



National Stock Exchange of India Ltd.

User Manual for NSEIL CDS instruments

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About This Guide

- PURPOSE OF THIS GUIDE

This guide will enable you to use NSEIL CDS instrument 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 NSEIL CDS instrument 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).

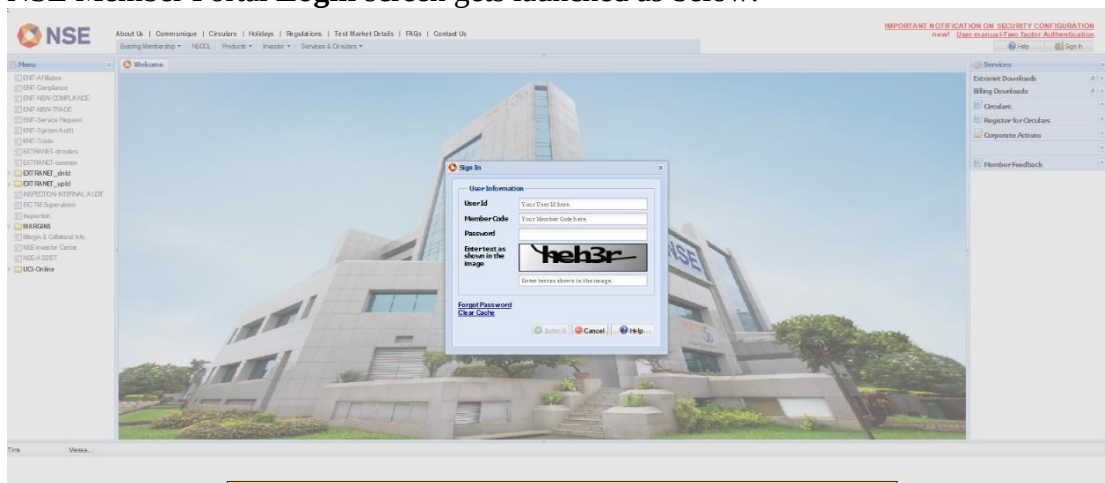
- Getting Started

- 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

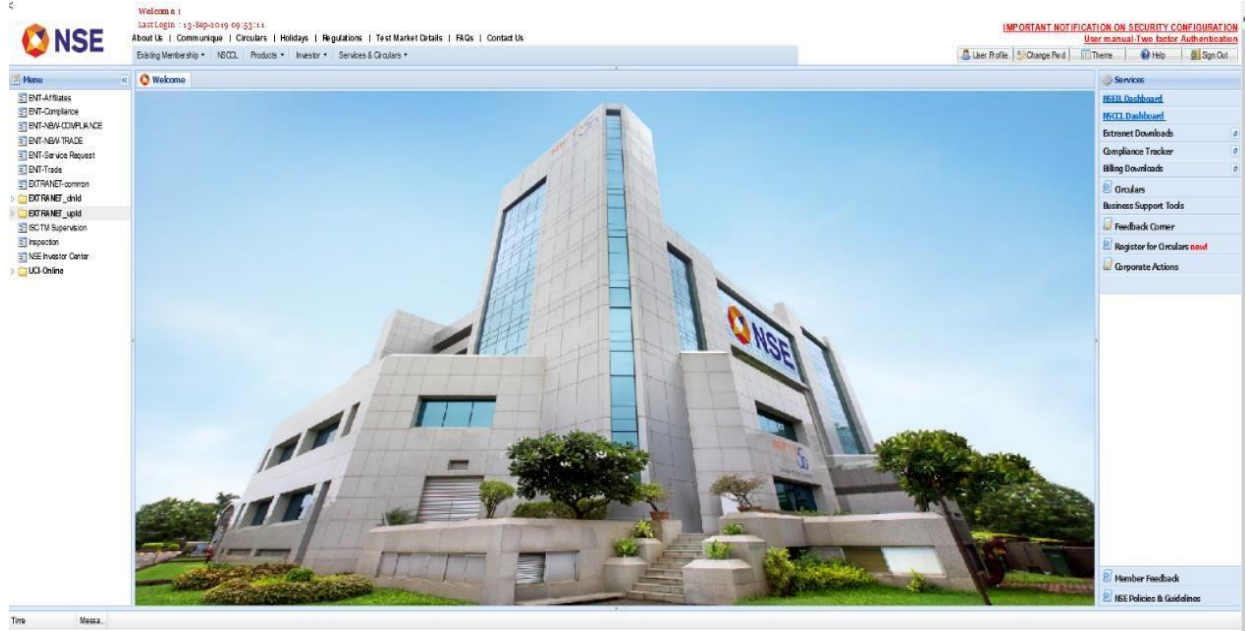
1. Open browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



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.

