

2023



BSE Limited

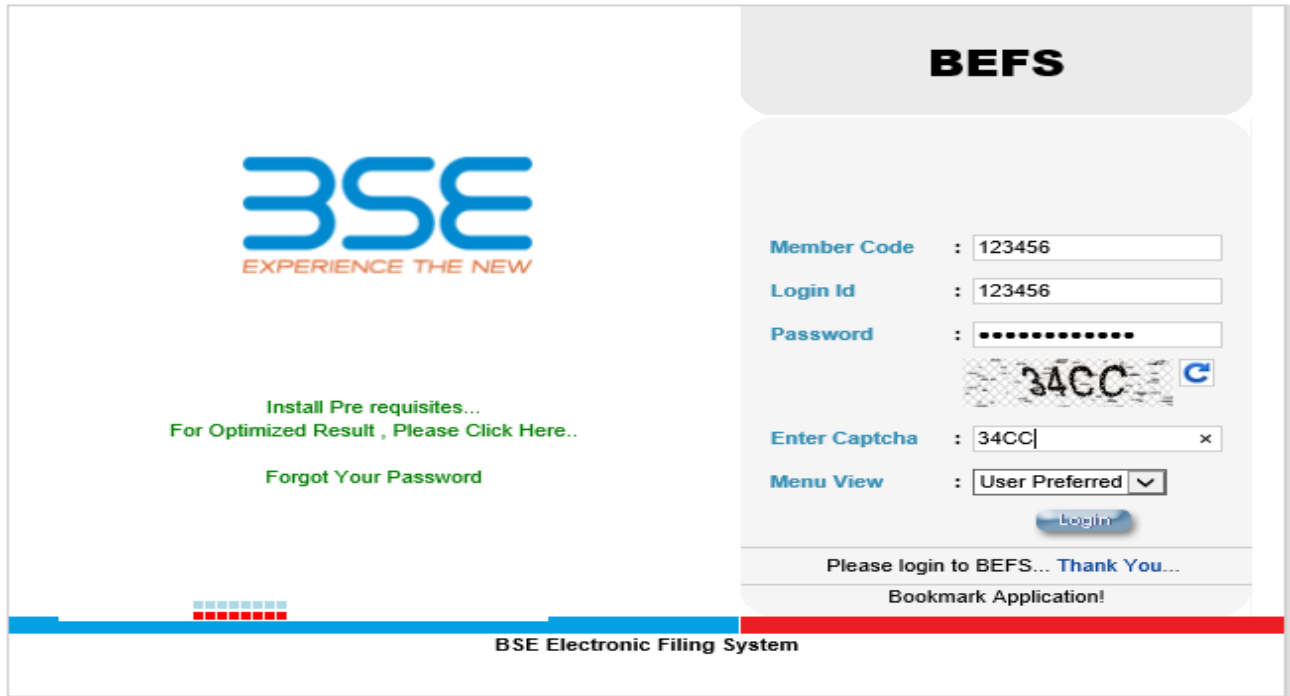
Member User Manual for Cyber Security & Cyber Resilience
Audit Report (CSAR)

System Requirements:

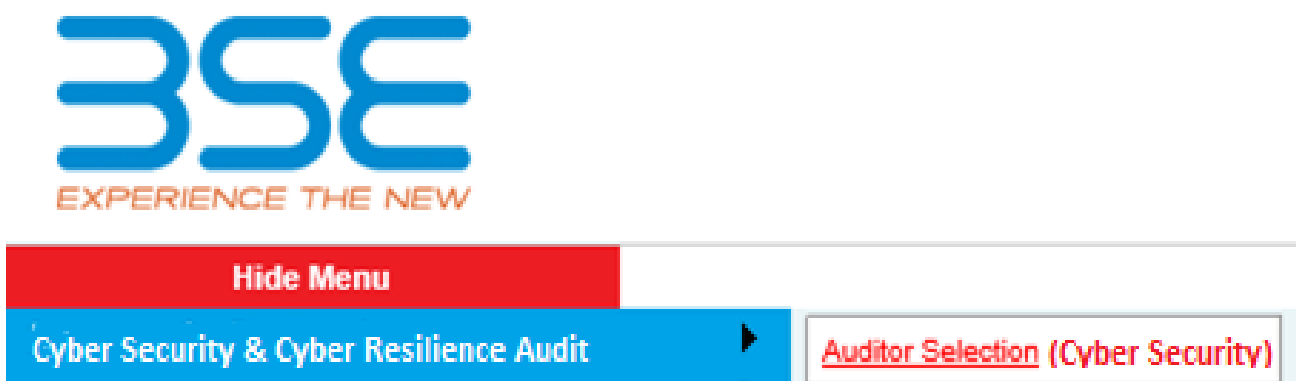
1. Microsoft Excel (version 2007 and above)
2. Only Internet Explorer (version 11 and above) to be used to submit Cyber Security & Cyber Resilience Audit Report.

Procedure for submitting the Cyber Security & Cyber Resilience Audit Report on BEFS by Member:

1. Member logs into BEFS on Internet Explorer



2. Select Cyber Security & Cyber Resilience Audit > Auditor selection (Cyber Security)



- Fill 'Cyber Security & Resilience - Auditor Details' screen for selection of auditor and tick on the undertaking for appointing the Audit firm/Auditor. Then click on 'Save' button to submit auditor details.

