

ANNEXURE B

Part – I

MANUAL FOR SUBMISSION OF INVENTORY OF ASSETS BY MEMBER AND AUDITOR

The submission of Inventory of assets is divided into three parts:

Part A – Member needs to fill the data and submit the data to Auditor for certification.

Part B – Auditor to certify the data provided by member.

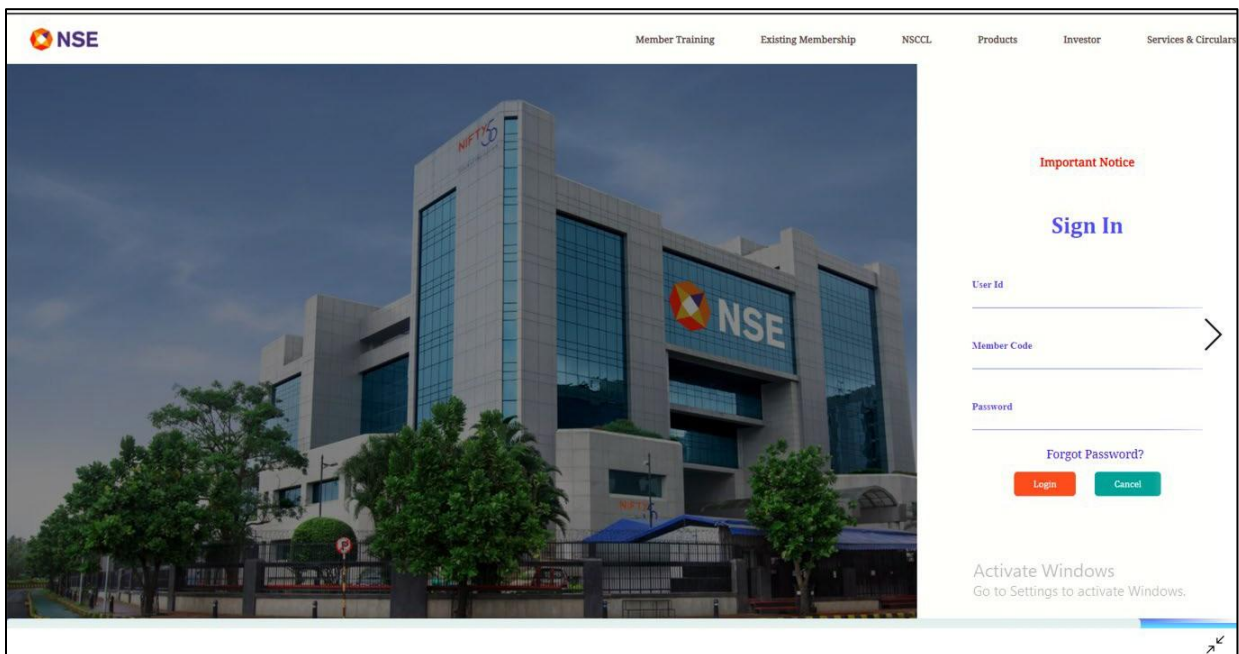
Part C – Member to submit the data to Exchange after certification of the Auditor.

PART A OF INVENTORY OF ASSETS – BY MEMBER

Step: 1 - Open your Internet browser.

Step: 2- Type <https://enit.nseindia.com/MemberPortal/> in the address bar and then click the Go button from the browser.

Step:3 - NSE Member Portal Login screen will appear as below:



Step: 4- Open Inventory of Assets Screen:

1. Login with correct member credentials.
2. Click on 'ENIT NxtGen'
3. Select "Compliance"
4. Go to 'Inventory of Assets'
5. Select 'Inventory of Assets Submission'.

