

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:

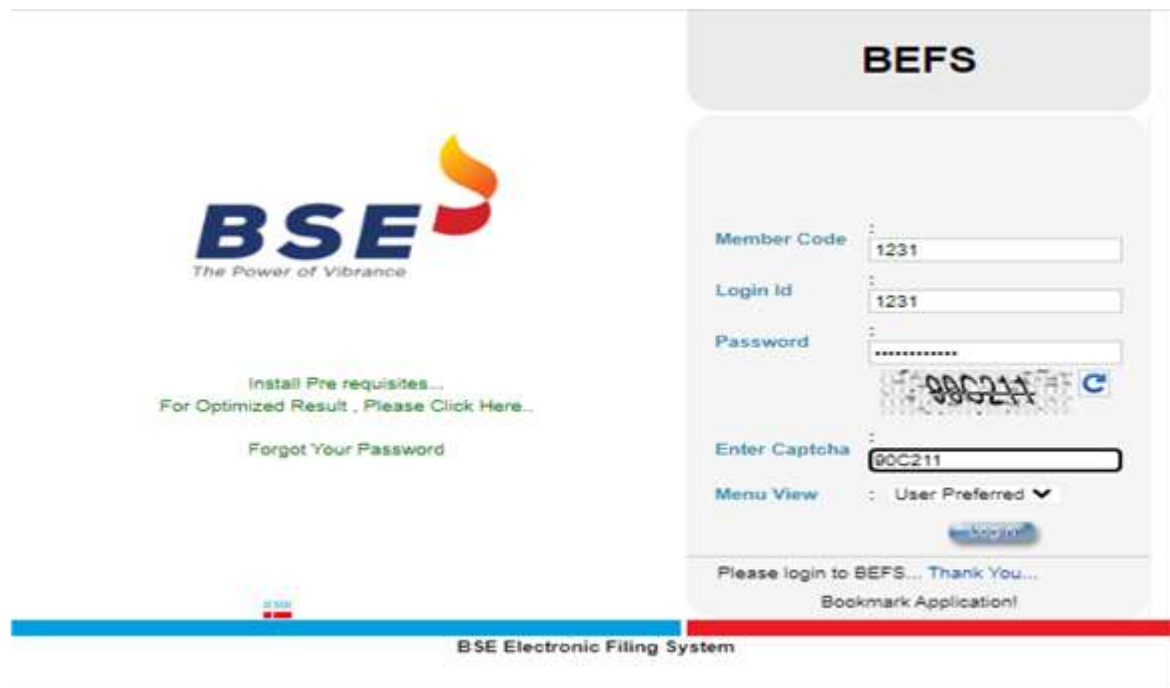
There are two types of Cyber Incident reporting

- A) Quarterly Incident Reporting:** Designated Officer shall submit the Quarterly report within 15 days after the end of the respective quarter through BEFS.
- B) Immediate Incident Reporting:** 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:

1. Open BEFS portal through URL given below and login through member credential.

URL: <https://befs.bseindia.com/Login.aspx>



The screenshot shows the BEFS login interface. On the left, there is the BSE logo with the tagline 'The Power of Vibrance' and a link to 'Install Pre requisites... For Optimized Result , Please Click Here...'. Below this is a 'Forgot Your Password' link. On the right, the 'BEFS' header is visible above a login form. The form includes fields for 'Member Code' (containing '1231'), 'Login Id' (containing '1231'), and 'Password' (masked with dots). A CAPTCHA image with the text '90C211' is shown, with a corresponding 'Enter Captcha' field containing '90C211'. There is a 'Menu View' dropdown set to 'User Preferred' and a 'Login' button. At the bottom of the form, it says 'Please login to BEFS... Thank You...' and 'Bookmark Application!'. The footer of the page reads 'BSE Electronic Filing System'.

2. For Downloading CIR form and filing information by Member
 - i. Select *Cyber Incident report > Quarterly Incident Reporting*

Cyber Incident Report	▶	Immediate Incident Reporting
Cyber Security & Cyber Resilience Audit	▶	Quarterly Incident Reporting
Debt Segment Registration	▶	

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

Quarterly Report Submission Excel Template

YEAR ---- Select YEAR---- ▼

QUARTER

- Select YEAR----
- 2022-23
- 2023-24**
- 2021-22

SUBMISSION START DATE :

DUE DATE :