CYBER SECURITY & RESILIENCE - AUDITOR DETAILS		
Member Code	1231	Member Name
DUMMY_1231		
<input type="checkbox"/> *- I/We hereby provide an express undertaking with regards to appointment of following audit firm/ auditor to conduct the Cyber Security & Cyber Resilience Audit as per details provided below:		
Audit Period *- :	SELECT	
Audit Mode :-		
<i>NOTE : "Exchange has categorized you as per Audit Period mentioned above. In case of any discrepancy, please contact us at msc@bseindia.com or call on 22728317 / 22728694.</i>		
Audit Firm Name *- :		
Audit Firm Registration No *- :		
Auditor Name *- :		
Qualification *- :	Select	
Auditor Registration No(CERT-IN/DISA/CISA/CISSP/CISM) *- :		
PAN No. Of The Auditor *- :		
Email Id Of Auditor *- :		
Contact No. Of Auditor *- :		
Address Of Auditor: *-:		
Member Contact Person's Details		
Contact Person Name: *-:		
Contact Person No *- :		
Contact Person Email *-:		

- The Audit details cannot be saved till the check box for undertaking is ticked. A prompt will be displayed as illustrated below to tick the undertaking.

CYBER SECURITY & RESILIENCE - AUDITOR DETAILS		
Member Code	1231	Member Name
DUMMY_1231		
<input type="checkbox"/> *- I/We hereby provide an express undertaking with regards to appointment of following audit firm/ auditor to conduct the Cyber Security & Cyber Resilience Audit as per details provided below:		
Audit Period *- :	OCT2021-MAR2022	
Audit Mode :-	HALF YEARLY	
<i>NOTE : "Exchange has categorized you as per Audit Period mentioned above. In case of any discrepancy, please contact us at msc@bseindia.com or call on 22728317 / 22728694.</i>		
Audit Firm Name *- :	ABC ASSOCIATES	
Audit Firm Registration No *- :		
Auditor Name *- :		
Qualification *- :		
Auditor Registration No(CERT-IN/DISA/CISA/CISSP/CISM) *- :		
PAN No. Of The Auditor *- :		
Email Id Of Auditor *- :		
Contact No. Of Auditor *- :		
Address Of Auditor: *-:		
Member Contact Person's Details		
Contact Person Name: *-:	JOSEPHINE BARETTO	
Contact Person No *- :	9876543210	
Contact Person Email *-:	JOSEPHINE.BARETTO@BSEINDIA.COM	
<input type="button" value="SAVE"/>		

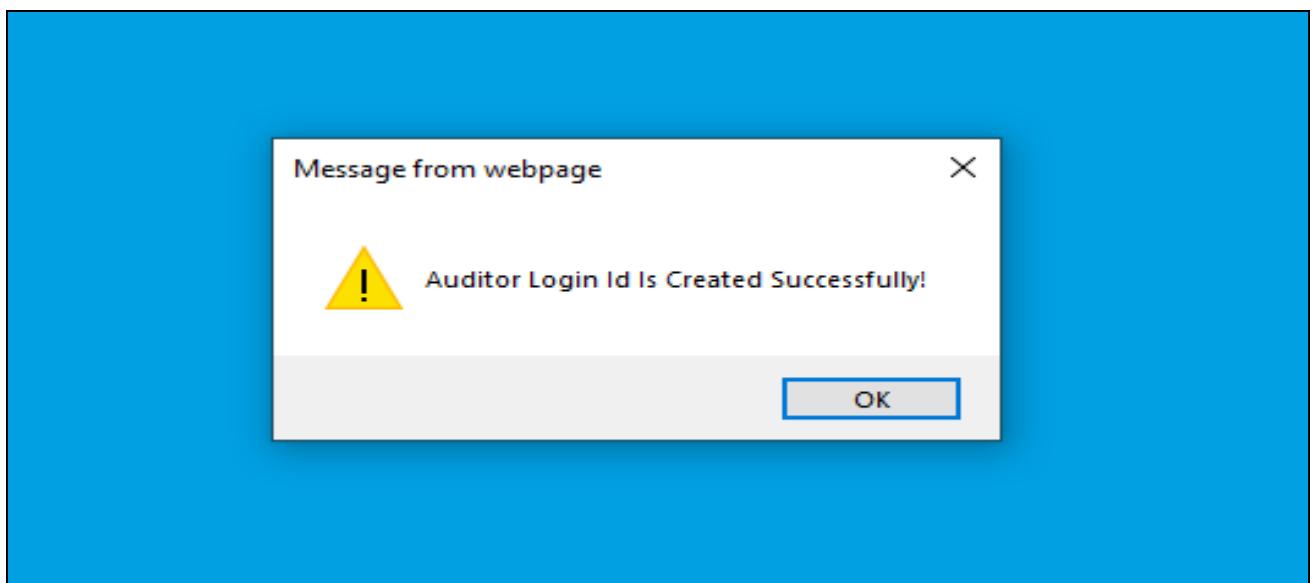
Message from webpage

CheckBox selection is Mandatory....!

