



Circular no.: MCX/INSP/650/2025

December 19, 2025

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**Ease of Doing Compliance- Submission of Action Taken Report (ATR) for non-compliance(s) reported in the Internal Audit Report**

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This is with reference to Exchange Circular no. MCX/INSP/622/2025 dated December 02, 2025, on "Ease of Doing Compliance- Submission of Action Taken Report for non-compliance(s) reported in the Internal Audit Report".

In accordance with the aforesaid Circular, Trading Members are required to close all the non-compliances reported in the internal audit report within 2 months from the end of due date of submission of Internal Audit Report i.e., for the half year ended September 30, 2025, the due date for submission of Action Taken Report is January 31, 2026.

In this regard, detailed procedure for submission of Action Taken Report electronically through the Member Portal and format of Audit Certificate for Action Taken Report are applicable for the submission of Action Taken Report for the half year ended September 30, 2025.

Please find enclosed the following Annexures applicable for the submission of Action Taken Report for the half year ended September 30, 2025:

- **Annexure I** - Help file for submission of Action Taken Report electronically through the Member Portal.
- **Annexure II**- Auditor Certificate for Action Taken Report.

Members are further advised to note that prescribed monetary penalty/disciplinary actions shall be initiated in accordance with Exchange Circular no. MCX/INSP/525/2025 dated October 10, 2025, in case the observations are not closed in the Action Taken Report or Action Taken Report is not submitted within the due date.

As per the Exchange Circular no. MCX/INSP/356/2025 dated July 24, 2025 all cases where critical non-compliances viz; shortfall of client funds/securities/commodities/networth/incorrect reporting of networth to the Exchange resulting in shortfall/ not meeting the minimum networth criteria for providing margin trading facility wherein such shortfalls are not recouped and offering fixed/assured/periodic returns to clients / mobilizing deposits from investors are reported in the Internal Audit Report, immediate action shall be taken in accordance with Exchange circular no. MCX/INSP/525/2025 dated October 10, 2025 without waiting for submission of Action Taken Report.

----- Corporate office -----

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Members are requested to note that submission of Action Taken Report shall be considered complete only after Member submits the action taken report to the Exchange and receives an acknowledgment email. Action Taken Report saved in the system or submitted only by Auditor shall not be considered as final submission to Exchange.

All Members are advised to take note of the above and bring the provisions of this circular to the notice of their respective Internal Auditors and ensure compliance of the above requirement.

Baiju Budhwani  
Head of Department  
(Inspection and Enforcement)

Encl. Annexure I & II

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Kindly contact Inspection & Enforcement Team on 022-66494040 or send an email at [customersupport@mcxindia.com](mailto:customersupport@mcxindia.com) and [inspection@mcxindia.com](mailto:inspection@mcxindia.com) for further clarification.

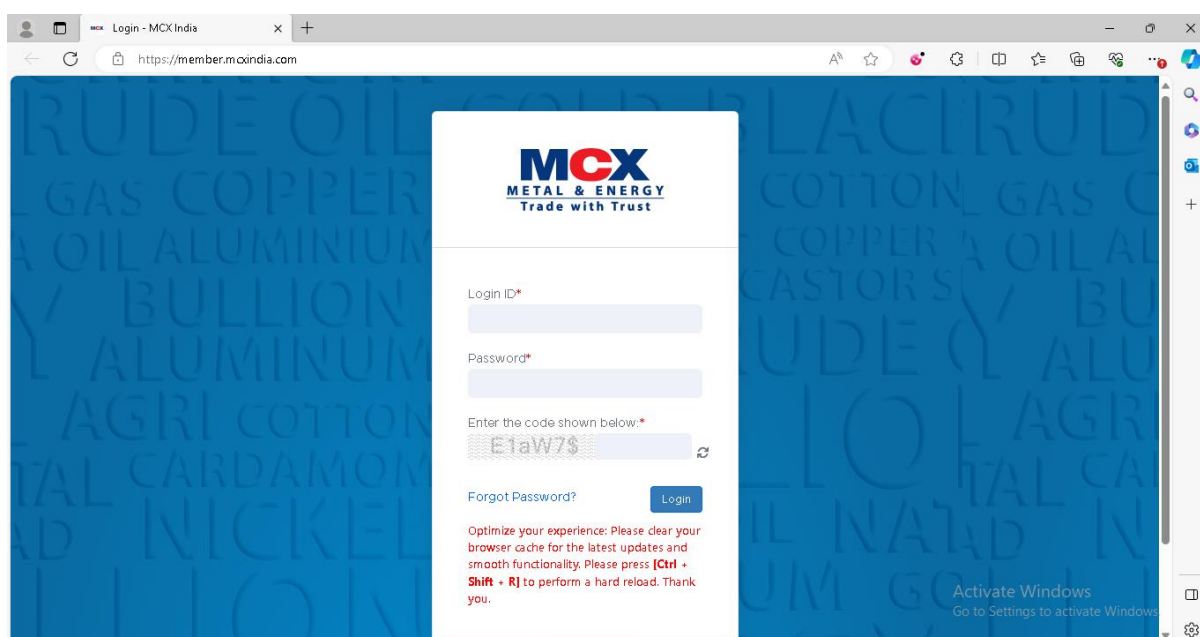
## Annexure-I

### HELP FILE FOR SUBMISSION OF ACTION TAKEN REPORT (ATR) ELECTRONICALLY THROUGH THE MEMBER PORTAL

#### I : Member login and Creation of Auditor User ID

**Step 1:** Please login to Member Portal at <https://member.mcxindia.com>, using your login credentials. (In case you forgot your password, please enter Login ID then enter code and click “Reset Password” button. Reset Password link will be sent to your registered email ID.)

Screen will appear as below:



**Step 2:** When member logs in, the following screen will appear along with the “**Inspection Tab**” at the left side.

Click on the Inspection Tab →→→ Internal Audit Report →→→ Create User (for appointment of Internal Auditor for submission of ATR) as shown below.

The screenshot shows the 'Create User' page. On the left, the 'Internal Audit Report' menu item is highlighted. In the main form, the 'Appointment Auditor List' dropdown is highlighted with a blue circle. Below it, the 'User Details' section shows 'No Records Found'.

**Step 3:** Member needs to select the list of Audit Firms from the Empanelled Auditor List as displayed above (**Audit Firms will be visible in drop down alphabetically in ascending order**)

Once Audit firm is selected and member clicks “**create user**”, following screen appears.

