



## Procedure for submitting User id requests through ENIT

Trading members are required to select appropriate relations namely employee, partner/proprietor/Director(s), registered authorized persons (AP) or employee of an AP at the time of placing below user id requests on ENIT.

- New Neat User Id
- Change Neat User Name
- Change Neat User Office/Relationship status
- CTCL ID Activation
- CTCL ID Modification

### New Neat User Id:

1. Members should login to ENIT through Member Portal
2. Go to the path: Trade > User id Request > New Neat User ID
3. When clicked on 'New Neat User Id' the below form will be displayed.

**REQUEST FOR NEW USER**

SEBI Registration Code	<input type="text"/>	Segment*	<input type="text"/>														
Registered Office	<input type="text"/>																
Mother/Child IP*	<input type="text"/>	Box ID	<input type="text"/>														
Office where terminal is located	<input type="text"/>	No of existing terminals at the above IP	<table border="1"><tr><td>1</td><td>In Capital Market; Show Details</td></tr><tr><td>1</td><td>In Futures &amp; Options; Show Details</td></tr><tr><td>0</td><td>In Currency Derivatives; Show Details</td></tr><tr><td>0</td><td>In Interest Rate Futures; Show Details</td></tr><tr><td>0</td><td>In Mutual Fund Service System; Show Details</td></tr><tr><td>0</td><td>In Debt; Show Details</td></tr><tr><td>0</td><td>In Commodity; Show Details</td></tr></table>	1	In Capital Market; Show Details	1	In Futures & Options; Show Details	0	In Currency Derivatives; Show Details	0	In Interest Rate Futures; Show Details	0	In Mutual Fund Service System; Show Details	0	In Debt; Show Details	0	In Commodity; Show Details
1	In Capital Market; Show Details																
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0	In Mutual Fund Service System; Show Details																
0	In Debt; Show Details																
0	In Commodity; Show Details																
<b>Details Of The Proposed User</b>																	
Certification:*	<input checked="" type="radio"/> Certificate Available <input type="radio"/> New Joinee Without Certificate																
Certification Details:*	<input checked="" type="radio"/> NCFM <input type="radio"/> OTHER																
Registration No. of NCFM/BSE:*	<input type="text"/>	<input type="text"/>															
<a href="#">Check Affiliation</a> <a href="#">Certification Help</a>																	

4. Select segment and IP details on which user id to be created.
5. Then fill the proposed user details on whose name the user id is to be created.

Certification Details\*  NCFIA  OTHER

Registration No. of NCFIA/BSE:\*

[Check Affiliation](#) [Certification Help](#)

Title\*  First Name\*

Middle Name  Last Name\*

Date of birth\*  Validity Date\*

Percentage\*  Father's/Husband's Name\*

PAN\*  Mobile Number\*

Email ID\*  Qualification\*

Status Of Office\*  Relationship of Proposed User with Trading Member/Authorized Person\*

Convert the proposed User Id in CT (  REGISTERED OFFICE  
CORPORATE OFFICE  
BRANCH OFFICE  
AUTHORISED PERSON OFFICE

Enable NNF/CTCL facility on User Id:

Declaration to be given by the Trading Member and User for User-Id Request

- After filling relevant user details select status of office from the dropdown menu and relationship of proposed user with Trading Member/Authorized Person in the above highlighted fields

Status Of Office\*  AUTHORIZED PERSON OFFICE Relationship of Proposed User with Trading Member/Authorized Person\*

If the said approved user is an Authorized Person / Employee of Authorized Person

Authorized Person Registration Code\*  Name of Authorized Person\*

- If the status of office is selected as 'Authorized person office', member is required to provide 'Authorized person registration code' in the field highlighted above.
- On entering the correct 'Authorized person registration code', the 'Name of authorized person' field will be auto populated.
- Members may enter all other relevant details.
- Once all details are entered, members need to accept the declaration, certify the request, and then submit the same to the Exchange.
- On successful submission of the request member would receive a reference number for all future correspondence with respect to the request submitted.

