

### **Corporate Announcement Filing System (CAFS)**

In continuation of the Exchange's ongoing endeavour to ensure that critical information / disclosures are available to the investors on real time basis, the Exchange is putting in place a **new Corporate Announcement Filing System (CAFS) with effect from February 28, 2017.**

This facility shall be made available within the existing BSE filing portal - Listing Centre and will include some new features such as:

- 1) Registration of designated company personnel for submitting **Corporate Announcements** (hereinafter referred to as **CA**) to the Exchange, other than the critical submissions such as SHP, Voting Results, CG Report which are already being mandatorily submitted in XBRL format.
- 2) Introduction of **Two Factor Authentication (TFA)** for not only verifying the registered designated company personnel but also for subsequent filing of all CA.
- 3) Seamless Dissemination of Corporate Announcements submitted by Companies to the Exchange – directly without pre-verification by the Exchange as is being done presently
- 4) Verification of whether filing is being done by the designated company personnel only - by way of TFA i.e. OTP sent through Email and SMS
- 5) Easy tracking of filings by the companies
- 6) Enhanced Interface for upload of corporate announcements

In order to effectively use the facilities provided in CAFS, companies are required to follow the following simple steps:

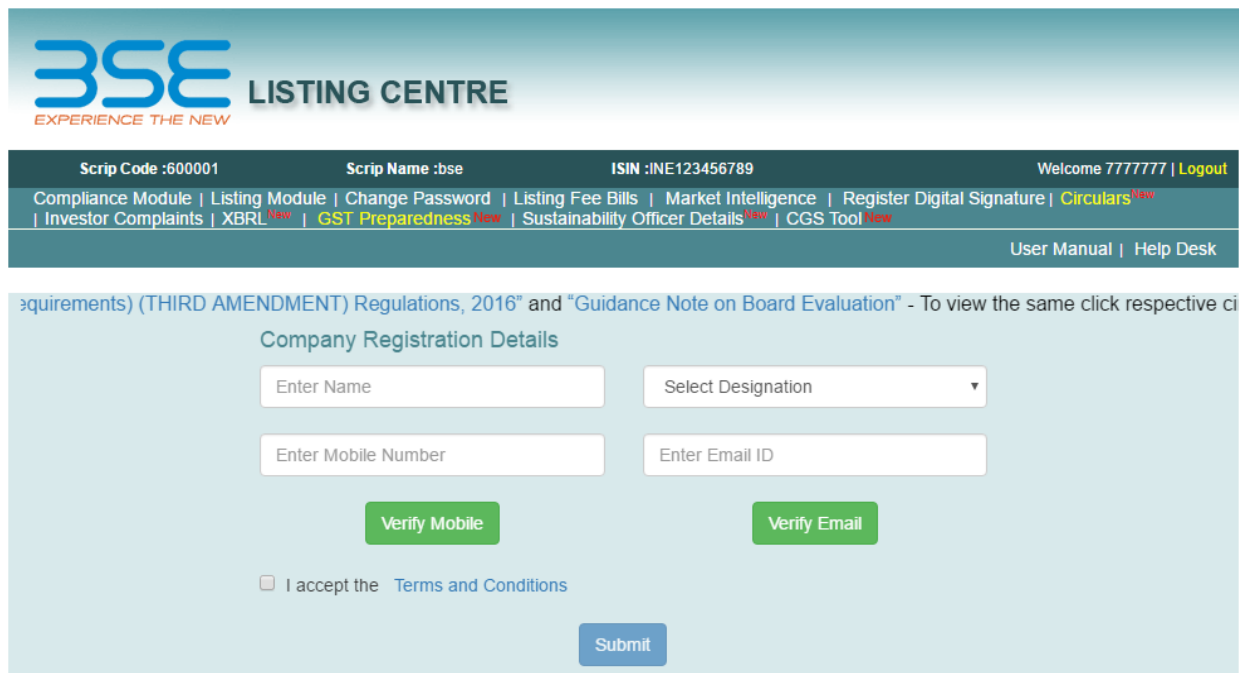
- 1) **REGISTER** the names, designations, mobile numbers and Email ids of the designated company personnel who are authorised to file CA on behalf of the company. These persons will, upon submission of registration details, receive a One-time Transaction Password (OTP) for verifying their email id and their mobile numbers, separately. The registration details are required to be submitted for the designated Compliance Officer and a maximum of two other designated officers nominated by the company for filing CA with the Exchange.
- 2) Commence **FILING** of CA of the company. It may be noted that the CA shall be received by the Exchange only after satisfying the TFA – viz. entering the OTP (from either mobile or email) into the system. On submission of OTP, the submission would be accepted and disseminated on the Exchange website without any intervention or pre-verification.
- 3) There would be **NO PRE-VERIFICATION** carried out by the Exchange and the CA along with the attached document (if any) that is uploaded by the Company, shall be disseminated as is on the exchange website. **Hence, Companies are urged to observe the utmost caution while filing their CAs.**
- 4) Post dissemination of the CA on the Exchange website, the activity of scrutinising the submissions for adequacy or otherwise and seeking clarifications from the companies, (wherever necessary) would be carried out. It is reiterated that this activity would be carried out post dissemination of the CA on the Exchange website. Any queries raised and the response thereto shall be disseminated on the Exchange website, as per the present practice.
- 5) In order to ensure a smooth transition to this mode of dissemination, the Exchange would be launching this **CAFS facility in beta mode with effect from March 1, 2017.**

