

## Manual for Members to upload Bank confirmation under Enhanced Supervision

As per exchange notice number 20220412-30 members must submit Bank confirmation to exchange by 31<sup>st</sup> May 2022.

So, to submit the above undertaking online facility is provided with user manual.

Please find below steps to upload Bank confirmation:

1. Login into BEFS portal (From Main Login Credential provided by Exchange) > **Enhanced Supervision > Bank Account Details**

Select	Sr.No.	Name Of Bank	Address Of Bank	Branch Name	Account Number	PAN	IFSC Code	Account Name	Account Purpose	A/C Open Date	A/C Close Date	Confirmation	Confirmation Date	Confirmation File
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2. Process for bank account already added, select the bank account for which confirmation is to be provided.

Select	Sr.No.	Name Of Bank	Address Of Bank	Branch Name	Account Number	PAN	IFSC Code	Account Name	Account Purpose	A/C Open Date	A/C Close Date	Confirmation	Confirmation Date	Confirmation File
<input checked="" type="checkbox"/>	29	Yes	DUMMY	DUMMY	14785236985	DUMMY1234y	Ut1452665t	DUMMY Ltd	SETTLEMENT	21/06/2018				

3. Select on Confirmation "YES/NO".

Confirmation : \*

Upload Confirmation File : \*

SELECT  
YES  
NO

- If selected “YES” then member must enter confirmation date provided by Bank(s) & then upload confirmation file. {Please note that file must be in PDF format & nomenclature of the file name should be “**Clg.No.pdf**” (123456.pdf)}.

**Bank Account Details**

[Annexure](#)
[BULK UPLOAD](#)

Member Code : 123456	Member Name : DUMMY
Name Of Bank : * YES	Address Of Bank : * DUMMY
Branch Name : * DUMMY	Account Number : * 14785236985
PAN : * DUMMY1234Y	IFSC Code : * UTI1452665T
Name Of Account : * DUMMY LTD	Purpose Of Account : * SETTLEMENT
Date Of Opening : * 21/06/2018	Date Of Closure :
Confirmation : * YES	Confirmation Date : * 27/04/2022
Upload Confirmation File : * C:\USERS\SAHIL\ Browse...	

[UPDATE](#)
[DELETE](#)

Select	Sr.No.	Name Of Bank	Address Of Bank	Branch Name	Account Number	PAN	IFSC Code	Account Name	Account Purpose	A/C Open Date	A/C Close Date	Confirmation	Confirmation Date	Confirmation File
<input checked="" type="checkbox"/>	29	Yes	DUMMY	DUMMY	14785236985	DUMMY1234Y	UTI1452665T	DUMMY Ltd	SETTLEMENT	21/06/2018				

- After uploading file, click on “**UPDATE**” button & if file is uploaded as per format with proper details filled “**Success**” message will top-up.

**Bank Account Details**

[Annexure](#)
[BULK UPLOAD](#)

Member Code : 123456	Member Name : DUMMY
Name Of Bank : * YES	Address Of Bank : * DUMMY
Branch Name : * DUMMY	Account Number : * 14785236985
PAN : * DUMMY1234Y	IFSC Code : * UTI1452665T
Name Of Account : * DUMMY LTD	Purpose Of Account : * SETTLEMENT
Date Of Opening : * 21/06/2018	Date Of Closure :
Confirmation : * YES	Confirmation Date : * 27/04/2022
Upload Confirmation File : * C:\USERS\SAHIL\ Browse...	

