

ANNEXURE V

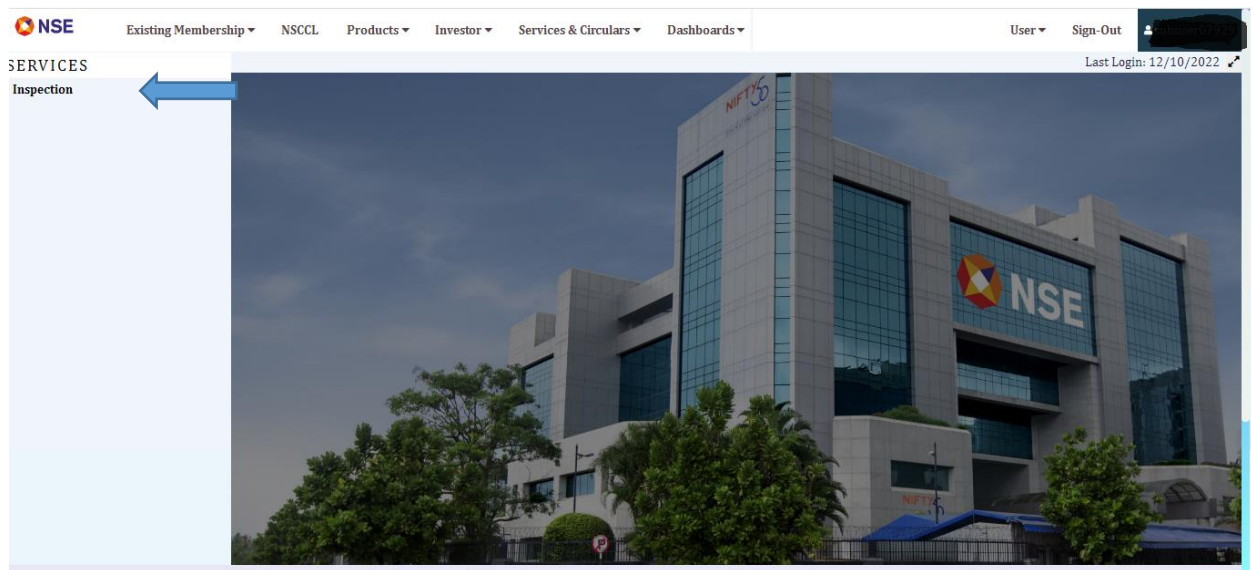
MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY MEMBER

Step: 1 - Open Internet browser from the desktop.

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

Step: 3 - Login to Member Portal

Step: 4 - After this step, below screen will be displayed along with the 'Inspection' tab at the left side.



Double click on the 'Inspection' tab from the left-hand side & Inspection module will be launched:

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out subuser07929 Last Login: 12/10/2022

SERVICES Inspection

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Statement Upload Active Terminal API Help Documents Contact Details

My Inspection

Sr. No.	Year	Quarter	Inspection Type	Segment	Reminder
1	2016-17	Q1	REG	FO	NA
2	2018-19	Q2	REG	FO	NA
3	2017-18	Q1	REG	FO	NA
4	2018-19	Q2	REG	CMFOCD5	NA
5	2017-18	Q1	REG	CMFOCD5	NA
6	2016-17	Q1	REG	CMFOCD5	NA
7	2018-19	Q2	REG	CDS	NA
8	2016-17	Q1	REG	CDS	NA
9	2017-18	Q1	REG	CDS	NA

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For Internal Auditor Registration:

For each Internal Audit cycle, Members need to register their Internal Auditors.

Step: 6- For each Internal Audit cycle, Members need to register their Internal Auditor irrespective of auditor being an existing auditor. To do so, click on “Auditor Registration” from the dropdown available in the Internal Audit tab. “Auditor Registration” allows members to add new internal auditor with his details & also allows to view the details of auditors previously added.