## Help Files for Registration process:-

Note - **Registration of Compliance Officer is mandatory - up to two** additional users may also be registered, at the option of the company. OTP will be provided on the mobile number as well as email id of all the registered users.

1 – Log into Listing Centre using <http://listing.bseindia.com/>

2 – You will be able to see the following screen:-

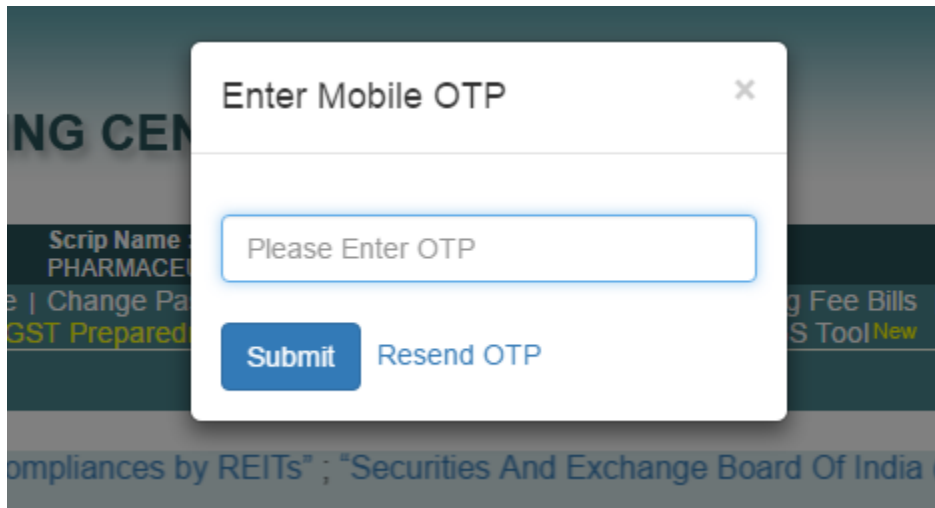


The screenshot shows the BSE Listing Centre registration interface. At the top, the BSE logo and 'LISTING CENTRE' are displayed. Below this, a navigation bar contains links for various services: Compliance Module, Listing Module, Change Password, Listing Fee Bills, Market Intelligence, Register Digital Signature, Circulars, Investor Complaints, XBRL, GST Preparedness, Sustainability Officer Details, and CGS Tool. A user manual and help desk link are also present. The main content area is titled 'Company Registration Details' and contains four input fields: 'Enter Name', 'Select Designation' (a dropdown menu), 'Enter Mobile Number', and 'Enter Email ID'. There are two green buttons: 'Verify Mobile' and 'Verify Email'. At the bottom, there is a checkbox for 'I accept the Terms and Conditions' and a blue 'Submit' button.

3 – Enter name, designation, mobile number and email ID to receive the Online Transaction Password (OTP). **Please enter your 10 digit mobile number only. DO NOT PREFIX with +91 or 0 (zero) or any other digit.**

4 – After entering above details, click on “Verify Mobile” button.

