CASBA Manual

C-ASBA application is a centralized web application designed for primary market in Nepalese Securities Market. The application allows ASBA member banks to register customers and collect application from the investors applied for the IPO/RIGHTS/FPO issued by the companies. ASBA member banks can generate the reports for the application received in the system and provide the required upload able file to block the required amount of fund in their bank account of the respective customers.

Bank users needs to follow the following steps to work on C-ASBA application.

User Registration (Bank Users)

 CDSC provides a master user for each of the C-ASBA registered Banks. To login the system using master user provided by CDSC, please visit <u>https://172.16.0.138</u> (<u>https://casba.cdsc.com.np</u>).

-	
	1 USER NAME
Sign in to proceed	# PAISWORD
	Sign in
© zony CDS	and Clearing Limited, All Rights Reserved

- Once you login to the system, you need to create Central Users for C-ASBA operation. There are two types of users called
 - 1. Central Maker
 - 2. Central_Checker

At least one user needs to be created for each profile. To create Central users, follow the following steps:

• Click on Bank management menu as highlighted in the below screenshot.

CASBA	<		∃		BANK_PROFILE
Dashboard Dashboard Bank Management Customer Management	Total Customer Registered :	1			
in Issued Companies Management	Applicants Left To Be Blocked: Script Applicants Left	0.75			
		0.25	_,		
		Nov Dec Jan Peb Mar Apr Ma	y Jun	Jut.	Aug Sep Oct
d a sea	<		•		Kamana Sewa Bikas B. BANK_PROFILE
Deshboerd	Central Bank Admin Create and manage your central bank admin users				Q. Manage Create
Customer Management Ssued Companies Management Billing					
		No Record(s) Found			

- Click on Create button to create new users.
- Enter all the required information and select appropriate profile for the user. If you wish to set password for the user manually, you can click on "Set Now" icon and enter the password as in below screenshot, in general the system automatically forwards the password to the email address mentioned in the email field.

CASBA	<		Kamana Sewa Bikas B BANK_PROFILE
Dashboard Dashboard Bank Management	Create Central Admin Create bank admin users		
🔩 Customer Management	NAME	USERNAME	PASSWORD DELIVERY TYPE
issued Companies Management	Maker	B-6801- Maker	🖻 EMAIL 🥑 SET NOW
₩ Billing	NEW PASSWORD	CONFIRM PASSWORD	EMAIL maker@iocalhost.com
	CONTACT NUMBER	ADDRESS	PROFILE
	123456789	123456789	
	Create Reset		Please choose one CENTRAL_MARE_PROFILE CENTRAL_CHECKE_PROFILE

 If you wish to modify the users you have created before, click on the Manage button available in Bank Management Page.

Фаява	<					e p	1	Kamana Sewa Bikas B BANK_PROFILE
hboard k Management	← Mana Manag	ge Central Bank Admin e central bank admin users			Edit	Delete	lock _R	teset Password م
tomer Management	Name	User Name	Bank	Profile	Status	Actions		
ed Companies Management	Maker	B-6801-Maker	Kamana Sewa Bikas Bank Ltd.	CENTRAL_MAKER_PROFILE	CREATED	/ =	ê c	
eu companies management	Checker	B-6801-checker	Kamana Sewa Bikas Bank Ltd.	CENTRAL_CHECKER_PROFILE	CREATED	/ 1	ê c	
*3	e e D	2						

- Master User can Edit, Delete, Block or Reset the password for the Central Admin Users.
- Central Admin users can create and manage their Branch Users and perform Amount Block/Release Operation.
- To create Branch Users, login using Central Admin (Maker User) and create users as explained below.
 - Go to Bank Management Page and click on Create button.



• Select required Branch for the user creation and fill up the required information.

CASBA	`		CENTRAL_MAKER_PRO	FILE
Dashboard	Create Branch Admin			
Bank Management	Create bank admin users			
Customer Management	BRANCHES	NAME	USERNAME	
Issued Companies Management	Select Branch	· ·	B-6801	
Billing	PASSWORD DELIVERY TYPE	EMAIL	CONTACT NUMBER	
	E EMAIL - SET NOW			
	ADDRESS	PROFILE		
			*	
	Create Reset			
	Create Reset	PROFILE		

- Select required profile for the branch users.
- Remember that each branch needs to have at least one user for each profile.

