



**National Stock Exchange of India Ltd.**

**User Manual for  
Back Office Details Submission**

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## About This Guide

- **PURPOSE OF THIS GUIDE**

This guide will enable you to use BO Facility details Module of the Electronic Member Interface User 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 functions of this module include:

- To submit the BO facility details, 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

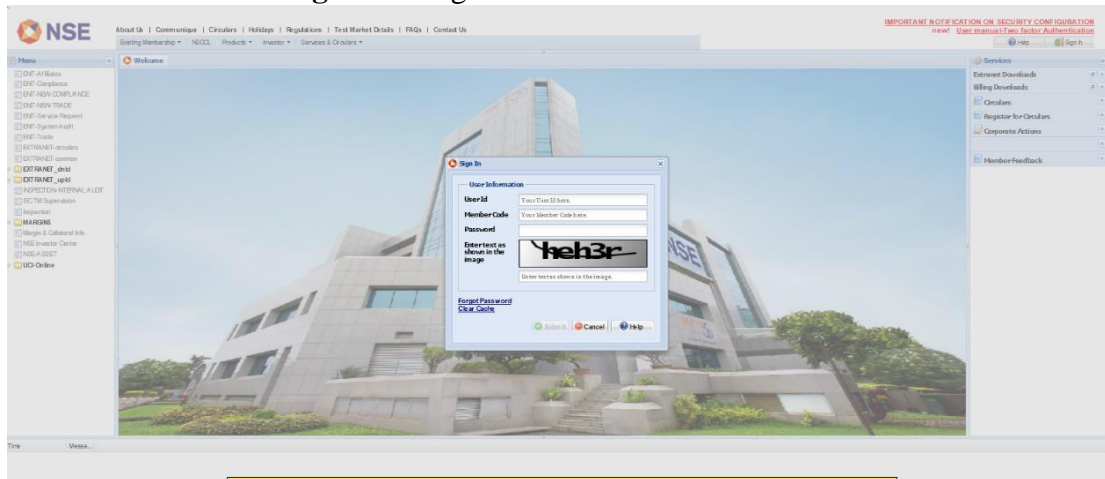
- If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface User module, contact us at the address mentioned above or call on Toll free 18002660058 (option 1).

- **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 'Electronic Member Interface' portal, Member first needs to login into Member Portal using the 'UserId, Member Code and Password'.

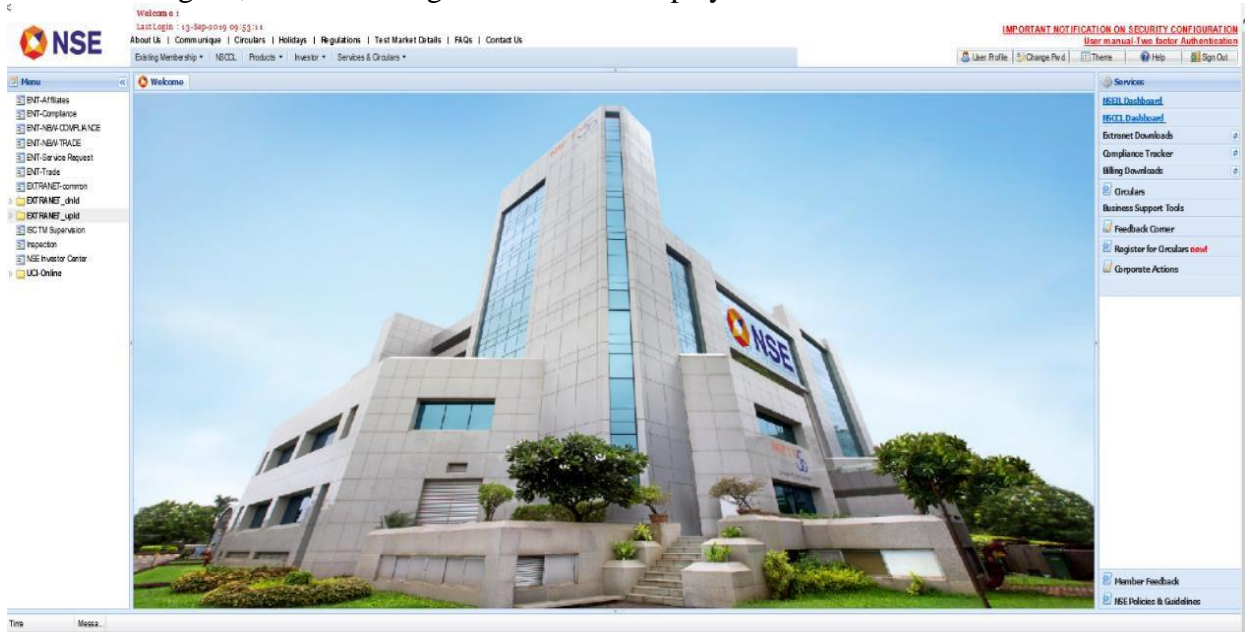
- ## To start the electronic member interface user module

