



MCX Circular no.: MCX/MCXCCL/637/2025
MCXCCL Circular No. MCXCCL/INSP/281/2025

December 15, 2025

Introduction of Representation of Penalty Waiver / Reversal Request through Member Reporting Portal (MRP)

MCXCCL is pleased to announce the introduction of representation of Penalty review / reversal requests through Member Reporting Portal (MRP). Members can submit the Penalty Waiver Request for the following penalties:

1. Penalty for Non-Submission of Collateral Segregation Data.
2. Penalty for Client Margin Reporting (CMR Penalty).

Members are requested to note that, from effective today all penalty waiver requests shall be made only through Member Reporting Portal (MRP).

The link to the portal is <https://memberreporting.mcxcl.com/>

Detailed process manual for submission of penalty waiver request through MRP is explained in Annexure- A

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

For and on behalf of
Multi Commodity Exchange Clearing Corporation Limited

Prashant Sinha
Inspection

----- Corporate office -----
Multi Commodity Exchange Clearing Corporation Limited
Exchange Square, CTS No. 255, Suren Road, Chakala, Andheri (East), Mumbai – 400 093
Tel.: 022 – 6864 6000 Fax: 022 – 67269558 CIN: U74999MH2008PLC185349
www.mcxcl.com email: customersupport@mcxindia.com

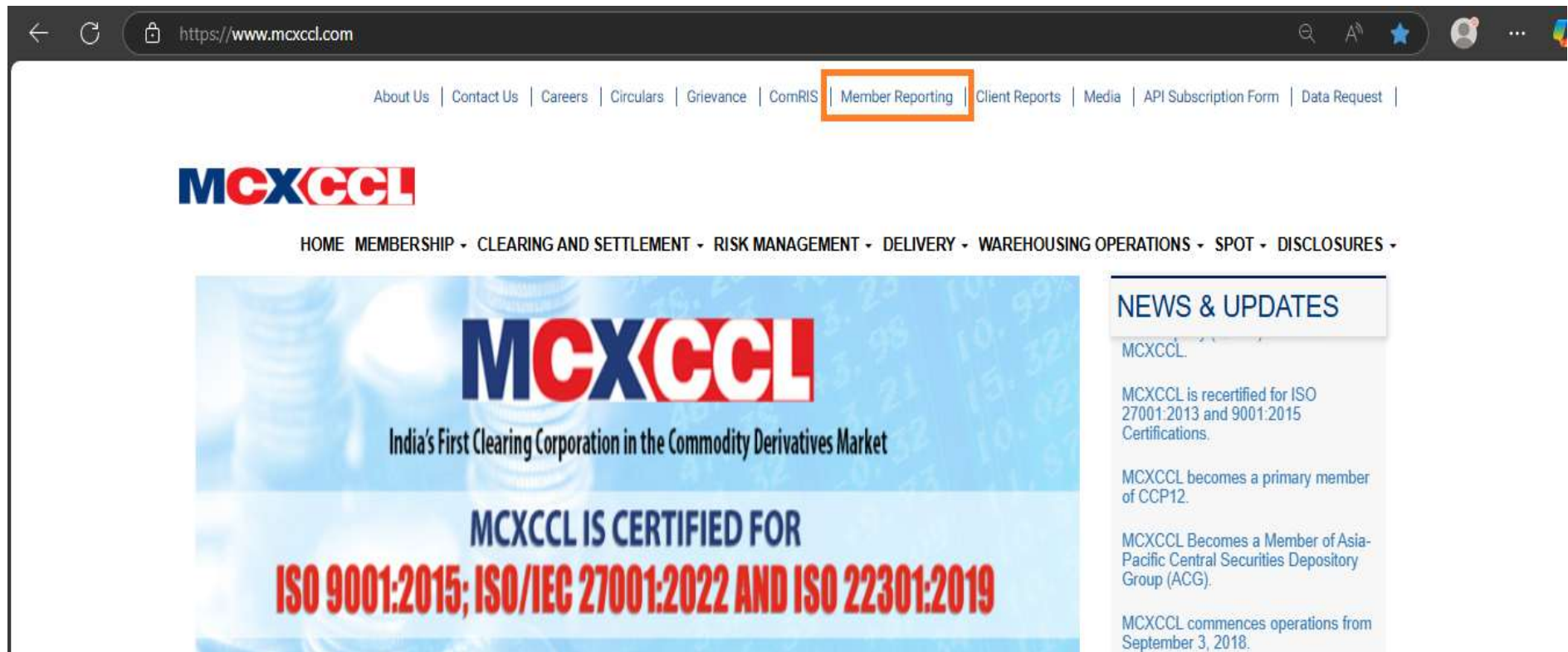


Annexure-A

Process Manual for submission of Penalty Waiver Request through Member Reporting Portal (MRP)


Step-by-step instructions to submit 'Penalty Waiver Request' in Member Reporting Portal (MRP) are given as follows.

