

Part A –Guidelines for Data Submission

1. The file shall be in csv and zip format only.
2. The file shall be uploaded by the members with column headers.
3. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file.
4. File size shall not exceed 200 MB.
5. Batch/Seq No. starts from 01, in case of multiple files for a date.
6. If the submission status of a file is 'failure' then file needs to be rectified and uploaded with the same batch number. Even if a single record is rejected in a file then the entire file post rectification needs to be reuploaded.
7. Files uploaded will be processed for validation check. Members are required to check the "View Submissions" window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the entire file with correct data as per the user manual for data submission provided in **Part-B**.

Part B – User manual for Data Submission

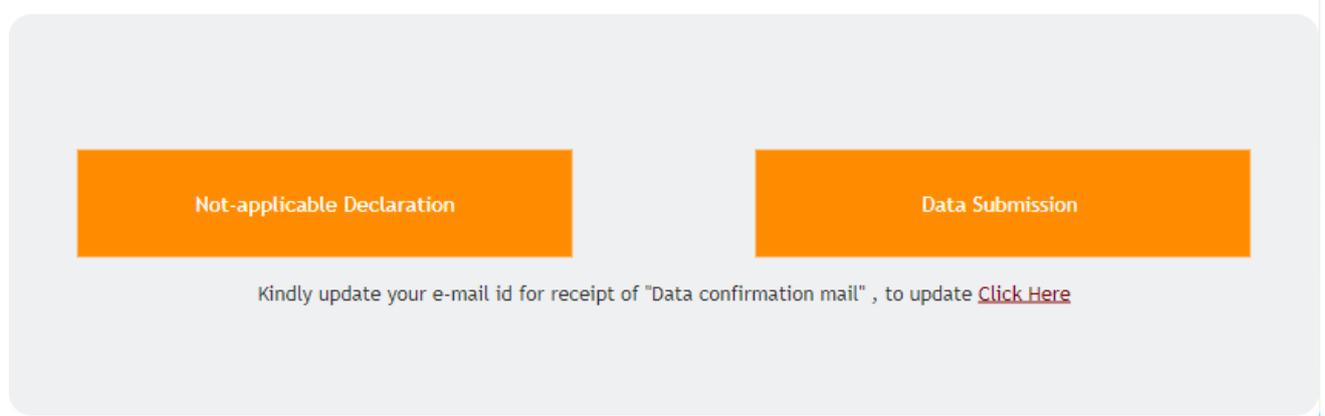
1. Login using following URL

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

2. Navigation: Inspection--> Statement Upload--> Client Collateral Submission--> Submit data.
Click "Submit data"



3. After clicking the “Submit data” the following screen shall be displayed



4. Clearing Members who are exempted from reporting shall provide declaration on daily basis by clicking on “Not applicable Declaration”.

Declaration

Undertaking Proprietary Trading only

No Client Collateral held at EOD

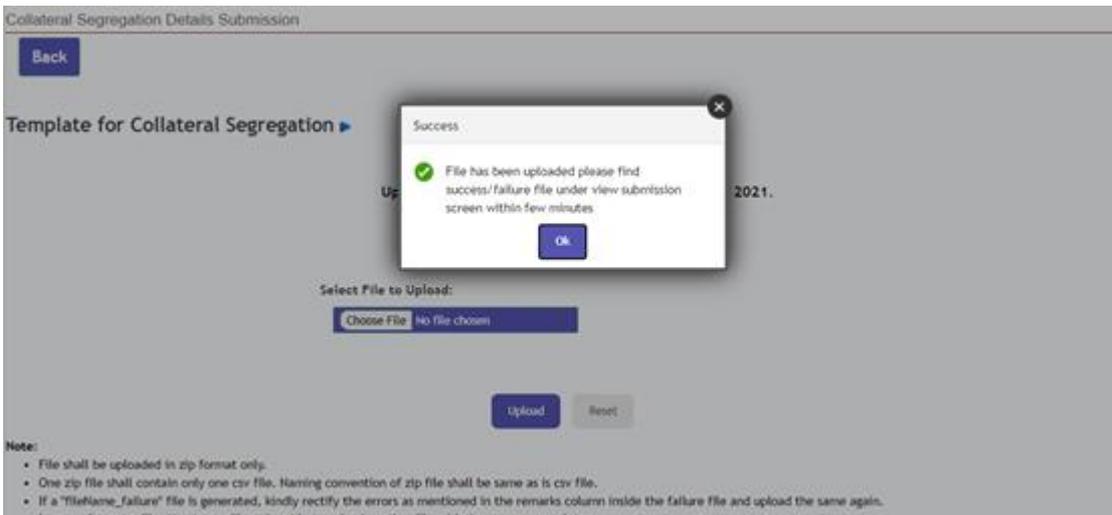
5. Clearing Members who are required to submit the collateral details shall click on “Data Submission”. Upon clicking on “Data Submission” member is required to click on “Submit Details” for the corresponding date for which the data has to be submitted.

Collateral Segregation Details					
	Day	Month	Year	Due date	Link for Submission
	<input type="text"/>				
1	Sep 29, 2021	SEP	2021	Sep 30, 2021	Submit Details
2	Sep 28, 2021	SEP	2021	Sep 29, 2021	Submit Details
3	Sep 27, 2021	SEP	2021	Sep 28, 2021	Submit Details

6. Upon clicking on “Submit Details” the member will be prompted to upload the file.



7. Files uploaded will be processed for validation check.



8. Members are required to check the “View Submissions” window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the file with same batch number with correct data.

NSE My Inspection v Risk Based Supervision v Enhanced Supervision v Internal Audit v Statement Upload v Active Terminal v API v Help Documents Contact Details

Collateral Segregation Submission Submit data View Submission

MONTH select YEAR select Search

File Name	Submission Status	Created Date	Delete File
1 28092021_01_SUCCESS.zip	SUCCESS	Sep 29, 2021 11:28:56 AM	Delete
2 28092021_01_FAILURE.zip	FAILURE	Sep 29, 2021 10:48:02 AM	

9. If Member wishes to rectify the data which is successfully uploaded, then the member needs to delete the file first and upload the file again with the same batch number.

MONTH	select	YEAR	select	
<input type="button" value="Search"/>				
File Name	Submission Status	Created Date	Delete File	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	_28092021_01_SUCCESS.zip	SUCCESS	Sep 29, 2021 11:28:56 AM	<input type="button" value="Delete"/> ←
2	_28092021_01_FAILURE.zip	FAILURE	Sep 29, 2021 10:48:02 AM	

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