The screenshot shows the 'Create User' page after selecting an audit firm. The 'Role' dropdown is highlighted with a blue circle. The form includes fields for 'User ID', 'Name', 'Address Line 1', 'Mobile No', 'STD Code', 'Landline No', 'Fax No', and 'Email'. Below these fields is a section for 'Upload of Undertaking' with three radio button options: 'Passing on Penalty at MCX', 'Not passing penalty at MCX', and 'Only Proprietary Trading at MCX'. A 'Submit' button is at the bottom right.

In the Role Field, there are 3 options in drop down.

- ✓ Member Operator (**KINDLY IGNORE THIS OPTION**)
- ✓ Internal Auditor
- ✓ ATR Auditor

For appointment of Internal Auditor for ATR, please select option “**ATR Auditor**” from the drop down. Once member selects the Internal Auditor option, following screen will appear.

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**Create User**

Role\*  User ID\*  Name\*  Address Line 1

Address Line 2  Mobile No  STD Code  Landline No

Fax No  Email\*

Member Name\*  Member Code\*  Audit Period\*  Auditor Membership No\*

Auditor Firm Name\*  Firm Registration No\*  Auditor Qualification\* ☐ CA ☐ CS ☐ CMA

The mentioned screen will appear with prefilled details highlighted above. These prefilled details cannot be edited by the member. (Member Name, Member Code, Audit Firm Name and Firm Registration No).

**Step 4:** Please enter data in the fields above.

**In case of User ID** – It is advisable to use member name as a prefix to User ID. For instance, ABC\_AUDITOR, XYZ\_AUDITOR, etc. **Avoid using standard nomenclature like AUDITOR, INTERNALAUDITOR, INTERNALAUDIT, INTAUDITOR, etc. Member shall not enter its Member ID in this field.**

**In case of email ID** - Kindly note that member must enter the correct Email ID of the auditor appointed, in the Email ID field since internal auditor would receive the email once member submits the details for appointment.

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Trade with Trust

**Create User**

Please check Auditor Qualification

Role\*  User ID\*  Name\*  Address Line 1

Address Line 2  Mobile No  STD Code  Landline No

Fax No  Email\*

Member Name\*  Member Code\*  Audit Period\*  Auditor Membership No\*

Auditor Firm Name\*  Firm Registration No\*  Auditor Qualification\* ☒ CA ☐ CS ☐ CMA

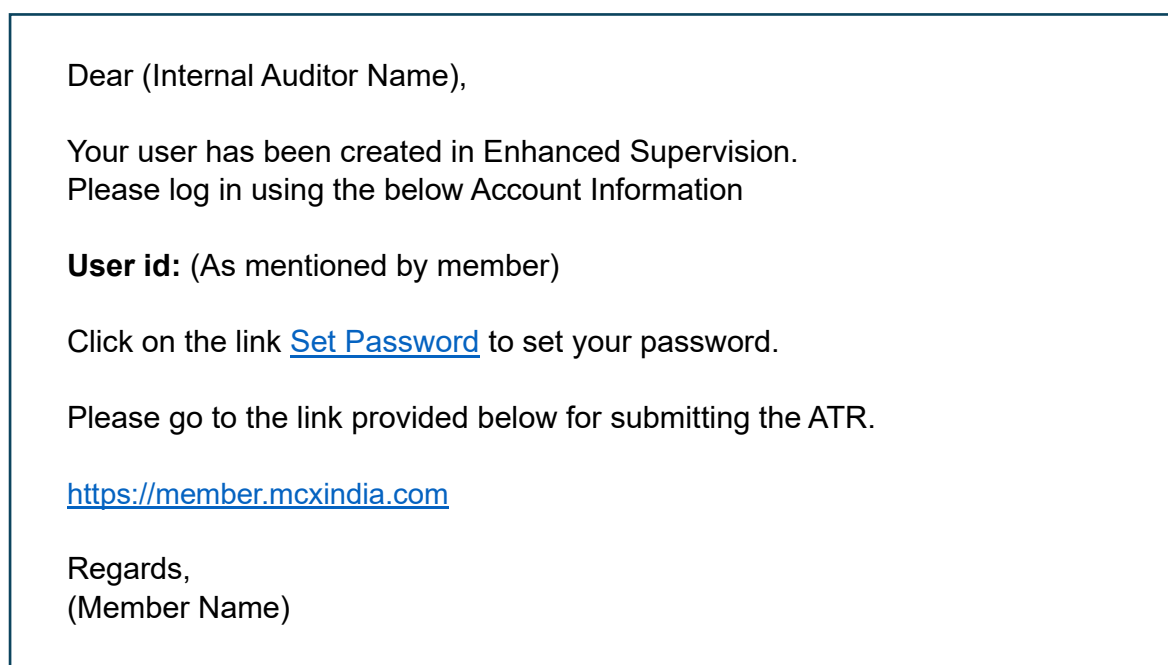
*Kindly note that ATR Audit period will be reflected after selecting drop down tab.*

Ensure that **all mandatory fields are filled** in order to submit the details successfully.

**Once all details are submitted, screen shall display a message stating “Record saved successfully”.**

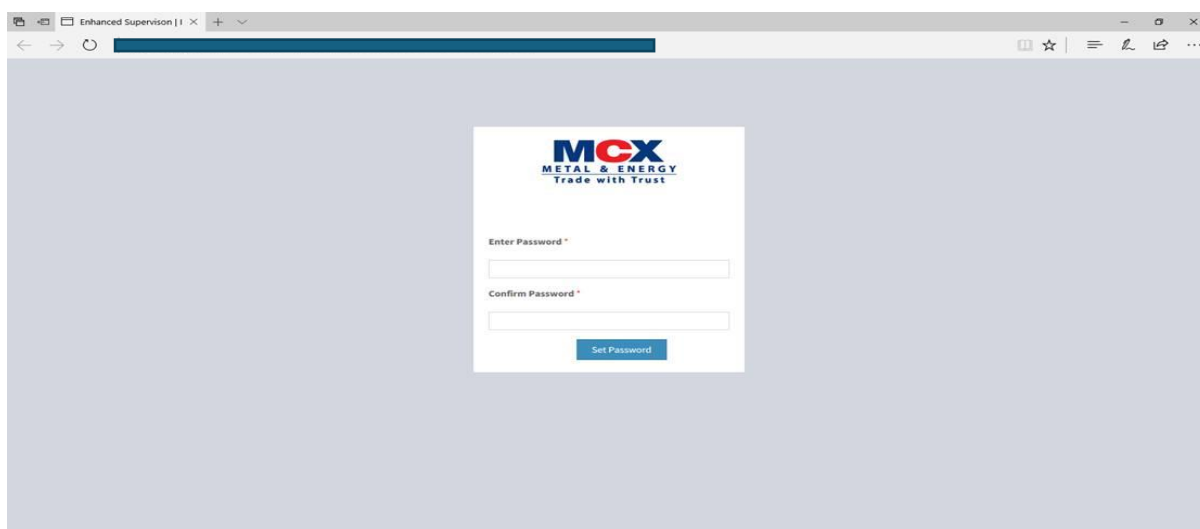


**Step 5:** Now, auditor will receive an email, as shown below containing user ID created by member with a link to set password and a link (URL) for accessing the Internal Audit Portal for submission of Action Taken Report and Internal Audit Certificate.



