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# **PART I - USER MANUAL FOR SUBMISSION OF HALF YEARLY NETWORTH (As per Chapter X of SEBI (Stock Brokers) Regulations, 2026)**

## **Brief Process:**

- Member shall create auditor login providing access to auditor who will certify Network certificate.
- The auditor shall log in to ENIT and enter the Network details on the ENIT portal.
- The auditor needs to download the Network certificate from ENIT, add their digital signature, and then submit it to the member.
- The member is required to verify the details entered by the auditor and submit the Network certificate to Exchange.

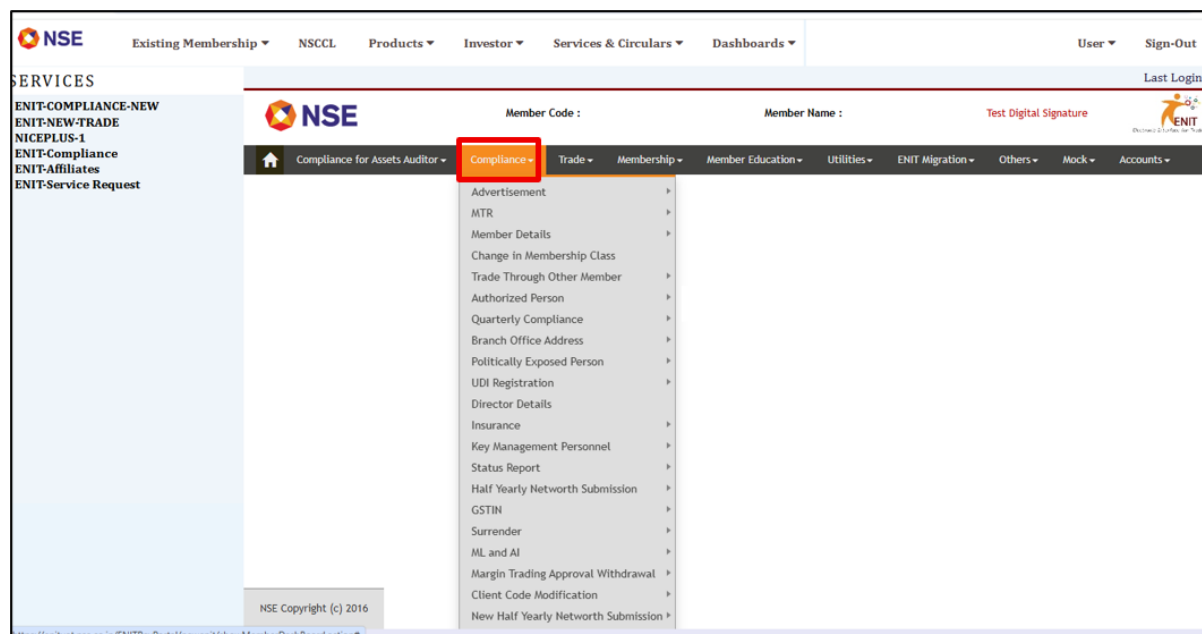
## **Pre-requisites:**

- Ensure that the Auditor assigned shall have a Digital Signature.
- Ensure that you have correct login credentials of the member portal.

### **Step: 1 – Login with correct member credentials in the member portal -**

<https://enit.nseindia.com/MemberPortal/>

### **Step: 2 – Click on ‘Compliance’, upon which one dropdown will be shown, in which, you have to click on “New Half Yearly Network Submission > New Auditor registration”.**



**SERVICES**  
ENIT-COMPLIANCE-NEW  
ENIT-NEW-TRADE  
NICEPLUS-1  
ENIT-Compliance  
ENIT-Affiliates  
ENIT-Service Request

Advertisement  
MTR  
Member Details  
Change in Membership Class  
Trade Through Other Member  
Authorized Person  
Quarterly Compliance  
Branch Office Address  
Politically Exposed Person  
UDI Registration  
Director Details  
Insurance  
Key Management Personnel  
Status Report  
Half Yearly Networth Submission  
GSTIN  
Surrender  
AML and AI  
Margin Trading Approval Withdrawal  
New Half Yearly Networth Submission  
FATF  
Internal Risk Assessment  
Sub Broker  
Annual Returns

New Half Yearly Networth Submission  
New Half Yearly Networth Submission  
New Half Yearly Networth MIS  
New Auditor registration

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<https://enituat.nse.co.in/ENITRevPortal/newenit/auditorSubmission>

**Step: 3 – Fill in all the details of the Auditor and create a login ID of the auditor as “HYSEPXXXX\_YYYYY” (X- stands for year and Y - stands for member code).**

Half Yearly Auditor Registration

|                                           |                         |                                               |
|-------------------------------------------|-------------------------|-----------------------------------------------|
| As on date                                | Name of Audit Firm*     | Auditor Firm Registration no.*                |
| Auditor Membership no.*                   | PAN of the audit firm * | Auditor email ID*                             |
| Name of partner/proprietor of audit firm* | PAN of the auditor *    | Date of appointment as auditor*<br>DD-MM-YYYY |
| Auditor Designation*                      | Auditor login Id        |                                               |

Submit Reset

**Step: 4 – Upon submitting the details, your auditor will get an auto-generated email from the Exchange for the submission of half yearly Networth along with the login credentials.**

Upon registration of Auditor by member, the Auditor shall receive the following indicative e-mail on their registered Email ID.

*Dear Sir/Madam,*

*Your Registration for submission of Half Yearly Networth submission as on < Mar 31st/Sep 30th, 20XX > has been successfully created.*

*Please find the details as under:*

*UserId: <HYSEP20XX\_Membercode>*

TM Name:

TM Code:

*Kindly click on the following link: <ENIT link is provided from where auditor can login.>*

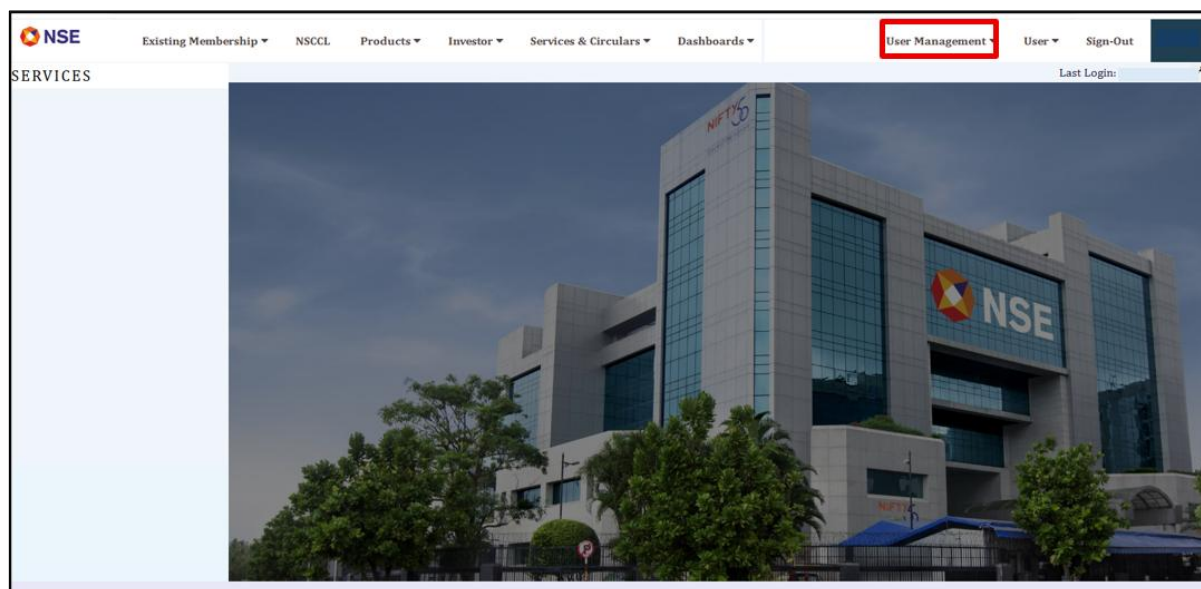
*On clicking the above link for the first time, you will be prompted to change the password, kindly change the password immediately.*

