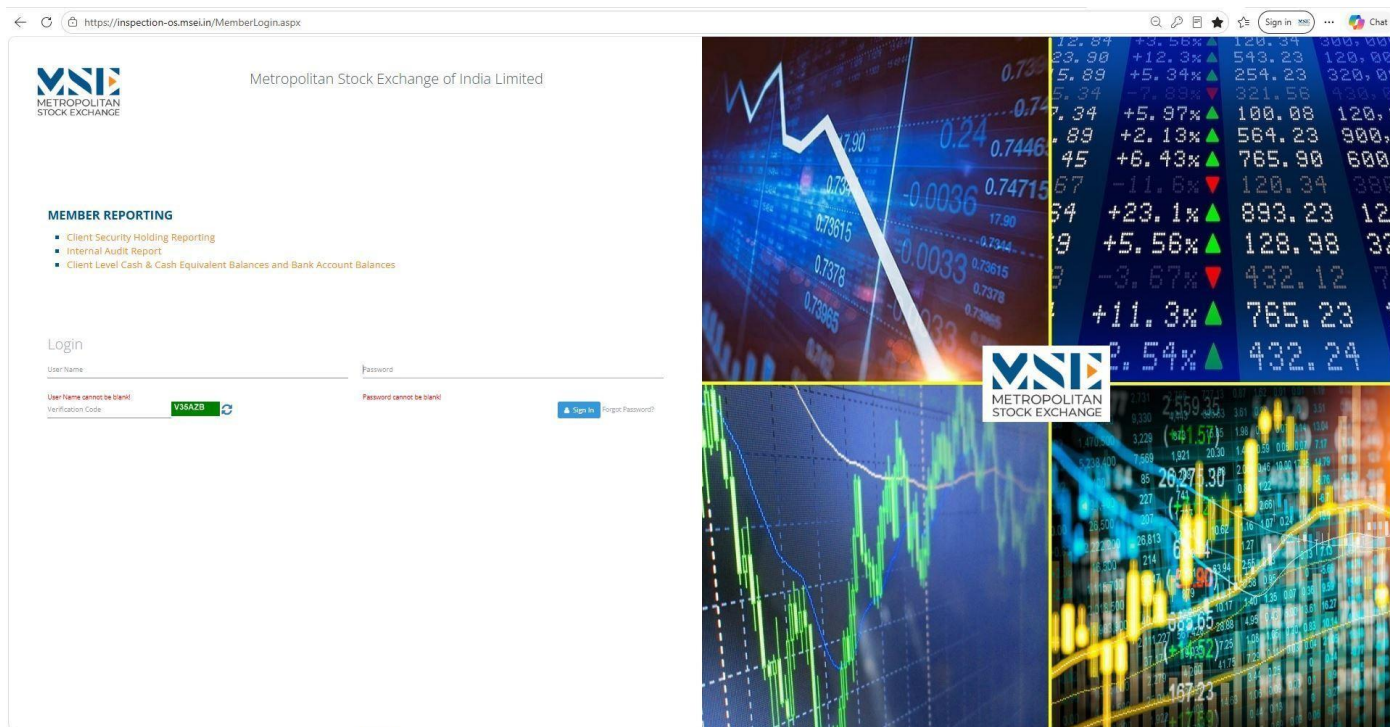


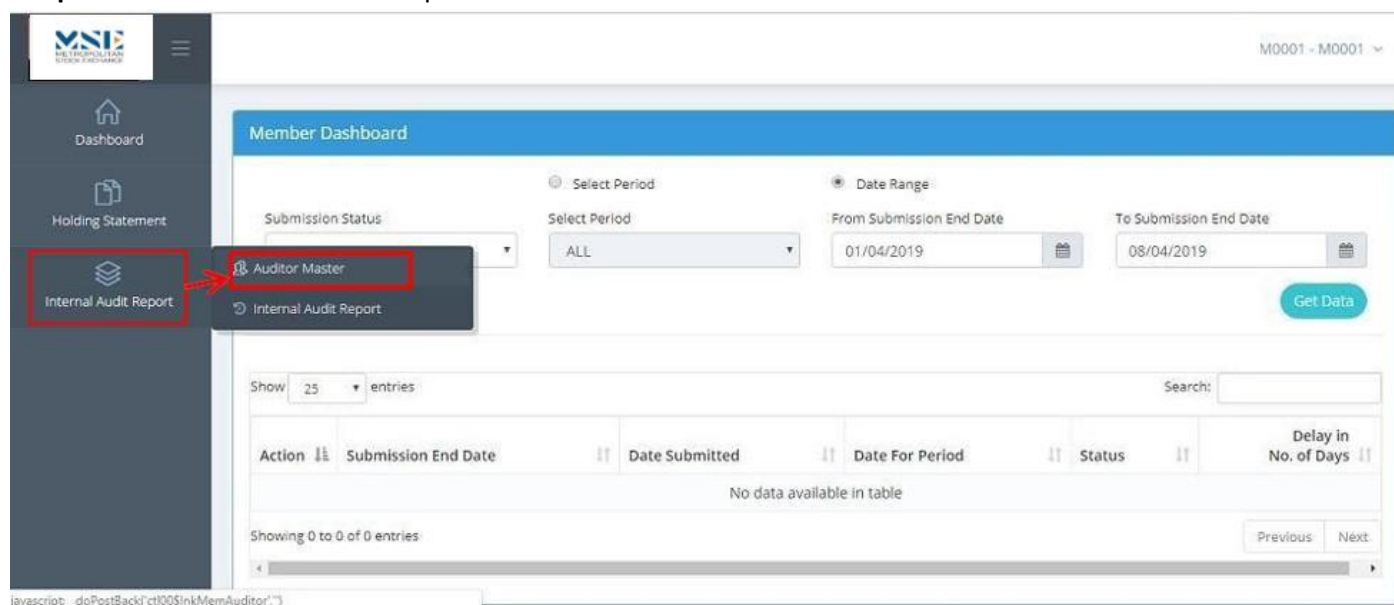
MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY MEMBER.

