

# National Stock Exchange of India Limited

## Circular

Department: MEMBER SERVICE DEPARTMENT	
Download Ref No: NSE/MSD/57342	Date: June 28, 2023
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All Members,

Sub: User id - Consolidated Circular

Exchange has been issuing various consolidated circular from time to time for content relating to User id. This consolidated circular replaces earlier consolidated circular NSE/MSD/34638 dated April 13, 2017, on the captioned subject. This Consolidated circular is prepared which is a compilation of subsequent circulars related to User Id issued till June 15, 2023.

No information has been rescinded for this consolidation, however, in future for any rescinded information, members may note the below:

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- a. Anything done or any action taken or purported to have been done or contemplated under the rescinded guidelines before the commencement of this Master Circular shall be deemed to have been done or taken or commenced or contemplated under the corresponding provisions of the Master Circular or rescinded guidelines whichever is applicable.
- b. The previous operation of the rescinded guidelines or anything duly done or suffered thereunder, any right, privilege, obligation or liability acquired, accrued or incurred under the rescinded guidelines, any penalty, incurred in respect of any violation committed against the rescinded guidelines, or any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty as aforesaid, shall remain unaffected as if the rescinded guidelines have never been rescinded.

In event of any further queries or information relating to User Id, please contact us on 1800 266 0050 (Option 1)/ [msm@nse.co.in](mailto:msm@nse.co.in)

For and on behalf of  
National Stock Exchange of India Limited

Bharat Gandhi  
Chief Manager

Toll Free No	Email id
1800-266-0050 (Option 1)	<a href="mailto:msm@nse.co.in">msm@nse.co.in</a>

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# National Stock Exchange of India Limited

CONSOLIDATED CIRCULAR  
ON MATTERS RELATING TO  
USER ID REQUEST

June 2023

NATIONAL STOCK EXCHANGE OF INDIA LTD

# National Stock Exchange of India Limited

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## 1. Regulation

The relevant definitions and guidelines on matters relating to user id as provided in NSE Regulations under each segment shall be applicable.

## 2. User Management

The trading system of the Exchange is accessed by the trading member through various modes of connectivity with a unique identification number called User id. The user id is a system generated number which is allotted to an individual who is recognized as **“Approved User”** of the trading member.

### 2.1. User Type

Each user id is assigned a status as follows:

**Corporate Manager** – The first NEAT user id of the trading member is made the Corporate Manager in a particular segment. Corporate manager is highest in the user hierarchy of the member and has control of all branch managers and dealers of the trading member in a particular segment.

**Branch Manager** – The first NEAT user on the additional connectivity is made a Branch Manager. The branch manager has control over all dealers belonging to his branch in a particular segment.

**Dealer/ Trader** – The subsequent user ids taken on a connectivity other than the Corporate/ Branch Manager are added as dealers.

### 2.2. Certification

Trading member desirous of obtaining user ids are required to meet certification requirement as specified by SEBI /Exchange from time to time. Applicable requirement are as follows:

Sr. No	Segment	Applicable norms
1.	Capital Market Segment	Valid NCFM / NISM Series VII certification for Corporate Manager & Branch Manager for each User id.
2.	Futures & Options Segment	Valid Certificate issued through SEBI approved certification programme for each User Id.
3.	Currency Derivatives Segment	Valid Certificate issued through SEBI approved certification programme for each user id in Currency Derivatives and Interest Rate Derivatives.
4.	Commodity Derivatives Segment	Valid Certificate issued through SEBI approved certification programme for each User Id.

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Trading members are required to keep track of the validity of the said certificate and ensure that the Approved User shall preferably one month before the expiry of the validity of the Certificate, appear and clear the examination afresh and submit a fresh certificate to the Exchange on or before the expiry date of the old certificate. Failure to submit a fresh certificate indicating the extension in the validity of the certificate shall render the concerned user Id, for which the certificate validity has expired, liable for disablement.

### 2.3. Limit on User ids allotted:

Trading members are allotted 50 user ids per box id per segment upon request. Further, all dealers can be converted for Non-Neat frontend (NNF).

## 3. Trading Terminals

### 3.1. Types of Exchange allotted Terminals

- **NEAT - To access the** trading platform of the Exchange (NEAT/NEAT Plus), **trading members need to apply for creation of NEAT user ids.** These user ids are issued to approved user depending on fulfilment of the certification requirement as may be specified by SEBI/Exchange, from time to time.
- **NEAT Converted to NNF -** Members have an option to convert their NEAT ids to NNF (Non-Neat Front End) and enable them for CTCL/IBT/STWT/DMA. Members are required to report the details of 12-digit CTCL/IBT/STWT/DMA terminals to the Exchange before routing any order through such terminals. Such User ds have rights to login via NEAT as well as NNF. Members may note that Login and order placement via NEAT / NEAT Plus for such user id shall result in CTCL mismatch being generated.
- **NON-NEAT -** Exchange has provided a separate category of NON-NEAT user id. Members are requested to note that such category of user shall not be allowed to login/ trade through NEAT/ NEAT Plus. Members will be required to build additional back up facilities for exigency. This category of user will not be required to provide any certification as the user does not have trading eligibility by itself. Members are required to report the details of 12-digit CTCL/IBT/STWT/DMA terminals to the Exchange with valid certification as specified by SEBI / Exchange before routing any order through such terminals.

3.2. Location: The location of the trading terminal is required to be only in the main office / branch offices / in the office of the approved Authorised Person of the trading member/at the co-location facility provided by the Exchange/at the Third-party data centres/service provider's site. However, internet trading terminal used by the clients for sourcing information or order placing may be located at the premises of the clients. No bills / contract notes etc. should be issued by such clients from their premises. For this purpose, a client is a person who buys and sells securities on his own account.

#### Note:

- Co-location facility can be used for CTCL, IBT, STWT, DMA, Algo and Smart Order Routing.
- Third party data centre/ service provider site can host Trading/ Internet/ NNF server of the member.

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3.3. Control: The trading terminals are required to be under the direct control of the trading member and be managed either by an authorized employee or by an approved Authorised Person of the trading member.