1. Visit MCXCCL website: <https://www.mcxcl.com/>
2. Go to tab: 'Member Reporting'



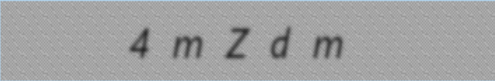


3. Member shall login using login credentials along with OTP & Dashboard can be viewed.



Login

SignIn to Clearing Corporation



Login

Refresh Captcha

[Forgot password?](#)

nutes, the user will be automatically logged out.

Activate Windows
Go to Settings to activate Windows.

4. After successful login, 'Dashboard' can be viewed.

Member Portal

- Dashboard
- Inspection
- Bank and DP Details
- PAN Details
- TM wise/Client wise/CP wise Collateral
- Penalty MIS
- Collateral Reconciliation Report
- Half Yearly IAR
- Membership
- Settlement
- Penalty Reversal Request

Home / Dashboard

Back Office File (For Trade Date : 2025)

Refresh

#	File	File Name	Scheduled Time	Expected Time	Status
1	Trades	Trade_MCX_CO_0_MID_YYYYDDMM_F_0000.csv	3:30 AM	--:--	Exported
2	Bhavcopy	Bhavcopy_MCX_CO_0_0_0_YYYYMMDD_F_0000.csv	3:00 AM	--:--	Exported
3	EOD RPF	MCXRPF-YYYYMMDD-2359-10-E.spn	3:00 AM	--:--	Exported
4	Product Master	MCX_ProductMaster.csv	3:30 AM	--:--	Exported
5	CP Master	MCX_CP MASTER_YYYYMMDD.csv	3:30 AM	--:--	Exported
6	Margin file (csv)	MCX_MRG_0000_YYYYDDMM.csv	3:30 AM	--:--	Exported
7	Position File	Position_MCXCCL_CO_0_MID_YYYYDDMM_F_0000.csv	3:30 AM	--:--	Exported
8	CTT	CTT_MCXCCL_CO_0_MID_YYYYDDMM_F_0000.csv	3:30 AM	--:--	Exported
9	Stamp Duty	StampDuty_MCXCCL_CO_0_MID_YYYYDDMM_F_0000.csv	3:30 AM	--:--	Exported
10	Member Obligation	MCX_NOBL_MID_YYYYDDMM.csv	3:30 AM	--:--	Exported

Activate Windows
Go to Settings to activate Windows.



5. Submission of ‘Penalty Waiver Request’

- Click on menu **'Penalty Waiver Request'** of MRP Portal.

Member Portal

Dashboard

Inspection

Bank and DP Details

PAN Details

TM wise/Client wise/CP wise Collateral

Penalty MIS

Collateral Reconciliation Report

Half Yearly IAR

Membership

Settlement

Penalty Waiver Request

Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Browse file to upload *

Reason *

Email Id

Select

Choose file No file chosen

Select

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show 10 Entries

Search by keyword

Submit

- Select the penalty type e.g. ‘Non-Submission’ or ‘CMR Penalty’ from drop-down of ‘Charge Head’.

Member Portal

Dashboard

Inspection

Bank and DP Details

PAN Details

TM wise/Client wise/CP wise Collateral

Penalty MIS

Collateral Reconciliation Report

Half Yearly IAR

Membership

Settlement

Penalty Waiver Request

Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Select

Select

Non-Submission

CMR Penalty

Browse file to upload *

Choose file

No file chosen

Alternate No

Reason *

Select

Email Id

Upload

ed email id. You can submit penalty wavier request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show

10

Entries

Search by keyword

Submit

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- Select relevant ‘**trade date**’ for which penalty waiver request to be submitted.

Member Portal

Dashboard

Inspection

Bank and DP Details

PAN Details

TM wise/Client wise/CP wise Collateral

Penalty MIS

Collateral Reconciliation Report

Half Yearly IAR

Membership

Settlement

Penalty Waiver Request

Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Non-Submission

Email Id

Trade Date *

dd-mm-yyyy

December, 2025

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Browse file to upload *

Choose file

No file chosen

Reason *

Select

Alternate No

Upload

Note : E-mail will be sent to your registered e

Penalty waiver request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show

10

Sr. No.