Kindly note that User ID is case sensitive. (It is advisable to confirm receipt of appointment email from the auditor)

**Step 6:** Auditor is required to set the password by clicking the [Set Password](#) link provided in the email as display in above screen. Once auditor clicks the link, below screen appears.

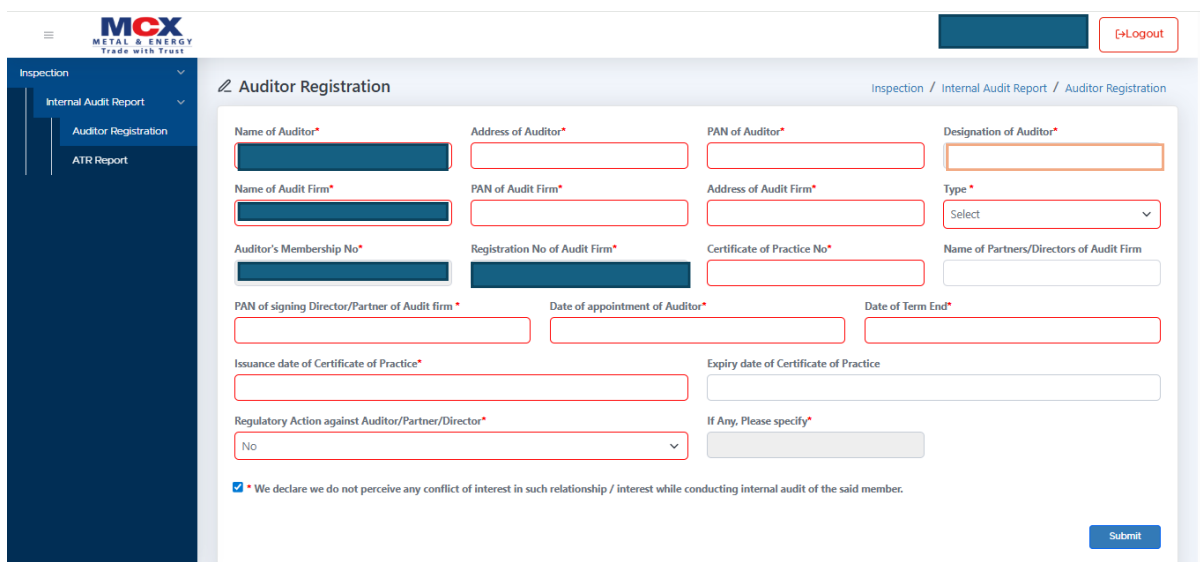
The screenshot shows a web browser window with the title 'Enhanced Supervision | 1 x'. The main content area displays the MCX logo (METAL & ENERGY, Trade with Trust) at the top. Below the logo, there are two input fields: 'Enter Password \*' and 'Confirm Password \*'. A blue button labeled 'Set Password' is positioned below the second input field.

Set the password and login into the portal using the link <https://member.mcxindia.com>

**User ID is mentioned in the email received by auditor as mentioned in Step 5.**

## II : Auditor Registration process and Initiation of ATR

**Step 7:** After login, following screen will appear. Auditor is required to fill first auditor registration details.

The screenshot shows the MCX Auditor Registration form. The form is titled 'Auditor Registration' and is part of the 'Internal Audit Report' section. It contains several input fields for registration details: Name of Auditor, Address of Auditor, PAN of Auditor, Designation of Auditor, Name of Audit Firm, PAN of Audit Firm, Address of Audit Firm, Type (dropdown), Auditor's Membership No, Registration No of Audit Firm, Certificate of Practice No, Name of Partners/Directors of Audit Firm, PAN of signing Director/Partner of Audit firm, Date of appointment of Auditor, Date of Term End, Issuance date of Certificate of Practice, and Expiry date of Certificate of Practice. There is also a dropdown for 'Regulatory Action against Auditor/Partner/Director' and a checkbox for 'We declare we do not perceive any conflict of interest in such relationship / interest while conducting internal audit of the said member.' A 'Submit' button is located at the bottom right.

Name of Auditor, Auditor Firm, Auditor's Membership No and Registration No of the Audit Firm will be prefilled. **(Data will auto-populate from User ID created by the Member).** Enter the required details on the screen and submit. Kindly note that details entered on this screen cannot be resubmitted. Hence ensure that correct data is entered. Any erroneous entry saved needs to be informed to the Exchange by the Member immediately.

Once the details are submitted, screen shows below message “Record Saved Successfully”.

member.mcxindia.com says

Record saved successfully.

OK

**Step 8:** After submitting the details, following screen is displayed after selecting ATR Report.

MCX METAL & ENERGY Trade with Trust

Inspection / Internal Audit Report / ATR Report

Audit Period\*

Select

Search New Audit Report

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Select the audit period from drop down as applicable (which is eligible for ATR) and click Search. Once auditor clicks search, “**New Audit Report**” button gets activated and below editable screen will be displayed :

MCX METAL & ENERGY Trade with Trust

Inspection

Member Name\* Member Code\* Name of Proprietor / Partner\* Auditor Designation\*

Auditor Address\* Internal Auditor Firm Name\* Auditor Firm Registration No\* Audit Report Certified By\*

Auditor's Membership No\* Audit Period\* Date of Submission by Auditor to Member\* No of Active Non Institutional Clients\*

No of Active Institutional Clients\* No of Branches in the Beginning of Audit Period\* No of Branches Opened during the Audit Period\* No of Branches Closed during the Audit Period\*

No of Bank Accounts Operated by the Member\* No of APs in the Beginning of Audit Period\* No of APs Opened during the Audit Period\* No of APs Closed during the Audit Period\*

No of Branches Inspected by Member\* No of APs Inspected by the Member\* No. of DP Accounts Operated by the Member\* SEBI Registration Number\*

Activity Type\* Proprietary Trading\* Facility Providing\*

☐ Trading ☐ Doing ☐ Internet Trading Facility

☐ Clearing ☐ Not Doing ☐ Algo Trading Facility

☐ Institutional Clearing ☐ CTCL Facility

☐ Self-Clearing ☐ Other

Next

After verifying the above details, select “Next” to navigate to the below screen which displays, Area of Verification, Compliance Status, Auditor Remarks, Sample Size Verified



non-complied, Compliance Status, Auditor Remarks, Sample Size Verified, No. of Instances where Non-Compliance is observed, % of Instances where Non-Compliance is observed, Amount/value involved where Non-compliance is observed etc.

