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**NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED**

Circular to all members of the Exchange

Circular No. : NCDEX/MEMBERSHIP-050/2023

Date : October 16, 2023

Subject : Reminder- Submission of Annual Return for the Financial Year 2022-23

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This is with reference to Exchange circular nos. NCDEX/MEMBERSHIP-046/2023 dated September 20, 2023 and NCDEX/MEMBERSHIP- 048/2023 dated September 30, 2023 on Submission of Annual Return for the Financial Year 2022-23 wherein members were advised to submit the Annual Return for the financial year 2022-23 pursuant to Regulation 7.2.3 of the Exchange.

Members who have not yet submitted their Annual Return are once again reminded to submit the same by way of uploading in an electronic format through NCFE portal on or before the due date i.e. **October 31, 2023**.

Further, members are advised to note the following:

1. No physical copies should be submitted to the Exchange.
2. User manual for procedure of online submission of Annual Return through NCFE is available on the Extranet Common server from the below secured FTP path on port 990 - common/NCDEXDocuments/NCFE/User Manual and through NCDEX website at <https://ncdex.com/public/uploads/downloads/1696066802.pdf>. Further, the same is also available in downloads section on NCFE portal (Downloads > Download files > NCFE > User Manual > User Manual for Annual Return for FY 2022-23).
3. Annual Return Formats are available on NCDEX website (NCDEX > Membership > Existing Members > Periodical Submission > Annual Return > Annual Return Format).
4. Clarification on Networth Computation is also available on NCDEX website at <https://ncdex.com/downloads/Membership/Existing%20Members/Clarification%20on%20Networth%20Computation.pdf>
5. Non-submission /delayed Submission shall attract penalty / disciplinary actions as per annexure III of circular no. NCDEX/MEMBERSHIP- 046/2023 dated September 20, 2023.

Members are advised to ensure compliance of above.

For and on behalf of

**National Commodity & Derivatives Exchange Limited**

Sheela Burte  
Assistant Vice President  
Membership

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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](mailto:askus@ncdex.com)