- Once the auditor details are entered and the undertaking check box is ticked, click on 'Save' button after which a text message will be displayed "Data Successfully Saved". Then click on 'Generate Login ID' after which the auditor will receive a mail consisting of Auditor's Login Credentials.

CYBER SECURITY & RESILIENCE - AUDITOR DETAILS			
Member Code	1231	Member Name	DUMMY_1231
<input checked="" type="checkbox"/> *- I/We hereby provide an express undertaking with regards to appointment of following audit firm/ auditor to conduct the Cyber Security & Cyber Resilience Audit as per details provided below:			
Audit Period *-	[OCT2021-MAR2022] v		
Audit Mode :-	HALF YEARLY		
<i>NOTE : *Exchange has categorized you as per Audit Period mentioned above. In case of any discrepancy, please contact us at msc@bseindia.com or call on 22728317 / 22728694.</i>			
Audit Firm Name *-	ABC ASSOCIATES		
Audit Firm Registration No *-	ABC1234		
Auditor Name *-	JOSEPHINE BARETTO		
Qualification *-	[CISA] v		
Auditor Registration No(CERT-IN/DISA/CISA/CISSP/CISM) *-	PQR1234		
PAN No. Of The Auditor *-	ABCDE1234F		
Email Id Of Auditor *-	JOSEPHINE.BARETTO@BSEINDIA.COM		
Contact No. Of Auditor *-	9876543210		
Address Of Auditor *-	ABC, PQR		
Member Contact Person's Details			
Contact Person Name *-	JOSEPHINE BARETTO		
Contact Person No *-	9876543210		
Contact Person Email *-	JOSEPHINE.BARETTO@BSEINDIA.COM		
<input type="button" value="UPDATE"/>		<input type="button" value="GENERATE LOGIN ID"/>	

- A text box with the message "Auditor Login ID is created successfully" will be displayed. Click on "OK" to proceed.



7. The Auditor will receive an email with Auditor’s login credentials.

CYBER SECURITY & RESILIENCE - AUDITOR DETAILS	
Member Code	1231
Member Name	DUMMY_1231
<input checked="" type="checkbox"/> *- I/We hereby provide an express undertaking with regards to appointment of following audit firm/ auditor to conduct the Cyber Security & Cyber Resilience Audit as per details provided below:	
Audit period *-	OCT2021-MAR2022
Audit Mode :-	HALF YEARLY
<i>NOTE : "Exchange has categorized you as per Audit Period mentioned above. In case of any discrepancy, please contact us at msc@bseindia.com or call on 22728317 / 22728694.</i>	
Audit Firm Name *-	
Audit Firm Registration No *-	
Auditor Name *-	
Qualification *-	
Auditor Registration no(CERT-IN/DISA/CISA/CISSP/CISM) *-	
PAN no. of the auditor *-	
Email id of auditor *-	JOSEPHINE.BARETTO@BSEINDIA.COM
Contact no. of auditor *-	9876543210
Address of auditor *-	ABC, PQR
Member Contact Person's Details	
Contact person Name *-	JOSEPHINE BARETTO
Contact person No *-	9876543210
Contact Person Email *-	JOSEPHINE.BARETTO@BSEINDIA.COM
DEACTIVE	

Message from webpage

You will receive e-mail shortly as an acknowledgement of information submitted to us!. The auditor details has been successfully submitted to the Exchange

Don't let this page create more messages OK

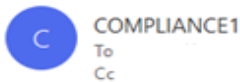
8. After generating the Auditor login credentials, if the Member wants to deactivate the login and re-assign the audit assignment to a new auditor, click on ‘Deactivate’ and fill in the details again.

CYBER SECURITY & RESILIENCE - AUDITOR DETAILS	
Member Code	1231
Member Name	DUMMY_1231
<input checked="" type="checkbox"/> *- I/We hereby provide an express undertaking with regards to appointment of following audit firm/ auditor to conduct the Cyber Security & Cyber Resilience Audit as per details provided below:	
Audit period *-	OCT2021-MAR2022
Audit Mode :-	HALF YEARLY
<i>NOTE : "Exchange has categorized you as per Audit Period mentioned above. In case of any discrepancy, please contact us at msc@bseindia.com or call on 22728317 / 22728694.</i>	
Audit Firm Name *-	ABC ASSOCIATES
Audit Firm Registration No *-	ABC1234
Auditor Name *-	JOSEPHINE BARETTO
Qualification *-	CISA
Auditor Registration no(CERT-IN/DISA/CISA/CISSP/CISM) *-	PQR1234
PAN no. of the auditor *-	ABCDE1234F
Email id of auditor *-	JOSEPHINE.BARETTO@BSEINDIA.COM
Contact no. of auditor *-	9876543210
Address of auditor *-	ABC, PQR
Member Contact Person's Details	
Contact person Name *-	JOSEPHINE BARETTO
Contact person No *-	9876543210
Contact Person Email *-	JOSEPHINE.BARETTO@BSEINDIA.COM
DEACTIVE	

Here, once the Auditor submits the report following the steps mentioned (Steps 1 to 19) in the Auditor User Manual for Cyber Security and Cyber Resilience Audit Report (CSAR), Member receives an email requesting to review and to enter the management comments to submit the same to the Exchange on their letter head.

