

Operating Instructions

1. Client Registration:

Stock Brokers (SB)/Clearing Members (CM) shall provide all demographic details of their client as a part of client registration on Exchange platform.

- 1.1 Exchange has enabled 5 bank accounts for Demat and Non-Demat client on BSE StAR MF platform. Bank Account No. 4 & 5 shall be utilised for Demat Bank Account details as per CDSL and NSDL.
- 1.2 This facility shall be available in Manual Entry/Bulk Upload (Web)/ API / IML.
- 1.3 Further, Bank Account Nos. 1, 2 and 3, can be used for updating the other bank account details including the bank account wherein the mandate is approved.

2. Bank Account Validations:

- 2.1 The Exchange shall be validating all the bank details entered by the member in the UCC during client registration/modification.
- 2.2 Till verification, the flag of the bank account is updated as "N", after the verification, the flag of the bank account shall be updated as "Y" and during verification, mismatch found, if any, the flag shall be updated as "X".
- 2.3 Only verified bank account with flag as "Y" shall be available for any type of purchase as well as redemption transactions.
- 2.4 The bank accounts verified and updated with flag "Y" shall be greyed out and shall not be available for members to edit/modify.
- 2.5 In the cases where the verification flag is "X" or "N", member will be allowed to edit the bank details.

3. Mandate Registration:

- 3.1 Currently, members are allowed to register mandate for their clients with any of the banks which are not a part of the UCC. With effect from April 1, 2022, members shall be able to register mandates for only those banks registered and validated in UCC.
- 3.2 System will auto populate the validated bank details as per the account no. selected by the member in the mandate registration page.
- 3.3 In case the bank details are not available in UCC, member will not be allowed to register mandate.
- 3.4 Similarly in case of Bulk upload and API, in case the member has uploaded the mandate registration, system will show an error in response in case the bank account details do not match with UCC.
- 3.5 All mandates on Exchange are being registered in the name of BSE Ltd. With effect from April 1, 2022, all the mandates shall be registered in the name Indian Clearing Corporation Ltd. i.e; ICCL.
- 3.6 All members who are using prefilled mandates at their end shall make a note of the same.
- 3.7 In case of any mismatch, the mandate is liable to be rejected in the initial stage.

4. Order Entry:

Lumpsum Purchase Transactions:

- 4.1 The additional fields as 'PG/Bank Reference Number', Redemption Bank Account No., Email and Mobile No. has been added in the order entry for Manual Entry/Bulk upload(web)/IML and API.
- 4.2 For Purchase transactions, member shall mention the PG/Bank Reference No., which shall also be populated in the funds collection file to their respective Payment Aggregators (PAs).
- 4.3 It shall be mandatory for members who avail services of PAs for collection of funds from clients / investors to populate PG/Bank Reference No. field and provide the same to the respective PAs and the same shall be part of the corresponding funds MIS uploaded by such PAs.
- 4.4 Two level validation shall be involved wherein first the PG/Bank Reference No. in the order shall match with the one mentioned in the funds received record/s and then the bank account details mentioned in the same line item of MIS shall be matched with one of the bank accounts details in the Client's UCC.
- 4.5 In case either there is a mismatch of PG/Bank Reference No., or the bank account details, then the corresponding transaction shall be rejected with reason as "PG/Bank Reference or Bank Account mismatch" and the funds received for those rejected transactions shall be refunded to the source bank account received in the PA MIS File.
- 4.6 The source bank account where the funds are received shall be reported to RTA/AMC in the transaction feed file.
- 4.7 This process mentioned above shall be applicable to first order today transactions registered through systematic registrations.

Spread Order Entry

- 4.8 The additional fields as 'PG/Bank Reference Number', Redemption Bank Account No., Email and Mobile No. has been added in the order entry for Manual Entry/Bulk upload(web)/IML and API.
- 4.9 The process mentioned above for lumpsum purchase shall be applicable for Spread orders.

Systematic Registrations:

- 4.10 With effect from April 1, 2022, Internal Reference No. field is renamed as PG/Bank Reference No.

SIP:

- 4.11 Validation of PG/Bank Reference number mentioned above shall be applicable to these transactions.
- 4.12 PAs to upload the funds confirmation and follow the process mentioned above for Lumpsum Purchase Transactions.
- 4.13 Existing process of Fund Confirmation file upload for SIP transactions shall be discontinued.

XSIP/ISIP:

4.14 Existing process of collection will continue.

Redemption/Switch Transactions:

- 4.15 For Redemption transactions, members shall enter / select/upload the Bank Account wherein the redemption proceeds are to be given to their respective clients in Bank Account No. field.
- 4.16 Members shall ensure that the Bank Account No. entered for redemption shall be one of the bank accounts registered and validated in the UCC.
- 4.17 In case of demat transactions, the client is required to issue the Delivery Instruction Slip (DIS) to transfer the units to the CC's pool account for which the redemption transaction is placed on the Exchange Platform
- 4.18 CC shall be releasing the redemption payout as per the bank account mentioned during the Order upload. If the Bank Account No. is not available in the UCC, redemption proceeds shall be given to any validated bank account in UCC.
- 4.19 In case of non demat transactions of MFDs/RIAs, the redemption proceeds shall be given by RTA/AMC directly to the Investors. The Bank account given at the time of order entry shall be reported to RTA in the transaction feed file. If the said bank account is registered with RTA for the Folio, then, RTA/AMC shall be releasing the redemption proceeds else, it shall be released to the default bank account registered with RTA/AMC for the said folio.

Reports:

The following new reports shall be made available in addition to the existing reports. The reports structures are attached as Annexure I

- Provisional Order
- Order Status
- Allotment Statement
- Redemption Statement
- Client Master Report