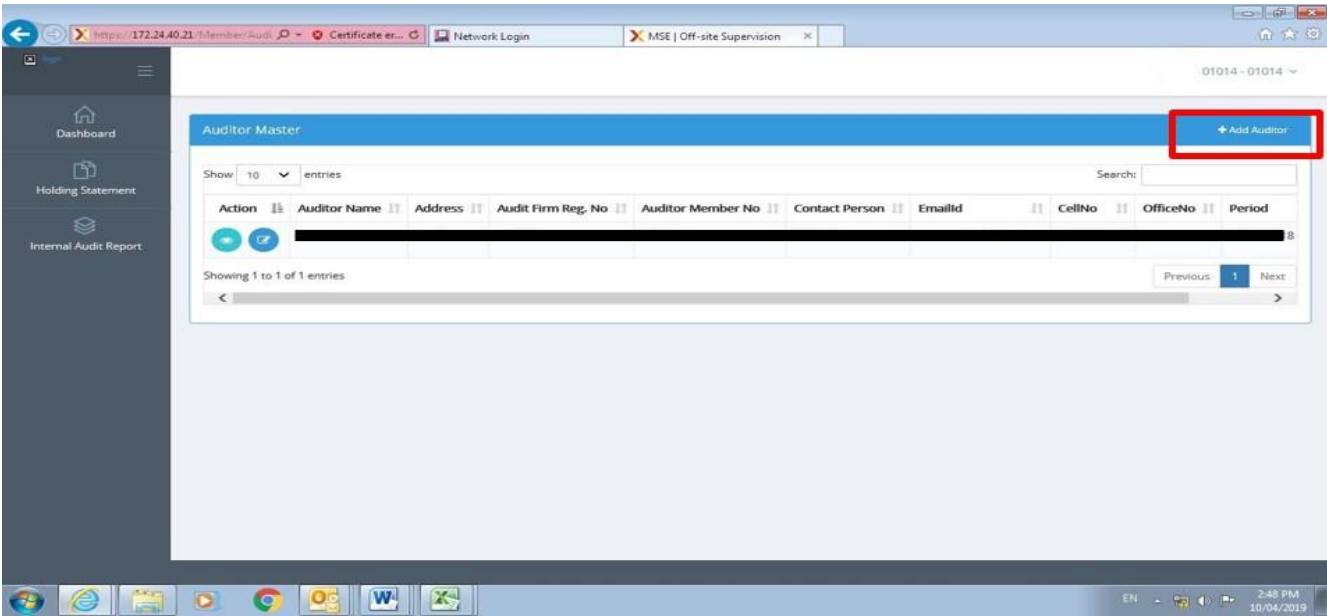
Step 1:- Member to Login using URL <https://inspection-os.msei.in/MemberLogin.aspx> with member's existing user id and password.