• 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 NSEIL Electronic Member Interface (User) with the Compliance module selected. The navigation bar at the top includes options like Compliance, Trade, and Membership. A dropdown menu is open under Compliance, listing various modules including NSEIL CDS Instrument Submission and Practice. The main content area displays a table of entities with columns for Entity, Address, Provisional GST Id, ARN Number, and PAN. Below this, there is a section for 'Issues on the Leased Line managed by Sify Technologies Ltd.' with columns for Email id, Contact person, and Priority. A 'Chat with us' button is also visible. At the bottom, there are sections for 'Alerts' and 'Reminders', both showing 'No Records Found.'

• Navigation Bar

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

On clicking on 'Compliance' module, 'NSEIL CDS instruments' module is available:

'NSEIL CDS instruments' module contains:

- NSEIL CDS instruments submission
- NSEIL CDS instruments MIS

• COMPLIANCES

NSEIL CDS instruments SUBMISSION

1. Login with correct member credentials to member portal.
2. Click on 'Compliances'.
3. Go to 'NSEIL CDS instruments' module.

4. Select 'NSEIL CDS instruments submission' and click on it.

The drop down appearing for submitting the NSEIL CDS instruments are as under:

1. New instrument(FD/BG)
2. Renewal (FD/BG)
3. Substitution (FD/BG/cash)
4. Cash (substitution with FDR/BG)

On selecting any of the options the following steps need to be followed

1. Screen appearing before certifying

The screenshot shows the NSEIL CDS Instrument submission form. The header includes the NSE logo and navigation links: Compliance for Auditor, Member Education, Compliance for Assets Auditor, Compliance, Trade, Membership, and Change in Member Name. The form fields are as follows:

Field	Value
Member Name	[Redacted]
Member Code	[Redacted]
Request Type*	NEW
Instrument Type*	FDR
Download File Formats	[Link]
Format of submitting FDR	Download Format of submitting FDR
Upload File Formats	[Link]
Submit FDR*	[Choose File] SAMPLE_ZIP.zip
New Maturity Date*	24-May-2023
Received Date*	11-May-2022
Instrument Number*	FDR111
Gross Amount*	1000000
RO Location*	Western Regional Office
Name of Contact Person*	test
Email of Contact Person*	test@test.com

Buttons: Submit to Exchange, Certify

2. Screen appearing after certifying

The screenshot shows the NSEIL CDS Instrument submission form after certifying. The form fields are as follows:

Field	Value
Member Name	[Redacted]
Member Code	[Redacted]
Request Type*	NEW
Instrument Type*	FDR
Download File Formats	[Link]
Format of submitting FDR	Download Format of submitting FDR
Upload File Formats	[Link]
Submit FDR*	[Choose File] SAMPLE_ZIP.zip
New Maturity Date*	24-May-2023
Received Date*	11-May-2022
Instrument Number*	FDR111
Gross Amount*	1000000
RO Location*	Western Regional Office
Name of Contact Person*	test
Email of Contact Person*	test@test.com

Buttons: Submit to Exchange, Certify

3. After certifying, the request will be submitted to the exchange

NSEIL CDS Instrument

Member Name: Member Code: Test Digital Signature

Compliance for Auditor* Member Education* Compliance for Assets Auditor* Compliance* Trade* Membership* Change in Member Name*

Member Name: Member Code:

Request Type*: NEW Instrument Type*: FDR

Upload File Formats

Submit FDR*
Please upload file with size less than 5MB and file type should be ".zip"

