

Department: Inspection	Segment: All
Circular No: MSE/INSP/13514/2023	Date : May 24, 2023

Subject: Updation of KMP details

To All Trading Members,

As part of compliance with respect to Enhanced Supervision of Stock Brokers/Depository Participants, members are required to identify their KMP (Key Management Personnel) and update their PAN details on the Exchange platform.

Members are required to note that –

1. Members shall refer to the definition provided under Section 2(51) of the Companies Act, 2013, in order to ascertain Key Management Personnel which include (i) the Chief Executive Officer or the Managing Director or the Manager; (ii) the Company Secretary; (iii) the Whole-time Director; (iv) the Chief Financial Officer; and (v) such other officer as may be prescribed. Further, the Member can also identify and declare any one or more personnel as their KMP(s) from the given list as per their constitution: Directors, Compliance Officer, Proprietor, Partners or any other competent personnel as identified by the member.
2. Details of Name, Designation, PAN, Mobile no. and Email-Id are required to be updated against the name of the personnel identified as KMP in Inspection portal (<https://inspection-os.msei.in/>) and the path is Inspection Portal => Masters => Key Management Person Master. Detailed procedure is provided in **Annexure A**.
3. Members who have already submitted the details and have no changes to update need not make any further submission. However, members who are yet to submit the details or have changes to be updated are required to comply with the aforementioned requirement latest by **June 30, 2023**.
4. Failure to submit/upload the details within the prescribed timelines, would be treated as non-compliance and attract penalty of Rs. 5,000/- and/or disciplinary action in accordance with our circular ref. no. MSE/INSP/5753/2017 dated November 13, 2017.
5. Members are also required to note that any change in the aforesaid information/details has to be updated within 7 days of such change. Failure to adhere will be treated as non-compliance.

All Members are advised to take note of the above and comply.

Metropolitan Stock Exchange of India Limited



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

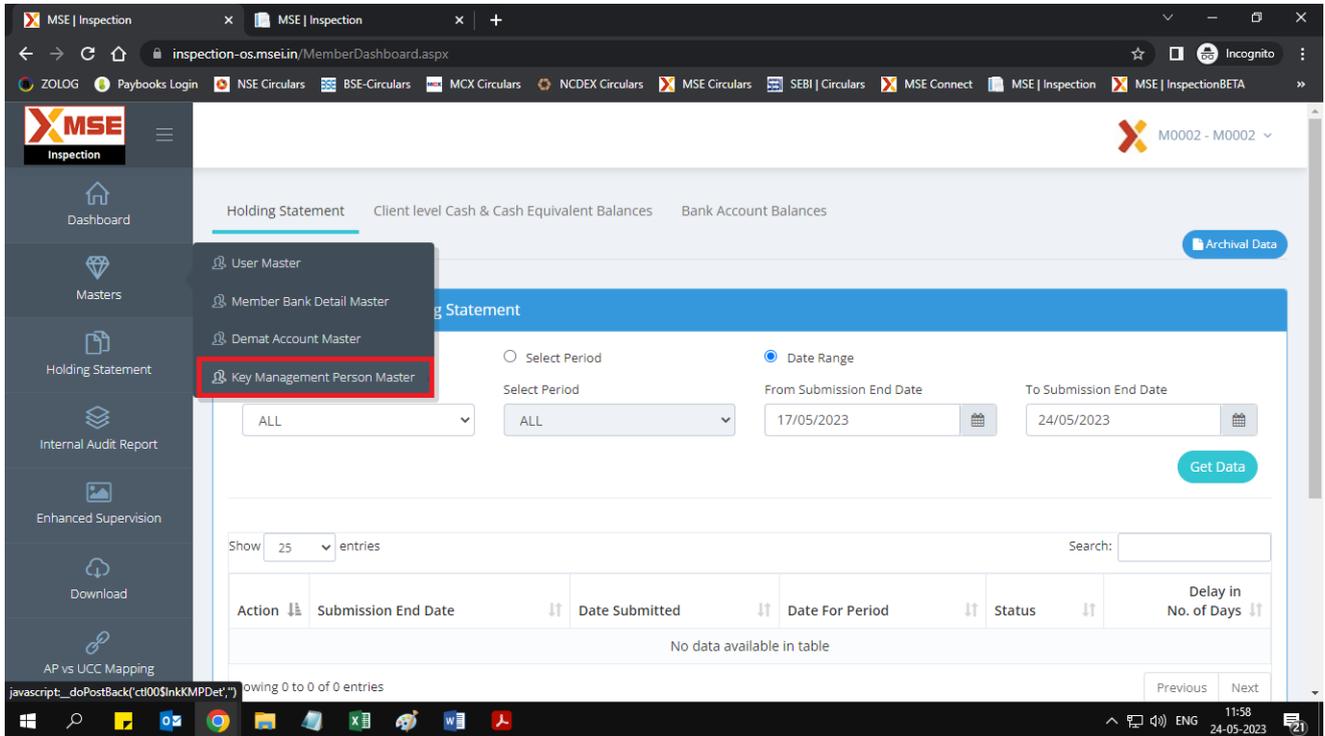
**Mahendra Choudhari
AVP – Inspection and Membership Department**

