

**CHECKLIST FOR APPOINTMENT OF AUTHORISED PERSON APPLICATION IN NSE CD**

Sr. No	Documents	Points to be noted while filing the application
1	Application form for Appointment of Authorised Person in CM/F&O/CD segment	<ul style="list-style-type: none"> <li>- Application form to be filled in completely</li> <li>- Should be on letter head of Authorised Person.</li> <li>- Should be signed and stamped by Proprietor/Partner/Director of the Authorised Person.</li> </ul>
2	Cheque of Rs. 2,000/- + applicable service tax towards Processing Fees charged by the exchange	Cheque in favour of <b><u>ISE Securities &amp; Services Ltd.</u></b>
4	Annexure 1 - Undertaking from the Authorised Person	<ul style="list-style-type: none"> <li>- Should be on letter head of Authorised Person</li> <li>- All clauses of undertaking to be mentioned without fail</li> <li>- Should be signed and stamped by Proprietor/Partner/Director of the Authorised Person</li> </ul>
5	Annexure 2 - Details of Proprietor / Partners / Directors of Authorised Person.	<ul style="list-style-type: none"> <li>- Should be given of a latest date</li> <li>- Should be signed by Proprietor/Partner/Director of the applicant Authorised Person</li> <li>- Should be certified by practising CA/CS (certification should not be older than 6 months from the date of application)</li> </ul>
6	Annexure 3 - Agreement between trading member and applicant Authorised Person	<ul style="list-style-type: none"> <li>- To be signed by Proprietor/Partner/ Director of both Trading Member and applicant Authorised Person</li> <li>- To be executed separately for each segment</li> <li>- To be certified as true copy on all pages by Proprietor/Partner/ Director of the trading member</li> <li>- To be on a non-judicial stamp paper of Rs.100/-</li> </ul>
7	Valid NCFM/NISM/BSE certifications of Proprietor/Directors/Partners	<ul style="list-style-type: none"> <li>- Certified true copy of NCFM/ NISM/BSE certifications of Authorised Person (to be signed by Proprietor/Partner/ Director of Trading Member )</li> <li>- The validity of the certificate(s) should be not less than two months as on the date of</li> </ul>

		<p>application</p> <ul style="list-style-type: none"> <li>- NCFM certification should be submitted for Capital Market Segment, NCFM or BSE certification should be submitted for Futures &amp; Options Segment, NISM certification should be submitted for Currency Derivatives Segment</li> </ul>
8	<p>PAN Card, Proof of Date of Birth, Educational Qualification, Registered Office and Residential Address of Proprietor/Partners/Directors of Authorised Person</p>	<ul style="list-style-type: none"> <li>- Certified true copies of PAN Card, Proof of Date of Birth, Educational Qualification, Registered Office and Residential Address of Proprietor/Partners/Directors of applicant Authorised Person to be submitted (to be signed and stamped by Proprietor/Partner/Director of Trading Member )</li> <li>- Proprietor/Partners/Directors of applicant AP to be at least 18 years of age. As proof of age</li> <li>- Proprietor/Partners/Directors of applicant AP should have minimum educational qualification of 10<sup>th</sup> standard pass or equivalent examination recognised by Government</li> <li>- As proof of age, copy of PAN Card/Driving Licence/School leaving certificate/SSC Certificate/Passport should be submitted</li> <li>- S.S.C. passed mark sheet/certificate or submit the copy of Equivalent examination passed from an institution recognized by the government (copy of latest qualification certificate has to be submitted)</li> <li>- As a proof for Registered Office Address, Landline Telephone Bill, Electricity bill, MOA, Rent Agreement, Bank pass book, Voters id, Driving License, Passport, Bank Statement, Ration card, Trade license agreement, Shop Establishment Certificate should be submitted</li> <li>- As a proof for Residential Address, Landline Telephone Bill, Electricity bill, Rent Agreement, Bank pass book, Voters id, Driving License, Passport, Bank Statement, Ration card, should be submitted</li> <li>- Landline Telephone bill, Electricity bill, Bank passbook, Bank statement should not be older than six months.</li> <li>- In case the name of the Authorised Person as per the application submitted differs from that</li> </ul>

