

2022



BSE Limited

Member User Manual for Cyber Incident Reporting (CIR)

System Requirements:

1. Microsoft Excel (version 2007 and above)
2. Only Internet Explorer (version 11 and above) to be used to submit Cyber Incident Reporting

Procedure for reporting the Cyber Incident Reporting on BEFS:

There are two types of Cyber Incident reporting

- A) **Quarterly Incident Reporting** : Designated Officer shall submit the Quarterly report within 15 days after the end of the respective quarter through **BEFS**.
- B) **Immediate Incident Reporting**: Any unusual activities and events should be reported by Designated Officer within 24 hours of receipt of such Information through BEFS.

A) Quarterly Incident Reporting

1. **Member** shall enter their credentials on BEFS and login from Internet Explorer

BEFS

BSE
EXPERIENCE THE NEW

Install Pre requisites...
For Optimized Result , Please Click Here..

Forgot Your Password

Member Code : 123456

Login Id : 123456

Password :

34CC

Enter Captcha : 34CC|

Menu View : User Preferred

Login

Please login to BEFS... Thank You...

Bookmark Application!

BSE Electronic Filing System

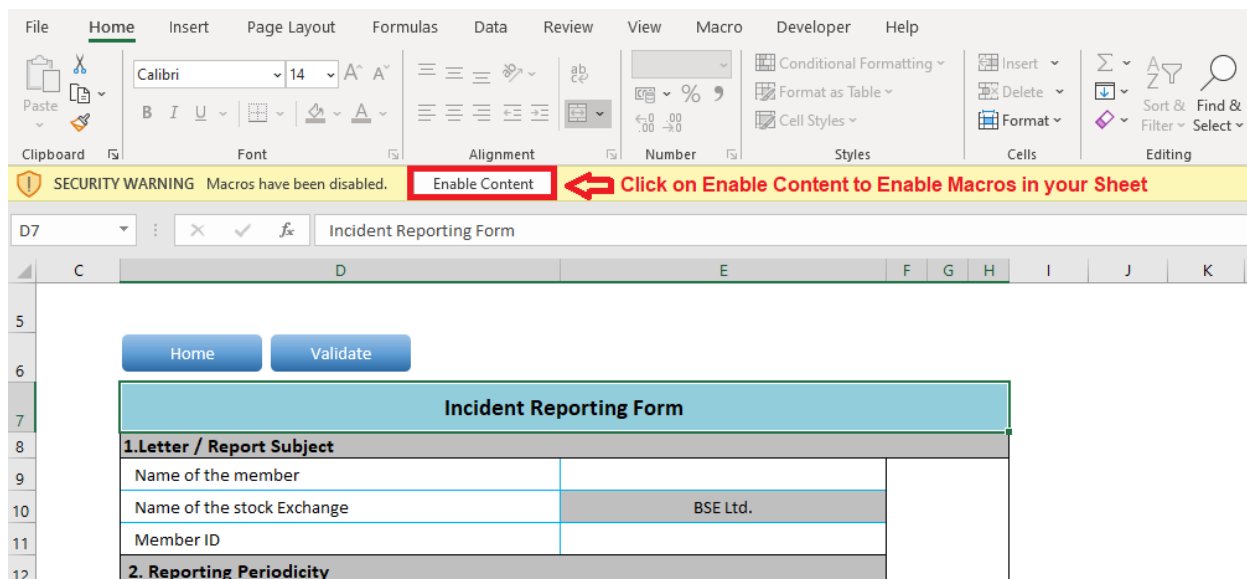
2. In Cyber Incident Report > Select Quarterly Incident Reporting



3. Kindly select the year and quarter from the drop down and click on **Download CIR template button**.



4. Once the template is downloaded open it and enable macros



5. Details to be filled in the template in case of No Cyber- Attack or in case Cyber Attack Observed.

5.1. In case of No Cyber-Attack/ breach observed in Quarter select **No** from the drop down in the field “Cyber -attack/breach observed in quarter” and fill other details related to designated officer. After filling all details click on “Validate” button.

