Annexure-B

Guidelines for Holding Statement format

Nomenclature (File Name)	**PAN_HS_DDMMYYYY_BATCH NO** Explanation: "PAN" shall be the Member's PAN (Alpha Numeric 10 characters) Date shall be end of the reporting week (i.e. Saturday) Batch/Seq No. starts from 01, in case of multiple files of same week
Frequency of Reporting	Weekly basis {A single file for all days of the week (Monday to Saturday)}
Last day of Submission	Members have to submit the data for all calendar days of the week except Sunday on or before the next four trading days of subsequent week.

Revised format of Holding statement:

Member PAN	Date	Member's Demat Account No.	Member Account Type	Unique Client Code (UCC)	Client Name	Client PAN	ISIN Code	Security / Commodity Type	Name of Commodities	Unit Type	Pledged Balance (Qty.)	Free Balance (Qty.)	Total (Qty.)

Sr.No.	Field Name	Length (Max)	Description
1	Member PAN	Char (10)	Alpha Numeric Member PAN
2	Date	DD-MM-YYYY	DD-MM-YYYY
3	Member's Demat Account No.	Char (16)	Demat Account Number in 16 digit Alpha-numeric Note: • In case of CDSL account number, append Double Quotes ("") at the start and end of Demat account number to avoid the auto rounding off Eg. "1234567890123456". • Account number should be preceded by sufficient zeroes to make it 16 character account number. Further same should append Double Quotes ("") at the start and end of Demat account number to avoid the auto rounding off.
4	Member Account Type	Char (12)	Value shall be any of the following: CLNTBENE OWN POOL TM COLL CM COLL EPI

			CLNTBENE-MTF TM COLL-MTF CLNT UNPAID CLNT COLL MRGN PLEDGE MTF PLEDGE
5	Unique Client Code (UCC)	Char (20)	Alpha Numeric Client code
6	Client Name	Char (100)	Alpha Numeric Client Name
7	Client PAN	Char (10)	Alpha Numeric Client PAN
8	ISIN Code	Char (12)	Alpha Numeric ISIN Code NA
9	Security / Commodity Type	Char (4)	Security type shall be either of following: EQ MF BOND DEBT PREF IDR WT COMM
10	Name of Commodities	Char (100)	Alpha Numeric NA
11	Unit Type	Char (20)	Value shall be any of the following: GMS KG QUINTAL MT BARRELS MMBTU BALES DRUMS OTHERS NA
12	Pledged Balance (Qty.)	Number (20)	Quantity of securities in Numeric form. Decimals shall be allowed upto 3 digits. Note: • Demat securities which are pledged (under margin Pledge-Repledge mechanism) are not required to be reported in this column. • In case own securities are pledged in existing manner (other than margin pledge-repledge mechanism) with CC/Bank/NBFC then it need to be reported in this column.

13	Free Balance (Qty.)	Number (20)	Quantity of securities in Numeric form. Decimals shall be allowed upto 3 digits.
14	Total (Qty.)	Number (20)	Quantity of securities in Numeric form. Decimals shall be allowed upto 3 digits. Total of column No. 12 & 13

Note:

i. **Column 10 and 11**: Both new columns are pertaining to commodity holding. While submitting data, other than commodity, member needs to write "NA" in column no. 10 and 11 and in case member submits data for commodity, then member needs to write "NA" in column no. 8. Please refer below mentioned example in this regard:

Member PAN	Date	Member's Demat Account No.	Member Account Type	Unique Client Code (UCC)	Client Name	Client PAN	ISIN Code	Security / Commodity Type	Name of Commodities	Unit Type	Pledged Balance (Qty.)	Free Balance (Qty.)	Total (Qty.)
ABCDE1234M	02-11-2020	IN30012611182142	POOL	S078	ABCDE	AAFHS9486R	INE769A01020	EQ	NA	NA	0	2000	2000
ABCDE1234M	02-11-2020	"1234567890123456"	POOL	5566	ABCDE	AFSPP0429B	NA	COMM	GOLD	KG	0	1	1

- Holding statement file shall be in csv and zip format. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file.

- In case of success file, Members will not be able to upload another file with the same nomenclature.

- **Deletion of Submitted Data**: In case of any error in the submitted data, member can delete the success file within the due date of the respective week. However delete facility shall not be available after due date.

- Data file can't be revised after the due date of submission and file with success status shall be considered as final submission.

- In case of non-applicability, a separate system for submission of a one-time declaration has been provided. However, as and when, members become eligible for submission, they will have to submit the data as per the requirements.

- Member shall not upload multiple/duplicate records of day wise, demat account wise, client information.

End of document