

National Stock Exchange of India Limited

Circular

Department: Compliance	
Download Ref No: NSE/COMP/70748	Date: October 10, 2025
Circular Ref. No: 86/2025	

To All Members,

Sub: Introduction of uploading bulk Authorised Persons cancellation request

For the ease of doing business, we are pleased to announce the launch of the facility for bulk cancellation of Authorised Person's registration via the ENIT Portal.

Member can access this functionality at path: ENIT → Compliance → Authorised Person → Applications → Cancellation Bulk Request.

Please note that the bulk upload functionality shall be available for AP cancellations on any reason other than disciplinary grounds.

The User Manual providing step-by-step guidance for initiating and completing AP cancellations through the bulk upload functionality is attached as **Annexure A**. Members are advised to ensure correctness of AP details before uploading data for bulk cancellations of AP such as AP PAN, segments and reason for cancellations. Once an AP cancellation request is submitted, it will be automatically processed. Requests to modify submission that has already been sent to Exchange will not be considered.

Members are advised to take note of the above.

For any support, please reach out to the helpdesk on 1800 266 0050 (Select IVR option 3) or email at memcompliance_support@nse.co.in.

For and on behalf of
National Stock Exchange of India Limited

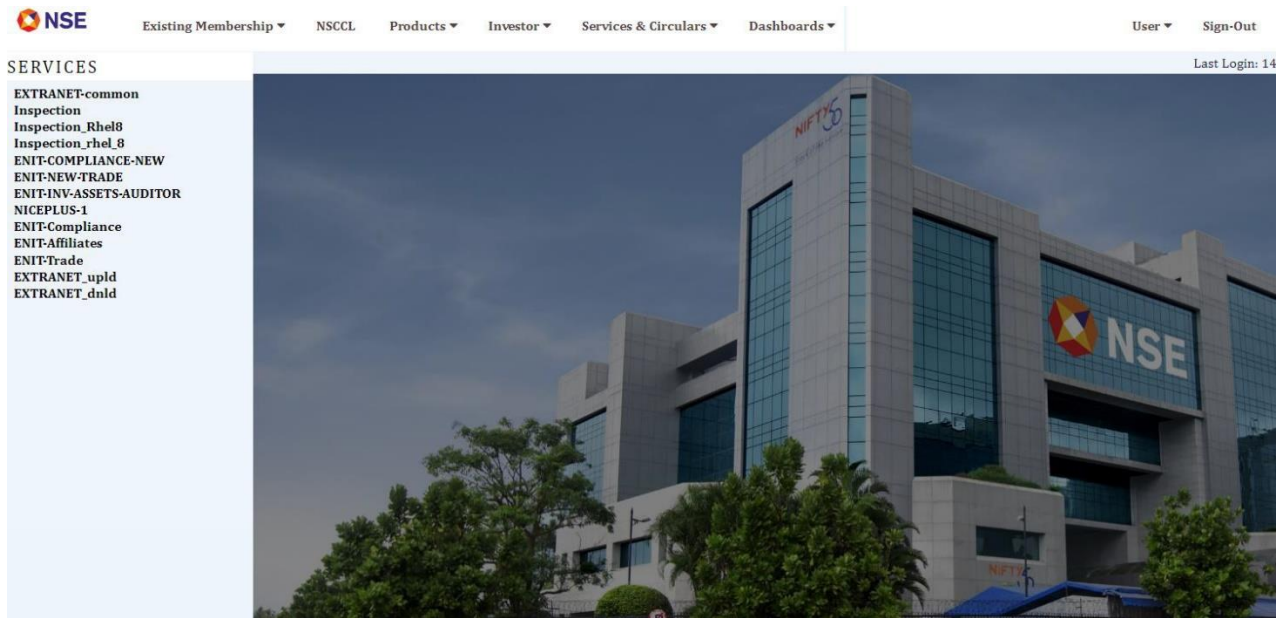
Swati Sopare
Chief Manager

National Stock Exchange of India Limited

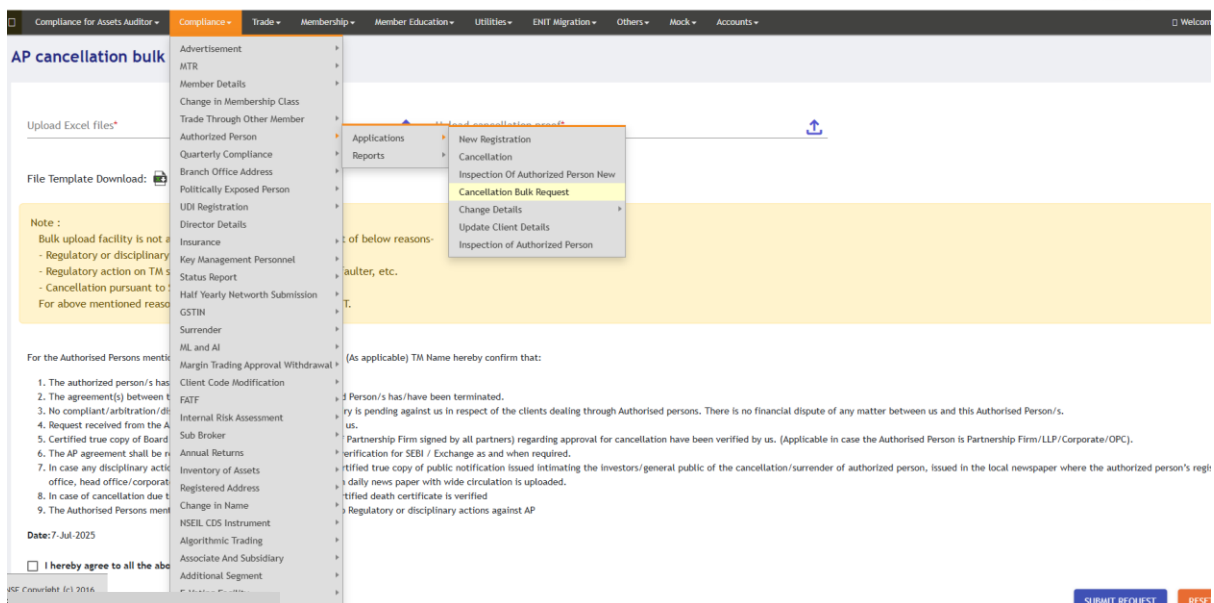
ANNEXURE A

MANUAL FOR BULK CANCELLATION FOR AP ON ENIT-NEW

1. Login to ENIT Portal → Select ENIT-COMPLIANCE-NEW



2. Click on Compliance → Authorised Person → Applications → Cancellation Bulk Request.







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3. Download template:

Note: Download file template by click on “File Template Download” tab. File name shall be “<MemCode>_APCANCELLATION_<DDMMYYYY>”.

AP cancellation bulk request

Upload Excel files*  Upload cancellation proof* 

File Template Download:  

Note :
Bulk upload facility is not available for cancellation on account of below reasons-
- Regulatory or disciplinary action on the AP
- Regulatory action on TM such as expulsion, declaration of defaulter, etc.
- Cancellation pursuant to SEBI Order
For above mentioned reasons, please submit application in ENIT.

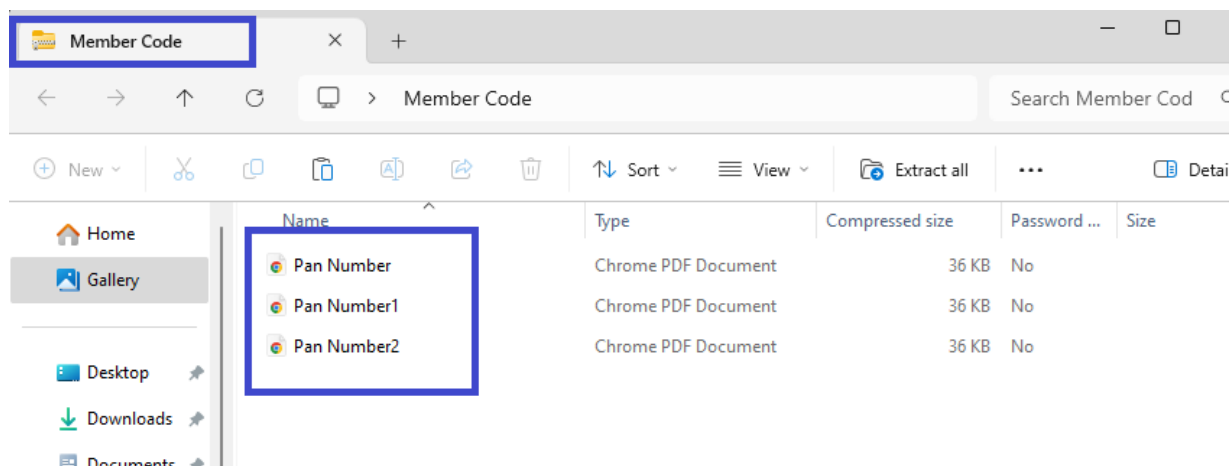
Enter details i.e., AP PAN, AP Code, select segment and reason for cancellation from dropdown list

Note: Select only the reasons from the dropdown provided in the template in the segment column and reason for cancellation column.

