

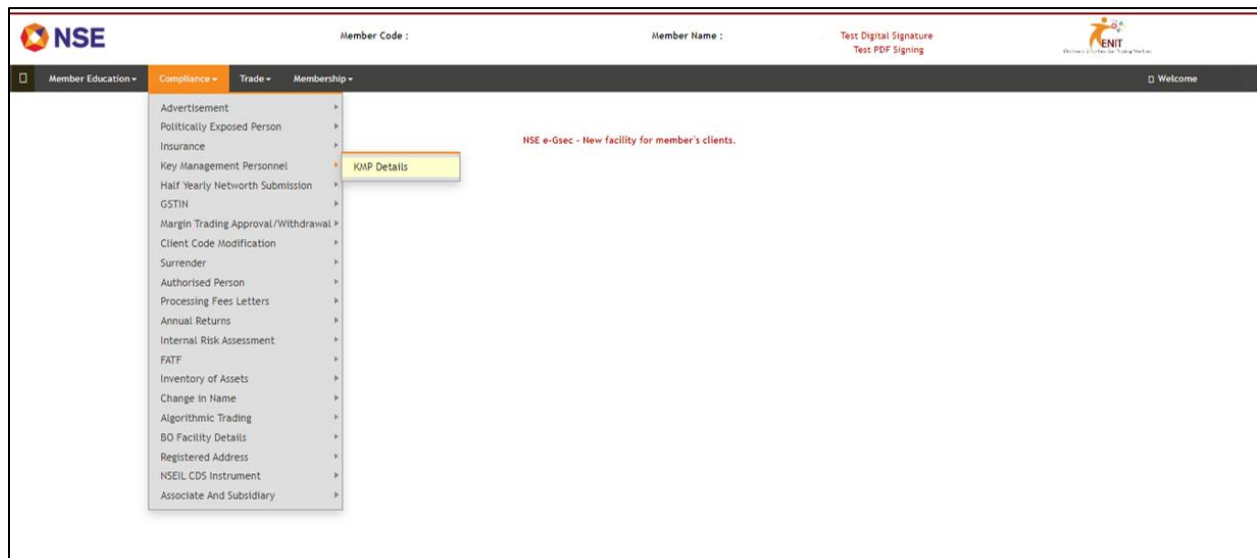
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USER MANUAL - Key Management Personnel

1. Navigate to KMP Details

- Login to ENIT - <https://enit.nseindia.com/MemberPortal/> with correct member credentials
- Click on ENIT-NEW-Compliance> Compliance>Key Management Personnel>KMP Details

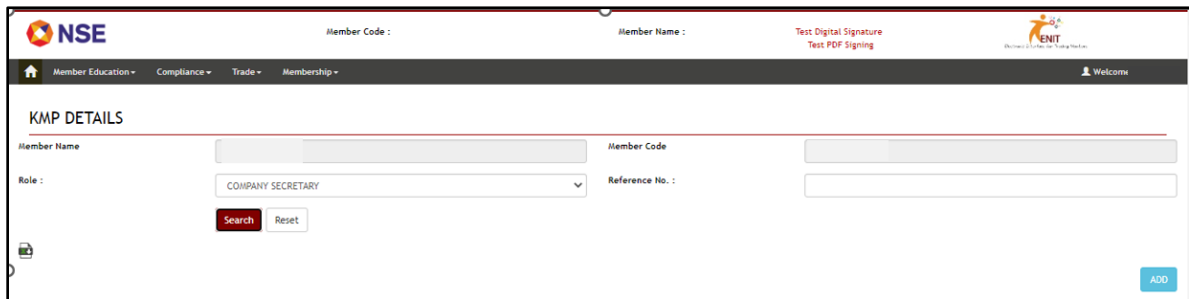


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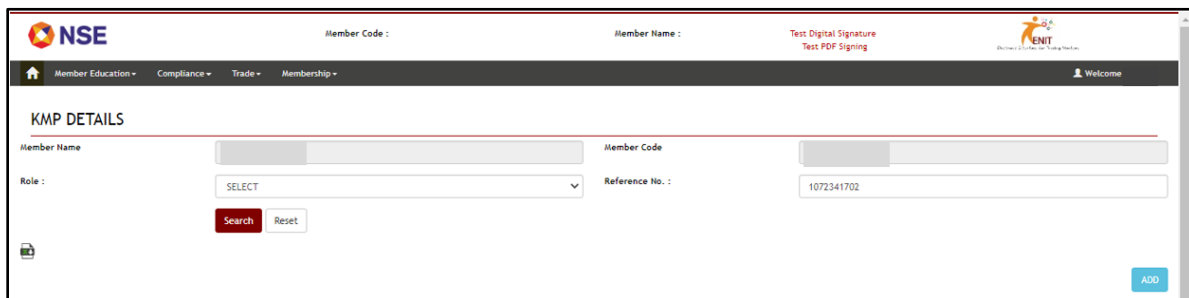
2. Landing Page

- List of the KMP's assigned by the member are listed on the dashboard
- To view a specific KMP, member can select role under the Role dropdown and click on Search



The screenshot shows the NSE KMP DETAILS form. The header includes the NSE logo, Member Code, Member Name, and links for Test Digital Signature and Test PDF Signing. The main form has fields for Member Name, Member Code, Role (set to COMPANY SECRETARY), and Reference No. There are Search and Reset buttons. An ADD button is at the bottom right.