3.4. Responsibility: The trading member would be fully responsible for all orders put through and all deals done through the trading terminal, whether contract notes or purchase/sale notes issued or not and for all acts of commission and/or omission. If the trading terminal is located in the branch office of the trading member, then the branch office shall be managed and supervised by the trading member's own employee or by an approved Authorised Person.

3.5. Dealings: No trading member shall deal through any unregistered intermediary, Further, trading members shall entrust CTCL terminals only to Approved person and not to any unregistered intermediary or clients. For this purpose, the persons who handle each CTCL terminal of the Trading Member are known as Approved Persons. Approved Person may be an employee of the Trading Member, or an Authorised Person who has been approved by the Exchange. All trading terminals allotted by members, which are enabled/activated for trading shall be operated/accessed only through User Ids allotted to Approved Persons namely employees of trading member, partner/proprietor/director(s), registered authorized persons (AP) or employee of an AP. In case the unregistered intermediary is allowed to trade / deal by any trading member, such trading member shall be fully responsible for all the sale and/or purchase contracts, whether contract notes or (purchase / sale notes) issued or not, and for all the acts of commission and/or omission. Further, such trading members shall render themselves liable for non-compliance in terms of fines, penalty and/or other disciplinary action as may be deemed necessary by the relevant authority.

Further, members are required to also ensure that whenever a User of the Member ceases to act in such or any capacity with the Member then user id disablement / 12-digit terminal deactivation / username change requests are submitted to the Exchange within 24 hours on ENIT interface. Failure to upload the details by a member, or any discrepancies observed in the data uploaded by the trading member to the Exchange w.r.t user ids / CTCL ids, shall attract penalty/ disciplinary actions as prescribed by the Exchange from time to time.

3.6. Ensure:

i) Notice boards/plates in the format as prescribed by Regulatory departments from time to time shall be prominently displayed in the main/branch office of the trading member or office of authorized person

(Where the trading terminal is located), as the case may be. The same shall be applicable to every place where one of the CTCL terminals is located.

ii) Copy of registration certificate issued by SEBI to the trading members is displayed at the main office. It should be visible to everybody and placed in the reception area of the dealing office.

iii) Members of other Exchanges who are acting as their Authorised Person should obtain approval as an Authorised Person.

iv) Letter of approval issued by the Exchange for an Authorised Person is displayed at the dealing office of the Authorised Person. It should be visible to everybody and placed in the reception area of the dealing office.

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### 3.7. Penal/ Disciplinary Action:

- i) If any terminal is found located at a place other than what is declared to the Exchange, penalty shall be levied in accordance with the Exchange Circular issued by Regulatory departments from time to time. Moreover, it is re-iterated that the trading members shall continue to be responsible for all obligations arising out of their terminals.
- ii) No 12 Digit NNF terminal(s) shall be allotted by trading member without prior approval of the Exchange and use of terminal(s) shall be treated as Unauthorised and in violation of the requirements. Such trading members shall be liable for disciplinary action as may be deemed fit including withdrawal of the User Id that is granted to the server from which the Trading Member has extended the NNF trading facility to such locations, without notice and / or reference, or withdrawal of trading rights entirely.

The above provisions are applicable for all terminals irrespective of the mode of connectivity like lease line, CTCL, etc. and irrespective of the use of the terminal i.e., trading, testing, view only, administration etc. The status of the office [main/branch/approved authorised person] where the terminal is located, and other required particulars shall be provided to the Exchange in the prescribed manner.

### 3.8. Terminals Abroad

Members who wish to open terminals abroad are required to seek approval of the Exchange in accordance with the Rules, Regulations and Bye-Laws of the Exchange. Also, such members are required to comply with the relevant guidelines issued by SEBI / RBI / Foreign Regulatory Authorities etc. for opening and maintaining the trading terminals abroad.

#### a) *Eligibility Criteria:*

Trading terminals shall be opened only by the SEBI registered Members of the Exchange only after obtaining permission from the Exchange.

#### b) *RBI Permission:*

Terminals abroad opened shall be subject to the guidelines laid down by the RBI. Members are required to comply with all the circulars / guidelines / rules etc. issued by RBI from time to time.

#### c) *Permission by the Foreign Regulatory Authorities:*

Installation of trading terminals shall be subject to prior permission of the concerned regulatory authorities of the respective foreign countries, wherever required. Members shall comply with the requirements as mentioned above and submit copy of such approvals granted to them by the Foreign Regulatory Authorities along with their application for seeking final approval to the Exchange.

#### d) *Operation of the terminals:*

Any investor abroad who is permitted to invest in India i.e., NRIs/OCBs/FIIs/PIOs shall be able to place orders on the trading terminal of the Exchange available at the office of the member maintained abroad. The order feed on the live terminal shall be executed on the computer of the Exchange in India. The service to the clients shall be

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provided by the broker's overseas office and its local office. These terminals shall include any of other options that the Exchange may provide for connecting its trading terminal abroad to its trading system in India.

*e) Contract Note:*

The contract note in favour of the client abroad shall be issued in India. However, the same could be printed in the trading member's office abroad and shall be subject to the jurisdiction of the Exchange.

*f) Capital Adequacy, Margins System & Brokerage:*

All such trades would be subject to usual margins, capital adequacy and intra-day trading limits and such other requirements fixed for the trading member by the Exchange.

Trading member shall ensure that the investors do not pay the brokerage on such trades exceeding the maximum brokerage permitted as per the rules, regulations and byelaws of the Exchange. No Negotiated Deals shall be permitted through these terminals and only screen-based order matching system shall be available on these terminals.

*g) Settlement Procedure:*

All trades shall be settled in India in dematerialized form only. Clients with status of FIIs shall settle the trade through their registered custodian/ designated bank. Clients with the status of NRIs/PIOs/OCBs shall settle the trade through a designated bank. Such a designated bank shall be responsible for repatriation of funds.

*h) Monitoring & Surveillance:*

Trading members shall ensure that there is adequate monitoring and surveillance mechanism for such overseas terminals in order to oversee trades.

*i) Grievance Redressal Mechanism:*

The investors' grievance for such cases shall be resolved through the existing grievance redressal mechanism.

