

**National Stock Exchange Of India Limited**

Ref No: NSE/CML/2021/10

April 08, 2021

The Company Secretary  
All Listed Companies

Dear Sir / Madam

**Subject: XBRL based Annual Secretarial Compliance Report filings for Listed Companies at NSE**

This has a reference to SEBI vide its Circular CIR/CFD/CMD1/27/2019 dated February 08, 2019, wherein the listed entities are required to submit Annual Secretarial Compliance Report to the exchange within 60 days of end of the financial year as per the prescribed format.

The Exchange has introduced facility of filing of Annual Secretarial Compliance Report under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 in XBRL mode in addition to the filing in PDF mode.

In continuation to our efforts towards ease of compliance, Exchanges have common XBRL taxonomy between NSE and BSE, adapted from BSE. Therefore, the XBRL files for Annual Secretarial Compliance Report which are submitted to BSE will be accepted.

All Listed companies are requested to take note that submission of Annual Secretarial Compliance Report shall be in XBRL mode only (along with PDF).

**Steps for submission of Annual Secretarial Compliance Report in XBRL mode over NEAPS Portal available in two Options:****Option I**  
**NSE XBRL Upload**

- a) **Go to Compliance > Periodic Compliances > Secretarial Compliance Report.**
- b) Click on create new.
- c) Fill the form by data entry
- d) Save draft in the Secretarial Compliance Report form.
- e) Once all details are filled, click on "Generate XBRL" tab to generate xml file.
- f) Save generated Xml file at local machines.
- g) **Go to Compliance > Common XBRL upload > Select option of Secretarial Compliance Report from Modules dropdown** and select appropriate financial year.
- h) Attach pdf file of Report (Mandatory)
- i) Click on upload XBRL file tab.
- j) Browse and select Xml file to be uploaded.
- k) On successful upload, "File Uploaded successfully" message would be displayed.
- l) Acknowledgement mail would be received on the registered email



**Option II****Upload XBRL file generated using utility provided by other Stock exchanges in NEAPS**

- a) **Go to Compliance > Common XBRL upload > Select option of Secretarial Compliance Report from Modules** dropdown and select appropriate financial year.
- b) Attach pdf file of Report (Mandatory)
- c) Click on upload XBRL file tab.
- d) Browse and select Xml file to be uploaded.
- e) On successful upload, "File Uploaded successfully" message would be displayed.
- f) Acknowledgement mail would be received on the registered email.

In case of any difficulty / need any clarification, you may write to us on [nsexbrl@nse.co.in](mailto:nsexbrl@nse.co.in) or contact on 1800 266 0058.

Yours faithfully,  
For National Stock Exchange of India Ltd.

Lokesh Bhandari  
Senior Manager