с † аява	<		CENTRAL_MAKER_PROFILE
👫 Dashboard 🏛 Bank Management	Create Branch Admin Create bank admin users		
• Customer Management ful Issued Companies Management Billing	BRANCHES Kamana Seva Blak Lid - Central Office IOld Branch Itysl PASSWORD DELIVERY TYPE EMAIL Str Now EMAIL	NAME Kamaru Sena Bikas Bank Ltd. Central Office (Old Branch NEW PASSWORD CONTACT NUMBER	USERNAHE B 4801-99- miller confirm PASSWORD ADDRESS
	mikirilijosihot.com PROFILE Plase choose one EXANOL_CHECKP, PROFILE BRANCL_CHECKP, PROFILE	13456789	1245799

- To modify users, go to Bank Management page and Click "Manage" Button.
- Central Maker users can Edit, Delete, Block or Reset the password for Branch Users.
- Once the branch users are created/Modified from central Maker Users, it needs to be approved by central Checker Users. For the approval process follow the steps as below:
 - Login to the application using Central Checker User and go to Bank Management page.
 - If there are any pending user creation/modification task pending for approval, then click on Approve button.

	с [‡] аsba	<				₽		•	Checker CENTRAL_CHECKER_PROFI.
:: 	Dashboard Bank Management	Branch Bank Admin Create and manage your branch bank admin users							Q Approve
-4	Customer Management	Name	User Name	Bank	Branch	Profile			Status
	Issued Companies Management	Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	B-6801-99-maker	Kamana Sewa Bikas Bank Ltd.	Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	BRANC	H_MAKER_PRO	DFILE	CREATED
	Billing	Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	B-6801-99-Checker	Kamana Sewa Bikas Bank Ltd.	Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	BRANC	H_CHECKER_P	ROFILE	CREATE PENDING

There are multiple tabs available in the page with each type of transaction headings. Check for the requests received for each type of transactions. If the request is to be approved for User creation, a list of users with "CREATE PENDING" status as in the figure below will appear. Likewise, lists of user transaction to be approved for each task can be viewed in respective tab.

ставва	<				8 🗆	-	Checker CENTRAL_CHECKER_PROFI_
Dashboard Dashboard Bank Management Customer Management	Approve Admin Approve Bank Admin Greated Edited Deleted Blocked Un8	liocked					٩
 Issued Companies Management Billing 	Name Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	User Name Bi B-6801-99-Checker Kar	tank mana Sewa Bikas Bank Ltd.	Branch Kamana Sewa Bikas Bank LtdCentral Office IOldi Branch	Profile BRANCH_CHECKE	R_PROFILE	Status CREATE PENDING

• Click on the list for the approval of the transaction.

 Check the details of the users, assigned profile, status, etc. before approving the transaction.

CASBA	<		E P	CENTRAL_CHECKER_PROFL
 Dashboard Bank Management 	Contemporary Contemporary Bank Admin Details View details for this admin			
← Customer Management	NAME Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch	EMAIL checker@localhost.com	ADDRESS 123456709	
III Billing	CONTACT 123456789	USER NAME B-6801-99-Checker	REMARKS N/A	
	CREATE PENDING	PROFILE BRANCH CHECKER PROFILE	CREATED DATE 2019/ho/t3	
	B-680n-Maker	N/A		
	Approve Reject			

 If the transaction is to be rejected due to some reason, click on reject button, a popup remarks will be displayed. Enter valid remarks and click on confirm button.

с † аsba					3		Checker CENTRAL_CHECKER_PROFL
Dashboard Image: Bank Management Customer Management Image: Building Balling	Contr Admin Details Were details for this element Contract Contrat Contract Contrat Contract Contract Contract	Are you sure you want to DisApprove Kamana Sewa Bikas Bank LtdCentral Office (Old) Branch? BEMARKS Confirm Cancel Confirm Cancel CASI LOCALING NA	×	ACORESS ICASSIN REMARKS INA CREATED DATE 2019/0/13			

Customer Registration

- Branch Maker needs to register the customer in C-ASBA system to map Client's BOID with their Bank Accounts. To register the customer in C-ASBA follow the below steps:
 - Login to the system using Branch Maker User.
 - Go to Customer Management Page.
 - Click on Register Button.



 Select the DP from the list as mentioned in C-ASBA registration form and enter the client id. For example, if the customer with BOID: 13010200000XXXXX is to be registered, then select DP ID as NIBL Ace Capital (10200) and put last eight-digit (000XXXXX) numbers of the BOID in the BOID Field.