MCX METAL & ENERGY Trade with Trust

Inspection

Internal Audit Report ATR

Compliance Status: Non-Complied [View]

Sr. No.	Area of Verification	Compliance Status	Auditor Remarks	Sample Size Verified	No. of Instances where Non-compliance is observed	% of Instances where Non-compliance is observed	Amount/value involved where Non-compliance is observed	Management comments
1	Client Registration Process and Documentations			Choose File No file chosen				
a	All the mandatory clauses/documents and Annexures such as KYC, details relating to trading account, Rights and Obligations, Do and Don'ts, Risk Disclosure Document, Policies & Procedures, Tariff sheet and contact details of senior officials and Investor Grievance Cell of the member as stipulated by SEBI/Exchanges have been included in the mandatory section of the Account opening kit executed with the clients.	Non-Complied	not complied	10	10	100	10	Yes
b	All relevant Client Registration							

Back Next Save

MCX METAL & ENERGY Trade with Trust

Inspection

Internal Audit Report ATR

Compliance Status: Non-Complied [View]

Sr. No.	Member Remarks	Applicability	Compliance Status	Auditor Remarks	Sample Size Verified	No. of Instances where Non-compliance is observed	% of Instances where Non-compliance is observed	Amount/value involved where Non-compliance is observed
1	Ok	10	Select					

Back Next Save

Note :

1. Auditor remarks are mandatory in both the cases, wherein checkpoint is marked as either 'Complied' or 'Not-complied'.
2. Sample size verified is mandatory field.
3. No. of instances is mandatory, in case if checkpoint is marked as 'Not-complied'.
4. '% of Instances' or 'Amount/Value' either of the one is mandatory in case if checkpoint marked as 'Not-complied'

Kindly note that as per Exchange Circular no.: MCX/INSP/622/2025 dated December 02, 2025 Action Taken Report shall be certified by the empanelled Internal Auditor of the Trading Member, confirming the status of compliance and shall cover at least a period of one month for sample verification. All the working papers and records with respect to the Audit should be uploaded in below tab:-

The screenshot shows the 'Internal Audit Report ATR' interface. At the top, there's a 'Compliance Status' dropdown set to 'Non-Complied' and a 'View' button. Below is a table with the following columns: 'Sl. No.', 'Area of Verification', 'Compliance Status', 'Auditor Remarks', 'Sample Size Verified', 'No. of Instances where Non-compliance is observed', '% of Instances where Non-compliance is observed', 'Amount/Value involved where Non-compliance is observed', and 'Management comments Whether Auditor comments accepted'. The first row (Sl. No. 1) is for 'Client Registration Process and Documentations'. The 'Compliance Status' is 'Non-Complied', 'Auditor Remarks' is 'not complied', 'Sample Size Verified' is '10', 'No. of Instances where Non-compliance is observed' is '10', '% of Instances where Non-compliance is observed' is '100', 'Amount/Value involved where Non-compliance is observed' is '10', and 'Management comments' is 'Yes'. A red circle highlights the 'Choose File' button in the 'Sample Size Verified' column.

**Kindly note :- (Allowable file type is PDF, WORD, EXCEL in ZIP format (Maximum file size should not exceed 10 MB per head)).**

**In case of non-compliance reported by internal auditor in the QSB report (Annexure-VIII of Internal Audit Report), Auditor shall upload sample pertaining to QSB-report.**

The screenshot shows the 'Internal Audit Report ATR' interface. At the top, there's a 'Compliance Status' dropdown set to 'Non-Complied' and a 'View' button. Below is a table with the following columns: 'Compliance Status', 'Auditor Remarks', 'Sample Size Verified', 'No. of Instances where Non-compliance is observed', '% of Instances where Non-compliance is observed', 'Amount/Value involved where Non-compliance is observed', and 'Management comments Whether Auditor comments accepted'. The first row (Sl. No. 1) is for 'Client Registration Process and Documentations'. The 'Compliance Status' is 'Non-Complied', 'Auditor Remarks' is 'not complied', 'Sample Size Verified' is '10', 'No. of Instances where Non-compliance is observed' is '10', '% of Instances where Non-compliance is observed' is '100', 'Amount/Value involved where Non-compliance is observed' is '10', and 'Management comments' is 'Yes'. A red circle highlights the 'Choose File' button in the 'Sample Size Verified' column.

## Step 9: Submission of Checklist

**Auditor shall follow the below guidelines to update the checklist in correct manner:**

In ATR submission Auditor is required to update 6 columns in the checklist i.e.

<b>Column A</b>	<b>Compliance Status</b>
<b>Column B</b>	<b>Auditor Remarks</b>
<b>Column C</b>	<b>Sample Size Verified</b>

<b>Column D</b>	<b>No. of instances where Non-Compliance is observed</b>
<b>Column E</b>	<b>% of instances where Non-Compliance is observed</b>
<b>Column F</b>	<b>Amount/Value involved where Non-Compliance is observed</b>

Auditor shall not enter any data in Management comments, whether Auditor comments accepted and 'Member Remarks' since these columns are to be updated by Member once Auditor submits the digitally signed report and certificate to the member.

**Step 10:** Once the auditor updates the checklist (in manner specified in Step 9 above), below screen will be appear

The screenshot shows the MCX Audit Form interface. The form is titled 'Inspection' and includes the MCX logo. The form fields are as follows:

- Trading / Clearing Member Name\*
- SEBI Registration No\*
- Audit End Date\*
- Segment\*
- Activity\*
- Name of Signing Partner\*
- Membership No. / CP. NO\*
- Unique Document Identification Number (UDIN)\*
- Place\*
- Date\*

There are 'Back' and 'Submit' buttons at the bottom right of the form. The footer of the page contains the copyright notice: '© Copyright 2017. All rights reserved. Multi Commodity Exchange of India Ltd. (MCX) Release 1.0.0' and links for 'Privacy Policy' and 'Terms & Conditions'.

All mandatory details are required to submit by auditor except SEBI registration no. and date, shall be reflected from the system.

