National Stock Exchange of India

Circular

Department: Compliance	
Download Ref No: NSE/COMP/52414	Date: May 26, 2022
Circular Ref. No: 33/2022	

To All Members,

Sub: Mandatory Insurance Cover for FY 2022-23

As per SEBI directive dated January 19, 1996 it is mandatory for every trading member to have an insurance cover.

Trading Members are therefore, advised to ensure that their Stock Brokers Indemnity Policy is in order for the FY 2022-23. Trading Members whose Stock Brokers Indemnity Policy is expiring on May 31, 2022 are required to submit the details for the same **through ENIT** on or before July 31, 2022**.** Further, trading members who hold Stock Brokers Indemnity Policy expiring on any date other than May 31, 2022 will be granted a period of **one month** from the expiry date to submit the details of renewed policy.

Members are required to note that –

1. Submissions of details of Stock Brokers Indemnity Policy is required to be made only in electronic format through ENIT.

2. Procedure for submitting details of Stock Brokers Indemnity Policy in electronic format through ENIT is provided at **Annexure I**.

3. Members opting for the Stock Brokers Indemnity Policy through ANMI and BBF need not submit the details of Stock Brokers Indemnity Policy through ENIT.

4. Failure to submit the details on ENIT within the prescribed timelines, would be treated as non-compliance and attract a levy of late submission charges of Rs.1,000/- per day till the

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date of submission of required details pursuant to NSE circular ref. no. NSE/INSP/52085 dated April 22, 2022.

Trading members are advised to ensure compliance of the above.

For and on behalf of
National Stock Exchange of India Limited

Srijith Menon
Associate Vice President

Helpdesk No.	Email ID
1800 266 0050 (Select IVR option – 3)	memcompliance_support@nse.co.in

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ANNEXURE – I

USER MANUAL FOR ELECTRONIC UPLOAD OF PROOF OF STOCK BROKERS INDEMNITY POLICY THROUGH ENITNEW COMPLIANCE' (Electronic NSE interface for trading members)

To start the 'Electronic Member Interface' portal, Trading Member first needs to login to the Member Portal using the 'User Id, 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 user 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.

3. NSE Member Portal **Login** screen gets launched as below:

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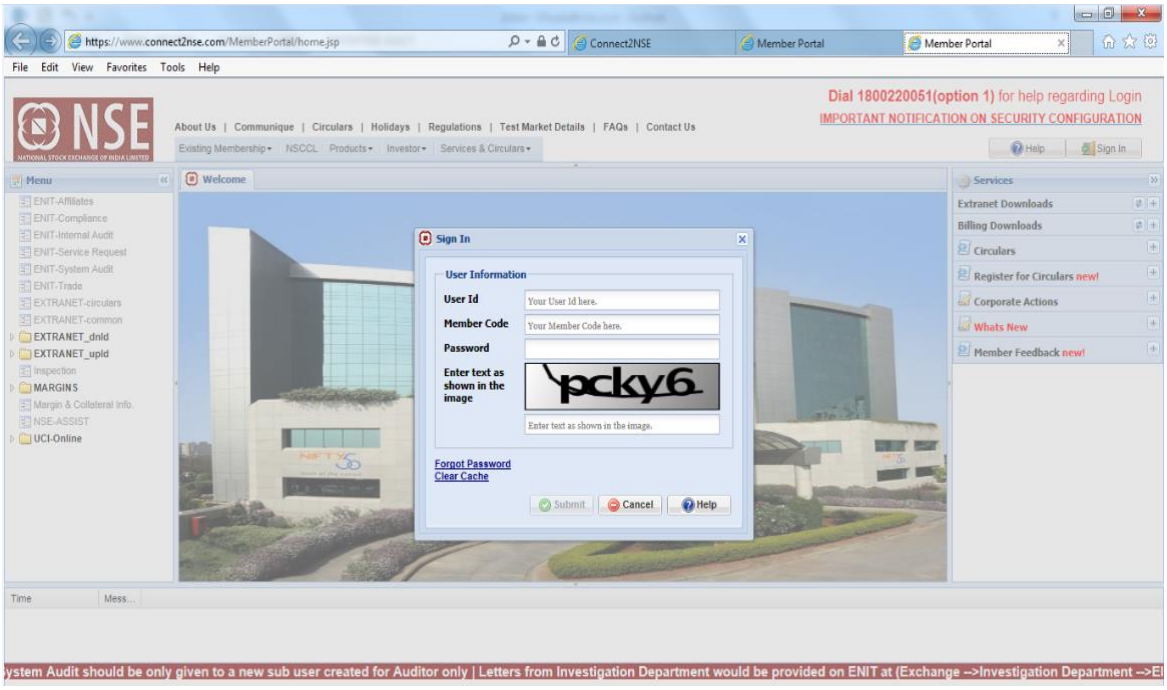

After entering the credentials, user needs to clicks on 'Submit' button to login.

UserId	✓ Type the appropriate Userid in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	✓ Type the appropriate member code of the user 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.

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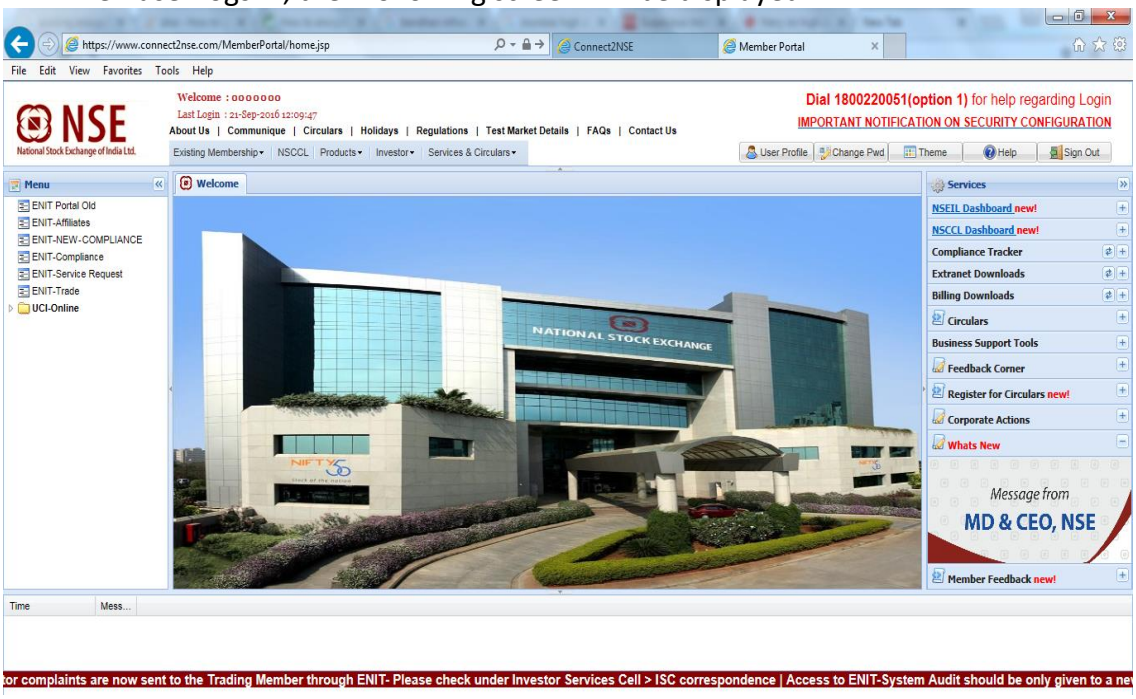
	✓ This field accepts alphanumeric & special characters. ✓ This field is mandatory.

4. When user logs in, then following screen will be displayed:



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

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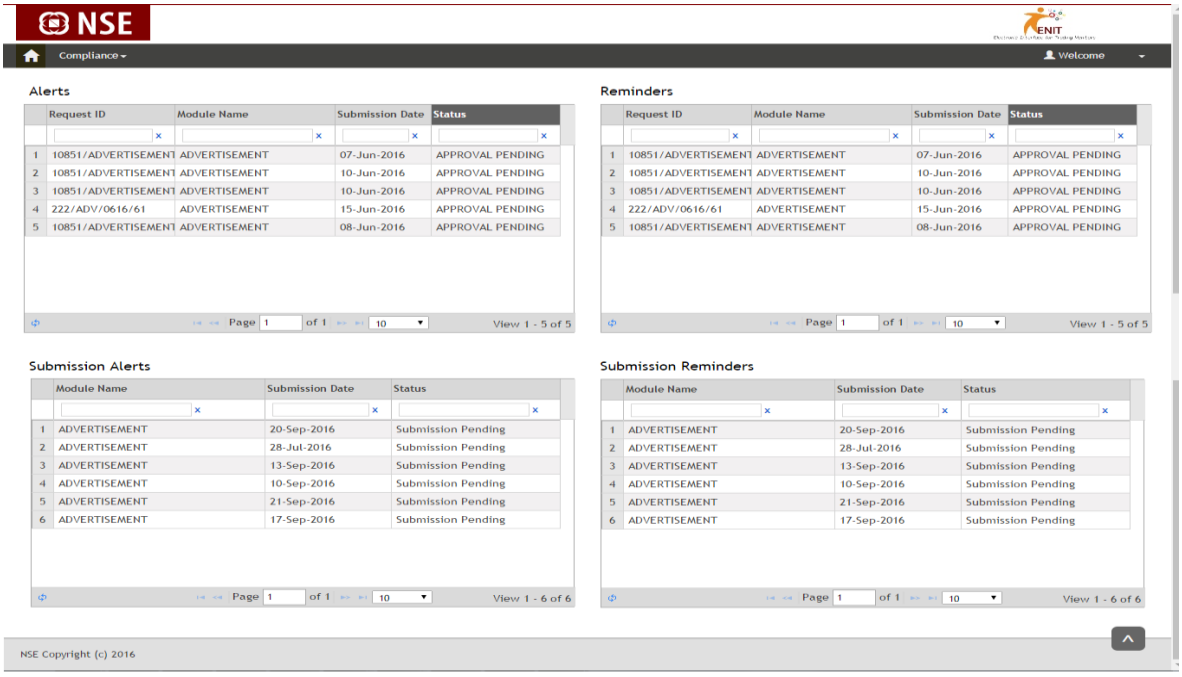

When no records are available, then it will show ‘No Records Found’.

ELECTRONIC MEMBER INTERFACE

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

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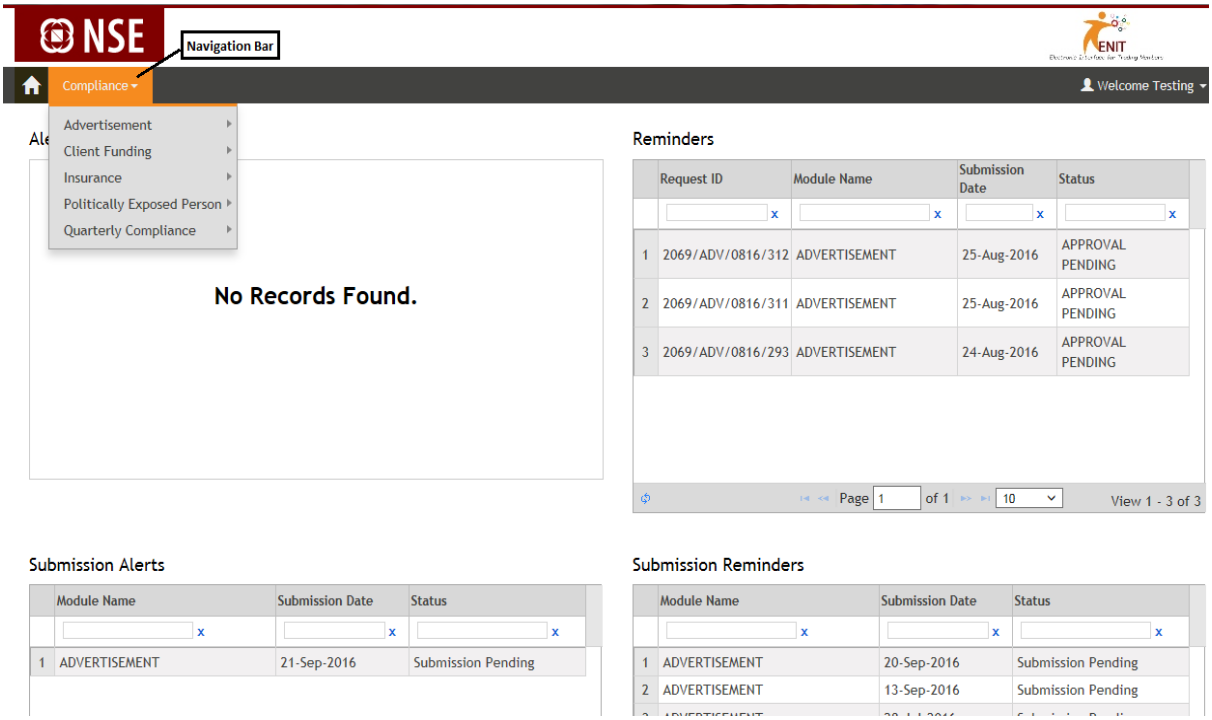

Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface (User).