DOWNLOAD CIR TEMPLATE

Quarterly Report Submission Excel Template

YEAR 2023-24 ▼

QUARTER -- Select Quarter--- ▼

- Select Quarter---
- Q1**
- Q2
- Q3
- Q4

SUBMISSION START DATE :

DUE DATE :

DOWNLOAD CIR TEMPLATE

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

Quarterly Report Submission Excel Template

YEAR: 2023-24

QUARTER: Q1

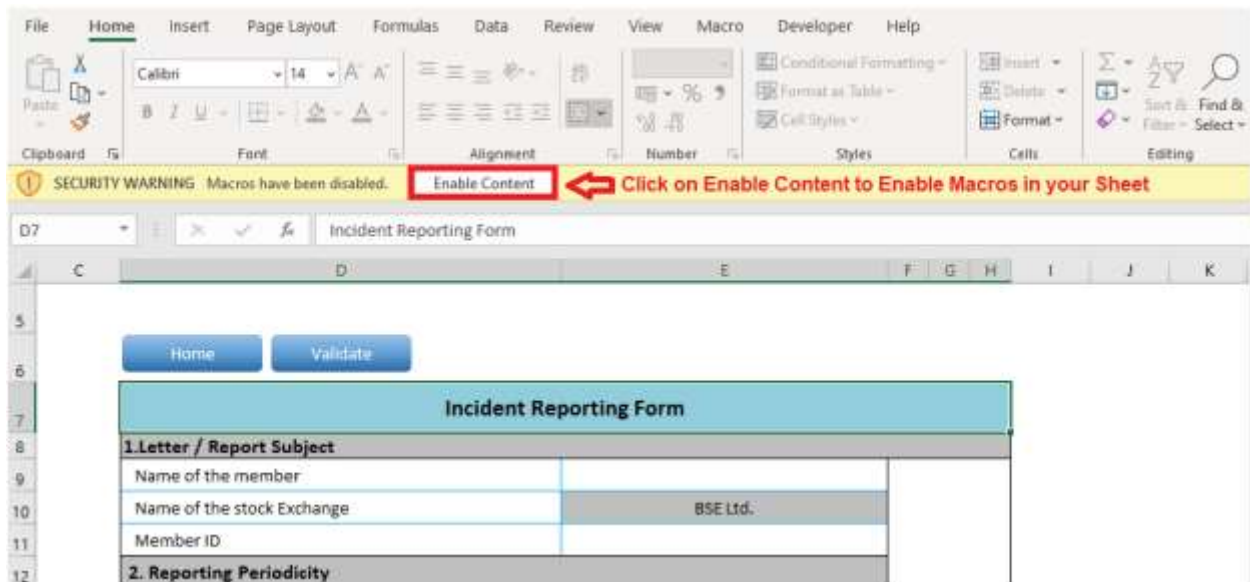
Period : APR - JUN

SUBMISSION START DATE : 01-07-2023

DUE DATE : 15-07-2023

DOWNLOAD CIR TEMPLATE

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



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 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
Organization	ABC Stock Broker Pvt Ltd
Title	Designated Officer
Phone / Fax No	1111111111
Mobile	9999999999
Email	abc.xyz@abc.com
Address	Mumbai
Cyber-attack / breach observed in Quarter	

Date & Time	<input type="text"/> <input type="text"/> <input type="text"/>
Brief information on the Cyber-attack / breached observed	<input type="text"/>

Yes

No

H

MM

SS

Add Information

Home

Validate

Incident 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
Organization	ABC Stock Broker Pvt Ltd
Title	Designated Officer
Phone / Fax No	1111111111
Mobile	9999999999
Email	abc.xyz@abc.com
Address	Mumbai
Cyber-attack / breach observed in Quarter	No

Date & Time	<input type="text"/> <input type="text"/> <input type="text"/>
-------------	--

Success



Incident Reporting Form Sheet has been validated successfully!!!

OK

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 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
Organization	ABC Stock Broker Pvt Ltd
Title	Designated Officer
Phone / Fax No	1111111111
Mobile	9999999999
Email	abc.xyz@abc.com
Address	Mumbai
Cyber-attack / breach observed in Quarter	Yes
Date & Time	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"> Yes No </div> <div style="margin-left: 10px;"> <input type="text" value="H"/> <input type="text" value="MM"/> <input type="text" value="SS"/> </div> </div>
Brief information on the Cyber-attack / breached observed	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Add Information</div>

Cyber-attack / breach observed in Quarter	Yes			
Date & Time	01-05-2023	02	02	02
Brief information on the Cyber-attack / breached observed	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Add Information</div>			