To register Auditor:-

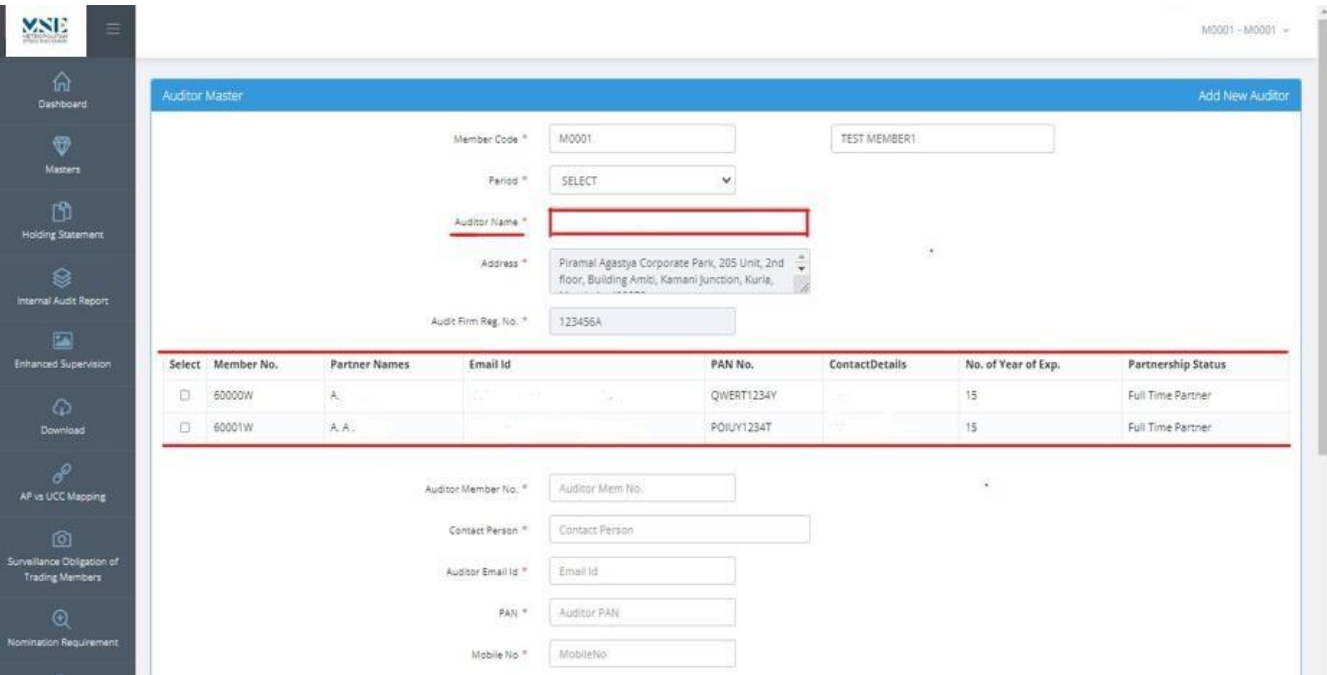
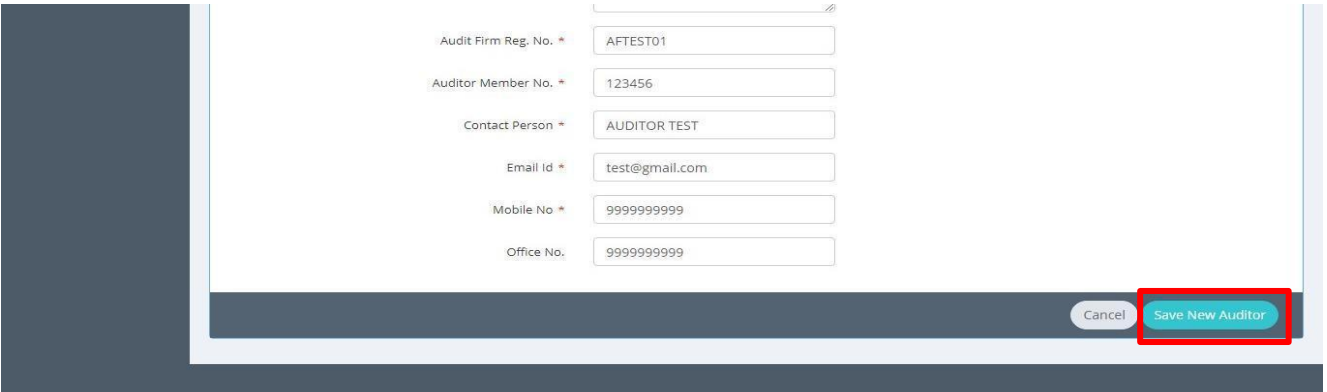
Step 2:- Click on “Internal Audit Report” > “Auditor Master” > “Add Auditor”.



