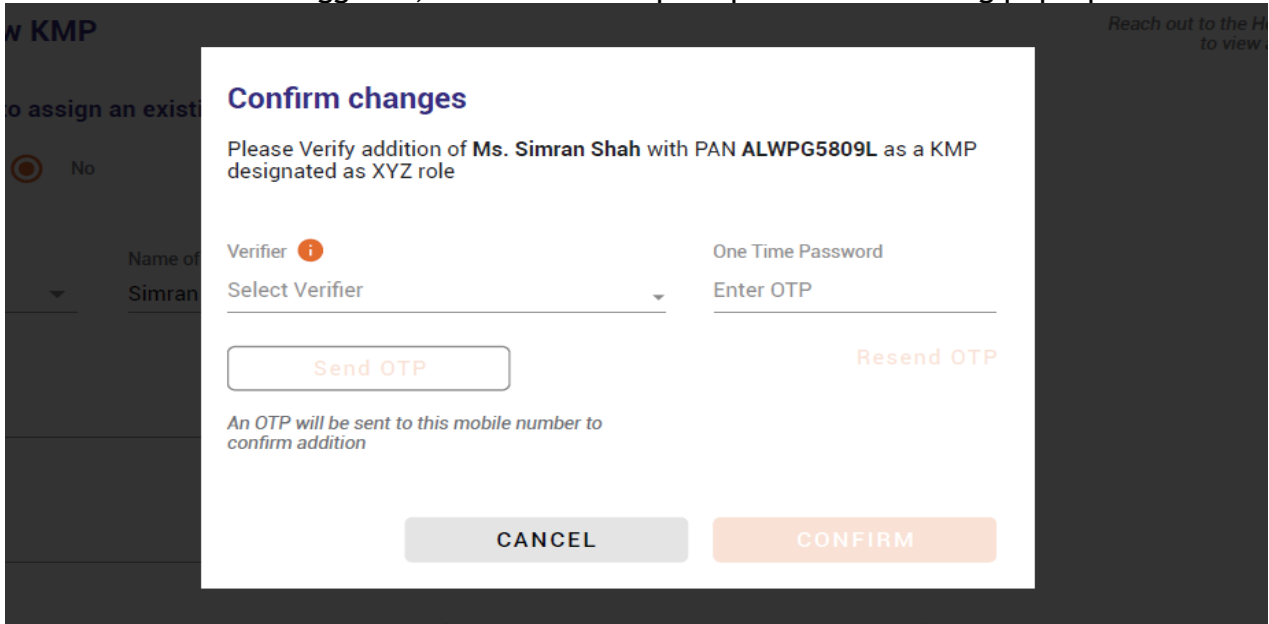
VERIFY

Note:

- Once the member enters the mandatory details, the verify button is enabled

4.3 OTP Verification

OTP Verification is triggered, and the user is prompted the following pop-up



Confirm changes

Please Verify addition of **Ms. Simran Shah** with PAN **ALWPG5809L** as a KMP designated as XYZ role

Verifier i One Time Password

Select Verifier Enter OTP

Send OTP Resend OTP

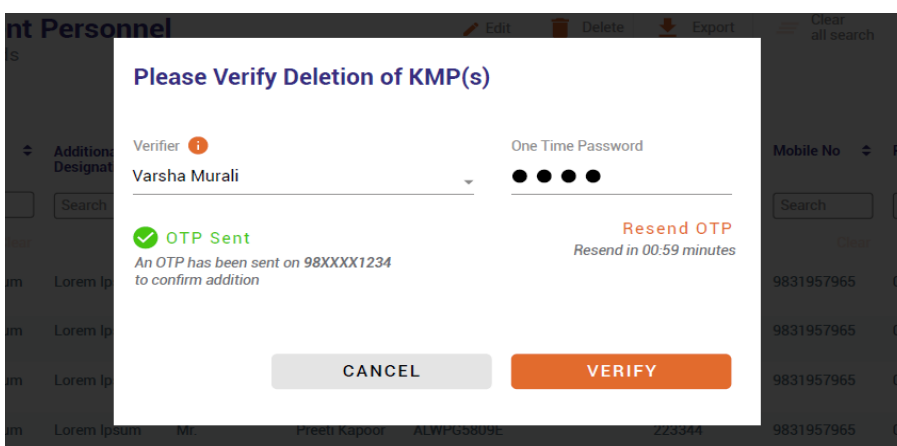
An OTP will be sent to this mobile number to confirm addition

CANCEL CONFIRM

Note:

- List of verifiers (as per member constitution) are shown
- User can select the verifier and click “Send OTP”