CASBA	<			🖻 🏳 🦷 BRANCH_MAKER_PF
 Dashboard Bank Management 	Customer Registration Register a new customer			
	NIBL ACE CAPITAL LIMITED (10200)		*]	00093850 Search
Issued Companies Management				
III Billing	KYC Details			
	NAME	DOB	GENDER	EMAIL
	FATHER/MOTHER'S NAME	SPOUSE/GRANDFATHER'S NAME	ADDRESS	
	BOID	ISSUED DATE	ISSUED FROM	PAN NUMBER
	Account Information			
	BRANCHES Kamana Sewa Bik	ACCOUNT NUHBER		
	ACCOUNT NAME			
	Register Reset			

Application will display KYC details as per the Demat Account available in CDSC database.
 Please verify these Details with the KYC details of same customer as per the Bank Account.
 If everything is matched enter the Bank Account number and CRN Number assigned for the Customer in the Account Information Section and Click on Register Button.

CVASBA	<			🖻 🏳 🧼 BRANCH_MAKER_PR
Dashboard Bank Management	Customer Registration Register a new customer			
Customer Management Issued Companies Management	NIBL ACE CAPITAL LIMITED IN02001		×) (coosyjitso Search
₩ Billing	KYC Details	DOB	GENDER	EMAIL
	FATHER/MOTHER'S NAME	SPOUSE/GRANDFATHER'S NAME	ADDRESS	CITIZENSHIP NUMBER
	BOID	ISSUED DATE	ISSUED FROM	PAN NUMBER
	Account Information			
	BRANCHES Kamana Sewa Bk	ACCOUNT NUMBER		
	Register Reset			

 Once the Customer is registered by Branch Maker user, it needs to be approved by Checker user of same branch. To approve the customer registration request, login to the system using branch checker user and go to customer management page.

CVASBA	<				e p	BRANCH_CHECKER_PROFL
 Dashboard Bank Management 	Customers Management Register and manage customers					Q Approve
Contorner Management Issued Companies Management Bitling	Name Transmission	Account Number	CRN	Bold	Status (GRATE PENDONG	•

- If there are any pending transaction for customer registration/ modification click on approve button.
- A page with multiple transaction tab will open. All the pending transaction with each transaction type will be listed in the respective tabs. Click on the transaction list appeared in the page that needs to be approved and verify the details.

CASBA	<			€ □ ≗	Kamana Sewa Bikas B BRANCH_CHECKER_PROFI
📰 Dashboard 🏦 Bank Management	 Active Customer Details View details for this customer 				
+ Customer Management	KYC Details				
 Issued Companies Management Billing 	NAME	DOB	GENDER	EMAIL	•
	FATHER/MOTHER'S NAME	SPOUSE/GRANDFATHER'S NAME	ADDRESS	CITIZENSHIP NUMBER	_
	BOID	ISSUED DATE	ISSUED FROM	PAN NUMBER	
					•
	Customer Information				
	BANK Kamana Sawa Bikas Rank I tri (KAmti	BRANCH NAME Kamana Sewa Bikas Bank Ltd. Centra	al Office (Did) Branch (99)	DP NIBLACE CAPITAL LIMITED Incode	
	ACCOUNT NAME	ACCOUNT NUMBER		CRN NUMBER	
	BOID	STATUS CREATE PENDING		CREATED BY B-6801-99-maker	
	CREATED DATE	REMARKS			
	2019/10/13	TV/A			
	Approve Reject				

- If every detail is acceptable then click on approve button to approve the client registration request.
- Customer Registration data can be edited or blocked or deleted any time if needed. To edit/block or delete the customer registration data, follow the following step.
 - Login to the application using branch maker users and go to customer management page.
 - Click on Manage button and select the Customer to be managed. Customer can be searched using their name or account number or BOID by clicking on the search icon.

C ^{\$} A5BA	<					e p	Kamana Sewa Bikas B BRANCH_MAKER_PROFILE
Dashboard Bank Management	← Manage Customer Manage Registered Cu	stomer					Q
Customer Management	NAME		ACCOUNT NUMBER		BOID		
III Billing	Reset						
	Name	Account Number	BOID	CRN Number	Status CREATED	Actions	
	1 1 0 1 1					Edit Del	Block

- Once the edit/delete/block request is setup by maker user, it needs to be approved by checker user.
- To approve the transaction login to the system by checker user and go to customer management page. Click on Approve button and go to the respective tab for which transaction the approval is needed.
- To reject the transaction user needs to provide remarks.