New Maturity Date*: 24-May-2023 Issue Date*: 10-May-2022

Received Date*: 11-May-2022

Instrument Number*: FDR111 Gross Amount*: 1000000.0

RO Location*: Western Regional Office

Name of Contact Person*: test Email of Contact Person*: test@test.com

Request Submitted successfully. The request no. is:- NSEIL/FDR/ /469

Certify

4. On submission, it will be reflected on the MIS page

NSEIL CDS INSTRUMENTS MIS

Member Name: Member Code:

Instrument Type: Select Instrument Number:

Search **Reset**

Sr. No.	Request Reference No.	Member Name	Member Code	Status	Instrument Type	Instrument Number	Bank Name	Issue Date	Maturity Date	Received Date	BVIC Updated	Is ICCL Instrument
1	NSEIL/FDR/ /469			SUBMITTED	FDR	FDR111	BANK1	10-MAY-22	24-MAY-23	11-MAY-22		
2	NSEIL/BG/ /468			APPROVED	BG	BG111	BANK1	04-MAY-22	26-MAY-23	06-MAY-22	YES	
3	NSEIL/FDR/ /467			APPROVED	FDR	FDR111	BANK1	13-MAY-22	25-MAY-23	14-MAY-22	YES	
4	NSEIL/CASH/ /466			APPROVED	CASH		BANK1					
5	NSEIL/BG/ /465			APPROVED	BG	BG111	BANK1	04-MAY-22	26-MAY-23	06-MAY-22	YES	
6	NSEIL/FDR/ /464			APPROVED	FDR	FDR111	BANK1	13-MAY-22	25-MAY-23	14-MAY-22	YES	
7	NSEIL/BG/ /463			APPROVED	BG	BG111	BANK1	11-MAY-22	27-MAY-23	12-MAY-22	YES	
8	NSEIL/FDR/ /462			APPROVED	FDR	FDR111	BANK1	02-MAY-22	22-MAY-23	03-MAY-22	YES	
9	NSEIL/BG/ /461			APPROVED	BG	BG111	BANK 1	11-MAY-22	27-MAY-23	12-MAY-22	YES	

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- Once the exchange receives the submission, they will go through the formats and the fields filled in by the member
- In case of any deficiency, the same will be sent back to the member with the remarks for which a mail will be triggered to the member
- Once, the member submission is correct, it will be approved by the exchange and a mail will be triggered to the member to send the hard copy of the documents to complete the process

TYPES OF SUBMISSION

I. NEW

FDR

In case of a new FDR submission by a member, below screen will appear where all fields need to be filled in along with uploading of documents in a winzip file(the formats for the same have already been provided incase required)

The screenshot shows the NSEIL CDS Instrument submission form for FDR. The form includes fields for Member Name, Member Code, Request Type (NEW), Instrument Type (FDR), Download File Formats, Upload File Formats, Submit FDR (with a file upload button), New Maturity Date (24-May-2023), Received Date (11-May-2022), Instrument Number (FDR111), RO Location (Western Regional Office), Name of Contact Person (test), and Email of Contact Person (test@test.com). There are buttons for 'Submit to Exchange' and 'Certify'.

BG

In case of a new BG submission by a member, below screen will appear where all fields need to be filled in along with uploading of documents in a winzip file(the formats for the same have already been provided incase required)

The screenshot shows the NSEIL CDS Instrument submission form for BG. The form includes fields for Member Name, Member Code, Request Type (NEW), Instrument Type (BG), Download File Formats, Upload File Formats, Upload BG (with a file upload button), Letter for submitting BG (with a file upload button), New Maturity Date, Last Claim Date, Instrument Number, RO Location, Name of Contact Person, and Email of Contact Person. There are buttons for 'Submit to Exchange' and 'Certify'.

