



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).

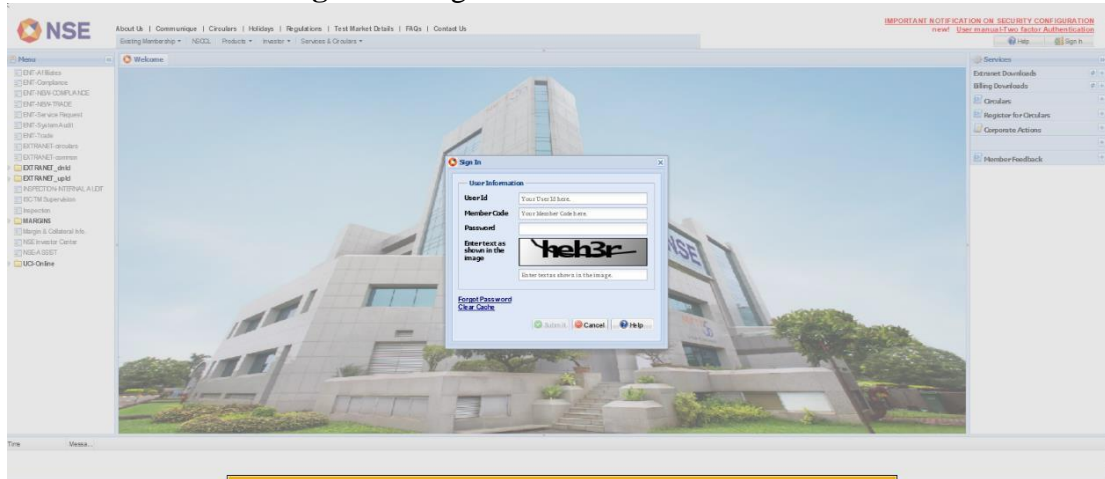
- Getting Started

- 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

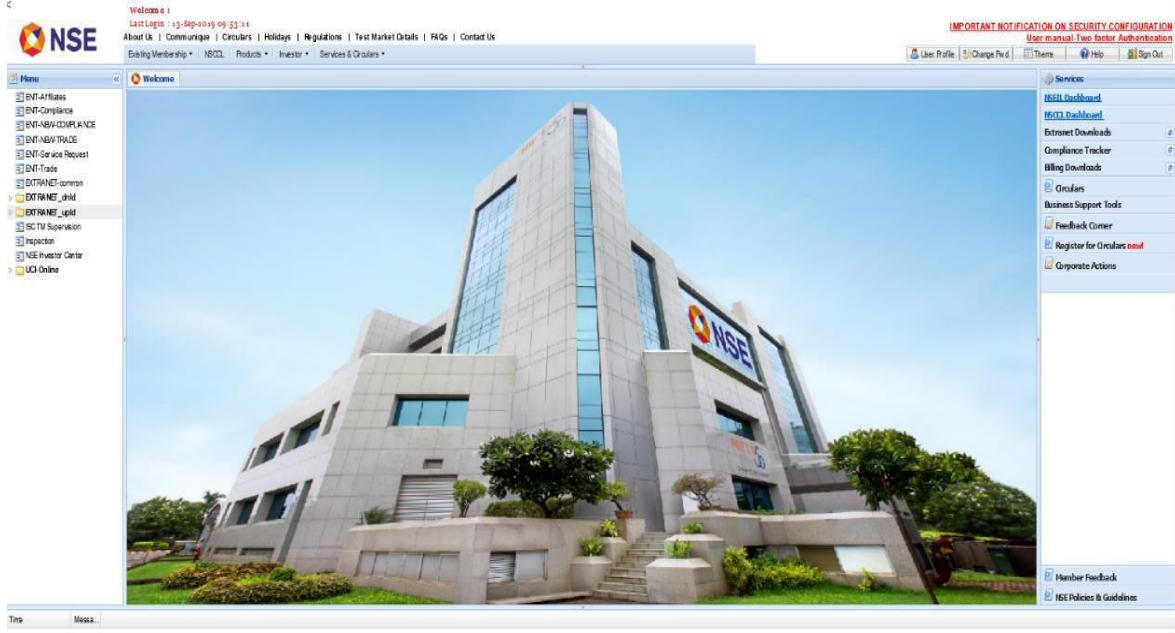
1. Open browser from the desktop.
2. Type <https://enit.nseindia.com/MemberPortal/> in the address bar and then click the **Go** button from the browser.
3. **NSE Member Portal Login** screen gets launched as below:



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

User Id	<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. ✓ 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:

GSTIN Information				
ENTITY	Address	Provisional GST Id	ARN Number	PAN
National Stock Exchange of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN1797L1Z0	AA271216007256G	AAACN1797L
National Securities Clearing Corporation of India Limited	G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051	27AAACN2642L1ZE	AA271216007418C	AAACN2642L

Members are requested to follow Escalation Matrix as given below for the service related Query/issues on the Leased Line managed by Sify Technologies Ltd.

Criticality	Contact Number	Email Id	Contact person	Priority
Level 1	18004199963	nse.servicedesk@sifycorp.com nse.sifynoc@sifycorp.com	Help desk Team	Immediate
Level 2	9841264447	senthil.saravanan@sifycorp.com	Senthil Saravanan(Assitant manager GNOC)	1 Hour
Level 3	9818784467	shankar.yadav@sifycorp.com	Shankar Yadav(Senior Manager GNOC)	2 Hour
Level 4	9884968619	pillai.pramod@sifycorp.com	pramod Pillai(AGM Network Operations)	3 Hour
Level 5	9884070474	joseph.abraham@sifycorp.com	Joseph Abraham(AVP Network Operations)	4 Hour

Alerts

No Records Found.

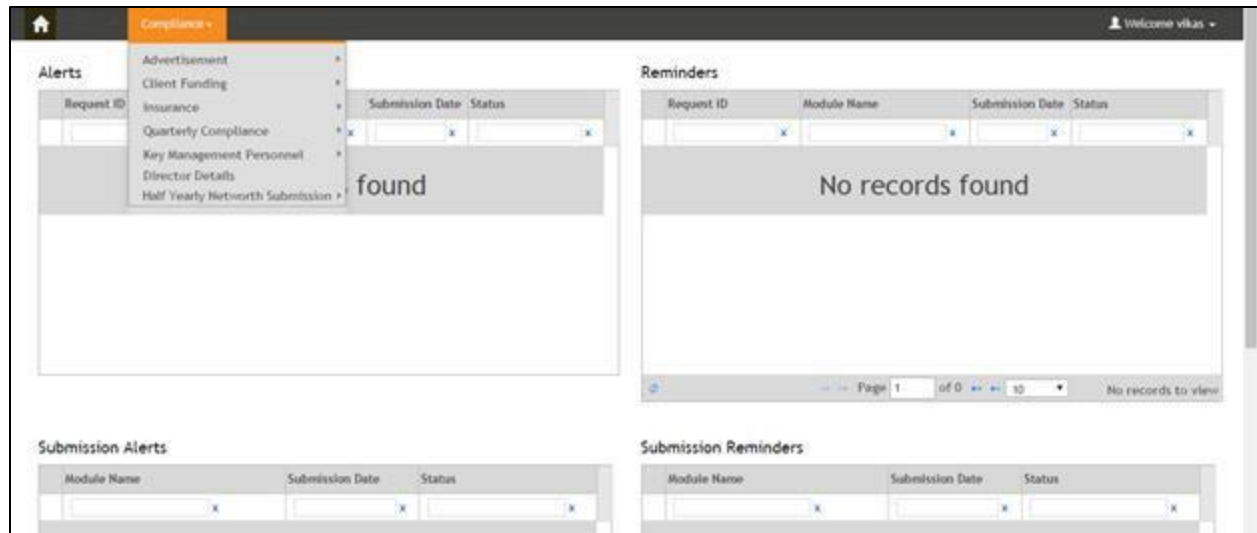
Reminders

No Records Found.

