Guidelines for submission of VAPT report on BEFS System

Kindly refer the below mentioned steps to upload VAPT Report on BEFS Portal.

STEP 1: Member to log into BEFS System.

Enter your credentials to access the BEFS Portal.

STEP 2: Select the **SEBI VAPT** section, click on "Member VAPT Report Submission"

STEP 3: After clicking "Member VAPT Report Submission", you will be directed to below mentioned screen.
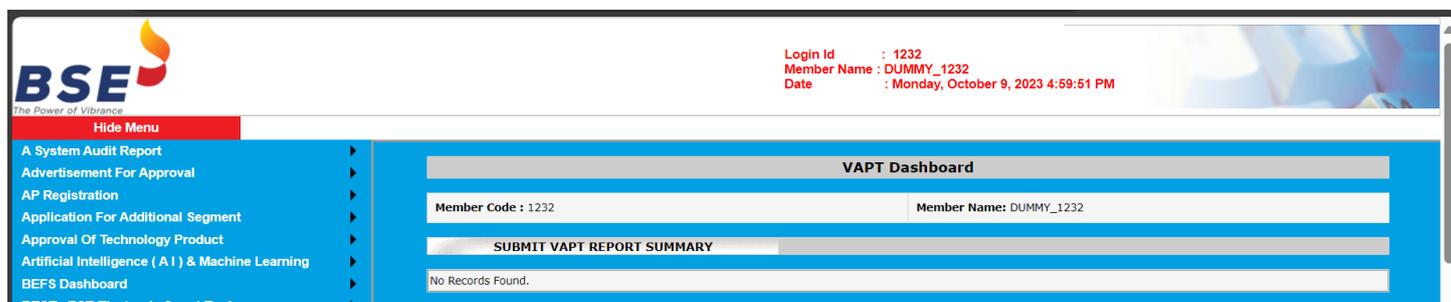
STEP 4: Click on "SUBMIT VAPT REPORT SUMMARY", the screen below will be displayed.

"Member ID" and "Name of Entity / Member Name" will be auto populated as you log in. "Year of Audit" will be the current financial year i.e., 2023-2024.

Step 5: Once you select the Financial Year below screen would be displayed and member shall be required to enter the VAPT Report details.

(*) Marked will be mandatory.

Wherever "NOT APPLICABLE" Mention "NA / NOT APPLICABLE"

STEP 5: "Attachments Submission" –

1. Detailed VAPT Report should be prepared along with VAPT Summary and signed by CERT-IN empanelled entity along with digital signature of the Compliance Officer.
2. Executive Summary / Annexure Report is to be submitted in PDF Format. (Annexure 2)
3. TAC / MD approval should be digitally signed by TAC Committee member and to be submitted in PDF Format. (Annexure 3)

STEP 6: After successfully uploading three reports with appropriate details.

Click on "Submit" button to upload and complete the submission.

Following Screen will be displayed after you click "Submit".
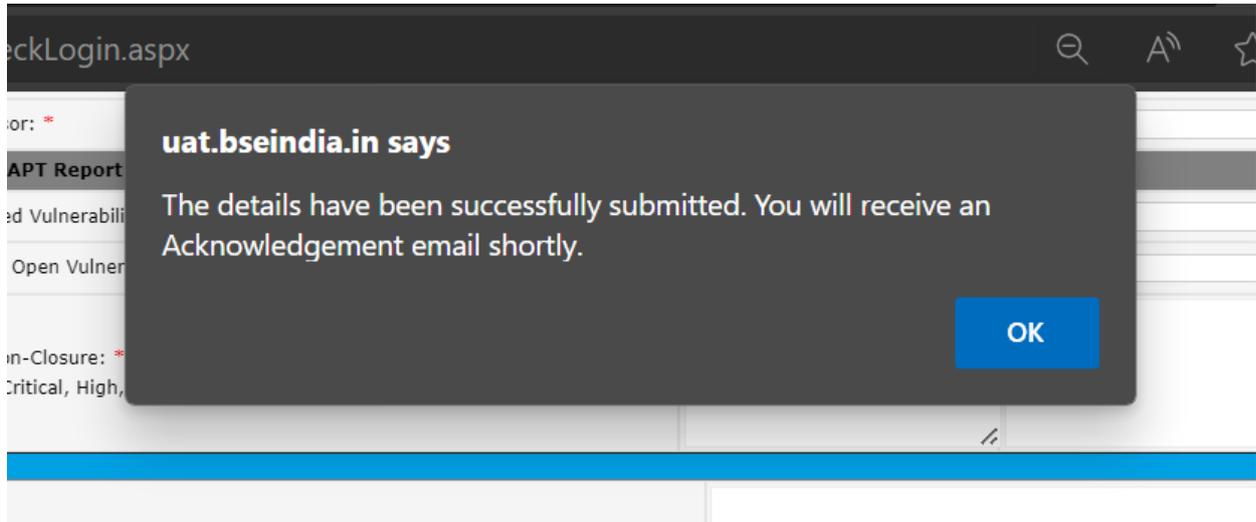
NOTE: In case of any issue in submission of the VAPT Report on the portal, reach out to the mentioned email address: member.vapt@bseindia.com, along with the screenshot of error.

