



National Stock Exchange of India Ltd.

**User Manual for Submission of Application for
Change in Registered Office Address**

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About This Guide

- PURPOSE OF THIS GUIDE

This guide will enable you to use Change in Registered Office Address Module of the Electronic Member Interface User Module and provide 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 application for change in registered office address, 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).

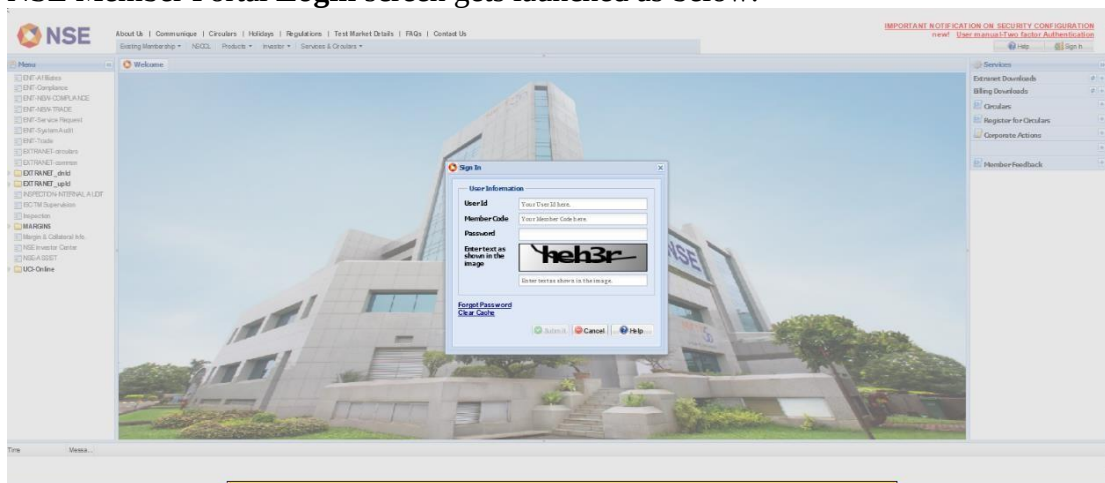
- Getting Started

- 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

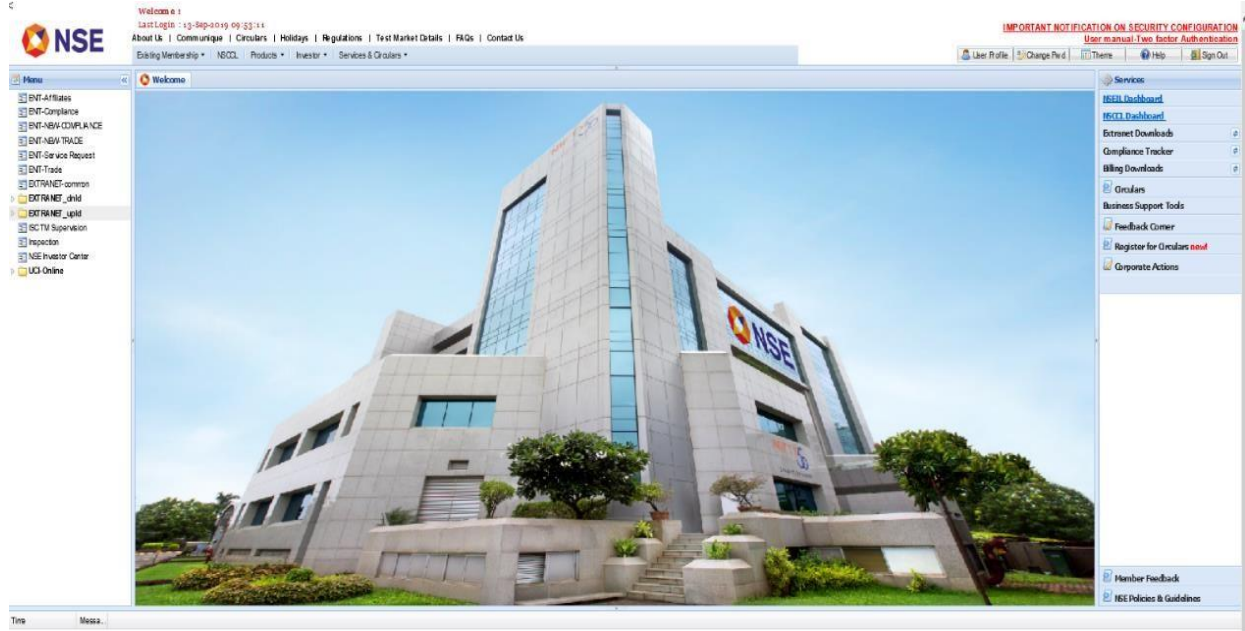
1. Open browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