1. Open browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



UserId	<ul style="list-style-type: none"> <li>✓ Type the appropriate Userid in this field.</li> <li>✓ This field is alphanumeric.</li> <li>✓ This field is mandatory.</li> </ul>
Member Code	<ul style="list-style-type: none"> <li>✓ Type the appropriate member code of the user in this field.</li> <li>✓ This field is numeric only.</li> <li>✓ This field should accept 5 digit correct member code.</li> <li>✓ This field is mandatory.</li> </ul>
Password	<ul style="list-style-type: none"> <li>✓ Type correct password in this field.</li> <li>✓ This field accepts alphanumeric &amp; special characters.</li> <li>✓ This field is mandatory.</li> </ul>

4. When user logs in, then following screen will be displayed:



5. When Member opens 'ENIT NEW COMPLIANES' tab, the main screen 'Dashboard' gets open:

**NSE** Member Code : Member Name :

Compliance Trade Membership Welcome

**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	27AAACH1797L120	AA271216007256G	AAACH1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACH2642L12E	AA271216007418C	AAACH2642L

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**

No Records Found.

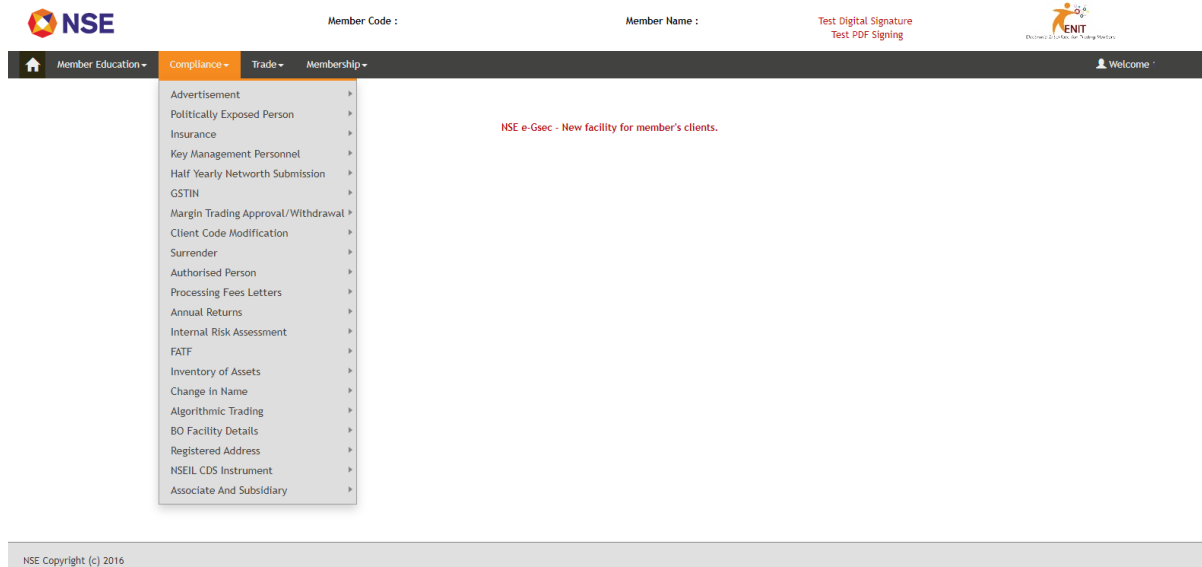
**Reminders**

No Records Found.

