Annexure - C

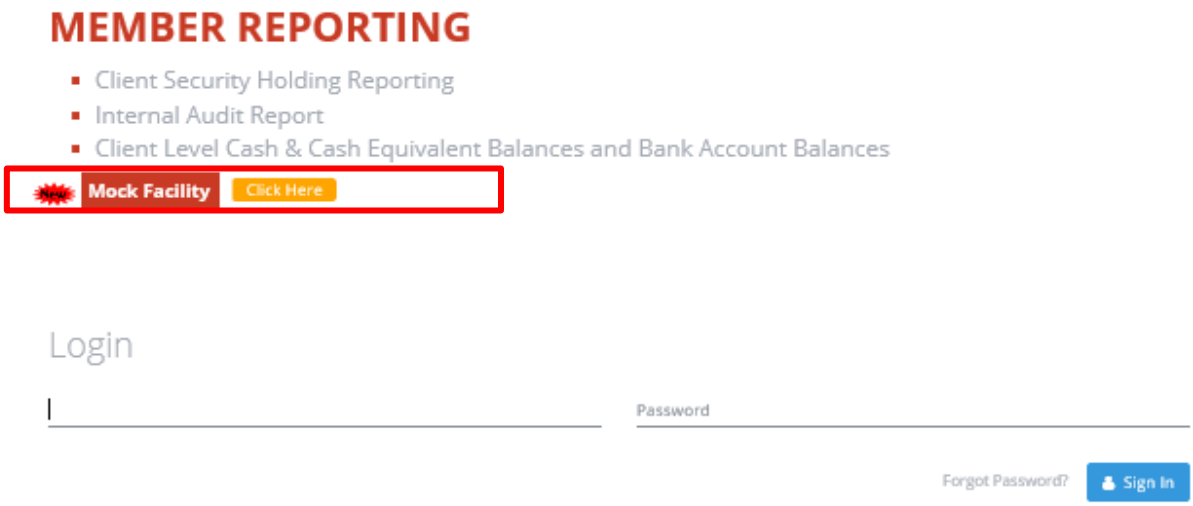
Manual for mock testing

Details of UAT access are as under:

URL: https://inspection-os.msei.in/MemberLogin.aspx
User id: Member Code<5 digit member code> (For example, if member code is 1234 then User id will be '01234')
Member Code: Your respective Member code (5 digit)
Password*: Reset.123

Part A: User Manual for the Uploading Holding Statement.

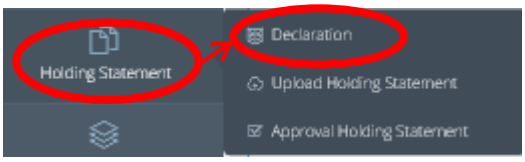
Step 1:- Member to go on login page for current system of member reporting and Click on link 'Mock Facility' as highlighted in the below screen.

