

Member Portal User Guide for Inspection System

1. Login using following URL

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

OR

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

2. To enable Inspection tab in member Portal

Admin should assign Inspection service to member. Please use below navigation to assign service

Login> User Management > Modify User > Assign Role > Inspection > All (Click on checkbox)

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

User Management ▾

Add User

Modify User

User ▾ Sign-Out

Modify User

Rectangular Strip

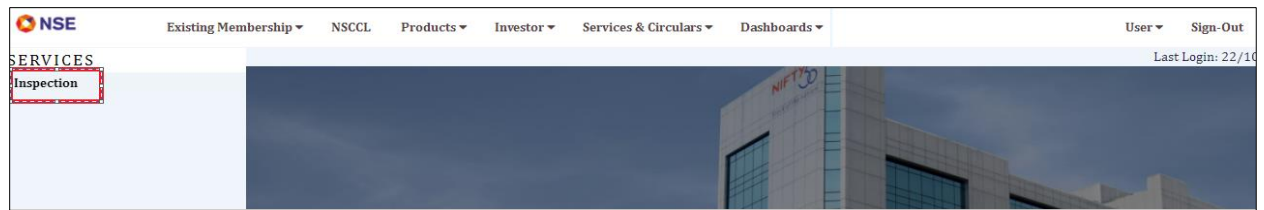
User Id	Member Code	User Type	User Status	Modify User	Change Password	Delete	Assigned Roles
MEM13112	13112	Sub User	Active	Edit	Change Password	Delete	Assign Roles
AUD13112	13112	Sub User	Active	Edit	Change Password	Delete	Assign Roles
User2	13112	Sub User	Active	Edit	Change Password	Delete	Assign Roles
User1	13112	Sub User	Active	Edit	Change Password	Delete	Assign Roles

Services:	ALL	CD	CM	CO	DEBT	FO	MFSS	REPO	SLB	WDM
ENIT-Affiliates	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
ENIT-COMPLIANCE-NEW	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspctn_Bnchmrkng_Api	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspection	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
UCI-Online DEV2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
inspection_itrc	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

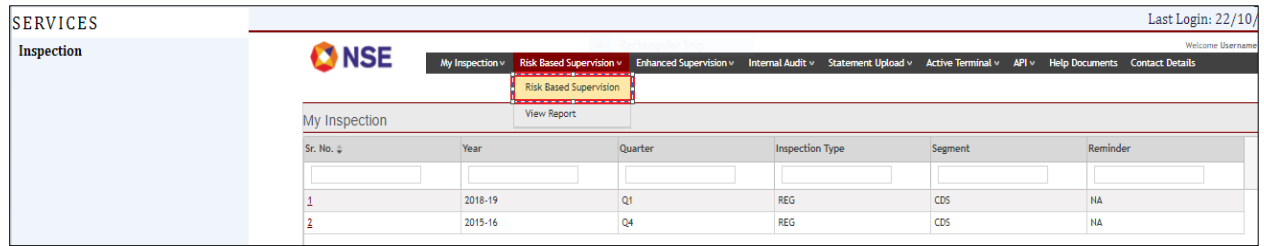
Submit

Cancel

3: Click on Inspection Tab



4: Click on Risk Based Supervision



5: In the above step a form for entering the details will appear. Carefully fill the form as per the details collated by you in the boxes against each of the line items. You may also save the form as draft for later submission.

Details of Associates/ group companies along with details of registration and whether active in any sector of the financial market.

Please provide the details of your Associate companies and group companies along with their PAN and registration number as on September 30, 2020 Also confirm whether they are active in any sector of the financial market

Select	S.No.	Name of the Associate/Group Company	PAN Number	Registration Number	Sector of the financial market in which the entity is active	Status of the associate /group company
☐	1.	ABCDE	ABCDE1234Z	1234	-----Select-----	-----Select-----

Save as Draft **Certify** **Submit**

Note:

- *Key person" means and includes directors, promoters, compliance officer
- * To be provided where action has been taken by SEBI during the period irrespective of when the inspection was undertaken
- * "No. of instances" means no. of inspections in which adverse observation was found relating to that area

6. Once complete, click on the "Certify" to attach the digital signature.

Details of Associates/ group companies along with details of registration and whether active in any sector of the financial market.

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Select	S.No.	Name of the Associate/Group Company	PAN Number	Registration Number	Sector of the financial market in which the entity is active	Status of the associate /group company
☐	1.	ABCDE	ABCDE1234Z	1234	-----Select-----	-----Select-----

Save as Draft **Certify** **Submit**

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7. Select the digital signature and click on Sign button.

Signing Wizard

Select Digital Certificate
You can choose a digital certificate from those available on your PS to sign your file.

Issued To	Issued By	Expiration Date
Rahul Pati	ELCA Root CA	18 August 2026 09:58:29

Click View to see the contents of your digital certificate View...

Sign Cancel

8. Click on “Submit” button.

localhost:8080 says
Do You really want to submit?

OK Cancel

Company Details

Company Name	PAN Number	Registration Number	Sector of the financial market in which the entity is active
			-----Select--

Save as Draft Certify Submit



My Inspection

Risk Based Supervision

Enhanced Supervision

Internal Audit

Statement Upload

Active Terminal

API

Help Documents

Contact Details

Test Digital Signature

Risk Based Supervision

Member Name:

Request Submission Status:

Submitted to Exchange

Risk Based Supervision data have been submitted to Exchange

Sl. No.	Particulars	Details
1	Details of Branches	
	Total number of Branches	1
	Number of Branches Inspected by Member during the half year ended September 30, 2020	1
	Number of APs Inspected by Member during the half year ended September 30, 2020	11
	Number of Sub-broker Inspected by Member during the half year ended September 30, 2020	0
2	Details of Branches / AP offices with voice recording system	
	Number of branches with voice recording facility	1
	Number of sub-broker offices with voice recording facility	0
	Number of AP offices with voice recording facility	1