Help Document for application/ mapping request
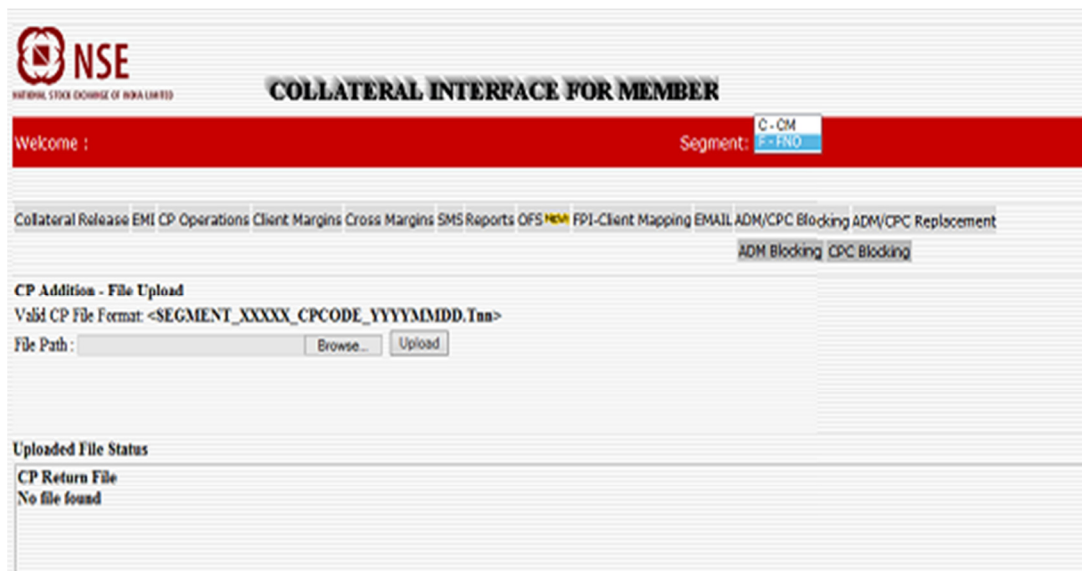
I. Application for CP Code / UCC
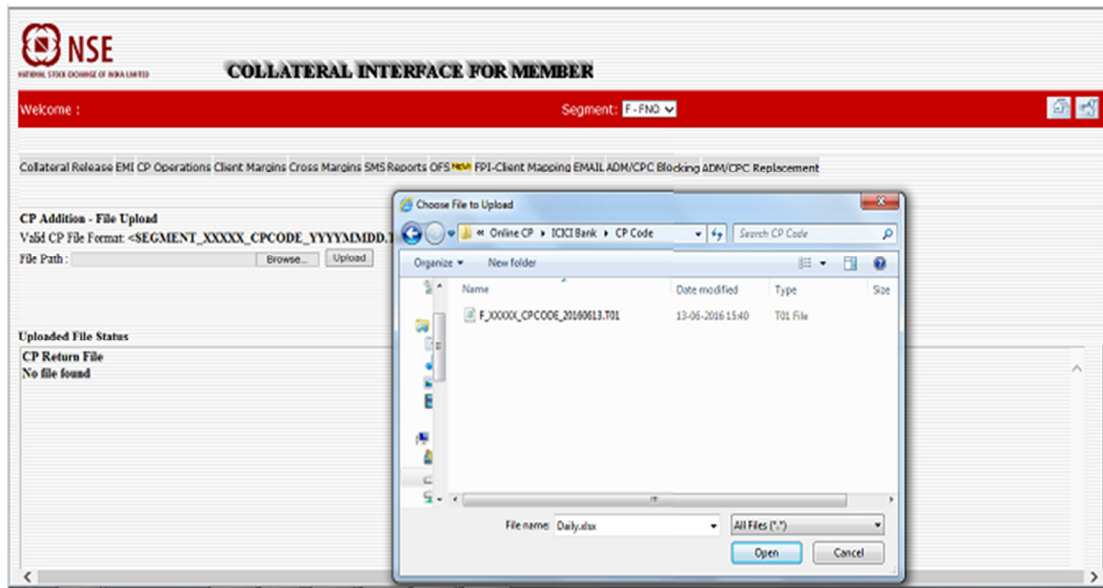
i. Log on to Collateral Interface for Members

