

Electronic Gold Receipt (EGR) Segment Master Circular

Exchange has been issuing various circulars / notices from time to time. In order to enable members to access all the applicable circulars / notices for Commodity Derivatives Segment at one place, Master Circular has been prepared.

The master circular is set as follows for ease of reference:

PART I

List of important circulars issued

PART II

Master Circular

PART III (Annexure in attachment)

Formats of various files and reports provided by the Exchange and Contract Specifications

For and on behalf of BSE Ltd.

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“Notwithstanding such rescission,

A. Anything done or any action taken or purported to have been done or contemplated under the rescinded guidelines before the commencement of this Master Circular shall be deemed to have been done or taken or commenced or contemplated under the corresponding provisions of the Master Circular or rescinded guidelines whichever is applicable.

B. The previous operation of the rescinded guidelines or anything duly done or suffered thereunder, any right, privilege, obligation or liability acquired, accrued or incurred under the rescinded guidelines, any penalty, incurred in respect of any violation committed against the rescinded guidelines, or any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty as aforesaid, shall remain unaffected as if the rescinded guidelines have never been rescinded.”

PART I: List of important circulars issued	4
PART II: Master Circular	5
1. Trading Parameters	5
1.1 Order types & Order attributes	5
1.2 Risk Reduction Mode (RRM) Functionality	5
1.3 Transaction Charges	6
1.4 Close price calculation for EGR contracts	6
1.5 Trade Annulment	6
2. Trading Hours and Trading Holidays	7
2.1 Trading Hours:	7
2.2 Trading Holidays:	7
3. Compliance	9
3.1 Proprietary Trading:	9
3.1 BULK/BLOCK Deal :	12
4. IT Applications and Facilities	14
4.1 Online Trade File for Electronic Gold Receipts (EGR) segment	14
4.2 RTRMS – Zero Terminal (ZT) System	15
4.3 Parameters to connect Front end Trading System with BSE BoltPlus system	17
4.4 Market Data	17
4.5 Extranet facility	17
5. Support	19
5.1 Help Desk	19
5.2 Trading Operations Desk	19
5.2.1 Creation of User Ids	19
5.2.2 Deactivation of User IDs	20
5.2.3 Process for Creation of User id and passwords (for other applications / systems):	20
5.2.4 Process for resetting of Passwords (for other applications / systems):.....	21
5.3 Contingency Pool Operations	21

PART I: List of important circulars issued

Notice No.	Subject
<u>20240412-53</u>	<u>Trade Report – Standard timings for file dissemination</u>
<u>20240410-1</u>	<u>Trading Holidays for the Calendar Year 2024 for Commodity Derivatives and EGR on account of General Election (Lok Sabha)2024</u>
20240201-7	<u>Release of BOLT Pro TWS Version 10.10</u>
20240119-38	<u>Trading Holiday on January 22,2024 -Commodity Derivatives and EGR</u>
20231214-25	<u>Trading Holidays for the Calendar Year 2024 for Electronic Gold Receipts (EGR) Segment</u>
20231023-8	<u>Change in Multicast (Broadcast) parameters of Commodity Derivatives segment and Electronics Gold Receipt (EGR) segment</u>
20230628-64	<u>Master Circular for Trading in EGR Segment</u>

PART II: Master Circular

1. Trading Parameters

1.1 Order types & Order attributes

Types of orders:

- Market order
- Stop loss order
- Limit order

Applicable Retention type for the above orders:

- End of day
- End of session
- Immediate or cancel (IOC)

In addition to above, following order attributes are specified at the time of order entry:

- Segment
- Instrument Name
- Scrip code/Token Number
- Buy/Sell indicator
- Total Lot
- Revealed Lot
- Rate
- Market Protection (in %)
- Client Id
- Client type
- Order Type
- Retention Type

Type of Client in Order Entry –

- OWN
- CLIENT

1.2 Risk Reduction Mode (RRM) Functionality

Exchange shall put the trading members/clearing members in risk-reduction mode when 90% of the member's Liquid Assets available for adjustment against margins/deposits gets utilized for margins/deposits.

Salient features of this functionality are -

- All unexecuted orders shall be cancelled & returned to the member when in RRM mode.
- Once in RRM, only IOC order which will reduce open position (square-up orders) are allowed to get back within the permissible limit.
- Trading Members are allowed to reduce open positions by generating 1 order for each client wise open position in a security/contract.

