

ANNEXURE – I

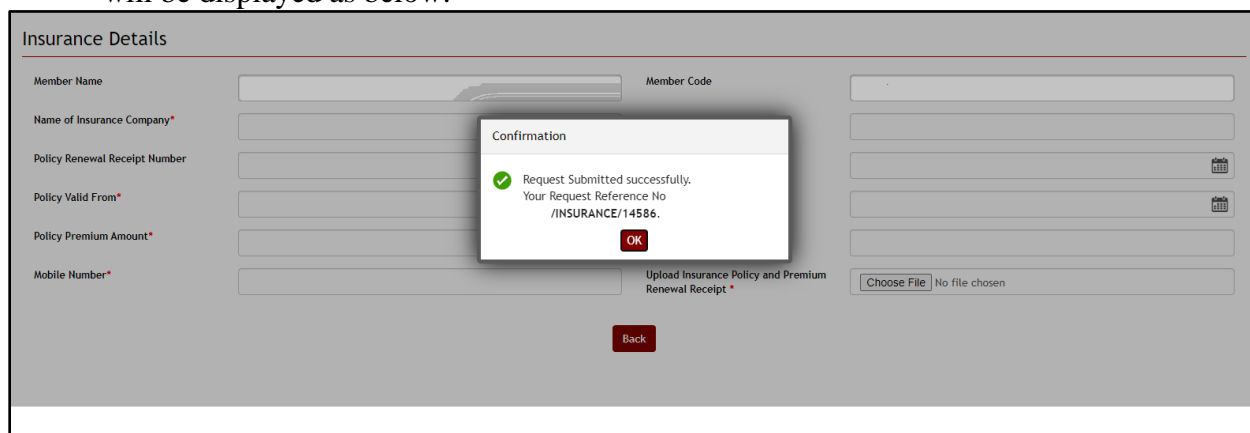
USER MANUAL FOR ELECTRONIC UPLOAD OF PROOF OF STOCK BROKERS INDEMNITY POLICY THROUGH ENIT NEW COMPLIANCE

Navigate to Insurance module

- Login to ENIT - <https://enit.nseindia.com/MemberPortal/> with correct member credentials
- Click on ‘**Compliance**’ > ‘**Insurance**’
- Insurance module contains below sub modules:
 - A. New Insurance
 - B. Insurance Preview

A. New Insurance

- The fields which are marked with * mark are mandatory to fill. This form contains text, alphanumeric, numeric, calendar, upload fields. It will have ‘**Submit & Reset**’ buttons.
- Here, the **Member Name** and **Member Code** will be auto populated and hence non editable.
- Enter Name of Insurance Company.
- Enter Policy Number.
- Enter Policy Renewal Receipt Number. [Non mandatory field]
- Select Policy Renewal Receipt Date using the calendar. [Non mandatory field]
- Select Policy Valid from & to Date using the calendar.
- Enter Policy Premium Amount.
- Enter correct Email Id.
- Enter correct Mobile Number.
- Upload the Premium Renewal Receipt/Insurance certificate.
- Submit.
- On submitting all details successfully, successful alert with Request Reference Number will be displayed as below:



The screenshot shows the 'Insurance Details' form. It contains several input fields: Member Name, Member Code, Name of Insurance Company*, Policy Renewal Receipt Number, Policy Valid From*, Policy Premium Amount*, and Mobile Number*. There are also buttons for 'Submit' and 'Reset'. A confirmation pop-up is displayed in the center, stating: 'Confirmation', 'Request Submitted successfully.', 'Your Request Reference No /INSURANCE/14586.', and 'OK'. At the bottom of the form, there is a 'Back' button and a file upload section labeled 'Upload Insurance Policy and Premium Renewal Receipt *' with a 'Choose File' button and 'No file chosen' text.

The Reference No. format is “MemberCode/INSURANCE/Unique Request No.”

‘Name of Insurance Company’ will accept only alphanumeric characters.