1	A	B	C	D	E
2	AP PAN	AP Code	Segment	Reason for cancellation	
3				TM does not wish to continue its business and surrender the membership	
4				TM does not wish to continue business with all APs/a particular AP	
5				Death of AP/Liquidation or Winding up of AP	
6				AP wishes to be affiliated with another TM	
7				AP wishes to discontinue trading business and carry some other business	
8				Inactive AP for more than 6 months	
9					
10					
11					
12					

4. Documents for cancellation of AP shall be saved with AP PAN number

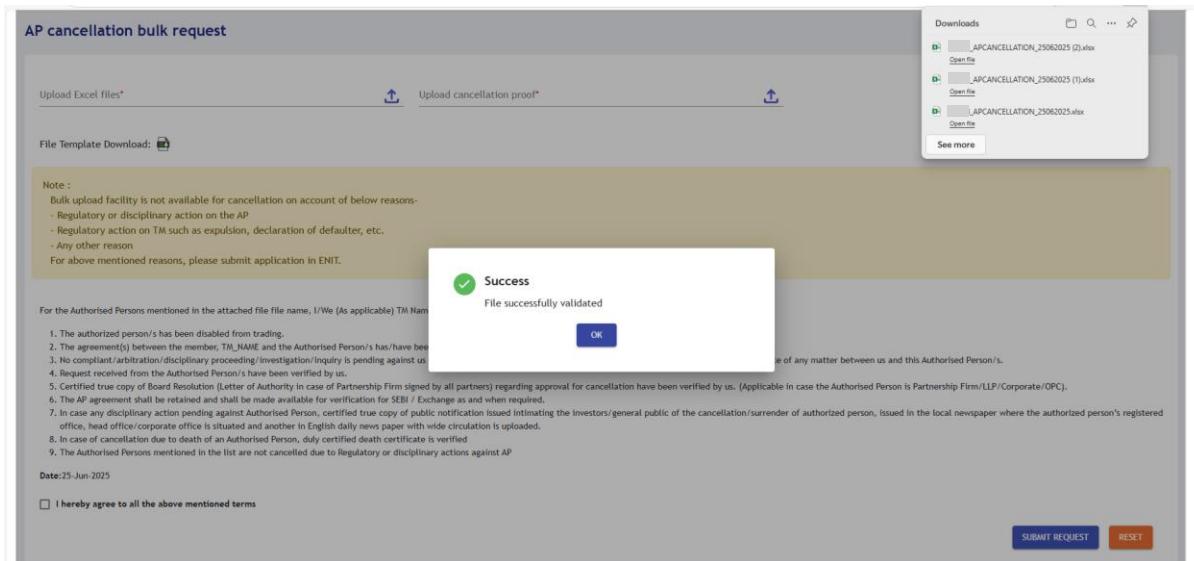
Create ZIP Folder with name <Member Code> to upload





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5. Upload Excel for AP data and ZIP folder with documents

Read all the Terms and Conditions and accept by clicking on Declaration box and submit application.



AP cancellation bulk request

Upload Excel files*  Upload cancellation proof* 

File Template Download: 

Note :
 Bulk upload facility is not available for cancellation on account of below reasons-
 - Regulatory or disciplinary action on the AP
 - Regulatory action on TM such as expulsion, declaration of defaulter, etc.
 - Any other reason
 For above mentioned reasons, please submit application in ENIT.

