

# **USER MANUAL**

# Member Process Flow For Early Pay-In



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### **Early Pay-In Process Flow for Member**

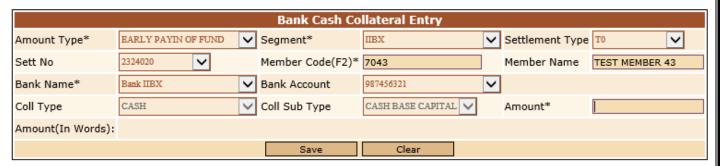
- Early pay-in of funds will be done by Clearing members.
- ➤ Early pay-in instruction for securities (BDR) will be provided by CM/TM/Client to depository.

#### A. Early Pay-In of Fund (EPF)

When a trading member/client enters a "Buy" order in the trading system for T+0 settlement, Member is required to give early pay-in of fund (EPF) for buy order T+0 settlement.

- The request once entered by the Clearing Member (CM) will be routed to Bank.
- Member will notify the bank about the transaction.
- The path for executing funds early pay-in instruction from Clearing Member's Collateral login is given below:

Menu: Transaction → Deposits / Withdrawals → Cash → Cash Deposit



#### o Screen as shown above appears. Enter details as below:

Field	Value			
Amount type	Select Early Pay-in of Fund			
Segment	Select Segment IIBX			
Settlement Type	Select settlement type T0			
Sett No	Select settlement number for which early Pay-In is done			
Member Code	CM's Member Code			
Member Name	Name of Member (Auto populated when entering Member Code)			
Bank Name	Select Bank where transaction is to be done			
Bank Account	Select Account number with the selected bank			
Coll. Type	Cash			
Coll. Sub Type.	CASH Base Capital			
Amount	Amount value to be transacted			
Amount (in Word)	Amount displayed in word automatically along with entering digits in Amount field			



- After entering above details click "Save" button and provide confirmation on popup.
- Once entry is done the transaction will be visible to bank's login for their approval.
- For Checking early pay-in entry status, Clearing Member can go to below path in Collateral login and click on view button entry will show in Pending:

Menu: Transaction → Deposits / Withdrawals → Cash → Cash Deposit Status



• After the bank's approval, the Early Pay-in will be reflected in members collateral in Early pay-in Menu.

Menu: Transaction → Early PayIn → Report → Early PayIn of Funds Details New



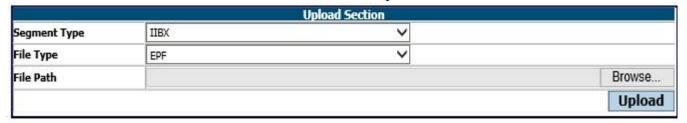
• After entry reflect, Member can upload EPF file in Extranet Application.

#### > Member EPF file upload in Extranet

- Clearing members have a provision to allocate the funds early pay-in instruction at a trading member level, trading member-client level and security-wise.
- To allocate funds early pay-in instruction, Clearing Member will need to upload an EPF file giving further details as per **Annexure A**.

#### The path to upload the EPF file is given below:

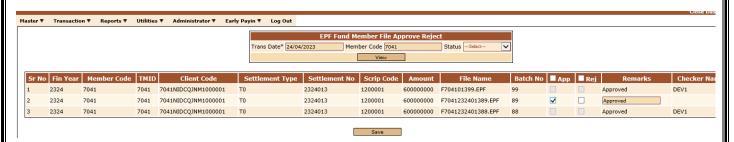
- o Menu: Uploads
- o Select Segment Type "IIBX"
- o File Type "EPF"
- o Browse and Select EPF File and click "Upload"





• On successful upload, the early Pay-In data mentioned in EPF file will reflect in Collateral Application EPF Fund Member File Approve/Reject page as given below:

Menu: Early PayIn → Transaction → EPF Fund Member File Approve Reject



- Check Detail of EPF and click approve/reject checkbox and click save.
- After save go to Early PayIn of Funds Details page to check status of processing of fund allocation.
- After processing the early Pay-In data mentioned in EPF file will reflect in RTRMS module.

With this the Early Pay-In of Funds process gets completed at Trading member / client level.

#### **B.** Early Pay-In of Securities (BDR)

When a trading member/client enters a "Sell" order in the trading system for T+0 settlement, Member is required to give early pay-in instruction quantity in the members/client's account.

#### The process to give securities early pay-in instruction is given below:

- When member has "Sell" trades placed in T+0, CM/TM/Client is required to process early pay-in of securities (BDR), wherein they'll instruct to the depository for Pay-in, in turn depository will provide Security Pay-in file containing the details of early Pay-In of securities (BDR) to CC.
- Security Pay-in file will be uploaded by CC.
- After pay-in file upload it will reflect in Member RTRMS module.



## **Annexure A**

## A. Early Pay-In of funds file format

File Name	FCCCSSSSSSNN.EPF (pipe separated)			
F	Early Pay-In file identification			
CCCC	Clearing Member code			
SSSSSS	Settlement number.			
NN	Incremental Batch Number starting with 01 for each settlement no.			

Sr No.	Field Name	Data Type	Description
1	Member Code	Numeric (4)	TM/SCC Code
2	Financial Year	Numeric (4)	Settlement Financial Year i.e., for 2022-2023 it will be presented as 2223
3	Settlement Number	Numeric (4)	0 followed by Last three characters of the settlement number. i.e., Settlement number is 2223001 it will be presented as 0001
4	Security Code	Long (7)	Scrip Code for which the early pay-in of funds. E.g., if security code for gold 995 is 1200001 then use 1200001 for early pay-in allocation.
5	Client ID	Char (25)	Client UCC ID
6	Amount	Numeric (14)	Amount should be in cents