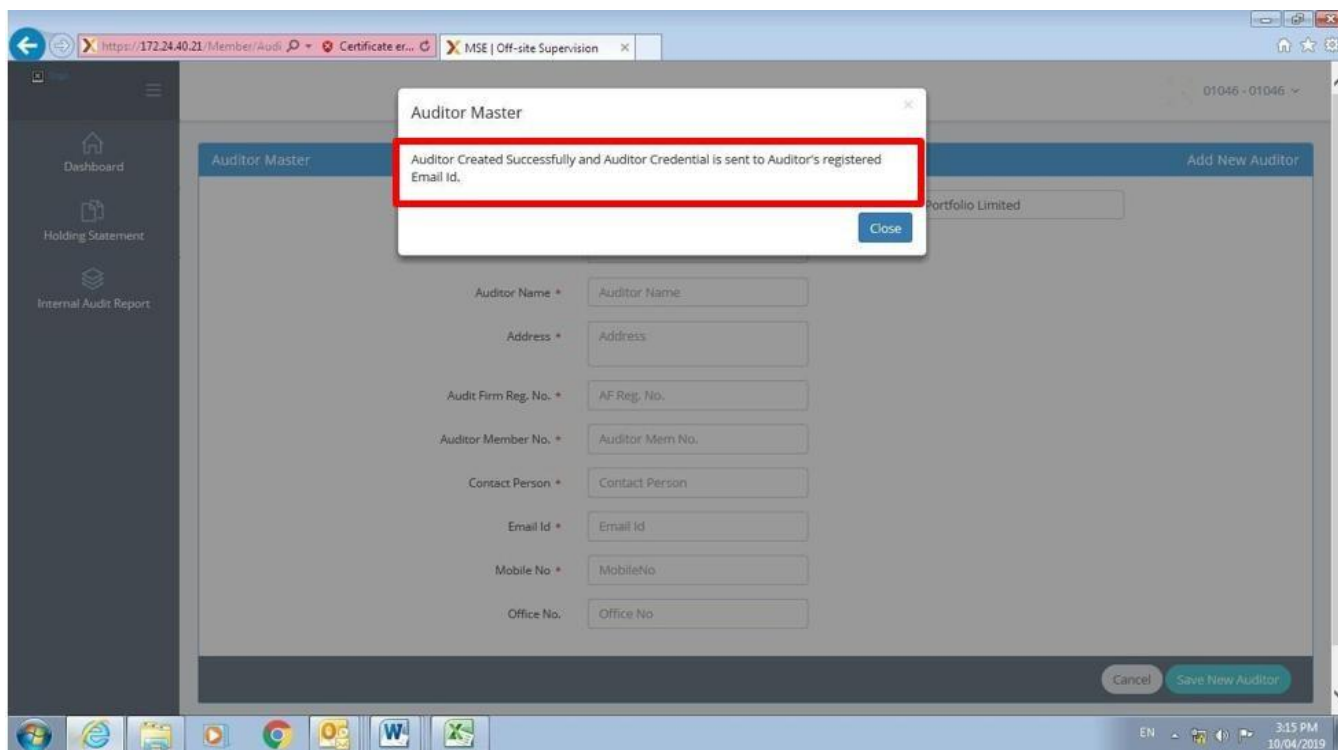


Step 3: Member to Fill Auditor’s details and click to select the Partner details as highlighted in the below figure, in Auditor Master to register new Auditor for selected period and click on

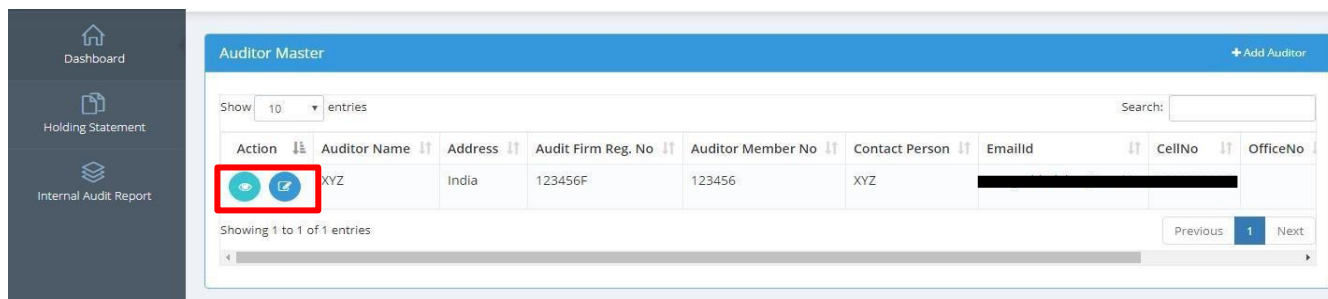
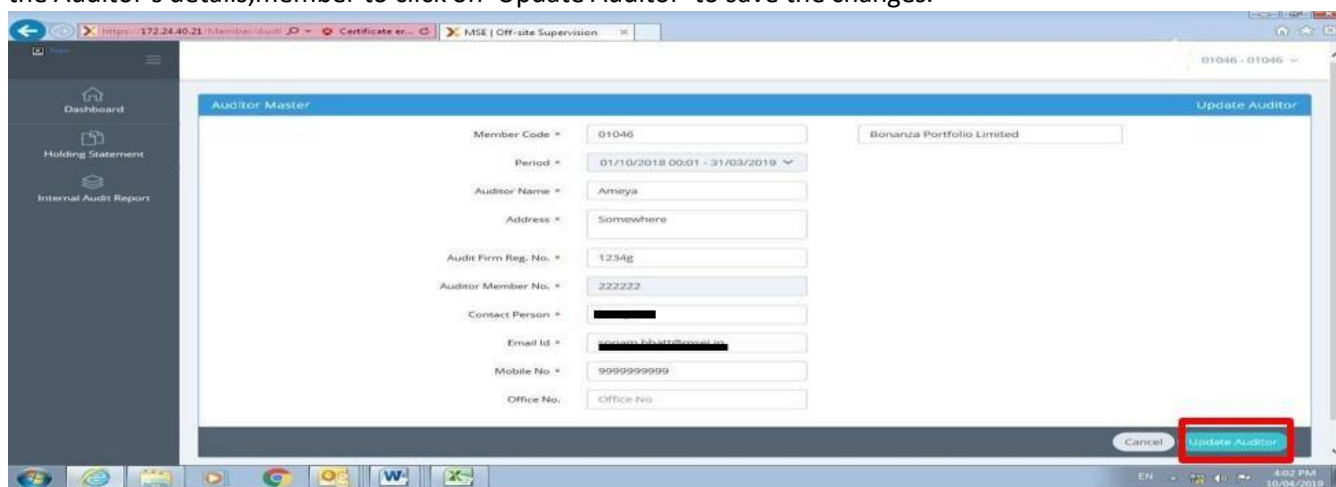
> **“Save New Auditor”**