II. RENEWAL

FDR

On selecting renewal, the old FDR details will be automatically captured. After filing all the renewal details along with required documents, the member will be able to submit to the exchange

The screenshot shows the 'NSEIL CDS Instrument' renewal form for an FDR. The form is divided into several sections: 'Download File Formats' and 'Upload File Formats'. The 'Upload File Formats' section contains the following fields:

- Renewal of FDR***: A red note states 'Please upload file with size less than 5MB and file type should be ".zip"'. Below this is a file selection button labeled 'Choose File' and a text input field containing 'SAMPLE_ZIP.zip'.
- New Maturity Date***: A date picker showing '24-May-2023'.
- Received Date***: A date picker showing '11-May-2022'.
- Instrument Number***: A text input field containing 'FDR111'.
- RO Location***: A dropdown menu showing 'Western Regional Office'.
- Name of Contact Person***: A text input field containing 'test'.
- Issue Date***: A date picker showing '10-May-2022'.
- Gross Amount***: A text input field containing '1000000'.
- Email of Contact Person***: A text input field containing 'test@test.com'.

At the bottom of the form, there are two buttons: 'Submit to Exchange' (green) and 'Certify' (red).

BG

On selecting renewal, the old BG details will be automatically captured. After filing all the renewal details member along with required documents, the member will be able to submit to the exchange

NSE Member Code : Member Name : Test Digital Signature

Compliance for Auditor Member Education Compliance for Assets Auditor Compliance Trade Membership Change to Member Name Welcome

NSEIL CDS Instrument

Member Name: [Redacted] Member Code: [Redacted]

Request Type*: RENEWAL Instrument Type*: BG

Download File Formats

Format of renewal of BG Download Format of renewal of BG

Upload File Formats

Renewal of BG*
Please upload file with size less than 5Mb and file type should be ".zip"

Choose File: SAMPLE_ZIP.zip

New Maturity Date*: 25-May-2023 Issue Date*: 09-May-2022

Last Claim Date*: 17-May-2023 Received Date*: 11-May-2022

Instrument Number*: BG111 Gross Amount*: 1000000

RO Location*: Western Regional Office

Name of Contact Person*: test Email of Contact Person*: test@test.com

Submit to Exchange

Certify

III. SUBSTITUTION:

FDR

When the member opts for substitution of current instrument with new FDR then all the details need to be filed and the documents to be uploaded for substitution. Once, the same is completed, the member will be able to submit to the exchange

NSE Member Code : Member Name : Test Digital Signature

Compliance for Auditor Member Education Compliance for Assets Auditor Compliance Trade Membership Change to Member Name Welcome

NSEIL CDS Instrument

Member Name: [Redacted] Member Code: [Redacted]

Request Type*: SUBSTITUTION Instrument Type*: FDR

Download File Formats

Format of letter for substitute of FDR Download Format of letter for substitute of FDR

Upload File Formats

Letter for substitute of FDR*
Please upload file with size less than 5Mb and file type should be ".pdf"

Choose File: SAMPLE_PDF.pdf

New Maturity Date*: 25-May-2023 Issue Date*: 02-May-2022

Received Date*: 05-May-2022

Instrument Number*: FDR111 Gross Amount*: 1000000

RO Location*: Western Regional Office

Name of Contact Person*: test Email of Contact Person*: test@test.com

Submit to Exchange

Certify

BG

When the member opts for substitution of current instrument with new BG then all the details need to be filed and the documents to be uploaded for substitution. Once the same is completed, the member will be able to submit to the exchange

The screenshot shows the NSEIL CDS Instrument form for BG substitution. The form is titled "NSEIL CDS Instrument" and includes a header with the NSE logo and navigation links. The form fields are as follows:

- Member Name:** [Redacted]
- Member Code:** [Redacted]
- Request Type:** SUBSTITUTION
- Instrument Type:** BG
- Download File Formats:**
 - Format of letter for substitute of BG
 - Download Format of letter for substitute of BG
- Upload File Formats:**
 - Letter for substitute of BG* (Please upload file with size less than 5Mb and file type should be ".pdf")
 - Choose File: [SAMPLE_PDF.pdf]
- New Maturity Date:** 26-May-2023
- Last Claim Date:** 17-May-2023
- Instrument Number:** BG111
- RO Location:** Western Regional Office
- Name of Contact Person:** test
- Issue Date:** 03-May-2022
- Received Date:** 06-May-2022
- Gross Amount:** 1000000
- Email of Contact Person:** test@test.com
- Buttons:** Submit to Exchange, Certify