Year	2021-22	
Quarter	Q1	
Period	APR - JUN	
Submission start date	01-07-2021	
Due date	15-07-2021	
3. Designated Officer (Reporting Officer details)		
Name	Mr. ABC XYZ	
Organization	ABC Stock Brokers Ltd	
Title	Designated Officer	
Phone / Fax No	1111111111	
Mobile	999999999	
Email	abc.xyz@abc.com	
Address	5/500 Chambers, Big Road, Small Street	
Cyber-attack / breach observed in Quarter	No	
Date & Time		HH MM SS

5.2. In case of Cyber-Attack/ breach observed in Quarter select **Yes** from the drop down and fill the relevant details mentioned below.

Cyber-attack / breach observed in Quarter	Yes	
Date & Time	22-06-2021	03 30 00
Brief information on the Cyber-attack / breached observed	<input type="button" value="Add Information"/>	

Fill in all the details required in all the sheet and click on validate button

Annexure 1	
1. Physical location of affected computer / network and name of ISP	<input type="button" value="Add Details"/>
2. Date and time incident occurred	Add Details
3. Information of affected system	Add Details
4. Type of incident	
Phishing	
Network scanning / Probing Breaking/Root Compromise	
Virus/Malicious Code	
Website Defacement	
System Misuse	
Spam	
Bot/Botnet	
Email Spoofing	
Denial of Service (DoS)	
Incident Reporting Form	<input type="button" value="Annexure 1"/> <input type="button" value="Agencies notified"/> <input type="button" value="IP of suspected source"/> <input type="button" value="Information of affected system"/> <input type="button" value="Date And Time"/>

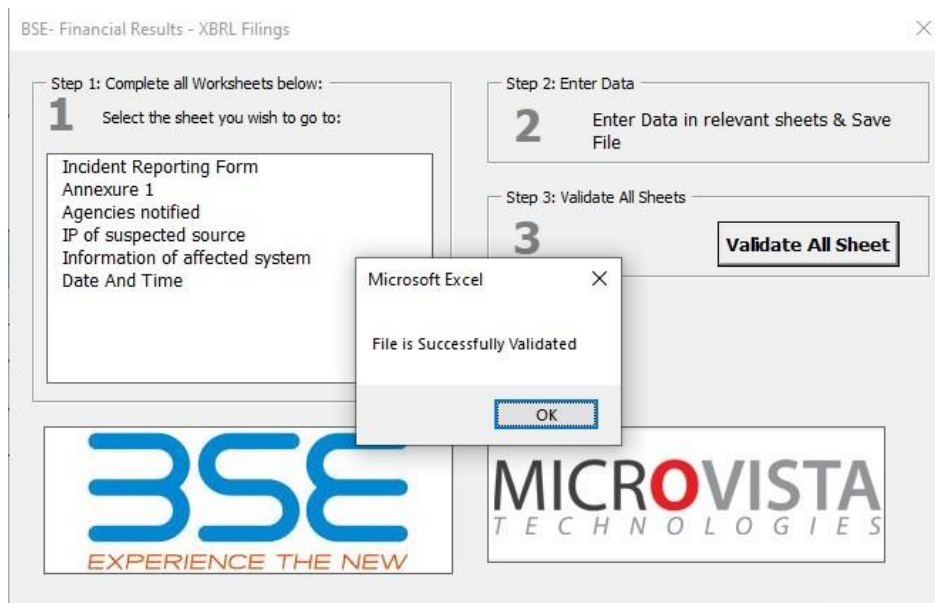
Wherever there is an add details button you have to click and enter the details in message box and **click on Save** .