*You are requested to initiate Half Yearly Networth submission as on < Mar 31st/Sep 30th, 20XX > for the cited member.*

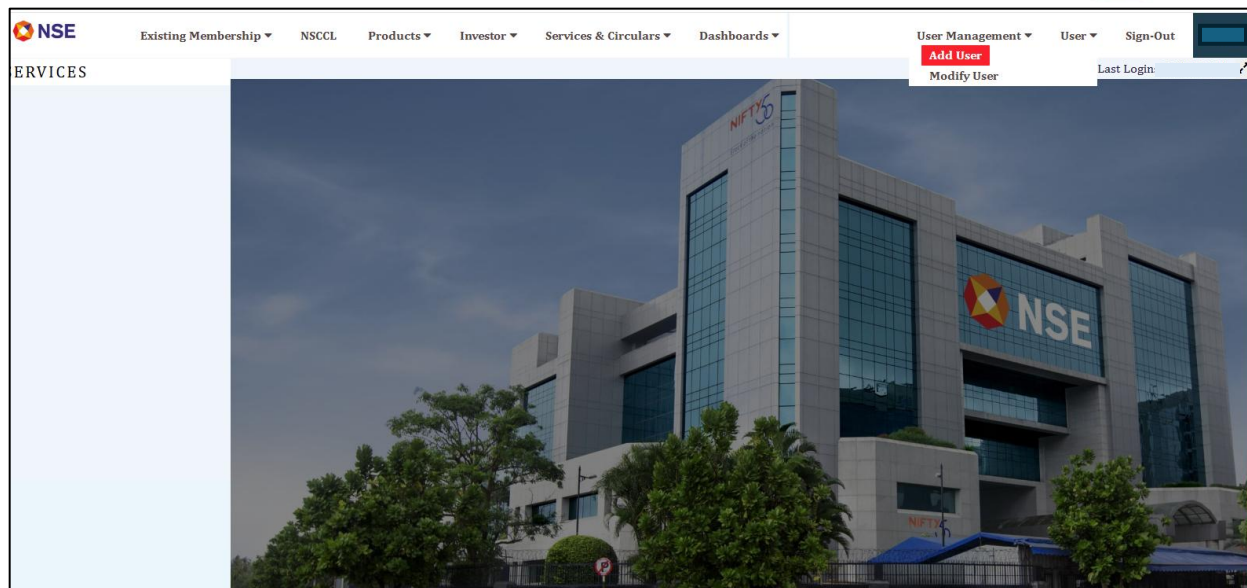
*In case of any clarification, please contact the Member.*

**Step: 5 – Now, member will generate access for “New Half yearly Networth submission” tab of ENIT portal to the auditor, for which, login to “Member portal”.**

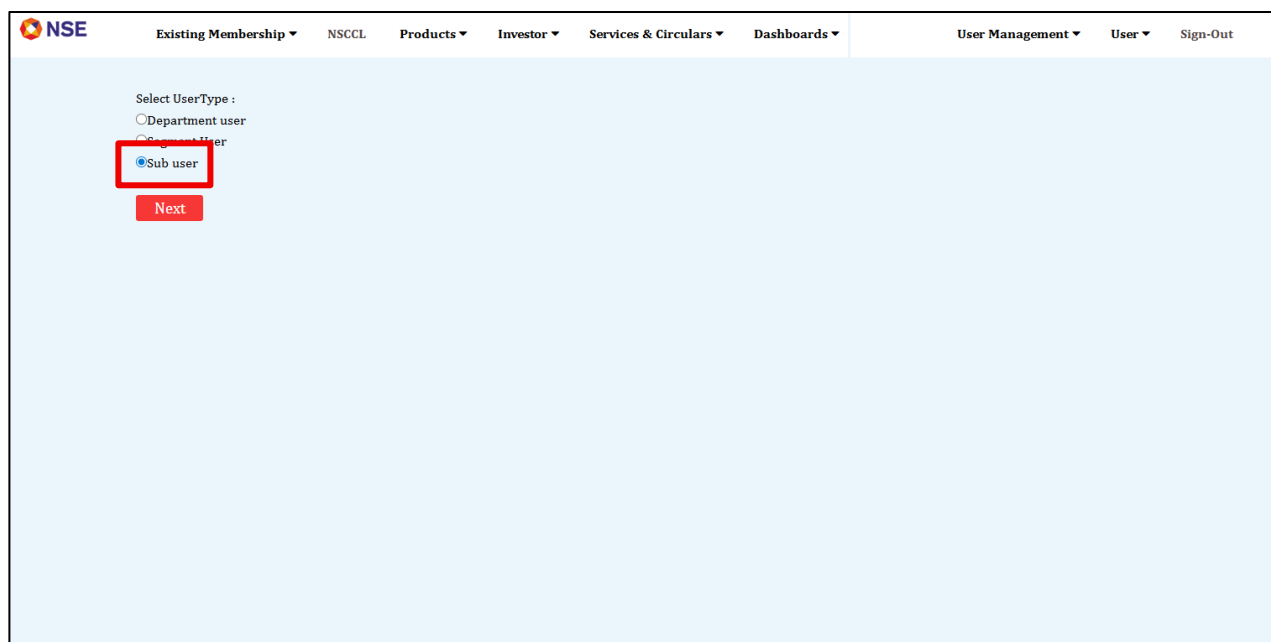
**Step: 6 – Click on ‘User Management’.**



**Step: 7 – Under User Management, 2 dropdowns will be displayed, out of which kindly select “Add User” to create auditor login.**



**Step: 8 – Select user type as “Sub user”.**



Select UserType :

☐ Department user

☐ System user

☒ Sub user

Next

**Step: 9 – Fill in all the user details of the Auditor to create login credentials. Add user details, “User ID and Password should be same as entered in Auditor’s Registration. Add mobile number and email id of Auditor. Click on Next.**



Existing Membership ▾
NSCCL
Products ▾
Investor ▾
Services & Circulars ▾
Dashboards ▾

User Management ▾
User ▾
Sign-Out

### User Details

User Id:\*

Name:\*

Password:\*

Confirm Password:\*

Address Line 1 :\*

Address Line 2 :

Mobile No. :\*

Std Code. :

Landline :

Fax No. :

Email :\*

\* Indicates mandatory fields , and all fields are mandatory for NSE-ASSIST service.

