**Stock Broker Registration EOP – User Manual (Corporate)**

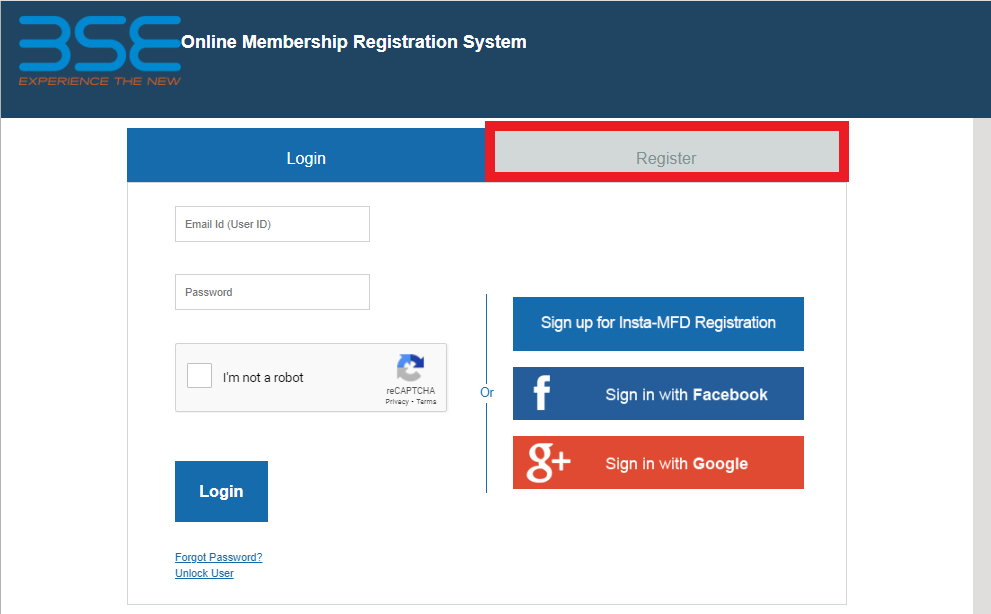
A member who wishes to get registered as Stock Broker in BSE needs to click on the link : <https://membership.bseindia.com/>

Please Follow the below steps for registration:

**STEP 1**

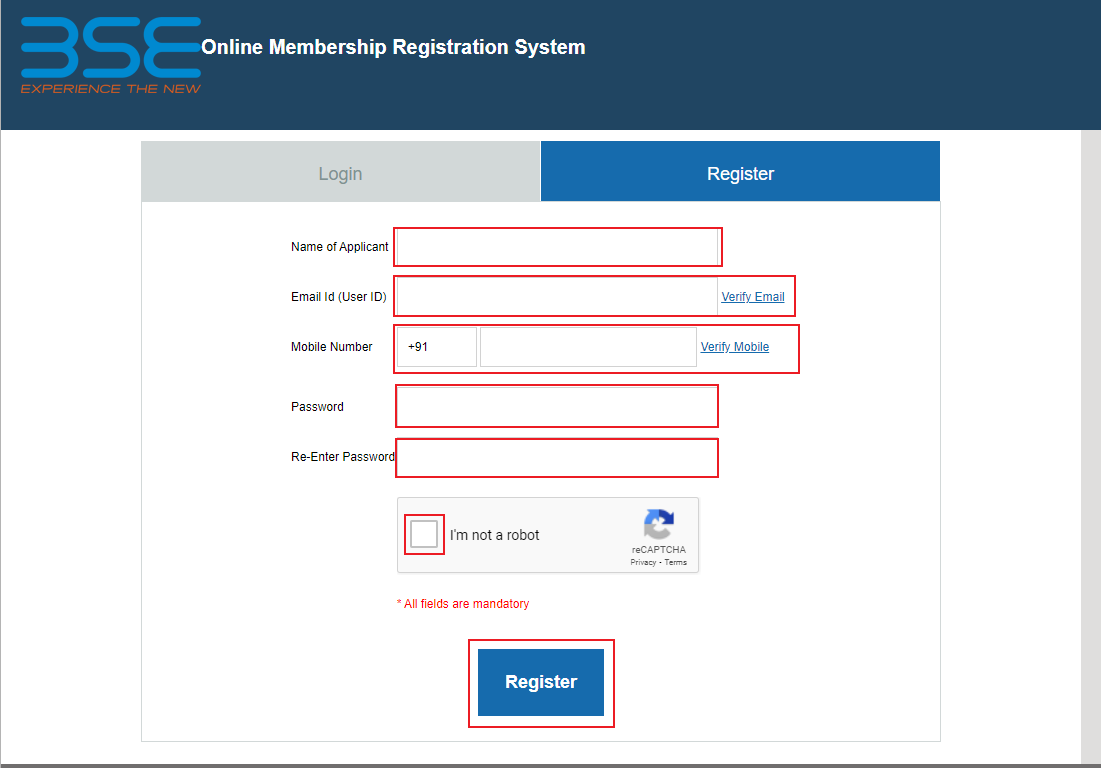
**OMRS REGISTRATION PROCESS**

* Click on Register on the OMRS portal.

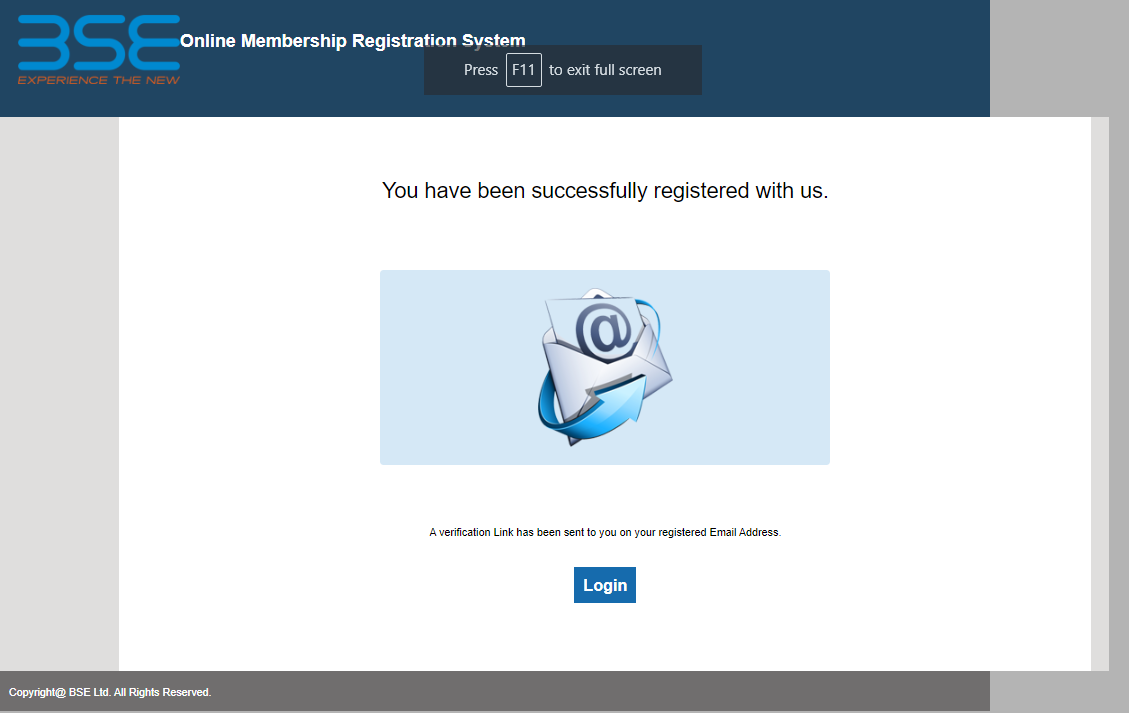


* Enter Applicant Name. (Mandatory)
* Enter E-mail id and verify it by entering valid OTP received on E-mail and then click on submit. (Mandatory)
* Enter mobile no and verify it by entering valid OTP received on mobile and then click on submit. (Mandatory)
* Enter password and then re-enter password for setting up new login password.
* Click on captcha and verify the captcha.
* Then click on Register.

User will get notification as “You have been successfully registered with us”.



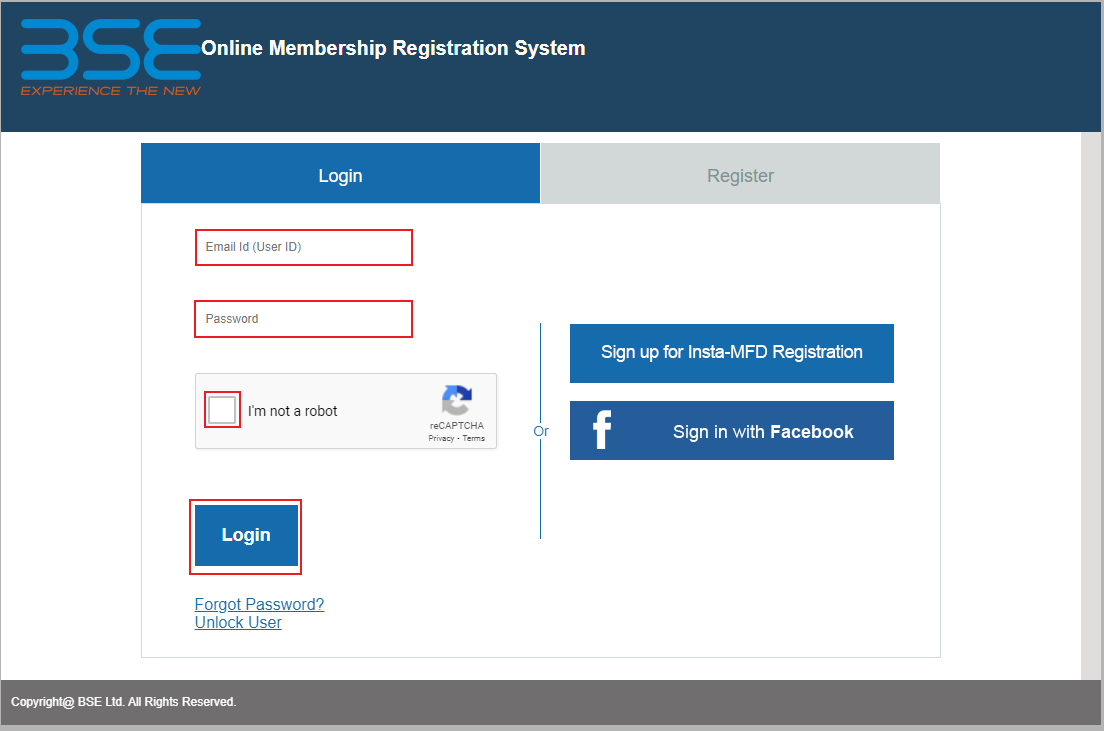




**STEP 2**

**OMRS LOGIN PROCESS**

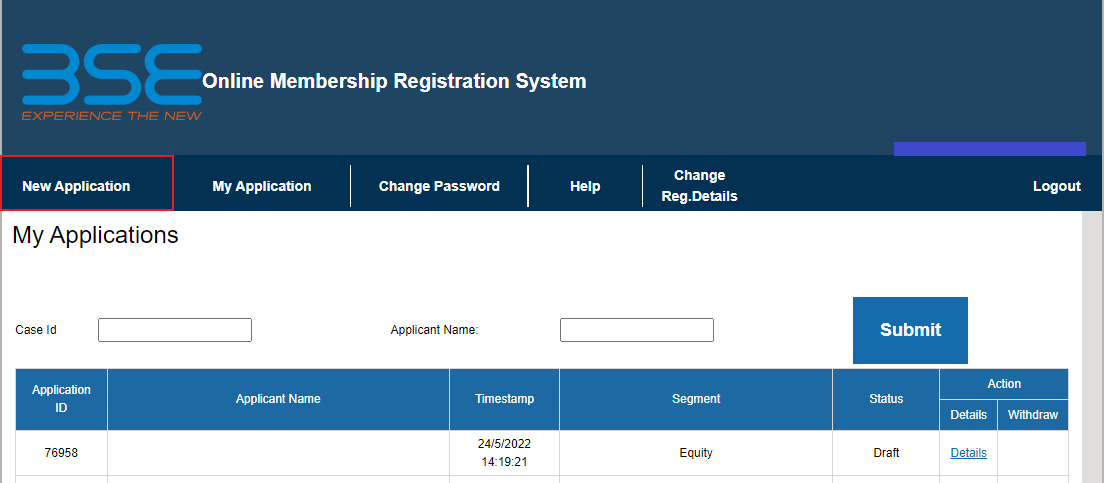
* Enter username (Email id/Mobile no.) and password.
* Verify the captcha.
* Click on Login.
* Enter valid OTP received on mobile and e-mail and then click on submit.



