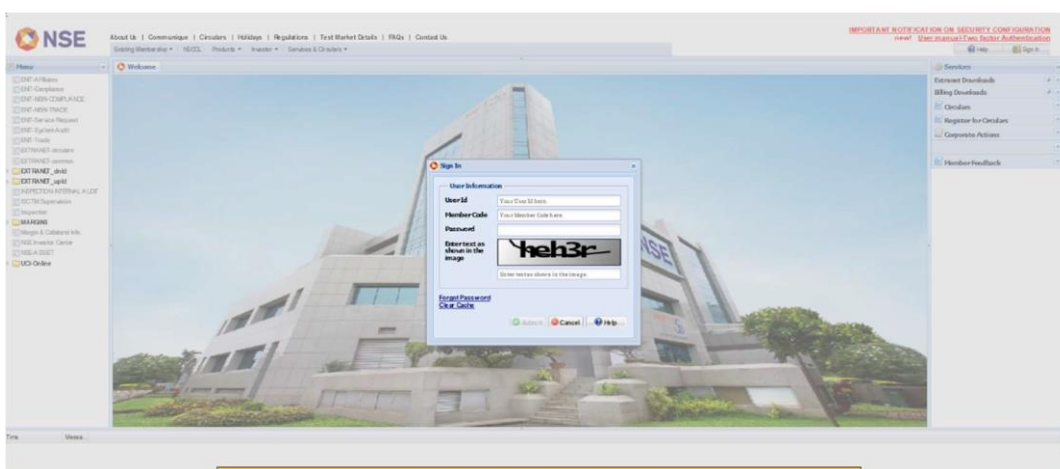


ANNEXURE A

USER MANUAL FOR SUBMISSION OF ANNUAL RETURN ON ENIT PORTAL

1. To start the electronic member interface member module

- Open Internet Explorer browser from the desktop.
- Type <https://enit.nseindia.com/MemberPortal> in the address bar & then click the Go button from the browser.
- NSE Member Portal **Login** screen gets displayed as below:



- 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. ✓ This field accepts alphanumeric & special characters. ✓ This field is mandatory.

2. ELECTRONIC MEMBER INTERFACE

- Open Annual Return Screen:
 - i. Login with correct member credentials.
 - ii. Click on ‘Compliance’
 - iii. Go to ‘Annual Return’
 - iv. Select ‘Annual Submission’
 - v. On clicking Annual Submission module, “Annual Returns” page will get open.

The screenshot displays the NSE Annual Returns submission interface. At the top, the NSE logo and member details (Member Code, Member Name: MARWADI SHARES AND FINANCE LIMITED Test Digital Signature) are visible. Below the navigation bar, the 'Annual Returns' section is active. It contains a form with fields for Member Name, Member Code, PAN of Trading Member/Clearing Member, Financial Year, Start Date, End Date, and As On Date. A 'Save' button is present. Below the form, a table with a sidebar menu on the left is shown. The sidebar menu includes 'Annual Accounts', 'Networth', 'Director Details', 'ShareHolding Details', 'Other Stock Exchange', 'Listed In', 'Financial Details', 'Attach Scanned Copies', and 'Submit to Exchange'. The 'Annual Accounts' section is active, showing fields for Name of Statutory Auditor's Firm, Name of the Certifying Partner, Mobile Number of the Certifying Partner, Format in which Annual Accounts to be Submitted, Format of Financial Statements, Upload XBRL (.xml), and Upload PDF Generated from XBRL Utility (.pdf). A 'Download XBRL Utility' link is also visible.

3. CONSTITUTION TYPES

Annual submission needs to be done on the basis of constitution types of the eligible Trading members. The types are as follow:

1. Corporate
2. Bank
3. LLP
4. Firm
5. Individual

Annual Returns module consists of different sub-modules inside it. The modules accessible to the TMs are based on their constitution types. The modules accessible for each type of the constitutions are as below:

[A] Corporate/Bank/LLP:

- Main field
- Annual Accounts
- Networth
- Director Details
- Shareholding Details
- Other Stock Exchange
- Listed In
- Financial Details
- Attached Scanned Copies
- Submit to Exchange

[B] Firm:

- Main field
- Annual Accounts
- Networth
- Partner Details
- Other Stock Exchange
- Financial Details
- Attached Scanned Copies
- Submit to Exchange

[C] Individual:

- Main field
- Annual Accounts
- Networth
- Proprietor Details
- Other Stock Exchange
- Financial Details
- Attached Scanned Copies
- Submit to Exchange

Note: By default, the status for all accessible modules will be displayed as 'Not Entered'. When member enters & saves the details of any module, the status of the respective module will get changed to 'Entered'.