[Password Policy](#)

Prev
Next

**Step: 10 – Once the user credentials are created, give a role to Auditor for Network submission, click on the tab “ENIT-Compliance”.**



Existing Membership ▾
NSCCL
Products ▾
Investor ▾
Services & Circulars ▾
Dashboards ▾

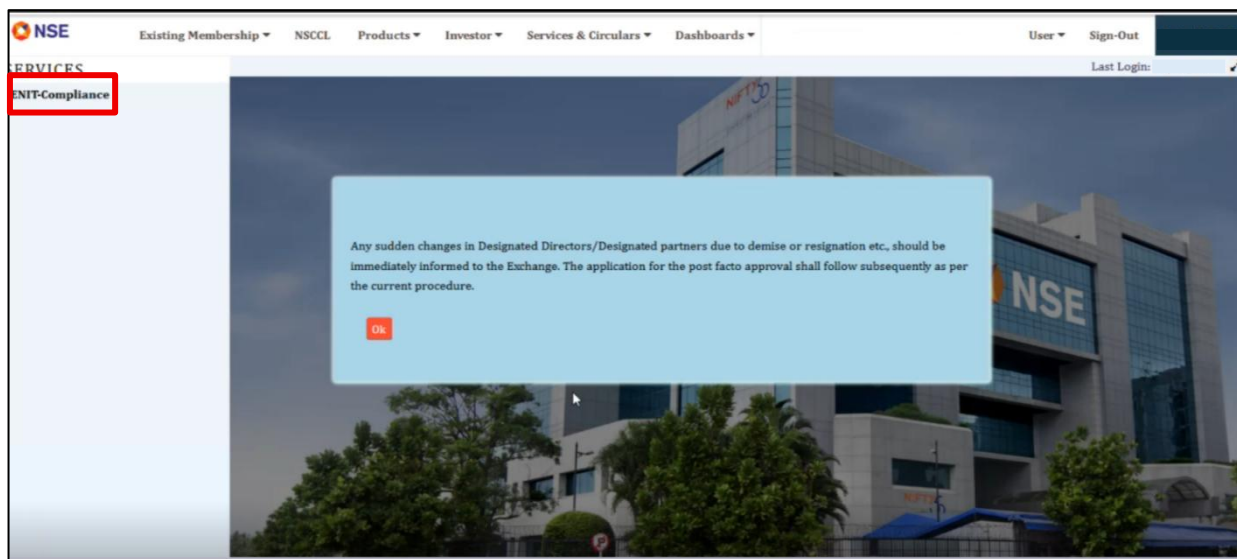
User Management ▾
User ▾
Sign-Out

| Services:                 | ALL                                 | CM                       | CD                       | CO                       | DEBT                     | FO                       | MFSS                     | REPO                     | SLB                      | WDM                      |
|---------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ENIT-Affiliates           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-COMPLIANCE-NEW       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Compliance           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Compliance-NEW1      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Compliance-NEW2      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Cyber Security       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-INV-ASSETS-AUDITOR   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-NEW-Service-Request  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-NEW-TRADE            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Service Request      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-System Audit         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT-Trade                | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENITHalfYearly            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENIT_Portal_Old           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EXTRANET-circulars        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EXTRANET-common           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EXTRANET_dnid             | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EXTRANET_upld             | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ExtranetAPI-Registration  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| INSPECTION-INTERNAL AUDIT | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insptn_Bnchmrkng_Api      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

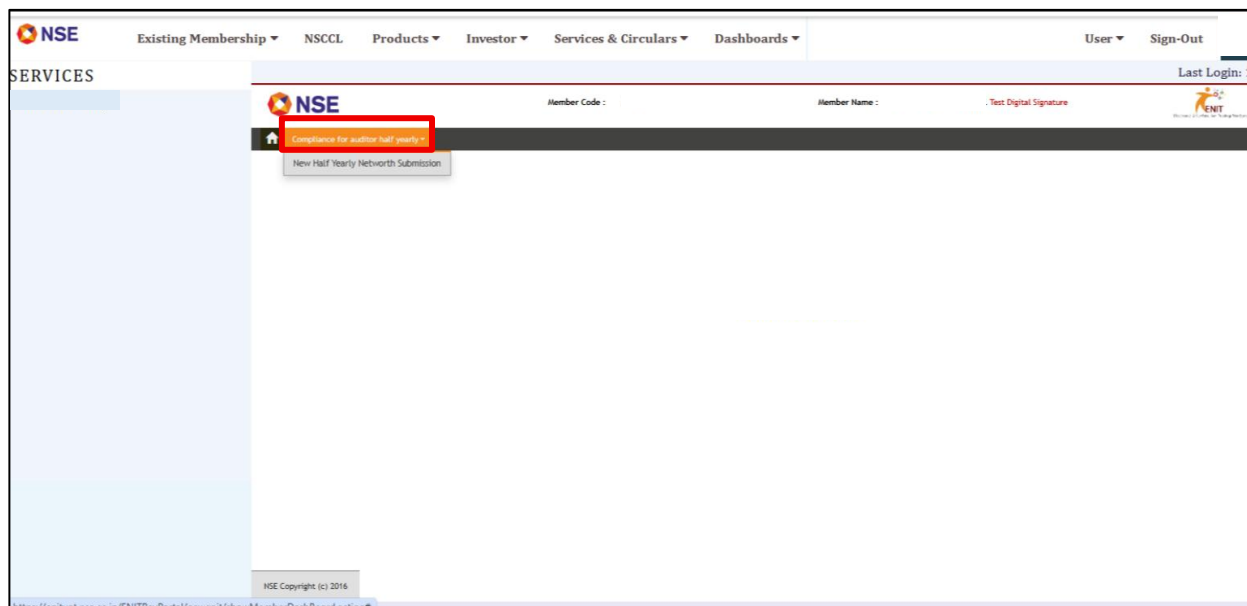
**Step: 11 – Now, the auditor has access of “New half yearly Network submission” tab of ENIT portal.**

**Step 12 – Auditor has to click on the URL provided in the email and login with the credentials provided in the email. (As per Step 4)**

**Step 13 – Auditor will click on the “ENIT-Compliance” tab on the left-hand side of the portal.**



**Step 14 – Auditor will Click on “Compliance for auditor half yearly”, further, click on “New half yearly Network Submission”.**



### Step 15- Fill in the all the required details.

- Here, 'Member Name, Member Code, As on Date, Name of CA Firm, Date of appointment of certifying entity and Method of computation of Networth' fields are auto populated and not editable.
- 'Method of Computation of Networth' shall be auto populated basis the applicability of the method of computation per member.

The method types get allocated to each member depending on the respective constitution of the member. If the Member is assigned for Chapter X of SEBI (Stock Brokers) Regulations, 2026, then no other method types will be displayed to the member.

- 'Whether the Networth computation is based on audited/unaudited financial statement' is a dropdown option. The options available are:
  - Unaudited Financial Statement
  - Audited Financial Statement
- Uploading of multiple Networth certificate scanned copies can be done through the option – Upload Additional Scan Copy (if any)

| Networth Submission                                                                   |                                      |                                           |                                                                                       |
|---------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------|
| Member Name                                                                           | Member Code                          | As On Date*                               |  |
| Name of CA Firm*                                                                      | Membership No. of Certifying CA*     | Method of Computation of Net Worth*       |  |
| UDIN of the certificate*                                                              | Upload Additional Scan Copy (If any) | Date of appointment of certifying entity* |  |
| Whether the networth computation is based on audited/unaudited financial statements:* | PAN of CA/CA firm *                  |                                           |                                                                                       |

| Director/Partner of CA Firm Details |                                    |        |
|-------------------------------------|------------------------------------|--------|
| Name of Director/partner of CA firm | PAN of Director/partner of CA firm | ACTION |
| Name of Director/partner of CA firm | PAN of Director/partner of CA firm |        |

### Step 16- Fill in details of Director/Partner of the certifying Firm:

Fill in the details of Name, PAN number of all the directors/partners of the auditing firm. To add multiple entries of directors/partners, click on the tab 'Add More'. For Multiple Director/Partner, Auditor can upload Excel template on the Portal as per the prescribed template format.

