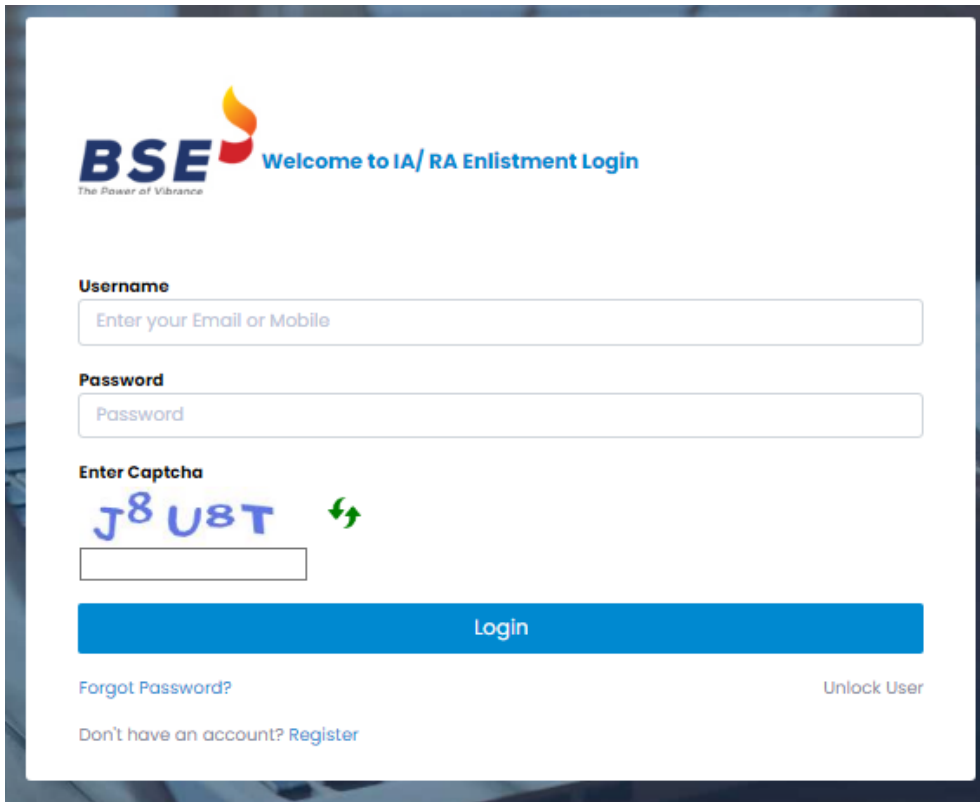


## **USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING**

1. Login into BSE RIA Membership Portal using your credentials on the link.

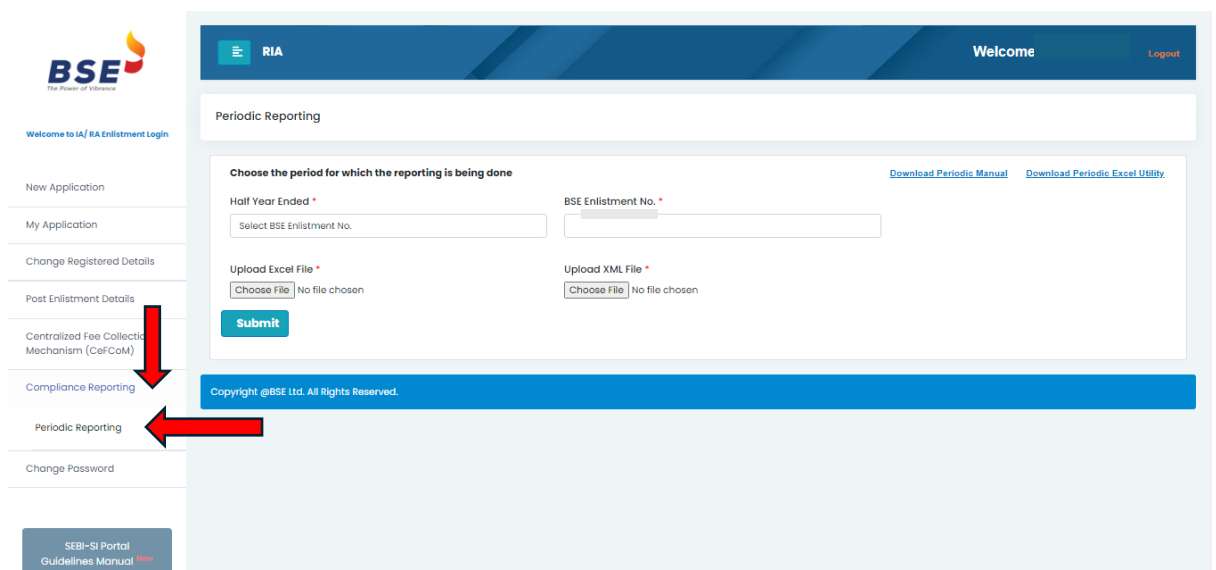
<https://membershipraia.bseindia.com/>

2. Enter your credentials and click and login.



3. Click on “Compliance Reporting” and sub menu “Periodic Reporting”.

SS



4. Please read carefully below section for instructions to be followed before downloading the excel file.

## **USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING**

- a) The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
  - b) The system should have a file compression software to unzip excel utility file.
  - c) Make sure that you have downloaded the latest Excel Utility from BSE Membership Website to your local system.
  - d) Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
  - e) Right Click on Workbook File Goto Properties and in Under the General tab, ensure that you check the Unblock box in the Security section, Click Apply, please refresh it and now open the workbook.
  - f) After following the above steps open the file and 'Save as' the file in other location in your system.
  - g) Open the file saved in new location and start filing.
5. Click on download periodic excel utility as shown below.
  6. Select the half year for which the filing is being done. Please note that the same period has to be selected in the excel file as well.
  7. Select the BSE Enlistment No. code from the dropdown provided.

Periodic Reporting

Choose the period for which reporting is being done

Half Year Ended \*

Select Half Year Ended

BSE Enlistment No. \*

Select BSE Enlistment No.

Upload Excel File \*

Choose File No file chosen

Upload XML File \*

Choose File No file chosen

[Download Periodic Manual](#) [Download Periodic Excel Utility](#)

**Submit**

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8. Post ensuring the system configuration are done, start filling the excel sheet.
9. Fill the General Details sheet. While filling details in the General Details sheet, Row no's 13,14,15,16, 21,22, 24, are rows with additional information to be filled.
10. If the said field is not applicable, then click on the "No" option.

## **USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING**

11. Click on “Yes” option from the dropdown if you have other details to be added and click on “Add Option”.
12. “Add Option” on which you will be redirected to respective sheets.
13. Add the no of rows to be added and “VALIDATE” the sheet after filling the details.
14. After filling all the additional details of General details page, validate the general details sheet by clicking on “VALIDATE”.
15. Now start filling details of Complaints sheet.
