

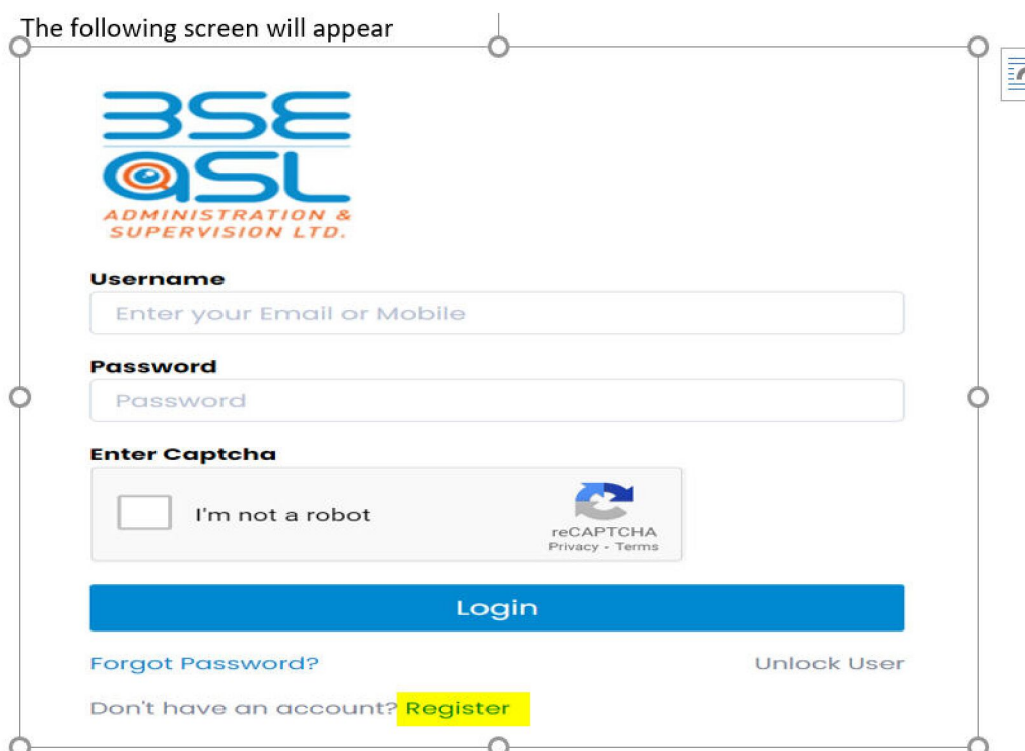
Instruction manual for existing Non-Individual Investment Advisors registration

Documents required at the time of registration: (all documents mentioned below are mandatory)

1. Self-attested copy of PAN of the Company
2. Self-attested copy of TAN of the Company
3. Self-attested copy of Certificate of Incorporation
4. Self-attested copy of PAN of both the Directors
5. Self-attested copy of Aadhaar of both the Directors
6. Self-attested copy of GST Certificate of the Company
7. If GST is not applicable then upload a GST Declaration (format attached herewith)
8. Copy of Board Resolution (format attached herewith)
9. Self-attested copy of IA Certificate
10. Self-attested copy of Rent agreement or Utility Bill or Bank statement which depicts your registered office address

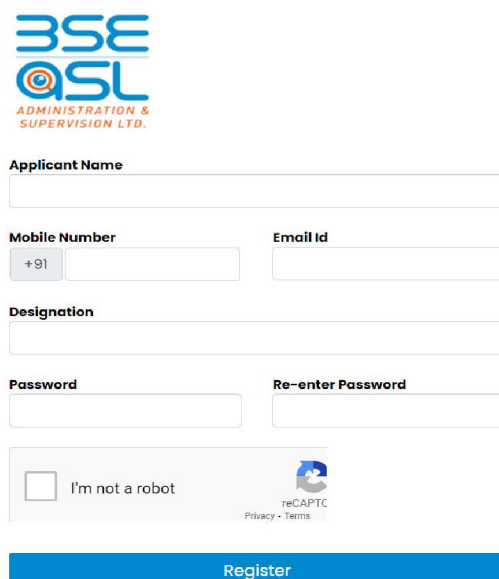
For the initial registration go on to <https://membership.bseasl.com/>

The following screen will appear



The screenshot shows the BSE QSL Administration & Supervision Ltd. login and registration interface. It includes a logo at the top, followed by input fields for Username (with a placeholder 'Enter your Email or Mobile') and Password. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A large blue 'Login' button is present, along with links for 'Forgot Password?' and 'Unlock User'. At the bottom, there is a 'Don't have an account? Register' link, where the 'Register' text is highlighted in yellow.

Click on register



The screenshot shows the BSE QSL registration form. It starts with the BSE QSL logo. The form fields include: 'Applicant Name' (a single line), 'Mobile Number' (with a '+91' dropdown) and 'Email Id' (a single line), 'Designation' (a single line), 'Password' and 'Re-enter Password' (two single lines), and a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A large blue 'Register' button is at the bottom.

In applicants name fill in the name of person applying on behalf of the Company and designation accordingly.

Please enter the email ID and mobile no. carefully as you will receive OTP for logging in the portal and all communication will be received on the email ID given, with respect to your registration. Click on register and you will receive OTP. The OTP is valid only for 90 seconds.

After entering the OTP, following screen will appear. Chose the option from the drop-down menu as given over here.