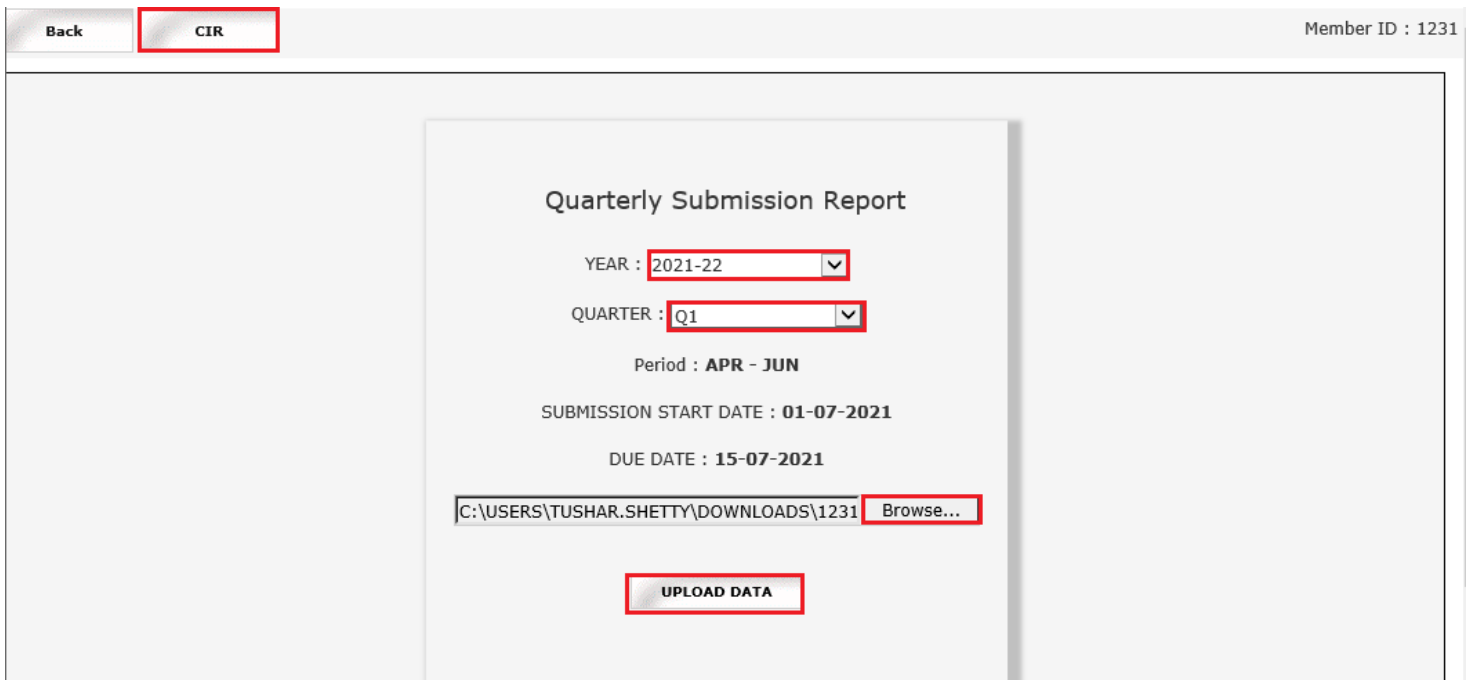
You can add and delete records



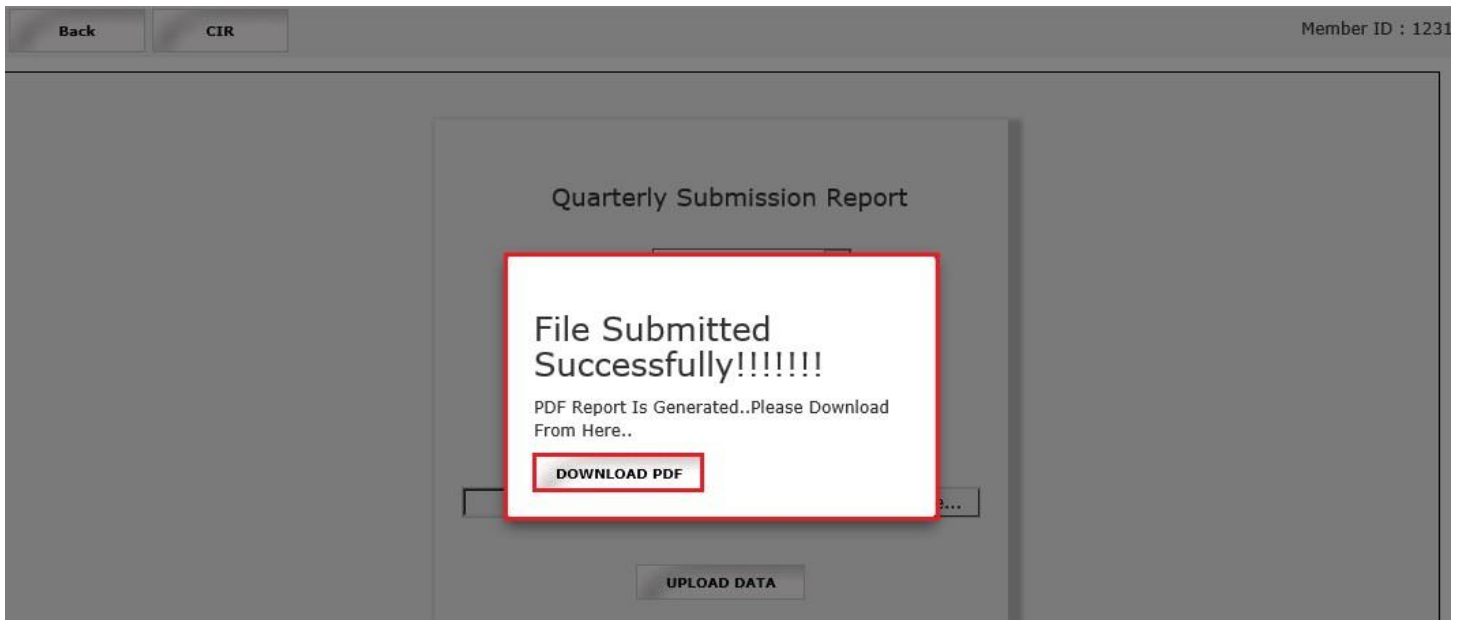
6. After filling the data, Click on **Home** Button and then Click on **Validate All the Sheet**.
Once all the sheets are validated successfully save the file.



7. Click on CIR and select the year & quarter from drop down.