On clicking on **'Compliance'** module, **'Insurance'** module will be available as below:

Insurance module contains below sub modules:

- New Insurance
- Insurance Preview

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INSURANCE

Insurance is the protection from the financial loss. An entity which provides the insurance is known as ‘Insurer or Insurance Company’. A person or the entity who buys the insurance is known as ‘Insured or Policy Holder’. ‘Premium’ is the amount to be paid for the contract of insurance.

When policy gets issued, insured will get the policy number.

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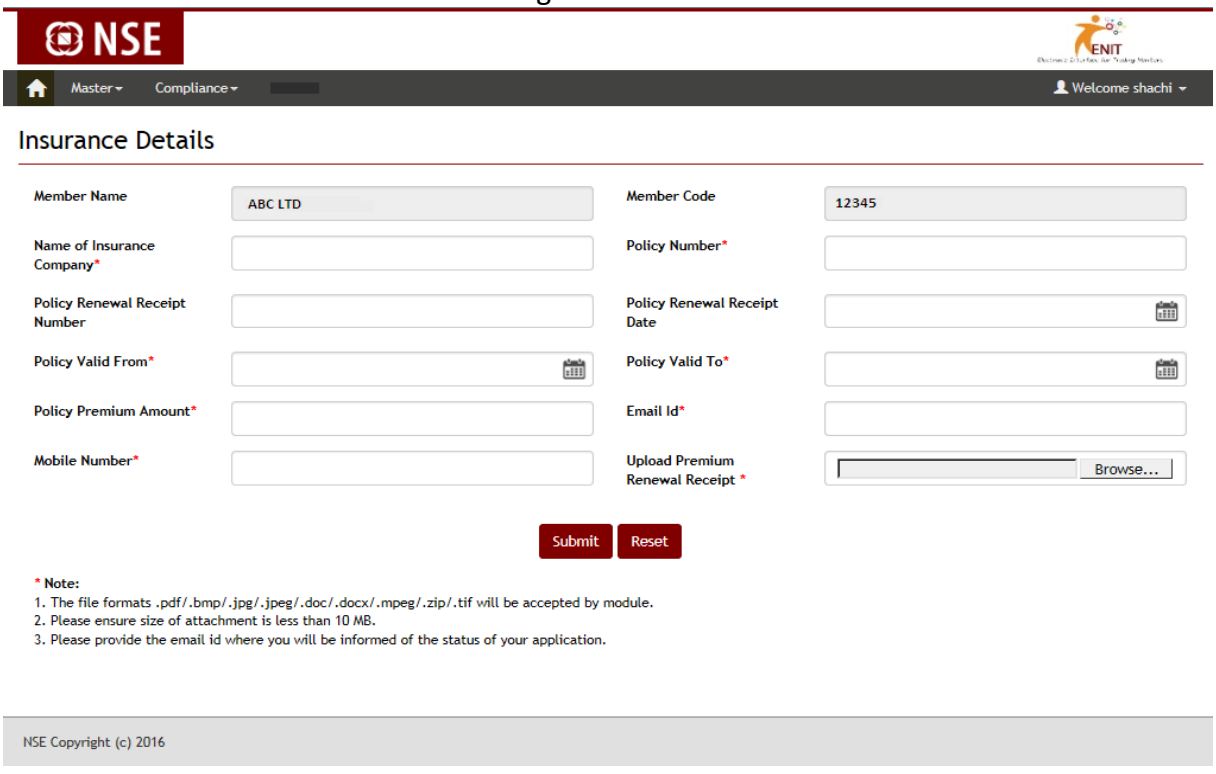
New Insurance

[A] Open 'New Insurance' form:

1. Login with correct member credentials
2. Click on 'Compliance'
3. Go to 'Insurance'
4. Select 'New Insurance
5. Click on it

The below screen for New Insurance will get launched:



The fields which are marked with * mark are mandatory to fill. This form contains text, alphanumeric, numeric, calendar, upload fields. It will have **'Submit & Reset'** buttons. Here, the **Member Name** and **Member Code** will be auto populated and hence non editable.

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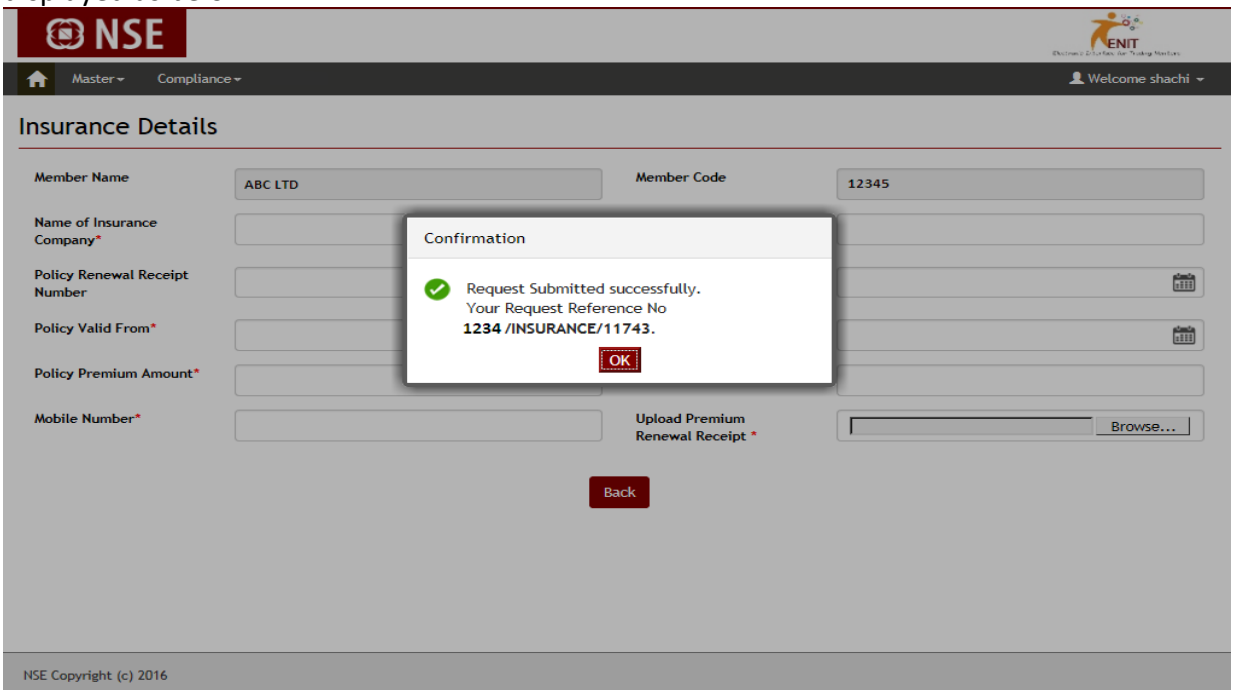
[B] Submitting the Insurance details:

1. Enter Name of Insurance Company.
2. Enter Policy Number.
3. Enter Policy Renewal Receipt Number.[Non mandatory field]
4. Select Policy Renewal Receipt Date using the calendar.[Non mandatory field]
5. Select Policy Valid from & to Date using the calendar.
6. Enter Policy Premium Amount.
7. Enter correct Email Id.
8. Enter correct Mobile Number.
9. Upload the Premium Renewal Receipt.
10. Submit.

On submitting all details successfully, successful alert with Request Reference Number will be displayed as below:



The Reference No. format is ''MemberCode/INSURANCE/Unique Request No.''

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'Name of Insurance Company' will accept only alphanumeric characters.
'Policy Number' accepts accept only numbers.
'Policy Renewal Receipt Number' accepts alphanumeric characters.
'Policy Premium Amount' accepts only numbers. It will not accept any alphabets & special characters.
'**Email id'** field will accept only the correct email ids in the following format – name@domainname.com or name@domainname.co.in
User has to provide the correct email id because the status of the submitted application will be sent on it.

'Mobile No' field will not accept any alphabet or special character. It will not also accept less than 10 digit number.
User is able to upload only following formats which will be less than 10MB in size :

- .pdf
- .bmp
- .jpg
- .jpeg
- .doc
- .docx
- .mpeg
- .zip
- .tif

'Reset' button will reset the data to the default blank values/options.

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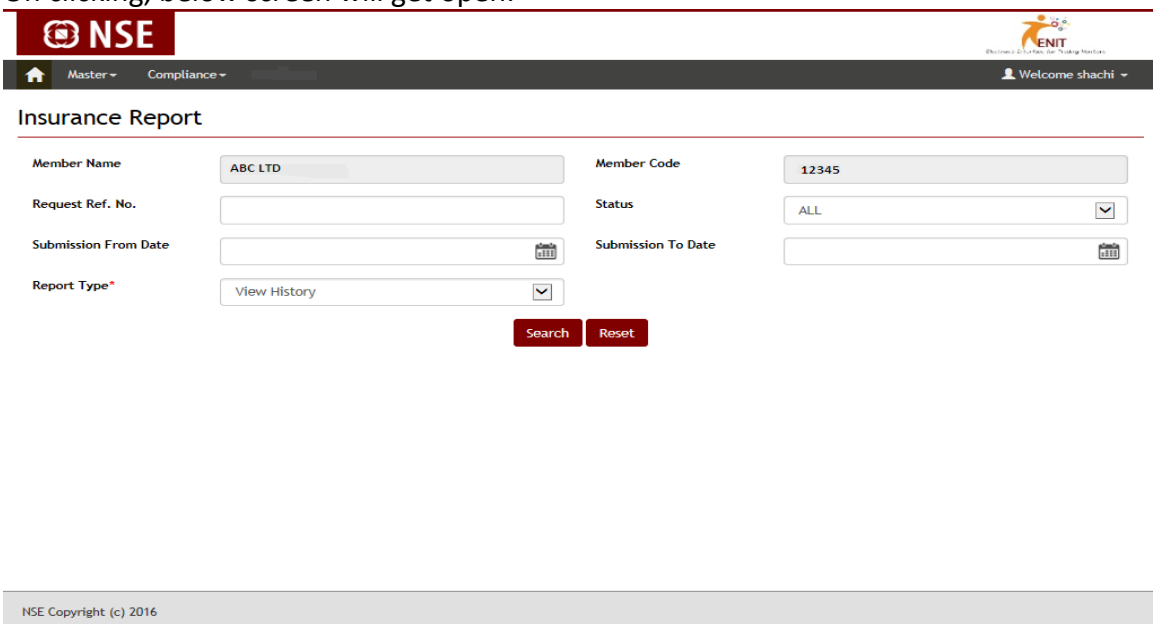
Insurance Preview

Using this module, user can view/export all his new & old Insurance Details submitted.

[A] Open Insurance Preview screen:

1. Login with correct member credentials
2. Click on 'Compliance'
3. Go to 'Insurance'
4. Select 'Insurance Preview'
5. Click on it

On clicking, below screen will get open:



Here, **Member Name**&**Member Code** fields will be auto populated & non editable.
'Request Ref.No'. field accepts alphanumeric & / special character.
'Submission from & to Date' is a calendar type & user can select the appropriate date using it.
'Status' is a dropdown list & must contain following options:

- All
- New
- Revised

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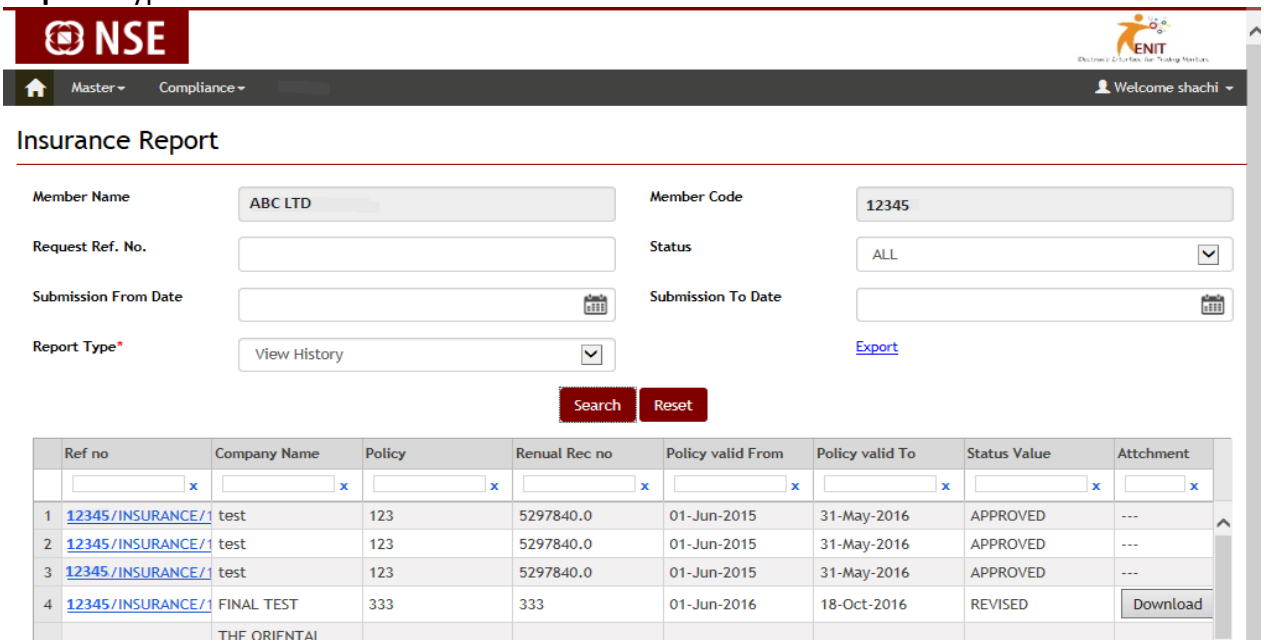
- Not Approved
- Approved

'Record Type' is a dropdown list and contains options as:

- View Current
- View History

'Reset' button reset the data to the default options/values.
'Search' button helps user to fetch the report on the screen.
When user clicks on the 'Search' button, a default MIS report will be displayed along with an **'Export'** hyperlink as follows:



'Export' helps user to get the details in a CSV format.