### Change Neat User name:

- Members should login to ENIT through Member Portal
- Go to the path: Trade > User id Request > Change Neat User name
- When clicked on 'Change Neat User name' the below form will be displayed.

**REQUEST FOR NEAT USER NAME CHANGE**

SEBI Registration Code  Segment\*

User Id\*  User Name

Mother/Child IP  Box ID

User id to be used for  ALGO  NON ALGO

4. Select segment and user id for which name change request is to be placed.
5. Then fill the proposed user details.

Certification Details:\*  NCFM  OTHER

Registration No. of NCFM/BSE:\*

[Check Affiliation](#) [Certification Help](#)

Title\*  First Name\*

Middle Name  Last Name\*

Date of birth\*  Validity Date\*

Percentage\*  Father's/Husband's Name\*

PAN\*  Mobile Number\*

Email ID\*  Qualification\*

Status Of Office\*  Relationship of Proposed User with Trading Member/Authorized Person\*

Declaration to be given by the Trad...  
 I/We hereby IRREVOCABLY AND UNCOND...  
 I/We hereby agree and bind myself/ourselves to be responsible for all acts, quotations made and transactions done, trades made, or effected by as our Approved User on the Trading System on the CAPITAL MARKET segment of the National Stock Exchange. I/We shall ensure that

6. After filling relevant user details select status of office from the dropdown menu and relationship of proposed user with Trading Member/Authorized Person in the above highlighted fields.

Status Of Office\*  Relationship of Proposed User with Trading Member/Authorized Person\*

If the said approved user is an Authorized Person / Employee of Authorized Person

Authorized Person Registration Code\*  Name of Authorized Person\*

7. If the status of office is selected as 'Authorised person office', member is required to provide 'Authorized person registration code' in the field highlighted above.
8. On entering the correct 'Authorized person registration code', the 'Name of authorized person' field will be auto populated.
9. Members may enter all other relevant details.
10. Once all details are entered, members need to accept the declaration, certify the request, and then submit the same to the Exchange.
11. On successful submission of the request member would receive a reference number for all future correspondence with respect to the request submitted.

**Change Neat User Office/Relationship status:**

1. Members should login to ENIT through Member Portal
2. Go to the path: Trade > User id Request > Change Neat User office/Relationship Status
3. When clicked on 'Change Neat User office/Relationship Status' the below form will be displayed.

**Change Neat User Office/Relationship status**

Segment\*  Bulk Upload

NEAT User ID\*

Existing Status of Office

Existing Relationship of User with Trading Member

Proposed Status of Office\*

Relationship of Proposed User with Trading Member/Authorized Person\*

Declaration

I/We declare to abide by the rules/regulations as communicated by the Exchange/SEBI/other Regulators from time to time.

4. Select segment and user id for which office/ relationship status change request is to be placed.
5. The existing user id details shall be auto populated.

**Change Neat User Office/Relationship status**

Segment\*

NEAT User ID\*

Existing Status of Office

Existing Relationship of User with Trading Member

Proposed Status of Office\*  
 SELECT  
 AUTHORISED PERSON OFFICE  
 CORPORATE OFFICE  
 BRANCH OFFICE  
 REGISTERED OFFICE

Relationship of Proposed User with Trading Member/Authorized Person\*

Declaration

I/We declare to abide by the rules/regulations as communicated by the Exchange/SEBI/other Regulators from time to time.

6. Members may select status of office from the dropdown menu and relationship of proposed user with Trading Member/Authorized Person in the above highlighted fields.

**Change Neat User Office/Relationship status**

Segment\*  Bulk Upload

NEAT User ID\*

Existing Status of Office

Existing Relationship of User with Trading Member

Proposed Status of Office\*

Relationship of Proposed User with Trading Member/Authorized Person\*  
 Select  
 Authorized Person  
 Employee of Authorized Person

Authorized Person Details

Authorized Person Registration Code\*

Name of Authorized Person\*

Declaration

I/We declare to abide by the rules/regulations as communicated by the Exchange/SEBI/other Regulators from time to time.