Step 4:- Member will receive dialog screen Confirming Auditor created successfully and Auditor login credential shall be sent to Auditor's registered Email id.



Step 5: Member can View  icon and Edit  icon Auditor's details in Auditor Master. On editing the Auditor's details, member to click on 'Update Auditor' to save the changes.



To Submit Report to Exchange:-

Step 1. In accordance with the Exchange Circular No: MSE/INSP/11982/2022 dated June 23, 2022, members shall submit an undertaking on 'Penalty for Short collection / non-collection of client margins'.

Internal Audit Report

Show 10 entries

Action	From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	No of NC	CDS	EDS	ECM
	01/04/2022	30/09/2022	30/11/2022	MSE/INSP/0005	09/11/2022	Pending Member Undertaking	0	Yes	Yes	Yes

Showing 1 to 8 of 8 entries

Previous 1 Next

IAR Member Undertaking

MSE METROPOLITAN STOCK EXCHANGE

Annexure A

Undertaking on 'Penalty for Short-collection / Non-collection of client margins'

I / We, M/s TEST MEMBER1 hereby confirm that, we have not passed on the penalty levied by clearing corporation on account of "Short collection/ Non-collection of upfront margins" to the clients under any circumstances in accordance with the Exchange circulars MSE/INSP/9304/2020 dated July 31, 2020 and MSE/INSP/10996/2021 dated October 13, 2021.

Further, wherever actual penalties have been passed on for Short collection/Non-collection of margins other than "Upfront margins" such as consolidated crystallized obligation, Delivery margins, other margins (Mark-to-market & additional margins), then relevant supporting documents showing short reporting of margins other than "Upfront margins" have been provided to the client and we are maintaining evidence to demonstrate the failure on part of the client.

For M/s TEST MEMBER1
(Name of proprietor/ firm/ company)

Place : MUMBAI

Date : 11/11/2022

☐ I Agree

Cancel Download

No new notifications

MSE | Inspection

Not secure | https://localhost:44300/Member/IAR/IARMemberUndertaking.aspx?Para1=2&Para2=702&Para3=10&Para4=11

MSE

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Masters

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AP vs UCC Mapping

Surveillance Obligation of Trading Members

IAR Member Undertaking

MSE

METROPOLITAN STOCK EXCHANGE

Annexure A

Undertaking on 'Penalty for Short-collection / Non-collection of client margins'

I / We, M/s **TEST MEMBER1** hereby confirm that, we have not passed on the penalty levied by clearing corporation on account of "Short collection/ Non-collection of upfront margins" to the clients under any circumstances in accordance with the Exchange circulars MSE/INSP/9304/2020 dated July 21, 2020 and MSE/INSP/10996/2021 dated October 13, 2021.

Further, wherever actual penalties have been passed on for Short collection/Non-collection of margins other than "upfront margins" such as consolidated crystallized obligation, Delivery margins, other margins (Mark-to-market & additional margins), then relevant supporting documents showing short reporting of margins other than "Upfront margins" have been provided to the client and we are maintaining evidence to demonstrate the failure on part of the client.