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	27AAACH1797L120	AA271216007256G	AAACH1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACH2642L12E	AA271216007418C	AAACH2642L

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.

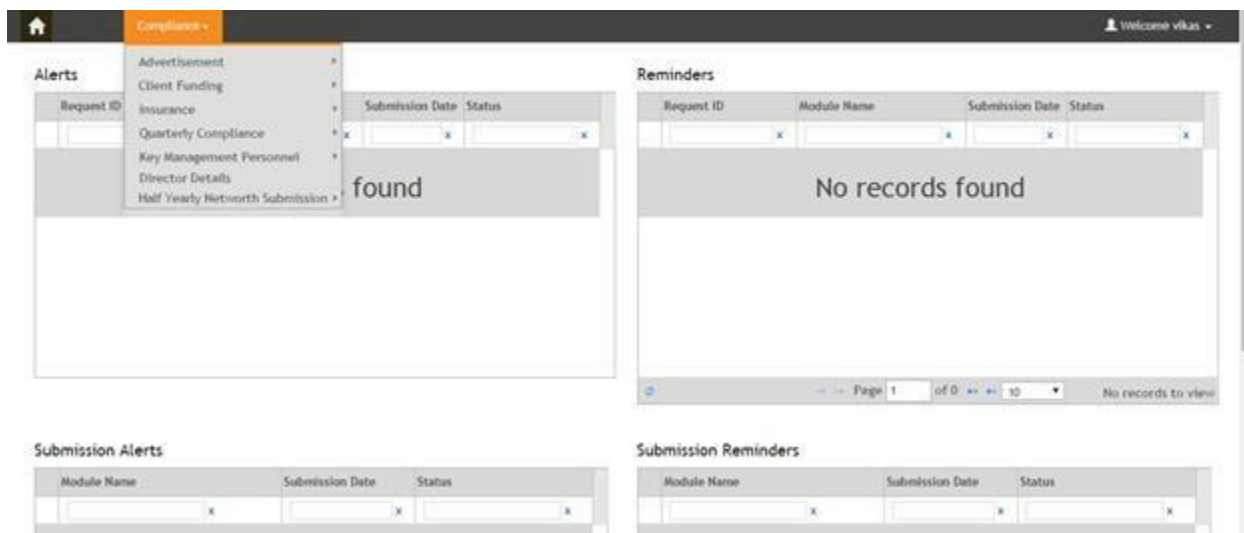
Reminders

No Records Found.

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

- ELECTRONIC MEMBER INTERFACE

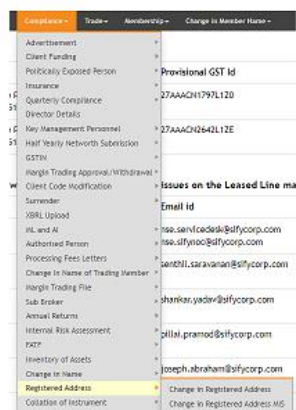
To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (User) and their uses.



- Navigation Bar

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

On clicking on 'Compliance' module, 'Registered Address' module is available:



‘Registered Address’ module contains:

- Change in Registered Address
- Change in Registered Address MIS

- COMPLIANCES

CHANGE IN REGISTERED OFFICE ADDRESS SUBMISSION

1. Login with correct member credentials to member portal.
2. Click on ‘Compliances’.
3. Go to ‘Registered Address’ module.
4. Select ‘Change in Registered Address’ and click on it.