9. The below email is received by the member once the Auditor submits the “CSAR” on BEFS.

Acknowledgement Of CYBER SECURITY AUDIT REPORT by auditor (Clearing No. - 1234)



Dear Stock Broker (Member Name – DUMMY1234)(Clearing No. - 1234)

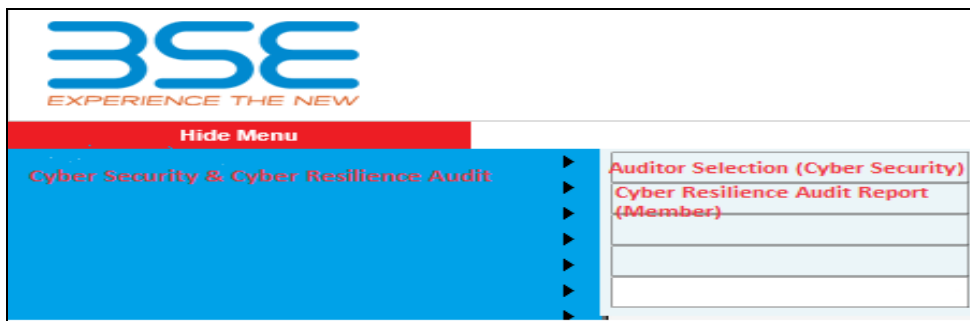
The Cyber Security Audit Report for period 01/04/2020 to 30/09/2020 has been submitted by the Auditor in BEFS, on 08/01/2021 03:17:42.

You are requested to review and submit the same to the Exchange .

Your Transaction Number for this submission is **AUD1234CSHSEP2008012021031740**

Please note: This is a Cyber Security generated email. Kindly do not reply to this email

- Member logs into BEFS from Internet Explorer and selects Cyber Security & Cyber Resilience Audit > Cyber Resilience Audit Report (Member)



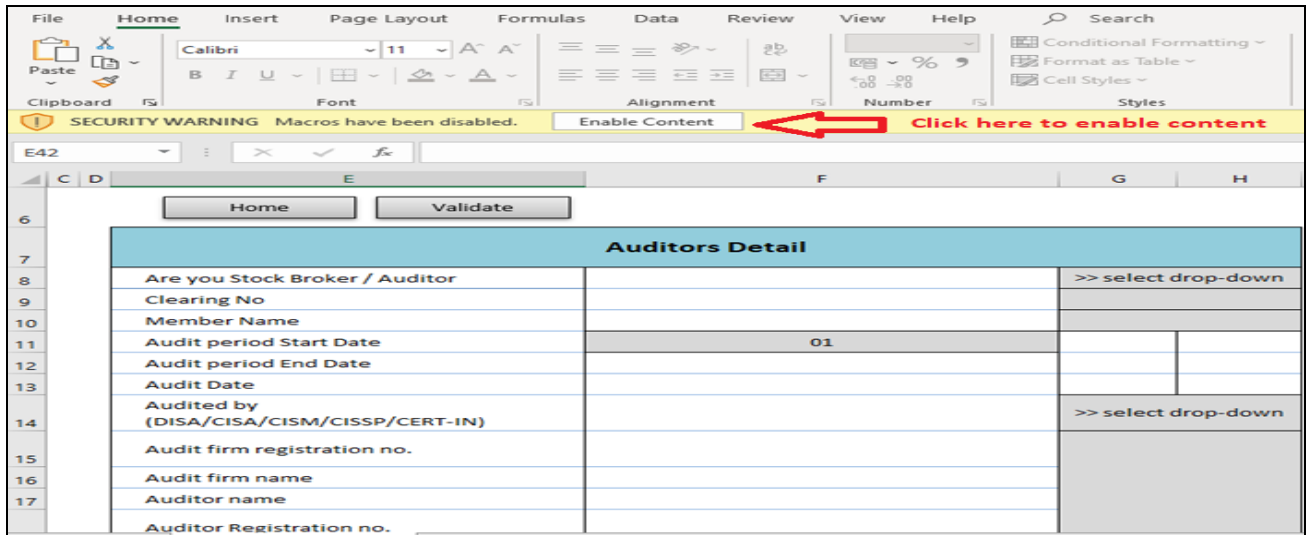
- Upon selecting Cyber Resilience Audit Report (Member), the following table will be displayed. Click on 'Download' option under 'Excel Download' header to download the 'CSAR Excel Sheet' uploaded by the Auditor.

