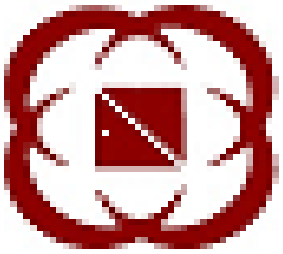

National Stock Exchange of India Ltd.

Surrender- User Manual

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Types:

1. Total
2.Segmental
3.Clearing Membership.
4. Self-Clearing Membership.

4. Surrender MIS

4.1 Type (Total Surrender)

1. Application submitted
2. Scrutiny of Physical application
3. Disabled
4. Public notification period
5. NOC floated and NOC received
6. Surrender Approved by Exchange (Surrender Approved)
7. Sent to SEBI
10. Surrender Approved by SEBI (Surrendered Membership)

5. Surrender MIS

5.1 Type (Segmental)

1. Application submitted
2. Scrutiny of Physical application
3. Disabled
4. NOC floated and NOC Received
5. Surrender Approved by Exchange (Surrender Approved)
6. Surrender Approved by SEBI (Surrendered Membership)

6. Surrender MIS

6.1 Type (Self-Clearing/Clearing Membership)

1. Application submitted
2. Scrutiny of Physical application
3. NOC floated and NOC Received
4. Surrender Approved by NSECL (Surrender Approved)
5. Surrender Approved by SEBI (Surrendered Membership)

ABOUT THIS GUIDE

PURPOSE OF THIS GUIDE

This guide will enable you to use 'Surrender Submission' Module of the Electronic Member Interface Member Module and provides detailed procedures for the same.

WHO SHOULD READ THIS GUIDE

This guide is useful for Members to do 'Total', 'Segmental', 'Clearing Membership', and 'Self Clearing Membership' Surrender on 'Surrender' Module.

Customer Support

If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface Member module, contact us at the address mentioned above. While contacting customer support, have the following information ready:

- Your NAME, Email address, phone number and FAX number
- The type of hardware including the server configuration and network hardware, if available
- The version of Electronic Member Interface Member Module
- The name and version of the operating system

Getting Started

In this chapter, you will learn about 'Surrender' module.

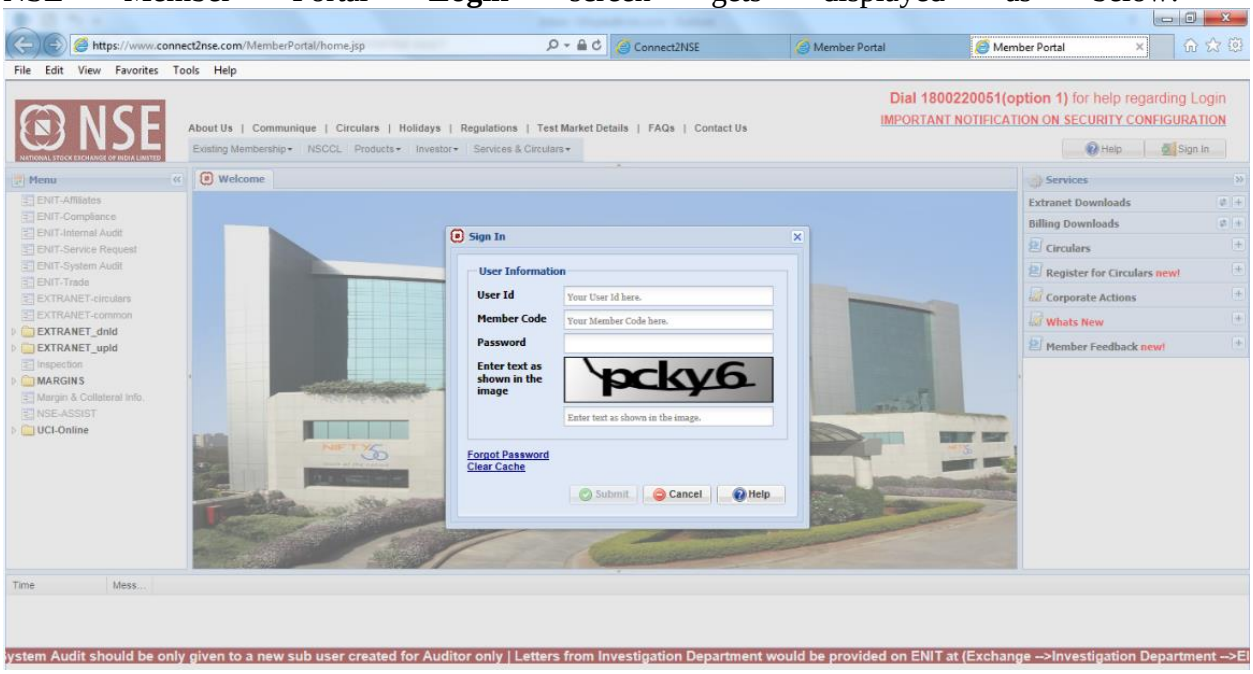
To start the 'Electronic Member Interface' portal, Trading Member first needs to login to the Member Portal using the 'MemberId, Member Code and Password'.

Then he needs to go to 'ENIT NEW COMPLIANCE' tab to get the access. It is advisable to use IE11 or higher versions of IE.

To start the electronic member interface member module

1. Open Internet Explorer browser from the desktop.
2. Type https://www.connect2nse.com/MemberPortal/home.jsp in the address bar & then click the **Go** button from the browser.

1. NSE Member Portal **Login** screen gets displayed as below:

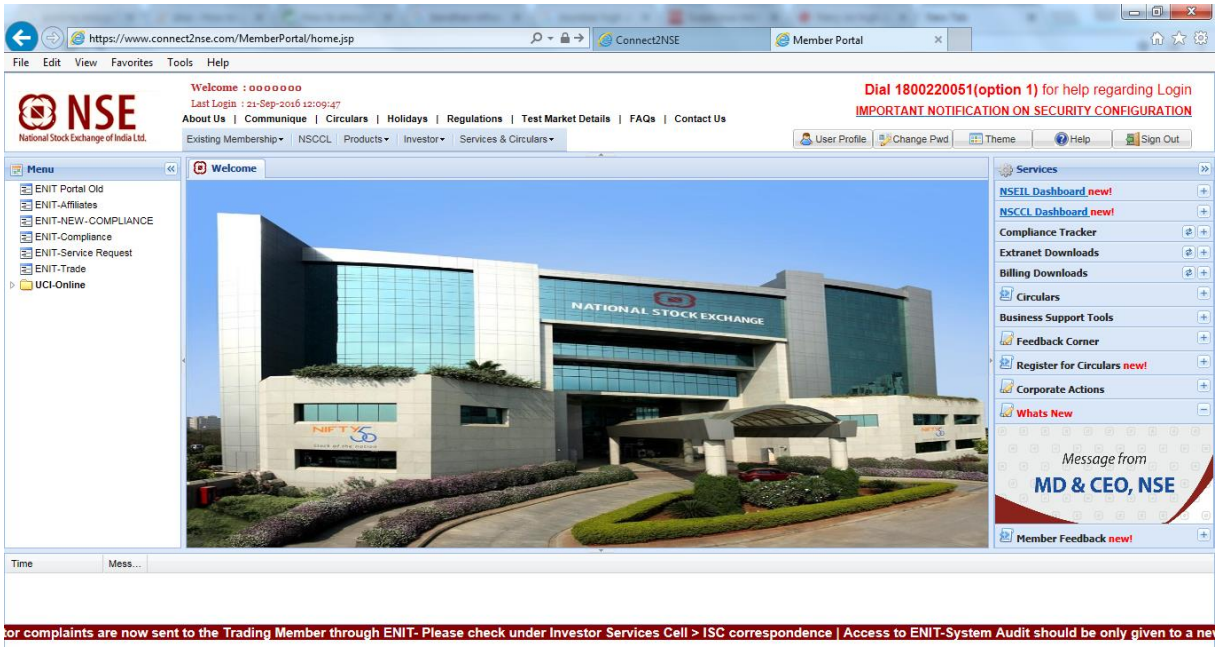


2. After entering the credentials, member needs to click on 'Submit' button to login.

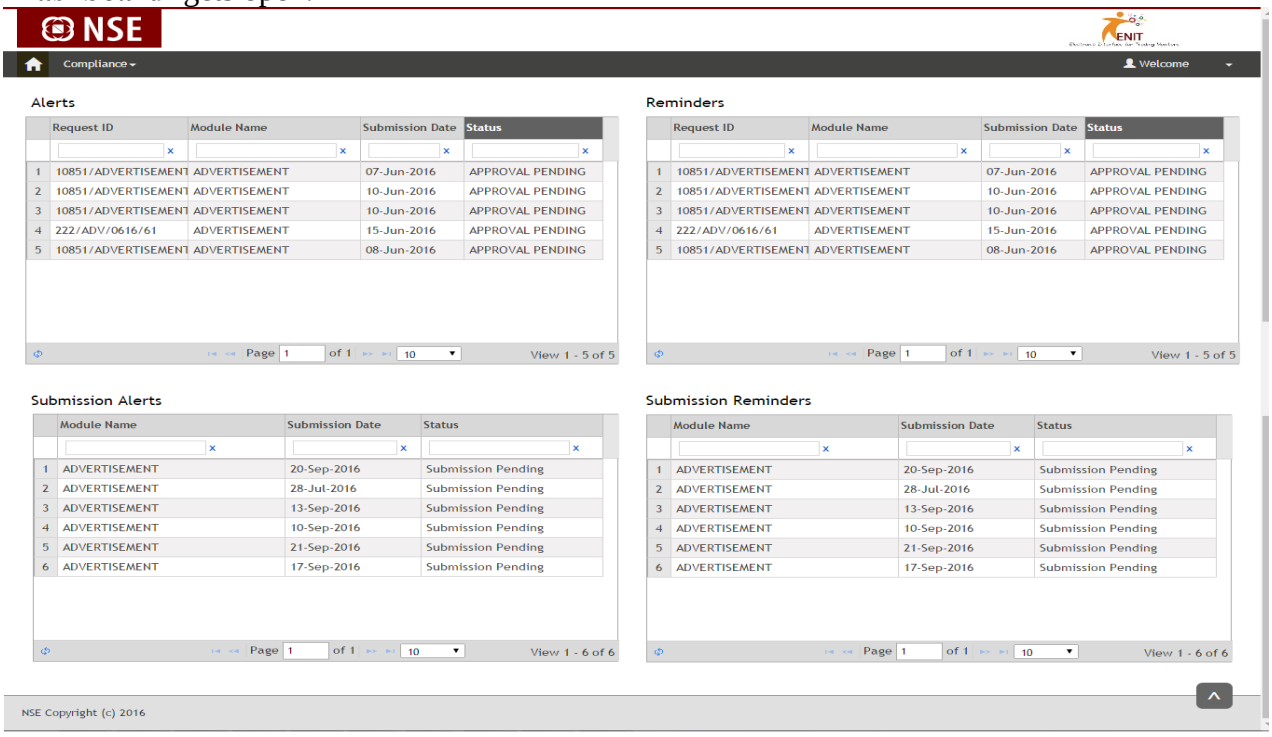
User Id	✓ *Type the appropriate User id in this field.* ✓ *This field is alphanumeric.* ✓ *This field is mandatory.*
Member Code	✓ *Type the appropriate member code of the member in this field.* ✓ *This field is numeric only.* ✓ *This field should accept 5 digit correct member code.* ✓ *This field is mandatory.*

Password	✓ *Type correct password in this field.* ✓ *This field accepts alphanumeric & special characters.* ✓ *This field is mandatory.*

3. When member logs in, then following screen will be displayed:



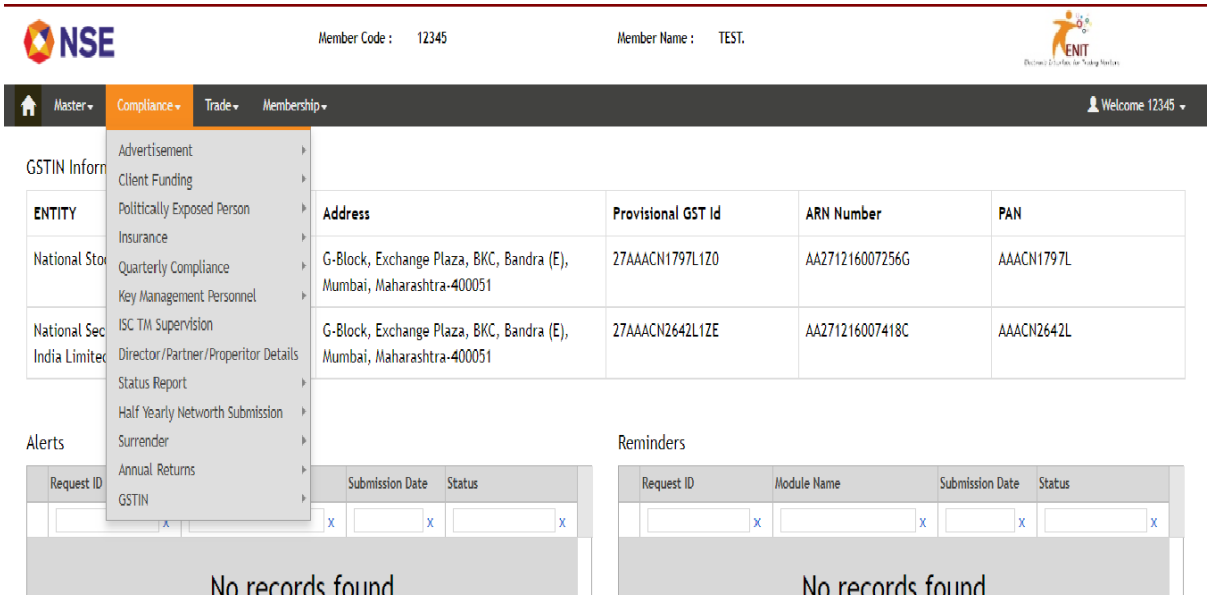
4. When Trading Member opens 'ENIT NEW COMPLIANCE' tab, the main screen **'Dashboard'** gets open:



5. When no records are available, then it will show 'No Records Found'.

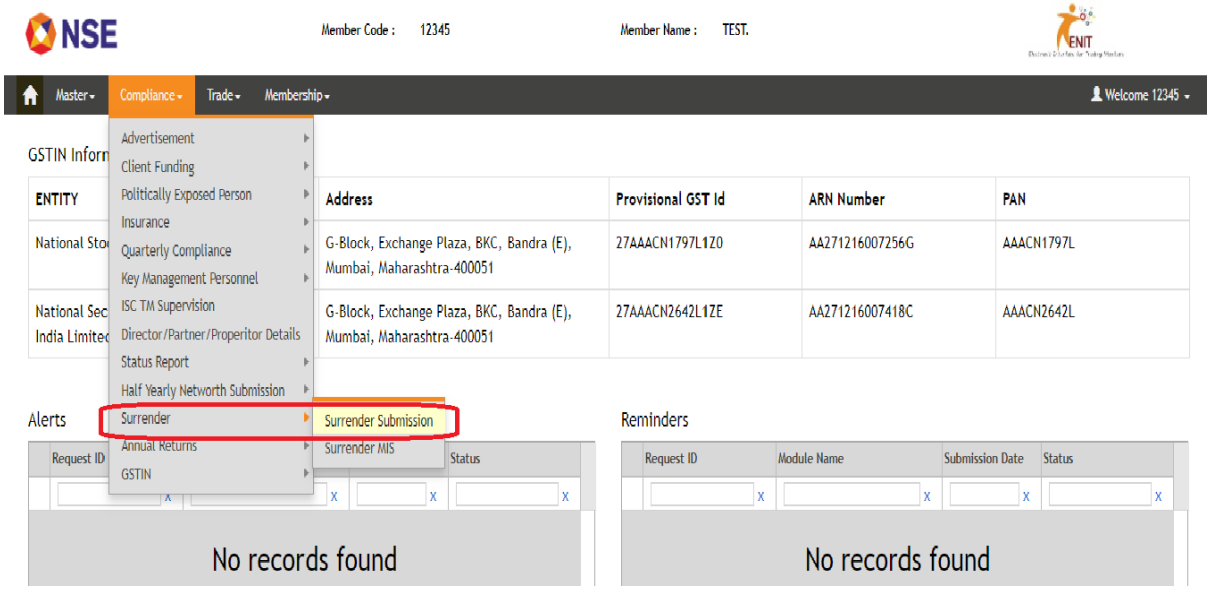
2.1 ELECTRONIC MEMBER INTERFACE

To navigate your way in the Electronic Member Interface (Member), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (Member) and their uses.