Success post valid OTP confirmation



Please Verify Deletion of KMP(s)

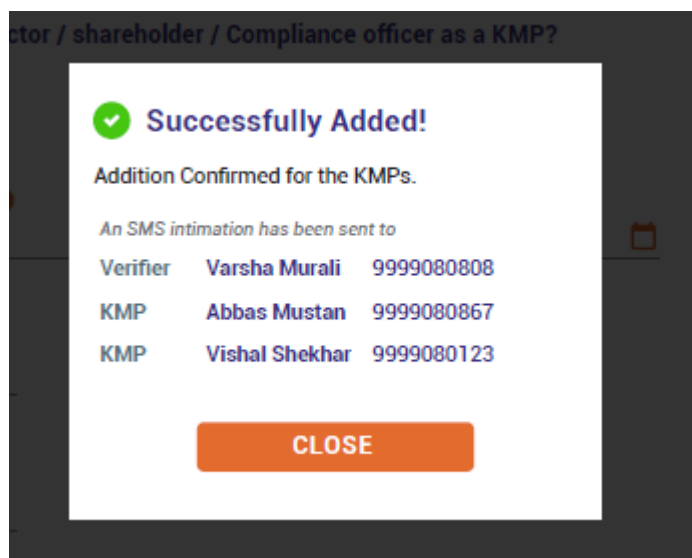
Verifier i One Time Password

Varsha Murali ● ● ● ●

✓ OTP Sent Resend OTP

An OTP has been sent on 98XXXX1234 to confirm addition Resend in 00:59 minutes

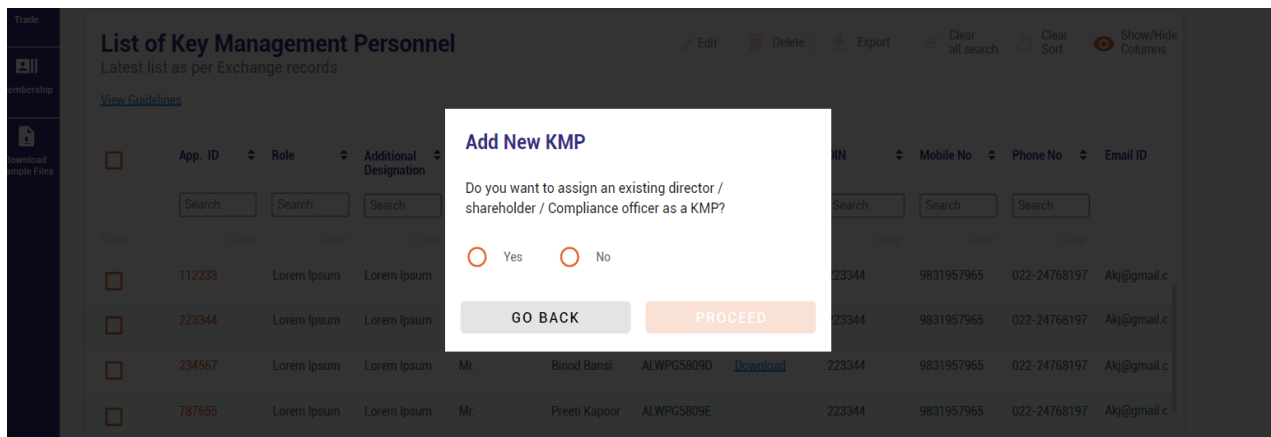
CANCEL VERIFY



5 Add Key Management Personnel - New

5.1 Start Application

Clicking on New Submission button leads to this page. Read the guidelines and **then click on 'Start Application'**



Note:

- Member can add new KMP by clicking on the highlighted button, and the pop-up is shown
- To Add an existing role for example director/partner as KMP click on "Yes" (3a) else click "No" (3b)

5.2 Add details

On clicking No, the user leads to the below screen

Adding New KMP

Reach out to the Helpdesk for further assistance

Do you want to assign an existing director / shareholder / Compliance officer as a KMP?

☐ Yes
 ☒ No

Salutation ⁱ
 Name of KMP ⁱ
 Date of Declaration ⁱ

PAN ⁱ

Role ⁱ

Mobile No. ⁱ
 Phone No. ⁱ
 Email ID ⁱ

5.3 System Validation

After entering the respective PAN of the KMP, the user clicks on the validate button

[← Back to View List of KMP](#)

Adding New KMP

Reach out to the Helpdesk for further assistance

Do you want to assign an existing director / shareholder / Compliance officer as a KMP?