- Fresh orders which will create new open position shall not be accepted.

1.3 Transaction Charges

Transaction charges will be Rs.345 per Crore of turnover on both buy and sell side.

1.4 Close price calculation for EGR contracts

- VWAP (Volume Weighted Average Price) of all trades done during the last 30 minutes of the trading day.
- If no trades have been executed in a contract on a particular trading day in last 30 minutes, then the close price will be computed based on spot price.

1.5 Trade Annulment

The cut-off timing for Trade Annulment submission request is 10:00 PM and half an hour after continuous trading end time on special trading day (e.h Muhurat Trading), Members are requested to refer to exchange notice numbers 20150814-26, 20150814-29, 20151009-10, 20151021-36 for further reference.

2. Trading Hours and Trading Holidays

2.1 Trading Hours:

Table I- Normal Trading Day

TRADING SESSIONS	FROM	TO
Log-in	07:15 am	08:45 am
Pre-Open		
Order Entry period	08:45 am	08:53 am [^]
Matching period	08:53 am	09:00 am
Continuous Trading	09:00 am	21:30 pm
Afternoon Block Deal Window	15:05 pm	15:20 pm
Closing	21:30 pm	21:40 pm
Post- closing	21:40 pm	22:00 pm
Trade Modification	-	22:00 pm

[^] Random stoppage of order entry session in last 1 minute.

Table II- Evening session on Trading Holidays.

TRADING SESSIONS	FROM	TO
Log-in	14:45 pm	17:00 pm
Pre-Open		
Order Entry period	17:00 pm	17:08 pm [^]
Matching period	17:08 pm	17:15 pm
Continuous Trading	17:15 pm	21:30 pm
Closing	21:30 pm	21:40 pm
Post- closing	21:40 pm	22:00 pm
Trade Modification	-	22:00 pm

[^] Random stoppage of order entry session in last 1 minute.

2.2 Trading Holidays:

Trading Members are hereby informed that the Exchange shall observe following Trading Holidays during the Calendar Year 2024 for the EGR Segment.

Sr.No.	Holidays	Date	Day	Morning Session 9am to 5 pm	Evening Session 5 pm to 9:30 pm
1	New Year Day	01 January 2024	Monday	Open	Closed
2	Public Holiday on account of Ram Lalla Pran Pratishtha Din	22 January 2024	Monday	Closed	Closed
3	Republic Day	26 January 2024	Friday	Closed	Closed
4	Mahashivratri	08 March 2024	Friday	Closed	Open
5	Holi	25 March 2024	Monday	Closed	Open
6	Good Friday	29 March 2024	Friday	Closed	Closed
7	Id-UI-Fitr (Ramzan Id)	11 April 2024	Thursday	Closed	Open

8	Ram Navami	17 April 2024	Wednesday	Closed	Open
9	Maharashtra Day	01 May 2024	Wednesday	Closed	Open
10	General Election (Lok sabha)	20 May 2024	Monday	Closed	Open
11	Bakri Id	17 June 2024	Monday	Closed	Open
12	Muharram	17 July 2024	Wednesday	Closed	Open
13	Independence Day	15 August 2024	Thursday	Closed	Closed
14	Mahatma Gandhi Jayanti	02 October 2024	Wednesday	Closed	Closed
15	Diwali * Laxmi Pujan	01 November 2024	Friday	Closed	Open*
16	Gurunanak Jayanti	15 November 2024	Friday	Closed	Open
17	Christmas	25 December 2024	Wednesday	Closed	Closed

Following Holidays are Falling on Saturday / Sunday

Sr.No.	Holidays	Date	Day
1	Dr.Baba Saheb Ambedkar Jayanti	14 April 2024	Sunday
2	Mahavir Jayanti	21 April 2024	Sunday
3	Ganesh Chaturthi	07 September 2024	Saturday
4	Dussehra	12 October 2024	Saturday
5	Diwali Balipratipada	02 November 2024	Saturday

* Muhurat Trading shall be held on November 01,2024 (Diwali – Laxmi Pujan). Timings of Muhurat Trading shall be notified subsequently.

The Exchange may alter / change any of the above holidays, for which a separate circular shall be issued in advance.