Member ID

Acknowledgement No

Charge Head

Trade Date

Email

Mobile No

Alternate No

Status

Submission Date

File Name

Reason

Action

Submit

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- Upload the relevant supporting documents.

Member Portal

- Dashboard
- Inspection
- Bank and DP Details
- PAN Details
- TM wise/Client wise/CP wise Collateral
- Penalty MIS
- Collateral Reconciliation Report
- Half Yearly IAR
- Membership
- Settlement
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Non-Submission

Trade Date *

20-11-2025

Browse file to upload *

Choose file No file chosen

Reason *

Select

Email Id

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show 10

Entries \$

	Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
<input type="checkbox"/>													

Submit

MEMBER

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- Select the ‘Appropriate reason for non submission of segregated collateral data’ from drop down of ‘Reason’.

Member Portal

Home / Penalty Waiver Request

Dashboard

Inspection

Bank and DP Details

PAN Details

TM wise/Client wise/CP wise Collateral

Penalty MIS

Collateral Reconciliation Report

Half Yearly IAR

Membership

Settlement

Penalty Waiver Request

Penalty Waiver Request

Home

Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Non-Submission

Trade Date *

20-11-2025

Browse file to upload *

Choose file 09102025.zip

Reason *

Select

Email Id

Mobile No

Alternate No

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show 10

Entries \$

	Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date
<input type="checkbox"/>										

Submit

Select

Internal technical issue

Back-office software issue

Cyber-attack

Natural Calamities

Human oversight

Network / connectivity failure

Power Outage

System downtime (Member)

System downtime (MCXCECL)

Server crash / Data corruption

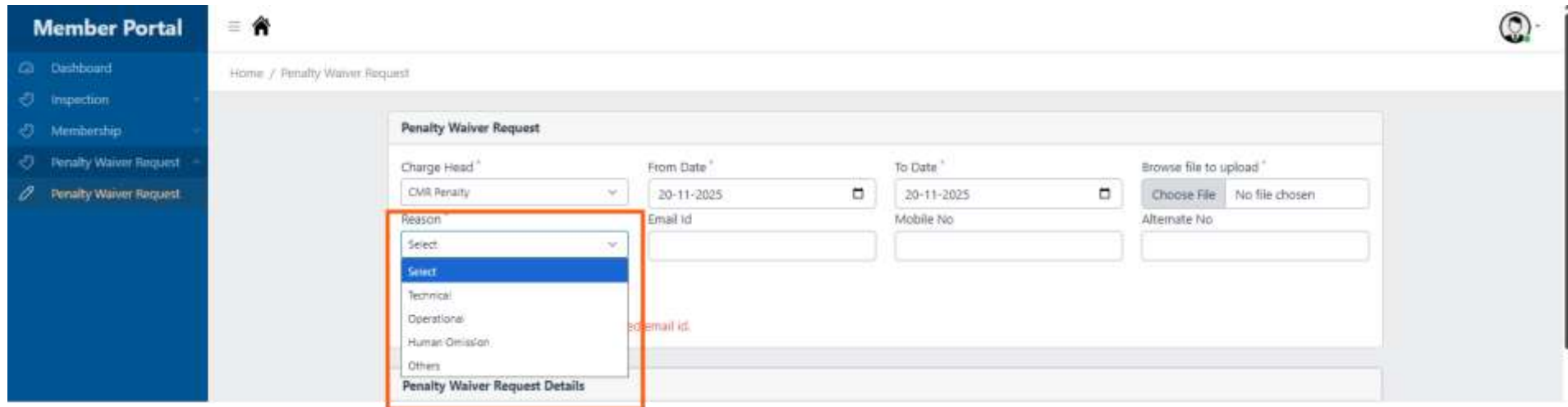
Procedural lapse

Unforeseen emergencies (Medical/Critical staff unavailability)

Any other

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- Select the 'Appropriate reason for CMR Penalty' from drop down of '**Reason**'.



Member Portal

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *
CMR Penalty

From Date *
20-11-2025

To Date *
20-11-2025

Browse file to upload *
Choose File No file chosen

Reason *
Select
Technical
Operational
Human Omission
Others

Email id
Mobile No
Alternate No

Penalty Waiver Request Details

- Click the upload button, member will be notified as “Penalty waiver request created successfully” and unique acknowledgement id will be created.