For M/s **TEST MEMBER1**
(Name of proprietor/ firm/ company)

Place : **MUMBAI**

Date : **11/11/2022**

☐ I Agree

Cancel

Submit

Type here to search

30°C

06:04 PM

11-11-2022

MSE | Inspection

Not secure | https://localhost:44300/Member/IAR/InternalAuditReport_Member_View.aspx

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Surveillance Obligation of Trading Members

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Show 10 entries

Search:

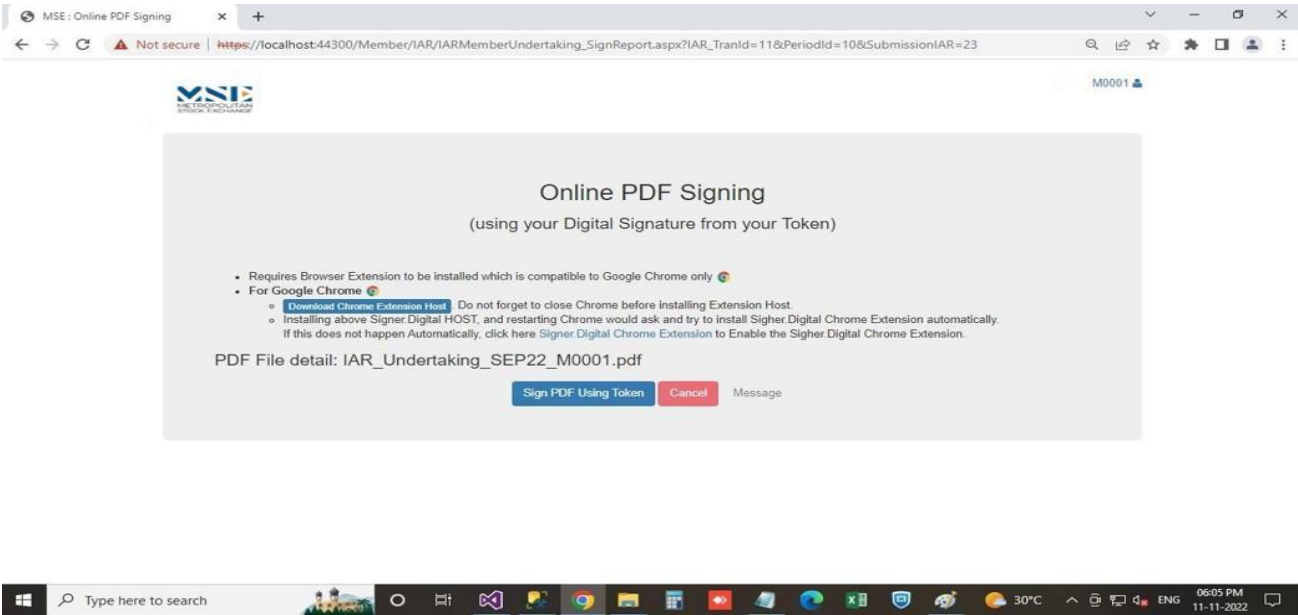
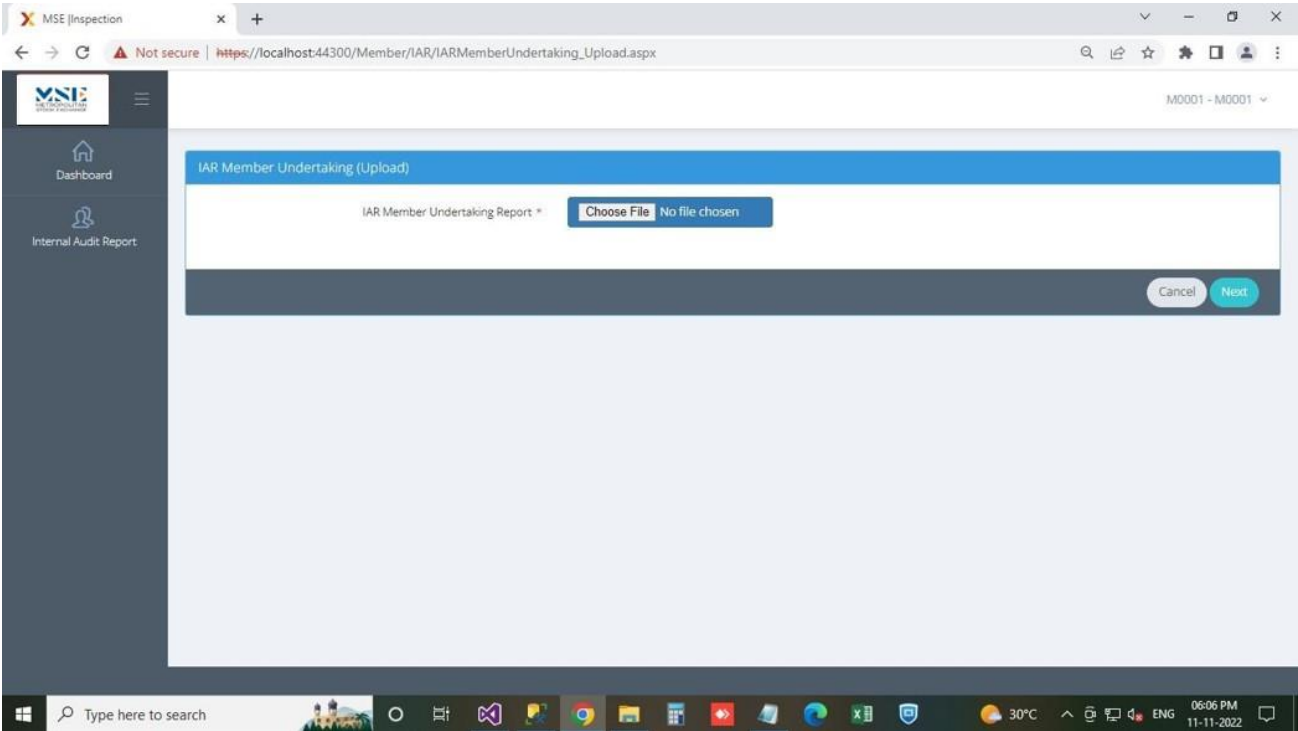
Action	From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	No of NC	CDS	EDS	ECM
	01/04/2022	30/09/2022	30/11/2022	MSE/INSP/0005	09/11/2022	Pending Member Undertaking Sign	0	Yes	Yes	Yes