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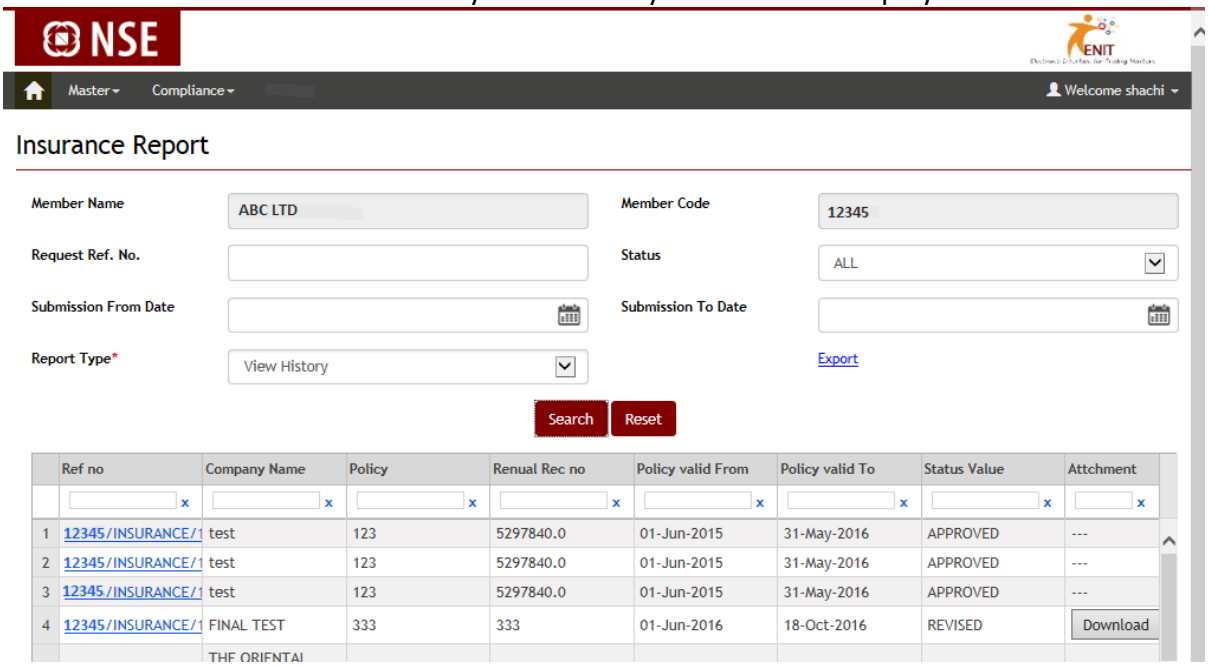
[B] MIS Report generation on default fields:

On default, the Report Type will be 'View History' & Status will be 'All'. Hence all submitted Insurance details which are currently submitted by user must be displayed as follow:



[C] MIS Report generation on filtrated fields:

This helps user to get the Insurance Details on his choice of selecting the information. The user can filter using any specific data and can search for the particular Insurance details.In the generated MIS Report, the **'Request Reference No'**&**'Submitted File i.e. Attachment'** are hyperlinks i.e. they are clickable. By default, it will display 10 requests per page. User can sort it to 20 & 30 requests.

On filtration, the screen will be launched as follow:

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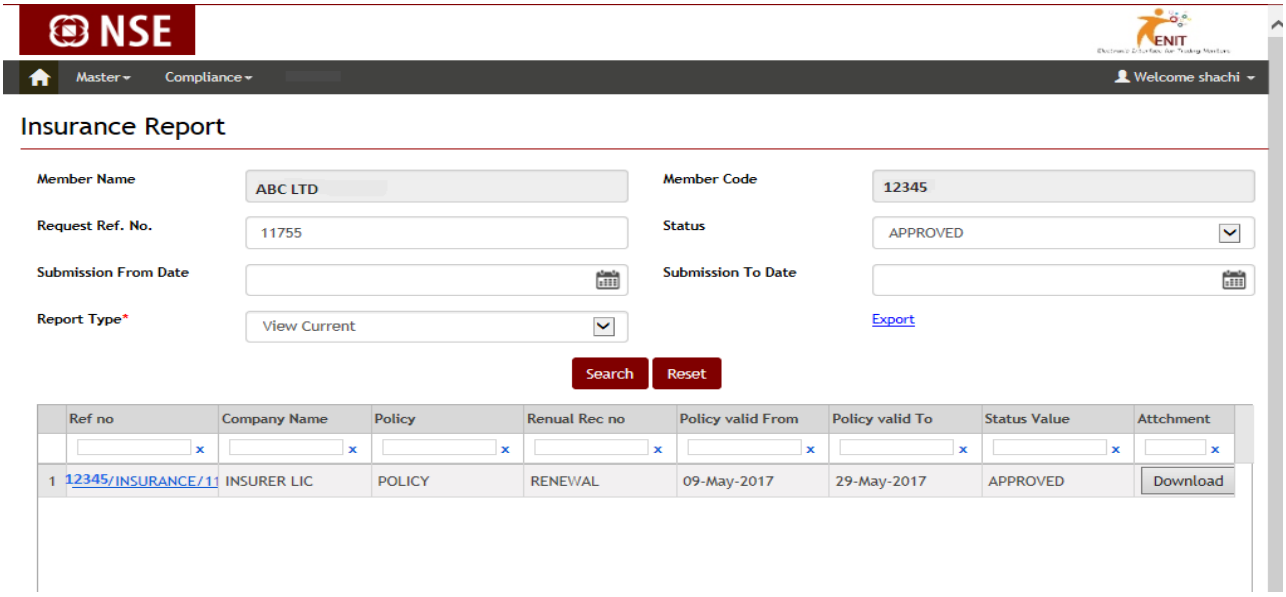

When user clicks on any Request Ref.No. , it will take user to the screen where he will find all the submitted details for that particular Request Ref. No. as follow:

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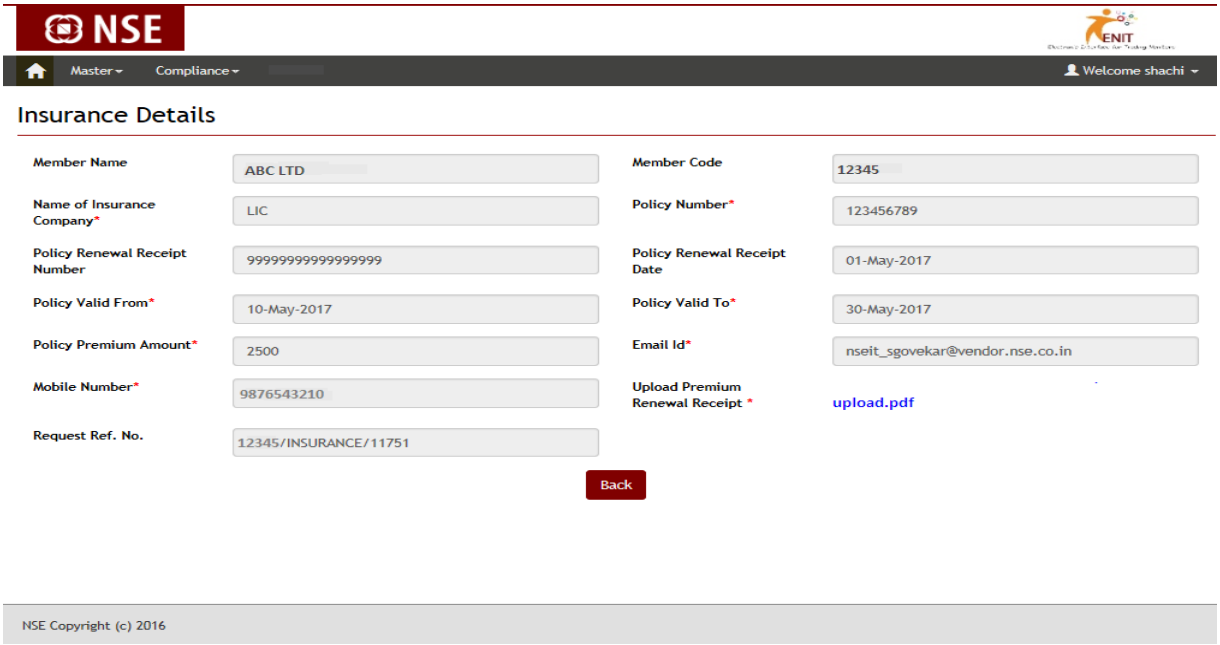

Here, all the previously submitted details are visible but are disabled. User can download the related attachment by clicking on it as shown above.

'Back' button navigates user back to the default Insurance Preview scree.

The user can also download the attachment from the Report page by clicking on the 'Attachment' as below:

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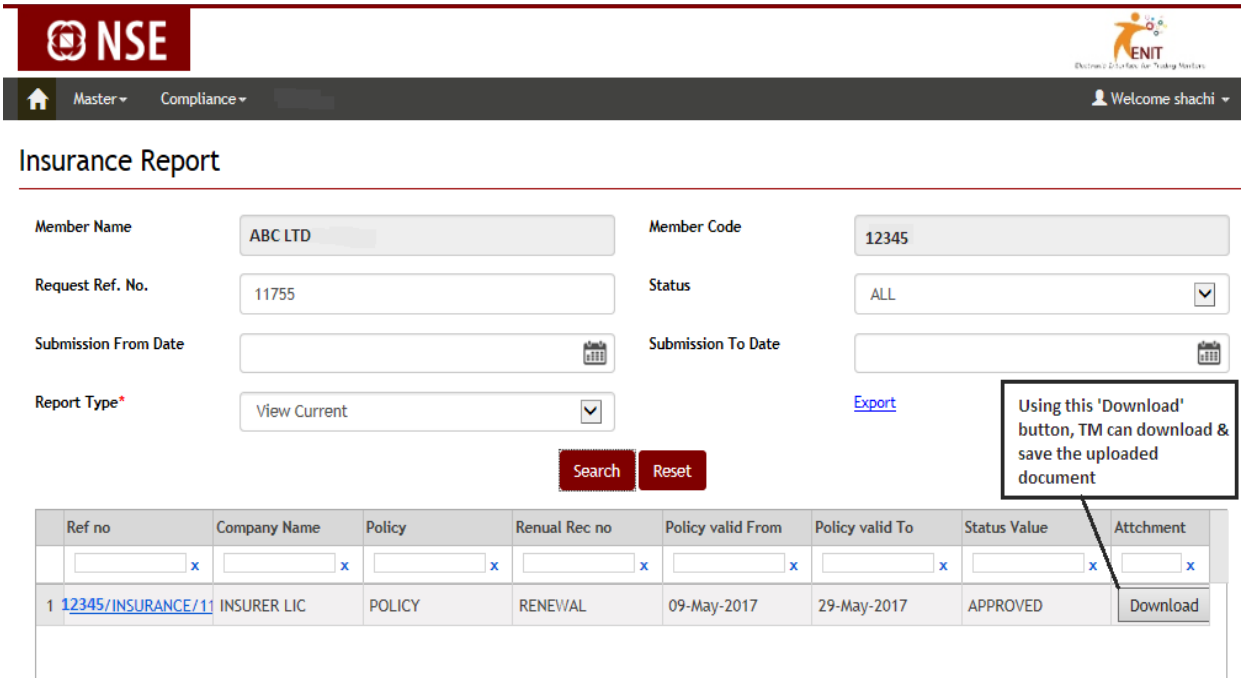

[D] MIS Report on entering the specific details into the blank search fields:

User can enter any specific details, say Member Code, can also find the related MIS Report.

