

2021



# BSE Limited

Member User Manual for Cyber Incident Reporting (CIR)

### System Requirements:

1. Microsoft Excel (version 2007 and above)
2. Only Internet Explorer (version 11 and above) to be used to submit Cyber Incident Reporting

### Procedure for reporting the Cyber Incident Reporting on BEFS:

#### There are two types of Cyber Incident reporting

- A) Quarterly Incident Reporting :** Designated Officer shall submit the Quarterly report within 15 days after the end of the respective quarter through **BEFS**.
- B) Immediate Incident Reporting:** Any unusual activities and events should be reported by Designated Officer within 24 hours of receipt of such Information through BEFS.

#### A) Quarterly Incident Reporting

1. **Member** shall enter their credentials on BEFS and login from Internet Explorer

**BEFS**

**BSE**  
EXPERIENCE THE NEW

Install Pre requisites...  
For Optimized Result , Please Click Here..

Forgot Your Password

Member Code : 123456

Login Id : 123456

Password : .....

34CC

Enter Captcha : 34CC

Menu View : User Preferred

Login

Please login to BEFS... Thank You...

Bookmark Application!

BSE Electronic Filing System

- In **Cyber Incident Report** > Select **Quarterly Incident Reporting**

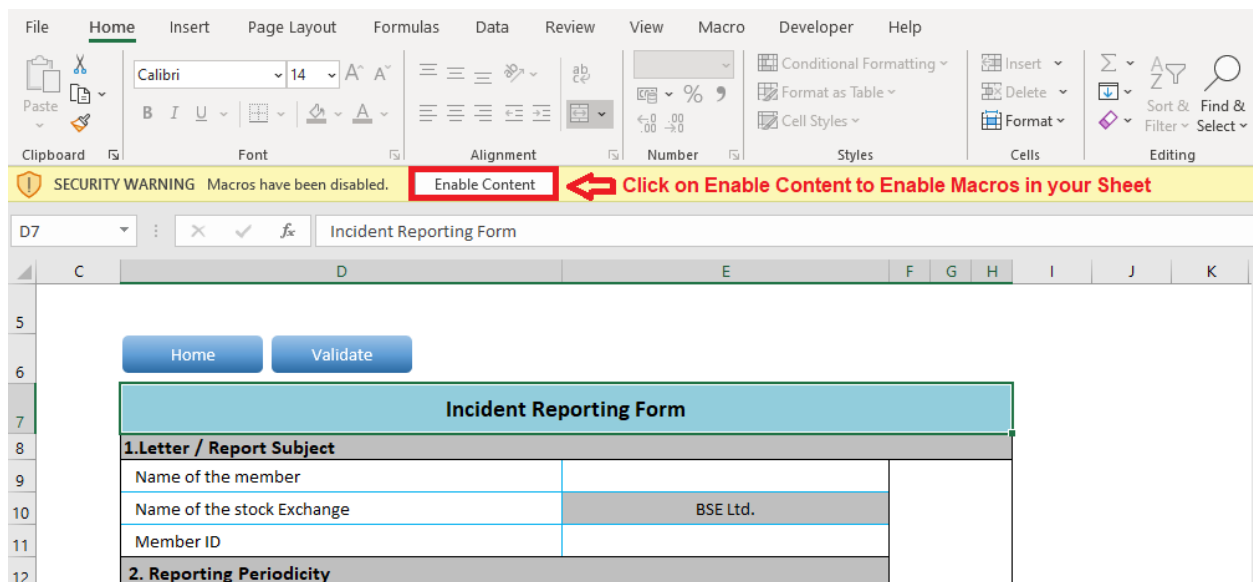


- Kindly select the year and quarter from the drop down and click on **Download CIR template button**.



The form is titled 'Quarterly Report Submission Excel Template'. It contains two dropdown menus: 'YEAR' set to '2021-22' and 'QUARTER' set to 'Q1'. Below these, it displays 'Period : APR - JUN', 'SUBMISSION START DATE : 01-07-2021', and 'DUE DATE : 15-07-2021'. At the bottom is a large button labeled 'DOWNLOAD CIR TEMPLATE'.

- Once the template is downloaded open it and enable macros



5. Details to be filled in the template in case of No Cyber- Attack or in case Cyber Attack Observed.

5.1. In case of No Cyber-Attack/ breach observed in Quarter select **No** from the drop down in the field “Cyber -attack/breach observed in quarter” and fill other details related to designated officer. After filling all details click on “Validate” button.

