

NSE Clearing Limited

Circular

Department: Compliance	
Download Ref No: NCL/CMPL/68213	Date: May 27, 2025
Circular Ref. No: 14/2025	

To All Clearing Members (Clearing for other Stock-Broker and/or Custodial Participants Code)

Sub: Submission of Half Yearly Internal Audit Report by Clearing Members for the half year ended March 31, 2025

This is with reference to NCL Circular no. NCL/CMPL/67482 dated April 07, 2025, requiring Clearing Members to carry out and complete the Internal Audit for the half-year ended March 31, 2025.

In view of the above, Clearing Members are advised to submit the Internal Audit Report on or before May 31, 2025 through the portal of NCL <https://ims.connect2nscl.com/NCLMemberPortal/> Detailed manual for submission of Internal Audit Report - Annexure A.

In case of any difficulty encountered for upload on the said portal, members are requested to submit the reports on the email ID "internalaudit@nscl.co.in" with the subject line as "Internal Audit Report- Name of the Clearing Member (Clearing Member Code) – March 2025", in the prescribed format and comply with the regulatory requirements to avoid any penalties/disciplinary actions for late/non-submission of the Internal Audit Report as prescribed by the NCL Circular No. NCL/CMPL/67482 dated April 07, 2025.

Members are advised to take note of the above and comply.

**For and Behalf of
NSE Clearing Limited**

**Shivani Dalvi
Associate Vice President**

Telephone No	Email id
1800 266 0050	internalaudit@nscl.co.in

ANNEXURE A

MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY AUDITOR:

Upon registration of Auditor by member, the Internal Auditor shall receive the following indicative e-mail on his registered E mail ID.

Dear Sir/Madam,

Your Registration for submission of Internal Auditor Report for the period Oct-24 To Mar-25 has been successfully created.

Please find the details as under:

UserId: User ID

Password: Password

CM Name: Clearing member name

CM Code: Clearing Member Code

Kindly click on the following link <https://ims.connect2nscl.com/NCLMemberPortal/>

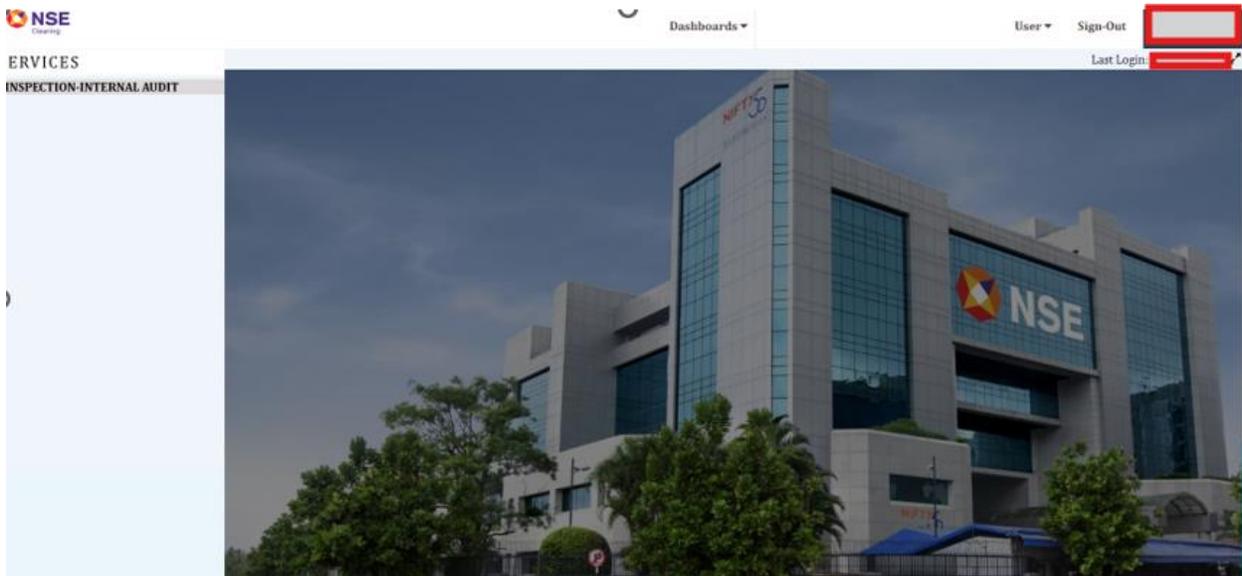
On clicking the above link for the first time, you will be prompted to change the password, kindly change the password immediately.

You are requested to initiate Internal Audit for the OCT-24 to MAR-25 for CM, FO, CD,COM segment/s and submit Annexure I, II and V.

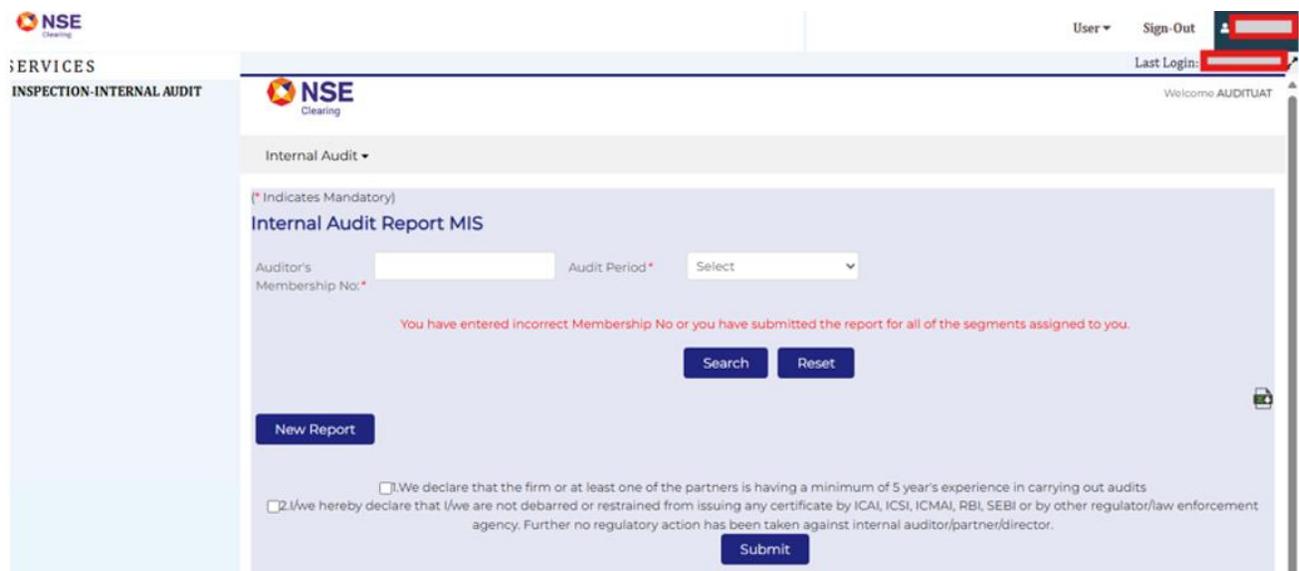
In case of any clarification, please contact the Member.”

1.The auditor has to login by Clicking on the URL provided in the email and login with the given credential.

