

# National Stock Exchange of India

## Circular

<b>Department: Compliance</b>	
<b>Download Ref No: NSE/COMP/56634</b>	<b>Date: May 09, 2023</b>
<b>Circular Ref. No: 38/2023</b>	

To All Members,

### **Sub: Mandatory Insurance Cover for FY 2023-24**

As per SEBI directive dated January 19, 1996 it is mandatory for every trading member to have an insurance cover.

Accordingly, Trading Members are advised to ensure that their Stock Brokers Indemnity Policy is in order for the FY 2023-24. Trading Members whose Stock Brokers Indemnity Policy is expiring on May 31, 2023 are required to submit the details for the same through ENIT on or before July 31, 2023. Further, trading members who hold Stock Brokers Indemnity Policy expiring on any date other than May 31, 2023 will be granted a period of one month from the expiry date to submit the details of renewed policy.

Trading Members are required to note that –

1. Submissions of details of Stock Brokers Indemnity Policy is required to be made only in electronic format through ENIT.
2. Procedure for submitting details of Stock Brokers Indemnity Policy in electronic format through ENIT is provided at **Annexure I**.
3. Trading Members opting for the Stock Brokers Indemnity Policy through ANMI and BBF need not submit the details of Stock Brokers Indemnity Policy through ENIT.
4. Failure to submit the details on ENIT within the prescribed timelines, would be treated as non-compliance and attract a levy of late submission charges of Rs.1,000/- per day till the date of submission of required details pursuant to NSE circular ref. no. NSE/INSP/53530 dated September 02, 2022.

Trading members are advised to ensure compliance of the above.

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For and on behalf of  
**National Stock Exchange of India Limited**

**Swati Sopare**  
**Senior Manager**

<b>Helpdesk No.</b>	<b>Email ID</b>
1800 266 0050 (Select IVR option – 3)	<a href="mailto:memcompliance_support@nse.co.in">memcompliance_support@nse.co.in</a>

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### ANNEXURE – I

#### **USER MANUAL FOR ELECTRONIC UPLOAD OF PROOF OF STOCK BROKERS INDEMNITY POLICY THROUGH ENIT NEW COMPLIANCE (Electronic NSE interface for trading members)**

To start the electronic member interface user module

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

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

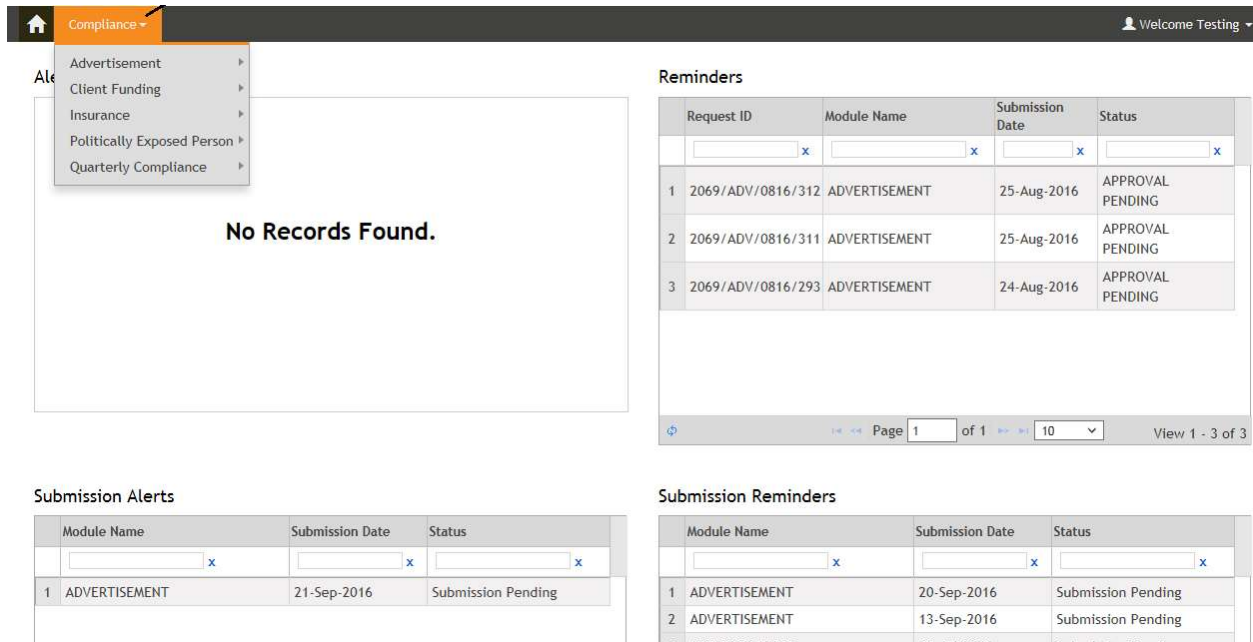
UserId	<ul style="list-style-type: none"><li>• Type the appropriate User Id in this field.</li><li>• This field is alphanumeric.</li><li>• This field is mandatory.</li></ul>
Member Code	<ul style="list-style-type: none"><li>• Type the appropriate member code of the user in this field.</li><li>• This field is numeric only.</li><li>• This field should accept 5 digit correct member code.</li><li>• This field is mandatory.</li></ul>
Password	<ul style="list-style-type: none"><li>• Type correct password in this field.</li><li>• This field accepts alphanumeric &amp; special characters.</li><li>• This field is mandatory.</li></ul>