		of the above documents submitted as supporting, the certified true copy of Marriage Certificate/ Affidavit should be submitted ((to be signed and stamped by Proprietor/Partner/ Director of Trading Member )
9	Reference letter from the Applicant's Banker and from any other Third Party	<ul style="list-style-type: none"> <li>- Should be submitted in original</li> <li>- Bank reference letter should be on a letterhead of the bank,</li> <li>- Bank Account number with account opening date issued for applicant authorised person to be mentioned</li> <li>- Third party reference letter should be from a practising CA/CS/ Lawyer or a Notary or a SEBI registered stock broker other than the trading member applying for appointment of AP</li> <li>- Membership number of recommending CA/CS should be quoted on the reference letter Bank/Third Party reference letter should not be older than six months from the date of application</li> </ul>
10	Annexure 4 – Undertaking from applicant Authorised Person.	<ul style="list-style-type: none"> <li>- Should be on letter head of Authorised Person</li> <li>- All clauses of undertaking to be mentioned without fail</li> <li>- Should be signed and stamped by Proprietor/Partner/Director of the Authorised Person</li> </ul>
11	Registered Partnership Deed / LLP Agreement / Memorandum of Association(including certificate of incorporation) of the applicant Authorised Person (Not applicable in case applicant AP is an proprietor concern)	<ul style="list-style-type: none"> <li>- Memorandum of Association (main object clause)/Partnership Deed/LLP Agreement should consist the object clause permitting the person to deal in securities business</li> <li>- In case the aforesaid clause is not existing in the Main Objects Clause of Memorandum of Association, certified true copy of board resolution approving the inclusion of the said clause in Main Objects Clause MOA shall be submitted</li> <li>- To be certified true by the Proprietor/Partner/Director of the trading member</li> </ul>
12	Annexure 5A/5B - Details of Shareholding / Sharing Pattern (Not applicable in case applicant AP is an proprietor concern)	<ul style="list-style-type: none"> <li>- To be signed and stamped by the Proprietor/Partner/Director of applicant AP</li> <li>- All details to be filled in without fail</li> <li>- To be certified by practicing CA/CS with the</li> </ul>

		stamp and membership no. (certification should not be older than 6 months from the date of application)
13	Proprietor/Partner/Director of applicant Authorised Person or Director should -	
	Not be a Trading Member of the Exchange	
	Not be a registered Authorised person of any other Trading Member of the Exchange	
	Not a Proprietor/Partner/Director of any other trading member	
	Have a good reputation and character.	
14	Proprietor/Partner/Director of applicant Authorised Person or Director is -	
	Not a defaulter in any other Stock Exchange.	
	Not appearing in SEBI debarred Directors/ Vanishing Companies List	
	Has not been convicted of any offence involving fraud or dishonesty.	
	Trading Member is not disabled or suspended or any disciplinary action has been taken/initiated	
	Not appearing in CIS and Non CIS list	
	Not appearing in CIBIL database	
	NSE sub broker Registration certificate	
15.	Deed Of Guarantee <b>(Non-Judicial Stamp Of Rs.100/- ) *</b>	
16.	Affidavit – Cum – Undertaking <b>(Non-Judicial Stamp Of Rs.100/- )*</b>	
17.	NETWORTH CERTIFICATE for registration as approved person for ISS F & O segment*	

**APPLICATION FORM FOR APPOINTMENT OF AUTHORISED PERSON IN THE CAPITAL MARKET / FUTURES & OPTIONS / CURRENCY DERIVATIVES SEGMENT(S) OF NSEIL**

(On the letterhead of the Sub broker. )

Date:

Membership Department  
National Stock Exchange of India Ltd. (NSEIL)  
Exchange Plaza, BKC, Bandra (East)  
Mumbai 400051

Dear Sir/Madam,

We are a trading member in the Capital Markets/Futures & Options/Currency derivatives segment/Wholesale Debt Market Segment of NSEIL having SEBI registration no. INS

In accordance with the Regulations of NSEIL, we are desirous of appointing the following entity as our Authorised Person.