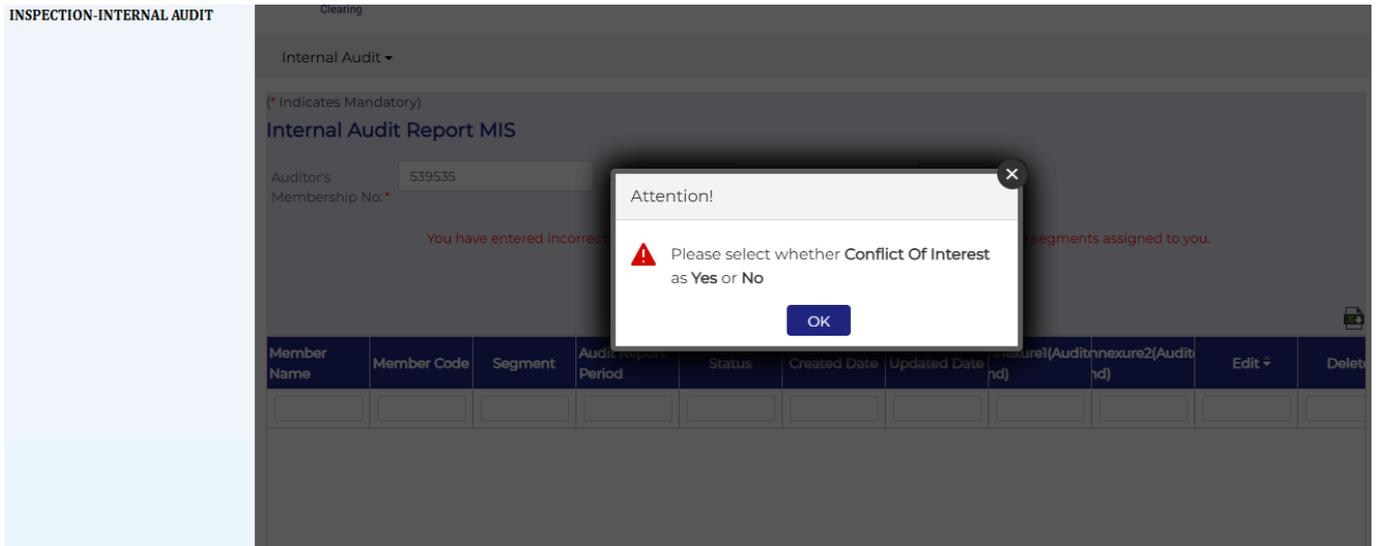
2. Click on “Inspection-Internal Audit” under Menu at the left-hand side, Internal Audit Report MIS page will open.



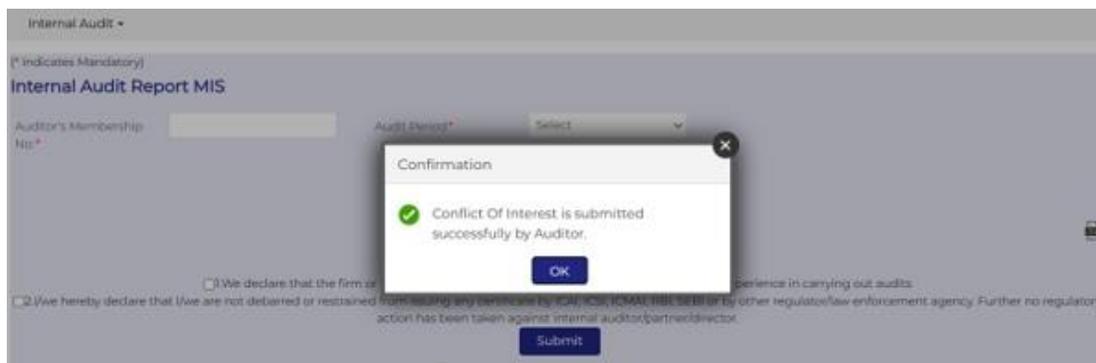
3. Under Internal Audit MIS– by entering Auditor Membership Number and Audit Period, Auditor will find data as per below screen. Auditor has to enter the Auditor’s Membership No. and Audit Period and click on search.



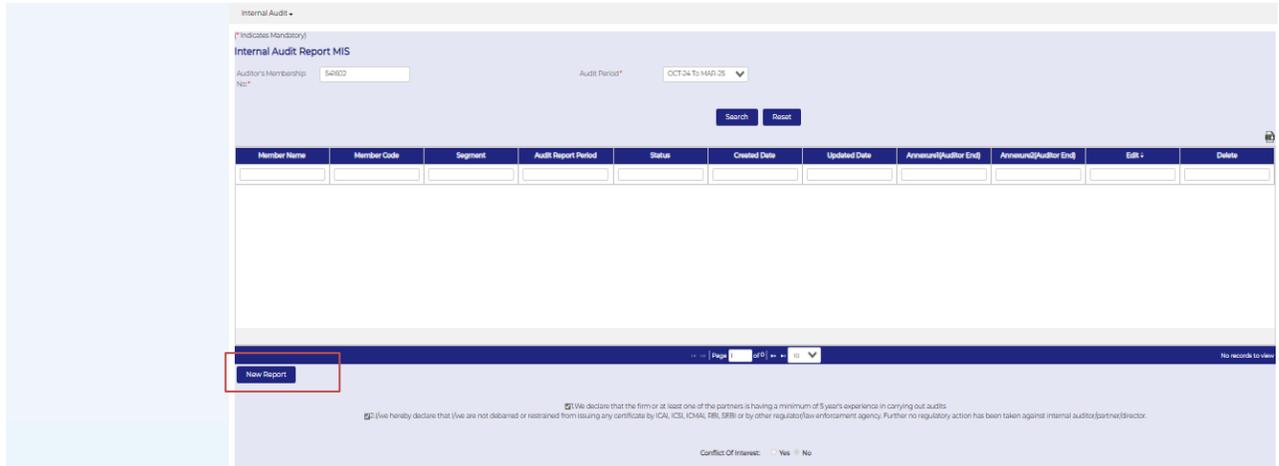
Click on “OK”



4. After clicking on 'Search' button, auditor is required to click the 2 checkboxes and submit declaration (as per below screenshot). Also, auditor has to submit conflict of interest to the member (subsequently to be submitted by Member to the Clearing corporation from his login). 'New Report' button would be visible to the auditor only after Conflict of Interest is submitted by both Auditor and Member (First auditor then member).



5. On clicking, “New Report” button (As per above screenshot). The screen will move to the next page and auditor is required to fill certain details. Click ‘OK’ after reading all the point to proceed and fill all the details.



6. On the same page, auditor can either download the checklist (excel template) provided in the system or use the checklist provided in the circular for carrying out the internal Audit.

INSPECTION-INTERNAL AUDIT

Message: Data can be entered for segment and activity that is selected here.

Internal Audit Report For Segment (CM/FO/SLBM/CD/CO):* CM FO SLBM CD WDM OBPP IRF MFSS DEBT CO

SEBI Registration No.*

Activity Type (TRADING/CLEARING):* PCM Tm-CM Tm-CA PCM Tm-CM Tm-CA

[Download Format to fill Compliance/NonCompliance](#) [Download template for excel upload](#) [Guidelines for Sample selection](#) [Sample Details File](#)

Attach Document to submit Compliance/NonCompliance(Downloaded Excel only):*
Browse IARN_25.xlsx

Attach Document to submit Sample Details:*
Browse IARN_ILS.zip

Declaration:*
 I, hereby, declare that, I or any of my partners/ directors have no interest in or relation with the GOODWILL WEALTH MANAGEMENT PVT LTD other than the proposed internal audit assignment.

Attach Document to submit Compliance/NonCompliance(Downloaded Excel only):*
Browse No fil_hosen

Attach Document to submit Sample Details:*
Browse No fil_hosen

Declaration:*
 I, hereby, declare that, I or any of my partners/ directors have no interest in or relation with the other than the proposed internal audit assignment.

7. By clicking on 'Download template for excel upload' hyperlink, Auditor will be able to download the template in which he needs to indicate the compliance/Non-compliance/Not Applicable status for each checklist point and enter their remarks wherever required. After completing the entire checklist, Auditor shall proceed to upload the same sheet by clicking the "browse" button. (Auditors can also refer to the checklist provided in the circular for carrying out the internal Audit.

8. After completing the entire checklist, Auditor shall submit the sample details for both compliance and non-compliance instances. By clicking on 'Sample details file' hyperlink, Auditor will be able to download the template in which he needs to upload the Sample Verified Annexure for all the instances for which verification has been done. If any clause which is not applicable to member, auditor may fill "NA" in the mandatory field(s). The auditor has to download and fill the required details in 'IARNCLMAR25__SAMPLE_DETAILS' and zip the file (IARNCLMAR25_SAMPLE_DETAILS) .

