

NSE Clearing Limited

Circular

DEPARTMENT: COMPLIANCE

Download Ref No: NCL/CMPL/62689

Date: June 28, 2024

Circular Ref. No: 26/2024

To All Members

Sub: Submission of Associate details by Clearing Members

We refer to SEBI Circular No SEBI/HO/MRD/MRD-PoD-3/P/CIR/2024/65 dated May 29, 2024 relating to Norms for acceptable collaterals and exposure of Clearing Corporations. As per Clause 3.6 of the Circular “*CCs shall not accept collateral including FDs, BGs, equity, or debt securities issued by CMs/TMs themselves or their group or associate entities. A Declaration to that effect will be given by CMs/TMs mentioning all their group/associate entities to CCs.*”

In reference to the SEBI Circular, all Members of Clearing Corporations are required to submit details of group or associate entities in the prescribed format as mentioned in the User manual enclosed as **Annexure**.

The window for submission to Clearing Corporation shall be made available with effect from July 1, 2024.

Further, members are required to ensure that:

1. The complete list of groups and associates entities and the Security or Debt Instrument listed on Stock Exchange by the member are submitted to the Clearing Corporation. **In case of NIL associates, the same is also required to be intimated to the Clearing Corporation.**
2. Member are requested to ensure that they do not submit any collateral including FDs, BGs, equity, or debt securities issued by themselves or their group or associate entities to the Clearing Corporation.
3. Members are required to abide by the restrictions imposed vide SEBI circular no SEBI/HO/MRD/MRD-PoD-3/P/CIR/2024/65 dated May 29, 2024 with respect to acceptance of collaterals as specified under the head prudential norms for exposure of CCs and more particularly with respect to para 3.6 under the said head.

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4. Any change in Clearing Members group or Associate Entities pursuant to the initial submission, shall be informed to the Clearing Corporations within 7 working days of the occurrence of the change. The members shall be required to **re-submit the complete details** after incorporating the changes as guided by the User Manual.

Further, for this purpose, '**associate**' shall have the same meaning as defined under Regulation 2 (b) of Securities Contracts (Regulation)(Stock Exchanges And Clearing Corporations)Regulations, 2018.

In case of Non - Submission of data or discrepancies in data submission Clearing Corporations reserves the right to take Regulatory Action on the Members.

The members are required to comply with the above circular.

**For and on behalf of
NSE Clearing Limited**

Jinal Shah
Associate Vice President

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Annexure 1

Part A –Guidelines for Data Submission

The file Format with headers and columns shall be as follows:

Member Code	Member Name	Member PAN	ISIN of Security or Debt Instrument listed on Stock Exchange by the member	Symbol for Listed instrument	Name of listed instrument	Name of the Associate	PAN of Associate	ISIN of Security or Debt Instrument listed on Stock Exchange by the Associate	Symbol for Listed instrument	Name of listed instrument	Compliance Officer Name Email Id and Contact No. of the member

1. The file shall be in **csv** format only.
2. The header and columns shall be separated by Comma (,).
3. In case of more than one record of Associate, the Member code, Member Name, Member PAN field shall be repeated for each entry added.
4. No change sequence of columns/headers in the file shall be permitted. If there is any change file headers, the file shall get rejected.
5. The naming convention of csv file shall be **<Primary Member Code>_Assoc_DDMMYY.csv**.
6. Even if a single record is rejected in a file, the entire file shall get rejected. Intimation for the same shall be sent to the members and the entire file post rectification needs to be re -uploaded. Intimation regarding the same shall be sent to the members at the email id mentioned in the CSV file.