Director/Partner of CA Firm Details
Download Template
Upload Excel

| Name of Director/partner of CA firm   | PAN of Director/partner of CA firm   | ACTION   |
|---------------------------------------|--------------------------------------|----------|
| Name of Director/partner of CA firm * | PAN of Director/partner of CA firm * | Add more |

\*The network computation is based on standalone basis ☐

**Step 17- A check box is available to select that the Network computation is based on standalone basis.**

Director/Partner of CA Firm Details

| Name of Director/partner of CA firm | PAN of Director/partner of CA firm | ACTION   |
|-------------------------------------|------------------------------------|----------|
| Name of Director/partner of CA firm | PAN of Director/partner of CA firm | Add more |
| Name of Director/partner of CA firm | PAN of Director/partner of CA firm | Remove   |

\*The network computation is based on standalone basis ☒

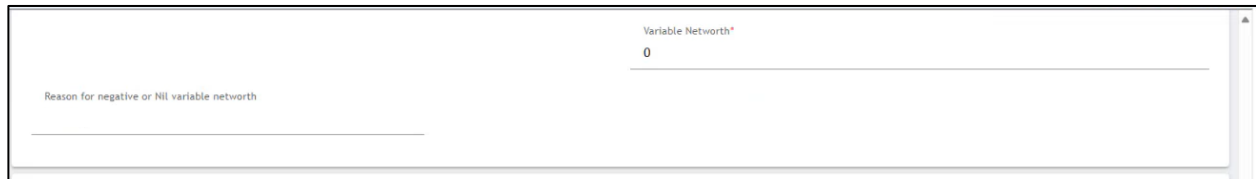
**Step 18- Fill in the computation figures:**

| Particulars                                                                                                                                                                                        | Amount(Rs. in absolute figure)                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Paid up capital (A) = Fully compulsorily and mandatorily convertible debentures / bonds / warrants which are convertible within a period of 5 years from the date of issue (B) + Free Reserves (C) | Non-allowable assets viz.                                           |
| Paid up capital (A)                                                                                                                                                                                | Fixed Assets                                                        |
| Fully compulsorily and mandatorily convertible debentures / bonds / warrants which are convertible within a period of 5                                                                            | Pledged Securities                                                  |
| Free Reserves (C)                                                                                                                                                                                  | Member's Card                                                       |
|                                                                                                                                                                                                    | Non-allowable securities (unlisted securities)                      |
|                                                                                                                                                                                                    | Bad deliveries                                                      |
|                                                                                                                                                                                                    | Any Debts and Advances (except trade debtors of less than 3 months) |
|                                                                                                                                                                                                    | Prepaid expenses, losses                                            |
|                                                                                                                                                                                                    | Intangible Assets                                                   |
|                                                                                                                                                                                                    | Marketable securities                                               |
|                                                                                                                                                                                                    | Deductible Value of Marketable Securities                           |
| Paid up capital (A) + Fully compulsorily and mandatorily convertible debentures / bonds / warrants which are converti                                                                              | Total (Non-allowable assets viz) (D)                                |
|                                                                                                                                                                                                    | NetWorth (A+B+C-D) = E                                              |
|                                                                                                                                                                                                    | Variable Networth                                                   |
|                                                                                                                                                                                                    | 0                                                                   |
| Reason for negative or Nil variable networth*                                                                                                                                                      |                                                                     |
|                                                                                                                                                                                                    |                                                                     |

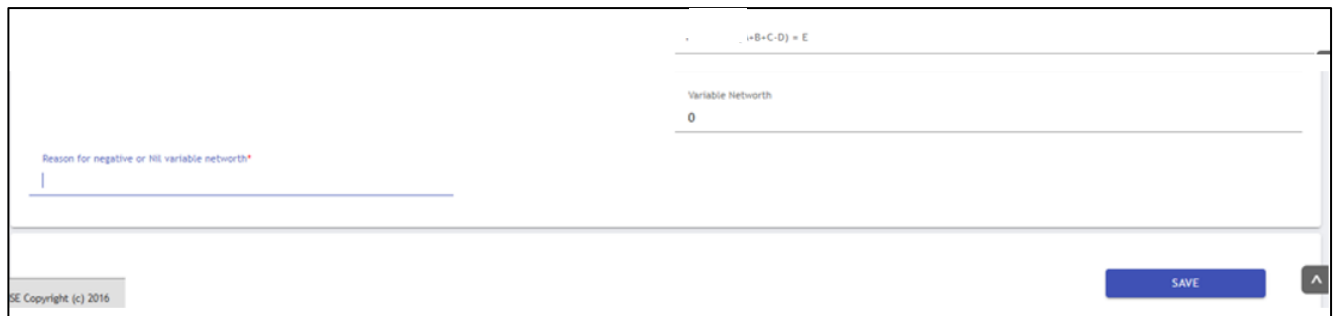
SE Copyright (c) 2016
SAVE

### Step 19- Fill in the details of Variable Network:

- Variable Network needs to be updated under the Variable Network field which is a mandatory field.
- In case Variable Network is not applicable, put '0' in the tab of variable Network and provide the reason for non-applicability of the variable Network in the free text column provided below the tab.



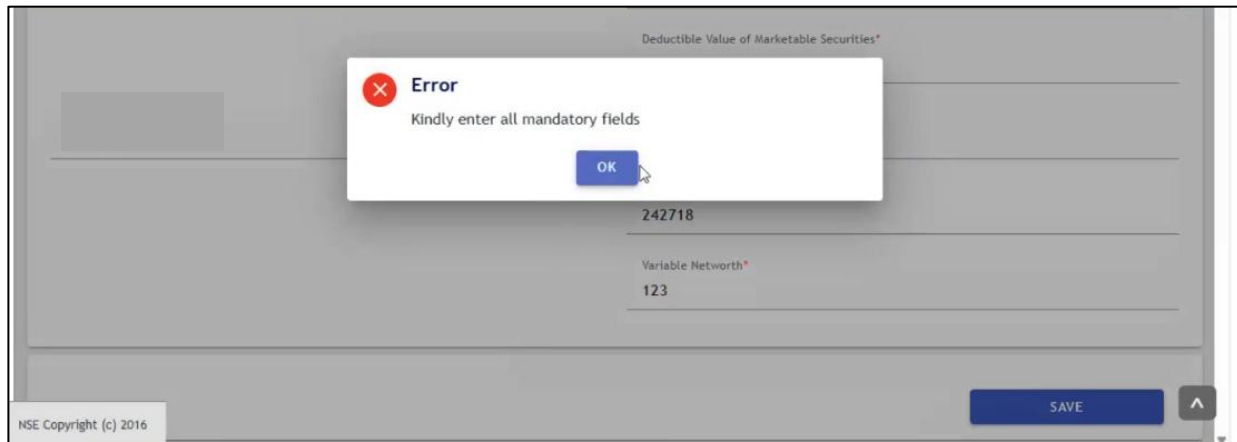
### Step 20- Click on the tab “Save” once all the details along with the computation are filled in.



### ➤ Error when mandatory fields are kept blank:

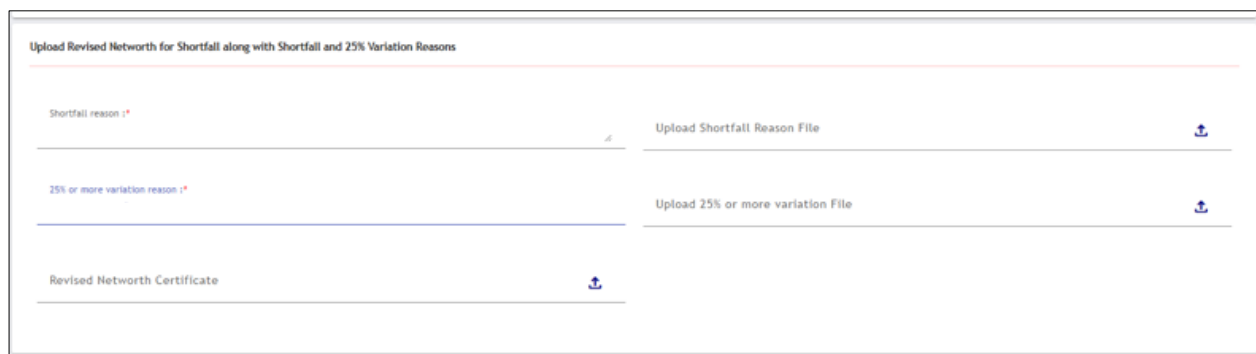
When the mandatory fields are kept blank & the auditor clicks on 'SAVE' button, the mandatory fields will get highlighted with red error alert icon, showing the errors for each mandatory field.