2.1.1Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface. On clicking on 'Compliance' module, "**Surrender->Surrender submission**" module is available:

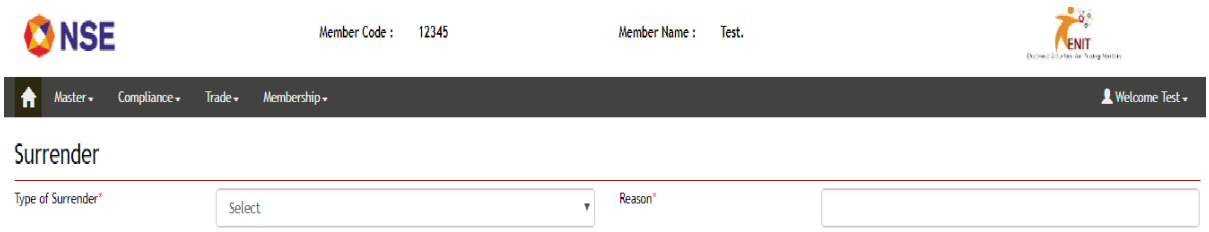


On clicking Surrender Submission module, **"Surrender"** page will get open.

3. Surrender Submission:

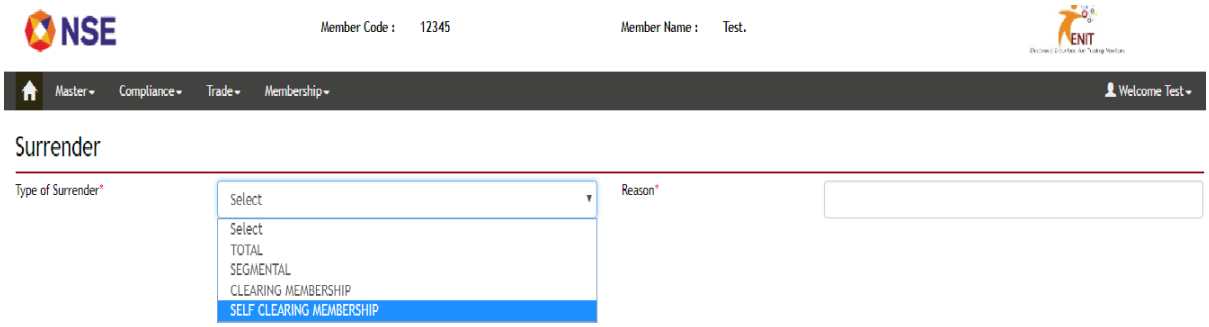
Surrender Submission module helps the Trading Member to surrender his total/partial membership. The member has to select Compliance->surrender->Surrender Submission option and submit the Surrender related data (depending on type for - Total, Segmental, Clearing Membership, Self-Clearing Membership) to the Exchange.

When member clicks the Surrender Submission menu, below default page will be displayed to him:



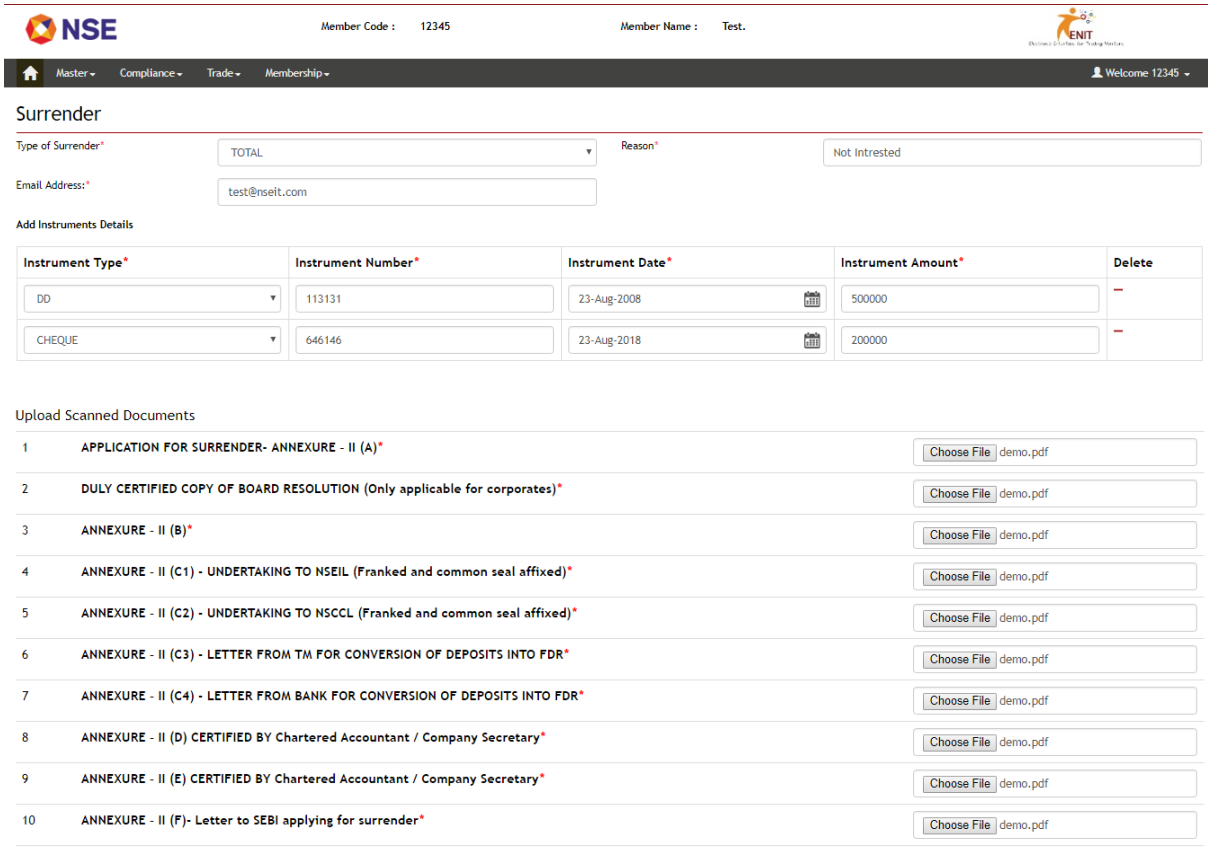
There are total four types of surrender which are mentioned below and provided as drop down:

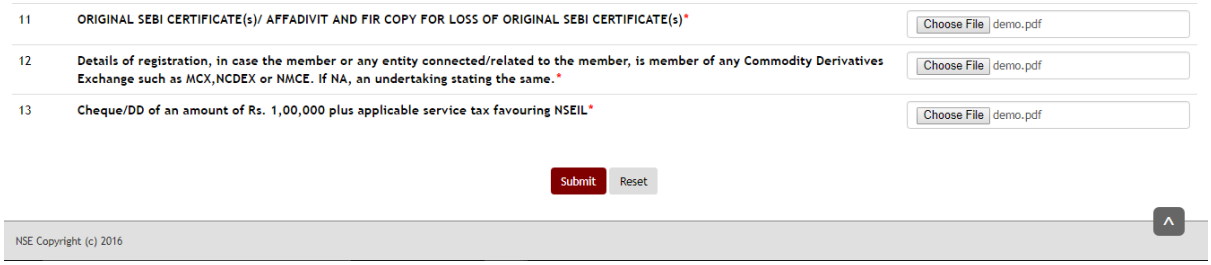
1. Total
2. Segmental
3. Clearing Membership.
4. Self-Clearing Membership.



[A] Type of Surrender: Total

1. Login with correct credentials
2. Click on Compliance
3. Select Compliance->surrender->Surrender Submission
4. Click on Surrender Submission
5. Select Type of surrender as Total then below page will be opened.





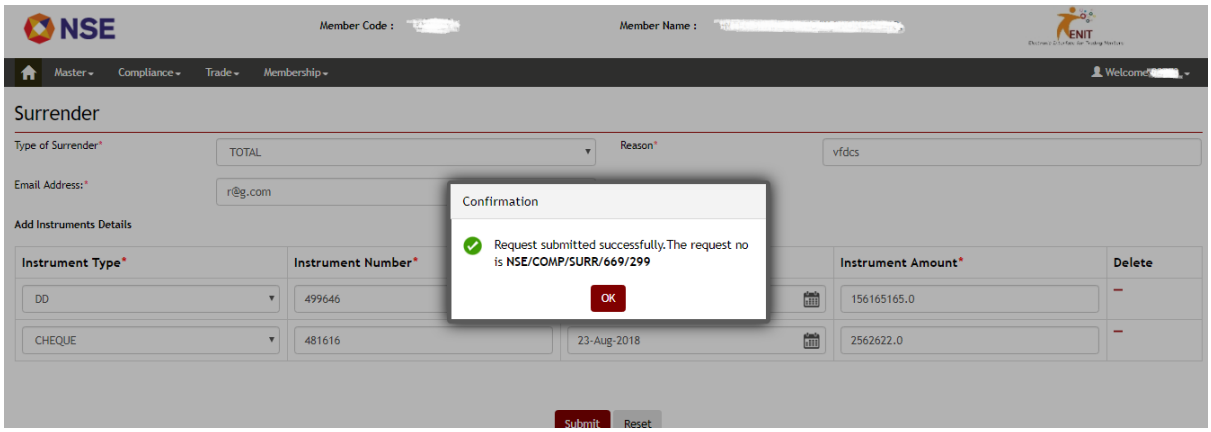
The above Page consists of following fields & buttons:

- **'Type of Surrender'(Total):** From the dropdown mentioned in type of surrender, member can select data e.g.: "Total" option from the dropdown and the selected option will be displayed and rest of the Fields will get Enabled E.g "**Email Address**", "**Add Instruments Details**", "**Upload scanned Documents**" section will be enabled.
- '**Reason**': It is a Text box here member has to write the reason as to why he wants to surrender. (Max Length=500)
- '**Email Address':** It is a Textbox where a member has to enter email address. (Max length=50). Please note all the further communication w.r.t. the application will be sent to the mentioned email address.
- '**Add Instrument Details'**: In this section Member can select **Instrument Type, Instrument Number, Instrument Date, Instrument Amount, Delete.**
  1. **Instrument Type:** It is a Dropdown where User can select DD or Cheque as Instrument Type.
  2. **Instrument Number:** It is a Textbox which accepts only numeric value and where member has to mention the Cheque/DD Number. (Max length=60.
  3. **Instrument Date:** Here Member has to select the Instrument date i.e Cheque or DD no from date picker.
  4. **Instrument Amount:** Here member has to select Instrument amount i.e Cheque or D.D amount, It accepts only numeric value and Max length=20. If any member has deducted TDS from the amount, then the member has to upload the letter for deducting the TDS alongwith the scanned copy of cheque under upload scanned documents.
  5. **Delete:** It is a button, by clicking on the – Symbol, a member can delete a particular instrument i.e. Check or DD Details.

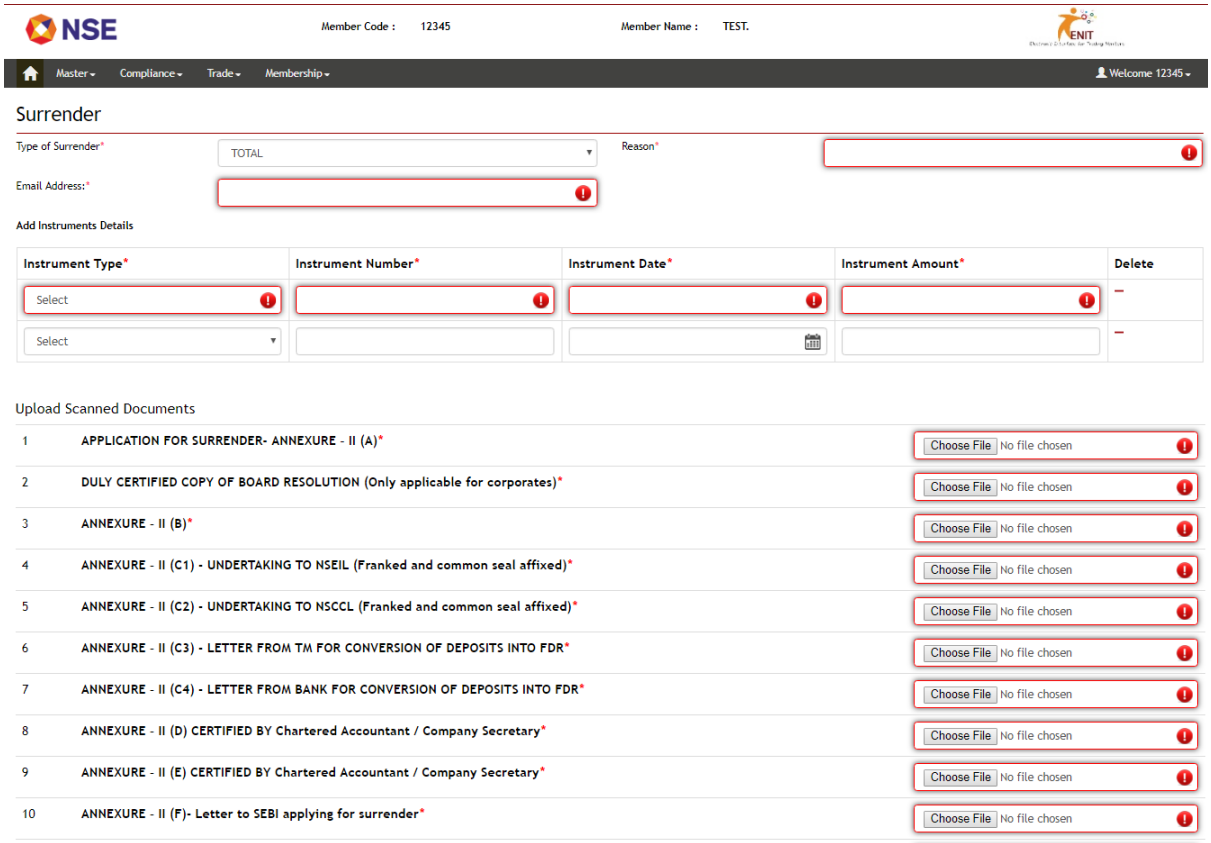
- **Upload Scanned Documents**: Here, member will have to upload the mandatory & required documents. The page will have all the required documents' name & its respective sizes. Using the 'Choose File' button, member will be able to browse the documents & by clicking on the 'Upload documents button, he will be able to upload them successfully.

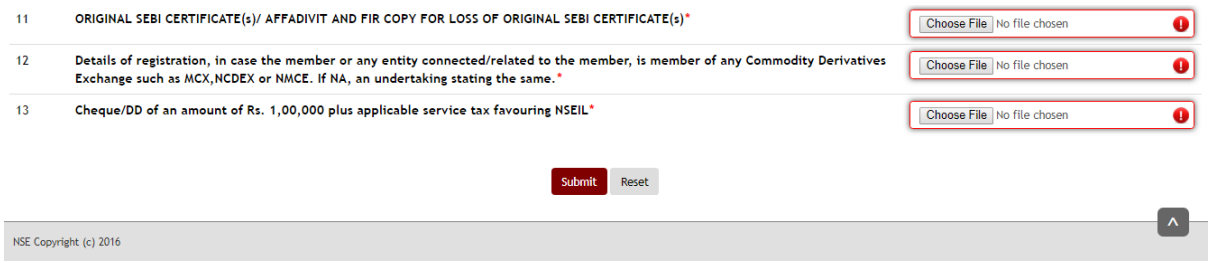
- **'Submit'** button will enable member to submit the entered details while **'Reset'** button will enable member to reset the entered details to the default values.

-When member will submit the application, a successful alert with reference no. will be displayed as follows:

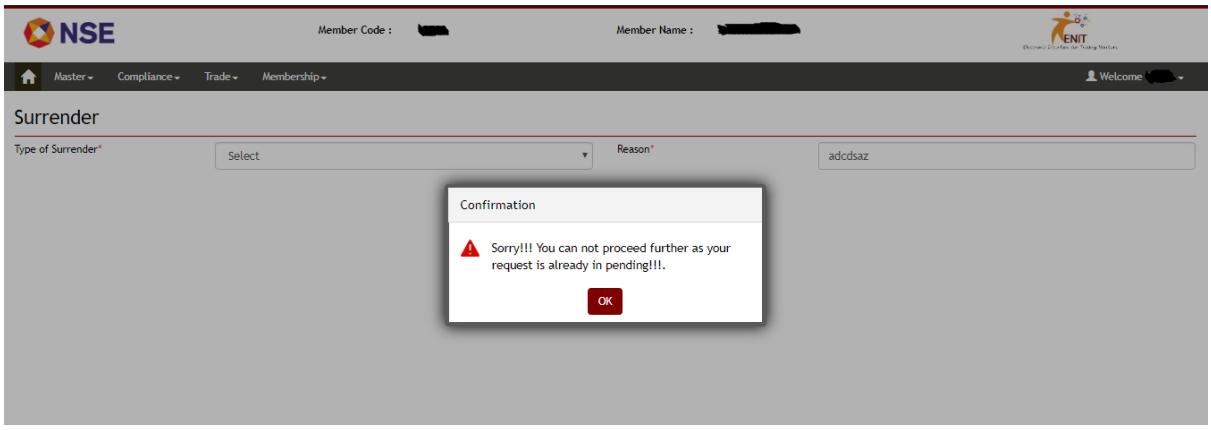


-When member will keep any mandatory field as blank & click on the submit button, error alert for each mandatory field and will be highlighted in red mark will be displayed 'Please fill the error fields' as shown below.





