CCIL WEBSITE USER MANUAL

.

1. Introduction to Website

The Clearing Corporation of India Ltd. (CCIL) (CIN: U65990MH2001PLC131804) set up in April, 2001 is the Central Counterparty for transactions in Money, G-Secs, Foreign Exchange and OTC Derivative markets. CCIL, through its wholly owned subsidiary Clearcorp Dealing Systems (India) Limited (Clearcorp), manages trading platforms in the Money and G-Sec market on behalf of RBI, and also owns trading platforms in the money, forex, and derivative markets. CCIL also manages the trade repository for the interest rate, forex and credit derivatives markets and CP/ CD transactions in India. This website aims to provide information about CCIL's product and services, data and statistics and the various in-house publications.

Users can view and download files/reports from various sections of the website, Certain sections of Data & Statistics and Research are subject to specific user access controls. This document aims to serve as a guide to help users navigate the sign in, user registration, log in, and password recovery and other such activities on the website.
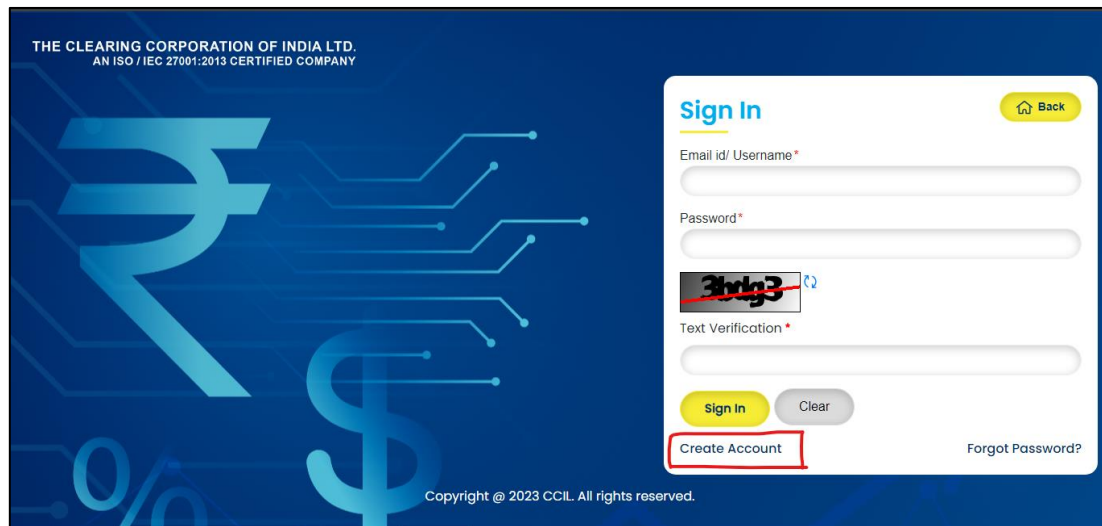
2. Sign Up on Website

Steps for Creating Account on New Website

Step 1: To sign up on the website, click the Sign Up button located in the top right corner.

Step 2: Once clicked, the user will be directed to the Login Page. Click the Create Account link at the bottom of the box.

Step 3: On the Create Account page, select registration type and enter your email ID as the Username.

The Registration Type has following categories:

1. <u>Individual User Access</u>: Users in this category can register on the website using their email ids and will get view and download rights for the latest two available reports under the Data & Statistics section.
2. <u>Member User Access</u>: This class of user access pertains only to CCIL Members. Registration under this category is restricted to members of the various operational segments of CCIL and will get view and download rights to archival reports under the sections of Data & Statistics and Research. The users have to register using their corporate email ids.
3. <u>Regulator User</u>: Registration under this category is restricted to Regulators, Market Bodies etc. Such users will get view and download rights to archival reports under the sections of Data and Statistics, Research or any other sections of the website on a case by case basis. The users have to register with their corporate email ids.
4. <u>Employee User:</u> This registration category is restricted to employees of CCIL and its subsidiaries. Such users will get view and download rights to archival reports under the sections of Data & Statistics and Research. The users have to register with their corporate email ids. Department wise roles are also assigned to employees based on requirements.