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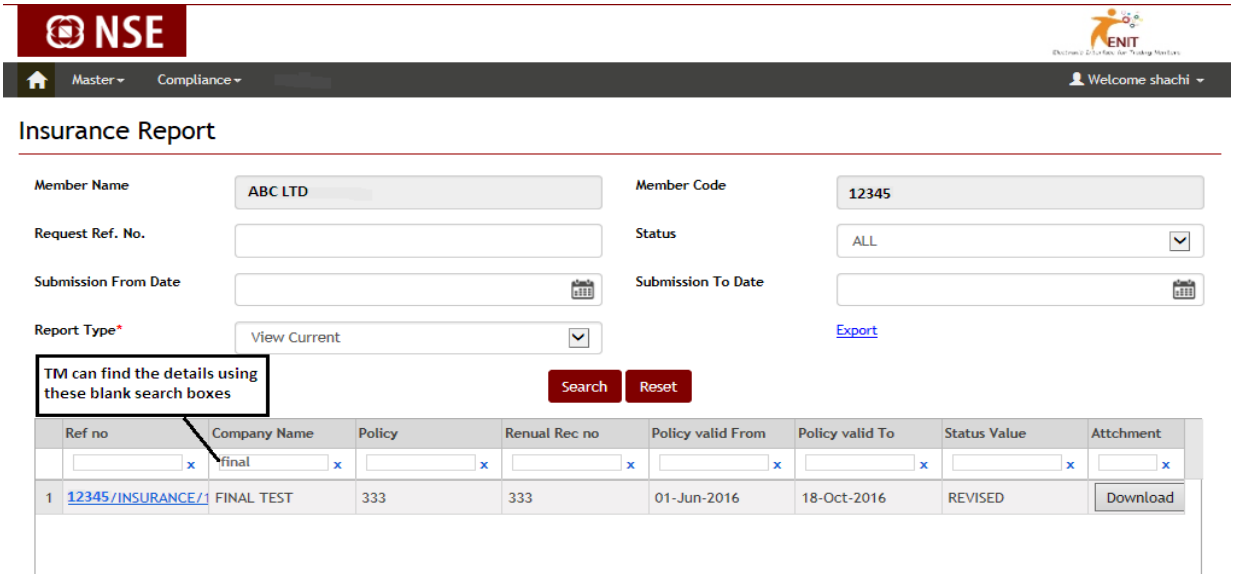

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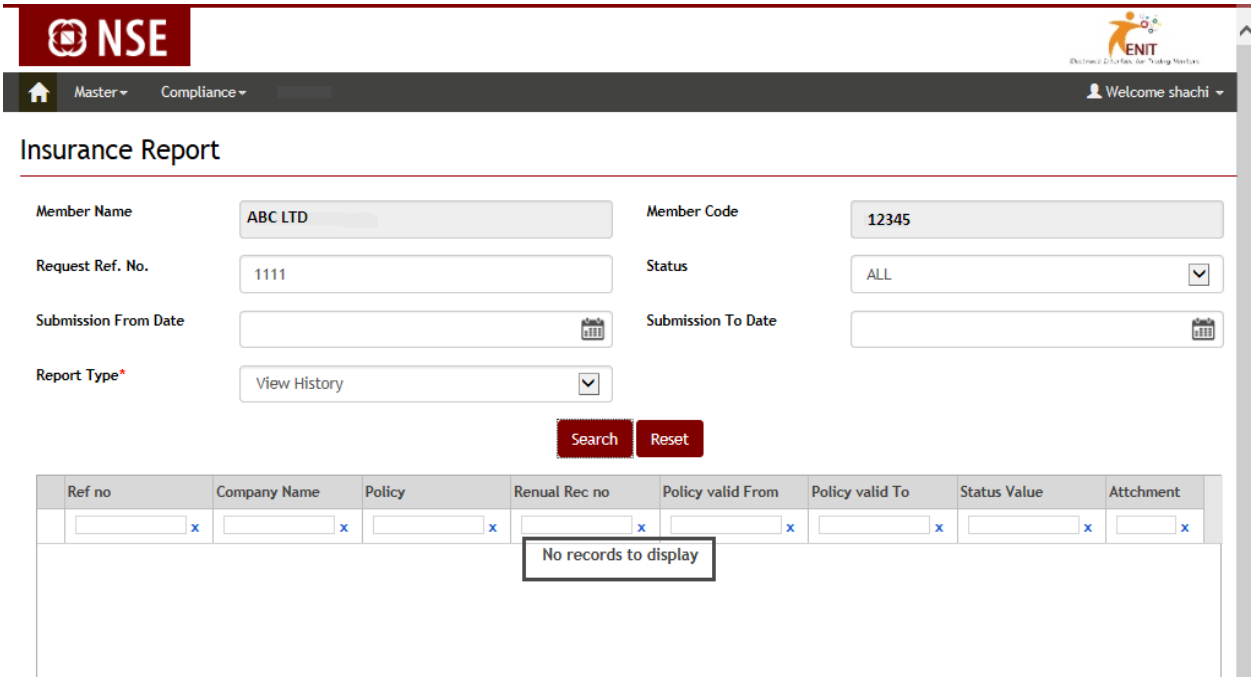
[E] When no record is available on the filtered results:

When no records are available, it will show as 'No records to display' as follow:



[F] When Exchange rejects the request:

When Exchange does not approve the member's submitted request, then member will get intimated with the status as **'Not Approved'** as below:

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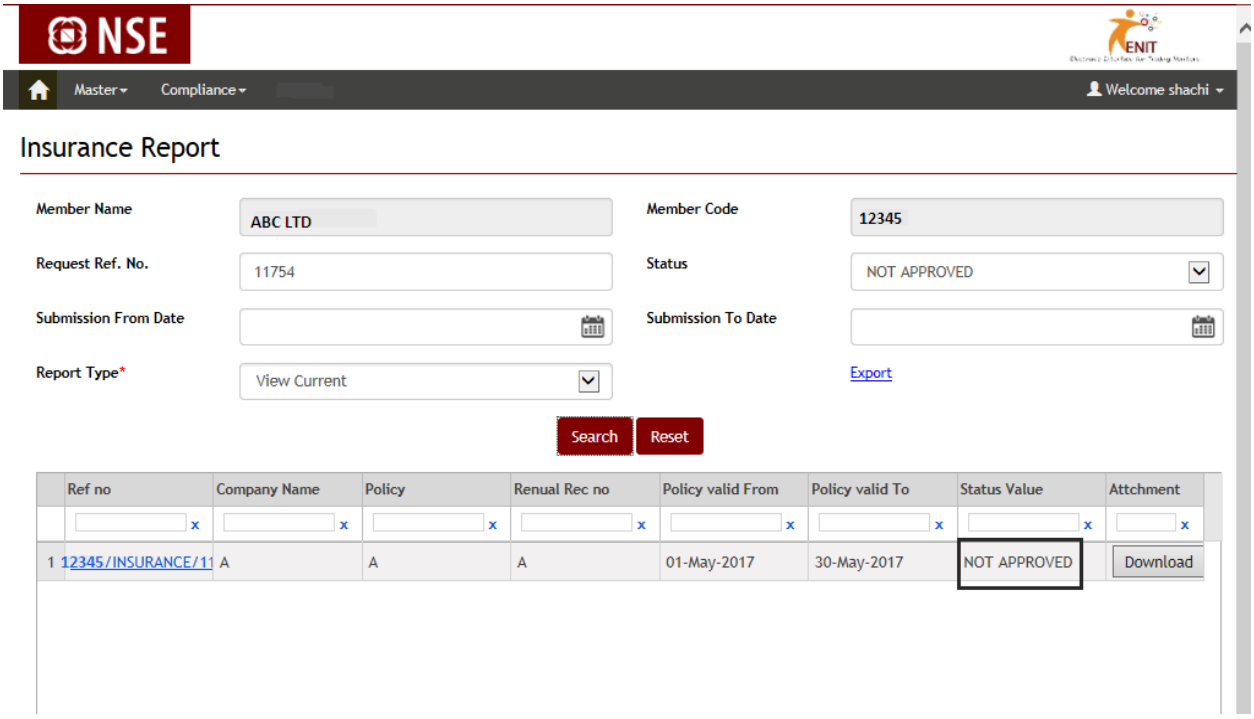

When user opens such rejected request, the mandatory fields will get enabled for him to re-enter the details & hence **'Revise, Reset & Back'** buttons will be available as below:

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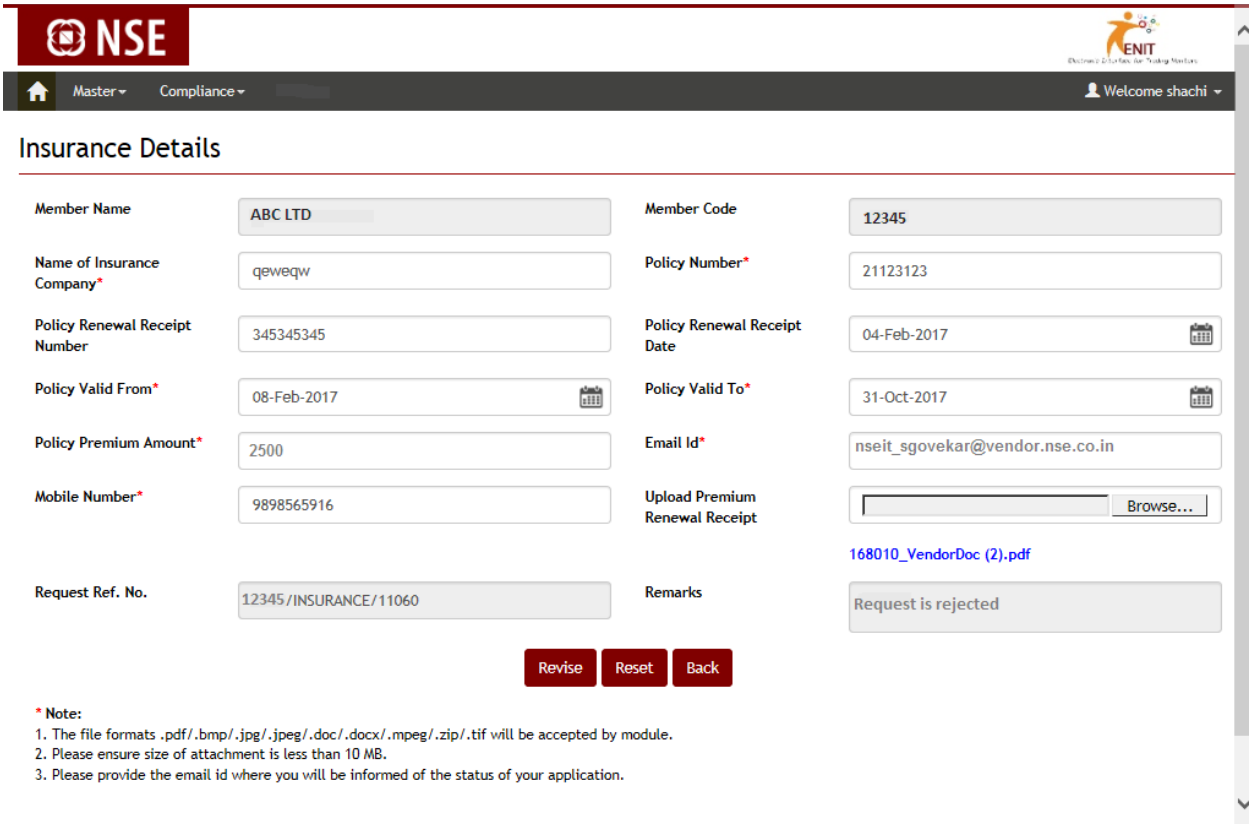

When user clicks on the Revise button, a successful alert with the old reference no will be displayed as:

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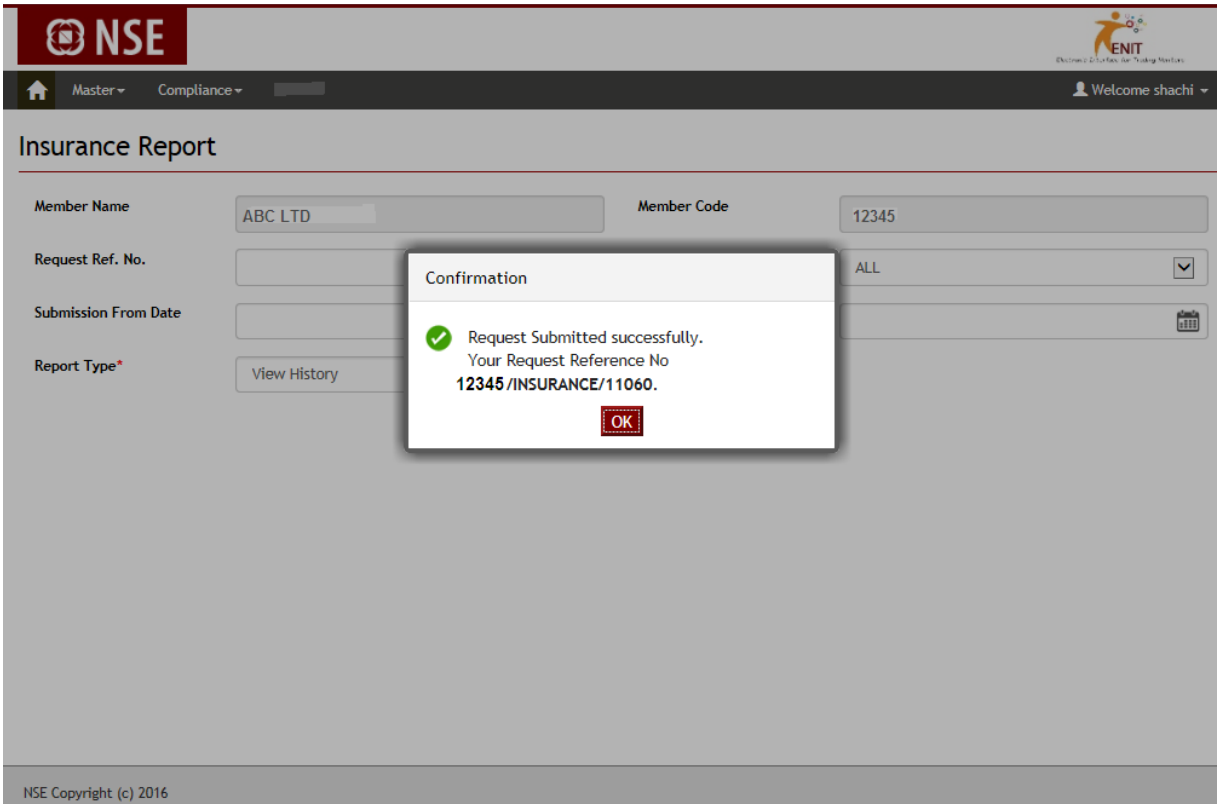

