



National Stock Exchange of India Ltd.

User Manual for Submission of Half-Yearly Networth

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About This Guide

- PURPOSE OF THIS GUIDE

This guide will enable you to use Half Yearly Networth Submission Module of the Electronic Member Interface User Module and provides detailed procedures for the same.

- WHO SHOULD READ THIS GUIDE

This guide is useful for Members who are the users of Electronic Member Interface User module. The main functions of this module include:

- To submit the half yearly submission report, to view it in the MIS report.

- HOW TO GET IN TOUCH

- 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

Email ID: compliance_mem@nse.co.in

- If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface User module, contact us at the address mentioned above or call on Toll free 18002660058 (option 1).

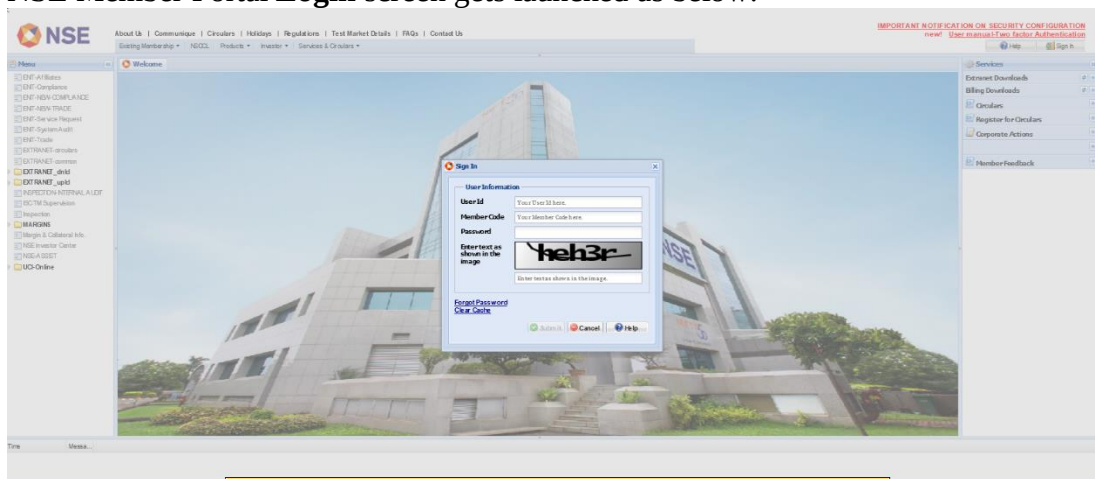
- Getting Started

- The module has been created on 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, Member first needs to login into Member Portal using the 'UserId, Member Code and Password'.

- Then member needs to go to 'ENIT NEW COMPLIANCE' tab to get the access. It is advisable to use Internet Explorer -11 (IE11) or higher versions of IE.

