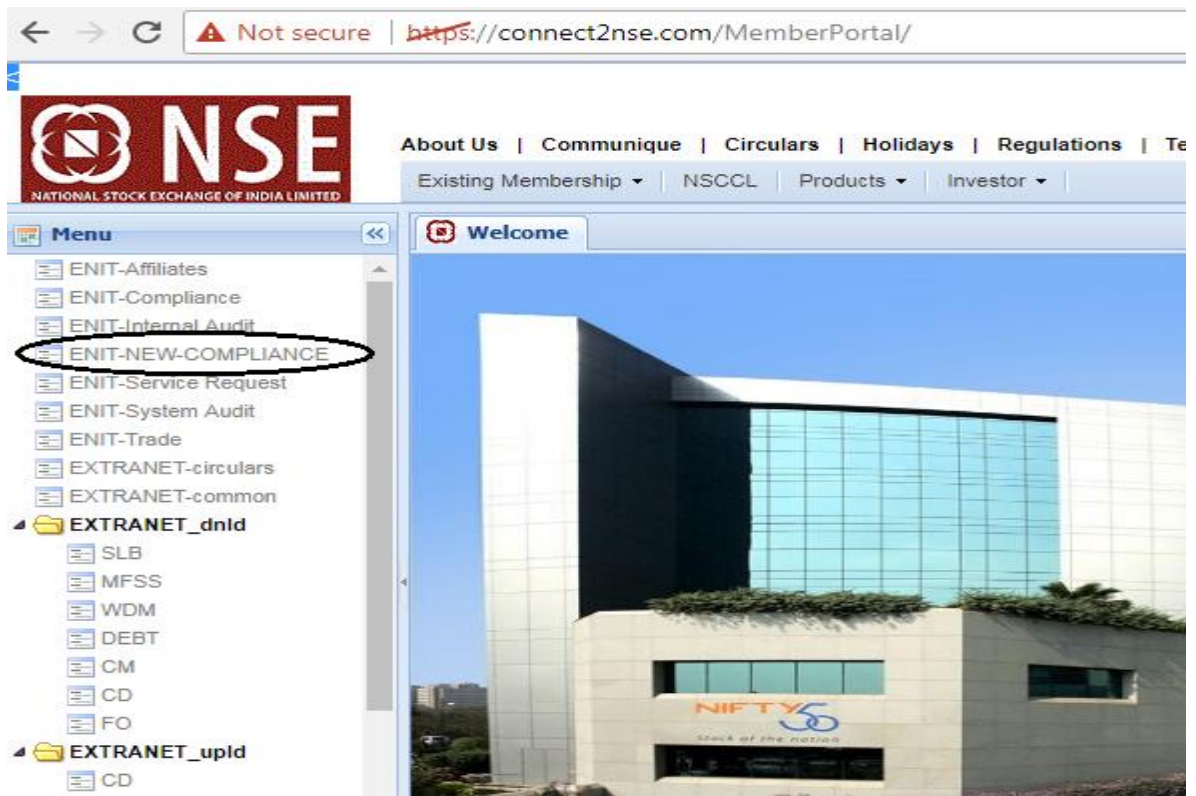
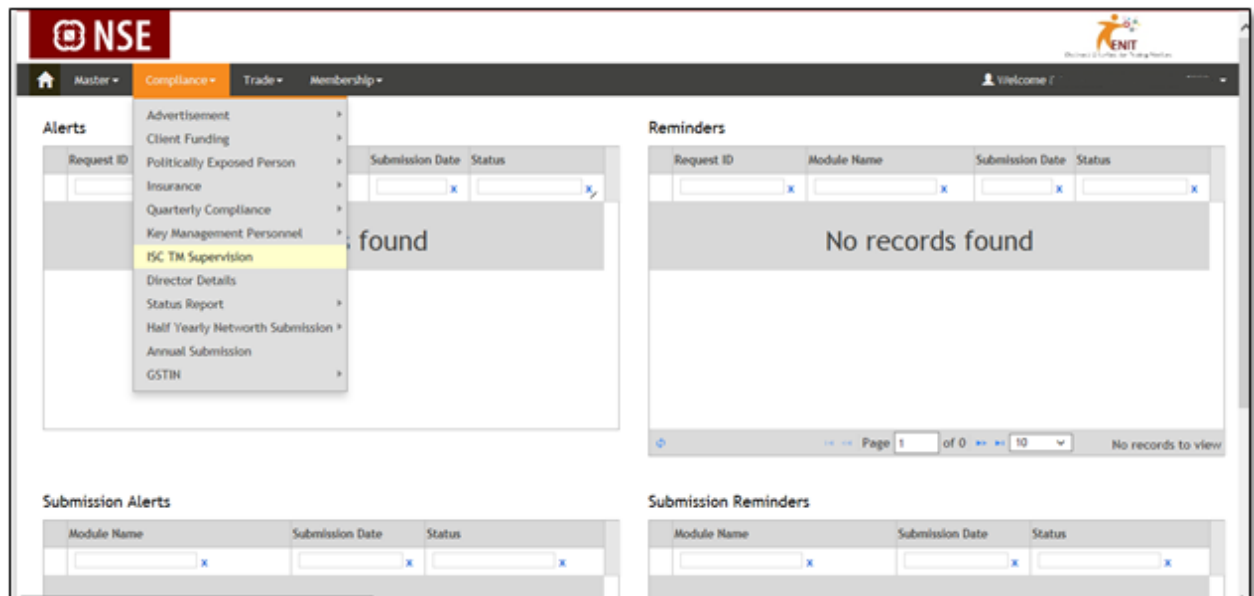