Guidelines for submission of Action Taken Report on BEFS System

Kindly refer the below mentioned steps to upload Action Taken Report on BEFS Portal.

STEP 1: Member to log into BEFS System.

Enter your credentials to access the BEFS Portal.

Select the **SEBI VAPT** section, click on "Action Taken Report".

STEP 3: After clicking "Action Taken Report", you will be directed to below mentioned screen.
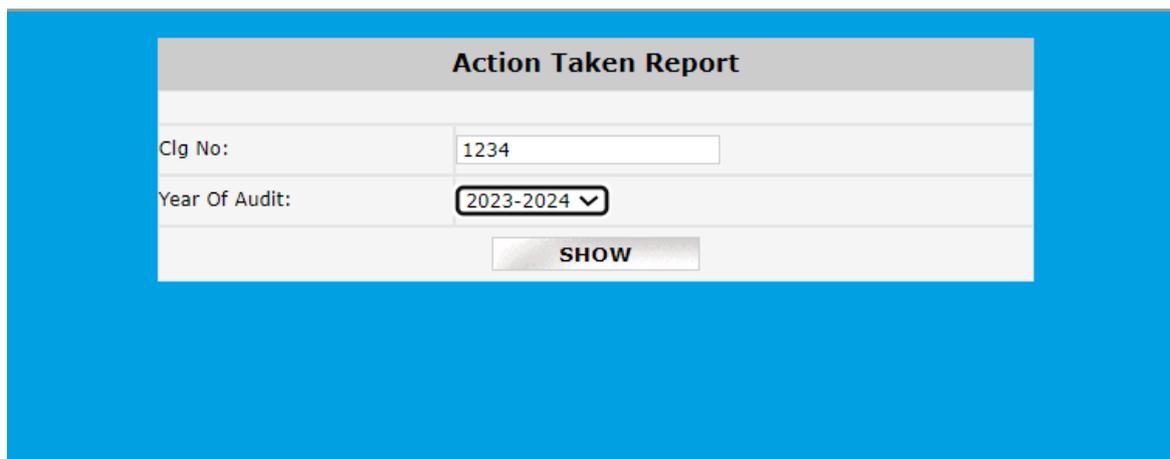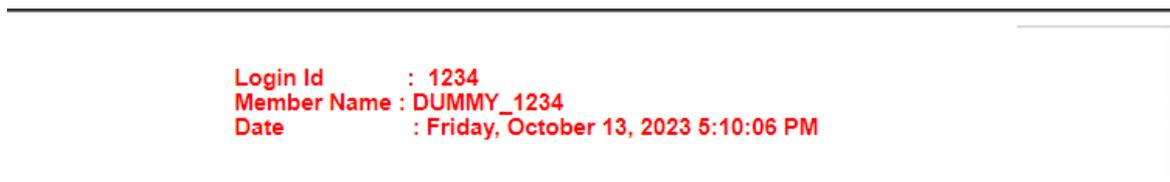
STEP 4: Member has to select "Year of Audit" and click on "Show". Member will be directed to below screen.

			Action Taken Report										

			Clg No:	1234									
			Year Of Audit:	2023-2024 ∨									
				SHOW									

Action	Sr.No	Member Code	Member Name	Audit Year	VAPT From Date	VAPT To Date	VAPT Report Date	VAPT Report Status	Action Taken Report Date	Action Taken Report Status	CERT-IN VAPT Report	Executive Summary/Annexure Report	TAC / MD Approval Report	ActionTaken Report
Edit	1	1234	DUMMY_1234	2023-2024	04/09/2023	07/09/2023	13/10/2023	SUBMITTED		NON SUBMITTED	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	

Step 5: Member has to click on **"Edit"**. Member will be directed to below screen.

