

National Stock Exchange Of India Limited**Department: INVESTOR SERVICES CELL**

Download Ref No: NSE/ISC/61817

Date: April 30, 2024

Circular Ref. No: 23/2024

To All Members and Market Participants

Subject: Master Circular for Unique Client Code

Various circulars have been issued from time to time on upload of information of Unique Client code to the Exchange. With a view to facilitate all members and market participants to comply with the current regulatory requirements and have access to the applicable guidelines at one place relating to the above, the Exchange has consolidated all the applicable circulars on Unique Client Code issued upto March 31, 2024.

Members are advised to take note of the same and comply with these norms, in letter and spirit, on a continuous basis. In case of any detailed clarification required, Members are advised to refer to the respective circulars.

For the convenience of members, circular is categorized as following:

| | |
|---------------|---|
| Part A | Introduction to Unique Client Code |
| Part B | Reports Available |
| Part C | Consolidated List of Applicable Circulars |

In case of any inconsistency between the Master Circular and the applicable circulars, the content of the relevant circular shall prevail.

Notwithstanding such rescission

- a. *Anything done or any action taken or purported to have been done or contemplated under the rescinded guidelines before the commencement of this Master Circular shall be deemed to have been done or taken or commenced or contemplated under the corresponding provisions of the Master Circular or rescinded guidelines whichever is applicable.*
- b. *The previous operation of the rescinded guidelines or anything duly done or suffered thereunder, any right, privilege, obligation or liability acquired, accrued or incurred under the rescinded guidelines, any penalty, incurred in respect of any violation committed against the rescinded guidelines, or any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty as aforesaid, shall remain unaffected as if the rescinded guidelines have never been rescinded.*

For and on behalf of

National Stock Exchange of India Limited

Shanti Idnani

Associate Vice President

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|---------------------------------|--|
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CONSOLIDATED CIRCULAR – UNIQUE CLIENT CODE

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UNIQUE CLIENT CODE

PART A

1. Introduction to Unique Client Code (UCC)

SEBI vide its circular SMDRP/Policy/Cir-39/2001 dated July 18, 2001, had directed that it shall be mandatory to use unique client codes for all the clients. In order to comply with the above circular, it had been made mandatory for the trading members to upload the unique client codes for all their clients in the Exchange UCC database.

Following are the checks to be done by the Trading members prior to upload of UCC in the UCI -Portal of Exchange

I. Checks for PAN

- The requirement of mandatory submission of PAN by clients for transactions in the securities market shall continue to apply, with permitted exemptions.
- Members shall verify the PAN online using the Income Tax Database.
- In case PAN is not seeded with AADHAAR before the date specified by the Government; it will not be considered as a valid PAN.

II. Checks for mobile number and email ID

- This is with reference to SEBI circular CIR/MIRSD/15/2011 dated August 02, 2011 and Exchange vide circular NSE/INVG/2011/18503 dated August 02, 2011, which inter-alia states as under:

“Stockbrokers shall ensure that separate mobile number/E-mail address is uploaded for each client. However, under exceptional circumstances, the stockbroker may, at the specific written request of a client, upload the same mobile number/E-mail address for more than one client provided such clients belong to one family. ‘Family’ for this purpose would mean self, spouse, dependent children, and dependent parents.”

- Please note that multiple UCC mapped with same mobile number or email address shall be strictly as per the definition of “Family” as mentioned in SEBI circular CIR/MRSD/15/2011 dated August 02, 2011 and Exchange circular NSE/INVG/2011/18503 dated August 02, 2011 as mentioned above and at the written request of a client in whose account same mobile number/ E-mail address is being updated to avoid any penalty/disciplinary action as per Exchange vide circular NSE/INSP/53530 dated September 02, 2022 or any circular issued thereafter.
- In cases where same mobile number / email ID is captured in more than one UCC account and written declaration for the family is not submitted to the Member, Members shall be required to send 30 days’ notice to their clients for submitting mobile number /email ID modification form / request letter for updating the same or family declaration.
- Members shall ensure that the mobile numbers/ email addresses of Trading members

/their employees or their Authorised Persons are not captured as client contact details.

III. **Due diligence of clients**

- This is with reference to UCC details uploaded by the Members in the UCC database of the Exchange.
- It has been observed by the Exchange that clients are having multiple PANs with same name and same bank account number. All the Members are hereby advised to conduct proper due diligence while onboarding the clients and update factual information in the UCC database of the Exchange.
- Further for existing clients, review the details of your clients and if required, update accurate details in the UCC system of the Exchange.
- All the members are advised to take the appropriate corrective action. All the members are requested to take note and comply with the above guidelines.

IV. **Proprietary account**

Trading Members shall be required to mandatorily upload PAN details for all 'PRO' (Proprietary account) codes. For this purpose, the trading member code shall be mentioned as Unique Client Code (UCC) and the valid PAN of the trading member shall be provided.

