Annexure-1

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

Not-applicable Dec	claration	Data Submission

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



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				
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.

Collateral Segregation Details Subm	ission
Back	
Template for Collateral Seg	regation CMPAN_DDMMYYYY_SEQNO.zip
	Upload Collateral Segregation Data for Day 23,SEP 2021.
	Select File to Upload:
	Detroit
Note: • File shall be uploaded in zip format on • One zip file shall contain only one cay f • If a "Nathiane_failure" file is generated • In case of success file, Members will no	F F F F F F F F F F F F F F

7. Files uploaded will be processed for validation check.

Collateral Segregation Details Submission	
Back	
Template for Collateral Segregation -	Success
U,	File has been uploaded please find success/failure file under view submission screen within few minutes
Select File C	
Contraction of the second seco	
	tipland Reset
Note:	
 File shall be oploaded in zip format only. One zip file shall contain only one csv file. Naming convention of 	f zip file shall be same as is cav file.
If a "filehane_failure" file is generated, kindly rectify the error In case of success file. Inerteen still out he able to unlost and	as mentioned in the remarks column inside the failure file and upload the same again.

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.

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									Collateral Seg	regation Submit	slo Submi	t data					
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MONTH		select		~	YEAR		select		~								
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File	: Name	<u>28092021</u> 28092021	01 SUCCES!	S.zip	Submission St SUCCESS FAILURE	tatus]	Searce Created Date Sep 29, 2 Sep 29, 2	D21 11:28: D21 10:48:] 56 AM 02 AM	Dele	te File ete					

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.

мо	нтн	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	

End of document