

# Listing Centre

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## Contents

<b>Introduction .....</b>	<b>3</b>
<b>How to Submit Compliance?.....</b>	<b>4</b>
<b>How to Search Compliance? .....</b>	<b>5</b>
<b>How to Register a Digital Certificate? .....</b>	<b>6</b>
<b>How to Digitally Sign a PDF? .....</b>	<b>10</b>
<b>Pre-requisites for Digital Signature.....</b>	<b>12</b>
<b>How to Re-submit the case in listing module.....</b>	<b>15</b>

## Introduction



### **Welcome to the BSE Corporate Compliance & Listing Centre**

This module enables Corporates to make their periodic submissions online. The various features incorporated within this module include:


1. Online Submission of all Compliances in a user friendly way.
2. Registration of Digital Certificates.
3. Digitally Signing the PDF files before submission.

## How to Submit Compliance?

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1. Select the Compliance Module after Login
2. Select the Year and the Quarter (eq. June/September/December/March/Yearly/Others)
3. Enter the Date
4. Select the Compliance Clause from the drop down menu and Upload the File as shown below.
5. Once the compliance document has been submitted a transaction id will be allotted as shown below.

Fields marked with \* are compulsory

Quarterly / Yearly Compliance	
Select Year	2013 <input type="button" value="v"/> *
Select Quarter	June quarter <input type="button" value="v"/> *
Select Date	22/10/2013
Select Compliance Clause	Clause 49 - Corporate Governance <input type="button" value="v"/> *
Upload File (Pdf/Zip)	\\bsecifs01\ListingOpearat <input type="button" value="Browse..."/>
<input type="checkbox"/> Digitally Sign The Pdf	Select <input type="button" value="v"/> <input type="button" value="Select Signing Certificate"/>
Upload Soft File Optional (Word/Excel/Zip)	\\bsecifs01\ListingOpearat <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	
	

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

You have successfully filed the documents for **Clause 49 - Corporate Governance June 2013 quarter** , which are subject to verification by the Exchange.

Your Transaction Number for this submission is **2210201323639** dated **Oct 22, 2013**

Please mention above Transaction Number for any future communication for this submission.

## How to Search Compliance?

1. Click on "Search Compliance" as shown below:

Fields marked with \* are compulsory

**Quarterly / Yearly Compliance**

Select Year: 2013 \*

Select Quarter: Select \*

Select Date: 22/10/2013

Select Compliance Clause: Select \*

Upload File (Pdf/Zip):  Browse...

Digitally Sign The Pdf: Select

Upload Soft File Optional (Word/Excel/Zip):  Browse...

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

2. The latest list of compliance submissions will be shown by default as shown below.
3. To search for specific past submitted compliances enter the desired date range, year and compliance type.

[Submit Compliance](#)

**INDEX**

From Date:  To Date:

Year: Select Compliance Type: Select

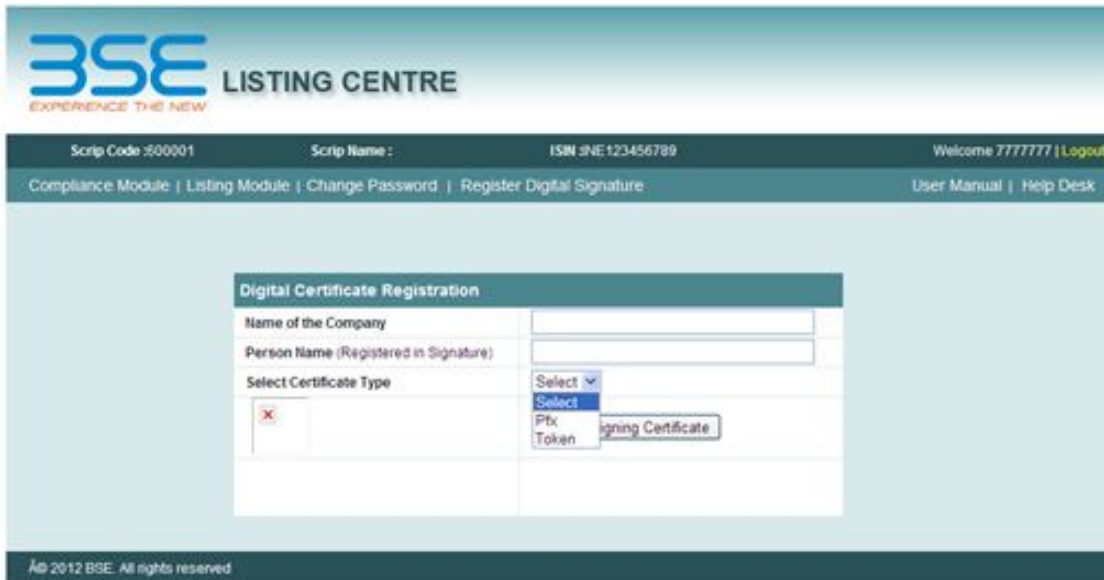
Clause	Date of filing	Pdf	Excel
Clause 32 – Disclosures in Ann Rpt./Change of name	07/02/2013	✓	-
Clause 19 – Notice for Board Meeting.	07/02/2013	✓	-
Clause 36 – Disclosure -Price Sensitive Info	07/02/2013	✓	-
Clause 41 – Notice for Board Meeting etc.	06/02/2013	✓	-
Share Capital Audit Report	08/02/2013	✓	-
Clause 20A– Declaration of Dividend	06/02/2013	✓	✓
Clause 20 – Outcome of Board Meeting u/C 19	06/02/2013	✓	-
Clause 16 – Notice for Corporate Action	08/02/2013	✓	-
Clause 41 – Notice for Board Meeting etc.	08/02/2013	-	-
Clause 19 – Notice for Board Meeting.	06/02/2013	✓	✓

