NATIONAL STOCK EXCHANGE OF INDIA LIMITED

DEPARTMENT : MEMBER SERVICE	
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To All Members

Sub: Consolidated Circular on matters relating to User Id request

Exchange has, from time to time, issued various circulars regarding User id request. This consolidated circular replaces earlier consolidated circular NSE/MA/32144 dated April 01, 2016 on the captioned subject.

In event of any further queries or information relating to User Ids, kindly contact on 1800 266 0053 / or mail us at backoffice@nse.co.in

For and on behalf of
National Stock Exchange of India Limited

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CONSOLIDATED CIRCULAR

ON MATTERS RELATING TO

USER ID REQUEST

April 2017

NATIONAL STOCK EXCHANGE OF INDIA LTD

Table of Contents

Regulation

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

User Management

Introduction

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 recognised as "Approved User" of the trading member.

Each user id is assigned a status as Corporate Manager / Branch Manager / Dealer. By default, the first user id of the trading member is made the Corporate Manager and subsequent users are added as dealers. Further, the first user on the additional connectivity would be a Branch Manager.

Certification and type of Connectivity

- 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:

S. No.	Segment	Applicable norms
1.	Capital Market Segment	Valid NCFM / NISM Series VII certification for Corporate Manager & Branch Manager for each connectivity (Tap IP).
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

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.

- Limit on User ids allotted under various connectivity:

Trading members are allotted user ids across segments depending upon the choice of connectivity scenario. Further, trading members are provided an option to specify the distribution of the messages and user ids for each of the segments subject to the maximum permissible limits as specified below:

Category	Messages per Second	Maximum permissible NEAT User Ids	Permissible NNF/ CTCL User Ids
(A)	(B)	(C)	(D)
A	40	30 User IDs across CM, F&O and CD segments	All dealers ids can be converted into NNF/CTCL subject to (C)
B	100	50 User IDs across CM, F&O and CD segments	
C	200	100 User IDs across CM, F&O and CD segments	
D	400	200 User IDs across CM, F&O and CD segments	

Note: Therefore, all dealer ids, subject to the maximum permissible NEAT ids allowed on the TAP IP, depending on the choice of category of connectivity opted by the trading member, can be converted to NNF/CTCL.

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. Opening of terminals through Sub-brokers is not permitted.

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 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 bye-laws 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.

Applicable Observances

- Trading terminals

  a) *Location:* The location of the trading terminal is required to be only in the main/branch offices or in the office of the registered Sub-broker (only in CM segment) / approved Authorised Person (CM / FNO / CD Segment) of the trading member or at the co-location facility provided by the Exchange or at the Third party data centres/service providers 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 only for DMA, Algo and Smart Order Routing.

     - Third party data centre/ service provider site can host Trading/ Internet/ CTCL server of the member.

  b) *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 a registered Sub-broker / approved Authorised Person of the trading member.

- Trading Member:

  a) *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 a registered Sub-broker / approved Authorised Person.

  b) *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, a registered Sub-broker, an Approved User or an Authorised Person who has been approved by the Exchange. 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.

c) *Ensure:*
    i.   Notice boards/plates in the format as prescribed by Inspection department from time to time shall be prominently displayed in the main/branch office of the trading member or office of the registered Sub-broker / 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 Sub-brokers / Authorised Person should obtain separate certificate of registration from SEBI to act as a Sub-broker under SEBI (Stock-Brokers and Sub-brokers) Rules and Regulations, 1992 or approval as an Authorised Person respectively.

    iv.   Copy of registration certificate issued by SEBI to the Sub-broker or Letter of approval issued by the Exchange for an Authorised Person is displayed at the dealing office of the Sub-broker / Authorised Person. It should be visible to everybody and placed in the reception area of the dealing office.

d) *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 to the Exchange Circular issued by Inspection department 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 CTCL 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 CTCL server from which the Trading Member has extended the CTCL 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 VSAT, 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/registered sub broker/approved Authorised Person] where the terminal is located and other required particulars shall be provided to the Exchange in the prescribed manner.

Enablement of User /Terminal

Requests for NEAT user/ terminal

Trading members can request for addition of new user, modification or disablement of user id electronically through the front end provided in ENIT (www.connect2nse.com/MemberPortal). All the requests submitted from ENIT need to be digitally signed.

Guidelines for members:
- Trading Members submitting digitally signed requests from ENIT are not required to submit any physical documents. However, trading members are required to maintain all documents as part of records specified by the Exchange.
- 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.