Amendments to provisions in SEBI Circular dated September 16, 2016 on Unique Client Code (UCC) and mandatory requirement of Permanent Account Number (PAN).

Exchange vide circular NSE/ISC/47598 dated March 10, 2021 stated that SEBI has issued circular No. SEBI/HO/CDMRD/DNP/CIR/P/2021/30 dated March 08, 2021, stating that UCC is mandatory for commodity derivative segment. For this purpose, members shall collect after verifying the authenticity and maintain in their back-office the copies of Permanent Account Number (PAN) issued by the Income Tax (IT) Department, for all their clients. However, in case of e-PAN, members shall verify the authenticity of e-PAN with the details on the website of IT Department and maintain the soft copy of PAN in their records.”

(Refer Circulars:

- NSE/CMTR/2730 dated July 24, 2001
- NSE/INVG/2011/18503 dated August 02, 2011
- NSE/ISC/ 40305 dated February 25, 2019
- NSE/ISC/47598 dated March 10, 2021
- NSE/ISC/48165 dated May 03, 2021
- NSE/INSP/53530 dated September 02, 2022
- NSE/ISC/57783 dated August 1, 2023
- NSE/ISC/60116 dated January 04, 2024
- CIR/MIRSD/15/2011 dated August 02, 2011
- SEBI/HO/CDMRD/DNP/CIR/P/2021/30 dated March 08, 2021
- SMDRP/Policy/Cir-39/2001 dated July 18, 2001)

2. Unique Client Code (UCC) file structure

- **Upload of UCC through UCI-Online/API Module**

A facility has been provided to the trading members to upload the UCCs of their clients through UCI-Online application and Application Programming Interface (API) module of Exchange. Revised file format for upload is attached as **Annexure A** - (UCI online) and **Annexure D** (API)

| |
|---|
| Links for UCI-Online |
| https://ims.connect2nsccl.com/MemberPortal |
| https://uat.connect2nsccl.com/MemberPortalRevamp |
| Links for API |
| https://ims.connect2nsccl.com/api-reg/welcome |
| https://uat.connect2nsccl.com/api-reg/welcome |

- **UCC Modification:**

Modification in Single UCC:

Trading members can modify/update the client details in existing UCC through Query client.

Path: Member Portal>Client detail>Query Client>Modify

Bulk Modification file upload in UCC system:

In order to modify/update the client details in existing UCCs, a bulk modification file format is also made available to the trading members in the UCI portal. Format is attached as **(Annexure B)**

Path: Member Portal>Client detail> Bulk Modification> File Upload

(Refer Circulars:

- NSE/ISC/61299 dated March 22, 2024)

- **Unfreeze Option**

Single Unfreeze Request:

In order to update the name, category, PAN, PAN-AADHAAR seeding status for a single client trading member can place the request under the below mentioned Path

Path: Member Portal >Other options>Unfreezing request>New Request

Bulk Unfreeze Request

Trading Members can update the Name, Category, PAN, PAN-AADHAAR seeding status, DOB/DOI of their clients through bulk unfreeze option in UCI portal. Format for bulk unfreeze is attached as **(Annexure E)**

Path: Member Portal>Other options>Unfreezing request>Bulk upload-unfreezing

(Refer Circulars:

- NSE/ISC/61299 dated March 22, 2024)

- **Client Status**

Trading Members can update the client status of their clients as Active, Inactive and Closed in UCI portal

Single client status update

For single client status update, trading members can update the client status of their clients on the following path

Path: UCI Online > Client Details > Update Client Status.

Bulk Client status update

The Trading Members can upload the Client status details for more than one client through file upload on the following path. Format attached as **(Annexure G)**

Path: UCI Online > Client Details >Upload Client Status

- **Mandatory fields in Unique Client Code (UCC) w.r.t 6 KYC attributes**

In consultation with SEBI and as per NSE circular no. NSE/ISC/47869 dated April 01, 2021, NSE circular NSE/ISC/48165 dated May 03, 2021, NSE/ISC/49094 dated July 28,2021 and NSE/ISC/51754 dated March 24, 2022, UCCs which are 6 KYC compliant shall be permitted to trade.

Trading Members are to upload the below client details in order to make the UCC compliant for trading on the Exchange.