### ELECTRONIC MEMBER INTERFACE

To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of Insurance module of the Electronic Member Interface (User) & their uses.

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The screenshot shows the 'Compliance' module interface. A dropdown menu is open, listing 'Advertisement', 'Client Funding', 'Insurance', 'Politically Exposed Person', and 'Quarterly Compliance'. The main content area displays 'No Records Found.' To the right, there are three tables:

**Reminders**

Request ID	Module Name	Submission Date	Status	
1	2069/ADV/0816/312	ADVERTISEMENT	25-Aug-2016	APPROVAL PENDING
2	2069/ADV/0816/311	ADVERTISEMENT	25-Aug-2016	APPROVAL PENDING
3	2069/ADV/0816/293	ADVERTISEMENT	24-Aug-2016	APPROVAL PENDING

**Submission Alerts**

Module Name	Submission Date	Status	
1	ADVERTISEMENT	21-Sep-2016	Submission Pending

**Submission Reminders**

Module Name	Submission Date	Status	
1	ADVERTISEMENT	20-Sep-2016	Submission Pending
2	ADVERTISEMENT	13-Sep-2016	Submission Pending

### Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface (User).

On clicking on 'Compliance' module, 'Insurance' module will be available as below:

Insurance module contains below sub modules:

- New Insurance
- Insurance Preview

### Compliance

#### INSURANCE

Insurance is the protection from the financial loss. An entity which provides the insurance is known as 'Insurer or Insurance Company'. A person or the entity who buys the insurance is known as 'Insured or Policy Holder'. 'Premium' is the amount to be paid for the contract of insurance.

When policy gets issued, insured will get the policy number.

#### New Insurance

**[A] Open 'New Insurance' form:**

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1. Login with correct member credentials
2. Click on 'Compliance'
3. Go to 'Insurance'
4. Select 'New Insurance'
5. Click on it

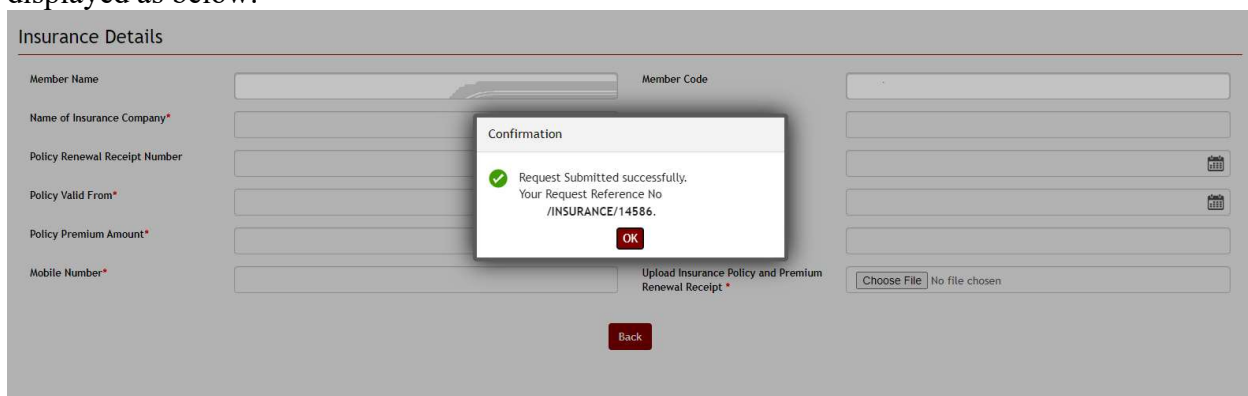
The below screen for New Insurance will get launched:

