



National Stock Exchange of India Ltd.

**User Manual for Submission of voluntary
disablement requests**

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About This Guide

- PURPOSE OF THIS GUIDE

This guide will enable you to use the voluntary disablement module and provides 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 function of this module includes:

- To submit the request for voluntary disablement and to view it in the MIS report.

- HOW TO GET IN TOUCH

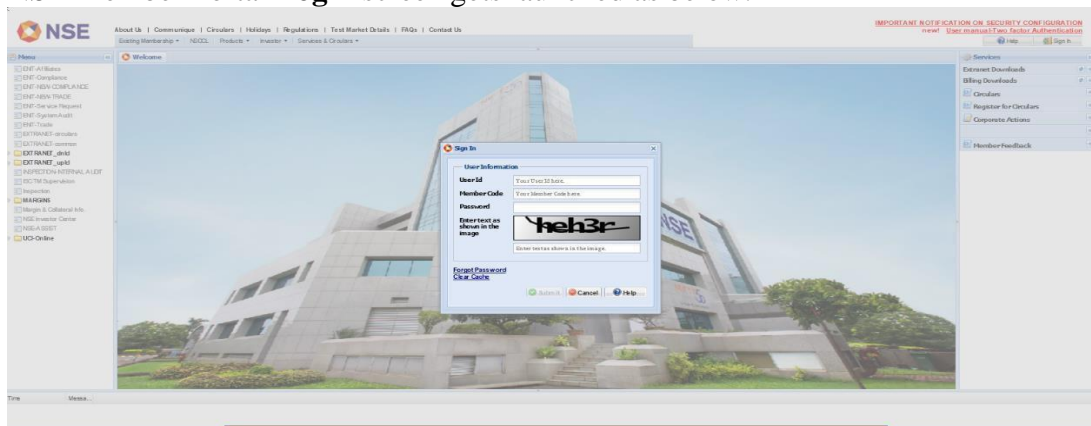
- NSE welcomes your comments and suggestions on the quality and usefulness of this document. For any questions, comments, or suggestions on the documentation, you can contact us at:
National Stock Exchange of India Limited.
Exchange Plaza, Block G,
Bandra-Kurla Complex, Bandra (East),
Mumbai – 400051
Tel – 022-26598100
Email ID: compliance_mem@nse.co.in
- If you have any problems, questions, comments, or suggestions regarding the voluntary disablement 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 ‘Voluntary disablement submission, 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

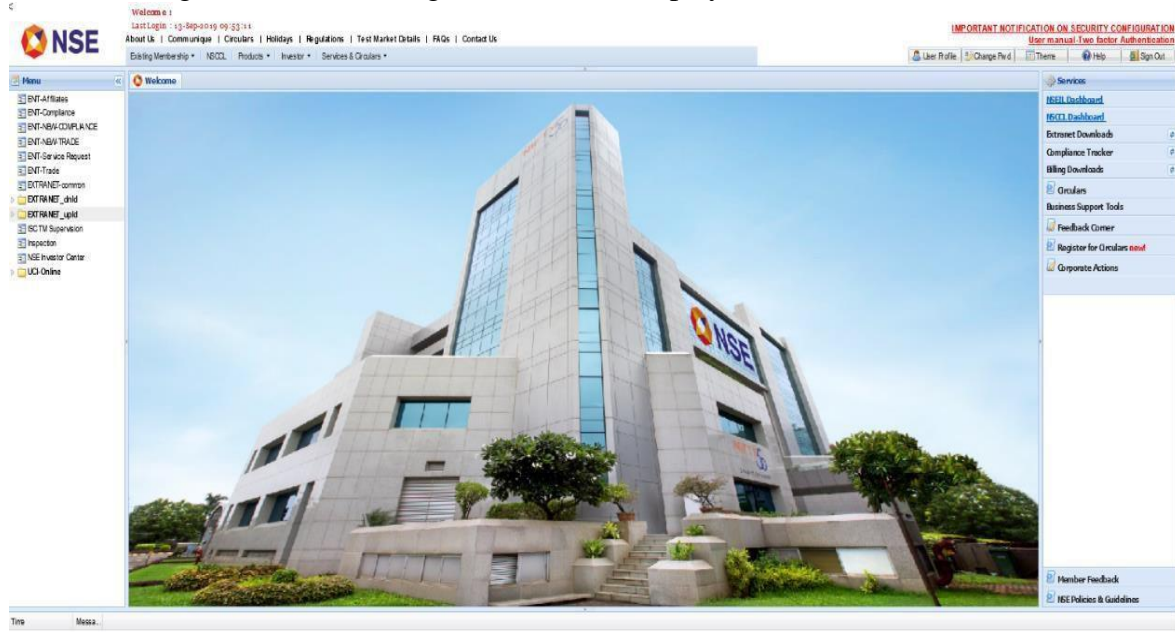
1. Open browser from the desktop.
2. Type <https://enit.nseindia.com/MemberPortal/> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



After entering the credentials, user needs to click on ‘Submit’ button to login.