Member Portal

- Dashboard
- Inspection
- Membership
- Settlement
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Trade Date *

dd-mm-yyyy

Browse file to upload *

Choose file

No file chosen

Reason *

Email Id

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: 2025-11-20 to 2025-11-20

Penalty Waiver Request Details

Show 10

Entries

Search by keyword

	Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
<input type="checkbox"/>	1		NONSUBMISSION201125004	Non-Submission	20/11/2025	-	-	-	Not Submitted	08/12/2025	India - C RCA Report_V1.0.zip	Internal technical issue	View Delete

Submit

Success

Penalty waiver request created successfully.

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- After successful creation of penalty waiver request, member need to select and submit the request to MCXCCL.

Member Portal

- Dashboard
- Inspection
- Membership
- Settlement
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

MEMBER

Penalty Waiver Request

Charge Head *

Non-Submission

Trade Date *

dd-mm-yyyy

Browse file to upload *

Choose file No file chosen

Reason *

Select

Email Id

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: to

Penalty Waiver Request Details

Show 10

Entries

Search by keyword

	Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
<input checked="" type="checkbox"/>	1		NONSUBMISSION201125004	Non-Submission	20/11/2025	-	-	-	Not Submitted	08/12/2025	PL India - C RCA Report_V1.0.zip	Internal technical issue	View Delete

Submit

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- On successful submission of 'penalty waiver request', Member will receive system generated auto email on their registered email ID.

Penalty Waiver Request Submitted - Non-Submission

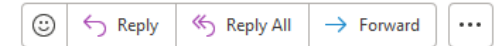


inspection@mcxccl.com

To

Cc MCXCCL-Inspection

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Wed 10-12-2025 10:47

ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear

Member ID:

Your **Non-Submission** Penalty Waiver Request has been submitted successfully.

Request Details:

Acknowledgement ID: NONSUBMISSION201125004

Charge Head: Non-Submission

Trade Date: 20-11-2025

Status: Request Submitted

Submitted Date: 10-12-2025

Your request is now under review by the Inspection Department.

Thanks and Regards,
Inspection Department
Multi Commodity Exchange Clearing Corporation Ltd.
Contact No - +91-022-6864 6000

- Relevant documents of “**Penalty waiver request**” submitted by the Member can be downloaded by clicking on ‘**View**’.

Member Portal

- Dashboard
- Inspection
- Membership
- Settlement
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Non-Submission

Trade Date *

dd-mm-yyyy

Browse file to upload *

Choose file No file chosen

Reason *

Select

Email Id

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: to

Penalty Waiver Request Details

Show 10 Entries

Search by keyword

Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
1		NONSUBMISSION201125004	Non-Submission	20/11/2025	-	-	-	Request Submitted	08/12/2025	PL India - C RCA Report_V1.0.zip	Internal technical issue	View Delete

Submit

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- Member can check the status of penalty waiver request in the MRP portal.

Member Portal

- Dashboard
- Inspection
- Membership
- Settlement
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

Penalty Waiver Request

Charge Head *

Non-Submission

Trade Date *

dd-mm-yyyy

Browse file to upload *

Choose file No file chosen

Reason *

Select

Email Id

Mobile No

Alternate No

Upload

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: to

Penalty Waiver Request Details

Show 10

Entries

Search by keyword

Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
1		NONSUBMISSION201125004	Non-Submission	20/11/2025	-	-	-	Under Review	08/12/2025	PL India - C RCA Report_V1.0.zip	Internal technical issue	View Delete

Submit

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- **In case additional information required by MCXCCL**, a member will receive system generated auto email on their registered email ID. and Penalty waiver request status “under review” changed to additional information required”.

Penalty Waiver Status Updated - Non-Submission - Additional Information Required



inspection@mcxccl.com

To ● Sunil Lokhande/MCXCCL/Inspection

Cc ○ MCXCCL-Inspection



↩ Reply

↩ Reply All

→ Forward



Wed 10-12-2025 11:11

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ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear Angel Two Ltd,

Member ID: 2822

The status of your **Non-Submission** Penalty Waiver Request has been updated.

Request Details:

Acknowledgement ID: NONSUBMISSION201125004

Charge Head: Non-Submission

Trade Date: 20-11-2025

Previous Status: Under Review

Current Status: Additional Information Required

Remark: additional information required

Updated By: 2822

Updated Date: 10-12-2025

Thanks and Regards,

Inspection Department

Multi Commodity Exchange Clearing Corporation Ltd.