Then select the excel file from browse button and click on Upload button.



- Once the Excel template gets uploaded it gets converted into Pdf file. Download the PDF and save the file . The saved PDF file should be Digitally Sign by designated officer.

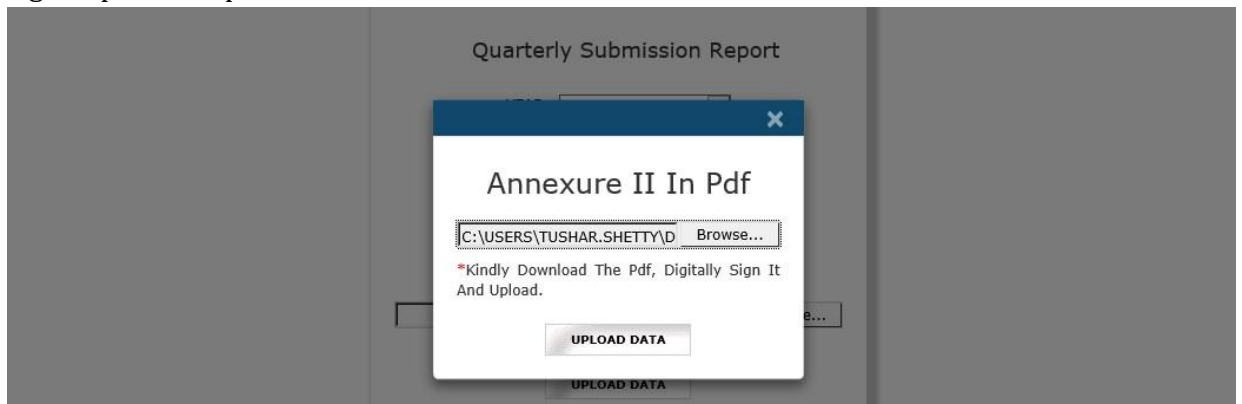


- Once your document is ready click on the submit option as mentioned below:

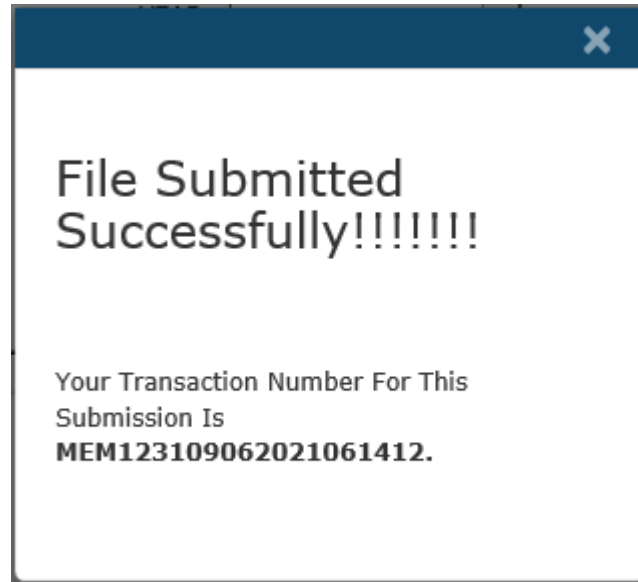
Quarterly Report Submission History

Member Id	Year	Quarter	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1231	2021-22	Q1	09-06-2021 06:05:34	1231_CIR_APR21- JUN21_09062021060533.Xlsm			Download	Download	View	Submit

- Once you click on submit one pop-up box will be opened. Kindly browse your digitally signed pdf and upload it.



11. Once the digitally signed pdf file is uploaded you will receive the pop-up message as mentioned below and system generated **acknowledgement** email will be sent to Compliance Officer **and e mail id of designated officer filled in XBRL sheet.**
Please note that submission process is complete when you receive the acknowledgement email.



Acknowledgement Of Quarterly incident reporting ...



compliance@bseindia.com

To _____
Cc _____



Dear Stock Broker (Member Name – ABC Stock Brokers Ltd)(Clearing No. - 1231)

This is confirmation mail. You have successfully submitted the Quarterly incident reporting of Cyber-attack for the quarter 01-04-2021 to 30-06-2021 through BEFS, on Date 09/06/2021 18:14:13.

Your Transaction Number for this submission is
MEM123109062021061412.

B) Immediate Incident Reporting

1. **Member** shall enter their credentials on BEFS and login from Internet Explorer

BEFS

BSE
EXPERIENCE THE NEW

Install Pre requisites...
For Optimized Result , Please Click Here..

Forgot Your Password

Member Code : 123456

Login Id : 123456

Password :

Enter Captcha : 34CC

Menu View : User Preferred

Login

Please login to BEFS... Thank You...

Bookmark Application!