In case of any query kindly contact Inspection Department on (022) 6112 9000 or mail on compliancemsx@msei.in

Annexure A
User Manual – Key Management Personnel

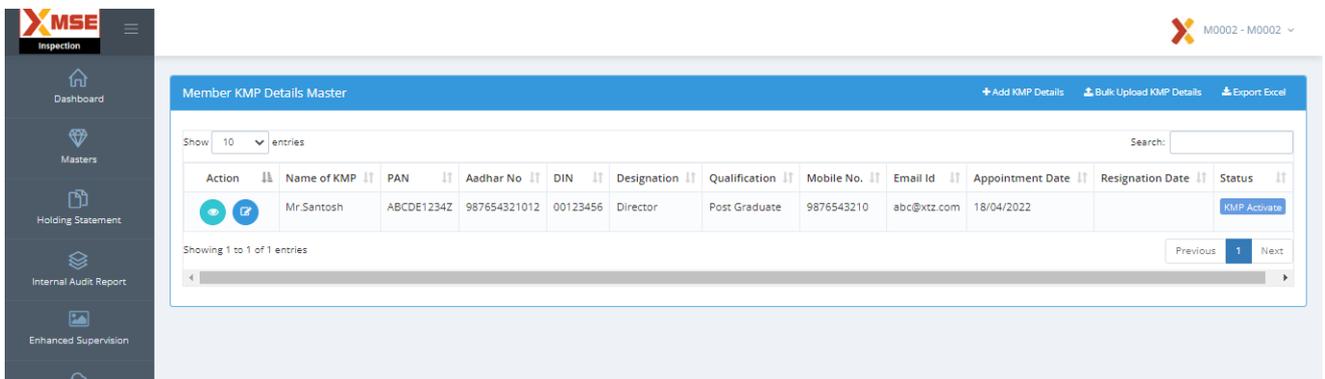
1. Navigate to KMP Details

- Login to Inspection Portal – <https://inspection-os.msei.in/> with correct member credentials.
- Click on Master => Key Management Person Master.



