

## Operational Guidelines for BiMF (Mutual Fund) Segment

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## **1. General Instructions**

### **1.1. BiMF (Mutual Fund Segment)**

SEBI in accordance with its approval has enabled the Exchange to provide iBBS (Internet Based Book Building System) Platform to Trading Members having valid ARN for distribution of Further Funds Offer (FFO) of CPSE ETF. Trading Members registered with AMFI and having valid ARN are allowed to access this module. No separate registration or payment of any charges is required currently to access the BiMF on iBBS.

### **1.2. System configuration / requirements**

#### **1.2.1. BiMF Module**

The BiMF module on iBBS platform can be accessed through internet. Internet explorer version IE above 6 is most preferred mode to access BiMF.

The URL is: <https://ibbs.bseindia.com/>

Trading Members can also access the BiMF module of iBBS platform through leased line: <https://10.1.101.254/index.aspx>

### **1.3. Information on BiMF at BSE**

The Exchange would issue opening notice on its website. The notice would detail Issue Time, Application (Bid) Timings, and Key Information Memorandum of CPSE ETF.

### **1.4. Application (Bid) timings and duration**

The placement of applications (Bids) by Trading Members shall take place as per the FFO period as stated in the Supplement to the Scheme Information Document of CPSE ETF.

### **1.5. Allotment**

The Mutual Fund and Asset Management Company (AMC) shall be liable for the allocation of the units to the applicants and refund the application (Bid) money to the applicants in the matter of non-allocation. The Asset Management Company shall issue to the applicant whose application (Bid) has been accepted, an allotment advice accounts specifying the number of units allotted.

Allotment will be done by AMC. Units shall be allotted directly by AMC to Investors DP account as per MF Regulations. Allotment advice shall be sent by AMC as per normal MF procedure. Refund shall be done by AMC directly to the Investors. The Investor shall get the allotment details from AMC.

Allotment details will be also available for download to Trading Members in BiMF module w.r.t. their applications after completion of allotment by AMC.

## **2. Trading Parameters:**

In pursuance of the Trading Regulations of the Exchange, following operating parameters are available for placement of applications (Bids) / orders in BiMF (Mutual Fund) segment –

### **2.1. Calendar for placement of Applications (Bids) and Application (Bid) Schedule**

The placement of applications (Bids)/ orders by Trading Member(s) will take place during Application (Bid) schedule as prescribed in the Supplement to the Scheme Information Document of CPSE ETF.

### **2.2. Application (Bid) Entry**

The Application (Bid) process for Mutual Fund segment will be available through iBBS Platform, under the BiMF segment. The BiMF segment supports manual Application (Bid) entry as well as file upload facility. The file structure for upload is given in Annexure I.

### **2.3. Application (Bid) Entry Process Flow**

Trading Member(s) can apply for the Units in DEMAT (Electronic) mode only. The Exchange will validate the combination of PAN, DP Id & Client Id (Depositories BO Ids) with database of Depositories on regular interval. The applications (Bids)

with mismatch of the aforesaid combination will be treated as Invalid Applications (Bids). Trading Members will have the facility to modify such invalid Applications (Bids) till end of issue. All Invalid Applications (Bids) will expire/ laps if not modified/ rectified by the Trading Member.

## 2.4. The Investor Category:

Investor Type	Investor Category
Retail	IND & HUF
Non Institutional Investors	NII,CO, NOH
QIB	FI, FII,MF IC, OTH,

## 2.5. Modification and Cancellation of Application (Bid)

- The Cancellation and modification of applications (Bids) shall be allowed on the same day of the placement of the applications (Bids) till the end of bidding hours
- In case of Invalid applications (Bids), Trading Members shall be allowed modification of DP Id & Client Id up to T+1 day till 11:00 A.M. (T being the last date of the Issue)

## 2.6. Manual Application (Bid) Entry

The application (Bid) entry screen will require the following data to be provided by the users (Trading Members)