ii. Click on CP Operations → CP Addition

iii. Select relevant segment
   C- Cash Market
   F- Futures and Option,
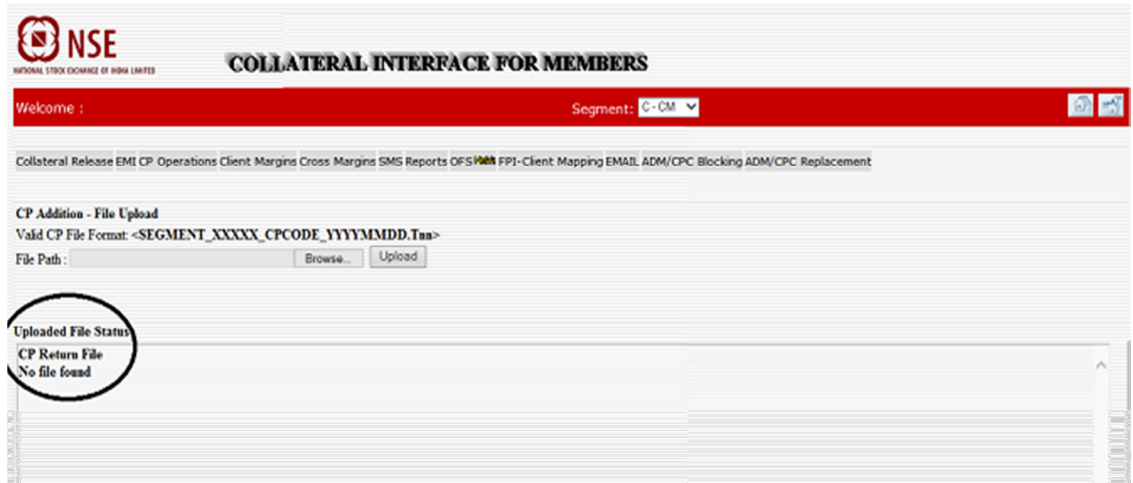   X- Currency Derivatives
   D- Debt

Browse and select file and click on Upload. The file shall be uploaded as per format specified in circular.

Return file will available in 'Uploaded File Status' as shown below.