Application Collection for the public Issue

- If any company issues their shares through public issue process, the registered customer will submit the application to apply for the issue. If any registered customer submits the physical application form to the bank branch, the user needs to make an entry for the application. To apply for the issue, follow the below steps:
 - Login to the system using branch maker user.
 - Go to the "Issued Companies Management" page.
 - Click on "Opened Issued Companies" tab.
 - From the list of Opened Issued Companies, select the correct company and click on Apply Button as displayed in below figure.

CASEA	<					E		-	Kamana Sewa Bikas B BRANCH, MAKER, PROFILE
 Dashboard Bank Management 	Active Company Shores View active company shares								
• Customer Hanagement	Opened Issued Companies	Closed Issued Companies							٩
Billing	Company Code Comp	any Name	Share Group	Script	Share Type	Status	Action		
			Understry sources	NO	10	Appl	y Edit	Delete	Report

 Select the DP of the customer as provided in the application form and enter the last 8 digits of the BOID in the BOID field as in the Figure below. Click on the search button.

CTASBA	<			₿ 🗆	Kamana Sewa Bikas B. BRANCH_MAKER_PROFILE
E Dashboard	Apply for Company Share New Application for Company Share Additional Detail For KASTHAMANDAP DEVI	ELOPMENT BANK LIMITED (Oridinary Shares - IPO)			
inued Comparise Hanagement	ISSUE HANAGER CIVIL CAPITAL MARKET LIMITED PRICE PER SHARE Ri: 100	ISSUE OPEN DURATION 2019/n0/13 too 0.M+ 2019/n0/n6 500 PH HEINIHUH GUANTITY 10	NUMBER OF IS 1000000 MAXIMUM QU 1000	SSUED SHARE	
	NBLACE CAPITAL LIMITED Indoori		×]		Search

• Enter the application details as mentioned in the application form and save the application.

с † аява	<				e p	Kamana Sewa Bikas B BRANCH_MAKER_PROFILE
Dashboard						
Bank Management						
🔩 Customer Management	NIBL ACE CAPITAL LIMITED (10200)		v	00093850	Sear	rch
issued Companies Management						
III Billing						
<u> </u>	KYC Details					
	NAME	DOB	GENDER		EMAIL	
						_
	FATHER/MOTHER'S NAME	SPOUSE/GRANDFATHER'S NAME	ADDRESS		CITIZENSHIP NUMBER	_
	BOID	ISSUED DATE	ISSUED FROM		PAN NUMBER	
						_
	Account Information					
	ACCOUNT NUMBER	ACCOUNT NAME	BANK		BRANCH	
					The first for accine cannot use in the	
	FORM NUMBER	APPLIED KITTA	AMOUNT		CRN	
	Enter Form Number	Enter Applied Kitta Number	Amount		Enter CRN	
	Sove Reset					

- All the application entry made by branch maker needs to be approved by checker every day before the Central Checker initiates the Amount Block process. To Approve the application entry made by branch maker follow the below steps:
 - Login to the system using same branch checker user.
 - Go to "Issued Companies Management" page.

C ^{\$} ASBA	<							Kamana Sewa Bikas B., BRANCH_CHECKER_PROFL
Dashboard Bank Management	Active Company Shares View active company shares							
← Customer Management Issued Companies Management	Opened Issued Comp	onies Closed Issued Companies	Share Group	Second	Share Tune	Graduat	Artico	۹
III Billing	o64A	Company Name	Oridinary Shares	KTM	IPO	CREATED	I D	
	e e 1 > »					Delete Request	Che Application	Approve Application ck Report

- For each Opened Issued Companies, there are 3 buttons. 1st one is for Approval of Delete Request, 2nd is for checking the application report and the last one is for approving the application entered by maker user of the same branch.
- Click on the 3rd button.
- List of application entered by the maker user that needs to be approved will be listed as in the below figure. Checker users can either approve the application individually or in the batch.

