

Annexure - B

Guidelines with respect to standardisation of Register of Securities, Holding Statement, Bank Book and Client Ledger

The Guidelines give explanation for each of the column prescribed in Annexure A for the purpose of guiding members in the implementation of the formats. The Guidelines shall be updated periodically based on the feedbacks/inputs received from market participants.

Following provisions shall be considered with respect to the applicability of this circular:

1. The format prescribes the minimum requirements and Members shall record all applicable details therein. Member may include additional details as per their internal requirements.
2. Members are advised to do the necessary modifications in Back office system in-house or communicate Back-office software vendors to comply with revised requirements.
3. All the prescribed standard templates shall be maintained across Exchanges on consolidated basis. However, members should have system compatibility where Exchange-wise information can also be extracted as and when required.
4. Members may continue to provide the statement of securities and fund to clients, as stipulated by the regulatory requirements/circulars from time to time, in the existing formats.

I. Guidelines for Register of Securities (ROS):

- Register of Securities has to be maintained client-wise and scrip-wise across Exchanges for all the transactions of securities movements.
- Wherever details are not applicable, column may be kept blank.
- For the column number (16) – Balance (Qty), there needs to be a row for “Opening Balance” and “Closing Balance” client-wise & scrip-wise.
- As per SEBI circular CIR/MRD/DP/54/2017 June 13, 2017, Members shall maintain separate client-wise ledgers for funds and securities of clients availing margin trading facility. Accordingly Members shall maintain a separate ROS for securities under margin trading facility. In case a member maintains a separate beneficiary account for this purpose, any transfer to such account will be duly recorded in the ROS.

S. No.	Details for ROS	Remarks
1.	Transaction Date	• It shall be trade date for “Market” transaction and Instruction date for “OFF Market” transaction. • Date should be maintained in DD-MM-YYYY format.
2.	Execution Date	• It shall be date of actual movement (Receipt/Delivery) of securities. • Date should be maintained in DD-MM-YYYY format.

S. No.	Details for ROS	Remarks
3.	Exchange	- This column would be populated only in case of PAYIN and PAYOUT (including Auction and Early Payin) of securities (all related transfers between Pool account and client beneficiary account). - Members should have a system where transactions details can be extracted Exchange-wise separately.
4.	Segment Type	This column would be populated only in case of PAYIN and PAYOUT (all related transfers between Pool account and Client beneficiary/Client's own account or vice-versa).
5.	Unique Client Code (UCC)	Client code as reported in the UCC database of the Exchange.
6.	Back Office Client Code	- In case there are back office client codes which differ from client code uploaded in UCC database of the Exchange. - This column can be kept blank if member is not maintaining Back office code separately.
7.	Client Name	- Client Name as reported in the UCC database of the Exchange. - In case of clients like PMS, Proprietor where Back office name vary from UCC database, in such cases Beneficiary name of the back office can be mentioned.
8.	Client PAN	- It is mandatory to mention PAN for every client transaction, except in cases exempted by the Rules or Regulation issued from time to time. - PAN should match with UCC database.
9.	Member Demat Account No. (9A and 9B)	It should match with accounts declared by member in Enhanced Supervision (16 digit number).
10.	Counterparty Demat Account No. (10A and 10B)	Counterparty Demat Account Number in 16 digit. Demat account number of clients shall be the same as maintained by the members in their records.
11.	Settlement No.	Settlement number as stipulated by the respective Exchange.
12.	ISIN Code	ISIN code of securities transacted.
13.	Scrip Name	NSE SYMBOL / BSE SCRIP CODE.
14.	Quantity Delivered (Qty.)	Quantity of securities delivered by the member.
15.	Quantity Received (Qty.)	Quantity of securities received by the member.
16.	Balance (Qty.)	- Quantity of balance securities for a client across all accounts maintained by the TM (pool, beneficiary or collateral). This balance would not be affected by movement of securities within member's DP accounts e.g. transfer between pool and beneficiary for the same client. - Opening and closing balance also needs to be populated.
17.	Pledge / Unpledge (Qty.)	- Qty of securities pledged/unpledged by member. This Qty would not affect the Balance Qty (16). - Every transaction related to pledged/unpledged of securities has to be reflected irrespective of inter account securities movement.
18.	Trf. Ref. No.	Reference number of securities transactions.
19.	POA Flag	This field is to be populated with "Yes" only when, POA is invoked and securities are transferred from the Client DP account to TM's DP account (client beneficiary, pool or collateral).