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:

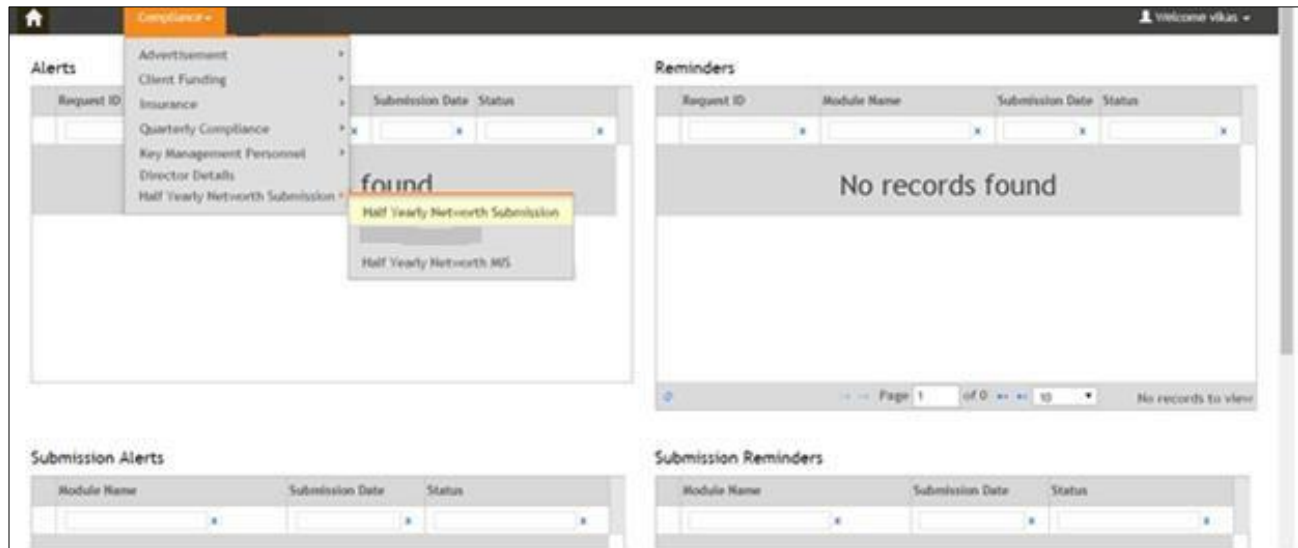
‘Half Yearly Networth Submission’ module contains:

- 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:

The screenshot displays the NSEIL member portal interface for the 'HALF YEARLY NETWORKH' section. The header includes the NSEIL logo, navigation tabs (Member Education, Compliance, Trade, Membership), and user information (Member Code, Member Name, Test Digital Signature, Test PDF Signing, and a Welcome message). The form fields are as follows:

- Member Name:** A disabled text input field.
- Member Code:** A disabled text input field.
- As On Date*:** A text input field containing '31-Mar-2023'.
- Membership No. of Certifying CA*:** A text input field containing 'test'.
- Name of CA Firm*:** A text input field containing 'test'.
- Method of Computation of Net Worth*:** A dropdown menu with 'Select' as the current option.
- Upload Scanned copy of Networth Certificate & Computation*:** A file upload area with a 'Choose File' button and a file named '2_418615.pdf'.
- Upload Additional Scan Copy (if any):** A file upload area with a 'Choose File' button and the text 'No file chosen'.

Below the form is a red 'COMPUTE NETWORKH' button. A note at the bottom states: '1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tif/.7z/.rar are permitted.' The footer shows 'NSE Copyright (c) 2016'.

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.

Dr. L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06, 2006)

Particulars	Amount(Rs. in absolute figure)	Particulars	Amount(Rs. in absolute figure)
Capital + Free Reserves		Non-allowable assets viz:	
Capital*	<input type="text" value="0.00"/>	Fixed Assets*	<input type="text" value="0.00"/>
Free Reserves*	<input type="text" value="0.00"/>	Pledged Securities*	<input type="text" value="0.00"/>
		Member's Card*	<input type="text" value="0.00"/>
		Non-allowable securities (unlisted securities)*	<input type="text" value="0.00"/>
		Bad deliveries*	<input type="text" value="0.00"/>
		Doubtful Debts and Advances*	<input type="text" value="0.00"/>
		Prepaid expenses, losses*	<input type="text" value="0.00"/>
		Intangible Assets*	<input type="text" value="0.00"/>
		Marketable securities*	<input type="text" value="0.00"/>
		Deductible Value of Marketable Securities	<input type="text" value="0.00"/>
		<small>Kindly fill the amount after considering appropriate haircut on all kinds of Marketable Securities as per Exchange circular NSE/COMP/47555 dated March 08, 2021</small>	
Capital + Free Reserves (A)	<input type="text" value="0.00"/>	Total (Non-allowable assets viz) (B)	<input type="text" value="0.00"/>
		NetWorth (A-B)	<input type="text" value="0.00"/>
		Variable NetWorth*	<input type="text" value="0.00"/>