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

Home
Validate

Annexure 1	
1. Physical location of affected computer / network and name of ISP	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Add Details</div>
2. Date and time incident occurred	Add Details
3. Information of affected system	Add Details
4. Type of incident	
Phishing	
Network scanning / Probing Breaking/Root Compromise	
Virus/Malicious Code	
Website Defacement	
System Misuse	
Spam	
Bot/Botnet	
Email Spoofing	
Denial of Service (DoS)	
Incident Reporting Form	Annexure 1 Agencies notified IP of suspected source Information of affected system Date And Time

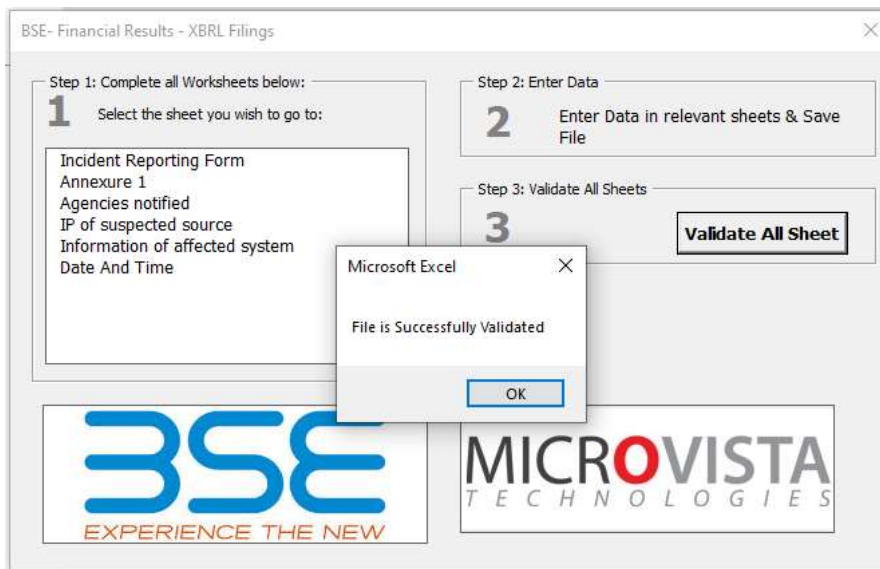
- iii. Wherever there is an add details button you have to click and enter the details in message box and click on Save.



- iv. You can add and delete records.

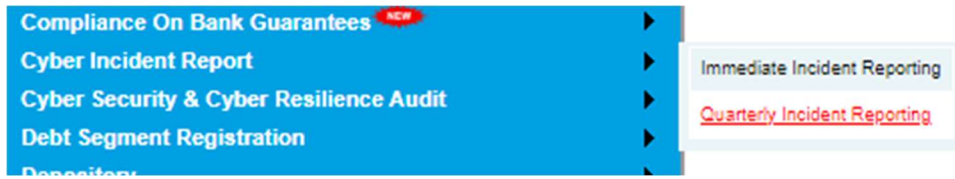


- v. After filling the data, Click on **Home** Button and then Click on **Validate** All the Sheet. Once all the sheets are validated successfully save the file.