Field Name	Requirement	Action
Issue Type	Mandatory	Dropdown Menu
Symbol	Mandatory	Dropdown Menu
Category	Mandatory	RI/ NII/ OTHS/ MF / IC
UCC/PAN	Mandatory	Alpha Numeric
Name of the Investor	Non Mandatory	Alpha Numeric
Depository	Mandatory	Dropdown Menu
DP ID	Mandatory	Alpha Numeric (In case of NSDL)
Client Beneficiary ID	Mandatory	Numeric

ARN Code	Mandatory	Numeric – Auto Populated
Sub-Broker ARN Code	Non Mandatory	Numeric
Transaction Type	Mandatory	Dropdown Menu
EUIN	Non Mandatory	Mandatory in case of Transaction Type is Advisory
Amount	Mandatory	Numeric

## 2.7. Categories for Bidding

Sub Category	Main Category	Investors Type/ Description
IND,HUF,NRI	RETAIL	Individuals, HUFs and NRIs – Application (Bid) amount from Rs. 5000 and up to Rs. 2 Lacs
CO,NOH	NII	Non Institutional Investors (Includes TRUST, Body Corporates etc.) Additionally, Individuals, HUFs, NRIs - Application (Bid) amount from Rs. 2 Lacs
FI,FII,MF,IC,OTH	QIB	

## 2.8. Bulk Upload of BiMF Applications (Bids)

A bulk upload facility is available within the BiMF module. The records can be uploaded by Trading Members in a single comma or pipe separated **.csv or .txt** file. The applications (bids) will be allotted a bid id or order no. For file formats refer Annexure I.

## 2.9. Download of Files in BiMF module

- The files available for download to Trading Members are Bid Book, Order Book, Custodian Rejection File, DP Verification File, Allocation File
- The Bid Book and Custodian Rejection File download will be available in the BiMF module in real time basis.
- The Allotment file shall be available after allotment process completed by Asset Management Company.

### **3. Clearing and Settlement**

#### **3.1. Settlement Process**

There will be a separate Settlement numbers for each day of the issue period.

For all valid applications (bids)w during the day, Trading Members will be provided obligation file by end of day and settlement of funds Pay-in will take place on T+1 day. The settlement numbers and timelines for fund pay-in will be published by the Clearing Corporation (ICCL) separately.

## Annexure 1: Bulk Upload File Formats in iBBS BiMF Module

UPLOAD_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Character	Remark
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO
Category	M	Character	5	Client Status master values would remain constant i.e.FI, FII, IC, MF, OTH, NOH, CO, IND
BidBase	M	Character	50	Possible values PAN/UCC
Panno/ClientCode	M	Alphanumeric	11	If BidBase is PAN then length should not exceed (10),if BidBase is UCC then length should not exceed (11)
Investor Name	NM	Character	50	Name of the Investor
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
ClientId/Benf.Id	M	N	16	If CDSL then Min(16) and Max(16) . If NSDL Min(8) and Max(8)
ARNCode	M	Alphanumeric	10	ARN Code of Trading Member
Sub Arn Code	Nm	Alphanumeric	10	Sub-Broker ARN Code if any
Transaction Type	M	Int		Possible values 1-Execution only & 2-Advisory
EUIN	Conditional Mandatory	Alphanumeric	10	If transaction type is 2 then EUIN is mandatory
Filler	NM	Alphanumeric	10	
Quantity	M	N	11	Quantity should always be in multiple of market lot. If issue type FFO the Qty should be 1
Amount	M	N	6.2	Total subscription amount
Bid Id	M	N	16	Bid Id is auto generated by the exchange of generation of response filelet will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.