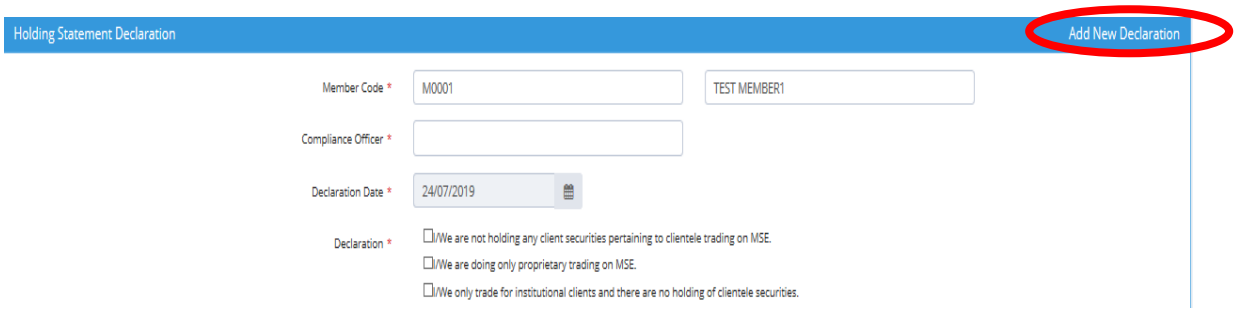


Step 2:-

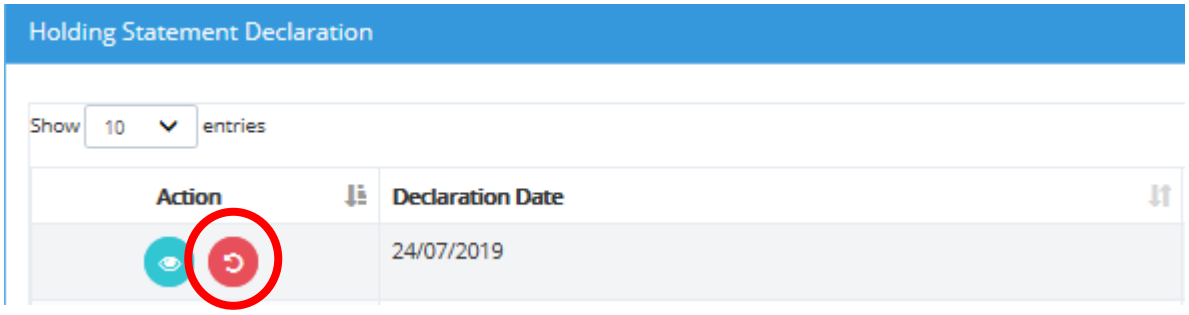
In case upload of Holding Statement is not applicable to member. You are required to submit one time undertaking as shown in the below screen.

Click on Holding Statement -> Holding Statement-> Declaration -> Add New Declaration





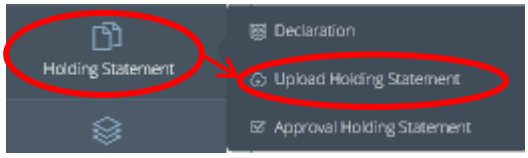
Further Member is required to revoke the declaration as and when submission of Holding statement is applicable to member.



Step 3:-

In case upload of Holding Statement is applicable to member.

Click on Holding Statement -> Upload Holding Statement



Members are required to **Select Period-> Get Data**

Members are required to upload two files as mentioned below

Members need to upload the file as per format given (i.e. csv – Coma Separated + Zip).

Member is required to follow the naming convention **PAN_HS_DDMMYYYY_BATCH NO** as per Annexure B.

Step 4: Once you upload the file, a table with details of success and failure will be displayed as shown in the below print screen, kindly click on **Get Data icon.**

Action	Period	File Name	Total Records	Rejected Records	System Status
	17/06/2019 To 22/06/2019	ABCDE1234F_HS_22062019.zip	6	4	Processed with error(s)
	17/06/2019 To 22/06/2019	ABCDE1234F_HS_22062019.zip	2		Accepted
	17/06/2019 To 22/06/2019	ABCDE1234F_HS_22062019.zip	2	2	Failed

If the system status is 'failed' then member need to view error file and check the reason for the error submission. On verification of the same, member needs to upload the rectified file again for failed records only. Member to ensure duplicate records are not uploaded. Member to click on icon to download the rejected/failed records. Member to click on icon to download the success/accepted records.

Step 5: Member is requested to verify success Record count and Client count from Summary. A table with details of HS Record, NS Record and Client count will be displayed as shown in the below print screen, kindly click on **Get Data button below 'Show Daywise Upload Summary'.**

Show Daywise Upload Summary

Get Data

Date	HS Record Count	HS Client Count
04/01/2021		
05/01/2021		
06/01/2021		
07/01/2021		
08/01/2021		
09/01/2021		

Step6:- Submitting the Holding statement details to the Checker

Once records for all the reporting days are successfully submitted. 'Submit to Checker' icon will appear. Member is required to submit the data to Checker as per below screen

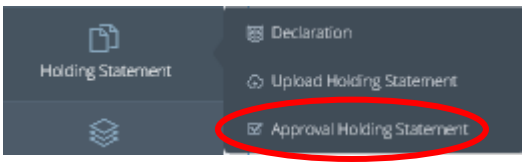
Upload File

Client Holding Statement Browse...