Type here to search

30°C

06:05 PM

11-11-2022



Step 2: After IAR submitted by the auditor, member to fill up data by clicking on  edit icon.

Internal Audit Report

Show: 10 entries Search:

Action	From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	No of NC
  	01/10/2018	31/03/2019	01/05/2019	000001	08/04/2019	Pending (Member)	1

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 3: Below Screen shall appear for 'Internal Audit Report – Entry', Member to fill up and/or edit the details by clicking on  icon for every chapter. Member is required to input details for all the sub-points within chapter and click on  icon to save the chapter details and accordingly complete all the chapters.

Internal Audit Report - Entry

From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	CDS	EDS	ECM
01/10/2018	31/03/2019	01/05/2019	000001	08/04/2019	Pending (Member)	Yes	Yes	No

Action	Chapter Details	Last Update DateTime	Total Items	Pending Items
  	Client registration documentation / Anti Money Laundering compliance	08/04/2019	3	3
  	Order management and risk management systems	08/04/2019	3	3
  	Contract notes, Client margin details and Statement of accounts	08/04/2019	3	3

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M0001 - M0001

Dashboard
Holding Statement
Internal Audit Report

Member Internal Audit Report - Chapter

From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	CDS	EDS	ECM
01/10/2018	31/03/2019	01/05/2019	000001	08/04/2019	Pending (Member)	Yes	Yes	No

Chapter# 1 Client registration documentation / Anti Money Laundering compliance

Sr No	Area of Verification	Whether Auditor comments accepted (Y/N)	Remarks (Para wise, where auditor has reported non-compliance)	Compliance Status	Remarks in c Status
a	All relevant Client Registration Documents executed with clients in compliance with SEBI circulars and supporting collected from the clients are available and are easily retrievable.	☐		Not Applicable	NA
b	UCC is allotted to all the clients registered during the audit period & the same is timely uploaded to the Exchange.	☐		Not Applicable	NA
c	No clauses are included in any of the documents executed with the clients- a) which dilutes responsibility of member or b) which is in conflict with any of the clauses in mandatory documents, Rules, Bye-laws, Regulations, Notices, Guidelines & Circulars issued by SEBI & Exchanges or c) which is not in the interest of the Investor.	☐		Not Applicable	NA

Cancel
Save

Step 4: By clicking on  icon, member has the option to mark all the items in the selected chapter as "Yes" for the field - "Whether Auditor comments accepted" and provide single remark.