1 2 3 4 5

## How to Register a Digital Certificate?

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1. Select the "Digital Certificate Registration"
2. Enter the Name of the Company and the Person Name as shown below



The screenshot shows the BSE Listing Centre website interface. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and "LISTING CENTRE". Below the logo is a navigation bar with links: "Compliance Module", "Listing Module", "Change Password", "Register Digital Signature", "User Manual", and "Help Desk". The main content area displays a "Digital Certificate Registration" form. The form has the following fields:

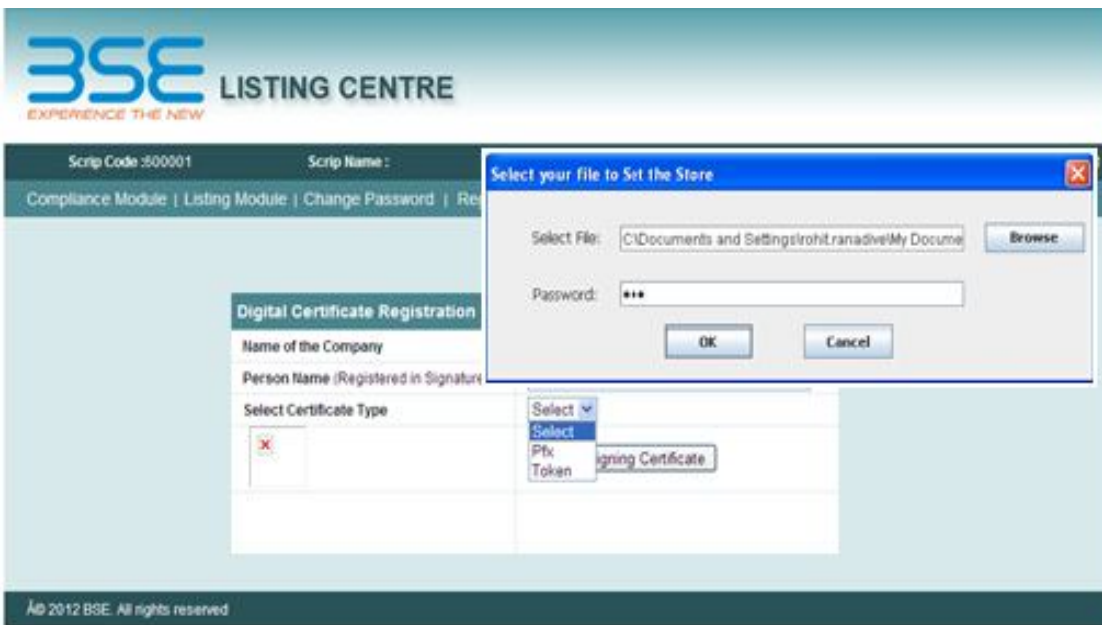
Digital Certificate Registration	
Name of the Company	<input type="text"/>
Person Name (Registered in Signature)	<input type="text"/>
Select Certificate Type	<input type="text" value="Select"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The "Select Certificate Type" dropdown menu is open, showing the following options:

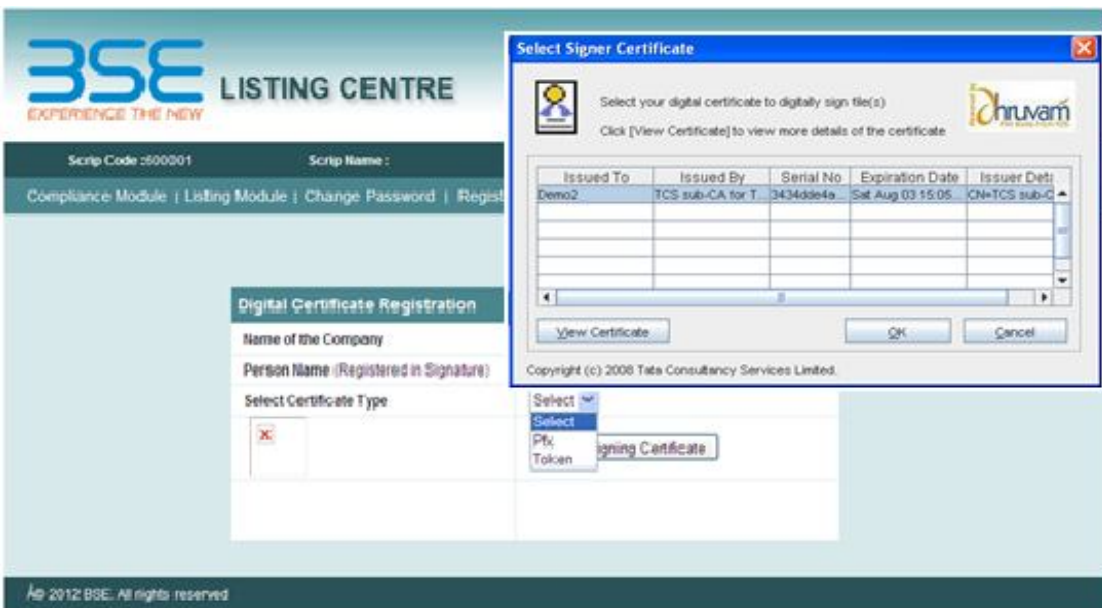
- Select
- Pfx
- Token
- Signing Certificate

At the bottom of the page, there is a footer: "© 2012 BSE. All rights reserved."

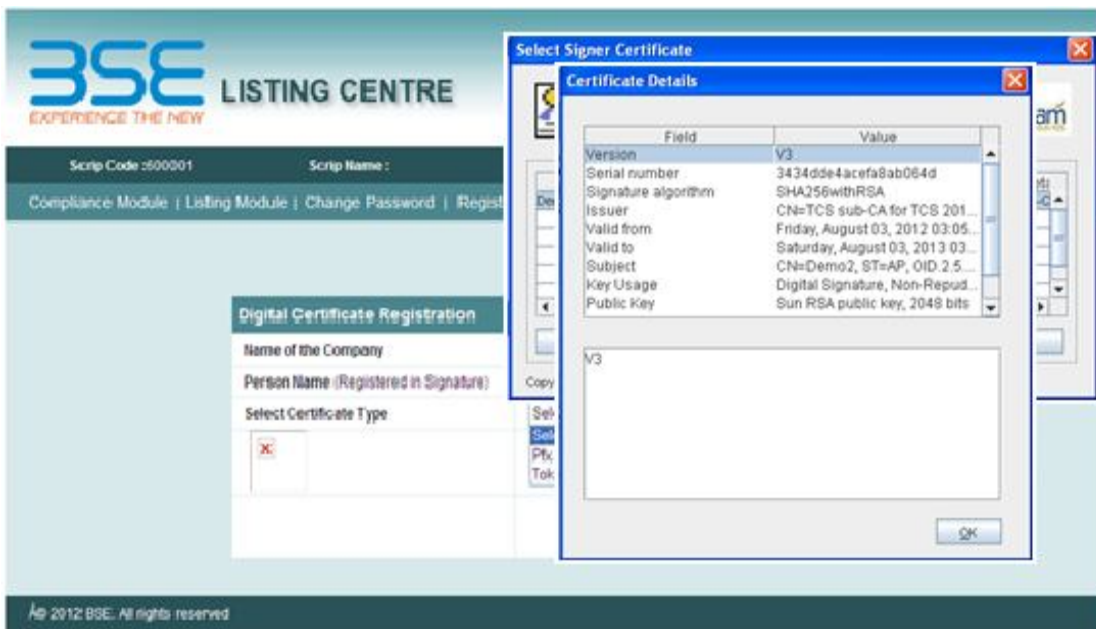
3. Select Certificate Type -> Pfx or Token
3. Select -> Select Signing Certificate
4. Browse and Select the Digital Certificate and enter the Password as shown below:



5. Select the desired certificate as shown.



6. View the Certificate -> Click OK (as shown below)



7. Digital Certificate shall be registered as shown:



8. If a digital certificate is already registered, an message "Certificate Already Registered" as shown:



Digital Certificate Registration	
Name of the Company	<input type="text"/>
Person Name (Registered in Signature)	<input type="text"/>
Select Certificate Type	Pfx <input type="button" value="v"/>
<input type="checkbox"/>	<input type="button" value="Select Signing Certificate"/>
Certificate Already Registered	

## How to Digitally Sign a PDF?

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### Step 1:

As shown below in the snapshot:

1. Fill in the details for submitting a compliance as shown.
2. Browse and upload a PDF file as shown.
3. Select-> Digitally Sign The PDF -> Select the type "Pfx or Token" -> Select "Select Signing Certificate" -> Browse and Select the Digital Certificate and enter the Password-> Click "OK".

Fields marked with \* are compulsory

Quarterly / Yearly Compliance	
Select Year	2013 *
Select Quarter	June quarter *
Select Date	22/10/2013
Select Compliance Clause	Clause 49 - Corporate Governance *
Upload File (Pdf/Zip)	C:\Documents and Settings\... Browse...
<input checked="" type="checkbox"/> Digitally Sign The Pdf	Pfx Select Signing Certificate
Upload Soft File Optional (Word/Excel/Zip)	Select Pfx Token Browse...
Upload	

Select your file to Set the Store

Select File: and Settings\rohit.ranadive\My Documents\Demo2.pdf Browse

Password: \*\*\*

OK Cancel

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

**Step 2:**

1. Select the desired certificate and view the same to confirm and click "OK".
2. Browse and Upload a soft copy of Word/Excel/Zip (if any)
3. Click "Upload"-> Message appears "PDF Signed Successfully" as shown.

Fields marked with \* are compulsory

**Quarterly / Yearly Compliance**

Select Year: 2013 \*  
Select Quarter: June quarter \*  
Select Date: 22/10/2013  
Select Compliance Clause: Clause 49 - Corporate Governance \*  
Upload File (Pdf/Zip): C:\Documents and Setting [Browse...]  
 Digitally Sign The Pdf: Pfx [Select Signing Certificate]  
Upload Soft File Optional (Word/Excel/Zip): Pfx [Browse...]  
[Upload]

Note: Companies should upload their corporate filings along with a covering to enable the Exchange to take the same on record.

**Select Signer Certificate**

Select your digital certificate to digitally sign file(s)  
Click [View Certificate] to view more details of the certificate

Issued To	Issued By	Serial No	Expiration Date	Issuer Detr
Demo2	TCS sub-CA for T...	3434dde4a...	Sat Aug 03 15:05...	DN=TCS sub-C

[View Certificate] [OK] [Cancel]

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Fields marked with \* are compulsory

**Quarterly / Yearly Compliance**

Select Year: 2013 \*  
Select Quarter: June quarter \*  
Select Date: 11/07/2013  
Select Compliance Clause: Clause 22 - Credit of Bonus Shares \*  
Upload File (Pdf/Zip): [Browse...]  
 Digitally Sign The Pdf: Pfx [Select Signing Certificate]  
Upload Soft File Optional (Word/Excel/Zip): [Browse...]  
[Upload]

**PDF Signed Successfully !!!**

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

## Pre-requisites for Digital Signature

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In case the component is not properly functioning then one needs to refer the Pre-requisites mentioned below:

### **TroubleShooting Guide – Applet:-**

#### **Pre requisites**

1. Sun/Oracle java should be installed and the version should be 1.6 update 29 or above
2. Proxy should allow applets to download on to the machine (Contact your Network administrator to know more details).
3. **Supported Browsers:** Internet Explorer 7 or above.
4. Only Java 32-bit should be used even if the Operating System is 64-bit.
5. **Supported Operating Systems:** Windows XP SP3, Windows 7, Windows Vista
6. **Qualified Tokens:** Aladdin eToken (72k & 64k), SafeNet I key, Gemalto (Dot net), Starkey.
7. Need to install latest SAC v8.1 drivers using the option **B-Sec compatible** mode to access both Aladdin eToken and SafeNet iKey 2032.

