

## Procedure for quarterly reporting of Pledge data by NBFCs

- Pursuant to RBI circular (weblink mentioned below), data of pledge securities is required to be reported to the Exchange on quarterly basis.

Weblink of RBI circular –

### [Guidelines on Corporate Governance - Review](#)

### [NBFCs- Lending against Shares](#)

- The details of pledge shares needs to be entered only w.r.t. equity shares of the companies that are listed on BSE.
- As required by RBI circular, the data needs to be reported w.r.t. equity shares pledged as collateral with NBFCs based on the position at the end of each quarter.

The file structure for reporting the Pledge data is given hereunder:

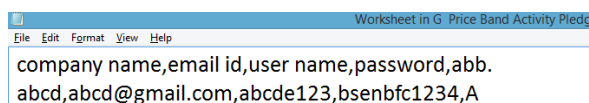
Script Code	No of Shares	Type of the Borrower P/N - (Promoter/ Non Promoter)	Name of the Borrower	PAN of the Borrower
1	2	3	4	5

- Login into NBFC Portal <https://nbfcbseindia.com>

### Process for creation of User IDs for NBFCs:

- Concerned NBFCs shall forward their request for creation of log-in id to the [trading.ops@bseindia.com](mailto:trading.ops@bseindia.com) email id with file in csv format, Structure of file as mentioned below

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Worksheet in G Price Band Activity Pledge

File Edit Format View Help

company name,email id,user name,password,abb.  
abcd,abcd@gmail.com,abcde123,bsebnfc1234,A

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- Upon receipt of the email from exchange (details of user id) necessary details have to be filled by user before uploading pledge data.
- Kindly ensure that correct scrip code is entered. For your ready reference scrip master file with scrip codes of all the company listed at BSE as at the end of quarter is provided at the following path – **Reference > Scrip Master**.
- Do not leave any space or use any special characters such as decimals or comma while entering Scrip Code, No. of Shares and Type of the Borrower.
- For type of borrower (Promoter/ Non Promoter) enter either “P” for Promoter or “N” for Non Promoter. Data with any other character will not be considered as valid entry.
- Kindly ensure name of the borrower is correctly spelt.
- None of the columns should be left blank
- File for uploading the data needs to be pipe separated ‘csv’ or ‘txt’ format. Do not use any special character in the file name.
- After uploading the file, user can view the count of the records uploaded successfully/erroneously. User will be permitted to re-upload the file with all records after carrying out necessary corrections for error records.
- Once entire pledge data is uploaded successfully for a quarter, same will not be allowed to modify.
- In cases where no listed shares are held as pledge, user shall select Nil Reporting for the said quarter by following the path – **NBFC Information > Pledge Information > Nil Reporting**. *(Please note that once user submits Nil Report for a particular quarter, no further modification will be allowed.)*

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- All the records uploaded can be viewed by following the path –  
**NBFC Information > View Report**
- After uploading the file, the uploading status can be viewed through by following the path -  
**NBFC Information > File Status**
- The history of files uploaded under quarterly reporting together with the details of pledge data can be viewed by following the path –

**NBFC Information > Previous Uploaded Files**

For any assistance kindly contact the following officials:

Name	Contact No.	E-mail Id
Mr. Hormazdiar Mobedji	022-2272 5626	<a href="mailto:trading.ops@bseindia.com">trading.ops@bseindia.com</a>
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