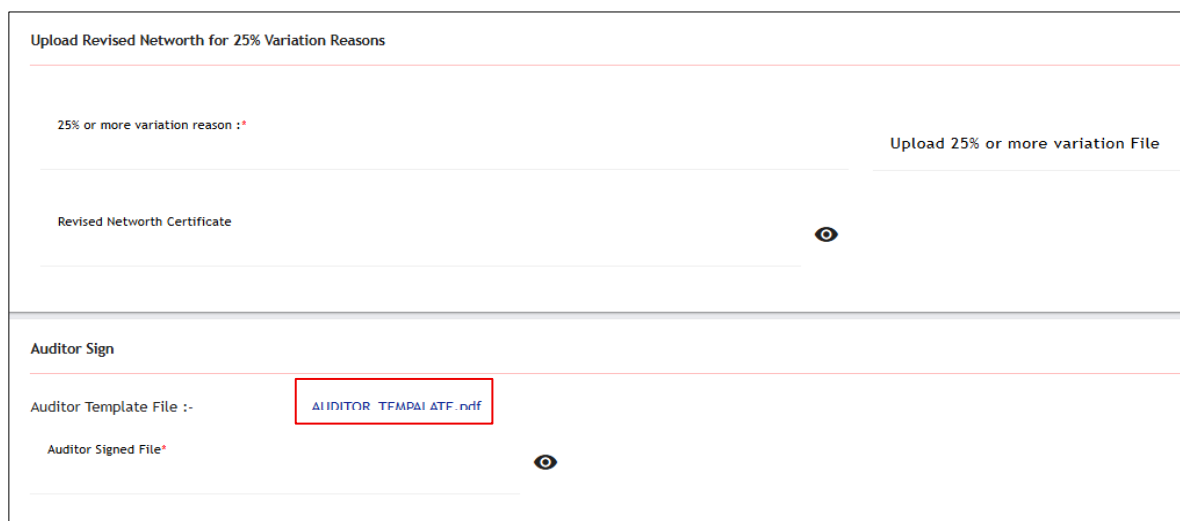


### Step 21- Shortfall in Networth and 25% variation in Networth

- In case member has 25% variation or shortfall, member will be directed to submit reason and upload the revised Networth file.



### Step 22 – Networth template will be generated basis the details provided. Download the template generated by the system by clicking on the tab “Auditor Template File”



**Step: 23 – Auditor will fill in all the details on the portal, basis which, a template of the Networth certificate will get generated by the system as per the format of the Exchange. E-sign the template and upload the template of Networth certificate generated by the system.**

**Step: 24 – In case if Auditor is not having E lock facility or facing error while E-signing the template, Auditor can follow below mentioned process for E-signing the document.**

**Process for E-sign the Document:**

1. **Uninstall** the *ElockClientNSE.exe* file which is **not available with the version 4.10.3.3** (Control Panel > Programs and Features > search supersigner)
2. **Download** the latest exe file *ElockClientNSE.exe* from the **service: ENIT-TRADE** instead of Dropbox (ENIT-TRADE > Digital Signature > Latest Elock Version)
3. **Later installation**, inform the member to follow the below disable steps before signing/certify according to the browser.
  - If it is **Chrome** browser, use the link - <chrome://flags/#local-network-access-check>  
Local Network Access Checks - make it Disable from Default  
Local Network Access Checks for WebSockets - make it Disable
  - If it is **Microsoft Edge** browser, use the link - <edge://flags/#local-network-access-check>  
Local Network Access Checks - make it Disable from Default
4. **Reinstall the token drivers**
5. **Restart the signapp** as Administrator (search on your own system as Restart Signapp)
6. **Close the browser fully** and login into the Member portal, try to certify on **Test Digital Signature**. If it is successful, Kindly check on the ENIT Application to certify.

**Step 25 – Click on the “Sign PDF” tab to affix Digital Signature Certificate (DSC) to the Networth certificate template.**

**Note:** Please ensure that the name of the signed template file is suffixed with “-signed” prior to uploading the file under the tab “Auditor Signed File” (**Member Code\_Networth\_30092026-signed**).

**Step 26 – Once the certificate (Template) is digitally signed, click on ‘Check Sign’ option to verify the signed document. Post which Auditor will submit the request of Networth for verification to the Member by clicking on the tab ‘Submit to Member’**



**Step: 27 – When the auditor clicks on “Submit to Member”, a reference number will get generated. On submission of request by the auditor to the member, an auto email shall be sent to the member stating:**

*Dear Sir/Madam,*

*This has reference to the submission of Half Yearly Networth Certificate as on <Mar 31st/Sep 30th, 20XX>, on ENIT Portal.*

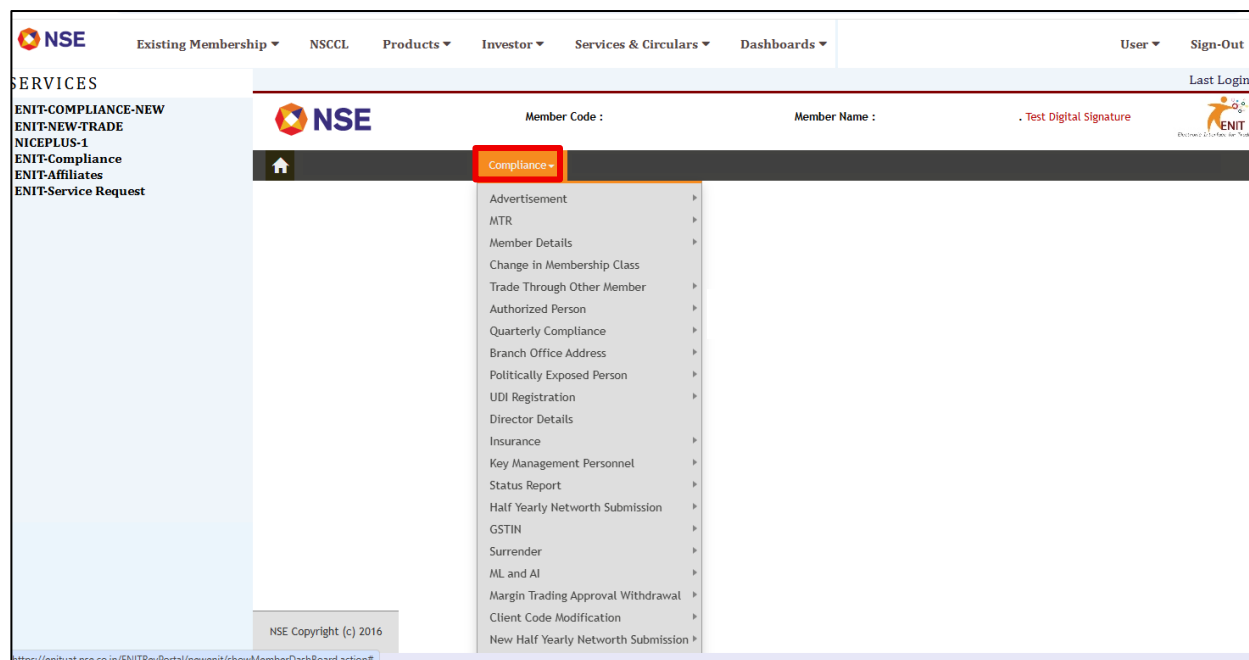
*The same has been submitted to you for verification by your auditor. Kindly verify the submission made by the auditor.*

