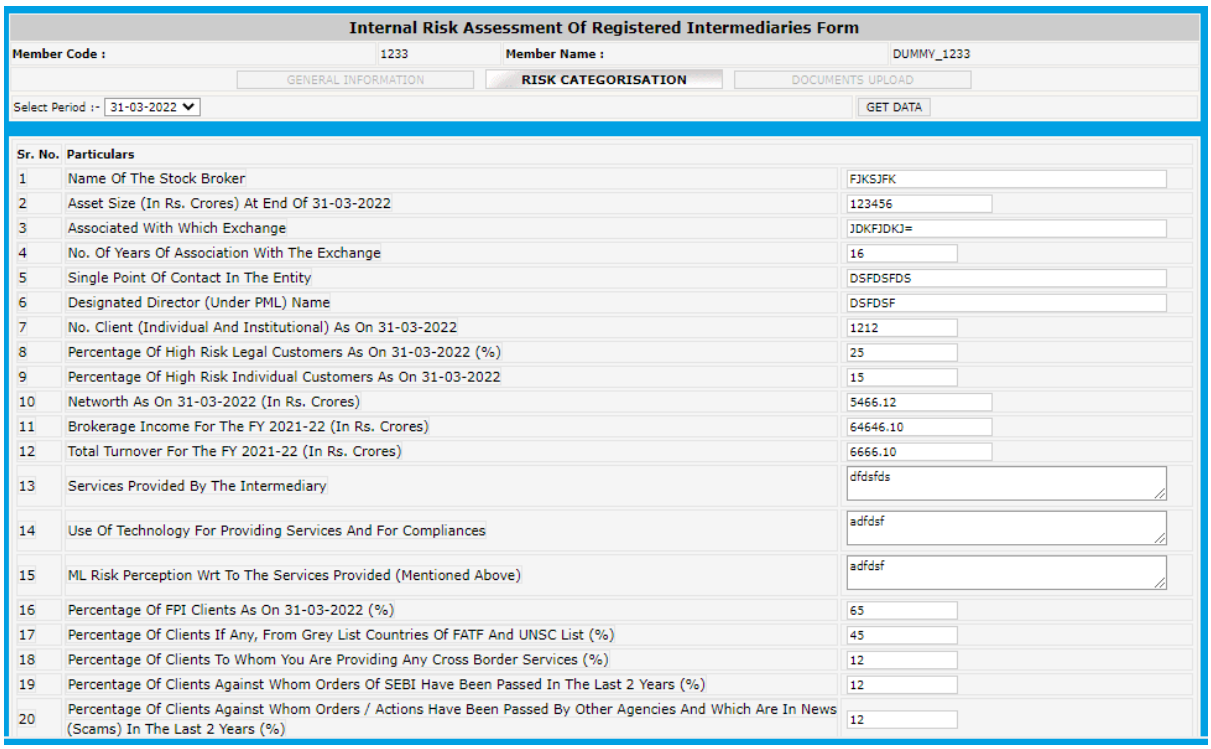
User Manual for Submission of IRA

1. **Login using the following URL**
   https://befs.bseindia.com/login.aspx

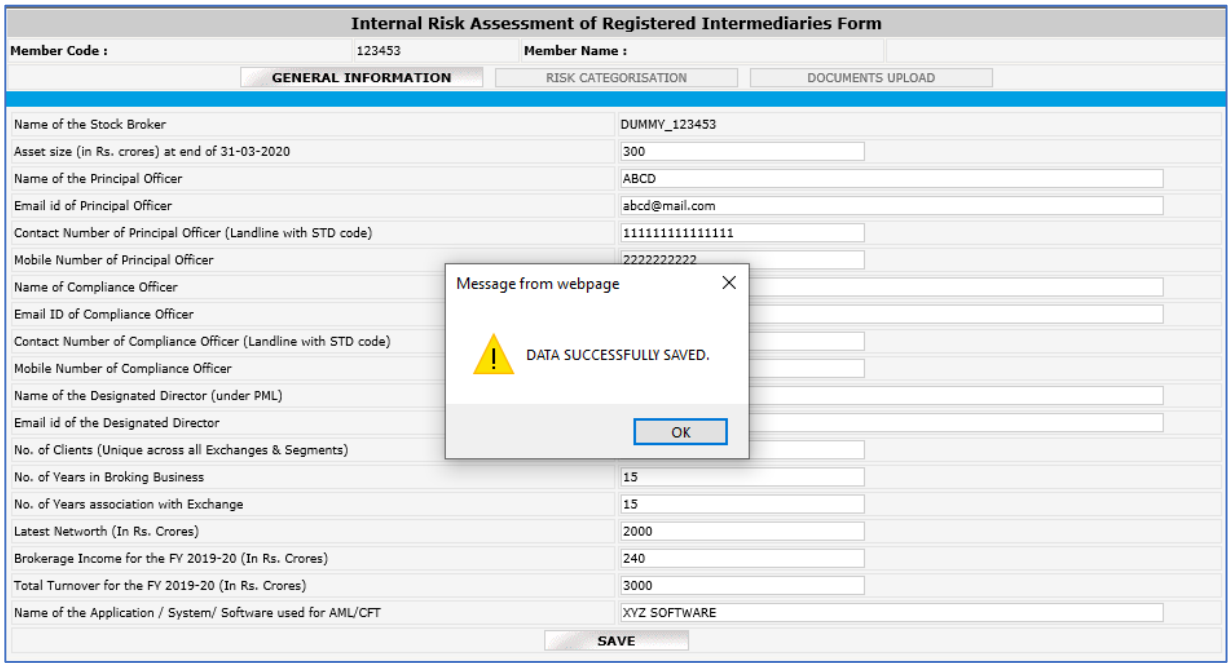
2. **Navigation: Internal Risk Assessment>IRA Submission**