3. Compliance

3.1 Proprietary Trading:

Salient Features:

- a. Facility of placing orders on own account through trading terminals is extended only at one location of the members as specified / required by the members
- b. Trading terminals located at places other than the above location shall have a facility to place orders only for and on behalf of a client by entering client code details as required / specified by the Exchange / SEBI.
- c. In case any member requires the facility of using own account through trading terminals from more than one location, such member shall be required to submit an undertaking to the stock exchange stating the reason for using the own account at multiple locations and the Exchange may, on case to case basis after due diligence, consider extending the facility of allowing use of own account from more than one location.

Process of application for Proprietary Trading


Exchange has provided facility on BSE Electronic Filing System (BEFS) portal to handle proprietary account trading applications electronically. The process has been listed as follows:

1. The member sends a request for grant of permission of proprietary trading on a particular terminal id via letter on BEFS portal.
2. The address of the terminal id is to be verified whether the same is updated on Exchange system. In case the address is not updated on Exchange system, the member is intimated via BEFS portal to share a copy of the address proof.
3. It is also verified whether the member has fulfilled Base Capital Margin requirements by checking the same in Exchange system.
4. In case the requested trading terminal is the default terminal of the said member, the approval is sent via mail which is auto-generated via BEFS portal. However, if the requested trading terminal is an additional location, then an approval letter is sent via Extranet.
5. The details of pro terminal ids are then updated in IDB system.

Further, in the event of mismatch in location of the pro-order vis-à-vis approved location a file containing mismatch records shall be made available on a daily basis on member's extranet portal to initiate corrective measures.

The file name for the same shall be PRO_MM_ddmmyyyy.txt. Format provided in annexure III.

Pro Enablement Request through BEFS Application.



BSE
EXPERIENCE THE NEW

Login Id : 123456
Member Name : DUMMY
Date : Monday, March 14, 2016 3:07:35 PM

Hide Menu

Reports

Work Flow Mgmt

AP Registration

Advertisement For Approval NEW

B E F S Alerts

Bolt+ On Web

C F S

Capturing Member Details

Cash Collateral I E P F Deposits

Client Code Modification

Client Funding Reporting

Collection Of Documents

Complaint Management NEW

Compliance

Debt Segment Registration

Dissemination Board

E - B O S S

Execution Of Order

F I U - I N D - S T R Reporting

Ib/shwt/sor Trade Conf

Internal Audit Report

Issuance Of Status Report

L E I P S

Margin Trading

Member Admin NEW

Member Disclosure

Networth Certificate

Passive Transaction Charge

Pro Trading Request

Risk Based Supervision

S M E Market Maker Reg

Specified Depository

Spot Deal Reporting NEW

Status Of Arbitration Award

System Audit Reports

TDS Certificate

Technology Programme

Turnover Certificate NEW

Change Password

Add New Search Save Update Delete Print Excel Word ? Label

ACTIVATION OF TRADING TERMINALS / IML FOR PRO / OWN - ACCOUNT TRADING From Default Location

Default Location
 Additional Location

* BSE Terminal No. / BSE IML ID No.	Location Type	Address
	Default	* Address Line 1 : <input type="text"/> * Address Line 2 : <input type="text"/> Address Line 3 : <input type="text"/> * City : <input type="text"/> * State : <input type="text"/> * PIN Code : <input type="text"/>

* Contact Official Email Id : * Cell No. :
 * Request Letter : Address Proof :

Pro Disablement Request through BEFS Application

The screenshot displays the BEFS application interface in Internet Explorer. The browser address bar shows <https://bef.s.bseindia.com/CheckLogin.aspx>. The BSE logo is visible in the top left corner, and the user's login details are shown in the top right: Login Id: 123456, Member Name: DUMMY, and Date: Thursday, March 17, 2016 12:30:22 PM.