M0001 - M0001

Dashboard
Holding Statement
Internal Audit Report

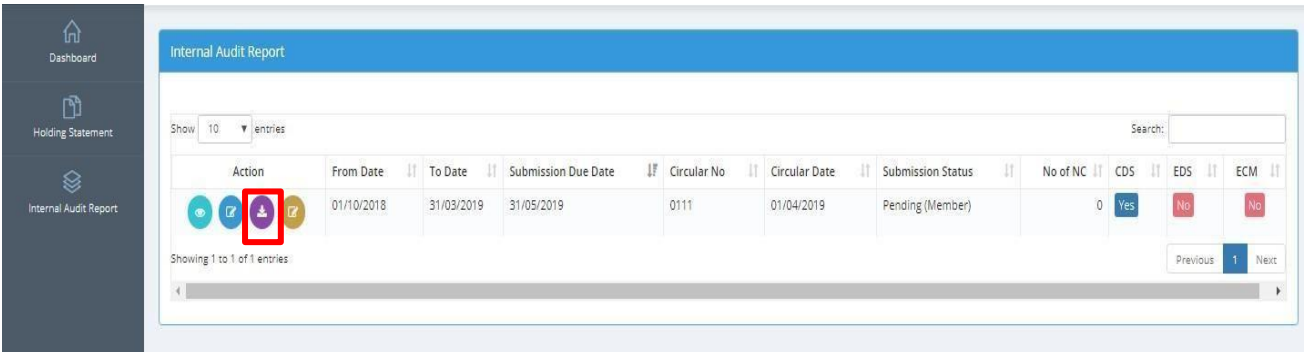
Internal Audit Report - Entry

From Date	To Date	Submission Due Date	Circular No	Circular Date	Submission Status	CDS	EDS	ECM
01/10/2018	31/03/2019	01/05/2019	000001	08/04/2019	Pending (Member)	Yes	Yes	No

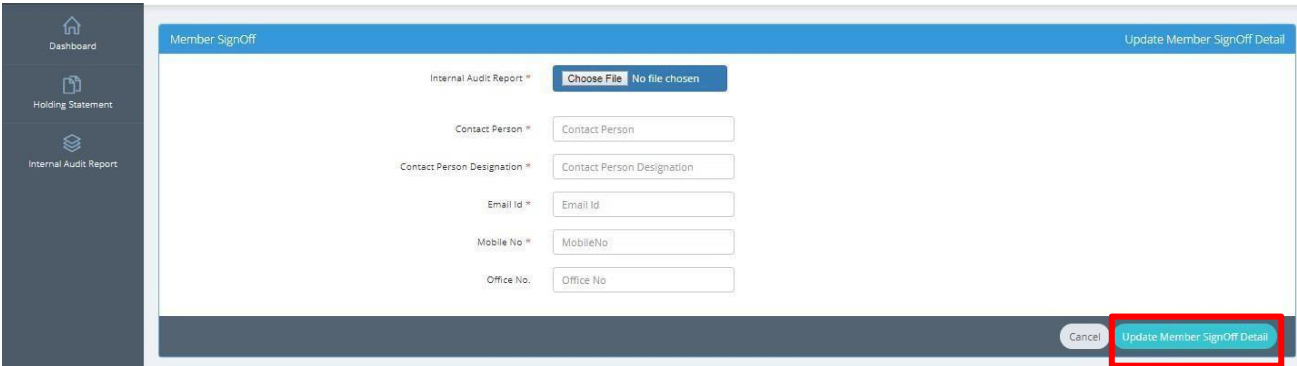
Action	Chapter Details	Last Update DtTime	Total Items	Pending Items
	Client registration documentation / Anti Money Laundering compliance	08/04/2019	3	3
	Order management and risk management systems	08/04/2019	3	3
	Contract notes, Client margin details and Statement of accounts	08/04/2019	3	3

Back

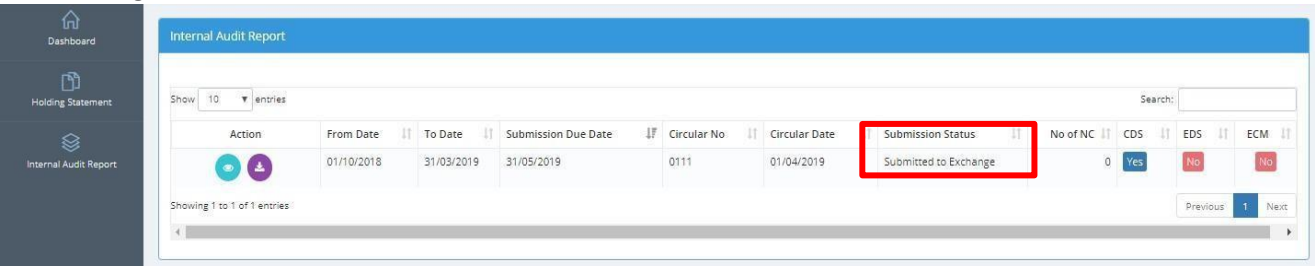
Step 5: Once all the chapters are completely filled, member to click on  icon to download Report in pdf format.



Step 6 : After download, Member is required to affix digital signature and click on  icon to upload the Internal Audit Report and click on "Update Member signoff detail" icon.



After completing the member submission, the field 'Submission status' will update to "Submitted to Exchange".



Glossary

Symbol	Description
	To View the details
	To fill and edit the details
	To mark all the items in the selected chapter as “Yes” for the field - "Whether Auditor comments accepted" and provide single remark.
	To download the pdf report
	To upload the digitally signed pdf report