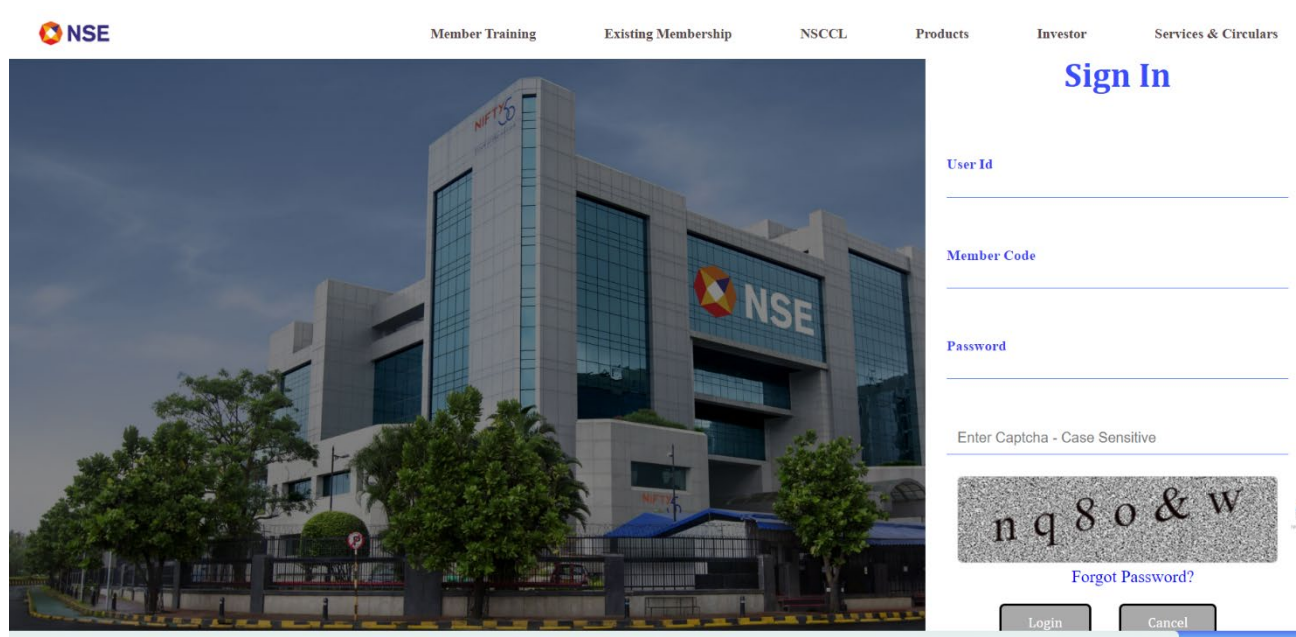
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7. In case of Column Head - *Compliance Officer Name Email Id and Contact No. of the member*, there should be no comma in the details provided.
8. In case of any change in Clearing Members group or Associate Entities pursuant to the initial submission, the same shall be informed to the Clearing Corporations within 7 working days of the occurrence of the change. The members shall be required to **re-submit the complete details** after incorporating the changes in the above format.

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Part B – User manual for Data Submission

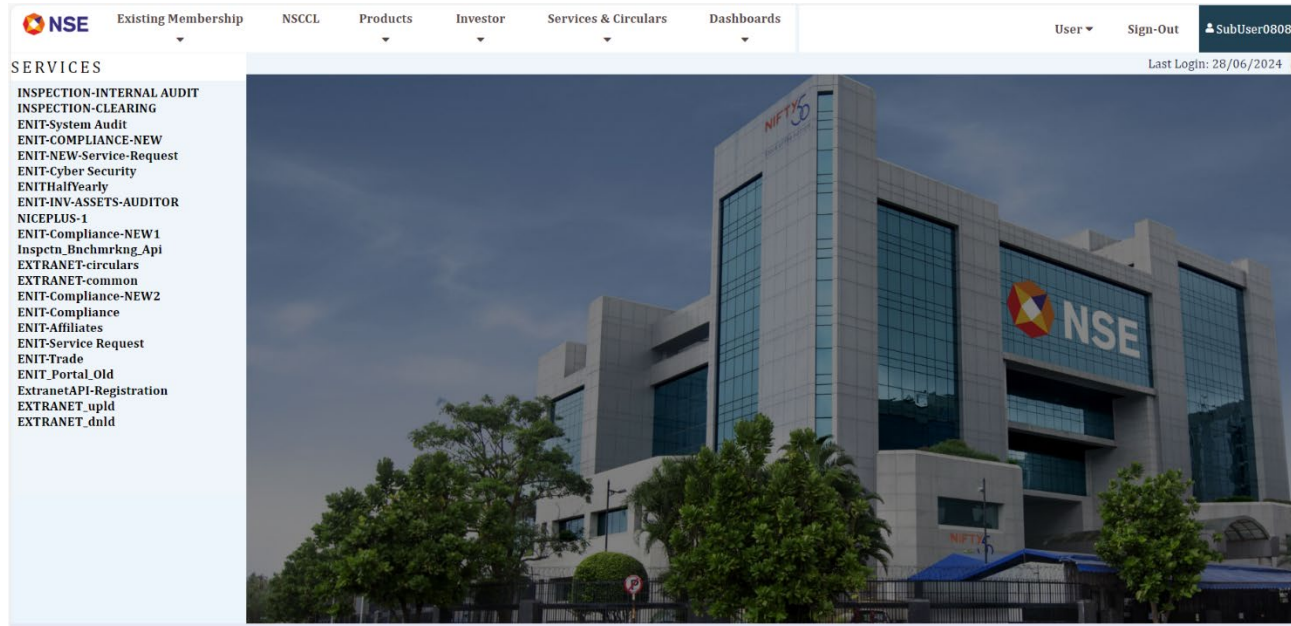
1. Login using following link :- <https://ims.connect2nsccl.com/MemberPortal>
2. Post clicking on Link following screen appears.



