



National Stock Exchange of India Ltd.

User Manual for submission of Change in Name Application

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ABOUT THIS GUIDE

PURPOSE OF THIS GUIDE

This guide will enable you to use 'Change in Name' Module of the Electronic Member Interface Member Module and provides detailed procedures for the same.

WHO SHOULD READ THIS GUIDE

This guide is useful for Trading Members who wish to seek approval for change in name. The main functions of this module include:

- To submit application for Change in Name on ENIT-NEW COMPLIANCE
- To view application status in Change in Name MIS

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: memcompliance_support@nse.co.in

CUSTOMER SUPPORT

- 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 Change in name module is available on ENIT NEW COMPLIANCE

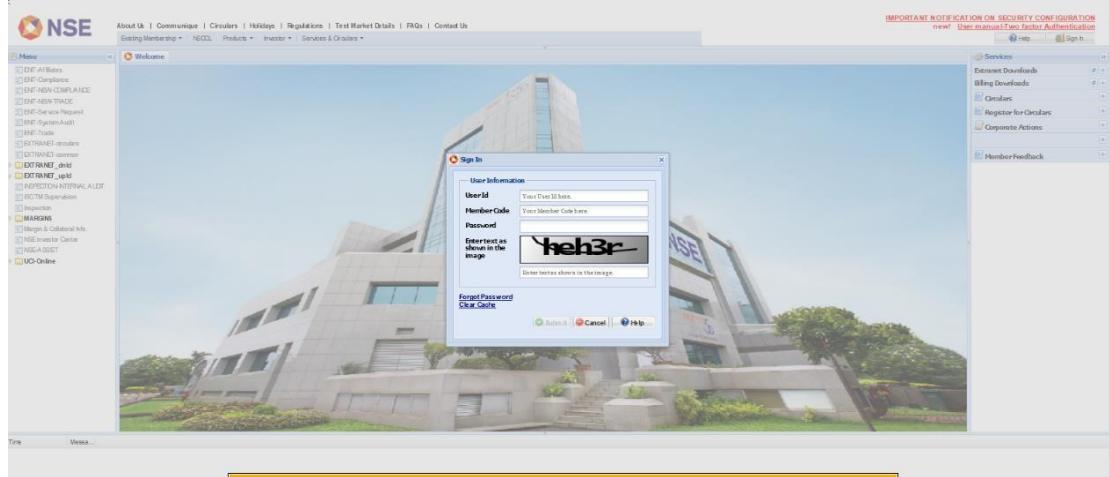
The Member needs to provide access to the new service to the compliance users for accessing above modules. This access to the new service can be given using Admin user provided to the Member

To start the 'Electronic Member Interface' portal, Trading Member first needs to login to the Member Portal using the 'MemberId, Member Code and Password'.

