National Stock Exchange of India Ltd.

User Manual for Submission of voluntary disablement requests

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<u>About This Guide</u>

- <u>PURPOSE OF THIS GUIDE</u>

This guide will enable you to use the voluntary disablement module and provides detailed procedures for the same.

- <u>WHO SHOULD READ THIS GUIDE</u>

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.

- <u>HOW TO GET IN TOUCH</u>
  ➢ 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:
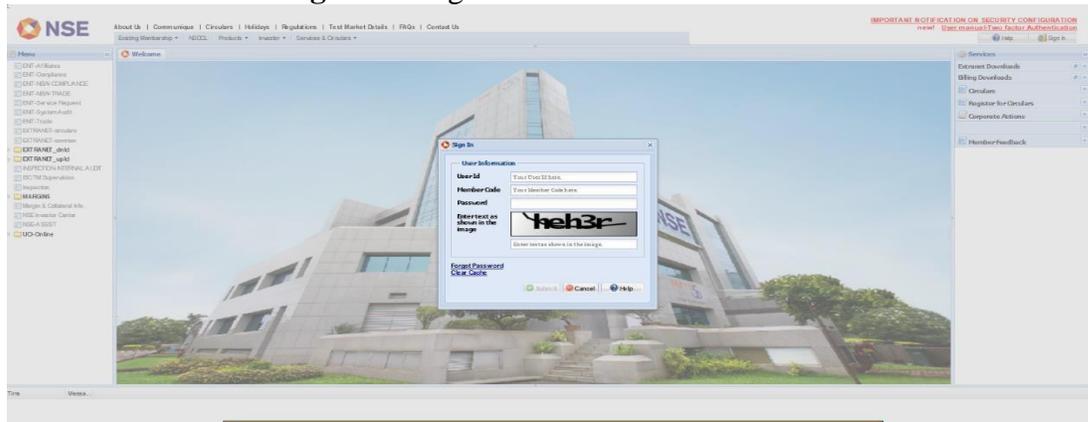
After entering the credentials, user needs to click on 'Submit' button to login.

UserId	✓ *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:
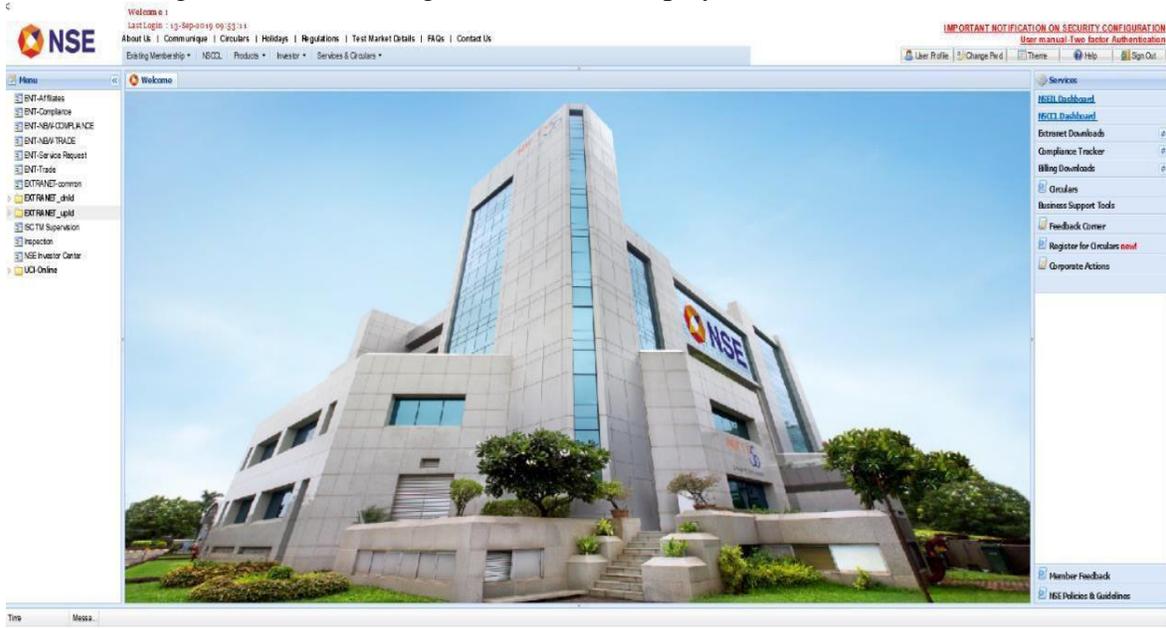
5. When Member opens 'ENIT NEW COMPLIANCE' tab, the main screen **'Dashboard'** gets open:

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	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	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	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	Reminders
No Records Found.	No Records Found.