9. Once it is uploaded and consent for declaration is provided, Click on 'Submit' button.

10. After submitting the same, "Non-Compliance" (NC) observations shall be reflected in the next screen and Auditor mandatorily needs to provide the details like no. of instances verified, no. of instances where non-compliance is observed, % of Non-compliance observed and value involved in non-compliances to be provided wherever applicable.

Similarly, for “Not Applicable (N.A.)” points, auditors are required to mention appropriate remarks for non-applicability of the checklist point.

S.No	Area of Verification	Compliance Status	Remarks in case of observation	Sample size verified	Details of sample where non-compliance observed	percentage of instances where non-compliance is observed	amount/value involved where non-compliance is observed
1.2	The clearing member had collected appropriate and adequate margins (EOD margins and peak margins) in prescribed forms from respective trading members/custodial participants. Refer to Annexure V for format of samples verified to be provided by auditor.	NC		40	4		
2.6	Member has not pledged clients' securities to the Banks/NBFCs for raising funds, even with authorization by client as the same would amount to fund based activity which is in contravention of Rule 8(1)(f) & 8(3)(f) of Securities Contracts (Regulation) Rules, 1957	NC		40	3		
2.12	Whether there was any delay in issuing the DMS? Refer to Annexure V for format of samples verified to be provided by auditor.	NC		40	10		
5.24	Monitoring pay-in timelines by the Tlx CA should monitor the pain timelines by the Tlx and regular delayed receipt of payin/ repeated instances of shortfalls be dealt with in accordance with the Risk Management Policy of the Clearing Member Refer to Annexure V for format of samples verified to be provided by auditor.	N.A		3			

If auditor wants to provide additional information with regards to any other material observations with respect to non-compliances, auditor can enter details by adding or deleting rows as required.

S.No	Area of Verification	Compliance Status	Remarks in case of observation	Sample size verified	Details of sample where non-compliance observed	percentage of instances where non-compliance is observed	amount/value involved where non-compliance is observed
1.2	The clearing member had collected appropriate and adequate margins (EOD margins and peak margins) in prescribed forms from respective trading members/custodial participants. Refer to Annexure V for format of samples verified to be provided by auditor.	NC		40	4		
2.6	Member has not pledged clients' securities to the Banks/NBFCs for raising funds, even with authorization by client as the same would amount to fund based activity which is in contravention of Rule 8(1)(f) & 8(3)(f) of Securities Contracts (Regulation) Rules, 1957	NC		40	3		
2.12	Whether there was any delay in issuing the DMS? Refer to Annexure V for format of samples verified to be provided by auditor.	NC		40	10		
5.24	Monitoring pay-in timelines by the Tlx CA should monitor the pain timelines by the Tlx and regular delayed receipt of payin/ repeated instances of shortfalls be dealt with in accordance with the Risk Management Policy of the Clearing Member Refer to Annexure V for format of samples verified to be provided by auditor.	N.A		3			

Select	Observation	Remark	
Contact Person	G. K. SUREKA & CO.	Email Id	nseit_mghanekar@nse.co.in
Telephone No.	09987869936	Cell	0998786993
Address	09987869936	City	09987869936
Pin Code	09987869936	State	09987869936

11. Once, the auditor enters all the details & submits, he will get navigated to the next screen i.e. 'Internal Auditor Report' having the Annexure I (Auditor Certificate) & Annexure II (Audit Report) as PDF which needs to be downloaded by the Auditor. Auditors can also refer to annexures as provided in circular Annexure I (Auditor Certificate) & Annexure II (Audit Report) and fill on the required details and convert the same in pdf.

12. Auditor needs to digitally sign Annexure I & Annexure II by Download the files affixing the DSC. Once Annexure I & Annexure II files are signed, click on choose file and select the file to be uploaded. Submit the declaration and click on submit.

Last Login: 26/05/2025

* Indicates Mandatory)

Internal Audit Report

Download Certificate for Internal Audit & Internal Audit Report

Download

- ▶ [Internal Audit Certificate \(Annexure 1\)](#)
- ▶ [Audit Report \(Annexure 2\)](#)

Upload Certificate for Internal Audit & Internal Audit Report

Certificate for Internal Audit No file chosen

Internal Audit Report No file chosen

We have conducted the Internal Audit for the half year ended on 30th September, 2025 on the captioned subject and guidelines thereof. Please find enclosed the Audit Report for your consideration and necessary action.

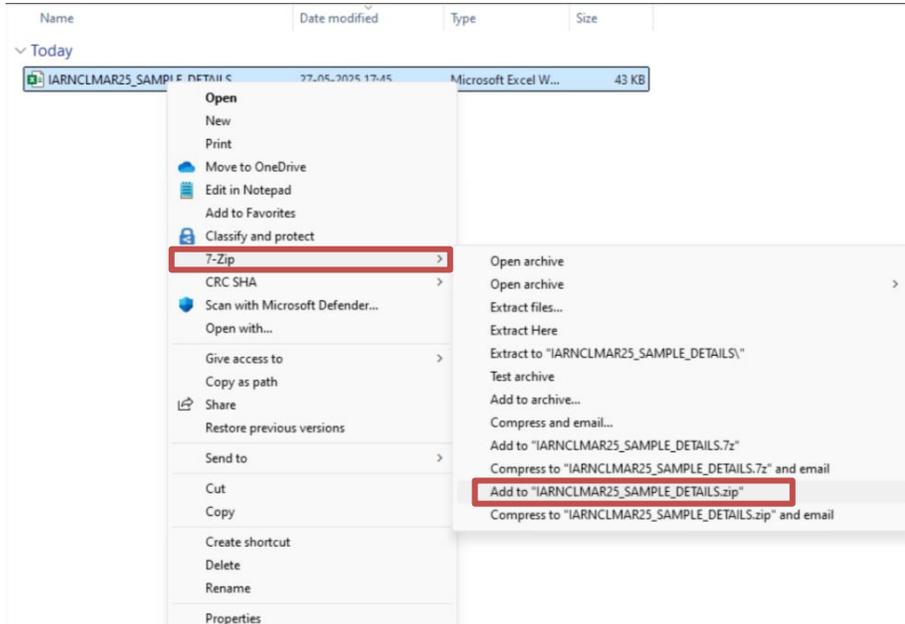
Note:

1. Kindly upload PDF format documents only.
2. File size should be less than 10 MB.
3. Kindly save the file in Local Drive and upload.

While uploading the Audit certificate (Annexure I) & Audit report (Annexure II) Auditor has to ensure the following:

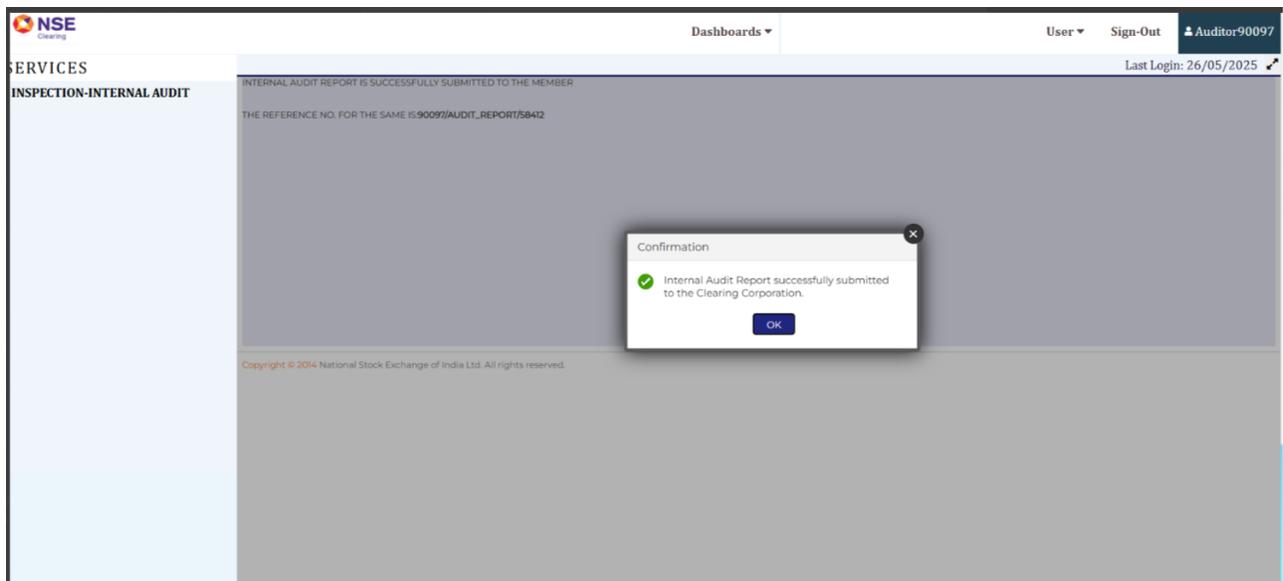
- ✓ Upload the same files (Annexure I & II) in PDF format that was downloaded.