[UPDATE](#)
[DELETE](#)

Select	Sr.No.	Name Of Bank	Address Of Bank	Branch Name	Account Number	PAN	IFSC Code	Account Name	Account Purpose	A/C Open Date	A/C Close Date	Confirmation	Confirmation Date	Confirmation File
<input checked="" type="checkbox"/>	29	Yes	DUMMY	DUMMY	14785236985	DUMMY1234Y	UTI1452665T	DUMMY Ltd	SETTLEMENT	21/06/2018				



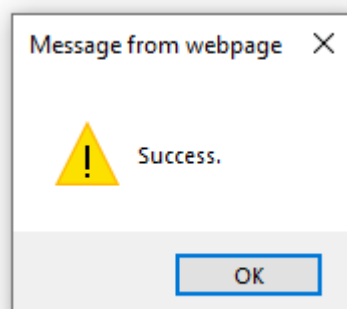
- Member can view & download the file uploaded “**Successfully**”.

Bank Account Details														
Annexure <b>BULK UPLOAD</b>														
Member Code :	123456				Member Name :	DUMMY								
Name Of Bank : *					Address Of Bank : *									
Branch Name : *					Account Number : *									
PAN : *					IFSC Code : *									
Name Of Account : *					Purpose Of Account : *	SELECT								
Date Of Opening : *					Date Of Closure :									
Confirmation : *	SELECT				Confirmation Date : *									
Upload Confirmation File : *					Browse...									
ADD														
Select	Sr.No.	Name Of Bank	Address Of Bank	Branch Name	Account Number	PAN	IFSC Code	Account Name	Account Purpose	A/C Open Date	A/C Close Date	Confirmation	Confirmation Date	Confirmation File
<input type="checkbox"/>	29	Yes	DUMMY	DUMMY	14785236985	DUMMY1234y	Uti1452665t	DUMMY Ltd		21/06/2018		YES	27/04/2022	123456 4272022111917 AM.PDF

7. Process to submit confirmation file for new bank account, fill all the mandatory details then if selected "YES" in Confirmation then member must enter confirmation date provided by Bank(s) & then upload confirmation file. {Please note that file must be in PDF format & nomenclature of the file name should be "Clg.No.pdf" (123456.pdf)}.

Bank Account Details														
Annexure <b>BULK UPLOAD</b>														
Member Code :	123456				Member Name :	DUMMY								
Name Of Bank : *	AAAAA				Address Of Bank : *	Mumbai, India								
Branch Name : *	FORT				Account Number : *	12345678901								
PAN : *	ABCDE1234F				IFSC Code : *	ABCDE12345								
Name Of Account : *	DUMMY				Purpose Of Account : *	SETTLEMENT								
Date Of Opening : *	27/04/2022				Date Of Closure :									
Confirmation : *	YES				Confirmation Date : *	27/04/2022								
Upload Confirmation File : *	C:\USERS\SAHIL\				Browse...									
ADD														

8. Click on Add option and "Success" top-up will pop out.



<input type="checkbox"/>	35	Aaaaaaaa	Mumbai, India	Fort	12345678901	Abcde1234f	Abcde12345	Dummy	SETTLEMENT	27/04/2022		YES	27/04/2022	123456 4272022120328 PM.PDF
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9. Format for Bank Confirmation file has been provided to member in BEFS please find below screen shot for the reference **(Annexure)**:

Bank Account Details			
Member Code :	123456	Member Name :	DUMMY
Name Of Bank : *	<input type="text"/>	Address Of Bank : *	<input type="text"/>
Branch Name : *	<input type="text"/>	Account Number : *	<input type="text"/>
PAN : *	<input type="text"/>	IFSC Code : *	<input type="text"/>
Name Of Account : *	<input type="text"/>	Purpose Of Account : *	SELECT
Date Of Opening : *	<input type="text"/>	Date Of Closure :	<input type="text"/>
Confirmation : *	SELECT	Confirmation Date: *	<input type="text"/>
Upload Confirmation File : *	<input type="text"/> Browse...		
ADD			

10. If selected **“NO”** then confirmation date & confirmation file is not mandatory to fill.
11. Please note that Confirmation file uploading option is not available in bulk upload. Member must individually select the bank and upload the confirmation file process for same is mentioned above.
12. If wrong confirmation file is uploaded by member then they have to select that bank account again and reupload correct Confirmation file with same process mentioned above.

**END**