Back CSAR CAR

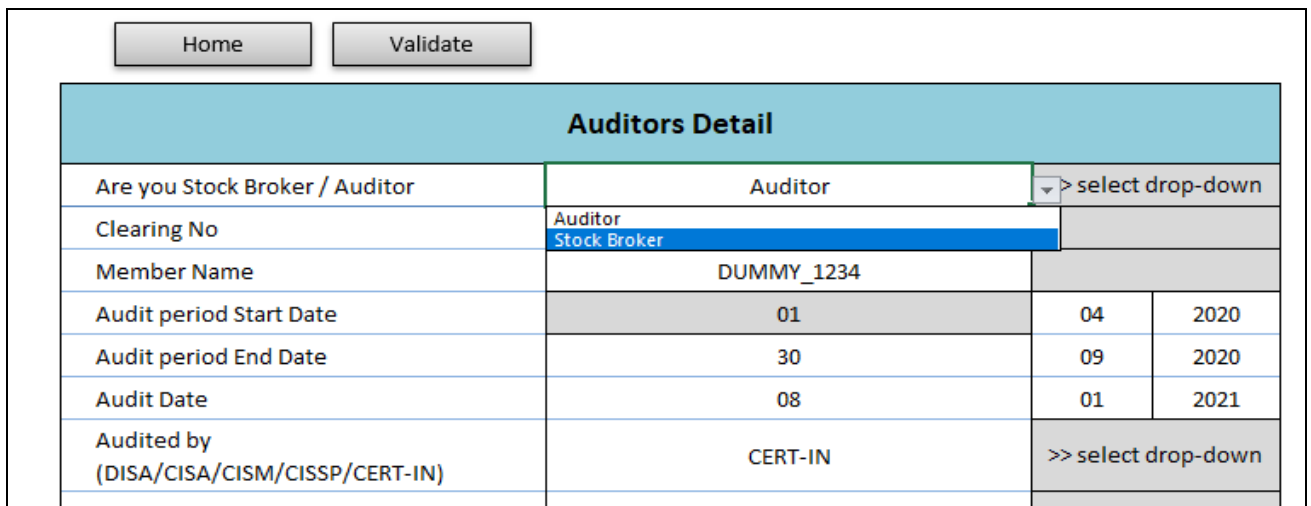
Download Auditor Uploaded File

Company ID	File Type	Uploaded Date	File Name	Excel Download	Pdf Download
1234	CSAR	08-01-2021 02:58:34	1234_CSAR_APR2020-SEP2020_08012021025834.Xlsm	Download	Download

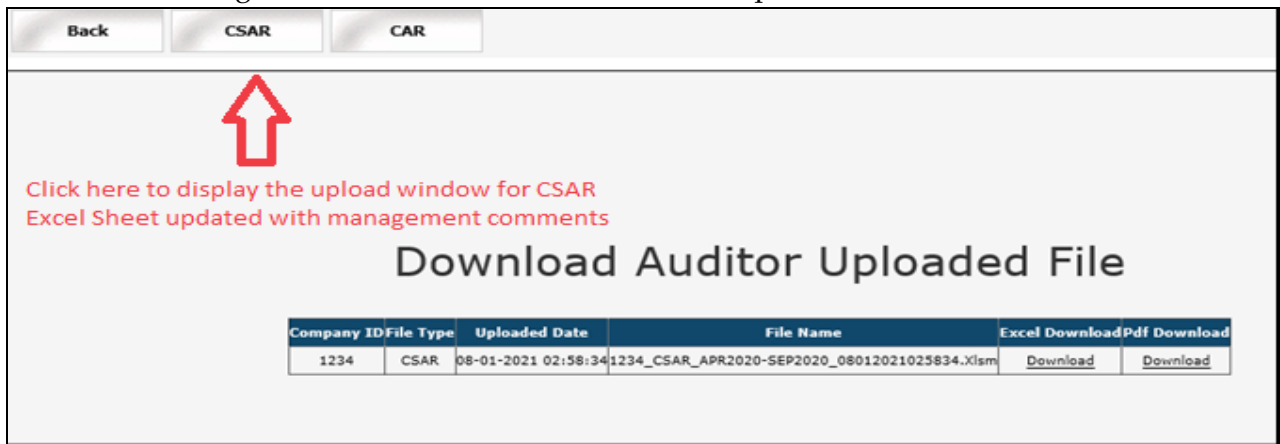
- Once the Auditor uploaded CSAR Excel file is downloaded and opened, click on 'Enable Content' to enable to macros first.



- In the 'General Information' sheet, first select 'Stock Broker' from dropdown list for "Are You Stock Broker / Auditor" option. Then click on 'Validate' to fill management comment. In case of Compliant areas there is no need of Management Comment.



- After successfully filling & validating all the sheets in the CSAR EXCEL Sheet, then login to BEFS with Member's login credentials and click on 'CSAR' to upload the CSAR EXCEL Sheet.



- After that, select respective submission period. After that click on 'Browse' button and select the filled CSAR EXCEL Sheet to upload. Then click on 'Upload Data' to upload file to the Exchange.

Back CSAR CAR

CSAR

Select File Period

12. Once **CSAR Excel Sheet** gets uploaded, a text box with a message “File submitted Successfully Download PDF is displayed”. Download the **CSAR PDF** and print on the letter head of Member.

CSAR

Select File Period

File Submitted Successfully!!!!!!!

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

CSAR History

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
1234	CSAR	08-01-2021 04:13:44	1234_CSAR_Apr2020- Sep2020_08012021041344.Xlsm				Download	Download	View	Submit	<input type="checkbox"/>

13. After printing 'CSAR' PDF on the letter head of Member, get it signed and stamped and scan the 'CSAR PDF' to submit it on BEFS. Kindly browse, select and upload the scanned 'CSAR PDF'. Member can upload digitally signed CSAR file in PDF format.