**Step 11 :** After click on Submit tab below screen will be displayed:

The screenshot shows the MCX Audit Report interface. The interface includes the MCX logo and a 'Logout' button. The main content area has the following elements:

- Audit Report section with 'Generate Report' and 'Generate Certificate' buttons.
- A link to 'Download Digital Sign Utility'.
- Select Internal Audit - ATR File to Upload\* section with 'Choose File' and 'Upload' buttons.
- Select Auditor Certificate File to Upload\* section with 'Choose File' and 'Upload' buttons.
- Auditor Contact Details section with the following fields:
  - Contact Person\*
  - Email Id\*
  - Landline No\*
  - Mobile No\*
  - Address\*
  - City\*
  - Pin Code\*
  - State\*

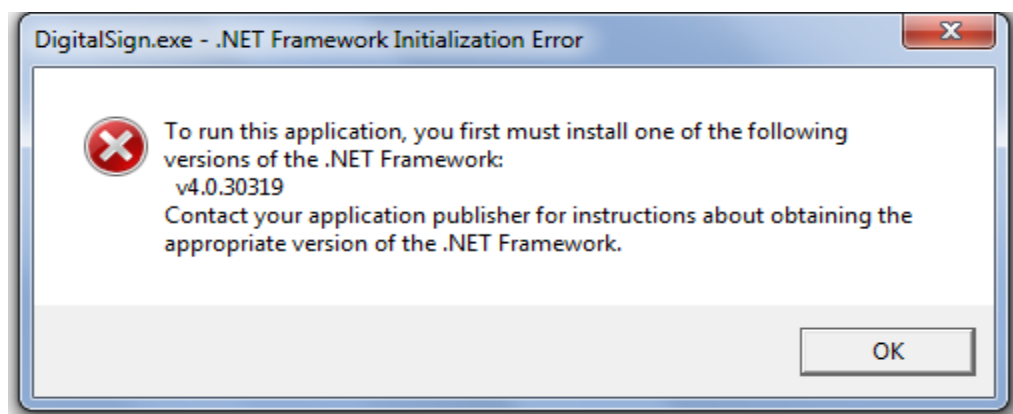
Auditor is required to generate Internal Audit-ATR by using "Generate Report" button. In same manner, generate Internal Audit Certificate by using "Generate Certificate" button. Both the PDF documents would be downloaded. Save the files (if not automatically saved.)

Now, auditor needs to download the Digital Signature Utility by using the link as shown in screen below :

**Kindly note that Digital Signature utility works in Dot Net framework 4.0.**

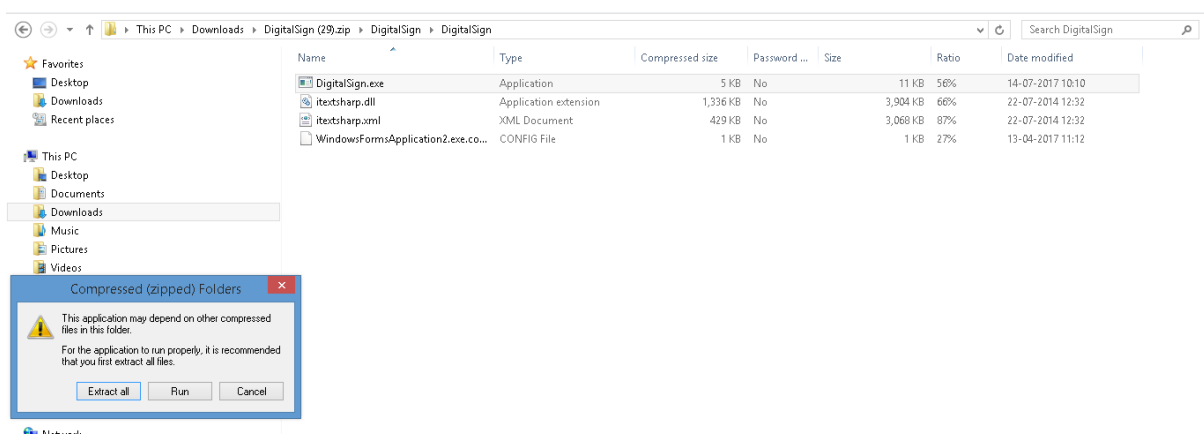
**Digital Signature to be used for signing the PDF document should be class 2 signature.**

**Users need to install Dot Net framework 4.0 to run the same. If members don't have this framework installed on system, they may get an error message as shown below.**

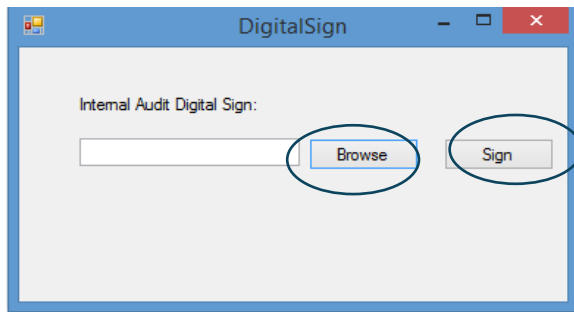


**Step 12:** Once Auditor clicks the link, zip file is downloaded. Now please follow these steps in order to digitally sign the **Internal Audit File-ATR** and Internal **Audit certificate** PDF Files generated.

- ✓ Insert your Digital Signature USB Dongle in the system
- ✓ **Extract the Zip File to a separate folder.** Once zip file is extracted, following files will be visible in extracted folder as shown in below screen.
- ✓ Run "DigitalSign.exe" file.



Once Auditor runs the "DigitalSign.exe" application as explained above, pop up message box would appear on the screen as shown below.



- ✓ Select File (**Please ensure that file is not opened in the background otherwise digital sign may not work**) and click the Sign button as shown in screen above.
- ✓ System will ask for digital signature password.
- ✓ Once password is entered, message comes “File Signed Successfully”

**Step 13:** Once all the PDF files are digitally signed successfully (**auditor is advised to check the last page of the Internal Audit-ATR File and certificate to ensure that the document is digitally signed**), upload the digitally signed documents by using the choose file button and then upload button.

**AUDITOR SHALL ENSURE THAT HE HAS CORRECTLY UPLOADED ALL FILES:-**

- **INTERNAL AUDIT ATR FILE AND**
- **AUDITOR CERTIFICATE**

**IN THE RESPECTIVE LINKS AS PROVIDED IN THE BELOW SCREEN**

Once all the documents are uploaded, system will show message “File uploaded successfully”

After uploading all the document, enter the “Auditor Contact Details” in the fields below and tick the check box as shown in below screen.