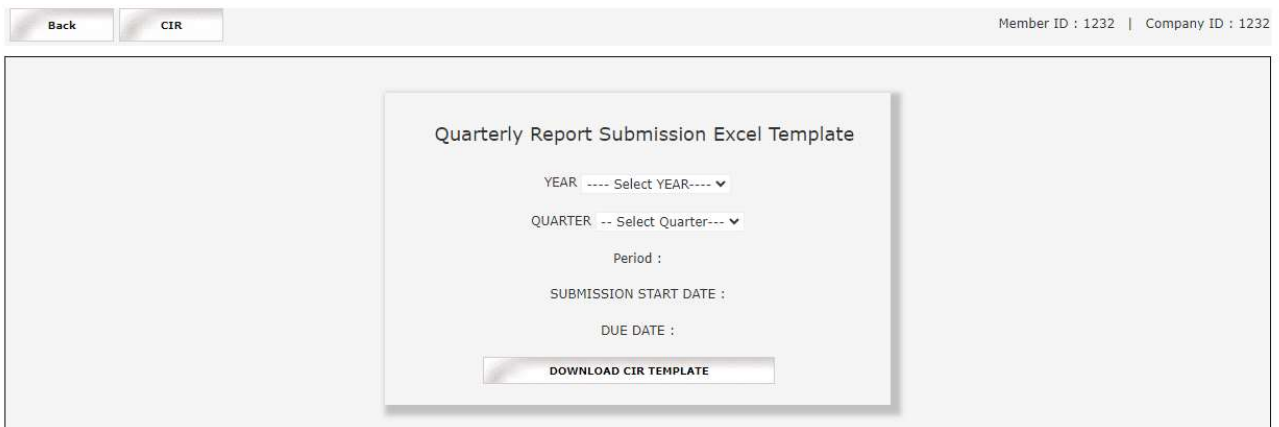


5. Uploading CIR form

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

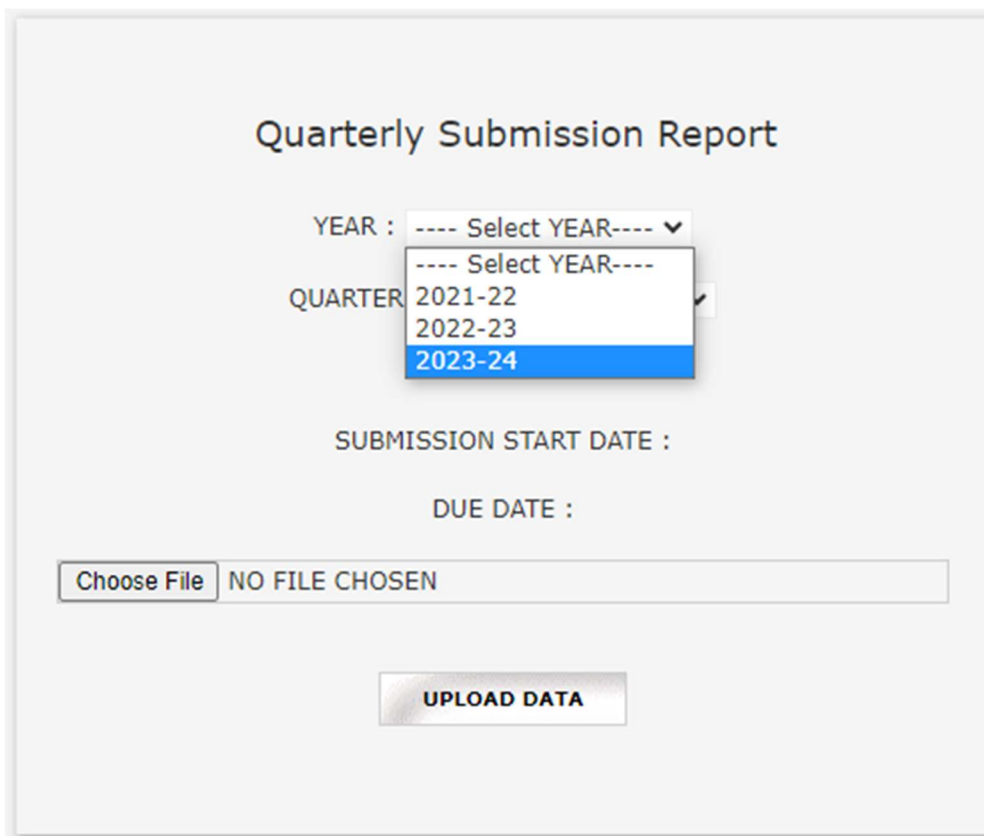


- ii. Click on *CIR* tab.



A screenshot of the BEFS portal interface. At the top, there are 'Back' and 'CIR' tabs. On the right, it shows 'Member ID : 1232 | Company ID : 1232'. The main content area contains a 'Quarterly Report Submission Excel Template' form with dropdown menus for 'YEAR' and 'QUARTER', and input fields for 'Period', 'SUBMISSION START DATE', and 'DUE DATE'. A 'DOWNLOAD CIR TEMPLATE' button is at the bottom.

- iii. Select the year & quarter from drop down.



A screenshot of the 'Quarterly Submission Report' form. It features dropdown menus for 'YEAR' and 'QUARTER'. The 'QUARTER' dropdown is open, showing options for '2021-22', '2022-23', and '2023-24' (highlighted in blue). Below these are input fields for 'SUBMISSION START DATE' and 'DUE DATE'. At the bottom, there is a 'Choose File' button next to a text box containing 'NO FILE CHOSEN', and an 'UPLOAD DATA' button.