The screenshot shows the 'CSAR' upload interface. At the top, there is a 'Select File Period' dropdown menu set to 'Apr2020-Sep2020' and a 'Browse...' button. Below this is an 'UPLOAD DATA' button. A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to submit this file.' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Submit' button in the table below to the 'OK' button in the dialog. Another red arrow points from the 'Submit' button in the table to the 'Submit' button in the table. Below the dialog is the 'CSAR History' table.

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
1234	CSAR	08-01-2021 04:13:44	1234_CSAR_Apr2020-Sep2020_08012021041344.Xlsm				Download	Download	View	Submit	<input type="checkbox"/>

14. Kindly browse, select and upload the scanned 'CSAR PDF'. Member can upload digitally signed CSAR file in PDF format.

The screenshot shows the 'CSAR' upload interface. At the top, there is a 'Select File Period' dropdown menu set to 'Apr2020-Sep2020' and a 'Browse...' button. Below this is an 'UPLOAD DATA' button. A modal dialog box titled 'CSAR In Pdf' is open, containing a 'Browse...' button and the text: '*Kindly Download Pdf And Print On The Letter Head Of Stock Broker With Sign And Stamp Of Stock Broker And Upload The Same'. Below the dialog is the 'CSAR History' table.

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
1234	CSAR	08-01-2021 04:13:44	1234_CSAR_Apr2020-Sep2020_08012021041344.Xlsm				Download	Download	View	Submit	<input type="checkbox"/>

15. After clicking on the “**UPLOAD DATA**” button, the following text box will be displayed. Member can see a transaction number for this submission. Also, Member will get an email confirmation for this submission.

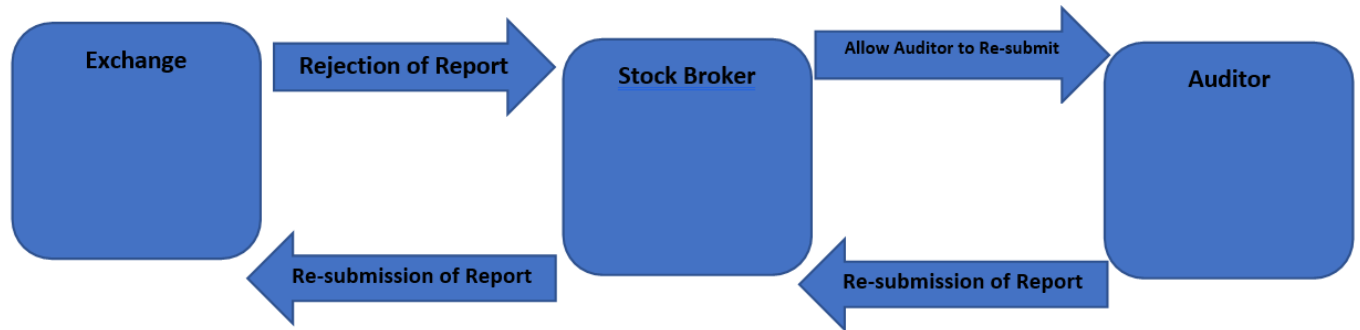
Company ID	File Type	Uploaded Date	File Name	BEFS Status	Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
1234	CSAR	08-01-2021 04:13:44	1234_CSAR_Apr2020-Sep2020_08012021041344.Xlsm				Download	Download	View	Submitted	<input type="checkbox"/>

16. **Re-Submission of System Audit Report:** In case the Exchange rejects the report, there is a provision available to the Member to re-submit the report.
- If the member desires to resubmit the audit report due to any reason, then the member is required to email the Exchange requesting to reject the audit report specifying the reason for rejection.



- If the Auditor desires to make changes in the audit report, then the members may email the Exchange requesting to reject the audit report specifying the reason for rejection.
- Once the audit report is rejected by the Exchange, member has to click on the “Allow auditor to Re-submit” tab after which the auditor can re-submit and the Member can re-submit it to Exchange.

Company ID	File Type	TOR Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (SAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
123456	TOR II	SAR	17-06-2020 02:32:11	123456_TORII_SAR_APR19-MAR20_17062020030314.Xlsm	REJECTED	Annexure II Not Signed	17-06-2020 03:13:24	Download	Download	View	Submitted	<input checked="" type="checkbox"/>



Follow - On Report Submission from Member's Login

1. Member logs in to BEFS on Internet Explorer and selects Cyber Security & Cyber Resilience Audit > Cyber Resilience Audit Report (Member).



2. Upon selecting Cyber Security & Cyber Resilience Audit > Cyber Resilience Audit Report (Member), the following table will be displayed. Click on 'Download' option under 'Excel Download' header to download the 'FOR Excel Sheet' uploaded by the Auditor.

Back CSAR CAR

Download Auditor Uploaded File

Company ID	File Type	Uploaded Date	File Name	Excel Download	Pdf Download
1234	CSAR	08-01-2021 02:58:34	1234_CSAR_APR2020-SEP2020_08012021025834.Xlsm	Download	Download
1234	FOR	08-01-2021 04:57:20	1234_FOR_APR2020-SEP2020_08012021045720.Xlsm	Download	Download

- Once the auditor uploaded EXCEL file is downloaded and opened, click on 'Enable Content' to enable to macros first.