A. On click of Annual Submission menu, below default page will be displayed:

The screenshot displays two sections of a web form. The top section, titled 'Annual Accounts', features a sidebar with navigation links: 'Annual Accounts (Not Entered)', 'Networth (Not Entered)', 'Director Details (Not Entered)', 'ShareHolding Details (Not Entered)', 'Other Stock Exchange (Not Entered)', 'Listed In (Not Entered)', 'Financial Details (Not Entered)', 'Attach Scanned Copies (Not Entered)', and 'Submit to Exchange'. The main content area contains fields for 'Name of Statutory Auditor's Firm', 'Membership No. of Certifying Partner', 'Name of the Certifying Partner', 'Registration number of the Statutory Auditor Firm', 'Mobile Number of the Certifying Partner', 'E-mail address of the Certifying Partner', 'Format in which Annual Accounts to be Submitted' (set to 'Revised Schedule VI Format'), 'Format of Financial Statements' (set to 'Select'), 'Upload XBRL (.xml)' (with a 'Choose File' button and 'No file chosen' text), and 'Upload PDF Generated from XBRL Utility (.pdf)' (with a 'Choose File' button and 'No file chosen' text). A 'Save' button is located below these fields. A message '(Please save this information before proceeding to fill below details.)' is displayed. The bottom section, titled 'Annual Returns', contains fields for 'Member Name', 'Member Code' (set to '0'), 'PAN of Trading Member/Clearing Member', 'Financial year' (with a dropdown menu), 'Start Date' (set to '01-Apr-2022'), 'End Date' (set to '31-Mar-2023'), and 'As On Date' (set to '31-Mar-2023'). A 'Save' button is also present in this section, followed by the same message: '(Please save this information before proceeding to fill below details.)'.

The Main fields consists of following fields & buttons:

- **‘Member Name & Member Code’:** These are auto populated & disabled fields.
- **‘PAN of Trading Member/Clearing Member’** is an auto populated & disabled field. It will auto fetch the PAN Card No existing in the current system for the logged in member.
- **‘Financial Year’** consists of ‘Start Date, End Date, As on Date’ dropdown fields. Select Applicable Year (Financial Year or Calendar Year) from the drop-down menu, for the period for which submission is to be done

The screenshot shows the NSE Annual Returns portal. At the top, there are fields for Member Code and Member Name. Below this is a navigation bar with links for Compliance, Trade, Vendor, Membership, and Others. The main heading is 'Annual Returns'. Below this, there are fields for Member Name, Member Code, PAN of Trading Member/Clearing Member, Financial year, Start Date, End Date, and Date. A modal box in the center displays a green checkmark and the text 'Saved successfully.' with an 'Ok' button. Below the modal, there is a sidebar with a list of modules: Annual Accounts (Not Entered), Network (Not Entered), Director Details (Entered), Shareholding Details (NOT APPROVED), Other Stock Exchange (Entered), Listed In (Entered), Financial Details (Not Entered), Attach Scanned Copies (Not Entered), and Submit to Exchange. The main content area is titled 'Annual Accounts' and contains a message: 'Kindly Enter Details for Profit & Loss prior to entering Details for Balance Sheet'. Below this message are fields for Name of Statutory Auditor's Firm, Membership No. of Certifying Partner, Format in which Annual Accounts to be Submitted (Revised Schedule VI Format), and Reason for resignation of statutory auditor. There are 'Save' and 'Reset' buttons at the bottom of the form.