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out subuser07929 Last Login: 12/10/2022

SERVICES Inspection

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Add Auditor

Auditor Registration
Internal Audit MIS Report
IAR-Help Documents

Audit Period	Membership No	Firm Name	Firm Registration No	Segments	Undertaking on Penalty	Email ID	Created Date	Edit	Delete
1	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY	CH,FO,CD	CA	rseit_gbhori@vendo	Dec 28, 2015 11:54:03 AM		
2	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY	CH,FO,CD	CA	rseit_gbhori@vendo	Dec 28, 2015 12:52:56 PM		
3	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY	CH,FO,CD	CA	rseit_gbhori@vendo	Dec 28, 2015 1:02:19 PM		
4	APR-19 To SEP-19	410455	MONIKA AGARWAL & ASSOCIATES	CH,FO,CD,CO	CA	rseit_gbhori@vendo	Nov 18, 2019 12:56:12 PM		
5	OCT-21 To MAR-22	151515	Ankit	CH,FO,CD,CO	CA	abc@abc.com	May 9, 2022 1:06:55 PM		
6	OCT-21 To MAR-22	929292	TEST	WDM	CA	pmalokar@nse.co.in	May 11, 2022 2:24:33 PM		
7	OCT-21 To MAR-22	646464	TEST1	PCM	CA	abc@abc.com	May 11, 2022 5:13:28 PM		
8	OCT-21 To MAR-22	575757	DEF	IRF	CA	abc@abc.com	May 11, 2022 7:08:35 PM		
9	OCT-21 To MAR-22	171717	ASE	SLBM	CA	abc@abc.com	May 13, 2022 12:11:19 PM		
10	OCT-21 To MAR-22	848484	ABC	MFSS	CA	abc@abc.com	May 24, 2022 10:43:14 AM		

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https://isc-inspectionat.nseindia.com/inspectionhel/IARAction_showAuditors

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out subuser07 9 Last Login: 12/10/2022

SERVICES Inspection

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Statement Upload Active Terminal API Help Documents Contact Details

Add Auditor

	Audit Period	Membership No	Firm Name	Firm Registration No	Segments	Qualification	Email ID	Created Date	Edit *	Delete
1	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY		CM,FO,CD	CA	nseit_pbholivendor	Dec 28, 2015 11:54:03 AM		
2	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY		CM,FO,CD	CA	nseit_pbholivendor	Dec 28, 2015 12:52:56 PM		
3	APR-15 To SEP-15	535820	KUMAR AMIT & COMPANY		CM,FO,CD	CA	nseit_pbholivendor	Dec 28, 2015 1:02:19 PM		
4	APR-19 To SEP-19	410455	MONIKA AGARWAL & ASSOCIATES	019154C	CM,FO,CD,CO	CA	nseit_pbholivendor	Nov 18, 2019 12:56:12 PM		
5	OCT-21 To MAR-22	151515	Ankit	151515	CM,FO,CD,CO	CA	abc@abc.com	May 9, 2022 1:06:55 PM		
6	OCT-21 To MAR-22	929292	TEST	929292	WDM	CA	pmalokar@nse.co.in	May 11, 2022 2:24:33 PM		
7	OCT-21 To MAR-22	646464	TEST1	646464	PCM	CA	abc@abc.com	May 11, 2022 5:13:28 PM		
8	OCT-21 To MAR-22	575757	DEF	575757	IRF	CA	abc@abc.com	May 11, 2022 7:06:35 PM		
9	OCT-21 To MAR-22	171717	ASE	171717	SLBM	CA	abc@abc.com	May 13, 2022 12:21:19 PM		
10	OCT-21 To MAR-22	848484	ABC	848484	MFSS	CA	abc@abc.com	May 24, 2022 10:43:14 AM		

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Click on Add Auditor to register a new Internal Auditor.

An 'Edit' facility is given to the member to edit the segment in which the auditor is registered earlier, only if the report is not submitted by the auditor. In case, the report is submitted, member will not be able to edit the details of the auditor.

SERVICES Inspection Last Login: 12/10/2022

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Statement Upload Active Terminal API Help Documents Contact Details

(* Indicates Mandatory)
Add Internal Auditor

Member Name

Member Code

Auditor Period

Auditor Firm Name*

Auditor Firm Registration No*

Auditor Email ID*

Auditor PAN No.*

Auditor Id*

Auditor Password*

Auditor Membership No*

Auditor Qualification* ☐ CA ☐ CS ☐ CMA

Internal Audit Report For Segment: ☐ CM ☐ FO ☐ SLBM ☐ CD ☐ WDM ☐ PCM ☐ IRF ☐ MFSS ☐ DEBT ☐ CO

☐ I undertake to appoint the said auditor to conduct Internal Audit for the half year ended September, 2022 as per the requirement of SEBI and Exchange

All fields are Mandatory.

