USER MANUAL FOR SUBMISSION OF PERIODIC REPORTING
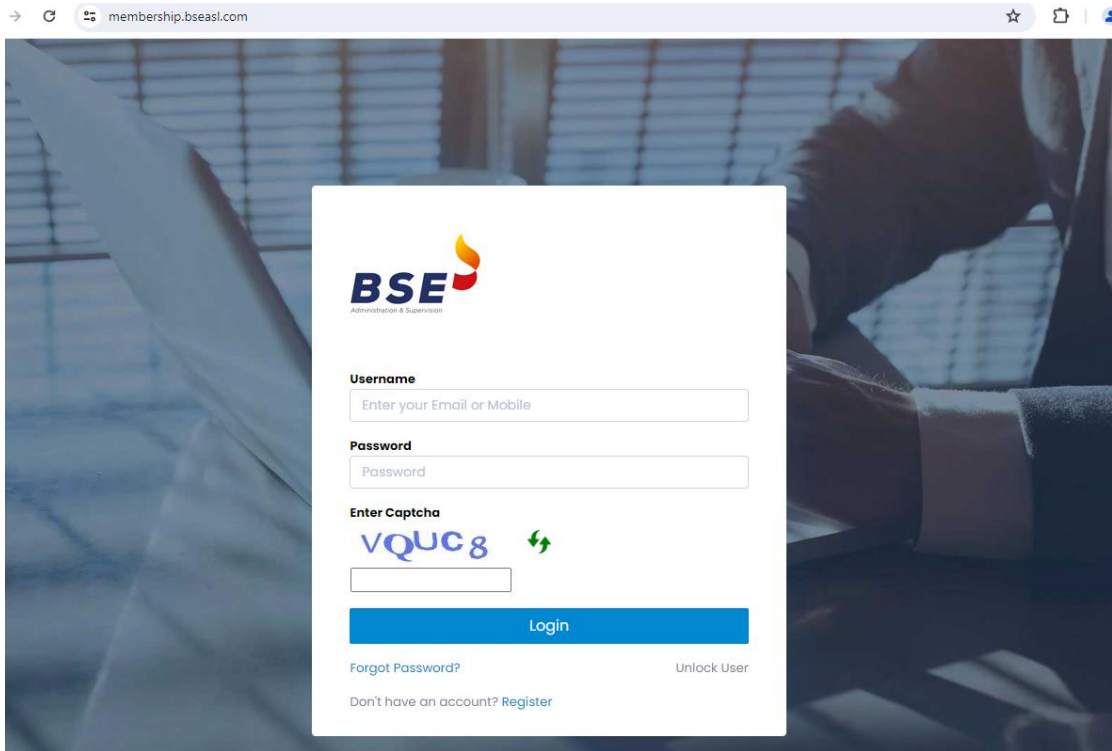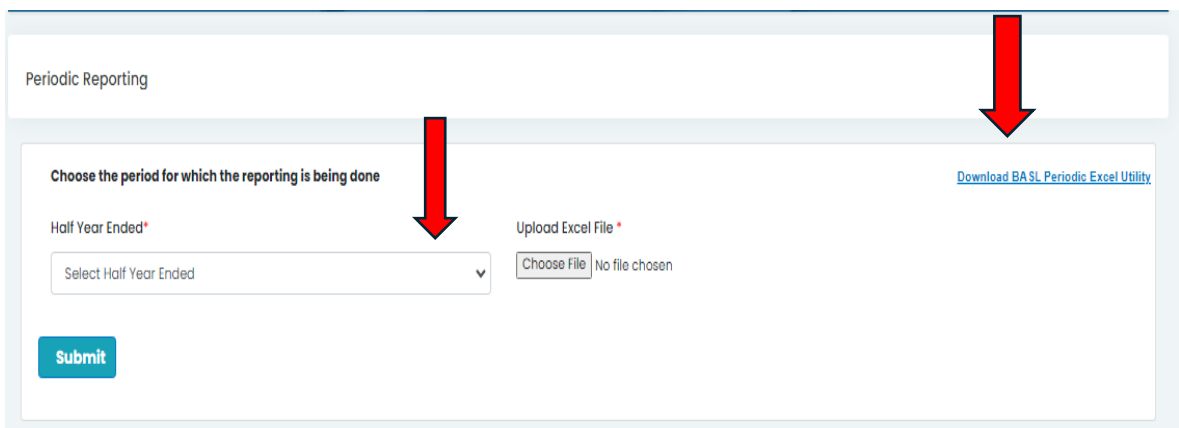
1. Login into BASL Portal using your credentials on the link.
   https://membership.bseasl.com/

2. Enter your credentials and click and login.

3. Click on "Compliance Reporting" and sub menu "Periodic Reporting".

4. Click on download BASL periodic excel utility as shown below.

5. Select the half year for which the filing is being done.
   (Please note that the same period has to be selected in the excel file as well)

6. Please read the instructions carefully provided in the Index sheet of the downloaded excel.
7. Post ensuring the system configuration required, start filling the excel sheet.
8. Fill the General Details sheet. While filling details in the General Details sheet, Row no's 13,14,15,16, 21,22, 24, are rows with additional information to be filled.
9. If the said field is not applicable, then do not click on the tick box "do you have" option.
10. Click on tick box "Do you have" option if you have respective details to be added and then click on "Add Option".
11. "Add Option" on which you will be redirected to different sheets.
12. Add the no. of rows to be added and validate the sheet after filling the details.
13. After filling all the additional details of General details page, validate the general details sheet.
14. Once general details sheet is validated, start filling details of Complaints sheet.
15. In the details of complaints sheet, Additional information has to be filled in row 7. And follow the same steps mentioned in points 8,9,10,11 in the user manual.
16. Add the no. of rows to be added and validate the additional sheet after filling the required details.
17. After filling all the additional details of Details of complaints sheet, validate the details of Complaints sheet.
18. Now start filling details of Client sheet and add the additional information has to be filled in row 9 and validate the sheet. And follow the same steps mentioned in points 8,9,10,11 in the user manual.
19. Validate the details of client's sheet.
20. Post validating all the sheets.
21. Validate all option has to be clicked in the general Details sheet.
22. Now upload the sheet in the portal.
23. Upload the file in the BASL portal in "upload Excel" file option.

Periodic Reporting

Choose the period for which the reporting is being done   Download BASL Periodic Excel Utility

Half Year Ended*   Upload Excel File *

Select Half Year Ended   ⌄ | Choose File | No file chosen

Submit

24. Once the application is submitted check the status of your application under My Application.

Case ID	Applicant Name	Application Submission Date	Application Status	Entity Type	Application Type	Date Of Approval	Action	Action	Processing Fees	Download Certificate
73500		21/06/2024	Draft		Periodic Reporting		Details			
73499		21/06/2024	Submitted		Periodic Reporting		Details			

Sidebar navigation:
- New Application
- My Application
- Change Registered Details
- Routing of Fees
- Compliance Reporting
- Change Password

Case Id [ ] Submit