CASH

When the member opts for substitution of current instrument with cash then all the details need to be filed and the documents to be uploaded for substitution. Here the only change is that the bank details will need to be filed up. Once the same is completed, the member will be able to submit to the exchange

The screenshot shows the NSEIL CDS Instrument form for CASH substitution. The form is titled "NSEIL CDS Instrument" and includes a header with the NSE logo and navigation links. The form fields are as follows:

- Member Name:** [Redacted]
- Member Code:** [Redacted]
- Request Type:** SUBSTITUTION
- Instrument Type:** CASH
- Substitute Cash Details:**
 - Cash Transfer Reference Number*: REP111
 - Account Transferred From*: 1111
 - Amount*: 1000000
 - Nature of Account*: SAVINGS
 - Name of Contact Person*: test
 - Date Of Transfer*: 23-May-2022
 - Account Transferred To*: 2222
 - Beneficiary Name*: BEN
 - IFSC Code*: IFSC000000
 - Email of Contact Person*: test@test.com
- Buttons:** Submit to Exchange, Certify

IV. CASH (substitution of cash with FDR/BG)**FDR**

When the member opts for substitution of cash with FDR(new/renewal) then all the details need to be filed and the documents to be uploaded for substitution. Once the same is completed, the member will be able to submit to the exchange

The screenshot shows the NSEIL CDS Instrument form. At the top, there is a navigation bar with the NSE logo and various menu items: Compliance for Auditor, Member Education, Compliance for Assets Auditor, Compliance, Trade, Membership, and Change in Member Name. The main header reads "NSEIL CDS Instrument". Below this, there are two columns of input fields. The left column includes "Member Name", "Request Type" (set to CASH), "Download File Formats", "Substitute cash with FDR", "Upload File Formats", "New Maturity Date" (25-May-2023), "Received Date" (05-May-2022), "Instrument Number" (FDR111), "RO Location" (Western Regional Office), and "Name of Contact Person". The right column includes "Member Code", "Instrument Type" (set to FDR), "Download Substitute cash with FDR", "Issue Date" (02-May-2022), "Gross Amount" (1000000), "Action on Instrument" (a dropdown menu with options: Select, Select 1, NEW, RENEWAL), and "Email of Contact Person". At the bottom, there are two buttons: "Submit to Exchange" and "Certify".

BG

When the member opts for substitution of cash with BG(new/renewal) then all the details need to be filed and the documents to be uploaded for substitution. Once the same is completed, the member will be able to submit to the exchange

Member Code : Member Name : Test Digital Signature

Compliance for Auditor* Member Education* Compliance for Assets Auditor* Compliance* Trade* Membership* Change in Member Name* Welcome

NSEIL CDS Instrument

Member Name: Member Code:

Request Type*: Instrument Type*:

Download File Formats

Substitute cash with BG* Download Substitute cash with BG

Upload File Formats

Substitute cash with BG*
Please upload file with size less than 5MB and file type should be ".pdf"

Choose File 1.pdf

New Maturity Date*	01-May-2022	Issue Date*	01-May-2022
Last Claim Date*	01-May-2022	Received Date*	01-May-2022
Instrument Number*	12	Gross Amount*	12
RO Location*	Western Regional Office	Action on Instrument*	RENEWAL
Beneficiary Name*	BENFI	Nature of Account*	Select
IFSC Code*	IFSC1234567	Account From*	NEW
Account To*	123456	Account From*	RENEWAL
Name of Contact Person*	test	Account From*	987654
Email of Contact Person*	test@test.com		

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'.
- **Documents submission pending:** Once the documents have been submitted to the exchange and are found in order, the hard copy needs to be submitted to process further
- **Approved:** Once the request is approved by the exchange, the status shall be changed to 'Approved'.
- **Return:** In case of deficiencies observed/ additional documents required, the request shall be returned 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.
- **Rejected:** In this case, the member will have to submit a fresh request

Lastly, incase a member fails to submit the NSEIL instruments renewal/substitution or cash on or before (incase falling on Saturday/Sunday) date of maturity, a reminder mail will be triggered by 2 PM and incase by EOD nothing is received they will stand disabled. A mail will be sent informing the same informing of disablement