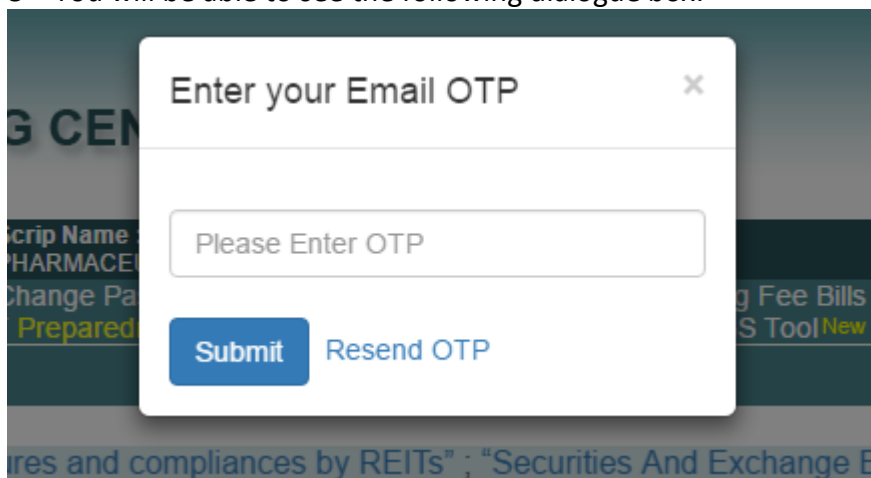
5 – You will see the following dialogue box:-



6 – Once you receive the OTP, please enter it in the screen shown in step 5 and click on Submit in the “Enter Mobile OTP” dialogue box.

7 – Please click on “Verify Email ID” button to verify the email ID.

8 – You will be able to see the following dialogue box:-

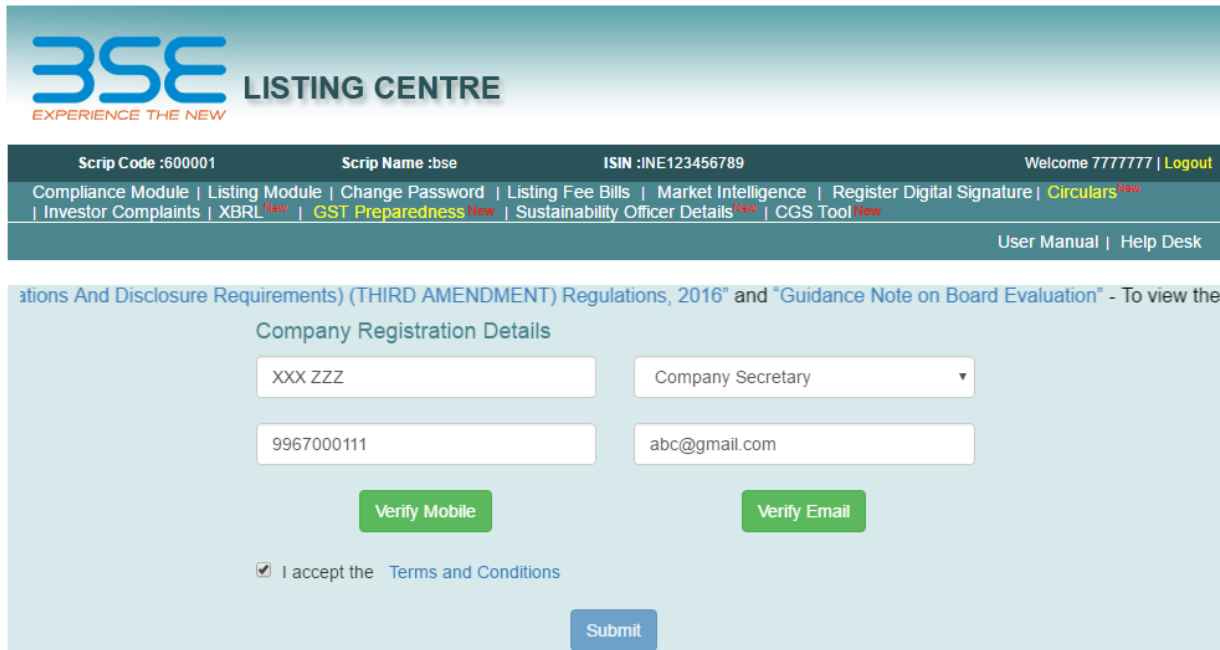


9 – Once you will receive the OTP, please enter it in the screen shown in step 8 and click on Submit in the “Enter Email OTP” dialogue box.

10 – Now you have successfully verified your Details !

11- Please read the **Terms and Conditions** and then click the check box for Terms and Conditions.

12 – Click on **Submit** on the screen shown below.



The screenshot shows the BSE Listing Centre interface. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and the text "LISTING CENTRE". Below this is a navigation bar with the following items: "Scrip Code :600001", "Scrip Name :bse", "ISIN :INE123456789", and "Welcome 7777777 | Logout". A secondary navigation bar contains links for "Compliance Module", "Listing Module", "Change Password", "Listing Fee Bills", "Market Intelligence", "Register Digital Signature", "Circulars", "Investor Complaints", "XBRL", "GST Preparedness", "Sustainability Officer Details", and "CGS Tool". A final navigation bar includes "User Manual" and "Help Desk".

