National Stock Exchange of India Ltd.

User Manual for Submission of Half-Yearly Networth

TABLE OF CONTENTS

1. ABOUT THIS GUIDE

- PURPOSE OF THIS GUIDE
- WHO SHOULD READ THIS GUIDE
- HOW TO GET IN TOUCH

2. GETTING STARTED

- ELECTRONIC MEMBER INTERFACE
- NAVIGATION BAR

3. COMPLIANCES

- HALF YEARLY NETWORTH SUBMISSION
- HALF YEARLY NETWORTH MIS

About This Guide

- ### PURPOSE OF THIS GUIDE

This guide will enable you to use Half Yearly Networth Submission Module of the Electronic Member Interface User Module and provides detailed procedures for the same.

- ### WHO SHOULD READ THIS GUIDE

This guide is useful for Members who are the users of Electronic Member Interface User module. The main functions of this module include:

  ➢ To submit the half yearly submission report, to view it in the MIS report.

- ### HOW TO GET IN TOUCH
  ➢ 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
  Email ID: compliance_mem@nse.co.in

  ➢ If you have any problems, questions, comments, or suggestions regarding Electronic Member Interface User module, contact us at the address mentioned above or call on Toll free 18002660058 (option 1).
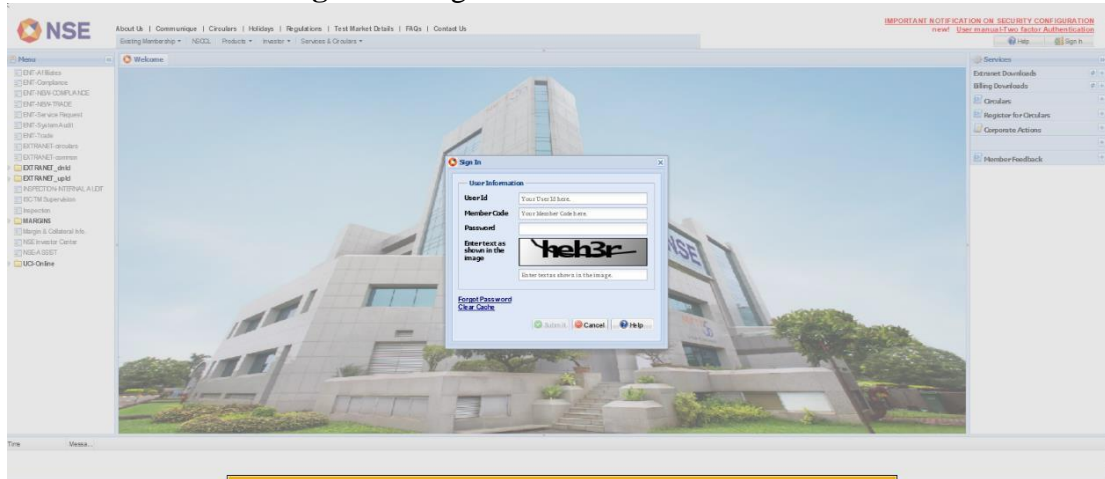
- ### Getting Started

  ➢ The module has been created on ENIT-NEW-COMPLIANCE.

  ➢ The Member needs to provide access to the new service to the compliance users for accessing above modules. This access to the new service can be given using Admin user provided to the Member.

  ➢ To start the 'Electronic Member Interface' portal, Member first needs to login into Member Portal using the 'UserId, Member Code and Password'.

➢ Then member needs to go to 'ENIT NEW COMPLIANCE' tab to get the access. It is advisable to use Internet Explorer -11 (IE11) or higher versions of IE.