The main content area is titled "DE - ACTIVATION OF TRADING TERMINALS / IML FOR PRO - ACCOUNT TRADING". It contains two radio button options for a request:

- We Request The Exchange To Disable ALL The Trading Terminal / IML Enabled For Pro - Account W.e.f [text box]
- OR**
- We Request The Exchange To Disable The FOLLOWING Trading Terminal / IML Enabled For Pro - Account / Own Account W.e.f [text box]

A "BACK" button is located below the options. The left sidebar contains a "Hide Menu" button and a list of application modules such as Reports, Work Flow Mgmt, AP Registration, Advertisement For Approval, B E F S Alerts, Bolt+ On Web, C F S, Capturing Member Details, Cash Collateral \ E P F Deposits, Client Code Modification, Client Funding Reporting, Collection Of Documents, Complaint Management, Compliance, Debt Segment Registration, Dissemination Board, E - B O S S, Execution Of Order, F I U - I N D - S T R Reporting, Ibl/shwt/sor Trade Conf, Internal Audit Report, Issuance Of Status Report, L E I P S, Margin Trading, Member Admin, Member Disclosure, Networth Certificate, Passive Transaction Charge, Pro Trading Request, Risk Based Supervision, S M E Market Maker Reg, Specified Depository, and Spot Deal Reporting.

The Windows taskbar at the bottom shows the system tray with the time 12:32 and date 17-03-2016, along with various application icons.

3.1 BULK/BLOCK Deal :

EGR Bulk / Block deals data

SEBI circular SEBI/HO/CDMRD/DMP/P/CIR/2022/18 dated February 14, 2022 has advised that trading members of the Exchange shall disclose to the Exchange all transactions in BULK Deal and to prevent rumors / speculation about deals causing volatility in the EGR, disclosures shall be made with respect to all transactions in EGR where Trade quantity is greater or equal to 5% of total outstanding EGR deposited with Depositories shall be considered as Bulk deal as mentioned in the SEBI Guidelines document.

SEBI has also advised the Exchange that above mentioned information shall be disseminate to the general public on the same day, after the market hours.

Market-wide limit

The Stock exchange shall calculate and disclose market-wide limit to be used for calculating bulk deals. For the purpose of this Circular, market wide limit means summation of underlying gold, on which EGRs have been issued and outstanding, across all contracts floated by the stock exchanges.

For example:

There are 60 EGRs issued with 1kg each of underlying gold and 6000 EGRs issued with 100grams each of underlying gold. This means there is 660 kg of underlying gold in total for the EGR segment.

Guidelines of the block deal mechanism are as follows –

Duration

Block deal windows shall be available on all trading days in EGR segment as follows –
Block Deal Window - This window shall operate between 03:05 PM to 3:20 PM..

Block Reference Price (BRP)

The reference price for block deals shall be the volume weighted average market price (VWAP) of the trades executed in the EGR segment between 02:45 PM to 03:00 PM. Between the period 03:00 PM to 03:05 PM, the stock exchanges shall calculate and disseminate necessary information regarding the VWAP applicable for the execution of block deals

Price Limit

The orders placed shall be within $\pm 1\%$ of the reference price.

Minimum order size

The minimum order size for execution of trades in the block deal window shall be Rs.10 Crore.

Every trade executed in the block deal window must result in delivery and shall not be squared off or reversed.

Exchange provides an indicative report of deals to trading members on a daily basis after market hours through Extranet.

Extranet Path - Home->EGR>Transaction->Month->Current Date

File Name -

Block Deal - EGR_BLOCKddmmyy.Member Code

Bulk Deal - EGR_BULKddmmyy.Member Code

Trading Members can now submit request for changes in Bulk/ Block reporting through file upload option in BEFS System for faster processing and online reporting for any disclosures to the Exchange with respect to the information pertaining to bulk trades and /or trades done under the block deals session/ market on the same day of trade.

In case of any mismatch, trading members shall make necessary changes / corrections in the BEFS system within 30 minutes from the time the indicative bulk / block deal report are downloaded after market hours.

Trading Members can login to BEFS portal and access the below mentioned path for the same.

BEFS > Bulk/ Block Reporting:

1. Block Deal
2. Bulk Deal
3. Bulk upload (Block / Bulk Deal)

In case of any queries or clarifications, trading members may kindly contact the Trading Operations team at the contact details given below –

Trading Operations Team
E-mail: trading.ops@bseindia.com
T: 022-2272 8197/5808.

4. IT Applications and Facilities

4.1 Online Trade File for Electronic Gold Receipts (EGR) segment

Members are here by inform that facility of downloading trade file on real-time basis via OTD application available in other segments like - Equity, Equity Derivatives, Currency Derivatives , Commodity Derivatives & SLB to Trading Members (TM) as well as Clearing Members (CM) has been extended for EGR segment.