S. No.	Details for ROS	Remarks
20.	Transaction Type	Transaction type should either contain “OFF MKT” or “MKT”. All Pay in and Pay out transactions should have “MKT” as the tag. All others should have “OFF MKT”. For pledge/unpledged and corporate action entries, it may be kept blank.
21.	Purpose	It has to be populated only with one of the values: “Payin”, “Payout”, “Early Payin”, “Margin-Receipt”, “Margin-Release”, “Pledge”, “Unpledge”, “Corpaction”, “Auction”, “Settlement” i.e. (Running Account Settlement to Client).

II. Guidelines for Holding Statement:

- Holding statement has to be maintained client-wise and scrip-wise for all the accounts where member is holding client securities.
- Holding Statement shall be prepared on consolidated basis across Exchanges.
- With reference to point 9 – Members back office system should be compatible to generate pledgee-wise details as and when required.
- As per SEBI circular CIR/MRD/DP/54/2017 June 13, 2017, Members shall maintain separate client-wise ledgers for funds and securities of clients availing margin trading facility. Accordingly Members shall maintain a separate holding statement for securities under margin trading facility. Such securities should be identifiable as collateral and funded securities.
- Account type shall be either of Client Beneficiary account (including any Client Beneficiary account maintained for Margin Trading Facility), Client Collateral account (including Client Collateral account maintained for Margin Trading Facility), Pool account or Early Pay-in account, as may be applicable.

S. No.	Details for Holding Statement	Remarks
1.	Member's Demat Account No.	16 Digit Demat account number of members where securities are held. - This should match with the accounts tagged with the Exchange, as per enhanced supervision requirements.
2.	Member Account Type	Account type shall be either of Client Beneficiary, Collateral, Pool or Early Pay-in account as may be applicable.
3.	Unique Client Code (UCC)	Client code as reported in the UCC database of the Exchange.
4.	Client Name	- Client Name as reported in the UCC database of the Exchange. - In case of clients like PMS, Proprietor where Back office name vary from UCC database, in such cases Beneficiary name of the back office can be mentioned.
5.	Client PAN	- It is mandatory to mention PAN for every client, except in cases exempted by the Rules or Regulation issued from time to time. - PAN should match with UCC database.
6.	ISIN Code	ISIN Code of securities.
7.	Scrip Name	NSE SYMBOL / BSE SCRIP CODE.
8.	Security Type	Security type may be EQ, MF, Bond, Debt, Pref. Share.
9.	Pledged Balance (Qty.)	Quantity pledged.

S. No.	Details for Holding Statement	Remarks
10.	Free Balance (Qty.)	Securities that are available with the TM free of any encumbrance.
11.	Total (Qty.)	Total securities - Quantity of Col. 9 and 10.
12.	Closing Price	Closing price as on the date of reporting. If not traded on the date of reporting, the closing price of the latest trading date shall be taken.
13.	Value (Rs.)	Value shall be arrived at after multiplying total quantity with closing price.

III. Guidelines for Bank Book:

- Bank book shall be prepared separately for all the client, settlement and Own bank accounts.
- For Own/Proprietary bank account some fields like Unique Client Code (UCC), Back Office Client Code and Client PAN may be kept blank.

S. No.	Details for Bank Book	Remarks
1.	Date	- It shall be date of recording the transaction in the books. - Date should be maintained in DD-MM-YYYY format.
2.	Value Date	- Date of actual receipts/payments of funds or cheque clearance date. - Date should be maintained in DD-MM-YYYY format. - System should have the capability to update the same at subsequent stage whenever identified, if it is not identifiable at the time of order entry.
3.	Account Name	- Payment/Receipt – Client name as uploaded in UCC. - In case of clients like PMS, Proprietor where Back office name vary from UCC database, in such cases Beneficiary name of back office can be mentioned.
4.	Bank Account No. (Received from / paid to)	- Corresponding Bank account number from where money has been received or paid. - Payments – Bank account number in case of online payments. Cheque payments – “Chequepay”. If the cheque is payable only to specific account number then the Bank account number should be mentioned. - Receipt – Bank account number from where money has been transferred/received. - Bank account number of the client should be the same as provided by the client and maintained by the members in their records.
5.	Unique Client Code (UCC)	- Payments/Receipt – Client code as uploaded in UCC. - GL code shall be required for entries other than those related to clients.
6.	Back Office Client Code	- In case there are back office client codes which differ from client code uploaded in UCC database of the Exchange. - This column can be kept blank if member is not maintaining Back office code separately.
7.	Client PAN	- It is mandatory to mention PAN for every client transaction, except in cases exempted by the Rules or Regulation issued from time to time. - PAN should match with UCC database.
8.	Narration	Narration of transaction entries (Free form).

