**Annexure III**

**Part A - Guidelines for Bank Balance format**

|  |  |
| --- | --- |
| **Nomenclature (File Name)** | **PAN\_BA\_DDMMYYYY**Explanation:“PAN” shall be the Member’s PAN (Alpha Numeric 10 characters)Date shall day of reporting (.**eg. Reporting day: 30-01-2023 File name: AABBC1234C\_BA\_30012023).**Batch/Seq No. starts from 01, in case of multiple files of same weekPAN\_BA\_DDMMYYYY\_01 |
| **Frequency of Reporting** | Daily basis  |
| **Last day of Submission** | Members have to submit the data daily (all calendar days) for the previous day except Sunday.In case of No Holding – Members have to submit Nil reporting/ZERO reporting on the next day. |

Revised Bank Balance Format

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Account no.**  | **IFSC** | **Bank Account Type** | **DD-MM-YYYY** |

**Revised format of Holding statement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.**  | **Field Name**  | **Length (Max)**  | **Description**  |
| 1  | **Bank Account No.**  | Char(18) | ‘Bank Account No.’ should be as per the reporting done by member under **Enhanced supervision**=>**Bank Account Details**. In case of any new account is opened by the member then member is required to report first in Enhanced supervision.Member should compulsory use double inverted comma (“) in the beginning & End of every bank account no. For Example –“001020000015”Value of bank account no. should be Numeric only.  |
| 2  | **IFSC**  | Char(11) | ‘IFSC’ shall be as per the reporting done by the member under **Enhanced supervision.** |
| 3  | **Bank Account Type**  | Number (20) | ‘Bank Account Type’ should be given below – **CLIENT BANK ACCOUNT /SETTLEMENT ACCOUNT/OWN/PROPRIETORY ACCOUNT/ANY OTHER/CONSTITUENT (TM) BANK ACCOUNT** |
| 4  | **DD-MM-YYYY**  | Number (20)  | Value in Rs. (as per Bank Statement) Field should not be left blank. Decimals shall be allowed upto 3 digits Reporting Date  |

• File shall be in csv and zip format. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file.

• In case of success/error file, Members will not be able to upload another file with the same nomenclature. Member may use Batch/Seq No. starts from 01. For Example - PAN\_BA\_DDMMYYYY \_01.

* Files uploaded will be processed for validation check. Members are required to check the “Bank Balances Status Report” window for success/error status of the uploaded file(s). File status will be updated after 30 minutes from the date & time of upload of file.
* In case of error status, members have to correct the data as per the remarks provided in the file and re-upload the entire file with correct data with the different nomenclature.
* In case of non-applicability, members are required to provide a one-time declaration in the system. However, as and when, member becomes eligible for submissions, they will have to submit the data as per the requirements.
* Members are advised to do not upload blank file.
* Members are required to upload bank balances of those Bank Account No.’ s only which has been reported under Enhanced supervision. In case of any new account is opened by the member then member is required to report first in Enhanced supervision.

**Part B- User Manual for Bank Balance format**

**Following are the steps given to upload the Bank Balance**

**Step 1:**

Member Should login into the BEFS Link for uploading the Daily Bank Balance as shown in the below screen. Always login Through Internet Explorer.

UAT :- [https://uat.bseindia.in/befs/login.aspx](https://ind01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat.bseindia.in%2Fbefs%2Flogin.aspx&data=05%7C01%7Cshailly.shanbhag%40bseindia.com%7C2fba66acaafd494bfde508daf5365fae%7C673d78df71354df68573dba39180888d%7C0%7C0%7C638091911120620677%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tRTr7bmgAp4KIDlMYSaeqBMsQXrlBRZ7tspDWubEouE%3D&reserved=0)

Production :- [https://befs.bseindia.com/login.aspx](https://ind01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbefs.bseindia.com%2Flogin.aspx&data=05%7C01%7Cshailly.shanbhag%40bseindia.com%7C2fba66acaafd494bfde508daf5365fae%7C673d78df71354df68573dba39180888d%7C0%7C0%7C638091911120620677%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8KXaFeXcS8xhrW07GK5JUGpPEd2spAJtaXts2chSzdo%3D&reserved=0)

# *Note - Members need to change the password on first time login and then continue UAT.*

*The Default password* *B3fs@2023*



**Step 2:** Click on Enhance supervision-> Bank Balance >Bank balance Upload



**Step 3:** Below tab will appear: Select Year, Month & Date for submission

 

**Step 4:** Click on “No” to upload file > Click on holding statement bulk upload

 

**Step 5:** Download template for file uploading

 

**Step 6:** Upload file in specified file format .



**Step 7:**Click on undertaking to confirm submission .



**Step 8:** After clicking on ‘UPLOAD FILE’, a message “File is Uploaded Successfully” will

appear if the file format is correct.



**Step 9:** Check the File status

Click on Enhance Supervision -> Bank Balance - >Bank Balance Status Report



* Always Check the File status while under Process



* If the file is uploaded correctly than status will be shown as “Success”:



* **If the file uploaded contains Error than the below message will be the shown in status**