File will show success and rejected records along with reason for rejection.
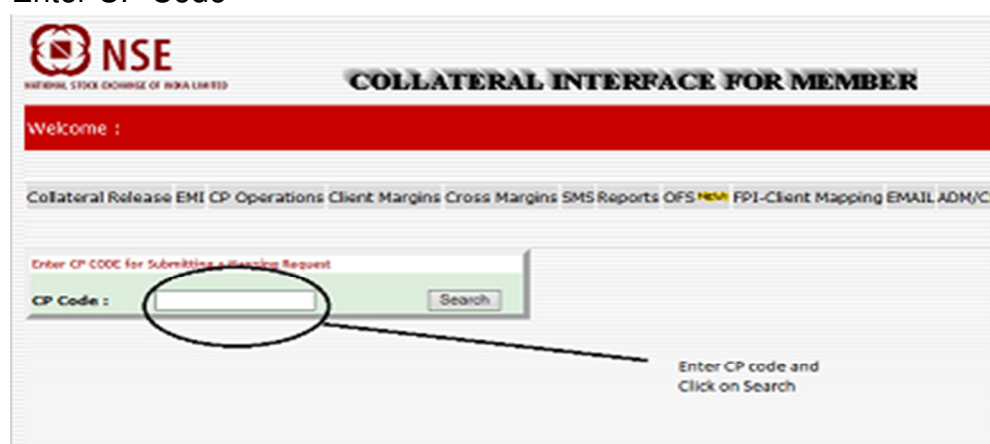
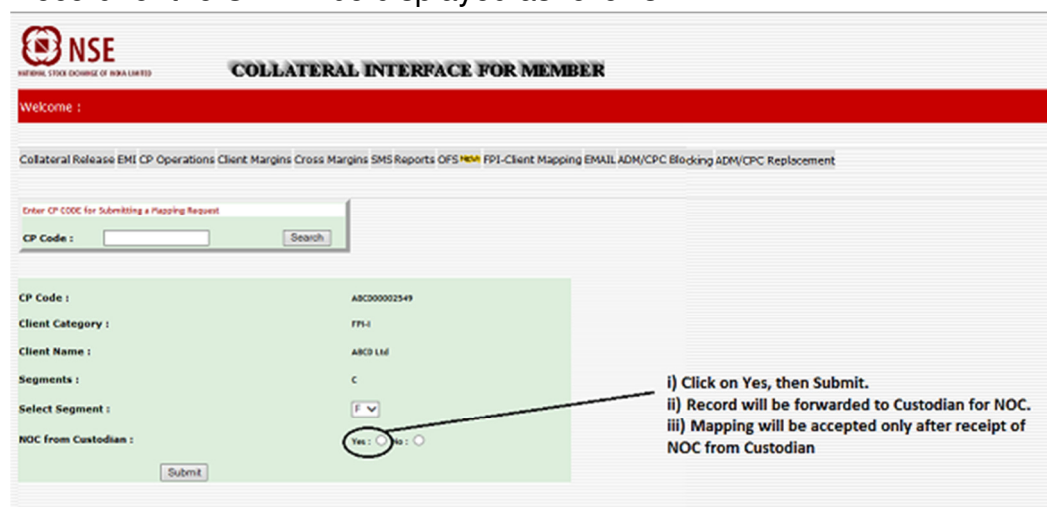**II. Mapping Request for existing CP Codes in FO, CD and DEBT Segment**

    i.   Request for Mapping of existing CP code can be done through CP operations → Mapping

    ii.   Enter CP Code

    iii.   Record for the CP will be displayed as follows-

iv.   On submission of mapping request status shall be displayed.

III.   **Mapping Request for existing CP Codes in SLB Segment**

For existing codes in CM Segment, Custodians can put request to activate CP code in SLB as well.
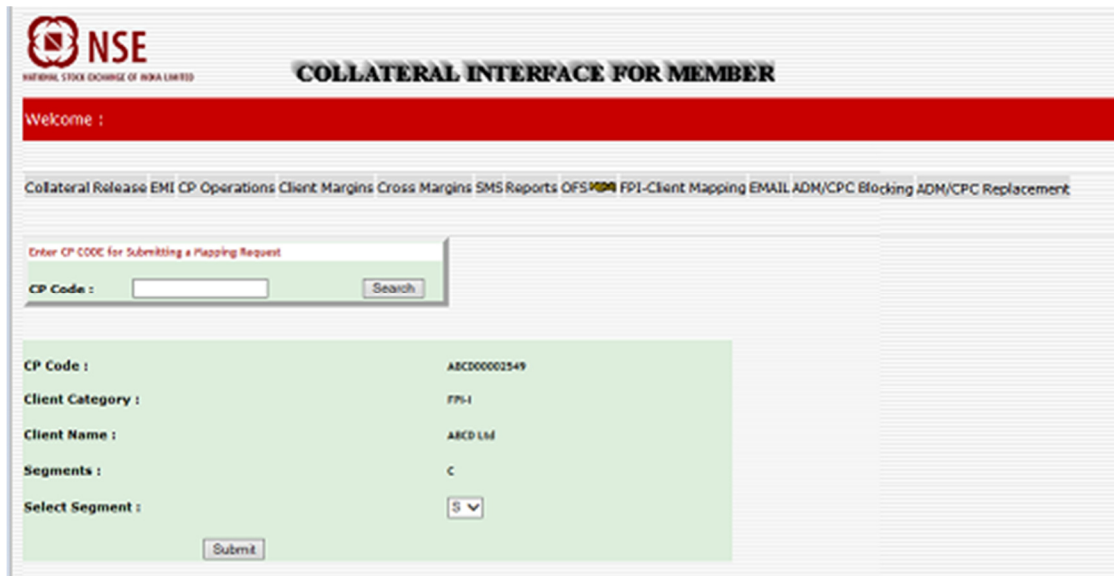
i.   CP operations → Mapping