3. **Click on IRA Submission, you will get General information page to fill in the details as mentioned below. Select the period from drop down list and click on "Get Data"**

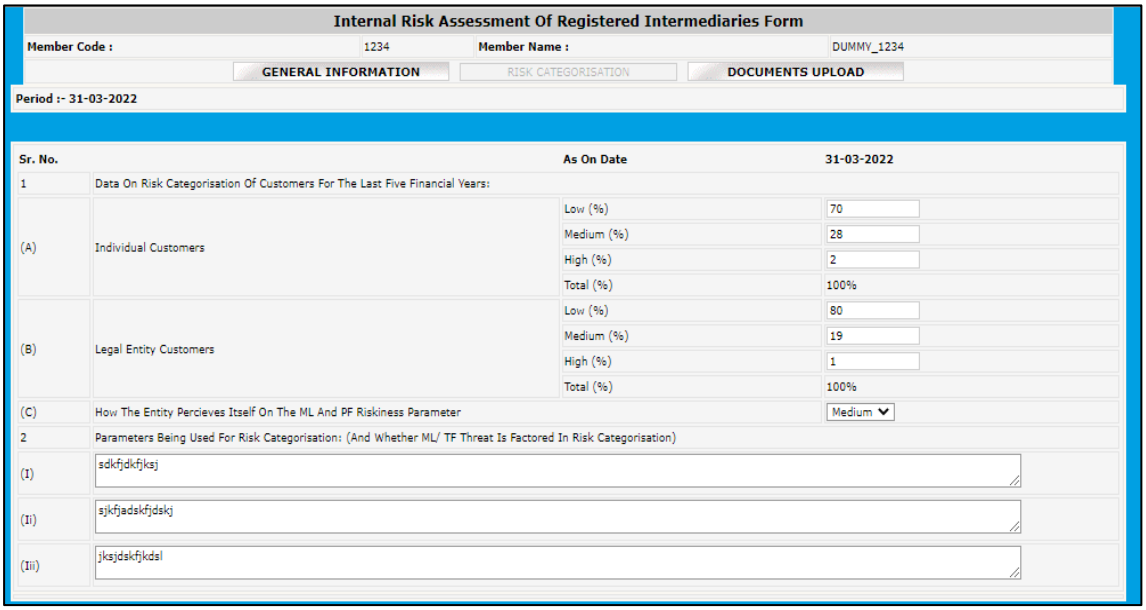


Sr. No.	Particulars	
1	Name Of The Stock Broker	FJKSJFK
2	Asset Size (In Rs. Crores) At End Of 31-03-2022	123456
3	Associated With Which Exchange	JDKFJDKJ=
4	No. Of Years Of Association With The Exchange	16
5	Single Point Of Contact In The Entity	DSFDSFDS
6	Designated Director (Under PML) Name	DSFDSF
7	No. Client (Individual And Institutional) As On 31-03-2022	1212
8	Percentage Of High Risk Legal Customers As On 31-03-2022 (%)	25
9	Percentage Of High Risk Individual Customers As On 31-03-2022	15
10	Networth As On 31-03-2022 (In Rs. Crores)	5466.12
11	Brokerage Income For The FY 2021-22 (In Rs. Crores)	64646.10
12	Total Turnover For The FY 2021-22 (In Rs. Crores)	6666.10
13	Services Provided By The Intermediary	dfdsfds
14	Use Of Technology For Providing Services And For Compliances	adfdsf
15	ML Risk Perception Wrt To The Services Provided (Mentioned Above)	adfdsf
16	Percentage Of FPI Clients As On 31-03-2022 (%)	65
17	Percentage Of Clients If Any, From Grey List Countries Of FATF And UNSC List (%)	45
18	Percentage Of Clients To Whom You Are Providing Any Cross Border Services (%)	12
19	Percentage Of Clients Against Whom Orders Of SEBI Have Been Passed In The Last 2 Years (%)	12
20	Percentage Of Clients Against Whom Orders / Actions Have Been Passed By Other Agencies And Which Are In News (Scams) In The Last 2 Years (%)	12