#### **Follow the below steps to install SAC v8.1 drivers on the system**

1. Uninstall the existing drivers, if any, on the system. Follow the steps below to uninstall the existing drivers.

#### **Windows XP:**

- a. Go to Start,
- b. Control Panel,
- c. Add or Remove Programs,
- d. Look for the name "SafeNet" and Remove/Uninstall the drivers,
- e. Look for the name "iKey" and Remove/Uninstall the drivers,
- f. Look for the name "CIP Utilities" and Remove/Uninstall the drivers.
- g. Once successfully done, reboot the system.

## Windows 7:

- a. Go to Start,
  - b. Control Panel,
  - c. Programs and Features,
  - d. Look for the name "SafeNet" and Right click on the name, select Remove/Uninstall.
  - e. Look for the name "iKey" and Right click on the name, select Remove/Uninstall,
  - f. Look for the name "CIP Utilities" and Right click on the name, select Remove/Uninstall.
  - g. Once successfully done, reboot the system.
2. After successful reboot of the machine, install SAC v8.1 drivers using the option "**BSec compatible**" mode.

## How to know JRE installed is 32-bit

1. Go to Start,
2. Click on Run,
3. Type "cmd" and click on enter,
4. Type "java -version"
5. Output will look like below if it is 32-bit JRE

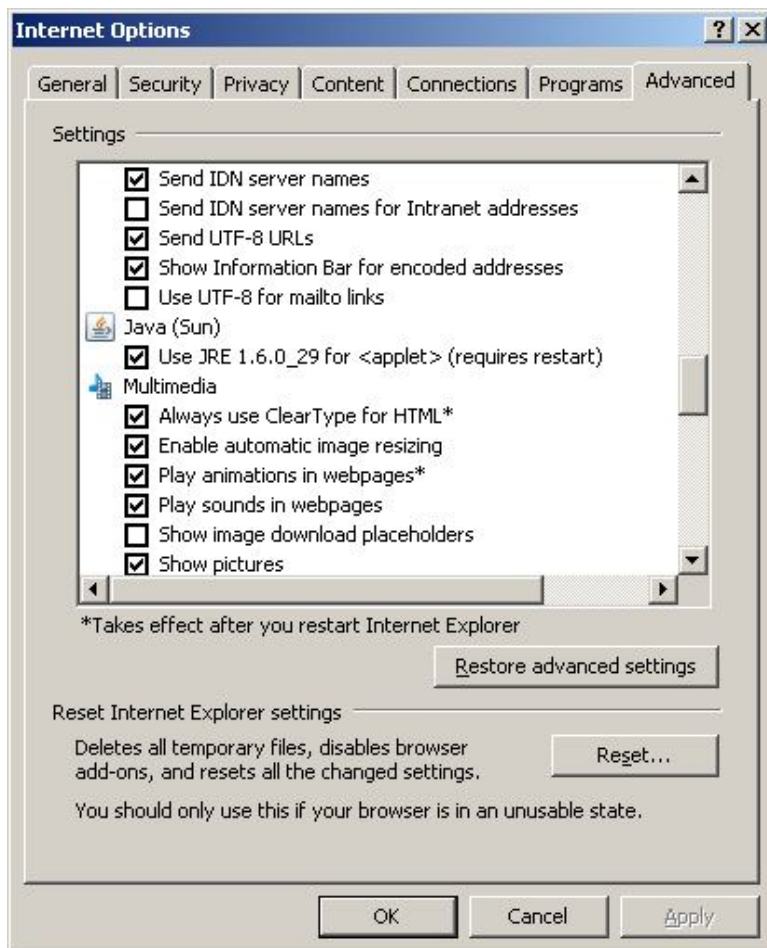
```
java version "1.6.0_29"  
Java(TM) SE Runtime Environment (build 1.6.0_29-b11)  
Java HotSpot(TM) Client VM (build 20.4-b02, mixed mode, sharing)
```

6. If you find "64-bit" in the output then it is a 64-bit java

```
C:\Documents and Settings\Administrator>java -version  
java version "1.7.0_01"  
Java(TM) SE Runtime Environment (build 1.7.0_01-b08)  
Java HotSpot(TM) 64-Bit Server VM (build 21.1-b02, mixed mode)
```

## Is Java enabled in my web browser?

1. Open Internet Explorer
2. Click on 'Tools' ☰ Internet Options
3. Go to 'Advanced' tab
4. Scroll down the list about half way
5. You should see the listing of "Java (Sun)" with the check box for "Use JRE 1.6.0\_29 for <applet> (requires restart)". See below image.