C [‡] ASBA	<						₽₽	Kamana Sewa Bikas B. BRANCH_CHECKER_PROFL
 Dashboard Bank Management Customer Management 	← Appr Appro	rove Applicants ove applicants for amount ble al Detail For KASTHAMAI	XK	IMITED (Oridinary Shares - IPC)			
issued Companies Management	ISSUE MANJ CIVIL CAPITA PRICE PER S Rs. 100	AGER L MARKET LIMITED MARE		ISSUE OPEN DURATION 2019/h0/31 10:00 AM - 2019/h0/h6 5:00 MINIMUM QUANTITY 10	PM	NUMBER OF ISS 1000000 MAXIMUM GUA 1000	SUED SHARE	
	0	Customer Name	BOID	Form Number	Applied Date	Applied Kitta	Script	Q Reject Approve
		AASHNA NEUPANE	Q+++++++>2+2+	1	2019/10/13	10	KTM	CREATE PENDING

- To approve application, click on the check box in the first column. To select all the application listed in the window, click on the check box available in the top of the list.
- Click on the Approve button to approve the application. If the application needs to be rejected due to mistake entry made by maker users, it can be rejected by clicking on reject button.

Amount Block for the received Application

- Bank's Central Admin User needs to block the amount as per the application received in the system every day. To block amount as per the application received, follow the below steps.
 - Login to the application using Central Admin (Checker) user and go to "Issued Companies Management" page.
 - From the list of issued companies available in both tabs (Opened Issued Companies & Closed Issued Companies) click on the Action button (Generate Amount Block File) as in the below example.

CASBA	<					₽₽	Checker CENTRAL_CHECKER_PROFL
Dashboard	Active Company Shares View active company shares						
Gustomer Management	Opened Issued Companies	Closed Issued Companies					Q
issued Companies Management	Company Code	Company Name	Share Group	Script	Share Type	Status	Action
⊞ Billing	064A P	Conjung Hains	Oridinary Shares	ктм	IPO	GRATED	8 ×
	K K 1 > 9						

• Click on Generate button as displayed in the figure below:

CASBA	<		⊡	CENTRAL CHECKER_PRO
Dashboard Bank Management Customer Management	Generate Amount Block File Download and upload amount block file Additional Detail For KASTHAMANDAP DEVELOI	PMENT BANK LIMITED (Oridinary Shares - IPO)		م
 Issued Companies Management Billing 	ISSUE MANAGER CVUL CAPITAL MARKET LIMITED PRICE PER SHARE RL 100	ISSUE OPEN DURATION 2015/h0/13 1000 AH - 2015/h0/h6 500 PH MINIMUM QUANTITY 10	NUMBER OF ISSUED SHARE 1000000 MAXIMUM QUANTITY 1000	
				Generate

• Once the file is generated download the file as per the required format (General/Flex).

CASBA	<			Checker CENTRAL_CHECKER_PROFI_
Dashboard Dash Management Guttement Management	← Generate Amount Block File Download and upload amount block file			٩
Concertor Frankysticker Issued Companies Management Billing	Additional Detail For KASTHAMANDAP DEVELOPME ISSUE MANAGER CVIL, CAPTAL HARKET LIMITED PRICE PER SHARE	NT BANK LIMITED (Oridinary Shares - IPO) ISSUE OPEN DURATION 2019/h0/10 1000 AM - 2019/h0/16 500 PM MINIHUM GUANTITY	NUMBER OF ISSUED SHARE 1000000 MAXIMUM QUANTITY	
	Rs 100 S.N Download File	10 Total Applicants Upload File	x000 Action	Generate
	1 6801_KTM_20191013_VLcsv	1	Common 🗸 🛓 🛓	

- Upload the file to the CBS System and generate the response report.
- Once the amount is blocked as per the application report, upload the response report to the application. To upload the response file, follow the below steps.
 - Go to the same page where the block amount file was generated.
 - Click on Upload button as shown in the below figure.

C ^{\$} ASBA	<		Checker Central_checker.profl.				
Dashboard Bank Management	Cenerate Amount Block File Download and upload amount block file		٩				
🔩 Customer Management	Additional Detail For KASTHAMANDAP DEVELOPMEN	Additional Detail For KASTHAMANDAP DEVELOPMENT BANK LIMITED (Oridinary Shares - IPO)					
Issued Companies Management	ISSUE MANAGER CIVIL CAPITAL MARKET LIMITED	ISSUE OPEN DURATION 2019/10/13 10:00 AM - 2019/10:1/6 5:00 PM	NUMBER OF ISSUED SHARE.				
	PRICE PER SHARE Rs 100	MINIMUM QUANTITY 10	MAXIMUM QUANTITY 1000				
			Generote				
	S.N Download File 1 6801.KTM_20191013_V1.csv	Total Applicants Upload File	Action Common V ± ±				

• Click on the upload button available in the page.