For the Authorised Persons mentioned in the attached file file name, I/We (As applicable) TM Name hereby confirm that:

1. The authorized person/s has been disabled from trading.
2. The agreement(s) between the member, TM NAME and the Authorised Person/s has/have been terminated.
3. No complaint/arbitration/disciplinary proceeding/investigation/inquiry is pending against us.
4. Request received from the Authorised Person/s have been verified by us.
5. Certified true copy of Board Resolution (Letter of Authority in case of Partnership Firm signed by all partners) regarding approval for cancellation have been verified by us. (Applicable in case the Authorised Person is Partnership Firm/LLP/Corporate/OPC).
6. The AP agreement shall be retained and shall be made available for verification for SEBI / Exchange as and when required.
7. In case any disciplinary action pending against Authorised Person, certified true copy of public notification issued intimating the investors/general public of the cancellation/surrender of authorized person, issued in the local newspaper where the authorized person's registered office, head office/corporate office is situated and another in English daily news paper with wide circulation is uploaded.
8. In case of cancellation due to death of an Authorised Person, duly certified death certificate is verified
9. The Authorised Persons mentioned in the list are not cancelled due to Regulatory or disciplinary actions against AP

Date: 25-Jun-2025

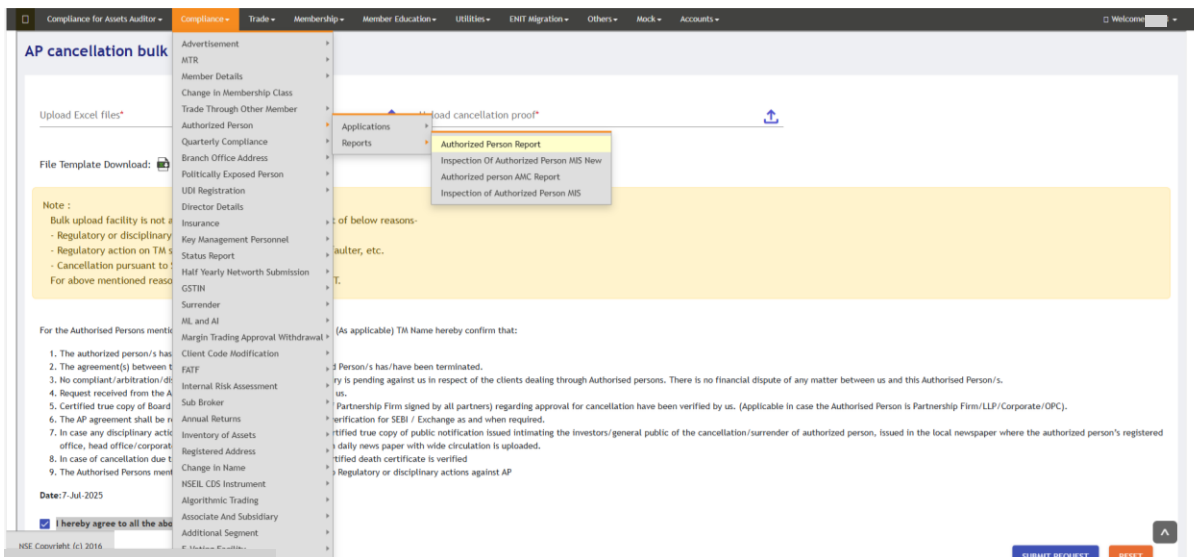
☐ I hereby agree to all the above mentioned terms

SUCCESS
 File successfully validated
 OK

SUBMIT REQUEST **RESET**



6. Once the File is uploaded successfully, follow below steps to view application status.


Click on Compliance → Authorised Person → Reports → Authorised Person Report.



Compliance for Assets Auditor **Compliance** **Trade** **Membership** **Member Education** **Utilities** **ENIT Migration** **Others** **Mock** **Accounts**

AP cancellation bulk

Upload Excel files*  Upload cancellation proof* 

File Template Download: 