BSE Electronic Filing System

2. In **Cyber Incident Report** > Select **Immediate Incident Reporting**

Cyber Incident Report

Immediate Incident Reporting

Quarterly Incident Reporting

3. Kindly download the Immediate Incident Reporting Template below

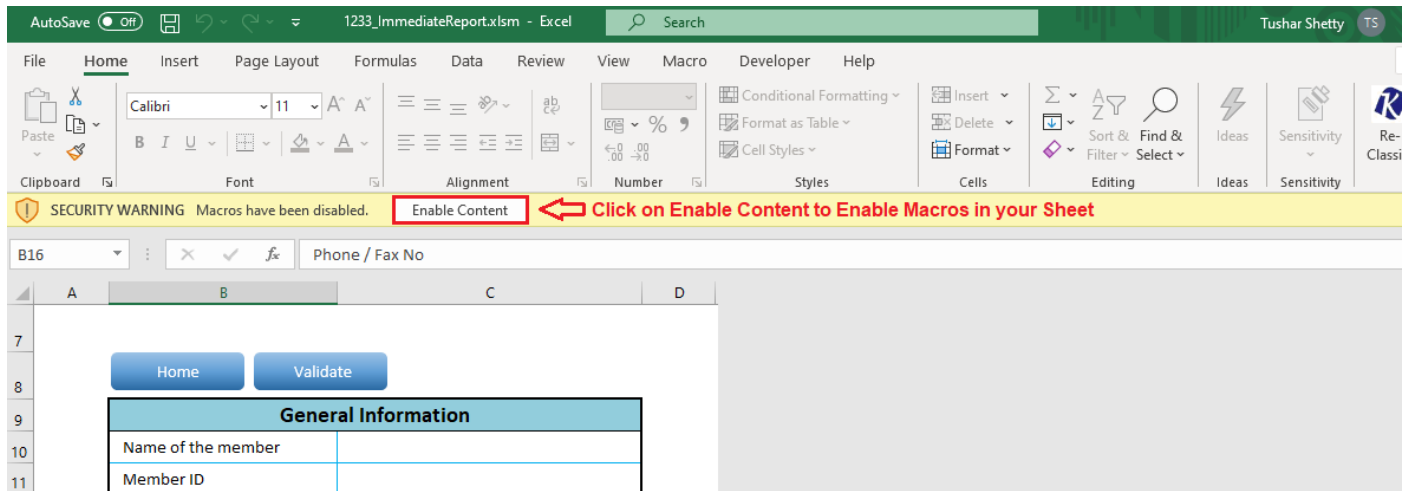
Back IR

Member ID : 1233 |

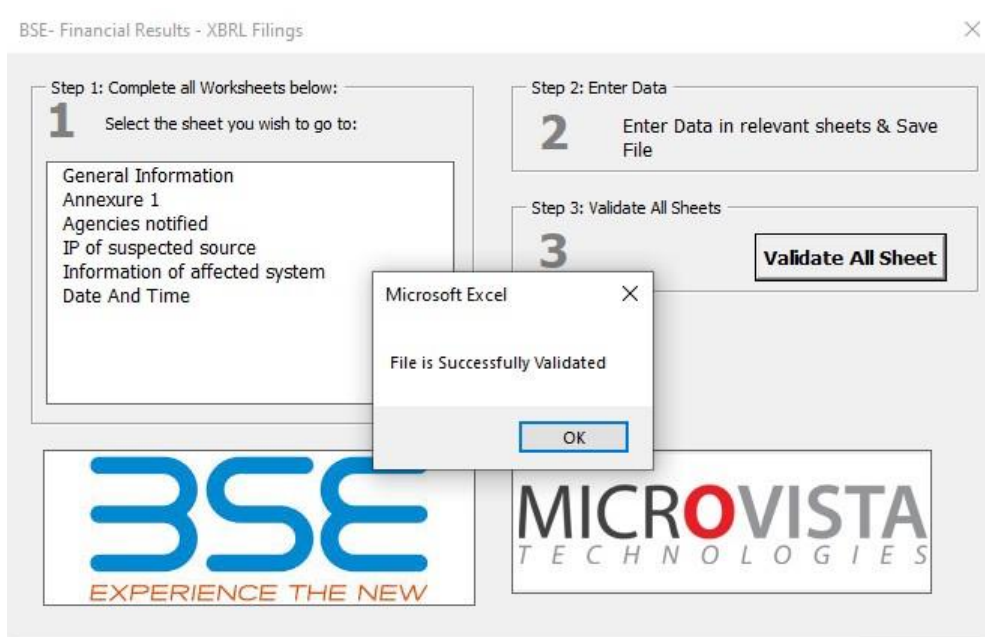
Immediate Report Submission Excel
Template