CASBA	(CENTRAL CHECKER, PROFI.
	Vpload Applicant Form Upload Applicant Form Upload Applicant Form	
	"Expected Fernine 600.LTH.2009012.Ctev "Please check and returne the fire if recessary. Your upload fernine must certain C initial of V at end "Upload fer must certain AMOUNT.BLOCK.NO UPLOAD.STATUS.FLAG and READON as made of file "Value on UPLOAD.STATUS.FLAG must be other Rior Voltere R = Rejected and V = Verified Upload	

• Rename the upload file as mentioned and select the file and upload it.

Image: Search Downloads > Image: Search Downloads > Organize · New folder Image: Search Downloads > Image: Operating · Name Date modified Type Image: Operating · Name Date modified Type <t< th=""><th>CENTRALOHOURUPR</th></t<>	CENTRALOHOURUPR
Organize New folder Image: Comparize Name Distance Date modified Type Size Image: Comparize Today (3) Image: Comparize	
Cuick access Deatop Control of the modified Type Size Control of the modified Type	
Connicades C	
Control C	
23-Sep-2019 1238 PM Atcrosoft Sevel Co. 24-Sep-2019 211 PM File folder If this year (1) 44. 05-Mai-2019 405 PM File folder Upload Applicant Form staf Resame 800,UTRL2019005,Ccav and resame Variable Content of the	
6_ 05-Mai-2019 4.05 PM File folder Uplood Applicant Form staf Review Rev.KTML2019001,Ctcw staf Review Rev.KTML2019001,Ctcw staf Review Rev.KTML2019001,Ctcw staf Review Rev.KTML2019001,Ctcw	0
ted Filmame 6801,KTML20191013,CLev	
2 of memory Vier oblight Greater multi-orted	
	in C instead of V at end.
File name: V *.cnv V HT. R.COX, NO UPLOND.STATUS. FLAG and HE	EASON as header of file.
Open Cancel SLFLAG must be either if or Vithers if a Rejecte	ad and V = Ventlind

 Check the summary information displayed in the page (Total Number of Application, Total Verified Application, Total Rejected Application).

с ^{\$} аsba	<			E P	CENTRAL_CHECKER_PROFL
Dashboard Bank Management	Upload Applicant Form Upload Applicant Form				
• Customer Management	Additional Detail For KASTHAMANDAP DEVELOPMENT BANK	(LIMITED (Oridinary Shares - IPO)			
Issued Companies Management Billing	ISSUE MANAGER CIVIL CAPITAL MARKET UMITED	ISSUE OPEN DURATION 2019/10/13 10:00 AM - 2019/10/16 5:00 PM		NUMBER OF ISSUED SHARE 1000000	
	PRICE PER SHARE Rs 100	MINIMUM QUANTITY 30		MAXIMUM QUANTITY 3000	
	File Name	Total Applicants	Total Verified	Total Rejected	
	6801_KTM_20191013_CLesv	1	1	0	
	Proceed Uplood Concel				

- If the information is correct, click on the proceed button.
- Amount block report confirmation report uploaded successfully.

Amount Release for Allotted Application

- Once the allotment process is complete, Central Admin User (Checker) needs to Release/Debit the Blocked amount from the Customer's bank Account.
- To Release/Debit Amount from the customer's bank account follow the below steps:
 - Login to the C-ASBA application using central checker user and go to Issued Companies Management Page.
 - Go to Closed Issued Companies tab as in the figure shown below:

с ^{\$} абва	<					₿	Checker CENTRAL_CHECKER_PROFL
E Dashboard Bank Management Customer Management	Closed Company Shares View closed company shares Opened Issued Compo	anies Closed Issued Companies					Q
issued Companies Management	Company Code 064A	Company Name KASTHAMANDAP DEVELOPMENT BANK LIMITED	Share Group Oridinary Shares ObiGinary Shares	Script KTM	Share Type IPO	Status ALLOTED	Generate Amount Release File

 Select the Company with the status "Allotted" and click on "Generate Amount Release File" Button.