The fields which are marked with \* mark are mandatory to fill. This form contains text, alphanumeric, numeric, calendar, upload fields. It will have '**Submit & Reset**' buttons. Here, the **Member Name** and **Member Code** will be auto populated and hence non editable.

### [B] Submitting the Insurance details:

1. Enter Name of Insurance Company.
2. Enter Policy Number.
3. Enter Policy Renewal Receipt Number. [Non mandatory field]
4. Select Policy Renewal Receipt Date using the calendar. [Non mandatory field]
5. Select Policy Valid from & to Date using the calendar.
6. Enter Policy Premium Amount.
7. Enter correct Email Id.
8. Enter correct Mobile Number.
9. Upload the Premium Renewal Receipt.
10. Submit.

On submitting all details successfully, successful alert with Request Reference Number will be displayed as below:



The screenshot shows the 'Insurance Details' form with a confirmation dialog box overlaid. The form fields include:

- Member Name (auto-populated)
- Member Code (auto-populated)
- Name of Insurance Company \*
- Policy Renewal Receipt Number
- Policy Valid From \*
- Policy Premium Amount \*
- Mobile Number \*
- Upload Insurance Policy and Premium Renewal Receipt \*

The confirmation dialog box displays the following message:

Confirmation  
✔ Request Submitted successfully.  
Your Request Reference No  
/INSURANCE/14586.  
OK

At the bottom of the form, there is a 'Back' button and a file upload section with a 'Choose File' button and the text 'No file chosen'.

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**The Reference No. format is ‘MemberCode/INSURANCE/Unique Request No.’**

‘**Name of Insurance Company**’ will accept only alphanumeric characters.

‘**Policy Number**’ accepts accept only numbers.

‘**Policy Renewal Receipt Number**’ accepts alphanumeric characters.

‘**Policy Premium Amount**’ accepts only numbers. It will not accept any alphabets & special characters.

‘**Email id**’ field will accept only the correct email ids in the following format –

[name@domainname.com](mailto:name@domainname.com) or [name@domainname.co.in](mailto:name@domainname.co.in)

User has to provide the correct email id because the status of the submitted application will be sent on it.

‘**Mobile No**’ field will not accept any alphabet or special character. It will not also accept less than 10 digit number.

User is able to upload only following formats which will be less than 10MB in size :

- .pdf
- .bmp
- .jpg
- .jpeg
- .doc
- .docx
- .mpeg
- .zip
- .tif

‘**Reset**’ button will reset the data to the default blank values/options.

### Insurance Preview

Using this module, user can view/export all his new & old Insurance Details submitted.

#### [A] Open Insurance Preview screen:

1. Login with correct member credentials
2. Click on ‘Compliance’
3. Go to ‘Insurance’
4. Select ‘Insurance Preview’
5. Click on it

On clicking, below screen will get open:

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Master Compliance Welcome shachi

### Insurance Report

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Request Ref. No.	<input type="text"/>	Status	<input type="text" value="ALL"/>
Submission From Date	<input type="text"/>	Submission To Date	<input type="text"/>
Report Type*	<input type="text" value="View History"/>		

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Here, **Member Name** & **Member Code** fields will be auto populated & non editable.