To start the electronic member interface user module

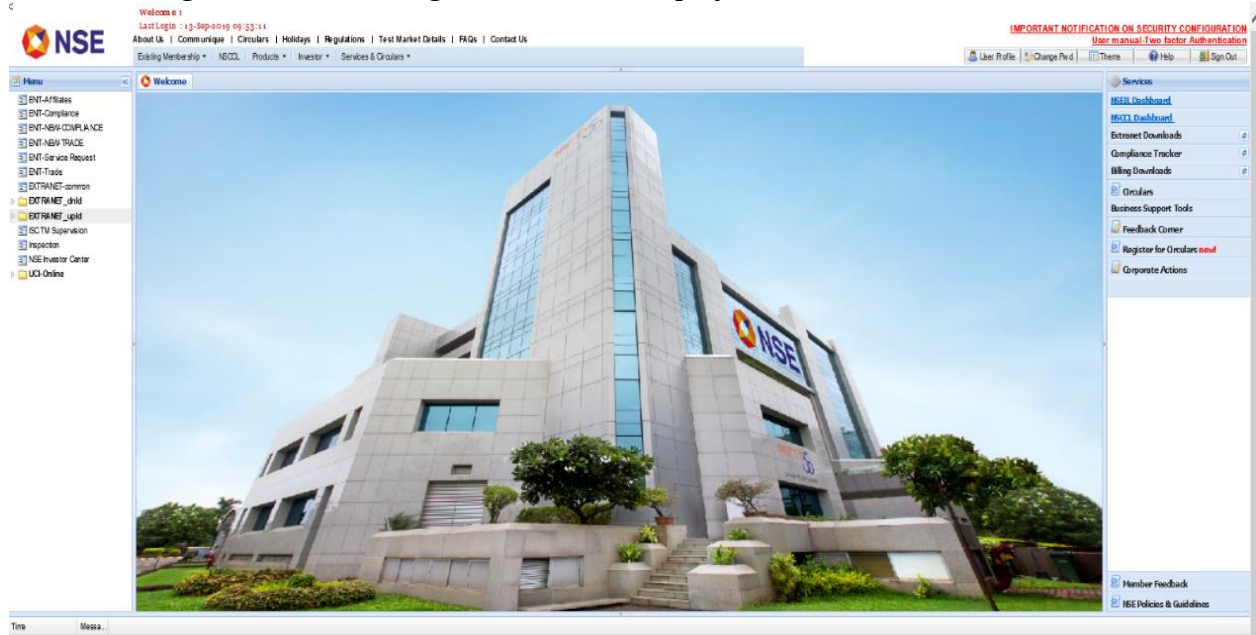
1. Open browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



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

User Id	✓ 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.

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



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

NSE Member Code : Member Name :

Compliance Trade Membership Welcome

GSTIN Information

ENTITY	Address	Provisional GST Id	ARN Number	PAN
National Stock Exchange of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAAAN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

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

Criticality	Contact Number	Email Id	Contact person	Priority
Level 1	18004199963	nse.servicedesk@sifycorp.com nse.sifynoc@sifycorp.com	Help desk Team	Immediate
Level 2	9841264447	senthil.saravanan@sifycorp.com	Senthil Saravanan(Assitant manager GNOC)	1 Hour
Level 3	9818784467	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
Level 4	9884968619	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
Level 5	9884070474	Joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour

Alerts

No Records Found.

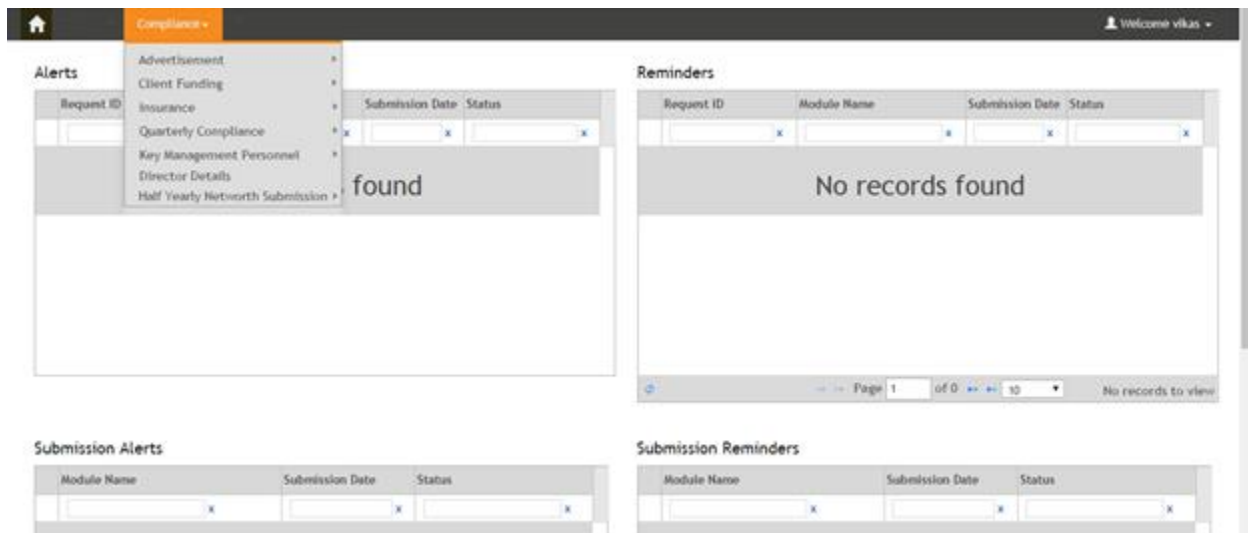
Reminders

No Records Found.