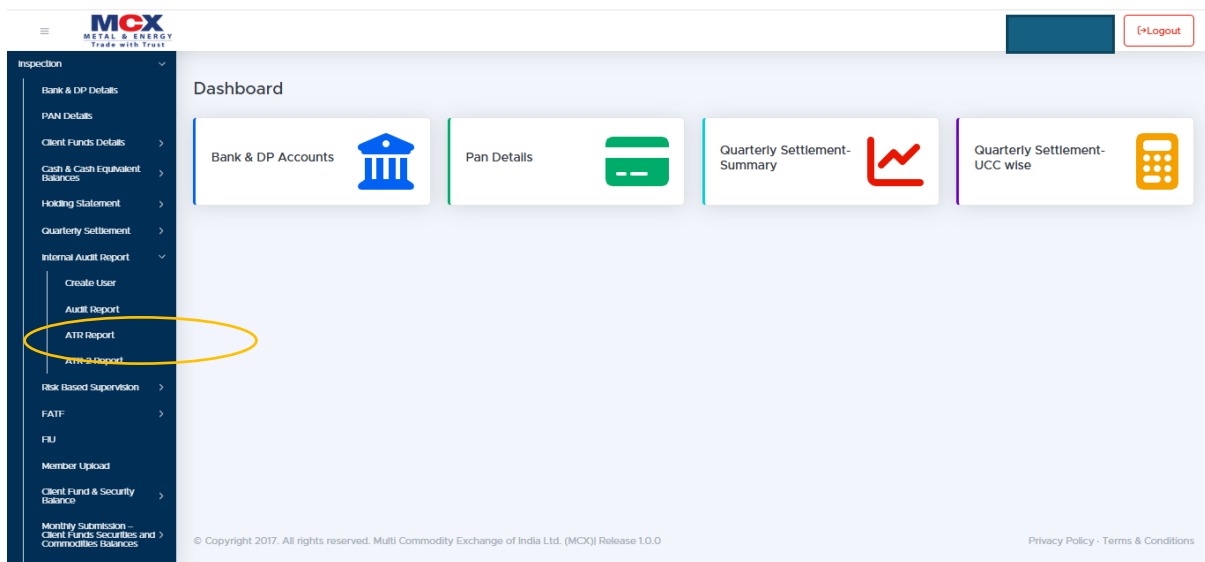
Now click “Submit” button at the bottom of the screen.

**Step 14:** Internal auditor can check the documents submitted through Inspection →→→ Internal Audit Report →→→ ATR Report →→→ Select the period from drop down →→→ Click Search. Auditor can see additional following files:

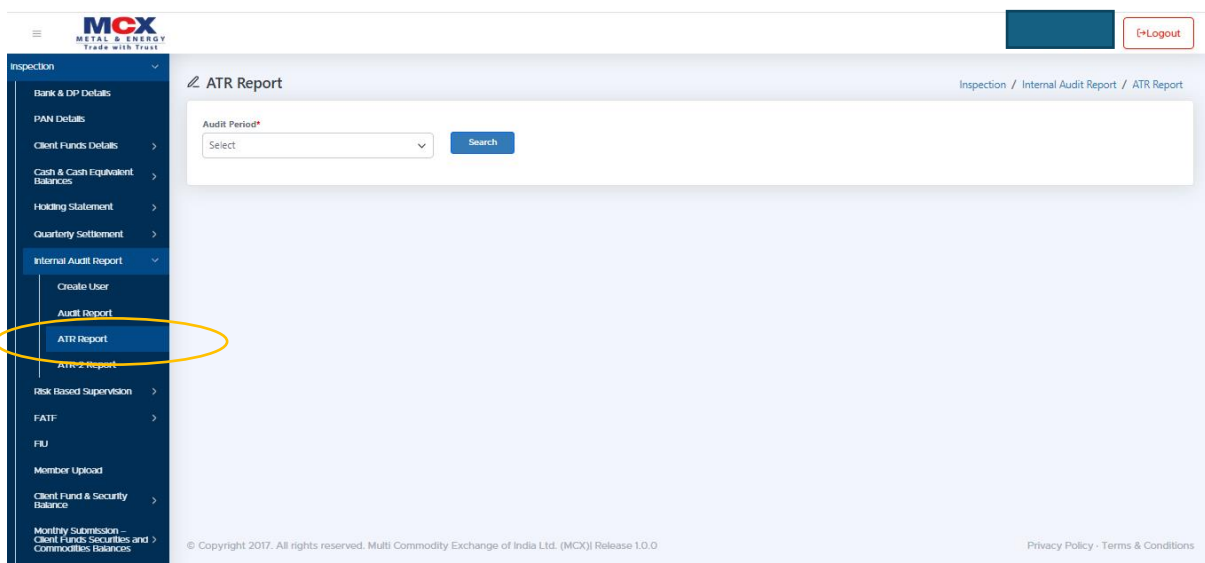
- ✓ **Audit Report-ATR :** Action Taken Report (PDF Document) Digitally Signed by Internal Auditor.
- ✓ **Audit Certificate:** ATR Certificate (PDF Document) Digitally Signed by Internal Auditor
- ✓ **Sample uploaded by ATR Auditor (ZIP Document)**
- ✓ **Action Taken Report (Excel) (ATR):** Action Taken Report in Excel Format.

### III : SUBMISSION OF INTERNAL AUDIT-ACTION TAKEN REPORT WITH MANAGEMENT COMMENTS & REMARKS

**Step 15:** ATR submission in Member login



**Step 16 :** After selecting ATR Report option in the Internal Audit Report tab, below screen will be displayed.



**Step 17:** Select the audit period from drop down and click Search. After clicking search button, following screen will be displayed.