On clicking, below page will open:

Change in Registered Address Form For Trading Member

Below displayed address is your current registered address

Member Name Title* Contact Person Designation* Flat No Floor No Landmark City* State* Std Code* Telephone No Email Id* Designated stock Exchange for uploading documents on SEBI portal*	Member Code Contact Name* Mobile No* Building Name* Street* Area/Locality/Colony* District* Pincode* Residential Telephone No Residential Fax No Change in GST*
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Here, the current registered office address details available with the exchange are auto populated.

These are editable fields, and the member can fill in the new address.

The member needs to select whether there is a change in the GST. Also, a dropdown menu is available for selecting the designated stock exchange for uploading documents in SEBI portal.

The dropdown menu consists of the following options:

- NSE

- BSE
- Others

In case 'Others' is selected, the member needs to fill the 'Name of the Stock Exchange':

Designated stock Exchange for uploading documents on SEBI portal* Name of Stock Exchange*

The required documents are uploaded under 'Upload Files':

Upload Files

Application Form*	Choose File No file chosen
Certified true copy of the INC-22 and Challan copy filed with RoC*	Choose File No file chosen
Certified Copy of the Certificate of the Registration issued by the RoC duly noting the change in registered office address*	Choose File No file chosen
Certified copy of board resolution approving the change in registered office address*	Choose File No file chosen
GST Certificate*	Choose File No file chosen

It is mandatory to upload the GST certificate in case the member has selected 'Yes' in Change in GST.

Declaration* ☐ I hereby authorize National Stock Exchange of India Limited to debit a sum of Rs. 1,000/- (Rupees One Thousand + applicable taxes) to our Exchange Dues Account maintained with the Exchange towards processing fees for change in registered office address.

The processing fees of Rs.1,000/- plus applicable tax shall be deducted from the exchange dues account of the member in the month subsequent to the month when the application is submitted.

The member needs to click on 'Submit' to submit the request for change in registered office address.

On submission of the application, a reference number shall be generated as follows:

The screenshot shows the NSEIL web portal interface. At the top, there's a header with the NSE logo and navigation links like 'Compliance for Auditor', 'Member Education', etc. The main heading is 'Change in Registered Address Form For Trading Member'. Below this, there are input fields for 'Member Name', 'Title', 'Contact Person Designation', 'Flat No', 'Floor No', 'Building Name', and 'Street'. A modal dialog box is displayed in the center, showing a green checkmark and the message: 'Request Submitted successfully. The request no. is: //CHNG_REG_ADDR/109'. There is an 'Ok' button on the dialog.

The submitted application will be reflected in the ‘Change in Registered Address MIS’ module viewable from member’s end.

CHANGE IN REGISTERED ADDRESS MIS

Member Name: Member Code:

Request Reference No.: Status:

Request From Date: Request To Date:

Sr. No.	Request Ref No.	Member Code	Member Name	Request Status	Request Submission date	Request Revised submission Date
1	/CHNG_REG_ADDR/109			SUBMIT TO EXCHANGE	24-FEB-22	NA
2	/CHNG_REG_ADDR/108			APPROVED	11-JAN-22	NA
3	/CHNG_REG_ADDR/107			APPROVED	11-JAN-22	NA
4	/CHNG_REG_ADDR/103			APPROVED	10-JAN-22	10-JAN-22
5	/CHNG_REG_ADDR/102			APPROVED	10-JAN-22	NA
6	/CHNG_REG_ADDR/101			APPROVED	10-JAN-22	NA
7	/CHNG_REG_ADDR/100			APPROVED	07-JAN-22	07-JAN-22
8	/CHNG_REG_ADDR/99			APPROVED	07-JAN-22	07-JAN-22

Export:

Page 1 of 1 View 1 - 8 of 8

The request status are of the following types:

- **Submit to Exchange:** Once the request for change is submitted to the exchange, the status will be ‘Submit to Exchange’.
- **Approved:** Once the request is approved by the exchange, the status shall be changed to ‘Approved’.
- **Rejected:** In case of deficiencies observed/ additional documents required, the request shall be rejected and the same shall be communicated to the member through email communication. In this case, the member will have to re-submit the request after rectification of deficiencies.