**'Request Ref.No'**. field accepts alphanumeric & / special character.

**'Submission from & to Date'** is a calendar type & user can select the appropriate date using it.

**'Status'** is a dropdown list & must contain following options:

- All
- New
- Revised
- Not Approved
- Approved

**'Record Type'** is a dropdown list and contains options as:

- View Current
- View History

**'Reset'** button reset the data to the default options/values.

**'Search'** button helps user to fetch the report on the screen.



When user clicks on the 'Search' button, a default MIS report will be displayed along with an

**'Export'** hyperlink as follows:

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Master ▾ Compliance ▾
Welcome shachi ▾

## Insurance Report

Member Name	<input type="text" value="ABC LTD"/>	Member Code	<input type="text" value="12345"/>
Request Ref. No.	<input type="text"/>	Status	<input type="text" value="ALL"/> ▾
Submission From Date	<input type="text"/> 	Submission To Date	<input type="text"/> 
Report Type*	<input type="text" value="View History"/> ▾	<a href="#">Export</a>	

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment	
<input type="text" value="12345/INSURANCE/1"/> x	<input type="text" value="test"/> x	<input type="text" value="123"/> x	<input type="text" value="5297840.0"/> x	<input type="text" value="01-Jun-2015"/> x	<input type="text" value="31-May-2016"/> x	<input type="text" value="APPROVED"/> x	<input type="text" value="..."/> x	
1	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	<a href="#">12345/INSURANCE/1</a>	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	<input type="button" value="Download"/>
	THE ORIENTAI							

‘Export’ helps user to get the details in a CSV format.

### [B] MIS Report generation on default fields:

On default, the Report Type will be ‘View History’ & Status will be ‘All’. Hence all submitted Insurance details which are currently submitted by user must be displayed as follow:



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Master ▾ Compliance ▾
Welcome shachi ▾

### Insurance Report

Member Name:

Request Ref. No.:

Submission From Date:

Report Type\*:

Member Code:

Status:

Submission To Date:

[Export](#)

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment	
<input type="text" value="1"/>	<input type="text" value="test"/>	<input type="text" value="123"/>	<input type="text" value="5297840.0"/>	<input type="text" value="01-Jun-2015"/>	<input type="text" value="31-May-2016"/>	<input type="text" value="APPROVED"/>	<input type="text" value="---"/>	
1	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
2	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
3	<a href="#">12345/INSURANCE/1</a>	test	123	5297840.0	01-Jun-2015	31-May-2016	APPROVED	---
4	<a href="#">12345/INSURANCE/1</a>	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	<input type="button" value="Download"/>
	THE ORIENTAI							

## [C] MIS Report generation on filtrated fields:

This helps user to get the Insurance Details on his choice of selecting the information. The user can filter using any specific data and can search for the particular Insurance details. In the generated MIS Report, the **‘Request Reference No.’** & **‘Submitted File i.e. Attachment’** are hyperlinks i.e. they are clickable. By default, it will display 10 requests per page. User can sort it to 20 & 30 requests.

On filtration, the screen will be launched as follow:

Insurance Report

Member Name:

Request Ref. No.:

Submission From Date:

Report Type\*:

Member Code:

Status:

Submission To Date:

[Export](#)

Ref no	Member Name	Member Code	Submission Date	Center	Policy valid From	Policy valid To	Status Value	Policy Number	Renewal Receipt	Attachment
1	<a href="#">/INSURANCE/14586</a>	10733	May 5, 2023 2:23:59 PM	MUMBAI	05-May-2023	06-May-2023	NEW	12343	1234	<input type="button" value="Download"/>

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When user clicks on any Request Ref.No. , it will take user to the screen where he will find all the submitted details for that particular Request Ref. No. as follow:

Master Compliance Welcome shachi

### Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	LIC	Policy Number*	123456789
Policy Renewal Receipt Number	9999999999999999	Policy Renewal Receipt Date	01-May-2017
Policy Valid From*	10-May-2017	Policy Valid To*	30-May-2017
Policy Premium Amount*	2500	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9876543210	Upload Premium Renewal Receipt *	<a href="#">upload.pdf</a>
Request Ref. No.	12345/INSURANCE/11751		

[Back](#)

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Here, all the previously submitted details are visible but are disabled. User can download the related attachment by clicking on it as shown above.

**‘Back’** button navigates user back to the default Insurance Preview scree.

The user can also download the attachment from the Report page by clicking on the ‘Attachment’ as below:

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Master - Compliance - Welcome shachi -

### Insurance Report

Member Name: ABC LTD Member Code: 12345  
 Request Ref. No.: 11755 Status: ALL  
 Submission From Date: Submission To Date:  
 Report Type\*: View Current [Export](#)

[Search](#) [Reset](#)

Using this 'Download' button, TM can download & save the uploaded document

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment	
1	<a href="#">12345/INSURANCE/1</a>	INSURER LIC	POLICY	RENEWAL	09-May-2017	29-May-2017	APPROVED	Download

## [D] MIS Report on entering the specific details into the blank search fields:

User can enter any specific details, say Member Code, can also find the related MIS Report.