с 1 аява	<		EP	Checker CENTRAL_CHECKER_PROFL.
📰 Dashboard 🏦 Bank Management 🔩 Customer Management	Generate Amount Release File Download and upload amount release file Additional Detail For KASTHAMANDAP DEVE	LOPMENT BANK LIMITED (Oridinary Shares - IPO)		
 Issued Companies Natagement Billing 	ISSUE MANAGER CIVIL CAPITAL MARKET LIMITED PRICE PER SHARE RL 100	ISSUE OPEN DURATION 2019/10/13 10:00 AM - 2019/10/13 500 PM HINIHUM QUANTITY 10	NUMBER OF ISSUED SHARE 1000000 MAXIBIUM QUANTITY 1000	
				Generate

- Click on the Generate Button to generate amount release file.
- Once the file is generated, download the file and upload to the CBS System to release/Debit the amount. To download the file, click on download button.

с \$ аsba	<		e P	Checker CENTRAL_CHECKER_PROFIL
Dashboard Bank Management	Cenerate Amount Release File Download and upload amount release file			
+ Customer Management	Additional Detail For KASTHAMANDAP DEVELOPM	ENT BANK LIMITED (Oridinary Shares - IPO)		
issued Companies Management	ISSUE MANAGER	ISSUE OPEN DURATION	NUMBER OF ISSUED SHARE	
III Billing	CIVIL CAPITAL MARKET LIMITED	2019/10/13 10:00 AM - 2019/10/13 5:00 PM	100000	
	PRICE PER SHARE	HINIMUH QUANTITY	MAXIMUH QUANTITY	
	Rs 100	10	1000	
			ļ	Generate
	S.N Download File	Total Record Generated	Upload File Action	
	1 6801_KTM_2019R013_V2.csv	1. C	1 1 1	

- Once the file is uploaded to the CBS system and amount is released/Debited as per the report, generate the response report as per the prescribed format and upload the same to the C-ASBA System.
- To upload the file, click on the upload button as in the figure below.

C ^{\$} ASBA	<		E P	Checker CENTRAL_CHECKER_PROFIL				
詰 Dashboard	Generate Amount Release File Download and upload amount release file Additional Detail For KASTHAMANDAP DEVELOPMENT BANK LIMITED (Oridinary Shares - IPO)							
 Issued Companies Management Billing 	ISSUE MANAGER CIVIL CAPITAL MARKET LIMITED PRICE PER SMARE Ri 100	ISSUE OPEN DURATION 2019/10/13 1000 AH- 2019/10/13 500 PH MINIMUM QUANTITY 10	NUMBER OF ISSUED SHARE 1000000 MAXIMUM QUANTITY 1000					
	S.N Download File t 660LKTM.2019003_V2.cvv	Total Record Generated	Upload File Action	enerate				

• Select the file generated from CBS system through the list and Click on Upload button.

🔞 File Upload				×	Checker CENTRAL_CHECKER
e = + + 🖣	> This PC > Downloads	 ✓ Ø Search 	Downloads	P	
Organize • Ne	w folder		ii • 🖬	0	
* Quick access	↑ Name √ Today (6)	Date modified	Туре	sa*	
 Desktop Downloads Documents Pictures 	B 6801_KTM_20191013_C2.csv B 6801_KTM_20191013_V2.csv B KTM_1.csv KTM_1.csv	13-Oct-2019 8:24 PM 13-Oct-2019 8:17 PM 13-Oct-2019 7:37 PM	Microsoft Excel Co Microsoft Excel Co Microsoft Excel Co	~	•
1	File name: 6801.KTM.20191013.C2.csv	v *.csv	Open Cancel	-	
					Upload Share Result
					*Expected Filename: 6001.KTH.20191013.C2.csv
			* Please che	ck and rena	me the file if necessary. Your upload filename must contain C instnad of V at end.
	* Upload file m	st contain AMOUNT_BLOCK_NO, A	CCOUNT, NUMBER, DEMAT,	NUMBER A	PPLIED, QUANTITY, PRICE, PER, SHARE, ALLOTED, QUANTITY, AMOUNT, TO, BE, DEBITED, AMOUNT, TO, BE, RELEASED, UPLOAD, STATUS, FLAG
			* Value on UPLOA	D.STATUS.	JP,AG must be either AR or RF Where AR = Amount Released and RF = Released Falled.
					Upload

• Check the summary report as in figure below after uploading the file.