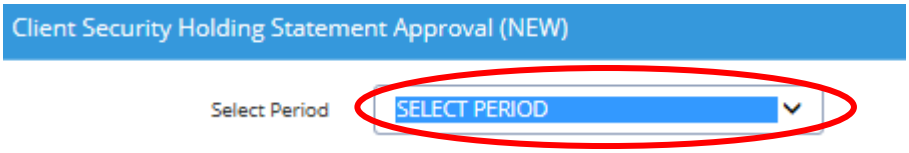
Upload File Submit to Checker

Step7:- Approval of Holding statement and submitting to Exchange

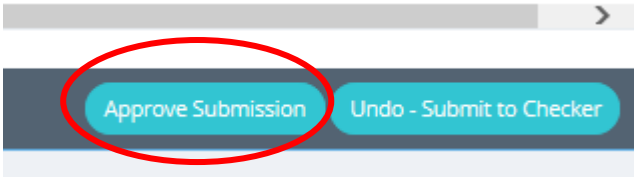
- Click on Holding Statement -> Approval Holding Statement



- Member to select the relevant period and click on **Get Data icon**

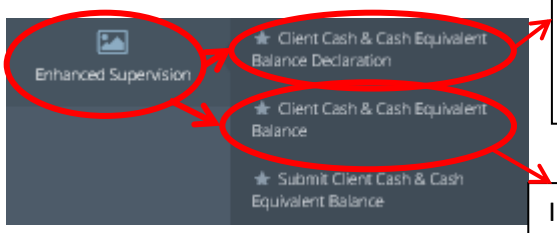


- For submitting the data to Exchange Member is required to click on 'Approve Submission' icon



<u>Part B – User manual for Client Level Cash & Cash Equivalent Balances Submission</u>

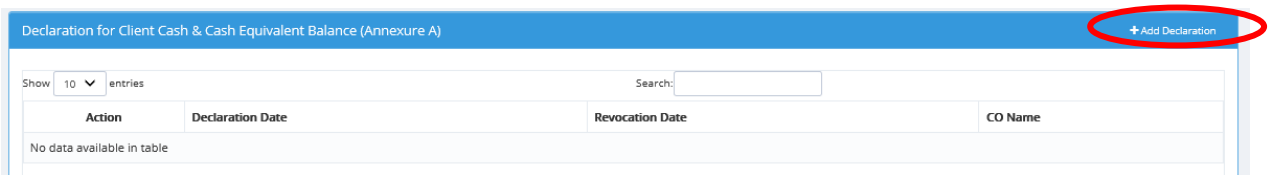
1. After login, Select Enhance Supervision→ Member is required to submit data or submit one time declaration as per the below figure



