

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'.

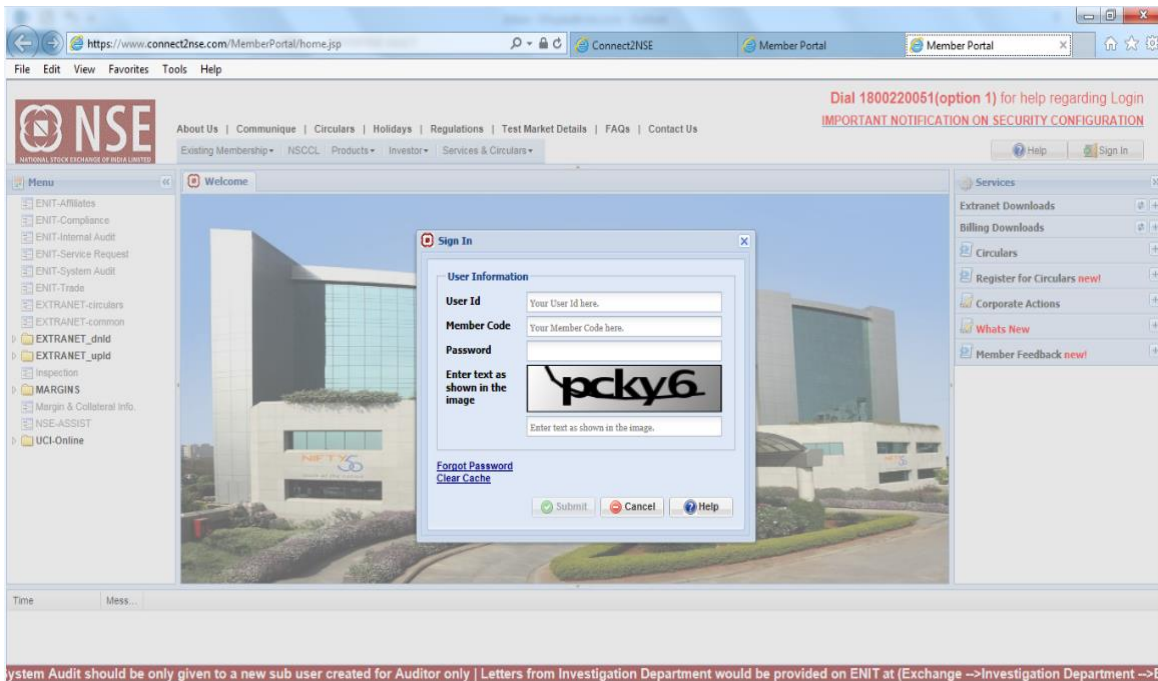
Then he needs to go to 'ENIT NEW COMPLIANCE' tab to get the access. It is advisable to use IE11 or higher versions of IE.

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.

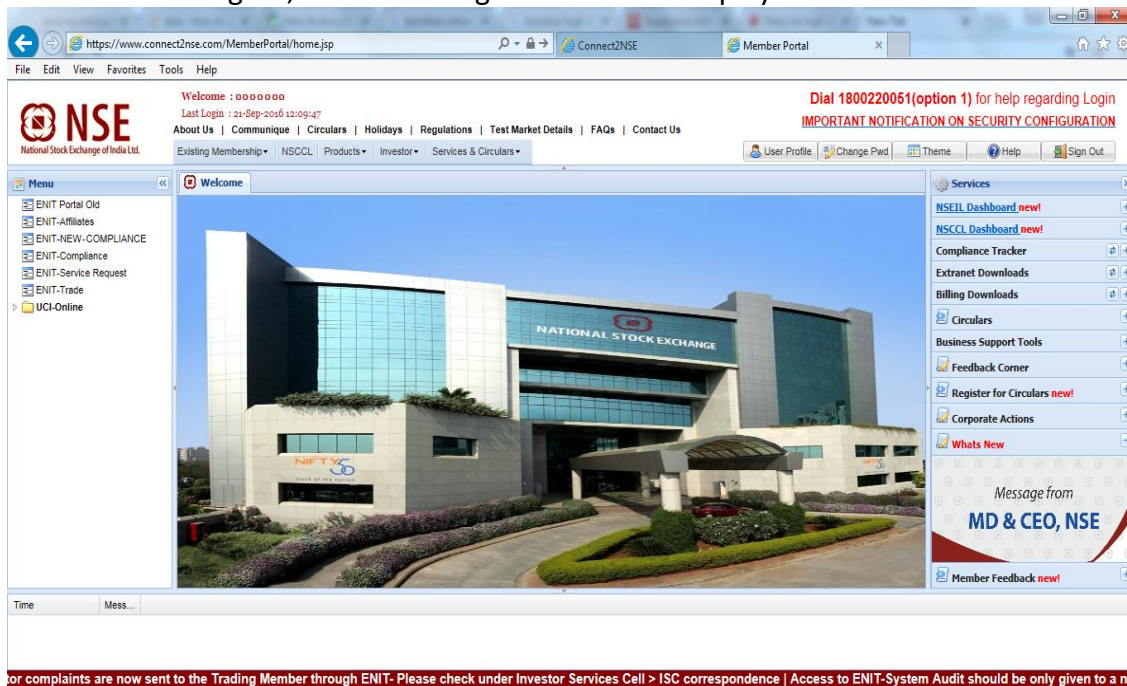
Userid	<ul style="list-style-type: none"> ✓ Type the appropriate Userid in this field. ✓ This field is alphanumeric. ✓ This field is mandatory.
Member Code	<ul style="list-style-type: none"> ✓ Type the appropriate member code of the user in this field. ✓ This field is numeric only. ✓ This field should accept 5 digit correct member code. ✓ This field is mandatory.
Password	<ul style="list-style-type: none"> ✓ Type correct password in this field.

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	<ul style="list-style-type: none">✓ This field accepts alphanumeric & special characters.✓ This field is mandatory.
--	--

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

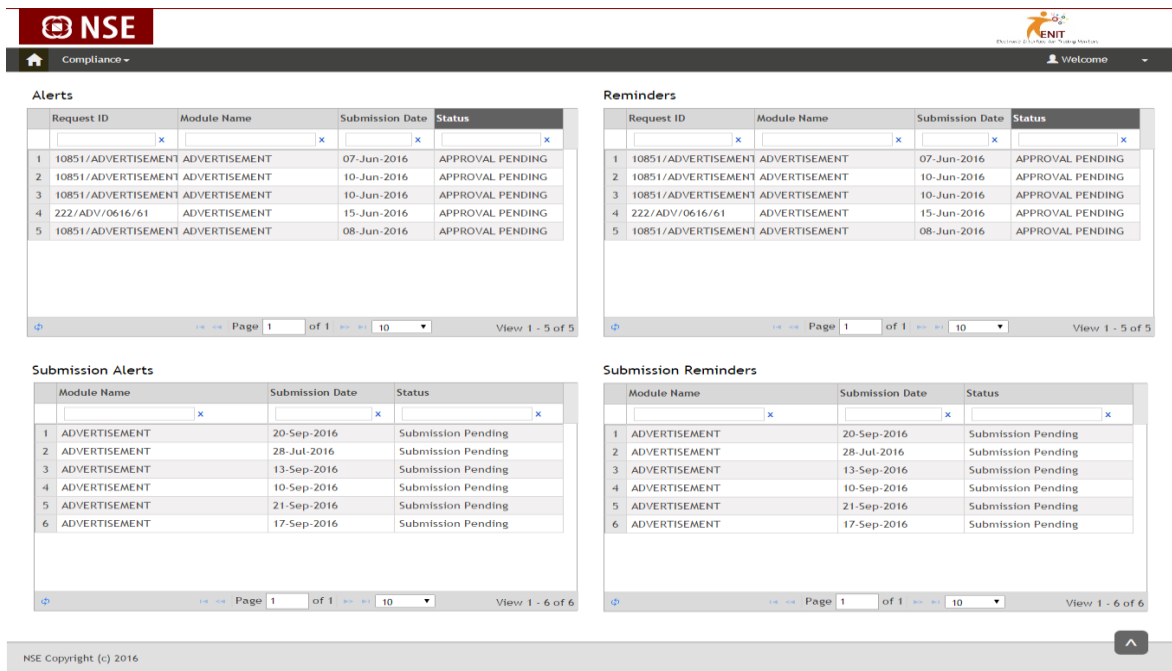


The screenshot shows the NSE Member Portal home page. The browser address bar displays <https://www.connect2nse.com/MemberPortal/home.jsp>. The page features the NSE logo and navigation links such as 'About Us', 'Communique', 'Circulars', 'Holidays', 'Regulations', 'Test Market Details', 'FAQs', and 'Contact Us'. A central banner image shows the NSE building. The right sidebar contains a 'Services' menu with items like 'NSEIT Dashboard new!', 'NSCCL Dashboard new!', 'Compliance Tracker', 'Extranet Downloads', 'Billing Downloads', 'Circulars', 'Business Support Tools', 'Feedback Corner', 'Register for Circulars new!', 'Corporate Actions', 'Whats New', and 'Member Feedback new!'. A message from the MD & CEO of NSE is also visible. At the bottom, a red banner contains the text: 'For complaints are now sent to the Trading Member through ENIT- Please check under investor Services Cell > ISC correspondence | Access to ENIT-System Audit should be only given to a ne'.