Then Member 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 member module

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

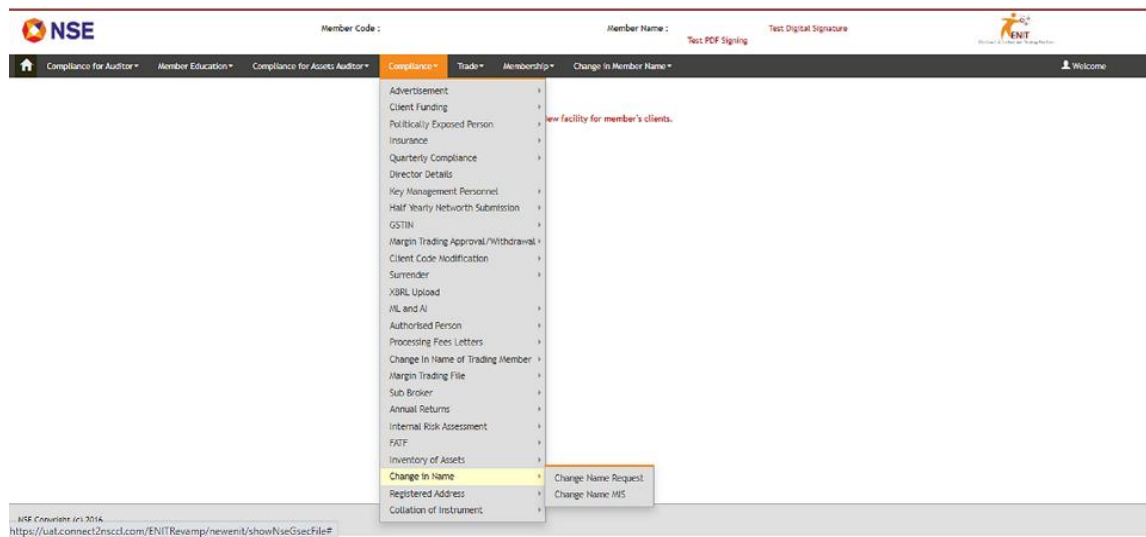


2. After entering the credentials, Member needs to click on 'Submit' button to login.

User Id	✓ Type the appropriate User id in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	✓ Type the appropriate member code of the member 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.

2.1.1 Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface. On clicking on 'Compliance' module, '**Change in Name>Change in Name Request**' tab is available:



3. Compliances

On clicking the 'Change in Name Request Tab' as given in the above screenshot, the following home page shall appear:

The screenshot shows the 'Change In Name Request' form. The form includes a 'User Guide' section with instructions on how to proceed with the name change process. Below the guide, there are input fields for 'Member Code', 'Member Name', 'Old Name', 'New Name', 'Reason for Change of Name', 'Name of person signing', 'Designation of person signing', 'Email Address of Contact Person', and 'Any other stock exchange selected as designated stock exchange for change in name'. A 'Save and Create Application' button is located at the bottom of the form.

Member has to fill in all mandatory information and then proceed to select the Stage applicable. Stage selection will be as applicable to the respective Member depending on the kind of name change, designated stock exchange selected for name change, etc. Guidelines for the same is given on the module itself under 'User Guide'. However, post selection of a stage, the remaining stages in sequential format shall be applicable. For e.g. if Member selects, stage I, then stage II and stage III, both shall be applicable. If Member

selects stage II, then stage III shall be applicable. If Member selects stage III, then only stage III shall stand applicable.

Note: 1) In New name -, (), ., @, space, numeric and alphabet is allowed, and in the rest fields alphabets, numeric, . and space is allowed.
2) A sum of Rs.2,000/- (Rupees Two Thousand + applicable taxes) will be Debited from your Exchange Dues Account maintained with the Exchange towards processing fees for change in Name.

Old Name*		New Name*	
Reason for Change of Name*			
Name of person signing*		Designation of person signing*	
Email Address of Contact Person*		Any other stock exchange selected as designated stock exchange for change in name*	
Other Stock Exchange Name*			

NOTE:-

- Please select the process of signing declaration file from (a) Digital Signature
- Please click on "System Generated Online Change in Name Form File" to download the file.
- Please click on Sign PDF to sign your digitally generated file and upload the same in Uploaded Digitally Signed file.
- After digitally signed file upload, please upload Client Details if applicable, or click on Submit Request to submit to exchange.

System Generated PDF file:- [ONLINE_FORM_BY_MEMBER.pdf](#)

Select process for applying Signature* ☐ Digital Signature Process ☒ Manual Signature Process

Select Stage for Processing

1
2
3

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For Members who select Stage I, the following screen shall be visible, where Member has to create and upload digitally/manually signed online form and Board Resolution:

System Generated PDF file:- [ONLINE_FORM_BY_MEMBER.pdf](#)

Select process for applying Signature* ☐ Digital Signature Process ☒ Manual Signature Process

Select Stage for Processing

Stage-1

Upload System Generated Signed Form* No file chosen

Upload Board Resolution* No file chosen

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Post uploading the necessary documents, the Member has to click on 'Submit to Exchange' button and a reference no. for the application shall be submitted. Also, the application shall stand submitted to the Exchange for processing

User Guide:- Member has to select Stage-II in the below drop-down, in the internet, it is required to submit that and Stock Exchange and Member to sign and post receipt of SEBI approval from the designated Stock Exchange. Please find below the link for checklist of documents to be submitted (Stage-wise): Download Application for Change in Name of the Trading Member (.doc)

Member Code: Member Name:

Note: 1) In New Name -, (), ., -, 8, space, numeric and alphabet is allowed, and in the rest fields alphabets, numeric, . and space is allowed.
2) A sum of Rs.2,000/- (Rupees Two Thousand + applicable taxes) will be Debited from your Existing fees for change in Name.