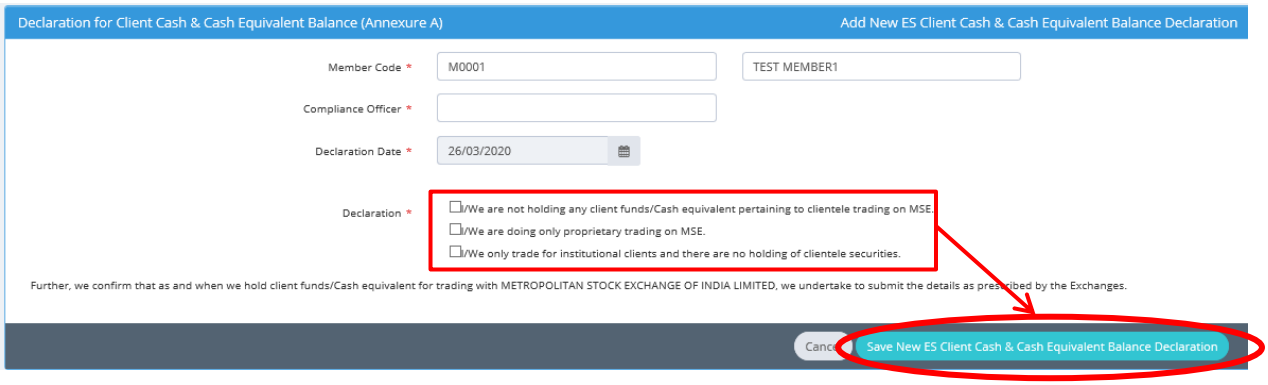
In case trading member is not eligible for submitting the data then member can submit a one-time Declaration by selecting "**Client Cash & Cash Equivalent Balance Declaration"** option

In case member is eligible for data submission then member is required to select "**Client Cash & Cash Equivalent Balance**" option.

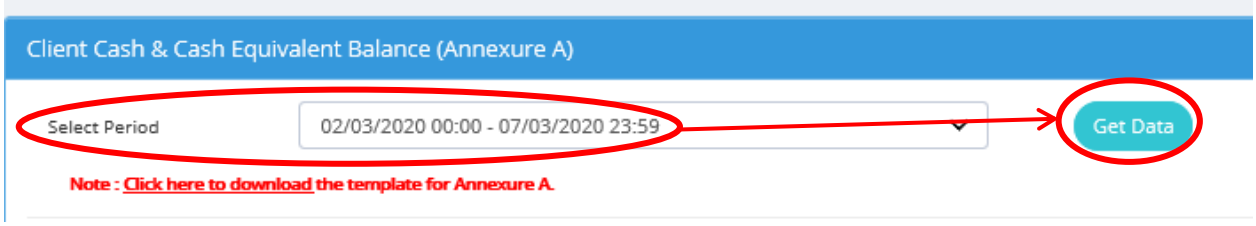
2. In case where member is submitting one time declaration → After clicking the "**Client Cash & Cash Equivalent Balance Declaration**" button → +Add Declaration



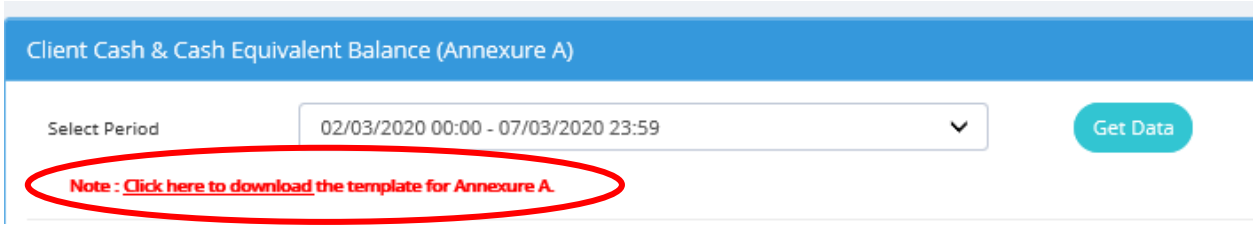
3. After clicking Add Declaration → Member to select appropriate applicable option → Save Declaration



