2023



BSE Limited

Member User Manual for Cyber Incident Reporting (CIR)



System Requirement:

1. Microsoft Excel (version 2007 and above)

Procedure for reporting the Cyber Incident Reporting on BEFS:

There are two types of Cyber Incident reporting

- **A) <u>Quarterly Incident Reporting</u>:** Designated Officer shall submit the Quarterly report within 15 days after the end of the respective quarter through BEFS.
- **B)** <u>Immediate Incident Reporting:</u> All Cyber-attacks, threats, cyber-incidents and breaches experienced by member should be reported by Designated Officer within 6 hours of receipt of such Information through BEFS.

A) Quarterly Incident Reporting:

 Open BEFS portal through URL given below and login through member credential. URL: <u>https://befs.bseindia.com/Login.aspx</u>

	BEFS
Install Pre requisites For Optimized Result , Please Click Here Forgot Your Password	Member : Code 1234 Login Id : 1234 : Password : D25494 Menu View : User Preferred ▼
	Please lo
	Bookmark Application!



2. For Downloading CIR form and filing information by Member

i. Select Cyber Incident report > Quarterly Incident Reporting



ii. To download CIR form, select *Year* and *Quarter*.

Quarterly Report Submission Excel Template
YEAR Select YEAR 🗸
QUARTE 2022-23
SUBMISSION START DATE :
DUE DATE :
DOWNLOAD CIR TEMPLATE





iii. Now click on **Download CIR Template** to download CIR template.



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

File Home Insert Page Layout Form	ulas Data Revie	iew View Macro	Developer Help		
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SECURITY WARNING Macros have been disabled.	Enable Content	Click on Enab	le Content to Enab	le Macros in y	our Sheet
D7 * i × ✓ fx Incident Re	eporting Form				
⊿ C D		E	F	G H I	J K
5 Home Validate					
7	Incident Repo	orting Form			
8 1.Letter / Report Subject					
9 Name of the member					
10 Name of the stock Exchange		BSE Ltd.			
11 Member ID					
12 2. Reporting Periodicity					

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

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.



Home

Validate

Incident F	Reporting Form	
1.Letter / Report Subject		
Name of the member	ABCD	
Name of the stock Exchange	BSE Ltd.	
Member ID	1231]
2. Reporting Periodicity		
Year	2023-24	
Quarter	Q1	
Period	APR - JUN	
Submission start date	01-07-2023	
Due date	15-07-2023	
3. Designated Officer (Reporting Officer details)		
Name	Mr ABC XYZ	7
Organization	ABC Stock Broker Pvt Ltd	7
Title	Designated Officer	
Phone / Fax No	111111111	
Mobile	9999999999	
Email	abc.xyz@abc.com	1
Address	Mumbai	7
Cyber-attack / breach observed in Quarter		-
Date & Time	Yes	H MM SS
Brief information on the Cyber-attack / breached observed	Add Information	

Home Validate

Incider	nt Reporting Form		
1.Letter / Report Subject			
Name of the member	ABCD		
Name of the stock Exchange	BSE Ltd.		
Member ID	1231	Success	×
2. Reporting Periodicity			
Year	2023-24		Incident Reporting Form Sheet has been validated
Quarter	Q1		successionity:::
Period	APR - JUN		
Submission start date	01-07-2023		OK
Due date	15-07-2023		
3. Designated Officer (Reporting Officer detai	ls)		
Name	Mr ABC XYZ		
Organization	ABC Stock Broker Pvt Ltd		
Title	Designated Officer		
Phone / Fax No	111111111		
Mobile	999999999		
Email	abc.xyz@abc.com		
Address	Mumbai		
Cyber-attack / breach observed in Quarter	No	v	
Date & Time		нн мм з	ss



