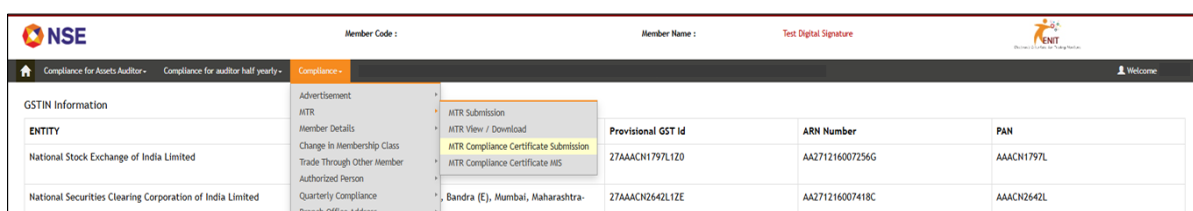


## Annexure III

### User Manual for Submission of Margin Trading Compliance certificate

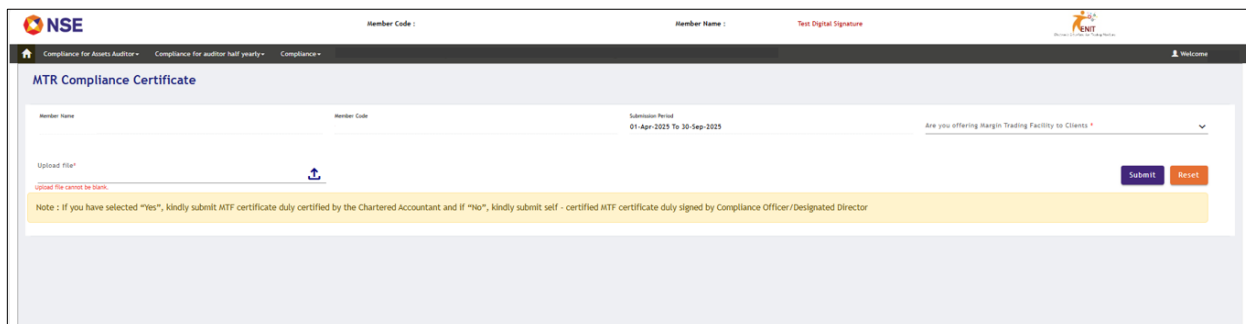
#### ➤ Margin Trading Compliance Certificate submission

1. Login with correct member credentials to member portal - <https://enit.nseindia.com/MemberPortal/>
2. Click on 'Compliance'.
3. Go to 'MTR' module.
4. Select 'MTR Compliance Certificate submission' and click on it.



The screenshot shows the NSE Member Portal interface. The top navigation bar includes the NSE logo, Member Code, Member Name, and Test Digital Signature. The main menu on the left has 'Compliance' selected, showing options like 'Advertisement', 'MTR', 'MTR View / Download', 'MTR Compliance Certificate Submission', and 'MTR Compliance Certificate HNS'. The right side of the screen displays a table with columns for Provisional GST Id, ARN Number, and PAN, with data for two entities: National Stock Exchange of India Limited and National Securities Clearing Corporation of India Limited.

5. After clicking on MTR Compliance certificate submission, below screen will open.
  - Member Name, Member Code and Submission period are the auto populated fields which are not editable.

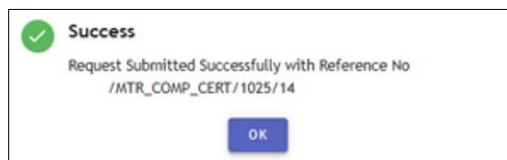


The screenshot shows the 'MTR Compliance Certificate' submission form. It includes fields for Member Name, Member Code, and Submission Period (01-Apr-2025 To 30-Sep-2025). There is a dropdown menu for 'Are you offering Margin Trading Facility to Clients?'. Below the form is a note: 'Note : If you have selected "Yes", kindly submit MTF certificate duly certified by the Chartered Accountant and if "No", kindly submit self - certified MTF certificate duly signed by Compliance Officer/Designated Director'. There are 'Submit' and 'Reset' buttons at the bottom right.

- “Are you offering Margin Trading Facility to Clients” is a dropdown option. The options available are:
  - Yes
  - No

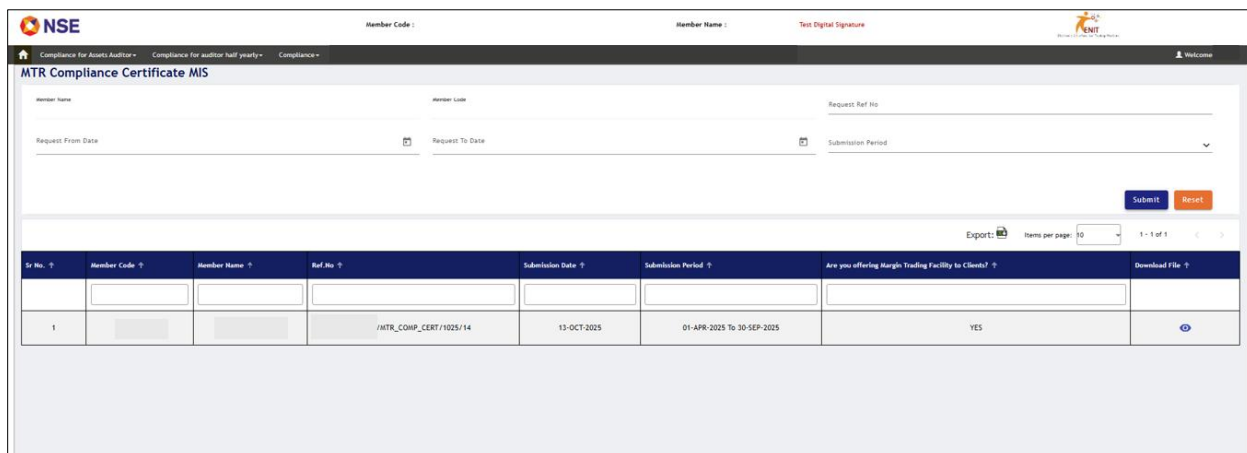
If you have selected “Yes”, kindly submit MTF certificate duly certified by the Chartered Accountant and if “No”, kindly submit self-certified MTF certificate duly signed by Compliance Officer/Designated Director.

- Upload file is a browse field. It accepts documents in the pdf format. Special characters and spaces are not allowed in the naming of the file, except hyphen and underscore.
6. After filling in all the mandatory details, click on Submit button. When Member clicks on Submit, a reference number will get generated as shown below:



### ➤ MTR Compliance Certificate MIS

1. When member submits the MTF Compliance Certificate, the same will reflect under “MTR Compliance Certificate MIS” module viewable from member’s end



Sr No.	Member Code	Member Name	Ref.No.	Submission Date	Submission Period	Are you offering Margin Trading Facility to Clients?	Download File
1	[redacted]	[redacted]	/MTR_COMP_CERT/1025/14	13-OCT-2025	01-APR-2025 To 30-SEP-2025	YES	