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

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The screenshot displays the NSE Compliance portal interface. It features a navigation bar with the NSE logo and a 'Compliance' dropdown menu. The main content area is divided into four sections:

- Alerts:** A table with columns for Request ID, Module Name, Submission Date, and Status. It contains 5 rows of data for advertisements with 'APPROVAL PENDING' status.
- Reminders:** A table with columns for Request ID, Module Name, Submission Date, and Status. It contains 5 rows of data for advertisements with 'APPROVAL PENDING' status.
- Submission Alerts:** A table with columns for Module Name, Submission Date, and Status. It contains 6 rows of data for advertisements with 'Submission Pending' status.
- Submission Reminders:** A table with columns for Module Name, Submission Date, and Status. It contains 6 rows of data for advertisements with 'Submission Pending' status.

Each table includes search filters and pagination controls (Page 1 of 1, 10 records per page). The footer of the portal indicates 'NSE Copyright (c) 2016'.

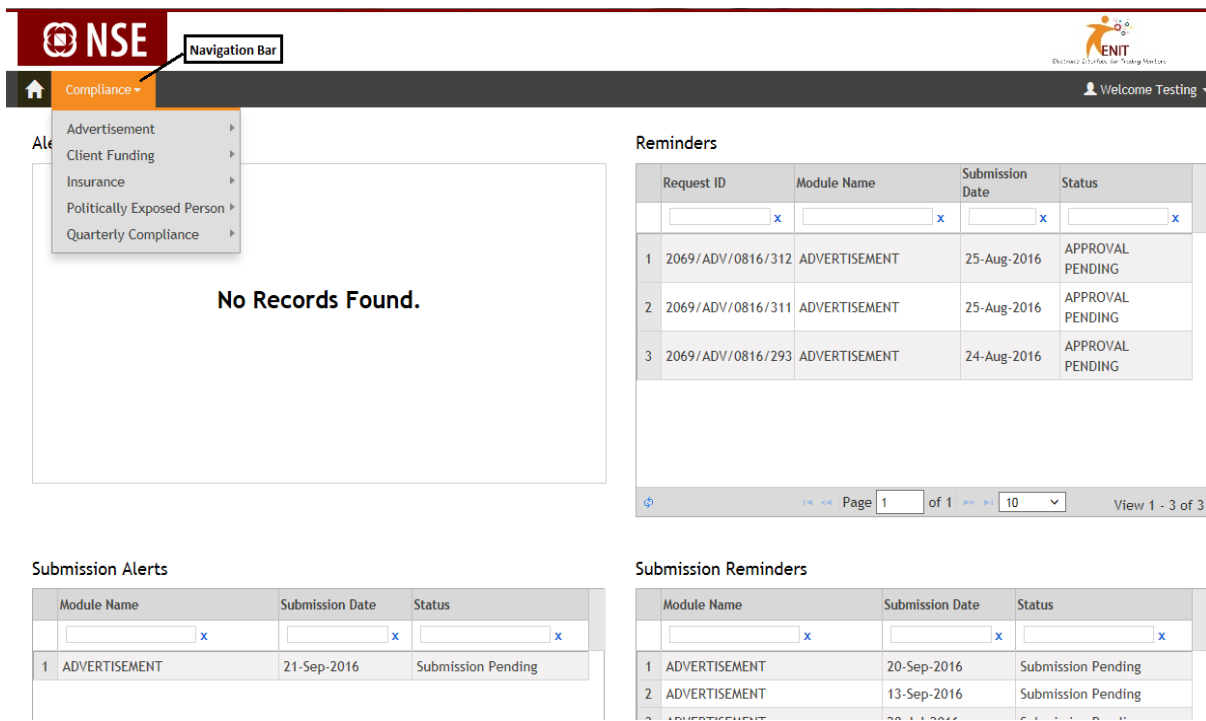
When no records are available, then it will show 'No Records Found'.

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

Compliance

- Advertisement
- Client Funding
- Insurance
- Politically Exposed Person
- Quarterly Compliance

No Records Found.

Reminders

Request ID	Module Name	Submission Date	Status	
1	2069/ADV/0816/312	ADVERTISEMENT	25-Aug-2016	APPROVAL PENDING
2	2069/ADV/0816/311	ADVERTISEMENT	25-Aug-2016	APPROVAL PENDING
3	2069/ADV/0816/293	ADVERTISEMENT	24-Aug-2016	APPROVAL PENDING

Page 1 of 10 View 1 - 3 of 3

Submission Alerts

Module Name	Submission Date	Status	
1	ADVERTISEMENT	21-Sep-2016	Submission Pending

Submission Reminders

Module Name	Submission Date	Status	
1	ADVERTISEMENT	20-Sep-2016	Submission Pending
2	ADVERTISEMENT	13-Sep-2016	Submission Pending

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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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.

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

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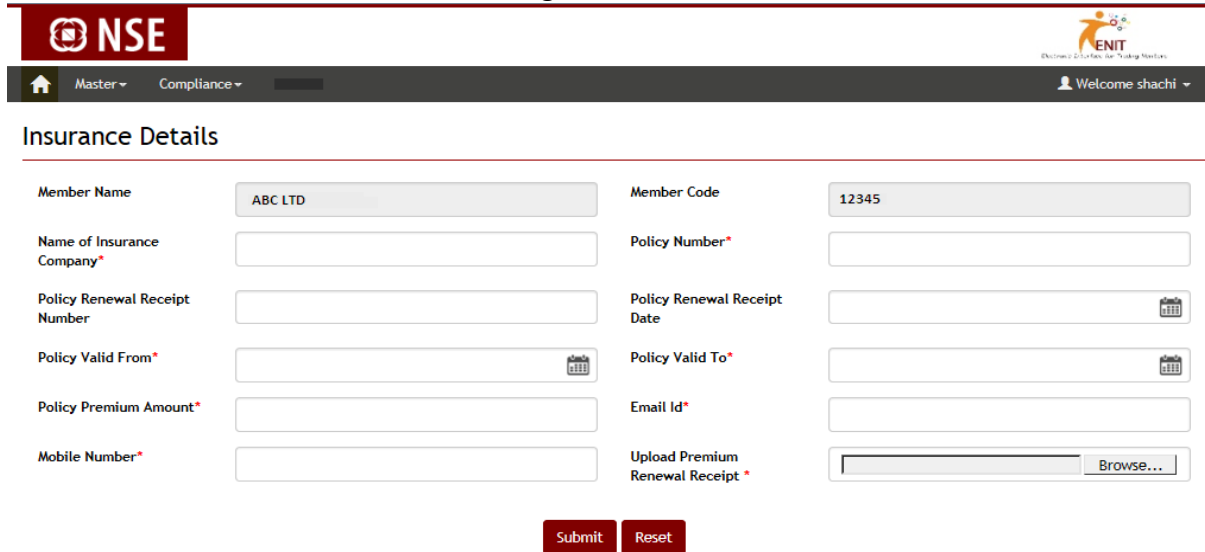
Circular

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 screenshot shows the NSE website interface for the 'New Insurance' form. The header includes the NSE logo and the text 'Welcome shachi'. The main content area is titled 'Insurance Details' and contains a form with the following fields:

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Name of Insurance Company*	<input type="text"/>	Policy Number*	<input type="text"/>
Policy Renewal Receipt Number	<input type="text"/>	Policy Renewal Receipt Date	<input type="text"/>
Policy Valid From*	<input type="text"/>	Policy Valid To*	<input type="text"/>
Policy Premium Amount*	<input type="text"/>	Email Id*	<input type="text"/>
Mobile Number*	<input type="text"/>	Upload Premium Renewal Receipt *	<input type="text"/> Browse...

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

*** Note:**

1. The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.
2. Please ensure size of attachment is less than 10 MB.
3. Please provide the email id where you will be informed of the status of your application.

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.

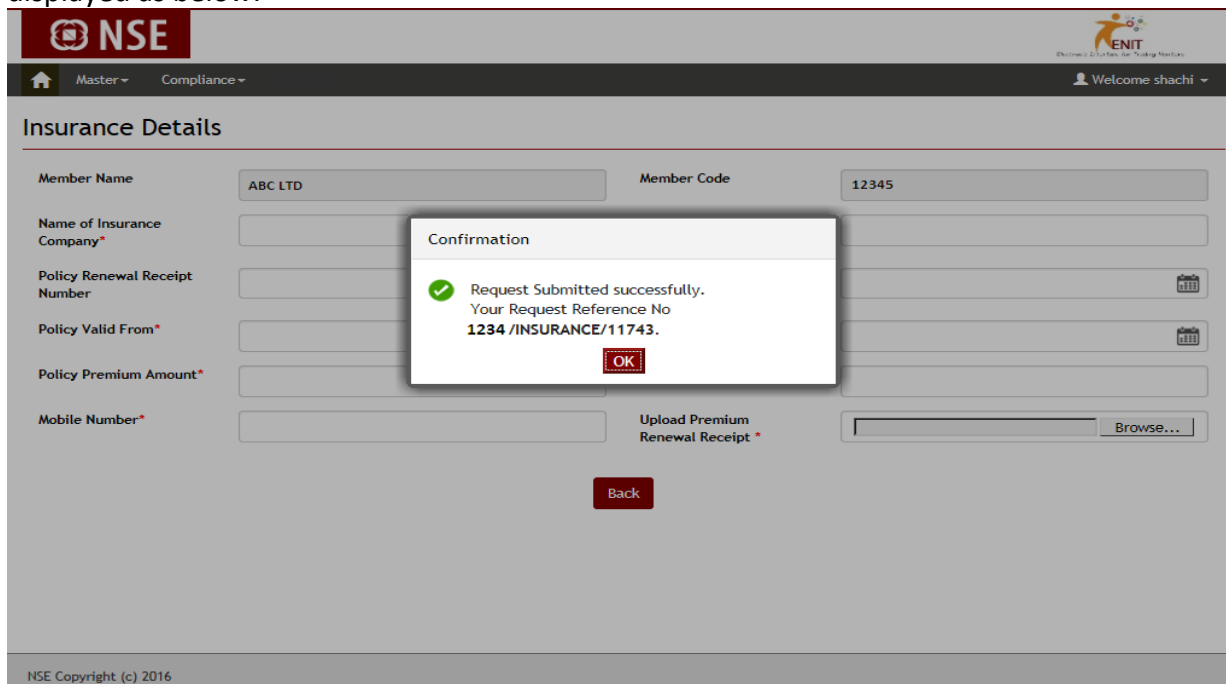
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[B] Submitting the Insurance details:

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 screenshot shows the NSE Insurance Details form. The form fields are: Member Name (ABC LTD), Member Code (12345), Name of Insurance Company*, Policy Renewal Receipt Number, Policy Valid From*, Policy Premium Amount*, Mobile Number*, and Upload Premium Renewal Receipt* (with a Browse... button). A confirmation dialog box is displayed in the center, stating: "Confirmation", "Request Submitted successfully.", "Your Request Reference No 1234 /INSURANCE/11743.", and an OK button. The background form is dimmed. The footer of the page reads "NSE Copyright (c) 2016".

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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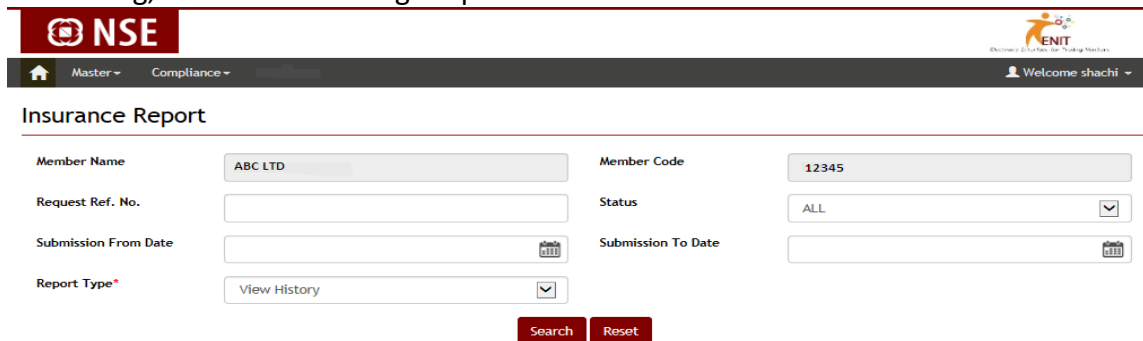
Insurance Preview

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:



NSE ENIT
Electronic National Insurance Trading System

Master - Compliance - Welcome shachi

Insurance Report

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Request Ref. No.	<input type="text"/>	Status	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px; width: 100%;" type="text" value="ALL"/>
Submission From Date	<input type="text" value=""/>	Submission To Date	<input type="text" value=""/>
Report Type*	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px; width: 100%;" type="text" value="View History"/>		

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:

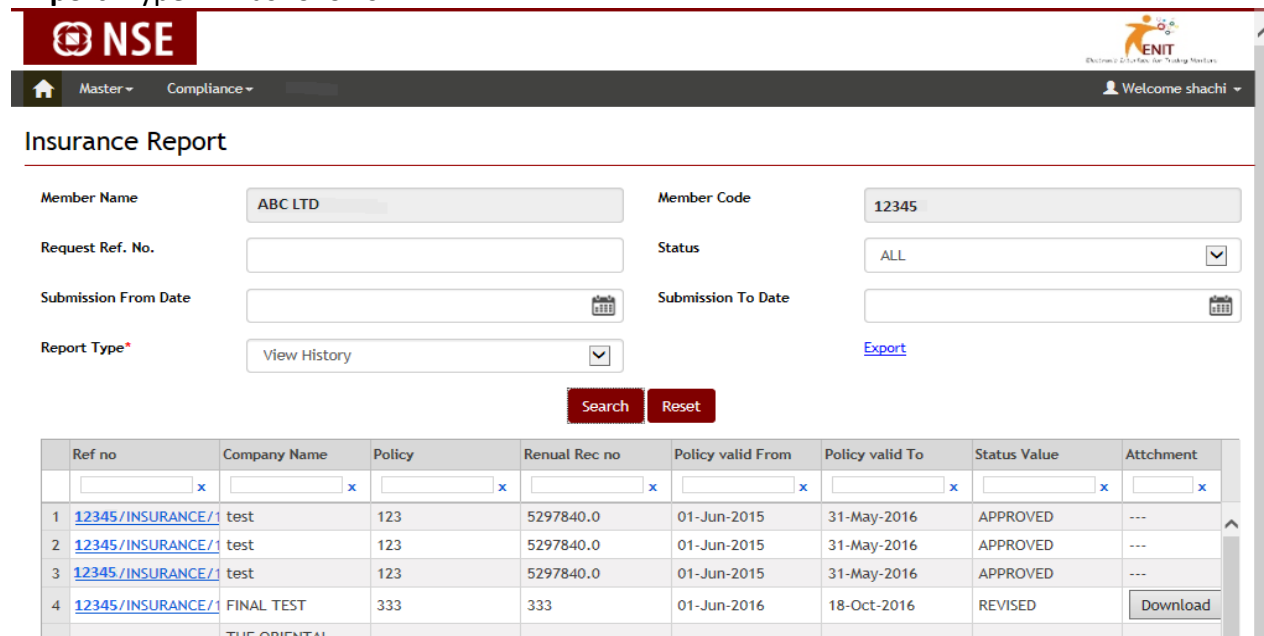
- View Current
- View History

‘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:



The screenshot shows the 'Insurance Report' page. At the top, there is a navigation bar with 'Master' and 'Compliance' menus, and a user welcome message 'Welcome shachi'. The main form contains several input fields: 'Member Name' (ABC LTD), 'Member Code' (12345), 'Request Ref. No.', 'Status' (dropdown menu with 'ALL' selected), 'Submission From Date', 'Submission To Date', and 'Report Type*' (dropdown menu with 'View History' selected). Below the form are 'Search' and 'Reset' buttons. An 'Export' link is also present. The table below displays the report data.

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	Download

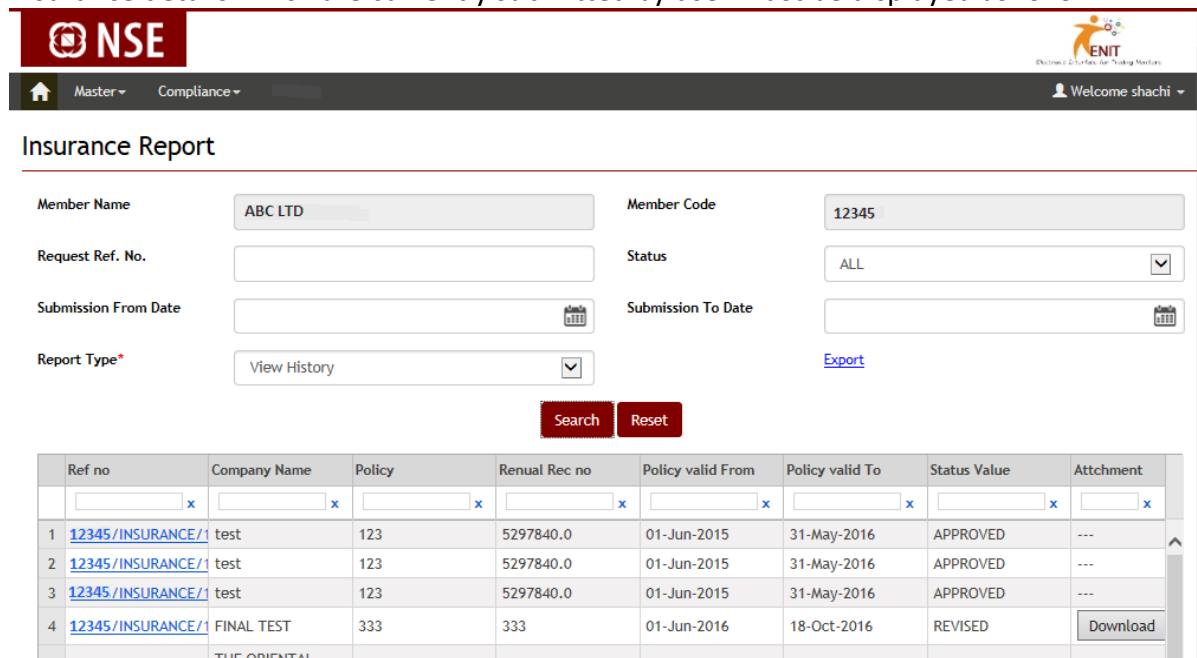
‘Export’ helps user to get the details in a CSV format.

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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:



Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	Download


[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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ENIT
Exchange of India

Master ▾ Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name

Request Ref. No.