C ASBA	<				EF	Checker CENTRAL_CHECKER_PROFL
Dashboard Dashboard Bank Management Customer Management	Upload Share Result Upload Share Result			1991		
issund Companies Hanagement.	AGGIDORIAI DEGAI FOT AAS I FIAM ISSUE MANAGER CIVIL CARTAL MARKET LIMITED PRICE PER SMARE Rs 100	ANDAP DEVELOPMEN	I DANK LIMITED (Underlary Shares - ISSUE OPEN DURATION 2019/10/13 10:00 AH - 2019/10/13 HINIMUM QUANTITY 10	IANK LIMITED (Oridinary Shares - IPO) ISSUE OPEN DURATION 2019/01/1 1000 AH - 2019/01/11 500 PH MEINIHUM QUANTITY 10		
	File Name 6801,KTM,30191013,C2.csv Proceed Uplood Concel	Total Applicants	Total Amount To Be Debited	Total Amount To Be Released	Total Amount Released	Total Reisese Failed O

• Click on Proceed button if everything seems ok.

File Format for CBS and C-ASBA

 Please refer to the File format below for the required File that needs to be generated from CBS system.

File Format (Common) for Amount Block Report Generated from C-ASBA

AMOUN T_BLOCK _NO	APPLIC ANT_N AME	ACCOU NT_NO	DEMAT _NUMB ER	UNIT_OF_SH ARE_TO_PU RCHASE	PRICE _PER_ UNIT	TOTAL _AMO UNT	FORM_SE RIAL_NU MBER	BRANCH	REMARK	UPLOAD_ STATUS_F LAG	REAS ON
	AASHN										
	А		130102						ASBAKTM13		
	NEUPA		000009						0102000009		
CDS91	NE	93850	3850	10	100	1000	1	1	3850	U	

File Format (Flex) for Amount Block Report Generated from C-ASBA

SOURCE_CODE	BRANCH	ACCOUNT _NO	AMOUNT_ BLOCK_NO	TOTAL_AMOUNT	EFFECTIVE_DATE	EXPIRY_DATE	REMARK	UPLOAD_ STATUS_F LAG	REAS ON
							ASBAKTM1301		
CADAMBLK	1	93850	CDS91	1000	10/18/2019	10/18/2019	020000093850	U	

◆ The details shown above will be generated from C-ASBA during Block Amount File generation.

Central Admin Users need to download the file and upload it to the CBS system.

File Format for the response file of Amount Report to be uploaded in C-ASBA

AMOUNT_BLOCK_NO	UPLOAD_STATUS_FLAG	REASON
CDS91	V	

Response file for the same file generated before should be as in the above table.

- If the amount block is done successfully Upload_Status_Flag should be "V".
- If the amount block is not done, then the application should be marked as Rejected. For the same purpose, Upload_Status_Flag should be "R" and There must be Reason for each Rejected Record.

Note: Reason Feature is newly added in the new version of C-ASBA

File Format for Amount Release Report Generated from C-ASBA

AMOUN T_BLOC K_NO	APPLIC ANT_N AME	ACCO UNT_ NO	DEMAT _NUM BER	APPLIE D_QUA NTITY	PRICE_ PER_S HARE	ALLOTE D_QUA NTITY	AMOUNT _TO_BE_D EBITED	AMOUNT_ TO_BE_RE LEASED	TOTAL _AMO UNT	FORM_S ERIAL_N UMBER	BR AN CH	REMARK	UPLOAD _STATUS _FLAG
	AASHN												
	А		130102									ASBAKTM1	
	NEUPA	9385	000009									301020000	
CDS91	NE	0	3850	10	100	10	1000	0	1000	1	1	093850	U

The details shown above will be generated from C-ASBA during Amount Release/Debit File generation.

Central Admin Users need to download the file and upload it to the CBS system.

File Format for Response file of Amount Release Report to be uploaded in C-ASBA

AMOUNT_BL OCK_NO	ACCOUN T_NO	DEMAT_NU MBER	APPLIED_Q UANTITY	PRICE_PER _SHARE	ALLOTED_Q UANTITY	AMOUNT_TO_B E_DEBITED	AMOUNT_TO_BE _RELEASED	TOTAL_A MOUNT	UPLOAD_STA TUS_FLAG
		130102000							
CDS91	93850	0093850	10	100	10	1000	0	1000	AR

Response file for the same file generated before should be as in the above table.

If the amount release/debit is done successfully Upload_Status_Flag should be "AR".

Otherwise use the Upload_Status_Flag as "RF".