

## FAQ'S on NEAT User IDs

- About User IDs
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- Shifting of User IDs

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## **Background:**

The trading system of the Exchange is accessed by the trading member through various modes of connectivity with a unique identification number called User id. In order to access the trading system using NEAT front-end, trading members shall need to use NEAT user ids.

Incase trading members are using customized Non-NEAT front-end, they may use a NEAT converted CTCL ids or non-NEAT user id to access the trading system.

## **About User IDs:**

### **1. What is a user id?**

User id is a unique identification number using which a trading member accesses the trading system of the Exchange.

### **2. What are the different categories of user ids?**

The different categories of user ids are:

- a. NEAT user ids
- b. Non-Neat user ids
- c. CTCL user ids

### **3. Who is an approved user?**

An approved User is a person in whose name the NEAT User ID is allotted.

### **4. Who is a corporate manager?**

The first user id allotted to the trading member is called the corporate manager id. Corporate manager is highest in the user hierarchy of the member and has control of all branch managers and users of the trading member.

### **5. Who is a branch manager?**

The first user id allotted on each additional connectivity of the member is called the branch manager. The branch manager has control over all dealers belonging to his branch.

### **6. Who is a dealer?**

All other users of the trading member, who are neither Corporate Manager nor Branch Manager(s) are termed as dealers.

### **7. Which circular can one refer to for more details?**

Members may refer to circular reference nos. NSE/MSD/43390 dated Jan 31, 2020, NSE/MSD/42803 dated Dec 02, 2019, NSE/MSD/34638 dated April 13, 2017, among others.

## **Activation, Certification and Validity**

### **1. I want to apply for a new NEAT user id. Where should I put the request?**

The request for creation of new user id shall be submitted through ENIT. The path is as follows: New ENIT>Trade>User Id request>New Neat User Id.

### **2. Do I have to submit any physical documents to the Exchange after submission of such request?**

Since request for user ids submitted through ENIT are digitally signed, submission of physical documents is not required.

**3. Is certification required for each user in Capital Market segment?**

Certification is not required for each user in Capital Market segment. However, the Corporate Manager and Branch Manager(s) needs to possess a valid NCFM Dealer's Module / NISM Series VII certification.

**4. As certificate is required only for Corporate Manager and Branch Manager ids in Capital Market segment, will I be able to submit request for a new dealer id in ENIT without providing any certificate?**

Yes. You will be able to submit request for a new dealer id in ENIT without providing any certificate.

**5. Is certification required for each user in Futures & Options (F&O) segment?**

Yes, every user needs to possess valid certificate of any of the following modules:

- a. NISM Series VIII: Equity Derivatives Certification Examination; or
- b. NISM Continuing Professional Education for Equity Derivatives; or
- c. NISM Series XIII: Common Derivatives Certification Examination

**6. Is certification required for each user in Currency Derivatives (CD)?**

Yes, every user needs to possess valid certificate of any of the following modules:

- a. NISM Series I: Currency Derivatives Certification Examination; or
- b. NISM Continuing Professional Education for Currency Derivatives; or
- c. NISM Series XIII: Common Derivatives Certification Examination

**7. Is certification required for each user in and Interest Rate Derivatives?**

Yes, every user needs to possess valid certificate of any of the following modules:

- a. NISM Series IV: IRD Certification Examination; or
- b. NISM Series XIII: Common Derivatives Certification Examination

**8. My certification will expire in 10 days. Can I still apply for new user id using this certificate?**

No. The certificate should have a minimum validity of 30 days from the date of application.

**9. I have submitted the request for new user id today. When will the request be processed?**

Valid User Id requests complete in all respects received till 1:30 p.m. on a working day shall be processed on the same day and requests, if any thereafter, shall be processed on the next working day.

**10. Where can I see the status of my request?**

The status of request can be viewed in ENIT on the following path: **New ENIT>Trade>User Id Request>Neat User Id request Report.**

**11. How will I come to know about the new user id allotted to me?**

The user id allotted shall be updated against the status of the request in ENIT on the following path: **New ENIT>Trade>User Id Request>Neat User Id request Report.** The same can also be viewed in Active NEAT Ids (Report) available in ENIT on the following path: **New ENIT>Trade>User Id Request> Active NEAT Ids (Report).**

**12. If my request is rejected, how will I come to know the reason for rejection?**

The reason for rejection shall be updated against the request on the following path on ENIT: **New ENIT >Trade>User Id Request>Neat User Id request Report.**

**13. The certificate of my user shall expire in 2 months from now. What am I supposed to do?**

Trading member shall ensure that the approved user appears for and clears the relevant certification preferable one month before the expiry of the validity of the certificate.