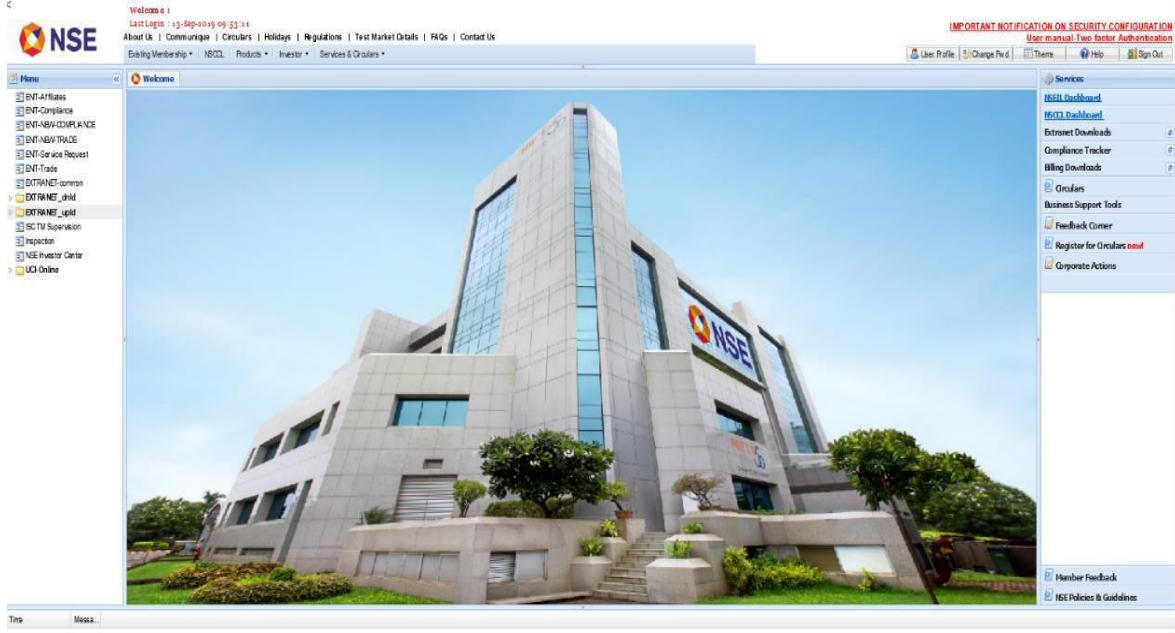**To start the electronic member interface user module**

1. Open browser from the desktop.
2. Type https://enit.nseindia.com/MemberPortal/ in the address bar and then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:

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

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

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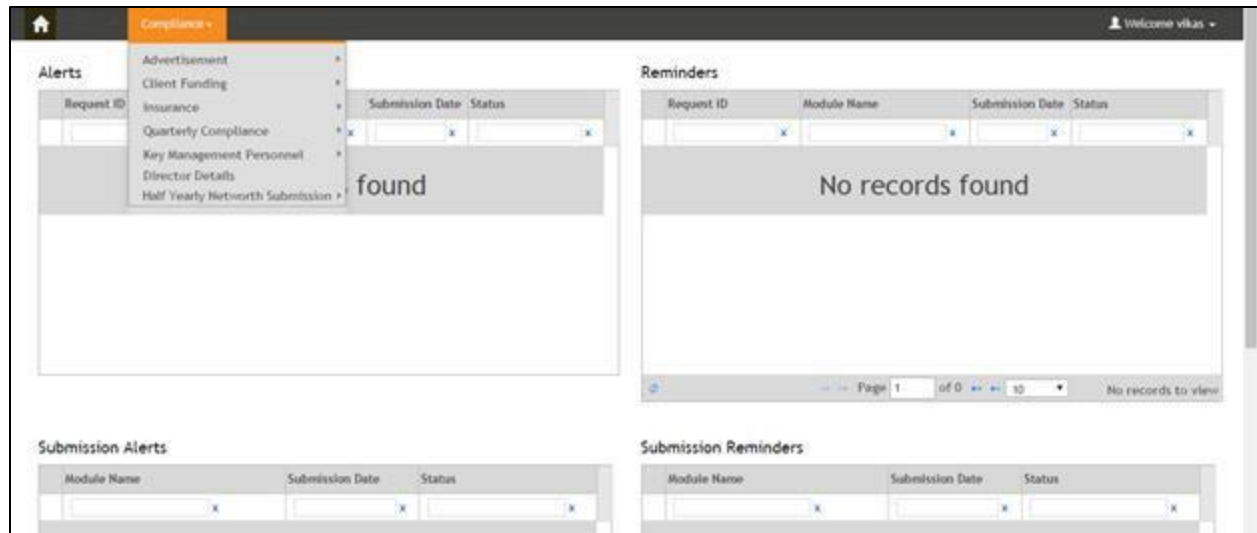

When no records are available, then it will show 'No Records Found'

- ## 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 the Electronic Member Interface (User) and their uses.