7. If the status of office is selected as 'Authorised person office', member is required to provide 'Authorized person registration code' in the field highlighted above.
8. On entering the correct 'Authorized person registration code', the 'Name of authorized person' field will be auto populated.
9. Once all details are entered, members need to accept the declaration, certify the request, and then submit the same to the Exchange.
10. On successful submission of the request member would receive a reference number for all future correspondence with respect to the request submitted.
11. For member convenience a bulk upload feature has been provided as well as highlighted below:

**Change Neat User Office/Relationship status**

Segment\* CAPITAL MARKET

NEAT User ID\*

Existing Status of Office

Proposed Status of Office\* AUTHORISED PERSON OFFICE

Existing Relationship of User with Trading Member

Relationship of Proposed User with Trading Member/Authorized Person\* Authorized Person

**Authorized Person Details**

Authorized Person Registration Code\* AP200XXXXX

Name of Authorized Person\* ABC XYZ DEF

Declaration

I/We declare to abide by the rules/regulations as communicated by the Exchange/SEBI/other Regulators from time to time.

**Bulk Upload**

12. Members may download Status Change Template as highlighted below.

Compliance for Assets Auditor - Compliance - Trade - Membership - Member Education -

**Change Neat User Office/Relationship Status Bulk Upload**

**Download Status Change Template**

**File Upload**

Choose File No file chosen Upload Data

(Please follow the guidelines and upload only .xlsx file)

**Back**

13. Members need to fill the relevant field in the bulk field and then upload the file.
14. If all the records in the file are proper, the file will be uploaded successfully.
15. Members may check the Status of the requests under "Neat User id Status Report"
16. In case of any rejection in the file, the file shall not be uploaded successfully.
17. Member may check the rejection reasons file in the download.

## CTCL ID Activation:

1. Members should login to ENIT through Member Portal
2. Go to the path: Trade > Member Reporting Pre-Trade > CTCL ID Activation
3. When clicked on 'CTCL ID Activation' the below form will be displayed.

### CTCL ID-Activation

Market Segment	Capital Market	
NEAT User ID*	Select	12 Digit CTCL Terminal Id*
Login id for 12 Digit CTCL Terminal Id*		Purpose of CTCL Id*
Date of activation of the 12 digit CTCL id by the trading member to the approved person operating terminal*		Select
Terminal used for*	Select	
<b>Office Details</b>		
Status of Office where CTCL terminal is located*	Select	Building Name*
Flat/Door No.:	Select Main office Branch office Registered Office Approved Authorized Person Office	Street/Road Name*
Floor:		Area/Locality/Colony*
City:	Select	Pin Code*

4. Select segment and user id under which CTCL id activation request is to be placed.
5. Member may fill the relevant user id details.
6. After filling relevant user details select status of office from the dropdown menu and relationship of proposed user with Trading Member/Authorized Person in the above highlighted fields

**Name of approved person operating CTCL Terminal**

Title	MR.	First Name*
Middle Name		Last Name
<b>Father's name of approved person (First name, Middle Name, Last name)</b>		
Title	Mr.	First Name*
Middle Name		Last Name*
Date of birth of approved person*		Certificate Validity Date of the approved person*
PAN of the approved person operating CTCL Terminal*		Mobile Number*
Email ID*		Relationship of the approved person operating CTCL Terminal with trading member*
Authorized Person		Select Authorized Person Employee of Authorized Person
Authorized Person Registration Code*		

**Declaration :**

I/We hereby IRREVOCABLY AND UNCONDITIONALLY UNDERTAKE and agree to abide by and be bound by the following terms and conditions:

- I/We agree and undertake that the information provided in the above form is complete and accurate, to the best of my knowledge. I/We further agree and understand that the Exchange shall not be liable for any omissions/errors made by us in providing the accurate information/details as required in the above form.