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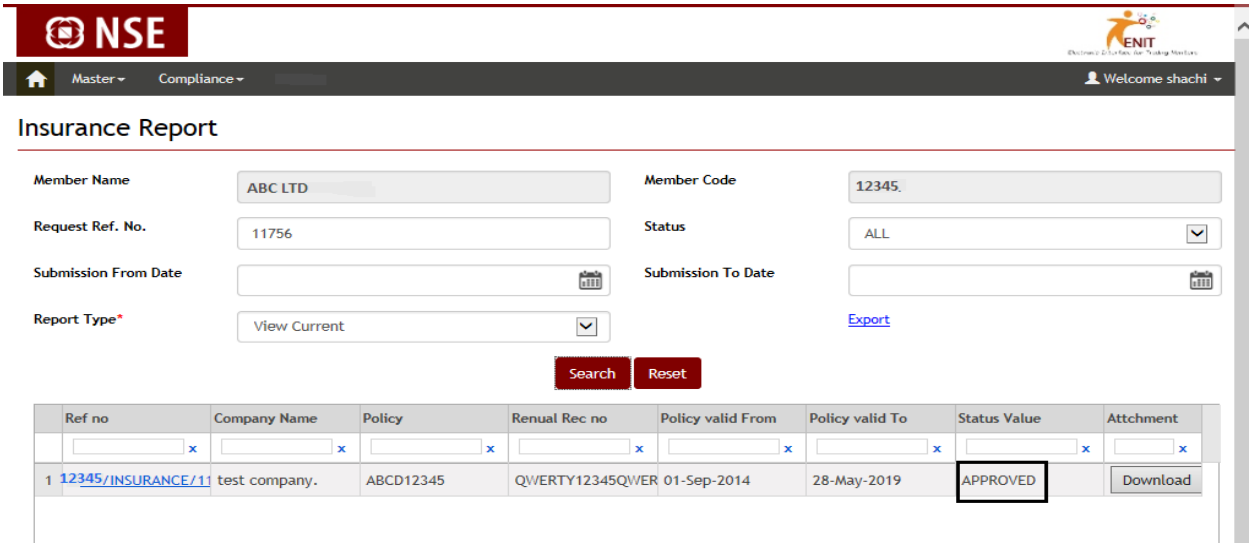
When request gets re-submitted, the status will get changed to ‘Revised’ in the MIS report as below:

[G] When Exchange approves the request:

When Exchange approves the member’s submitted request, the status will get updated as Approved & when user opens it, all details will be visible but member will not be able to edit it. Only Back button will be displayed as below:



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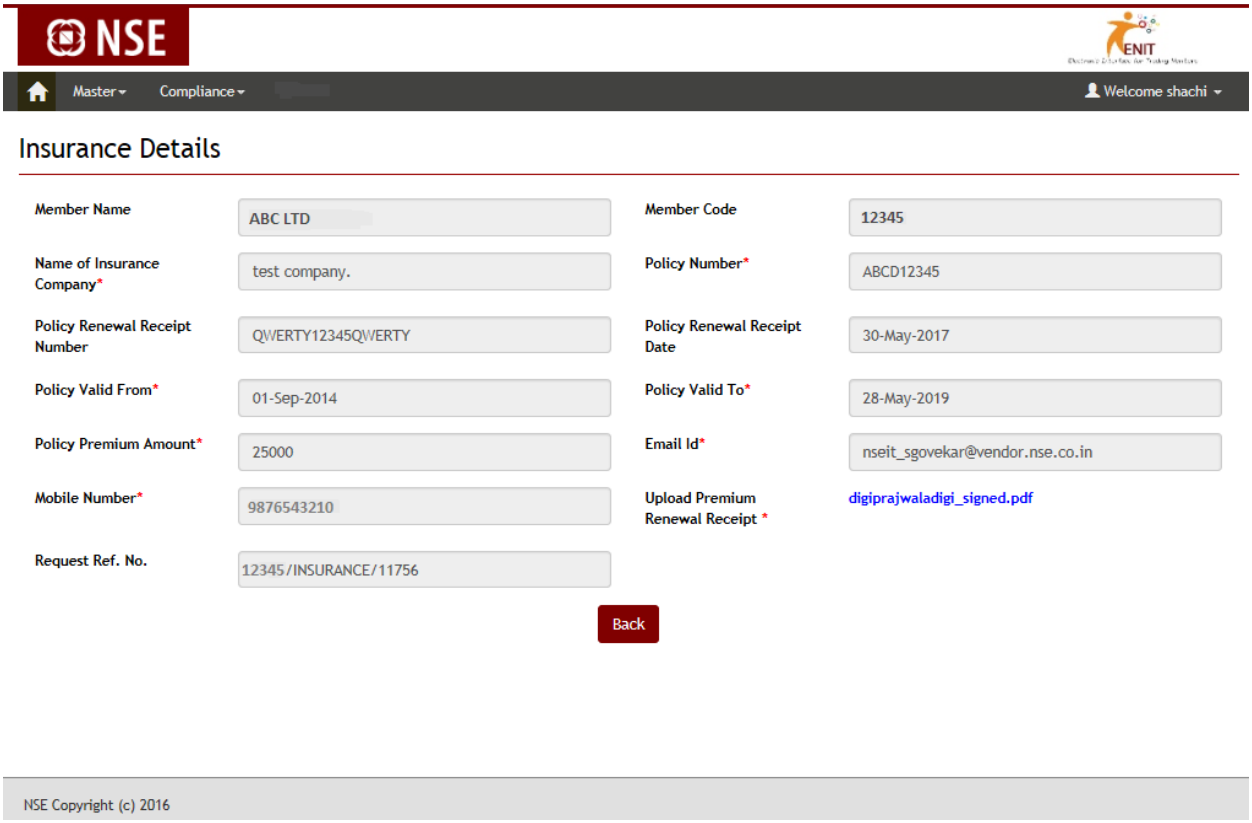

Note – When Exchange takes any action against TM's submitted request, TM will receive the same through the submitted email id.

Compliance

INSURANCE

Insurance is the protection from the financial loss. An entity which provides the insurance is known as 'Insurer or Insurance Company'. A person or the entity who buys the insurance is known as 'Insured or Policy Holder'. 'Premium' is the amount to be paid for the contract of insurance.

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When policy gets issued, insured will get the policy number.

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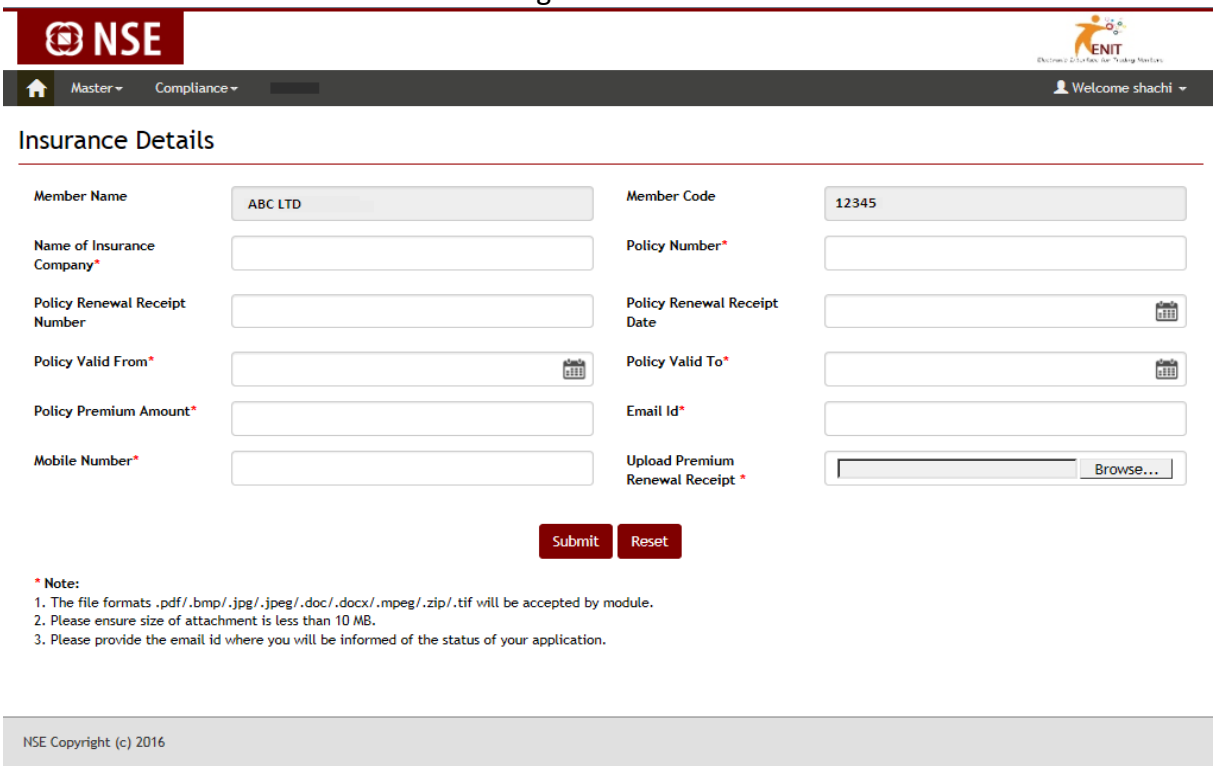
New Insurance

[A] Open 'New Insurance' form:

6. Login with correct member credentials
7. Click on 'Compliance'
8. Go to 'Insurance'
9. Select 'New Insurance
10. Click on it

The below screen for New Insurance will get launched:



The fields which are marked with * mark are mandatory to fill. This form contains text, alphanumeric, numeric, calendar, upload fields. It will have **'Submit & Reset'** buttons. Here, the **Member Name** and **Member Code** will be auto populated and hence non editable.

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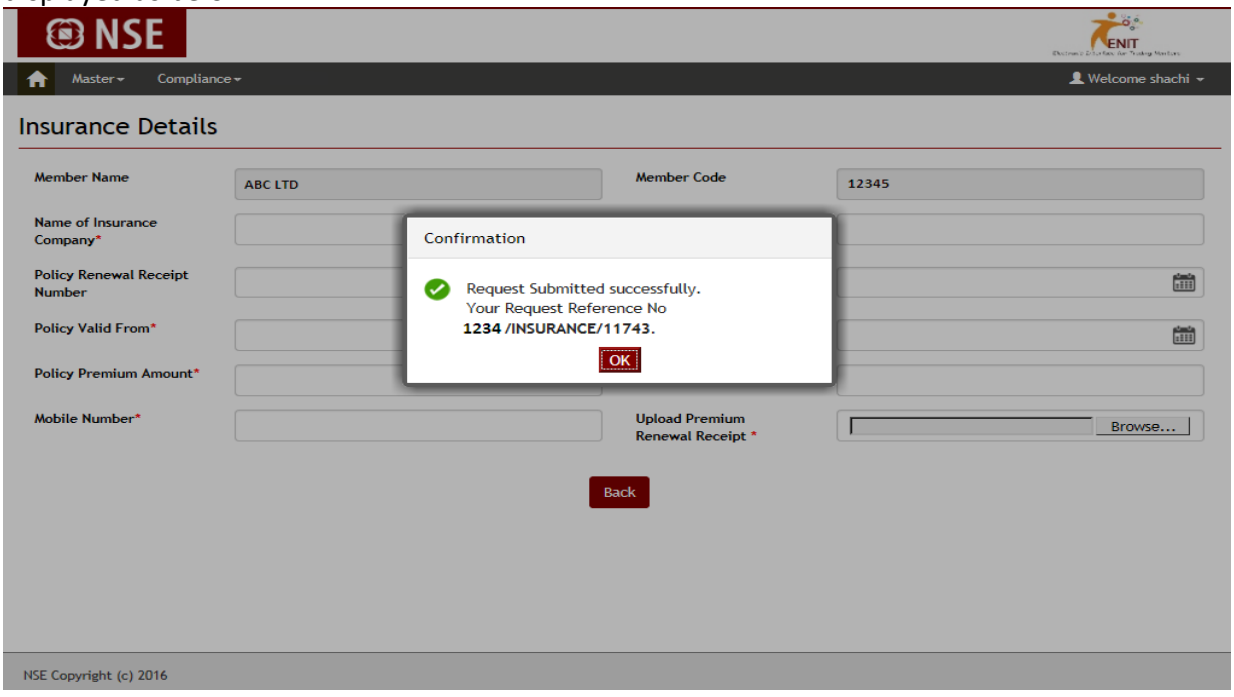
[B] Submitting the Insurance details:

11. Enter Name of Insurance Company.
12. Enter Policy Number.
13. Enter Policy Renewal Receipt Number.[Non mandatory field]
14. Select Policy Renewal Receipt Date using the calendar.[Non mandatory field]
15. Select Policy Valid from & to Date using the calendar.
16. Enter Policy Premium Amount.
17. Enter correct Email Id.
18. Enter correct Mobile Number.
19. Upload the Premium Renewal Receipt.
20. Submit.