*j) Jurisdiction:*

Trading members shall sign an agreement with their constituents. inter alia, stating that, all trades, transactions, and contracts are subject to the Rules, Bye Laws and Regulations of the Exchange and shall be deemed to be and shall take effect as wholly made, entered into and to be performed in the city of \_\_\_\_\_, India and the parties to such trade shall be deemed to have submitted to the jurisdiction of the Courts in Mumbai, India for the purpose of giving effect to the provisions of the Rules, Bye Laws and Regulations of the Exchange.



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### 4. Various Types of User id requests

#### 4.1 Request Submission:

Trading members can place user id requests electronically through the interface provided by the Exchange i.e., ENIT.

<https://enit.nseindia.com/MemberPortal/>

Following type of requests shall be accepted through ENIT under the path: ENIT NEW TRADE > Trade > User Id Request

- a) New NEAT User Id: Member can place a request for a new NEAT or Neat converted NNF user id.
- b) Change User Name: Member can place a request for changing the name of the approved user on the existing NEAT/ NEAT converted NNF user id to a proposed approved user.
- c) Disablement of User ID: Member can place a request for disablement of a NEAT user id.
- d) User PAN Update: Member can place a request for updating the approved user's PAN for the existing NEAT/ NNF user id. PAN is mandatory for all user id to be provided to the Exchange.
- e) User ID Validity Updation: Member can place a request for updating the validity of the certificate provided for the existing NEAT/ Neat converted NNF user id.
- f) Change User Status: Member can place a request for changing the status (Corporate manager/ Branch manager/ Dealer) of the existing NEAT user id. The user ids selected should be mapped on the same branch.
- g) Multiple Locking of User ID: Member can place a request to map the existing NEAT/ NEAT converted NNF user id up to four IPs (multiple locking). Multilocking facility can be availed only between IPs located in the same dealing office. This would allow member to connect and route orders across multiple telecommunication lines/infrastructure at a location and maximizing use of available infrastructure. Member can do multilocking of users across cities for user type Non-Neat.
- h) Removal of Multiple Lock: Member can place a request to remove a multilocked IP on the existing NEAT/ NEAT converted NNF user id.
- i) Shifting of User ID: Member can place a request for shifting of its existing NEAT/ NEAT converted NNF / Non NEAT id from one connectivity/location to another i.e., from one Lease Line to another.  
Note: On shifting of user id the existing multi-lock, limits, and proprietary rights if present on the selected user gets removed.
- j) Branch Shift: Member can place a request to shift NEAT converted NNF / Non NEAT user id from one branch id to another. This facility is applicable only for users mapped on Colocation IP and ASP IPs.
- k) SLBM Enablement/Disablement: Member can place a request to enable or disable SLBM product on a particular User ID.
- l) NEAT to CTCL Conversion: Members can place a request to activate / deactivate NNF facility (CTCL/IBT/STWT/DMA) on a particular Neat User id. Member can also place Vendor change request through this option.
- m) Change NEAT User Office Status: Members can place a request to update his office status.
- n) New NON NEAT user id: Member can place a request for a new NON NEAT user id.

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- o) NEAT/CTCL to NON NEAT conversion: Member can place a request for conversion of a NEAT or NEAT converted NNF user Id to a NON NEAT user id.

*Note: A NON NEAT user id cannot be changed back to NEAT or NEAT to NNF converted user id. It can only be disabled/shifted.*

- p) NON NEAT Disablement: Member can place a request for disablement of a NON NEAT user id.

Note: Exchange endeavors to complete all requests received till 1:30 p.m. on the same working day and requests, if any thereafter, shall be processed on the next working day. However, in exigencies the requests will be processed within T+2 days.

Exchange has made provisions for members to submit all requests pertaining to User Id management via online interface i.e., ENIT elaborated in sections above. Members are encouraged to use this facility for placing requests with the Exchange. Only in case of any issues w.r.t. submission of requests through ENIT, requests for User id management shall be accepted and processed on the basis of requests submitted as per annexures enclosed with the circular, after necessary approvals. You may appreciate that necessary checks have to be conducted at Exchange end to verify the authenticity of requests coming through non-standard route and servicing of non-standard requests shall require additional time i.e., SLA's.

### 4.2 MIS Report:

Members can view the status of the user id requests on ENIT path:

- ENIT-NEW-TRADE >Trade > User Id Request > Neat User id request Report
- ENIT-NEW-TRADE >Trade > User Id Request > Message/User rate Change MIS
- ENIT-NEW-TRADE >Trade > User Id Request > Neat to CTCL (Report)
- ENIT-NEW-TRADE >Trade > User Id Request > Non Neat Request Status (Report)

### 4.3 Digital Signature:

- a) Trading members are required to submit digitally signed user id requests through ENIT.
- b) Members submitting digitally signed requests from ENIT are not required to submit any physical documents. However, members are required to maintain all documents as part of records specified by the Exchange.
- c) Valid User Id requests complete in all respects received till 1:30 p.m. on a working day shall be processed on the same day and requests, if any thereafter, shall be processed on the next working day.
- d) Digital Signature certificate should be Class 2 and above, issued by any vendor legally valid under the Indian IT Act 2000. Members can contact on 022- 42547741 for obtaining digital signature certificate through NSE IT.

## 5. About NNF (Non Neat Front End) facility and Reporting of 12-digit Terminals

Members can use their own software running on any suitable hardware/software platform of their choice. Trading members shall be responsible to create the entire NNF set-up at their offices and registered dealers/branch premises or third party data center. This would include procurement of application software, hardware, setting up a network etc. The Exchange provides a facility to software vendors providing NNF (Non NEAT Front End)/ Internet

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based trading solutions to trading members of the Exchange to be empanelled with the Exchange to be empanelled with the Exchange.

After the relevant documentation and their registration, members can put a request to convert their Neat User Ids to NNF facility or apply for Non NEAT IDs. Additionally, members shall not be permitted to use the Corporate Manager and Branch Manager user ids for the purpose of NNF facility.

### 5.1 Reporting of 12 digit NNF terminal details:

Trading members are required to report the 12 digit CTCL/IBT/STWT/DMA terminal details (activations, modifications as well as deactivations) irrespective of purpose (Trading / Testing / View / Admin) to avoid mismatches. The reporting can be done through the electronic interface provided by the Exchange (ENIT). Failure to upload the details or upload of incorrect details will lead to CTCL ID mismatch, and result in levy of penalty and/or other disciplinary action as may be deemed necessary by the relevant authority.