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Date: 27-Jul-2025

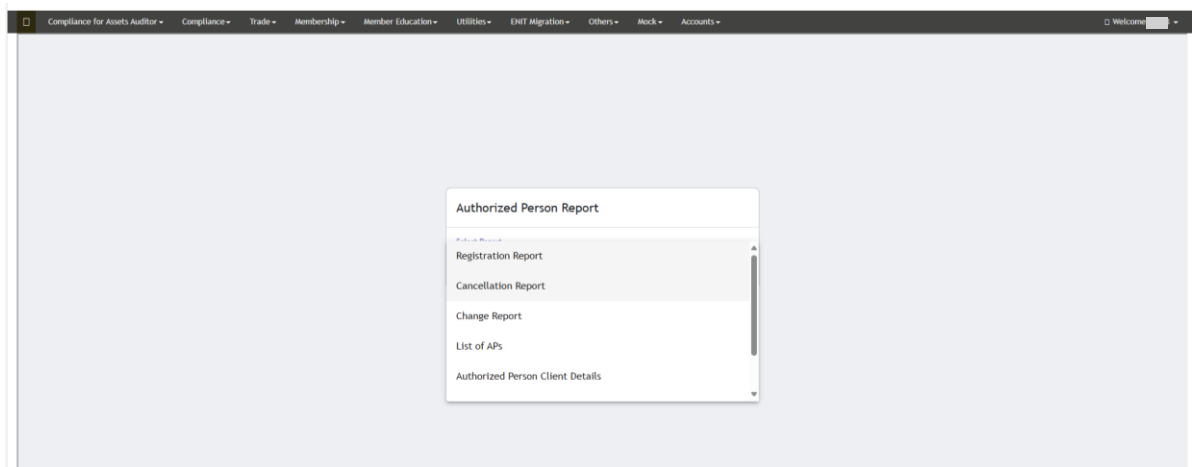
☒ I hereby agree to all the above mentioned terms

SUBMIT REQUEST **RESET**

Authorized Person Report
 Inspection Of Authorized Person MIS New
 Authorized person AMC Report
 Inspection of Authorized Person MIS

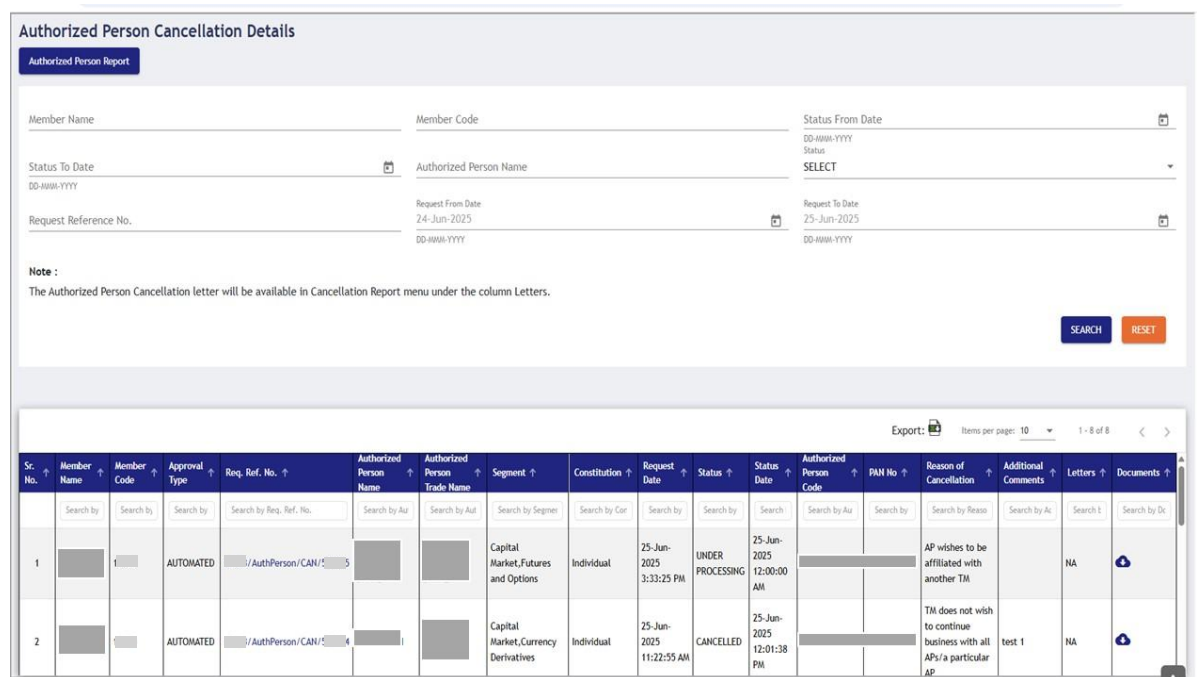
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Select Cancellation Report from the Drop-down list.



The screenshot shows the NSE website interface. A dropdown menu is open, displaying the following options: Authorized Person Report, Registration Report, Cancellation Report, Change Report, List of APs, and Authorized Person Client Details. The 'Authorized Person Report' option is highlighted.