Quarterly Submission Report

YEAR : 2023-24 ▼

QUARTER : -- Select Quarter--- ▼

SUBMIS Q1
Q2
Q3
Q4

DUE DATE :

Choose File NO FILE CHOSEN

UPLOAD DATA

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

Quarterly Submission Report

YEAR : 2023-24 ▼

QUARTER : Q1 ▼

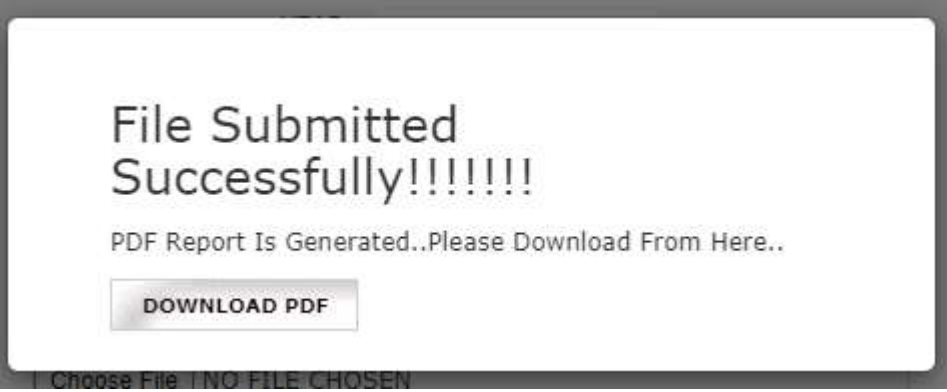
Period : **APR - JUN**

SUBMISSION START DATE : **01-07-2023**

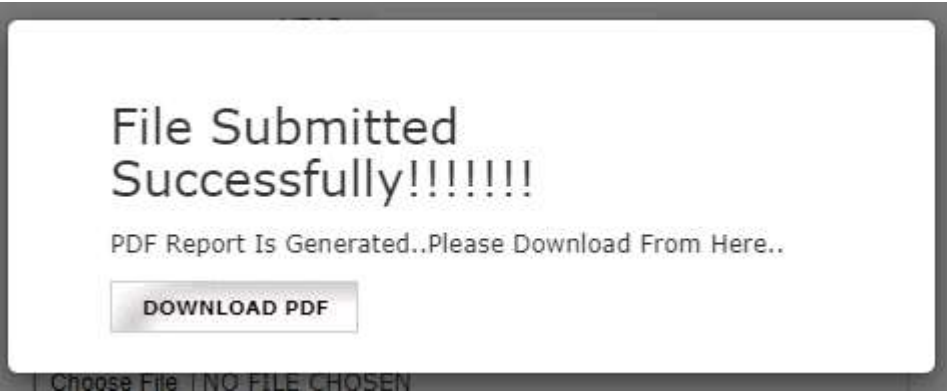
DUE DATE : **15-07-2023**

Choose File 1232_CIR_APR23-JUN23_YES.XLSM

UPLOAD DATA



- 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.**

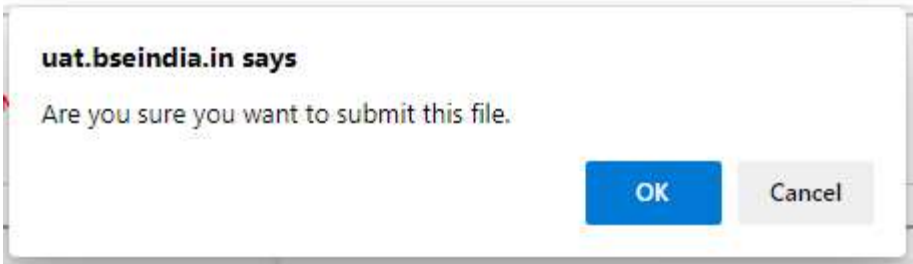


- vi. Once your document is ready click on the submit option as mentioned below:

Quarterly Report Submission History

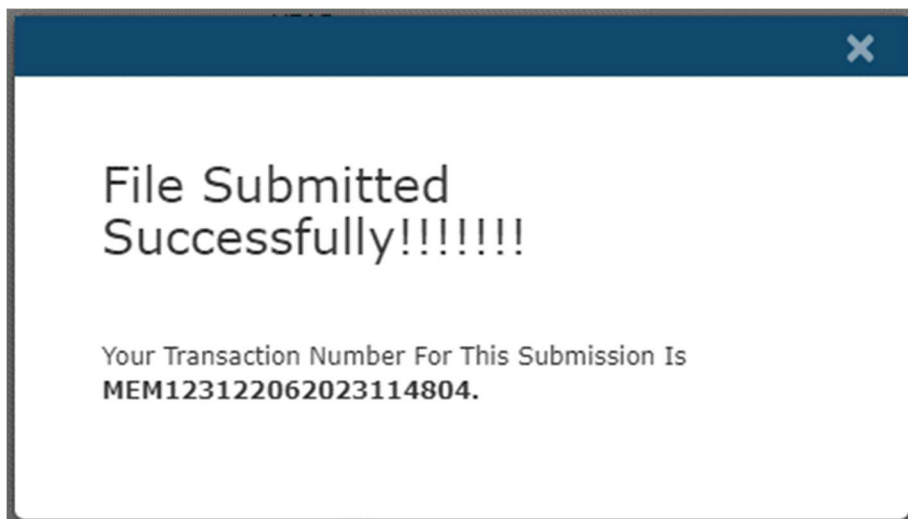
Member Id	Year	Quarter	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1232	2023-	Q1	22-06-2023 02:35:54	1232_CIR_APR23- JUN23_22062023023554.Xlsm			Download	Download	View	Submit

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





- 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.**



Acknowledgement Of Quarterly incident reporting of Cyber-attack (Clearing No. - 1231).



bsecompliance@bseindia.co.in

To [REDACTED]
Cc [REDACTED]



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.**

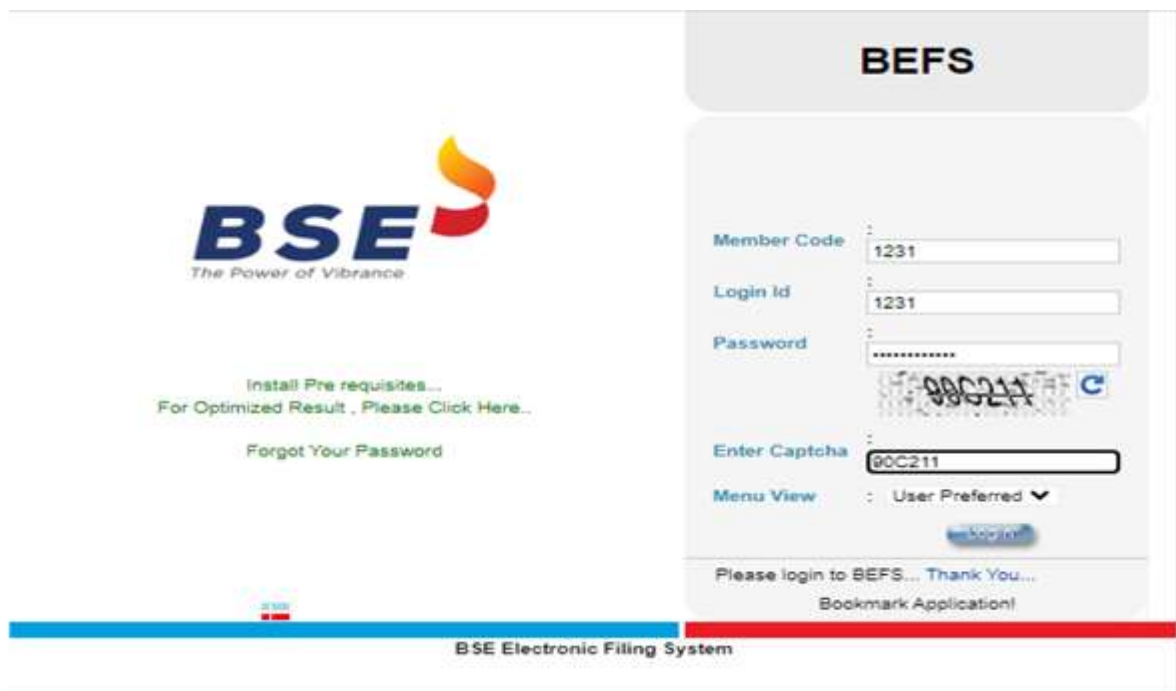
Quarterly Report Submission History

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.Xlsm			Download	Download	View	Submitted