- ‘Save’ will save the entered details

B. Annual Accounts :

When member will click & open ‘Annual Accounts’ module, the module will get highlighted & below form will get opened:

The screenshot shows the NSE Annual Accounts form. At the top, there are fields for Member Name, Member Code, PAN of Trading Member/Clearing Member, Financial year, Year Applicable, Start Date, End Date, and As On Date. A 'Save' button is located below these fields. Below the 'Save' button, there is a message: '(Please save this information before proceeding to fill below details.)'. Below this message, there is a sidebar with a list of modules: Annual Accounts (Not Entered), Network (Not Entered), Director Details (Not Entered), Shareholding Details (Not Entered), Other Stock Exchange (Entered), Listed In (Entered), Financial Details (Not Entered), Attach Scanned Copies (Not Entered), and Submit to Exchange. The main content area is titled 'Annual Accounts' and contains fields for Name of Statutory Auditor's Firm, Membership No. of Certifying Partner, Name of the Certifying Partner, Registration number of the Statutory Auditor Firm, Mobile Number of the Certifying Partner, E-mail address of the Certifying Partner, Format in which Annual Accounts to be Submitted (Revised Schedule VI Format), Format of Financial Statements, Upload XBRL (.xml), and Upload PDF Generated from XBRL Utility (.pdf). There are 'Save' and 'Reset' buttons at the bottom of the form.

‘Annual Accounts’ module consists of below fields & buttons:

- Name of Statutory Auditor's Firm
- Membership No. of Certifying Partner
- Name of Certifying Partner
- Registration number of Statutory Auditor Firm
- Mobile number of Certifying Partner

- Format in which Annual Accounts to be submitted : Revised Schedule VI
- Reason for resignation of statutory auditor: In case the name/membership no. of certifying auditor doesn't match with previous year's record, then this field will appear and the reason for resignation of statutory auditor has to selected from the dropdown list.

Annual Returns

Member Name Member Code PAN of Trading Member/Clearing Member

Financial year
Year Applicable*

Start Date End Date As On Date

Save

(Please save this information before proceeding to fill below details.)

Annual Accounts (Not Entered)

Networth	(Not Entered)
Director Details	(Not Entered)
Shareholding Details	(Not Entered)
Other Stock Exchange	(Entered)
Listed In	(Entered)
Financial Details	(Not Entered)
Attach Scanned Copies	(Not Entered)
Submit to Exchange	

Annual Accounts

Name of Statutory Auditor's Firm Membership No. of Certifying Partner

Name of the Certifying Partner Registration number of the Statutory Auditor Firm

Mobile Number of the Certifying Partner E-mail address of the Certifying Partner

Format in which Annual Accounts to be Submitted

Format of Financial Statements

Upload XBRL (.xml)* No file chosen

Upload PDF Generated from XBRL Utility (.pdf)* No file chosen

Save **Reset**

Download XBRL Utility

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C. XBRL Submission

- Select format of Financial Statement (IGAAP, IndAS, NBFC)
- Download XBRL Utility and save in local computer
- Enter all applicable details in XBRL utility, enter "0" in fields which are not applicable and Validate each sheet. Rectify error, if any.
- After completion of entering data in all sheets, click on Home tab in utility>click on validate all sheets.
- Once all sheets are validated successfully, generate XBRL file (.xml) and save in local computer
- Click on Home tab in utility> click on Generate Report. Html file will get generated. Save html file in local computer.
- Open Html file and save it in PDF format. To save in PDF format click on print button and save file as PDF.
- Upload the XBRL (.xml) - Brows and upload xml file generated through XBRL utility.
- Upload PDF (.pdf) –Upload PDF file converted from Html file in Attachment module.
- 'Save': This button will enable member to save the above details.
- 'Reset': This button will reset the entered details to the default values.

D. Networth :

When member will click & open the Networth module, below page will get open:

Annual Accounts (Entered) | **Networth (Entered)** | Director Details (Entered) | ShareHolding Details (Entered) | Other Stock Exchange (Entered) | Listed In (Entered) | Financial Details (Entered) | Attach Scanned Copies (Not Entered) | Submit to Exchange

Annual Network

Name of CA Firm * ABC Ltd | Membership No. of Certifying CA * 123456789 | Method of Computation of Net Worth * Schedule VI of SEBI (Stock Brokers) Regulations, 1992 | Circular Ref. Circular Ref No. NSE/COMP/55447 dated February 01, 2023

COMPUTE NETWORTH

Schedule VI of SEBI (Stock Brokers) Regulation 2022 Circular Ref No. NSE/COMP/55447 dated February 01, 2023