ii.   Record for the CP will be displayed as follows

iii.   Click on submit. The status of Request will be displayed as follow

IV.   NOC – Applicable for Custodians in case of FO, CD and DEBT segment mapping request from clearing member

Whenever a mapping request is placed by a Member for a CP code, the details will be displayed to the concerned Custody of the client.

Custody needs to provide NOC for the same as follows.

Go to CP Operations → NOC

Select the segment and click on Go.

Custody can provide NOC by Clicking on 'Y' tab as highlighted above.

In case of rejection Custody can select 'N', need to provide remarks for rejection.

V. Inquiry- Generation / Mapping

i. CP operations → CP inquiry

- ➢ Select Addition to check status of New CP code request.
- ➢ Select Mapping to check status of Mapping request.

  Following options are available for inquiry.

  i.   Reference no: Give reference number of the request
  ii. Batch no and date: Give Batch no and date (1,2…) and date of the uploaded file
  iii. Request date: Give date range

The generated CP code and effective date shall be displayed.

Collateral Release EMI CP Operations Client Margins SMS Reports OFS▓▓▓ FPI-Client Mapping EMAIL ADM/CPC Blocking ADM/CPC Replacement

Select the Operation to show all Data
Operation [Addition ∨] [Show All]
Enter the Requested Date and Batch number to filter the Data
[Requested Date(From and To Date) ∨] From Date:[   ] To Date:[   ] [Go]
[Request Date] [Request Date]

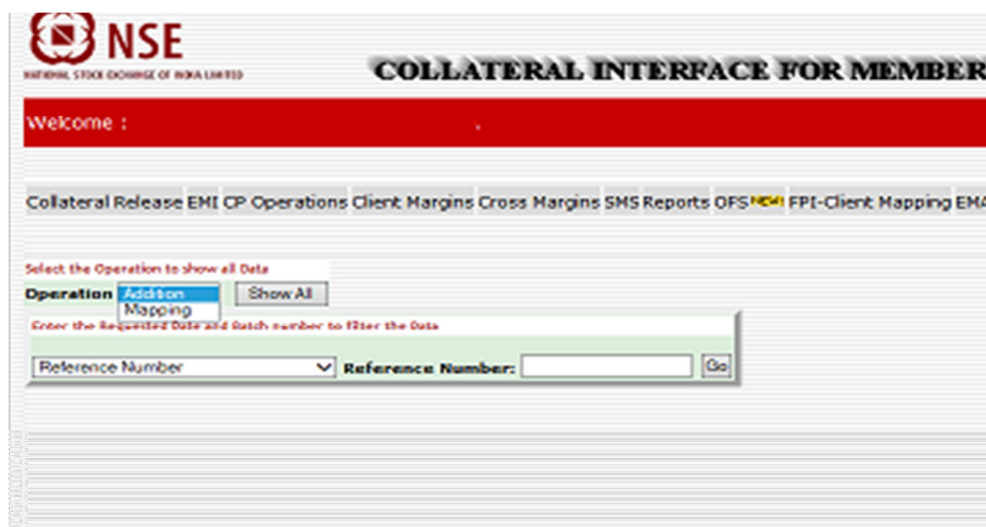| Check	Reference No	Segment	Requested Date	Category	Client Name	Allotted CP code	Allotted UCC code	Status	Remarks	Effective Date	Marginable	Generate Letter
☐	420160613000007	C	13-06-2016	OTH	OTH GUJARAT	CITI00003756	NA	Accepted		14-06-2016	MEMBER	📄
☐	420160613000006	C	13-06-2016	BNK	BNK MUMBAI	CITI00003755	BKXBNK0000	Accepted		14-06-2016	NONE	📄
☐	420160613000005	C	13-06-2016	DFI	DFI PUNE	CITI00003754	DFXDFI0000	Accepted		14-06-2016	NONE	📄
☐	420160613000004	C	13-06-2016	PNF	PNF DELHI	AXIS00000052	BKXSM90000	Accepted		14-06-2016		📄