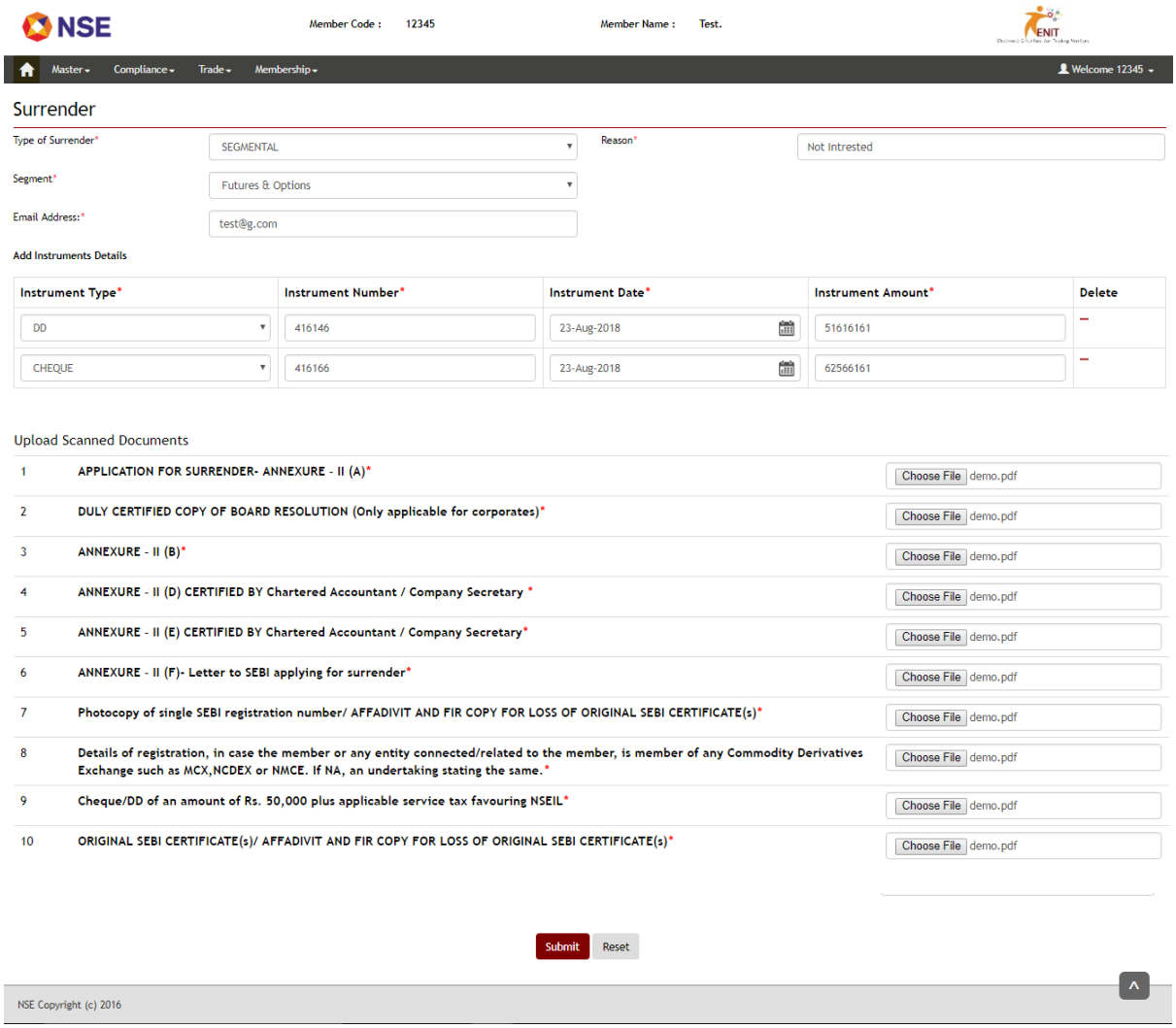
If the member has already submitted a total surrender application and is trying to add a new entry, then below alert will be displayed:



Note: The mandatory fields available in every module will be marked with * mark to highlight.

[B] Type of Surrender: Segmental

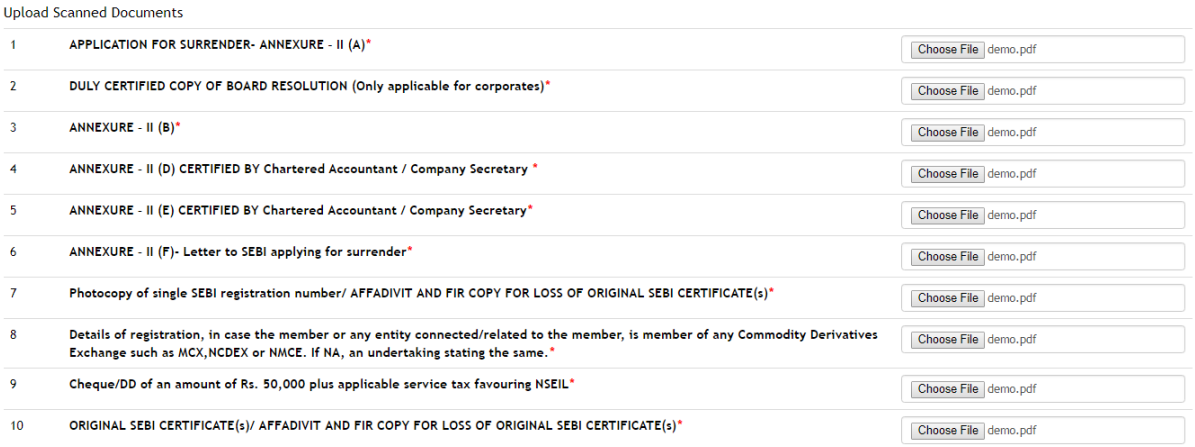
1. Login with correct credentials
2. Click on Compliance
3. Select Compliance->surrender->Surrender Submission
4. Click on Surrender Submission
5. Select Type of surrender as Segmental from the dropbox, then below page will be opened.



- **'<u>Type of Surrender'</u>(Segmental): '**From the dropdown mentioned in type of surrender, member can select data e.g.: "Segmental" option from the dropdown and the selected option will be displayed and rest of the Fields will get Enabled E.g "**Email Address**", "**Add Instruments Details**", "**Upload scanned Documents**" section will be enabled.
- '**<u>Reason</u>'**: It is a Text box here member has to write the reason as to why he wants to surrender. (Max Length=500)
- '**<u>Email Address</u>'**: It is a Textbox where a member has to enter email address. (Max length=50). Please note all the further communication w.r.t. the application will be sent to the mentioned email address.
- ''**<u>Add Instrument Details</u>'**: In this section Member can select **Instrument Type, Instrument Number, Instrument Date, Instrument Amount, and Delete.**
  1. **<u>Instrument Type:</u>** It is a Dropdown where User can select DD or Cheque as Instrument Type.
  2. **<u>Instrument Number</u>:** It is a Textbox which accepts only numeric value and where member has to mention the Cheque/DD Number. (Max length=60.

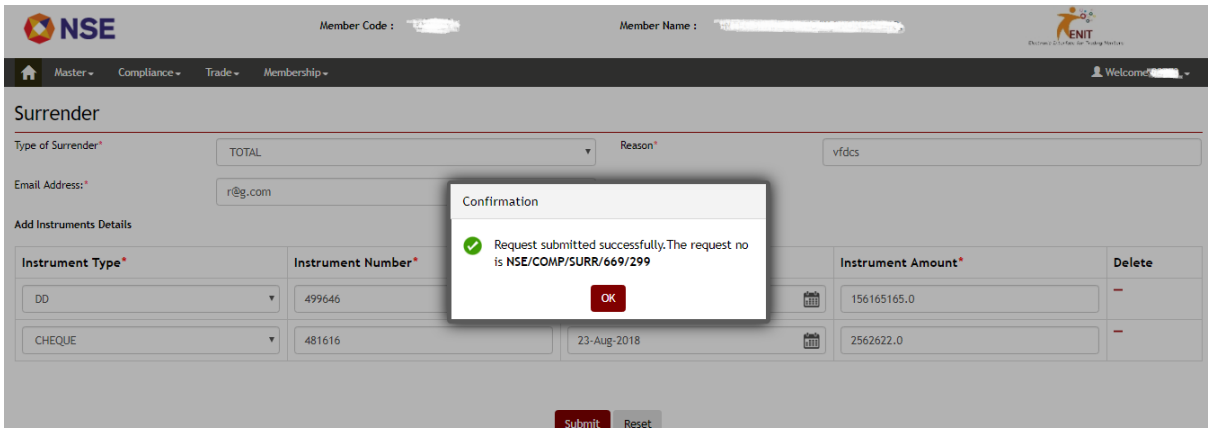
3. **Instrument Date:** Here Member has to select the Instrument date i.e Cheque or DD no from date picker.
4. **Instrument Amount:** Here member has to select Instrument amount i.e Cheque or D.D amount, It accepts only numeric value and Max length=20. If any member has deducted TDS from the amount, then the member has to upload the letter for deducting the TDS alongwith the scanned copy of cheque under upload scanned documents.
5. **Delete:** It is a button, by clicking on the – Symbol, a member can delete a particular instrument i.e. Check or DD Details.

- **Upload Scanned Documents**: Here, member will have to upload the mandatory & required documents. The page will have all the required documents' name & its respective sizes. Using the 'Choose File' button, member will be able to browse the documents & by clicking on the 'Upload documents button, he will be able to upload them successfully.

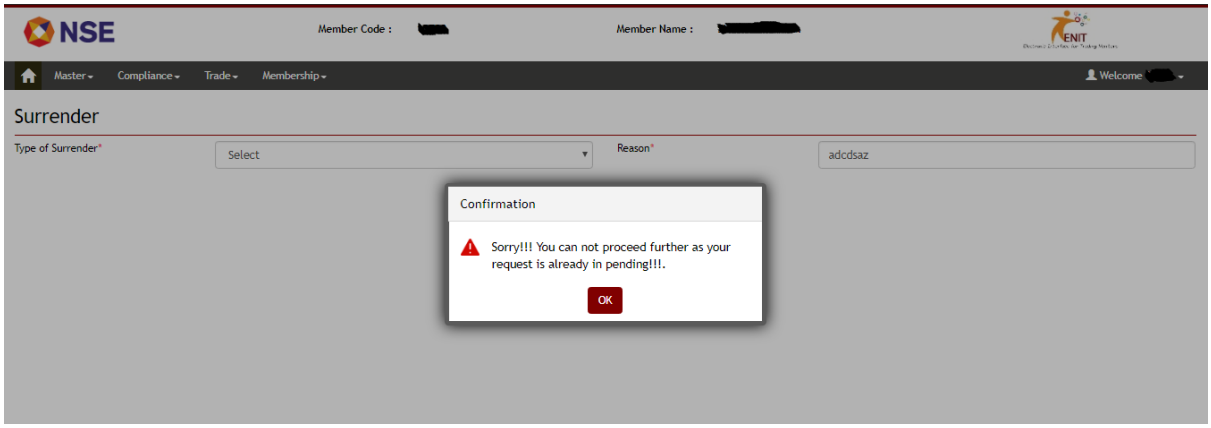


- **Submit'** button will enable member to submit the entered details while **'Reset'** button will enable member to reset the entered details to the default values.

-When member will submit the application, a successful alert with reference no. will be displayed as follows:



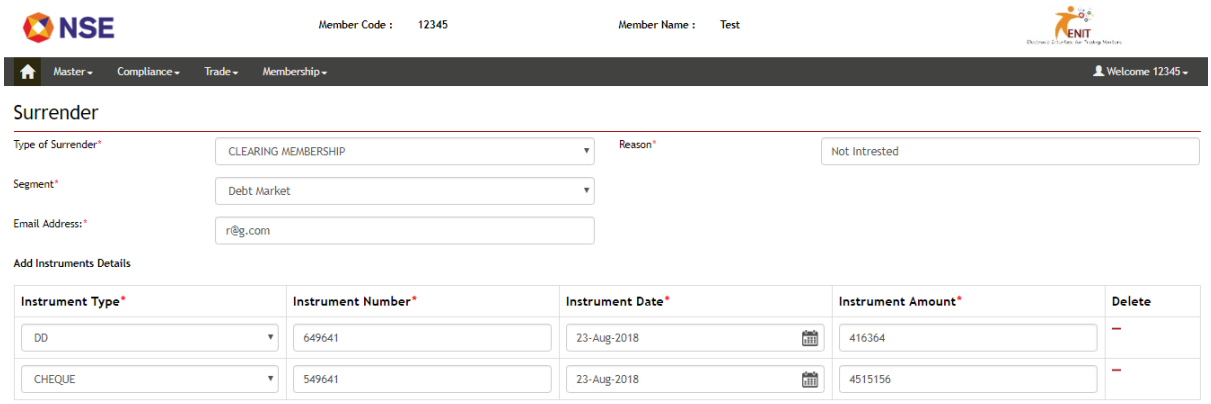
If the member has already submitted a segmental surrender application for a particular segment and is trying to add a new entry, then below alert will be displayed:

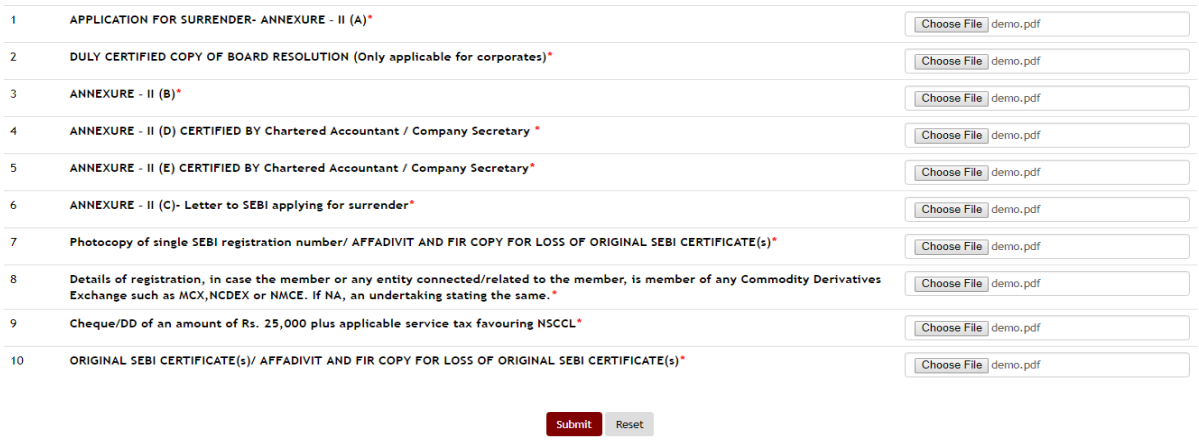


Note: The mandatory fields available in every module will be marked with * mark to highlight.

[C] Type of Surrender: Clearing Membership

1. Login with correct credentials
2. Click on Compliance
3. Select Compliance->surrender->Surrender Submission
4. Click on Surrender Submission
5. Select Type of surrender as Clearing Membership then below page will be opened.