- Name (Name as per PAN), Complete address (including PIN code No. in case of address of India), PAN, valid Mobile number, Valid email-id, Income details/range.
- Custodian details updated for clients availing custodian services.
- PAN verification status of the client is Approved.
- Further, to undertake 'Buyback' of a particular security, the UCC code created as "BUYBACK****" also needs to be compliant with the above guidelines.
- PAN-Aadhaar seeding having status as Y (Aadhar Seeding is successful) for eligible client categories
- UCC should be in "Active" Status

Apart from these fields any other field which is mandatory as per the file format and category shall be applicable

Once a UCC satisfies all the above requirements, the UCC shall be permitted to trade. File format is attached as **Annexure A/Annexure D**

(Refer Circulars:

- NSE/ISC/47869 dated April 01, 2021
- NSE/ISC/48165 dated May 03, 2021
- NSE/ISC/49094 dated July 28, 2021
- NSE/ISC/49106 dated July 29, 2021
- NSE/ISC/50802 dated December 28, 2021
- NSE/ISC/51355 February 18, 2022
- NSE/ISC/51754 dated March 24, 2022
- NSE/CMTR/52770 dated June 28, 2022
- NSE/ISC/52722 dated June 23, 2022
- NSE/CMTR/52770 dated June 28, 2022)

3. Mapping of Unique Client Code (UCC) with demat account of the clients.

SEBI vide its circular no. SEBI/HO/MIRSD/DOP/CIR/P/2019/136 dated November 15, 2019 has made it mandatory to map clients' UCC with their demat accounts. Hence, for mapping of UCC with the demat account of the clients, the following mechanism has been implemented:

- 1) UCC allotted by the TM to the client shall be mapped with the demat account of the client.
- 2) A client may trade through multiple TMs in which case each such UCC shall be mapped with one or more demat account(s).
- 3) Stock Exchanges shall share the UCC data with the Depositories which shall include the PAN, segment, TM/CM code and UCC allotted. Such UCC data shall be shared with the Depositories on a one-time basis by November 30, 2019, and subsequently incremental data in respect of new UCCs created, shall be shared on a daily basis.
- 4) Depositories shall map the UCC data in the demat account based on the PAN provided in the UCC database.
- 5) Clients may make a request to their depository participants to delink or add UCC details which shall be processed by the Depository through depository participants. Before any addition of UCC in the demat account, the Depositories shall validate the same with the Stock Exchanges / client.
- 6) Stock Exchanges and Depositories shall have a mechanism in place to address clients' complaints with regard to UCC mapping with their demat accounts.
- 7) Stock Exchanges and Depositories shall have a mechanism in place to ensure that inactive, non-operational UCCs are not misused and also a mechanism to ensure that inactive, non-operational UCCs are weeded out in the process of mapping clients' UCC with their demat account.

(Refer Circulars:

- NSE/ISC/42678 dated November 18, 2019
- SEBI/HO/MIRSD/DOP/CIR/P/2019/136 dated November 15, 2019)

4. PAN_EXEMPT

- Exchange circular NSE/INVG/2006/8288 dated December 27, 2006 states that “SEBI vide its circular no. MRD/DoP/Dep/SE/Cir-13/06 dated September 26, 2006 has exempted certain entities like U.N. entities/multilateral agencies and investors residing in the State of Sikkim from mandatory PAN submission. With effect from January 2, 2006, details of such clients can be uploaded to the Exchange using the words “**PAN_EXEMPT**” (in capitals, exactly in the same format) in the PAN number column. Exemption will be allowed only based on supporting documents in proof of the PAN exempt status”
- Subsequently, SEBI vide Circular MRD/DoP/Cir-20/2008 dated June 30, 2008, point 3 has clarified that “PAN may not be insisted in the case of Central Government, State Government, and the officials appointed by the courts e.g. Official liquidator, Court receiver etc. (under the category of Government) for transacting in the securities market.” Hence, Exchange circular NSE/INVG/2008/10921 dated July 1, 2008 states that the words “PAN_EXEMPT” be mentioned in the PAN field along with providing relevant proofs on UCI Online.

This is an Online document submission facility for members to submit document proof in case of clients appearing in the PAN_EXEMPT category.

In relevant scenarios, Trading Members are required to upload PAN as PAN_EXEMPT through insert details or upload details successfully and then attach the proof type through this facility. Member can submit the proof type for PAN_EXEMPT client.

UCC which are PAN_EXEMPT shall be mapped with the demat account of the client.

Path: Member portal>Other options>PAN Exempt>New Submission

(Refer Circulars:

- NSE/INVG/2006/8288 dated December 27, 2006
- NSE/INVG/2008/10921 dated July 1, 2008
- SEBI circular MRD/DoP/Dep/SE/Cir-13/06 dated September 26, 2006
- SEBI circular MRD/DoP/ Cir- 20/2008 dated June 30, 2008)

5. PAN Verification

The exchange, vide circular NSE/ISC/60830 dated February 23, 2024 made changes in the UCC file structure, to facilitate changes in the PAN verification methodology as per the communication received from Protean eGov Technologies Limited.

Further, it must be noted that:

PAN Verification shall be considered successful only when the status of all the three parameters i.e. PAN, Client Name and Client Date of Birth/Date of Incorporation are successfully verified (i.e. they should completely match with the details available with Protean).

1. Any modification/ amendments to the Client Name and Date of Birth/ Date of Incorporation can be done only by way of Unfreeze requests. The revised details shall be verified again with Protean.

The following revised file formats are enclosed.

