

**Department: Inspection**

**Segment: All Segments**

**Circular No: MSE/INSP/7978/2019**

**Date : August 05, 2019**

**Subject: Weekly uploading of Holding Statement**

This is in continuation to Exchange circular no. MSE/INSP/7947/2019 dated July 26, 2019 on the single file uploading of Holding Statement to the Exchange. It was also informed that, a facility for uploading of revised format of Holding Statement will be introduced wherein a single file for holding details as well as nil holding file for dormant/active clients can be uploaded for the week (Monday to Saturday).

The new submission shall be applicable for the week ending on August 03, 2019 (due date August 08, 2019).

All Members are required to comply with the requirement and upload the Holding Statement data electronically for all dates (Monday to Saturday) for the reporting week on or before the next four trading days of subsequent week through <https://inspection-os.msei.in/>.

Kindly note that, the data file cannot be revised after the due date of submission and file with accepted status shall be taken as final submission.

All Members are required to upload a single file for all dates (Monday to Saturday) in the week i.e. day-wise Holding Statement by selecting the working days. The revised file naming convention shall be PAN\_HS\_DDMMYYYY wherein PAN shall be the Member's PAN and date shall be end of the reporting week (i.e. Saturday). The file format shall be CSV + ZIP, template of the same is attached as Annexure – A.

Members are also required to upload a Nil file for all dates (Monday to Saturday) in the week i.e. day-wise Holding Statement by selecting the working days. The revised file naming convention shall be PAN\_NH\_DDMMYYYY wherein PAN shall be the Member's PAN and date shall be end of the reporting week (i.e. Saturday). The file format shall be CSV + ZIP, template of the same is attached as Annexure – B.

A user manual (Annexure - 1) for submitting the information is enclosed for ready reference.

Please note that non/late submission would attract penalties/disciplinary action as per Exchange circular no. MSE/INSP/7683/2019 dated May 23, 2019.

Particulars	Disciplinary Action/Charges
Late/Non submission	<p><b>Rs. 10,000/day</b></p> <p>In case of non-submission for second consecutive week, no new client registration to be allowed</p> <p>In case of non-submission for third consecutive week, Member shall be disabled in all segments and across all Exchanges.</p>



Note:

1. Late submission charges shall be levied only till the due date of next submission cycle.
2. Member will not be permitted to upload the next submission cycle unless the previous one is uploaded.

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

Mahendra Choudhari  
Asst. Vice President – Inspection

In-case of any query kindly contact Inspection Department on 6112 9000 or mail on [compliancemsx@msei.in](mailto:compliancemsx@msei.in)