‘Policy Number’ accepts accept only numbers.

‘Policy Renewal Receipt Number’ accepts alphanumeric characters.

‘Policy Premium Amount’ accepts only numbers. It will not accept any alphabets & special characters.

‘Email id’ field will accept only the correct email ids in the following format –

name@domainname.com or name@domainname.co.in

User has to provide the correct email id because the status of the submitted application will be sent on it.

‘Mobile No’ field will not accept any alphabet or special character. It will also not accept less than 10 digit number.

User is able to upload only following formats which will be less than 10MB in size :

- .pdf
- .bmp
- .jpg
- .jpeg
- .doc
- .docx
- .mpeg
- .zip
- .tif

‘Reset’ button will reset the data to the default blank values/options.

B. Insurance Preview

- Using this module, user can view/export all the new & old Insurance Details submitted.
On clicking on Insurance Preview, below screen will be launched:

Master
Compliance
Welcome shachi

Insurance Report

Member Name	ABC LTD	Member Code	12345
Request Ref. No.		Status	ALL
Submission From Date		Submission To Date	
Report Type*	View History		

Search
Reset

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Here, **Member Name** & **Member Code** fields will be auto populated & non editable.

‘Request Ref.No’. field accepts alphanumeric & special character.

‘Submission from & to Date’ is a calendar type & user can select the appropriate date using it.

‘Status’ is a dropdown list & contains following options:

- All
- New
- Revised
- Not Approved
- Approved

‘Record Type’ is a dropdown list and contains options as:

- View Current
- View History

‘Reset’ button reset the data to the default options/values.

‘Search’ button helps user to fetch the report on the screen.

- When user clicks on the ‘Search’ button, a default MIS report will be displayed along with an **‘Export’** hyperlink as follows:

‘Export’ helps user to get the details in a CSV format.

Master

Compliance

Welcome shachi

Insurance Report

Member Name

ABC LTD

Member Code

12345

Request Ref. No.

Status

ALL

Submission From Date

Submission To Date

Report Type*

View History

Export

Search

Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
2	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
3	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
4	12345/INSURANCE/1	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED
	THE ORIENTAI						Download

➤ MIS Report generation on default fields:

On default, the Report Type will be 'View History' & Status will be 'All'. Hence all submitted Insurance details which are currently submitted by user is displayed as follows:

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Insurance Report

Member Name

ABC LTD

Member Code

12345

Request Ref. No.

Status

ALL

Submission From Date

Submission To Date

Report Type*

View History

Export

Search

Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
2	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
3	12345/INSURANCE/1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED
4	12345/INSURANCE/1	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED
	THE ORIENTAI						Download

➤ MIS Report generation on filtered fields:

This helps user to get the Insurance Details by selecting the information. The user can filter using any specific data and can search for the particular Insurance details. In the generated MIS Report, the 'Request Reference No' & 'Submitted File i.e. Attachment' are hyperlinks i.e. they are clickable. By default, it will display 10 requests per page. User can sort it to 20 & 30 requests.

Insurance Report

Member Name	<input type="text"/>	Member Code	<input type="text"/>
Request Ref. No.	<input type="text" value="/INSURANCE/14586"/>	Status	<input type="text" value="ALL"/>
Submission From Date	<input type="text"/>	Submission To Date	<input type="text"/>
Report Type*	<input type="text" value="View Current"/>	Export	

Ref no	Member Name	Member Code	Submission Date	Center	Policy valid From	Policy valid To	Status Value	Policy Number	Renewal Receipt	Attachment
1	/INSURANCE/14586	10733	May 5, 2023 2:23:59 PM	MUMBAI	05-May-2023	06-May-2023	NEW	12343	1234	Download

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When user clicks on any Request Ref.No., it will take user to the screen where it will display all the submitted details for that particular Request Ref. No.