4. Details to be filled in the template in case of *Yes* Cyber- Attack or in case Cyber Attack Observed.

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

	Home Validate						
	Incident Re	porting Form					
	1.Letter / Report Subject						
	Name of the member	ABCD					
	Name of the stock Exchange	BSE Ltd.					
	Member ID	1231					
	2. Reporting Periodicity						
	Year	2023-24					
	Quarter	Q1					
	Period	APR - JUN					
	Submission start date	01-07-2023					
	Due date	15-07-2023					
	3. Designated Officer (Reporting Officer details)						
	Name	Mr ABC XYZ					
	Organization	ABC Stock Broker Pvt Ltd					
	Title	Designated Officer					
	Phone / Fax No	111111111					
	Mobile	9999999999					
	Email	abc.xyz@abc.com					
	Address	Mumbai					
	Cyber-attack / breach observed in Quarter	Yes					
	Date & Time	Yes No	н мм	SS			
	Brief information on the Cyber-attack / breached observed	Add Information					
ttack	/ breach observed in Quarter	Yes			¥		
ime		01-05-2023		_	02	02	Г
forma ed	tion on the Cyber-attack / breached	Add Information					

ii. Fill in all the details required in all the sheet.

Home	Validate				
			Annexure 1		
1. Physical location	n of affected compute	r / network and name of I	SP		Add Details
2. Date and time in	ncident occurred				Add Details
3. Information of a	iffected system				Add Details
4. Type of incident	t				
Phishing					
Network scannin	g /Probing Breaking/R	oot Compromise			
Virus/Malicious	Code				
Website Defacer	ment				
System Misuse					
Spam					
Bot/Botnet					
Email Spoofing					
Denial of Service Incident Report	ing Form Annexum	1 Agencies notified	IP of suspected source	Information of affected system	Date And Time



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



iv. You can add and delete records.

Add	Delete

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v. 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.

BSE- Financial Results - XBRL Filings		×
Step 1: Complete all Worksheets below: 1 Select the sheet you wish to go to: Incident Reporting Form Annexure 1 Agencies notified IP of suspected source Information of affected system Date And Time	Step 2: Enter Data	ave
	File is Successfully Validated	s



5. Uploading CIR form

i. Login Into BEFS portal and select *Cyber Incident report > Quarterly incident Report.*



ii. Click on *CIR* tab.

Back CIR		Member ID: 1232 Company ID: 1232
	Quarterly Report Submission Excel Template	
	YEAR Select YEAR 🗸	
	QUARTER Select Quarter 🗸	
	Period :	
	SUBMISSION START DATE :	
	DUE DATE :	
	DOWNLOAD CIR TEMPLATE	

iii. Select the year & quarter from drop down.

Quarterly Submission Report
YEAR : Select YEAR ▼ QUARTER 2021-22 2022-23 2023-24
SUBMISSION START DATE :
DUE DATE :
Choose File NO FILE CHOSEN
UPLOAD DATA



	YEAR : 2	2023-24	~	
	QUARTER : SUBMIS	Select Qua Select Qua Q1 Q2 Q3 Q4 DUE DATE :	rter V	
Choose File	NO FILE CHOSE	N		

iv. Now select the excel file from *Choose File* button and click on *Upload Data* button.

Quarterly Submission Report
YEAR: 2023-24
QUARTER : Q1
Period : APR - JUN
SUBMISSION START DATE : 01-07-2023
DUE DATE : 15-07-2023
Choose File 1232_CIR_APR23-JUN23_YES.XLSM
UPLOAD DATA



File Subm	itted
Successfu	IIY!!!!!!
PDF Report Is Gene	ratedPlease Download From Here
and the second sec	

v. 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 Signed* by designated officer.

File	Submit	ted		
Succ	essful	y!!!!!!		
PDF Rep	ort Is Genera	tedPlease Do	wnload From	Here
DOWN	LOAD PDF			

vi. 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
1232	2023- 24	Q1	22-06-2023 02:35:54	1232_CIR_APR23- JUN23_22062023023554.Xlsm			<u>Download</u>	<u>Download</u>	<u>View</u>	Submit

vii. 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	
Choose File 1231_CIR_APR23-JUN23_NO_WITH SIGN.PDF	
*Kindly Download The Pdf, Digitally Sign It And Upload.	
UPLOAD DATA	

viii. 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.