- ✓ File size should be less than 10 MB.
- ✓ File name should not be changed and should remain same as downloaded.
- ✓ Zip the Annexure V before uploading as follows



- ✓ Save the file on the system/desktop and upload.

Upload signed file of Annexure I & Annexure II and click submit. Once the files are submitted, the following screen shall be displayed.



The format for the reference no is Member code/Audit_Report/ reference no.

-END-

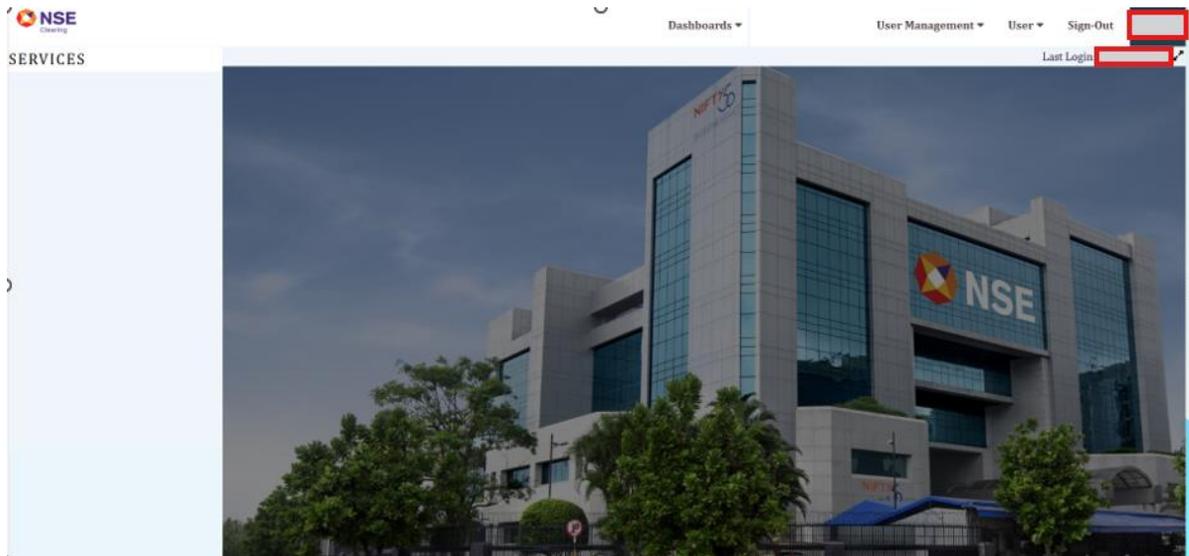
ANNEXURE A

MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY MEMBER

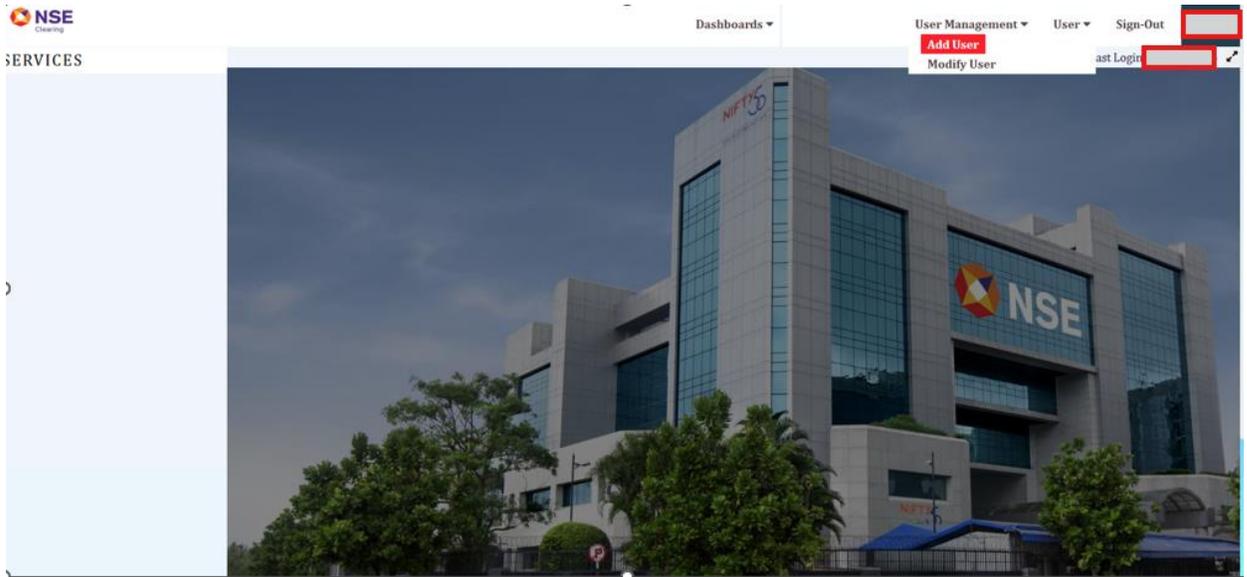
- A. Creation of Sub user (As Clearing Member/PCM)
- B. Portal login with Sub User ID (For Internal Auditor Registration)
- C. Creation of Auditors Login
- D. Submission of Conflict of Interest by member
- E. Submission of Report by Member

A. Creation of Sub user (As Clearing Member/PCM)

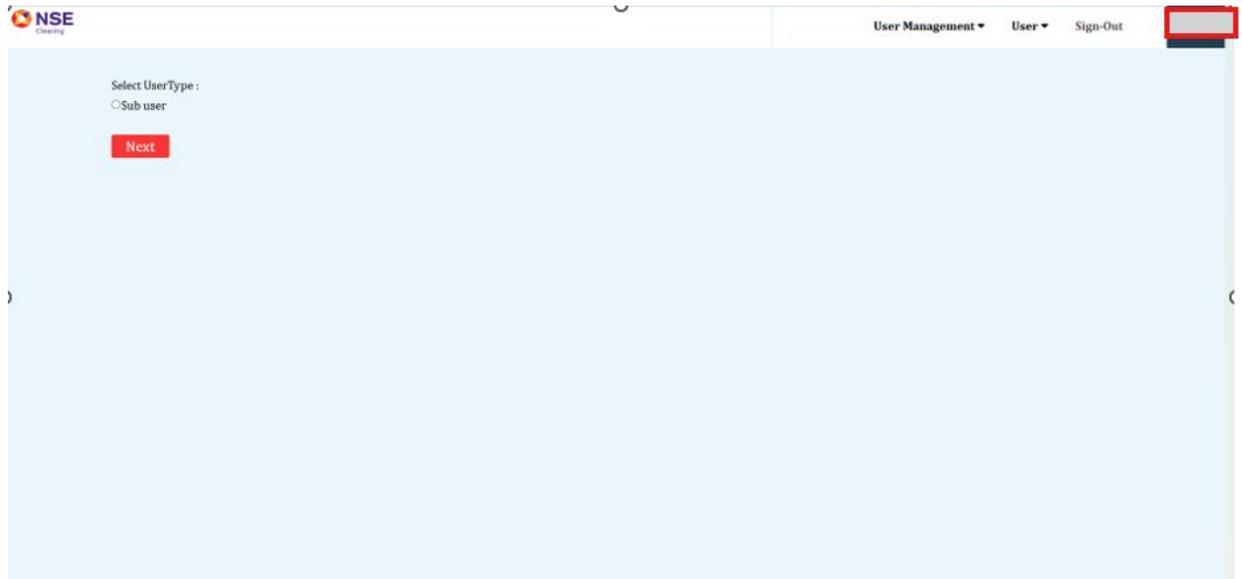
1. Open Internet browser from the desktop .Go to the link <https://ims.connect2nsccl.com/NCLMemberPortal/> and then click the Go button from the browser.



