Listing Centre Manual

BSE Corporate Compliance & Listing Centre

System version 1.0

Contents

1 INTRODUCTION

Online Portal - BSE Corporate Compliance & Listing Centre (the "Listing Centre") for submission of various filings by listed companies with BSE.

This portal is designed to make the corporate filings easy, convenient and of course, environment friendly for listed companies. It is a web based facility accessible from anywhere thru the company's allotted unique login.

In phase I, Listing Centre of BSE will accept periodical compliance filings (drop down of compliances available for selection) from the listed companies with or without digital signature.

In Phase II, the facilities available in this platform will be enhanced to allow listed companies to submit all filings with BSE in this portal including the applications/ documents for further listing of shares, request for change in company details, etc.. In Phase II, all listing applications with BSE will be migrated to the Listing Centre and all submissions will be completed electronically with digital signature only.

This facility will be provided FREE OF CHARGE to BSE listed companies.

2 BASIC REQUIREMENT

The URL for the Listing Centre is http://listing.bseindia.com.

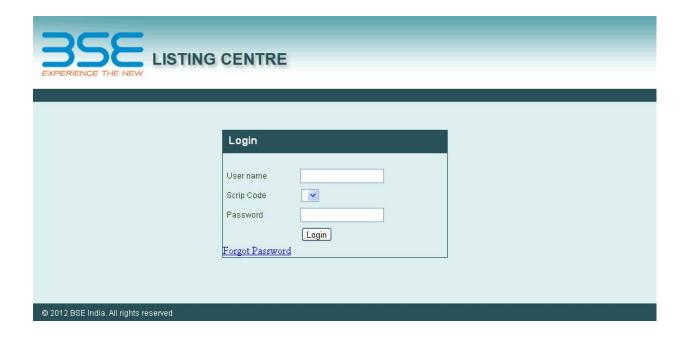The basic requirements to operate this module are as under:
- Any standard Internet browser
- Digital Signature (optional in Phase I)
- Login Id and Password (shared by the Exchange)

3 LOGIN FOR CORPORATES

Every company is provided with a unique user id & password. The user has to select the scrip code during the login. The company has to use the same interface login for all the scrip codes.

The user has to change the password at the time of login for the first time.
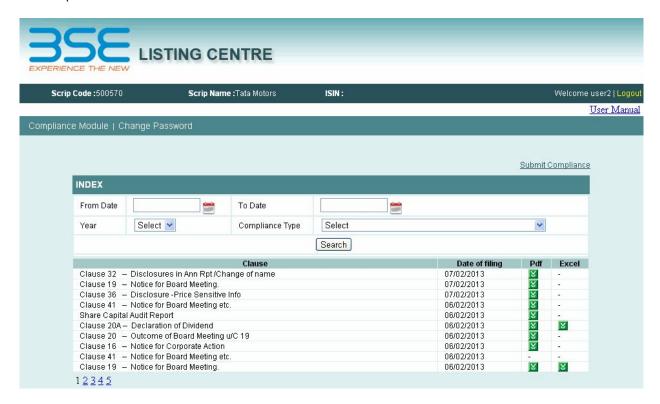

BSE LISTING CENTRE

Login	
User name	
Scrip Code	
Password	
	Login
Forgot Password	

4 COMPLIANCE MODULE

HISTORICAL SUBMISSION VIEW

This screen helps the user to view all the submissions made through this portal. There is also a search facility which will help the user to have an advance search.
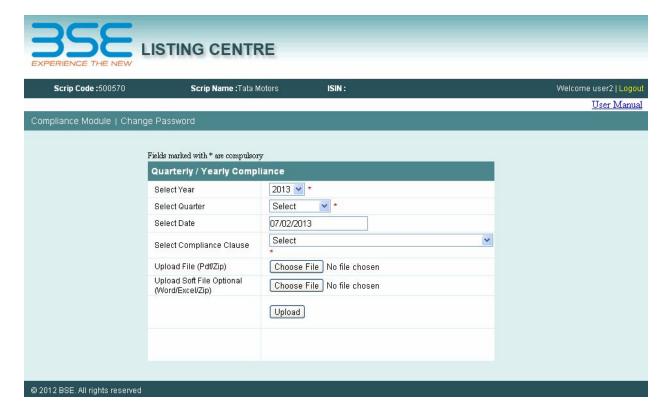
5 COMPLIANCE MODULE

COMPLIANCE SUBMISSION SCREEN

Once the user selects to submit the compliance, this new window opens.

The user has to select the year, quarter and compliance. The user has to upload the compliance in pdf format or a zip format in case of more than one file upload.
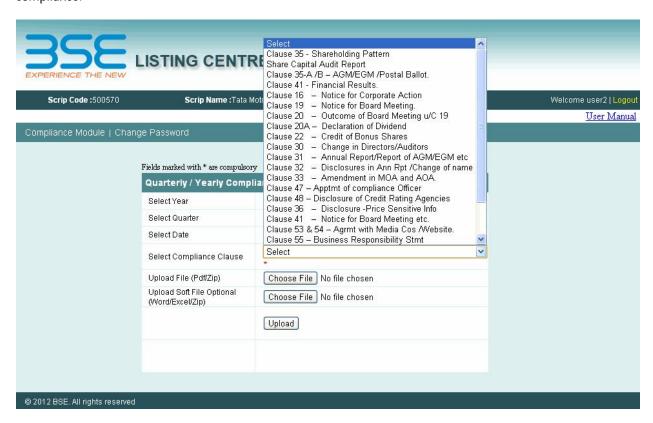
The file upload is a mandatory field i.e the portal won't allow the user to submit the compliance unless the user has uploaded the file. This field will accept only pdf/zip files.

The user has a facility to upload the working file also (i.e word/excel/zip files) for future references additionally. It's not a mandatory field.

The list of compliance submissions that are covered under this module can be found in the dropdown of select compliance.

On completion of the uploading, the user will get a message that the data has been saved successfully & the same can be viewed in the index page for future references.

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