Submission From Date

Report Type*

Member Code

Status

Submission To Date

[Export](#)



Search
Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	12345/INSURANCE/11	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED
							Download

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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Master Compliance Welcome shachi

Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	LIC	Policy Number*	123456789
Policy Renewal Receipt Number	9999999999999999	Policy Renewal Receipt Date	01-May-2017
Policy Valid From*	10-May-2017	Policy Valid To*	30-May-2017
Policy Premium Amount*	2500	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt*	upload.pdf
Request Ref. No.	12345/INSURANCE/11751		

[Back](#)

NSE Copyright (c) 2016

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 screen.

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

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NSE

Electronic Notice for Trading Members

Master ▾ Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name:

Request Ref. No.:

Submission From Date:

Report Type*:

Member Code:

Status:

Submission To Date:

[Export](#)

Search
Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	12345/INSURANCE/1	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED
							Download


Using this 'Download' button, TM can download & save the uploaded document


[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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 **NSE**


Electronic Exchange of India

Master ▾ Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Request Ref. No.	<input type="text"/>	Status	<input type="text" value="ALL"/> ▾
Submission From Date	<input type="text" value=""/> 	Submission To Date	<input type="text" value=""/> 
Report Type*	<input type="text" value="View Current"/> ▾	Export	

TM can find the details using these blank search boxes

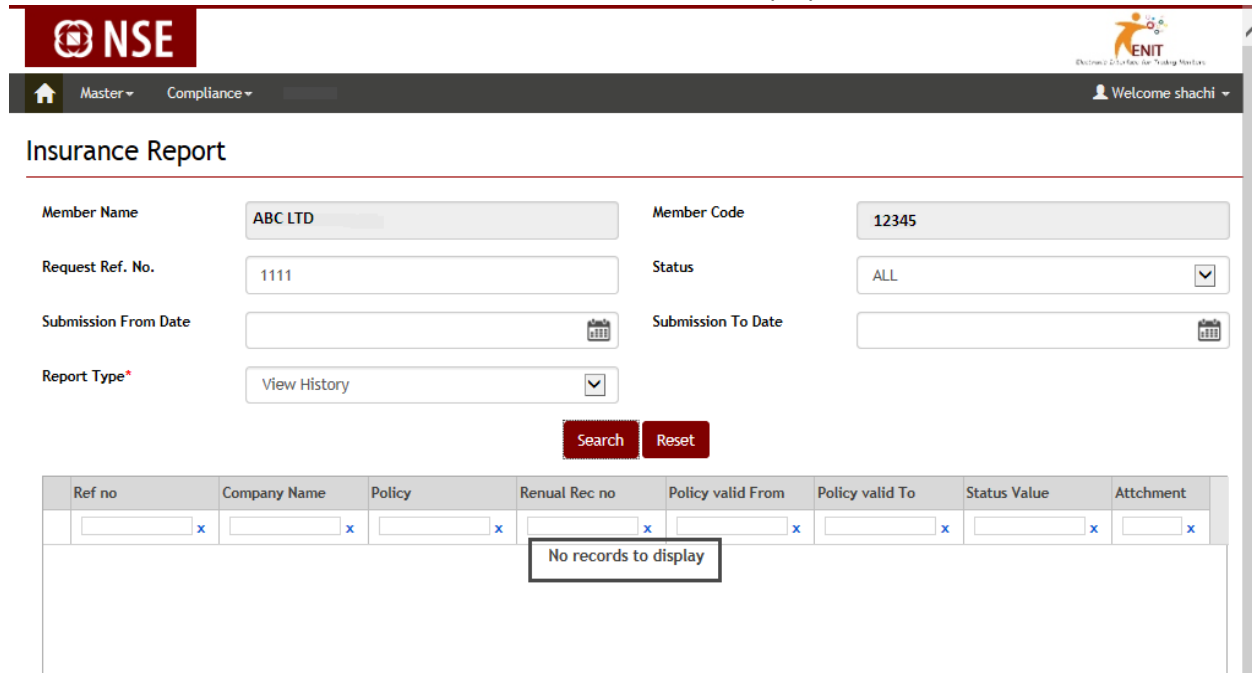
Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/1 FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	<input type="button" value="Download"/>

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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:



The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with the NSE logo and user information. Below the navigation bar, the page title is "Insurance Report". The main area contains a search form with the following fields:

- Member Name: ABC LTD
- Member Code: 12345
- Request Ref. No.: 1111
- Status: ALL
- Submission From Date: (empty)
- Submission To Date: (empty)
- Report Type*: View History

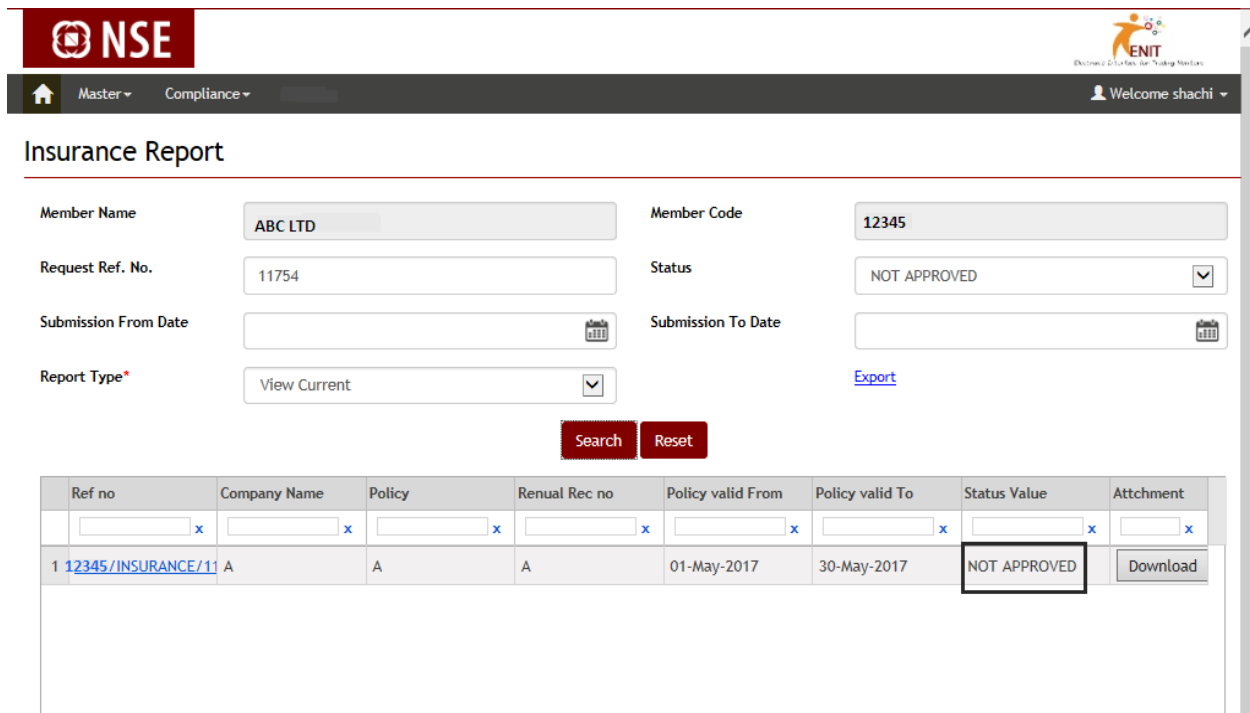
Below the search form are two buttons: "Search" and "Reset". Below the buttons is a table with the following columns: Ref no, Company Name, Policy, Renewal Rec no, Policy valid From, Policy valid To, Status Value, and Attachment. The table is currently empty, and a message "No records to display" is shown in a box below the table.

[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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The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with the NSE logo and the text "Master Compliance". Below this, the page title "Insurance Report" is displayed. The main form contains several input fields: "Member Name" (ABC LTD), "Member Code" (12345), "Request Ref. No." (11754), "Status" (NOT APPROVED), "Submission From Date", "Submission To Date", and "Report Type*" (View Current). There are "Search" and "Reset" buttons below the form. Below the form is a table with the following data:

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/11	A	A	01-May-2017	30-May-2017	NOT APPROVED	Download

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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Welcome shachi

