

Listing Centre

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Welcome to the BSE Corporate Compliance & Listing Centre


This module enables Corporates to make their periodic submissions online. The various features incorporated within this module include:

1. Online Submission of all Compliances in a user friendly way.
2. Registration of Digital Certificates.
3. Digitally Signing the PDF files before submission.

How to Submit Compliance?

1. Select the Compliance Module after Login
2. Select the Year and the Quarter (eq. June/September/December/March/Yearly/Others)
3. Enter the Date
4. Select the Compliance Clause from the drop down menu and Upload the File as shown below.
5. Once the compliance document has been submitted a transaction id will be allotted as shown below.

Fields marked with * are compulsory

Quarterly / Yearly Compliance	
Select Year	2013 <input type="button" value="v"/> *
Select Quarter	June quarter <input type="button" value="v"/> *
Select Date	22/10/2013
Select Compliance Clause	Clause 49 - Corporate Governance <input type="button" value="v"/> *
Upload File (Pdf/Zip)	\\bsecifs01\ListingOpearat <input type="button" value="Browse..."/>
<input type="checkbox"/> Digitally Sign The Pdf	Select <input type="button" value="v"/> <input type="button" value="Select Signing Certificate"/>
Upload Soft File Optional (Word/Excel/Zip)	\\bsecifs01\ListingOpearat <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	
	

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

You have successfully filed the documents for **Clause 49 - Corporate Governance June 2013 quarter** , which are subject to verification by the Exchange.

Your Transaction Number for this submission is **2210201323639** dated **Oct 22, 2013**

Please mention above Transaction Number for any future communication for this submission.

How to Search Compliance?

1. Click on "Search Compliance" as shown below:

Fields marked with * are compulsory

[Search Compliance](#)

Quarterly / Yearly Compliance

Select Year: 2013 *

Select Quarter: Select *

Select Date: 22/10/2013

Select Compliance Clause: Select *

Upload File (Pdf/Zip): [Browse...]

Digitally Sign The Pdf: Select [Select Signing Certificate]

Upload Soft File Optional (Word/Excel/Zip): [Browse...]

[Upload]

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

- 2. The latest list of compliance submissions will be shown by default as shown below.
- 3. To search for specific past submitted compliances enter the desired date range, year and compliance type.

[Submit Compliance](#)

INDEX

From Date: [] To Date: []

Year: [Select] Compliance Type: [Select]

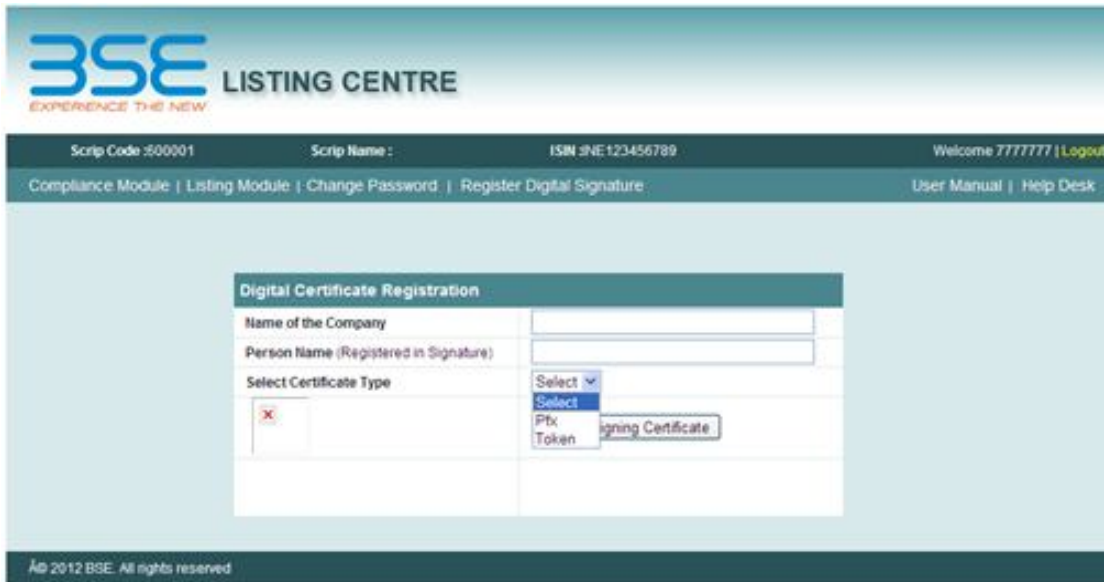
[Search]