- Bulk Upload New upload of UCCs (Annexure A)
- Bulk Upload - Modification of UCCs (Annexure B)
- Bulk Unfreeze- (Annexure E)
- API- TDD- UCI External interface- LIVE- V2.0- (Annexure D)
- API- TDD- UCI External interface- UAT-V2.0-(Annexure C)

(Refer Circulars:

- NSE/ISC/60830 dated February 23, 2024
- NSE/ISC/61299 dated March 22, 2024
- NSE/ISC/61348 dated March 27, 2024)

6. Trading Supported by Blocked Amount in Secondary Market

This is with reference to the recent developments in compliance with SEBI circular no. SEBI/HO/MRD/MRD-PoD-2/P/CIR/2023/99 dated June 23, 2023, and Exchange Circular ref. no. NSE/INSP/57314 dated June 27, 2023, concerning **"Trading supported by Blocked Amount in Secondary Market."** An additional process for trading in the secondary market, specifically utilizing funds locked in an investor's bank account has been introduced. This service is exclusively available to **'Individuals'** and **'HUF'** category clients and would currently be available for **'Equity Segment'** only.

To facilitate Trading Members in accessing this facility, specific enhancements to the Unique Client Code (UCC) file structure have been made:

1. For clients interested in utilizing the **'Unified Payments Interface (UPI)'** for this facility, an **"Opt for UPI"** field in the UCI file structure has been included.
2. Trading Members can provide up to 5 Bank and Demat account details for their clients (atleast one Bank and Demat account is mandatory). Trading Members shall ensure that NRE bank account details are not provided.
3. Under the UPI mechanism, the primary holder's name and PAN will undergo verification against the Bank and Demat account details provided by the client. If disparities or mismatches are detected, the record will **not** be validated by the NPCI/Depositories and client will not be eligible for utilizing the **'Unified Payments Interface (UPI)'**.
4. To use the UPI facility, clients must designate at least one Bank and one Demat account as their primary account, out of the multiple accounts they have updated. Other Bank and Demat accounts to be marked as "Secondary". Although clients can update multiple Bank and Demat accounts, payouts will only be processed in the primary account opted by them. Subsequent, to the successful payout, the clients can change their primary account/s subject to validation done by NPCI/Depositories.
5. Bank account details include Bank Account Name, IFSC Code, and Bank Account Number.

6. Demat account details includes Depository Name, Depository Participant ID, and Beneficial Owner Account Number.

Additionally, other revisions into the updated structure have been incorporated. The revised batch upload / modification file formats for the UCC are attached as (Annexure A & B)

Further, an Application Programming Interface (API) based platform for UCC upload on the Exchange is also provided. User Manual (UAT and Live) explaining the process to be followed for availing the API facility is provided on the path-

Member Portal- UCI Online- Help Option- Manuals

Members are requested to take note of the following:

1. Trading supported by Blocked Amount in Secondary Market is applicable only for Individual and HUF Client Categories, i.e., Client Categories 1 & 3 respectively.
2. Members who are advised to select 'Yes' in field "Opted for UPI" only for applicable clients who have availed this facility. This facility is applicable for trades executed in "Cash" segment only.
3. The UCC data in the revised file format in live environment shall be accepted only from December 26, 2023. Hence, UCC data in the old file format shall be rejected with effect from December 26, 2023.
4. The bank details provided for clients who have opted for availing this facility shall be verified with National Payments Corporation of India (NPCI).
 - a. Ensure accurate IFSC Code and Bank Account details are updated.
 - b. Only those bank details are provided wherein the client is a Primary Account holder.
 - c. Bank account provided must not be categorised as NRE by the Banks.
5. Demat account details provided for the clients who have opted for this facility shall be sent to the depositories for verification.
6. The clients shall be able to avail of this facility, subject to details being verified by the banks and depositories.
7. While an option is provided to upload 5 depository details against a UCC, it may be noted that the first 3 shall be sent to the depositories for mapping UCCs with the demat account details. Hence, the last 2 demat account details must not be marked as "Primary".
8. Same information should be provided to both the Exchanges for a UCC for the following:
 - a. Primary Bank and Primary Depository details
 - b. Mobile No. and Email ID

Operational guidelines as provided in the NCL circular ref. no. NCL/CMPT/58895 dated October 12, 2023 and ICCL notice no. 20231012-57 October 12, 2023 dated shall be taken note of.

(Refer Circulars:

- NSE/INSP/57314 dated June 27, 2023
- NSE/ISC/59004 dated October 18, 2023
- NSE/ISC/59712 dated December 11, 2023
- NSE/ISC59983 dated December 27, 2023
- SEBI/HO/MRD/MRD-PoD-2/P/CIR/2023/99 dated June 23, 2023)

7. Guidelines in pursuance of amendment to SEBI KYC (Know Your Client) Registration Agency (KRA) Regulations, 2011.

This is with reference to SEBI circular - SEBI/HO/MIRSD/FATF/P/CIR/2023/0144 dated August 11, 2023 & Exchange circulars - NSE/ISC/57977 dated August 16, 2023, NSE/ISC/58027 dated August 18, 2023, NSE/ISC/58200 dated September 02, 2023, NSE/ISC/59051 dated October 23, 2023, NSE/ISC/60600 dated February 07, 2024 and NSE/ISC/61100 dated March 13, 2024 on "Simplification of KYC process and rationalisation of Risk Management Framework at KYC (Know Your Client) Registration Agencies (KRAs)" and "Guidelines in pursuance of amendment to SEBI KYC (Know Your client) Registration Agency (KRA) Regulations, 2011.