Note – Member needs to enter auditor's correct email id so that after submitting the above form, auditor will receive his login credentials on his/her E mail along with the URL

Step: 7- After ensuring that all details have been correctly entered, click "Submit" to register the Auditor.

Upon registration, the Internal Auditor shall receive the following indicative e mail on his registered E mail ID.

Dear Sir/Madam,

Your Registration for submission of Internal Auditor Report for the period APR-23 To SEP-23 has been successfully created.

Please find the details as under:

UserId: User ID

Password : Password

TM Name : Trading member name

TM Code : Trading Member Code

Kindly click on the following link <https://inspection.nseindia.com/MemberPortal/>

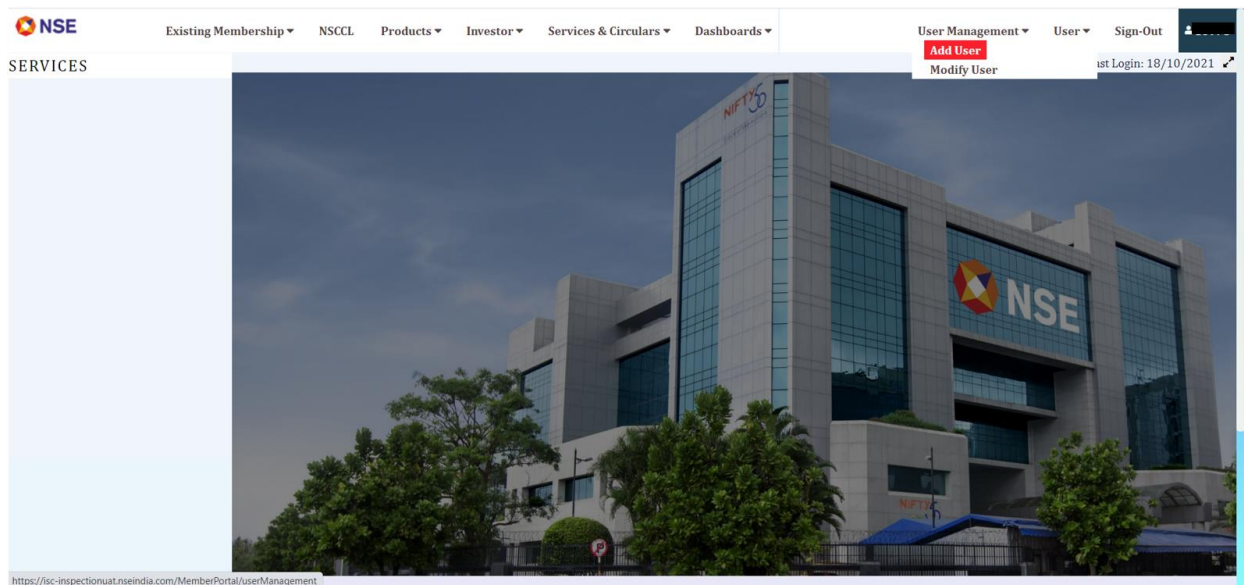
On clicking the above link for the first time, you will be prompted to change the password, Kindly change the password immediately.

You are requested to initiate Internal Audit for the APR-23 To SEP-23 for CM ,FO, CDsegment/s and submit Annexure I & II.