Particulars	Amount(Rs. In absolute figure)	Particulars	Amount(Rs. In absolute figure)
Capital + Free Reserves		Non-allowable assets viz:	
Capital ¹	1	Fixed Assets ²	1
Free Reserves ³	0	Pledged Securities ⁴	0
		Member's Card ⁵	0
		Non-allowable securities (unlisted securities) ⁶	0
		Bad deliveries ⁷	0
		Any Debts and Advances (except trade debtors of less than 3 months) ⁸	0
		Prepaid expenses, losses ⁹	0
		Intangible Assets ¹⁰	1
		Marketable securities ¹¹	0
		20% of Marketable securities	0.00
Capital + Free Reserves (A)	1.00	Total (Non-allowable assets viz) (B)	2.00

NetWorth (A-B) (1.00) | Variable NetWorth * 2 | **SAVE** **RESET**

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Enter below details

- Name of CA Firm
- Membership No of certifying CA
- 'Method of computation of network: It will be a dropdown field. There are total 2 methods as follow:
 - Schedule VI of SEBI (Stock Broker) Regulations, 1992
 - RBI method

The auto-calculated amount fields, will calculate & show the amounts as per the calculations.

To save the networth for any method, '**Save**' button will be provided. By clicking on this button, member will be able to save the networth. '**Reset**' button will enable member to reset the entered details to the default values.

E. Director Details

When member will click on the Director Details module, by default, 'No Change' option will be selected. When 'No Change' option is selected, member will be able to edit few fields from it.

When member will keep 'No Change' option, below fields will be editable & non editable respectively:

Non Editable Fields:

- Name of the director
- Designated director

Remaining fields will be editable.

When member accepts the 'Change' option, he will not be able to select 'No Change' option again as follow:

The screenshot shows the 'Annual Returns' section of a software interface. The 'Director Details' tab is selected, and the 'No Change (C-10)' option is chosen. An error alert box is displayed in the center, stating: 'Error. Kindly note that if you select and edit 'Change' option, you will not be able to select 'No Change (C-10)' at a later stage.' The alert has 'OK' and 'Cancel' buttons. The form fields include: Member Name (ABC LTD), Member Code (12345), PAN of Trading Member/Clearing Member (ABCDE1234F), Financial year Start Date (01-Apr-2016), End Date (31-Mar-2017), Name of certifying firm (dfwefwe45 sdf), and Membership No. of the Certifying Person (bbb1122333sdgsd). There are 'Save' and 'Reset' buttons. At the bottom, there is a table with columns: Edit, Delete, Directorships/Controlling, Name of Director, DIN of Director, Experience, Is Designated Director, Date of Birth, Email Id, Mobile No, and PAN.

When member selects 'Cancel' from the above alert, then he is still at 'No Change' option. To add any new entry, member has to enter the below details first:

- Name of certifying firm:
- Membership No of the certifying person:

'Save' button will enable member to save the details & 'Reset' button will enable him to reset the entered details to the default values.

The member has to submit these details first otherwise it will give an error alert on adding new entry.

When member will click on Add button, below 'Add Details of director' pop up form will be displayed:

This add window will have 'Save & Reset' buttons at the bottom of it.

'Save' button will save the details & 'Reset' button will reset the entered details to the default values.

Member needs to be keep in mind the below validations while filling the form:

- When member will select 'Mrs.' from the title, 'Husband Name' field will get enabled & it will be a mandatory field.
- When member will select less qualification for the higher education, then below error alert will be displayed:

- When member will select designated director & any education category below graduation, then below error alert will be displayed:

The screenshot shows the 'Add details of director' form in a web application. The form includes fields for Name of the Director, Designated Director, Education, Qualification, Experience, Date of Birth, and Age. An error message is displayed in a red box: "Designated director must be at least graduate by qualification. Do you want to continue?" with 'YES' and 'NO' buttons. The background shows a sidebar with navigation options like Annual Accounts, Networth, Director Details, ShareHolding Details, Other Stock Exchange, Listed In, Financial Details, Attach Scanned Copies, and Submit to Exchange.

Only when member selects Yes, then the selected education will remain on the screen & when he selects No then the value will get changed to select.

d) The designated director must have minimum 2 years of experience, otherwise it will show an error alert as follow:

The screenshot shows the 'Add details of director' form with an error message: "Designated director must have at least 2 years of experience pertaining to securities market. Do you want to continue?" with 'YES' and 'NO' buttons. The Experience field is set to 1 year. The background shows the same sidebar as the previous screenshot.