In continuation to the above circulars, clients whose KYCs are not found to be validated by KRAs such UCCs are being blocked from Trading on the Exchange till the time the PANs are validated by the KRA.

(Refer Circulars:

- NSE/ISC/57977 dated August 16, 2023
- NSE/ISC/58027 dated August 18, 2023
- NSE/ISC/58200 dated September 02, 2023
- NSE/ISC/59051 dated October 23, 2023
- NSE/ISC/60600 dated February 07, 2024
- NSE/ISC/61100 dated March 13, 2024
- SEBI/HO/MIRSD/FATF/P/CIR/2023/0144 dated August 11, 2023)

8. Aadhaar seeding with PAN

The Government of India in its Circular No. 7 dated 2022 and press release dated March 28, 2023 has made it mandatory to link the PAN with Aadhaar, failing which the PAN shall become inoperative as per the timelines provided by in their notifications. In view of the above, trading members to ensure that the PAN is seeded with Aadhaar and the same is updated in the UCC system of the Exchange in order to place trades.

Further, as per Exchange Circular NSE/ISC/57267 dated June 26, 2023, with regards to PAN-Aadhaar linking, in the event upon receipt of a confirmation from the investor's that their PAN is linked with their Aadhaar and the Trading Members observe that same is not reflecting in the Exchange database, they can either place a single unfreeze request (new request option) or a bulk unfreeze request (via file upload) on UCI online portal. This facility would be applicable only when the PAN status is valid. If the PAN- Aadhaar linking status is not updated in the Exchange database, then such client shall not be permitted to trade, until they comply the aforesaid requirement.

Below is the path to place Unfreeze Option on UCI Online

New Request option:

Below is the path to place Unfreeze Option for Single UCC on UCI Online:

Path: UCI Online > Other Options > Unfreeze Request > New Request

The user is given an option to provide unfreeze request through New Request option. Client code and segment have to be provided by the user. Client Name, PAN and category will be populated automatically. They have to select Aadhar-PAN Seeding status from the drop down of Reason for unfreezing and submit.

Bulk Upload Unfreezing

Below is the path to place Bulk Unfreeze Option on UCI Online:

Path: UCI Online > Other Options > Unfreeze Request > Bulk Upload-Unfreezing

9. Aadhaar seeding with PAN – Non - Resident Indian (NRI) Clients

This is further to the circular No. NSE/ISC/57267 dated June 26, 2023, NRIs are exempted from linking their PAN with Aadhaar, this exemption would be applicable only if the NRIs updated their residential status in the Income Tax Department (ITD) database.

In this context, the Income Tax Department vide public announcements had advised NRIs to update their NRI status with their respective Jurisdictional Assessing Officer (JAO) along with supporting documents for updating their residential status in the Income Tax database.

In adherence to these requirements, PANs categorized as NRI in the UCC database of the Exchange must be either marked as "PAN-Aadhaar linked" or be marked as "Not applicable" as per the Income Tax record provided by Protean eGov Technologies Ltd. For UCCs of NRI investors, having any status other than the above two, such UCCs will neither be able to trade nor square off their open positions as per timelines provided, for both new and existing clients.

(Refer Circulars:

- NSE/ISC/48165 dated May 03, 2021
- NSE/ISC/51755 dated, March 24, 2022
- NSE/ISC/51828 dated March 30, 2022
- NSE/ISC/55472 dated February 02, 2023
- NSE/ISC/56173 dated March 28, 2023
- NSE/ISC/56914 dated June 01, 2023
- NSE/ISC/57051 dated June 13, 2023
- NSE/ISC/57267 dated June 26, 2023
- NSE/ISC/60731 dated February 15, 2024)

10. Nomination Details

As per SEBI circular SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 and NSE circular NSE/ISC/58591 dated September 26, 2023, the *Submission of 'choice of*

nomination' for trading accounts has been made voluntary as a step towards ease of doing business

(Refer Circulars:

- NSE/ISC/58591 dated September 26, 2023
- SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023)

11. Multiple UCC

Trading Members to allot only one UCC to an individual client and ensure that only one UCC with "Active" status is retained in the exchange system. It may be noted that the above requirement will not cover codes for Institutional clients / NRI / PMS / Statutory Bodies / Custodian settled clients / codes allotted as "BUYBACK", codes allotted under the trading member PAN and any other codes falling under exempted category.