Clause	Date of filing	Pdf	Excel
Clause 32 – Disclosures in Ann Rpt./Change of name	07/02/2013	✓	-
Clause 19 – Notice for Board Meeting.	07/02/2013	✓	-
Clause 36 – Disclosure -Price Sensitive Info	07/02/2013	✓	-
Clause 41 – Notice for Board Meeting etc.	06/02/2013	✓	-
Share Capital Audit Report	08/02/2013	✓	-
Clause 20A– Declaration of Dividend	06/02/2013	✓	✓
Clause 20 – Outcome of Board Meeting u/C 19	06/02/2013	✓	-
Clause 16 – Notice for Corporate Action	08/02/2013	✓	-
Clause 41 – Notice for Board Meeting etc.	08/02/2013	-	-
Clause 19 – Notice for Board Meeting.	06/02/2013	✓	✓

1 2 3 4 5

How to Register a Digital Certificate?

1. Select the "Digital Certificate Registration"
2. Enter the Name of the Company and the Person Name as shown below



The screenshot shows the BSE Listing Centre website interface. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and "LISTING CENTRE". Below the logo is a navigation bar with links: "Compliance Module", "Listing Module", "Change Password", "Register Digital Signature", "User Manual", and "Help Desk". The main content area displays a "Digital Certificate Registration" form. The form has the following fields:

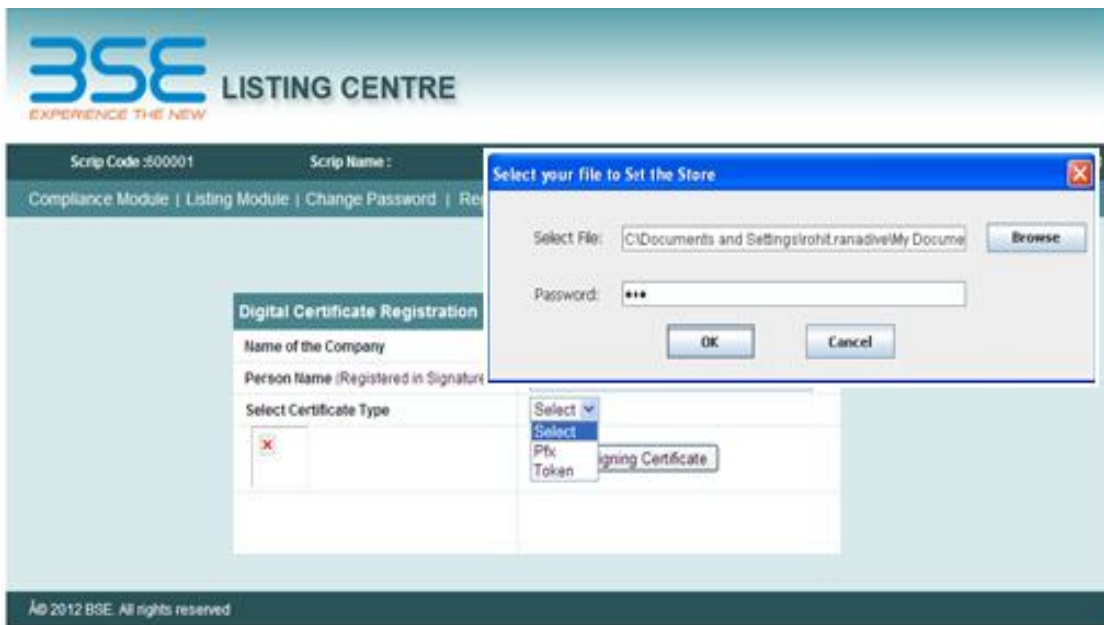
Digital Certificate Registration	
Name of the Company	<input type="text"/>
Person Name (Registered in Signature)	<input type="text"/>
Select Certificate Type	<input type="text" value="Select"/>
<input type="checkbox"/>	<input type="checkbox"/>

The "Select Certificate Type" dropdown menu is open, showing the following options:

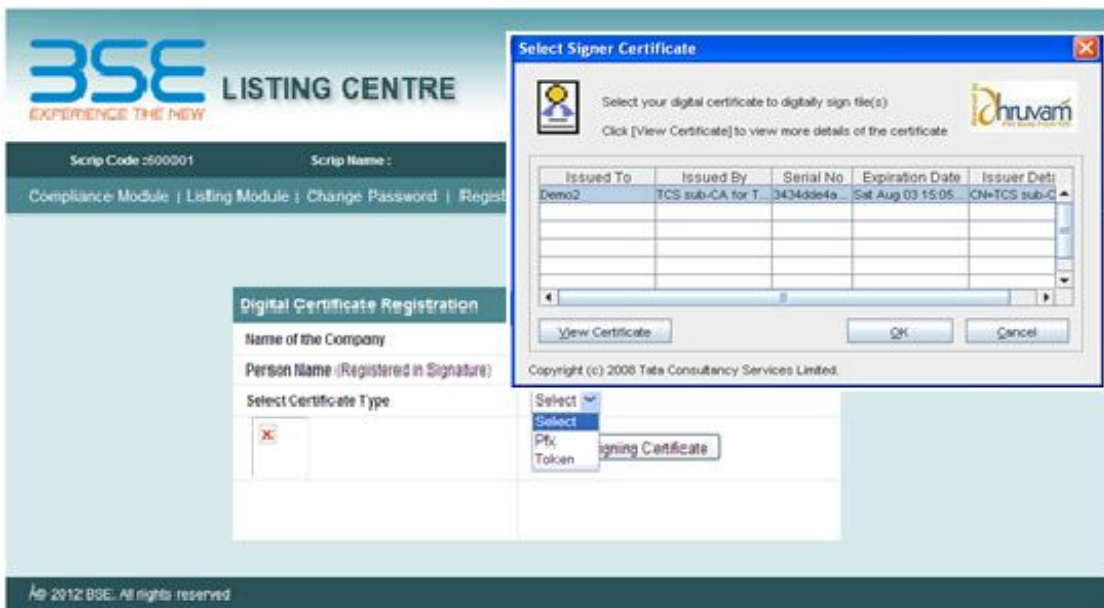
- Select
- Pfx
- Token
- Signing Certificate

At the bottom of the page, there is a copyright notice: "© 2012 BSE. All rights reserved."

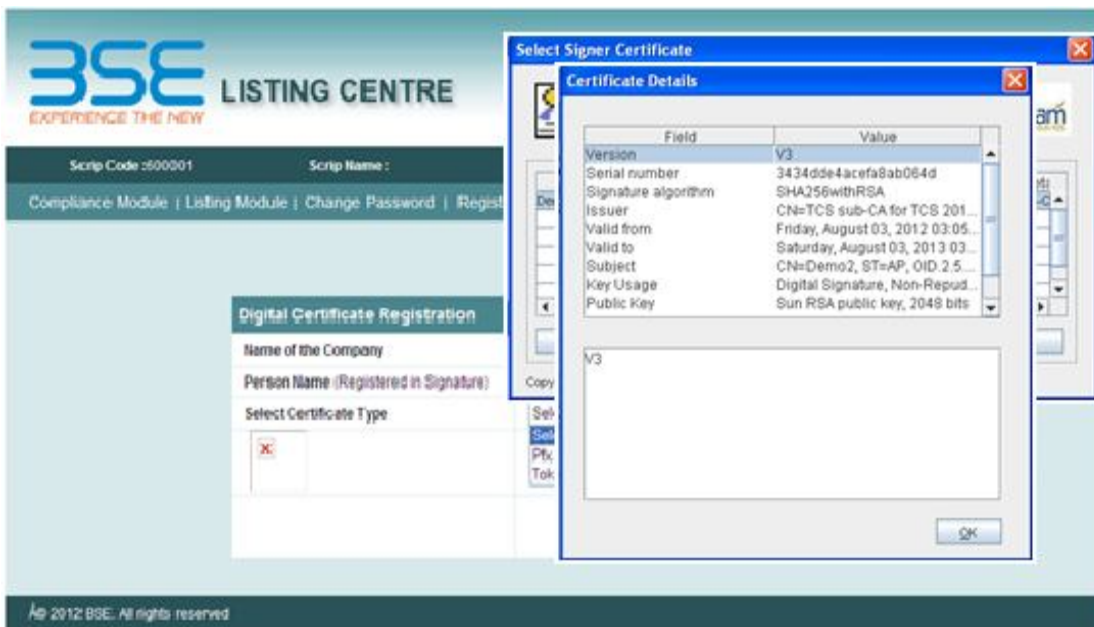
3. Select Certificate Type ->Pfx or Token
3. Select -> Select Signing Certificate
4. Browse and Select the Digital Certificate and enter the Password as shown below:



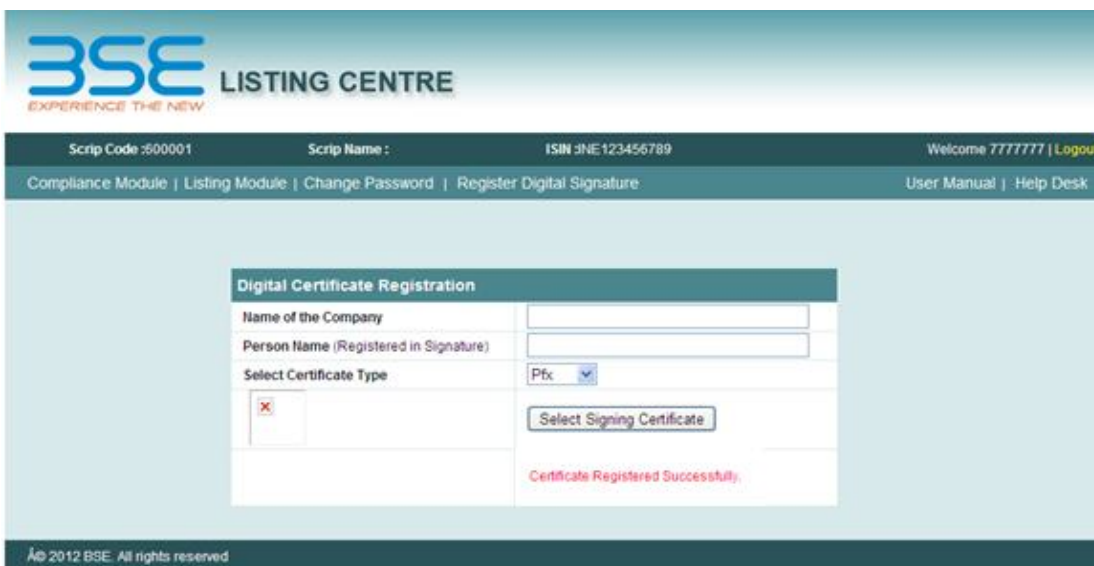
5. Select the desired certificate as shown.



6. View the Certificate -> Click OK (as shown below)



7. Digital Certificate shall be registered as shown:



8. If a digital certificate is already registered, an message "Certificate Already Registered" as shown:

Digital Certificate Registration	
Name of the Company	<input type="text"/>
Person Name (Registered in Signature)	<input type="text"/>
Select Certificate Type	Pfx <input type="button" value="v"/>
<input type="checkbox"/>	<input type="button" value="Select Signing Certificate"/>
Certificate Already Registered	

How to Digitally Sign a PDF?

Step 1:

As shown below in the snapshot:

1. Fill in the details for submitting a compliance as shown.
2. Browse and upload a PDF file as shown.
3. Select-> Digitally Sign The PDF -> Select the type "Pfx or Token" -> Select "Select Signing Certificate" -> Browse and Select the Digital Certificate and enter the Password-> Click "OK".

Fields marked with * are compulsory

Quarterly / Yearly Compliance	
Select Year	2013 *
Select Quarter	June quarter *
Select Date	22/10/2013
Select Compliance Clause	Clause 49 - Corporate Governance *
Upload File (Pdf/Zip)	C:\Documents and Settings\... Browse...
<input checked="" type="checkbox"/> Digitally Sign The Pdf	Pfx Select Signing Certificate
Upload Soft File Optional (Word/Excel/Zip)	Select Pfx Token Browse...
	Upload

Select your file to Set the Store

Select File: and Settings\rohit.ranadive\My Documents\Demo2.pdf Browse

Password: ***

OK Cancel

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

Step 2:

1. Select the desired certificate and view the same to confirm and click "OK".
2. Browse and Upload a soft copy of Word/Excel/Zip (if any)
3. Click "Upload"-> Message appears "PDF Signed Successfully" as shown.

