

## User guide for file upload facility to specify 'Do not Exercise'

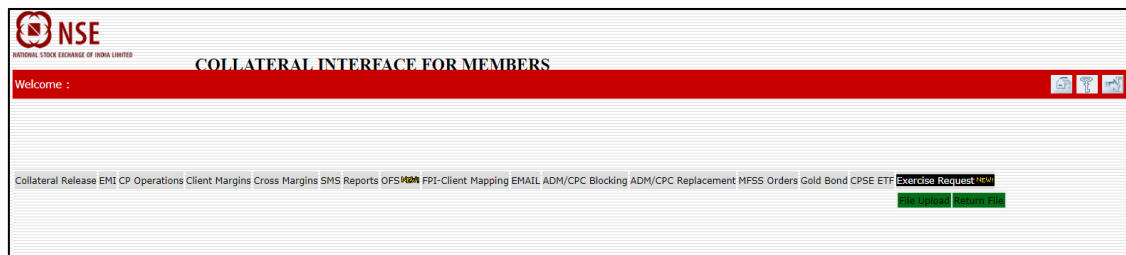
NSCCL Circular Reference: <https://www.nseindia.com/content/circulars/CMPT35635.zip>  
<https://www.nseindia.com/content/circulars/CMPT35747.zip>

1. The CTM position file containing details of long positions in CTM contracts shall be made available on the Extranet before the start of window for exercise request. The file shall contain all long positions in CTM contracts with default option as 'Exercise' i.e. exercise flag as 'Y'.

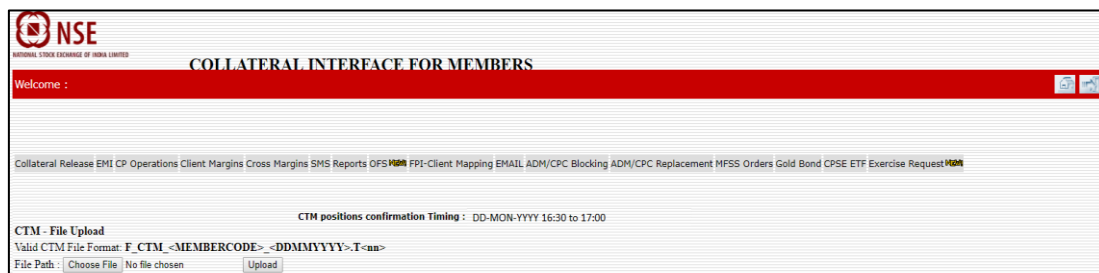
Extranet Path: /FAOFTP/F<MEMBER CODE>/REPORTS

File nomenclature: F\_CTM\_<MEMBER CODE>\_DDMMYYYY.CSV

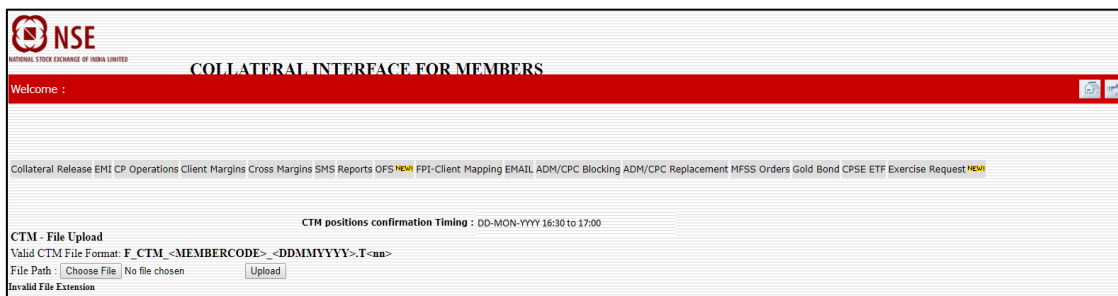
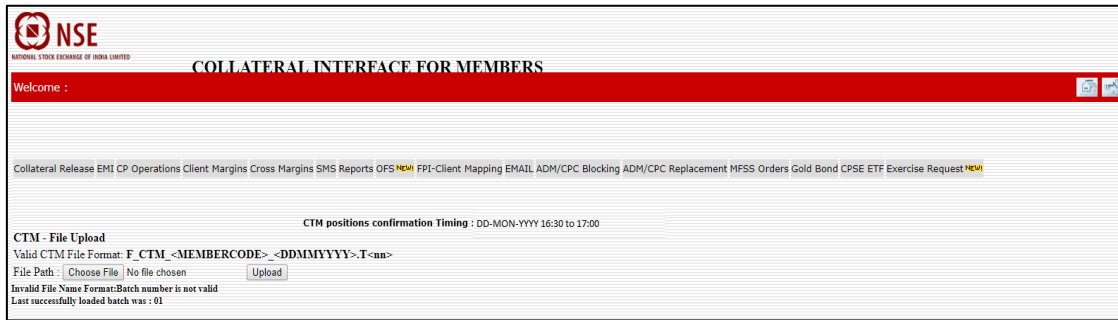
2. Login into the CIM interface Select Menu - Exercise Request