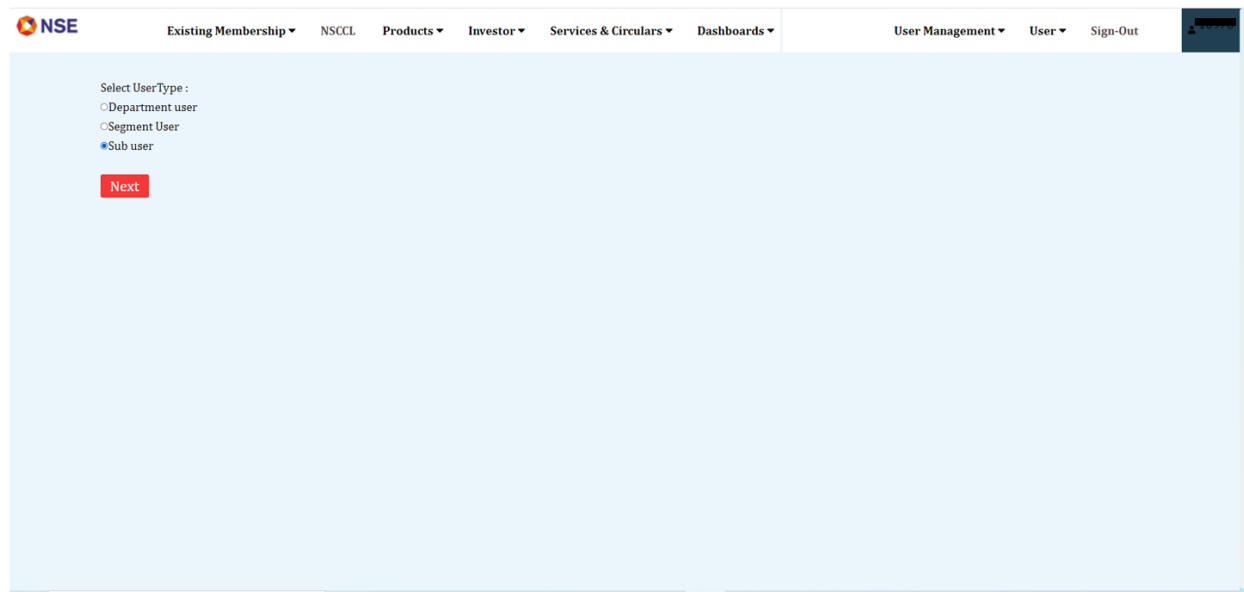
In case of any clarification, please contact the Member.

After Auditor's Registration, member shall create the sub user from Member's ENIT admin login.

1st login in Member's ENIT admin login. Right hand side under User Management click on Add user.



Select Sub user and click on Next button



NSE

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

User Management ▾ User ▾ Sign-Out

Select UserType :

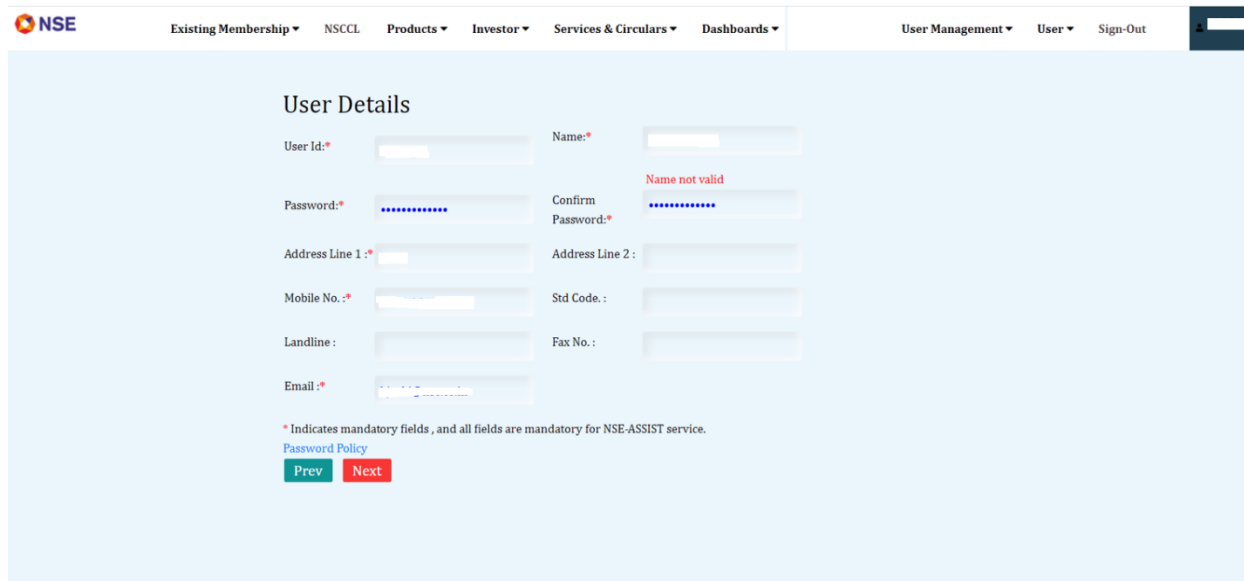
☐ Department user

☐ Segment User

☒ Sub user

Next

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.