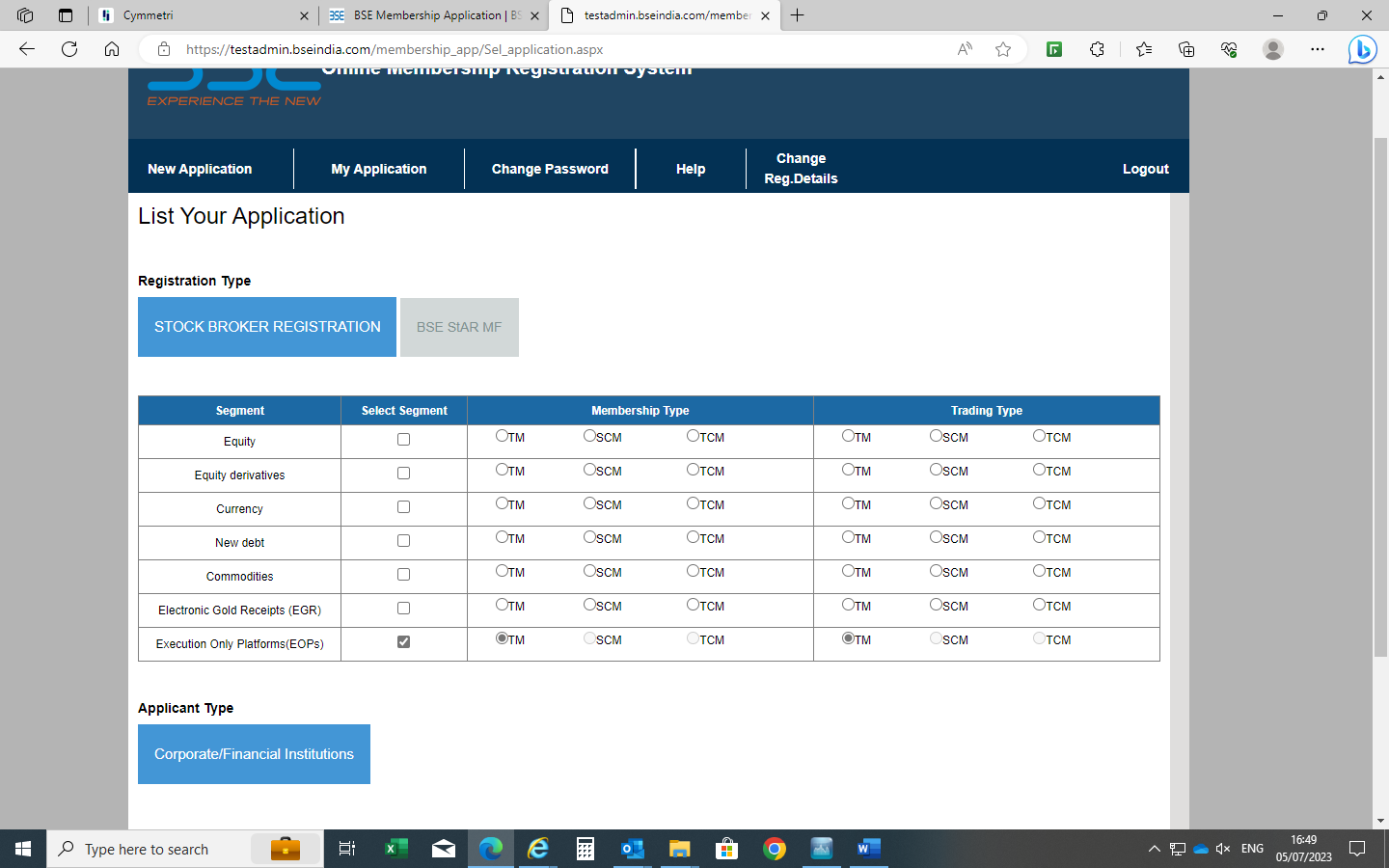


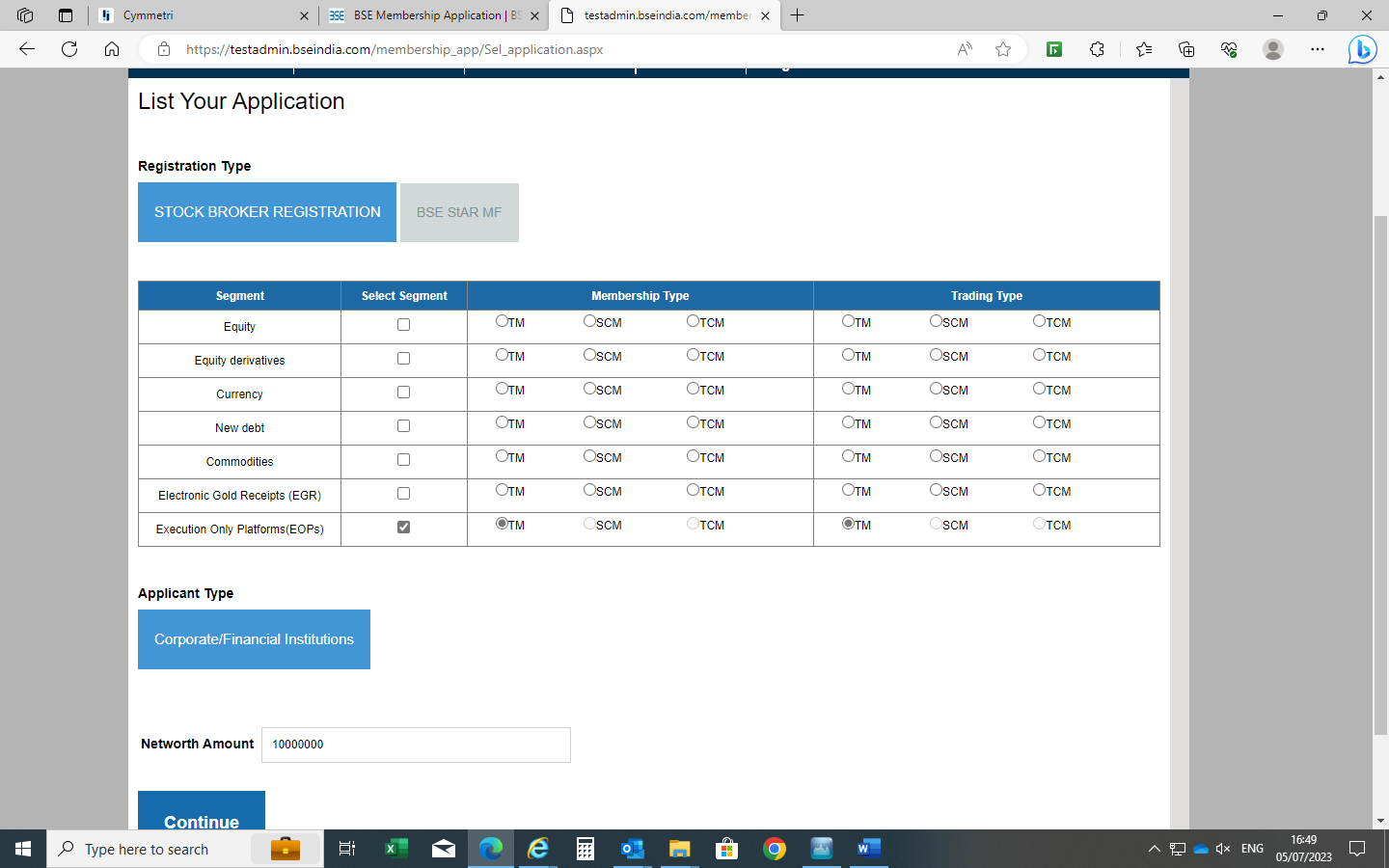
**STEP 3**

* After successfully login, user will get New Membership Home page.
* Click on New Application.



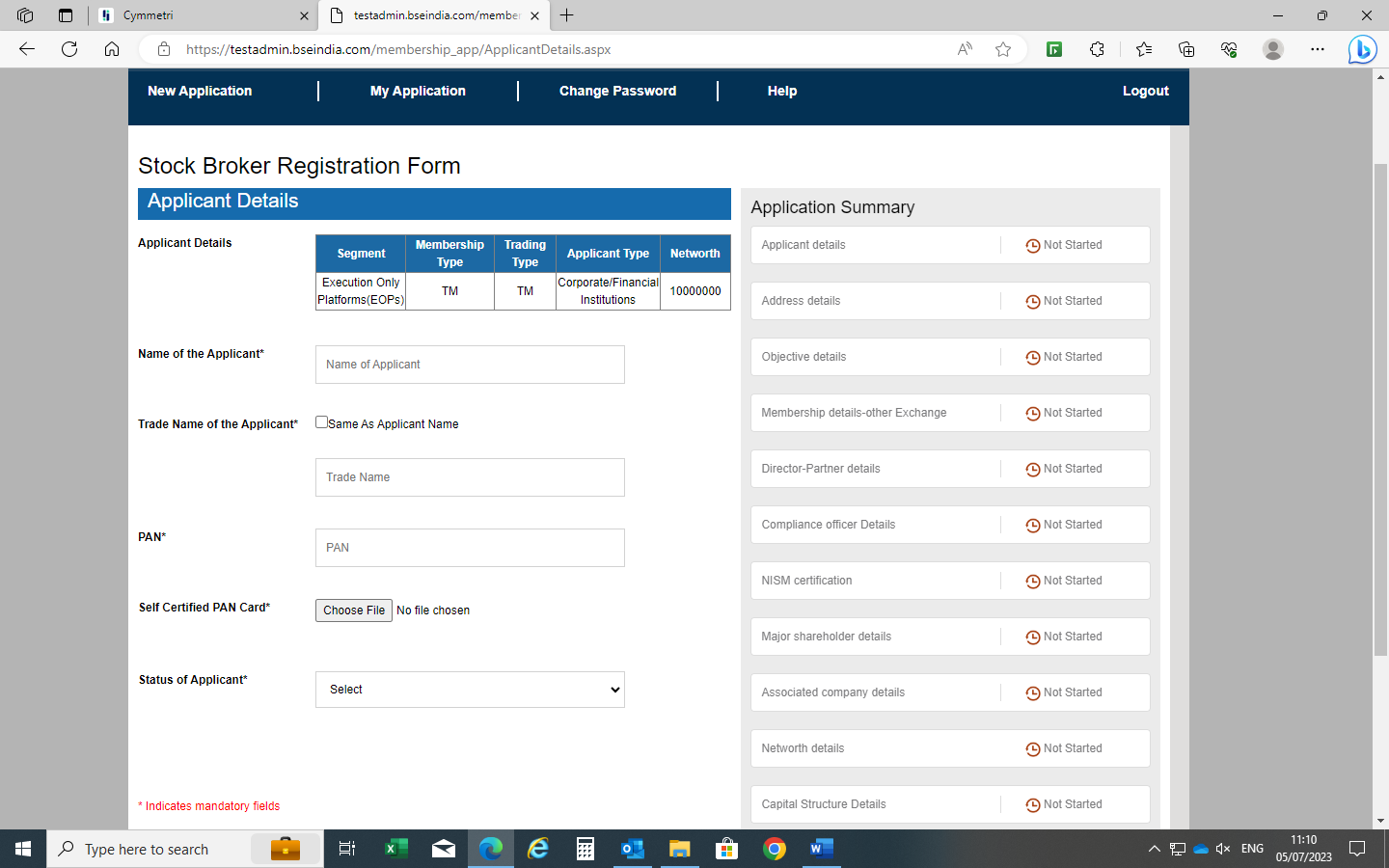
* Select Stock Broker Registration option.
* Choose Segment Type for registration.
* Execution Only Platforms (EOP)
* Select Membership Type.
* TM
* Select Trading Type.
* TM
* Select Applicant Type.
* Corporate
* Enter Networth Amount as per criteria provided in notice.
* Click on continue button.
* User will be redirected to application page.





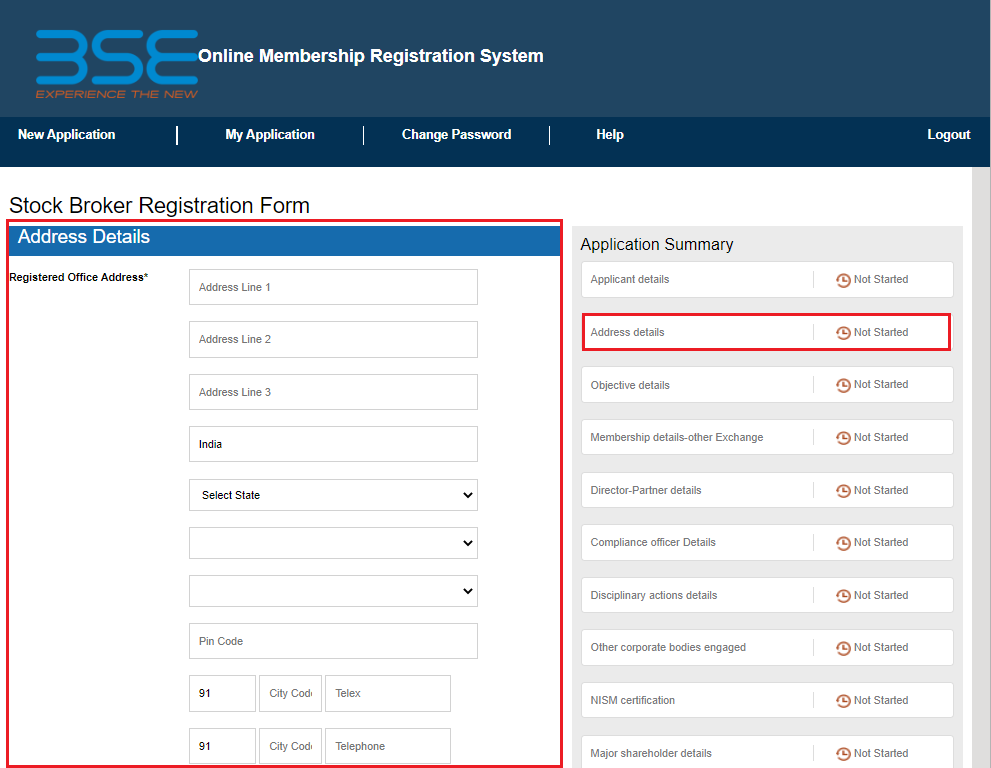
**Applicant Details Page:**

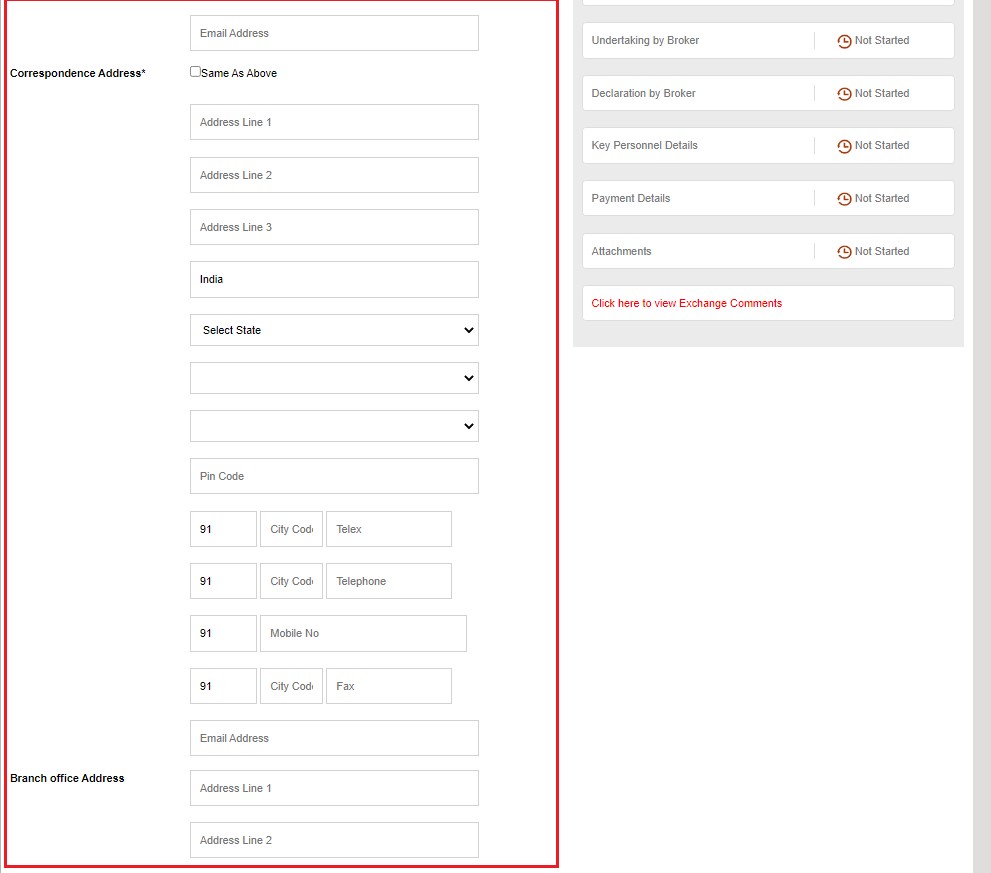
* Fill all mandatory fields & upload document of Applicant Details Page.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.