Fields marked with * are compulsory

Quarterly / Yearly Compliance

Select Year: 2013 *
Select Quarter: June quarter *
Select Date: 22/10/2013
Select Compliance Clause: Clause 49 - Corporate Governance *
Upload File (Pdf/Zip): C:\Documents and Setting [Browse...]
 Digitally Sign The Pdf: Pfx [Select Signing Certificate]
Upload Soft File Optional (Word/Excel/Zip): Pfx [Browse...]
[Upload]

Note: Companies should upload their corporate filings along with a covering to enable the Exchange to take the same on record.

Select Signer Certificate

Select your digital certificate to digitally sign file(s)
Click [View Certificate] to view more details of the certificate

Issued To	Issued By	Serial No	Expiration Date	Issuer Det
Demo2	TCS sub-CA for T...	3434dde4a...	Sat Aug 03 15:05...	DN=TCS sub-C

[View Certificate] [OK] [Cancel]

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Fields marked with * are compulsory

Quarterly / Yearly Compliance

Select Year: 2013 *
Select Quarter: June quarter *
Select Date: 11/07/2013
Select Compliance Clause: Clause 22 - Credit of Bonus Shares *
Upload File (Pdf/Zip): [Browse...]
 Digitally Sign The Pdf: Pfx [Select Signing Certificate]
Upload Soft File Optional (Word/Excel/Zip): [Browse...]
[Upload]

PDF Signed Successfully !!!

Note: Companies should upload their corporate filings along with a covering letter on the letterhead of the company duly signed to enable the Exchange to take the same on record.

Pre-requisites for Digital Signature

In case the component is not properly functioning then one needs to refer the Pre-requisites mentioned below:

TroubleShooting Guide – Applet:-

Pre requisites

1. Sun/Oracle java should be installed and the version should be 1.6 update 29 or above
2. Proxy should allow applets to download on to the machine (Contact your Network administrator to know more details).
3. **Supported Browsers:** Internet Explorer 7 or above.
4. Only Java 32-bit should be used even if the Operating System is 64-bit.
5. **Supported Operating Systems:** Windows XP SP3, Windows 7, Windows Vista
6. **Qualified Tokens:** Aladdin eToken (72k & 64k), SafeNet I key, Gemalto (Dot net), Starkey.
7. Need to install latest SAC v8.1 drivers using the option **B-Sec compatible** mode to access both Aladdin eToken and SafeNet iKey 2032.

Follow the below steps to install SAC v8.1 drivers on the system

1. Uninstall the existing drivers, if any, on the system. Follow the steps below to uninstall the existing drivers.

Windows XP:

- a. Go to Start,
- b. Control Panel,
- c. Add or Remove Programs,
- d. Look for the name "SafeNet" and Remove/Uninstall the drivers,
- e. Look for the name "iKey" and Remove/Uninstall the drivers,
- f. Look for the name "CIP Utilities" and Remove/Uninstall the drivers.
- g. Once successfully done, reboot the system.

Windows 7:

- a. Go to Start,
 - b. Control Panel,
 - c. Programs and Features,
 - d. Look for the name "SafeNet" and Right click on the name, select Remove/Uninstall.
 - e. Look for the name "iKey" and Right click on the name, select Remove/Uninstall,
 - f. Look for the name "CIP Utilities" and Right click on the name, select Remove/Uninstall.
 - g. Once successfully done, reboot the system.
2. After successful reboot of the machine, install SAC v8.1 drivers using the option "**BSec compatible**" mode.

How to know JRE installed is 32-bit

1. Go to Start,
2. Click on Run,
3. Type "cmd" and click on enter,
4. Type "java -version"
5. Output will look like below if it is 32-bit JRE

```
java version "1.6.0_29"  
Java(TM) SE Runtime Environment (build 1.6.0_29-b11)  
Java HotSpot(TM) Client VM (build 20.4-b02, mixed mode, sharing)
```

6. If you find "64-bit" in the output then it is a 64-bit java

```
C:\Documents and Settings\Administrator>java -version  
java version "1.7.0_01"  
Java(TM) SE Runtime Environment (build 1.7.0_01-b08)  
Java HotSpot(TM) 64-Bit Server VM (build 21.1-b02, mixed mode)
```

Is Java enabled in my web browser?

1. Open Internet Explorer
2. Click on 'Tools' ☰ Internet Options
3. Go to 'Advanced' tab
4. Scroll down the list about half way
5. You should see the listing of "Java (Sun)" with the check box for "Use JRE 1.6.0_29 for <applet> (requires restart)". See below image.