Insurance Details

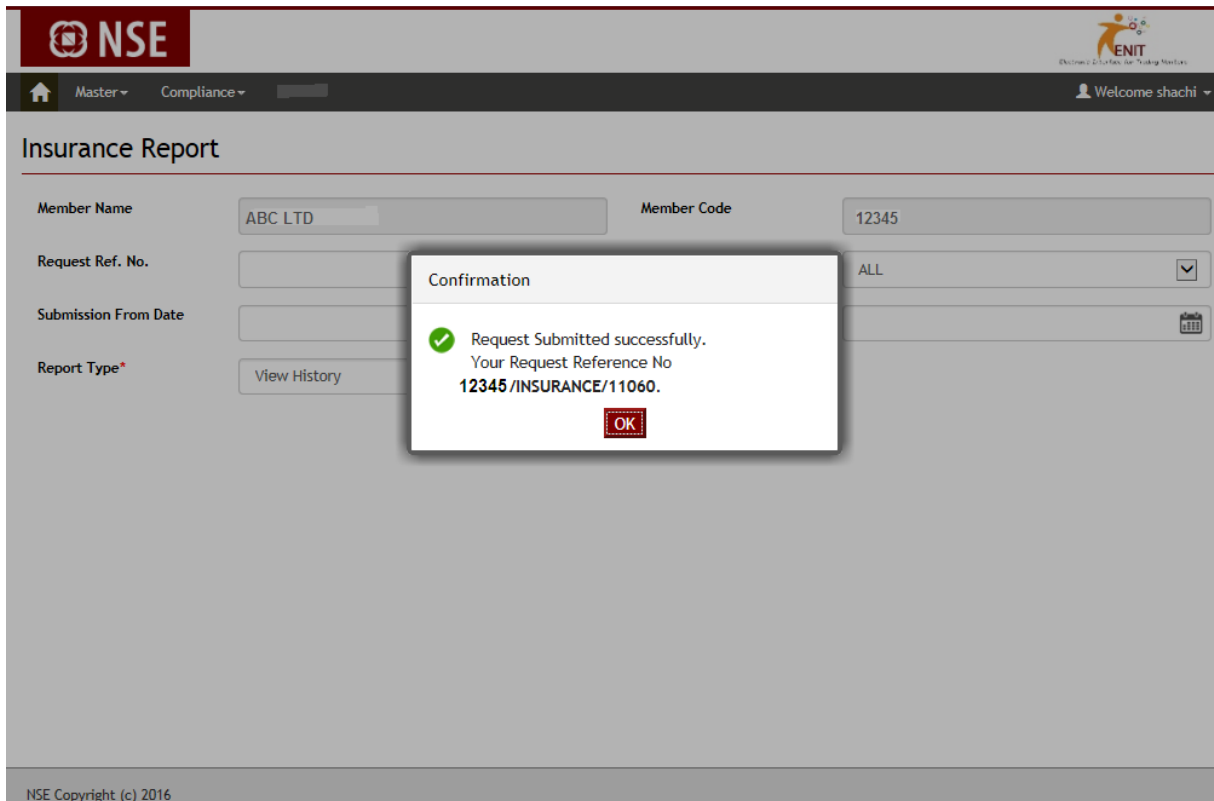
Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Name of Insurance Company*	<input type="text" value="qeweqw"/>	Policy Number*	<input type="text" value="21123123"/>
Policy Renewal Receipt Number	<input type="text" value="345345345"/>	Policy Renewal Receipt Date	<input type="text" value="04-Feb-2017"/>
Policy Valid From*	<input type="text" value="08-Feb-2017"/>	Policy Valid To*	<input type="text" value="31-Oct-2017"/>
Policy Premium Amount*	<input type="text" value="2500"/>	Email Id*	<input type="text" value="nseit_sgovekar@vendor.nse.co.in"/>
Mobile Number*	<input type="text" value="9898565916"/>	Upload Premium Renewal Receipt	<input type="text" value="168010_VendorDoc (2).pdf"/> <input type="button" value="Browse..."/>
Request Ref. No.	<input type="text" value="12345/INSURANCE/11060"/>	Remarks	<input type="text" value="Request is rejected"/>

* Note:
1. The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.
2. Please ensure size of attachment is less than 10 MB.
3. Please provide the email id where you will be informed of the status of your application.

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

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The screenshot shows the NSE Insurance Report interface. At the top left is the NSE logo. The top right features the ENIT logo (Electronic Interface for Trading Members) and the text "Welcome shachi". Below the header is a navigation bar with "Master" and "Compliance" menus. The main content area is titled "Insurance Report" and contains several input fields: "Member Name" (ABC LTD), "Member Code" (12345), "Request Ref. No.", "Submission From Date", and "Report Type*" (with a "View History" button). A confirmation dialog box is overlaid on the form, displaying a green checkmark and the text: "Confirmation", "Request Submitted successfully.", "Your Request Reference No 12345/INSURANCE/11060.", and an "OK" button. The footer of the page reads "NSE Copyright (c) 2016".

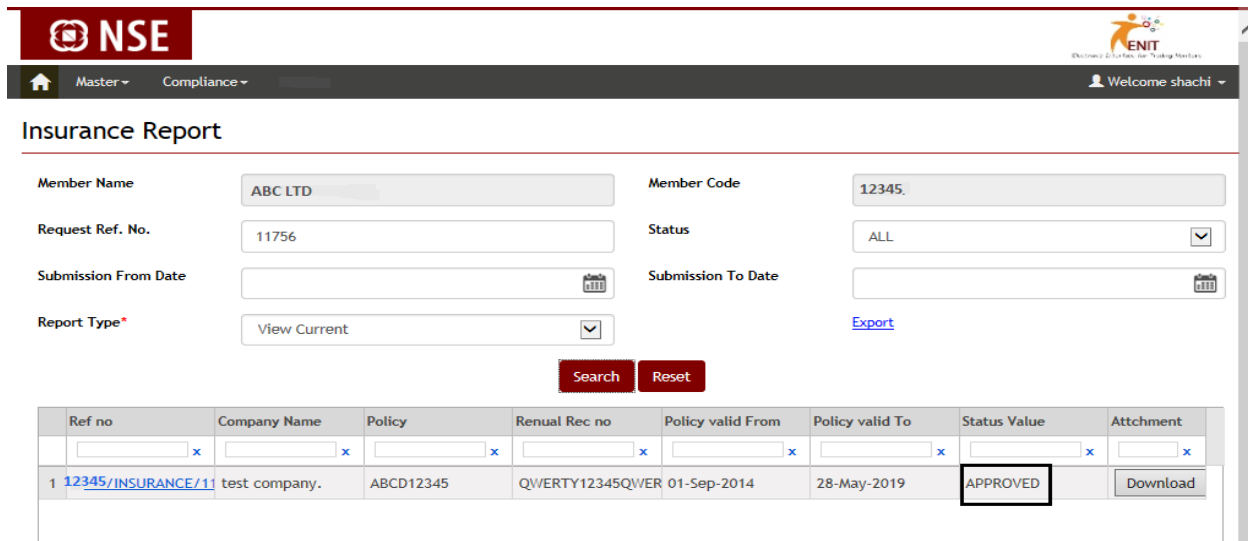
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When request gets re-submitted, the status will get changed to 'Revised' in the MIS report as below:

[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:





The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with the NSE logo and the text 'Master' and 'Compliance'. Below this, the page title is 'Insurance Report'. The main area contains several input fields for search criteria: Member Name (ABC LTD), Member Code (12345), Request Ref. No. (11756), Status (ALL), Submission From Date, Submission To Date, and Report Type (View Current). There are 'Search' and 'Reset' buttons below the input fields. Below the buttons is a table with the following data:

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	12345/INSURANCE/1	test company.	ABCD12345	QWERTY12345QWER 01-Sep-2014	28-May-2019	APPROVED	Download

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Home Master Compliance Welcome shachi

Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	test company.	Policy Number*	ABCD12345
Policy Renewal Receipt Number	QWERTY12345QWERTY	Policy Renewal Receipt Date	30-May-2017
Policy Valid From*	01-Sep-2014	Policy Valid To*	28-May-2019
Policy Premium Amount*	25000	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt *	digiprajwaladigi_signed.pdf
Request Ref. No.	12345/INSURANCE/11756		

[Back](#)

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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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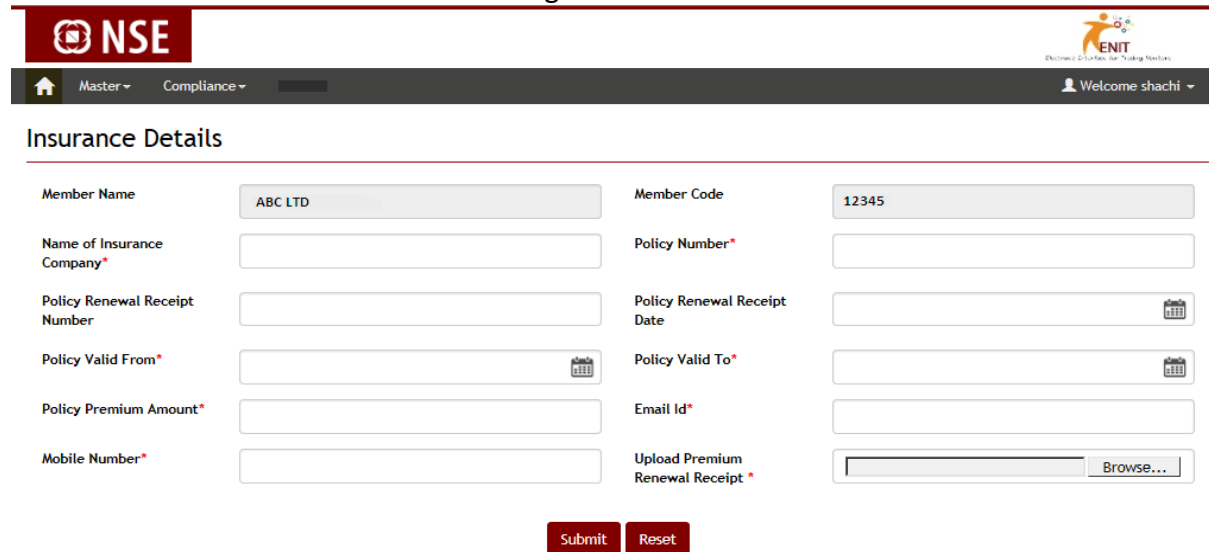
Circular

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 screenshot shows the NSE Insurance Details form. The header includes the NSE logo and the text "Welcome shachi". The form fields are as follows:

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Name of Insurance Company*	<input type="text"/>	Policy Number*	<input type="text"/>
Policy Renewal Receipt Number	<input type="text"/>	Policy Renewal Receipt Date	<input type="text"/>
Policy Valid From*	<input type="text"/>	Policy Valid To*	<input type="text"/>
Policy Premium Amount*	<input type="text"/>	Email Id*	<input type="text"/>
Mobile Number*	<input type="text"/>	Upload Premium Renewal Receipt *	<input type="text"/> Browse...