After clicking on Inventory of Assets Submission module, “Inventory of Assets Form for Trading Member” page will open:

Inventory of Assets Form for Trading Member

Financial Assets

Immovable Assets

Declaration ☐ : I/We hereby declare that all the information provided is correct to the best of my knowledge

Certify Submit To Auditor Reset

Step: 5- Click on ‘Financial Assets’ tab to fill the required details as mentioned in the screen:

Financial Assets								
1	Name of financial assets	Total Balance as 31-Mar-2026 (Rs. in Lakhs)						
A	Cash In Hand							
2	Name of financial assets	Total no. of bank accounts	Total value as on 31-Mar-2026					
A	Own Bank Balance							
B	Client bank balance							
C	Settlement A/c balance							
3	Name of financial assets	Total no. of FDR's and other deposits	Total value as on 31-Mar-2026 (Rs. in Lakhs)	Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026	
A	FDR and other deposits							
4	Name of financial assets	Total no. of bank guarantee valid as on 31-Mar-2026			Total value as on 31-Mar-2026 (Rs. in Lakhs)			
A	Bank Guarantees							
5	Name of financial assets	Total Book value as on 31-Mar-2026 (Rs. in Lakhs)	Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026		
A	Details of investments in Bonds/debentures/shares/mutual funds and others							
6	Name of financial assets	No. of subsidiary and associate companies	Total Book value as 31-Mar-2026 (Rs. in Lakhs)	Encumbrances such as pledge etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026	
A	Investment in subsidiary and associate companies							
7	Name of financial assets	Total no. of Personal Loans/advances given		Amount of Principal (Rs. in Lakhs)		Total Book value as 31-Mar-2026 (Rs. in Lakhs)		
A	Loans & advance given to Associates & group companies including Inter corporate Deposits							
B	Loans & advance given to Directors/Partners/Proprietor/related parties							
C	Loans & advance given to staff							
8	Name of financial assets	Total no. receivables	Total balance as 31-Mar-2026 (Rs. in Lakhs)	Total balance outstanding for more than 3 months as on 31-Mar-2026	Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
A	Receivables from clients across Exchanges							
B	Receivables from others Non client entities							

Note:

- Own Bank Balance, Client Bank Balance and Settlement A/c Balance mentioned at point no. 2 shall be auto populated.
- FDRs and other deposits/Bank Guarantees pledged with Exchange/Clearing Corporation need not be reported.
- Receivable from Client Across Exchanges (serial no. 8.A.) - Member may consider clients across all licences under the Member entity towards receivables from client. Further for "Receivable from Client Across Exchanges" you are required to take the total of debit balances (receivable balances) for all your registered clients, whether custodian settled or not, as recorded in your books as on March 31, 2026. If the Brokerage amount is showing as debit in the client ledger as on March 31, 2026, it has to be shown.
- Receivable from Non-Client Entities (serial no. 8.B.) - For this field Members are required to mention the total of debit balances (i.e. which is due to you) from non-client entities/persons, as recorded in your books as on March 31, 2026.

Step:6- Click on 'Immoveable Assets' tab to fill the required details as mentioned in the below screen:

Immoveable Assets									
Agriculture Land									
	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. In Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. In Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1	Owned/Leased							
Non Agriculture Land									
	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. In Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. In Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1	Owned/Leased							
Residential Property									
	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. In Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. In Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1	Owned/Leased							
Office Premises									
	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. In Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. In Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1	Owned/Leased							
Others									
	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. In Lakhs)	Details of Assets	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. In Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026	
☐	1	Owned/Leased							

In the drop-down menu, you can select any one of the option from:

1. Owned

2. Leased – It means the property which is registered in Member's name and given on lease by Member to some other entity/individual. If member is paying rent for any property/premises, the same shall not be required to be reported here.

3. Nil

Note: In case nil is selected, mention "0" in all the other fields.

Step:7 – After filling all the details in both the tabs, tick mark the declaration option and click on certify tab to affix digital signature:

The screenshot shows the 'Inventory of Assets Form for Trading Member' with three tabs: 'Office Premises', 'Others', and 'Financial Assets'. A success message overlay is displayed in the center, stating 'Success' and 'Form Signing Success. If Kindly Submit The Form'. The message has a green checkmark icon and a 'Close' button. The form contains several tables for entering asset details, including columns for 'Sr No', 'Owned/Leased', 'Book value as 31-Mar-2020 (Rs. in Lakhs)', 'Address', 'Area (in sq. ft.)', 'Encumbrances such as Mortgage, hypothecation etc.', 'Amount of funds raised (Rs. in Lakhs)', 'Name of the Lender', and 'Outstanding amount with lender as on 31-Mar-2020'. At the bottom right, there are buttons for 'Certify', 'Submit to Auditor', and 'Reset'.