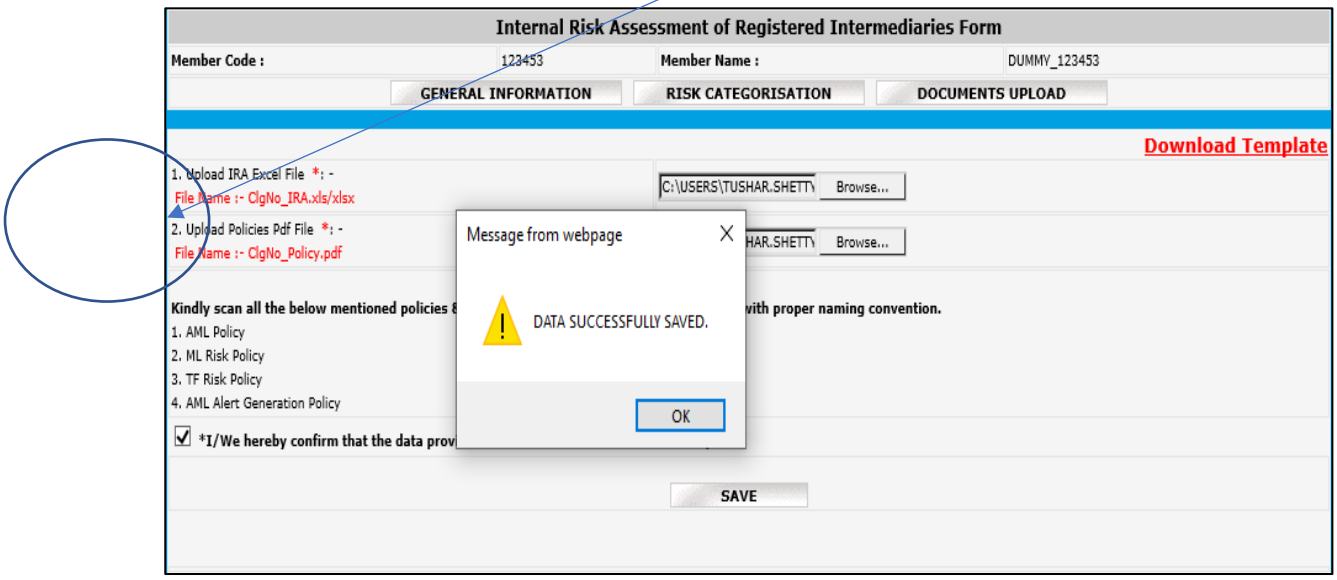
4. **After filling all the details in General Information Sheet. Kindly click on save button to save your detail. You will get a message Data Successfully Saved.**



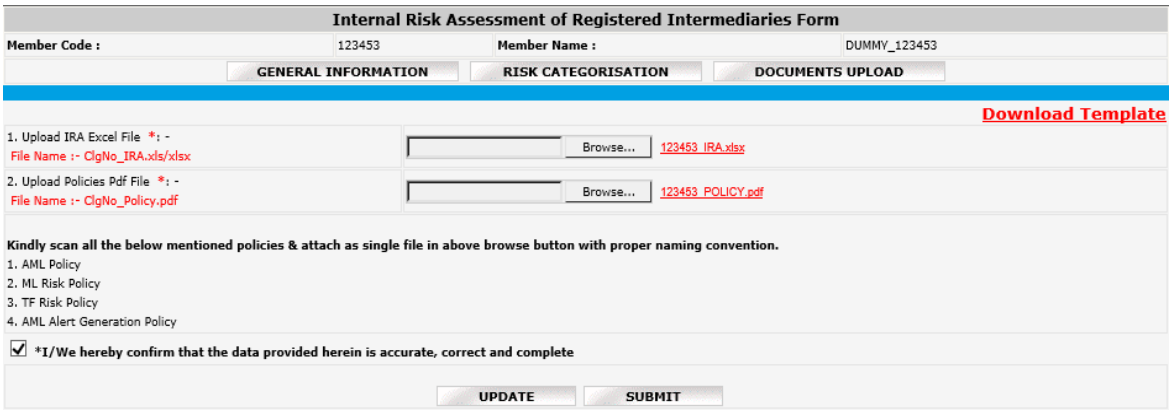
5. **Then click on Risk Categorisation Tab, to fill in the details & Save the data**



6. **Click on Document Upload > Download the template and fill in the details in all sheets and provide a proper naming convention for eg. 123_IRA.xlsx attach in first browse button.**
Further also scan all the policies and provide a proper naming convention for eg. 123_Policy.pdf and attach in 2nd Browse button. Click on Save Button.