When member will select Yes, the entered experience will remain on the screen but when member will select No, the entered experience will get blank.

- e) The years of experience must be less than the age selected, otherwise it will show an error alert.
- f) The experience cannot be 0.
- g) When the director is designated, the minimum age must be 21 years otherwise it will show an error alert.
- h) When the director is non designated, the minimum age must be 18 years, otherwise it will show an error alert.
- i) Member has to enter either mobile no or contact no.
- j) If the PAN Card no is not available, the member can enter NA for the same.
- k) Member will be unable to add another entry having already saved PAN Card no.
- l) Member will not be able to add another entry of the designated director having same DIN no & same Name.
- m) DIN no cannot be zero.

F. Shareholder Details

When member will click on the Shareholding Details module, by default, 'No Change' option will be selected. When 'No Change' option is selected, member will be able to edit few fields from it.

- (1) When member will keep 'No Change' option, below fields will be editable & non editable respectively:

Non Editable Fields:

- Name of the shareholder
- Pan of the shareholder
- CIN
- Equity/Preference: Equity, Preference , Equity and Preference – option buttons
- Dominant Promoter
- Update Relative Support
- Equity No. Of Shares
- Equity Amount Paid in Lacs
- Equity Self %
- Preference No. Of Shares
- Paid up value per share
- Preference Amount Paid in Lacs
- Preference Self %

Editable Fields:

- Paid up value per share
- Flat/Door No
- Building Name

- Floor
- Street/Road Name
- Landmark
- Area/Locality/Colony
- City
- Pin code

2) When member accepts the 'Change' option, he will not be able to select 'No Change' option again as follow:

The screenshot shows the 'Shareholding Report' form. On the left sidebar, 'ShareHolding Details' is selected. The main form area has a red 'Error' dialog box overlaid. The dialog box contains the following text: 'Error', 'Kindly note that if you select and edit 'Change' option, you will not be able to select 'No Change (C-10)' at a later stage.', and 'OK' and 'Cancel' buttons. The background form shows fields for 'Name Of certifying firm:', 'Membership No. of the Certifying Person:', and a table with columns: Edit, Delete, Relative / Corporate Support, Relative / Corporate, CIN Number, No. Of Shares, Amount Paid in Lacs, Percentage, Dominant Promoter, and Relative / support. The table has three rows: 1. DOMINANT : 0, 0, NaN, 2. NON DOMINANT : 0, 0, NaN, 3. TOTAL : 0, 0.0000, NaN.

'Equity & Preference' will be the radio buttons. By selecting any of them, member will be able to view the respective MIS.

The member has to submit these details first otherwise it will give an error alert on adding new entry.

When member will click on Add button, below 'Add Details of shareholder' pop up form will be displayed:

This add window will have ‘Save & Reset’ buttons at the bottom of it.

‘**Save**’ button will save the details & ‘**Reset**’ button will reset the entered details to the default values.

Member needs to be keep in mind the below validations while filling the form:

- In the PAN card no, if its 4th letter is C, then only ‘Format of CIN’ field will get enabled, otherwise it will be disabled.
- Second column of CIN format will accept only numbers. The character length will be of 5 digits.
- Last column of CIN format will accept only numbers. The character length will be of 6 digits.
- PAN card will be mandatory for dominant shareholder & optional for other shareholders.
- In case the constitution of the Shareholder is corporate the CIN number is required to be updated.
- In case the shareholder holds equity shares only, the option ‘Equity’ has to be checked and in case the shareholder holds only preference shares, option ‘Preference’ has to be checked. In case the shareholder holds both, equity and preference shares, the option ‘Equity & Preference’ has to be checked.

For first shareholder, the percentage will be shown as 100%, after that it will be changed on adding remaining shareholders

F) Other Stock Exchange

When member clicks on ‘Other Stock Exchange’ module, by default, ‘No Change’ option will be selected as follow:

Start Date * 01-Apr-2022 End Date * 31-Mar-2023 As On Date * 31-Mar-2023

Save

(Please save this information before proceeding to fill below details.)