File Home Insert Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Number Styles

SECURITY WARNING Macros have been disabled. **Enable Content** [Click here to enable content](#)

E42

Home Validate

Auditors Detail		
Are you Stock Broker / Auditor		>> select drop-down
Clearing No		
Member Name		
Audit period Start Date	01	
Audit period End Date		
Audit Date		
Audited by (DISA/CISA/CISM/CISSP/CERT-IN)		>> select drop-down
Audit firm registration no.		
Audit firm name		
Auditor name		
Auditor Registration no.		

- In the 'General Information' sheet, first select 'Stock Broker' from dropdown list for "Are You Stock Broker / Auditor" option. Then click on 'Validate' to fill management comment in case of 'Non-Compliant'.

Auditors Detail			
Are you Stock Broker / Auditor	Stock Broker	> select drop-down	
Clearing No	Auditor		
Member Name	DUMMY_1234		
Audit period Start Date	01	04	2020
Audit period End Date	30	09	2020
Audit Date	08	01	2021
Audited by (DISA/CISA/CISM/CISSP/CERT-IN)	CERT-IN	>> select drop-down	

5. Wherever the Auditor has marked the 'Preliminary Status' column as 'Non-Compliant', fill in the management comments then click on 'Validate'.

Home		Validate		y auditor						Member
Audit Mode	Audit Mode Clause	Observation raised(Audit Mode clause)	Current Finding	Current Status	Revised Corrective Action	Deadline for the revised corrective action	Verified by	Closing date	Trading member Management comments	
III Network Security Management										
If year	3l	Stock Brokers / Depository Participants has established baseline standards to facilitate consistent application of security configurations to operating systems, databases, network devices and enterprise mobile devices within their IT environment. The LAN and wireless networks should be secured within the Stock Brokers / Depository Participants' premises with proper access controls.	jhfdhjas	Compliant	jfdhjfnds	02-02-2021	Auditor	02-02-2021		
If year	3m	For algorithmic trading facilities, adequate measures should be taken to isolate and secure the perimeter and connectivity to the servers running algorithmic trading applications.	adfdhj	Compliant	dsfdf	02-02-2021	Auditor	02-02-2021		
If year	3n	Stock Brokers / Depository Participants should install network security devices, such as firewalls, proxy servers, intrusion detection and prevention systems (IDS) to protect their IT infrastructure which is exposed to the internet.	adfdhj	Compliant	sdfdd	02-02-2021	Auditor	02-02-2021		

6. Log into BEFS, Cyber Security & Cyber Resilience Audit > Cyber Resilience Audit Report (Member), click on "CSAR" tab and scroll down to FOR Browse Button there is browse button to upload FOR (Follow on Audit Report)

FOR

Select File Period ▼

FOR History

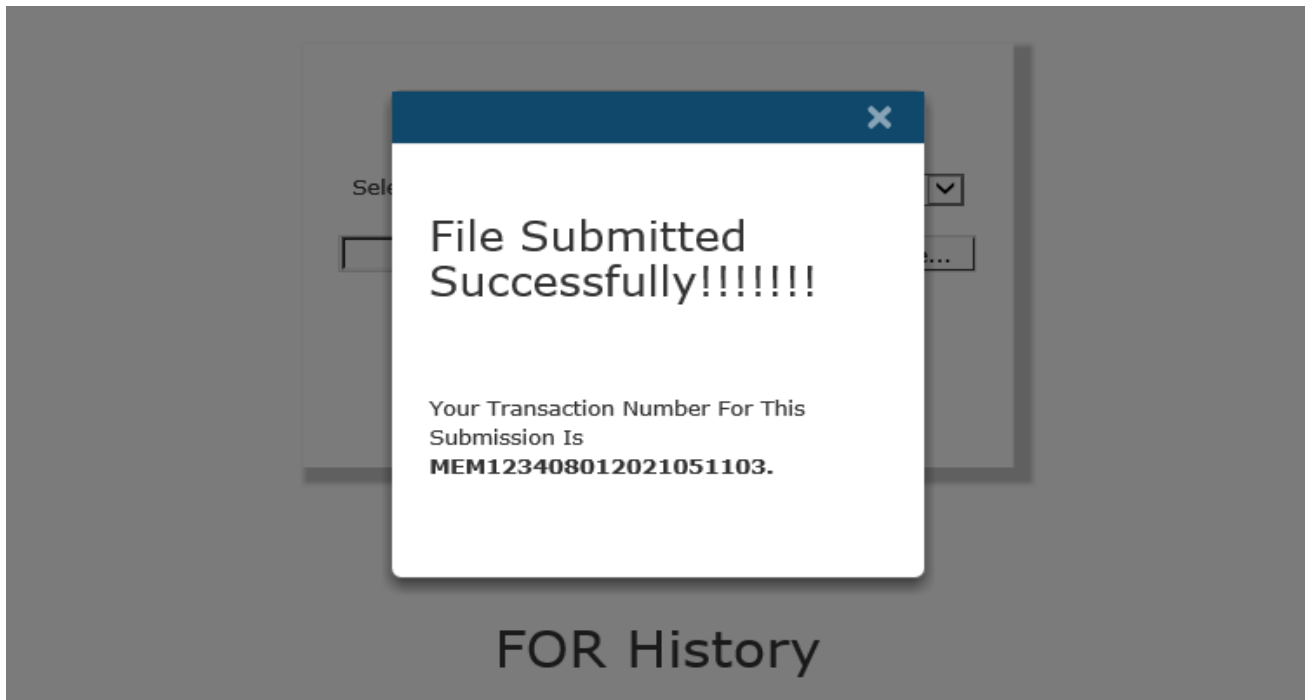
No Records Found!