A new version of OTD application 1.9 shall be made available for downloading online trade file for EGR segment. New version shall be mandatory update for members who wants to use online trade file facility in EGR segment along with other segments. It will be optional for members who are not trading in EGR but in other segments.

New version 1.9 of OTD application, User Manual & Online Trade file format shall be made available on the Exchange website on the following web-link - <http://www.bseindia.com/boltpluslivesetup.aspx>

Online Trade file Activation

Following details to be provided by Members for connecting Online trade file application with BSE Trading System:

A. Trading member/ Clearing member to provide following details on email :- bsehelp@bseindia.com

- Trading member code: For example 9018
- Trading member type: For example TM/ CM
- Mode of connection: Lease line / Internet In case of Lease line: Lease line IP address of machine connected to BSE Exchange. For Example IP address in range of 10.xxx.xxx.xxx In case of Internet: Static IP of machine where OTD set-up will be is installed.
- Segment: Example : Equity / Derivatives /Currency Derivatives/ Commodity Derivatives/SLB and EGR
- Designated Clearing Corporation -ICCL/NCL

B. Exchange will map details provided by member and provide configuration file (settings.ini) via e-mail. Trading member to copy same in the folder where Online Trade file (OTD.exe) is installed.

Please note the prerequisites to use OTD application –

.Net Frame Work 4.0 and above

Lease Line / Internet connectivity on the machine

512MB RAM and above

4.2 RTRMS – Zero Terminal (ZT) System

The RTRMS-ZT for the EGR segment is an enhanced version of the Admin terminal providing greater flexibility and control to the Admin user of a trading member firm to perform various admin and risk management functions. RTRMS-ZT has been integrated as a module within Real Time Risk Management System (RTRMS) which is already used by trading members. Being web based, RTRMS-ZT module provides ease of access to all trading members and can be accessed with authorized login credentials. Trading members can use their existing login credentials of RTRMS system to access the RTRMS-ZT module. This will facilitate the trading member to simultaneously control his order level and post-trade level risk management activities through a single system.

The functionalities that shall be available in RTRMS-ZT module for EGR segment are as follows:

1. View All Trades (EGR) – Using this option trading member can view all the trades performed by all his trading users.
2. View All Pending Orders (EGR) – Trading member can view all the pending orders entered by all his trading users. Also, “Single Order Cancellation” feature is made available under this option for trading member to cancel selected pending order from ‘View All Pending Orders’ screen. For cancelling a single order, trading member should use the ‘Cancel’ button provided on ‘View All Pending Orders’ screen.
3. Cancel All Pending Orders (EGR) – Trading member can cancel all the pending orders for all his trading users. Trading member will be able to cancel the pending orders for a single user or multiple users through this option.
4. Single Order Limit (EGR) – Trading member can control maximum order quantity & value allowed in a single order for his trading user ID for particular product using this screen. Any value set from this screen shall be applied for the trading user on real time basis and at the time of order placement from it shall be validated.
5. All Trade Limit (Commodity & EGR) – Using this option Trading member can set Gross Buy, Gross Sell, Net Value, Net Buy Qty, Net Sell Qty and Unrestricted Net Qty Limit through RTRMS – ZT system for his Trader IDs.

On account of introduction of EGR segment, trader using BOLT TWS and has rights to place order in Commodity Derivatives has to note that existing limits set from “All Trade Limit” in Commodity Derivatives shall be applied commonly to both Commodity Derivatives & EGR segment.

Now limits set via “All Trade Limit (Commodity & EGR)” shall be applied commonly on order and trades placed in commodity Derivatives & EGR segment for traders having right to place order in both Commodity and EGR segment or either of the two segments.

6. User Role Assignment – ZT functionalities are available in the User role assignment module. Admin user can assign these functionalities to its ‘sub users’ created by Admin user, using ‘Assign Rights’ available in ‘Users’ option available in RTRMS

Trading member can refer to the following matrix for features that shall be available RTRMS-ZT.

Functionality	EGR Segment
View All Trades	Available Intra day
View All Pending Orders + Single Order cancellation	Available Intra day
Cancel pending orders for 'Selected User IDs' and 'All User IDs'	Applicable Intra day
Single Order Limit (Quantity & Value limit)	Applicable Intra day
All Trade Limit	Applicable Intra day
User Role Assignment	Applicable Intra day

7. Rest Trader/ Session Password (EGR) – Using this option Trading members can reset password of trader ID and session ID used by members to connect to the Exchange trading system.