7. **Then Click on Submit Button**



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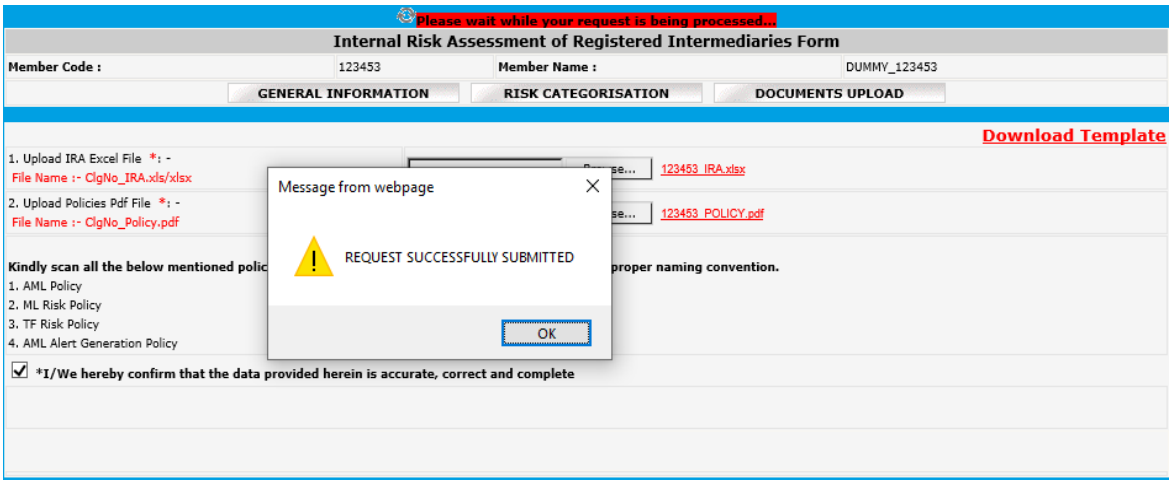
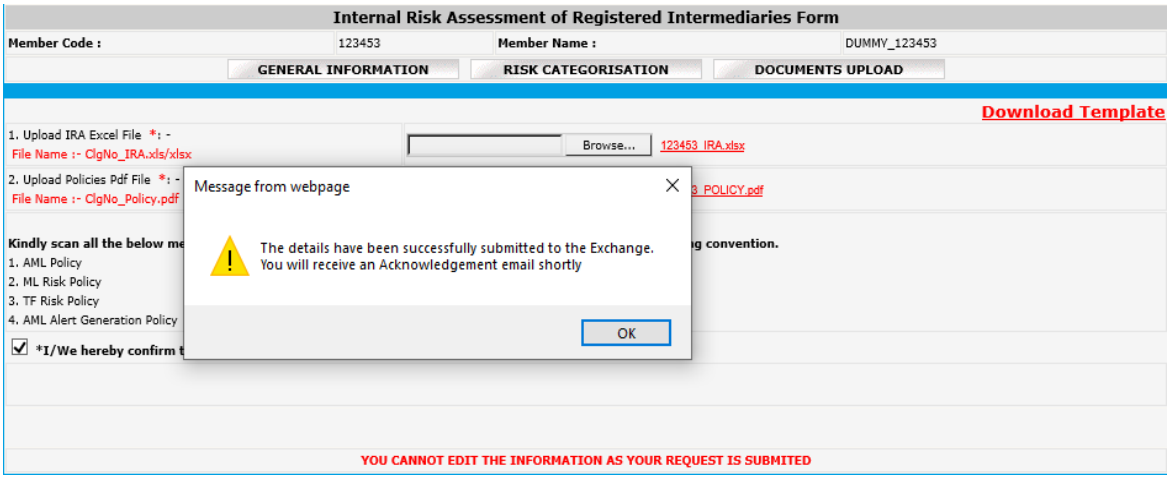
8. **After clicking on Submit you will receive popup message "Request Submitted Successfully".**



9. **Then after clicking ok on the popup message you will receive another pop up message "The details have been successfully submitted to the Exchange. You will receive acknowledgement email shortly"**