1	APPLICATION FOR SURRENDER- ANNEXURE - II (A)*	Choose File demo.pdf
2	DULY CERTIFIED COPY OF BOARD RESOLUTION (Only applicable for corporates)*	Choose File demo.pdf
3	ANNEXURE - II (B)*	Choose File demo.pdf
4	ANNEXURE - II (D) CERTIFIED BY Chartered Accountant / Company Secretary *	Choose File demo.pdf
5	ANNEXURE - II (E) CERTIFIED BY Chartered Accountant / Company Secretary*	Choose File demo.pdf
6	ANNEXURE - II (C)- Letter to SEBI applying for surrender*	Choose File demo.pdf
7	Photocopy of single SEBI registration number/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf
8	Details of registration, in case the member or any entity connected/related to the member, is member of any Commodity Derivatives Exchange such as MCX,NCDEX or NMCE. If NA, an undertaking stating the same.*	Choose File demo.pdf
9	Cheque/DD of an amount of Rs. 25,000 plus applicable service tax favouring NSCCL*	Choose File demo.pdf
10	ORIGINAL SEBI CERTIFICATE(s)/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf

Submit Reset

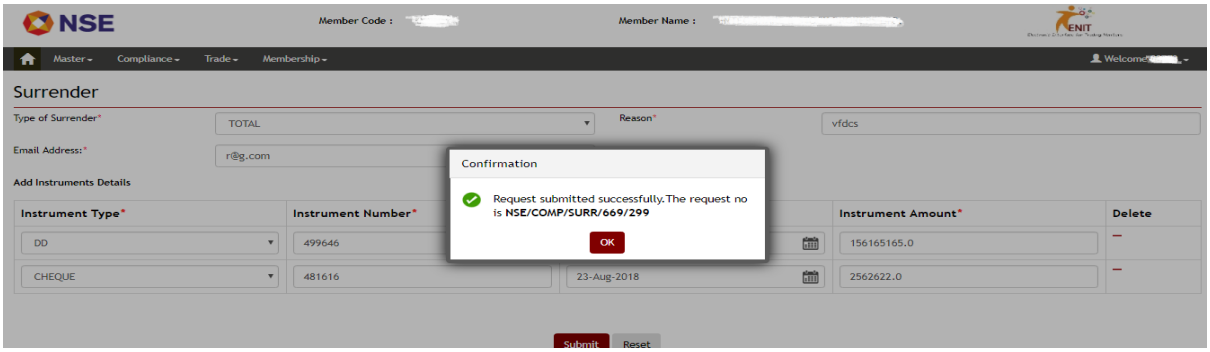
- **‘Type of Surrender’(Clearing Membership):** From the dropdown mentioned in type of surrender, member can select data e.g.: “Clearing” option from the dropdown and the selected option will be displayed and rest of the Fields will get Enabled E.g “**Email Address**”, “**Add Instruments Details**”, “**Upload scanned Documents**” section will be enabled.
- ‘**Reason’**: It is a Text box here member has to write the reason as to why he wants to surrender. (Max Length=500)
- ‘**Email Address’:** It is a Textbox where a member has to enter email address. (Max length=50). Please note all the further communication w.r.t. the application will be sent to the mentioned email address.
- ‘‘**Add Instrument Details’**: In this section Member can select **Instrument Type, Instrument Number, Instrument Date, Instrument Amount, and Delete.**
  1. **Instrument Type:** It is a Dropdown where User can select DD or Cheque as Instrument Type.
  2. **Instrument Number:** It is a Textbox which accepts only numeric value and where member has to mention the Cheque/DD Number. (Max length=60)
  3. **Instrument Date:** Here Member has to select the Instrument date i.e Cheque or DD no from date picker.
  4. **Instrument Amount:** Here member has to select Instrument amount i.e Cheque or D.D amount, It accepts only numeric value and Max length=20. If any member has deducted TDS from the amount, then the member has to upload the letter for deducting the TDS alongwith the scanned copy of cheque under upload scanned documents.
  5. **Delete:** It is a button, by clicking on the – Symbol, a member can delete a particular instrument i.e. Check or DD Details.
- **Upload Scanned Documents**: Here, member will have to upload the mandatory & required documents. The page will have all the required documents’ name & its respective sizes. Using the ‘Choose File’ button, member will be able to browse the documents & by clicking on the ‘Upload documents button, he will be able to upload them successfully.

Upload Scanned Documents

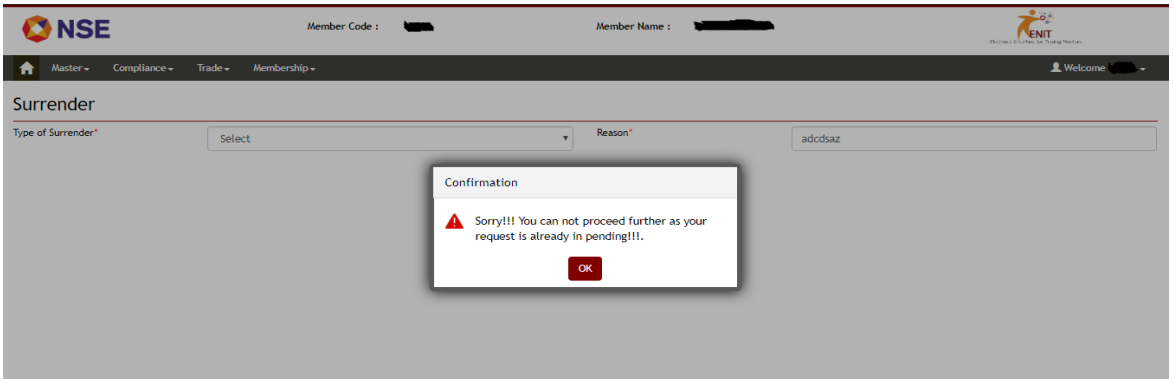
1	APPLICATION FOR SURRENDER- ANNEXURE - II (A)*	Choose File demo.pdf
2	DULY CERTIFIED COPY OF BOARD RESOLUTION (Only applicable for corporates)*	Choose File demo.pdf
3	ANNEXURE - II (B)*	Choose File demo.pdf
4	ANNEXURE - II (D) CERTIFIED BY Chartered Accountant / Company Secretary *	Choose File demo.pdf
5	ANNEXURE - II (E) CERTIFIED BY Chartered Accountant / Company Secretary*	Choose File demo.pdf
6	ANNEXURE - II (C)- Letter to SEBI applying for surrender*	Choose File demo.pdf
7	Photocopy of single SEBI registration number/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf
8	Details of registration, in case the member or any entity connected/related to the member, is member of any Commodity Derivatives Exchange such as MCX,NCDEX or NMCE. If NA, an undertaking stating the same.*	Choose File demo.pdf
9	Cheque/DD of an amount of Rs. 25,000 plus applicable service tax favouring NSCCL*	Choose File demo.pdf
10	ORIGINAL SEBI CERTIFICATE(s)/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf

- **'Submit'** button will enable member to submit the entered details while **'Reset'** button will enable member to reset the entered details to the default values.

- When member will submit the application, a successful alert with reference no. will be displayed as follows:



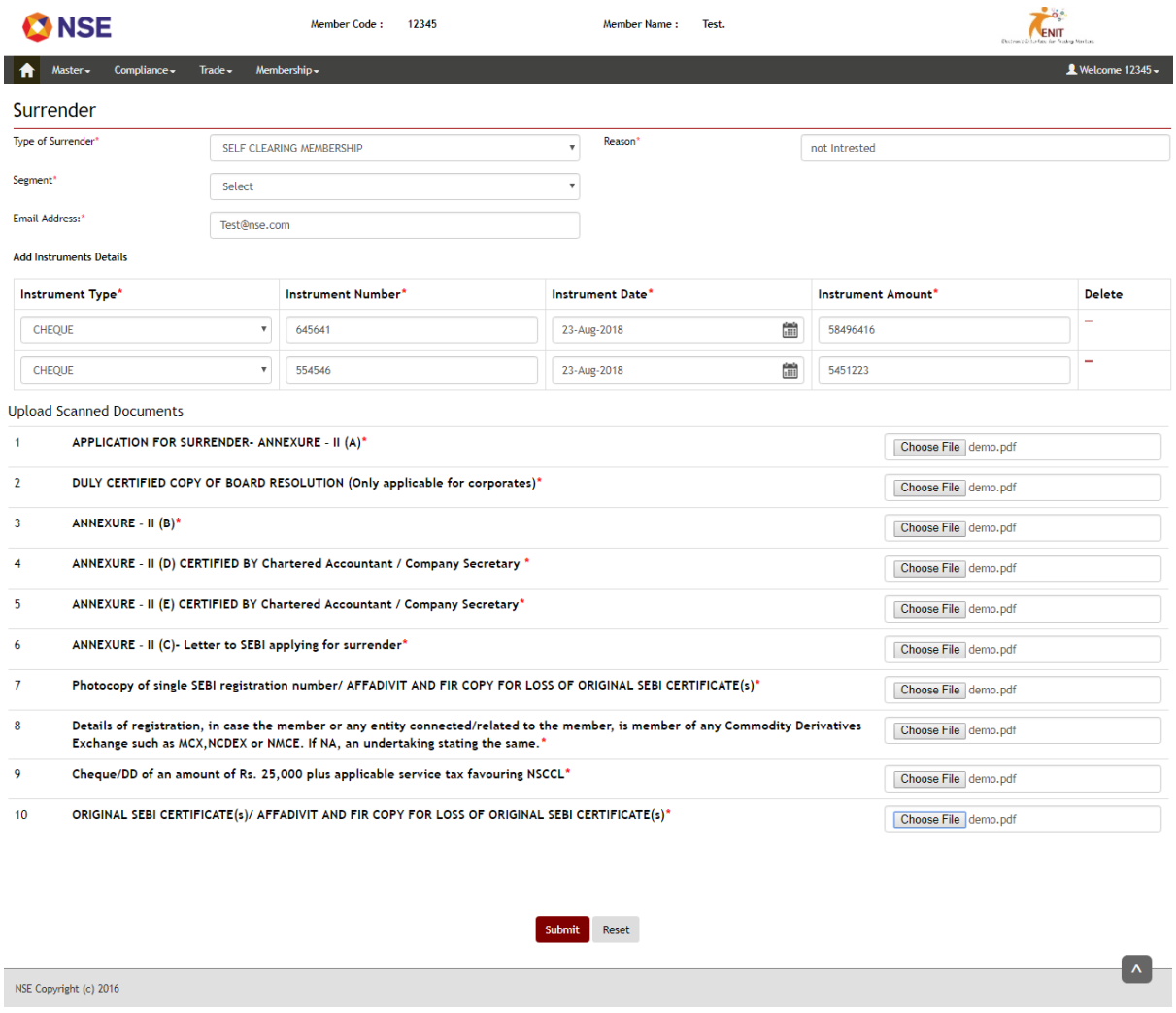
- If the member has already submitted a clearing membership application for a particular segment and is trying to add a new entry, then below alert will be displayed:



Note: The mandatory fields available in every module will be marked with * mark to highlight.

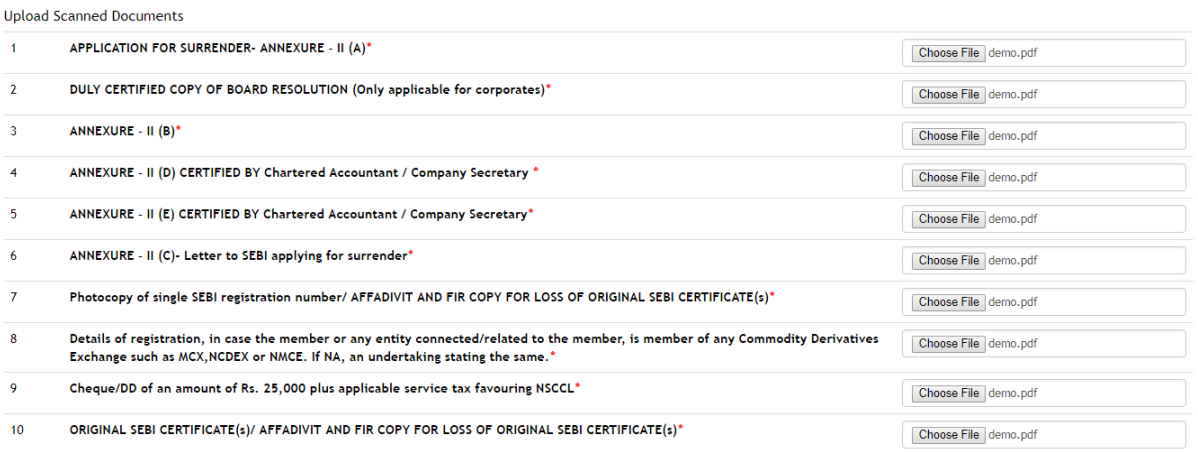
[D] Type of Surrender: Self Clearing Membership

1. Login with correct credentials
2. Click on Compliance
3. Select Compliance->surrender->Surrender Submission
4. Click on Surrender Submission
5. Select Type of surrender as Self Clearing Membership then below page will be opened.



- **'<u>Type of Surrender'</u>(Self Clearing Membership):** From the dropdown mentioned in type of surrender, member can select data e.g.: "Self-Clearing" option from the dropdown and the selected option will be displayed and rest of the Fields will get Enabled E.g "**Email Address**", "**Add Instruments Details**", "**Upload scanned Documents**" section will be enabled.
- '**<u>Reason</u>**': It is a Text box here member has to write the reason as to why he wants to surrender. (Max Length=500)

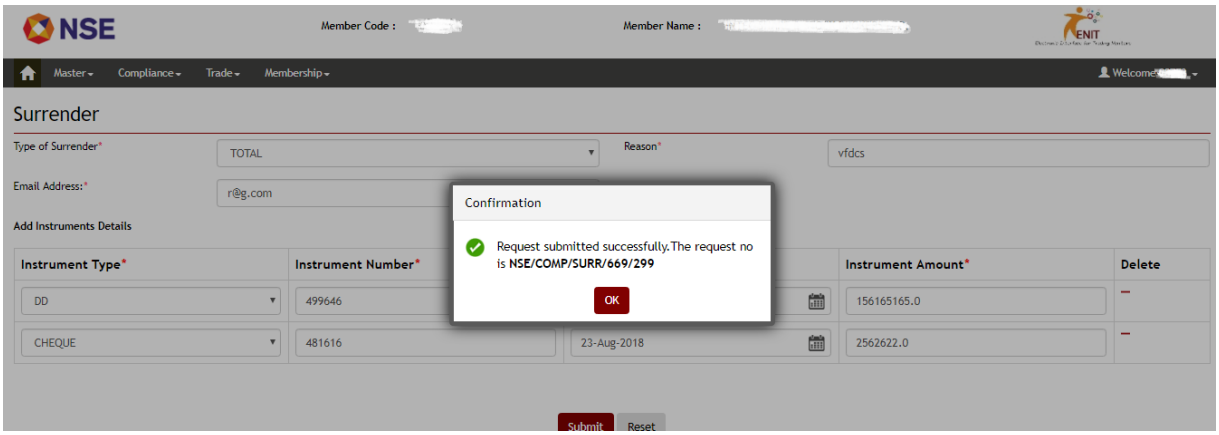
- '**Email Address':** It is a Textbox where a member has to enter email address. (Max length=50). Please note all the further communication w.r.t. the application will be sent to the mentioned email address.
- ''**Add Instrument Details'**: In this section Member can select **Instrument Type, Instrument Number, Instrument Date, Instrument Amount, and Delete.**
  6. **Instrument Type:** It is a Dropdown where User can select DD or Cheque as Instrument Type.
  7. **Instrument Number:** It is a Textbox which accepts only numeric value and where member has to mention the Cheque/DD Number. (Max length=60)
  8. **Instrument Date:** Here Member has to select the Instrument date i.e Cheque or DD no from date picker.
  9. **Instrument Amount:** Here member has to select Instrument amount i.e Cheque or D.D amount, It accepts only numeric value and Max length=20. If any member has deducted TDS from the amount, then the member has to upload the letter for deducting the TDS alongwith the scanned copy of cheque under upload scanned documents.
  10. **Delete:** It is a button, by clicking on the – Symbol, a member can delete a particular instrument i.e. Check or DD Details.
- **Upload Scanned Documents**: Here, member will have to upload the mandatory & required documents. The page will have all the required documents' name & its respective sizes. Using the 'Choose File' button, member will be able to browse the documents & by clicking on the 'Upload documents button, he will be able to upload them successfully.