The screenshot shows the 'Signing Wizard' dialog box. It has a title bar 'Signing Wizard' and a subtitle 'Select Digital Certificate'. Below the subtitle, it says 'You can choose a digital certificate from those available on your computer to sign your file.' There are three input fields: 'Issued To', 'Issued By', and 'Expiration Date'. Below these fields is a text area for the certificate content. At the bottom, there are buttons for 'Sign', 'Cancel', and 'View...'. A 'View...' button is also present next to the text area.

Step:8 – After affixing digital signature, click on button – ‘Submit to Auditor’:

The screenshot shows the 'Inventory of Assets Form for Trading Member' with the 'Financial Assets' tab selected. The form contains sections for 'Financial Assets' and 'Immovable Assets'. Below these sections is a declaration section with a checkbox and the text 'Declaration * : I/We hereby declare that all the information provided is correct to the best of my knowledge'. At the bottom right, there are buttons for 'Certify', 'Submit to Auditor', and 'Reset'.

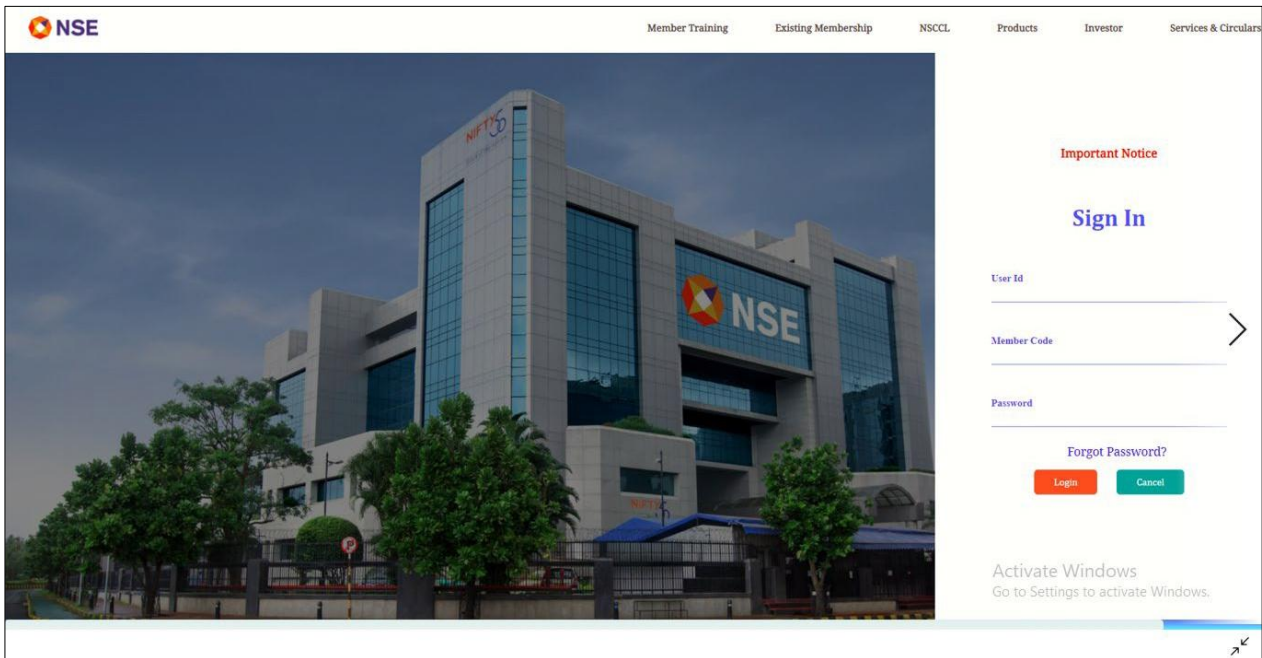
Note: Digital Signature is not mandatory.

PART B OF INVENTORY OF ASSESTS – BY AUDITOR

Step: 1 - Open your Internet browser.