Buttons: **Submit** **Reset**

*** Note:**

1. The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.
2. Please ensure size of attachment is less than 10 MB.
3. Please provide the email id where you will be informed of the status of your application.

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.

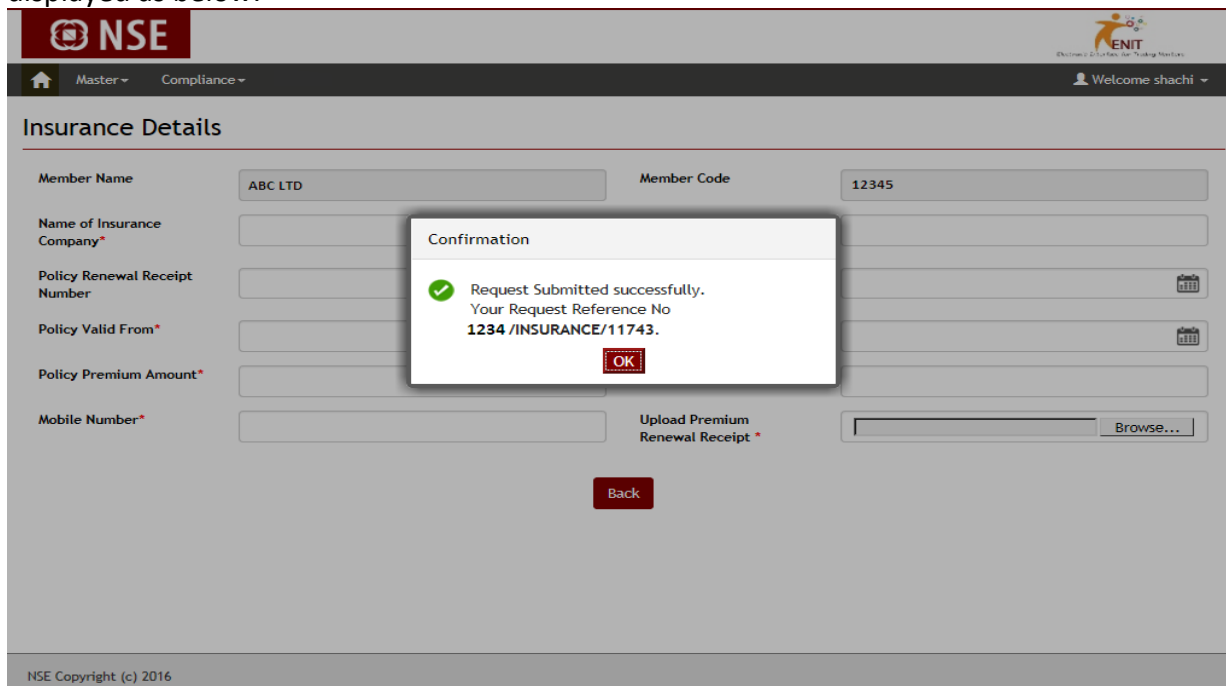
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[B] Submitting the Insurance details:

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 screenshot shows the NSE Insurance Details form with a confirmation dialog box overlaid. The form fields include:

- Member Name: ABC LTD
- Member Code: 12345
- Name of Insurance Company*
- Policy Renewal Receipt Number
- Policy Valid From*
- Policy Premium Amount*
- Mobile Number*
- Upload Premium Renewal Receipt* (with a Browse... button)

The confirmation dialog box displays the following message:

Confirmation
✔ Request Submitted successfully.
Your Request Reference No
1234 /INSURANCE/11743.
OK

At the bottom of the form, there is a Back button. The footer of the page reads: NSE Copyright (c) 2016.

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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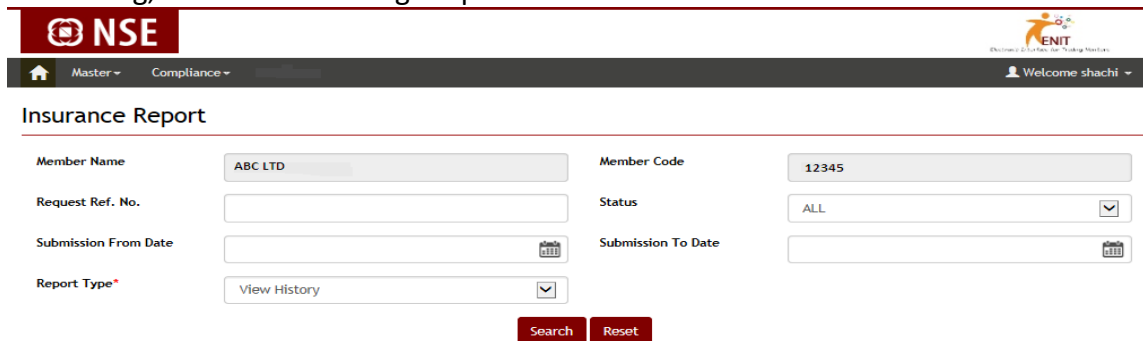
Insurance Preview

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:



NSE ENIT
Welcome shachi

Insurance Report

Member Name	ABC LTD	Member Code	12345
Request Ref. No.		Status	ALL
Submission From Date		Submission To Date	
Report Type*	View History		

Search Reset

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:

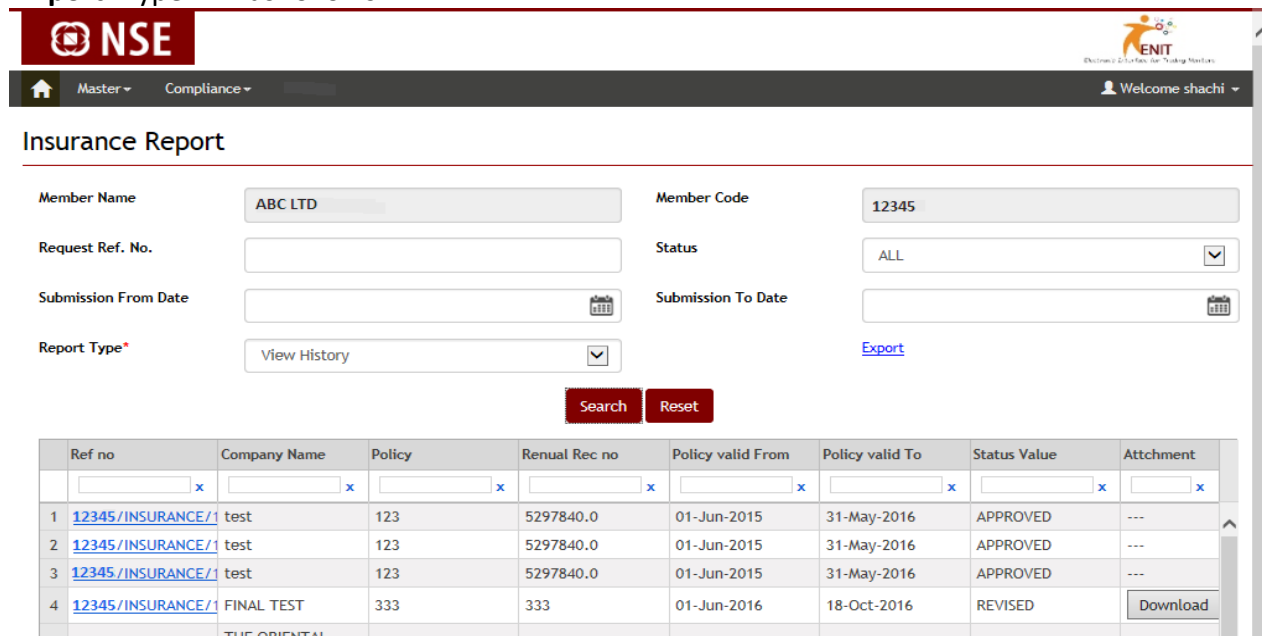
- View Current
- View History

'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:



The screenshot shows the 'Insurance Report' page in the NSE ENIT system. The page includes a header with the NSE logo and 'ENIT' branding. Below the header is a navigation bar with 'Master' and 'Compliance' menus, and a user welcome message 'Welcome shachi'. The main content area is titled 'Insurance Report' and contains a form with the following fields:

- Member Name: ABC LTD
- Member Code: 12345
- Request Ref. No. (empty)
- Status: ALL
- Submission From Date (empty)
- Submission To Date (empty)
- Report Type*: View History

Below the form are 'Search' and 'Reset' buttons. An 'Export' link is also visible. The main data area is a table with the following columns: Ref no, Company Name, Policy, Renewal Rec no, Policy valid From, Policy valid To, Status Value, and Attachment.