Master
Compliance
Welcome shachi

Insurance Details

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Name of Insurance Company*	<input type="text" value="LIC"/>	Policy Number*	<input type="text" value="123456789"/>
Policy Renewal Receipt Number	<input type="text" value="9999999999999999"/>	Policy Renewal Receipt Date	<input type="text" value="01-May-2017"/>
Policy Valid From*	<input type="text" value="10-May-2017"/>	Policy Valid To*	<input type="text" value="30-May-2017"/>
Policy Premium Amount*	<input type="text" value="2500"/>	Email Id*	<input type="text" value="nseit_sgovekar@vendor.nse.co.in"/>
Mobile Number*	<input type="text" value="9876543210"/>	Upload Premium Renewal Receipt *	upload.pdf
Request Ref. No.	<input type="text" value="12345/INSURANCE/11751"/>		

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Here, all the previously submitted details are visible but are disabled. User can download the related attachment by clicking on it.

‘Back’ button navigates user back to the default Insurance Preview screen.

The user can also download the attachment from the Report page by clicking on the ‘Attachment’ as below:

Master

Compliance

Welcome shachi

Insurance Report

Member Name

ABC LTD

Request Ref. No.

11755

Submission From Date

Report Type*

View Current

Member Code

12345

Status

ALL

Submission To Date

Export

Search

Reset

Using this 'Download' button, TM can download & save the uploaded document

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment	
1	12345/INSURANCE/1	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED	Download

➤ **When Exchange rejects the request:**

When Exchange does not approve the member's submitted request, then member will get intimated with the status as **'Not Approved'** as below:

Master

Compliance

Welcome shachi

Insurance Report

Member Name

ABC LTD

Request Ref. No.

11754

Submission From Date

Report Type*

View Current

Member Code

12345

Status

NOT APPROVED

Submission To Date

[Export](#)

Search

Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1 12345/INSURANCE/1	A	A	A	01-May-2017	30-May-2017	NOT APPROVED	<div>Download</div>

When user opens such rejected request, the mandatory fields will get enabled for user to re-enter the details & hence '**Revise, Reset & Back**' buttons will be available as below:

When user clicks on the Revise button, a successful alert with the old reference no will be displayed
When request gets re-submitted, the status will get changed to 'Revised' in the MIS report.

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Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	qeweqw	Policy Number*	21123123
Policy Renewal Receipt Number	345345345	Policy Renewal Receipt Date	04-Feb-2017
Policy Valid From*	08-Feb-2017	Policy Valid To*	31-Oct-2017
Policy Premium Amount*	2500	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9898565916	Upload Premium Renewal Receipt	<input type="text"/> Browse...
Request Ref. No.	12345/INSURANCE/11060		Remarks
		Request is rejected	

Revise
Reset
Back

* Note:

- The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.
- Please ensure size of attachment is less than 10 MB.
- Please provide the email id where you will be informed of the status of your application.

➤ When Exchange approves the request:

When Exchange approves the member's submitted request, the status will get updated as Approved & when user opens it, all details will be visible but member will not be able to edit it. Only Back button will be displayed as below:


Master
Compliance
Welcome shachi

Insurance Report

Member Name	ABC LTD	Member Code	12345
Request Ref. No.	11756	Status	ALL
Submission From Date		Submission To Date	
Report Type*	View Current	Export	

Search
Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/11	test company.	ABCD12345	QWERTY12345QWER	01-Sep-2014	28-May-2019	APPROVED

 Master ▾ Compliance ▾ 12345

Welcome shachi ▾

Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	test company.	Policy Number*	ABCD12345
Policy Renewal Receipt Number	QWERTY12345QWERTY	Policy Renewal Receipt Date	30-May-2017
Policy Valid From*	01-Sep-2014	Policy Valid To*	28-May-2019
Policy Premium Amount*	25000	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt *	digiprajwaladigi_signed.pdf
Request Ref. No.	12345/INSURANCE/11756		

Back

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Note – When Exchange takes any action against TM's submitted request, TM will receive the same through the submitted email id.