Annual Accounts (Entered) Membership on Other Stock Exchange

Networth (Entered)

Director Details (Entered)

ShareHolding Details (Entered)

Other Stock Exchange (Entered)

No Change (C-10) Change (C-2)

Listed In (Entered)

Financial Details (Entered)

Attach Scanned Copies (Not Entered)

Submit to Exchange

Are you a member of other Stock Exchange? Yes No

Save

Add

Edit	Delete	Name Of Stock Exchange	Registration date	Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners	Relation	Membership Number
1		MULTI COMMODITY EXCHANGE OF INDIA LIMITED	10-Aug-2020	ABC Ltd	DIRECTOR	123456789

Page 1 of 1

View 1 - 1 of 1

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When member selects ‘Change’ option, below pop up alert will be displayed:

Annual Returns

Member Name Member Code PAN of Trading Member/Clearing Member *

Financial year Start Date * 01-Apr-2018 End Date * 31-Mar-2019

Annual Accounts (Not Entered)

Networth (Not Entered)

Proprietor Details (Not Entered)

Other Stock Exchange (Not Entered)

No Change (C-10) Change (C-2)

Financial Details (Not Entered)

Attach Scanned Copies (Not Entered)

Submit to Exchange

Are you a member of other Stock Exchange? Yes No

Save

Add

Edit	Delete	Name Of Stock Exchange	Registration date	Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners	Relation	Membership Number

Error

Kindly note that if you select and edit 'Change' option, you will not be able to select 'No Change (C-10)' at a later stage.

OK Cancel

- When member selects ‘OK’ from the above alert, then ‘Change’ option will get selected. Once ‘Change’ option is selected, he will not be able to revert to the ‘No Change’ option.
- When member selects ‘Cancel’ from the above alert, then he is still at ‘No Change’ option.
- When member will select ‘Yes’ radio button for ‘Are you a member of other Stock Exchange’ & click on the Submit button, member will be able to add new entries, update, delete / search for the existing entries etc.
- When member clicks on the ‘Add’ button, below pop up window will get open-

Annual Returns

Member Name: Member Code: PAN of Trading Member/Clearing Member:

Financial year
Start Date: 01-Apr-2018

Annual Accounts (Not Entered)
Networth (Not Entered)
Director Details (Entered)
ShareHolding Details (NOT APPROVED)
Other Stock Exchange (Entered)
No Change (C-10) Change (C-2)
Listed In (Entered)
Financial Details (Not Entered)
Attach Scanned Copies (Not Entered)
Submit to Exchange

Add details of other stock exchanges

Name Of Stock Exchange:

Registration Date:

Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners:

Relation:

Membership number:

Save **Reset**

Notes:
1. Where Company/Sole Proprietor is member of other stock exchange - 'Self'
2. Where Director of Company is member of other stock exchange - 'Director'
3. Where Partner of Firm is member of other stock exchange - 'Partner'
4. Where Subsidiary Co. is member of other stock exchange - 'Subsidiary Co.'
5. Where Holding Co. is member of other stock exchange - 'Holding Co.'
6. Where Sister Concern is member of other stock exchange - 'Sister Concern'

Yes No

Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners	Relation	Membership Number
	SELF	14260

- Add details of Other Stock Exchanges
- Name of Stock Exchange
- Registration Date
- Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners
- Relation
- Membership No

‘**Submit**’ button will enable member to submit the entered details while ‘**Reset**’ button will enable member to reset the entered details to the default values.

- When member will submit the new entry, a successful alert will be displayed as follows & entry will get added to the grid:

Membership on Other Stock Exchange

Are you a member of other Stock Exchange? ☒ Yes ☐ No

Submitted successfully.

Ok

Edit	Delete	Name Of Stock Exchange	Registration Date	Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners	Relation	Membership Number
1		CALCUTTA STOCK EXCHANGE LTD	01-Aug-2017	trader1	DIRECTOR	1545644

Page 1 of 1

View 1 - 1 of 1

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- When member will keep all fields blank while adding a new entry & click on the submit button,

error alert for each mandatory field will be displayed with a common error alert 'Please fill the error fields'.