UserId	<ul style="list-style-type: none"> ✓ Type the appropriate Userid in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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 COMPLIANCE' tab, the main screen 'Dashboard' gets open:

NSE

Member Code :

Member Name :

Compliance

Trade

Membership

Welcome

ENT

Exchange of India Limited

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	27AAACN1797L120	AAZ71216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L12E	AAZ71216007418C	AAACN2642L

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	senhill.saravanan@sifycorp.com	Senhill 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'

- **VOLUNTARY DISABLEMENT**

To navigate your way in the voluntary disablement module, a proper understanding of the interface is essential. This section illustrates the various parts and uses of this module.

- **Navigation Bar**

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

Under ‘Compliance’ module, ‘voluntary disablement’ module is available:

Members are requested to follow the 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	04199963	nse.servicedesk@sifycorp.com nse.sifynoc@sifycorp.com	Help desk Team	Immediate
Level 2	1264447	senthil.saravanan@sifycorp.com	Senthil Saravanan(Assitant manager GNOC)	1 Hour
Level 3	8784467	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
Level 4	4968619	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
Level 5	4070474	joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour

Submission Alerts

Submission Reminders

‘Voluntary Disablement’ module contains:

- Voluntary Disablement Submission
- Voluntary Disablement MIS

	UDI Registration	➤ 051			
	Quarterly Compliance	➤			
	Director Details	➤			
Members are requested to foll	Key Management Personnel	➤	ow for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.		
	Half Yearly Networth Submission	➤			
	GSTIN	➤			
Criticality			Contact Number	Email id	Contact person
Level 1	Surrender	➤ 04199963		nse.servicedesk@sifycorp.com	Help desk Team
	ML and AI	➤		nse.sifynoc@sifycorp.com	
Level 2	Margin Trading Approval Withdrawal	➤ 1264447		senhil.saravanan@sifycorp.com	Senhil Saravanan(Assitant manager GNOC)
Level 3	Client Code Modification	➤ 8784467		shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)
Level 4	FATF	➤ 4968619		pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)
Level 5	Internal Risk Assessment	➤ 4070474		joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)
	Sub Broker	➤			
	Annual Returns	➤			
	Inventory of Assets	➤			
Alerts	Registered Address	➤			
	Change in Name	➤			
	NSEIL CDS Instrument	➤			
	Algorithmic Trading	➤			
	Associate And Subsidiary	➤			
	BO Facility Details	➤			
	E-Voting Facility	➤			
	Membership Certificate	➤			
	STPI	➤			
	Maintenance of Website	➤			
	Qualified Stock Brokers	➤			
	Technical Glitches	➤			
	Voluntary Disablement	➤			
	Base Minimum Capital	➤			

- **COMPLIANCES**

VOLUNTARY DISABLEMENT SUBMISSION

1. Login with correct member credentials to member portal.
2. Click on 'Compliance'.
3. Go to 'Voluntary disablement' module.
4. Select 'Voluntary disablement' and click on it.

On clicking, below page will open:

The screenshot displays a web form titled "Voluntary disablement". The form contains several input fields: "Member Code", "Member Name", "Contact person name *", "Contact person mobile number *", "Contact person email id *", and "Reason for Disablement *". Below these fields is a section for "Segments for disablement" with checkboxes for "Capital Market", "Future & Options", "Currency Derivative", "Commodity", "Interest rate futures", "Mutual Fund Service System", and "Debt". There is an "Upload Documents" section with a "Download checklist format" link. Below this are two rows for uploading documents: "Upload Application form" and "Upload Board resolution", each with an "Attachment *" field. A yellow note box at the bottom left contains the following text: "Note : 1. Only pdf files to be uploaded 2. Maximum file size should be 5MB 3. *Mandatory details". A "Submit Request" button is located at the bottom right of the form.