# How to resubmit the application in the listing centre ?

## 1. Click on Listing Module.

Scrip Code :600001      Scrip Name :      ISIN :INE123456789      Welcome 7777777 | Lo


Compliance Module | **Listing Module** | Change Password | Register Digital Signature      User Manual | Help De

[Search Compliance](#)

Fields marked with \* are compulsory

Quarterly / Yearly Compliance	
Select Year	Select * ▼
Select Quarter	Select * ▼
Period ended date/Current date in case of Non quarterly submissions	17/02/2014
Select Compliance Clause	Select * ▼
Upload File (Pdf/Zip)	<input type="text"/> <input type="button" value="Browse..."/>
<input type="checkbox"/> Digitally Sign The Pdf	Select <input type="button" value="Select Signing Certificate"/>
Upload Soft File Optional (Word/Excel/Zip)	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

## 2. Click on Track your issue

 **BSE LISTING CENTRE**  
EXPERIENCE THE NEW

Scrip Code :600001      Scrip Name :      ISIN :INE123456789      Welcome 7777777 | Logout

Compliance Module | Listing Module | Change Password | Register Digital Signature      User Manual | Help Desk

[Track Your Issue](#)

Issue Entry	
Issue Type	Select ▼
Sub-process	Select ▼
AGM/EGM Date *	<input type="text"/>
CDR Date	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Fields marked with \* are compulsory

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### 3. Click on the case to be resubmitted

**BSE LISTING CENTRE**  
EXPERIENCE THE NEW

Scrip Code :600001      Scrip Name :      ISIN :INE123456789      Welcome 7777777 | Log

Compliance Module | Listing Module | Change Password | Register Digital Signature      User Manual | Help Des

[Add New Case](#)

**INDEX**

From Date:  To Date:

Issue Type:  Status:

Case No	Date of Filing	Issue Type	Sub Process	Status	Remarks	History	Approval Letter
5543	07/02/2014	Rights	Basis	Draft			-
5441	04/02/2014	OFS	Notice & Undertakings	Draft			-
5432	04/02/2014	Bonus	Prior IP	Draft			-
5431	04/02/2014	Bonus	Prior IP	Draft			-
5424	03/02/2014	QIP	Listing	Draft			-
5423	03/02/2014	QIP	IssueOpen	Draft			-
5414	03/02/2014	QIP	Trading	Draft			-
5413	03/02/2014	QIP	IssueOpen	Draft			-
5338	30/01/2014	FCCBs	Trading	Draft		<a href="#">View</a>	-
5337	30/01/2014	ADRGDR	Trading	Draft		<a href="#">View</a>	-
5336	30/01/2014	Bonus	Trading	Draft		<a href="#">View</a>	-
5335	30/01/2014	Bonus	Trading	Draft			-
5334	30/01/2014	Bonus	Listing	Draft			-

### 4. Click on submit button after uploading of required documents

Designated Exchange:       RTA Name:

Lead Manager to the Issue:

**Issue Details**

No of Securities to be issued	<input type="text" value="5000000"/>	Ratio	<input type="text" value="1:2"/>
Face Value	<input type="text" value="10"/>	Premium	<input type="text" value="150"/>
Total Issue Price	160	Total Issue Size (Rs.)	800000000
Security type	<input type="text" value="Equity shares &amp; Warrants"/>	Issue Opening Date	<input type="text" value="01/01/1900"/>
Issue Closing Date	<input type="text" value="13/11/2013"/>		

**Document Upload**

					Delete Document
1	Covering Letter	<input type="button" value="Choose File"/>	No file chosen	*	<input checked="" type="checkbox"/>
2	Final Offer Document Copy	<input type="button" value="Choose File"/>	No file chosen		<input checked="" type="checkbox"/>
3	Details Of Amount paid in Cash towards 1% details (RTGS)	<input type="button" value="Choose File"/>	No file chosen		<input checked="" type="checkbox"/>
4	Details Of Amount paid in Cash towards 1% details (Bank Guarantee)	<input type="button" value="Choose File"/>	No file chosen		<input checked="" type="checkbox"/>
5	Details of Rights Module Software Usage Fees (RTGS)	<input type="button" value="Choose File"/>	No file chosen		<input checked="" type="checkbox"/>
6	Other documents (if any)	<input type="button" value="Choose File"/>	No file chosen		<input checked="" type="checkbox"/>