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

- ELECTRONIC MEMBER INTERFACE

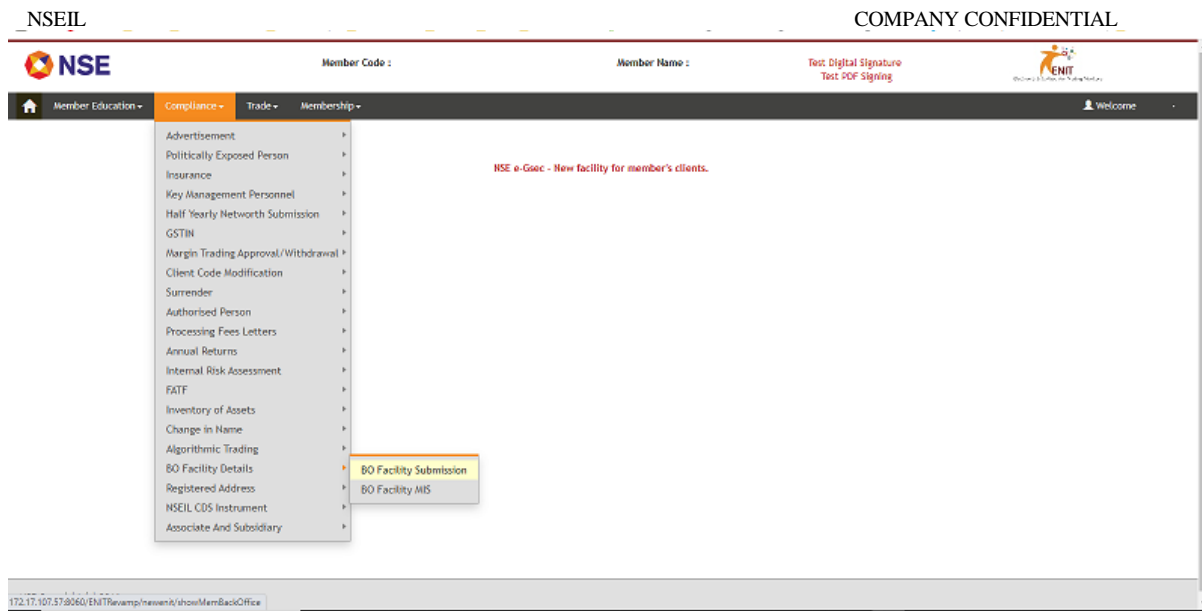
To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (User) and their uses.



- Navigation Bar

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

On clicking on 'Compliance' module, 'BO Facility Details' module is available:



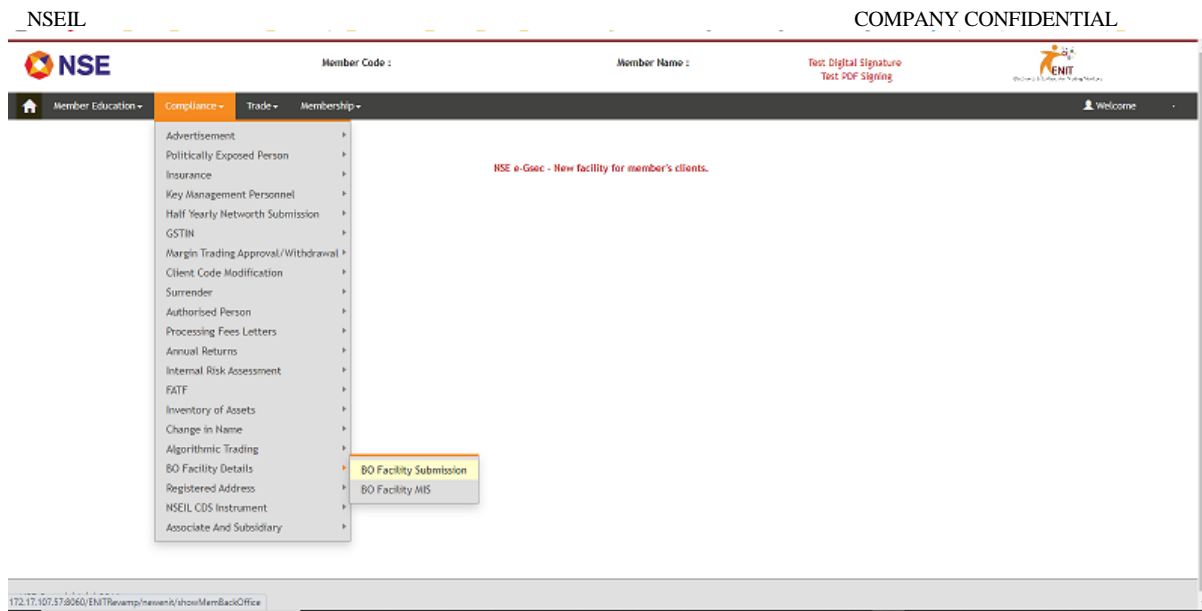
### **‘BO Facility Details’ module contains:**