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

- ELECTRONIC MEMBER INTERFACE

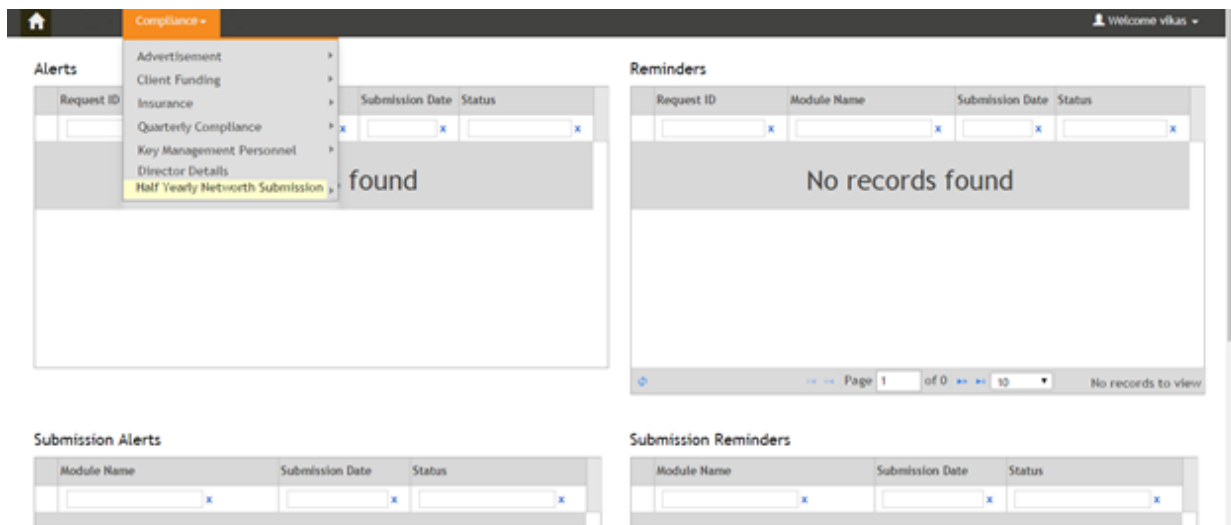
To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (User) and their uses.



- Navigation Bar

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

On clicking on 'Compliance' module, 'Half Yearly Networth Submission' module is available:



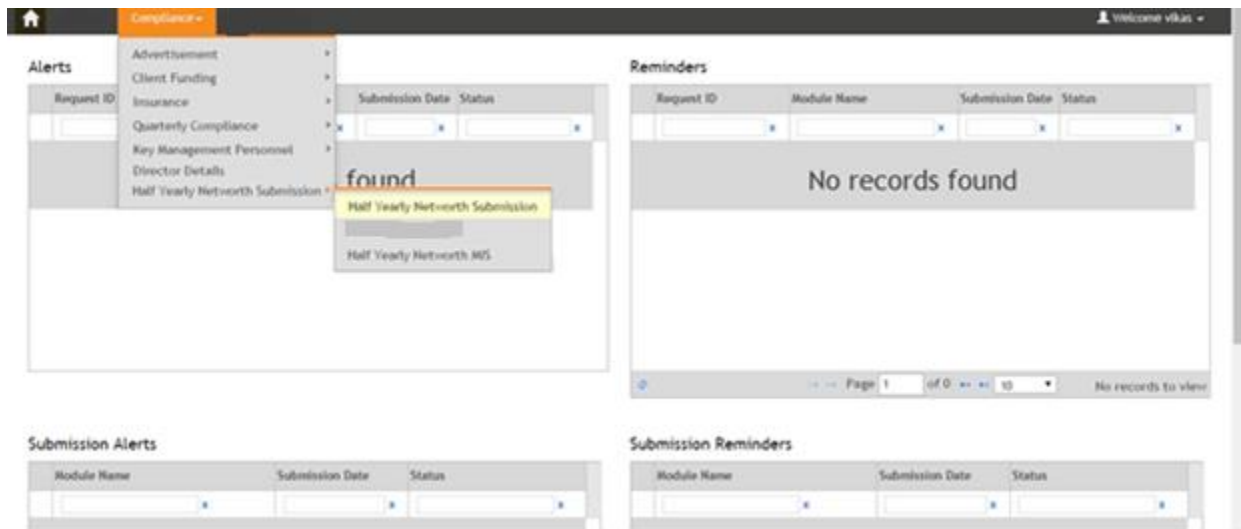
‘Half Yearly Network Submission’ module contains:

- Half Yearly Network Submission
- Half Yearly Network MIS

- COMPLIANCES

HALF YEARLY NETWORK SUBMISSION

1. Login with correct member credentials to member portal.
2. Click on ‘Compliances’.
3. Go to ‘Half Yearly Network Submission’ module.
4. Select ‘Half Yearly Network Submission’ and click on it.



On clicking, below page will get open:

The screenshot shows the 'HALF YEARLY NETWORTH' submission form. The form includes the following fields and options:

- Member Name:** Auto-populated and disabled.
- Member Code:** Auto-populated and disabled.
- As On Date:** 31-Mar-2021 (auto-populated and disabled).
- Name of CA Firm:** Editable blank field.
- Membership No. of Certifying CA:** Editable blank field.
- Method of Computation of Net Worth:** Dropdown menu with 'Select' option.
- Upload Scanned copy of Networth Certificate & Computation:** File upload button labeled 'Choose File' with 'No file chosen' text.

A red 'COMPUTE NETWORTH' button is located below the form fields. A note at the bottom states: '1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.txt/.rar are permitted.'

Here, 'Member Name, Member Code & As on Date' fields are auto populated and disabled fields.

'Name of CA Firm, Membership No. of Certifying CA' are editable blank fields.

'Name of CA Firm' should accept maximum 50 characters while 'Membership No. of Certifying CA' should accept maximum 30 characters.

'Method of Computation of Net Worth' is a dropdown option. The general options available are:

- Dr. L. C. Gupta Method
- RBI Method

The method types get allocated to each member depending on the respective constitution of the member etc.

If the Member is assigned for Dr. L.C. Gupta Method, then no other method types will be displayed to the member. When the Member is any Bank, then both Dr. L.C. Gupta Method & RBI method will be displayed to him.

‘Upload Scanned copy of Networth Certificate & Computation’ is a browse field. It accepts below document types:

- .pdf
- .jpeg
- .jpg
- .doc
- .docx
- .zip
- .tif
- .7z
- .rar

‘Compute Networth’ is a button, helps the Member to generate the form such that Member can enter the amount to submit his networth to the exchange.

➤ **Error when mandatory fields are kept blank:**

When the mandatory fields are kept blank & Member clicks on ‘Compute Networth’ button, the mandatory fields will get highlighted with red error alert icon, showing the errors for each mandatory field as below:

When Member enters valid details & uploads a correct file & clicks on ‘Compute Network’ button, the form gets generated depending on the method selected for computing his network.

The part at left side is considered as 'A' & part at right hand side is considered as 'B'. The Network is calculated as **[A-B]**

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In case member has 25% variation, member will be directed to submit reason and upload if required.