3. Login by inserting User ID and Password.

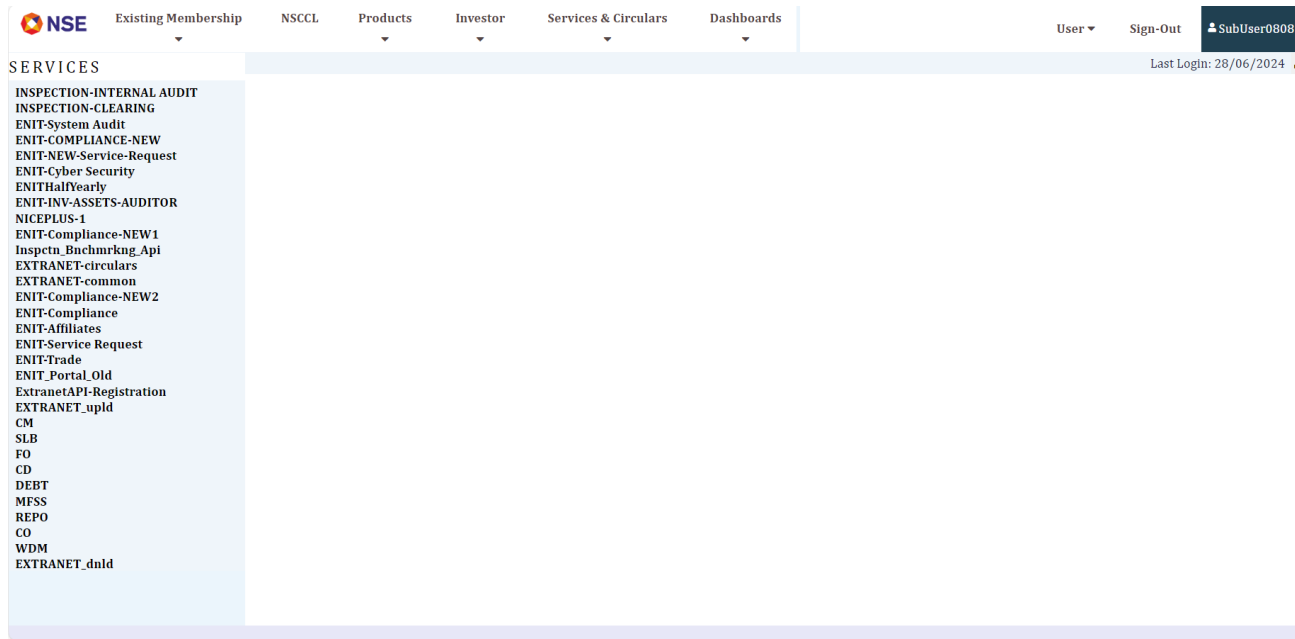
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4. Post Login following screen appears:



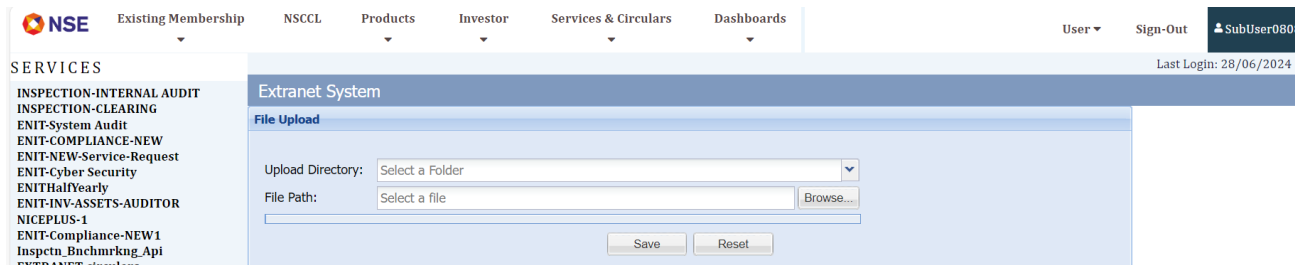
5. Click Extranet upld and select segment from List:

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The screenshot shows the NSE Clearing Limited dashboard. At the top, there is a navigation bar with the NSE logo and several menu items: Existing Membership, NSCCL, Products, Investor, Services & Circulars, and Dashboards. On the right side of the navigation bar, there are links for User, Sign-Out, and a user profile for SubUser08081. Below the navigation bar, there is a sidebar menu titled 'SERVICES' with a list of service categories including: INSPECTION-INTERNAL AUDIT, INSPECTION-CLEARING, ENIT-System Audit, ENIT-COMPLIANCE-NEW, ENIT-NEW-Service-Request, ENIT-Cyber Security, ENIT-HalfYearly, ENIT-INV-ASSETS-AUDITOR, NICEPLUS-1, ENIT-Compliance-NEW1, Inspectn_Bchmrkng_Api, EXTRANET-circulars, EXTRANET-common, ENIT-Compliance-NEW2, ENIT-Compliance, ENIT-Affiliates, ENIT-Service Request, ENIT-Trade, ENIT_Portal_Old, ExtranetAPI-Registration, EXTRANET_upld, CM, SLB, FO, CD, DEBT, MFSS, REPO, CO, WDM, and EXTRANET_dnld. The main content area is currently empty.

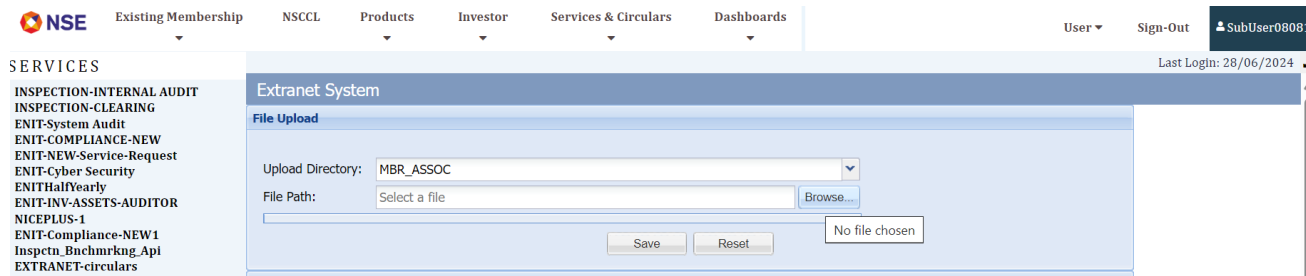
6. After clicking on segment following screen appears select Upload Category:



The screenshot shows the NSE Clearing Limited dashboard with the 'Extranet System' modal open. The modal has a 'File Upload' section with the following fields: 'Upload Directory:' with a dropdown menu showing 'Select a Folder', and 'File Path:' with a text input field showing 'Select a file' and a 'Browse...' button. At the bottom of the modal, there are 'Save' and 'Reset' buttons. The background dashboard is partially visible, showing the same navigation bar and sidebar menu as in the previous screenshot.

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7. After clicking on Upload category Select folder MBR_ASSOC from the drop down list and -> browse member file -> click on save button to upload file.



The screenshot shows the NSE Extranet System interface. The top navigation bar includes the NSE logo and menu items: Existing Membership, NSCCL, Products, Investor, Services & Circulars, and Dashboards. On the right, there is a user profile for 'SubUser08081' with a 'Sign-Out' button and a 'Last Login: 28/06/2024' timestamp. A left-hand sidebar lists various services such as 'INSPECTION-INTERNAL AUDIT', 'INSPECTION-CLEARING', and 'ENIT-System Audit'. The main content area is titled 'Extranet System' and contains a 'File Upload' section. In this section, the 'Upload Directory' dropdown is set to 'MBR_ASSOC'. The 'File Path' field is currently empty with the placeholder text 'Select a file', and a 'Browse...' button is positioned to its right. Below the file path field, there is a 'No file chosen' message. At the bottom of the form, there are 'Save' and 'Reset' buttons.