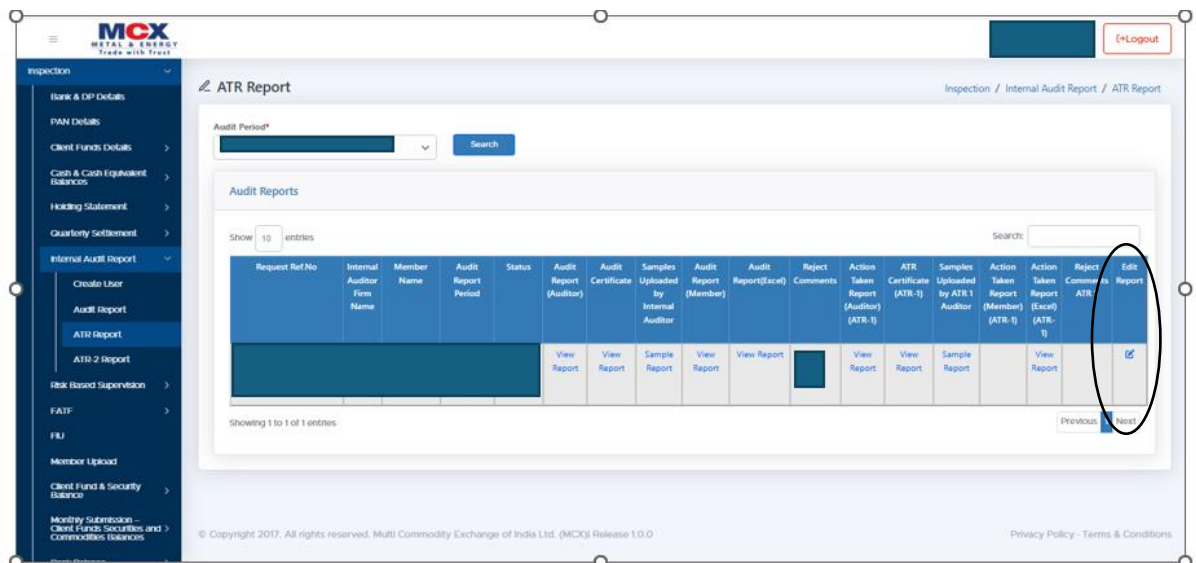
The screenshot displays the 'ATR Report' interface on the MCX platform. The sidebar on the left contains various navigation links under the 'Inspection' category. The main content area features a search bar for 'Audit Period' and a 'Search' button. Below the search bar, there is a table titled 'Audit Reports'. The table has 17 columns: Request Ref No, Internal Auditor Firm Name, Member Name, Audit Report Period, Status, Audit Report (Auditor), Audit Certificate, Samples Uploaded by Internal Auditor, Audit Report (Member), Audit Report (Excel), Reject Comments, Action Taken Report (Auditor) (ATR-1), ATR Certificate (ATR-1), Samples Uploaded by ATR 1 Auditor, Action Taken Report (Member) (ATR-1), Action Taken Report (Excel) (ATR-1), Reject Comments ATR 1, and Edit Report. A single entry is visible in the table, and the status is 'Submitted to Member'. The footer shows copyright information for MCX and links to Privacy Policy and Terms & Conditions.

**Member can see additional 4 files as shown in previous screen.**

- ✓ **Audit Report (Auditor):** Internal Audit-ATR (PDF Document) Digitally Signed by Internal Auditor.
- ✓ **Audit Certificate:** Internal Audit Certificate (PDF Document) Digitally Signed by Internal Auditor
- ✓ **Sample Uploaded by Internal Auditor :** Sample uploaded by Internal Auditor on head wise of Area of verification wherein non-compliance is reported.
- ✓ **Audit Report-ATR (Excel):** Internal Audit-ATR in Excel Format. **(Member kindly note that this excel file is just for view purpose only and no changes shall be made in this file)**

**Member shall update the checklist only after the Internal Auditor has submitted its Internal Audit-ATR and status is updated as “Submitted to Member”**

**Step 18:** Click **“Edit report”** icon in the right as shown in below screen.



Once member clicks the **“Edit Report”** button, Member will be directed to the following screen which is non editable as auditor has entered the details based on internal audit carried out.

Press **“Next”** button at the bottom the screen.

The screenshot shows the 'Internal Audit Report Information' form. It contains multiple sections with input fields and dropdowns. The sections include: Member Name, Member Code, Name of Proprietor / Partner, Auditor Designation, Auditor Address, Internal Auditor Firm Name, Auditor Firm Registration No, Audit Report Certified By, Auditor's Membership No, Audit Period, Date of Submission by Auditor to Member, No of Active Non Institutional Clients, No of Branches in the Beginning of Audit Period, No of Branches Opened during the Audit Period, No of Branches Closed during the Audit Period, No of Bank Accounts Operated by the Member, No of APs in the Beginning of Audit Period, No of APs Opened during the Audit Period, No of APs Closed during the Audit Period, No of Branches Inspected by Member, No of APs Inspected by the Member, No. of DP Accounts Operated by the Member, SEBI Registration Number, Activity Type (Trading, Clearing, Institutional Clearing, Self Clearing), Proprietary Trading (Doing, Not Doing), and Facility Providing (Internet Trading Facility, Algo Trading Facility, CTCL Facility, Other). The 'Next' button is circled at the bottom right.

**Step 19 :** Once member clicks the Next Button, following screen appears.

The screenshot shows the 'Internal Audit Report ATR-' screen. It displays the compliance status as 'Non-Complied'. Below this, there is a table with the following columns: Verified, No. of Instances where Non-compliance is observed, % of Instances where Non-compliance is observed, Amount/Value involved where Non-compliance is observed, Management comments Whether Auditor comments accepted, Member Remarks, and Applicability. The table is currently empty. At the bottom right, there are 'Back', 'Next', and 'Save' buttons. The 'Next' button is circled.



**\*Member shall fill column “Whether Auditor comments accepted” by selecting Yes or No from the drop down for each area of verification. *Member shall mandatorily give remarks in column “Management Remarks” wherever observation of the Internal Auditor is NC – ‘Not Complied’***

***“Management Remarks” is not required wherein Internal Auditor has mentioned as ‘Complied’***

Please note that supporting/working papers uploaded by the auditor will be visible in column of “Sample Size Verified”. Supporting can be downloaded by the member from that column.

**Step 20 :** Click “Next” at the end of the screen (The below screen is for updating management comments (Yes or No) and Member remarks in case of not complied reported by the Internal Auditor)

Internal Audit Report ATR

Compliance Status: Non-Complied [View](#)

Sample Size Verified	No. of Instances where Non-compliance is observed	% of Instances where Non-compliance is observed	Amount/Value involved where Non-compliance is observed	Management comments (Whether Auditor comments accepted)	Member Remarks	Applicability
		100		Select Select Yes No		

[Back](#) [Next](#) [Save](#)

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**Step 21:** Once the member clicks “Next”, he will be directed to the non-editable screen as shown below. (This has already been filled by Internal Auditor and Member can only view it).

Certificate for Action Taken Report

Trading / Clearing Member Name\* SEBI Registration No\* Audit End Date\* Segment\*

Activity\* Name of Signing Partner\* Membership No./CP.NO\* Unique Document Identification Number (UDIN)

Place\* Date\*

[Back](#) [Next](#)

**Step 22:** After clicking “**Next**”, member will be directed to last page “**Digital Sign Internal Audit-ATR**” as shown below.

