**Annexure – B(1)**

**Guidelines with respect to uploading of Holding Statement**

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| **Generic File Name** | Holding Statement |
| **Nomenclature** | For csv = <MEM CODE>\_HS\_<DDMMYYYY>csv (Comma separated)  For zip = <MEM CODE>\_HS\_<DDMMYYYY>zip  ***Explanation:***  *Member Code (*Clg No. to be without zero*)\_HS(Report type- Holding Statement)\_DDMMYYYY(*date should be date of submission*)* |
| **Submission Location** | BEFS – Holding Statement  FY >> Month >> Week >> Day |
| **Frequency of Reporting** | Day-wise holding data on a weekly basis. |
| **Last day of Submission** | The Trading Members shall submit the day-wise Holding Statement data for all calendar days of the reporting week on or before the next four trading days of subsequent week. |
| **File Format** | CSV (Comma separated) + Zip |

**Clarifications:**

1. Member(s) have to submit Holding Statement as per following format in CSV + zip:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member's Demat Account No.** | **Member Account Type** | **Unique Client Code (UCC)** | **Client Name** | **Client PAN** | **ISIN Code** | **Scrip Name** | **Security Type** | **Pledged Balance (Qty.)** | **Free Balance (Qty.)** | **Total (Qty.)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. Header should be in the exact format as specified in above format without having any row line space in file to be uploaded.
2. The last two columns ‘Closing Price’ and ‘Value’ shall not be uploaded by the Members at the time of data submission.

| **Sr. No.** | **Field Name** | **Length** | **Description** |
| --- | --- | --- | --- |
| 1. | Member’s Demat Account No. | * Char (16) | * Demat Account Number in 16 digit Alpha-numeric. |
| 2. | Member Account Type | * Char (10) | * Value shall be any of the following:   CLNTBENE  COLL  POOL  CM COLL  OWN  EPI  CLNTBENE-MTF (if applicable)  COLL-MTF (if applicable) |
| 3. | Unique Client Code (UCC) | * Char (20) | * As per UCC Batch Upload File Format |
| 4. | Client Name | * Char (100) | * Alpha Numeric Client Name. |
| 5. | Client PAN | * Char (10) | * Alpha Numeric Client PAN. (First 5 digit Alpha + 4 digit Numeric + 1 digit Alpha) |
| 6. | ISIN Code | * Char (12) | * Alpha Numeric ISIN Code. |
| 7. | Scrip Name | * Char (20) | * BSE scrip code for securities listed on BSE, if securities are not listed on BSE, then NSE scrip symbol. (Alpha Numeric) |
| 8. | Security Type | * Char (4) | * Security type shall be either of following:   EQ  MF  BOND  DEBT  PREF  IDR  WT |
| 9. | Pledged Balance (Qty.) | * Number (20) | * Quantity of securities in Numeric form. * Decimals shall be allowed upto 3 digits. |
| 10. | Free Balance (Qty.) | * Number (20) | * Quantity of securities in Numeric form. * Decimals shall be allowed upto 3 digits. |
| 11. | Total (Qty.) | * Number (20) | * Quantity of securities in Numeric form. * Total of column No. 9 & 10. * Decimals shall be allowed upto 3 digits. |

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