- ## Navigation Bar

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

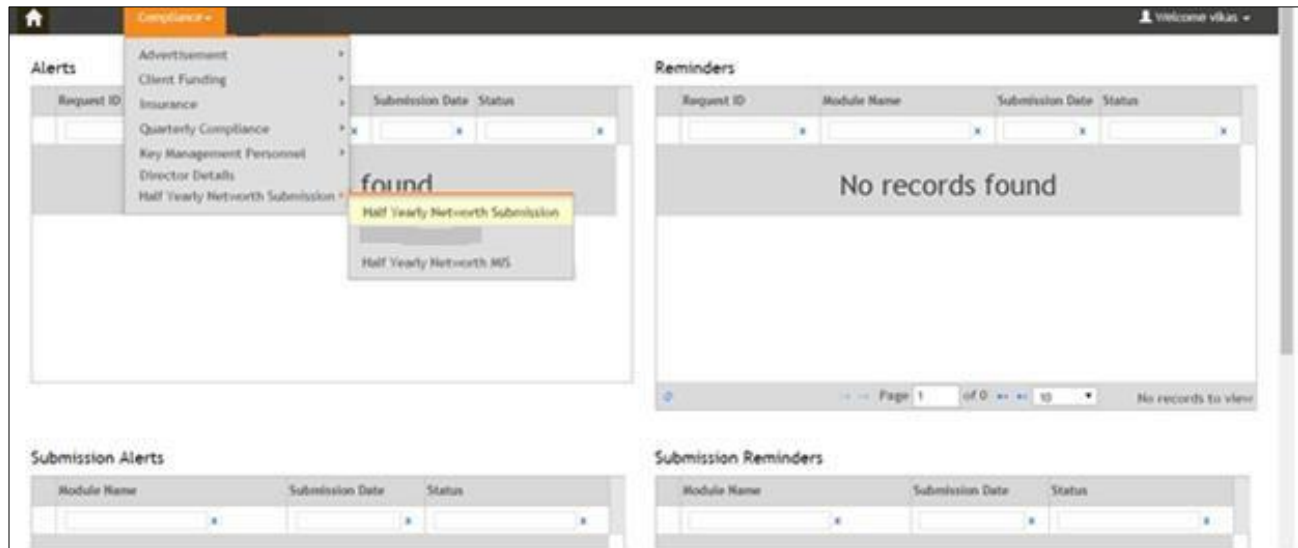Under 'Compliance' module, 'Half Yearly Networth Submission' module is available:

'Half Yearly Networth Submission' module contains:

> ➢ Half Yearly Networth Submission
> ➢ Half Yearly Networth MIS

- COMPLIANCES

HALF YEARLY NETWORTH SUBMISSION

1. Login with correct member credentials to member portal.
2. Click on 'Compliance'.
3. Go to 'Half Yearly Networth Submission' module.
4. Select 'Half Yearly Networth Submission' and click on it.

On clicking, below page will open:

Here, 'Member Name, Member Code & As on Date' fields are auto populated and disabled fields. 'Name

of CA Firm, Membership No. of Certifying CA' are editable blank fields.

'Name of CA Firm' will accept maximum 50 characters while 'Membership No. of Certifying CA' should accept maximum 50 characters.

'Method of Computation of Net Worth' is a dropdown option. The general options available are:

- Dr. L. C. Gupta Method
- RBI Method

The method types get allocated to each member depending on the respective constitution of the member etc.

If the Member is assigned for Dr. L.C. Gupta Method, then no other method types will be displayed to the member. When the Member is any Bank, then both Dr. L.C. Gupta Method & RBI method will be displayed to him.