Upload Scanned Documents

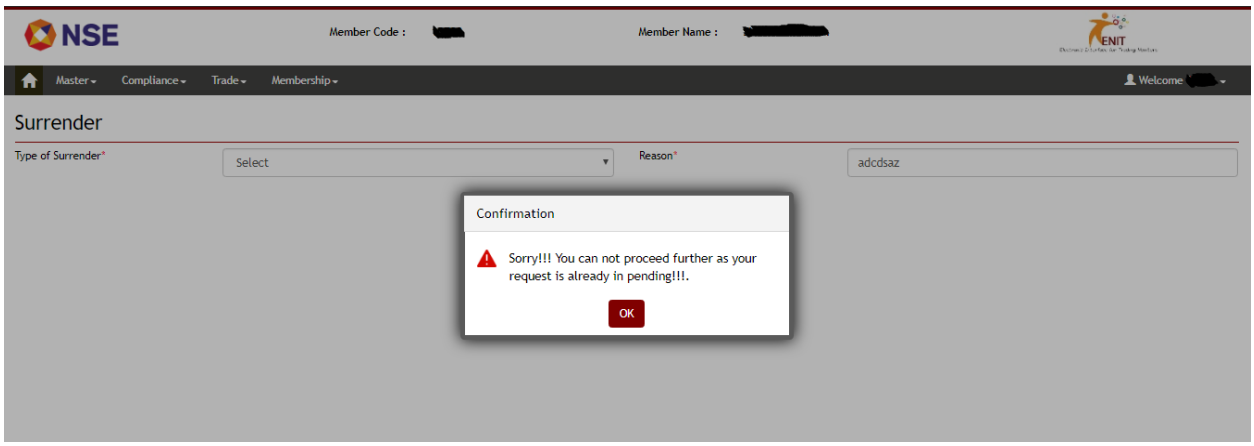
1	APPLICATION FOR SURRENDER- ANNEXURE - II (A)*	Choose File demo.pdf
2	DULY CERTIFIED COPY OF BOARD RESOLUTION (Only applicable for corporates)*	Choose File demo.pdf
3	ANNEXURE - II (B)*	Choose File demo.pdf
4	ANNEXURE - II (D) CERTIFIED BY Chartered Accountant / Company Secretary *	Choose File demo.pdf
5	ANNEXURE - II (E) CERTIFIED BY Chartered Accountant / Company Secretary*	Choose File demo.pdf
6	ANNEXURE - II (C)- Letter to SEBI applying for surrender*	Choose File demo.pdf
7	Photocopy of single SEBI registration number/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf
8	Details of registration, in case the member or any entity connected/related to the member, is member of any Commodity Derivatives Exchange such as MCX,NCDEX or NMCE. If NA, an undertaking stating the same.*	Choose File demo.pdf
9	Cheque/DD of an amount of Rs. 25,000 plus applicable service tax favouring NSCCL*	Choose File demo.pdf
10	ORIGINAL SEBI CERTIFICATE(s)/ AFFADIVIT AND FIR COPY FOR LOSS OF ORIGINAL SEBI CERTIFICATE(s)*	Choose File demo.pdf

- **'Submit'** button will enable member to submit the entered details while **'Reset'** button will enable member to reset the entered details to the default values.

- When member will submit the application, a successful alert with reference no. will be displayed as follows:



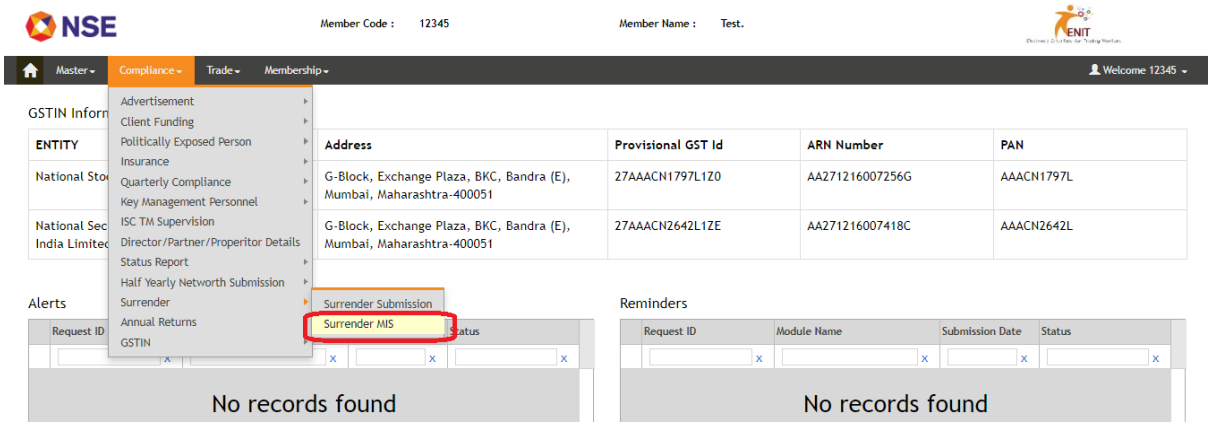
- If the member has already submitted a self-clearing membership application for a particular segment and is trying to add a new entry, then below alert will be displayed:



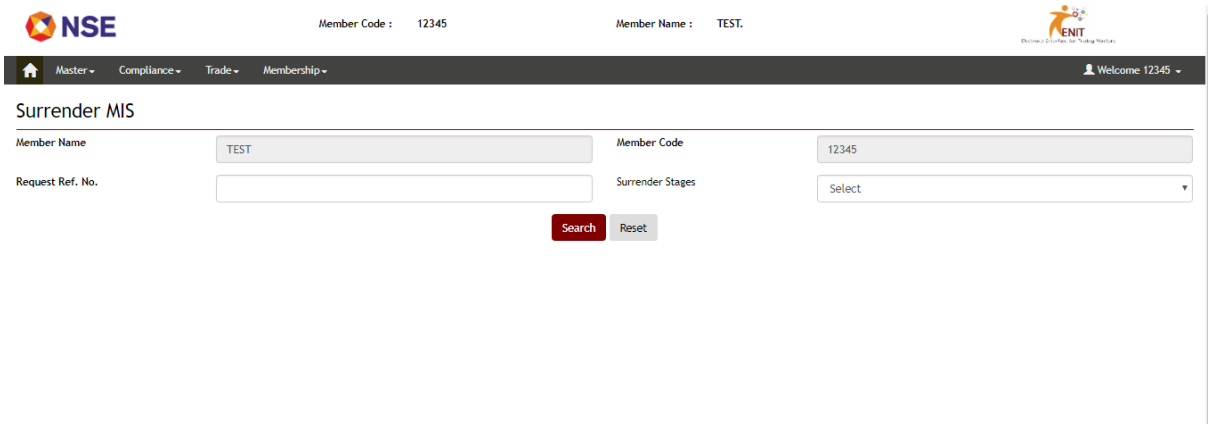
Note: The mandatory fields available in every module will be marked with * mark to highlight.

3. Surrender MIS:

When member submits an application for surrender, member can see the status of his application under Surrender MIS. To check the Status after Login, The navigation bar displays the various options available in the Electronic Member Interface. On clicking on 'Compliance' module, "**Surrender-> Surrender MIS**" module is available:



When Member clicks on **Surrender MIS** Option, following Page is opened. Here, member can check the Status For his surrender Application by using Request Reference No.



Total Surrender

When Member Files an application for surrender, it goes through various Approval Stages at the Exchange/SEBI and for every Approval Stage an **email** will be sent to the Member. At the same time, member can see the Status of application under "**Surrender MIS**".

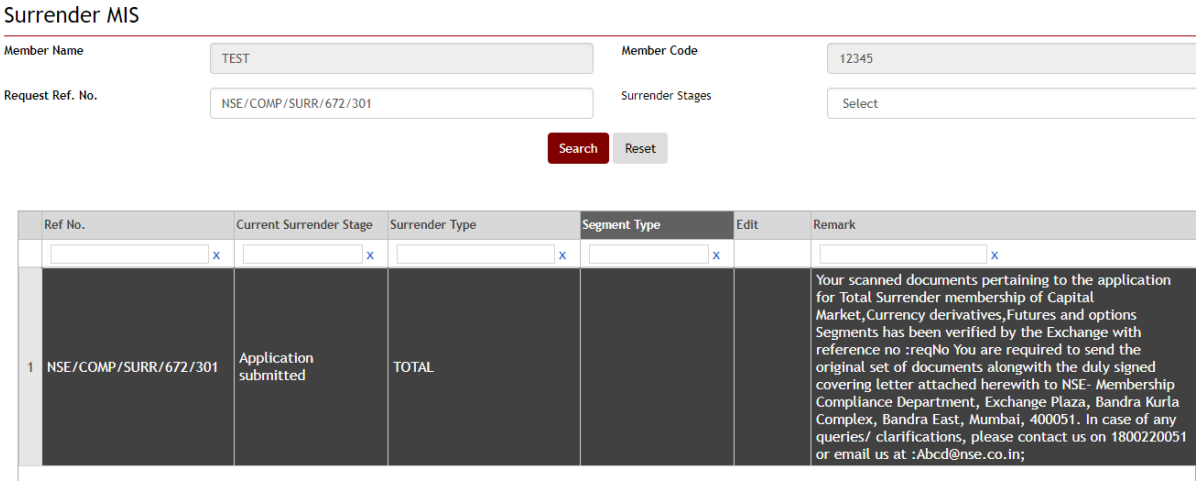
The various approval stages w.r.t. Total surrender application are listed as below.

1. Application submitted
2. Scrutiny of Physical application
3. Disabled (Disablement on trading platform).
4. Public notification period
5. NOC floated and NOC Received
6. Surrender Approved (Surrender Approved by Exchange)

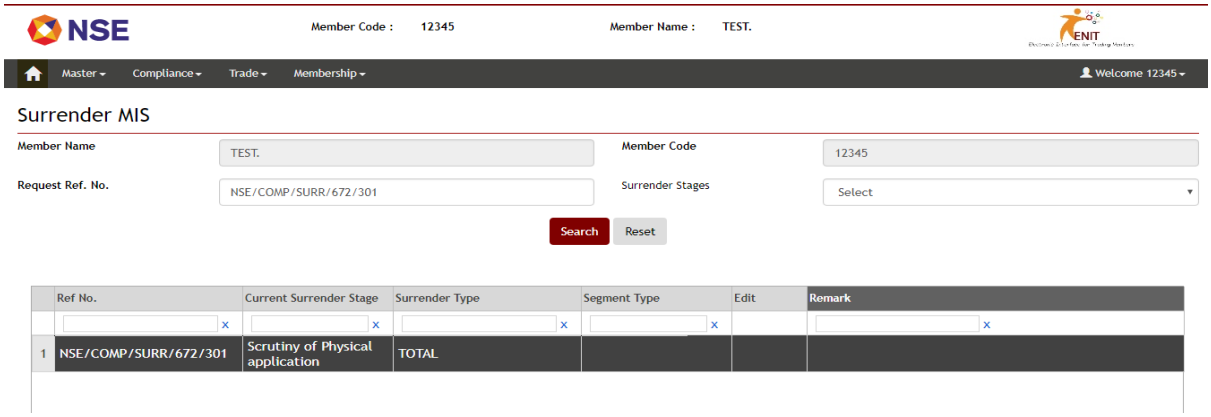
6.1 Details of FDRs (if applicable)

7. Sent to SEBI
8. Surrendered Membership (Surrender Approved by SEBI)

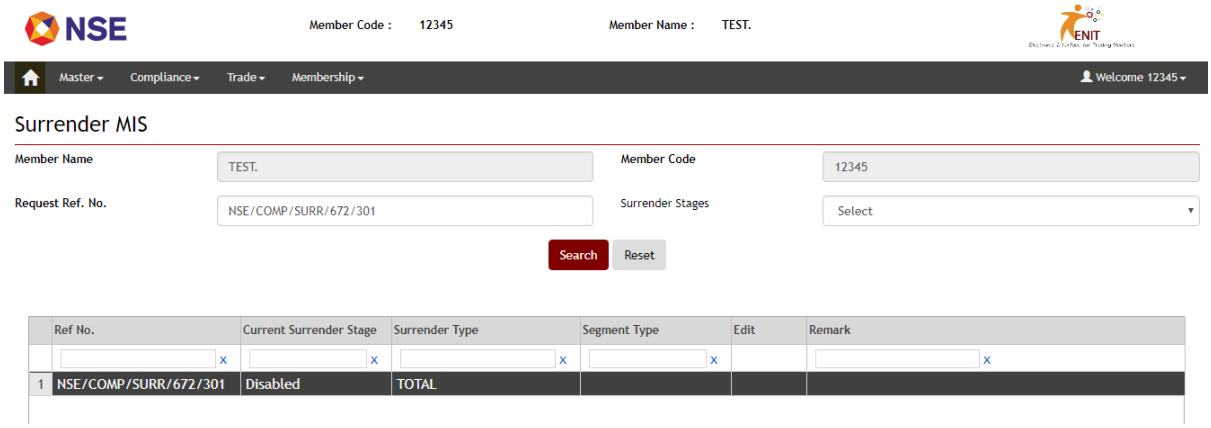
1. Application submitted: When Exchange Approves the Application submitted, the status Becomes 'Application submitted'. Member will be receiving a mail with a covering letter attached. Member has to affix the duly signed covering letter on the physical set of documents and send it to the Exchange.



2. <u>Scrutiny of Physical application:</u> Once the physical set of documents are received by the Exchange and on successful scrutiny of the same, the status becomes "Scrutiny of Physical application".

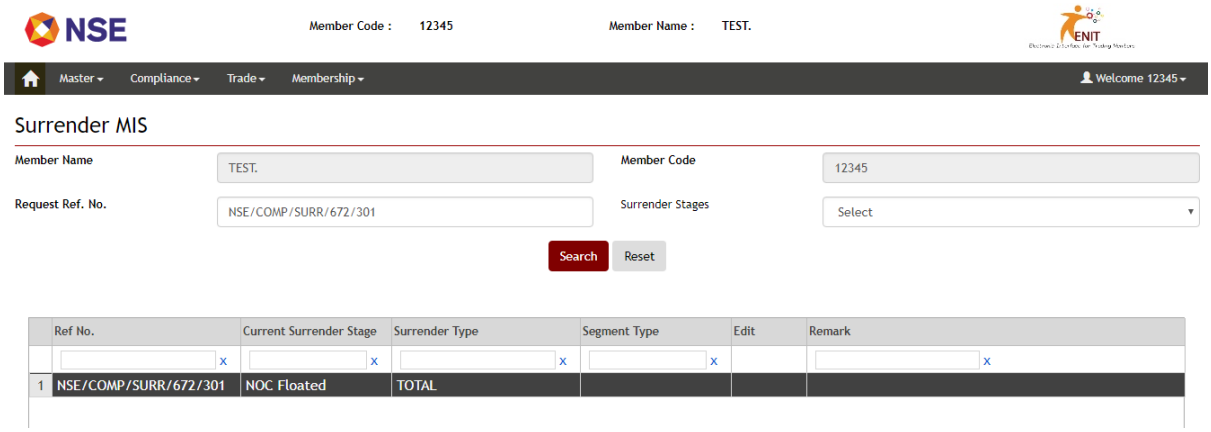


3. <u>Disabled:</u> When, the Exchange disables the member on trading platform, the status becomes "Disabled". For members who have never been enabled on any segment, this stage will not be visible.

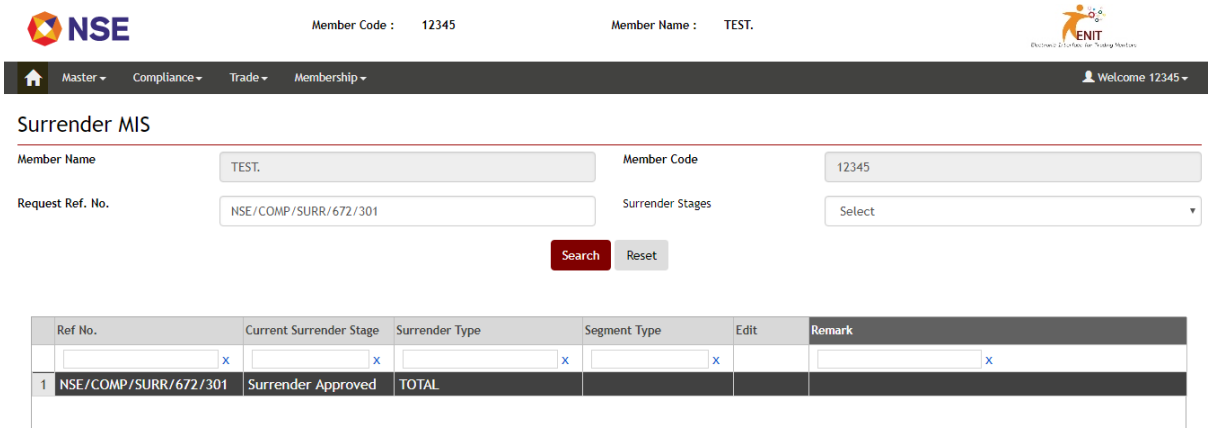


4. **<u>Public notification period:</u>** When the Exchange has issued public notification, then the status becomes "Public notification period" and member can view the date of issuance and expiry of public notification.