Year	2021-22		
Quarter	Q1		
Period	APR - JUN		
Submission start date	01-07-2021		
Due date	15-07-2021		
<b>3. Designated Officer (Reporting Officer details)</b>			
Name	Mr. ABC XYZ		
Organization	ABC Stock Brokers Ltd		
Title	Designated Officer		
Phone / Fax No	1111111111		
Mobile	999999999		
Email	<a href="mailto:abc.xyz@abc.com">abc.xyz@abc.com</a>		
Address	5/500 Chambers, Big Road, Small Street		
Cyber-attack / breach observed in Quarter	No		
Date & Time		HH	MM SS

5.2. In case of Cyber-Attack/ breach observed in Quarter select **Yes** from the drop down and fill the relevant details mentioned below.

Cyber-attack / breach observed in Quarter	Yes		
Date & Time	22-06-2021	03	30 00
Brief information on the Cyber-attack / breached observed	<input type="button" value="Add Information"/>		

Fill in all the details required in all the sheet and click on validate button

Annexure 1	
1. Physical location of affected computer / network and name of ISP	<input type="button" value="Add Details"/>
2. Date and time incident occurred	<a href="#">Add Details</a>
3. Information of affected system	<a href="#">Add Details</a>
4. Type of incident	
Phishing	
Network scanning /Probing Breaking/Root Compromise	
Virus/Malicious Code	
Website Defacement	
System Misuse	
Spam	
Bot/Botnet	
Email Spoofing	
Denial of Service (DoS)	

Wherever there is an add details button you have to click and enter the details in message box and **click on Save** .

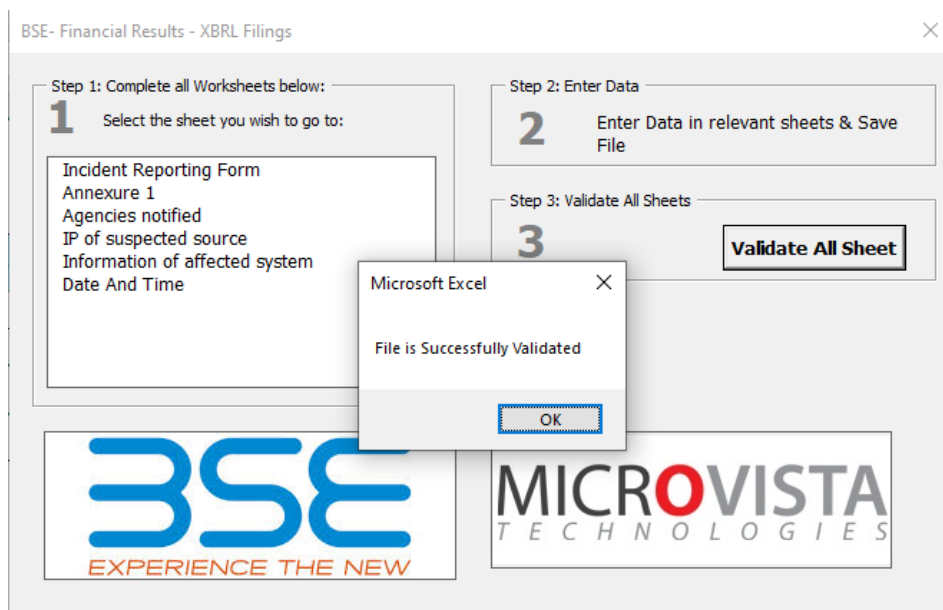


You can add and delete records



6. After filling the data, Click on **Home** Button and then Click on **Validate All the Sheet**.

Once all the sheets are validated successfully save the file.