(Refer Circulars:

- NSE/INVG/2002/3690 dated October 18, 2002
- NSE/ISC/ 48573 dated June 12, 2021
- NSE/ISC/49034 dated July 23, 2021
- NSE/ISC/52991 dated July 15, 2022)

12. Disclosures by Stock Exchanges for Commodity Derivatives

As per SEBI circular No. SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated January 04, 2019, Exchange is required to display commodity wise details of the positions held by various categories of clients viz. Farmers / FPOs, Value Chain Participants (VCP), Proprietary Traders (applicable to Member's OWN account), Domestic Financial Institutional Investors, Foreign Participants and Others. Accordingly, the members to obtain self-declaration from their clients on commodity wise categorization and provide the said information of client categorization to the Exchange through file upload facility.

The Bulk File Upload facility has been made available for the trading members on Member Portal - UCI Online. Members are requested to adhere to the requirement of the categorization of clients trading in commodity segment for each commodity prior to trading.

Trading Member to update the details in the format as attached at **(Annexure F)** on the following path:

Member Portal-UCI Online-Others- Commoditywise_ Category.

(Refer Circulars:

- NSE/ISC/46405 dated November 20, 2020
- NSE/ISC/46471 dated November 26, 2020
- SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated January 04, 2019)

13. Adherence to KYC Requirements (Sikkim Based Clients)

This is further to the SEBI circular CIR/MIRSD/16/2011 dated August 22, 2011, regarding norms prescribed for Simplification and Rationalization of Trading Account Opening Process and Exchange circulars NSE/INVG/22755 dated February 15, 2013 and NSE/ISC/42940

dated December 18, 2019, regarding updating of client address in the UCC system of the Exchange. As per the account opening requirement, the name and address mentioned on the KYC form should match with the documentary proof submitted by the client.

In view of the above, the Trading Members are required to ensure that the details submitted to the UCC database/system of the Exchange is matching with the documentary proof provided by the client. Trading members are required to do adequate verification of documents while onboarding clients and updating of details in UCC database/system of the Exchange. In accordance with the above, trading members are required to send the identity and address proof of all the newly onboarded clients (irrespective of whether PAN has been submitted by account holder or not) to the Exchange, where the correspondence or permanent address of the client is 'Sikkim'. The aforesaid documents should be sent vide email on uci@nse.co.in. In case of any deviations observed by the Exchange during the scrutiny of records, the same shall be informed to the trading member for necessary corrective actions.

However, in absence of corrective action by the trading member within 10 days from the date of intimation of the discrepancy, then trading member shall mark such account as closed with immediate effect and discrepant UCCs shall be considered as non-compliant and not permitted to trade. The Exchange may take any other disciplinary action that it may deem fit. Further, the Trading Members are required to maintain additional diligence for all existing and new clients, by capturing the details of devices (Computer/Tablet/Mobile including Executable Applications, Browser based Apps, Mobile Apps) used to place/modify/cancel orders by the clients based out of Sikkim to verify if the orders are placed from 'Sikkim' Trading Members are requested to take note and comply with the above guidelines.

(Refer Circulars:

- NSE/ISC/53233 dated August 08, 2022
- NSE/INVG/22755 dated February 15, 2013
- NSE/ISC/42940 dated December 18, 2019
- CIR/MIRSD/16/2011 dated August 22, 2011)

14. Buyback Trades

In order to undertake 'Buyback' of a particular security, members are required to place a buyback order by specifying the initial seven characters as, "BUYBACK***".

A UCC Code as "BUYBACK***" needs to be created by the trading member in the UCC system of exchange and the same shall be compliant with the 6 KYC attributes.

SMS and Email to Investors (seller) for participating in Buy Back trades.

Exchange sends SMS and Email to investor (seller) intimating them about their sell orders matched against buyback orders (if any) of the Company on the Exchange trading platform.

In view of the above, trading Members shall ensure that the mobile no. and email id of their clients updated in UCC database of the Exchange is correct and valid to receive the communication/ intimation of the trade(s) matched against buyback of shares.

(Refer Circulars:

- NSE/ISC/48147 dated April 30, 2021
- NSE/CMTR/52770 dated June 28, 2022)

PART B
REPORT

1. Full File Report

The member can place request for full data of client codes uploaded by them with the exchange till date through "Request" option. The same shall be available under "View Full File" option on the next working day.

The member can also place request for client codes created by selecting respective period and or segment or full dump for all segments. Member can raise only 5 requests in a day and if period is selected it should not be more than 1 year.

A requisite detail needs to be submitted through "Request" option.

Path: Member portal>UCI online> Download>Full File>Request

The dump is being made available on the next working day:

Path: Member portal>UCI online> Download>Full File>View Full File.