- Once FOR Excel Sheet gets uploaded, a text box with the message “File Submitted Successfully download PDF” is displayed. Download the PDF and print on the letter head of Member.

The screenshot shows a web interface for submitting Financial Order Reports (FOR). At the top, there is a section titled "FOR" with a "Select File Period" dropdown menu set to "Apr2020-Sep2020" and a "Browse..." button. A white modal box in the center displays the message "File Submitted Successfully!!!!!!" and "PDF Report Is Generated..Please Download From Here..", with a "DOWNLOAD PDF" button. Below the modal, the "FOR History" section contains a table with the following data:

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit	Allow Auditor To Resubmit
1234	FOR	08-01-2021 04:57:20	1234_FOR_Apr2020- Sep2020_08012021050854.Xlsm				Download	Download	View	Submit	<input type="checkbox"/>

- After uploading FOR PDF with sign & stamp of the Member or digitally signed by the member, a text box shown below will be displayed. A transaction number is generated for this submission and member will receive an acknowledgement email.



Corrective Action Report (CAR) Submission from Member's Login

Once the Member submits the Cyber Security & Cyber Resilience Audit Report (CSAR) and if the member needs to submit the Corrective Action Report (CAR), he would have to refer the steps mentioned below:

1. Member log into BEFS on Internet Explorer and selects Cyber Security & Cyber Resilience Audit > Cyber Resilience Audit Report (Member).



2. Upon selecting Cyber Resilience Audit Report (Member), the following table will be displayed. Click on 'Download' option under 'Excel Download' header to download the 'EXCEL Sheet'.

Back CSAR CAR

Download Auditor Uploaded File

Company ID	File Type	Uploaded Date	File Name	Excel Download	Pdf Download
1234	CSAR	08-01-2021 02:58:34	1234_CSAR_APR2020-SEP2020_08012021025834.Xlsm	Download	Download

3. After downloading the template > Open the template and enable the macros and change **Filing for (CSAR/CAR/FOR)** to **CAR (Corrective Action Report)** then click on 'Validate' to proceed further.

Audit firm name	ABC ASSOCIATES			
Auditor name	Josephine Baretto			
Auditor Registration no.	PQR123			
Email id of auditor	Josephine.baretto@bseindia.com			
Contact no. of auditor	9876543210			
Address of audit firm	ABC, XYZ			
Designation of auditor	Partner			
PAN no. of auditor	ABCDE1234F			
Audit Mode	Half yearly			>> select drop-down
Filing for (CSAR/CAR/FOR)	CSAR			> select drop-down
	<div style="border: 1px solid black; padding: 2px;"> CSAR CAR FOR </div>	Yes		
	IBT	No		

4. In CAR sheet, kindly fill in the below mentioned details and click on 'Validate' and then save the file.

Home		Validate		To be submitted by Stock Broker			
Audit Mode	Audit Mode Clause	Observation raised(Audit Mode clause)	Preliminary Audit period	Preliminary audit date	Current status(Complied/Non compliant/ work in progress)	Date by which Non compliant/WIP issue will be complied	Trading member Management comments
III Network Security Management							
Half yearly	3l	Stock Brokers / Depository Participants has established baseline standards to facilitate consistent application of security configurations to operating systems, databases, network devices and enterprise mobile devices within their IT environment. The LAN and wireless networks should be secured within the Stock Brokers /Depository Participants' premises with proper access controls.	April 2020 to September 2020	08-01-2021	Compliant		
Half yearly	3m	For algorithmic trading facilities, adequate measures should be taken to isolate and secure the perimeter and connectivity to the servers running algorithmic trading applications.	April 2020 to September 2020	08-01-2021	Work in Progress	02-02-2021	Will do

5. Click on CAR Tab, there is browse button to upload CAR Excel Sheet (Corrective Action Report).

6. Once EXCEL Sheet gets uploaded it gets converted into PDF file. Download the PDF and print on the letter head of Member.

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit
1234	CAR	08-01-2021 04:46:00	1234_CAR_Apr2020-Sep2020_08012021044600.Xlsm				Download	Download	View	Submit

9. After uploading CAR PDF with sign & stamp of the Member, the following text box will be displayed. Member can see a transaction number for this submission and member will receive an acknowledgement mail.

CAR

Select File Period Apr2020-Sep2020 ▼

File Submitted
Successfully!!!!!!!

Your Transaction Number For This
Submission Is
MEM123408012021045019.

Company ID	File Type	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	Rejected/Accepted Date	Excel Download	Pdf Download	View (CSAR/CAR/FOR)	Submit
1234	CAR	08-01-2021 04:46:00	1234_CAR_Apr2020- Sep2020_08012021044600.Xlsm				Download	Download	View	Submitted

END OF DOCUMENT