- BO Facility Submission
- BO Facility MIS

### **• COMPLIANCES**

#### **BO Facility Details**

1. Login with correct member credentials to member portal.
2. Click on ‘Compliances’.
3. Go to ‘BO Facility Details’ module.
4. Select ‘BO Facility Submission’ and click on it



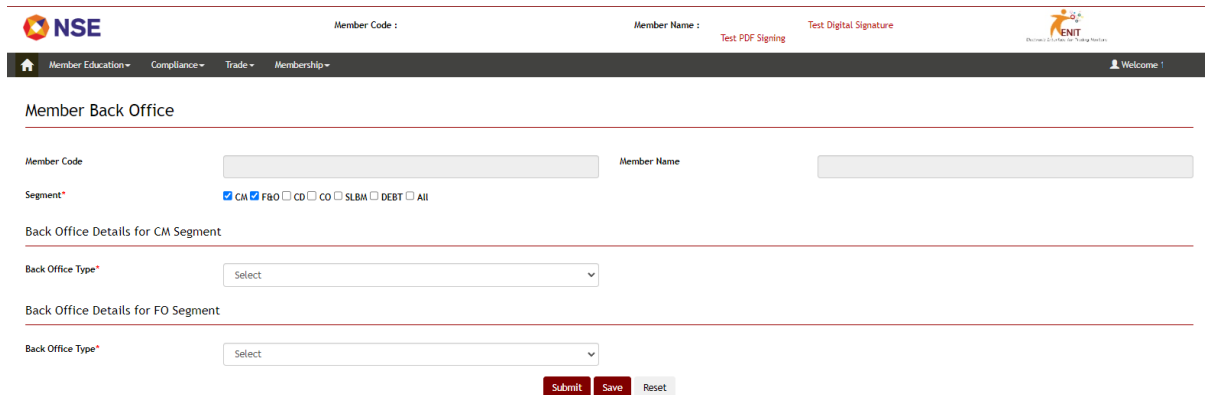
On clicking, below page will get open:

This screenshot shows the 'Member Back Office' page. The header is identical to the previous screenshot. Below the navigation bar, the page title 'Member Back Office' is displayed. The main content area contains a form with the following elements: a 'Member Code' label and a text input field; a 'Member Name' label and a text input field; a 'Segment\*' label followed by a row of checkboxes for 'CM', 'F&O', 'CD', 'CO', 'SLBM', 'DEBT', and 'All'; and three buttons labeled 'Submit', 'Save', and 'Reset' at the bottom right. The 'Member Name' input field has a small 'Member Name' label next to it.