SAVE RESET SUBMIT TO EXCHANGE

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:

The screenshot shows a web form for calculating Net Worth. The form is divided into two main sections, A and B. Section A (Capital + Free Reserves) has a value of 15520825283.00. Section B (Total Non-allowable assets) has a value of 7313324275.00. The Net Worth (A-B) is calculated as 8207501008.00. The Variable Net Worth is also 8207501.00. A success message overlay is displayed in the center, stating "Saved successfully." with an "Ok" button. The form includes buttons for "SAVE", "RESET", and "SUBMIT TO EXCHANGE".

Field	Value
Non-allowable securities (unlisted securities)*	5238238935.00
Bad deliveries*	0.00
Doubtful Debts and Advances*	178014678.00
Prepaid expenses, losses*	481233627.00
Capital + Free Reserves (A)	15520825283.00
Total (Non-allowable assets viz) (B)	7313324275.00
NetWorth (A-B)	8207501008.00
Variable Networth*	8207501.00

Capital + Free Reserves (A) 15520825283.00

NetWorth (A-B) 8207501008.00

Variable Networth* 8207501.00

SAVE RESET SUBMIT TO EXCHANGE

NSE Copyright (c) 2016

	Non-allowable securities (unlisted securities)*	5238238935.00
	Bad deliveries*	0.00
	Doubtful Debts and Advances*	178014678.00
	Prepaid expenses, losses*	481233627.00
	Intangible Assets*	52075627.00
	Marketable securities*	617830805.00
	Deductible Value of Marketable Securities Kindly fill the amount after considering appropriate haircut on all kinds of Marketable Securities as per Exchange circular NSE/COMP/47555 dated March 08, 2021	617830805.00
	Total (Non-allowable assets viz) (B)	7313324275.00
Capital + Free Reserves (A)		15520825283.00
	NetWorth (A-B)	8207501008.00
	Variable Networth*	8207501.00

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

Capital + Free Reserves (A)

Non-allowable securities (unlisted securities)*	5238238935.00
Bad deliveries*	0.00
Doubtful Debts and Advances*	178014678.00
Prepaid expenses, losses*	481233627.00
Intangible Assets*	52075627.00
Marketable securities*	617830805.00
Deductible Value of Marketable Securities Kindly fill the amount after considering appropriate haircut on all kinds of Marketable Securities as per Exchange circular NSE/COMP/47555 dated March 08, 2021	617830805.00
Total (Non-allowable assets viz) (B)	7313324275.00

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 Network 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

NSE Copyright (c) 2016

‘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

<input checked="" type="radio"/> I Agree.	
Name of the person whose signature is affixed:	<input type="text"/>
Designation of the person whose signature is affixed:	<input type="text"/>
Mobile / phone no.:	<input type="text"/>
Email id for further communication	<input type="text"/>
<input type="button" value="Validate Data"/>	
<input type="button" value="SUBMIT"/> <input type="button" value="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:

If you click 'Yes', you will be directed to submit revised Network 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 NETWORK ON THE SAME DAY AS ON THE DATE OF ORIGINAL NETWORK (WITH SHORTFALL), YOUR TRADING RIGHTS SHALL BE WITHDRAWN IMMEDIATELY.

Upload Revised Network for Shortfall along with Shortfall and 25% Variation Reasons	
Shortfall reason :*	<input type="text" value="Shortfall reason"/>
Upload :	<input type="button" value="Choose File"/> No file chosen
25% or more variation reason :*	<input type="text" value="25% or more variation reason"/>
Upload :	<input type="button" value="Choose File"/> No file chosen
Revised Network Certificate :*	<input type="button" value="Choose File"/> No file chosen
Note: <ul style="list-style-type: none">• Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tif/.7z/.rar are permitted.	
<input type="button" value="SUBMIT"/>	

Circular Ref.