The details of the proposed Authorised Person are as follows:

1.	Applicant Name <i>(in capitals -expand all initials)</i>	
2.	Trade Name <i>(in capitals)</i>	
3.	Constitution (Individual/Partnership/LLP/Body Corporate)	
4.	Segment (CM / F&O / CD)	
5.	Registered Office Address Details : City Pin code STD Code Telephone no. Fax No. Email Address Mobile No. Website, if any	
6.	Name of the Compliance Officer	
7.	Details of Infrastructure: Number of branch offices Total area in sq. feet (of all main/branch offices) Total No. of Dealers Total No. of Terminals Branch-wise details of Location, phone, telex and fax numbers	
8.	Details of appointment of Authorised Person if already acting as such on any other segment of the Exchange or with any other stock exchange	Segment Code Exchange

-

I/We Mr. / M/s. \_\_\_\_\_ (name of member) of the Exchange hereby agree to recommend the above mentioned applicant as authorised person.

I/We hereby submit the following documents with respect to the appointment of authorised person:

**For \_\_\_\_\_ (Trade Name)**

**(Name & Signature of Proprietor)**

Place :-

Date :-

Stamp of member

**Annexure - 1**  
**Undertaking**

(On the letterhead of the Authorised Person)

I/We Mr. /Ms. /M/s. \_\_\_\_\_ (*trade name of the Authorised Person*) hereby confirm/undertake that:

1. we are propose to be appointed as Authorised Person and we meet all the conditions laid down by the Exchange,
2. we Mr. / Ms. / M/s \_\_\_\_\_ (*trade name of the Authorised Person*) have necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities on behalf of stock broker.
3. we Mr. / Ms. / M/s \_\_\_\_\_ (*trade name of the Authorised Person*) or any of its director/partner are not a member or sub-broker /authorised person of any of the member of the Exchange or director/partner of any sub-broker / authorised person of the Exchange,
4. we Mr. / Ms. / M/s \_\_\_\_\_ (*trade name of the Authorised Person*) are not a member / sub-broker /authorised person of any of the commodity exchange,
5. we shall comply with all Rules, Byelaws, Regulations, directions and circulars issued by the Exchange from time to time,
6. we agree and bind myself/ourselves to be responsible for all deals, acts of commission and omission, quotations made and transactions effected, if any, by / through Mr. / Ms. / M/s \_\_\_\_\_ (*trade name of the Authorised Person*) and shall be responsible for all acts of omission and commission of our employees, including liabilities arising there from,
7. I/ We shall ensure the settlement and honour of all the deals entered into by us as the Authorised Person of ISS.
8. we Mr. / Ms. / M/s. \_\_\_\_\_ (*trade name of the Authorised Person*) and its directors / partners have good reputation and character and has not been convicted of any offence involving fraud or dishonesty,
9. we Mr. / Ms. / M/s. \_\_\_\_\_ (*trade name of the Authorised Person*) has not, at any time in the course of business, introduced or otherwise dealt with fake, forged, stolen, counterfeit, etc. shares and securities in the market.
10. we shall not receive or pay any money or securities in our own name or account and all receipts/payments of securities and funds shall be our name or account of ISS.
11. if any trading terminal is provided us, the place where such trading terminal is located shall be treated as branch office of ISS.
12. we shall display at each branch office additional information such as particulars of authorised person in charge of that branch, time lines for dealing through authorised person, etc., as may be specified by the stock exchange,
13. we shall notify changes, if any, in the authorised person to all registered clients of that branch at least thirty days before the change,