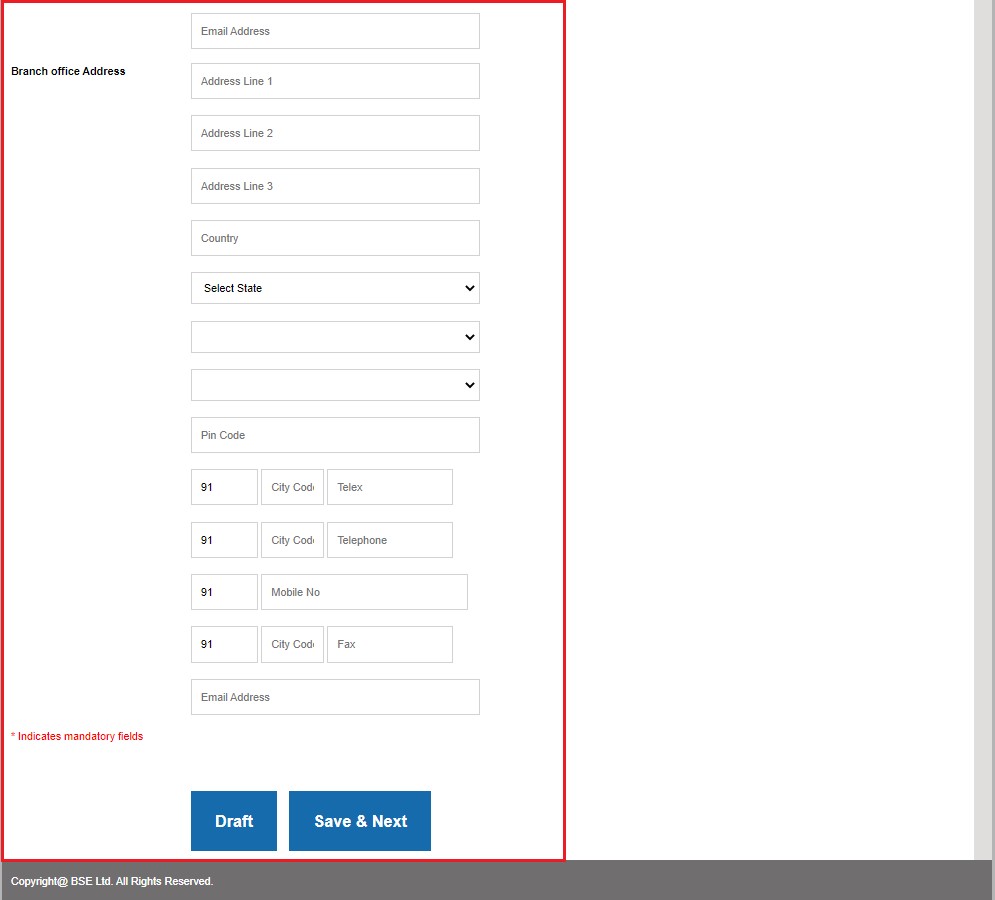


**Address Details Page:**

* Fill all mandatory fields of Address Details Page.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.

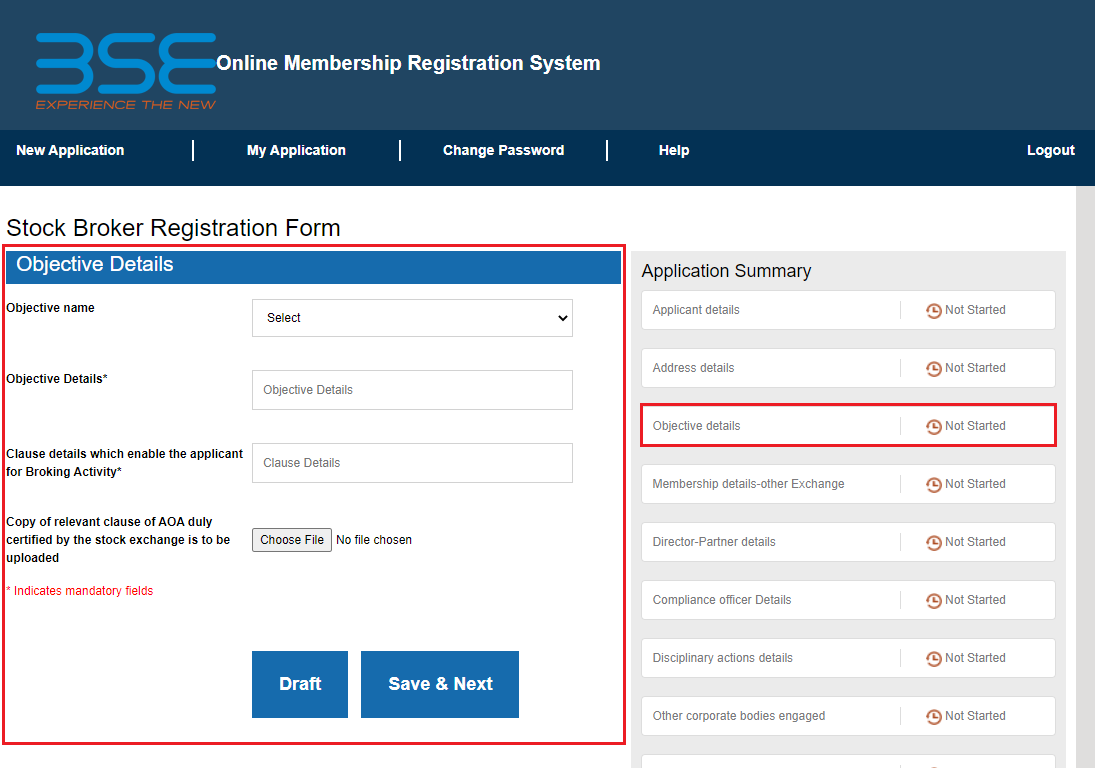






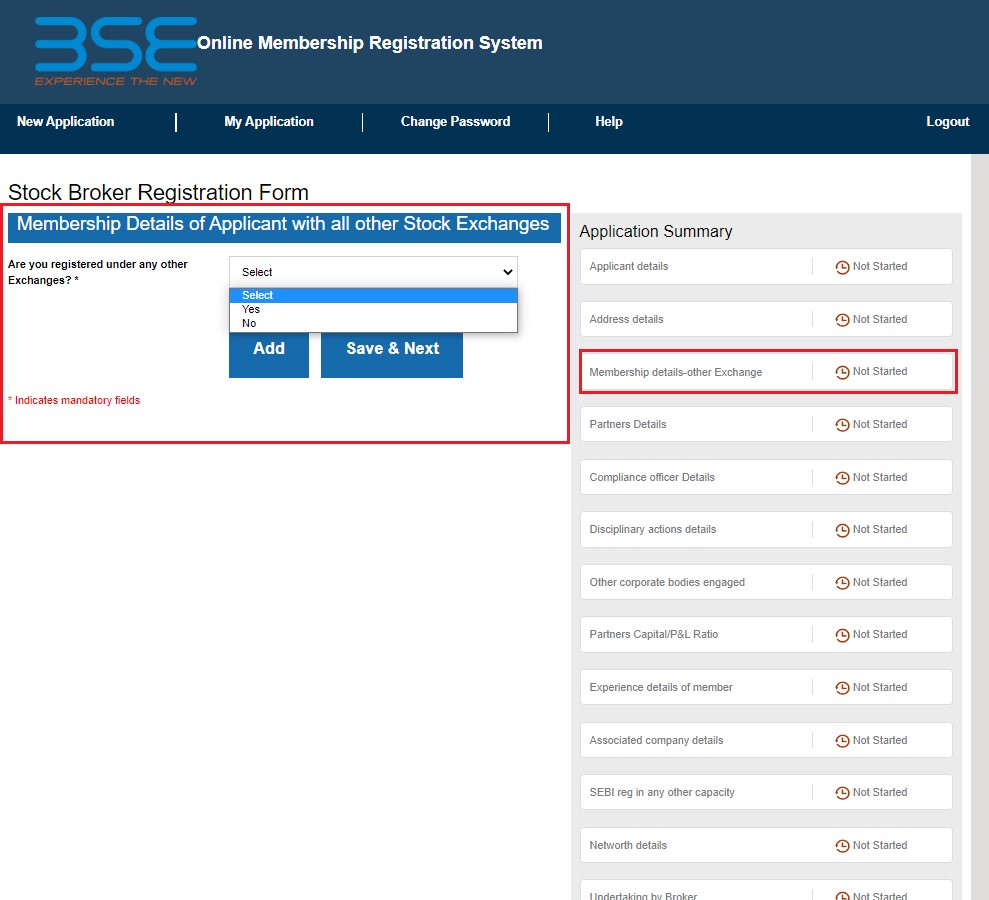
**Objective Details Page:**

* Fill all mandatory fields and upload document of Objective Details Page.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.

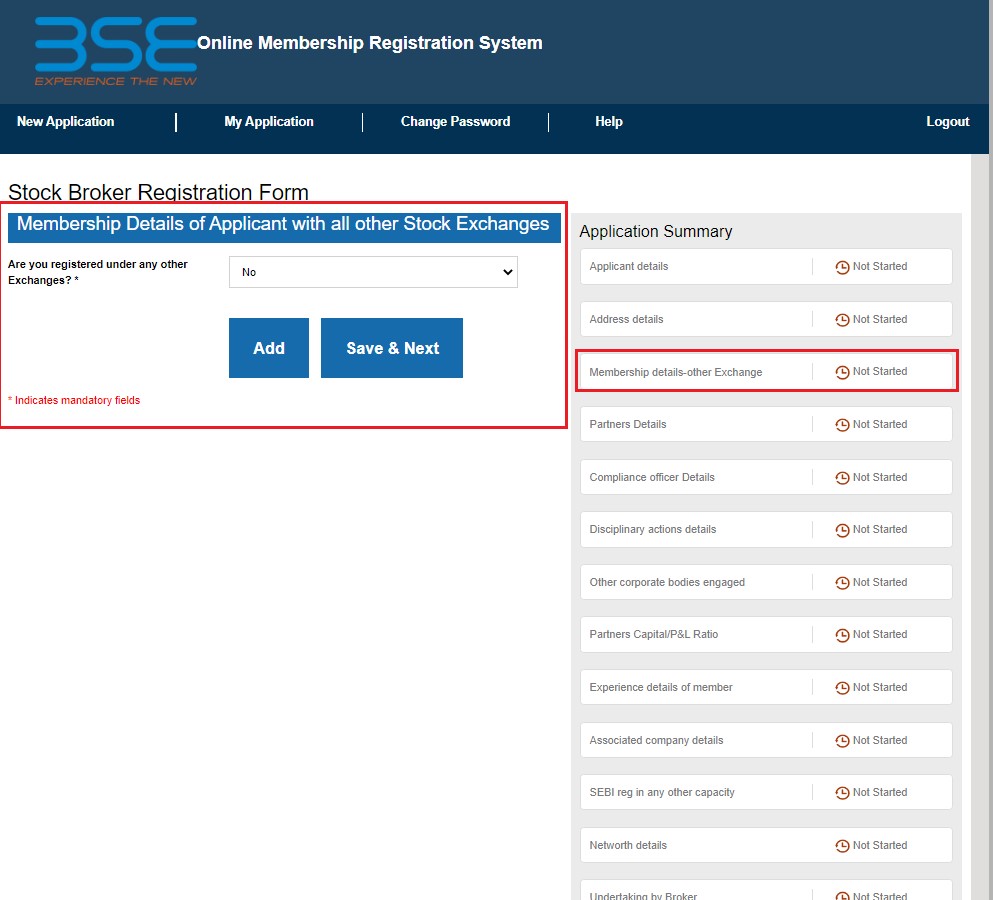


**Membership Details-Other Exchange Page:**

* Select appropriate option of membership details of applicant with all other stock exchanges Page.

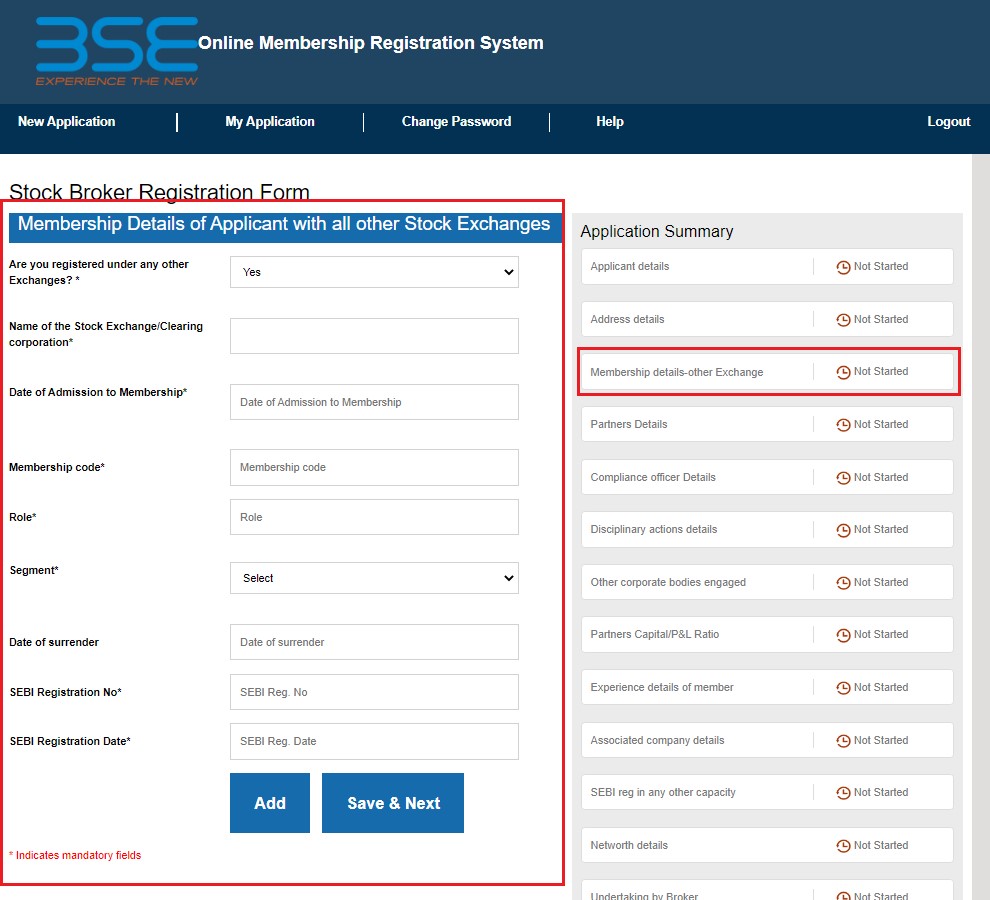


* If user select No, then user needs click on “Save & Next” Button to move on next page.