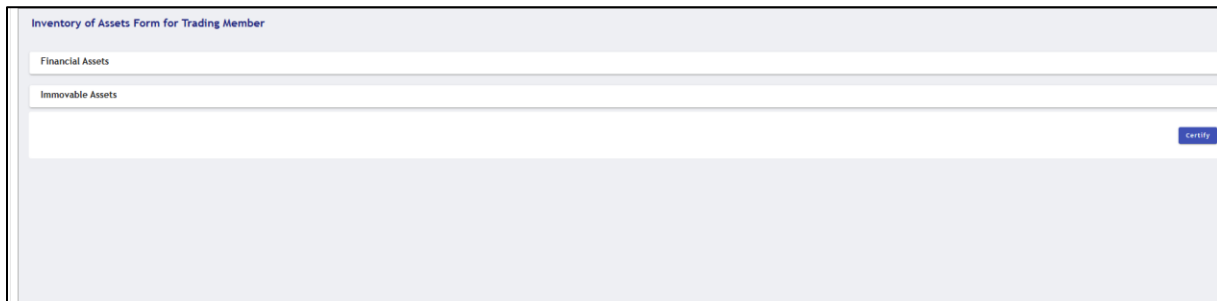
Step: 2- Type <https://enit.nseindia.com/MemberPortal/> in the address bar and then click the Go button from the browser.

Step:3 - NSE Member Portal Login screen will appear as below for auditor to login:



The screenshot shows the NSE Member Portal login interface. At the top, there is a navigation bar with links: Member Training, Existing Membership, NSCCL, Products, Investor, and Services & Circulars. Below this is a large banner image of the NSE building. To the right of the banner, there is a 'Sign In' section. It includes an 'Important Notice' link, a 'Sign In' heading, and three input fields: 'User Id', 'Member Code', and 'Password'. Below the 'Password' field is a 'Forgot Password?' link. At the bottom of the login section are two buttons: 'Login' (orange) and 'Cancel' (green). At the very bottom of the page, there is a message: 'Activate Windows Go to Settings to activate Windows.'

Step:4 – Auditor can view the below screen, select ‘ENIT NxtGen’, go to ‘Compliance’ and select the tab ‘Inventory of Asset’ from Compliance for Assets Auditor module.



The screenshot shows the 'Inventory of Assets Form for Trading Member'. The form is divided into two main sections: 'Financial Assets' and 'Immovable Assets'. The 'Immovable Assets' section is currently active, showing a table with columns for 'S.No.', 'Description', and 'Value'. A 'Certify' button is located at the bottom right of the form.

Step 5: After checking all the details entered by member in the tabs – ‘Financial assets and Immoveable assets’, auditor needs to click the declaration and select any of the one option mentioned below:

- 1. Approved – If auditor finds everything in order, click on Approved. Auditor has to certify the form by affixing the digital signature by clicking on ‘Certify’ tab.**

Non Agriculture Land									
	Sr No	Owned/Leased	Book value as 31-Mar-2024 (Rs. in Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2024
☐	1								

Residential Property									
	Sr No	Owned/Leased	Book value as 31-Mar-2024 (Rs. in Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2024
☐	1								

Office Premises									
	Sr No	Owned/Leased	Book value as 31-Mar-2024 (Rs. in Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2024
☐	1								

Others									
	Sr No	Owned/Leased	Book value as 31-Mar-2024 (Rs. in Lakhs)	Details of Assets	Encumbrances such as Mortgage, Hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2024	
☐	1								

Declaration ☒ : I/We hereby declare that all the information provided is correct to the best of my knowledge

[Certify](#)
[Approved](#)
[Return To member](#)

- 2. Return to member – In case any discrepancy is observed, click on this button.**

If Auditor selects ‘Return to member’, then auditor has to provide reasons of deficiency as mentioned below in the screen and click on submit.

Rejection Reason :

PART C OF INVENTORY OF ASSETS – BY MEMBER

Step:1 – Once the Auditor sends the data to member, then the member can check the status in the tab – “Inventory of Assets – MIS”.

If any rejection is mentioned by Auditor, then Member has to submit the data again after doing the required correction to Auditor. (Follow step 7 & 8 of Part A)

Inventory of Assets Form for Trading Member

Financial Assets

Immovable Assets

Declaration* ☐ : I/We hereby declare that all the information provided is correct to the best of my knowledge

Certify Submit to Auditor Reset

Step 2: If Auditor approves the data, member needs to click on ‘Certify’ tab of the declaration and to affix the digital signature

Step 3: After affixing digital signature, click on the button ‘Submit to Exchange’.