On submitting all details successfully, successful alert with Request Reference Number will be displayed as below:



The Reference No. format is ''MemberCode/INSURANCE/Unique Request No.''

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'Name of Insurance Company' will accept only alphanumeric characters.
'Policy Number' accepts accept only numbers.
'Policy Renewal Receipt Number' accepts alphanumeric characters.
'Policy Premium Amount' accepts only numbers. It will not accept any alphabets & special characters.
'**Email id'** field will accept only the correct email ids in the following format – name@domainname.com or name@domainname.co.in
User has to provide the correct email id because the status of the submitted application will be sent on it.

'Mobile No' field will not accept any alphabet or special character. It will not also accept less than 10 digit number.
User is able to upload only following formats which will be less than 10MB in size :

- .pdf
- .bmp
- .jpg
- .jpeg
- .doc
- .docx
- .mpeg
- .zip
- .tif

'Reset' button will reset the data to the default blank values/options.

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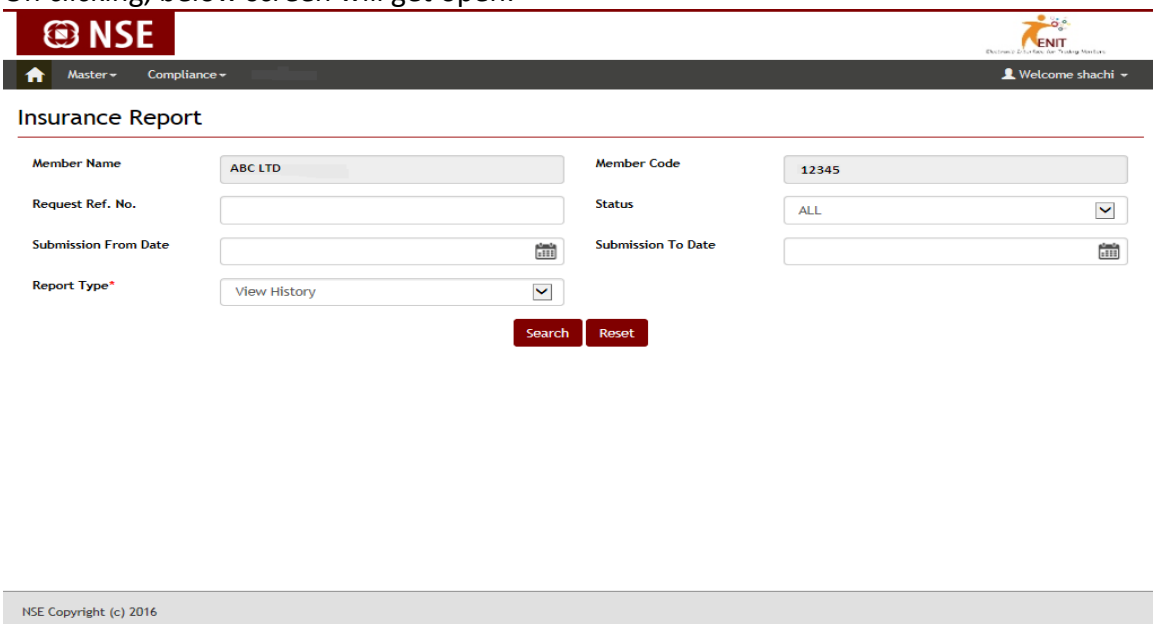
Insurance Preview

Using this module, user can view/export all his new & old Insurance Details submitted.

[A] Open Insurance Preview screen:

6. Login with correct member credentials
7. Click on 'Compliance'
8. Go to 'Insurance'
9. Select 'Insurance Preview'
10. Click on it

On clicking, below screen will get open:



Here, **Member Name**&**Member Code** fields will be auto populated & non editable.
'Request Ref.No'. field accepts alphanumeric & / special character.
'Submission from & to Date' is a calendar type & user can select the appropriate date using it.
'Status' is a dropdown list & must contain following options:

- All
- New
- Revised

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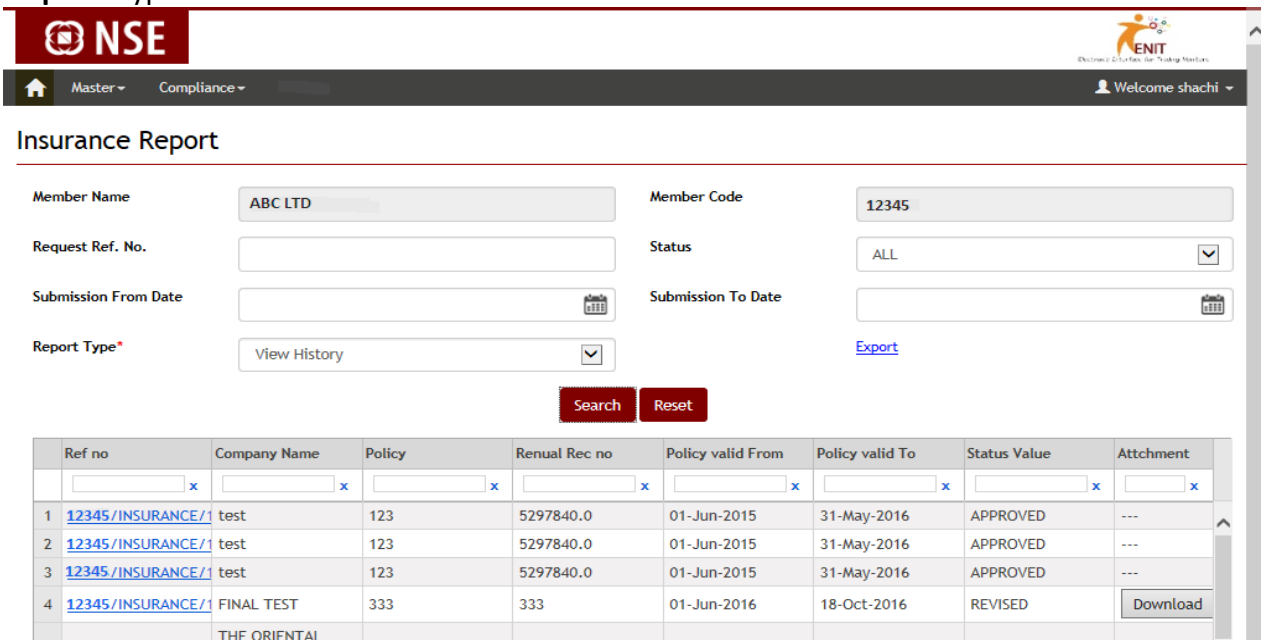
- Not Approved
- Approved

'Record Type' is a dropdown list and contains options as:

- View Current
- View History

'Reset' button reset the data to the default options/values.
'Search' button helps user to fetch the report on the screen.
When user clicks on the 'Search' button, a default MIS report will be displayed along with an **'Export'** hyperlink as follows:



'Export' helps user to get the details in a CSV format.

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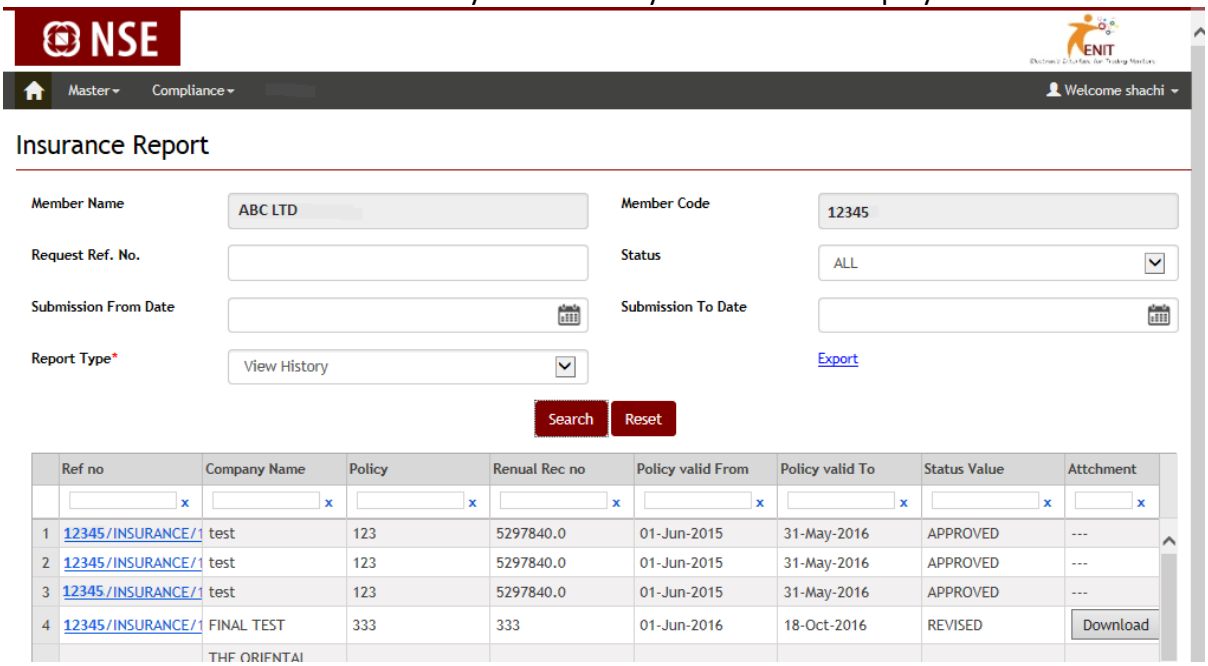
[B] MIS Report generation on default fields:

On default, the Report Type will be 'View History' & Status will be 'All'. Hence all submitted Insurance details which are currently submitted by user must be displayed as follow:



[C] MIS Report generation on filtrated fields:

This helps user to get the Insurance Details on his choice of selecting the information. The user can filter using any specific data and can search for the particular Insurance details.In the generated MIS Report, the **'Request Reference No'**&**'Submitted File i.e. Attachment'** are hyperlinks i.e. they are clickable. By default, it will display 10 requests per page. User can sort it to 20 & 30 requests.

On filtration, the screen will be launched as follow:

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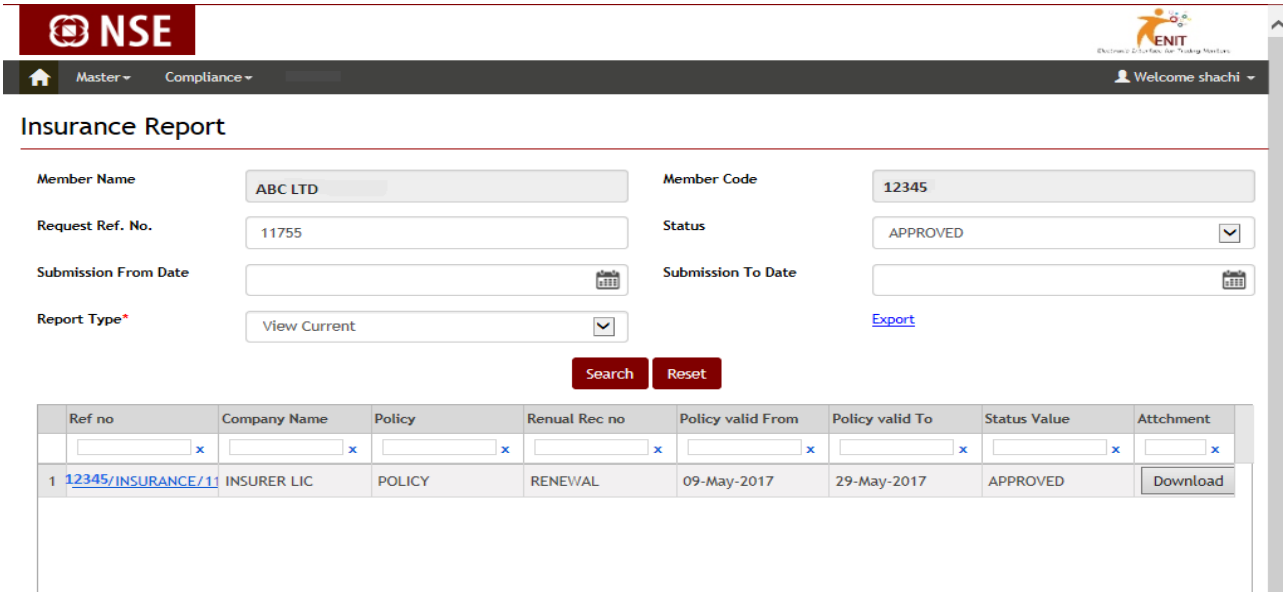

When user clicks on any Request Ref.No. , it will take user to the screen where he will find all the submitted details for that particular Request Ref. No. as follow:

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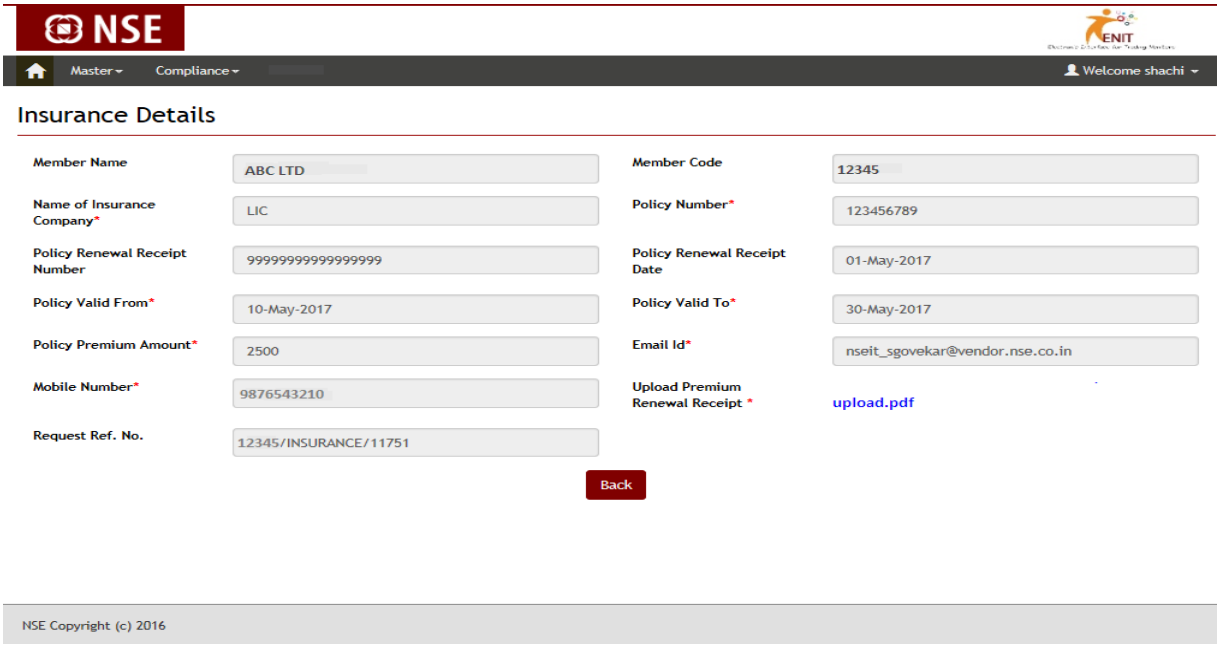

Here, all the previously submitted details are visible but are disabled. User can download the related attachment by clicking on it as shown above.

'Back' button navigates user back to the default Insurance Preview scree.

The user can also download the attachment from the Report page by clicking on the 'Attachment' as below:

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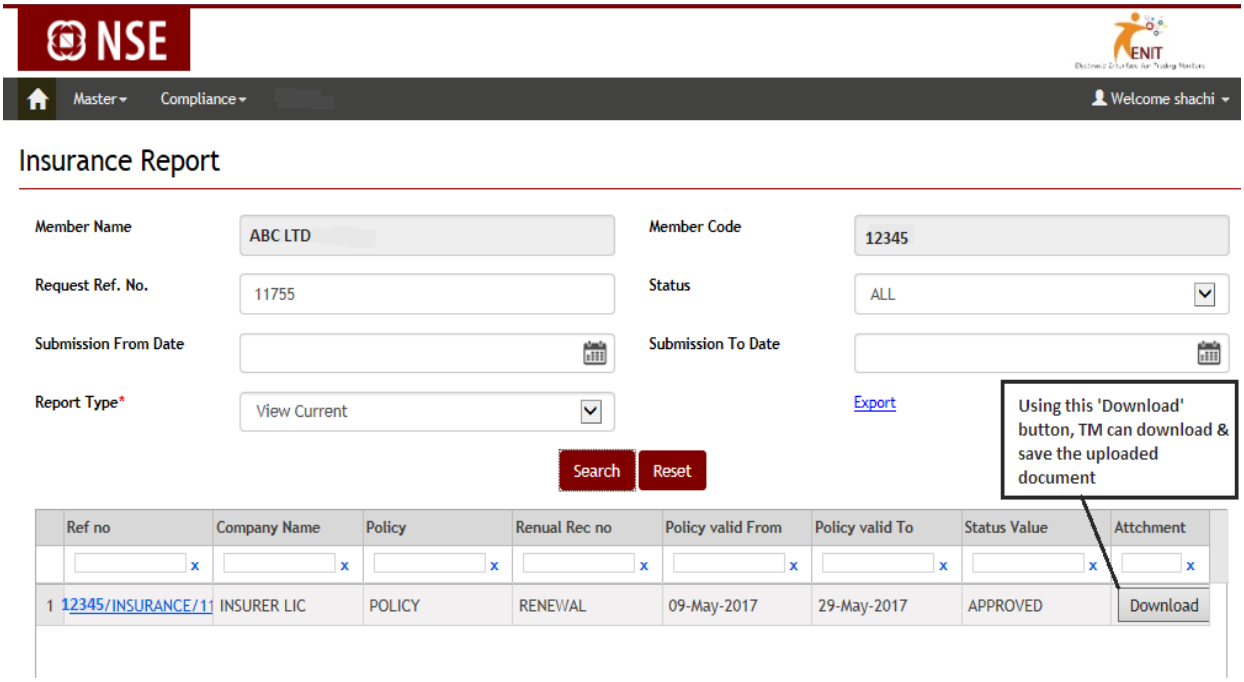

[D] MIS Report on entering the specific details into the blank search fields:

User can enter any specific details, say Member Code, can also find the related MIS Report.

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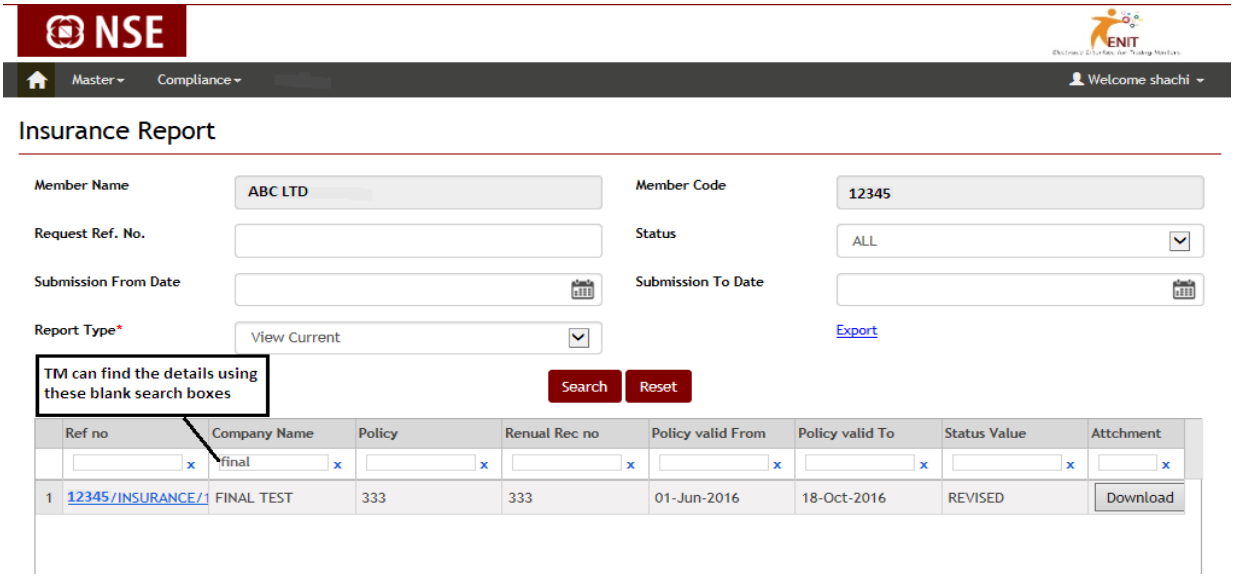

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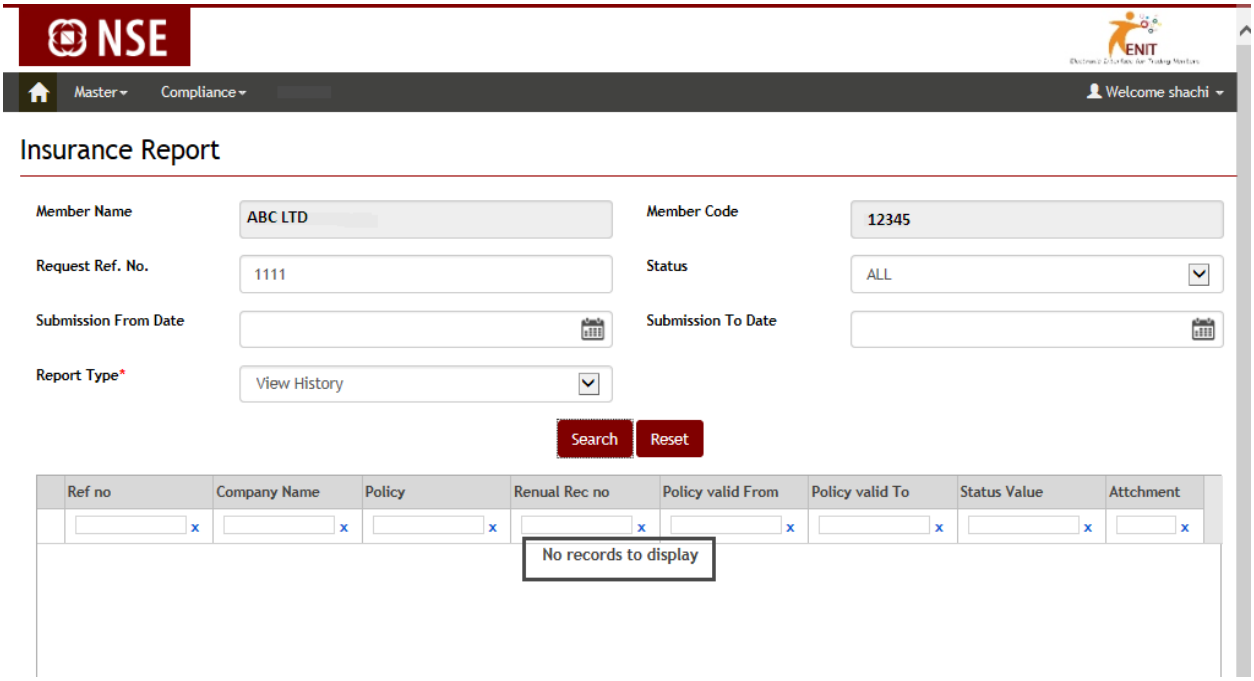
[E] When no record is available on the filtered results:

When no records are available, it will show as 'No records to display' as follow:

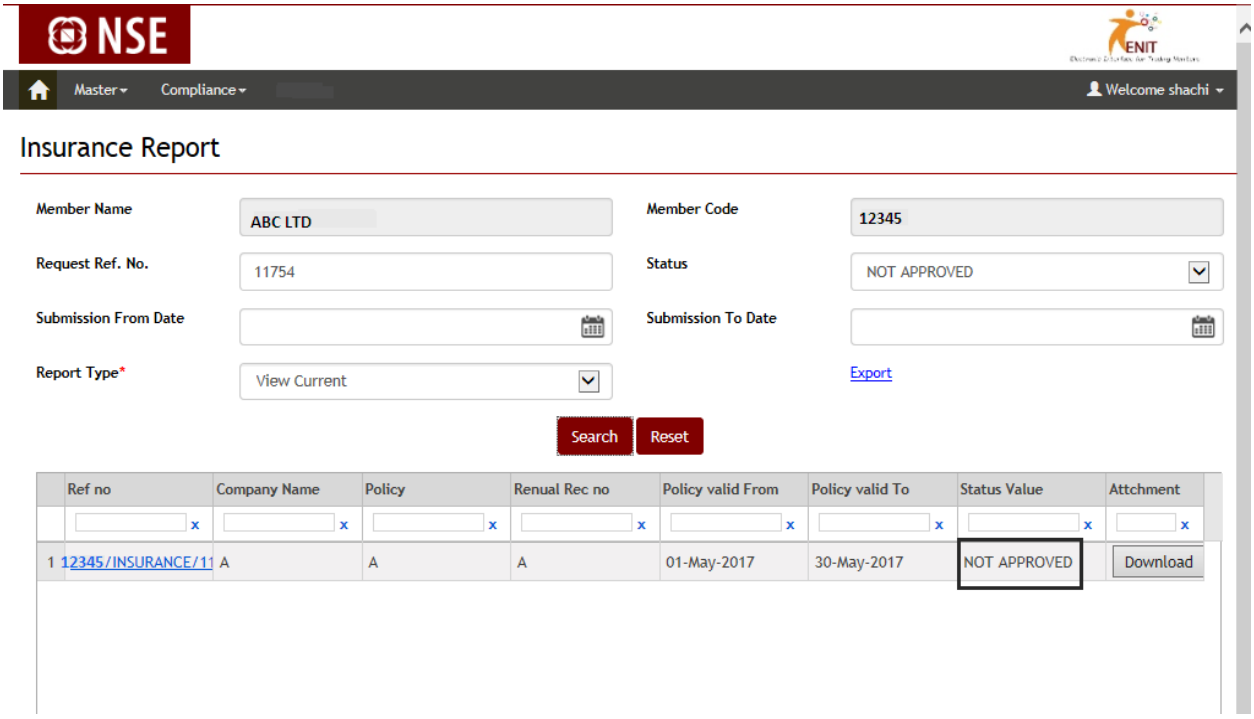


[F] When Exchange rejects the request:

When Exchange does not approve the member's submitted request, then member will get intimated with the status as **'Not Approved'** as below:

National Stock Exchange of India

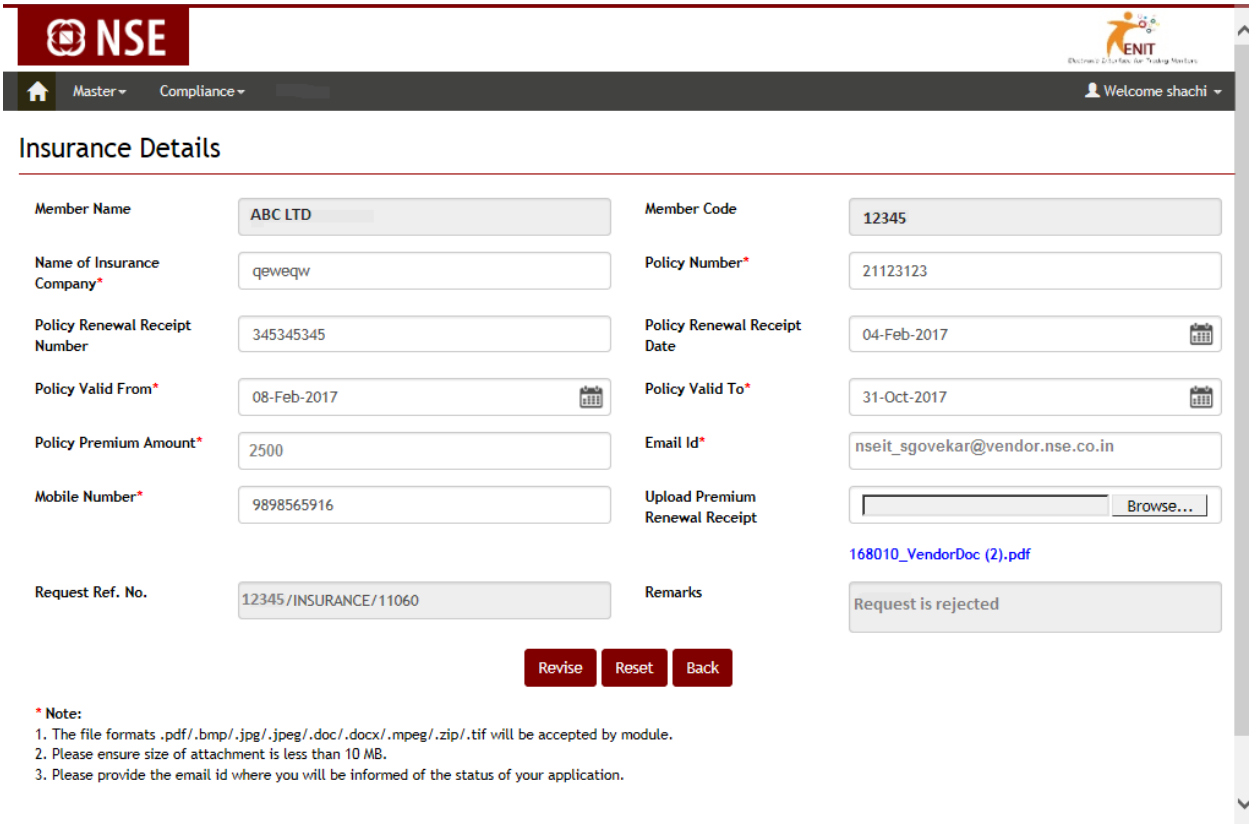
Circular



When user opens such rejected request, the mandatory fields will get enabled for him to re-enter the details & hence **'Revise, Reset & Back'** buttons will be available as below:

National Stock Exchange of India

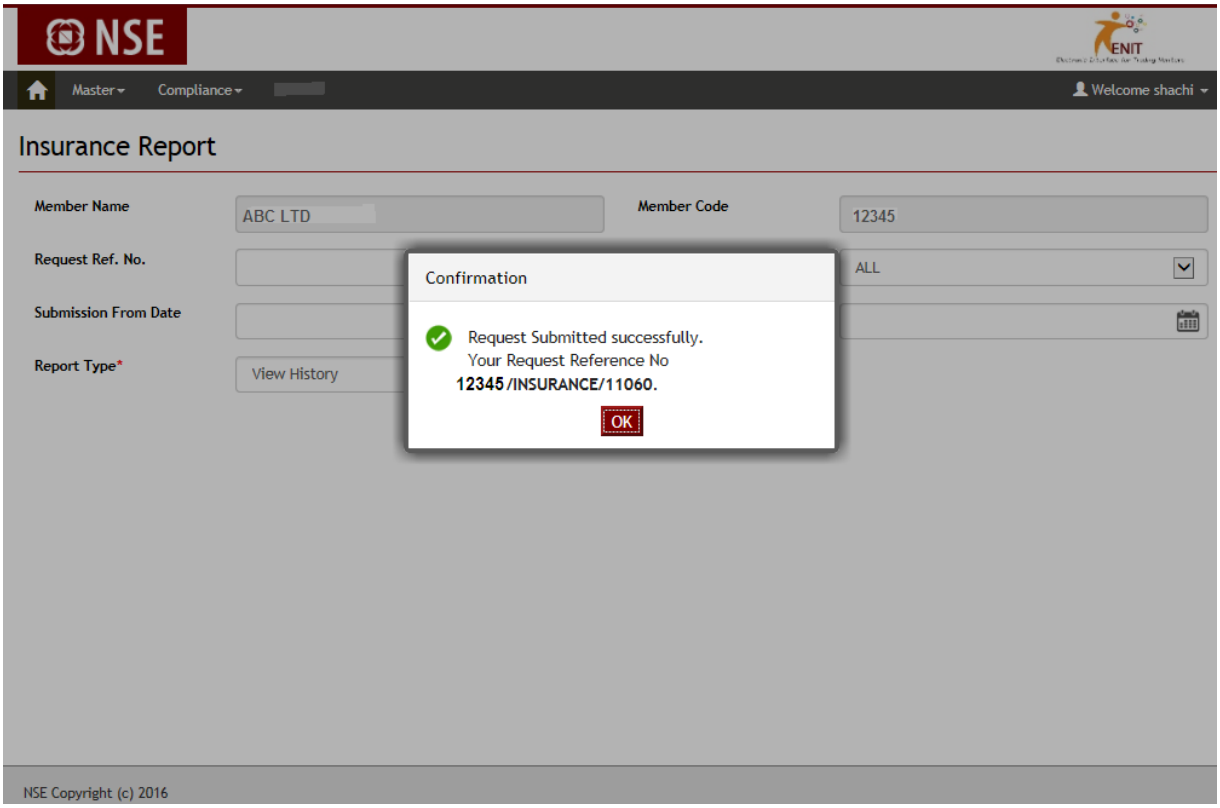
Circular



When user clicks on the Revise button, a successful alert with the old reference no will be displayed as:

National Stock Exchange of India

Circular



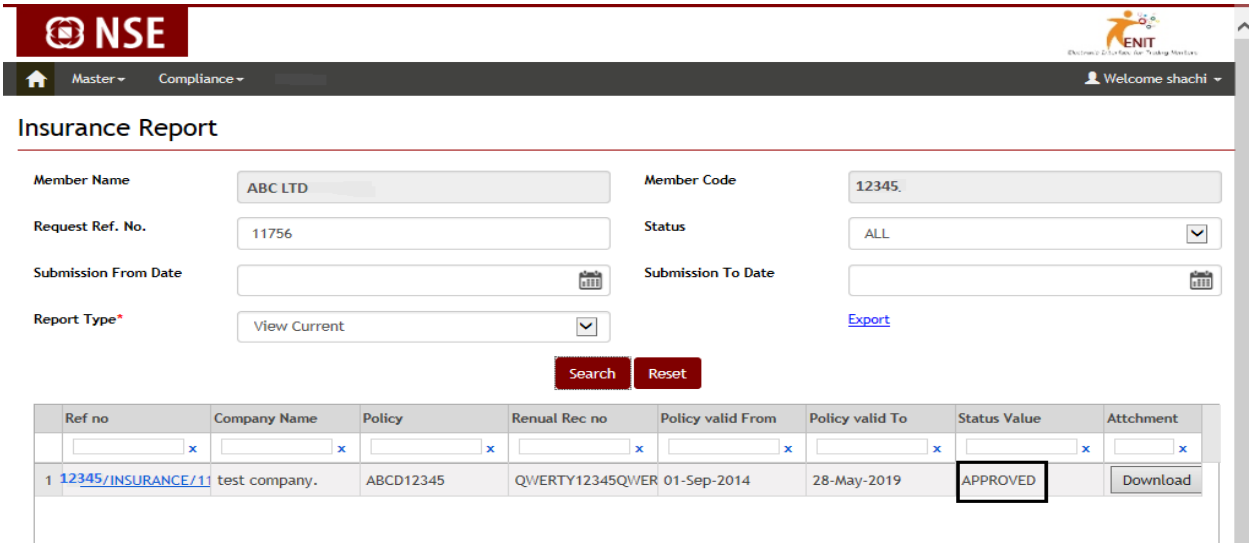
National Stock Exchange of India

Circular

When request gets re-submitted, the status will get changed to ‘Revised’ in the MIS report as below:

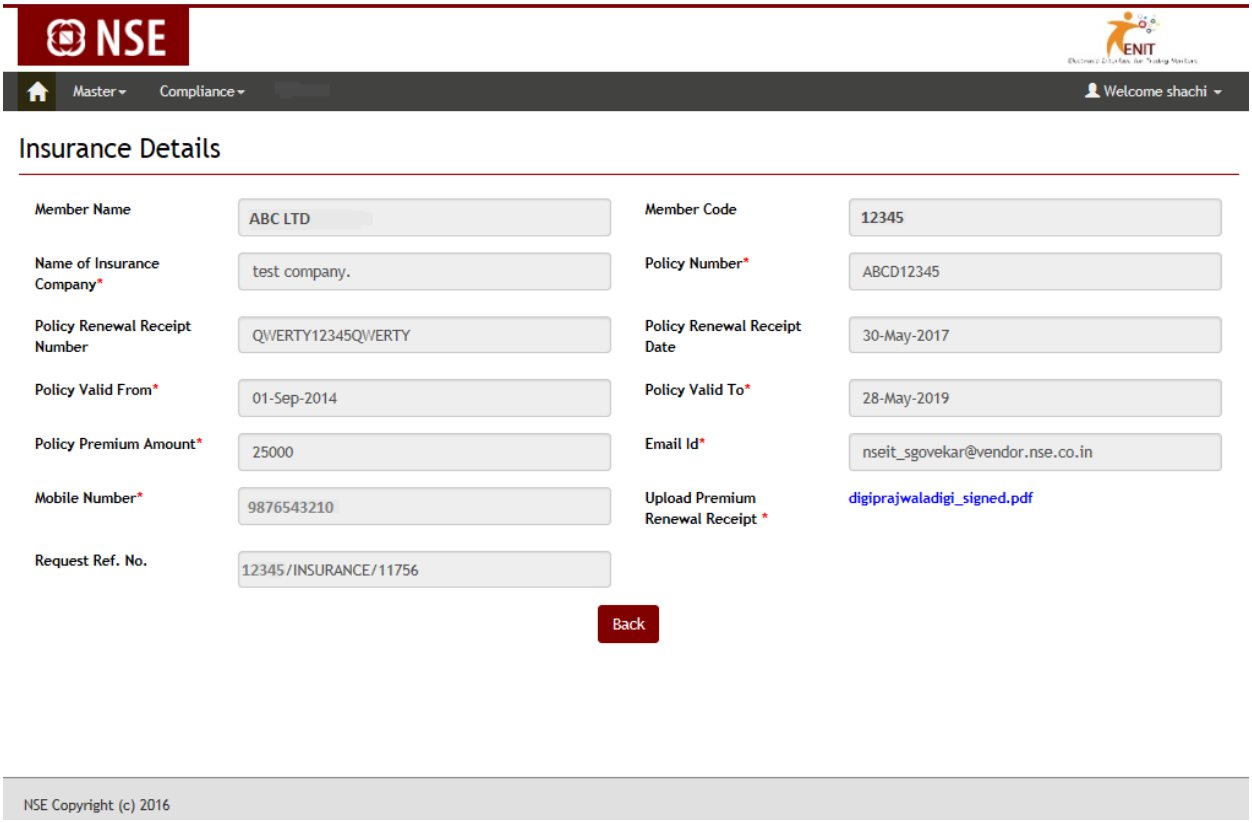
[G] When Exchange approves the request:

When Exchange approves the member’s submitted request, the status will get updated as Approved & when user opens it, all details will be visible but member will not be able to edit it. Only Back button will be displayed as below:



National Stock Exchange of India

Circular



Note – When Exchange takes any action against TM's submitted request, TM will receive the same through the submitted email id.