When no records are available, then it will show 'No Records Found'

- <u>VOLUNTARY DISABLEMENT</u>

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.

- <u>Navigation Bar</u>

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

Under 'Compliance' module, 'voluntary disablement" module is available:

Criticality		Contact Number	Email id	Contact person	Priority
	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 ▶				
Level 1	Surrender ▶	04199963	nse.servicedesk@sifycorp.com nse.sifynoc@sifycorp.com	Help desk Team	Immediate
	ML and AI ▶				
	Margin Trading Approval Withdrawal ▶				
Level 2	Client Code Modification	1264447	senthil.saravanan@sifycorp.com	Senthil Saravanan(Assitant manager GNOC)	1 Hour
Level 3	FATF	8784467	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
	Internal Risk Assessment				
Level 4	Sub Broker	4968619	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
Level 5	Annual Returns	4070474	joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour
	Inventory of Assets				
	Registered Address ▶				
Alerts	Change in Name ▶		Reminders		
	NSEIL CDS Instrument				
	Algorithmic Trading ▶				
	Associate And Subsidiary ▶				
	BO Facility Details ▶				
	E-Voting Facility ▶				
	Membership Certificate ▶	ound.	No Records Found.		
	STPI				
	Maintenance of Website ▶				
	Qualified Stock Brokers ▶				
	Technical Glitches ▶				
	Voluntary Disablement ▶				
	Base Minimum Capital ▶				

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	▸	w for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.			
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	Inventory of Assets	▸				
	Registered Address	▸				
Alerts	Change in Name	▸		Reminders		
	NSEIL CDS Instrument	▸				
	Algorithmic Trading	▸				
	Associate And Subsidiary	▸				
	BO Facility Details	▸				
	E-Voting Facility	▸				
	Membership Certificate	▸	ound.	No Records Found.		
	STPI	▸				
	Maintenance of Website	▸				
	Qualified Stock Brokers	▸				
	Technical Glitches	▸				
	Voluntary Disablement	▸	Voluntary Disablement Submission			
	Base Minimum Capital	▸	Voluntary Disablement MIS			

- 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:

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"