Contact No - +91-022-6864 6000

- After receipt of the email for additional information required. Member need to upload/submit requested additional information by selecting relevant request & by clicking **Edit**

Member Portal

- Dashboard
- Inspection
- Membership
- Settlement
- cmr-provisional-penalty-report
- Penalty Waiver Request
- Penalty Waiver Request

Home / Penalty Waiver Request

MEMBER

Penalty Waiver Request

Charge Head *
Non-Submission

Trade Date *
20-11-2025

Browse file to upload *
Choose file PL India - ...rt_V1.0.zip

Reason *
Internal technical issue

Email Id

Mobile No

Alternate No

Upload File

Note : E-mail will be sent to your registered email id. You can submit penalty wavier request in given range: to

Penalty Waiver Request Details

Show 10 Entries Search by keyword

Sr. No.	Member ID	Acknowledgement No	Charge Head	Trade Date	Email	Mobile No	Alternate No	Status	Submission Date	File Name	Reason	Action
1		NONSUBMISSION201125004	Non-Submission	20/11/2025	-	-	-	Additional Information	08/12/2025	PL India - C RCA Report_V1.0.zip	Internal technical issue	View Delete Edit

Submit

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- On successful submission of ‘**Addition Information**’, Member will receive system generated auto email on their registered email ID.

Penalty Waiver Request Submitted - Non-Submission



inspection@mcxccl.com

To SubmitPenaltyWaiverRequest@mcxccl.com

Cc MCXCCL-Inspection

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Wed 10-12-2025 11:56

ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear

Member ID:

Your **Non-Submission** Penalty Waiver Request has been submitted successfully.

Request Details:

Acknowledgement ID: NONSUBMISSION201125004

Charge Head: Non-Submission

Trade Date: 20-11-2025

Status: Request Submitted

Submitted Date: 10-12-2025

Your request is now under review by the Inspection Department.

Thanks and Regards,

Inspection Department

Multi Commodity Exchange Clearing Corporation Ltd.

Contact No - +91-022-6864 6000



- Email confirmation about updation of **Penalty Waiver Request Status** will be sent to the Member on their registered email ID.

Penalty Waiver Status Updated - Non-Submission - Accepted for further review



inspection@mcxccl.com

To
Cc MCXCCL-Inspection

Reply Reply All Forward

Wed 10-12-2025 12:51

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ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear

Member ID:

The status of your **Non-Submission** Penalty Waiver Request has been updated.

Request Details:

Acknowledgement ID: NONSUBMISSION021225001

Charge Head: Non-Submission

Trade Date: 02-12-2025

Previous Status: Request Submitted

Current Status: Accepted for further review

Remark: accepted for further review

Updated By: sunil00122

Updated Date: 10-12-2025

Thanks and Regards,
Inspection Department
Multi Commodity Exchange Clearing Corporation Ltd.
Contact No - +91-022-6864 6000



Penalty Waiver Status Updated - Non-Submission - Approved by Committee



inspection@mcxccl.com

To [redacted]

Cc [redacted] MCXCCL-Inspection

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Reply Reply All Forward

Wed 10-12-2025 13:12

ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear [redacted]

Member ID: [redacted]

The status of your **Non-Submission** Penalty Waiver Request has been updated.

Request Details:

Acknowledgement ID: NONSUBMISSION021225001

Charge Head: Non-Submission

Trade Date: 02-12-2025

Previous Status: Accepted for further review

Current Status: Approved by Committee

Remark: Accepted -CM

Updated By: 2822

Updated Date: 10-12-2025

Thanks and Regards,
Inspection Department
Multi Commodity Exchange Clearing Corporation Ltd.
Contact No - +91-022-6864 6000



Penalty Waiver Status Updated - Non-Submission - Rejected by Committee



inspection@mcxccl.com

To: [Redacted]
Cc: MCXCCL-Inspection

😊 Reply ↩ Reply All → Forward ⋮

Wed 10-12-2025 13:19

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ATTENTION: This email is originated from outside of the organization. Exercise Caution!

If found it is suspicious report to mcxsoc@mcxindia.com / cyber-socservices@mcxindia.com

Dear [Redacted],

Member ID: [Redacted]

The status of your **Non-Submission** Penalty Waiver Request has been updated.

Request Details:

Acknowledgement ID: NONSUBMISSION201125004

Charge Head: Non-Submission

Trade Date: 20-11-2025

Previous Status: Accepted for further review

Current Status: Rejected by Committee

Remark: Rejected

Updated By: 2822

Updated Date: 10-12-2025

Thanks and Regards,

Inspection Department

Multi Commodity Exchange Clearing Corporation Ltd.

Contact No - +91-022-6864 6000