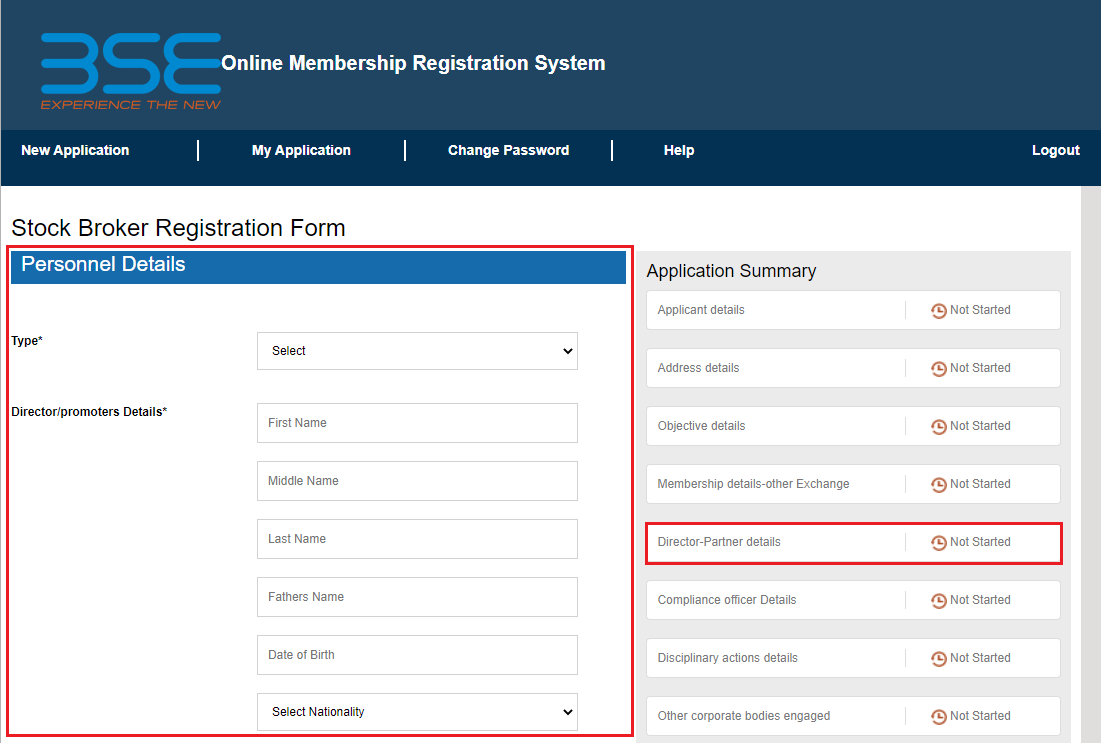
* If user select Yes, then they needs to fill all mandatory details and then click on ADD button.

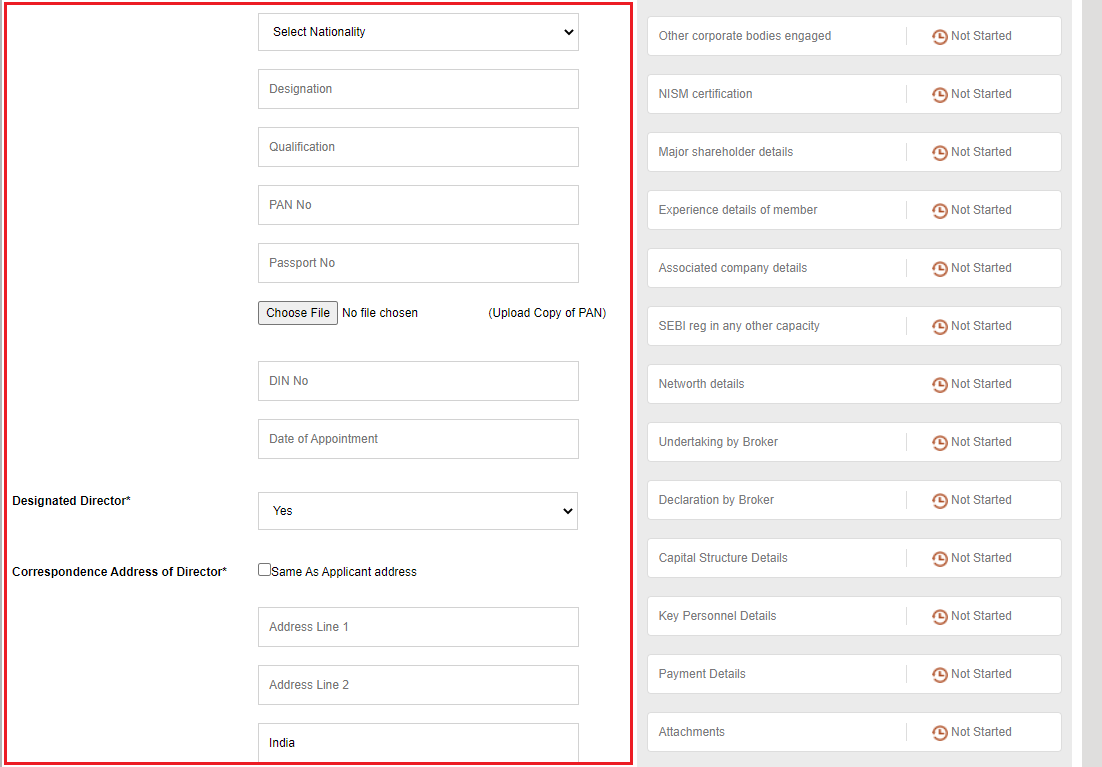
After entering all the required details, user needs click on “Save & Next” Button to move on next page.

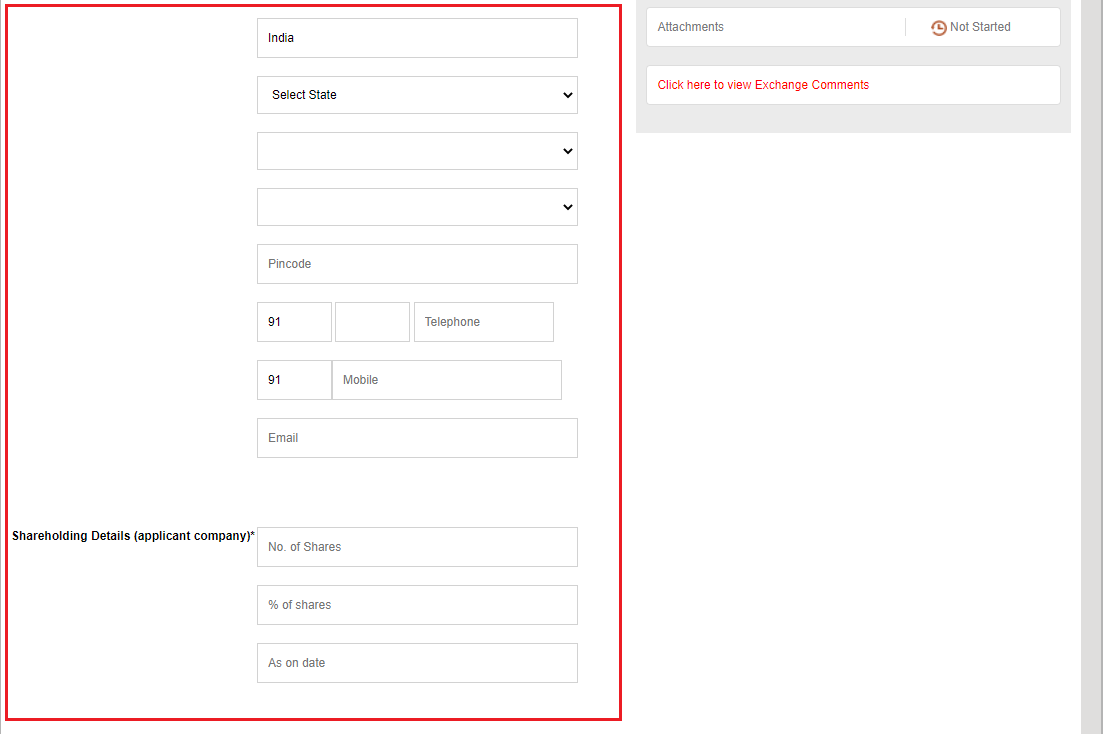


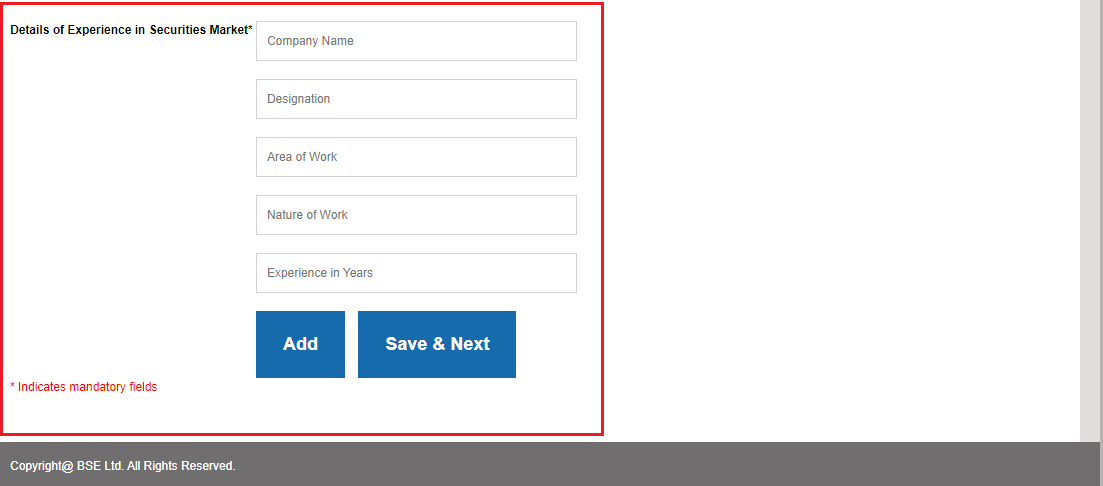
**Director’s Details Page:**

* Fill all mandatory fields of Director’s Details Page.
* Save the form by clicking on ‘ADD’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.