NSE

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

Give role to Auditor. Tick on

- INSPECTION- INTERNAL AUDIT and submit.

to be downloaded and digitally signed by the 'Designated Director' using E-lock Application by clicking on Sign PDF option after which Submit option will be enabled.

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out subuser08134 Last Login: 11/10/2022

SERVICES
Inspection

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Statement Upload Active Terminal API Help Documents Contact Details

(* Indicates Mandatory)

Declaration of Penalty

TM Code* [] TM Name* [] Name of Designated Director* []

Date* 12-Oct-2022 Place* []

Download Certificate for Declaration of Penalty Declaration of Penalty

Upload Certificate for Declaration of Penalty

Certificate for Declaration of Penalty Sign PDF Submit

> Note:
1. Kindly upload PDF format documents only.
2. File size should be less than 10 MB.
3. Kindly save the file in Local Drive and upload.

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Now Auditor can login to Auditor's login and process the Internal Audit Report.

Once the Internal Audit report is submitted by the Auditor, the Member can view the Audit report by accessing the "Internal Audit MIS report" tab in the Member portal.

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out subuser08134 Last Login: 12/10/2022

SERVICES
Inspection

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Statement Upload Active Terminal API Help Documents Contact Details

(* Indicates Mandatory)

Add Internal Auditor

Member Name []

Member Code []

Auditor Period []

Auditor Firm Name* []

Auditor Firm Registration No* []

Auditor Email ID* []

Auditor PAN No.* []

Auditor Id* []

Auditor Password* []

Auditor Membership No* []

Auditor Qualification* ☐ CA ☐ CS ☐ CMA

Internal Audit Report For Segment: (CA/FO/SLBM/CD/WDM/PCM/CO):*

☐ CA ☐ FO ☐ SLBM ☐ CD ☐ WDM ☐ PCM ☐ IRF ☐ AIFSS ☐ DEBT ☐ CO

☐ I undertake to appoint the said auditor to conduct Internal Audit for the half year ended September, 2022 as per the requirement of SEBI and Exchange

https://isc-inspectionuat.nseindia.com/inspectionrheis/IARAction_IarMisMember

Internal Audit MIS Report:

On clicking the “Internal Audit MIS report” tab, Member will select the period of Internal Audit submission and click “SEARCH” button to view the current Audit report submitted by the Auditor or any previously submitted Audit reports.

The screenshot displays the NSE Internal Audit MIS Report interface. The top navigation bar includes links for Existing Membership, NSCL, Products, Investor, Services & Circulars, and Dashboards. The left sidebar shows SERVICES and Inspection. The main content area is titled "Internal Audit Report MIS" and features a search form with the following fields:

- Audit Period: Select
- Auditor's Req Ref No.: [Text Field]
- Status: Select

Below the search form are "Search" and "Reset" buttons. The table below displays the search results:

	Request Ref. No.	Segment	Audit Report Period	Status	Reject/remark any	Annexure1 (Auditor End) [Auditor Certificate]	Annexure2 (Auditor End) [Internal Audit Report]	Annexure2 (Member End) [Internal Audit Report]	Sample Details File	Declaration
1	07929/AUDIT_REPORT/260	CH,FO,CD	OCT-08 To MAR-09	SUBMIT						NO
2	07929/AUDIT_REPORT/1622	CH,FO,CD	APR-09 To SEP-09	SUBMIT						NO
3	07929/AUDIT_REPORT/3024	CH,FO,CD	OCT-09 To MAR-10	SUBMIT						NO
4	07929/AUDIT_REPORT/5274	CH,FO,CD	OCT-10 To MAR-11	SUBMIT						NO

Submission by Member:

To view the Audit report and to submit the management comments, Member shall click the “Request reference no.” against the current submission. Once clicked, the following page shall be displayed.