**14. Where should I update the renewed validity of the certificate of the user?**

The validity of the certificate needs to be updated on ENIT on the following path: **New ENIT>Trade>User Id Request>Neat User Id Validity Updation.**

**15. The user has not renewed his certificate which is due for expiry shortly. I have another user who already possesses a valid certificate. Can I replace the name of the user against the user id?**

Yes, you may replace the name against the user id by submitting a request for “Change NEAT user name” available on the following path on ENIT: **New ENIT>Trade>User Id Request>Change Neat User Name.**

**16. I have submitted the request for change in NEAT user name today. When will the request be processed?**

Valid requests complete in all respects received till 1:30 p.m. on a working day shall be processed on the same day and requests, if any thereafter, shall be processed on the next working day.

**17. How many users can I create on each connectivity?**

The maximum number of Users that can be created are 50 User IDs per segment availed, per connectivity.

### **Shifting of User IDs**

**1. What are the different categories of User IDs that can be shifted?**

The different categories of User IDs where shifting is permitted are:

- a. NEAT User IDs
- b. NNF User IDs (including Non-Neat User IDs)

**2. Where can I check the User IDs present on a particular branch?**

The segment-wise user-limit file is available to members on all trading days on the following Extranet path : <Member Code>folder/Reports/Order\_Reports.

**3. How and where can I place a request for shifting of a NEAT User ID from one connectivity to another?**

Request for shifting of an existing NEAT User ID from one connectivity to another can be placed at the following path on ENIT: ENIT > TRADING > USER ID REQUEST > SHIFTING OF NEAT USER ID.

**4. What are the important points that should be noted while placing the request?**

The following points shall be noted while placing shifting of User ID requests:

- a. If the Neat dealer ID being shifted is the 1st User ID on destination connectivity branch, then the User ID will become a Branch Manager ID.
- b. If the Neat User ID being shifted is a Branch Manager:
  - The ascending NEAT User ID in the source connectivity branch becomes Branch manager.
  - The shifting Branch manager shall become a Dealer in case Branch manager already exists in the destination connectivity.
  - The shifting Branch manager shall become a Branch manager in case Branch manager does not exist in the destination connectivity.
- c. While shifting all the User IDs from one connectivity to another, it is recommended that the User IDs be shifted in the below reverse hierarchy manner:

- NNF dealer IDs
  - NEAT dealer IDs
  - Branch Manager/Corporate Manager ID.
- d. While shifting an NNF ID, Members may ensure that a Branch Manager is present on the destination connectivity branch. Similarly, while shifting a NEAT ID, at least one NEAT User ID shall be present in the source connectivity branch in case there are existing NNF Users on the source branch.
- e. Members are advised to exercise due caution while placing multiple conflicting User ID / connectivity service requests on a single day, to avoid unnecessary rejections.
- f. Once shifting of User IDs is completed, the following 3 things are removed/reset from the User ID:
- Dual Locking
  - Limits
  - Proprietary rights if any.
- Members are advised to place the necessary service requests once the User IDs have been successfully shifted.

**5. I have shifted my NNF User ID to a new connectivity at a new location. Some of the 12-digit CTCL ID Users mapped with the particular NNF User ID have also changed their location. Do I need to update my 12-digit details?**

Members are required to report any change in address of the 12-digit CTCL Users via ENIT regardless of shifting of the NNF User IDs.

**6. How many Users are permitted on each connectivity?**

The maximum number of Users that can be created are 50 User IDs per segment available, per connectivity. Members are advised to be mindful of the same while placing User ID shifting request to avoid unnecessary rejections.

**7. I have submitted the request for shifting of User ID today. When will the request be processed?**

Valid User ID requests complete in all respects and received till 1:30 p.m. on a working day shall be processed on the same day. Requests, if any thereafter, shall be processed on the next working day.

**8. Where can I see the status of my request?**

The status of requests can be viewed in ENIT on the following path: Trade>User ID Request>Neat User ID request Report.

**9. If my request is rejected, how will I know the reason for rejection?**

The reason for rejection shall be updated against the request on the following path on ENIT: **Trade > User ID Request > Neat User ID request Report.**