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

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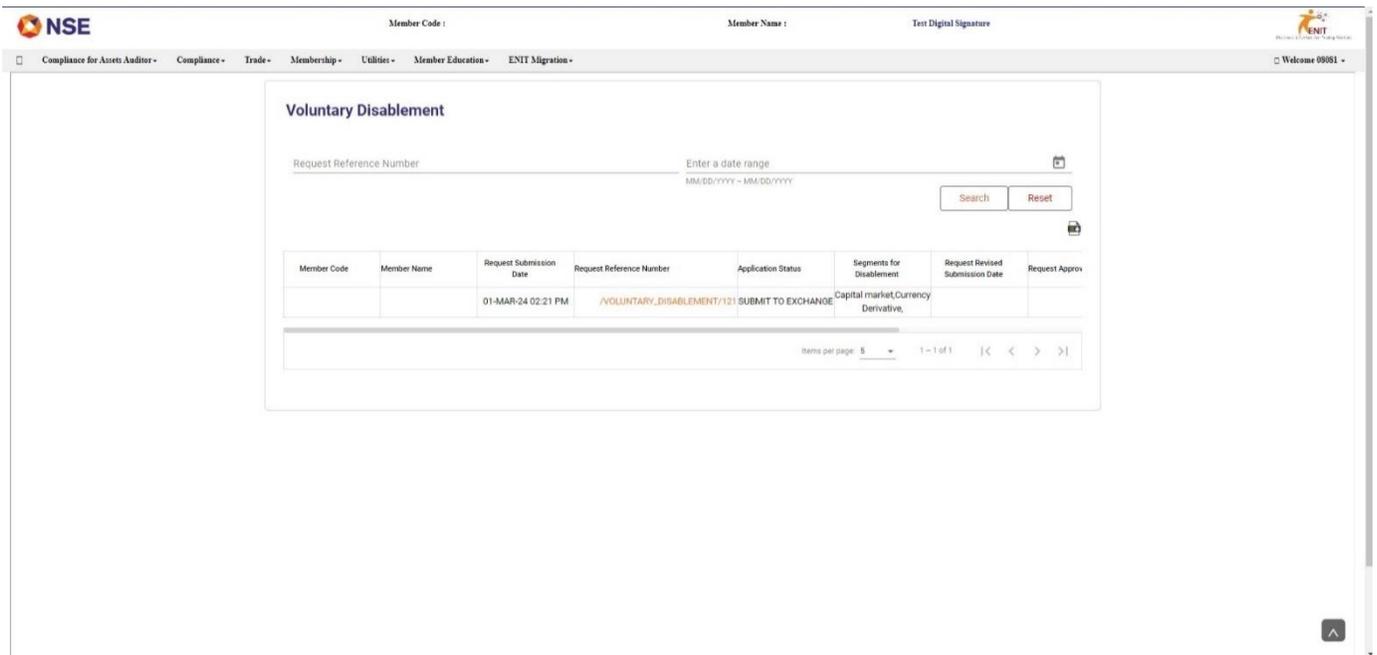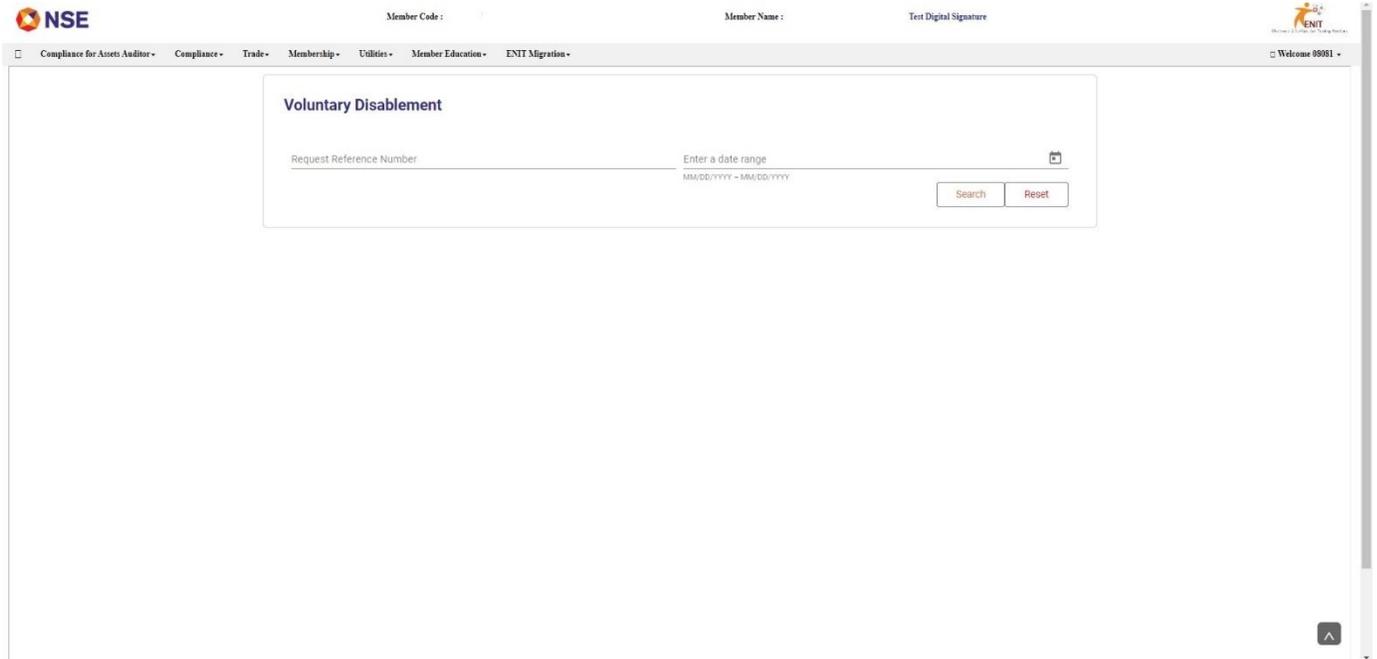
In case the application is not complete, Exchange shall return the request to member with return remarks.

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.