Residential Property

	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. in Lakhs)	Address	Area (in sq.ft.)	Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1								

Success
Request Submitted successfully. The request no. is:-

Office Premises

	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. in Lakhs)	Address		Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1								

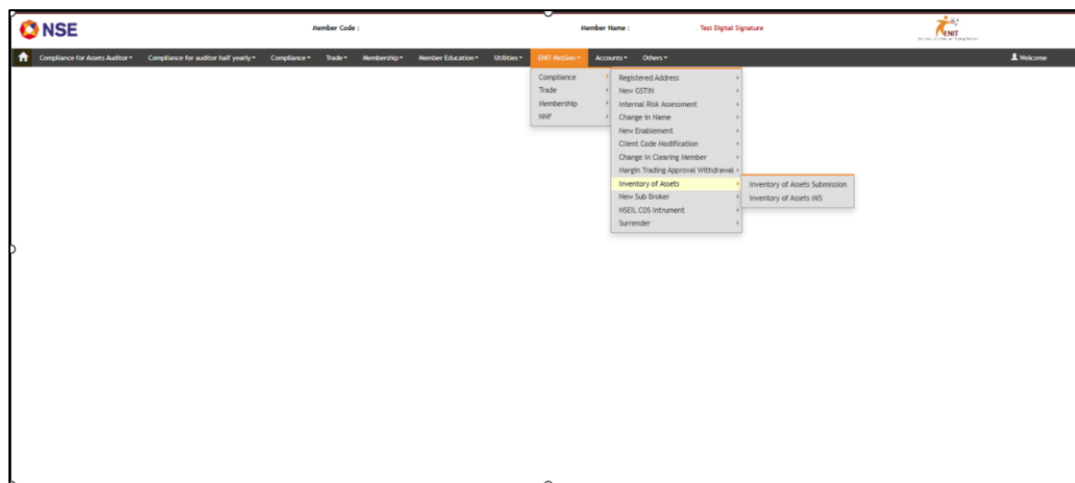
Others

	Sr No	Owned/Leased	Book value as 31-Mar-2026 (Rs. in Lakhs)	Details of Assets	Encumbrances such as Mortgage, hypothecation etc.	Amount of funds raised (Rs. in Lakhs)	Name of the Lender	Outstanding amount with lender as on 31-Mar-2026
☐	1							

Declaration* ☒ : I/We hereby declare that all the information provided is correct to the best of my knowledge

Certify Submit to Exchange Reset

Step:4 – Member can check the status of submission of Inventory of Assets by clicking on the tab ‘Inventory of Assets – Inventory of Assets MIS’ as shown below:



Step:5-The below screen will appear after submitting the data to Exchange. The status shall appear as “SUBMIT TO EXCHANGE”

Assets Of Member MIS

Member Name: _____ Member Code: _____ Request Status: ×

Request Reference No: _____ Submitted From Date: _____ Submitted To Date: _____

Search Reset

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

Sr No. ↑	Request Ref. No. ↑	Member Code ↑	Status ↑	As On Date ↑
1			SUBMIT TO EXCHANGE	

Note: Member can view the other Status such as Save, Submit to Auditor, Return by Auditor, Approved by Auditor, Submit to Exchange as per the status of the submission.

-END-

PART - II

MANUAL FOR SUBMISSION OF DECLARATION FOR POLITICALLY EXPOSED PERSON

Members have to submit the declaration for Politically Exposed Person as on March 31, 2026 before submitting the Annual Returns for Financial Year 2025-26. A module for submission of the declaration is available on ENIT-New-Compliance under Compliance Tab.

Steps for submission of declarations:

1. Login with correct member credentials.
2. Click on 'Compliance'.
3. Go to 'Politically Exposed Person'.
4. Select 'Submit Declaration'.

The screenshot shows the ENIT-New-Compliance interface. The 'Compliance' tab is selected, and the 'Politically Exposed Person' section is visible. The 'Submit Declaration' option is highlighted in the dropdown menu. The interface also displays a table with member details and a list of service-related queries/issues.

ENTITY	Provisional GST Id	ARN Number	PAN
National Stock Exchange of India	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Co. Limited	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Member	Email id	Contact person	Priority
53	nse.servicedesk@sifycorp.com	Help desk Team	Immediate
7	senhili.saravanan@sifycorp.com	Senhili Saravanan(Assitant manager GNOC)	1 Hour
7	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
9	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
4	joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour

5. On clicking Submit Declaration module, 'Declaration' page will appear.

The screenshot shows the 'Politically Exposed Person Declaration' form. It includes a declaration statement, a date field, a download declaration button, and a notes section. The form is designed for members to submit their declaration for being a Politically Exposed Person.