Master - Compliance - Welcome shachi -

### Insurance Report

Member Name: ABC LTD Member Code: 12345  
 Request Ref. No.: Status: ALL  
 Submission From Date: Submission To Date:  
 Report Type\*: View Current [Export](#)

TM can find the details using these blank search boxes

[Search](#) [Reset](#)

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attachment	
1	<a href="#">12345/INSURANCE/1</a>	FINAL TEST	333	333	01-Jun-2016	18-Oct-2016	REVISED	Download

## [E] When no record is available on the filtered results:

When no records are available, it will show as 'No records to display' as follow:

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Master Compliance Welcome shachi

### Insurance Report

Member Name: ABC LTD Member Code: 12345  
 Request Ref. No.: 1111 Status: ALL  
 Submission From Date: Submission To Date:  
 Report Type\*: View History

**Search** **Reset**

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment

No records to display

**[F] When Exchange rejects the request:**

When Exchange does not approve the member’s submitted request, then member will get intimated with the status as ‘**Not Approved**’ as below:

Master Compliance Welcome shachi

### Insurance Report

Member Name: ABC LTD Member Code: 12345  
 Request Ref. No.: 11754 Status: NOT APPROVED  
 Submission From Date: Submission To Date:  
 Report Type\*: View Current [Export](#)

**Search** **Reset**

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1	<a href="#">12345/INSURANCE/11</a>	A	A	01-May-2017	30-May-2017	NOT APPROVED	Download

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When user opens such rejected request, the mandatory fields will get enabled for him to re-enter the details & hence **‘Revise, Reset & Back’** buttons will be available as below:

Master Compliance Welcome shachi

### Insurance Details

Member Name	ABC LTD	Member Code	12345
Name of Insurance Company*	qeweqw	Policy Number*	21123123
Policy Renewal Receipt Number	345345345	Policy Renewal Receipt Date	04-Feb-2017
Policy Valid From*	08-Feb-2017	Policy Valid To*	31-Oct-2017
Policy Premium Amount*	2500	Email Id*	nseit_sgovekar@vendor.nse.co.in
Mobile Number*	9898565916	Upload Premium Renewal Receipt	<input type="text"/> Browse...
Request Ref. No.	12345/INSURANCE/11060	Remarks	Request is rejected

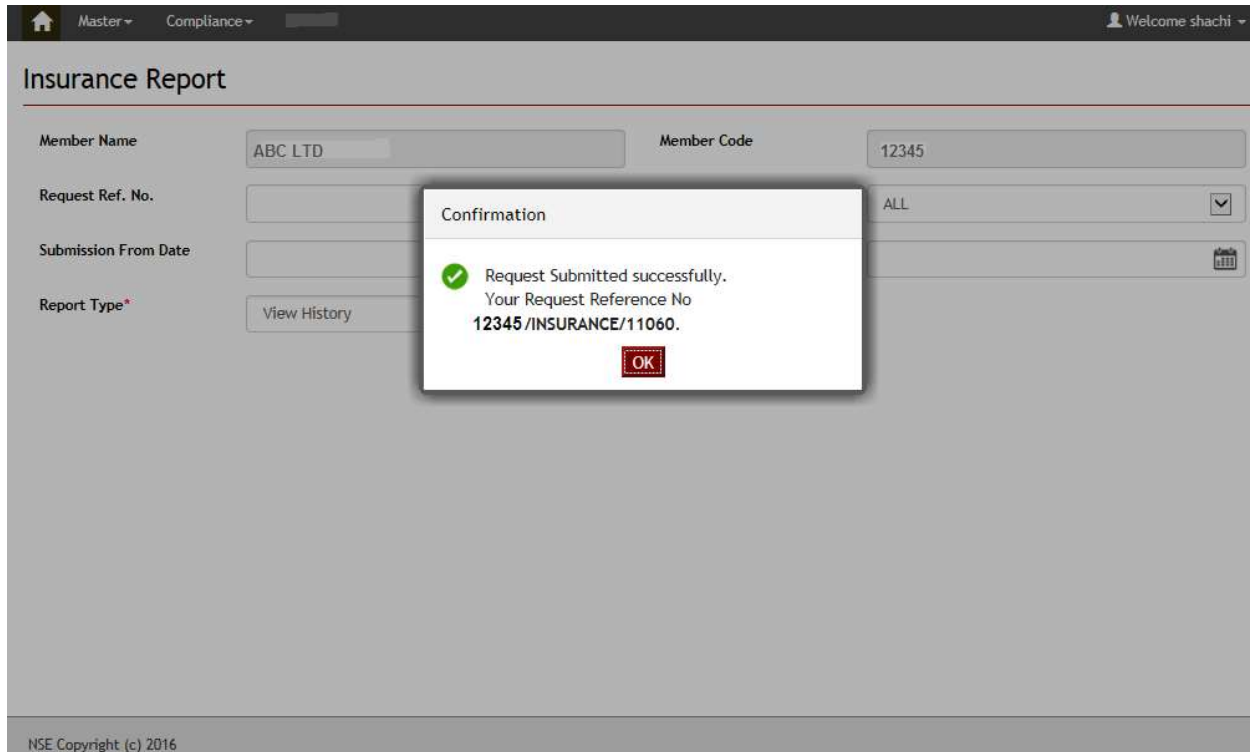
[168010\\_VendorDoc \(2\).pdf](#)