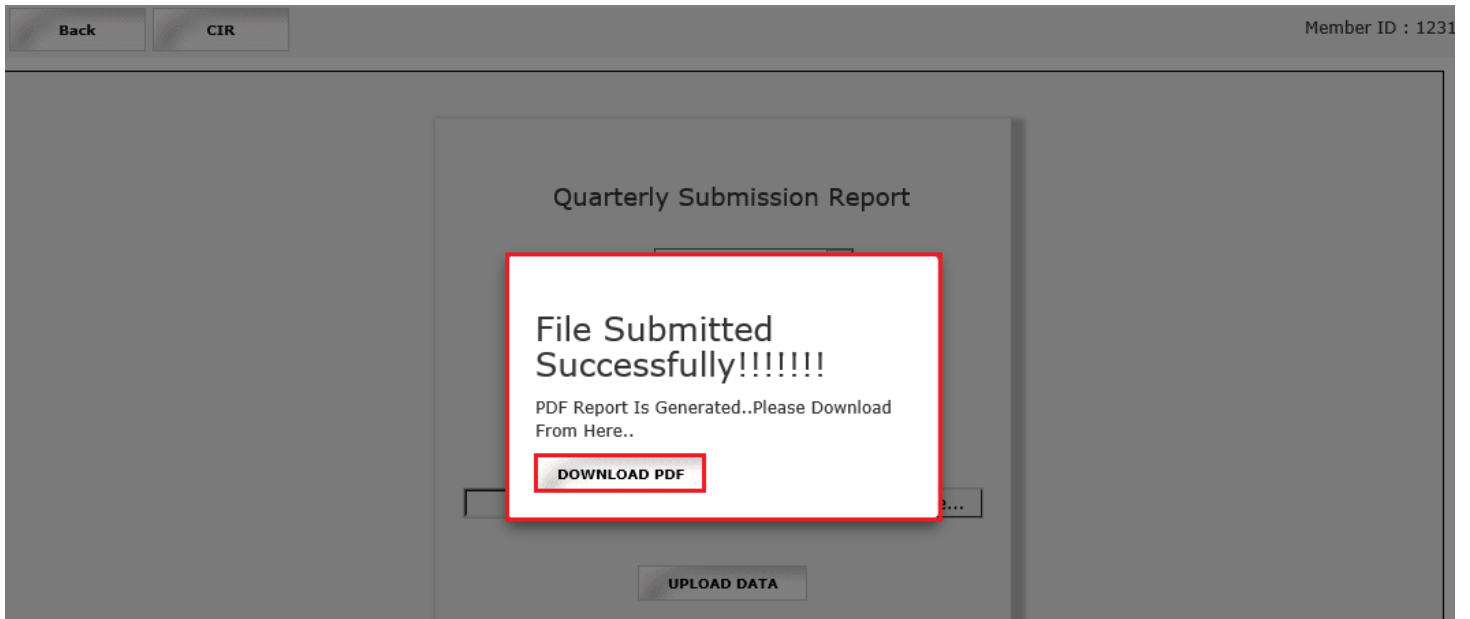


7. Click on CIR and select the year & quarter from drop down.

Then select the excel file from browse button and click on Upload button.



- Once the Excel template gets uploaded it gets converted into Pdf file.  
Download the PDF and save the file . The saved PDF file should be Digitally Sign by designated officer.

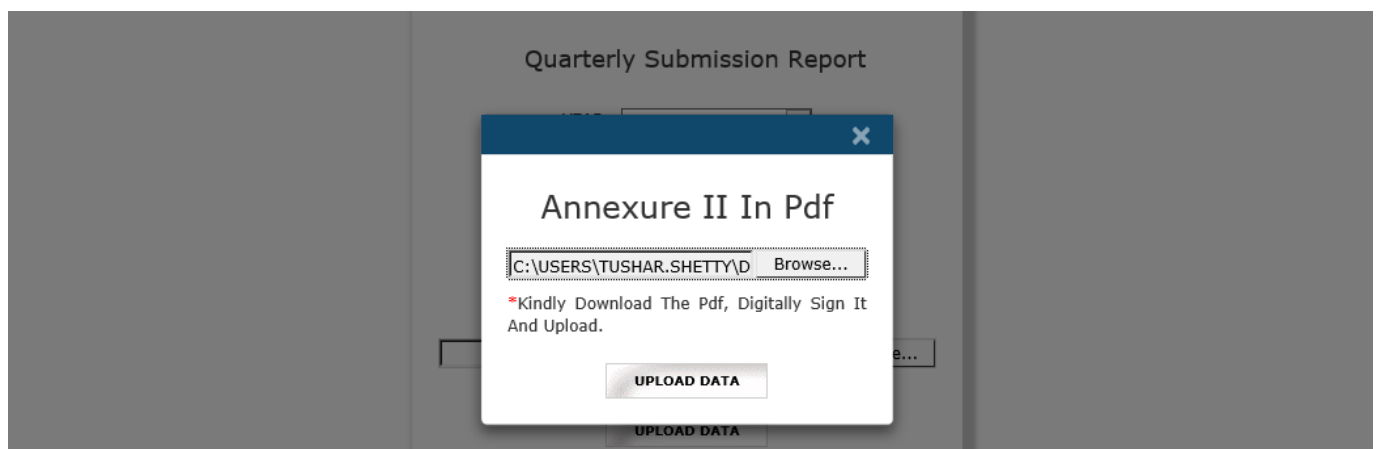


- Once your document is ready click on the submit option as mentioned below:

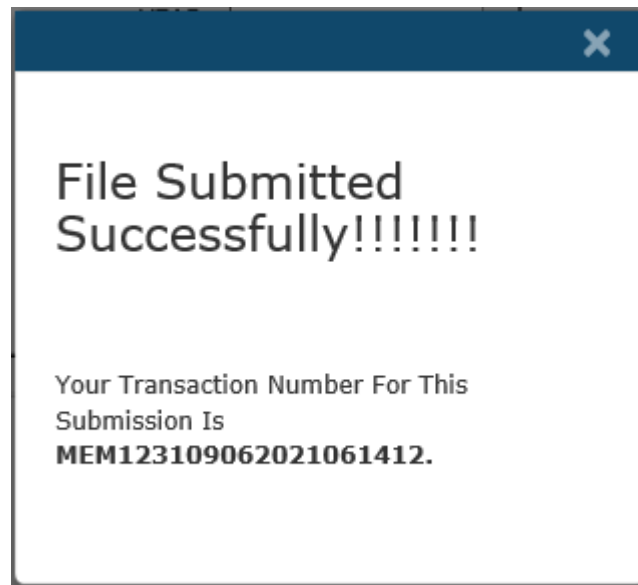
### Quarterly Report Submission History

Member Id	Year	Quarter	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1231	2021-22	Q1	09-06-2021 06:05:34	1231_CIR_APR21- JUN21_09062021060533.Xlsm			<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">View</a>	<a href="#">Submit</a>

- Once you click on submit one pop-up box will be opened. Kindly browse your digitally signed pdf and upload it.



11. Once the digitally signed pdf file is uploaded you will receive the pop-up message as mentioned below and system generated **acknowledgement** email will be sent to Compliance Officer **and e mail id of designated officer filled in XBRL sheet.**  
**Please note that submission process is complete when you receive the acknowledgement email.**



### Acknowledgement Of Quarterly incident reporting ...



compliance@bseindia.com

To \_\_\_\_\_  
Cc \_\_\_\_\_



**Dear Stock Broker (Member Name – ABC Stock Brokers Ltd)(Clearing No. - 1231)**

This is confirmation mail. You have successfully submitted the Quarterly incident reporting of Cyber-attack for the quarter 01-04-2021 to 30-06-2021 through BEFS, on Date 09/06/2021 18:14:13.

Your Transaction Number for this submission is  
**MEM123109062021061412.**

**B) Immediate Incident Reporting**

1. **Member** shall enter their credentials on BEFS and login from Internet Explorer

**BEFS**

**BSE**  
EXPERIENCE THE NEW

Install Pre requisites...  
For Optimized Result , Please Click Here..

Forgot Your Password

Member Code : 123456

Login Id : 123456

Password : .....

34CC

Enter Captcha : 34CC

Menu View : User Preferred

Login

Please login to BEFS... Thank You...

Bookmark Application!