User Manual

1. Select ENIT-NEW-COMPLIANCE in Member Portal.



2. Under compliance, select ISC TM Supervision



3. The following form will appear with the trading member's name and TM Code. Trading members have to fill the contact details and submit. It is mandatory to confirm details provided on monthly basis prior to uploading the files for the month and update in case of any change.

The screenshot shows the NSE ENIT Trading member Supervision form. The form has a header with the NSE logo and navigation tabs: Master, Compliance, Trade, and Membership. The main title is 'Trading member Supervision'. The form contains the following fields:

- Trading Member Name* (text input)
- TM Code* (text input)
- Contact Person Name* (text input with placeholder 'Enter Contact Person Name')
- Contact Person Email Id* (text input with placeholder 'Please Enter Contact Person Email Id')
- Telephone Number* (text input with placeholder 'Enter Telephone Number')
- Managing Director Email Id* (text input with placeholder 'Enter managing Director Email Id')
- Mobile Number* (text input with placeholder 'Enter Mobile Number')

A red 'Submit' button is located at the bottom center of the form.

4. Once details are submitted, the template file for uploading data will appear. Trading members need to fill the details as per the format provided in the template file.

The screenshot shows the NSE ENIT Trading member Supervision form after submission. The form now has an 'Edit' button and a link to download the template file, 'Download Template file - ISC_TM_Supervision_Template.xlsx', which is circled in red. The form contains the following fields:

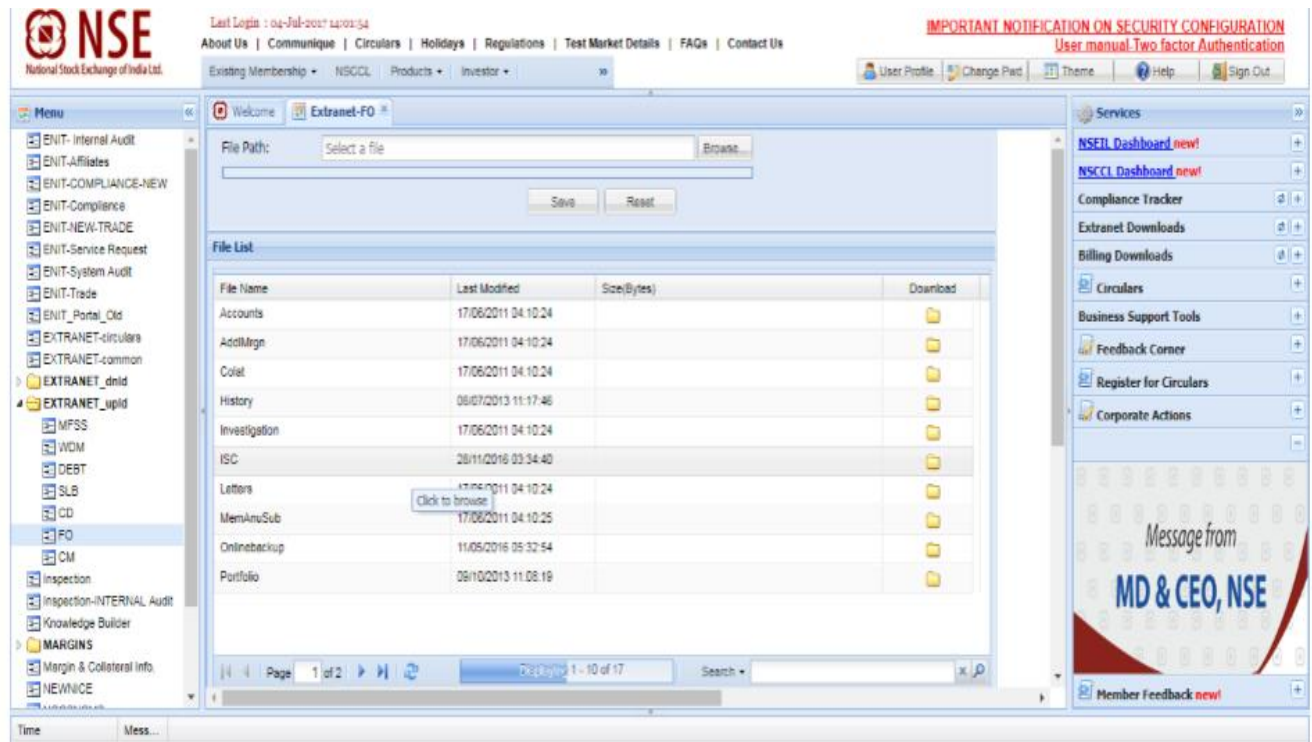
- Trading Member Name* (text input)
- TM Code* (text input)
- Contact Person Name* (text input)
- Contact Person Email Id* (text input)
- Telephone Number* (text input)
- Managing Director Email Id* (text input)
- Mobile Number* (text input)

A red 'Edit' button is located at the bottom center of the form. A red circle highlights the link 'Download Template file - ISC_TM_Supervision_Template.xlsx'.

5. All fields in the template file are mandatory
6. The completed file will have to be named as follows:
File name: MMM_YY_NN.xlsx where

MMM	Month
YY	Year
NN	Sequential Number (01,02)

7. In case of multiple files, the sequential number NN will change as 01, 02, etc. (MMM_YY_01, MMM_YY_02,..), depending on the number of files for uploading.
8. Trading member needs to upload all the files together in sequential order on the same day.
9. Path for uploading the files is as under:
 - Extranet_upld
 - CM or FO or CD (Members belonging to multiple segments need to only file in one segment i.e. CM segment)
 - ISC



10. Files uploaded will be picked for processing at the end of the day and basic details such as formats will be checked.
11. In case of any error, system will keep the file in the Extranet_dnlld folder with naming convention as “MMM_YY_01_failure”.
12. Members are required to check the folder and correct the data as per the remarks provided and re-upload all the files in the same sequence as earlier (MMM_YY_NN.xlsx) as per points 6, 7, 8 and 9.
13. Once the basic details are validated and are correct, the system will keep the successful file in the Extranet_dnlld folder with naming convention as “MMM_YY_01_success”. Please note,

once success file is generated, Exchange will not accept any updations / modifications for that month for the member.

14. The details of clients in the successful file(s) will then be sent as SMS and email to the respective clients.
15. Once emails and SMSs are sent to the clients, reports of bounced SMS and emails will be provided to the trading members on the email id provided.