☐ Yes
 ☒ No

Salutation ⁱ
 Name of KMP ⁱ
 Date of Declaration ⁱ

PAN ⁱ

Role ⁱ

Mobile No. ⁱ
 Phone No. ⁱ
 Email ID ⁱ

Once the PAN is validated, the user can proceed further by clicking on verify

[← Back to View List of KMP](#)

Adding New KMP

Reach out to the Helpdesk for further assistance

Do you want to assign an existing director / shareholder / Compliance officer as a KMP?

☐ Yes ☒ No

Salutation ⁱ	Name of KMP ⁱ	Date of Declaration ⁱ
Ms ▾	Simran Shah	01/08/2020
PAN ⁱ	✓ Validated	
AAAPA1234A		
Role ⁱ		
CFO ▾		
Mobile No. ⁱ	Phone No. ⁱ	Email ID ⁱ
+91 9999988888	022 22224444	akj@gmail.com

VERIFY

Note:

- If PAN validation is successful, then Verify button is activated fields OTP Verification process is same as explained above

6 Deleting Existing KMP

On the KMP details landing page, user can select and delete one or more KMP's. Select the respective KMP's. System throws a popup to confirm the selection and a SMS is sent post confirmation

! Attention

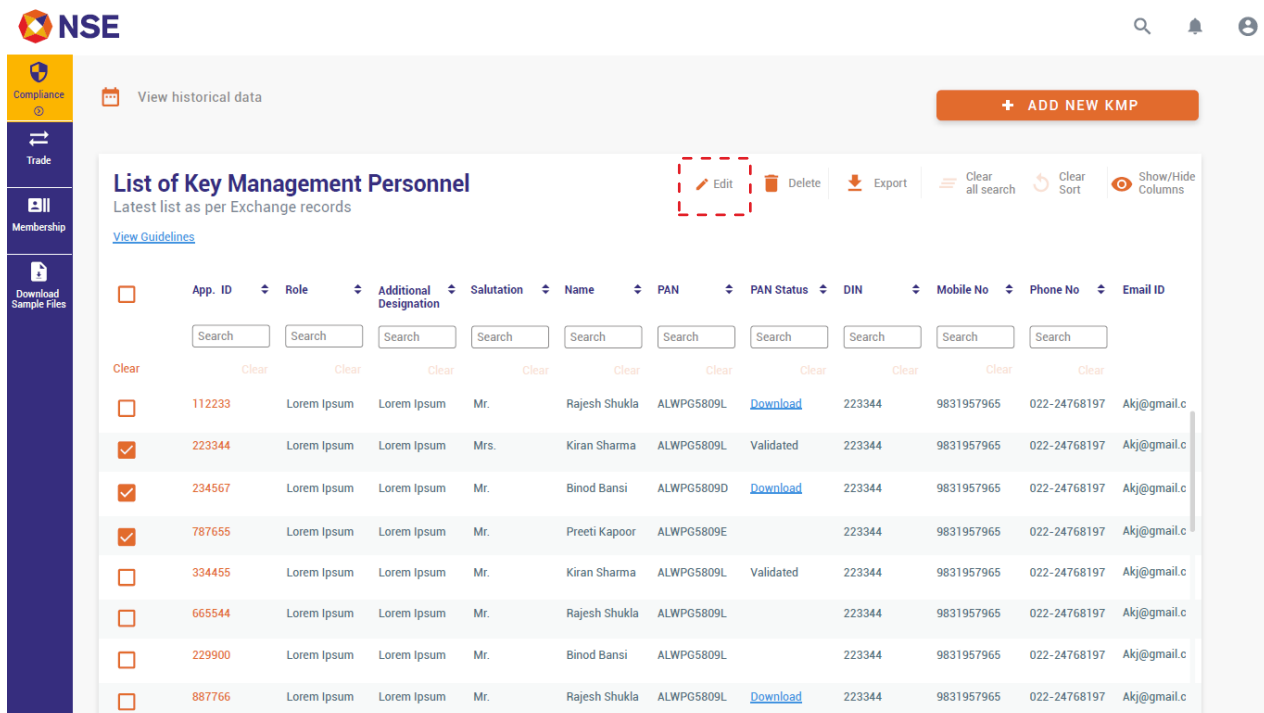
Are you sure you would like to delete the following KMPs?

Name of KMP	PAN
Kiran Sharma	ALWPG5809L
Binod Bansi	ALWPG5809D

7 Edit Details of existing KMP

7.1 Select KMPs

On the KMP details landing page, user can select and edit one or more KMP's. After selecting the respective KMP's, and clicking on edit, the user can edit specific fields of each KMP.