Applicant type shall be Existing (as you are an existing IA)

Entity type shall be as per your IA Registration

The screenshot shows the 'New Application' form in the BSE OSL RIA portal. The header includes the BSE OSL logo and a navigation bar with 'RIA' and a user profile. The left sidebar contains links for 'New Application', 'My Application', 'Change Password', 'User Manual', and 'Help'. The main form area has two dropdown menus: 'Application Type*' and 'Entity Type*', both with 'Select' as the current choice. A 'Continue' button is located below the dropdowns. At the bottom, a blue footer bar contains the text 'Copy Right @ Marketplace Technologies PVT. LTD. All rights reserved'.

Trade name: As registered with SEBI

Fill in the details as mentioned in your documents

Aadhaar No. can be left blank or to be filled if the Non individual is having Udyog Aadhaar.

The screenshot shows the 'Company Details' form in the BSE OSL RIA portal. The header includes the BSE OSL logo and a navigation bar with 'RIA' and a user profile. The left sidebar contains links for 'New Application', 'My Application', 'Change Password', 'User Manual', and 'Help'. The main form area has a progress bar at the top with six steps: 1. Company Details, 2. Address Details, 3. Contact Person/Principal Officer Details, 4. Proprietor/Partners/Directors Details, 5. Declaration, and 6. Exchange Comments. The 'Company Details' section includes fields for 'Trade Name*', 'Aadhar No', 'TAN No', 'PAN No*', 'CIN No*', and 'GST Available'. Each field has a 'Choose File' button and a 'No file chosen' message. The 'GST Available' field has radio buttons for 'Yes' (selected) and 'No'.

Click on save and next

From the drop-down menu select the address type.

Enter the registered office details (compulsory) and details of correspondence address or branch address (if any)

The screenshot shows the BSE OSL Administration & Supervision Ltd. web application. The left sidebar contains links for 'New Application', 'My Application', 'Change Password', 'User Manual', and 'Help'. The main content area displays a progress bar with steps 1 to 6. The 'Address Details' section is active, showing a dropdown for 'Address Type' set to 'Registered Office'. The 'Registered Office Address' section includes fields for 'Address', 'Country', 'Select State', and 'PinCode'.

The screenshot shows the BSE OSL Administration & Supervision Ltd. web application. The left sidebar contains links for 'New Application', 'My Application', 'Change Password', 'User Manual', and 'Help'. The main content area displays a progress bar with steps 1 to 5. The 'Address Details' section is active, showing a dropdown for 'Address Type' with options: 'Select', 'Registered Office', 'Correspondence', and 'Branch Address'. The 'Email ID' field is visible. At the bottom, there are 'Add' and 'Next' buttons. A footer bar at the bottom states 'Copy Right @ Marketplace Technologies PVT. LTD. All rights reserved'.

Upload registered office address proof

Please note that you need to upload either Rent agreement, Bank account statement or GST Certificate which depicting the registered office address.

Click on Add and then next

Mention the details of Principal officer

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RIA Welcome [User Name] Logout

Progress: 1. Company Details (✓), 2. Address Details (✓), 3. Contact Person/Principal Officer Details (3), 4. Proprietor/Partners/Directors Details (4), 5. Declaration (5), 6. Exchange Comments (6)

Contact Person/Principal Officer Details

Contact person/Principal Officer Name*

PAN No.*

Telephone No.*
 Area Code
 Telephone No

Mobile No*

Email ID*

Click on save and next

Mention the details of all the directors/ partners/ designated partners

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RIA Welcome [User Name] Logout

Progress: 1. Company Details (✓), 2. Address Details (✓), 3. Contact Person/Principal Officer Details (✓), 4. Proprietor/Partners/Directors Details (4), 5. Declaration (5), 6. Exchange Comments (6)

Details of Proprietor/all Partners/all Directors
 Note: All Fields are Mandatory.

Name	PAN No	Aadhar No	Email ID	Mobile No	Edit
Souhagya Kumar Patra	AKUP4819G	9214 5358 9907	souhagya.patra@gmail.com	9885992220	

Name*

PAN No.*

Aadhar No*

Address Details*
 Address
 Sector - 7, Soukela (W)
 Select State
 Select City
 Pin code

Telephone No.
 Area Code
 Telephone No

Gender*

Self-Attested PAN Card*
 No file chosen

Self-Attested Aadhaar Card*
 No file chosen

Residential Address Proof*
 No file chosen

Email Address*

Click on I agree

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RIA Welcome [User Name] Logout

Progress: 1. Company Details (✓), 2. Address Details (✓), 3. Contact Person/Principal Officer Details (✓), 4. Proprietor/Partners/Directors Details (✓), 5. Declaration (5), 6. Exchange Comments (6)

Declaration

I/We declare, confirm, agree:

- That all the particulars and information given in the Application form (and all documents referred or provided therewith) are true, correct, complete and upto date in all respect and I/We have not withheld any information. I/We agree and undertake to provide any further information that BASL may require.
- I/We confirm that the authorised signatories as approved by me/our Board/all the partners of the firm are authorised to sign and execute the documents. I/We agree and understand that BASL reserves the right to retain the Application and the documents provided therewith, including photographs and will not return the same to me/us.
- I/We further agree that any false/misleading information given by me/us, or suppression of any material fact will render my/our application to be rejected and further actions as decided by BASL and concerned regulatory authorities.
- I/We authorise BASL to report my/our details to any governmental or regulatory authority in such manner and form as may be required by such authority.

☐ I Agree

Submit the form

Please note that you will receive communication from BSESAL, in case they require any other document. The comments by BSEASL can be viewed in Exchange Comments section.

The form becomes editable if any query has been raised and you can modify the details or upload the documents in the form.