[View]
📊

The information can be downloaded in excel format.

Letters for the CP code can be downloaded by clicking on Generate Letter.

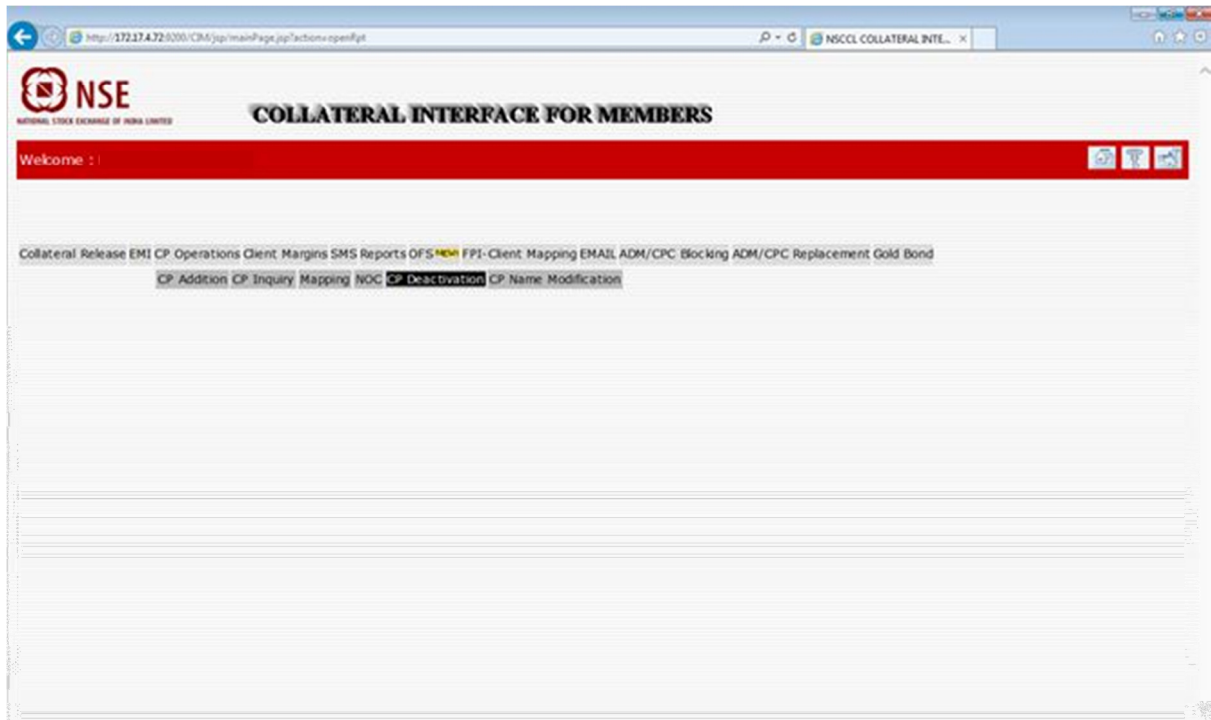## VI.   CLIENT ELIGIBLE FOR CP CODE
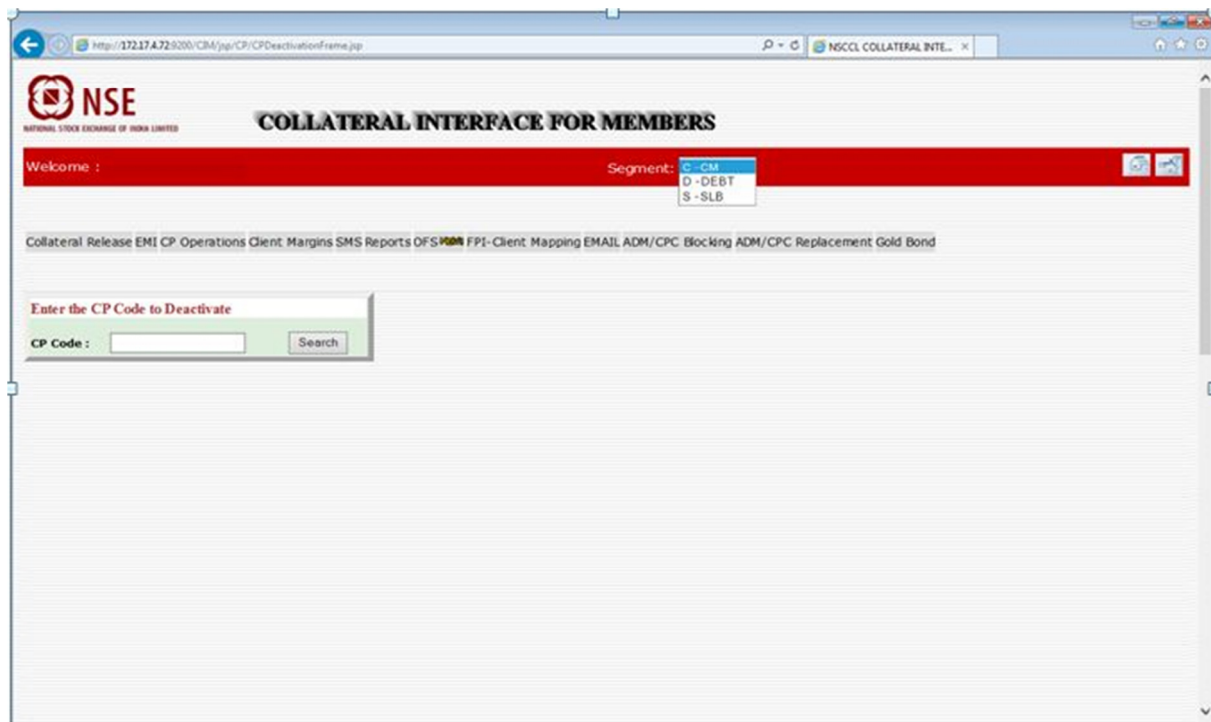
Eligible client for CM Segment