← Reply ← Reply All → Forward Thu 22-06-2023 11:48

Dear Stock Broker (Member Name – ABCD)(Clearing No. - 1231)

This is confirmation mail. You have successfully submitted the Quarterly incident reporting of Cyber-attack for the quarter 01-04-2023 to 30-06-2023 through BEFS, on Date 22/06/2023 11:48:06.

Your Transaction Number for this submission is MEM123122062023114804.



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	2023- 24	Q1	22-06-2023 11:26:06	1231_CIR_APR23- JUN23_22062023112605.Xism			Download	Download	View	Submitted

B) Immediate Incident Reporting

1. Downloading and Filing the Immediate Incident Report

i. Open BEFS portal on Browser and take login through member credentials.

Please provide necessary details in the tab "Bank account submission" to receive TDS refund. In case the bank details are
not provided then the refund will be kept on hold.

	BEFS
Install Pre requisites For Optimized Result , Please Click Here Forgot Your Password	Member : Code 1234 Login Id : Password : D25494
Forgot Your Password	Captcha D25494 Menu View : User Preferred V Login Please login to Bookmark Application
BSE Electronic Fil	ing System

 To upload Immediate Incident Report, select *Cyber Incident report > Immediate Incident Reporting.*



iii. Kindly download the Immediate Incident Reporting Template below

Back IR		Member ID: 1232 Company ID: 1232
	Immediate Report Submission Excel Template	



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

AutoSave 🤅	• • • • • •	~ (° ~ =	1233_Immed	iateReport.xlsm	- Excel	P :	Search			in , in		Tushar Shetty	15
File Ho	me Insert	Page Layout	Formulas	Data R	leview	View 1	Macro	Developer Help					
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SECURIT	Y WARNING Mac	ros have been disa	abled. Er	nable Content		Click on	Enat	ble Content to Enable M	lacros in you	ir Sheet			
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A		В		с			D						
7													
8	Home	Valida	ite										
9		Gener	ral Inform	ation									
10	Name of the r	nember											
11	Member ID												

v. Now fill the required data given in template.

Home Val	idate								
	General Information								
Name of the member	ABCD]				
Member ID	1231	7							
1. Designated Officer (Re	porting Officer details)								
Name	Mr ABC XYZ	7							
Organization	ABC Stock Broker Pvt Ltd	7							
Title	Designated Officer	7							
Phone / Fax No	11111111	7							
Mobile	999999999	7							
Email	abc.xyz@abc.com	7							
Address	Andheri Mumbai	7							
2. Incident Details									
Date & Time	28-06-2023	03	03	03].				
Brief description	Add Information				Ī				

vi. 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.



Home Valida	te									
General Information										
Name of the member	ABCD									
Member ID	1231									
1. Designated Officer (Repo	orting Officer details)									
Name	Mr ABC XYZ									
Organization	ABC Stock Broker Pvt Ltd									
Title	Designated Officer									
Phone / Fax No	111111111									
Mobile	9999999999									
Email	abc.xyz@abc.com									
Address	Andheri Mumbai									
2. Incident Details										
Date & Time	28-06-2023	03	03	03						
Brief description	Add Information									
Success	×	<								
General Info	rmation Sheet has been validated successfully!!!									
	ОК									

2. Uploading Immediate Incident Report

i. Take Login into BEFS portal and click on *IR* tab.

Back		Member ID: 1232 Company ID: 1232
	Immediate Report Submission Excel Template	

ii. Click on *IR* and select the excel file from browse button and click on *Upload data* button.



Immediate Report Submission						
Choose File 1232_IMMEDIATEREPORT.XLSM						
	UPLOAD DATA					

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

				Imm	ediate	Report Submiss	ion	
File Submitted Successfully!!!!!! PDF Report 1s GeneratedPlease Download From Here								
Inmediate Report Submission History								
Hember 3d	Uphashel Date	File Name	BEFS Status	BETS Rejection Reason	KBRL USTRY	XIML Utility Converted Into Pdf File	Cyber Incident Report Scanned. Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1233	10-06-2021	1233_38_10062001100916.00/			Operiead	Decripad	Mare	Salaris

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

Immediate Report Submission History

Member Id	Uploaded Date	File Name	BEF5 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_JR10062021100516.Xism			Download	Download	View	Submit

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





vi. 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



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