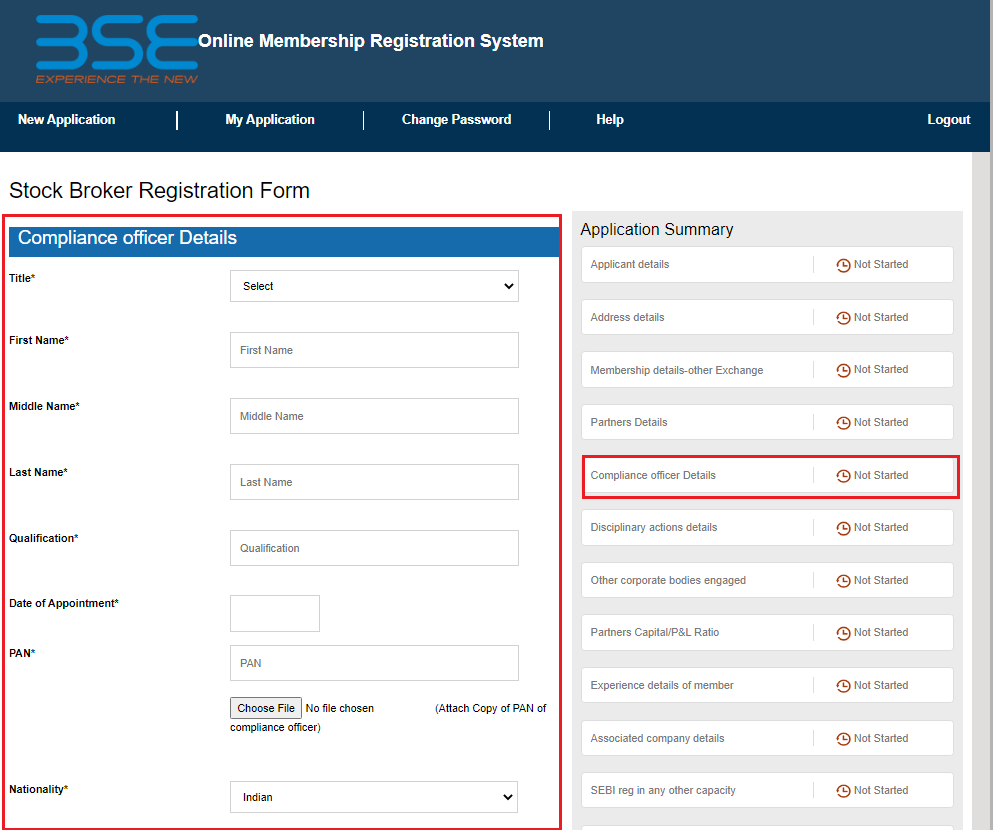


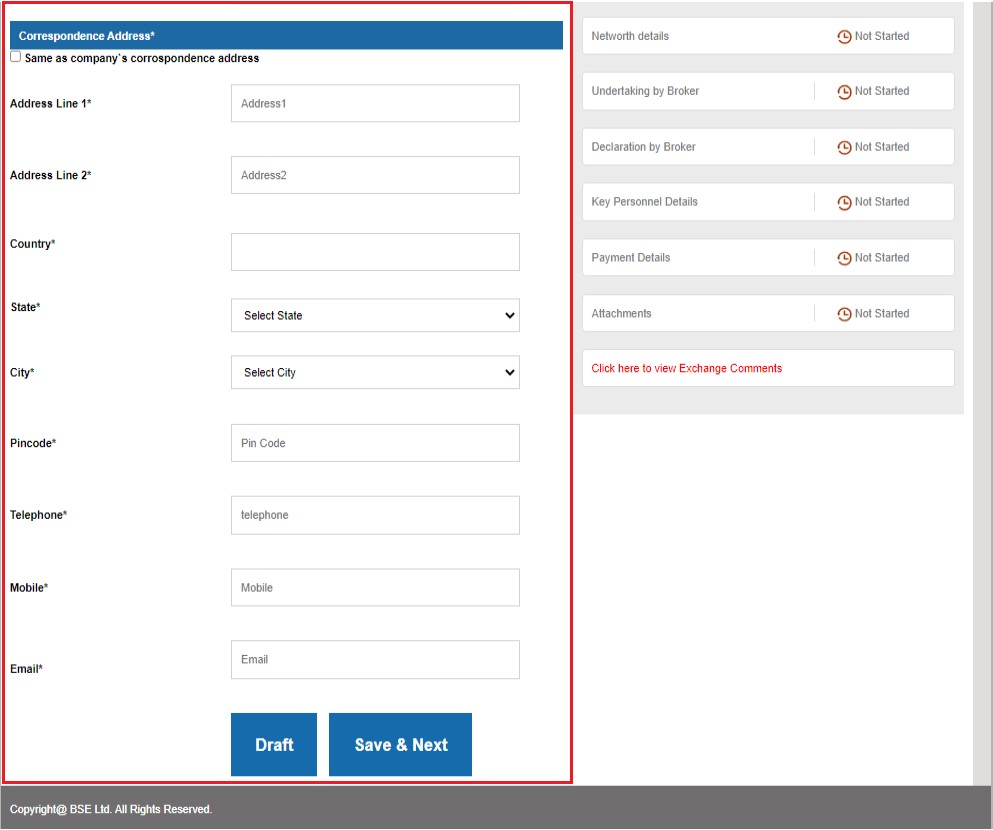




**Compliance Officer Details Page:**

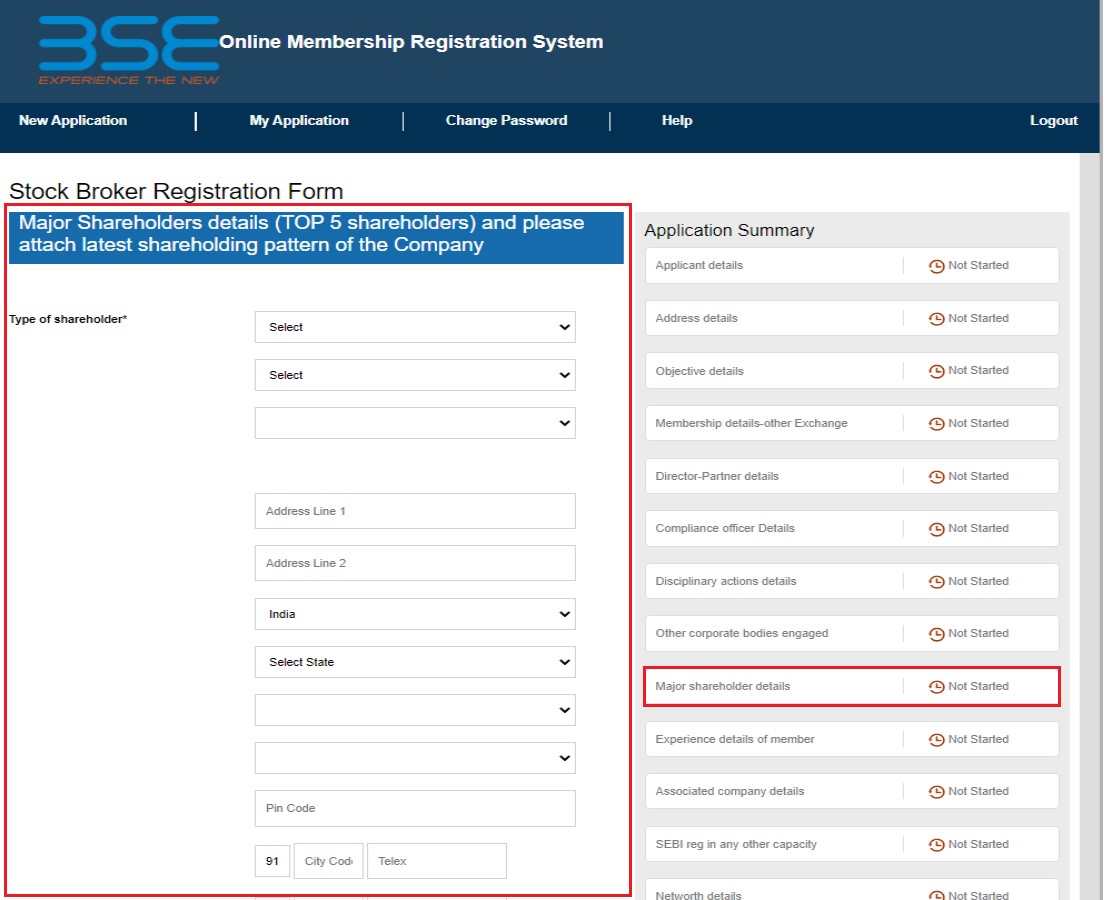
* Fill all mandatory fields and upload document of compliance officer details page.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.

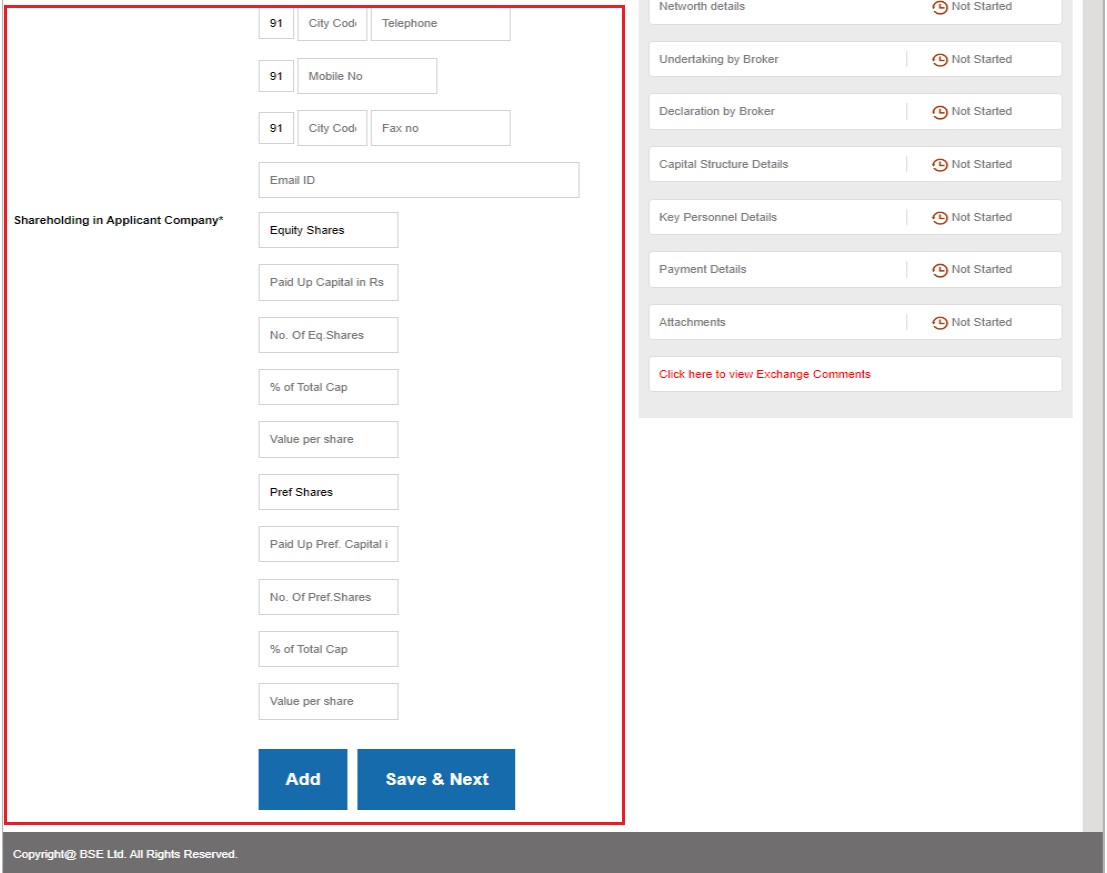




**Major Shareholder Details Page:**

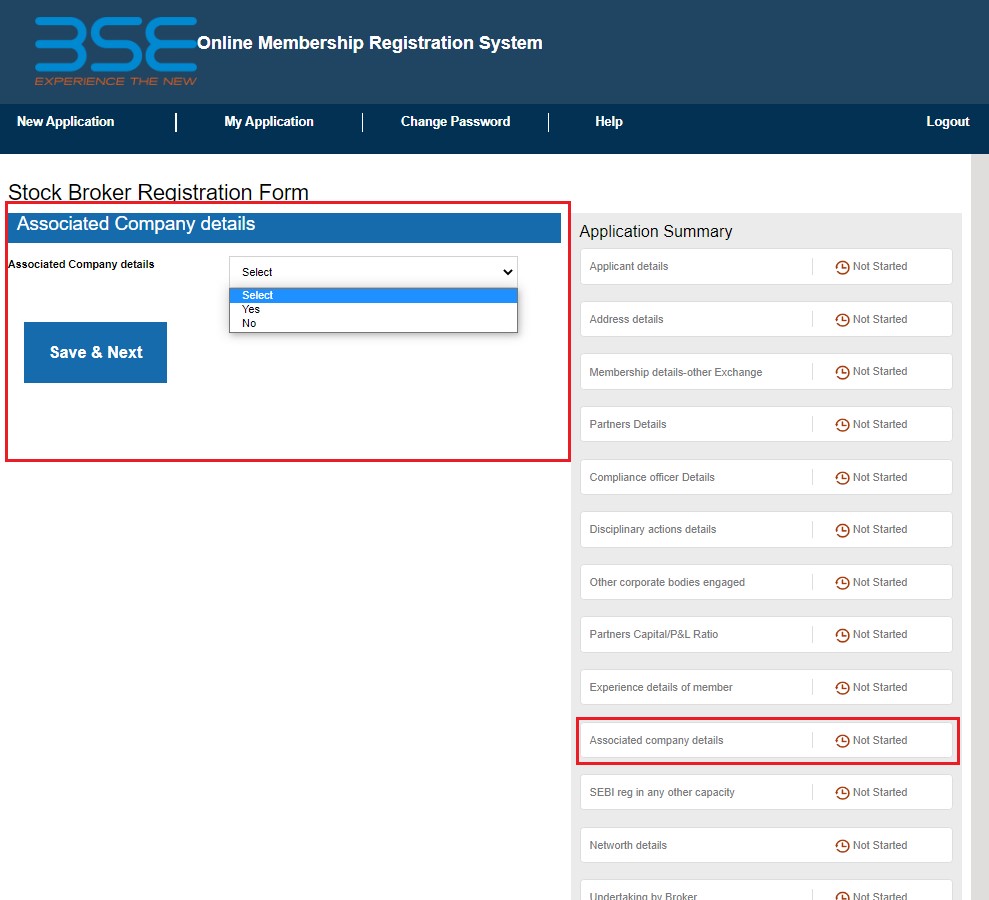
* Fill and select appropriate all mandatory fields of Major Shareholder Page.
* Save the form by clicking on ‘ADD’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.



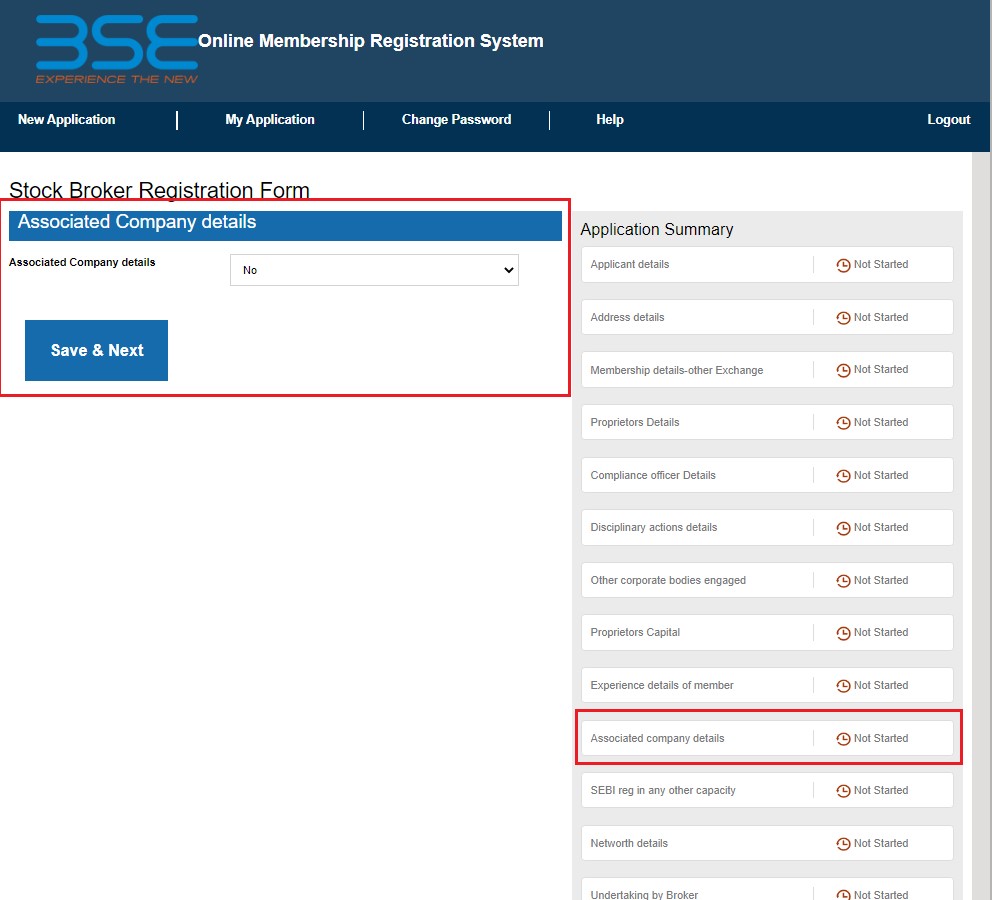


**Associated Company Details Page:**

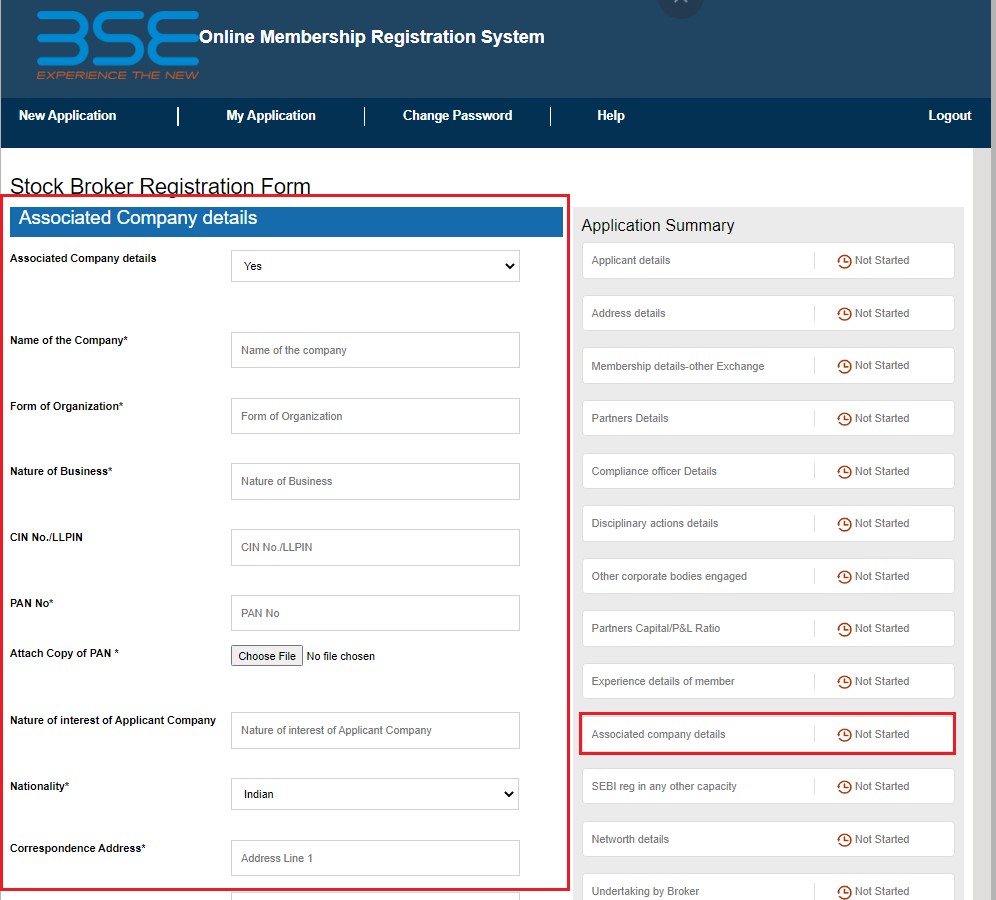
* Select appropriate option of associated company details page.