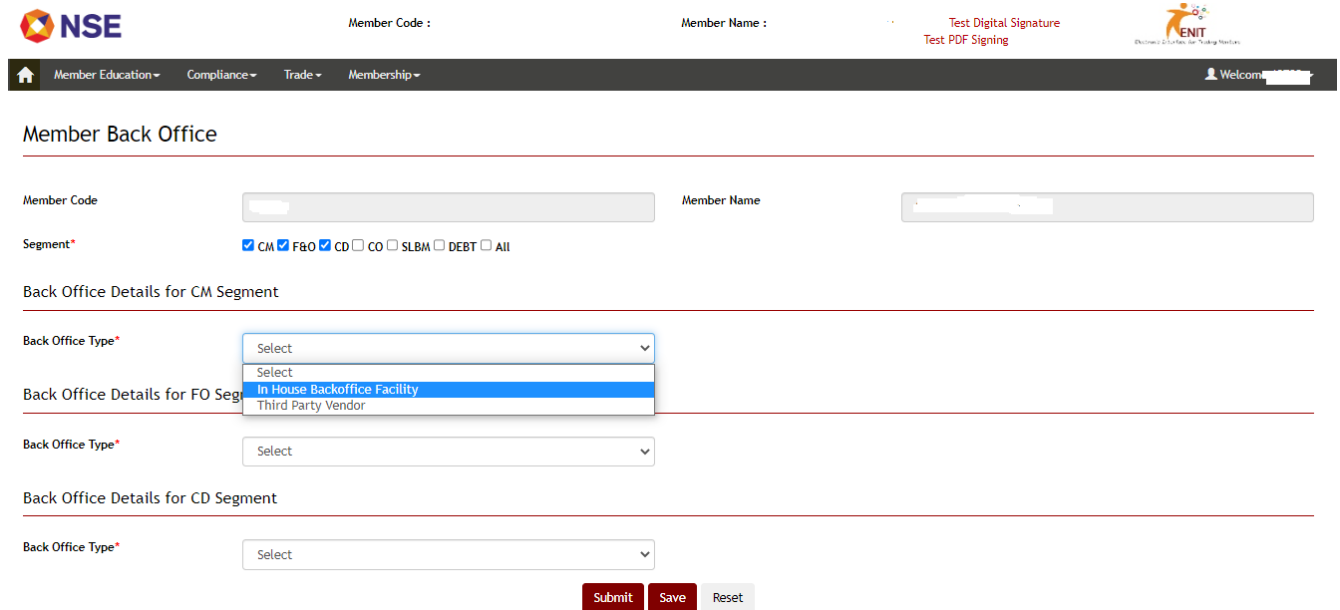
Here, 'Member Name, Member Code' fields are auto populated and disabled fields.

Select segments in which member is registered with Exchange





The screenshot shows the NSE Member Back Office interface. At the top, there is a header with the NSE logo, navigation tabs (Member Education, Compliance, Trade, Membership), and user information (Member Code, Member Name, Test Digital Signature, Test PDF Signing). Below the header, the 'Member Back Office' section is displayed. It contains two input fields for 'Member Code' and 'Member Name'. Below these, the 'Segment\*' section shows a list of checkboxes: CM (checked), F&O (checked), CD, CO, SLBM, DEBT, and All. The 'Back Office Details for CM Segment' section has a 'Back Office Type\*' dropdown menu. The 'Back Office Details for FO Segment' section also has a 'Back Office Type\*' dropdown menu. At the bottom, there are three buttons: Submit, Save, and Reset.

For each segment, Member shall provide Back office facility details.



The screenshot shows the NSE Member Back Office interface with the 'Back Office Details for CM Segment' section expanded. The 'Back Office Type\*' dropdown menu is open, showing three options: 'Select', 'In House Backoffice Facility' (highlighted), and 'Third Party Vendor'. The 'Back Office Details for FO Segment' section also has a 'Back Office Type\*' dropdown menu. At the bottom, there are three buttons: Submit, Save, and Reset.

In case “Third Party Vendor” is selected in Back Office Type then Details of the Back Office Vendors shall be provided


Member Code :
Member Name :
Test Digital Signature  
Test PDF Signing


Member Education
Compliance
Trade
Membership
Welcome

### Member Back Office

Member Code
Member Name

Segment\*
☒ CM
☒ F&O
☒ CD
☐ CO
☐ SLBM
☐ DEBT
☐ All

#### Back Office Details for CM Segment

Back Office Type\*
Third Party Vendor

Vendor Name\*
Address of Vendor\*

Email ID of Vendor\*
Contact Number of Vendor\*



Name of Contact Person of Vendor\*
Version\*

#### Back Office Details for FO Segment

Back Office Type\*
Select

In case “In-House BackOffice Facility” is selected in Back Office Type then documents are required to submit as mentioned in Exchange Circular.