DOWNLOAD IR TEMPLATE

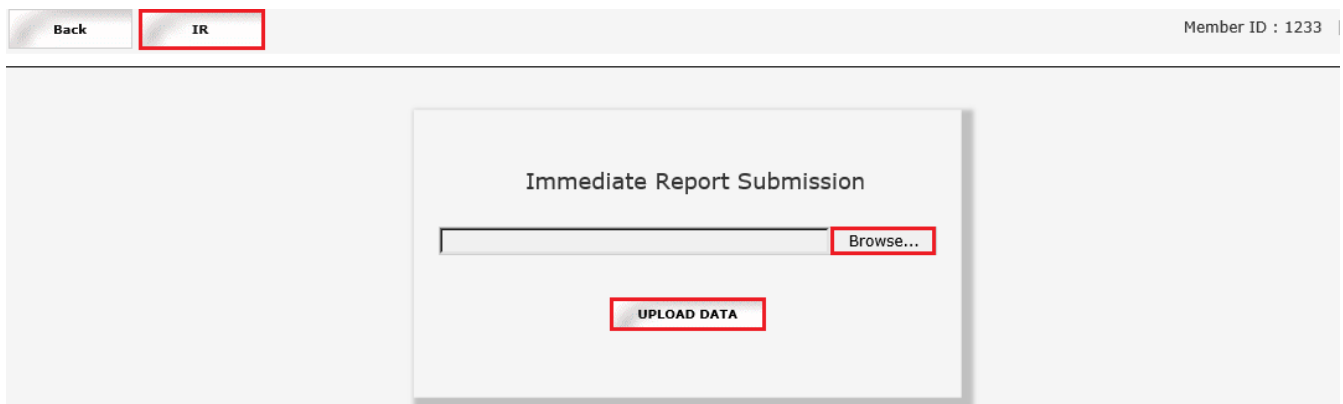
4. Once the template is downloaded open it and enable macros



5. After filling the data, Click on **Home** Button and then Click on **Validate All the Sheet**. Once all the sheets are validated successfully save the file.



6. Click on IR and select the excel file from browse button and click on Upload button.



- Once the Excel template gets uploaded it gets converted into Pdf file. Download the PDF and Digitally Sign it.

Immediate Report Submission

File Submitted Successfully!!!!!!

PDF Report Is Generated..Please Download From Here..

DOWNLOAD PDF

Immediate Report Submission History

Member Id	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1233	10-06-2021 10:05:16	1233_IR__10062021100516.Xlsm			Download	Download	View	Submit

- Once your document is ready click on the submit option as mentioned below:

Immediate Report Submission History

Member Id	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1233	10-06-2021 10:05:16	1233_IR__10062021100516.Xlsm			Download	Download	View	Submit

- Once you click on submit one pop-up box will be opened. Kindly browse your digitally signed pdf and upload it.

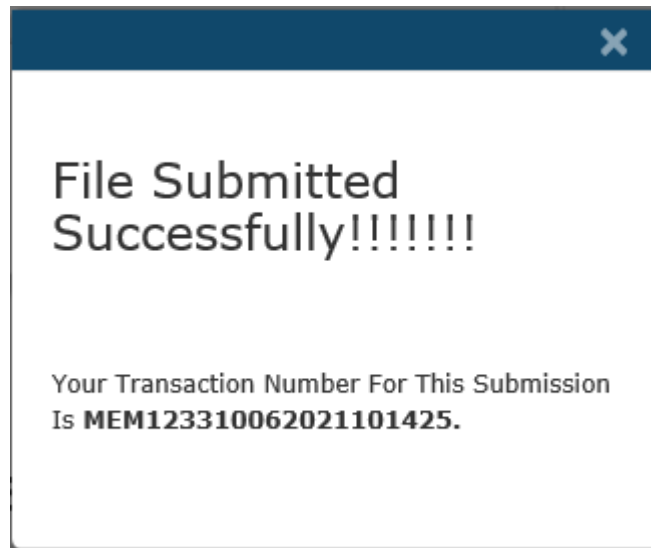
Annexure II In Pdf

C:\USERS\TUSHAR.SHETTY\DO [Browse...](#)

*Kindly Download The Pdf, Digitally Sign It And Upload.

UPLOAD DATA

10. Once the digitally signed pdf file is uploaded you will receive the pop-up message as mentioned below and system generated email will be sent to Compliance Officer and Designated Director.



Acknowledgement Of Immediate incident reporting ...



compliance@bseindia.com

To _____
Cc _____



Dear Stock Broker (Member Name – ABC Ltd)(Clearing No. - 1233)

This is confirmation mail. You have successfully submitted the Immediate incident reporting of Cyber-attack through BEFS, on Date 10/06/2021 22:14:28.

Your Transaction Number for this submission is **MEM123310062021101425.**

*****End of Document*****