
NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED

Circular to all members of the Exchange
Circular No. : NCDEX/MEMBERSHIP-036/2022
Date : December 21, 2022
Subject : Reporting of Bank and Demat accounts

This has reference to the Exchange circular no: NCDEX/MEMBERSHIP-007/2017/139 dated June 12, 2017 regarding Naming / Tagging and Reporting of Bank and Demat accounts and Submission of PAN details of Director Key Management Personnel of the Member, wherein members were advised to upload details of Bank and Demat accounts opened/ closed within one week of opening of accounts/closure of accounts as per SEBI prescribed format in **Excel sheet on Web Extranet – in SEBI Registration folder.**

However, it has come to our notice that members are not uploading the said details in prescribed format / timelines. In order to assist the members with standard reporting mechanism, following guidelines are being issued:

For Bank Accounts:

1. Member need to report details of bank accounts in following format:

Sr. No.	TMI D	Name and addresses of Bank	Name of the Branch	Account Number	IFS C	Name of Account	Purpose of Account (Own/Client/Settlement/Others)	Date of Opening	Date of Closing	Remarks

2. Member to use excel file format only.
3. Nomenclature of the file should be "TMID_Bank_DDMMYYYY" (DDMMYYYY being the date on which the file is being updated.)
4. Member need to update the consolidated details of all the banks and not just the incremental details of bank account opened/closed.

For Demat Accounts:

1. Member need to report details of demat accounts in following format:

Sr. No.	TMI D	Name of Depository	Name of DP	Account Number/Client ID	DP ID	Name of Account	Purpose of Account i.e. Subtype / Tag	Date of Opening	Date of Closing	Remarks

2. Member to use excel file format only.
3. Nomenclature of the file should be "TMID_Demat_DDMMYYYY" (DDMMYYYY being the date on which the file is being updated.)
4. Member need to update the consolidated details of all the demat accounts and not just the incremental details of demat account opened/closed.

Members are requested to upload all the consolidated details as per prescribed format in **Excel sheet** on **Web Extranet – in SEBI Registration folder** by December 31, 2022. Thereafter, changes if any, should be uploaded (consolidated file) within one week from any change/update of status. Any non-compliance/non-reporting of above details by the member shall attract penal action as per the provisions of the Exchange.

For and on behalf of
National Commodity & Derivatives Exchange Limited

Bhavna Kariwala
Assistant Vice President-Membership

For further information / clarifications, please contact

1. Customer Service Group on toll free number: 1800 26 62339
2. Customer Service Group by e-mail to : askus@ncdex.com