Custodian Participant Category	Type of Client	Eligible Segment
FPI-I	Foreign Portfolio Investor -Category I	CM, SLB, FO CD DEBT
FPI-II	Foreign Portfolio Investor -Category II	CM, SLB, FO CD DEBT
FPI-III	Foreign Portfolio Investor -Category III	CM, SLB, FO CD DEBT
OFI	Other Foreign Investors such as FDI, DR, GDR, FCCB, FVCI	CM, SLB, FO CD DEBT
MF	Mutual Fund	CM, SLB, FO CD DEBT
PNF	Pension Fund	CM, SLB, FO CD DEBT
INS	Insurance Company	CM, SLB, FO CD DEBT
DFI	Domestic Financial Institutions	CM, SLB, FO CD DEBT
BNK	Banks	CM, SLB, FO CD DEBT
LNK-FPI-I	Account linked to Foreign Portfolio Investors – I	CM
LNK-FPI-II	Account linked to Foreign Portfolio Investors – II	CM
LNK-FPI-III	Account linked to Foreign Portfolio Investors – III	CM
MFSCH	Mutual Fund Schemes	CM, SLB, FO CD DEBT
PNSCH	Pension Fund Schemes	CM, SLB, FO CD DEBT
INSCH	Insurance Schemes	CM, SLB, FO CD DEBT
NRI	Non Resident Indian	CM SLB FO DEBT
OTH	Other Domestic Investors such as PMS, AIF	CM SLB FO DEBT
RI	Residential Individuals*	SLB FO CD DEBT
DBC	Domestic Body Corporates / Partnership Firms / LLP	SLB FO CD DEBT