Terminologies for 12 digit NNF terminals:

#### a) Login ID for 12 Digit NNF Terminal ID:

Login ID is the ID used for logging into the CTCL/IBT/STWT/DMA terminal for trading. This may be numeric or alphanumeric and should have a maximum of 10 characters. *E.g.: -If a CTCL terminal is allotted to Mr. Ramkumar and the login ID created for Mr Ramkumar is "RAM", then "RAM" should be uploaded as Login ID.*

#### b) 12 digit NNF Terminal ID:

##### i. Computer to Computer Link (CTCL)

12 digit CTCL Terminal ID has to be of numeric value with 12 characters. The order of 12 digits has to be Pin code (6 digit), Branch Code (3 digit) and Terminal ID (3 digit).

E.g.: -Records of Terminal IDs should be arranged Segment wise, Branch ID wise in sequential manner as shown in Table-1 and not in an assorted manner as shown in Table-2

Table-1	
Correct Format	
Branch ID	Terminal ID
001	001*
001	002
001	003
002	001
003	001

Table-2	
Incorrect Format	
Branch ID (Assorted)	Terminal ID
003	001
001	001
001	002
001	003
002	001

\* The first CTCL ID for a segment should start with 001 as Branch ID and terminal ID and subsequent record should follow the sequence.

The field length of the 'Terminal ID' and 'Branch ID' has to be mandatorily 3 digits each. For example:

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For Terminal ID = 1, trading members have to enter 001

For Branch ID = 1, trading members have to enter 001

Members may realign the CTCL Ids in order to maintain serial order, as explained above. Members may re-allot / reassign the CTCL Ids in order to make the numbering sequential. Members should ensure that the CTCL ID is unique within the segment.

### ii. Internet Based Trading (IBT)

Members shall specify “111111111111” (12 times “1”) as the 12 digit terminal id with the details as that of the NEAT user Id which is enabled for internet trading and not the login ID given to clients for internet trading.

If a NEAT user ID is enabled for internet trading, orders must be placed by clients only and not by anybody else or for anybody else. In case of any exigencies, where a client is not able to trade through internet, then the orders on behalf of such clients must be placed by any Approved Person or Approved User (as the case may be) of the member but not using the internet ID and password of the client.

CTCL ID's which are activated using internet as the connectivity between the NNF server and the CTCL extension are also required to specify 12 digit CTCL ID.

### iii. Direct Market Access (DMA)

Members shall specify “222222222222” (12 times “2”) as the 12 digit terminal id with details as that of the NEAT user Id which is enabled for DMA.

For e.g., if a NEAT user Id „1234” is enabled for CTCL, IBT as well as DMA, then the member shall specify “111111111111” for the IBT, “222222222222” for DMA and the 12 digit Id for each of CTCL extensions taken from the NNF server separately.

### iv. Securities Trading through Wireless Technology (STWT)

Members shall specify “333333333333” (12 times “3”) as the 12 digit terminal id with the details as that of the NEAT user Id which is enabled for STWT.

### c) Status of office where CTCL/IBT/STWT/DMA terminal is located:

- Registered Office
- Main Office
- Branch Office
- Approved Authorised Person's Office - The office of an Authorised Person as approved by the Exchange.

### d) Approved User:

Approved User is a person in whose name the NEAT User ID is allotted. An approved User whose NEAT user ID is enabled for CTCL/IBT/STWT/DMA can have a 12 digit NNF terminal allotted in their name. Other Approved Users cannot have simultaneously a NEAT user ID and 12 digit NNF Terminal ID in their name (refer illustration).

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User ID No.	100	200
Name of Approved User	Mr. A	Mr. B
Enabled for NNF	Yes	No
Can a 12 digit CTCL ID be allotted to the Approved Users A and B by a member?	Yes	No
Remarks	As Mr. A cannot trade through user ID 100	As Mr. B can trade through user ID 200 which is in their name.

e) Approved Person:

Approved Person is a Person who is operating a CTCL terminal.

f) Approved Person of Authorized Person:

If the CTCL terminal is allotted by an Authorized Person i.e., employee of the member who is holding a valid certificate, such a person shall be treated as 'Approved Person of Authorized Person'.

g) Purpose of CTCL/IBT/STWT/DMA ID:

An id can be used for Trading / Testing / Admin / View. For all the aforesaid purposes valid certificate (as applicable for respective segment) is mandatory for Ids reported for trading purposes. Further, CTCL ID where the purpose is "Admin" has to be in the name of an Approved User whose NEAT ID has been enabled for CTCL.

Note: Orders should not be placed from IDs reported as Testing / Admin / View Purposes.

h) Order Log and Trade Log:

All the order logs, trade log, the ids created (whether enabled or disabled) and log-in records of all terminals shall be maintained in a non-tamperable manner for a minimum period of 5 years.

### 5.2 Addition / Modification

a) Addition of Dealer details (12 digit NNF terminal ids)

Trading members shall report the details of 12 digit CTCL/IBT/STWT/DMA terminals to the Exchange before routing any order through such terminals to avoid mismatches. Failure to upload the details, by a member, if observed shall render such terminals unauthorized and shall consequently attract disciplinary action as prescribed by the Exchange from time to time. Details of all CTCL/IBT/STWT/DMA terminals (activations as well as deactivations) irrespective of purpose (Trading / Testing / View / Admin) shall be reported to the Exchange upfront (in advance).

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- The facility to report the CTCL/IBT/STWT/DMA terminal data can be accessed through the electronic interface provided by the Exchange (ENIT) through the following path (ENIT Login > Trading > Member Reporting Pre-Trade > CTCL Id Activation).
- Member can place CTCL bulk activation request through ENIT (ENIT NEW TRADE> Trade > Member Reporting Pre-Trade > CTCL Bulk Upload).

Further, trading members can carry out their order activity on the same day subsequent to their upload of their CTCL /IBT/DMA/STWT terminals through ENIT. The 12 digit NNF terminal id will be activated from the date mentioned in CTCL Activation request.