Trade Modification

In RTRMS system facility has been provided to Trading member to modify client code for EGR segment trade under option Trade Modification ->Modify Trade (EGR) as per time specified by Exchange.

Additionally, in RTRMS system, Trade Modification facility (as per circular 20170915-26) can be assigned to multiple sub users (upto 3 sub-users) in RTRMS system. Using this, members can now assign a set of trader IDs (which are used for trading on the Exchange trading system) to a sub-user. In this way, all trader IDs of a member can be distributed across 3 sub-users within RTRMS system for carrying out trade modification activity. Each such sub-user can then carry out trade modification activity for trades done through the trader IDs assigned to it. This functionality shall be available in EGR segment

4.3 Parameters to connect Front end Trading System with BSE BoltPlus system

Trading Members using BOLT TWS / ETI / API shall be required to have relevant connection parameters configured to be able to connect to the BOLT PLUS trading system.

The below hyper link provides the connection parameters for connecting to the PR site / DR site / Simulation Environment of the BOLT PLUS trading system.

[Boltplus Configuration Parameters](#)

As per Exchange notice no. 20220418-39 dated 18th April 2022, Trading in Electronic Gold Receipts segment shall be conducted on the BOLT Plus trading platform - its new generation trading system. In view of this, members may kindly note that ETI / API format for trading and MDI/EMDI, NFOCAST and EOBI API formats for market data shall be used for Electronic Gold Receipts (EGR) segment. The API documents shall be available on the Exchange website at the following web link - <http://www.bseindia.com/nta.aspx> -> BSE Electronic Gold Receipts (EGR) Segment – Test Environment Setup

Trading related End Of day file formats –

Please refer to Exchange notices no. 20220601-46 dated 01st June 2022 , 20220613-45 dated 13th June 2022 and 20221019-48 dated 19th October 2022 for End of day File formats for Electronic Gold Receipts (EGR) segment. File format of these EOD files which were previously issued are enclosed herewith again as Annexure (Part III) for reference.

4.4 Market Data

Exchange disseminates market data broadcast through various types of streams in EGR Segment to its ETI-API/IML users-

1. EOBI (BSE Enhanced Order Book Interface)
2. EMDI (Enhanced Market Data Interface)
3. MDI (Market Data Interface)
4. NFOCAST

4.5 Extranet facility

In order to serve the members better and make the downloading of files more user-friendly, the Exchange has launched web based system, viz., **Extranet**.

The URL for accessing the Extranet System:

Internet URL	https://member.bseindia.com
Leased Line URL	https://memberll.bseindia.com

The salient features of the Extranet System are detailed below:

- Web based download and upload system

- Accessible through Internet and Intranet (i.e., leased lines)
- Availability of 30 days history file downloads

In addition to the Extranet System, BSE is also providing an Auto download application called **“Extranet Plus”**. This application needs to be installed at the members end. The member has to login to the application only once and the files will be downloaded to the local disk automatically as and when BSE provides the files for download. Extranet Plus application is currently accessible only on the private network (LAN, WAN, VSAT) and not on internet.

Members can download the new version (Version 2.2) of the application from the following links:

Internet URL	http://bseindia.com/help
Leased Line URL	http://bseindiall.com/help

In addition to the Extranet System, Members can view availability status of files / reports pertaining to Trading and Clearing & Settlement on Member Extranet Portal under File Status Dashboard.

In addition to extranet members can also download master files from link <http://bseindia.com/help>

5. Support

5.1 Help Desk

In an endeavor to enhance trading experience and to improve member services, Exchange supports its members through a dedicated BSE Technical Help Desk.

Members can call at BSE Technical Help Desk on Tel. No. (hunting line) between 8:00 am to 7:30 pm on all trading days for their queries. Members may alternatively write to BSE Technical Help Desk on email Id: bsehelp@bseindia.com for their queries.

Help Desk supports all queries including the following areas:

1. Trading System
2. Connectivity related
3. Clearing and Settlement
4. Membership related
5. Various Product related
6. General Queries

5.2 Trading Operations Desk

This desk caters to Member requirements pertaining to User Id management for various Exchange systems.