Refer Sheet A of Annexure H

2. Trading Status Report

UCCs identified as compliant by the Exchange at 22.00 hrs. on the previous day shall be considered as permitted to trade for the next trading day. A segment wise report of UCCs which are permitted to trade by the Exchange is provided on daily basis. The said report is provided at two intervals i.e. UCCs permitted to trade as at 14:30 hrs and 22:00 hrs.

The details of the report are as provided below:

Report Name: SEG_TMCODE_UCC_TRADING_STATUS_DDMMYYYY_nn

Path: Extranet

| Segment | Path |
|----------------|------------------|
| CM | /Reports |
| FO | /FAOFTP/Reports |
| CDS | /CDSFTP/Reports |
| CO | /COMTFTP/Reports |
| DEBT | /DEBTFTP/Reports |
| SLB | /SLBFTP/Reports |

The trading members to refer the UCCs permitted to trade as stated in the below reports, prior to order placement.

Batch Number 01 for the UCCs permitted to trade as at 14:30 hrs.

Batch Number 02 for the UCCs permitted to trade as at 22:00 hrs.

It may further be noted, that under normal circumstances, the UCCs appearing in the Batch 2 report shall be considered for order placement on the next trading day. However, in the event of any exigencies, the UCCs appearing under the Batch 1 report should be considered for order placements on the subsequent trading day.

The non-compliant UCCs on fulfilment of the conditions specified above and on due verification /approval of Exchange shall be considered compliant and permitted to trade by the Exchange only on the next trading day.

In order to facilitate the trading members, the status of UCCs marked as permitted to trade is being provided in the following existing reports

1. Mandatory fields
2. PAN verification status

Refer Sheet B of Annexure H

3. MNRL Report

SEBI, vide its letter No. SEBI/HO/MIRSD/DOP/OW/P/2020/11531/1 dated July 9, 2020 had intimated the Exchange that Telecom Regulatory Authority of India (TRAI) has made available a list of permanently disconnected mobile numbers i.e. Mobile Number Revocation List (MNRL) on their website in a secured manner to enable the interested parties to clean up their database, thereby not sending any further communication on such mobile numbers.

For Member's convenience, every month Exchange downloads a Member wise report which will provide the list of client codes whose Mobile Number is appearing under the MNRL list for the month. The report shall be made available by 15th of every month on below mentioned path:

UCI Online-Download-Report for disconnected Mobile numbers

Trading Members to check this report and wherever necessary, update the mobile numbers of their clients in UCI database after confirming/verifying the same with the respective client so that the correct mobile numbers are maintained in UCI database.

Refer Sheet C of Annexure H

4. PAN status report

To facilitate members to check the status of UCCs uploaded with respect to PAN verification by the Exchange, the Exchange has provided download facility in UCC system wherein the trading members can download the UCC records created for any 10 days. The downloaded file shall provide the information about PAN verification status viz. Approved / Incorrect / Pending for verification.

Path: UCI Online-Other option-PAN Status report.

Refer Sheet D of Annexure H

5. Mandatory report

Trading Member wise report of the mandatory fields for all the UCC uploaded by the trading member in the UCC system of the Exchange shall be provided, to facilitate trading members to identify and update the records, where mandatory fields are blanks or having invalid/incomplete details. This shall also include the status of PAN – Aadhaar Seeding

Path- Member Portal>UCI Online>Download>Report for Mandatory Fields

Refer Sheet E of Annexure H

6. Not Permitted to Trade Report

Segment wise file is provided to the members containing the details of UCCs which are Not Permitted to Trade on daily basis. The file is available at the below location:

File Name:

SEG_TM CODE_RECORDS_NOT_PERMITTED_TO_TRADE_DDMMYYYY.CSV

| Path: Segment | Path |
|----------------------|------------------|
| CM | /Reports |
| FO | /FAOFTP/Reports |
| CDS | /CDSFTP/Reports |
| CO | /COMTFTP/Reports |
| DEBT | /DEBTFTP/Reports |
| SLB | /SLBFTP/Reports |