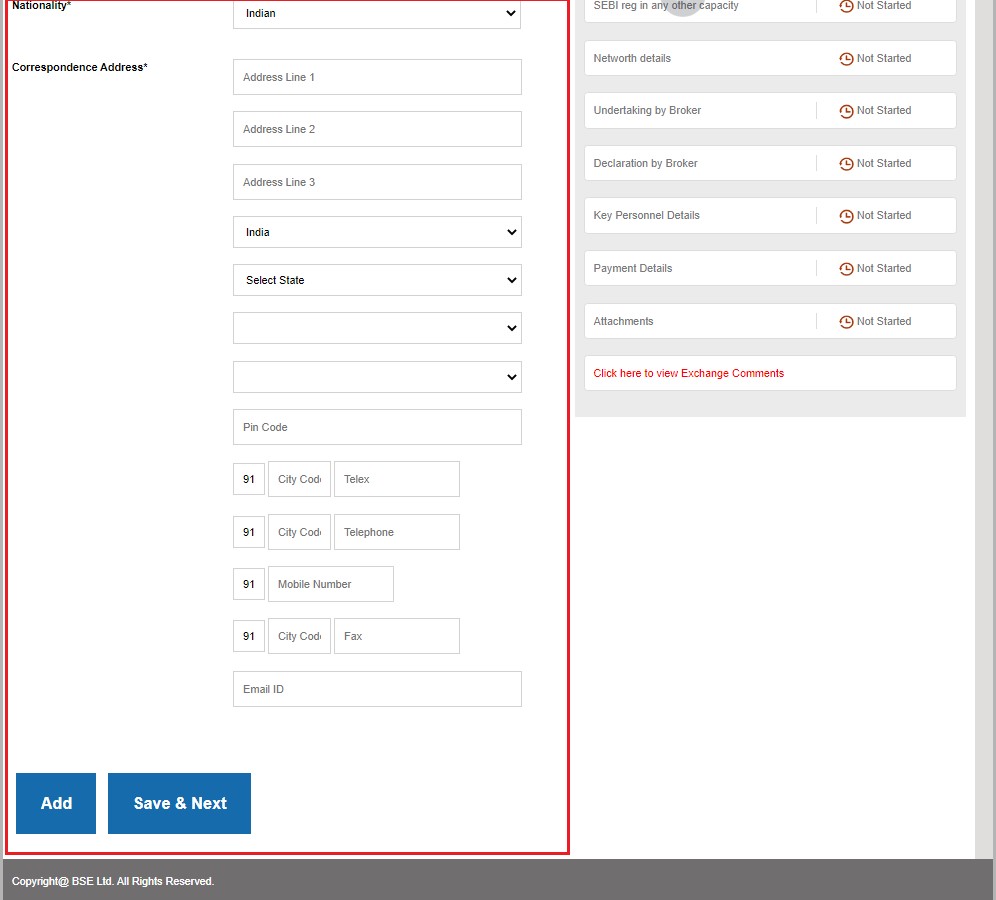


* If user select No, then user needs click on “Save & Next” Button to move on next page.



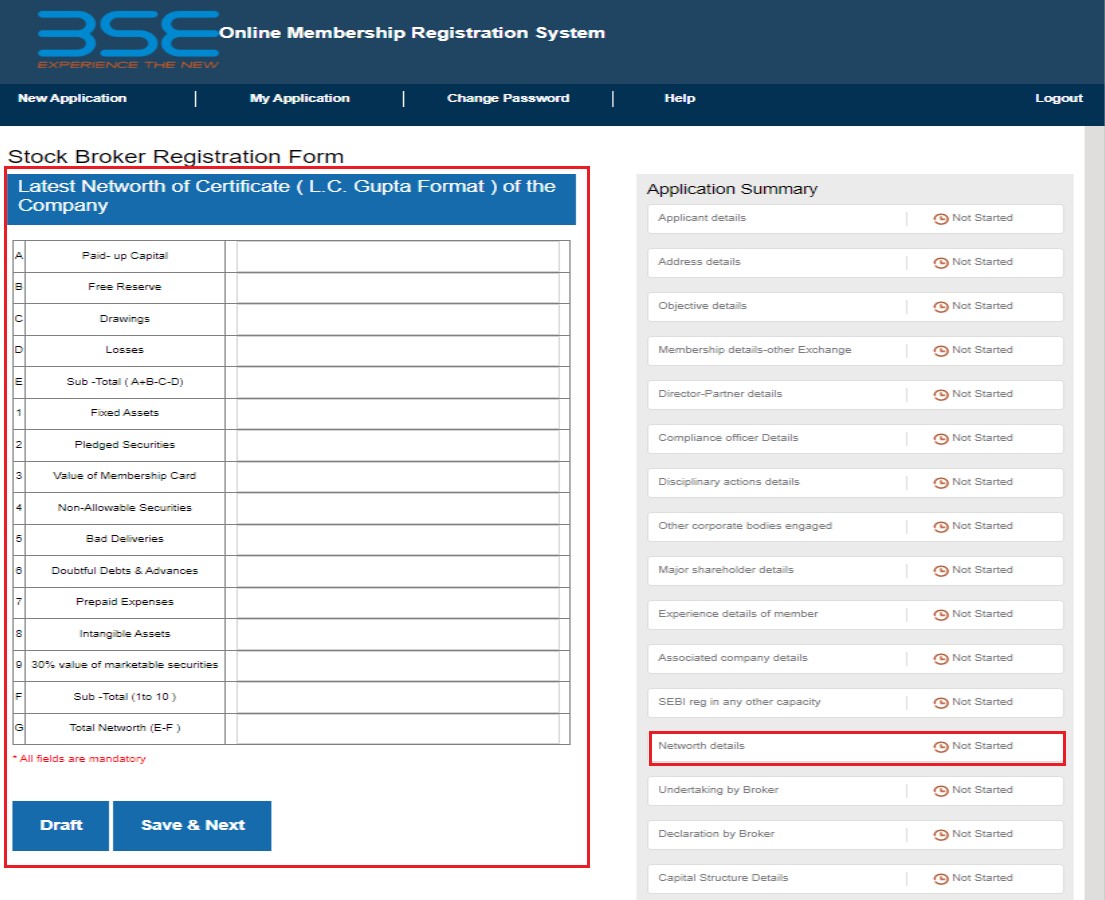
* If user select Yes, then they needs to fill all mandatory details and then click on ADD button.
* Also enter Top 5 Shareholders details (Ownership Details) of the associated companies.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.





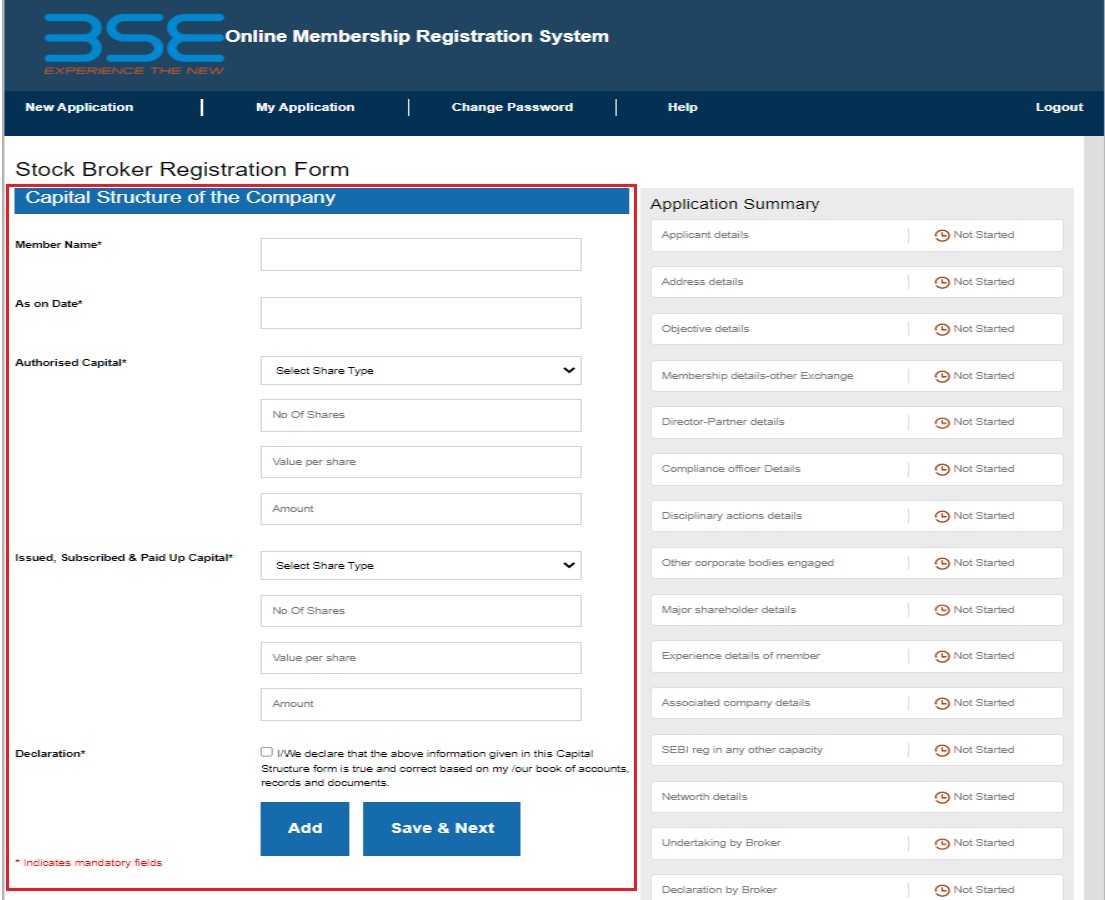
**Networth Details Page:**

* Fill networth details as per LC Gupta Format.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.