- When member will be trying to add an entry with already existing stock exchange name and 'Name of Trading Member/Holding Co/Subsidiary Co/Promoters/Directors/Partners' combination, then below alert will be displayed:

The screenshot shows a web application interface with a sidebar on the left containing menu items: Annual Accounts, Networth, Director Details, ShareHolding Details, Other Stock Exchange, Listed In, Financial Details, Attach Scanned Copies, and Submit to Exchange. The 'Other Stock Exchange' menu item is selected and highlighted in red. The main content area displays a form titled 'Add details of other stock exchanges'. The form includes fields for 'Name Of Stock Exchange', 'Registration Date', 'Name of Trading Member/Holding Co/Promoters/Directors/Partners', 'Relation', and 'Membership number'. A red error alert box is overlaid on the form, displaying the message: 'This exchange is already available.' with an 'Ok' button. Below the form, there are 'Submit' and 'Reset' buttons. A 'Notes' section at the bottom of the form lists six conditions for when a company or individual is a member of another stock exchange. The footer of the page indicates 'NSE Copyright (c) 2016'.

- Member can open any existing entry by clicking on the 'edit' icon as follow:

G) Listed In

- When member clicks on 'Listed In' module, by default, 'No Change' option will be selected as follow:

The screenshot shows the 'Annual Returns' section of the web application. It includes a form with fields for 'Member Name' (HARWADI), 'Member Code' (08760), 'PAN of Trading Member/Clearing Member' (AABCHS1), 'Financial year' (Financial Year), 'Year Applicable' (Financial Year), 'Start Date' (01-Apr-2022), 'End Date' (31-Mar-2023), and 'As On Date' (31-Mar-2023). A 'Save' button is present. Below the form, a message states: '(Please save this information before proceeding to fill below details.)'. The sidebar on the left shows the 'Listed In' menu item selected and highlighted in red. The main content area displays the 'Details of Listing' section, which includes a form with a 'Are you Listed?' field and a 'Save' button. The footer of the page indicates 'NSE Copyright (c) 2016'.

- When member selects 'Change' option, below pop up alert will be displayed:

The screenshot shows the NSE Annual Returns portal. A pop-up alert titled "Error" is displayed in the center. The alert contains the following text: "Kindly note that if you select and edit 'Change' option, you will not be able to select 'No Change (C-10)' at a later stage." Below the text are two buttons: "Ok" and "Cancel".

The background interface includes the NSE logo, navigation tabs (Compliance, Trade, Vendor, Membership, Others), and a sidebar with sections like Annual Accounts, Networth, Director Details, ShareHolding Details, Other Stock Exchange, Listed In (selected), Financial Details, and Attach Scanned Copies. The main content area shows the "Details of Listing" section with a form for "Are you Listed?" and a "Save" button.

- When member selects 'OK' from the above alert, then 'Change' option will get selected. Once 'Change' option is selected, he will not be able to revert to the 'No Change' option.
- When member selects 'Cancel' from the above alert, then he is still at 'No Change' option.
- When member will select 'Yes' radio button for 'Are you Listed?' & click on the Submit button, member will be able to add new entries, update, delete / search for the existing entries etc.
- When member clicks on the 'Add' button, below pop up window will get open-

The screenshot shows the NSE Annual Returns portal with the "Add details of Listed In" pop-up window open. The window contains the following fields and buttons:

- Name Of Stock Exchange:** A dropdown menu with "Select" and a checkmark icon.
- Listed Since:** A text input field.
- Delisted On:** A text input field.
- Buttons:** "Submit" and "Reset".

The background interface shows the same sidebar as the previous screenshot, with the "Listed In" section selected. The main content area is partially obscured by the pop-up window.

- Add details of Listed In
- Name of Stock Exchange
- Listed Since
- Delisted On

Note: Please note down that Listed Since date must not be equal or greater than Delisted Date.

‘Submit’ button will enable member to submit the entered details while ‘Reset’ button will enable member to reset the entered details to the default values.

H) Financial Details :

- Clicking on Financial Details tab, user lands on the below page

This tab will have 5 fields. These fields will accept only numeric & two decimal points. They will accept zero & negative values, if applicable.

After feeding the data, member will have to click the Save button

‘Save’ button will enable member to save the details successfully.

‘Reset’ button will reset the entered values to the default values.

Note: When member will save the details in tab, then only the module’s status will get changed to ‘Entered’.

I) Attach Scanned Copies

- Upload the below documents as per the guidelines on the screen

- Annual Accounts in PDF format (Annual Accounts to include Balance Sheet, Profit & Loss, Schedules & Notes to Accounts, Auditors Report, Directors Report and Generated PDF Report from Utilities.)
- Networth Certificate along with Computation duly certified by PCA/PCS

J) Submit to Exchange

‘Submit to exchange’ will be the final step towards the submission of annual returns to the NSE.