Old Name*

Reason for Change of Name*

Name of person signing* Designation of person signing*

Email Address of Contact Person* Any other stock exchange selected as designated stock exchange for change in name*

Other Stock Exchange Name*

Save and Create Application

oStage-1

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For Stage II and Stage III as well, similar process as mentioned for Stage I needs to be done, wherein Member is required to upload all necessary documents and submit the same to Exchange:

Select Stage for Processing:

oStage-2

Upload System Generated Signed Form* No file chosen

Upload Scan Copy of Sebi Certificate* No file chosen

Upload Board Resolution* No file chosen

Upload Certified Copy of ROC* No file chosen

Submit To Exchange

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Select Stage for Processing:

oStage-3

Are you using Internet Based Trading Facility* Change In Pan No*

New Pan No*

Name of Document	Upload File	Download File	Rejection Remarks
SYSTEM GENERATED SIGNED FORM*	Choose File No file chosen		
BOARD/PARTNERS RESOLUTION*	Choose File No file chosen		
SEBI CERTIFICATE*	Choose File No file chosen		
ROC/ROF CERTIFICATE*	Choose File No file chosen		
UNDERTAKING NSEIL ANN II-A*	Choose File No file chosen		
UNDERTAKING NCL ANN II-B*	Choose File No file chosen		
CONFIRMATION LETTERHEAD NSEIL ANN III-A*	Choose File No file chosen		
CONFIRMATION LETTERHEAD NCL ANN III-B*	Choose File No file chosen		
LETTERHEAD NCL ANN IV-A AND IV-B*	Choose File No file chosen		

ACKNOWLEDGED COPY ANN B*	Choose File no file chosen	
ACKNOWLEDGED COPY ANN V*	Choose File no file chosen	
PROOF CHANGE NAME ANN VI*	Choose File no file chosen	
POINTER 5 UNDERTAKING ANN VII*	Choose File no file chosen	
MEMBER UNDERTAKING ANN VIII*	Choose File no file chosen	
CERTIFIED COPY OF NSDL LIST*	Choose File no file chosen	
CERTIFIED COPY OF CDSL LIST*	Choose File no file chosen	
GST CERTIFICATE IN NEW NAME*	Choose File no file chosen	
COPY OF ARN CERTIFICATE*	Choose File no file chosen	
ANY OTHER DOCUMENT	Choose File no file chosen	
SSL CERTIFICATE*	Choose File no file chosen	
NEW PAN COPY*	Choose File no file chosen	

Other stock Exchange Name*

Change in Name MIS:

The screenshot shows the NSEIL member portal interface. At the top, there is a header with the NSE logo, member details (Member Code, Member Name, Text PDF Signing, Text Digital Signature), and a welcome message. Below the header is a navigation bar with tabs: Compliance for Auditor, Member Education, Compliance for Assets Auditor, Compliance (selected), Trade, Membership, and Change in Member Name. A dropdown menu is open under the 'Compliance' tab, listing various options. The 'Change in Name' option is highlighted in yellow. To the right of this option, a sub-menu is visible with two items: 'Change Name Request' and 'Change Name MIS'. A red text note 'new facility for member's clients.' is visible next to the dropdown menu. At the bottom of the page, there is a footer with the NSEIL logo and a URL: https://uulconnect2nsccl.com/ENITRevamp/newenil/showNseGsecFile#.

When Member selects Change in Name> Change in Name MIS from the above menu, then the following page shall appear:

After clicking on the reference no., the Member will be able to view the status of the application, submit documents (in case of any discrepancy received), etc. Also Member can view the current status of each and every stage on the grid itself.

Further, Member can view any of the following status on the MIS:

The request statuses 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

The processing fees of Rs. 2,000/- 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. Fees shall be levied only once per application irrespective of the no. of stages that the Member needs to file with the Exchange.