14. The client shall be registered with ISS. The funds and securities of the clients shall be settled directly between ISS and client and all documents like contract note, statement of funds and securities would be issued to client by ISS. Authorised person may provide administrative assistance in procurement of documents and settlement, but shall not issue any document to client in its own name. No fund/securities of clients shall go to account of authorized person.
15. On noticing irregularities, if any, in the operations of authorised person, ISS shall seek withdraw approval, withhold all moneys due to authorised person till resolution of investor problems, alert investors in the location where authorised person operates, file a complaint with the police, and take all measures required to protect the interest of investors and market.
16. we confirm that names of the proprietor/partners/directors/shareholders of the M/s. \_\_\_\_\_ (name of Authorised Person) are fit and proper persons and does not appear in the CIS, non-CIS cases and vanishing company database of SEBI as per the information available at sebi.gov.in and in the suit filed cases as per the information available at cibil.com.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
**\*Name, Signature & Seal**

\* Should be signed by a Proprietor/Partner/Director of Authorised person.



**Annexure – 2**  
**(On the letter Head of the applicant)**

**DETAILS OF PROPRIETOR / DIRECTORS / PARTNERS OF M/S. \_\_\_\_\_**  
**(APPLICANT AUTHORISED PERSON'S NAME) AS ON \_\_\_\_\_**

No	Name \$	Father's Name	Date of Birth	PAN No. #	Qualification	Residential Address	Contact / Mobile No.	Valid NCFM/NISM/BSE Certification No.
1								
2								
3								

**NOTES :**

All initials to be expanded (full name to be indicated)

Date:

Place:

Signature of Proprietor/Partner/Director

With Stamp of the Authorised Person

**CERTIFICATE**

This is to certify that the details of proprietor/partner/director in \_\_\_\_\_ and as given above, based on my/ our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Date:

Place:

Signature of Compliance Officer / Director

With Stamp of the Authorised Person

For (Name of Certifying Firm)

Name of the Partner/Proprietor

Chartered Accountant/Company Secretary

Membership Number

Date :

**Annexure - 4**  
**Undertaking**

(On the letterhead of the Authorised person)

I/We Mr./Ms./M/s. \_\_\_\_\_ (*name of the applicant authorised member*) had applied for appointment as Authorised Person of the Exchange on Capital Market / Futures & Options / Currency Derivatives Segment(s) through trading member, M/s. \_\_\_\_\_ (*name of the trading member*). In this regard, I/We hereby confirm/undertake that:

1. I/We and our partners/directors has/have not been convicted for any offence in the past and presently not under trial for any offence involving fraud and dishonesty.
2. I/We will deal directly with investors and not through any other authorised person on appointment with exchange.
3. I/We and our proprietor/directors/partners is/are neither an Authorised Person of any other member of the Exchange and nor has/have applied for appointment as Authorised Person with any other member of the Exchange.
4. I/We are not registered as Sub-broker/Authorised person of any Commodity Exchange.
5. I/ We confirm that I/We is /are not a defaulter in any other stock exchange.
6. I/ We Not appearing in SEBI debarred Directors/ Vanishing Companies List, CIS and Non CIS list and CIBIL database

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
**\*\* Name, Signature & Seal**

\*\* Should be signed by Proprietor / Partner / Director of the proposed Authorised Person.