Voluntary disablement

Member Code Member Name

Contact person name * Contact person mobile number *

Contact person email id * Reason for Disablement *

Segments for disablement ☐ Capital Market ☐ Future & Options ☐ Currency Derivative ☐ Commodity ☐ Interest rate futures ☐ Mutual Fund Service System ☐ Debt

Upload Documents

Download checklist format

Upload Application form Attachment *

Upload Board resolution Attachment *

Note :

1. Only pdf files to be uploaded
2. Maximum file size should be 5MB
3. *Mandatory details

Submit Request

Member is required to fill in the details and click on the button “submit request”

Voluntary disablement

Member Code

Member Name

Contact person name *

Contact person mobile number *

mandatory field kindly put some values

mandatory field kindly put some values

Contact person email id *

Reason for Disablement *

mandatory field kindly put some values

mandatory field kindly put some values

Segments for disablement

☐ Capital Market ☐ Future & Options ☐ Currency Derivative ☐ Commodity ☐ Interest rate Futures ☐ Mutual Fund Service System ☐ Debt

Upload Documents

Download checklist format

Upload Application form

Attachment *

Upload Board resolution

Attachment *

Note :
1. Only pdf files to be uploaded
2. Maximum file size should be 5MB
3. *Mandatory details

Submit Request

Once application is submitted, member will receive a pop up that request is successfully submitted and a reference number shall be generated.

Voluntary disablement

Member Code

Member Name

Contact person name *

Contact person mobile number *

test name

7896541236

Contact person email id *

Reason for Disablement *

test_test@test.com

test reason

Segments for disablement

☒ Capital Market ☐ Future & Options ☒ Currency Derivative ☐ Commodity ☐ Interest rate Futures ☐ Mutual Fund Service System ☐ Debt

Upload Documents

Download checklist format

Upload Application form

Download file


Upload Board resolution

Download file

Note :
1. Only pdf files to be uploaded
2. Maximum file size should be 5MB
3. *Mandatory details

Request Successfully Submitted
with
refNo: /VOLUNTARY_DISABLEMENT/121


Member can view the request submitted to the Exchange and the status of the same by clicking on the button “Search” under Voluntary Disablement MIS Menu.



Member Code :

Member Name :

Test Digital Signature



Compliance for Assets Auditor

Compliance

Trade

Membership

Utilities

Member Education

ENT Migration

Welcome 09001


Voluntary Disablement

Request Reference Number

Enter a date range
MM/DD/YYYY - MM/DD/YYYY

Search


Reset



Member Code :

Member Name :

Test Digital Signature



Compliance for Assets Auditor

Compliance

Trade

Membership

Utilities

Member Education

ENT Migration

Welcome 09001

Voluntary Disablement

Request Reference Number

Enter a date range
MM/DD/YYYY - MM/DD/YYYY

Search

Reset

Member Code	Member Name	Request Submission Date	Request Reference Number	Application Status	Segments for Disablement	Request Revised Submission Date	Request Approv
		01-MAR-24 02:21 PM	/VOLUNTARY_DISABLEMENT/121	SUBMIT TO EXCHANGE	Capital market,Currency Derivative,		

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In case the application is not complete, Exchange shall return the request to member with return remarks.

Voluntary disablement

Member Code: Member Name:

Contact person name: Contact person mobile number:

Contact person email id: Reason for Disablement:

Segments for disablement: ☐ Capital Market ☐ Future & Options ☒ Currency Derivative ☒ Commodity ☐ Interest rate Futures ☐ Mutual Fund Service System ☐ Debt

Return Remarks:

Upload Documents:

Download checklist format: [Download checklist format](#)

Upload Application form: [Download file](#)

Upload Board resolution: [Download file](#)

Net Risk Confirmation: [Attachment](#)

Approval Note: [Download file](#)

Note:

1. Only pdf files to be uploaded
2. Maximum file size should be 5MB
3. *Mandatory details

[COMPLETE DOCUMENTS SUBMITTED](#) [RETURN REQUEST](#)

Trading members will be required to rectify the deficiencies and submit the application again under the same reference number.

Once the application is complete, Exchange shall process the application and provide an approval to the member for voluntary disablement in the segments applied for in the application form.

Trading members will be notified regarding the disablement through an email from the Exchange.

Additionally, the trading members will be able to view the status of voluntary disablement application on ENIT portal.

Voluntary Disablement

Request Reference Number: Enter a date range:

[Search](#) [Reset](#)

Member Code	Member Name	Request Submission Date	Request Reference Number	Application Status	Segments for Disablement	Request Revised Submission Date	Request
		29-FEB-24 04:19 PM	/VOLUNTARY_DISABLEMENT/118	APPLICATION RETURNED TO MEMBER	Currency Derivative, Commodity, Capital market, Future & Options, Currency Derivative, Commodity, Interest rate Futures, Mutual Fund Service System, Debt,	27-MAR-24 09:59 PM	
		29-FEB-24 02:46 PM	/VOLUNTARY_DISABLEMENT/117	APPROVED			29-FE

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