NSE Existing Membership NSCL Products Investor Services & Circulars Dashboards User Sign-Out

SERVICES Inspection

NSE My Inspection Risk Based Supervision Enhanced Supervision Internal Audit Transaction Upload Help Documents Contact Details Test Digital Signature

Internal Audit Report

Member Name:	
Member Code:	
Auditor Name:	
Auditor Designation:	
Internal Auditor Firm Name:	
Auditor Firm Registration No:	
Auditor report Certified by:	
Auditor's Membership No:	
Audit Period:	
Date of Submission by Auditor to member:	

No. of APs Inspected by the member:	
No. of Bank Accounts operated by the member:	32
No. of DP Accounts operated by the member:	32
Segment:	PCN
SEBI registration number:	
Activity (Trading/Clearing/Trading and Clearing):	Clearing-PCN
Observation Sheet submitted by Auditor:	WARGSEP16.xlsx
Annexure 1:	08236_warSEP-16_A1_23008.pdf
Annexure 2:	08236_warSEP-16_A2_23008.pdf
Report Submitted By Member:	
Annexure 2(Member End):	

Member to download the excel file

Please attach the Internal Audit report(Submitted by Auditor)(.xlsx):

Browse*

Upload

The Member shall download the observation sheet in excel (as shown above) and indicate his acceptance (by selecting Y or N from the dropdown) for each compliance status marked by the Internal Auditor. Once done, Member shall upload the same file by browsing and clicking the upload button.

Once the member uploads the excel by incorporating 'Whether Auditor Comments accepted' he will be redirected to the next page where he will be able to fill Management Comments for non-complied points only:

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

User ▾
Sign-Out

SERVICES
Inspection

My Inspection
Risk Based Supervision ▾
Enhanced Supervision ▾
Internal Audit ▾
Transfer/Source of Fund ▾
Help Documents
Contact Details
Test Digital Signature

Internal Audit Report

S.No	Area Of Verification	Observation Of Internal Auditor				Management Comments	
		Compliance Status	Remarks in case of observation	Sample size verified	Details of sample where non compliance observed	Whether Auditor comments accepted	Remarks (Pursuance, where auditor has reported non-compliance)
1.a	All relevant Client Registration Documents executed with clients in compliance with SEBI circulars and supporting collected from the clients are available and are easily retrievable.	NC	1.a	212/2021	1.a	Y	
1.b	SCC is allotted to all the clients registered during the audit period & the same is timely uploaded to the Exchange.	NC	1.b	13/12/20	1.b	Y	
1.c	Members have displayed the documents relating to rights & obligations, confidentiality disclosure document, etc. in their own website (if any) in vernacular languages on their own website (if any) and copy of the same is provided to clients on request.	NC	1.c	Not Due 2018 to 21st Nov 2019	1.c	Y	
3.b	Trading member has bowed contract notes only for trades done under the rules, systems & regulations of the Exchange and not otherwise.	NC	3.b	87967768	3.b	Y	
4.b	Receipts/payment of funds and receipt/delivery of securities/investments are received/transferred from/to respective clients only.	NC	4.b	Not Due 2018 to 21st Nov 2019	4.b	Y	

This screen will display only non-compliance points as marked by the Auditor. Once done, Member shall proceed to fill the contact person name and his/her e mail ID and the click the “Submit” button.

Once submitted, member will be navigated to the next screen i.e. ‘Internal Auditor Report’ having Audit Report (Annexure 2) as PDF which needs to be downloaded by the Member.

The Member needs to attach the downloaded Audit report (Annexure 2) by clicking on the “browse” button and uploading the same. Once uploaded a “Sign” button shall appear. Member shall proceed to submit the reports by affixing the digital signature by clicking the “Sign” button and ticking the declaration.

(* Indicates Mandatory)

Internal Audit Report

Download Internal Audit Report

Download [Audit Report \(Annexure 2\)](#)

Upload Internal Audit Report

Internal Audit Report: [Browse...](#)

☒ * I/We have reviewed the Internal Audit submitted by our Internal Auditor for the half year ended on 30th September, 2018 and noted the observations made. Please find enclosed Audit Report along with our management comments and necessary action.

[Submit](#)

Note:

1. Kindly upload PDF format documents only.
2. File size should be less than 10 MB.
3. Kindly save the file in Local Drive and upload.

To be
downloaded

Downloaded file to
be uploaded by
affixing Digital
Signature

-END-