
NATIONAL COMMODITY CLEARING LIMITED

Circular to all Members of the Clearing Corporation
Circular No. : NCCL/COMPLIANCE-007/2023
Date : August 30, 2023
Subject : Collateral release reporting - Format

This is further to our circular no. NCCL/COMPLIANCE-005/2023 dated June 28, 2023 on Collateral release reporting – Format and SEBI circular no. SEBI circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/110 dated June 30, 2023 on Upstreaming of clients' funds by Stock Brokers (SBs) / Clearing Members (CMs) to Clearing Corporations (CCs).

In terms of the above said circulars, members are required to report the reasons for withdrawal of client funds in the file format as prescribed in **Annexure 1**.

Clearing Members are requested to upload the same on Web Extranet - in the 'COLLATERAL_RELEASE_REPORTING' folder in the 'UPLOAD' tab. The said information is required to be uploaded to NCCL on a daily basis at the end of day by 11:59:59 PM.

Members are advised to take note of the above and put in place systems and procedures to ensure adherence to the aforesaid compliance requirements. Any failure to adhere to the timelines as specified herein or the failure to upload the required information, as is prescribed/specified format shall amount to non-compliance.

Members are requested to note that the provisions of this circular are applicable effective September 01, 2023

For and on behalf of
National Commodity Clearing Limited

Disha Thakker
Assistant Vice President

For further information / clarifications, please contact

1. Customer Service Group on toll free number: 1800 266 6007
2. Customer Service Group by e-mail to : contactus@nccl.co.in

Annexure 1

| | |
|------------------------------------|---|
| Nomenclature (File Name) | CMPAN_DDMMYYYY_Batch Number Explanation: “PAN” shall be the Clearing Member’s PAN (Alpha Numeric 10 characters) Date shall be the trade date for which reporting is done. Batch No. starts from 01, in case of multiple files of same day. It shall be a csv file and zip format. |
| Frequency of Reporting | Daily basis (All collateral release requests shall be reported at the end of the day) |
| Cut-off time for submission | Cut-off time will be 11:59:59 PM on the same day (All collateral release requests shall be reported at the end of the day) |

File structure

| Sr. No. | Field Name | Length (Max) | Description |
|----------------|---------------------------|---------------------|--|
| 1. | Collateral Release Reason | Text | Clearing Members shall, report TM-wise break-up of all collateral release requests from NCCL (Cash, FDRs, MFOS), from the following reason(s) only: <ol style="list-style-type: none"> 1. Collateral withdrawal amount for Client unpaid securities obligations / MTF Obligations 2. Collateral withdrawal amount for Loss due to sale of unpaid securities 3. Collateral withdrawal amount for Penalties 4. Collateral withdrawal amount for Statutory levies (STT / Stamp Duty / SEBI Turnover Fee) 5. Collateral withdrawal amount for Brokerage (including exchange transaction fee) 6. Collateral withdrawal amount for Other charges (DP charges etc.) 7. Collateral withdrawal amount for Funds to be released to client on account of regulatory requirements such as running account settlement 8. Collateral withdrawal amount for Funds withdrawal request from client 9. Collateral withdrawal amount for Reverting to another form of Collateral 10. Collateral withdrawal amount for Giving to Other CC 11. Collateral withdrawal amount for Pay-in purpose 12. Collateral withdrawal amount for CM Prop (only for PCMs) |

| Sr. No. | Field Name | Length (Max) | Description |
|---------|--|--|---|
| | | | 13. Collateral withdrawal amount for TM Prop (for PCMs TCMs SCMs) |
| 2. | Trade Date | DD-MM-YYYY | Trade date shall be the trade date for which reporting is done. Trade date should match with the date mentioned in the file nomenclature. |
| 3. | Clearing Member PAN | Varchar (10) | Alpha-numeric clearing member PAN Self-Clearing Member should insert PAN number in both CM PAN & TM PAN column |
| 4. | Clearing Member Code | Varchar(6) | Alphanumeric field for CM Code |
| 5. | Clearing Member Name | Text | Alphanumeric field for CM Name |
| 6. | Instrument type | Text | Instrument Type can only be from the following values: 1. Cash 2. FD 3. MFOS |
| 7. | Amount (Rs) | Numeric upto 2 decimals Number (20,2) | Sum of all withdrawal amount columns. Column 7 = Column 11+12+13+14+15+16+17 |
| 8. | Trading member PAN | Varchar (10) | Alpha-numeric trading member PAN Self-Clearing Member should insert PAN number in both CM PAN & TM PAN column |
| 9. | Trading Member Code | Numeric (5) | Numeric field for TM Code (e.g. 00001) |
| 10. | Trading Member Name | Text | Alphanumeric field for TM Name |
| 11. | Withdrawal amount (Rs) for TM prop of PCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |
| 12. | Withdrawal amount (Rs) for TM prop of TCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |
| 13. | Withdrawal for amount (Rs) for SCM prop | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |
| 14. | Withdrawal amount(Rs) for TM client of PCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |
| 15. | Withdrawal amount(Rs) for CP Client of PCM / TCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. |

| Sr. No. | Field Name | Length (Max) | Description |
|---------|--|--|--|
| | | | This field cannot be blank. If not applicable, then it has to be "0". |
| 16. | Withdrawal amount(Rs) for TM client of TCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |
| 17. | Withdrawal amount(Rs) client of SCM | Numeric upto 2 decimals Number (20,2) | Amount in Rs. Negative value is not allowed. This field cannot be blank. If not applicable, then it has to be "0". |

Important points to be noted to avoid non-compliance:

1. The file shall be in csv and zip format only.
2. The file shall be uploaded by the members with column headers. The headers should exactly be the same as given above. Please note that any change in heading will result in non-submission of the data.
3. One zip file should contain only one csv file. Naming convention of zip file shall be same as that of the csv file. The csv file should also be converted into zip file.
4. File size shall not exceed 30 MB.
5. Batch/Seq No. starts from 01, in case of multiple files for a date.
6. Any error in any of the parameters mentioned in the Table above will result in failure to upload the file. If the file is not successfully uploaded then file needs to be rectified and uploaded with the different batch number after ensuring that the observed errors are rectified. .
7. Files uploaded will be processed for validation check. Clearing Members are required to check the "COLLATERAL_RELEASE_REPORING FOLDER" in download files screen for success/error status of the uploaded file(s). In case of the file with failure status, members should correct the data as per the remarks provided in the file and re-upload the entire file with correct data promptly before the prescribed timelines.
8. If Clearing Member wishes to add new records / modify the data, which is successfully uploaded, then the member may upload new records / upload only those records for which modification is required with different batch number.
9. Please note that no special characters are allowed in any field.
10. It may be noted that there is no provision for delayed submission and has to be submitted with the prescribed timelines.