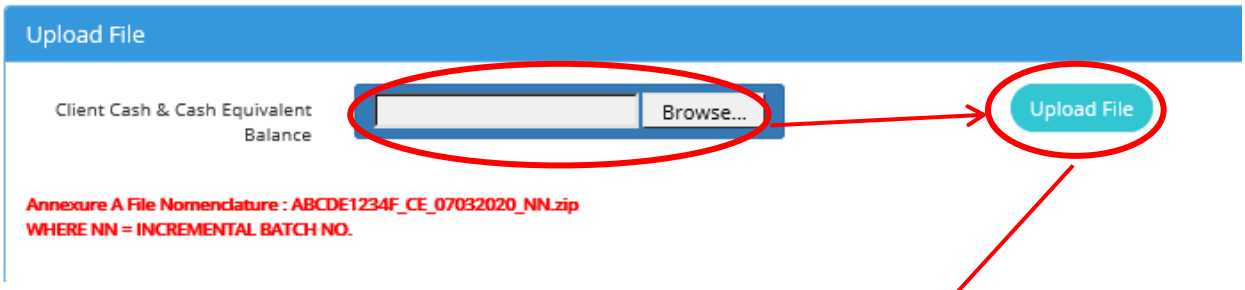
4. In case where member is submitting data → Member is required to select "**Client Cash & Cash Equivalent Balance**" button as mentioned in point 2. above → Select Period (from dropdown) → Get Data

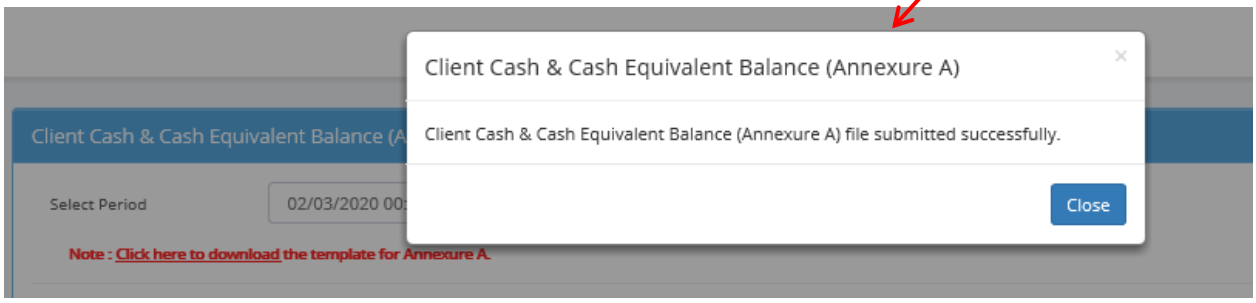


5. Click on the link of the format and a template of the format will be downloaded.

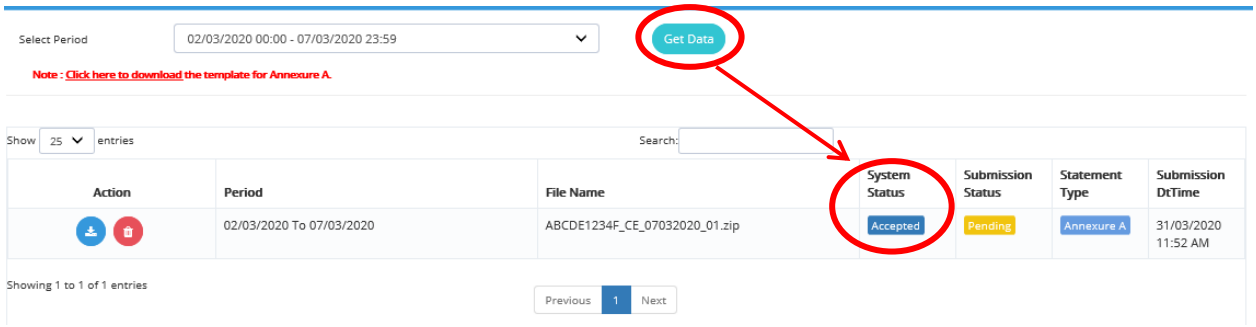


6. Member is required to upload the details in prescribed format and the File should be submitted in the required nomenclature provided with CSV + Zip→ Browse File → Upload