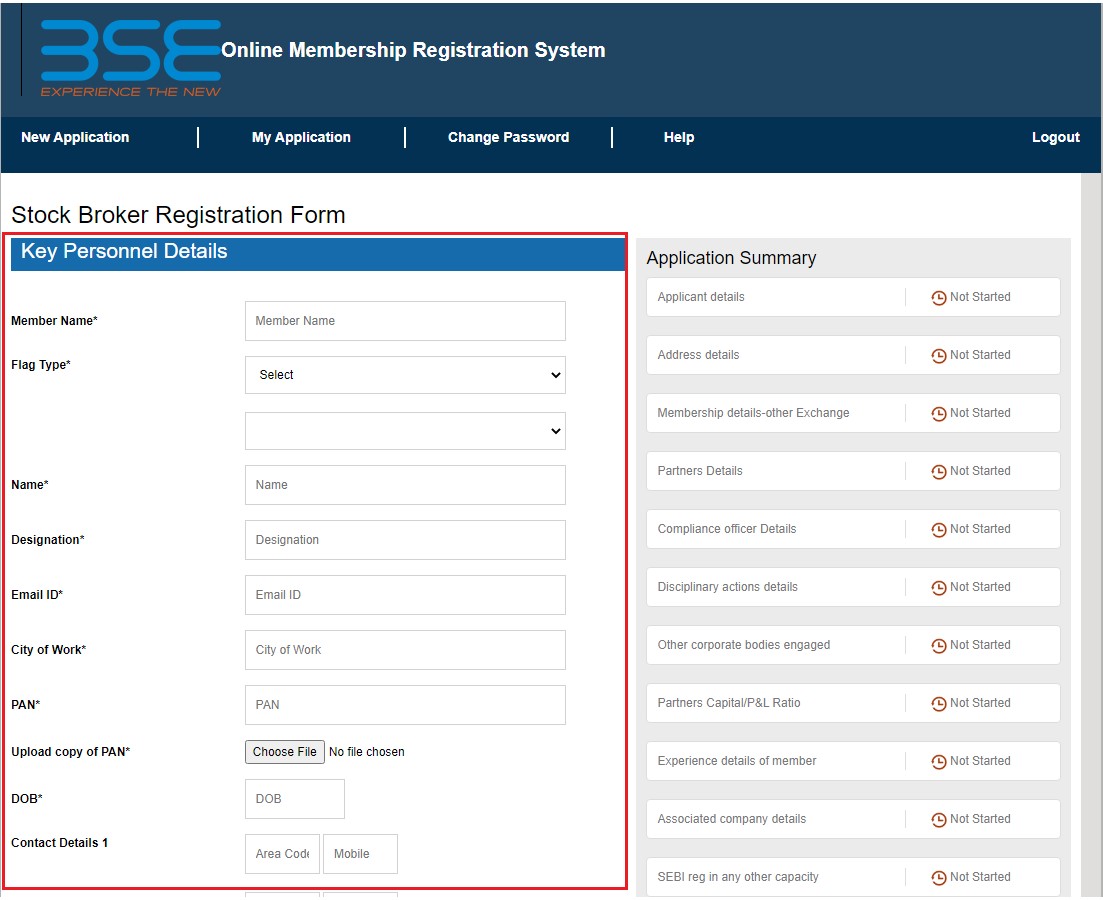
**Capital Structure Details Page:**

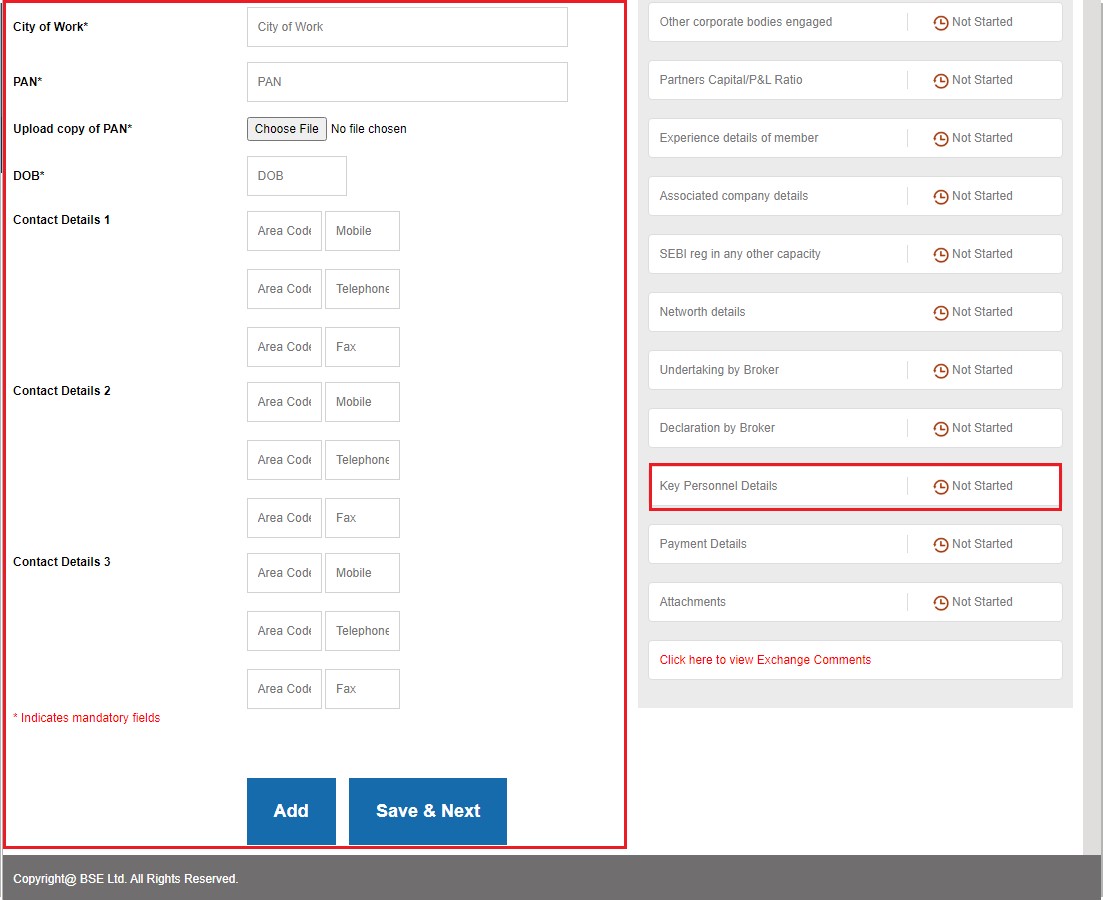
* Fill all mandatory fields & read and accept declaration of Capital Structure Details Page.
* Save the form by clicking on ‘ADD’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.



**Key Personnel Details Page:**

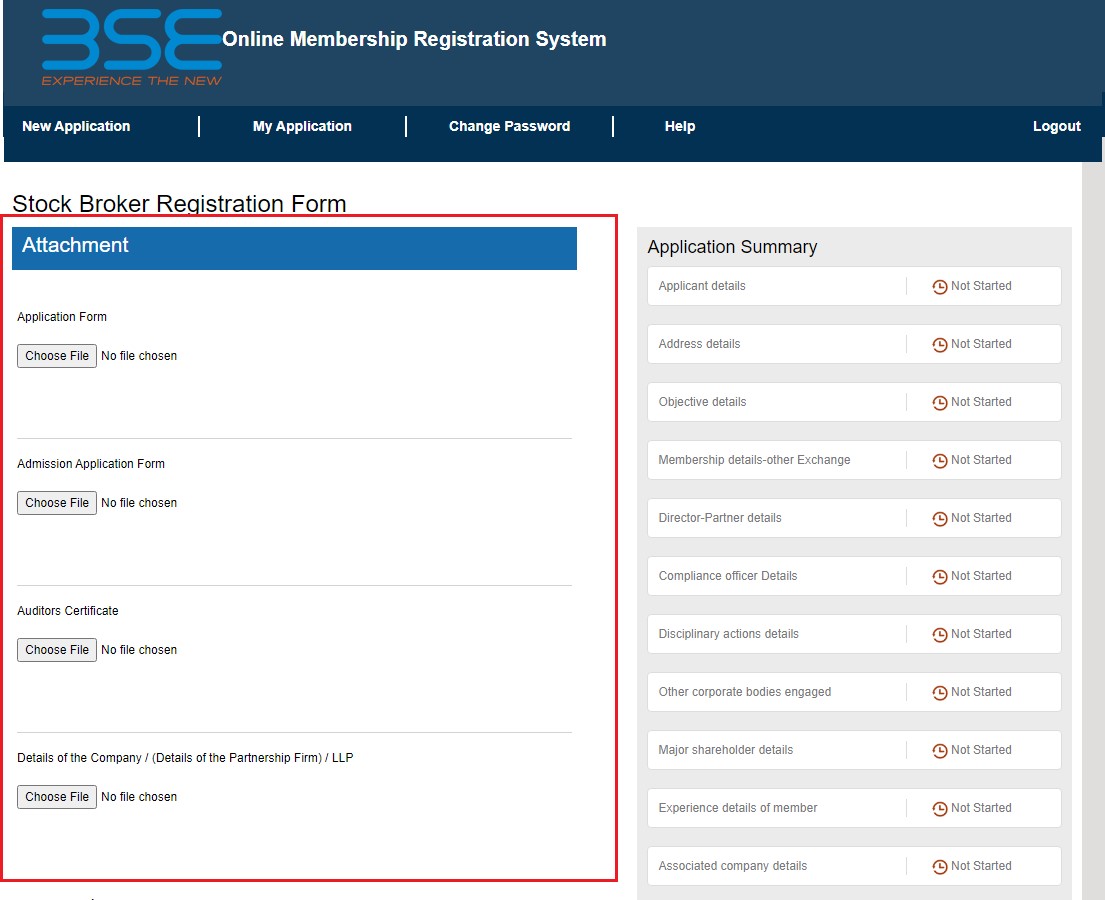
* Fill all mandatory fields and upload document of Key Personnel Details Page.
* Save the form by clicking on ‘ADD’ button.
* After entering all the required details, user needs click on “Save & Next” Button to move on next page.

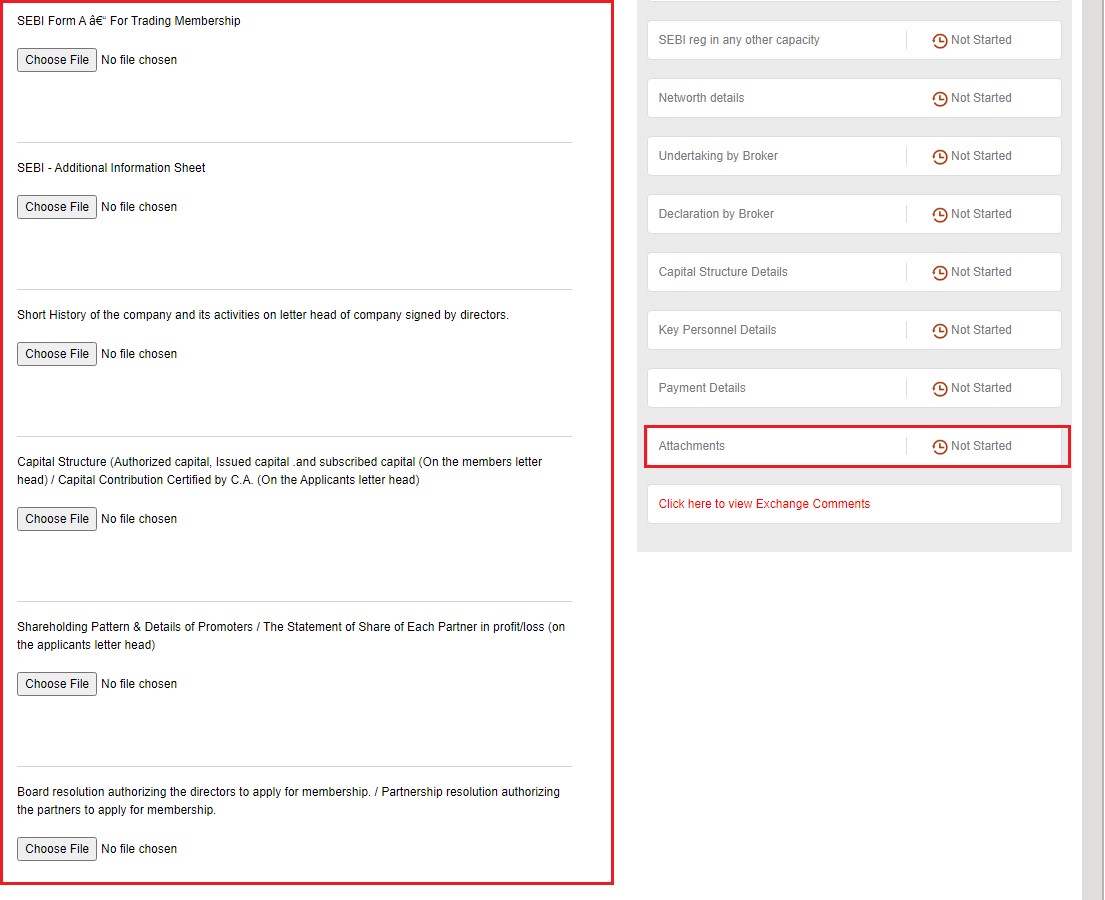


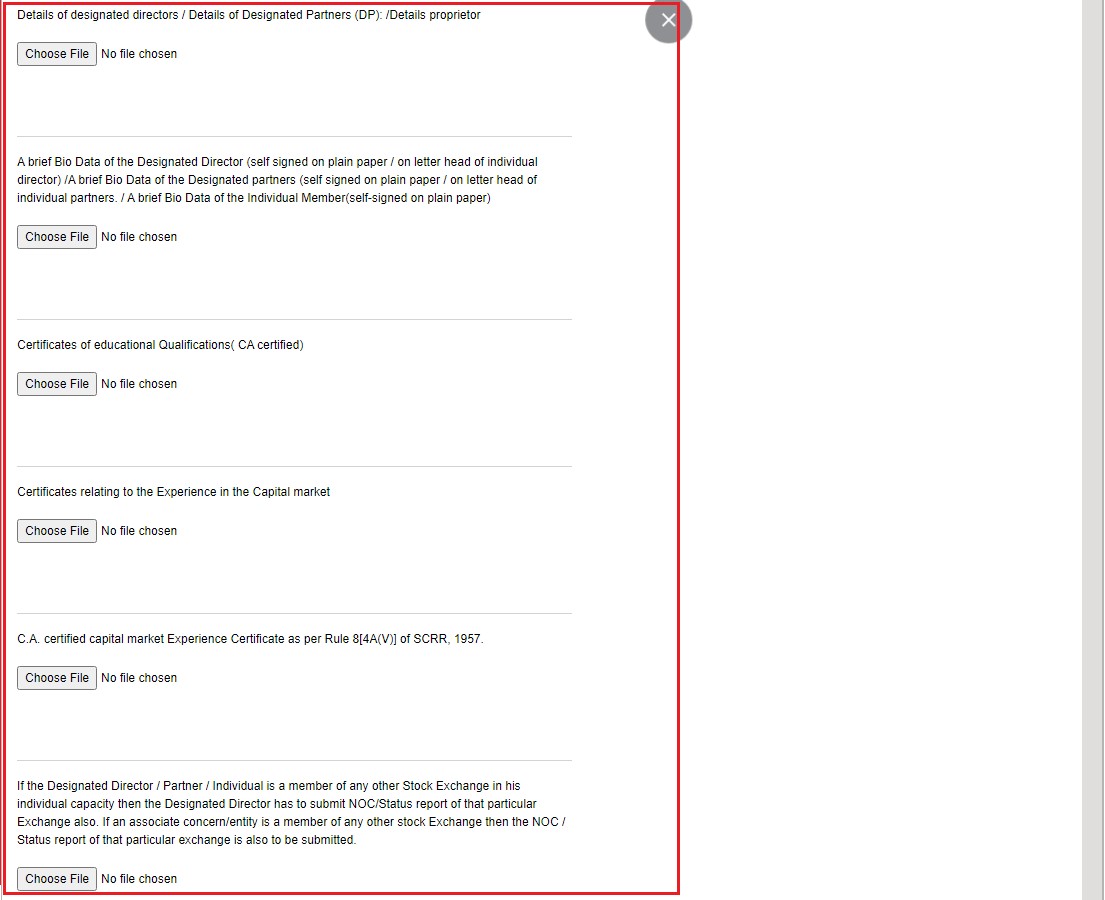


**Attachment Page:**

* Upload all mandatory document of attachment page.
* User can save the unfilled form by clicking on ‘Draft’ button.
* After entering all the required details, user needs click on “Submit” Button to sent application to Membership Operation Team.