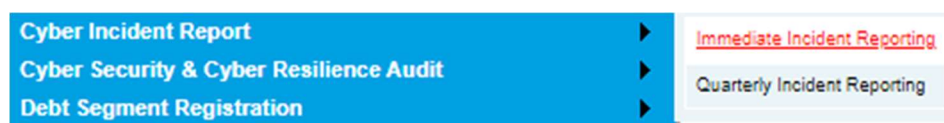
B) Immediate Incident Reporting

1. Downloading and Filing the Immediate Incident Report


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



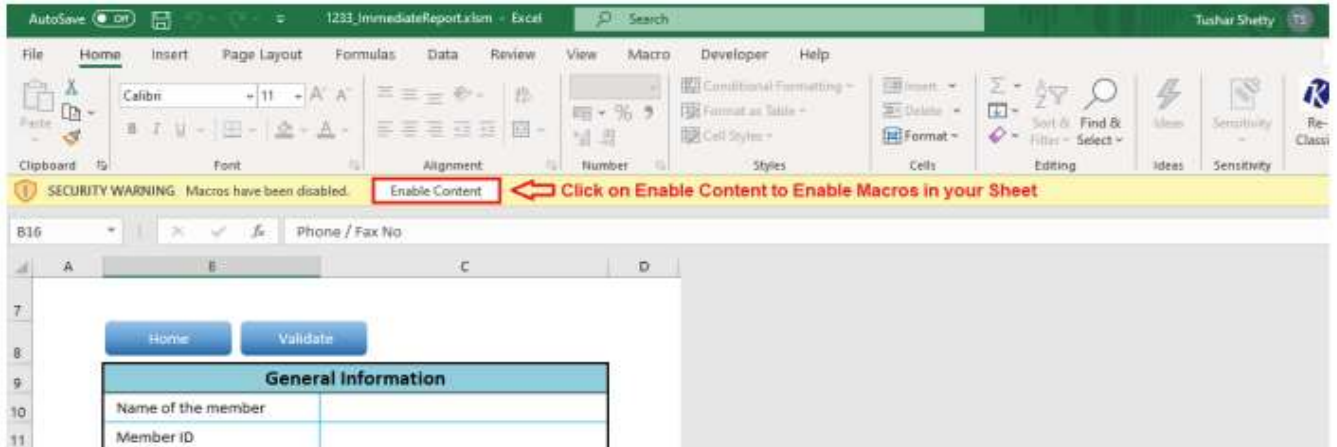
- ii. To upload Immediate Incident Report, select **Cyber Incident report > Immediate Incident Reporting**.



- iii. Kindly download the Immediate Incident Reporting Template below



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



v. Now fill the required data given in template.

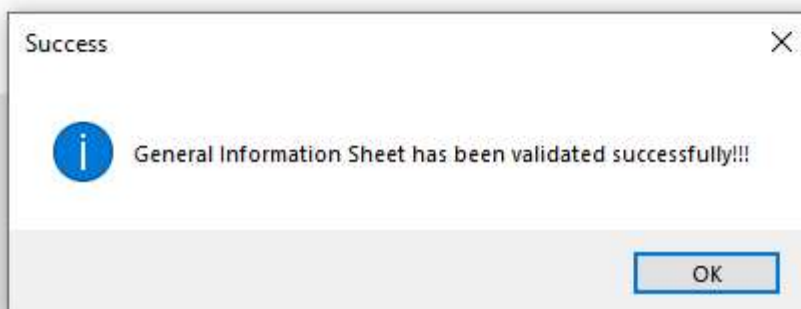
Home Validate

General Information			
Name of the member	ABCD		
Member ID	1231		
1. Designated Officer (Reporting Officer details)			
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	Andheri Mumbai		
2. Incident Details			
Date & Time	28-06-2023	03	03
Brief description	Add Information		

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.

