

Annexure B

1. Login using the following URL
<https://befsbseindia.com/login.aspx>
2. Navigation: Enhanced Supervision >> Bank Account Details
 Member shall submit details of all their bank accounts under Enhanced Supervision. Any new bank accounts opened needs to be updated under Enhance Supervision first.
3. Once the member has submitted all the bank details under Enhanced Supervision, member needs to submit the undertaking in the below path:
 BEFS >> Enhance Supervision >> Undertaking cum Indemnity Bond upload

UNDERTAKING CUM INDEMNITY BOND		FileFormat
		Download Template
Member Code :	123456	Member Name : DUMMY
Upload Scan Copy Of AFFIDAVIT OF UNDERTAKING CUM INDEMNITY BOND :	<input type="text"/>	Browse...
Bulk Upload Bank Details :	<input type="text"/>	Browse...
<input type="checkbox"/> Undertaking: "I/We Do Hereby Agree And Confirm That Above Bank Details Are Part Of Undertaking. In Case Of Opening Of New Bank Account Or Change In Existing Details Of Bank Account Then Revised Undertaking Cum Indemnity Bond Shall Be Submitted." *		
* Note :: File Format should be in MemberCode_UND_ddmmyyyy.CSV format. Undertaking Cum Indemnity Bond should be in .PDF format		

4. Click on Download template on the top of the page. The file *insert name of file* would contain the list of Bank accounts already reported by the Member under Enhance Supervision under step 2.
5. The file downloaded will contain the fields: Bank Account number, Name of the Bank and IFSC code and two additional fields which are: Undertaking and Remarks. These two additional fields need to be filled by the members. Under the column 'Undertaking', the Member needs to fill either "Y" or "N". If "N" is entered, then suitable explanation for no undertaking for that Bank account needs to be entered under the remarks column. **The file won't get uploaded if there are no remarks against "N" entered in the Undertaking column.** Please ensure that no rows or columns are deleted. File needs to be saved in csv format only and the nomenclature should be <membercode>_und_ddmmyyyy
 In case you have entered "N" against any of the Bank accounts, these accounts will populate again the next time you wish to submit an undertaking for any new additions in Bank accounts

	A	B	C	D	E
1	Bank Account number	Name of the Bank	IFSC code	Undertaking	Remarks
2	123401020236	Bank of Baroda	BKOB0000001	Y	
3	444455556666	HDFC Bank	HDFC0000001	N	Will provide later
4					

- Click on browse button against the field "Upload scan copy of Affidavit of Undertaking Cum Indemnity Bond" to locate the undertaking file (should be in pdf format compulsorily) and attach it. Next browse and attach the Bank Details (in csv format) file.
- After clicking on the Undertaking button, member will get a pop up: "Are you sure you have submitted all information?? "

The screenshot shows a web form titled "UNDERTAKING CUM INDEMNITY BOND". The form includes fields for Member Code (123456) and Member Name (DUMMY). There are two "Browse..." buttons for uploading files. A checkbox is checked, and a message box is displayed with the text: "Message from webpage", "Are You Sure, You have submitted All Information ??", and "OK" and "Cancel" buttons.

- Click on Ok and the member will get an upload button to upload both the files. Members will then get a message as per the below snapshot.

The screenshot shows the same web form as above, but now the checkbox is unchecked. A yellow box highlights a message: "File Uploaded Properly,Pls Click On Validate Button For Processing."

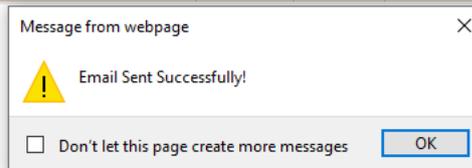
Validate	FILE NAME	AFFIDAVIT	DATE	SUCCESS COUNT	FAILURE COUNT	TOTAL COUNT	STATUS	View Success File	View Error File
Validate	123456_UND_1609202017590.Csv	Indemnity Bond_916202055900 PM.pdf	16/09/2020				IN PROCESS	Success File	Error File

- Click on Validate button to validate your uploaded csv file.

10. The system shall validate the file and display success/error file message. If there is an error file message generated, member needs to again download the template file and upload it properly. If the file is successfully uploaded, success records will be displayed, and email shall be sent to the member.

UNDERTAKING CUM INDEMNITY BOND		FileFormat
Download Template		
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Upload Scan Copy Of AFFIDAVIT OF UNDERTAKING CUM INDEMNITY BOND :	<input type="text"/>	Browse...
Bulk Upload Bank Details :	<input type="text"/>	Browse...
<input type="checkbox"/> Undertaking: "I/We Do Hereby Agree And Confirm That Above Bank Details Are Part Of Undertaking. In Case Of Opening Of New Bank Account Or Change In Existing Details Of Bank Account Then Revised Undertaking Cum Indemnity Bond Shall Be Submitted." *		
* Note :: File Format should be in MemberCode_UND_ddmmyyyy.CSV format. Undertaking Cum Indemnity Bond should be in .PDF format		
Files Successfully Validated.		

Validate	FILE NAME	AFFIDAVIT	DATE	SUCCESS COUNT	FAILURE COUNT	TOTAL COUNT	STATUS	View Success File	View Error File
Validate	123456_UND_1609202017590.Csv	Indemnity Bond_916202055900 PM.pdf	16/09/2020	2	0	2	PROCESS COMPLETE	Success File	Error File



11. Member can check the uploaded list of bank accounts and the undertaking under the below mentioned path:
 BEFS >> Enhance Supervision >> Undertaking cum Indemnity Bond Report

Undertaking Cum Indemnity Bond Report	
From Member Code:	123456
To Member Code:	123456
<input type="button" value="SHOW"/> <input type="button" value="EXPORT TO EXCEL"/>	

SrNo	Member Code	Member Name	Affidavit	Account No	IFSC Code	Bank Name	Undertaking	Remark	Submit Date
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