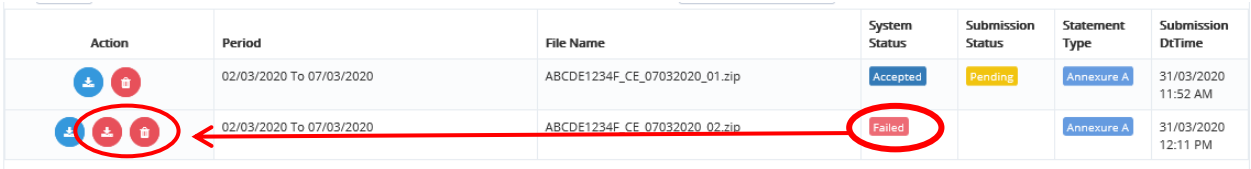




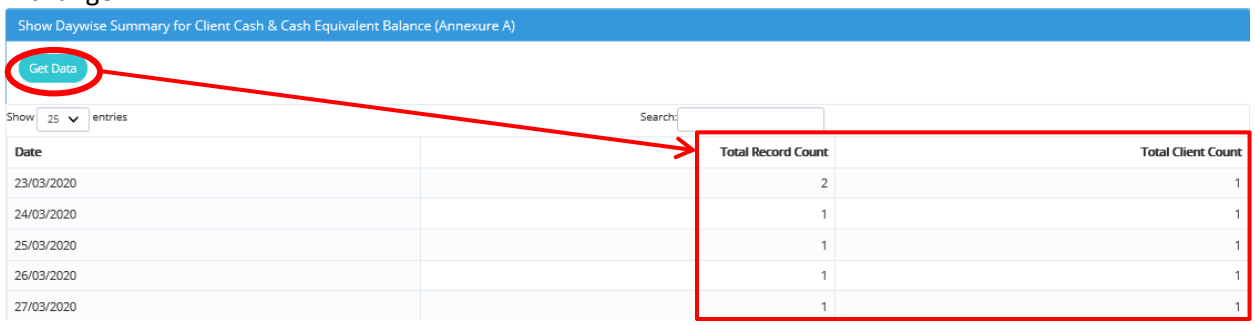
7. After successful upload → Member is required to click on 'Get Data' button on top of the page to update the 'System Status' for uploaded batch file(s) from 'Pending Processing' to 'Accepted'



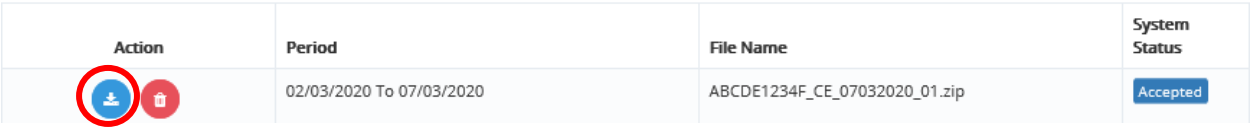
8. In case of any error in the submitted data → 'System Status' for uploaded batch file(s) will show 'Failed' status → Member is required to click on button to download file containing rejected records and view the reason for rejection/error message → Member may delete the erroneous submission by clicking on and resubmit the rectified file or upload the rectified file with incremental batch/sequence no.



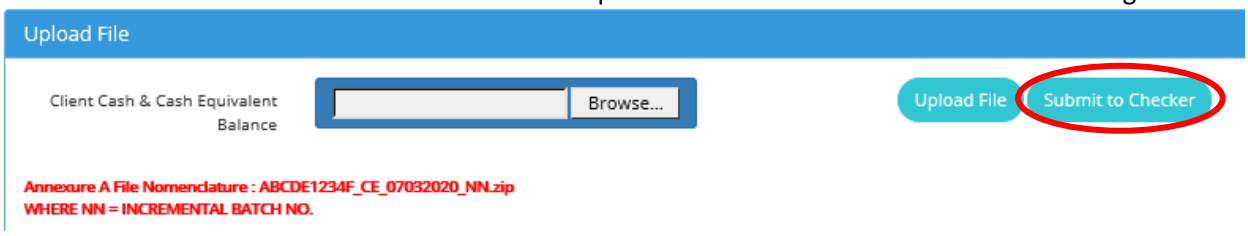
9. After 'System Status' for required batch file(s) is 'Accepted'→ Member can view the summary of uploaded data → Member is required to click on 'Get Data' button under the Tab 'Show Daywise Summary' →Member can verify and confirm the 'Total Record Count' and 'Total Client Count' before submitting the data to Exchange



