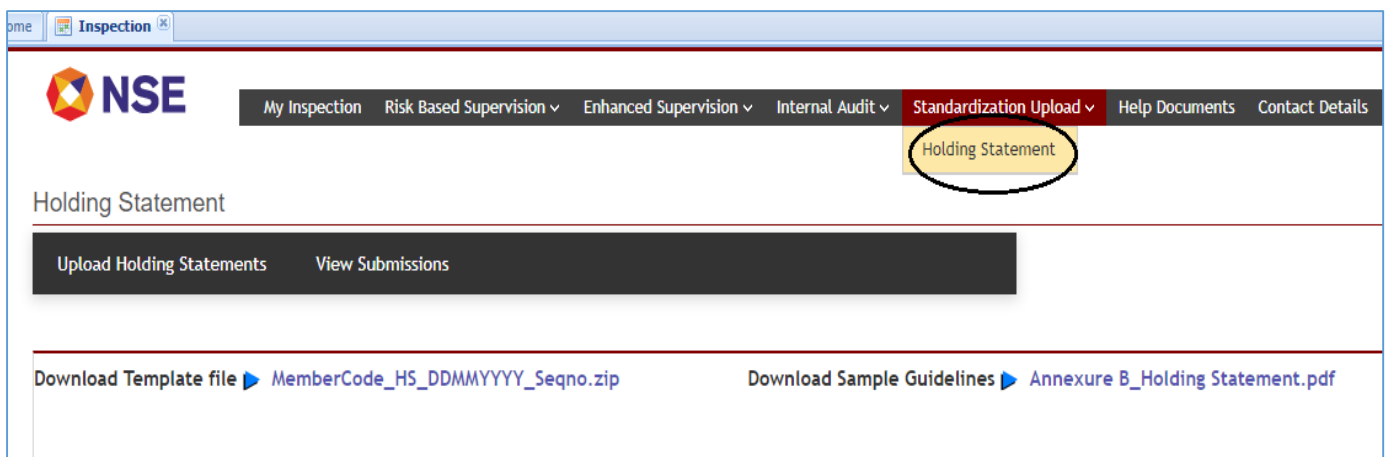


User Manual for uploading of Holding Statement

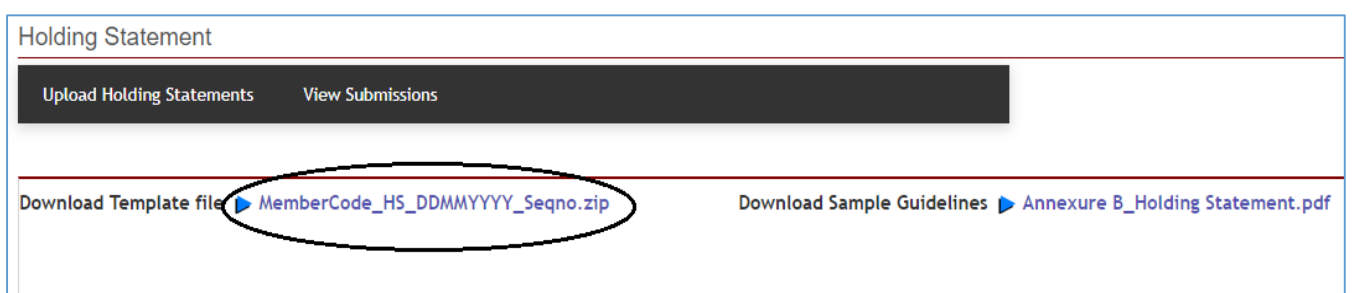
1. Login in Member Portal using following URL
<https://www.connect2nse.com/MemberPortal>
2. **Navigate to:** Inspection >> Standardization Upload >> Holding Statement



3. The following window will appear:

The screenshot shows the 'Holding Statement' upload form. The form has a dark blue header with 'Upload Holding Statements' and 'View Submissions' buttons. Below the header, there are links to 'Download Template file' (MemberCode_HS_DDMMYYYY_Seqno.zip) and 'Download Sample Guidelines' (Annexure B_Holding Statement.pdf). The main form area includes a 'Date' input field, a 'Select File to Upload' section with a 'Choose Files' button, and 'Upload' and 'Reset' buttons.

4. Members need to download the template file from the link provided. Members need to fill the required details as per the format provided in the template file and update the file with naming convention as per the Guidelines.



5. Holding Statement file shall be uploaded in zip format only. One zip file shall contain one csv file only. Naming convention of zip file shall be same as per csv file (Refer Circular NSE/INSP/39393 dated November 13, 2018). Members are required to upload the day-wise Holding Statement for all the Demat accounts (where member is holding client securities as well as Own/Proprietary account securities) by selecting the date and accordingly upload the holding statement for each date of the week as a separate file in the prescribed format.
6. Select the date and upload the file for respective date with correct naming convention.
7. Files uploaded will be processed for validation check. Members are required to check the “View Submissions” window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the file with correct data.
8. Data file can’t be revised after the due date of submission and file with success status shall be considered as final submission.
9. In Member's Demat Account number field (first column), please ensure that CDSL and NSDL Demat account numbers are appearing correctly before submission of the data. In case of any error in CDSL account number due to rounding-off, append Double Quotes (“ ”) at the start and end of Demat account number to avoid the auto rounding-off. Eg. “1234567890123456”.
10. In case of NIL data submission, member will upload the data as per following format considering Member’s all the Demat accounts and showing zero balance:

Member's Demat Account No.	Member Account Type	Unique Client Code (UCC)	Client Name	Client PAN	ISIN Code	Scrip Name	Security Type	Pledged Balance (Qty.)	Free Balance (Qty.)	Total (Qty.)
INXXXXXXXXXXXXXX	POOL	NA	NA	NA	NA	NA	NA	0	0	0
XXXXXXXXXXXXXX	CLNTBENE	NA	NA	NA	NA	NA	NA	0	0	0

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