All attachment (except for checklist) are accepted in PDF or ZIP format only.


Member Code :
Member Name :
Test Digital Signature  
Test PDF Signing


Member Education
Compliance
Trade
Membership
Welcome

### Member Back Office

Member Code
Member Name

Segment\*
☒ CM
☐ F&O
☐ CD
☐ CO
☐ SLBM
☐ DEBT
☐ All

#### Back Office Details for CM Segment

Back Office Type\*
In House Backoffice Facility

#### In House Backoffice Facility

Attach Undertaking for Back Office Facility\*
Choose File No file chosen
Date of execution of undertaking \*

Date of Stamp paper of undertaking \*
Date of Notarizing \*

Upload Checklist for Submitting Undertaking\*
Choose File No file chosen
Download Undertaking checklist Template

Attach Auditors Certificate\*
Choose File No file chosen
Attach Auditor Report\*
Choose File No file chosen

Submit
Save
Reset

Download Undertaking Checklist template and fill in details in 'Column C' and upload the same. Do not add or delete any other field/text in checklist.


The screenshot shows the NSEIL Member Back Office interface. At the top, there is a header with the NSEIL 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 section is titled 'Member Back Office'. It contains fields for Member Code and Member Name. Below these are checkboxes for Segment (CM, FBO, CD, CO, SLBN, DEBT, All). The 'Back Office Details for CM Segment' section includes a dropdown for Back Office Type (In House Backoffice Facility). Below this, there are several file upload fields: 'Attach Undertaking for Back Office Facility', 'Date of Stamp paper of undertaking', 'Upload Checklist for Submitting Undertaking', and 'Attach Auditors Certificate'. Each of these fields has a 'Choose File' button and the text 'No file chosen'. To the right of these fields are date input fields for 'Date of execution of undertaking' and 'Date of Notarizing'. A red box highlights the 'Download Undertaking checklist Template' link. At the bottom right, there is an 'Attach Auditor Report' field with a 'Choose File' button. At the bottom center, there are three buttons: 'Submit', 'Save', and 'Reset'.

Save button helps to save entered details

This screenshot is identical to the one above, showing the NSEIL Member Back Office interface. The 'Save' button at the bottom center is highlighted with a red box, indicating its function to save the entered details.

'Reset' button allows to reset all the entered values back to NIL.


Click on “Submit” button to Submit details to Exchange. All mandatory fields shall be filled for successful submission of application.



Member Code :

Member Name :

Test Digital Signature  
Test PDF Signing

  
Electronic & Online for Trading Member

Member Education

Compliance

Trade

Membership

Welcome

### Member Back Office

Member Code

Member Name

Segment\*  
☒ CM ☐ F&O ☐ CD ☐ CO ☐ SLBM ☐ DEBT ☐ All

#### Back Office Details for CM Segment

Back Office Type\*  
In House Backoffice Facility

#### In House Backoffice Facility

Attach Undertaking for Back Office Facility\*  
Choose File No file chosen

Date of execution of undertaking\*

Date of Stamp paper of undertaking\*

Date of Notarizing\*

Upload Checklist for Submitting Undertaking\*  
Choose File No file chosen

Download Undertaking checklist Template

Attach Auditors Certificate\*  
Choose File No file chosen


Attach Auditor Report\*  
Choose File No file chosen

Submit

Save

Reset


Submitted application will be displayed in “BO Office MIS” Tab.



Member Code :

Member Name :

Test Digital Signature  
Test PDF Signing

  
Electronic & Online for Trading Member

Member Education

Compliance

Trade

Membership

Welcome

### Back Office MIS

Member Name

Member Code

Request From Date

Request To Date

Search

Reset

Sr. No.	REF NO	MEMBER CODE	MEMBER NAME	REQUEST STATUS	SUBMISSION DATE
	X	X	X	X	X
No records to display					

Page 1 of 0

No records to view