- To view a specific KMP through Reference No., update reference no. and Search



The screenshot shows the NSE KMP DETAILS form with the Reference No. field updated to 1072341702. The Role dropdown is set to SELECT. The Search and Reset buttons are visible. The ADD button is at the bottom right.

- Reset button will reset the selection done in Role and/or reference no.

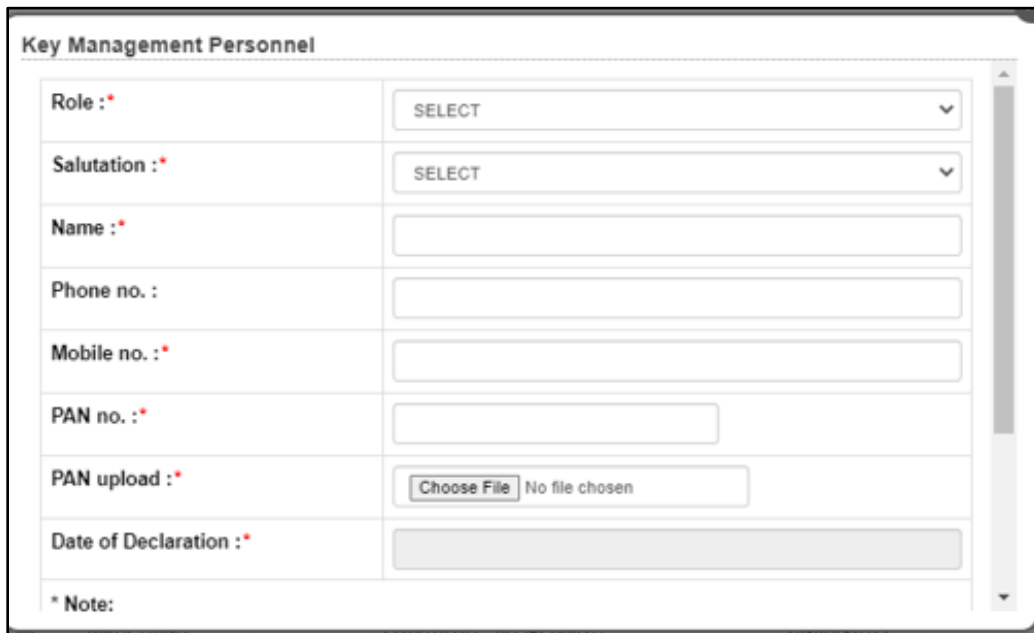
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3. Add Key Management Personnel – New

- Click on Add button. Below screen will pop up to fill in details of KMP
- Select Role from the dropdown. If Role is selected as “Other”, then specify role in Other's column
- Select Salutation from the dropdown
- Minimum 10 digits is required for mobile number
- Fields marked with an asterisk (*) are mandatory fields and the “Submit” button will be enabled only when all the mandatory fields are populated.
- Once all mandatory fields are populated, Click on “Submit” button

Note – Please ensure size of attachment is less than 8 MB. The file format .pdf will be accepted by the module.



The screenshot shows a web form titled "Key Management Personnel". It contains several input fields and dropdown menus. The fields are: "Role" (dropdown with "SELECT"), "Salutation" (dropdown with "SELECT"), "Name" (text input), "Phone no." (text input), "Mobile no." (text input), "PAN no." (text input), "PAN upload" (file upload button labeled "Choose File" and "No file chosen"), and "Date of Declaration" (text input). All fields marked with an asterisk (*) are mandatory. A note at the bottom states: "* Note:".

Key Management Personnel	
Role : *	SELECT
Salutation : *	SELECT
Name : *	
Phone no. :	
Mobile no. : *	
PAN no. : *	
PAN upload : *	Choose File No file chosen
Date of Declaration : *	
* Note:	

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Key Management Personnel	
Phone no. :	
Mobile no. : *	
PAN no. : *	
PAN upload : *	Choose File No file chosen
Date of Declaration : *	
* Note: 1. Please ensure size of attachment is less than 8 MB. 2. The file formats .pdf will be accepted by module.	
Submit Reset	

- Notification is received that the request is submitted successfully along with the reference number

Confirmation	
	Request submitted successfully. The reference no. is 2069/KMP/0523/10912
OK	

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4. Edit Details of existing KMP

- Click on Edit button
- Role is not editable field, Name, Salutation, phone number, Mobile number, PAN, Pan upload, date of declaration, DIN are editable fields

Key Management Personnel	
Role :*	COMPLIANCE OFFICER
Salutation :*	Mr.
Name :*	ABC
Phone no. :	
Mobile no. :*	1236547896
PAN no. :*	DDDDD5555D edit
PAN upload :*	
Date of Declaration :*	08-Nov-2019

5. Deleting Existing KMP

- Click on the delete button
- System throws the below popup to confirm the deletion:

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- Click on delete if you wish to proceed
- If you click on Close the record will not be deleted
- Below pop up is received post deletion