If member has missed out to fill any details or any data is mismatching, then the particular information will be available in this module. Hence member will not be able to perform the final submission.

A table with module name & its respective status will be displayed here if entered or not. By clicking on the respective module’s link, member will get redirected to the particular module to fill the details/make the changes as follow:

Once the member will fulfill all the requirements, then all module’s status will be displayed as ‘Entered’:

Module Name	Status
Annual Accounts	(Entered)
Networth	(Entered)
Director Details	(Entered)
ShareHolding Details	(Entered)
Other Stock Exchange	(Entered)
Listed In	(Entered)
Financial Details	(Entered)
Attach Scanned Copies	(Entered)
Submit to Exchange	

Annual Returns - Submission To Exchange

View Details	Status
Annual Accounts	Entered
Networth	Entered
Director Details	Entered
ShareHolding Details	Entered
Other Stock Exchange	Entered
Listed In	Entered
Financial Details	Entered
Attach Scanned Copies	Entered

Remark	Remark By	Date	File
not ok	nseit_skottan	9/15/23 7:07:26 PM.000	AnnRefRejection258Sep2023Letter_502376.pdf

Note: Please check the annual submission details before submitting. Once the data is submitted member cannot add/modify/delete the details. So please confirm before submitting the details to the exchange.

To,
National Stock Exchange of India Ltd.

This is with reference to your circular NSE/COMP/20067 dated June 25, 2015 regarding submission of Annual Return as a part of the continuing membership norms.

I/We confirm that the following scanned copy of the documents are attached herewith.

Annual Accounts	Balance Sheet, Profit & Loss Account & Auditors Report
HC-1	Networth Certificate along with the relevant computation
HC-2	Details of Membership on other Stock Exchanges
HC-3	Details of Directors
HC-7	Details of Shareholding Pattern & Dominant Group of Corporates
HC-8	Undertaking For Relative Support to the Dominant Group
Or	
C-10	Undertaking stating no changes in Documents C-2 to C-8

Once the member will select the box ‘I Agree’, Validate Data button will get enabled:

Remark	Remark By	Date	file
not ok	nseil_skotian	9/15/23 7:07:26 PM.000	AnnRetRejection2585ep2023Letter_502376.pdf

Note: Please check the annual submission details before submitting. Once the data is submitted member cannot add/modify/delete the details. So please confirm before submitting the details to the exchange.

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National Stock Exchange of India Ltd.

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HC-8	Undertaking for Relative Support to the Dominant Group
Or	
C-10	Undertaking stating no changes in Documents C-2 to C-8

I/We undertake that the details provided to the Exchange is true and correct.

The original copy of the above mentioned documents is available with us, which would be made available to the Exchange as and when required.

Yours faithfully,

For

☒ I Agree.

Name of the person whose
signature is Affixed*

Designation of the person whose
signature is Affixed*

Mobile / Phone Number*

Email ID for further
Communication*

Validate Data

Submit

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Once, member will enter all the correct details & Validate Data, member needs to click on submit button, and below submission Reference No will be generated.

Financial year
Year Applicable*
Start Date *
End Date *

Financial Year
01-Apr-2022
31-Mar-2023

All Annual Submission Details have been submitted to NSEIL & NCL with Request Reference No: 980_C_2322 Dated On 9/30/23 11:17:06 AM.000

Annual Accounts (SUBMITTED)
Networth (SUBMITTED)
Director Details (SUBMITTED)
ShareHolding Details (SUBMITTED)
Other Stock Exchange (SUBMITTED)
Listed In (SUBMITTED)
Financial Details (SUBMITTED)
Attach Scanned Copies (SUBMITTED)
Submit to Exchange

Annual Returns - Submission To Exchange

View Details
Status

Annual Accounts	SUBMITTED
Networth	SUBMITTED
Director Details	SUBMITTED
ShareHolding Details	SUBMITTED
Other Stock Exchange	SUBMITTED
Listed In	SUBMITTED
Financial Details	SUBMITTED
Attach Scanned Copies	SUBMITTED

As per eligibility, Annual Returns Submission Details will be submitted to NSEIL/NCL for the Financial Year.