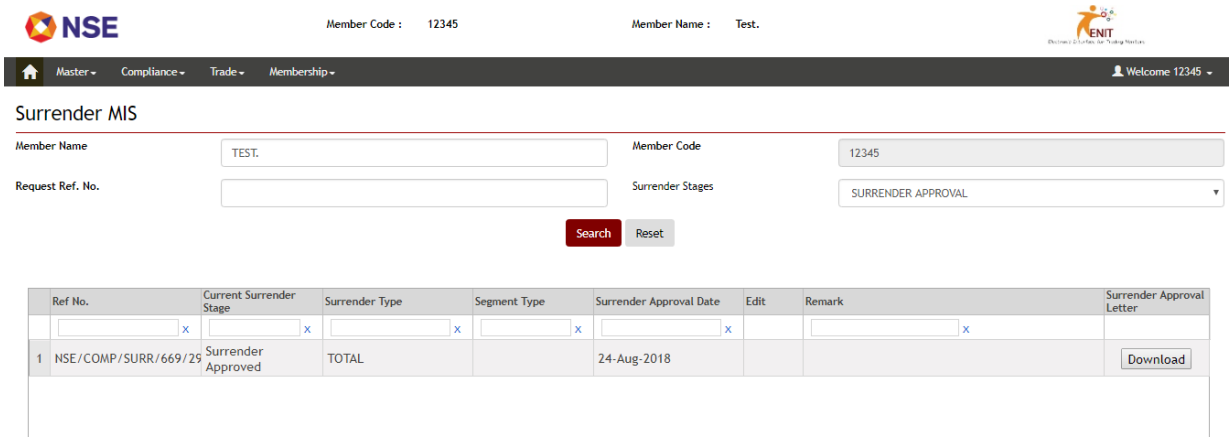
5. **NOC floated and NOC received:** After the expiry of public notification, when the Exchange seeks internal NOCs from all the respective departments, the status becomes "NOC Floated' and when NOCs are received from all the respective departments, the status becomes "NOC Received"



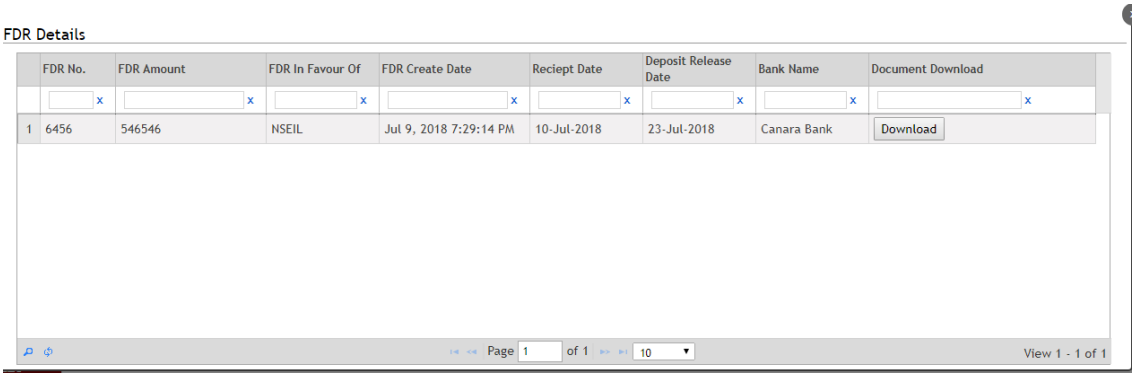
6. **Surrender Approved:** After receiving all the internal NOCs, once the Exchange approves the surrender, the status becomes "Surrender Approved"



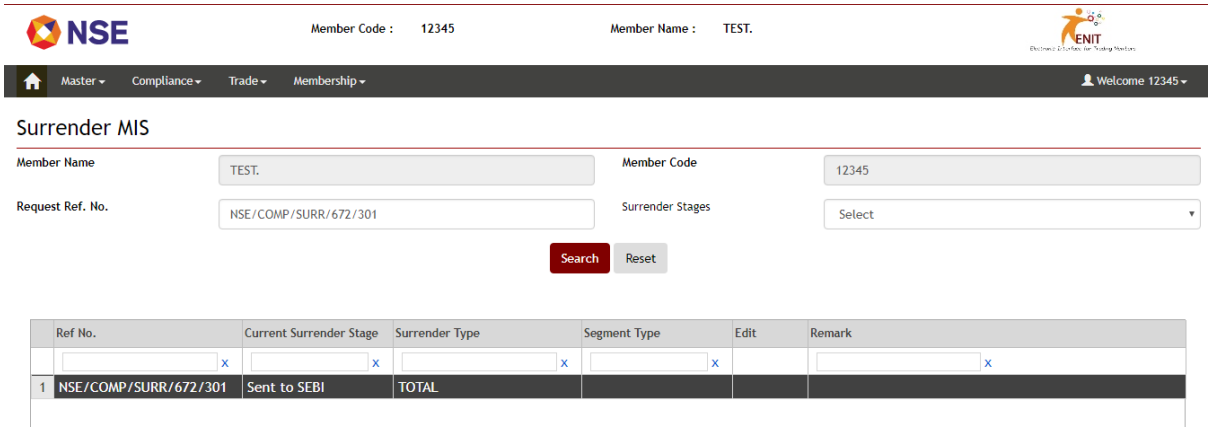
Further, on approval of surrender by the Exchange, the member will receive the surrender approval letter on his mentioned mail address and can also download the surrender approval letter on ENIT:



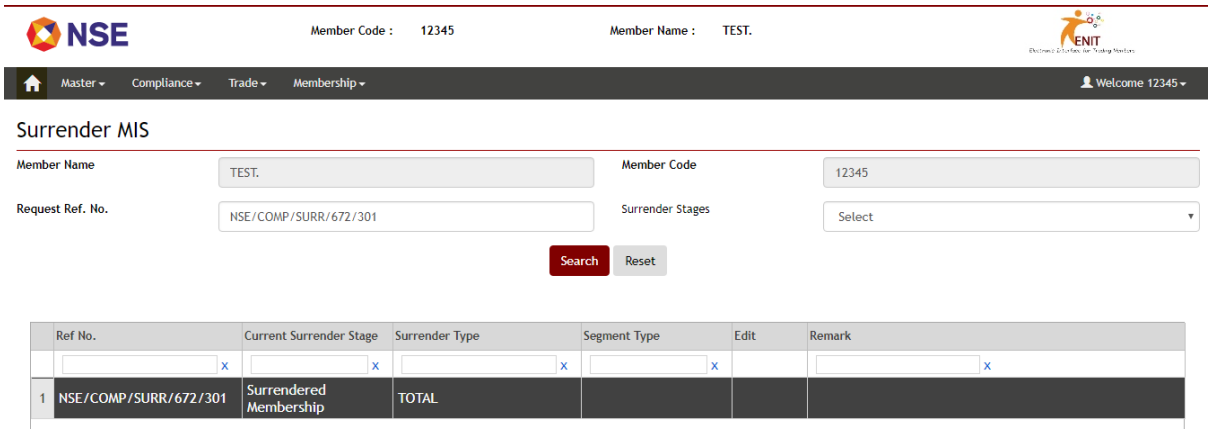
6.1 Details of FDRs: For members whose deposits have to be kept under 3 year lock-in period, they have an option of getting the deposits converted into FDRs. On successful conversion into FDRs, members may view the details of FDRs in the following manner:



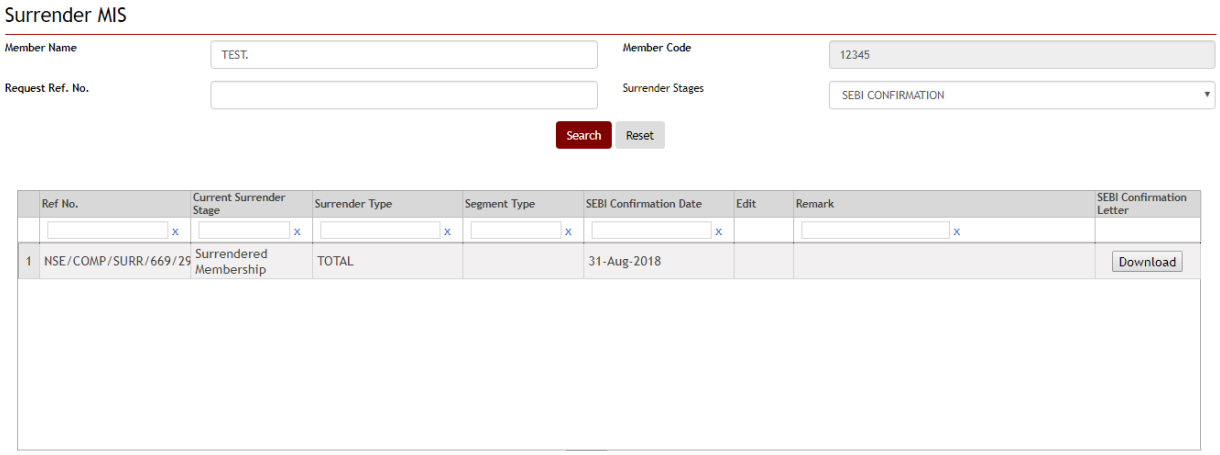
7. <u>Sent to SEBI:</u> Once the Exchange approves the surrender and the application is referred to SEBI for SEBI's approval, the Status becomes "Sent to SEBI"



8. <u>Surrendered Membership</u>: On receipt of SEBI approval, the status becomes "Surrendered Membership"



Further, on approval of surrender by SEBI, the member will receive the letter issued by the Exchange confirming SEBI approval on his mentioned mail address and can also download the letter on ENIT:



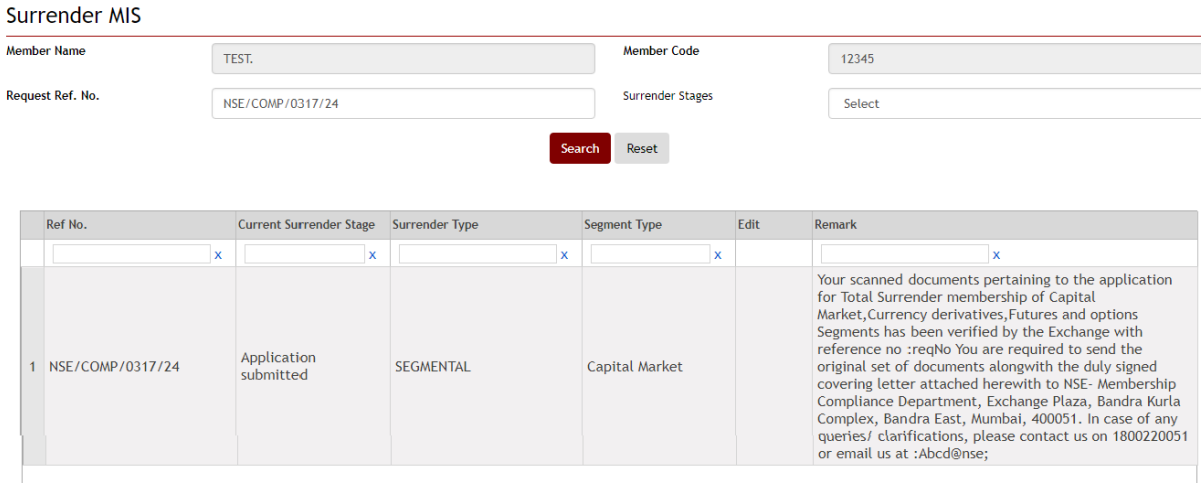
Segmental Surrender Stages:

When Member Files an application for surrender, it goes through various Approval Stages at the Exchange/SEBI and for every Approval Stage an **email** will be sent to the Member. At the same time, member can see the Status of application under "**Surrender MIS**".

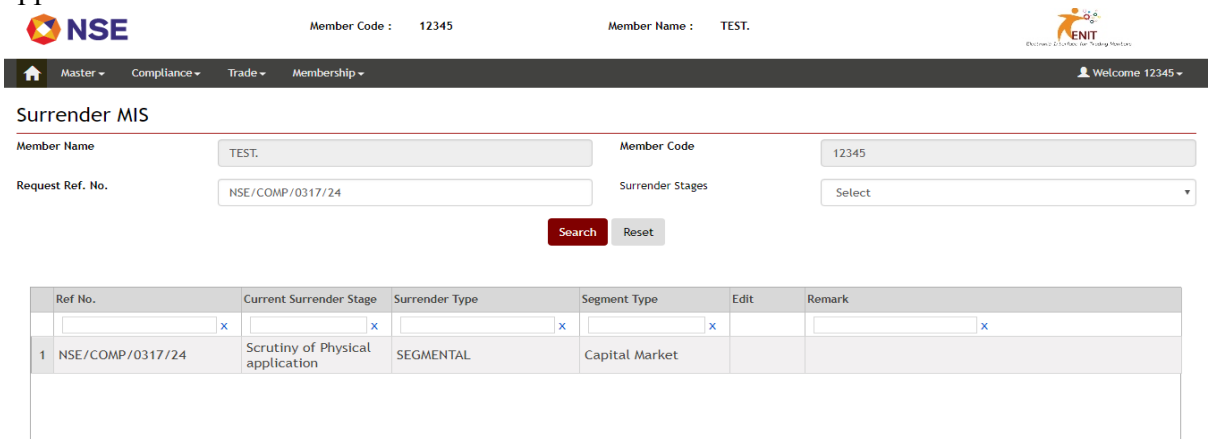
The various approval stages w.r.t. segmental surrender application are listed as below.

1. Application submitted
2. Scrutiny of Physical application
3. Disabled (Disablement on trading platform)
4. NOC floated NOC Received
5. Surrender Approved (Surrender Approved by Exchange)
6. Surrendered Membership (Surrender Approved by SEBI)

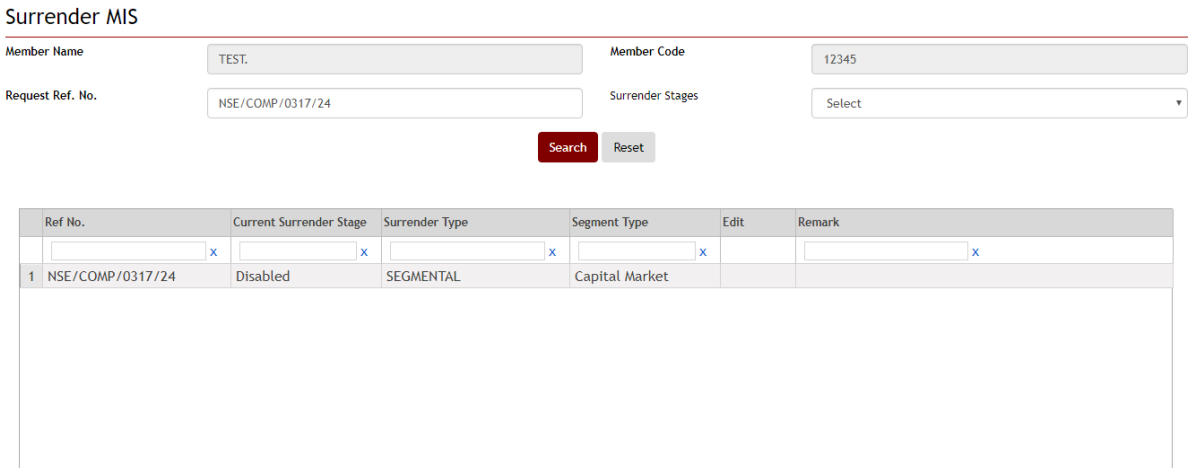
1. <u>Application submitted:</u> When Exchange Approves the Application submitted, the status becomes 'Application submitted'. Member will be receiving a mail with a covering letter attached. Member has to affix the duly signed covering letter on the physical set of documents and send it to the Exchange.



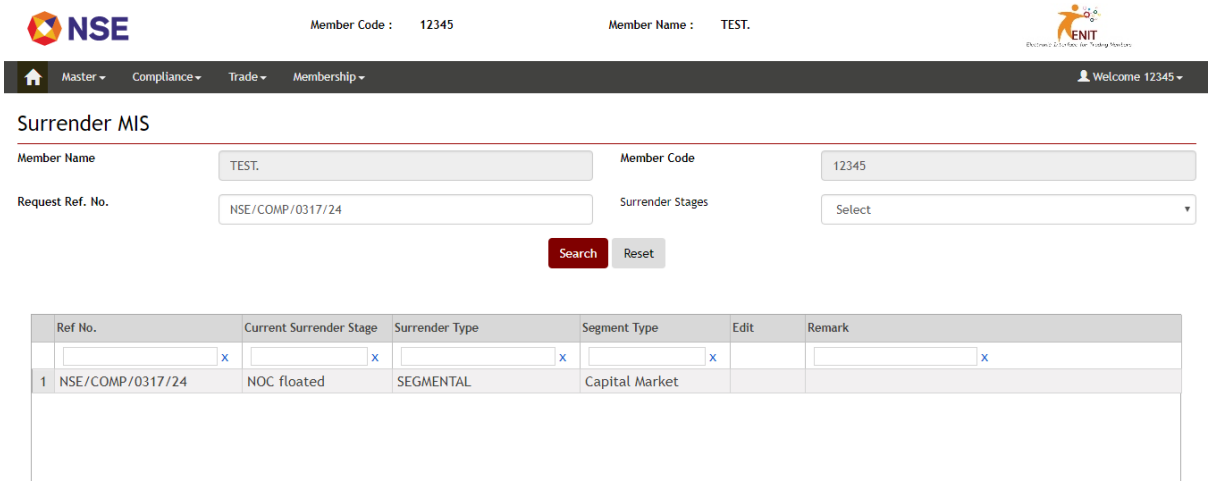
2. <u>Scrutiny of Physical application:</u> Once the physical set of documents are received by the Exchange and on successful scrutiny of the same, the status becomes "Scrutiny of Physical application".