Politically Exposed Person Declaration

☐ I/We, Mr/s I hereby declare that neither me/us nor any of our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

☐ I/We, Mr/s hereby declare that I/we and/or our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

As on Date: Download Declaration:

Upload Scan Copy of Declaration:

Email Id: Mobile No:

Notes

1. A PEP shall include individuals who are or have been entrusted with prominent public functions in India or in a foreign country, e.g., heads of states/governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials etc.
2. 'Associate' has the same definition as given under Section 2(1)(b) of the SEBI (Intermediaries) Regulations, 2008.
3. The physical copy of the current undertaking has to be stamped & signed by two designated directors or authorised signatory(ies) as per Board Resolution mentioning names and designations.
4. A revised declaration is required to be submitted as and when there is any change in the details submitted.

Below details are to be filled in:

- Name of the entity in the declaration will be auto populated.
- As on date must be March 31, 2026.
- Format of declaration is available on the PEP declaration page.

The screenshot shows the 'Politically Exposed Person Declaration' form. It has two radio buttons at the top: 'I/We, R/s are Politically Exposed Person.' (selected) and 'I/We, R/s hereby declare that neither me/us nor any of our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.' Below the radio buttons are fields for 'As on Date' (with a calendar icon), 'Download Declaration' (with a download icon), and 'Upload Scan Copy of Declaration' (with an upload icon). There are also fields for 'Email Id' and 'Mobile No.'. A callout box points to the 'Download Declaration' link with the text 'Declaration format is available here'. Another callout box points to the 'Upload Scan Copy of Declaration' field with the text 'Upload the signed Declaration here'. At the bottom, there are 'Submit' and 'Reset' buttons. A 'Notes' section is also present.

Politically Exposed Person Declaration

☒ I/We, R/s are Politically Exposed Person. hereby declare that neither me/us nor any of our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

☐ I/We, R/s hereby declare that I/we and/or our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

As on Date: [Calendar Icon] Download Declaration: [Download Icon] Upload Scan Copy of Declaration: [Upload Icon]

Email Id: [Text Field] Mobile No: [Text Field]

Notes

1. A PEP shall include individuals who are or have been entrusted with prominent public functions in India or in a foreign country, e.g., heads of states/governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials etc.
2. 'Associate' has the same definition as given under Section 2(1)(b) of the SEBI (Intermediaries) Regulations, 2008.
3. The physical copy of the current undertaking has to be stamped & signed by two designated directors or authorised signatory(ies) as per Board Resolution mentioning names and designations.
4. A revised declaration is required to be submitted as and when there is any change in the details submitted.

Submit **Reset**

- Upload the signed copy of the declaration in PDF format only.
- Email id and mobile number are mandatory to be filled
- 'Submit' button will enable member to save the details successfully. 'Reset' button will reset the details submitted to default data.
- Once, member enters all the correct details, click on Certify, and below submission Reference No will be generated.

The screenshot shows the 'Politically Exposed Person Declaration' form after successful submission. The 'As on Date' field is now populated with '21-Apr-2024'. The 'Download Declaration' link is now 'Download Declaration: PEP_ANNEXURE_1.docx'. The 'Upload Scan Copy of Declaration' field is now 'PEP_ANNEXURE_1.pdf'. A success message is displayed in a white box: 'Success Request is Submitted Successfully. Request Number is'. The 'Submit' and 'Reset' buttons are still visible at the bottom.

Politically Exposed Person Declaration

☒ I/We, R/s are Politically Exposed Person. hereby declare that neither me/us nor any of our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

☐ I/We, R/s hereby declare that I/we and/or our Directors/Shareholders/Promoters/Compliance Officer/Partners/Relatives/Associates are Politically Exposed Person.

As on Date: 21-Apr-2024 Download Declaration: PEP_ANNEXURE_1.docx Upload Scan Copy of Declaration: PEP_ANNEXURE_1.pdf

Email Id: [Text Field] Mobile No: [Text Field]

Success
Request is Submitted Successfully. Request Number is [Text Field]

Submit **Reset**