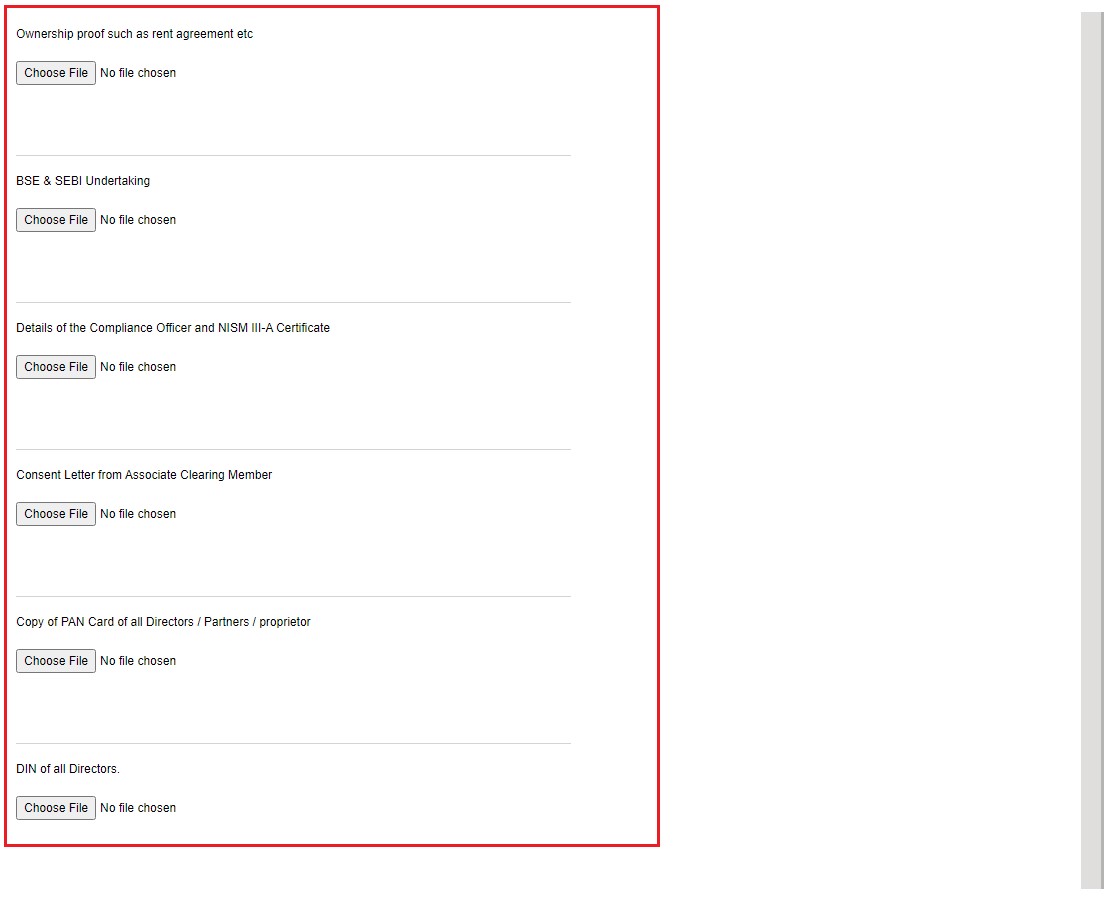


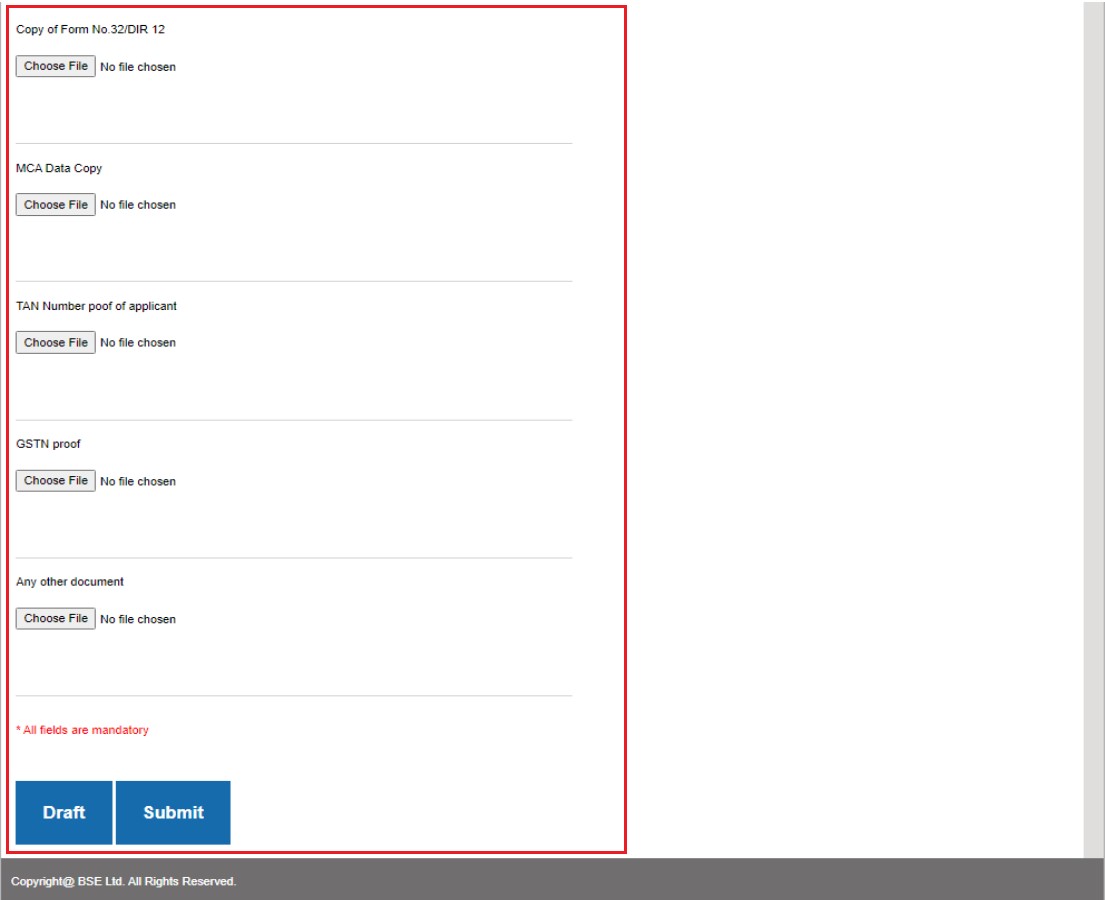




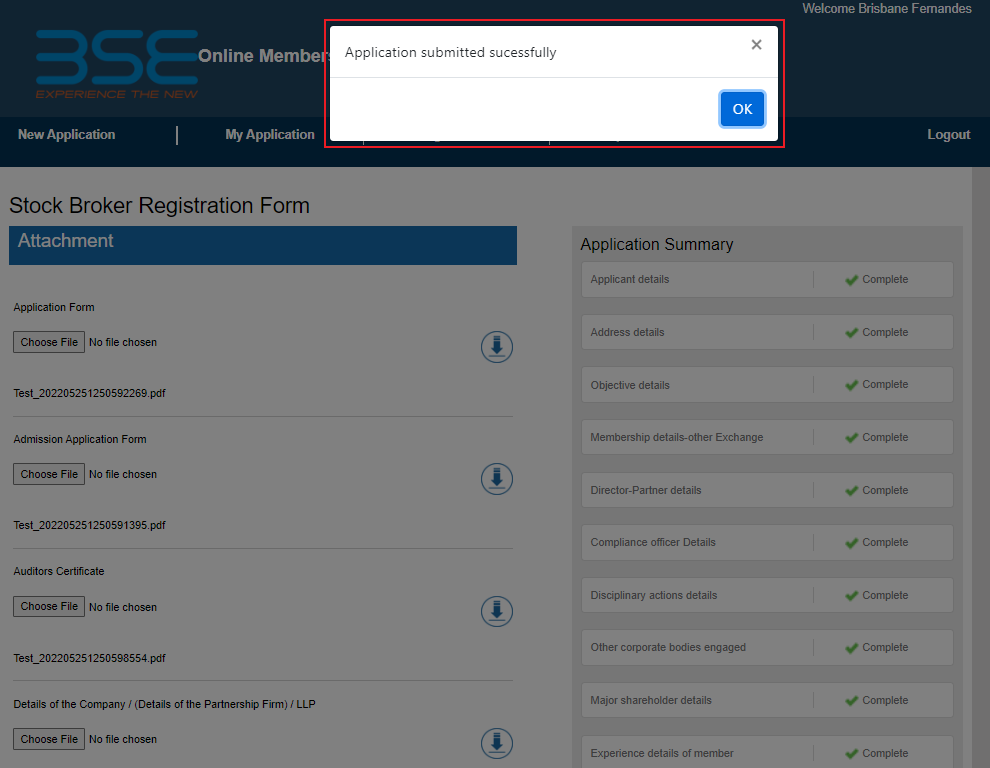








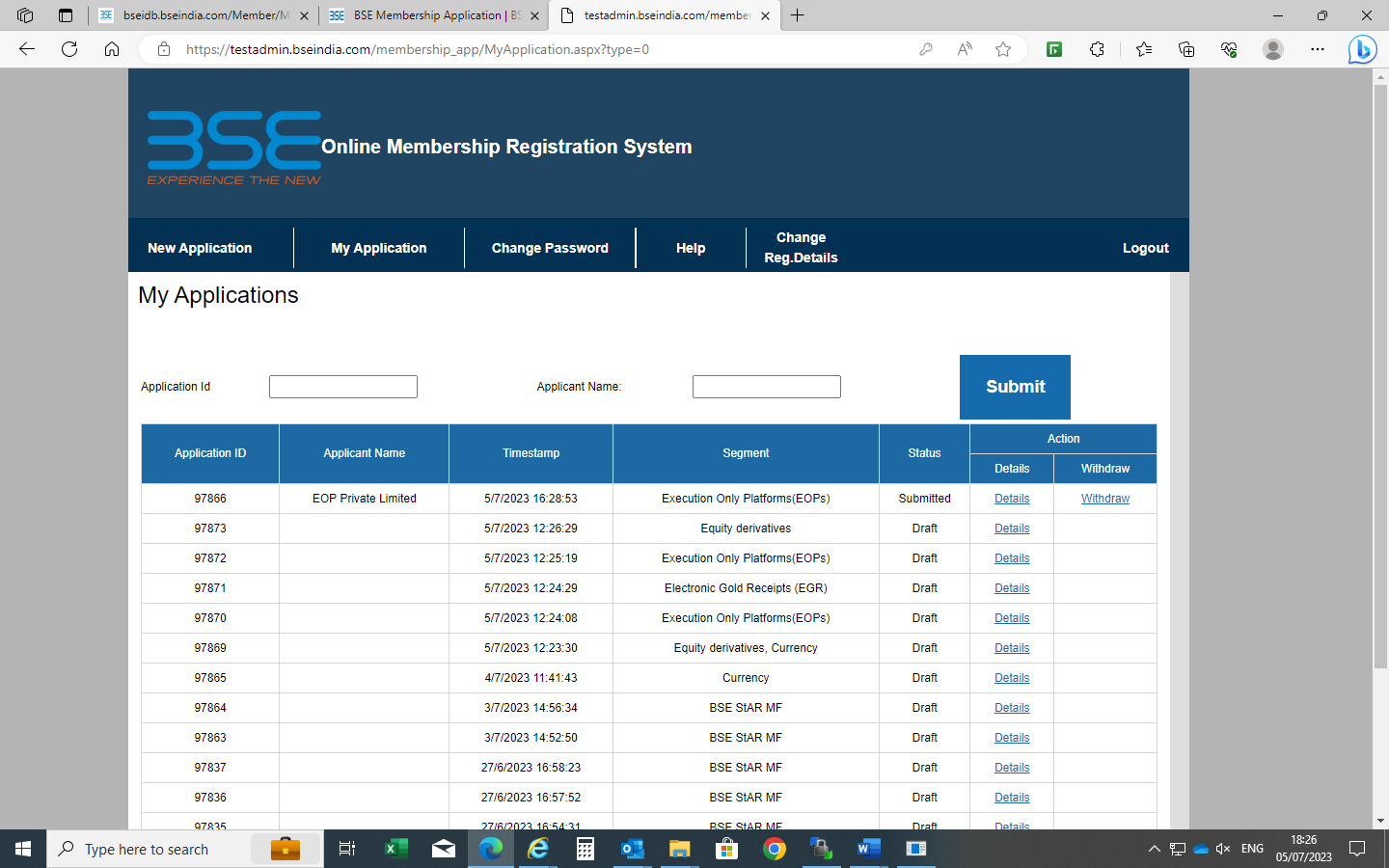
* Note: Every tab will display a green tick and status as ‘Complete’ on successfully saving the details of page.
* After clicking on submit button, Application will be sent to Membership Operation Team.



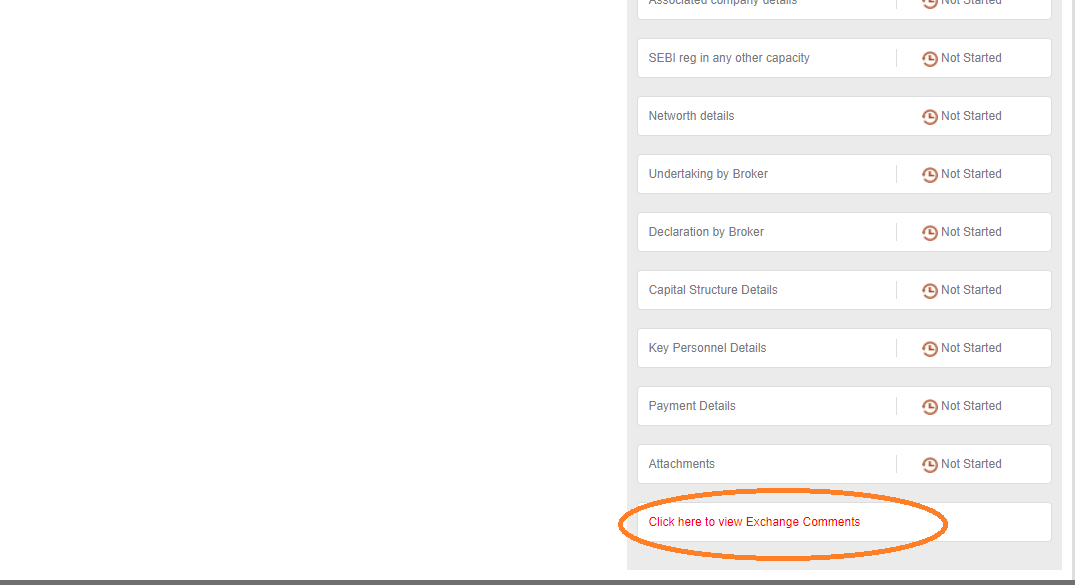
**STEPS TO TRACK APPLICATIONS AND TO VIEW EXCHANGE COMMENTS**

**My Application:**

* On Successful submission of application, user will receive an acknowledgement mail, also user can track their application in My Application tab on OMRS portal.



* The applications received will be scrutinized by the Exchange user and based on the verification may Approve, Reject or place the application Under Query.
* The exchange user will provide the query on the ‘Exchange Comments’ page for the applications under query. User can check the query on ‘Exchange comments’ page by clicking on Details in My Application tab.



* User can resolve the query and resubmit the application to Exchange.
* If the application is valid with all the correct data and documents, exchange user will ‘Approve’ the same.
* Approval mail will be sent to the member.