2. Member has to Login using Admin ID and password for creation of sub-user. Go to User Management and then click on Add User.



3. The following page will appear. Select Sub user and click on next.



4. Add user details, "User ID, Password, Address, mobile number and email id of Sub-user. Click on Next.

User Details

User Id:* Name:*

Password:* Confirm Password:*

Address Line 1 : * Address Line 2 :

Mobile No. :* Std Code :

Landline : Fax No. :

Email :*

* Indicates mandatory fields , and all fields are mandatory for NSE-ASSIST service.
[Password Policy](#)

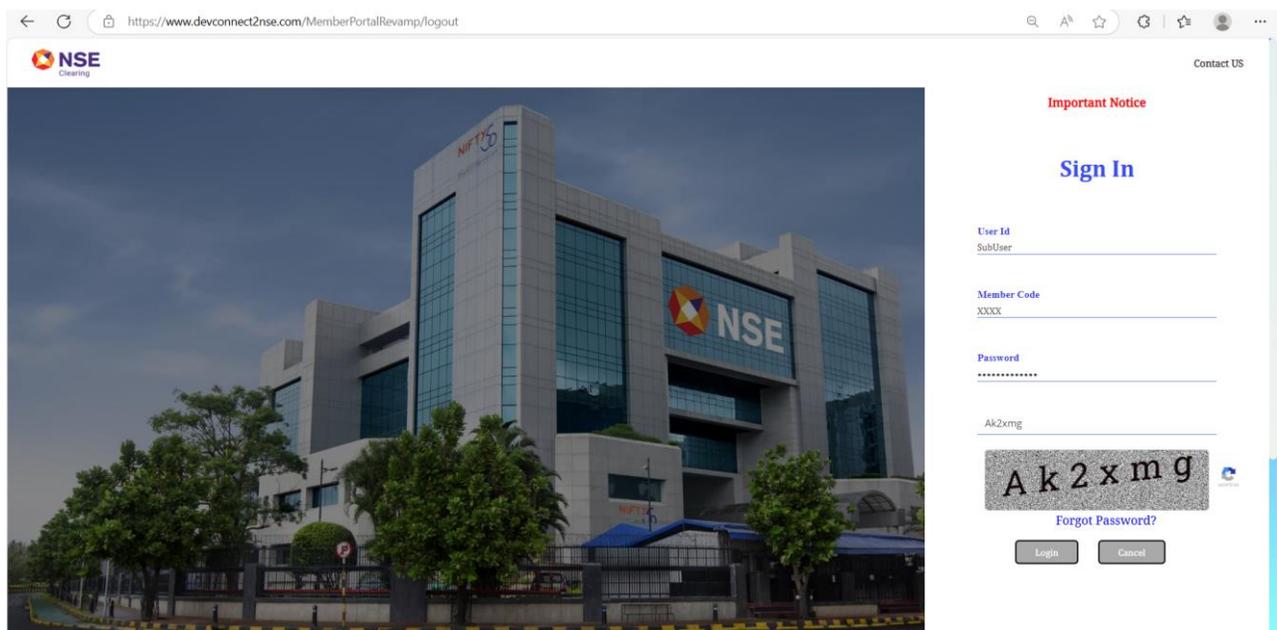
5. Member has to give role to Sub-user. Tick on

- NCL INSPECTION and submit.

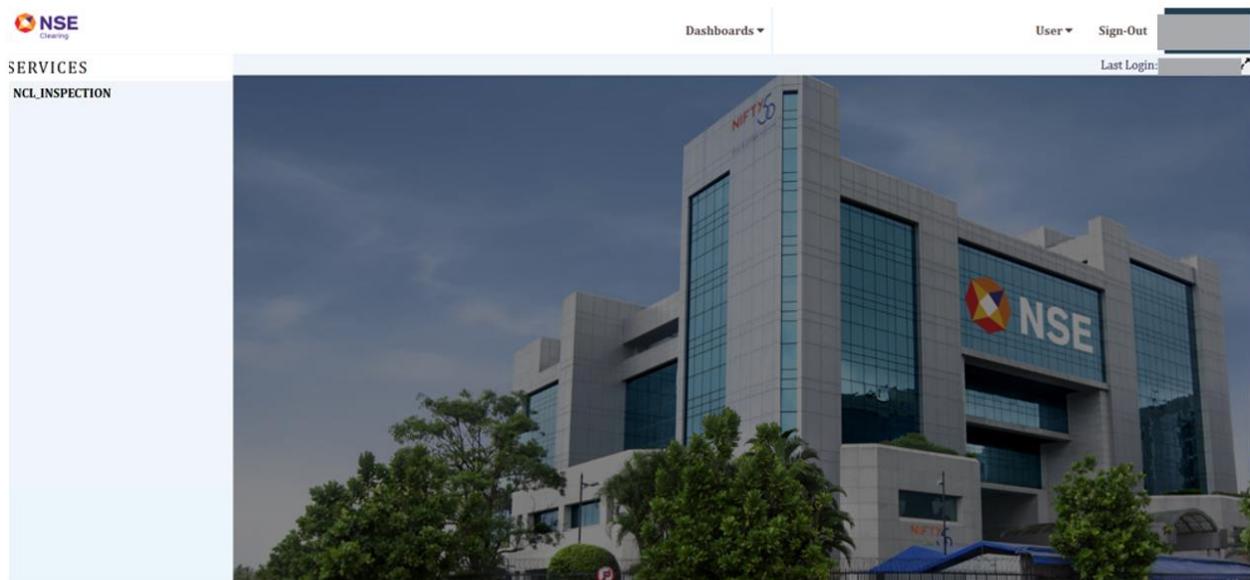
Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
INSPECTION-INTERNAL AUDIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCL_INSPECTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>								

