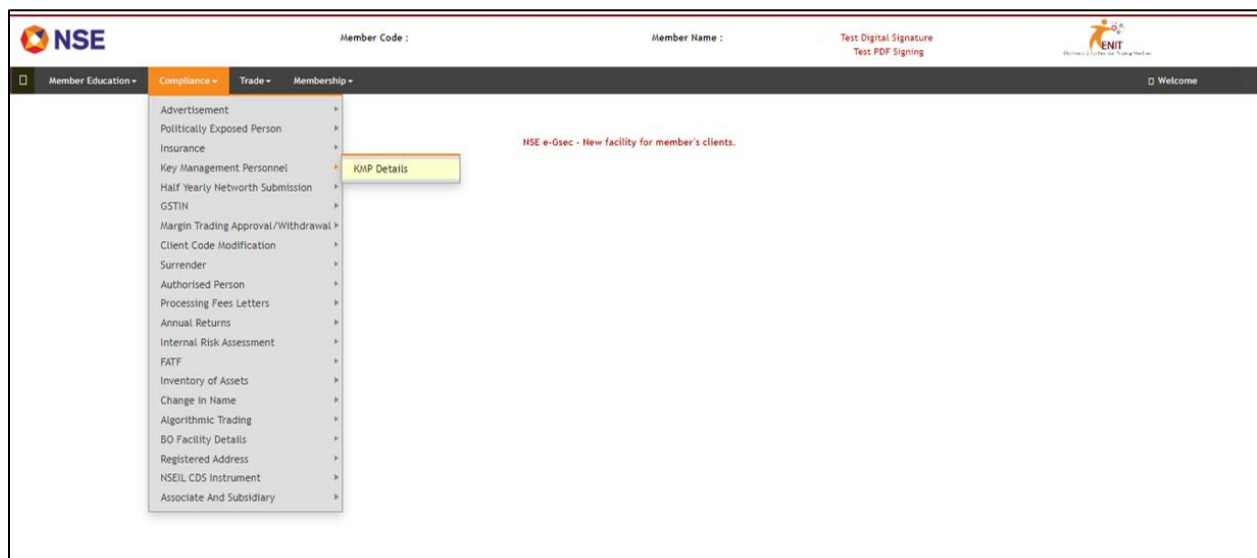


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USER MANUAL - Key Management Personnel

1. Navigate to KMP Details

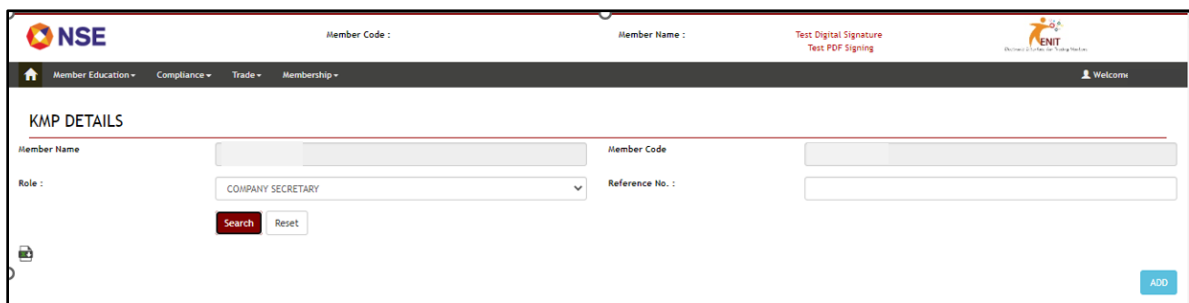
- Login to ENIT - <https://enit.nseindia.com/MemberPortal/> with correct member credentials
- Click on ENIT-NEW-Compliance> Compliance>Key Management Personnel>KMP Details



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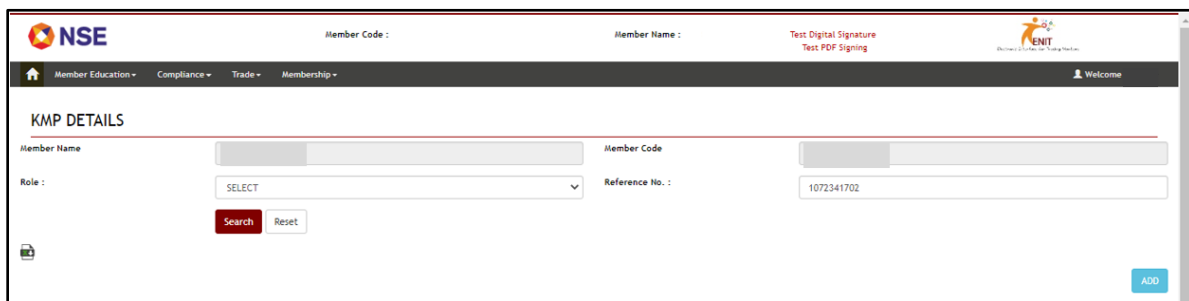
2. Landing Page

- 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 page. At the top, there is a header with the NSE logo, Member Code, Member Name, and links for Test Digital Signature and Test PDF Signing. Below the header is a navigation bar with links for Member Education, Compliance, Trade, and Membership. The main content area is titled KMP DETAILS and contains a form with the following fields: Member Name (text input), Member Code (text input), Role (dropdown menu with 'COMPANY SECRETARY' selected), and Reference No. (text input). There are Search and Reset buttons below the Role dropdown. An ADD button is located at the bottom right of the form.

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



The screenshot shows the NSE KMP DETAILS page with the Reference No. field updated to 1072341702. The Role dropdown menu is now set to 'SELECT'. The Search and Reset buttons are still present. 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
- 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

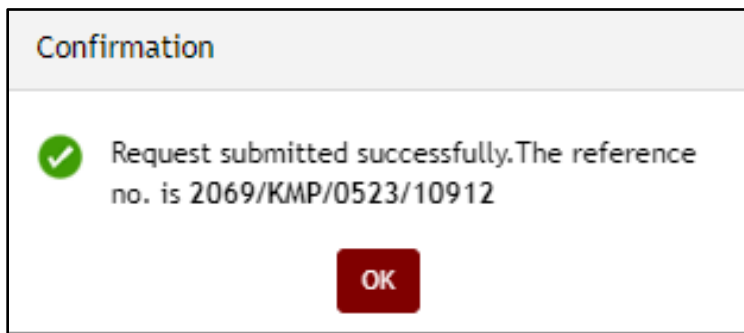
Note – Please ensure size of attachment is less than 8 MB. The file format .pdf will be accepted by the module.

Key Management Personnel

Role : *	<input type="text" value="SELECT"/>
Salutation : *	<input type="text" value="SELECT"/>
Name : *	<input type="text"/>
Phone no. :	<input type="text"/>
Mobile no. : *	<input type="text"/>
Email Id. : *	<input type="text"/>
PAN no. : *	<input type="text"/>
PAN upload : *	<input type="button" value="Choose File"/> No file chosen
Date of Declaration : *	<input type="text"/>
* Note: 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"/>	

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- 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

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