Note:

Digital Signature certificate should be <u>Class 2 and above</u>, 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.

Various types of requests that members can avail are given below:

    a) Request for New NEAT User Id / new CTCL enabled NEAT user id

    b) Shifting of User ID

    c) Change User Name

    d) Disablement of User ID

    e) Double Locking of User ID

    f) SLBM Enablement/Disablement

    g) Change User Status

Note:

1) Dual locking facility can be availed only between TAP IPs located in the same dealing office.
2) PAN of users is mandatory to be provided to the Exchange. In case of existing NEAT User Ids, PAN of the users can be updated through ENIT (Trading>User Id request>Update PAN of User).

The above mentioned type of requests shall be accepted through ENIT under the path ('ENIT Login>Trading > User Id Request'). Further, the online status of applications would be available on ENIT (Trading > User Id Request >NEAT User Id Request Status (Report).

Requests for NON-NEAT user/ terminal

Exchange has provided a separate category of Non-Neat user without NEAT login facility along with the current categories of users. 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.

The facility to activate / disable /convert Non-Neat terminal can be accessed through the electronic interface provided by the Exchange (ENIT) through the following path ('ENIT Login > Trading > User Id Requests > New Non-Neat User Id / Disablement of Non-Neat User/Conversion of CTCL to Non-Neat User). Further the online status of these applications would be available in ENIT (Trading > User Id Request > Non Neat Request Status (Report).

Digital submission of message & user distribution change request

Trading members are provided an option to specify the distribution of the messages and user ids for each of the segments at the time of activation of Tap IP subject to the maximum permissible limits.

A facility to change the message/user distribution is offered through 'ENIT', under which below requests are accepted:

a) Message distribution change only

b) User distribution change only

c) Both (message & user distribution change)

The above mentioned type of requests shall be accepted only through ENIT under the path ('ENIT Login>Trading > User Id Request > Message/ User distribution change'). Further the online status of these applications would be available in ENIT (Trading > User Id Request > Message/ User distribution change MIS).

About the CTCL Facility:

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 CTCL set-up at their offices and registered dealers/branch premises. This would include procurement of application software, hardware, setting up a network etc. The Exchange provides a facility to software vendors providing CTCL/Internet based trading solutions to trading members of the Exchange to be empanelled with the Exchange.

After the relevant documentation and their approvals, members can put a request to convert their Neat User Ids to CTCL/NNF facility. Additionally, members shall not be permitted to use the Corporate Manager and Branch Manager user ids for the purpose of CTCL.

The facility to convert i.e activate / deactivate CTCL/NNF facility can be put through ENIT under the path ENIT ('ENIT Login>Trading > User Id Request > Neat to CTCL Conversion). Further the online status of these applications would be available on ENIT ('ENIT Login>Trading > User Id Request > Neat to CTCL Report).

Reporting of terminal details (12 digit)

Terminologies for 12 digit terminals:

a) <u>Login ID for 12 Digit Terminal ID:</u>

Login ID is the ID used for logging into the CTCL/IBT/DMA/STWT 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) <u>12 digit Terminal ID:</u>

   i.   <u>Computer to Computer Link (CTCL)</u>

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

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.

   ii.   <u>Internet Based Trading (IBT)</u>

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 CTCL 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 CTCL 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/DMA/STWT terminal is located:
   • Registered Office
   • Main Office
   • Branch Office
   • Registered Sub-brokers Office (*Only in case of Capital Market Segment*) – The office of a Sub-broker affiliated to a member bearing valid registration certificate issued by SEBI.
   • 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/DMA/STWT can have a 12 digit terminal allotted in their name. Other Approved Users cannot have simultaneously a NEAT user ID and CTCL ID in their name (refer illustration).

User ID No.	100	200
Name of Approved User	Mr. A	Mr. B
Enabled for CTCL	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 registered Sub Broker or Approved Person of Authorised Person:

If the CTCL terminal is allotted by a registered Sub Broker or an Authorised Person of the member to a person other than its employee who is holding a valid certificate, such a person shall be treated as 'Approved Person of registered Sub Broker' or 'Approved Person of Authorised Person'.

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

An id can be used for Trading / Testing / Admin / View. For all the aforesaid purposes certificate is mandatory for Id's 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.

h) Order Log and Trade Log:

All the order logs, trade log, the id's 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.