Step 4: A verification code (OTP) will be sent to user's email address. The user has 5 minutes to enter the OTP before the timer expires. If the timer runs out, user can click the "Resend OTP" button below the field.
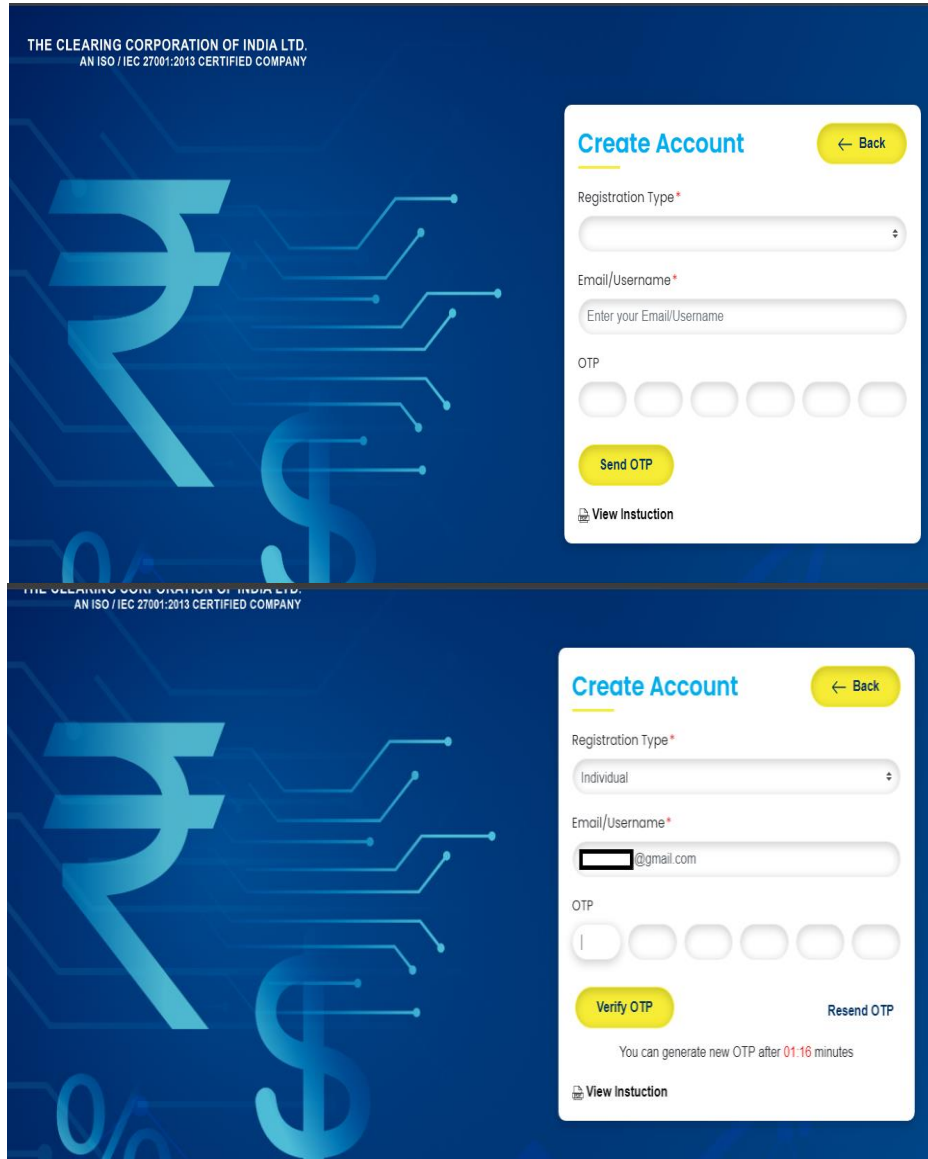
Step 5: After input of the correct OTP, the user needs to fill the registration form

Upon successful registration, the following prompt as displayed below will appear on the screen. A confirmation email will be sent to the user, prompting them to set their password using a specific link within the email. Once the password is set, the user can access the website with the individual rights as detailed above. Following approval by the CCIL Website Team, the user will be authorized to download data based on their registered access level.
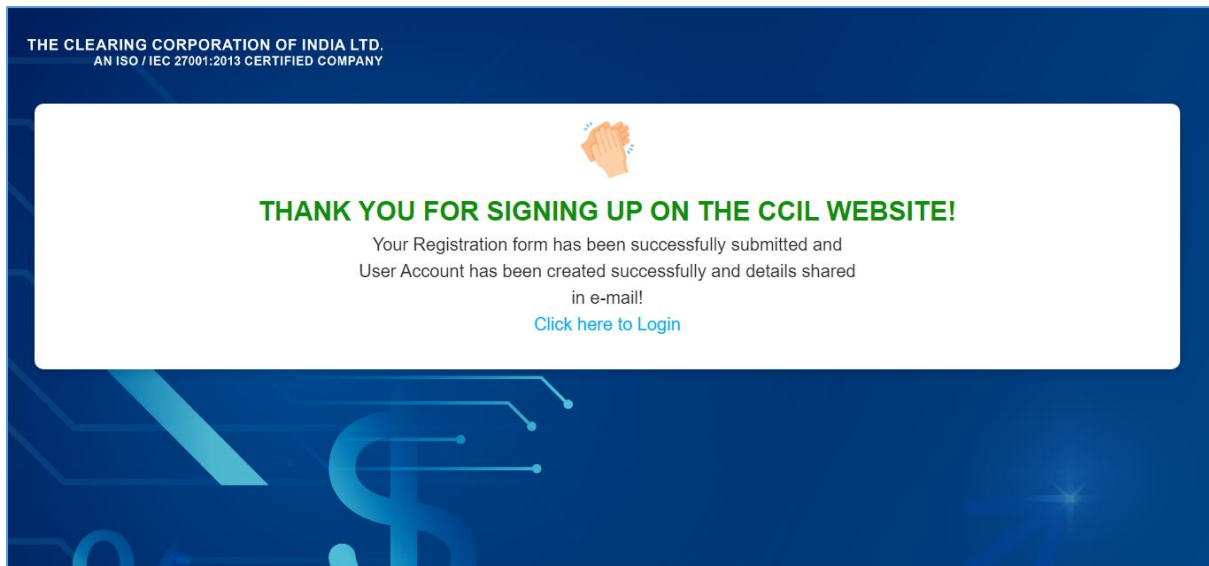
3. Password Policy

The password to login to the website will need to adhere to the following guidelines as listed below:

- The password shall contain upper case and lower case alphabetic characters, numeric characters and symbols.

- The password shall contain at least eight characters.

 - The password shall not contain the user-ID.

For security purposes, accounts will be locked after four unsuccessful login attempts. In case the account is locked, it can be unlocked by using the "Forgot Password" feature. It is suggested that the password should be a strong in order to ensure the security of the account.