16. In the details of complaints sheet, Additional information has to be filled in row 7. And follow the same steps mentioned in points 10,11,12,13 of the user manual.
17. Add the no. of rows to be added and “VALIDATE” the additional sheet after filling the required details.
18. After filling all the additional details of Details of complaints sheet, “VALIDATE” the details of Complaints sheet.
19. Now start filling details of Client sheet. Additional information has to be filled in row 9 and “VALIDATE” the sheet. And follow the same steps mentioned in points 10,11,12,13 in the user manual.
20. “VALIDATE” the details of client’s sheet.
21. Post validating each sheet, go to General Details sheet and click on “VALIDATEALL”.
22. After clicking on “VALIDATE ALL” option in the general details sheet, click on ‘GENERATE XML’ option. XML file will be generated, save the xml file.
23. Now upload the Excel sheet & XML file in the portal as shown below:

The screenshot displays the 'Periodic Reporting' portal interface. At the top, there is a navigation bar with a menu icon, the text 'Periodic Reporting', a 'Welcome' message, and a 'Logout' link. Below the navigation bar, a blue circle with the number '1' is centered above the text 'Periodic Reporting'. The main content area is titled 'Periodic Reporting' and contains a form with the heading 'Choose the period for which the reporting is being done'. To the right of this heading are two links: 'Download Periodic Manual' and 'Download Periodic Excel Utility'. The form includes four input fields: 'Half Year Ended' with a dropdown menu, 'BSE Enlistment No.' with a text input field, 'Upload Excel File' with a 'Choose File' button, and 'Upload XML File' with a 'Choose File' button. Two red arrows point to the 'Upload Excel File' and 'Upload XML File' buttons. A 'Submit' button is located at the bottom left of the form. At the bottom of the page, a blue footer contains the text 'Copyright @BSE Ltd. All Rights Reserved.'

# USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING

24. Once the application is submitted check the status of your application under My Application.

The screenshot displays the BSE RIA portal interface. On the left sidebar, the 'My Application' menu item is highlighted with a red arrow. The main content area shows the 'My Applications' section with a 'Case Id' input field and a 'Submit' button. A second red arrow points to the 'Submit' button. Below the form is a table listing applications.

Case ID	Applicant Name	Application Submission Date	Application Status	Entity Type	Application Type	Date Of Approval	Action	Action	Processing Fees	Download BSE Enlistment Letter
94756		30/09/2024	Draft		Bank Details		<a href="#">Details</a>			
93747		25/09/2024	Draft	Sole proprietor	New		<a href="#">Details</a>		<a href="#">Pay Processing Fees</a>	