[Revise](#) [Reset](#) [Back](#)

**\* Note:**  
1. The file formats .pdf/.bmp/.jpg/.jpeg/.doc/.docx/.mpeg/.zip/.tif will be accepted by module.  
2. Please ensure size of attachment is less than 10 MB.  
3. Please provide the email id where you will be informed of the status of your application.

When user clicks on the Revise button, a successful alert with the old reference no will be displayed as:

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The screenshot shows a web application interface for an 'Insurance Report'. The header includes a home icon, 'Master' and 'Compliance' dropdown menus, and a user greeting 'Welcome shachi'. The main content area contains a form with the following fields: 'Member Name' (ABC LTD), 'Member Code' (12345), 'Request Ref. No.', 'Submission From Date', and 'Report Type\*' (with a 'View History' button). A 'Confirmation' dialog box is overlaid on the form, displaying a green checkmark and the text: 'Request Submitted successfully. Your Request Reference No 12345 /INSURANCE/11060.' with an 'OK' button. The footer of the application reads 'NSE Copyright (c) 2016'.

When request gets re-submitted, the status will get changed to 'Revised' in the MIS report as below:

### **[G] When Exchange approves the request:**

When Exchange approves the member's submitted request, the status will get updated as Approved & when user opens it, all details will be visible but member will not be able to edit it. Only Back button will be displayed as below:

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Master Compliance Welcome shachi

### Insurance Report

Member Name: ABC LTD Member Code: 12345  
 Request Ref. No.: 11756 Status: ALL  
 Submission From Date: Submission To Date:  
 Report Type\*: View Current [Export](#)

[Search](#) [Reset](#)

Ref no	Company Name	Policy	Renual Rec no	Policy valid From	Policy valid To	Status Value	Attchment
1 <a href="#">12345/INSURANCE/11</a>	test company.	ABCD12345	QWERTY12345QWER	01-Sep-2014	28-May-2019	APPROVED	<a href="#">Download</a>

Master Compliance Welcome shachi

### Insurance Details

Member Name: ABC LTD Member Code: 12345  
 Name of Insurance Company\*: test company. Policy Number\*: ABCD12345  
 Policy Renewal Receipt Number: QWERTY12345QWERTY Policy Renewal Receipt Date: 30-May-2017  
 Policy Valid From\*: 01-Sep-2014 Policy Valid To\*: 28-May-2019  
 Policy Premium Amount\*: 25000 Email Id\*: nseit\_sgovekar@vendor.nse.co.in  
 Mobile Number\*: 9876543210 Upload Premium Renewal Receipt\*: [digiprajwaladigi\\_signed.pdf](#)  
 Request Ref. No.: 12345/INSURANCE/11756

[Back](#)

**Note** – When Exchange takes any action against TM’s submitted request, TM will receive the same through the submitted email id.