B. Portal login with Sub User ID (For Internal Auditor Registration)

1. Go to Portal and login with Sub User ID (as created above in Step 3).



2. After this step, below screen will be displayed 'NCL Inspection' tab at the left side.

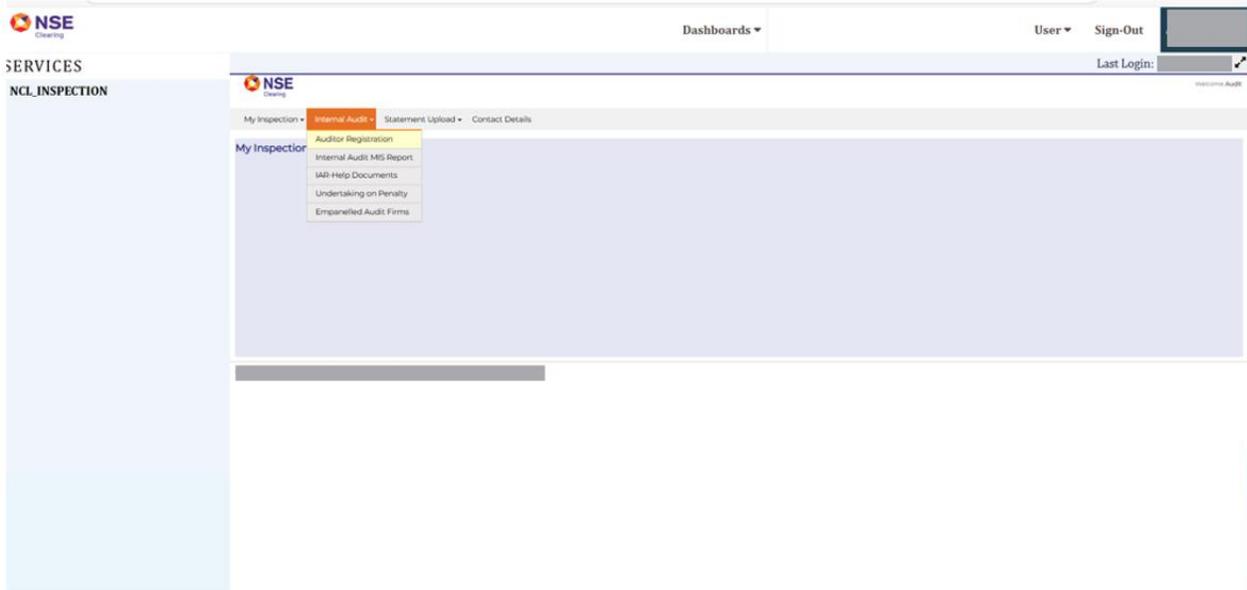


3. Click on the 'NCL Inspection' tab from the left-hand side & NCL Inspection module will be launched:

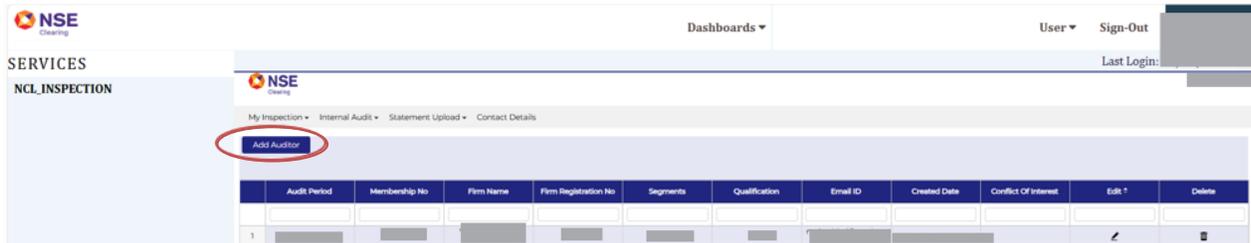


Note: For each Internal Audit cycle, Members need to register their Internal Auditors *irrespective of auditor being an existing auditor*.

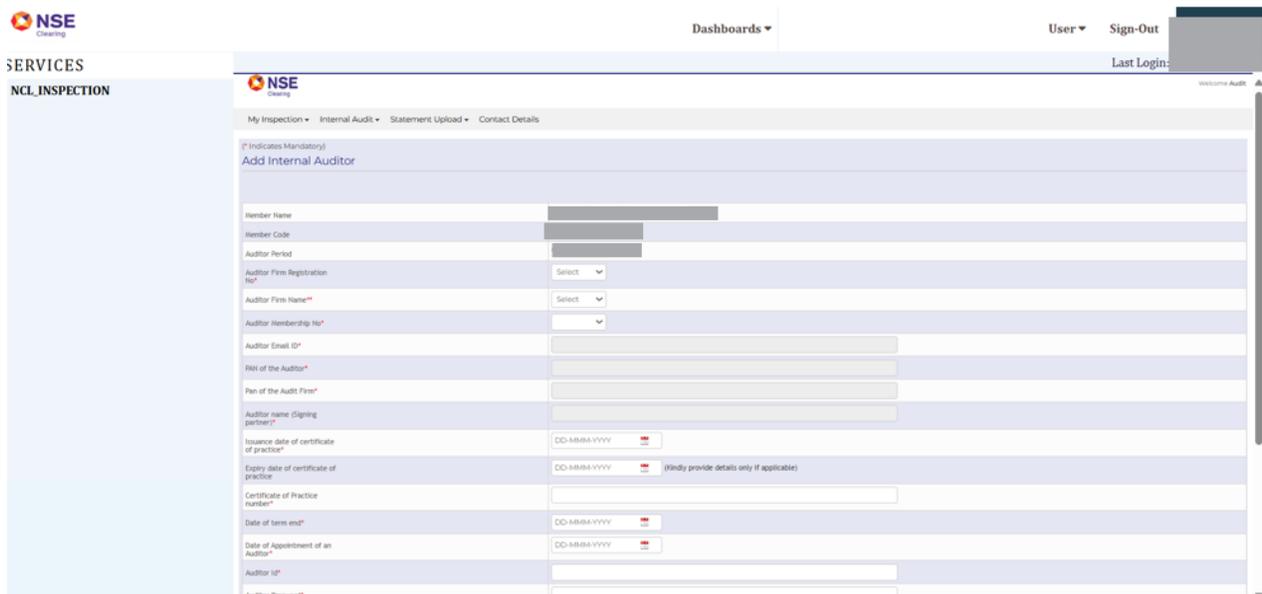
4. Click on “Auditor Registration” from the dropdown available in the Internal Audit tab. “Auditor Registration” allows members to add new internal auditor with his details.



5. Click on Add Auditor to register a new Internal Auditor.



6. On the clicking on the Add Auditor, the member has to fill in all the required details and provide the undertaking as required and click on Submit.



7. Fill in the details and provide undertaking and click on submit.

Note:

- i. An 'Edit' facility is given to the member to edit the segment, only if the report is not submitted by the auditor. In case the report is submitted, member will not be able to edit the details of the auditor.
- ii. All fields are Mandatory except 'Expiry Date of COP'.
- iii. *Member needs to enter auditor's correct email id so that after submitting the above form, auditor will receive his login credentials on his/her E mail along with the URL*

8. After ensuring that all details have been correctly entered, click "Submit" to register the Auditor.

9. Upon registration, the Internal Auditor shall receive the following indicative e-mail on his registered E mail ID.

"Dear Sir/Madam,

Your Registration for submission of Internal Auditor Report for the period Oct-24 To Mar-25 has been successfully created.

Please find the details as under:

UserId: User ID

Password: Password

CM Name: Clearing member name

CM Code: Clearing Member Code

Kindly click on the following link <https://ims.connect2nsccl.com/NCLMemberPortal/>

On clicking the above link for the first time, you will be prompted to change the password, kindly change the password immediately.

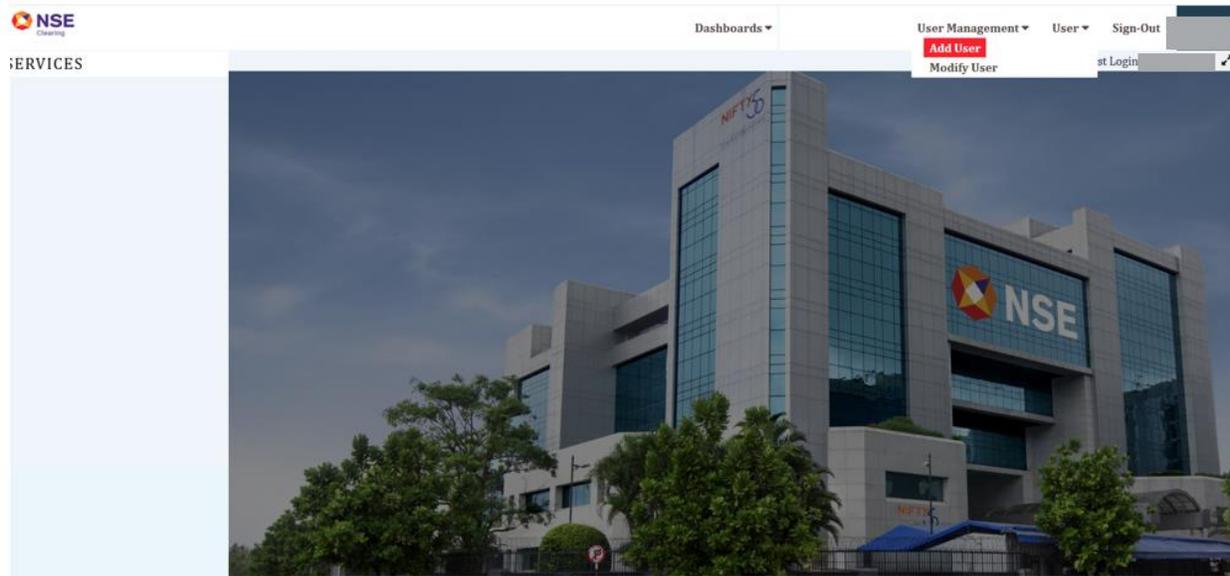
You are requested to initiate Internal Audit for the OCT-24 to MAR-25 for CM, FO, CD,COM segment/s and submit Annexure I, II and V.