Save button helps Member to save the entered values. But it does not submit the form to the exchange. Hence member must click the **‘Submit to Exchange’** button in order to make the submission. When user saves the details then only **‘Submit to Exchange’** button will get enabled:

L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable assets viz.	
Capital1*	8989.00	Fixed Assets*	88.00
Free Reserves*	89898.00		888.00
			98.00
		Unlisted securities)*	98.00
		Bad deliveries*	9.00
		Doubtful Debts and Advances*	89.00
		Prepaid expenses, losses*	8.00
		Intangible Assets*	98.00
		Marketable securities*	98.00
		30% of Marketable securities	29.4
Capital + Free Reserves (A)	98887	Total (Non-allowable assets viz) (B)	1405.4

Free Reserves* 89898.00

Pledged Securities* 888.00

Member's Card* 98.00

Non-allowable securities (unlisted securities)* 98.00

Bad deliveries* 9.00

Doubtful Debts and Advances* 89.00

Prepaid expenses, losses* 8.00

Intangible Assets* 98.00

Marketable securities* 98.00

30% of Marketable securities 29.4

Capital + Free Reserves (A) 98887

Total (Non-allowable assets viz) (B) 1405.4

NetWorth (A-B) 97481.6

SAVE RESET SUBMIT TO EXCHANGE

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When Member clicks on **‘Submit to Exchange’** button, **‘Submit to Exchange’** pop will get open as below:

‘Submit to Exchange’ pop up is having below mandatory fields:

1. I agree
2. Name of the person whose signature is affixed
3. Designation of the person whose signature is affixed
4. Mobile / phone no.
5. Email id for further communication

When Member selects '**I Agree**', then '**Certify**' button will get enabled as below:

When Remaining fields are kept blank & Member clicks on Certify, a generic error alert **‘Form Validation Failed’** will be displayed highlighting the mandatory fields with red error icons at the background as below:

When Member enters invalid details, then one by one, error alerts will be displayed for each field.

‘Name of the person whose signature is affixed & Designation of the person whose signature is affixed’ fields should accept maximum 50 characters.

‘**Mobile / phone no**’ field should accept maximum 15 digits.

‘**Email id for further communication**’ field should accept maximum 50 characters. On this email id, Member will receive all the updates or the request is accepted / rejected.

When Member clicks on Submit, a reference no will get generated as below:

attached: signature is attached:

Mobile / phone no.: 1234567890 Email id for further communication: abcd@1234.com

Note:
1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tiff/.7z/.rar are permitted.

Dr. L. C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable securities (unlisted securities)*	0
Capital*	100	Bad deliveries*	0
Free Reserves*	0	Doubtful Debts and Advances*	0
		Prepaid expenses, losses*	0
		Intangible Assets*	0
		Marketable securities*	0
		30% of Marketable securities	0.00
Capital + Free Reserves (A)	100.00	Total (Non-allowable assets viz) (B)	0.00

Confirmation

✓ The reference no. 2069/HALF_NET/0421/7479 has been Submitted successfully for HYE 31-Mar-2021.

OK

The format of the reference no = Member ID/HALF_NET/0417/generated reference no.

In case member reports shortfall or has 25% variation as compared to last submission, below message shall be displayed “Please note the Network as on March 31, 2021 is below the minimum Network requirement, kindly submit the revised Network meeting the requirement. Do you wish to submit the revised Network”

Dr. L. C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable assets viz.	
Capital*	100.00	Fixed Assets*	0.00
Free Reserves*	0.00	Pledged Securities*	0.00
		(unlisted securities)*	0.00
		Intangible Assets*	0.00
		Marketable securities*	0.00
		30% of Marketable securities	0.00
Capital + Free Reserves (A)	100.00	Total (Non-allowable assets viz) (B)	0.00

Shortfall and 25% Variation Reported

⚠ Please note the Network as on March 31, 2021 is below the minimum Network requirement, kindly submit the revised Network meeting the requirement. Do you wish to submit the revised Network?

Yes No

NetWorth (A-B) 100.00

SAVE RESET SUBMIT TO EXCHANGE

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If you click ‘Yes’, you will be directed to submit revised Networth submission (as on a later date) along with reason for shortfall and 25% variation.

NOTE: PLEASE NOTE IN CASE YOU DO NOT SUBMIT THE REVISED NETWORTH ON THE SAME DAY AS ON THE DATE OF ORIGINAL NETWORTH (WITH SHORTFALL), YOUR TRADING RIGHTS SHALL BE WITHDRAWN IMMEDIATELY.