Uploading of multiple networth certificate scanned copies can be done through the option – Upload Additional Scan Copy (if any)

'Upload Scanned copy of Networth Certificate & Computation' is a browse field. It accepts below document types:

- ➢ .pdf
- ➢ .jpeg
- ➢ .jpg
- ➢ .doc
- ➢ .docx
- ➢ .zip
- ➢ .tif
- ➢ .7z
- ➢ .rar

'Compute Networth' is a button, helps the Member to generate the form such that Member can enter the amount to submit his networth to the exchange.

> ➢ **Error when mandatory fields are kept blank:**

When the mandatory fields are kept blank & Member clicks on 'Compute Networth' button, the mandatory fields will get highlighted with red error alert icon, showing the errors for each mandatory field.

When Member enters valid details & uploads a correct file & clicks on 'Compute Networth' button, the form gets generated depending on the method selected for computing the networth.

The part at left side is considered as 'A' & part at right hand side is considered as 'B'. The Networth is calculated as **[A-B]**

Variable networth needs to be updated under the Variable Networth field which is a mandatory field

'Reset' button allows Member to reset all the entered values back to 0.00

In case member has 25% variation, member will be directed to submit reason and upload if required.

Save' button helps Member to save the entered values. But it does not submit the form to the exchange. Hence member must click the **'Submit to Exchange'** button in order to make the submission. When user saves the details then only **'Submit to Exchange'** button will get enabled:

When Member clicks on **'Submit to Exchange'** button, **'Submit to Exchange'** pop will get open as below:

'Submit to Exchange' pop up is having below mandatory fields:

1. I agree
2. Name of the person whose signature is affixed
3. Designation of the person whose signature is affixed
4. Mobile / phone no.
5. Email id for further communication
6. Click on Validate
7. Click on Submit

◉ I Agree.	
Name of the person whose signature is affixed:	
Designation of the person whose signature is affixed:	
Mobile / phone no.:	
Email id for further communication	
Validate Data	
SUBMIT CANCEL	

If Member enters invalid details, then one by one, error alerts will be displayed for each field.

'Name of the person whose signature is affixed & Designation of the person whose signature is affixed' fields should accept maximum 50 characters.

'Mobile / phone no' field should accept maximum 15 digits.

'Email id for further communication' field should accept maximum 50 characters. On this email id, Member will receive all the updates or the request is accepted / rejected.

When Member clicks on Submit, a reference no will get generated as below:

In case member reports shortfall or has 25% variation as compared to last submission, below message shall be displayed *"Please note the Networth as on March 31, 2023 is below the minimum Networth requirement, kindly submit the revised Networth meeting the requirement. Do you wish to submit the revised Networth"*

If you click 'Yes', you will be directed to submit revised Networth submission (as on a later date) along with reason for shortfall and 25% variation.

NOTE: PLEASE NOTE IN CASE YOU DO NOT SUBMIT THE REVISED NETWORTH ON THE SAME DAY AS ON THE DATE OF ORIGINAL NETWORTH (WITH SHORTFALL), YOUR TRADING RIGHTS SHALL BE WITHDRAWN IMMEDIATELY.

Upload Revised Networth for Shortfall along with Shortfall and 25% Variation Reasons

Shortfall reason :*	Shortfall reason
Upload :	Choose File No file chosen
25% or more variation reason :*	25% or more variation reason
Upload :	Choose File No file chosen
Revised Networth Certificate :*	Choose File No file chosen

Note:
- Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tif/.7z/.rar are permitted.

SUBMIT

Circular Ref.	Circular no. 541(Ref. NSE/MEM/7835 dated September 06, 2006)	Upload Scanned copy of Networth Certificate & Computation*	Choose File No file chosen
			SAMPLE FILE.pdf
Shortfall reason from member	SAMPLE READSON	Scanned copy of Revised Networth	SAMPLE FILE REVISED_155351.pdf
25% variation reason from member	SAMPLE REASON		

COMPUTE NETWORTH   EDIT

Note:

    1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tif/.7z/.rar are permitted.