Addition / Modification

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

Trading members shall report the details of 12 digit CTCL/IBT/DMA/STWT 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/DMA/STWT terminals (activations as well as deactivations) irrespective of purpose (Trading / Testing / View / Admin) shall be reported to the Exchange upfront (in advance). The facility to report the CTCL/IBT/DMA/STWT 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).

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 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/DMA/STWT 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/DMA/STWT ID for a particular segment shall be in continuous serial order.

iii. Members shall maintain a list of 12 digit 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.

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"
- 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 Login > Trading > Member Reporting Pre-Trade > DMA Client Id deactivation)

b) Modification of Dealer details (12 digit terminal ids)

Trading members shall report to the Exchange any changes in the CTCL/IBT/DMA/STWT terminal details on account of changes in User details through the facility provided in ENIT in the following path 'ENIT Login > Trading > 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 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
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	Modifiable

person:	
MAPIN No. of the approved person operating 12 digit Terminal:	Modifiable
PAN of the approved person operating 12 digit Terminal:	Modifiable
Relationship of the approved person operating 12 digit Terminal with trading member:	Modifiable
Sub Broker Code to whom 12 digit Terminal is allotted:	Modifiable
Name of Sub Broker to whom 12 digit Terminal is allotted (if applicable):	Modifiable

Procedure*:*

   i.   ENIT Login > Trading > 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 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 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.

Mismatch Report

Trading members are required to report the complete 12 digit 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 penalty @ Rs 100 per day per mismatch.

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 in the following link: https://www.connect2nse.com/MemberPortal> Trading > 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 link: https://www.connect2nse.com/MemberPortal> Trading > Trade Compliance (Post Trade) > Final CTCL Mismatch (Report).

Further, in case any CTCL ID 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 CTCL Ids which are used for admin, testing or view purpose will be considered as violation during inspection.

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 CTCL's across multiple telecommunication lines/Infrastructure at a location including Co-location and maximizing use of available infrastructure.

The number of User Ids issued to a TAP IP 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 in a TAP IP before login to avoid any problems in connectivity.

Procedure to request for CTCL Location Mapping:

a) Request for availing this facility is available on ENIT (ENIT Login > Trading > Member Reporting (Pre Trade) > CTCL Location Mapping).
b) Members need to select the segment and the NEAT ID for which facility is to be availed and the NEAT ID which needs to be mapped for CTCL pertaining to same location and same vendor.
c) Member has an option to select more than two NEAT Ids to be mapped for CTCL.
d) In cases where the NEAT ID is disabled / shifted to another TAP IP in a different location, the above facility shall stand be withdrawn automatically.

Assistances

A. **Terminal information via SMS:** Trading Members are provided with a facility to subscribe to SMS alert facility for intimation of the status of the user id requests. The Alert facility is only an additional facility provided to the members for receiving the alert / information. Trading members are required verify the information received by way of alert and not rely solely on such alert / information for any purpose.

Members availing the aforesaid service shall ensure that the mobile numbers of only the concerned officials are registered and updated on regular basis in order to prevent the messages from being sent to unconcerned people. Further, no messages will be received in case the member has opted for 'Do Not Disturb' or such other restrictive options provided by various service providers.

Further, Exchange shall not be liable for any delay or any other interruption which may occur due to any reason including network (Internet) reasons or snags in the system, break down of the system or any other equipment, server breakdown, maintenance shut down, breakdown of communication services or inability of the Exchange to send the alert / information. Irrespective of whether the member has received the alert / information or not, the member shall be required to adhere all the Rules, Byelaws and Regulations and Circulars and all other requirements laid down by the Exchange from time to time.

B. **Application Status Report:** Members are provided with a facility to view the application status (Application Status Report) on ENIT and FTP. The application status report is downloaded twice in a month to members, i.e. on the 1st and 15th of every month or the subsequent working day in case these dates fall on a holiday. The Application Status Report will showcase the status of user id requests

The aforesaid letter can be accessed by members on FTP and ENIT as per the paths mentioned below.

FTP > memltrs > Dnld

ENIT login > Downloads > Application Status Report

C. **Checking of NCFM affiliation of a Dealer:** Members are provided with a facility to check affiliation of NCFM certificate of their dealers on ENIT. 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 > Education > Certifications > Online Register/Enroll > Login > Check Affiliation).

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
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

Sr. No.	Subject	Circular Download No	Dated
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
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