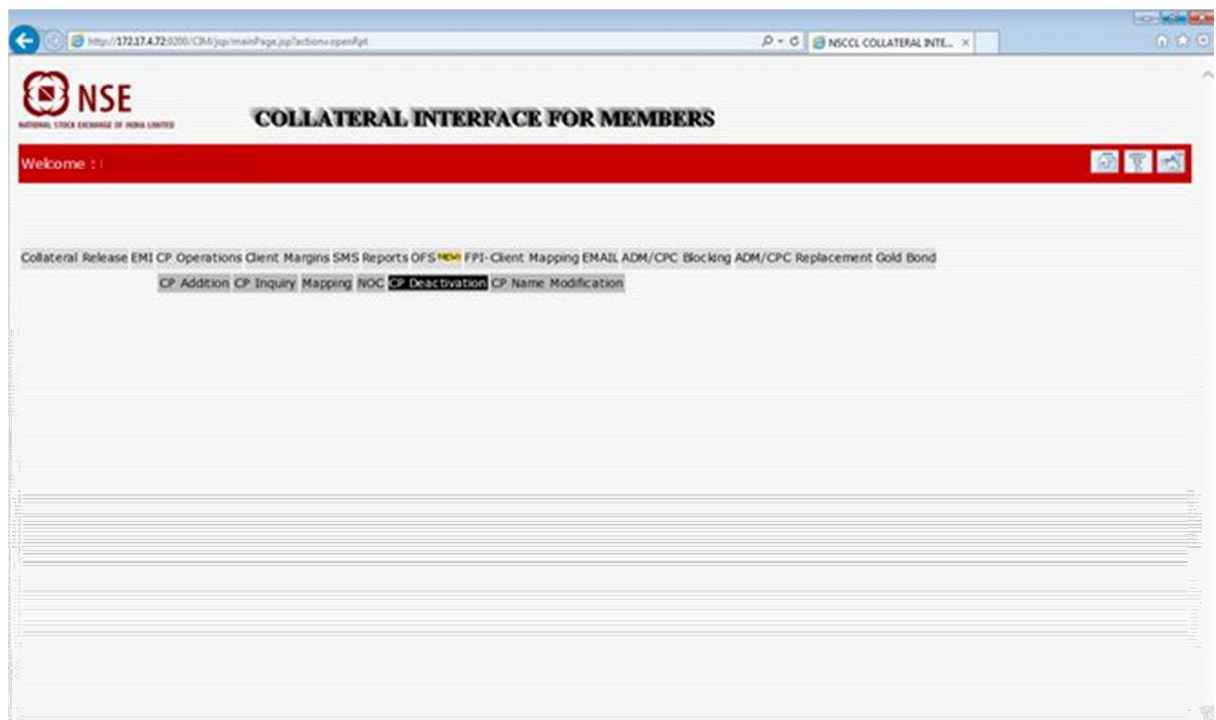## VII. DEACTIVATION OF CP CODE

i. CP Operations → CP Deactivation

ii. Select Segment and input CP Code. Click on search, select the record and submit the request.

iii. Members can inquire the status of CP deactivation in existing CP inquiry screen.

VIII. MODIFICATION OF NAME OF CP CODE

i. CP Operations → CP Name Modification

ii.   Input the CP Code, click on search, select the record, input new name and submit the request.

iii.   Members can inquire the status of CP deactivation in existing CP inquiry screen.