7. If the status of office is selected as 'Authorised person office', member is required to provide 'Authorized person registration code' in the field highlighted above.

8. On entering the correct 'Authorized person registration code', the 'Name of authorized person' field will be auto populated.
9. Members may enter all other relevant details.
10. Once all details are entered, members need to accept the declaration, certify the request, and then submit the same to the Exchange.
11. On successful submission of the request member would receive a reference number for all future correspondence with respect to the terminal reported.
12. Member may upload the details through Bulk upload option as well.
13. Member may download the bulk upload template from the below option.

### CTCL Bulk Upload

Download help file for CTCL ID Bulk upload

**\* Please read Guidelines before uploading CTCL Requests.**

Please download the CTCL Template Files for uploading CTCL Activation, De-Activation Or Modification requests.

[Download CTCL Activation File Template](#)

[Download CTCL De-Activation File Template](#)

[Download CTCL Modification File Template](#)

[Download CITY -- STATE Combination help file](#)

Select File

No file chosen

*(Please follow the guidelines and upload only .xls file)*

14. Members need to fill the relevant fields in the bulk field and then upload the file.
15. If all the records in the file are proper, the file will be uploaded successfully.
16. Members may check the request details under "CTCL id Request (Report)"
17. In case of any rejection in the file, the file shall not be uploaded successfully.
18. The rejection reason shall be populated to the member.

### CTCL ID Modification:

1. Members should login to ENIT through Member Portal
2. Go to the path: Trade > Member Reporting Pre-Trade > CTCL ID Modification
3. When clicked on 'CTCL ID Modification' the below form will be displayed.

### CTCL ID-Modification

Market Segment: Capital Market

NEAT User ID\*: Select

12 Digit CTCL Terminal Id\*: Select

Login id for 12 Digit CTCL Terminal Id\*:

Purpose of CTCL Id\*:

Date of activation of the 12 digit CTCL id by the trading member to the approved person operating terminal\*:

Effective Date of Modification\*:

Terminal used for\*: Select

Office Details

Status of Office where CTCL terminal is located\*: Select

Existing Address

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Pin Code:

- After filling relevant user details select status of office from the dropdown menu and relationship of proposed user with Trading Member/Authorized Person in the above highlighted fields.

Name of approved person operating CTCL Terminal

Title: MRS.

Middle Name:

Father's name of approved person (First name, Middle Name, Last name)

Title: MRS.

Middle Name:

Date of birth of approved person\*:

Certificate Validity Date of the approved person\*:

PAAN of the approved person operating CTCL Terminal\*:

Mobile Number\*:

Email ID\*:

Relationship of the approved person operating CTCL Terminal with trading member\*: Select

Authorized Person

Authorized Person Registration Code\*:

Name of Authorized Person to whom terminal is allotted\*:

Declaration :

- If the status of office is selected as 'Authorised person office', member is required to provide 'Authorized person registration code' in the field highlighted above.
- On entering the correct 'Authorized person registration code', the 'Name of authorized person' field will be auto populated.
- Members may enter all other relevant details.
- Once all details are entered, members need to accept the declaration, certify the request, and then submit the same to the Exchange.
- On successful submission of the request member would receive a reference number for all future correspondence with respect to the request submitted.
- Member may upload the details through Bulk upload option as well.
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Select File

No file chosen

*(Please follow the guidelines and upload only .xls file)*

12. Members need to fill the relevant fields in the bulk field and then upload the file.
13. If all the records in the file are proper, the file will be uploaded successfully.
14. Members may check the request details under “CTCL id Request (Report)”
15. In case of any rejection in the file, the file shall not be uploaded successfully.
16. The rejection reason shall be populated to the member.

### Active terminals report:

Members may view the updated ‘Status of office’ and ‘Relationship of Proposed User with Trading Member/Authorized Person’ field with additional field of ‘Authorized person registration code’ under the existing reports available on ENIT.

- Active User ids (Report)
- Active CTCL ids Report