



National Stock Exchange of India Ltd.

Mapping clients of Authorised Persons (AP)

User Manual

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ABOUT THIS GUIDE

1.1 PURPOSE OF THIS GUIDE

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

1.2 WHO SHOULD READ THIS GUIDE

This guide is useful for Trading Members to submit the request for Authorised Persons Registration along with Client Update.

1.3 HOW TO GET IN TOUCH

The following sections provide information on how to obtain support for the documentation and the software.

1.3.1 Documentation Support

NSE welcomes your comments and suggestions on the quality and usefulness of this document. For any questions, comments, or suggestions on the documentation, you can contact us at: National Stock Exchange of India Limited.
Exchange Plaza, Block G,
Bandra-Kurla Complex, Bandra (East),
Mumbai – 400051
Tel – 022-26598100

1.3.2 Customer Support

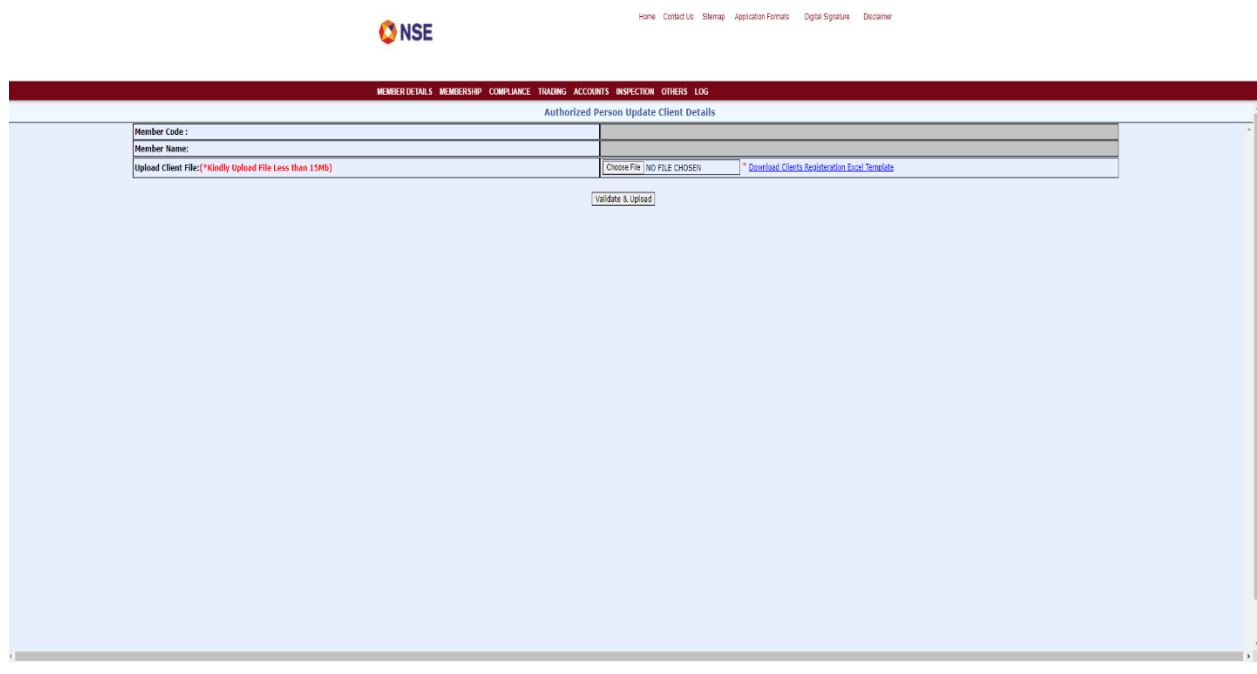
If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface Member module, contact us at the address mentioned above. While contacting customer support, have the following information ready:

- 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

2.1 Existing Authorised Persons (APs)

Members are advised to follow the below screenshot for uploading the client data of their existing Authorised Persons (APs).

ENIT- Compliance – Membership – Authorised Persons - Update Clients Details




The screenshot displays the NSEIL web application interface. At the top, there is a navigation bar with the NSEIL logo and links for Home, Contact Us, Sitemap, Application Forms, Digital Signature, and Disclaimer. Below this is a secondary navigation bar with tabs for MEMBER DETAILS, MEMBERSHIP, COMPLIANCE, TRADING, ACCOUNTS, INSPECTION, OTHERS, and LOG. The main content area is titled 'Authorized Person Update Client Details'. It contains a form with the following fields: 'Member Code:', 'Member Name:', and 'Upload Client File: (*Kindly Upload File Less than 15MB)'. The 'Upload Client File' field has a 'Choose File' button, a 'NO FILE CHOSEN' status, and a link to 'Download Clients Registration Excel Template'. A 'Validate & Upload' button is located at the bottom of the form.

2.2 New Registration of Authorised Persons (APs)

Members are advised to follow the below screenshot for uploading the client data for their New Registration of Authorised Persons (APs).

ENIT- Compliance – Membership – Authorised Persons- New Registration


1. AP Registration



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MEMBER DETAILS	MEMBERSHIP	COMPLIANCE	TRADING	ACCOUNTS	INSPECTION	OTHERS	LOG
AP Appointment Request Download AP Registration Manual							
Extract All +							
+ 1. Request Details							
+ 2. Authorized Person's Address							
+ 3. AP Contact Details							
+ 4. AP Documents upload							
- 5. Upload Clients Details							
1. Upload Client File: <input type="text" value="Choose File"/> NO FILE CHOSEN							
2. As On Date: <input type="text"/> Kindly Upload File							
+ 6. AP Director's/Partner's/Proprietor's Details							
+ Declaration							
<div>ALL SAVE</div> <div>Submit Cancel</div>							


2. Upload Client File



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MEMBER DETAILS	MEMBERSHIP	COMPLIANCE	TRADING	ACCOUNTS	INSPECTION	OTHERS	LOG
AP Appointment Request Download AP Registration Manual							
Extract All +							
+ 1. Request Details							
+ 2. Authorized Person's Address							
+ 3. AP Contact Details							
+ 4. AP Documents upload							
- 5. Upload Clients Details							
1. Upload Client File Kindly Upload File (Less than 15MB) <input type="text" value="Choose File"/> NO FILE CHOSEN Download Client Registration Excel Template							
<div>UPLOAD RESET</div>							
+ 6. AP Director's/Partner's/Proprietor's Details							
+ Declaration							
<div>ALL SAVE</div> <div>Submit Cancel</div>							

3. Authorized Person View Client Details



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MEMBER DETAILS MEMBERSHIP COMPLIANCE TRADING ACCOUNTS INSPECTION OTHERS LOG

Authorized Person View Client Details

Trade Name:	<input type="text" value="Select"/>			
Applicant Name:	<input type="text" value="Select"/>			
AP Enabled in Segment:	Capital Market	Futures & Options	Currency Derivative	Commodity Derivatives
PAN No:	<input type="text"/>			

Generate Authorized Person Client Files