**Annexure – 5A (For Corporate)  
(On the letter Head of the applicant)**

Certificate dated \_\_\_\_\_  
submitted by \_\_\_\_\_ to NSEIL

Shareholding Pattern of \_\_\_\_\_ (*name of Authorised Person*) as on  
\_\_\_\_\_ (*date*)

<b>Sr. no.</b>	<b>Name \$</b>	<b>Number of Shares held</b>	<b>Paid up value per share Rs.</b>	<b>Amt paid- up Rs.</b>	<b>% age of total</b>
1.					
2.					
3.					
4.					
5.					
Others					
<b>TOTAL</b>					<b>100%</b>

Date:  
Place:

Signature(s)  
Signature of Compliance Officer / Director  
With Stamp of the Authorised Person

**CERTIFICATE**

This is to certify that the Shareholding in \_\_\_\_\_ as given above, based on my/ our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Date:  
Place:

For (Name of Certifying Firm)  
Name of the Partner/Proprietor  
Chartered Accountant/Company Secretary  
Membership Number

**Annexure – 5B (For Firms/LLP)**

Certificate dated \_\_\_\_\_  
submitted by \_\_\_\_\_ to NSEIL

Sharing Pattern of \_\_\_\_\_ (name of Authorised Person) as on  
\_\_\_\_\_ (date)

Sr. no.	Name of the Partner	Capital in the Firm (Rs.)	Share in Profits	Share in Losses
1.				
2.				
3.				
4.				
5.				
TOTAL			100%	100%

**Partner: Mr. / Ms.** \_\_\_\_\_

Date:

Place:

Signature(s)

Signature of Compliance Officer / Partner

With Stamp of the Authorised Person

**CERTIFICATE**

This is to certify that the Capital and Sharing Pattern of \_\_\_\_\_ as given above, based on my/ our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Date:

Place:

For (Name of Certifying Firm)

Name of the Partner/Proprietor

Chartered Accountant/Company Secretary

Membership Number

**On the Letter head of the Corporate Applicant for Authorised Person**

**CERTIFIED TRUE COPY OF BOARD RESOLUTION PASSED IN THE BOARD MEETING HELD ON \_\_\_\_\_ AUTHORISING DESIGNATED DIRECTOR(S) TO EXECUTE AND SUBMIT APPLICATION AND OTHER DOCUMENTS FOR REGISTRATION AS AN AUTHORISED PERSON AND/OR CLIENT OF ISS IN ITS DERIVATIVE SEGMENT**

**“RESOLVED THAT** Shri/Mrs./Ms. \_\_\_\_\_ and/or Shri/Mrs./Ms. \_\_\_\_\_, Designated Director(s) of the Company be and hereby authorised to execute and submit Application and other documents and to affix common seal of the Company, if required, for Registration of the Company as an Authorised Person and/or Client in the Derivative Segment of ISE Securities & Services Ltd. (ISS), the wholly-owned subsidiary of Inter-connected Stock Exchange of India Ltd. (ISE).

For and on behalf of the Board

Date:

Place:

Chairman/Managing Director/  
Director/Company Secretary

**BANK REF.**

SUGGESTED FORMAT OF REFERENCE FOR THE PURPOSE OF REGISTRATION OF SUB-BROKERS FROM BANK

**Ref. No** :  
**Date** :

**TO WHOM-SO-EVER IT MAY CONCERN**

This is to certify that, Mr. / Mrs. / Ms. / M/s.....Trade name).....of(address.....has current / saving account No.(S)..... with us since the last.....years and operations in the account have been found to be satisfactory.

It is clarified that this certificate is issued without any risk and responsibility on the part of the Bank or any of its officers in any respect.

This certificate is issued at the specific request of the customer.

Signature of the customer, Mr. / Mrs.....as per the records of the bank is :

**(Signature of applicant)**

**For and on behalf of (name of the bank)**

**(Signature)**

**(Seal of the bank)**

**(Name & Designation of issuing officer)  
(Address of the bank)**

**Third Party Ref:-**

SUGESTED FORMAT OF REFERENCE FOR THE PURPOSE OF REGISTRATION OF SUB-BROKERS FROM ANY OTHER PARTY

**Ref. No. :**

**Date :**

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that, we personally know M/s **TRADE NAME**..... since the last.....years. We aware that they / he / she propose to register himself as a Sub-broker with Securities Exchange Board of India, for operations in the Capital Market.

