

## National Stock Exchange of India

### Circular

Department: Compliance	
Download Ref No: NSE/COMP/62391	Date: June 10, 2024
Circular Ref. No: 26/2024	

To All Members,

#### **Sub: Updation of KMP details**

As part of compliance with respect to Enhanced Supervision of Stock Brokers/Depository Participants, members are required to identify their Key Management Personnel (KMP) and update their PAN details on the Exchange platform.

Members are required to note that –

1. Members shall refer to the definition provided under Section 2(51) of the Companies Act, 2013, in order to ascertain Key Management Personnel which include (i) the Chief Executive Officer or the Managing Director or the Manager; (ii) the Company Secretary; (iii) the Whole-time Director; (iv) the Chief Financial Officer; and (v) such other officer as may be prescribed. Further, the Member can also identify and declare any one or more personnel as their KMP(s) from the given list as per their constitution: Directors, Compliance Officer, Proprietor, Partners or any other competent personnel as identified by the member.
2. Details of PAN, mobile no., phone no. and email id are required to be updated against the name of the personnel identified as KMP on ENIT portal (<https://enit.nseindia.com/MemberPortal/>) and the path is ENIT-NEW-Compliance>Compliance>Key Management Personnel>KMP Details. Detailed procedure is provided in Annexure A.
3. Members who have already submitted the details and have no addition/deletion in the KMPs declared will have to update email id of existing KMPs on ENIT portal. Members who are yet to submit the details or have changes to be updated are required to comply with the aforementioned requirement latest by **June 30, 2024**.

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## National Stock Exchange of India

4. Failure to submit/upload the details within the prescribed timelines, would be treated as non-compliance and attract a levy of late submission charges of Rs. 10,000/- per KMP in accordance with Exchange circular ref. no. NSE/INSP/53530 dated September 2, 2022.
5. Members are also required to note that any change in the aforesaid information/details has to be updated within 7 calendar days of such change. Failure to adhere will be treated as non-compliance.

Members are requested to ensure compliance with the above.

For any support, please reach out to the helpdesk on 1800 266 0050 (Select IVR option 3) or email at [memcompliance\\_support@nse.co.in](mailto:memcompliance_support@nse.co.in)