Ref no	Company Name	Policy	Renewal Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	Download

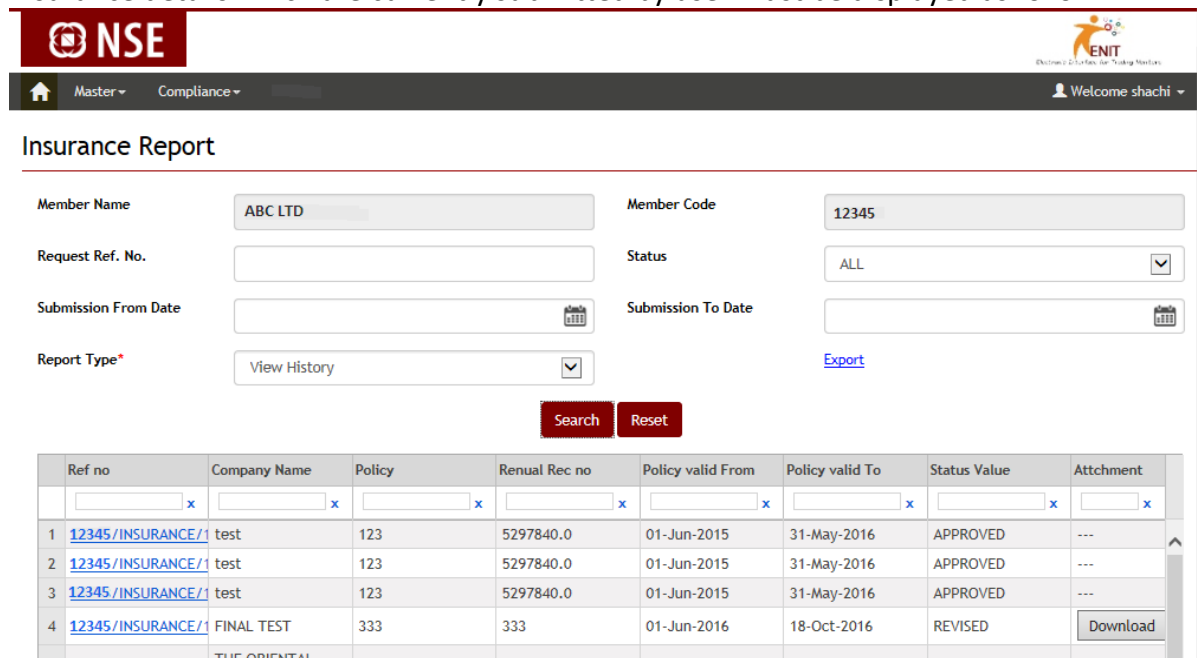
'Export' helps user to get the details in a CSV format.

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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:



Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	Download

[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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NSE



ENIT
Exchange of India

Master ▾ Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name:

Request Ref. No.:

Submission From Date:

Report Type*:

Member Code:

Status:

Submission To Date:

[Export](#)



Search
Reset

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	12345/INSURANCE/11	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED
							Download

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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Master Compliance Welcome shachi

Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	LIC	Policy Number*	123456789
Policy Renewal Receipt Number	9999999999999999	Policy Renewal Receipt Date	01-May-2017
Policy Valid From*	10-May-2017	Policy Valid To*	30-May-2017
Policy Premium Amount*	2500	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt*	upload.pdf
Request Ref. No.	12345/INSURANCE/11751		

[Back](#)

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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 screen.

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

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Electronic System for Trading Members

Master ▾ Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name:

Request Ref. No.:

Submission From Date:

Report Type*:

Member Code:

Status:

Submission To Date:

[Export](#)

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment
1	12345/INSURANCE/1	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED
							<input type="button" value="Download"/>


Using this 'Download' button, TM can download & save the uploaded document


[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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 **NSE**


Electronic Exchange of India

Home
Master ▾
Compliance ▾
Welcome shachi ▾

Insurance Report

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Request Ref. No.	<input type="text"/>	Status	<input type="text" value="ALL"/> ▾
Submission From Date	<input type="text" value=""/>	Submission To Date	<input type="text" value=""/>
Report Type*	<input type="text" value="View Current"/> ▾	Export	

TM can find the details using these blank search boxes

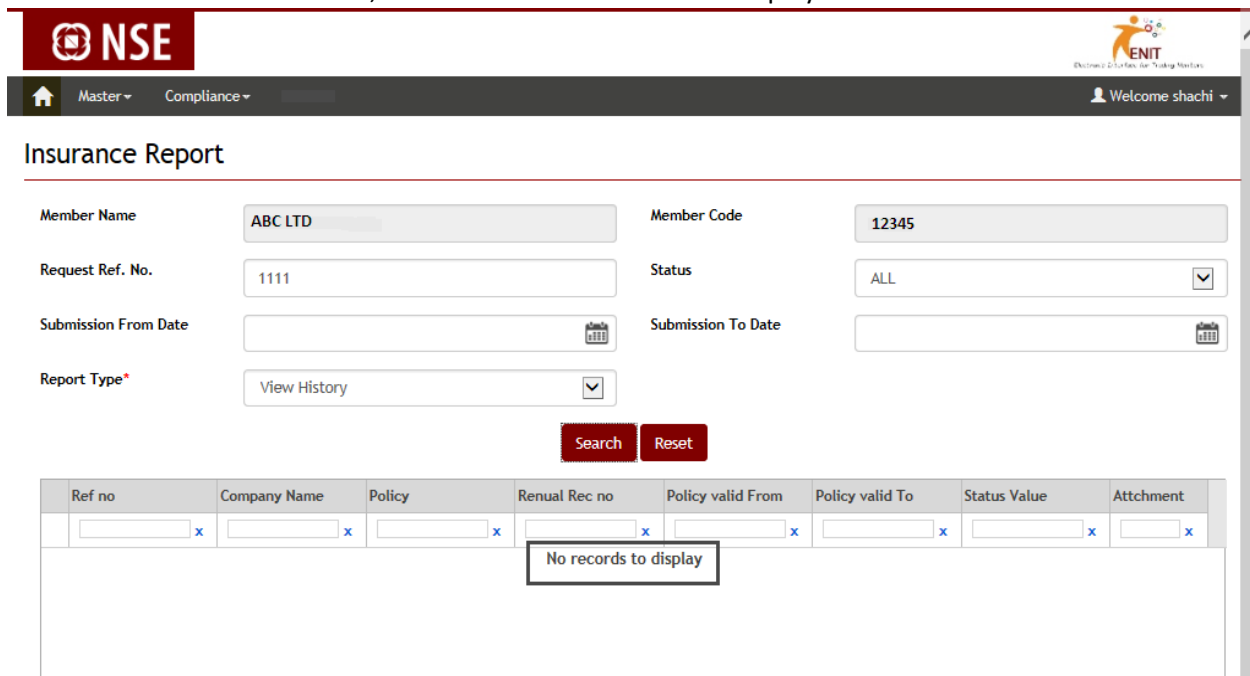
Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
	<input type="text" value="final"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
1	12345/INSURANCE/1	FINAL TEST	333	01-Jun-2016	18-Oct-2016	REVISED	<input type="button" value="Download"/>

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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:



The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with the NSE logo and user information. Below the navigation bar, the page title is "Insurance Report". The main area contains a search form with the following fields:

- Member Name: ABC LTD
- Member Code: 12345
- Request Ref. No.: 1111
- Status: ALL
- Submission From Date: (empty)
- Submission To Date: (empty)
- Report Type*: View History

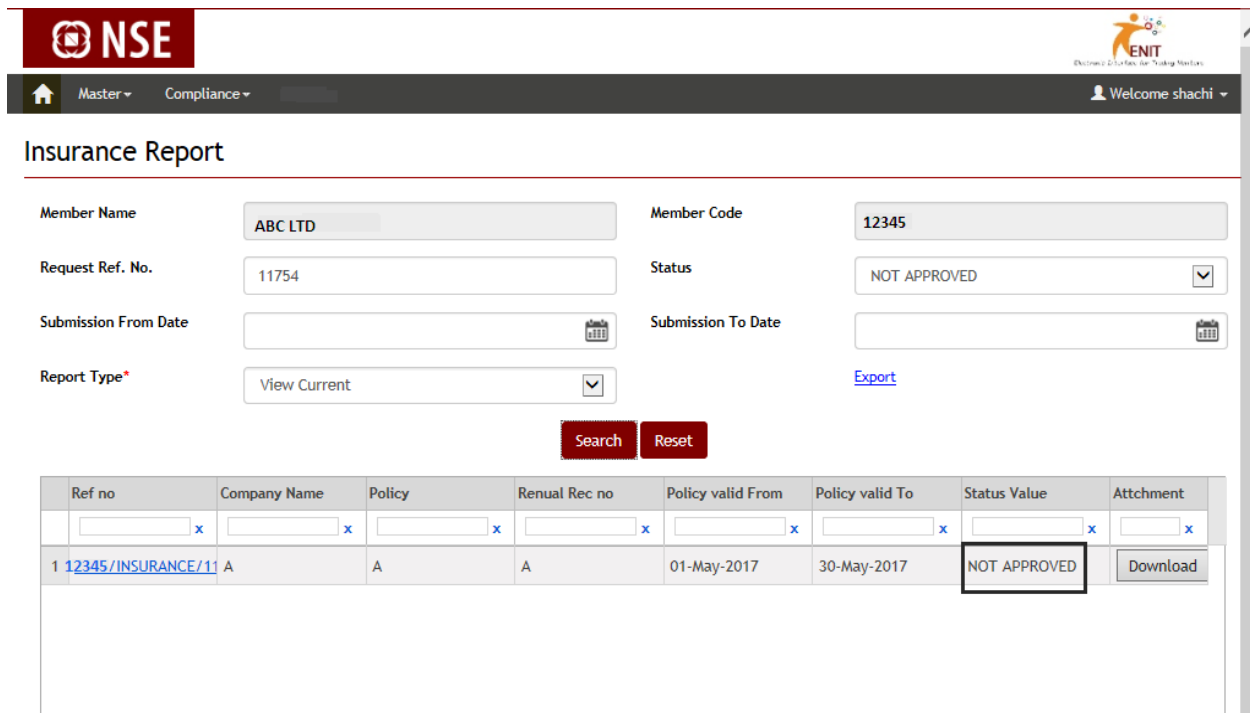
Below the search form are two buttons: "Search" and "Reset". Below the buttons is a table with the following columns: Ref no, Company Name, Policy, Renewal Rec no, Policy valid From, Policy valid To, Status Value, and Attachment. The table is currently empty, and a message "No records to display" is shown in a box below the table.