Checklist before submitting data to the Exchange:

- i. Before enabling or disabling the CTCL/IBT/STWT/DMA ID in the server, the member shall report the details thereof in ENIT. Members shall ensure that the date of activation / deactivation is not less than systems date or greater than (after) 7 days from the systems date.
- ii. All CTCL/IBT/STWT/DMA ID for a particular segment shall be in continuous serial order.
- iii. Members shall maintain a list of 12 digit NNF terminal Id and their corresponding login Id as allotted by them to their dealers.
- iv. All approved persons should have passed the appropriate certification and have completed 18 years of age.
- v. PAN of users is mandatory to be provided to the Exchange.
- vi. All approved persons shall have valid certification. In other words, if the certificate has expired or no longer valid, members are required to de-activate the CTCL/IBT/DMA/STWT ID. If member fails to observe this compliance, it will be treated as violation and appropriate disciplinary action may be initiated.

### b) Reporting of DMA Client details

Trading members shall report client details of DMA IDs to the Exchange subsequent to reporting of the 12 digit DMA id through (ENIT).

- i. DMA ID Activation: Member shall enter client details pertaining to the DMA terminal to whom a DMA terminal is issued for trading purpose. Member shall report the details through the following path: (ENIT Login > Trading > Member Reporting Pre-Trade > DMA Client Id activation)

Instructions to fill in DMA Activation details:

- Market Segment – Member shall select the segment for which DMA Id is issued to client.
- NEAT User Id – Member shall select the NEAT Id from which DMA Id is connected.
- Unique Client Code – Member shall enter the Unique Client code of the client to whom DMA Terminal is issued.
- Client name – Member shall enter Client"s name to whom DMA terminal is issued.
- Login Id Allotted – Member shall enter the Login Id through which the client will login to DMA terminal.
- PAN No. - Member shall enter the PAN of the client to whom DMA Terminal is issued.
- Category of client – Member shall select any one from the drop-down of – “Institutional /FPI Category I/FPI Category II/ FPI Category III/Body Corporates/Primary Dealers etc.”

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- Investment Manager-by default this value will be “No” however if the member selects “Yes” he has to provide the details of Investment Manger as per the 5 sub-points provided.
- Complete postal Address of Client– Member shall enter complete postal address of Client to whom DMA terminal is issued.
- Complete postal Address of DMA terminal – Member needs to enter complete postal address of the location where DMA terminal is actually issued.
- Date of Activation – Member needs to select the date when DMA terminal was activated.

ii. DMA ID Deactivation: Members shall also update details pertaining to deactivation of the DMA terminal given to client for trading purpose. Member shall report the details through the following path: ENIT-NEW-TRADE > Trading > Member Reporting Pre-Trade > DMA Client Id deactivation.

Members can place bulk DMA Deactivation request through the following path ENIT-NEW-TRADE > Trading > Member Reporting Pre Trade > DMA Bulk Upload.

c) Modification of Dealer details (12 digit NNF terminal ids)

Trading members shall report to the Exchange any changes in the CTCL/IBT/STWT/DMA terminal details on account of changes in User details through the facility provided in ENIT in the following path: ENIT NEW > Trade > Member Reporting Pre-Trade > CTCL Id Modification). The details of the fields which can be modified and the procedure for the same are given below. Further, while modifying the details, the members shall ensure that the 12 digit NNF terminal id continues to be the same.

Fields	Modifiable / Not Modifiable
Market Segment:	Non Modifiable
NEAT User Id:	Non Modifiable
12 Digit Terminal id:	Non Modifiable
Login id for 12 Digit Terminal id:	Non Modifiable
Purpose of terminal Id:	Non Modifiable
Date of activation of the 12 digit CTCL Id by the trading member to the approved person operating terminal:	Non Modifiable
CTCL Modification effective date	Input field (next day)
Status of Office where CTCL terminal is located:	Modifiable
Address 1:	Modifiable - Only if no change in Pin code

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Address 2:	Modifiable - Only if no change in Pin code
Address 3:	Modifiable - Only if no change in Pin code
City:	Non Modifiable
Pin Code:	Non Modifiable
State:	Non Modifiable
Telephone Number:	Modifiable
Mode of Connectivity:	Modifiable
Certification details:	Modifiable
Exam Type:	Modifiable
Registration No of NCFM/BCDE:	Modifiable
Name of approved person operating 12 digit Terminal	Modifiable
Title:	Modifiable
First Name:	Modifiable
Middle Name:	Modifiable
Last Name:	Modifiable
Father's Name of approved person	Modifiable
Title:	Modifiable
First Name:	Modifiable
Middle Name:	Modifiable
Last Name:	Modifiable
Date of birth of approved person:	Modifiable
Validity of NCFM/BCDE Test of the approved person	Modifiable
MAPIN No. of the approved person operating 12 digit Terminal:	Modifiable
PAN of the approved person operating 12 digit Terminal:	Modifiable



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Relationship of the approved person operating 12 digit Terminal with trading member:	Modifiable
Name of Authorized Person to whom terminal is allotted (if applicable):	<b>Modifiable</b>
Terminal used for	<b>Modifiable</b>

### Procedure:

- i. ENIT Login > Trade > Member Reporting Pre-Trade > CTCL Id Modification.
- ii. Select Segment > Select NEAT ID > Select CTCL Id (for which modification needs to be made).
- iii. Existing details of 12 digit NNF terminal Ids will be displayed.
- iv. Click on Modify button on the relevant field and modify the details.
- v. After modifying the details of 12 digit NNF terminal Id, save and submit the request on ENIT and a request reference no. will be generated.
- vi. The changes will be effective from the date mentioned in CTCL Modification Request.
- vii. Members can place CTCL ID Modification request via bulk facility through ENIT on path: Trade > Member Reporting Pre Trade > CTCL Bulk Upload.

### 5.3 Mismatch Report

Trading members are required to report the complete 12 digit NNF terminal details as explained above. Failure to upload the details or upload of incorrect details will lead to CTCL Id mismatch, and result in levy of penalties and or regulatory actions as specified by the regulatory departments from time to time.

In order to facilitate members with the mismatch details, Provisional CTCL mismatches file is provided on daily basis so as to enable them to take immediate corrective action and avoid penalty charges by reporting the correct terminals details. The report is available in ENIT on the following path: ENIT-NEW-TRADE > Trade > Trade Compliance (Post Trade) > Provisional CTCL Mismatch (Report)

Trading members failing to report the correct terminal details appearing in the provisional file on the same day, the mismatches become final and are transferred to Final CTCL mismatches. The report is available in ENIT in the following path: ENIT-NEW-TRADE > Trade > Trade Compliance (Post Trade) > Final CTCL Mismatch (Report).