Members can call at Trading Operations Desk on tel. no. 022 2272 8215 / 8005 between 8:00 am to 7:00 pm on all trading days for their queries or they may alternatively write to Trading Operations Desk on email Id: user.trdops@bseindia.com for their queries.

5.2.1 Creation of User Ids

Process Flow for User ids creation

- Trading Operations receives BOLT TWS / IML/ ETI/BOW id creation request for EGR segment from Member.
- If the member request is as per format, the request is authorized and acted upon post verification.
- If the member request is not as per format, the member is communicated about the same and is asked to resend the request as per requisition format.

If the member's application for creation of User Id is not as per the requisition form, it is liable for rejection (for the indicative reasons mentioned below)

Indicative reasons for Rejection of Activation form:

1. Date is missing
2. Annexure B missing

3. Tick not present on Activation/ Deactivation & segment
4. IDs not mentioned
5. Trading segment not ticked
6. Designated Director's name & contact details missing
7. Authorized person's designation not present.
8. Stamp is improper
9. Tick not present on 3rd point of undertaking.
10. Date on last page of Undertaking should be same as date mentioned on Board Resolution copy
11. Undertaking should be on 100Rs. Stamp paper/Franking/e- Stamp paper
12. Activation form should be on company letter head
13. Absence of required documents like Undertaking or bord resolution.

5.2.2 Deactivation of User IDs

Process Flow for deletion of User ids in all segments

1. Member will require to send an application form for deactivation of User Id in a soft copy on an email (user.trdops@bseindia.com) to
2. If the member's request is not as per the requisition format, it is rejected, and a pro-active call is made to the member for the same. Further, member is requested to resend with necessary changes to Trading Ops team.
3. If the received request is authorized by anyone other than director/proprietor but above Manager Level, then Trading Ops team verifies the authenticity of the person authorizing the request with the firm's director/proprietor.

Website links for user id Activation/deactivation/reactivation/IML Undertaking/Annexure B -

[Application form for Activation/Deactivation/Re Activation of User Ids](#)

[https://www.bseindia.com/downloads1/IML_Undertaking_\(TPS\).zip](https://www.bseindia.com/downloads1/IML_Undertaking_(TPS).zip)

https://www.bseindia.com/downloads1/Annexure_B.zip

For Activation and Deactivation trading members put request through BEFS please refer to notice link [Submission of Trader ID application through BSE Electronic Filing System \(BEFS\)](#)

5.2.3 Process for Creation of User id and passwords (for other applications / systems):

One day prior to business commencement day, User Ids of following applications / systems are created by the Exchange and password is emailed to member, on their registered email id.

- SSO
- UCC/Extranet
- BEFS

5.2.4 Process for resetting of Passwords (for other applications / systems):

Members can reset their passwords for various applications / systems in the following manner:

- By clicking on 'Forgot Password' option to receive password on their registered mail ids where 'Forgot password' option is enabled.
- Alternatively by sending an email to user.trdops@bseindia.com from their registered email id mentioning Clg no. and name of respective applications / systems.
- In the event member requires to change the registered email id for an application / system, they can email their request to user.trdops@bseindia.com, mentioning the Clg no. and the name of respective application / system.

5.3 Contingency Pool Operations

Exchange provides a contingency pool area for trading facility from its premises at P. J. Towers, Mumbai. Members can avail of this facility in the event of a contingency where trading member is not able to trade from own office due to technical issues or otherwise. In such cases, trading member can send the request in writing to the Exchange seeking permission to trade from Exchange's premises. Once Exchange receives such request from the trading member, it verifies the details and permits the representative of the trading member to use the trading facility in the contingency pool area in its premises. The facility is available on a first come first serve basis. Trading member is granted permission to use trading facility in the contingency pool for a particular day only.

The Contingency Pool is located at 9th floor (Room 917A), P. J. Towers, Dalal Street, Mumbai – 400 001.

Further, members may note that maximum two persons from their offices shall be allowed inside the pool at any given point of time.

All members are requested to follow the procedure stipulated in this regard.

For any query about Contingency Pool access, please contact Helpdesk on 022-45720400/600 & 022-69158500. Email ID - bsehelp@bseindia.com

Relevant Notices:

Notice No.	Date
20180912-3	September 12, 2018