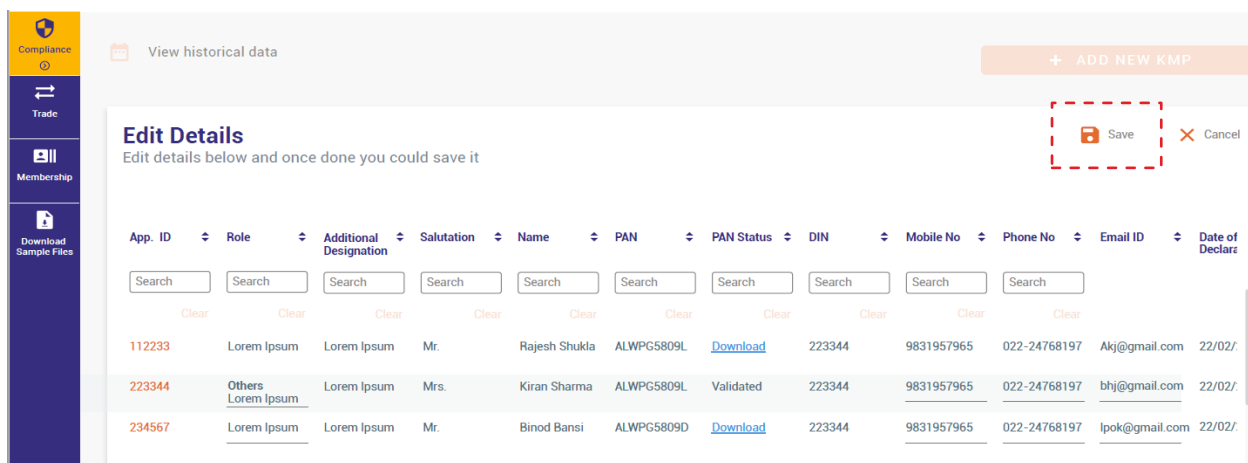
List of Key Management Personnel
 Latest list as per Exchange records

View Guidelines

	App. ID	Role	Additional Designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No	Phone No	Email ID
☐	112233	Lorem Ipsum	Lorem Ipsum	Mr.	Rajesh Shukla	ALWPG5809L	Download	223344	9831957965	022-24768197	Akj@gmail.c
☒	223344	Lorem Ipsum	Lorem Ipsum	Mrs.	Kiran Sharma	ALWPG5809L	Validated	223344	9831957965	022-24768197	Akj@gmail.c
☒	234567	Lorem Ipsum	Lorem Ipsum	Mr.	Binod Bansi	ALWPG5809D	Download	223344	9831957965	022-24768197	Akj@gmail.c
☒	787655	Lorem Ipsum	Lorem Ipsum	Mr.	Preeti Kapoor	ALWPG5809E		223344	9831957965	022-24768197	Akj@gmail.c
☐	334455	Lorem Ipsum	Lorem Ipsum	Mr.	Kiran Sharma	ALWPG5809L	Validated	223344	9831957965	022-24768197	Akj@gmail.c
☐	665544	Lorem Ipsum	Lorem Ipsum	Mr.	Rajesh Shukla	ALWPG5809L		223344	9831957965	022-24768197	Akj@gmail.c
☐	229900	Lorem Ipsum	Lorem Ipsum	Mr.	Binod Bansi	ALWPG5809L		223344	9831957965	022-24768197	Akj@gmail.c
☐	887766	Lorem Ipsum	Lorem Ipsum	Mr.	Rajesh Shukla	ALWPG5809L	Download	223344	9831957965	022-24768197	Akj@gmail.c

7.2 Edit details

A new screen with KMP's selected for edit is shown



Edit Details
 Edit details below and once done you could save it

	App. ID	Role	Additional Designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No	Phone No	Email ID	Date of Declare
	112233	Lorem Ipsum	Lorem Ipsum	Mr.	Rajesh Shukla	ALWPG5809L	Download	223344	9831957965	022-24768197	Akj@gmail.com	22/02/
	223344	Others Lorem Ipsum	Lorem Ipsum	Mrs.	Kiran Sharma	ALWPG5809L	Validated	223344	9831957965	022-24768197	bhj@gmail.com	22/02/
	234567	Lorem Ipsum	Lorem Ipsum	Mr.	Binod Bansi	ALWPG5809D	Download	223344	9831957965	022-24768197	lpok@gmail.com	22/02/

Note:

- Fields like mobile no, email. etc are editable
- Pan scanned copy can be downloaded (if available with exchange)

7.3 Confirm Changes

Confirm Changes

**An SMS verification will be sent on contact number of each KMP*

Kiran Sharma				PAN :ALWPG5809L *SMS will be sent on Contact No :9999999999			
Current Role	New Role	Current Mobile no.	New Mobile no.	Current Phone no.	New Phone no.	Current Email Id	New Email Id
Lorem Ipsum	Lorem Ipsum	8831957900	8831957900	022 23456789	022 23456789	bhj@gmail.com	bhj@gmail.com