S. No.	Details for Bank Book	Remarks
9.	Voucher No.	Members internal voucher number. This should match with corresponding entry in client ledger (NO. 12).
10.	Settlement No.	- Settlement number as stipulated by Clearing Corporation for settlement of transactions. - For other entries it may be kept blank.
11.	Reference Number (Chq No/RTGS Ref No./NEFT Ref No./ Any payment gateway Ref No./Internal Reference No.)	- Payments – cheque number/online payments reference number as provided by Bank. - Receipt – cheque number/online receipt reference number as provided by Bank. - Member's system should have the capability to update the same at subsequent stage whenever identified, if it is not identifiable at the time of order entry.
12.	Payment (Rs.)	Payment amount.
13.	Receipt (Rs.)	Receipt amount.
14.	Balance (Rs.)	Balance after relevant transaction.
15.	Purpose	It has to be populated only with one of the values: "Payin", "Payout", "Receipt" (From client), "Payment" (To client), "Settlement-Payment" (To client), "Charges-Recovery", "Own A/C", "Third Party" (Only in case of Own Account), "Margin-Payment" (To NSCCL/Clearing Member), "Margin-Release", "FDR-Created", "FDR-Released", "Cheque Reversal", "Inter Client Bank", "Auction close out", "Others" (Pls specify).

IV. Guidelines for Clients Fund Ledger:

- Client Fund Ledger has to be maintained client-wise and transaction-wise. Member's system should also generate consolidated report for all the clients.
- As per SEBI circular CIR/MRD/DP/54/2017 June 13, 2017, Members shall maintain separate client-wise ledgers for funds and securities of clients availing margin trading facility. Accordingly Members shall maintain a separate client ledger for margin trading facility.

S. No.	Details for Client Ledger	Remarks
1.	Unique Client Code (UCC)	Client code as reported in the UCC database of the Exchange.
2.	Back Office Client Code	- In case there are back office client codes which differ from client code uploaded in UCC database of the Exchange. - This column can be kept blank if member is not maintaining Back office code separately.
3.	Client Name	- Client Name as reported in the UCC database of the Exchange. - In case of clients like PMS, Proprietor where Back office name vary from UCC database, in such cases Beneficiary name of the back office can be mentioned.
4.	Client PAN	It is mandatory to mention PAN for every client transaction, except in cases exempted by the Rules or Regulation issued from time to time.

S. No.	Details for Client Ledger	Remarks
		PAN should match with UCC database.
5.	Date	It should include date for which accounting is done in the ledger viz. receipts, payments, JV, Bills, etc.
6.	Settlement Date	Settlement Date.
7.	Exchange	Exchange wise client transactions entries.
8.	Segment Type	Segment of relevant client transactions entries.
9.	Settlement No.	- Settlement number as stipulated by Clearing Corporation for settlement of transaction. - For other entries it may be kept blank.
10.	Bill/Chq No.	- Payments – cheque number/online payments reference number as provided by Bank. - Receipt – cheque number/online receipt reference number as provided by Bank. - Bill posting – Bill No. - System should have the capability to update the same at subsequent stage whenever identified, if it is not identifiable at the time of order entry.
11.	Transaction Type	It has to be populated only with one of the values: “Receipt” (From client), “Payment” (To client), “Settlement-Payment” (To client), “JV”, “Margin”, “Bill”, “Dr Note”, “Cr Note”.
12.	Particulars / Narration	Narration of transaction entries (Free form).
13.	Voucher No.	Members internal voucher number for transactions in case of receipts and payment of funds from clients, the voucher number should match with the corresponding entry in Bank book.
14.	Debit (Rs.)	Payments/Bills.
15.	Credit (Rs.)	Receipts/Bills.
16.	Balance (Rs.)	Running Balance amount for the client.