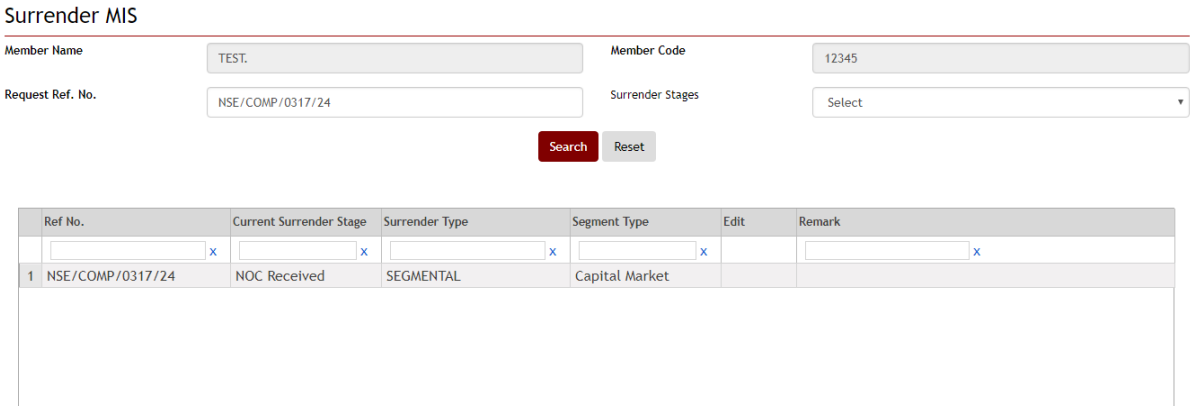


3. <u>Disabled:</u> When, the Exchange disables the member on trading platform on that particular segment, the status becomes "Disabled". For members who have never been enabled on that particular segment, this stage will not be visible.

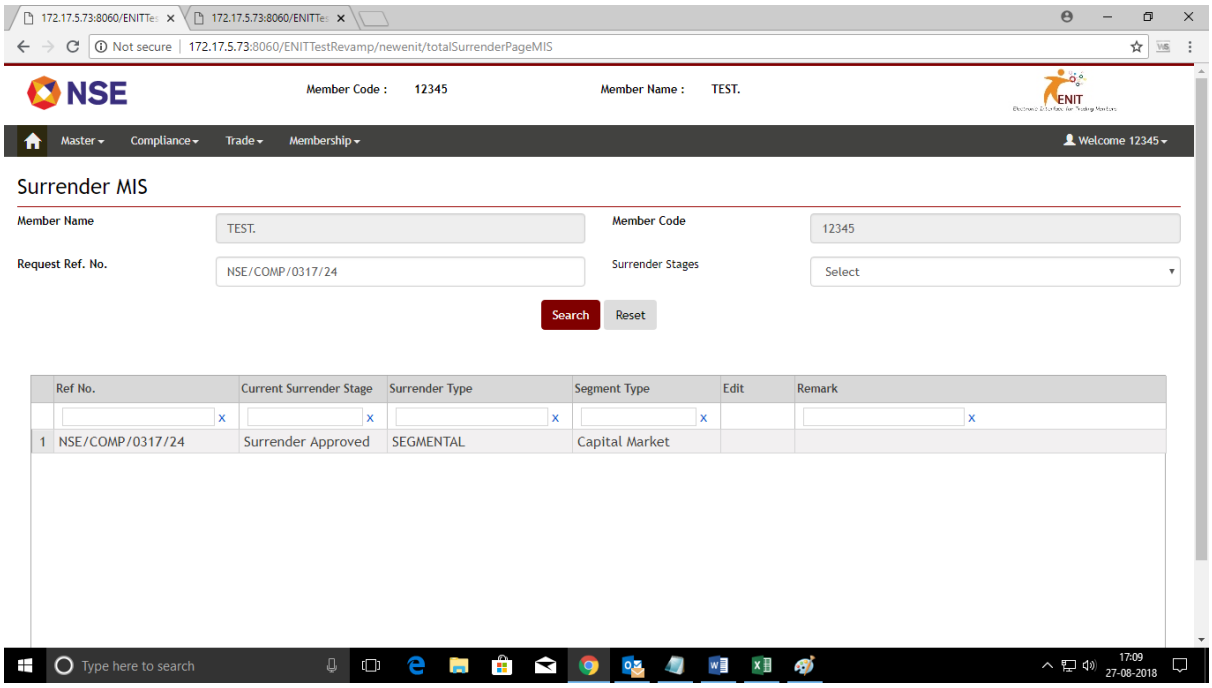


4. **NOC floated and NOC Received:** When the Exchange seeks internal NOCs from all the respective departments, the status becomes "NOC Floated' and when NOCs are received from all the respective departments, the status becomes "NOC Received"

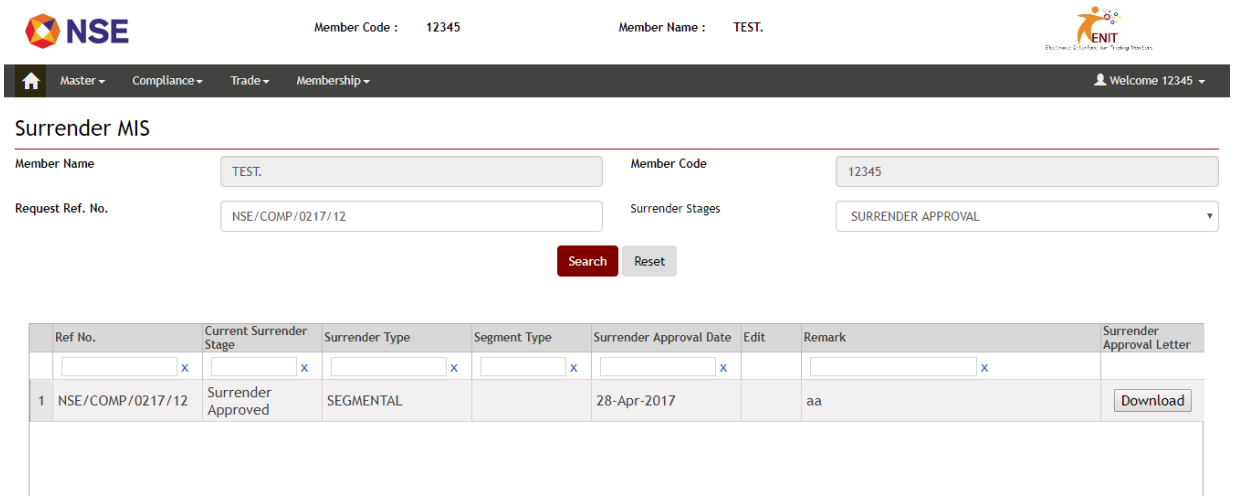




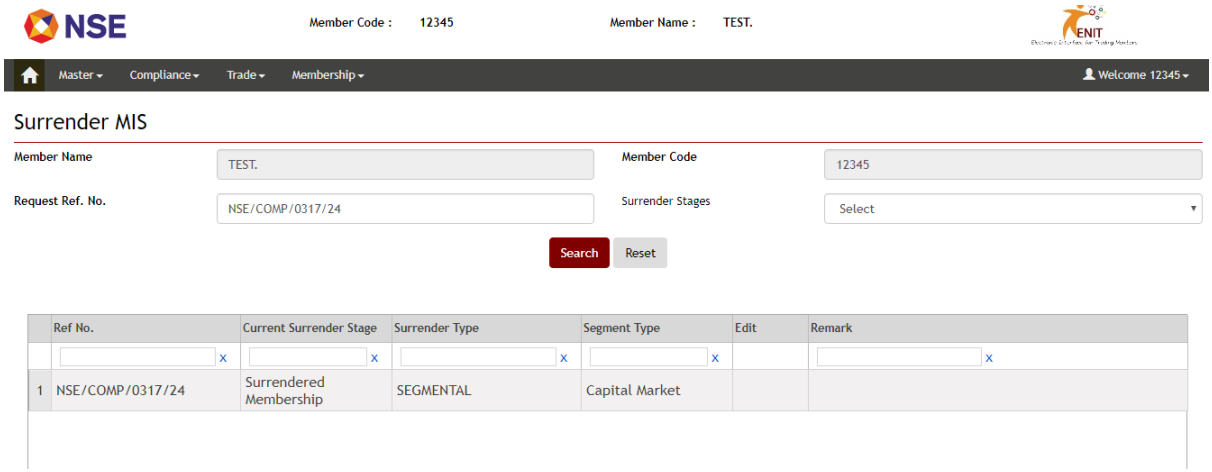
5. **Surrender Approved:** After receiving all the internal NOCs, once the Exchange approves the surrender, the status becomes "Surrender Approved"



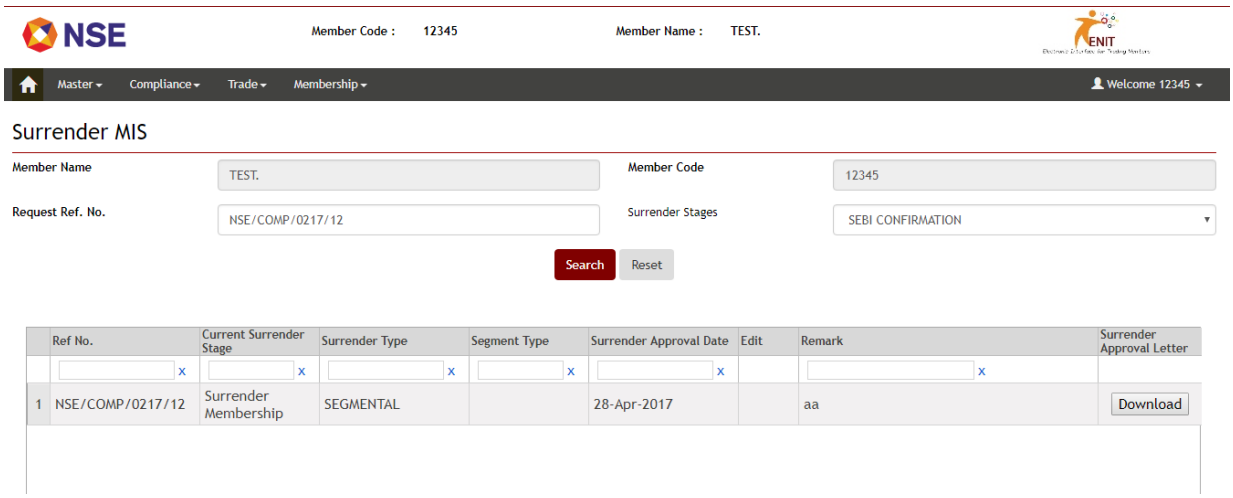
Further, on approval of surrender by the Exchange, the member will receive the surrender approval letter on his mentioned mail address and can also download the surrender approval letter on ENIT:



6. **<u>Surrendered Membership:</u>** On receipt of SEBI approval, the status becomes "Surrendered Membership"



Further, on approval of surrender by SEBI, the member will receive the letter issued by the Exchange confirming SEBI approval on his mentioned mail address and can also download the letter on ENIT:



Clearing/Self-Clearing Membership Surrender Stages:

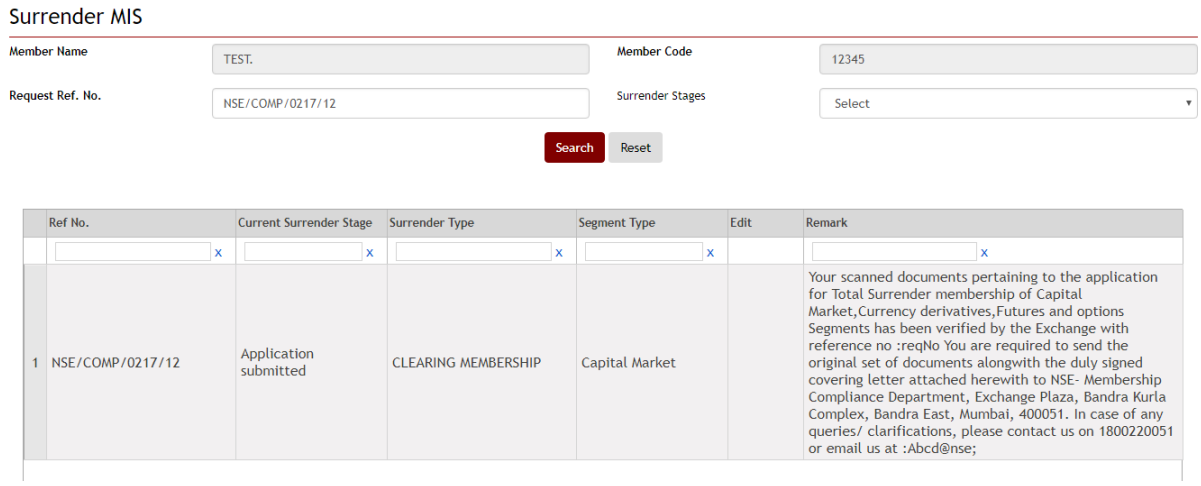
When Member Files an application for surrender, it goes through various Approval Stages at the Exchange/SEBI and for every Approval Stage an **email** will be sent to the Member. At the same time, member can see the Status of application under "**Surrender MIS**".

The various approval stages w.r.t. clearing/self-clearing membership surrender application are listed as below.

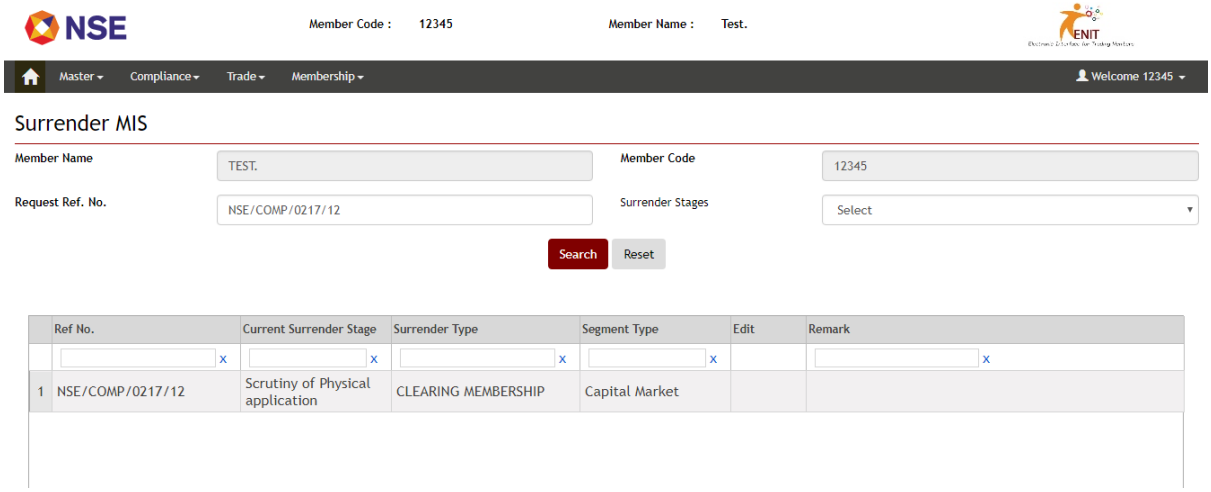
1. Application submitted
2. Scrutiny of Physical application
3. NOC floated and NOC Received
4. Surrender Approved
5. Surrendered Membership

1. Application submitted: When Exchange Approves the Application submitted, the status becomes 'Application submitted'. Member will be receiving a mail with a covering letter