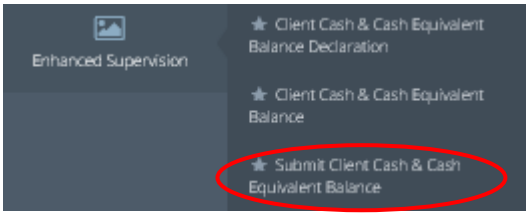
10. Member can view the submission by clicking on button to download the uploaded data file.



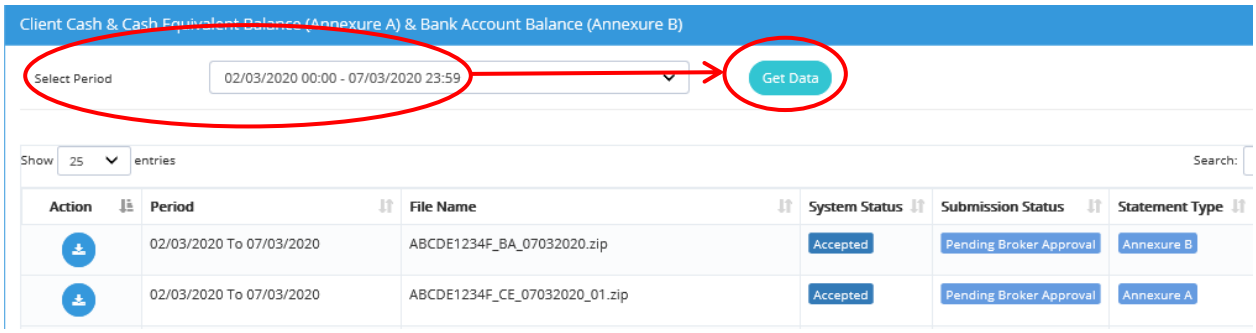
11. Member to Click on 'Submit to Checker' button to proceed with final submission to the Exchange



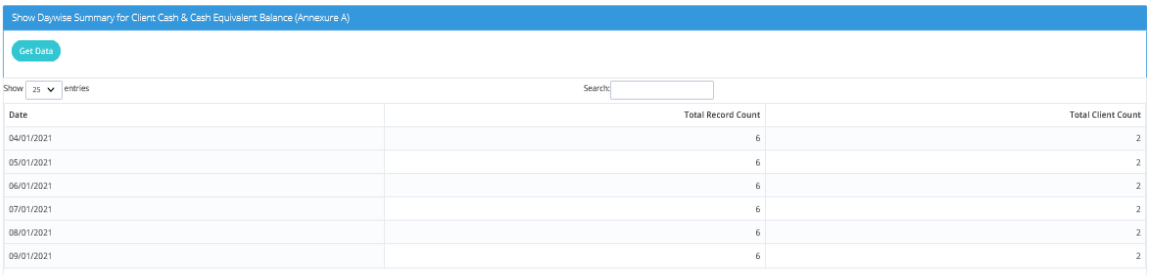
12. Approve Submission of Client Level Cash & Cash Equivalent Balances to the Exchange
    1. After Submit to Checker for both the submissions i.e. Client Level Cash & Cash Equivalent Balances to the Exchange.
       → Go to Home Page →Enhanced Supervision →'Submit Client's Cash & Cash equivalent Balance'



