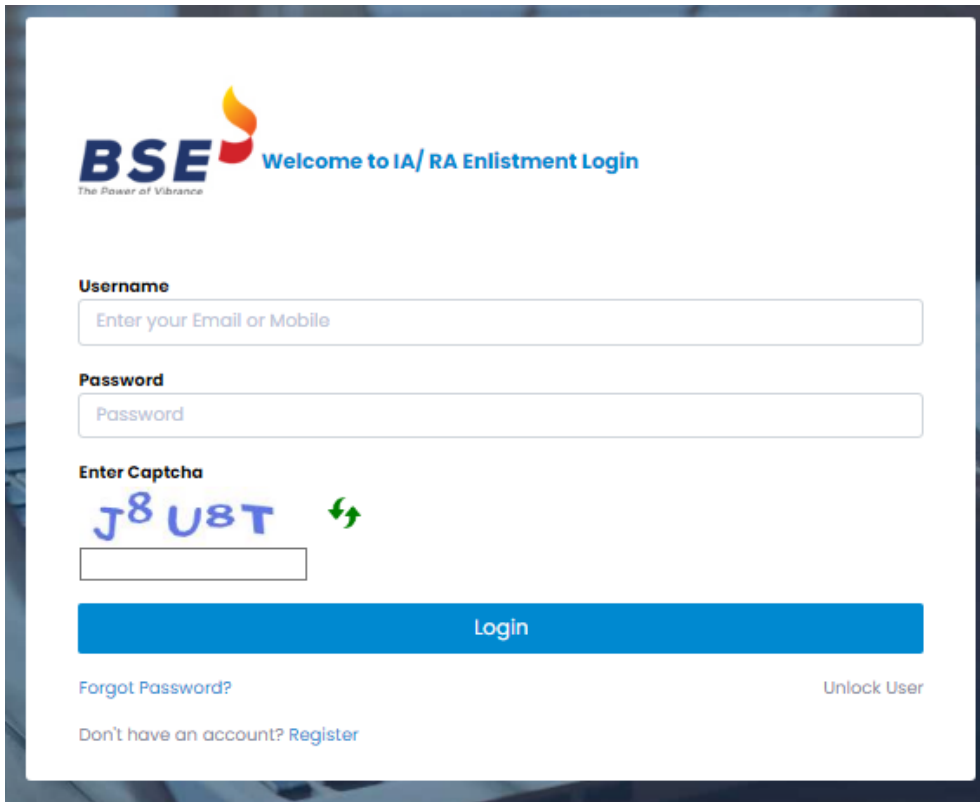# USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING

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

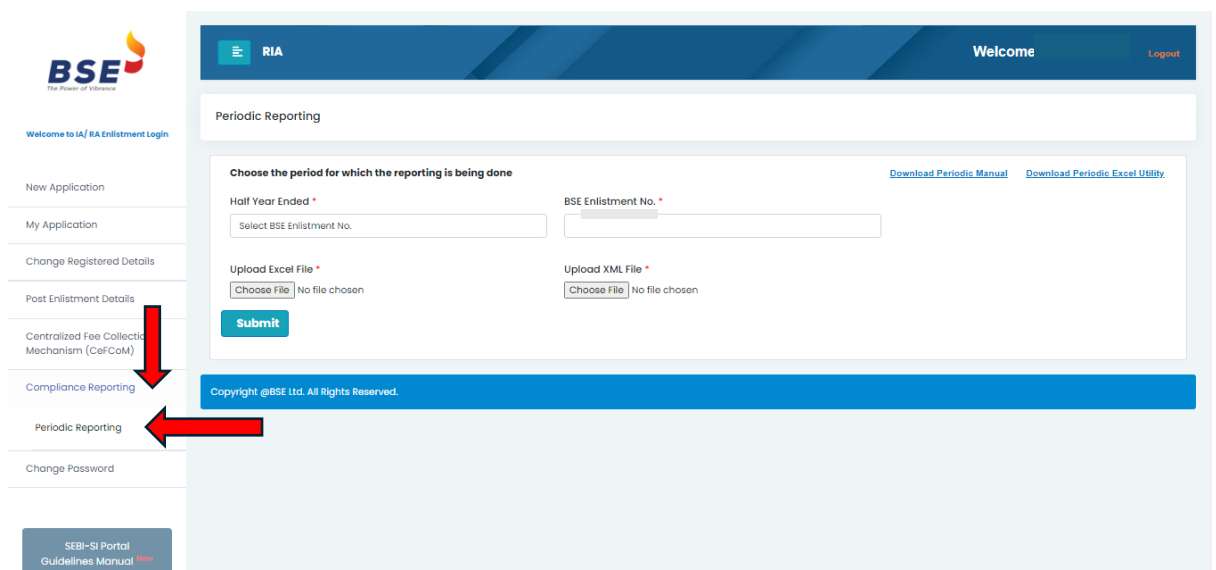   https://membershipraia.bseindia.com/

2. Enter your credentials and click and login.

3. Click on "Compliance Reporting" and sub menu "Periodic Reporting".

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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.

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.

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:

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