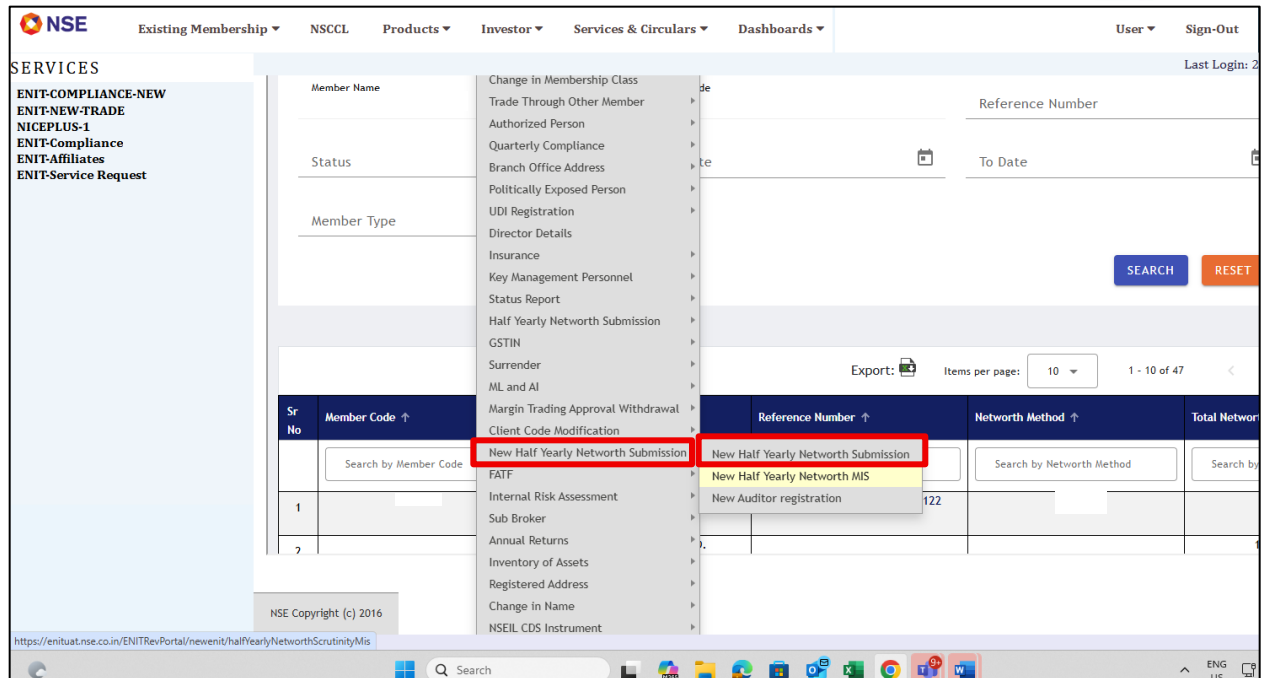
*In case of any clarification, please contact the Auditor.*

**Step: 28 – Now, Member will have to go through the submission made by the auditor thoroughly.**

**To check the submission made by the auditor, follow the below steps:**

- **Open ENIT New Compliance portal**
- **Click on “Compliance”, upon which one dropdown will be reflected, in which, click on New Half Yearly Networth Submission > New Half Yearly Networth Submission**





The screenshot shows the NSE ENIT Rev Portal interface. The top navigation bar includes links for Existing Membership, NSCCL, Products, Investor, Services & Circulars, and Dashboards. The left sidebar lists services such as ENIT-COMPLIANCE-NEW, ENIT-NEW-TRADE, NICEPLUS-1, ENIT-Compliance, ENIT-Affiliates, and ENIT-Service Request. The main content area displays a dropdown menu for 'New Half Yearly Network Submission', which is highlighted in red. The dropdown menu lists various options including Change in Membership Class, Trade Through Other Member, Authorized Person, Quarterly Compliance, Branch Office Address, Politically Exposed Person, UDI Registration, Director Details, Insurance, Key Management Personnel, Status Report, Half Yearly Network Submission, GSTIN, Surrender, ML and AI, Margin Trading Approval Withdrawal, Client Code Modification, FATF, Internal Risk Assessment, Sub Broker, Annual Returns, Inventory of Assets, Registered Address, Change in Name, and NSEIL CDS Instrument. The 'New Half Yearly Network Submission' option is highlighted in yellow. The bottom of the page shows the NSE Copyright (c) 2016 and the URL https://enituat.nse.co.in/ENITRevPortal/newenit/halfYearlyNetworkScrutinyMIS.

**Step: 29 – Verify the details filled in by the auditor thoroughly**

➤ **SCENARIO 1: IF THE MEMBER IS OKAY WITH THE SUBMISSION MADE BY THE AUDITOR**

**At the end of the page, submit the declaration to the Exchange by filling in the details of the person providing declaration.**

**Fill in all the below mandatory tabs to submit the submission to the Exchange:**

- 1. I agree**
- 2. Name of the person providing declaration**
- 3. Designation of the person whose signature is affixed**
- 4. Mobile / phone no.**
- 5. Email id for further communication**

SUBMIT TO EXCHANGE

Note: Please check the networth submission details before submitting. Once the data is submitted member cannot add/modify/delete the details. So please confirm before submitting the details to the exchange.

To,

National Stock Exchange of India Ltd.

This is with reference to the submission of networth certificate as a part of continuing membership norms. Please find attached herewith a Digital copy of the Networth and the computation thereof. We/I confirm that the Digital copy of the Networth and the computation attached herewith are duly certified by the Chartered Accountant/ Company Secretary. We/I undertake that the details provided to the exchange are as per the certificate obtained by us and is true and correct. The original copy of networth certificate and its computation is available with us, which would be made available to the exchange as and when required.

Yours faithfully,

☒ I hereby agree to all the above mentioned terms

Name of the person providing declaration for the above-mentioned point

Designation of the person providing declaration

Mobile / phone no.

Email id for further communication

Current Status : APPROVED

### Sten: 30 – Click on the tab ‘Submit to Exchange’

SUBMIT TO EXCHANGE

Note: Please check the networth submission details before submitting. Once the data is submitted member cannot add/modify/delete the details. So please confirm before submitting the details to the exchange.

To,

National Stock Exchange of India Ltd.

This is with reference to the submission of networth certificate as a part of continuing membership norms. Please find attached herewith a Digital copy of the Networth and the computation thereof. We/I confirm that the Digital copy of the Networth and the computation attached herewith are duly certified by the Chartered Accountant/ Company Secretary. We/I undertake that the details provided to the exchange are as per the certificate obtained by us and is true and correct. The original copy of networth certificate and its computation is available with us, which would be made available to the exchange as and when required.

Yours faithfully,

☒ I hereby agree to all the above mentioned terms

Name of the person providing declaration for the above-mentioned point

Designation of the person providing declaration

Mobile / phone no.