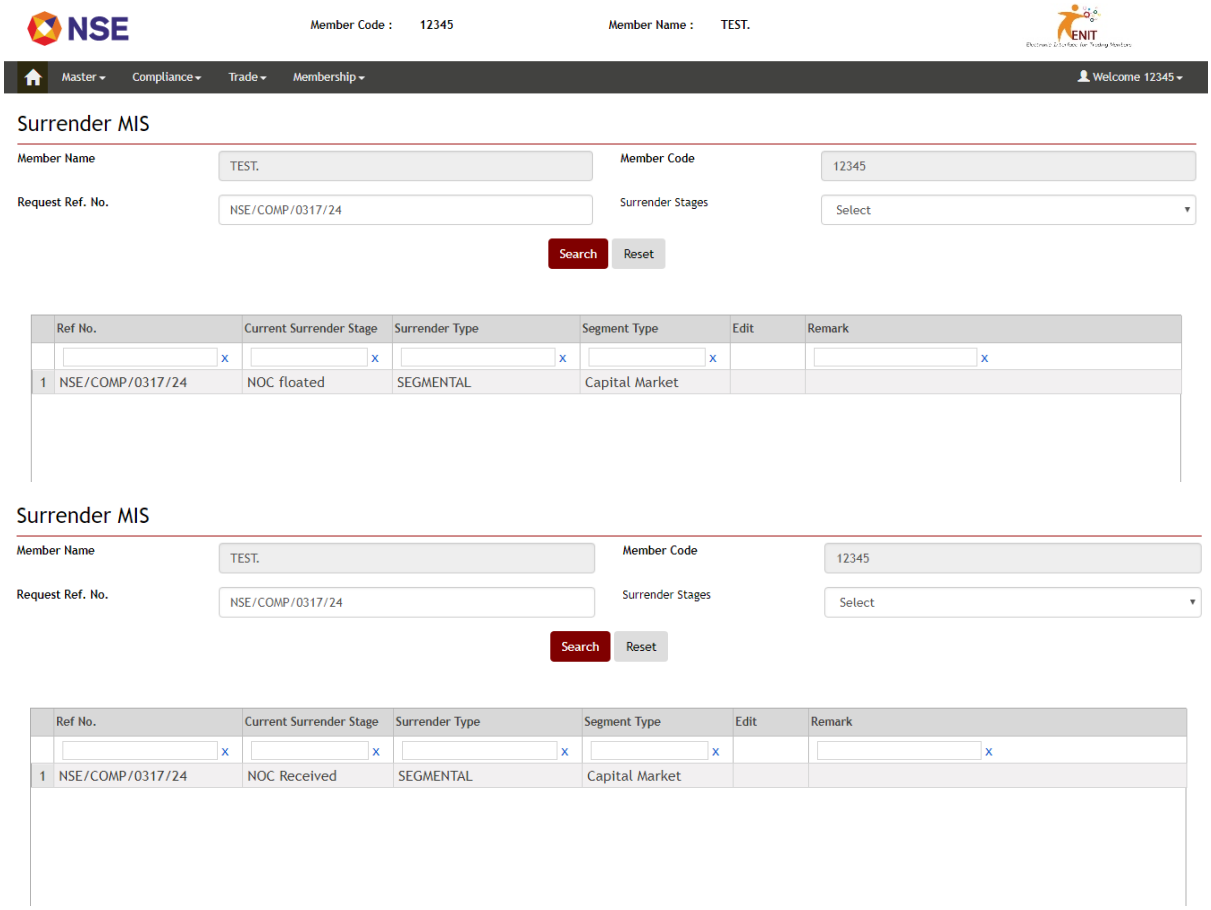
attached. Member has to affix the duly signed covering letter on the physical set of documents and send it to the Exchange.



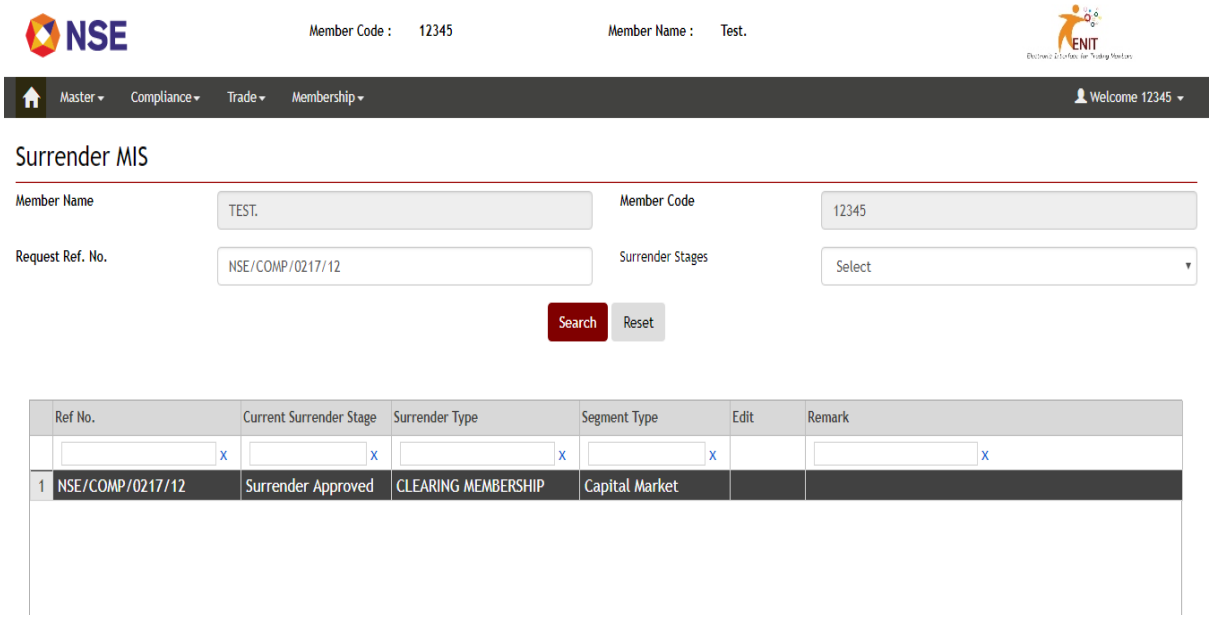
2. <u>Scrutiny of Physical application:</u> Once the physical set of documents are received by the Exchange and on successful scrutiny of the same, the status becomes "Scrutiny of Physical application".



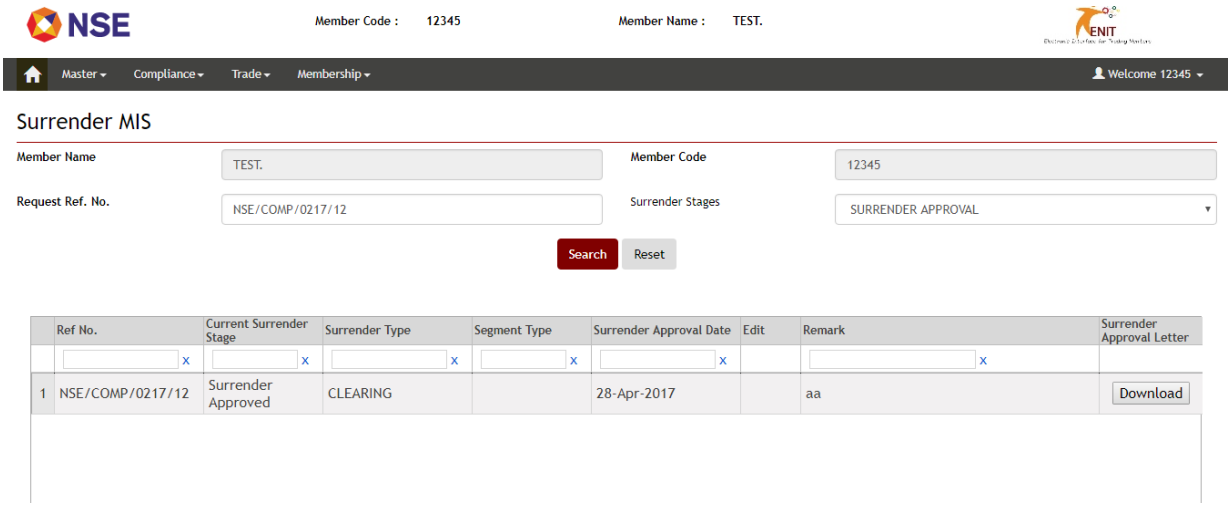
3. <u>NOC floated and NOC Received:</u> When the Exchange seeks internal NOCs from all the respective departments, the status becomes "NOC Floated' and when NOCs are received from all the respective departments, the status becomes "NOC Received"



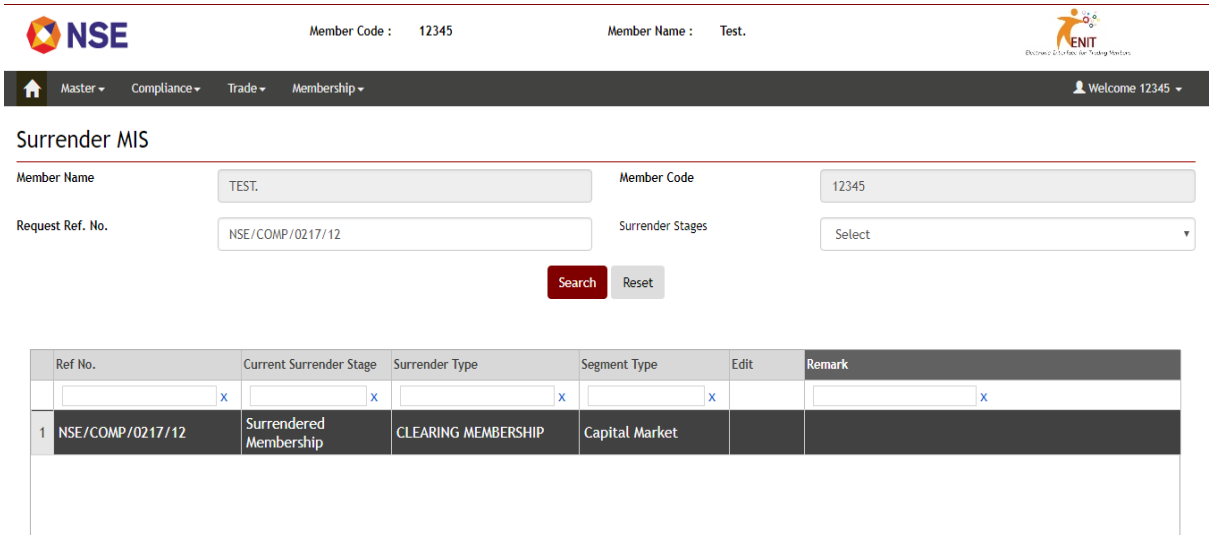
4. **Surrender Approved:** After receiving all the internal NOCs, once the Exchange approves the surrender, the status becomes "Surrender Approved"



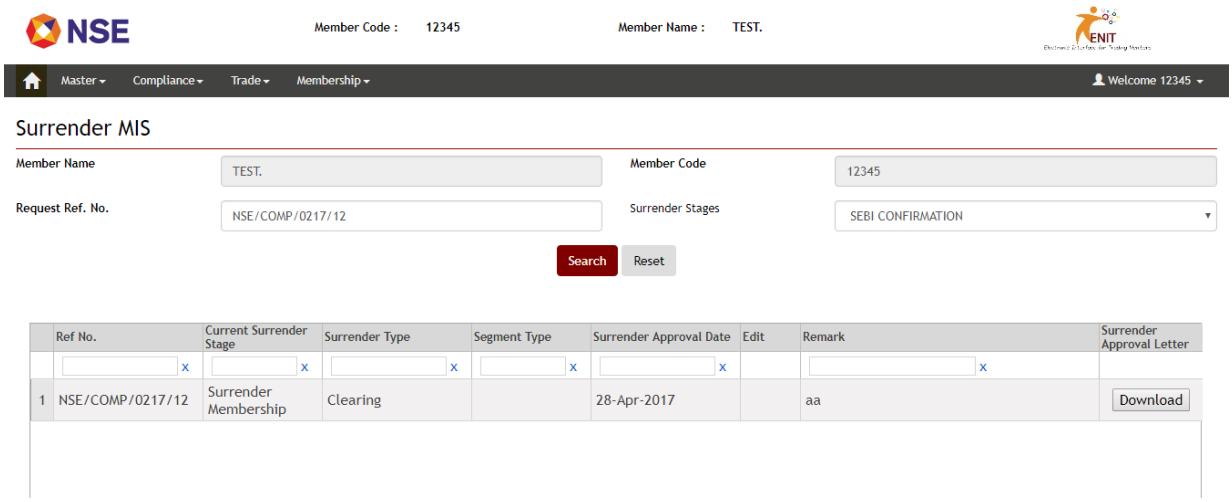
Further, on approval of surrender by the Exchange, the member will receive the surrender approval letter on his mentioned mail address and can also download the surrender approval letter on ENIT:



5. **Surrendered Membership:** On receipt of SEBI approval, the status becomes "Surrendered Membership"

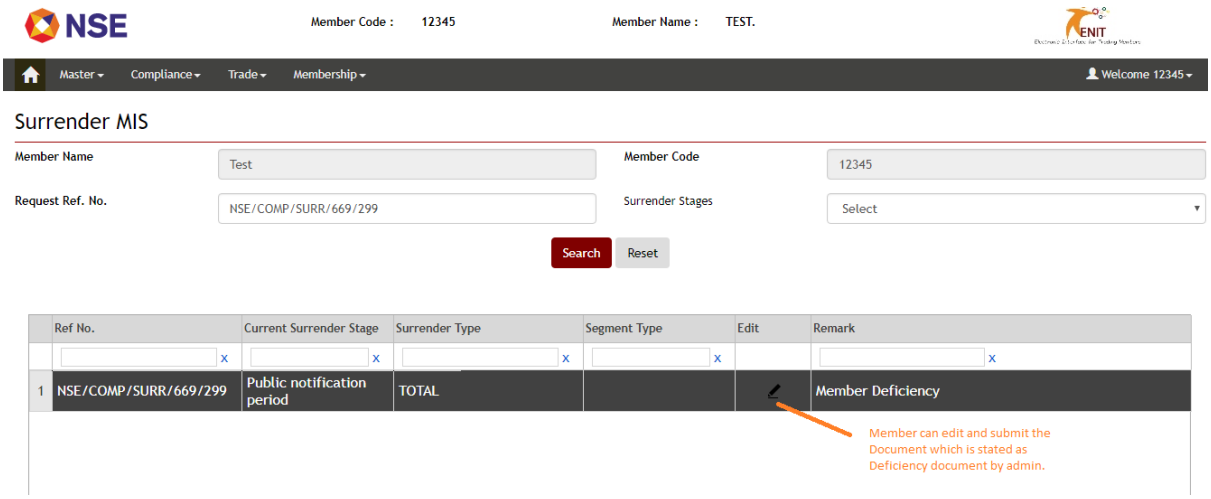


Further, on approval of surrender by SEBI, the member will receive the letter issued by the Exchange confirming SEBI approval on his mentioned mail address and can also download the letter on ENIT:

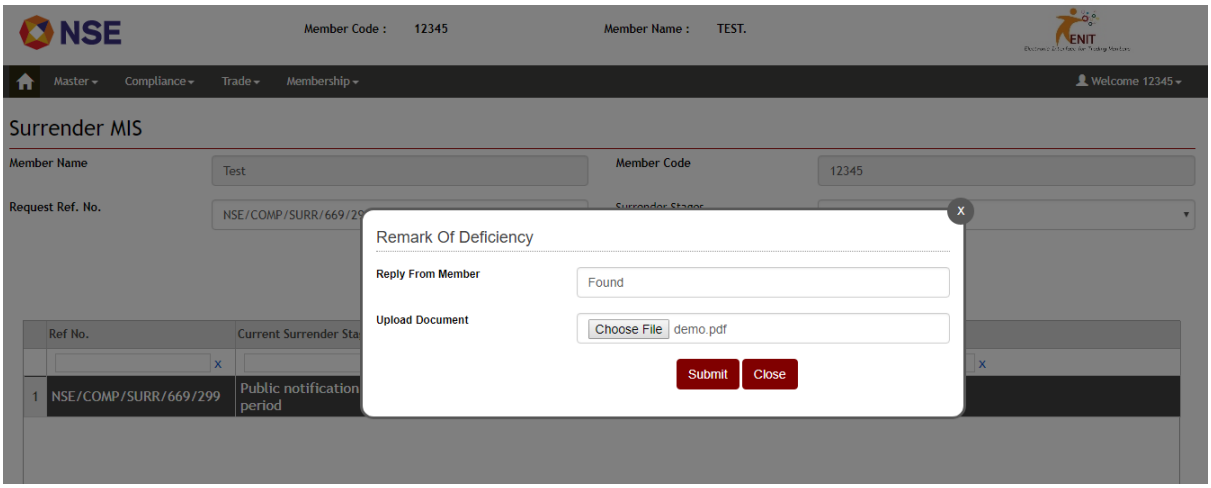


Deficiencies/Observations in the application

When the Exchange finds any deficiency/observation w.r.t. the surrender application, then the Exchange will raise the same in the current stage of surrender and the same will be visible under remark as "Member Deficiency". Here, member can edit this request by clicking on Edit icon and can submit the required clarification/document for the deficiency/observation raised by the Exchange as given below:



By clicking on submit button member can submit his response:


NSE
Member Code : 12345
Member Name : TEST.
Master
Compliance
Trade
Membership
Welcome 12345
Surrender MIS
Member Name
Test
Member Code
12345
Request Ref. No.
Remark Of Deficiency
Reply From Member
Found
Upload Document
Choose File
demo.pdf
Submit
Close
Ref No.
1
NSE/COMP/SURR/669/299
Public notification period