Applications will be created and displayed in the Authorised Persons Cancellation Details Dashboard. Status of application will be “Under process”.



The screenshot shows the 'Authorized Person Cancellation Details' dashboard. It includes a search bar with fields for Member Name, Member Code, Status From Date, Status To Date, Authorized Person Name, Request From Date, Request To Date, and Request Reference No. Below the search bar is a table with columns: Sr. No., Member Name, Member Code, Approval Type, Req. Ref. No., Authorized Person Name, Authorized Person Trade Name, Segment, Constitution, Request Date, Status, Status Date, Authorized Person Code, PAN No., Reason of Cancellation, Additional Comments, Letters, and Documents. The table contains two rows of data.

Sr. No.	Member Name	Member Code	Approval Type	Req. Ref. No.	Authorized Person Name	Authorized Person Trade Name	Segment	Constitution	Request Date	Status	Status Date	Authorized Person Code	PAN No.	Reason of Cancellation	Additional Comments	Letters	Documents
1			AUTOMATED	/AuthPerson/CAN/5			Capital Market, Futures and Options	Individual	25-Jun-2025 3:33:25 PM	UNDER PROCESSING	25-Jun-2025 12:00:00 AM			AP wishes to be affiliated with another TM		NA	
2			AUTOMATED	/AuthPerson/CAN/4			Capital Market, Currency Derivatives	Individual	25-Jun-2025 11:22:55 AM	CANCELLED	25-Jun-2025 12:01:38 PM			TM does not wish to continue business with all APs/a particular AP	test 1	NA	

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Once the Application status is “**Approved**” by Exchange you can download letter from the “**Letters**” tab.

Authorized Person Cancellation Details

Authorized Person Report

Member Name: Member Code: Authorized Person Name:

Status: **SELECT** Request Reference No.: Request From Date: 20-Feb-2025

Request To Date: 21-Feb-2025 DD-MM-YYYY

Note :
The Authorized Person Cancellation letter will be available in Cancellation Report menu under the column Letters.

SEARCH **RESET**

Export: Items per page: 10 1 of 1

Sr. No.	Member Name	Member Code	Req. Ref. No.	Authorized Person Name	Authorized Person Trade Name	Segment	Constitution	Request Date	Status	Status Date	Authorized Person Code	PAN No.	Reason of Cancellation	Additional Comments	Letters	Documents
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Futures and Options	Individual	21-Feb-2025 4:07:59 PM	CANCELLED	21-Feb-2025 4:21:11 PM	<input type="text"/>	<input type="text"/>	Death of AP/Liquidation or Winding up of AP	assasa		

7. After uploading the file and once the ‘Response File’ is generated, review the response file for remarks and re-upload the corrected file if required.

AP cancellation bulk request

Upload Excel files* Upload cancellation proof*

File Template Download:

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- Regulatory action on TM such as expulsion, declaration of defaulter, etc.
- Cancellation pursuant to SEBI Order
For above mentioned reasons, please submit application in ENIT.

For the Authorised Persons mentioned in the attached file file name, I/We (As applicable) TM Name

1. The authorized person/s has been disabled from trading.
2. The agreement(s) between the member, TM_NAME and the Authorised Person/s has/have been terminated.
3. No compliant/arbitration/disciplinary proceeding/investigation/inquiry is pending against us.
4. Request received from the Authorised Person/s have been verified by us.
5. Certified true copy of Board Resolution (Letter of Authority in case of Partnership Firm signed by all partners) regarding approval for cancellation have been verified by us. (Applicable in case the Authorised Person is Partnership Firm/LLP/Corporate/OPC).
6. The AP agreement shall be retained and shall be made available for verification for SEBI / Exchange as and when required.
7. In case any disciplinary action pending against Authorised Person, certified true copy of public notification issued intimating the investors/general public of the cancellation/surrender of authorized person, issued in the local newspaper where the authorized person's registered office, head office/corporate office is situated and another in English daily news paper with wide circulation is uploaded.
8. In case of cancellation due to death of an Authorised Person, duly certified death certificate is verified.
9. The Authorised Persons mentioned in the list are not cancelled due to Regulatory or disciplinary actions against AP

Date: 3-Jul-2025

☐ I hereby agree to all the above mentioned terms

SUBMIT REQUEST **RESET**

Error
Response file generated
OK

NSE Copyright (c) 2016

Note that application will not be created on ENIT until success file is generated.