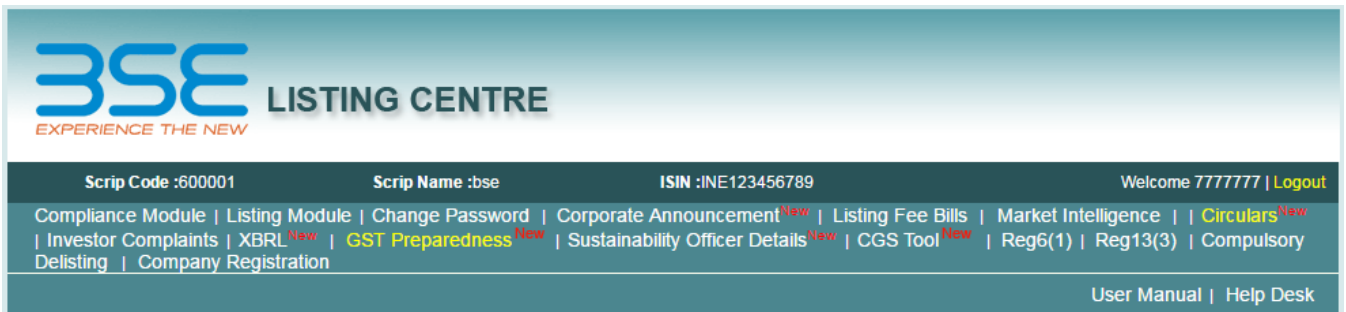
The main content area displays the following text: "ations And Disclosure Requirements) (THIRD AMENDMENT) Regulations, 2016" and "Guidance Note on Board Evaluation" - To view the". Below this is the "Company Registration Details" section, which includes four input fields: "XXX ZZZ", "Company Secretary" (a dropdown menu), "9967000111", and "abc@gmail.com". There are two green buttons: "Verify Mobile" and "Verify Email". At the bottom left, there is a checkbox labeled "I accept the Terms and Conditions". A blue "Submit" button is located at the bottom center.

## Filing of Corporate Announcement

Once registration process is successfully completed, you are ready to file the Corporate Announcements for your company.

### Steps to file Corporate Announcement (CA):

- 1 – Log into Listing Centre using <http://listing.bseindia.com/>
- 2 – Click on Corporate Announcement tab as shown in the screen below.



The screenshot shows the BSE Listing Centre interface. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW". To its right, the text "LISTING CENTRE" is displayed. Below this, a dark teal navigation bar contains the following information: "Scrip Code :600001", "Scrip Name :bse", "ISIN :INE123456789", and "Welcome 7777777 | Logout". A horizontal menu of navigation links is located below the bar, including: "Compliance Module", "Listing Module", "Change Password", "Corporate Announcement<sup>New</sup>", "Listing Fee Bills", "Market Intelligence", "Circulars<sup>New</sup>", "Investor Complaints", "XBRL<sup>New</sup>", "GST Preparedness<sup>New</sup>", "Sustainability Officer Details<sup>New</sup>", "CGS Tool<sup>New</sup>", "Reg6(1)", "Reg13(3)", "Compulsory Delisting", and "Company Registration". At the bottom right of the navigation bar, there are links for "User Manual" and "Help Desk".

3 – Fill in relevant details on the below mentioned screen. All the details that you submit will be directly disseminated on the Exchange website [www.bseindia.com](http://www.bseindia.com) as Corporate Announcement.

Corporate Announcements	
Script Code	600001
Name of the Company	BSE
Category / Sub Category	Select ▼ *
Description	▼ *
Announcement Type	▼ *
Subject	▼ *
Body	<div style="border: 1px solid #ccc; height: 150px;"></div> *
File Upload <u>(Only PDF File)</u>	<input type="button" value="Choose file"/> No file chosen
<input type="button" value="Submit"/>	
Note :-Please validate file upload content,It will be directly uploaded on website	

Please ensure that there are no spelling mistakes or errors. Also ensure the attachment is correct and the appropriate document has been uploaded, as YOUR CA WILL BE DIRECTLY DISSEMINATED ON THE EXCHANGE WEBSITE without any pre-verification by the Exchange

If you need any assistance in this regard, please call 022-61363155 or email us at [bsehelp@bseindia.com](mailto:bsehelp@bseindia.com)

Thank you very much for your attention and time!

BSE Listing Compliance Team