Note: While reporting of 12 digit NNF terminals for which Provisional CTCL mismatch is generated, members are advised to keep the same date of activation to avoid Final CTCL mismatch.

Further, in case any 12 Digit NNF Terminal is charged continuously for two months, or any member is charged continuously for three months, such member would be referred to Disciplinary Action Committee for appropriate action, if necessary. Non-reporting of 12 Digit NNF Terminal which are used for admin, testing or view purpose will be considered as violation during inspection.

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### 5.4 Tagging of 'Algo' terminals

Earlier, Exchange allowed a unique PAN against a terminal i.e., Exchange allotted user id (up to 5 digit) or an NNF (12 digit) terminal id which is reported by the member. Member can now apply / map multiple 'Algo' user ids (Exchange allotted id and 12-digit terminals) on a single PAN. Exchange only provides a facility to the members to tag a terminal as Algo/ Non Algo. Members shall be solely responsible for the Algo/ Non Algo tagging done for the terminal ids and for providing accurate and complete information/details of the terminals as required.

Members are requested to note the below in this regard:

- Member is required to map user id as 'Algo/ Non Algo' in 'User id to be Used for' field in various user id creation and reporting modules.
- If the terminals are tagged as 'Algo', only then the same PAN across multiple terminals tagged as 'Algo' shall be accepted. Further members shall be able to upload same certificate against such terminals tagged as 'Algo' in a particular segment as per the regulatory requirement.
- Members can multi-lock an 'Algo' tagged user across cities.
  
- Members can also facilitate CTCL location (ULC) mapping for an 'Algo' tagged user with another 'Algo' tagged user across cities.
  
- Procedure for tagging existing terminals:
  - i. Exchange allotted terminal (up to 5 digit): Members can tag the existing users through ENIT (path: Trade > User id Request > NNF User Algo/Non Algo Mapping).
  
  - ii. Member reported terminal (12 digit): Members can tag the existing 12-digit NNF terminal reported through ENIT (path: Trade > Member reporting Pre-Trade > CTCL User Algo/Non Algo Mapping).
  
  - iii. Exchange has also provided bulk upload facility on the above-mentioned paths.
  
  - iv. Members can view the status of the requests on ENIT path:  
ENIT NEW-TRADE > Trade > User Id Request > NNF User Algo/ Non Algo Mapping (Report)  
ENIT-NEW-TRADE > Trade > Member Reporting pre Trade > CTCL User Algo/ Non Algo Mapping (Report)

### 6. Business Continuity Provisions

Trading members are provided business continuity facility to access the Exchange by allowing mapping of NEAT Users in the same location. In order to provide failover for CTCL Users, provision to map multiple CTCL users across multiple connectivities is also made available within the same location. This helps members to connect and route orders from different CTCLs across multiple telecommunication lines/Infrastructure at a location including Co-location and maximizing use of available infrastructure.

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The number of User Ids issued on a connectivity with allotted messages per second will continue as per existing policy as specified above. Members may consider the allotment of messages to each User Id on a connectivity before login to avoid any problems in connectivity.

### 6.1 Procedure to request for CTCL Location Mapping:

In order to provide redundancy for 12 Digit NNF users, trading member has the provision to map multiple 12 digit NNF users across multiple connectivities within the same location.

- a) Request for availing this facility can be placed through ENIT path ENIT-NEW-TRADE > Trade > Member Reporting (Pre Trade) > CTCL ULC Mapping.
- b) Members need to select the segment and the Exchange allotted user ids for which the CTCL ULC mapping facility is to be availed located at the same location.
- c) Member can map User id with multiple vendors-products-versions combination.
- d) Member has an option to select multiple Exchange allotted terminal ids to be mapped for CTCL ULC Mapping.
- e) Member can request for CTCL ULC mapping of users across multiple Exchange connectivities, across cities for user type Non-Neat.
- f) Members can place bulk request through the following path ENIT-NEW > TRADE > Member Reporting Pre Trade > CTCL ULC Mapping.
- g) In cases where the NEAT/ NNF ID is disabled / shifted to another IP in a different location, the above facility shall stand to be withdrawn automatically.
- h) Member needs to digitally submit the CTCL ULC Mapping undertaking in ENIT while placing the request and adhere to the guidelines as stated in the undertaking, same is reproduced for reference:

I/We, \_\_\_\_\_ (Member Name) , a Company incorporated under the provisions of the Companies Act of 1956 and having its registered office at \_\_\_\_\_ (Address) (hereinafter referred to as the 'Undersigned' which expression shall unless repugnant to the context include its successors, assigns and legal representatives) give this Undertaking IN FAVOUR of NATIONAL STOCK EXCHANGE OF INDIA LIMITED, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at Exchange Plaza, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051 (hereinafter referred to as 'NSEIL' which expression shall unless repugnant to the context include its successors, assigns and legal representatives)

WHEREAS,

The Undersigned has been admitted to the Trading Membership of NSEIL and has been using the Computer to Computer Link (CTCL) facility to access the trading system of NSEIL.

The Undersigned has indicated that it had been accessing the trading system of NSEIL through CTCL Terminal ID which is mapped to one NEAT ID on CTCL Adapter. The Undersigned has further indicated that it has been using the same CTCL Terminal ID to access another NEAT ID linked to another CTCL Adapter (hereinafter

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referred to as 'Additional Facility'). The Undersigned has requested NSEIL to permit it access to the Additional Facility.

NSEIL has agreed to the request of the Undersigned as a special case and permit the Undersigned to use the above Additional Facility subject to the Undersigned undertaking to comply with the terms and conditions contained herein.

