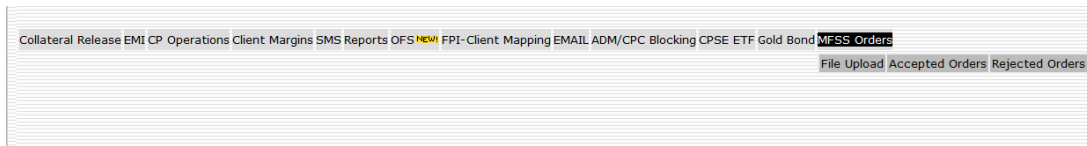


Annexure 1

Procedure of order cancellation through CIM

1. Login into the CIM interface Select MFSS Orders → Accepted Orders



2. On clicking on the link, the list of the MFSS subscription orders shall be visible as below.

The screenshot shows the 'MFSS Accepted Subscription orders' page. It includes a filter section with a dropdown menu set to 'Client Code' and a 'Go' button. Below the filter is a table with the following data:

Select	Sr No	Order Date	Settlement Date	Settlement Type	Settlement No.	Client Code	Order No.	Symbol	Series	Amount
☐	1	27-JUN-2017	28-JUN-2017	S	2017120	RB7372	220617802039	HDFC32	GR	13000.00
☐	2	27-JUN-2017	28-JUN-2017	S	2017120	RB7372	220617802038	BSL231G	GR	12000.00
☐	3	27-JUN-2017	28-JUN-2017	S	2017120	VP5680	220617802036	HMIDCAP-G	GR	5000.00
☐	4	27-JUN-2017	28-JUN-2017	S	2017120	HR770	220617802035	DSPBRTSF	GR	20000.00

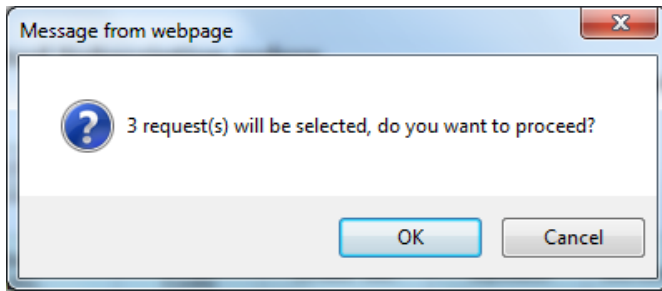
Below the table, there is a 'Reject' button.

3. Select the orders for rejection by clicking on the check box available.
Click the reject button once the selection is complete.

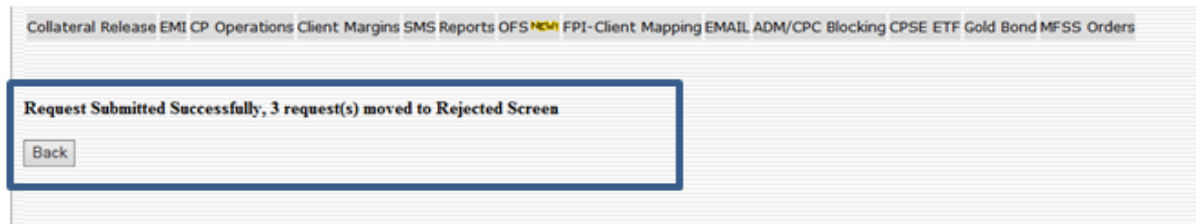
The screenshot shows the 'MFSS Accepted Subscription orders' page with the first three orders selected for rejection. The 'Select' column checkboxes for rows 1, 2, and 3 are checked. The 'Reject' button is visible below the table.

Select	Sr No	Order Date	Settlement Date	Settlement Type	Settlement No.	Client Code	Order No.	Symbol	Series	Amount
☒	1	27-JUN-2017	28-JUN-2017	S	2017120	RB7372	220617802039	HDFC32	GR	13000.00
☒	2	27-JUN-2017	28-JUN-2017	S	2017120	RB7372	220617802038	BSL231G	GR	12000.00
☒	3	27-JUN-2017	28-JUN-2017	S	2017120	VP5680	220617802036	HMIDCAP-G	GR	5000.00
☐	4	27-JUN-2017	28-JUN-2017	S	2017120	HR770	220617802035	DSPBRTSF	GR	20000.00