In case of any clarification, please contact the Member."

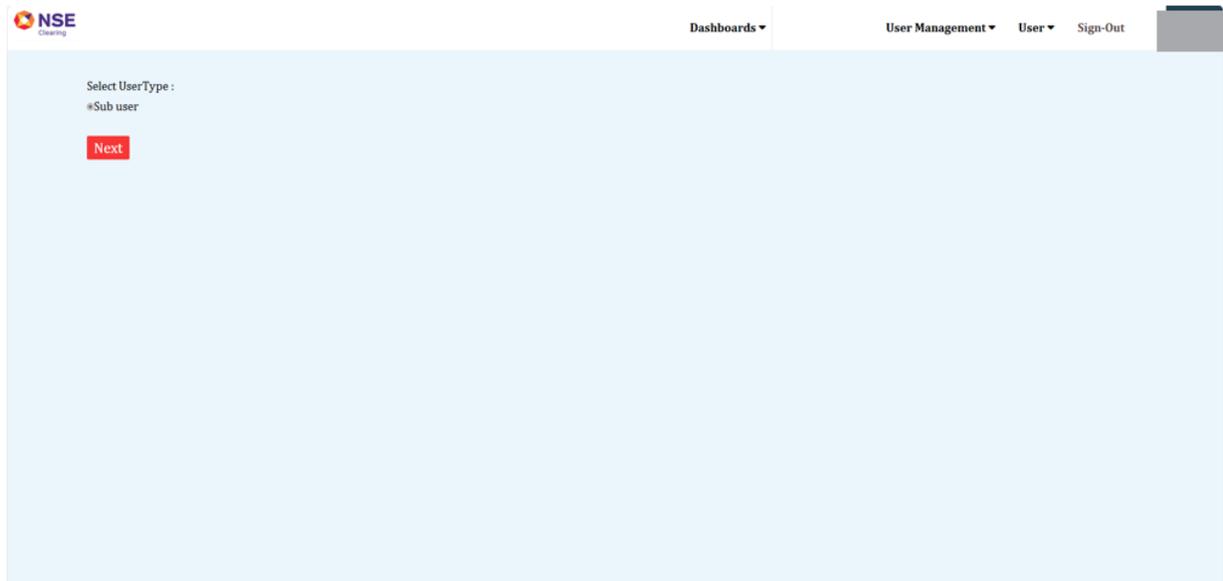
C. Creation of Auditors Login

After Auditor's Registration, member shall create the Auditor sub user from NCL Member's portal login.

1. Login in NCL Member's portal admin login, go to User Management click on Add user.



2. Select Sub user and click on Next button.



3. Add user details, "User ID and Password should be same as entered in Auditor's Registration. Add mobile number and email id of Auditor. Click on Next.

User Details

User Id:* Name:*

Password:* Confirm Password:*

Address Line 1 :* Address Line 2 :

Mobile No. :* Std Code :

Landline : Fax No. :

Email :*

* Indicates mandatory fields , and all fields are mandatory for NSE-ASSIST service.
 Password Policy

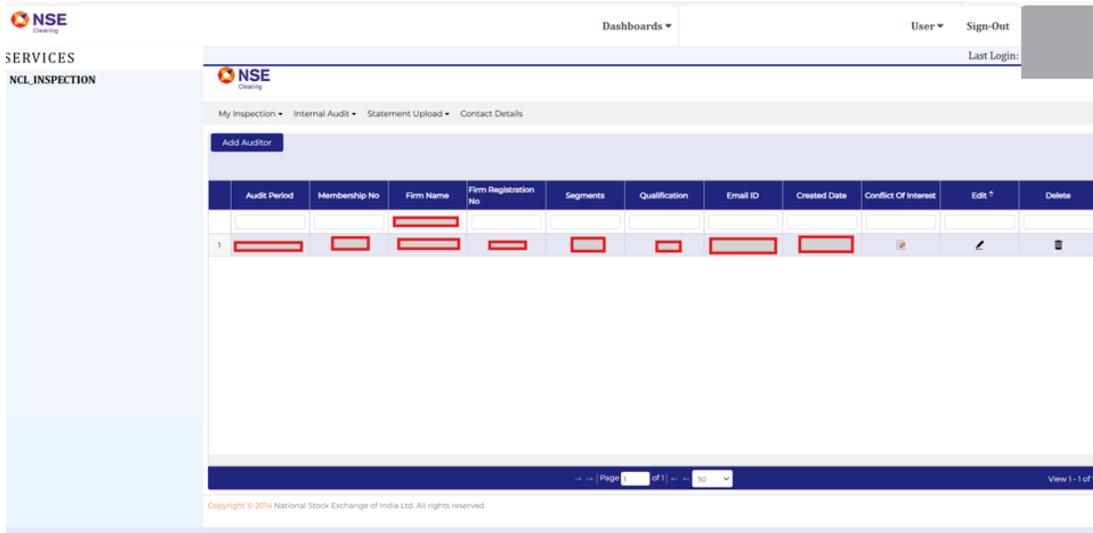
4. Give role to Auditor. Tick on

- NCL_INSPECTION- INTERNAL AUDIT and submit.

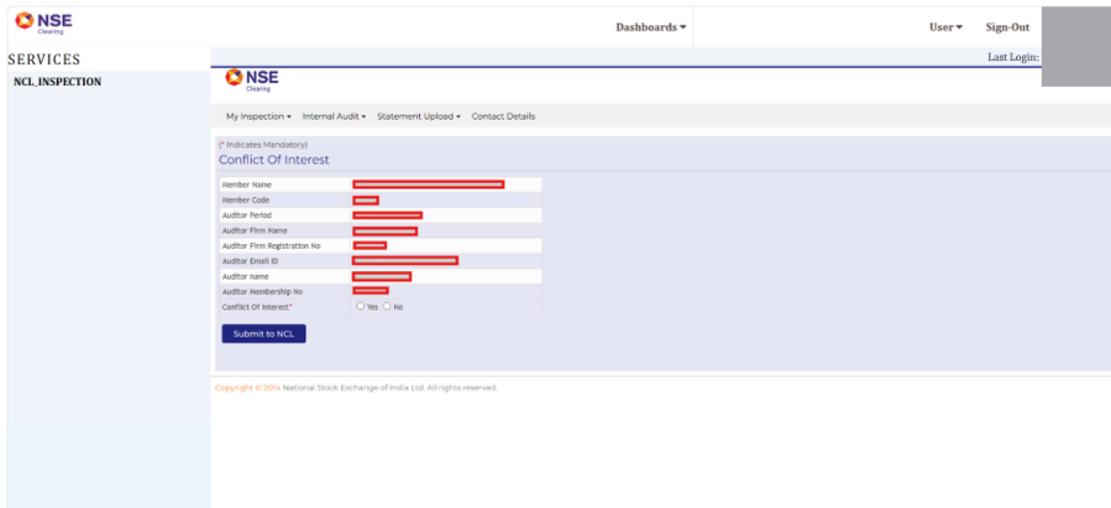
Services:	ALL	CM	CD	CO	DEBT	FO	MFSS	REPO	SLB	WDM
INSPECTION-INTERNAL AUDIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
NCL_INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Submission of Conflict of Interest by member

1. The member must obtain the 'Conflict of Interest (COI)' declaration from the internal auditor and share it with the clearing corporation. Once the auditor submits the Conflict of Interest declaration from auditor login, the member will access the "Auditor Registration" tab and submit their own 'Conflict of Interest'(COI) by clicking on the 'Conflict of Interest button'. The member will select the response for "Conflict of Interest" and submit the declaration to the clearing corporation.