NOW THEREFORE IN CONSIDERATION OF NSEIL having agreed to permit the Undersigned at the request of the Undersigned to use the Additional Facility, the Undersigned hereby IRREVOCABLY AND UNCONDITIONALLY UNDERTAKE and agree to abide by and be bound by the following terms and conditions:

1. The Undersigned shall ensure that the NEAT CTCL IDs which would be mapped shall be accessed by one and the same approved user whose name has been uploaded to NSEIL by the Undersigned and who has passed NCFM and/or equivalent certification program of the appropriate modules.
2. That the Undersigned undertake to render all possible assistance and cooperation to NSEIL by providing all information in any form as it may require and shall produce such documents, records, accounts, books, data howsoever stored etc., and any other information as may be required by NSEIL at its discretion.
3. That the Undersigned states that the servers used for Additional Facility for NEAT CTCL IDs shall be located at the same office address which is \_\_\_\_\_(Address).
4. That the Undersigned states that the servers used for Additional Facility for NON NEAT IDs shall be located across cities.
5. That the Undersigned agrees to execute, sign, subscribe, to such documents, papers, agreements, covenants, bonds and / or undertakings as maybe required by NSEIL from time to time.
6. That the Undersigned state that NSEIL shall, at its discretion, have an absolute right to inspect the Additional Facility used by the Undersigned at any time and without prior notice.
7. That the Undersigned agrees to follow and comply with such orders or instructions as may be issued by NSEIL or such other terms and conditions specified by NSEIL from time to time.
8. That the Undersigned agree that the Additional Facility may at any time be withdrawn by NSEIL at its discretion without giving the Undersigned any notice or any reasons whatsoever including failure by the Undersigned to comply with the terms and conditions of this Undertaking.
9. That without prejudice to the rights, remedies whether legal or otherwise available to NSEIL, the Undersigned agrees to indemnify and keep indemnified NSEIL against any loss / damage suffered by NSEIL whether legal or otherwise arising due to non-compliance by the Undersigned with the provisions of this Undertaking.
10. Further I/We are aware that in case NEAT CTCL IDs is shifted to another TAP IP in the different location or the same is being disabled or the respective TAP IP is being shifted to different location, this facility will be withdrawn for those NEAT CTCL IDs.

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### 7. Redundancy Options available to members in terms of User Id

The Exchange is cognizant of the importance of redundancy to ensure continuity of services. To this aim, the Exchange provides enough redundancy options to members for connectivity, enabling them to create network resiliencies. The Exchange, on multiple occasions, has communicated to members vide occasional circulars, the importance of having resilient connectivity systems to ensure continuity of services to their clients.

Members have been informed and advised to deploy one or more of the below mentioned redundancy options to ensure continuity of their business operations as per the requirements.

Feature Name	Applicability
NEAT User Login in Case of Connectivity Failure	<p>1) Multilocking – Exchange provides facility for multi locking their user ids with any additional connectivity available in the same location depending on the type of user id. However, for user type Non Neat, member can do multilocking of users across cities. In case the primary connectivity is down the member can login from the multi locked IP. Accordingly, Members are advised to have multi locking done for their user id in advance. The same can be requested through the following path in ENIT.</p> <p>ENIT-NEW-TRADE &gt; Trade &gt; User Id request &gt; Multi lock neat user id</p> <p>2) Unlocking - In the absence of Multi locking the member can unlock his user id to login from alternate connectivity.</p> <p>For Corporate Manager, Branch Manager and Dealer user ids:</p> <p>To unlock the user id, member is required to send the request through ENIT on the below path:</p> <p>ENIT-NEW-TRADE &gt; Trade &gt; Password Reset/Unlock NEAT user id&gt; Request for Password Reset/Unlock</p> <p>Alternatively for Branch Manager and Dealer user ids:</p> <p>The corporate manager user id can place a request for Unlocking for all users through trading terminal.</p> <p>3) Contingency Pool Facility - The Exchange provides trading facility from its premises to members in the event of a contingency where trading member is not able to use own connectivity because of a technical or a power failure. In such cases, trading member can send the request in writing to the Exchange asking for permission to trade from the Exchanges premises. The facility is available on a first come first serve basis.</p>

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	<p>For accessing contingency pool, request has to be sent on the letter head of the company signed by authorized signatory.</p> <p>The request should include the below:</p> <p>&gt;Reason for Failure for accessing trading application &gt;Details of the Authorized persons who will be coming for contingency pool facility and along with user id and segment details</p>
12 Digit NNF terminal ids	<p>Redundancy can be created by Unique Location Code mapping of NNF ids. Multiple 12-digit NNF terminals users can be mapped across multiple connectivity. The same can be done by mapping 12-digit NNF terminals with alternate NEAT user ids at the same location and with alternate NON NEAT users across cities and also with multiple vendors. The same can be requested through the following path in ENIT.</p> <p>ENIT-NEW-TRADE &gt; Trade &gt; Member reporting (pre trade) &gt; CTCL location mapping</p> <p>Note: Orders placed via one NEAT- CTCL combination can be modified/cancelled from the same NEAT ID or the Branch/ Corporate manager with which the NEAT id is mapped.</p>
Multi-Vendor Mapping of User ID	<p>User Ids can be mapped with multiple vendors-products-versions combination. The same can be requested through the following path in ENIT.</p> <p>ENIT-NEW-TRADE&gt; Trade &gt; User Id request &gt; Neat to CTCL Conversion</p>

### 8. Assistancess

8.1. Checking of PAN/ Certificate affiliation of a Dealer: Members are provided with a facility to check affiliation of PAN and certificate of their dealers on ENIT with any other members of the Exchange. Members may check the affiliation in ENIT on path ENIT NEW > Trade > Trade Compliance (Post Trade) > Certification or PAN Details (Query). This facility is also extended to dealers to check the affiliation of their certificate(s) with any member of the Exchange on the Exchange website ([www.nseindia.com](http://www.nseindia.com) > Education > Certifications > Online Register/Enroll > Login > Check Affiliation).

### 8.2. Certificate Expiry Intimation

As per the requirement, trading members are entitled to appoint approved users with the approval of the Exchange, to operate the trading workstation(s). The approved persons so appointed should have passed a certification programme which has been approved by SEBI/Exchange for the purpose of being allotted a user id to operate the trading workstations(s). Further, the certification so obtained should be valid till the time the user id is being used by the trading member.

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Accordingly, Members are advised to ensure that all their approved users/person have valid certification as specified by SEBI/ Exchange from time to time and no trades are executed without a valid certification.

In view of the same, Exchange sends communication to the Members providing details of terminals (NEAT Terminals and 12 Digit NNF Terminals) which have expired or going to expire in the next 3 months on monthly basis.