Vikram Das		PAN :ALWPG5809L *SMS will be sent on Contact No :9999999999	
Current Designated Role	New Designated Role		
Lorem Ipsum	Dolor Amet		

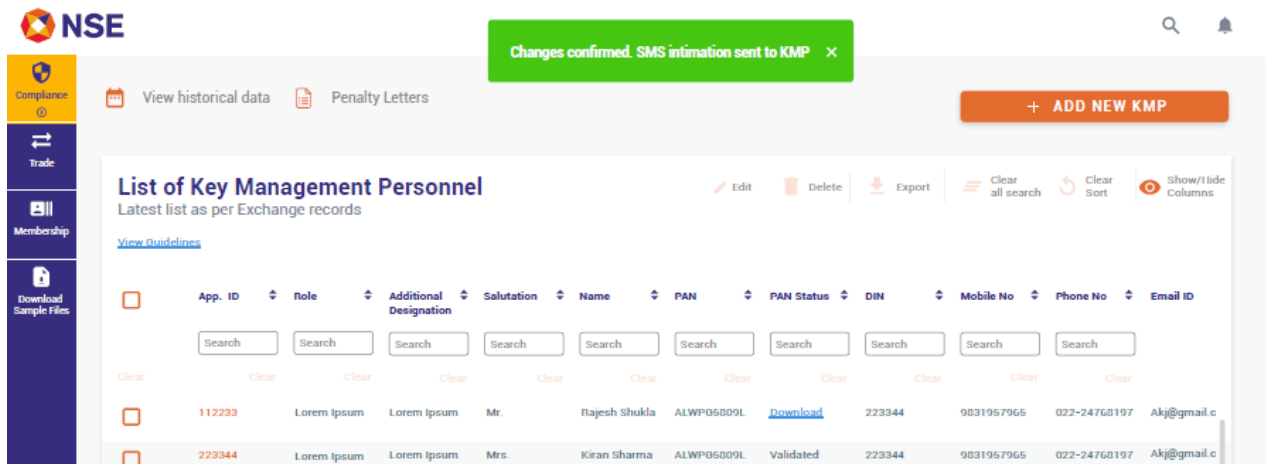
Arun Kapoor				PAN :ALWPG5809L *SMS will be sent on Contact No :9999999999	
Current Role	New Role	Current Phone no.	New Phone no.	Current Email Id	New Email Id
Lorem Ipsum	Lorem Ipsum	022 23456789	022 23456789	lpok@gmail.com	lpok@gmail.com

CANCEL
CONFIRM

Note:

- The user can verify the edited fields, both current and new values are shown
- **SMS notification** is sent post confirmation

7.4 Success message



Changes confirmed. SMS intimation sent to KMP ✕

List of Key Management Personnel
Latest list as per Exchange records

[View Guidelines](#)

[Edit](#)
[Delete](#)
[Export](#)
[Clear all search](#)
[Clear Sort](#)
[Show/Hide Columns](#)

	App. ID	Role	Additional Designation	Salutation	Name	PAN	PAN Status	DIN	Mobile No	Phone No	Email ID
	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	
Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	
☐	112233	Lorem Ipsum	Lorem Ipsum	Mr.	Rajesh Shukla	ALWP05009L	Download	223344	9831957965	022-24760197	Akj@gmail.c
☐	223344	Lorem Ipsum	Lorem Ipsum	Mrs.	Kiran Sharma	ALWP05009L	Validated	223344	9831957965	022-24760197	Akj@gmail.c

Note:

- The user can verify the edited fields, both current and new values are shown
- **SMS notification** is sent post confirmation

8 Frequently Asked Questions

Q. How many KMPs do I need to have?

A. Every member should have at least one KMP in a financial year to avoid any compliance actions.

Q. Do I need exchange approval to add new KMP?

A. No, KMP updation process is straight through and no approval is required from exchange. However, you need to update exchange records within 7 calendar days of KMP appointment to avoid non-compliance actions.

Q. Contact information of my KMP's has changed, how can I update these?

A. Under regulatory menu, select Change in Member details - KMP Updation to update the corresponding details instantly.

Q. Is e-sign required for KMP addition application?

A. No, you can select the verifier and complete KMP addition with OTP verification.

Q. I have multiple KMP's which are no longer part of my organization, should I raise separate KMP deletion requests for each

A. No, you can delete multiple KMP's in only single action

For any queries or questions, please reach out to the helpdesk.