For and on behalf of  
**National Stock Exchange of India Limited**

**Swati Sopare**  
**Chief Manager**

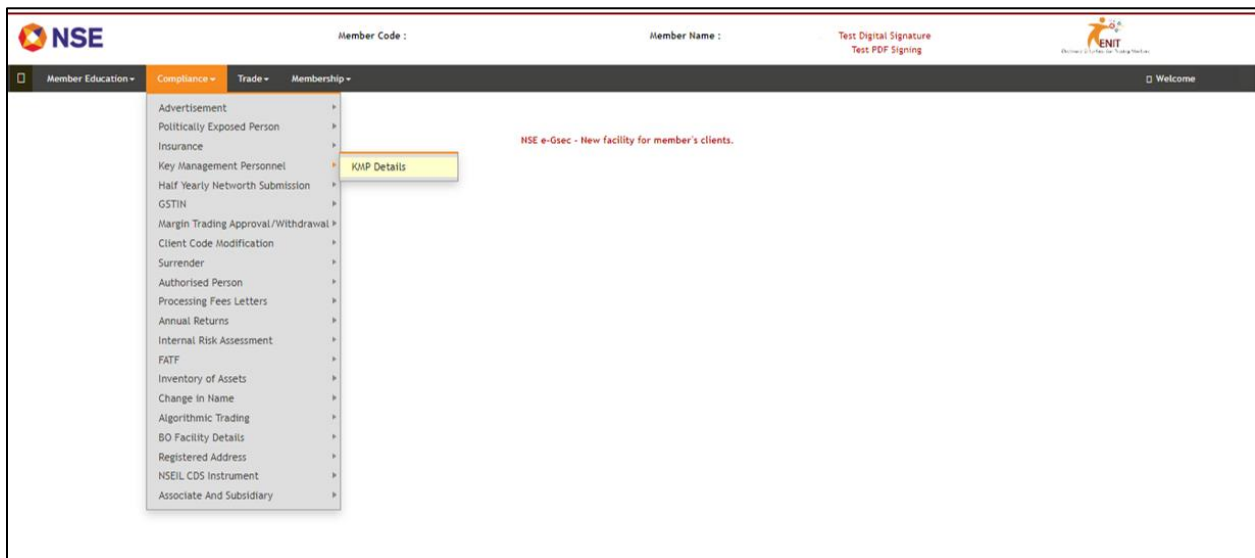
# National Stock Exchange of India

## ANNEXURE – A

### USER MANUAL - Key Management Personnel

#### 1. Navigate to KMP Details

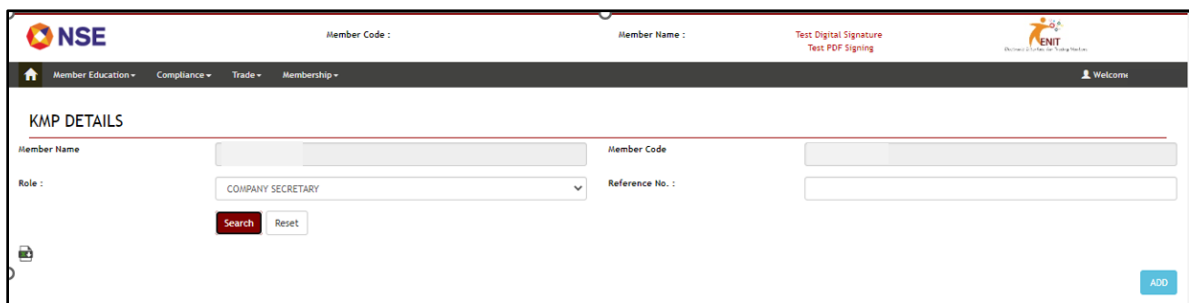
- Login to ENIT - <https://enit.nseindia.com/MemberPortal/> with correct member credentials
- Click on ENIT-NEW-Compliance> Compliance>Key Management Personnel>KMP Details



## National Stock Exchange of India

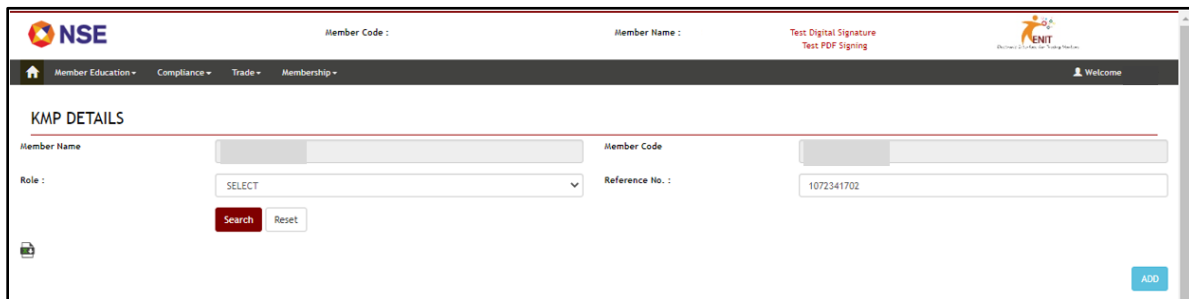
### 2. Landing Page

- 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 Role dropdown is set to 'COMPANY SECRETARY'. The Reference No. field is empty. The Search button is highlighted in red.

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



The screenshot shows the NSE KMP DETAILS form. The Role dropdown is set to 'SELECT'. The Reference No. field is filled with '1072341702'. The Search button is highlighted in red.

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

## National Stock Exchange of India

### 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
- Enter valid email id in the Email id field.
- 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

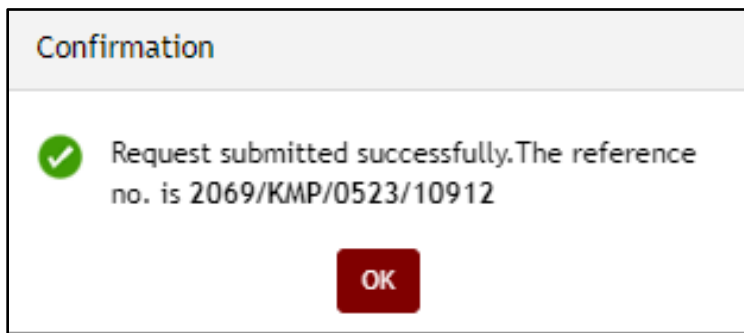
Note – Please ensure size of attachment is less than 8 MB. The file format .pdf will be accepted by the module.

**Key Management Personnel**

<b>Role :*</b>	SELECT
<b>Salutation :*</b>	SELECT
<b>Name :*</b>	<input type="text"/>
<b>Phone no. :</b>	<input type="text"/>
<b>Mobile no. :*</b>	<input type="text"/>
<b>Email Id. :*</b>	<input type="text"/>
<b>PAN no. :*</b>	<input type="text"/>
<b>PAN upload :*</b>	<input type="button" value="Choose File"/> No file chosen
<b>Date of Declaration :*</b>	<input type="text"/>
<b>* Note:</b> 1. Please ensure size of attachment is less than 8 MB. 2. The file formats .pdf will be accepted by module.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

## National Stock Exchange of India

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



#### 4. Edit Details of existing KMP

- Click on Edit button
- Role, Name, Salutation, phone number, Mobile number, Email id, PAN No., Pan upload, date of declaration, DIN are editable fields.
- If email id field is blank, kindly update valid email address of the respective KMP

#### 5. Deleting Existing KMP

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



- 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

## National Stock Exchange of India