## Annexure 2: Success File Formats in iBBS BiMF Module

SUCCESS_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / Non-Mandatory	Alpha / Numeric	Character	Remark
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO
Category	M	Character	5	Client Status master values would remain constant i.e.FI, FII, IC, MF, OTH, NOH, CO, IND
BidBase	M	Character	50	Possible values PAN/UCC
Panno/ClientCode	M	Alphanumeric	11	If BidBase is PAN then length should not exceed (10),if BidBase is UCC then length should not exceed (11)
Investor Name	NM	Character	50	Name of the Investor
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
ClientId/Benf.Id	M	N	16	If CDSL then Min (16) and Max(16) . If NSDL Min(8) and Max(8)
ArnCode	M	Alphanumeric	10	ARN Code of Trading Member
Sub Arn Code	Nm	Alphanumeric	10	Sub-Broker ARN Code if any
Transaction Type	M	Int		Possible values 1-Execution only & 2-Advisory
EUIN	Conditional Mandatory	Alphanumeric	10	If transaction type is 2 then EUIN is mandatory
Filler	NM	Alphanumeric	10	
Quantity	M	N	11	Quantity should always be in multiple of market lot. If issue type FFO the Qty should be 1
Amount	M	N	6.2	Total subscription amount
Bid Id	M	N	16	Bid Id is auto generated by the exchange of generation of response file it will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.



### Annexure 3: Error File Formats in iBBS BiMF Module

ERROR_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Character	Remark
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO
Category	M	Character	5	Client Status master values would remain constant i.e.FI, FII, IC, MF, OTH, NOH, CO, IND
BidBase	M	Character	50	Possible values PAN/UCC
Panno/ClientCode	M	Alphanumeric	11	If BidBase is PAN then length should not exceed (10),if BidBase is UCC then length should not exceed (11)
Investor Name	NM	Character	50	Name of the Investor
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
ClientId/Benf.Id	M	N	16	If CDSL then Min (16) and Max (16) If NSDL Min(8) and Max(8)
ArnCode	M	Alphanumeric	10	ARN Code of Trading Member
Sub Arn Code	Nm	Alphanumeric	10	Sub-Broker ARN Code if any
Transaction Type	M	Int		Possible values 1-Execution only & 2-Advisory
EUIN	Conditional Mandatory	Alphanumeric	10	If transaction type is 2 then EUIN is mandatory
Filler	NM	Alphanumeric	10	
Quantity	M	N	11	Quantity should always be in multiple of market lot. If issue type FFO the Qty should be 1
Amount	M	N	6.2	Total subscription amount
Bid Id	M	N	16	Bid Id is auto generated by the exchange of generation of response file it will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.
Error text	M	Alphanumeric	800	Gives detailed description of the error encountered during upload

## Annexure 4: Bid Download File Formats in iBBS BiMF Module

Bid File				
SI	Field Name	Field type	Length	Possible values
1	Symbol	Alphanumeric	10	
2	BidBase (To identify its UCC or Pan )	char	10	Pan/UCC
3	Name of the Investor	Char	50	
4	UCC (Unique Client Code)	Alphanumeric	11	
5	PAN	Alphanumeric	10	
6	Depository	Char	4	CDSL/NSDL
7	DP ID	Alphanumeric (Only in case of NSDL)		
8	Client ID	For NSDL- 8 & CDSL- 16		
10	Investor Category	Char	5	FI,FII,MF,IC,OTH,CO,NOH,IND,HUF,NRI
11	Amount (in Rupees)	Numeric	24,4	
12	Membercode	int	10	
13	Loginid	Alpha numeric	15	
14	Branchcode	Alpha numeric	15	
15	ARN Code	Alpha numeric	20	
17	Sub-Broker ARN Code	Alpha numeric	20	
18	EUIN	Alpha numeric	20	
19	Order Status	char	3	New/Mod
20	Bid Id	bigint	16	
21	Entry Date time	Date time		
22	Modification Date time	Date time		
23	Allocation Status	char	1	P(Allocation Pending)
16	Advisory/Execution	int		1-Execution,2-Advisory