Email id for further communication

Current Status : APPROVED

SUBMIT TO EXCHANGE

### ➤ **SCENARIO 2: IF THE MEMBER HAS ANY DISCREPANCY WITH THE SUBMISSION MADE BY THE AUDITOR**

**Member can put up the discrepancies or rejection remarks in the ‘Rejection Remark’ column and click on the tab ‘Return to Auditor’, post which, the submission will go back to the auditor for rectification along with the rejection remarks provided by the member.**

Name of the person providing declaration for the above-mentioned point
Designation of the person providing declaration
Mobile / phone no.
Email id for further communication

Current Status : SUBMIT TO MEMBER

Rejection Remarks

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RETURN TO AUDITOR SUBMIT TO EXCHANGE

**In case any rejection remarks provided by the member, an auto email shall get triggered to the auditor stating:**

*Dear Sir/Madam,*

*This has reference to the submission of Half Yearly Networth Certificate as on < Mar 31st/Sep 30th, 20XX >, on ENIT Portal.*

*The same has been sent for rectification due to the following reason: < Reason >*

*In case of any clarification, please contact the Member.*

**Step: 31 – Once the auditor resubmits the Networth submission post resolution of the rejection remarks, member will have to again verify the submission and either submit the Networth to the Exchange or return to the auditor along with the rejection remarks for rectification. (Step 28-30).**

**Note:** Exchange shall have the discretion to reject the submission/ provide rejection remarks for the submission anytime in case of any discrepancy observed.

**In case any rejection remark is provided by the Exchange, status will get changed as “Rejected” and an auto email shall get triggered to the member stating:**

*Dear Sir/Madam,*

*This has reference to the submission of Half Yearly Networth Certificate as on < Mar 31st/Sep 30th, 20XX >, on ENIT Portal.*

*The same has been sent for reverification due to the following reason: < Reason >*

*Please get in touch with your auditor for reverification and resubmission of the Networth within 15 Calendar days.*

*In case of non-rectification of deficiency within 15 calendar days from the date of intimation by Exchange, disciplinary action will be initiated as stipulated in point no. 21 - Annexure 1.3 of Exchange Circular ref. no. NSE/INSP/73792 dated April 17, 2026.*

*For any technical issue, 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 any queries regarding submission/rejection remarks, please reach out to (Email ids of respective Ros would be mentioned)*

**Step 32-** In case of rejection/observations provided by the Exchange in the Network submission, get in touch with your auditor for revised submission of the Network as per the rejection remarks/observation provided by the exchange. The auditor shall follow step 14 to 27 again.

**Note:** To check the rejection remarks/observations provided by the member or Exchange, scroll down in the same submission.

**Step 33-** Once the auditor submits the revised submission to member for verification, follow steps 28 to 30 again.

### ➤ New Half Yearly Network MIS

When the Member submits the half yearly Network, the same will get reflected in the “New Half Yearly Network MIS” module viewable from member’s end.

ENT-NEW-TRADE  
ENT-Compliance-NEW1  
ENT-Compliance  
ENT-Service Request  
ENT-Trade  
EXTRANET\_upld  
EXTRANET\_dnl

Member Type
SEARCH RESET

Export: 
Items per page: 10
1 - 10 of 17

| Status            | Submission Date      | Date of Revised Submission | Rejection Reason(if any) | MTR | Shortfall in Networth |
|-------------------|----------------------|----------------------------|--------------------------|-----|-----------------------|
| RETURN TO AUDITOR |                      |                            |                          |     |                       |
| APPROVED          | 30-APR-2024 12:00:00 |                            |                          | NO  | NC                    |
| APPROVED          | 31-OCT-2023 12:00:00 |                            |                          | NO  | NC                    |
| APPROVED          | 29-APR-2023 12:00:00 | 03-AUG-2023 12:00:00       |                          | NO  | NC                    |
| APPROVED          | 31-OCT-2022 12:00:00 |                            |                          | NO  | NC                    |
| APPROVED          | 29-APR-2022 12:00:00 |                            |                          | NO  | NC                    |
| APPROVED          | 31-OCT-2021 12:00:00 |                            |                          | NO  | NC                    |

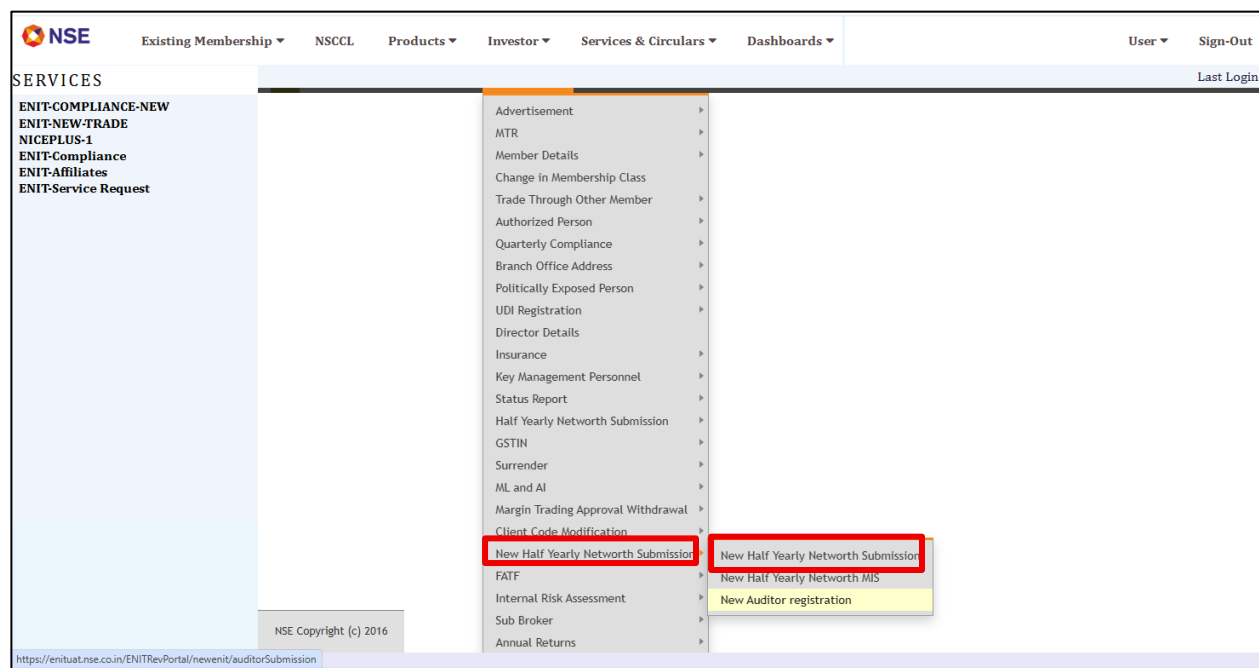
## PART II - USER MANUAL FOR SUBMISSION OF HALF YEARLY NETWORTH BY MEMBER (RBI Method)

- ❖ Banks and Primary Dealers shall continue to submit their half yearly Network in accordance with the existing process.
- ❖ However, a new tab has been introduced for submission of half yearly Network for all the members including banks and Primary Dealers namely “New Half Yearly Network submission”. Steps for which are as follows:

**Step 1 - Login with correct member credentials in the member portal -**

<https://enit.nseindia.com/MemberPortal/>

**Step 2 - Click on ‘Compliance’, upon which one dropdown will be shown, in which, you have to click on “New Half Yearly Network Submission”**



- Here, ‘Member Name, Member Code & As on Date’ fields are auto populated and not editable.
- ‘Method of Computation of Network’ shall be auto populated basis the applicability of the method of computation per member.

The method types get allocated to each member depending on the respective constitution of the member. If the Member is assigned for RBI Method, then no other method types will be displayed to the member.

- ‘Whether the Network computation is based on audited/unaudited financial statement’ is a dropdown option. The options available are:

- Unaudited Financial Statement
- Audited Financial Statement

- Update the date in the field “Date of appointment of certifying entity”
- Uploading of Networth certificate scanned copies can be done through the option – Upload Networth certificate

#### ➤ **Director/Partner of CA Firm Details:**

Fill in the details of Name, PAN number of all the directors/partners of the auditing firm. To add multiple entries of directors/partners, click on the tab “Add More”. For Multiple Director/Partner, member can upload Excel template on the Portal as per the prescribed template format.