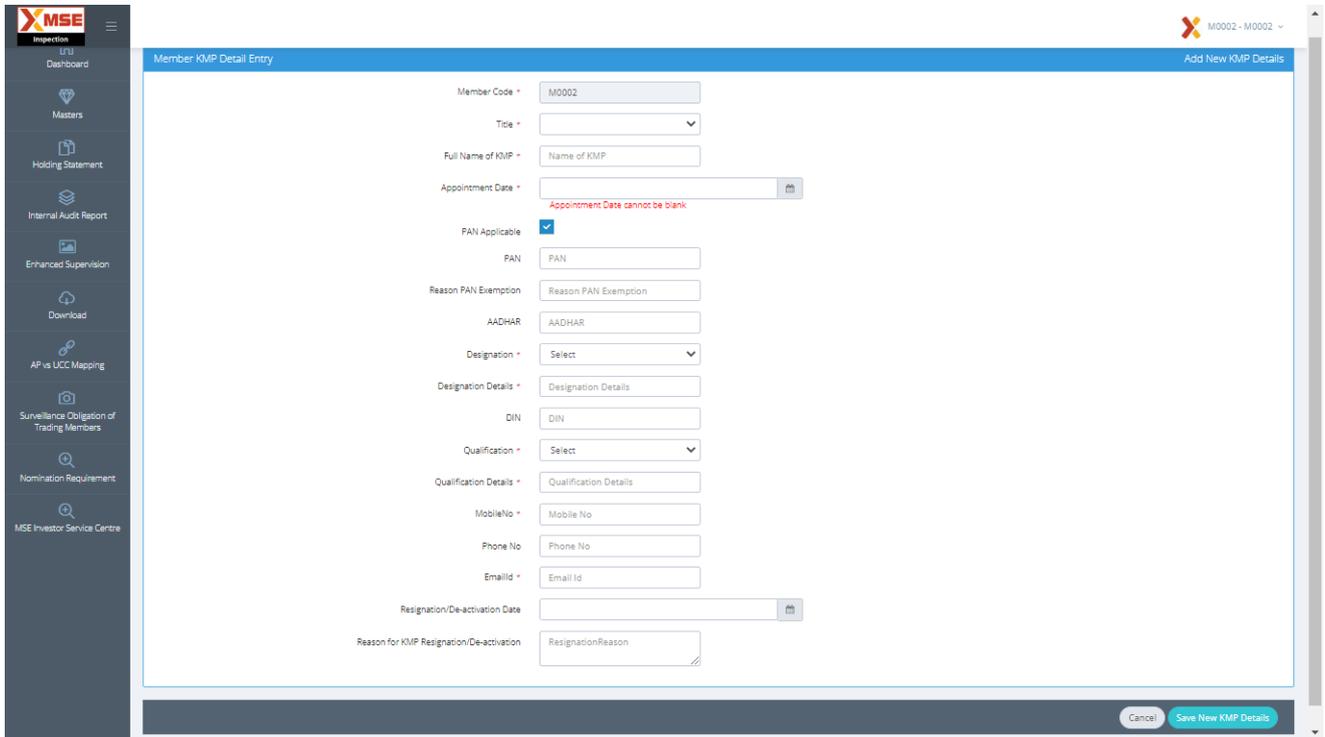
2. Landing Page

- Dashboard of KMP Master will display the details of existing KMP's details, if any.

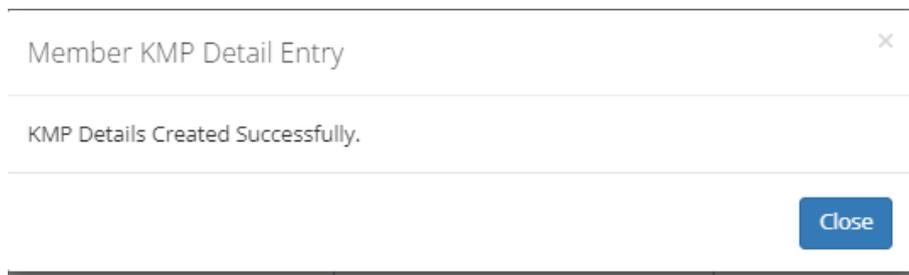


3. Add Key Management Personnel Details – New

- Click on > + Add KMP Details button. Below screen will be displayed wherein the details of KMP should be filled.
- Select Title, Designation and Qualification from the dropdown list.
- Fields marked with an asterisk (*) are mandatory fields.
- Once all mandatory fields are populated, click on “Save New KMP Details” button.



- Notification is received that the request is submitted successfully along with the reference number



4. Edit Details of existing KMPs

- Click on Edit button 
- Title and Name of KMPs are not editable fields. Rest fields are editable.
- If any of KMP had resigned then Resignation date along with the reason should be mentioned in the respective field.