Login Id   : 1234
Member Name : DUMMY_1234
Date   : Friday, October 13, 2023 5:10:06 PM

		Action Taken Report					

		Clg No:	1234				
		Year Of Audit:	2023-2024 ∨				
			SHOW				

Action	Sr.No	Member Code	Member Name	Audit Year	VAPT From Date	VAPT To Date	VAPT Report Date	VAPT Report Status	Action Tak Da
Update Cancel	1	1234	DUMMY_1234	2023-2024	04/09/2023	07/09/2023	13/10/2023	SUBMITTED	

Step 6: Member is to scroll horizontally which will lead to below mentioned screen. Member is required to choose the file and upload Action Taken Report.

T To Date	VAPT Report Date	VAPT Report Status	Action Taken Report Date	Action Taken Report Status	CERT-IN VAPT Report	Executive Summary/Annexure Report	TAC / MD Approval Report	ActionTaken Report
3	13/10/2023	SUBMITTED		NON SUBMITTED	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	Choose File NO FILE CHOSEN

Step 7: Member has to scroll back horizontally and click on **"Update"**.

<table>
<tr><td colspan="9" align="center">Action Taken Report</td></tr>
<tr><td colspan="9">Clg No: 1234
Year Of Audit: 2023-2024 ▾
<center>SHOW</center></td></tr>
</table>

Action	Sr.No	Member Code	Member Name	Audit Year	VAPT From Date	VAPT To Date	VAPT Report Date	VAPT Report Status	Action Tak Da
Update Cancel	1	1234	DUMMY_1234	2023-2024	04/09/2023	07/09/2023	13/10/2023	SUBMITTED	

Step 8: After clicking on "Update" following screen will be displayed
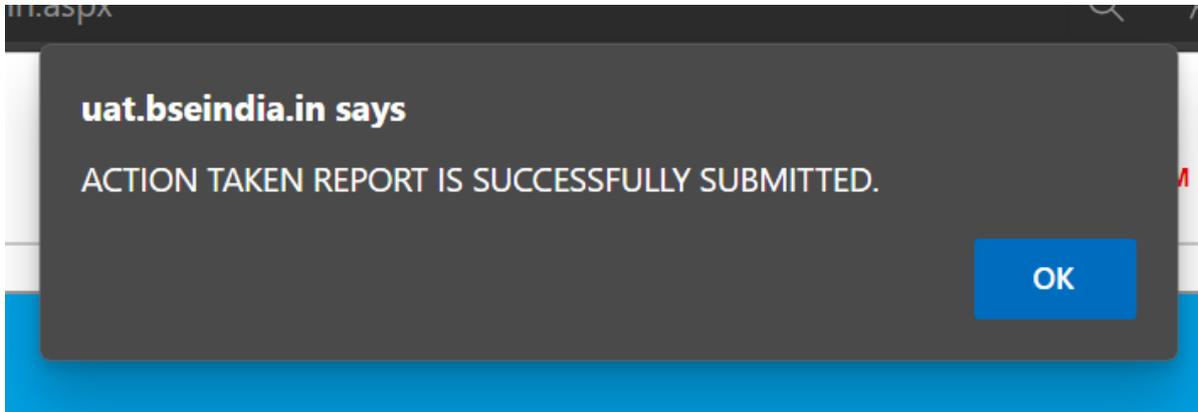
Step 9: Post all submissions. You can see all the submissions done.

Action Taken Report													
Clg No:					1234								
Year Of Audit:					2023-2024 ∨								
					SHOW								

Action	Sr.No	Member Code	Member Name	Audit Year	VAPT From Date	VAPT To Date	VAPT Report Date	VAPT Report Status	Action Taken Report Date	Action Taken Report Status	CERT-IN VAPT Report	Executive Summary/Annexure Report	TAC / MD Approval Report	ActionTaken Report
Edit	1	1234	DUMMY_1234	2023-2024	04/09/2023	07/09/2023	13/10/2023	SUBMITTED	13/10/2023	SUBMITTED	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	Sample File _1013202351851 PM.Pdf	Sample File _1013202352326 PM.Pdf