Generate the PDF for Internal Audit-ATR by clicking the button “**Generate Report**” as shown in above screen. PDF file of Internal Audit-ATR will be downloaded. Save the files (if not automatically saved). Member needs to download the Digital Signature Utility and sign Internal Audit-ATR.

Once the PDF file is digitally signed successfully (**member is advised to check the last page of the report to ensure that the document is digitally signed**), member is required to upload the digitally signed file by using “**Choose File**” button and click “**Upload**”.

Once the file is uploaded, system shows the message as displayed below:



Once the file is uploaded successfully, provide “**Member contact Details**” and tick the check box as shown in below screen

Now click “**Submit**” button at the bottom of the screen.

Once submitted, system will display the message “**Report submitted successfully to Exchange**” as shown below.

The screenshot shows the MCX Digital Sign Action Taken Report form. A white modal box at the top center displays the message: "uat-member.mcxindia.com says Report submitted successfully to exchange." with an "OK" button. The form itself has a dark blue sidebar on the left with navigation links: Inspection, Membership, Technical Compliance, Surveillance, Others, Inspect Pro, Help File, and UAT Request Handle. The main content area is titled "Digital Sign Action Taken Report" and includes sections for "Audit Report" (with file upload options for Internal Audit - ATR File and Auditor Certificate File), "Member Contact Details" (with fields for Contact Person, Email Id, Landline No, and Mobile No), and a checkbox for "We have reviewed the Internal Audit for the half year ended on...". A black arrow points from the "Email Id" field to the success message box. A "Submit" button is located at the bottom right of the form.

Member will receive system generated email on the registered email as mentioned in the above screen.

**Step 23:** Member can view the digitally signed and submitted Internal Audit-ATR in Internal Audit Report tab.

The screenshot shows the MCX ATR Report page. The sidebar on the left has a menu with "Internal Audit Report" expanded, showing sub-items: Create User, Audit Report, and ATR Report. The main content area is titled "ATR Report" and features a search bar with a dropdown for "Audit Period" and a "Search" button. The breadcrumb trail at the top right reads "Inspection / Internal Audit Report / ATR Report". The footer contains copyright information: "© Copyright 2017. All rights reserved. Multi Commodity Exchange of India Ltd. (MCX) Release 1.0.0" and links for "Privacy Policy" and "Terms & Conditions".

**Step 24:** After selecting ATR report below screen will be display:

The screenshot displays the 'ATR Report' page on the MCX India portal. The sidebar on the left contains a menu with various options, including 'Internal Audit Report' and 'ATR Report'. The main content area features a search bar at the top, followed by a table of audit reports. The table has 17 columns: Request Ref No, Internal Auditor Firm Name, Member Name, Audit Report Period, Status, Audit Report (Auditor), Audit Certificate, Samples Uploaded by Internal Auditor, Audit Report (Member), Audit Report (Excel), Reject Comments, Action Taken Report (Auditor (ATR-1)), ATR Certificate (ATR-1), Samples Uploaded by ATR 1 Auditor, Action Taken Report (Member (ATR-1)), Action Taken Report (Excel (ATR-1)), Reject Comments ATR 1, and Edit Report. The table shows one entry with a status of 'View Report' and a 'View Report' link. The page also includes a search bar, a 'Show 10 entries' dropdown, and a 'Previous/Next' pagination control.

Kindly note Exchange reserve the right to reject the Internal Audit Report and / or Internal Audit Certificate along with management remark and comments provided by member on incorrect submission.

#### General note:

1. Kindly use Google Chrome browser for the Internal Audit-ATR Submission process.
2. Don't use back button at any point on the portal.
3. Save the data promptly once entered in the system by using "Save" button (wherever provided) Do not leave the system idle for long interval, else the system would log out automatically

For any clarification contact Inspection & Audit Team on 022-66494150 Extn: 9348/9267 or send an email at [inspection@mcxindia.com](mailto:inspection@mcxindia.com)

**Annexure-II**

**CERTIFICATE FOR INTERNAL AUDIT-ATR**

We have examined the relevant books of accounts, records and documents maintained by M/s. \_\_\_\_\_, (name of the trading member) bearing SEBI registration number \_\_\_\_\_ a member of the Multi Commodity Exchange of India Limited (MCX) to verify and certify the compliance on action taken by the Member for the non-compliances reported in the internal audit report for the half year ended \_\_\_\_\_.

Segment	Activity – Trading / Trading and Clearing)	SEBI Registration Number

The purpose of this Audit is to examine that the processes, procedures followed, and the operations carried out by the Trading Member are as per the applicable Acts, Rules, Regulations, Bye-laws and Circulars prescribed by SEBI and the Stock Exchange.

We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of this Audit. In our opinion proper books of accounts, records, and documents, as per the regulatory requirement have been maintained by the Member, so far as it appears from examination of the books.

Based on the scrutiny of relevant books of accounts, records and documents , and to the best of our knowledge and explanations given to us, we certify that the Member has complied with the relevant provisions of SEBI Act, 1992, Securities Contracts (Regulation) Act 1956, Securities Contracts (Regulation) Rules 1957, SEBI (Stock Brokers) Regulations, 1992 and various circulars of SEBI and with the Rules, Bye laws, Business Rules and various circulars issued by the Stock Exchange except otherwise mentioned in the Annexure to this report.

We declare that the audit firm meets the eligibility criteria as per Exchange circular nos. MCX/INSP/672/2023 dated October 05, 2023, and MCX/INSP/180/2024 dated March 26, 2024.

Further, we declare that we do not have any direct / indirect interest in or relationship with the member or its shareholders / directors / partners / proprietors / management, other than the proposed audit assignment and also confirm that we do not perceive any conflict of interest in such relationship / interest while verifying non-compliances reported in internal audit of the said member. We also confirm that no regulatory action is taken against our firm / company/ any of its directors/partners/proprietor.

We hereby certify that Action Taken Report is carried out as per the Exchange circular and we have uploaded all the samples required & it's workings for each broad head of verification on Exchange portal along with Action Taken Report and we shall be liable for any instances of incorrect or erroneous reporting.

In our opinion and to the best of our information and according to the explanations given to us by the proprietor/partners/directors/compliance officer, the Action Taken Report provided by us as per the Annexure and subject to our observations, which covers the entire scope of the audit, is true and correct.

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Company Secretary / Cost and Management Accountant / Chartered Accountant  
(Seal & Signature)

(Name of the Partner)

Membership no. / CP no..

UDIN no.

Place: -

Date: -