BSE Electronic Filing System

2. In **Cyber Incident Report** > Select **Immediate Incident Reporting**

Cyber Incident Report

Immediate Incident Reporting

Quarterly Incident Reporting

3. Kindly download the Immediate Incident Reporting Template below

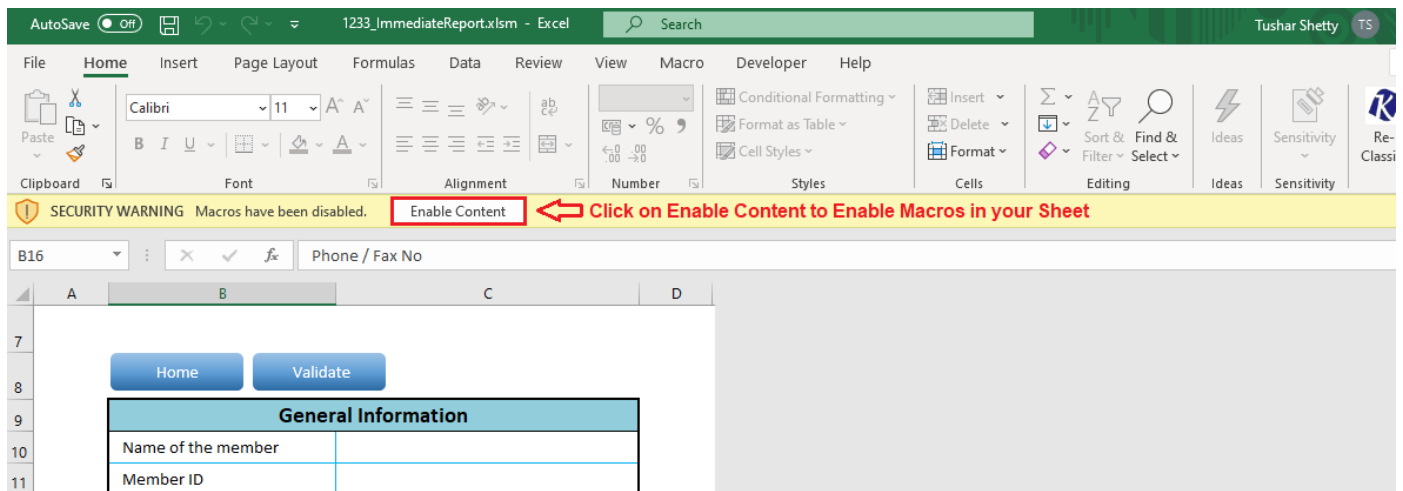
Back IR Member ID : 1233 |

Immediate Report Submission Excel Template

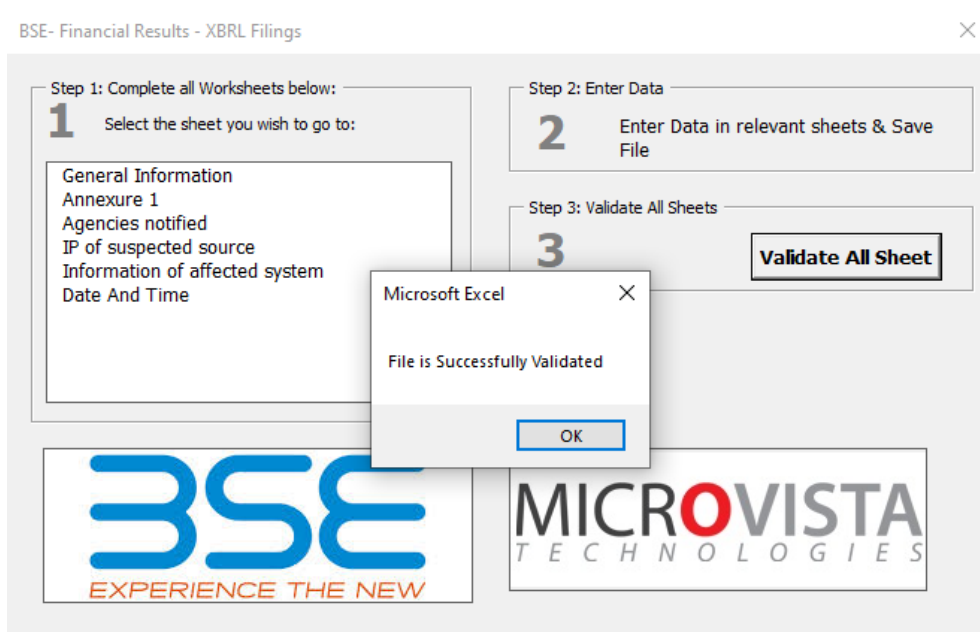
DOWNLOAD IR TEMPLATE



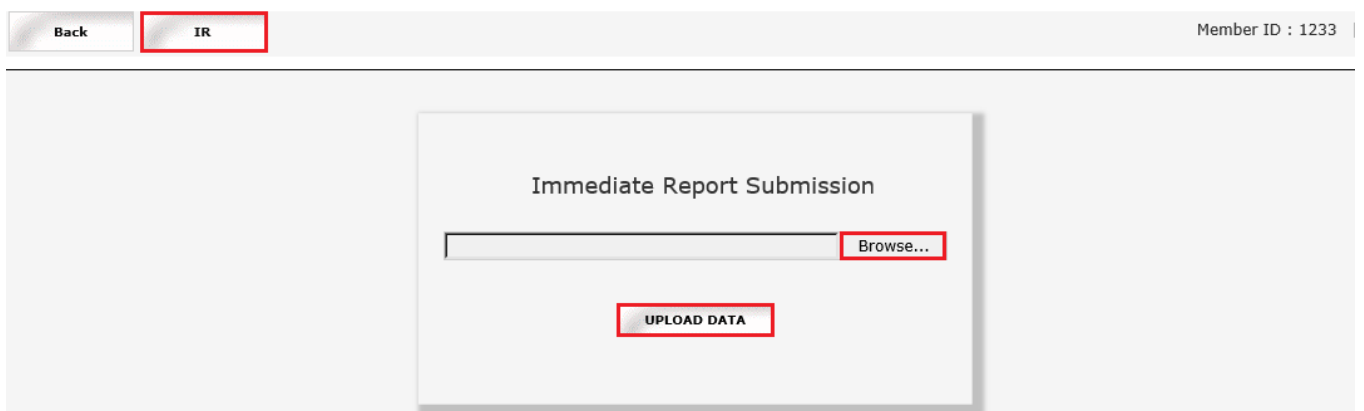
4. Once the template is downloaded open it and enable macros



5. After filling the data, Click on **Home** Button and then Click on **Validate All the Sheet**. Once all the sheets are validated successfully save the file.



6. Click on IR and select the excel file from browse button and click on Upload button.



- Once the Excel template gets uploaded it gets converted into Pdf file. Download the PDF and Digitally Sign it.

File Submitted Successfully!!!!!!

PDF Report Is Generated..Please Download From Here..

[DOWNLOAD PDF](#)

Member Id	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1233	10-06-2021 10:05:16	1233_IR__10062021100516.Xlsm			<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">View</a>	<a href="#">Submit</a>