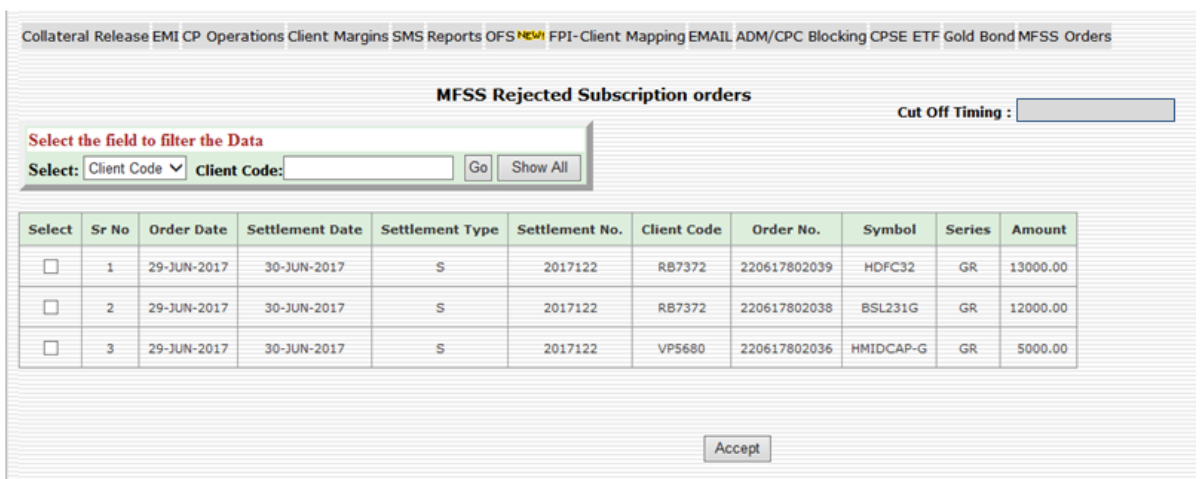
4. On clicking on reject button a popup to confirm the selection shall be available.



5. On confirming the same, the below message shall appear.

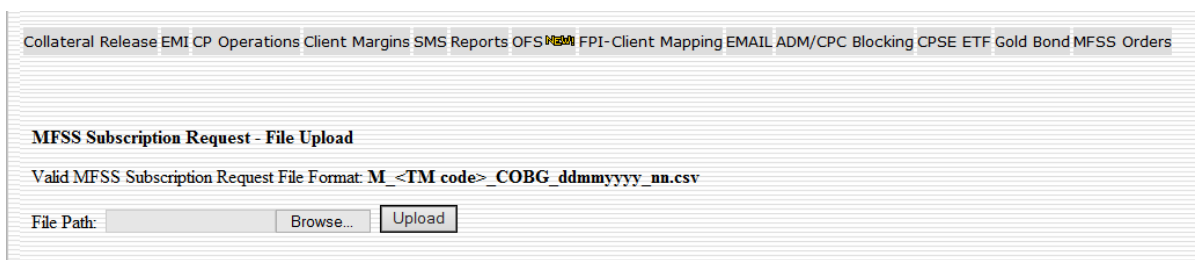


6. Click on the MFSS Orders → Rejected Orders to view the rejected orders.



7. Members also have the facility to accept / reject orders through file upload.

Click on the MFSS Orders → File Upload



Click on Browse, select the file to be uploaded and click on Upload

8. Following message will appear on the screen.

Collateral Release EMI CP Operations Client Margins SMS Reports OFS **MFSS** FPI-Client Mapping EMAIL ADM/CPC Blocking CPSE ETF Gold Bond MFSS Orders

MFSS Subscription Request - File Upload

Valid MFSS Subscription Request File Format: M_<TM code>_COBG_ddmmyyyy_nn.csv

File Path: Browse... Upload

File processed successfully.

Uploaded File Status

MFSS Return File M_000007_CROBG_29062017_02.csv
M_000007_CROBG_29062017_01.csv

9. Return file will be available in the uploaded file status section, under MFSS Orders → File Upload

Collateral Release EMI CP Operations Client Margins SMS Reports OFS **MFSS** FPI-Client Mapping EMAIL ADM/CPC Blocking CPSE ETF Gold Bond MFSS Orders

MFSS Subscription Request - File Upload

Valid MFSS Subscription Request File Format: M_<TM code>_COBG_ddmmyyyy_nn.csv

File Path: Browse... Upload

File processed successfully.

Uploaded File Status

MFSS Return File M_000007_CROBG_29062017_02.csv
M_000007_CROBG_29062017_01.csv

10. Member may opt to modify the status of the orders from rejected to accepted or vice versa through frontend / file upload, till the cut-off time announced by NSCCL from time to time.