Director/Partner of CA Firm Details

Download Template  Upload Excel

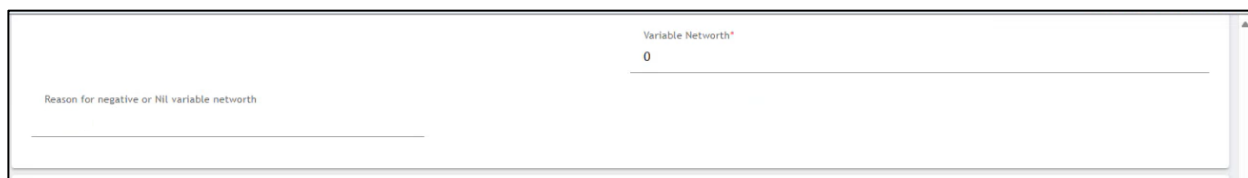
| Name of Director/partner of CA firm | PAN of Director/partner of CA firm | ACTION                                  |
|-------------------------------------|------------------------------------|-----------------------------------------|
| <input type="text"/>                | <input type="text"/>               | <input type="button" value="Add more"/> |

\*The networth computation is based on standalone basis ☐

- A check box is available to select that the Networth computation is based on standalone basis.

#### ➤ **Variable Networth:**

- Variable Networth needs to be updated under the Variable Networth field which is a mandatory field.
- In case Variable Networth is not applicable, put ‘0’ in the tab of variable Networth and provide the reason for non-applicability of the Networth in the free text column provided below the tab.



Variable Networth\*

0

Reason for negative or Nil variable networth

#### ➤ **Error when mandatory fields are kept blank:**

When the mandatory fields are kept blank & the member clicks on “SAVE” button, the mandatory fields will get highlighted with red error alert icon, showing the errors for each mandatory field.

**Step 3- After filling in all the required information along with the computation of the Network, click on “Save” tab.**

### Director/Partner of CA Firm Details

| Name of Director/partner of CA firm   | PAN of Director/partner of CA firm  | ACTION              |
|---------------------------------------|-------------------------------------|---------------------|
| Name of Director/partner of CA firm * | PAN of Director/partner of CA firm* | <div>Add more</div> |

\*The network computation is based on standalone basis ☒

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RBI Circular No. NSE/COMP/2010/53 Download Ref No. NSE/COMP/14940 dated June 7, 2010

RBI Amount

Variable Network Amount

Reason for negative or Nil variable network\*

SAVE

### Step 4- Shortfall in Network and 25% variation in Network

- In case of 25% variation or shortfall, member will be directed to submit reason and upload the revised Network file.

### Upload Revised Network for Shortfall along with Shortfall and 25% Variation Reasons

Shortfall reason \*

Upload Shortfall Reason File

25% or more variation reason \*

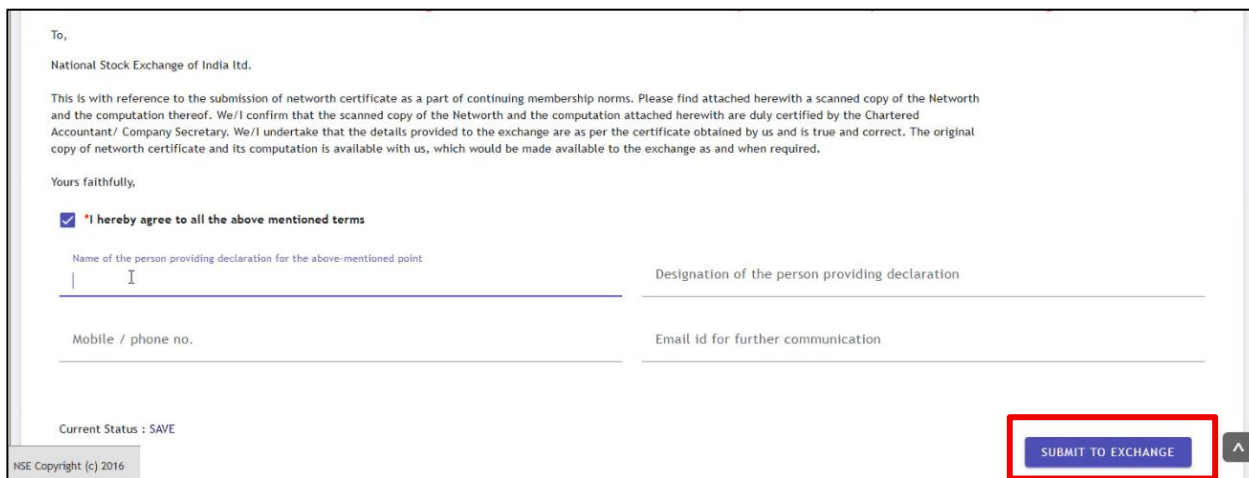
Upload 25% or more variation File

Revised Network Certificate

**Step 5- At the end of the page, submit the declaration to the Exchange by filling in the details of the person providing declaration.**

Fill in all the below mandatory tabs to submit the submission to the Exchange:

- I agree
- Name of the person providing declaration
- Designation of the person whose signature is affixed
- Mobile / phone no.
- Email id for further communication



The screenshot shows a web form for submitting a declaration to the National Stock Exchange of India Ltd. The form includes a header with the NSE logo and 'Nifty50' branding. The main content area contains a declaration text block, a 'Yours faithfully,' section with a checkbox for 'I hereby agree to all the above mentioned terms', and four input fields: 'Name of the person providing declaration for the above-mentioned point', 'Designation of the person providing declaration', 'Mobile / phone no.', and 'Email id for further communication'. At the bottom left, it says 'Current Status : SAVE' and 'NSE Copyright (c) 2016'. At the bottom right, there is a blue button labeled 'SUBMIT TO EXCHANGE' which is highlighted with a red rectangle, and a small upward arrow icon.

**Step 6- In case of rejection/observations provided by the Exchange in the Networth submission, follow step 1 to 5 again.**

**Note:** Do not click on “New Half Yearly Networth MIS” in case you want to edit the details of the submission as the “New Half Yearly Networth MIS” is a non-editable view only tab. Click on “New Half Yearly Networth Submission” to edit the details of the submission.

**Note:** Exchange shall have the discretion to reject the submission/ provide rejection remarks for the submission anytime in case of any discrepancy observed.

**In case any rejection remark is provided by the Exchange, status will get changed as “Rejected” and an auto email shall get triggered to the member stating:**

Dear Sir/Madam,

*This has reference to the submission of Half Yearly Networth Certificate as on < Mar 31st/Sep 30th, 20XX >, on ENIT Portal.*

*The same has been sent for reverification due to the following reason: < Reason>*

*Kindly verify and resubmit the Networth within 15 Calendar days.*

*In case of non-rectification of deficiency within 15 calendar days from the date of intimation by Exchange, disciplinary action will be initiated as stipulated in point no. 21 - Annexure 1.3 of Exchange Circular ref. no. NSE/INSP/73792 dated April 17, 2026.*

*For any technical issue, please reach out to the helpdesk on 1800 266 0050 (Select IVR option 3) or email at memcompliance\_support@nse.co.in.*

*For any queries regarding submission/rejection remarks, please reach out to (Email ids of respective Ros would be mentioned)*

### ➤ New Half Yearly Networth MIS

When the Member submits the new half yearly Networth, the same will get reflected in the “New Half Yearly Networth MIS” module viewable from member’s end.

Member Name

Member Code

Reference Number

Status

Member Type

Period

SEARCH

RESET

Export: items per page: 10 1 - 1 of 1

| Reference Number     | Networth Method      | Total Networth       | Original Networth    | Variable Networth    | Status               | Submission Date      | Date of Revised Submission |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       |

**\*\*\*END\*\*\***