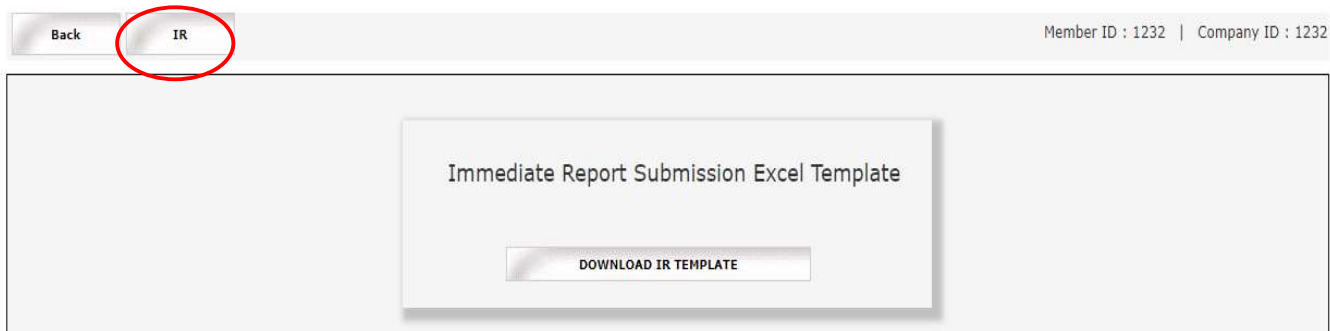
Home
Validate

General Information				
Name of the member	ABCD			
Member ID	1231			
1. Designated Officer (Reporting Officer details)				
Name	Mr ABC XYZ			
Organization	ABC Stock Broker Pvt Ltd			
Title	Designated Officer			
Phone / Fax No	1111111111			
Mobile	9999999999			
Email	abc.xyz@abc.com			
Address	Andheri Mumbai			
2. Incident Details				
Date & Time	28-06-2023	03	03	03
Brief description	<div style="background-color: #4a86e8; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Add Information</div>			



2. Uploading Immediate Incident Report

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



- 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

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

Immediate Report Submission

File Submitted Successfully!!!!!!

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

Immediate Report Submission History

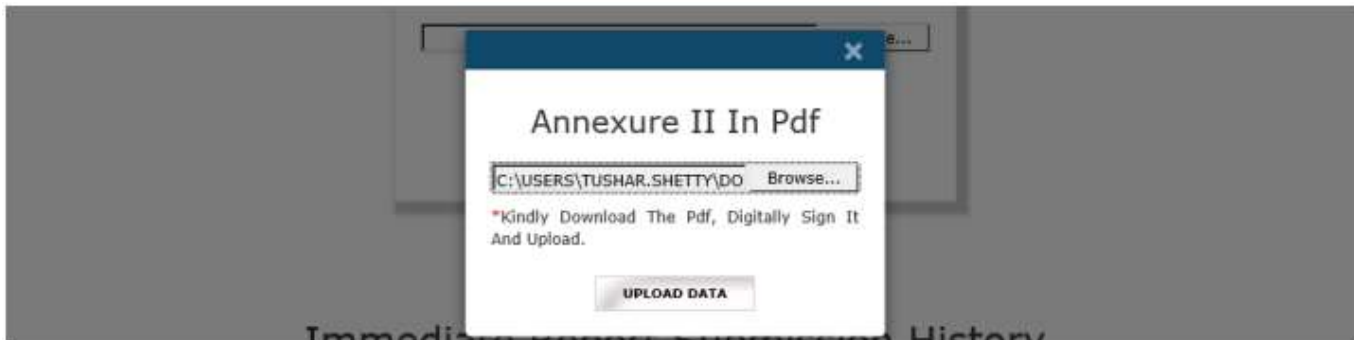
Member Id	Uploaded Date	File Name	BEFS Status	BEFS Rejection Reason	XBRL Utility	XBRL Utility Converted Into Pdf File	Cyber Incident Report Scanned, Signed & Stamped	Submit Cyber Incident Report Scanned, Signed & Stamped
1232	10-06-2021 10:05:16	1232_IR_10062021100516.XlsM			Download	Download	View	Submit

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

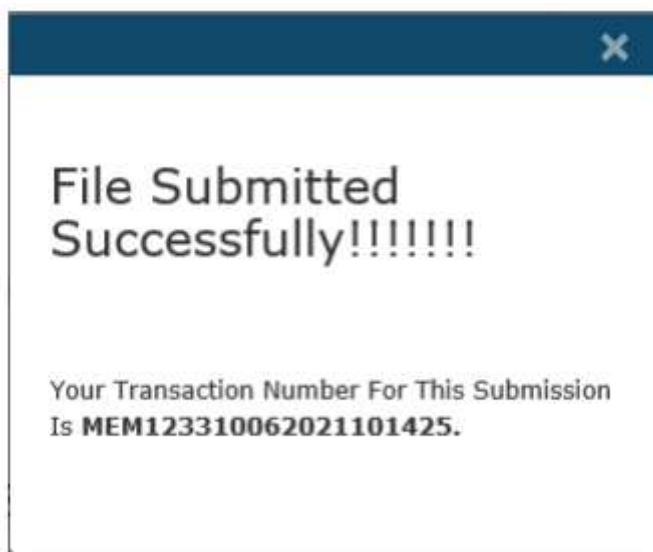
Immediate Report Submission History

Member Id	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
1233	10-06-2021 10:05:16	1233_IR_10062021100516.XlsM			Download	Download	View	<input type="button" value="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

To _____
Cc _____



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*****