3. A file upload facility is available under menu 'Exercise Request – File Upload' to change default option of 'Exercise' to 'Do not exercise' by changing the exercise flag from 'Y' to 'N' is available.
  - The member shall upload the file only within the time window specified by NSCCL.
  - The member shall prepare the file based on the CSV file downloaded as per step 1 above.
  - The member can upload multiple files provided the Batch Number for the day shall be a sequential number.
  - The member can upload all position records specifying option to 'Exercise' / 'Do Not Exercise' OR only select few position records specifying option 'Do Not Exercise'. In any case, the member shall not update/ modify the original record except for the Expiry Flag. If the position record is modified, the same shall be rejected by NSCCL. Also, only 'Y' and 'N' shall be considered as valid values for the 'Exercise Flag'.
  - The member shall click on 'Browse / Choose File' button to select the file to be uploaded from local drive and then click on 'Upload' to send the information to NSCCL.

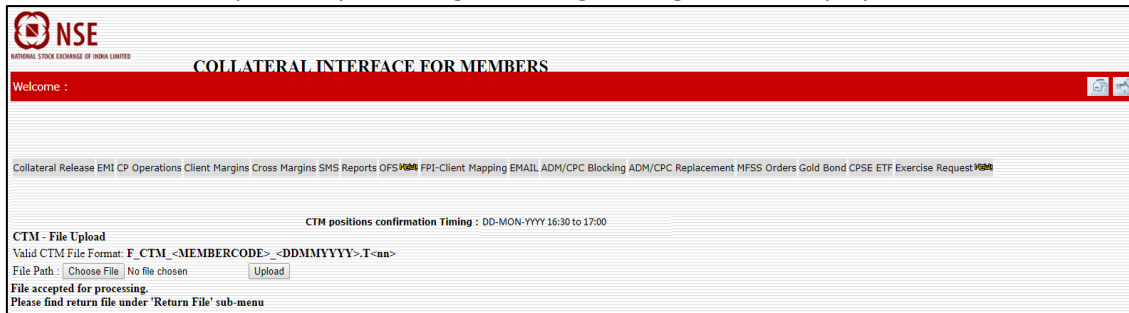


- a. If the file nomenclature is invalid or batch number in file uploaded is not proper, the 'Upload' process shall not be able to recognize the file, and accordingly error message will be displayed



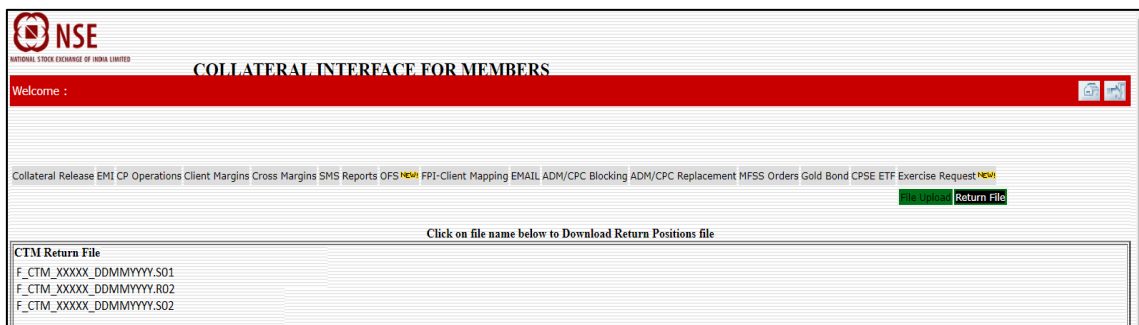
As the file is not considered for upload by NSCCL, no return file shall be generated.

- b. If the file is accepted for processing, following message will be displayed:



4. For every file uploaded successfully at NSCCL, a return file shall be generated and made available under menu 'Exercise Request – Return File' as follows:

- If all records in the file uploaded are processed successfully, then a return file with extension .S<nn> shall be generated.
- If any of the records in the file uploaded fails, then a return file with extension .R<nn> shall be generated.



Members are requested to refer to the return files to check the status and take corrective action, if any, before NSCCL specified cut off time.

5. Following message will appear when file upload is done after cut off window.