> ⚠ You have saved the request , but not submitted to Exchange. Request you to please click on SAVE and then click on SUBMIT TO EXCHANGE.
>
> **OK**

Dr. L.C. Gupta Method latest *Circular No. 541(Ref. NSE/ME...*

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable assets viz.	
Capital*	100	Fixed Assets*	0
Free Reserves*	0	Pledged Securities*	0
		Member's Card*	0
		Non-allowable securities (unlisted securities)*	0
		Bad deliveries*	0
		Doubtful Debts and Advances*	0
		Prepaid expenses, losses*	0
		Intangible Assets*	0
		Marketable securities*	0

Non-allowable securities (unlisted securities)*	5238238935.00
Bad deliveries*	0.00
	...014678.00
	...233627.00
	...75627.00
	...830805.00
	...830805.00
Capital + Free Reserves (A)	
	...3324275.00

SUBMIT TO EXCHANGE

Note: Please check the half yearly networth submission details before submitting. Once the data is submitted member cannot add/modify/delete the details. So please confirm before submitting the details to the exchange.

To,

National Stock Exchange of India ltd.

This is with reference to your circular no.NSE/COMP/47873 dated April 02, 2021 regarding submission of half yearly networth certificate as a part of continuing membership norms. Please find attached herewith a scanned copy of the Half Yearly Networth and the computation thereof.
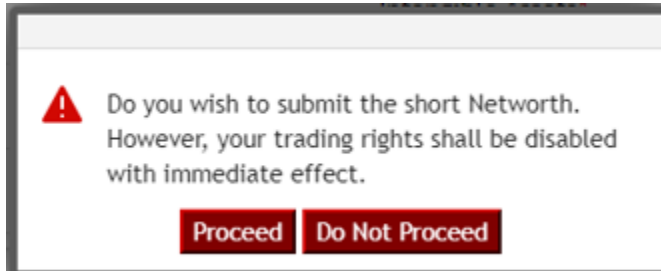
We/I confirm that the scanned copy of the Half Yearly Networth and the computation attached herewith are duly certified by the Chartered Accountant/ Company Secretary. We/I undertake that the details provided to the exchange are as per the certificate obtained by us and is true and correct.

The original copy of networth certificate and its computation is available with us, which would be made available to the exchange as and when required.

Yours faithfully,
for

SAVE   RESET   SUBMIT TO EXCHANGE

If you click 'No', following message shall be displayed "Do you wish to submit the short Networth. However, your trading rights shall be disabled with immediate effect"

If you click on Proceed, you will be required to give reason for shortfall in networth and 25% variation in the networth and proceed to complete the submission.

In case you click on 'Do not Proceed', **no submission will be recorded by Exchange**.

When the Member submits the half yearly networth, the same will get reflected in the 'Half Yearly

MIS' module viewable from member's end.

By clicking on Reference no. member will be able to submit the revised Networth meeting the requirement as the status of the member is 'Yes' under the column 'Shortfall In Networth'

Member must be able to filter the MIS using 'Reference no. & Status' fields.

'Status' is a dropdown options. It consists of following options:
- New
- Shortfall Networth Submitted
- Revised
- Approved
- Rejected

1. **New:** When the member submits the networth for the first time without a shortfall, then the status will be displayed as 'New'. Even if there exists a 25% or more variation, still the status will be displayed as 'New'.

2. **Shortfall Networth Submitted**: When member proceeds the submission by uploading the Networth with shortfall and fails to submit the revised Networth meeting the requirement.

3. **Revised:** When the member submits the revised networth meeting the requirement, then the status will be displayed as 'Revised'

4. **Approved:** When Exchange approves the submitted details, the status will get changed to 'Approved'. When the request is approved by the Exchange, member will receive the approved status with the reference no in the email-id provided by him to the exchange.

5. **Rejected:** When the Exchange rejects the submission, the status for such request will be shown as 'Rejected'. When Exchange rejects the request, member will receive the rejected status with the rejected reason in the email-id provided by him to the exchange and system will allow member to re-submit the Networth.