- Once your document is ready click on the submit option as mentioned below:

Member Id	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1233	10-06-2021 10:05:16	1233_IR__10062021100516.Xlsm			<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">View</a>	<a href="#">Submit</a>

- Once you click on submit one pop-up box will be opened. Kindly browse your digitally signed pdf and upload it.

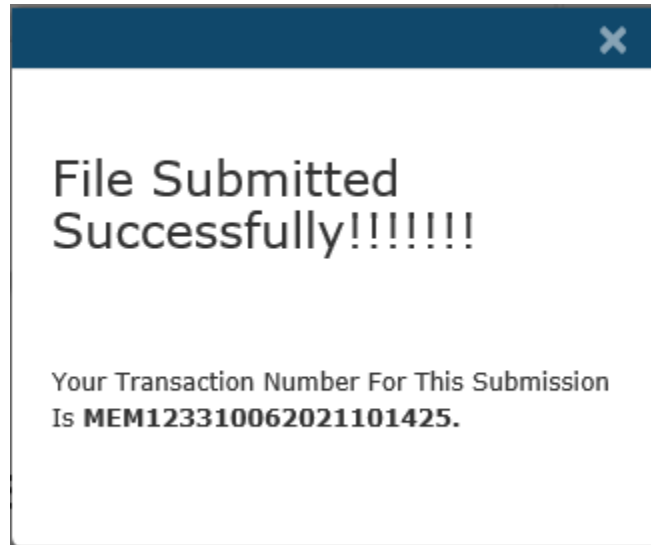
Annexure II In Pdf

C:\USERS\TUSHAR.SHETTY\DO [Browse...](#)

\*Kindly Download The Pdf, Digitally Sign It And Upload.

[UPLOAD DATA](#)

10. Once the digitally signed pdf file is uploaded you will receive the pop-up message as mentioned below and system generated email will be sent to Compliance Officer and Designated Director.



### Acknowledgement Of Immediate incident reporting ...



compliance@bseindia.com

To \_\_\_\_\_  
Cc \_\_\_\_\_



**Dear Stock Broker (Member Name – ABC Ltd)(Clearing No. - 1233)**

This is confirmation mail. You have successfully submitted the Immediate incident reporting of Cyber-attack through BEFS, on Date 10/06/2021 22:14:28.

Your Transaction Number for this submission is **MEM123310062021101425.**

**\*\*\*End of Document\*\*\***