In our opinion, he / she is a rational, honest, sincere person with sound financial position. We certify that, to the best of our knowledge and belief, he is a person who can be entrusted with the work which requires complete integrity and financial responsibility and has not been connected with any criminal / civil offence and there is no litigation filed pending against him.

He / she is not related to me.

**For ( Name of the organisation)**

**(Signature)**

**(Seal of the organisation)**

**(Name & Designation of issuing person)  
(Address of the organisation)**

To be executed on a Non Judicial Stamp Paper of Rs. 100/- duly notarized by the Proprietor in case of Proprietorship entity and by at least one of the Designated Directors in case of Corporate Entity and least one of the Dominant Partner in case of Partnership Entity.

### **Affidavit – Cum – Undertaking**

I, \_\_\_\_\_ son/wife of \_\_\_\_\_ aged \_\_\_\_\_, Managing Director/Director/Proprietor (*strike off whichever is not applicable*) of M/s. \_\_\_\_\_ (name of the company/proprietorship), an Authorised Person of ISE Securities & Services Limited (hereinafter referred to as ISS) having SEBI Sub-broker Registration No. \_\_\_\_\_ solemnly declare, affirm, state and confirm on oath as follows:-

- That M/s..... (Name of the Authorised Person entity) has been granted approval by ISS to adopt/use the CTCL facility using the software provided by ISS and no modification of any part of the software has been effected by us, nor shall any modification of any part of the software be effected by us in the future.
- M/s..... (name of the Authorised Person entity) has not provided and will not provide in the future directly or indirectly any view only terminal or trading terminal through CTCL or otherwise, without complying with the National Stock Exchange of India Ltd. (NSEIL's) Circulars No. 282 (download reference No. NSE/MEM/3574) dated 29<sup>th</sup> August 2002, No.292 (download reference No.NSE/MEM/3635) dated 25<sup>th</sup> September 2002, No.309 (download reference No. NSE/MEM/3740) dated 13<sup>th</sup> November 2002 and No.311 (download reference No.NSE/MEM/3758) dated 26<sup>th</sup> November 2002 and ISS Circular No. 02-03/ISS/10555/MR dated December 18, 2002 and No 02-03/ISS/9210/vs dated September 11, 2002 in respect of guidelines for location of CTCL terminals and usage thereof, submission of details of CTCL terminals and granting of CTCL terminals by the Trading Members and their Authorised Persons.
- None of the persons to whom we have provided CTCL terminals in compliance with the aforesaid circulars, has in turn, provided any terminal to any other person/office/premises/ address in violation of the aforesaid circulars. I/ We also will ensure that in future, the CTCL terminals will not be provided to any person etc., in violation of the aforesaid Circulars.
- All the CTCL terminals are installed at the same address and that the approved person is operating the respective CTCL terminal as declared in our submission of details of CTCL terminals to ISS in response to the NSEIL's Circulars No. 282 (download reference No. NSE/MEM/3574) dated 29<sup>th</sup> August 2002, No.292 (download reference No.NSE/MEM/3635) dated 25<sup>th</sup> September 2002, No.309 (download reference No. NSE/MEM/3740) dated 13<sup>th</sup> November 2002 and ISS Circulars No. 02-03-/ISS/10555/MR dated December 18, 2002 and No 02-



03/ISS/9210/VS dated September 11, 2002. I/ We will also ensure that the said Circulars and the Circulars that may be issued by NSEIL and ISS from time to time in this regard are not violated in any manner.

