

**FII DIVISION**  
**FITTC DEPARTMENT**  
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**Fax No: 91-22-2845776**

Circular No.FITTC/FII/05/2002  
August 26, 2002

To  
All Custodians of Securities

Dear Sir/Madam,

**Sub: Direct uploading of FII data by the Custodians**

It has been decided in the meeting held on August 13, 2002 of the FIIs and their representatives regarding offline uploading of daily FII investment data from the custodian site from September 2, 2002.

Custodians are advised to submit the following:

1. Registration form in the enclosed format duly filled and signed. (Annexure I)
2. One time registration fee of Rs 25,000 by means of demand draft in favour of "Securities and Exchange Board of India" payable at Mumbai, towards availing facility of electronic filing of data. It may be note that this facility can be used for filling of any other document to SEBI.

Further in this regard, we advise the following operational procedure keeping in view the proposed offline reporting:

1. Custodian may load FII investment data on a working day from 10 A.M. to 4 P.M.
2. For SEBI holiday, the custodian is advised to load data from their site in case the same is not market/custodian holiday.
3. Instructions for loading the data is also enclosed for your kind perusal. (Annexure II)

Yours faithfully

**SANTOSH SHARMA**  
**ASST. GENERAL MANAGER**

Encl: as above

**CUSTODIAN REGISTRATION FORM FOR DIRECT LOADING OF FII  
DATA**

1. Custodian Code

2. Custodian Name

3. Address (Head Office)

Tel. No. with STD code  Fax. No.

4. Address (of office from where data will be loaded)

Tel. No. with STD code  Fax. No.

5. URL Of Website

6. Chief Executive Officer  E-mail

Tel. No. with STD code  Fax. No.

7. Officer in charge of Data Loading  E-mail

Tel. No. with STD code  Fax. No.

8. Internet connection  Dial up  ISDN  Leased Line

Name of the Internet Service Provider

9. I ..... (Name in full and Block letters),  
Son/Daughter/Wife of ..... solemnly declare  
that to the best of my knowledge and belief, the information given in this form is correct and complete.  
I further declare that I am filling this form in my capacity as ..... (Designation) and  
that I am competent to fill this form and verify it.  
I confirm that the officer mentioned at S.No 7 is in charge of data loading and the data will be ensured for its  
accuracy and timeliness.  
I confirm that the user name and password provided will be kept confidential and will only be used for the purpose  
of loading the data.

.....  
Date

.....  
Signature of Applicant  
& Stamp  
Chief Executive Officer

**For SEBI Use Only**

User Id  Password

.....  
Date created

.....  
Signature of Authorized Officer

**Step-by Step Instructions for loading the data through Internet**

1. Open Internet Explorer
2. In the address filed type <http://extranet.sebi.gov.in:8585>
3. In the citrix login form type username and password and click the **login button**
4. In you login for the first time click on **install client** and citrix client will be installed on your machine. You are requested to change the password immediately.
5. If the client is already installed click on **electronic filing of FII data**
6. If the menu select **Data loading**
7. Insert a floppy in A drive containing two files the DTR and DTS having the names in the following format :

DTR                      DRDDMMYY

DTS                      DSDDMMYY

Where DD stands for day of the month, MM stands for Month of the Year YY stands for last two digits of the year.

9. Enter the **reporting date**
10. Press the **load button**
11. If there are no transactions to load press the **No Transactions** Button.
12. **Exit** the form.
13. If any error occurred while loading, you can view the errors, correct them and again load the data in the following manner :

Go to **view errors**. Here you can query the error record, correct them and load them by pressing the load button.

14. Go to **exit** to log out from the database.