Shortfall reason from member

25% variation reason from member

Upload Scanned copy of Network Certificate & Computation* No file chosen
SAMPLE FILE.pdf

Scanned copy of Revised Network

Note:
1. Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tiff/.tif/.rar are permitted.

Dr. L.C. Gupta Method latest Circular No. 541(Ref. NSE/MEM/7835 dated September 06, 2006)

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

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

Non-allowable securities (unlisted securities)*

Bad deliveries*

014678.00

233627.00

75627.00

830805.00

830805.00

3324275.00

Capital + Free Reserves (A)

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 Network and the computation thereof.

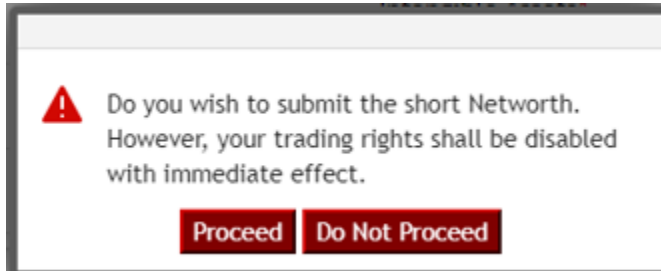
We/I confirm that the scanned copy of the Half Yearly Network and the computation attached herewith are duly certified by the Chartered Accountant/ Company Secretary. We/I undertake that the details provided to the exchange are as per the certificate obtained by us and is true and correct.

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

NSE Copyright (c) 2016

If you click 'No', following message shall be displayed "Do you wish to submit the short Network. 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 network and 25% variation in the network and proceed to complete the submission.

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

Shortfall reason : *	<input type="text" value="Shortfall reason"/>
Upload :	<input type="button" value="Choose File"/> No file chosen
25% or more variation reason : *	<input type="text" value="25% or more variation reason"/>
Upload :	<input type="button" value="Choose File"/> No file chosen
Revised Network Certificate : *	<input type="button" value="Choose File"/> No file chosen

Note:

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

Non-allowable securities (unlisted securities)* 5238238935.00

Bad deliveries* 0.00

014678.00

233627.00

75627.00

830805.00

830805.00

3324275.00

Capital + Free Reserves (A)

SUBMIT TO EXCHANGE

Note: Please check the half yearly network 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 network certificate as a part of continuing membership norms. Please find attached herewith a scanned copy of the Half Yearly Network and the computation thereof.

We'll confirm that the scanned copy of the Half Yearly Network and the computation attached herewith are duly certified by the Chartered Accountant/ Company Secretary. We'll 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 network certificate and its computation is available with us, which would be made available to the exchange as and when required.

Yours faithfully,
for

NSE Copyright (c) 2016

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

The screenshot shows the NSEIL MIS interface. At the top, there is a navigation bar with the NSEIL logo and user information. Below this is a search form for 'Half Yearly Network MIS' with fields for Member Name, Reference No., Period, Member Code, Status, and Member Type. A 'Search' button is present. Below the form is a table with the following data:

Mem Code	Member Name	Network Method	Total Network	Original Network	Minimum Network	Base Network	Variable Network	Shortfall in Network	Submission Date	Date of Revised Submission	Status	Rejection Reason(if any)	Reference No.	MTR
1			4000000	4000000	60000000	10000000	60000000	YES	Mar 23, 2023 1:57:59 PM		NEW		2069/HALF_NET/0	Yes

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

The screenshot shows a form titled 'Upload Revised Network for Shortfall along with Shortfall and 25% Variation Reasons'. It contains three main sections, each with a text input field and a 'Choose File' button:

- Shortfall reason :** Text input field for 'Shortfall reason'.
- Upload :** 'Choose File' button with 'No file chosen' text.
- 25% or more variation reason :** Text input field for '25% or more variation reason'.
- Upload :** 'Choose File' button with 'No file chosen' text.
- Revised Network Certificate :** 'Choose File' button with 'No file chosen' text.

A 'Note' section states: 'Attachments only in .pdf/.jpeg/.jpg/.doc/.docx/.zip/.tiff/.7z/.rar are permitted.' A 'SUBMIT' button is located at the bottom of the form.

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 network 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 Network with shortfall and fails to submit the revised Network meeting the requirement.
 3. **Revised:** When the member submits the revised network 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 Network.