Dr. L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Upload Revised Networth for Shortfall along with Shortfall and 25% Variation Reasons	
Capital*		Shortfall reason :* Shortfall reason Choose File No file chosen Upload : Choose File No file chosen 25% or more variation reason :* 25% or more variation reason Choose File No file chosen Upload : Choose File No file chosen Revised Networth Certificate :* Choose File No file chosen Note: Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tif/.7z/.rar are permitted. SUBMIT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Free Reserves*			
Capital + Free Reserves (A)	100.00	Total (Non-allowable assets viz) (B)	0.00
		NetWorth (A-B)	100.00
		SAVE RESET SUBMIT TO EXCHANGE	

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[illegible]

attached: _____ signature is attached: _____

Mobile / phone no.: 1234567890 Email id for further communication: abcd@1234.com

Note:
1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tiff/.7z/.rar are permitted.

Dr. L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Confirmation	Amount(Rs. in absolute figure)
Capital + Free Reserves			
Capital*	100	The reference no. Z069/HALF_NET/0421/7479 has been Submitted successfully for HYE 31-Mar-2021. OK	0
Free Reserves*	0		0
			0
			0
		Non-allowable securities (unlisted securities)*	0
		Bad deliveries*	0
		Doubtful Debts and Advances*	0
		Prepaid expenses, losses*	0
		Intangible Assets*	0
		Marketable securities*	0
		30% of Marketable securities	0.00
Capital + Free Reserves (A)	100.00	Total (Non-allowable assets viz) (B)	0.00

If you click 'No' , following message shall be displayed “Do you wish to submit the short Network. However, your trading rights shall be disabled with immediate effect”

Dr. L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06.2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable assets viz.	
Capital*	100.00	Fixed Assets*	0.00
Free Reserves*	0.00	Pledged Securities*	0.00
		(unlisted securities)*	0.00
		Advances*	0.00
		Intangible Assets*	0.00
		Marketable securities*	0.00
		30% of Marketable securities	0.00
Capital + Free Reserves (A)	100.00	Total (Non-allowable assets viz) (B)	0.00

Shortfall and 25% Variation Reported

⚠ Please note the Networth as on March 31, 2021 is below the minimum Networth requirement, kindly submit the revised Networth meeting the requirement. Do you wish to submit the revised Networth?

Yes No

NetWorth (A-B) 100.00

SAVE RESET SUBMIT TO EXCHANGE

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In case you click on ‘Do not Proceed’, no submission will be recorded by Exchange.

[illegible]

When the Member submits the half yearly network, the same will get reflected in the 'Half Yearly MIS' module viewable from member's end.

User Manual

By clicking on Reference no. member will be able to submit the revised Network meeting the requirement as the status of the member is '*SHORTFALL NETWORK SUBMITTED*'

[illegible]

Member must be able to filter the MIS using ‘Reference no. & Status’ fields.

‘Status’ is a dropdown options. It consists of following options:

- New
- Shortfall Networth Submitted
- Revised
- Approved
- Rejected

1. **New:** When the member submits the network for the first time without a shortfall, then the status will be displayed as 'New'. Even if there exists a 25% or more variation, still the status will be displayed as 'New'.
2. **Shortfall Network Submitted:** When member proceeds the submission by uploading the Network with shortfall and fails to submit the revised Network meeting the requirement.

3. **Revised:** When the member submits the revised network meeting the requirement, then the status will be displayed as 'Revised'
4. **Approved:** When Exchange approves the submitted details, the status will get changed to 'Approved'. When the request is approved by the Exchange, member will receive the approved status with the reference no in the email-id provided by him to the exchange.
5. **Rejected:** When the Exchange rejects the submission, the status for such request will be shown as 'Rejected'. When Exchange rejects the request, member will receive the rejected status with the rejected reason in the email-id provided by him to the exchange and system will allow member to re-submit the Network.