The Members are advised to update the valid certificate in respect of the Capital market/ Equity Derivatives / Currency Derivatives / Interest Rate Futures/ Commodity certification for each NEAT User id(s)/ CTCL Terminal id(s) in ENIT on or before the day on which the validity of the certificate expires in the following path:

- ENIT >>> Trade >>> User ID Request >>> Neat User Id Validity Updation
- ENIT >>> Trade >>> Member Reporting Pre Trade >>> CTCL ID Modification

Trading Members are required to keep track of the validity of the certificates and ensure that the Approved Persons shall, preferably one month before the expiry of the validity of the Certificate, appear and clear the examination afresh and report a fresh certificate to the Exchange on or before the expiry date of the old certificate. Failure to submit a fresh certificate indicating the extension in the validity of the certificate shall render the concerned NEAT User ID/ CTCL Terminal Id, for which the certificate validity has expired, liable for disablement without further notice and any other action as deemed appropriate in the interest of orderly conduct of markets.

The aforesaid letter can be accessed by members on FTP **path: memltrs > Dnld**

### 9. List of Circulars on User management for reference:

Sr. No.	Subject	Circular Download No	Dated
1	Terminals Abroad (wri )	NSE/MEMB/1118	11-Aug-1999
2	Instructions to trading members (wri)	NSE/MEMB/1591	20-Apr-2000
3	Application for Approved Users (F&O segment) (doc)	NSE/MEMB/3445	19-Jun-2002
4	Guidelines for location of CTCL terminals and usage thereof (doc)	NSE/MEMB/3574	29-Aug-2002
5	Location of trading terminal (htm)	NSE/MEMB/7400	20-Apr-2006
6	Upload of CTCL data (zip)	NSE/MEMB/7913	25-Sep-2006
7	Online User Id and Sub Broker Application through ENIT and Confirmation of Member Contact details. (zip)	NSE/MEMB/8607	2-Mar-2007

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8	Levy of Non Uploading charges of CTCL details in ENIT (htm)	NSE/MEMB/8754	2-Apr-2007
9	Availability of CTCL Mismatches Report details in ENIT (htm)	NSE/MEMB/8867	3-May-2007
10	Upload of Direct Market Access (DMA) User Ids data to the Exchange (htm)	NSE/MEMB/11019	21-Jul-2008
11	Increase in number of User Ids in TCP/IP (zip)	NSE/MEMB/11052	29-Jul-2008
12	Number of User Ids for Currency Derivatives	NSE/MEMB/11421	3-Oct-2008
13	Certification in Currency Derivatives (zip)	NSE/MEMB/12421	20-May-2009
14	Provision of information via SMS (pdf)	NSE/MEMB/14242	5-Mar-2010
15	Securities Trading Using Wireless Technology (Mobile Trading - STWT)	NSE/CMTR/15788	22-Sep-2010
16	Business Continuity provisions for trading through CTCL terminals (zip)	NSE/MEMB/17854	25-May-2011
17	CTCL Modification facility in ENIT (zip)	NSE/MEMB/18215	29-Jun-2011
18	Acceptance of digitally signed User-id requests through ENIT (zip)	NSE/MEMB/18216	29-Jun-2011
19	Activation of CTCL Terminals through ENIT (pdf)	NSE/MEMB/18699	25-Aug-2011
20	Introduction of new Facilities for Members (zip)	NSE/MEMB/18918	20-Sep-2011
21	Requirement of NCFM Certification in the Capital Market Segment (pdf)	NSE/MEM/19471	30-Nov-2011
22	Direct Market Access facility	NSE/MA/32486	01-Jun-2016
23	Digital submission of message & user distribution change request	NSE/MA/33246	22-Sep-2016
24	Review of User ID allotment limits	NSE/MSD/34281	28-Feb-2017
25	Updation of Permanent Account Number of User Ids	NSE/MSD/37060	27-Feb-2018
26	Introduction of 'Colocation as a Service' (CaaS)	NSE/MSD/37707	07-May-2018
27	Multiple Lock of User Ids	NSE/MSD/38473	31-Jul-2018



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28	User id - review of User id allotment limits	NSE/MSD/42803	02-Dec-2019
29	User Id - Additional facilities for Trading Members	NSE/MSD/43390	31-Jan-2020
30	User Id - New facilities and revision in file format	NSE/MSD/43876	18-Mar-2020
31	User Id - Certificate Requirement in Commodity Derivatives Segment	NSE/MSD/44407	19-May-2020
32	User id - Multiple Lock in Commodity Derivatives segment	NSE/MSD/44443	22-May-2020
33	User Id - Mapping with multiple vendors	NSE/MSD/45142	27-July-2020
34	User Id- Additional facility for Trading Members	NSE/MSD/48789	30-June-2021
35	User id - Updation of same PAN against multiple Algo terminals	NSE/MSD/49030	23-July-2021
36	User ID - ULC Mapping Bulk Upload	NSE/MSD/56694	12-May-2023
37	Operation of Trading Terminals	NSE/MSD/56778	22-May-2023
Other referral circulars			
1	List of violations and applicable penalties (CM, WDM, F&O and CD Segments)	NSE/INSP/23768	27-Jun-2013
2	Guidelines from SEBI regarding sub-brokers	NSE/MEMB/465	16-Feb -1998
3	Notification under regulation 3 of the Securities and Exchange Board of India  (Certification of Associated Persons in the Securities Markets) Regulations, 2007	NSE/INSP/25617	21-Jan-2014
4	Notification under regulation 3 of the Securities and Exchange Board of India (Certification of Associated Persons in the Securities Markets) Regulations, 2007	NSE/INSP/29304	30-Mar-2015
5	Requirement of Certification in Capital Market Segment	NSE/INSP/30549	20-Aug-2015
6	Operation of terminals by the approved user/person	NSE/INSP/40559	27-Mar-2019

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7	Approved user/ Persons	NSE/COMP/50576	13-Dec-2021
8	Penalty Provisions for trading terminals without having valid certification	NSE/INSP/56784	22-May-2023

This consolidated circular is a compilation of relevant circulars issued which are operational as on date of this circular. Efforts have been made to suitably incorporate and update the applicable provisions of existing circulars as per above table.