2. During submission of conflict of interest from member end, the following screen appears:

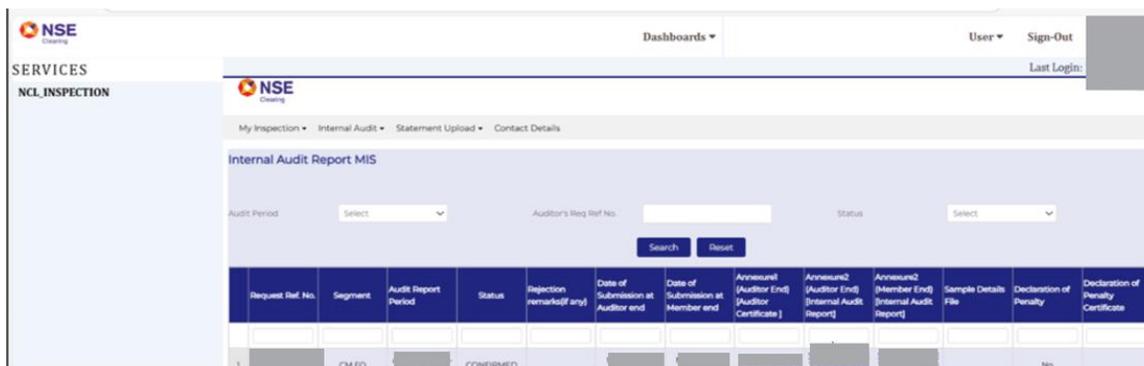


3. Now Auditor can login to Auditor's login and process the Internal Audit Report.

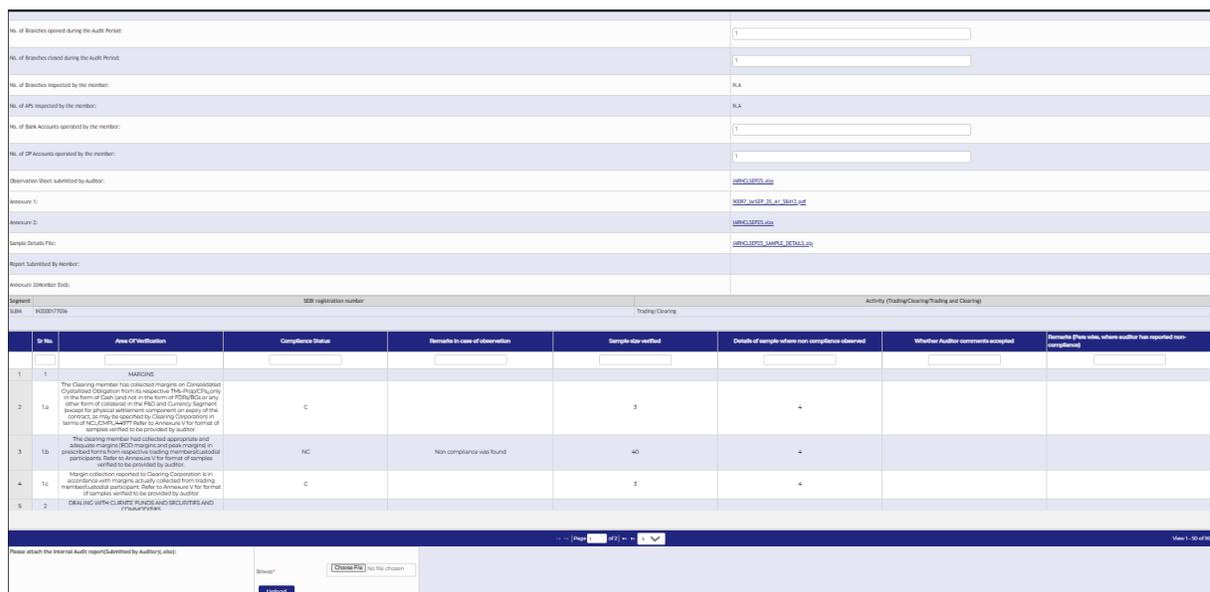
E. Submission of Report by Member

1. Once the Internal Audit report is submitted by the Auditor, the Member can view the Audit report by accessing the "Internal Audit MIS report" tab in the NCL Member portal.

- On clicking the “Internal Audit MIS report” tab, Member will select the period of Internal Audit submission and click “SEARCH” button to view the current Audit report submitted by the Auditor.



- To view the Audit report and to submit the management comments, Member shall click the “Request reference no.” against the current submission. Once clicked, the following page shall be displayed.



- The Member shall download the observation sheet in excel sheet and indicate his acceptance (by selecting Y or N from the dropdown) for each compliance status marked by the Internal Auditor. Once done, Member shall upload the same file by browsing and clicking the upload button.
- Once the member uploads the excel by incorporating ‘Whether Auditor Comments accepted’ he will be redirected to the next page where he will be able to fill Management Comments for non-complied points only:

NSE Clearing

Dashboards ▾ User ▾ Sign-Out

SERVICES

NCL_INSPECTION

My Inspection ▾ Internal Audit ▾ Statement Upload ▾ Contact Details

Internal Audit Report

S.No	Area Of Verification	Observation Of Internal Auditor						Management Comments	
		Compliance Status	Remarks in case of observation	Sample size verified	Details of sample where non compliance observed	Percentage of instance	Amount of instance	Whether Auditor comments accepted	Remarks (Para wise, where auditor has reported non-compliance)
12	The clearing member had collected appropriate and adequate margins (EOD margins and peak margins) in prescribed forms from respective trading members/custodial participants. Refer to Annexure V for format of samples verified to be provided by auditor.	NC	Non complian	40	4	5	60000	Y	
2.6	Member has not pledged clients' securities to the Banks/NBFCs for raising funds, even with authorization by client as the same would amount to fund based activity which is in contravention of Rule 8(1)(f) & 8(3)(f) of Securities Contracts (Regulation) Rules, 1957	NC	Non complian	40	3	5	60000	Y	
2.12	Whether there was any delay in issuing the DMS? Refer to Annexure V for format of samples verified to be provided by auditor	NC	Non complian	40	10	5	60000	Y	

hide/show

Contact Person:

- This screen will display only non-compliance points as marked by the Auditor. Once done, Member shall proceed to fill the contact person name and his/her e-mail ID and the click the "Submit" button.
- Once submitted, member will be navigated to the next screen i.e. 'Internal Auditor Report' having Audit Report (Annexure II) as PDF which needs to be downloaded by the Member.
- The Member needs to attach the downloaded Audit report (Annexure II) after by affixing the digital signature in the audit report and submit the report by clicking on the "browse" button and clicking the declaration.
- After submission of the report, the following screen shall appear:

NSE Clearing

Dashboards ▾ User ▾ Sign-Out

SERVICES

NCL_INSPECTION

My Inspection ▾ Internal Audit ▾ Statement Upload ▾ Contact Details

(*) Indicates Mandatory

Internal Audit Report

Download Internal Audit Report

Download

Upload Internal Audit Report

Internal Audit Report No file chosen

I/We have reviewed the Internal Audit submitted by our Internal Auditor for the half year ended on 30th September, 2025 and noted the observations made. Please find enclosed Audit Report along with our management comments for your consideration and necessary action.

Note:

- Kindly upload PDF format documents only.
- File size should be less than 10 MB.
- Kindly save the file in Local Drive and upload.