Refer Sheet E of Annexure H

PART C- Consolidated List of Applicable Circulars

Circular References

| Sr No | Subject | Circular References (Both SEBI & NSE) |
|-------|---|---|
| 1 | Introduction to Unique Client Code | <ul style="list-style-type: none"> • SEBI/HO/CDMRD/DNP/CIR/P/2021/30 dated March 08, 2021 • CIR/MRSD/15/2011 dated 02, 2011 • SMDRP/Policy/Cir-39/2001 dated July 18, 2001 • NSE/CMTR/2730 dated July 24, 2001 • NSE/INVG/2011/18503 dated August 02, 2011 • NSE/ISC/57783 dated August 1, 2023 • NSE/ISC/ 40305 dated February 25, 2019 • NSE/ISC/47598 dated March 10, 2021 • NSE/ISC/48165 dated May 03, 2021 • NSE/INSP/53530 dated September 02, 2022 • NSE/INSP/60116 dated January 04, 2024 |
| 2 | Unique Client Code (UCC) file structure 1. Upload of UCC through UCI-Online/API Module 2. UCC Modification 3. Unfreeze Option 4. Mandatory fields in Unique Client Code (UCC) | <ul style="list-style-type: none"> • NSE/ISC/47869 dated April 01, 2021 • NSE/ISC/48165 dated May 03, 2021 • NSE/ISC/49094 dated July 28, 2021 • NSE/ISC/50802 dated December 28, 2021 • NSE/ISC/49106 dated July 29, 2021 • NSE/ISC/51355 dated February 18, 2022 • NSE/ISC/51754 dated March 24, 2022 • NSE/ISC/52722 dated June 23, 2022 • NSE/ISC/61299 dated March 22, 2024 • NSE/CMTR/52770 dated June 28, 2022 |
| 3 | PAN_EXEMPT | <ul style="list-style-type: none"> • SEBI circular MRD/DoP/Dep/SE/Cir-13/06 dated September 26, 2006 • SEBI circular MRD/DoP/ Cir- 20/2008 dated June 30, 2008 • NSE/INVG/2006/8288 dated December 27, 2006 • NSE/INVG/2008/10921 dated July 1, 2008 |
| 4 | Mapping of Unique Client Code (UCC) with demat account of the clients. | <ul style="list-style-type: none"> • SEBI/HO/MIRSD/DOP/CIR/P/2019/136 dated November 15, 2019 • NSE/ISC/42678 dated November 18, 2019 |
| 5 | PAN Verification | <ul style="list-style-type: none"> • NSE/ISC/60830 dated February 23, 2024 • NSE/ISC/61299 dated March 22, 2024 • NSE/ISC/61348 dated March 27, 2024 |
| 6 | Trading Supported by Blocked Amount in Secondary Market | <ul style="list-style-type: none"> • SEBI/HO/MRD/MRD-PoD-2/P/CIR/2023/99 dated June 23, 2023 • NSE/INSP/57314 dated June 27, 2023 • NSE/ISC/59004 dated October 18, 2023 |

| Sr No | Subject | Circular References (Both SEBI & NSE) |
|--------------|---|--|
| | | <ul style="list-style-type: none"> • NSE/ISC/59712 dated December 11, 2023 • NSE/ISC59983 dated December 27, 2023 |
| 7 | Guidelines in pursuance of amendment to SEBI KYC (Know Your Client) Registration Agency (KRA) Regulations, 2011 | <ul style="list-style-type: none"> • SEBI/HO/MIRSD/FATF/P/CIR/2023/0144 dated August 11, 2023 • NSE/ISC/57977 dated August 16, 2023 • NSE/ISC/58027 dated August 18, 2023 • NSE/ISC/58200 dated September 02, 2023 • NSE/ISC/60600 dated February 07, 2024 • NSE/ISC/61100 dated March 13, 2024 • NSE/ISC/59051 dated October 23, 2023 |
| 8 | Nomination Details | <ul style="list-style-type: none"> • SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 • NSE/ISC/58591 dated September 26, 2023 |
| 9 | Aadhaar seeding with PAN | <ul style="list-style-type: none"> • NSE/ISC/48165 dated May 03, 2021 • NSE/ISC/51755 dated, March 24, 2022 • NSE/ISC/51828 dated March 30, 2022 • NSE/ISC/55472 dated February 02, 2023 • NSE/ISC/56173 dated March 28, 2023 • NSE/ISC/56914 dated June 01, 2023 • NSE/ISC/57051 dated June 13, 2023 • NSE/ISC/57267 dated June 26, 2023 • NSE/ISC/60731 dated February 15, 2024 |
| 10 | Multiple UCC | <ul style="list-style-type: none"> • NSE/INVG/2002/3690 dated October 18, 2002 • NSE/ISC/ 48573 dated June 12, 2021 • NSE/ISC/49034 dated July 23, 2021 • NSE/ISC/52991 dated July 15, 2022 |
| 11 | Disclosures by Stock Exchanges for Commodity Derivatives | <ul style="list-style-type: none"> • SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated January 04, 2019 • NSE/ISC/46405 dated November 20, 2020 • NSE/ISC/46471 dated November 26, 2020 |
| 12 | Adherence to KYC requirements(Sikkim based Clients) | <ul style="list-style-type: none"> • SEBI CIR/MIRSD/16/2011 dated August 22, 2011 • NSE/ISC/53233 dated August 08, 2022 • NSE/INVG/22755 dated February 15, 2013 • NSE/ISC/42940 dated December 18, 2019 |
| 13 | MNRL | <ul style="list-style-type: none"> • SEBI/HO/MIRSD/DOP/OW/P/2020/11531/1 dated July 9, 2020 • NSE/ISC/45168 dated July 29, 2020 • NSE/ISC/47834 dated March 31, 2021 |
| 14 | Buyback Trades | <ul style="list-style-type: none"> • NSE/ISC/48147 dated April 30, 2021 • NSE/CMTR/52770 dated June 28, 2022 |