[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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The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with 'Master' and 'Compliance' menus, and a user profile 'Welcome shachi'. The main heading is 'Insurance Report'. Below this, there are several input fields for search criteria: Member Name (ABC LTD), Member Code (12345), Request Ref. No. (11754), Status (NOT APPROVED), Submission From Date, Submission To Date, and Report Type* (View Current). There are 'Search' and 'Reset' buttons below the search fields. Below the search area is a table with the following data:

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/11	A	A	01-May-2017	30-May-2017	NOT APPROVED	Download

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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Welcome shachi

Insurance Details

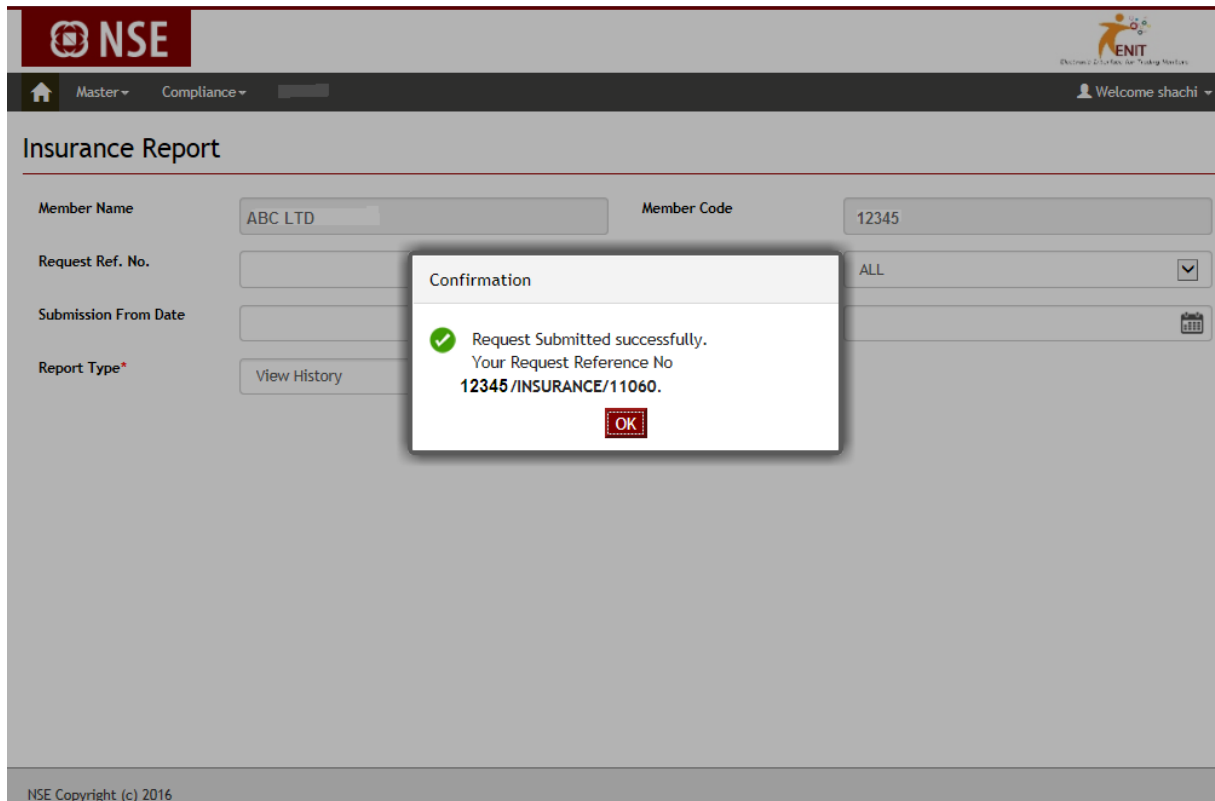
Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Name of Insurance Company*	<input type="text" value="qeweqw"/>	Policy Number*	<input type="text" value="21123123"/>
Policy Renewal Receipt Number	<input type="text" value="345345345"/>	Policy Renewal Receipt Date	<input type="text" value="04-Feb-2017"/>
Policy Valid From*	<input type="text" value="08-Feb-2017"/>	Policy Valid To*	<input type="text" value="31-Oct-2017"/>
Policy Premium Amount*	<input type="text" value="2500"/>	Email Id*	<input type="text" value="nseit_sgovekar@vendor.nse.co.in"/>
Mobile Number*	<input type="text" value="9898565916"/>	Upload Premium Renewal Receipt	<input type="text" value="168010_VendorDoc (2).pdf"/> <input type="button" value="Browse..."/>
Request Ref. No.	<input type="text" value="12345/INSURANCE/11060"/>	Remarks	<input type="text" value="Request is rejected"/>

* Note:
1. The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.
2. Please ensure size of attachment is less than 10 MB.
3. Please provide the email id where you will be informed of the status of your application.

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

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The screenshot shows the NSE Insurance Report interface. At the top left is the NSE logo. The top right corner features the ENIT logo (Electronic System for Trading Members) and the text "Welcome shachi". Below the header is a navigation bar with "Master" and "Compliance" menus. The main content area is titled "Insurance Report" and contains several input fields: "Member Name" (ABC LTD), "Member Code" (12345), "Request Ref. No.", "Submission From Date", and "Report Type*" (with a "View History" button). A confirmation dialog box is overlaid on the form, displaying a green checkmark and the text: "Confirmation", "Request Submitted successfully.", "Your Request Reference No 12345/INSURANCE/11060.", and an "OK" button. The footer of the page reads "NSE Copyright (c) 2016".

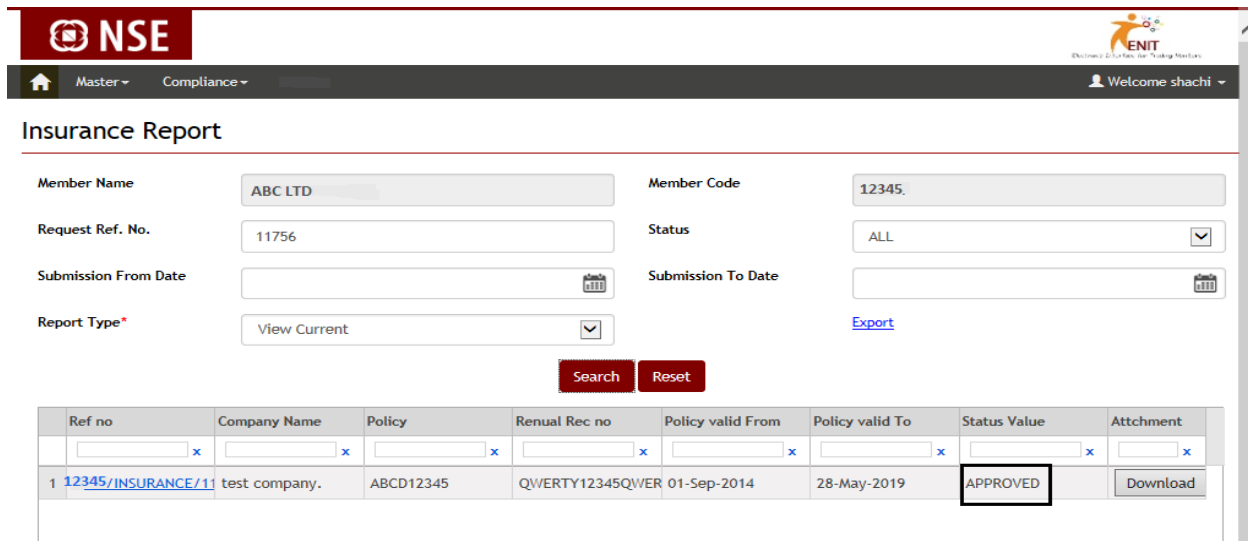
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When request gets re-submitted, the status will get changed to 'Revised' in the MIS report as below:

[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:



The screenshot shows the NSE Insurance Report interface. At the top, there is a navigation bar with the NSE logo and the text "ENIT". Below this, there are tabs for "Master" and "Compliance", and a user greeting "Welcome shachi".

The main section is titled "Insurance Report" and contains several search filters:

- Member Name: ABC LTD
- Member Code: 12345
- Request Ref. No.: 11756
- Status: ALL
- Submission From Date: (empty)
- Submission To Date: (empty)
- Report Type*: View Current



There are "Search" and "Reset" buttons below the filters. An "Export" link is also present.

The table below shows the search results:

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	12345/INSURANCE/1 test company.	ABCD12345	QWERTY12345QWER	01-Sep-2014	28-May-2019	APPROVED	Download

National Stock Exchange of India

Circular


Master Compliance Welcome shachi

Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	test company.	Policy Number*	ABCD12345
Policy Renewal Receipt Number	QWERTY12345QWERTY	Policy Renewal Receipt Date	30-May-2017
Policy Valid From*	01-Sep-2014	Policy Valid To*	28-May-2019
Policy Premium Amount*	25000	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt *	digiprajwaladigi_signed.pdf
Request Ref. No.	12345/INSURANCE/11756		

[Back](#)

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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.