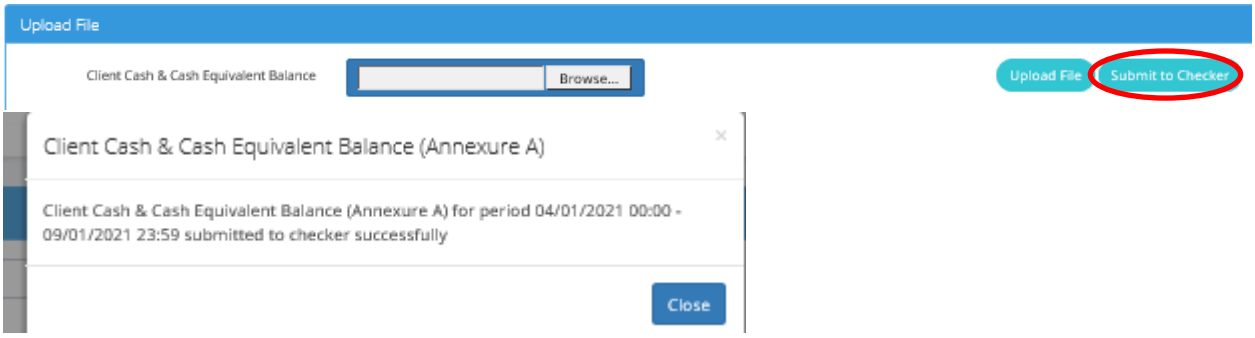
    2. After clicking on Submit Client's Cash & Member Bank Balance →Select Period → Get Data



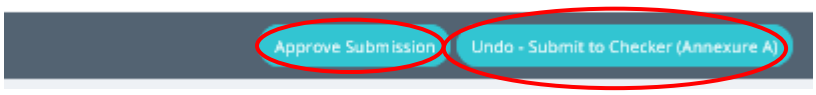
    3. Member can verify the uploaded records for both the submission i.e. Annexure A by clicking on 'Get Data' button under the Tab 'Show Daywise Summary' for respective submission



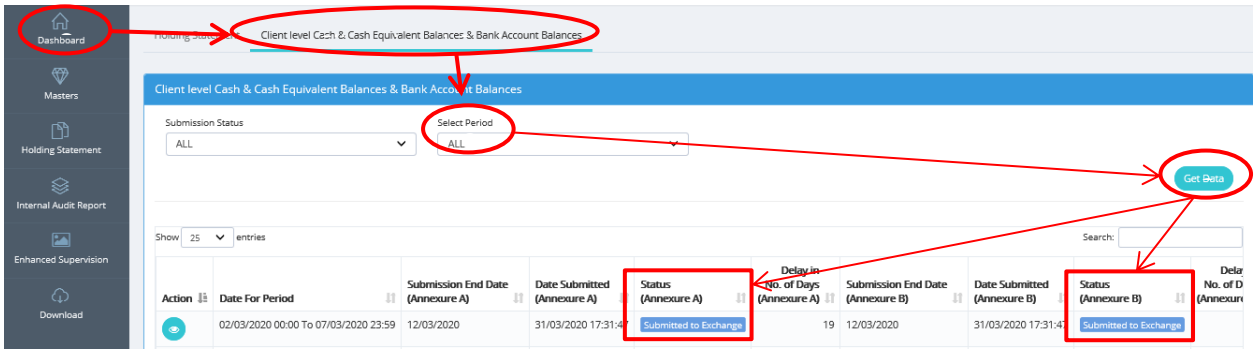
    4. Member is required to click on 'Approve Submission button' at the bottom of the page to proceed



    5. Member is required to click on 'Approve Submission button' at the bottom of the page to submit data to Exchange.
       In case of any error member may click on 'Undo – Submit to Checker' button for 'Annexure A' and make the rectification/ resubmission at maker level.



6. On successful submission, Submission Status i.e. 'Status (Annexure A)' and 'Status (Annexure B)' will appear as 'Submitted to Exchange' in Dashboard.
   Go to Homepage → Dashboard → Tab 'Client level Cash & Cash Equivalent Balances & Bank Account Balances → Select Period → Get Data



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