- M/s..... (name of the Authorised Person entity) will take all necessary steps to ensure that the branches of M/s. \_\_\_\_\_ (name of the Authorised Person entity) and their CTCL terminal users have not provided extension of any terminal connectivity through VSAT/leased line with NSEIL and/ or ISS by means of any connectivity, viz. dial-up/ leased line/ ISDN/ wireless media /other medium other than at the same addresses as declared in our application to ISS for providing VSAT/ leased line/ ISDN/ wireless/ other medium in compliance with Regulation 2.1.2 of Part A of the Capital Market Regulations of the NSEIL. I/We also undertake and assure that in future, our branches and CTCL terminal users will not provide extension of any terminal contrary to the contents of our application to ISS.
- M/s.....(name of Authorised Person entity) and its branches does execute all orders received from the constituents and any other persons, in their respective names/ client codes and none of the orders received from constituents is executed as its own under PRO code and / or under other client codes.
- M/s.....(name of Authorised Person entity) and its branches and its CTCL terminal users and branches do place all orders received from the constituents as per the quantity and price indicated by the constituents, on the trading system of NSEIL
- All the constituents to whom trading terminals have been provided by us, either directly or through CTCL, transact only for themselves and not for anybody else and they are not dealing as unregistered intermediaries.
- That appropriate penal action, including fine, suspension of trading rights, cancellation of Authorised Person registration granted by NSE can be taken against me and M/s. \_\_\_\_\_(name of the Authorised Person entity) by NSEIL, ISS and ISE in case I/we violate any of the Rules and Regulations passed by NSEIL, ISE and ISS from time to time, including those provisions relating to unauthorized access to persons for illegal/unauthorized trading and/or providing my terminals or terminals of M/s. \_\_\_\_\_(name of Authorised Person entity) for illegal/ unauthorized trading.
- That I am authorised to sign/submit this Affidavit-cum-Undertaking to ISS under due authority of the Board of Directors/ Partner / Individual of M/s. \_\_\_\_\_(Name of the Authorised Person entity).

### **VERIFICATION**

I solemnly affirm that all the contents of the aforesaid affidavit are true and correct to the best of the knowledge and belief and I have not concealed any material facts.

Place:  
Date:

Deponent

### FORMAT OF BOARD RESOLUTION

**EXTRACT OF THE MINUTES OF THE BOARD MEETING HELD ON\_\_\_\_\_.**

**“RESOLVED THAT** Shri/Ms.\_\_\_\_\_ Designated Director of \_\_\_\_\_(name of Authorised Person entity), be and is hereby authorised to sign/submit the Affidavit-Cum-Undertaking to ISS relating to provision of CTCL terminals in compliance of the Rules and Regulations formed by SEBI, National Stock Exchanges of India Ltd., Inter-connected Stock Exchange of India Ltd. and ISE Securities & Services Ltd.”

Place:  
Date:

Certified to be True \*  
Signature:  
Name:

\* should be certified by the Managing Director or Chairman of the Company, in case the Affidavit-cum-undertaking is signed/submitted by any other Director.

**NON-JUDICIAL STAMP OF RS.100/-**

**“This Stamp paper of Rs.100/- forms part and parcel of the**

**DEED OF GUARANTEE attached hereto,**

**Issued in favour of ISE SECURITIES & SERVICES LIMITED.”**

SIGNED for and on behalf of the Guarantor

By (Name): \_\_\_\_\_

Signature: \_\_\_\_\_

X

## DEED OF GUARANTEE

THIS DEED OF GUARANTEE is executed at Vashi, Navi Mumbai this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

x

### **BY**

Mr./Ms. \_\_\_\_\_ S/D/W/o \_\_\_\_\_, aged \_\_ years and residing at \_\_\_\_\_

x

x

\_\_\_\_\_ (hereinafter referred to as the "GUARANTOR", which expression shall include where the context so requires his/her legal heirs, successors and assigns)

x

x

x

### UNTO AND IN FAVOUR OF

M/S. ISE SECURITIES & SERVICES LIMITED, a Company registered under the Companies Act, 1956 in the State of Maharashtra having its Registered Office at International Infotech Park, Tower 7, 5<sup>th</sup> floor, Vashi, Navi Mumbai - 400 703 (hereinafter referred to as "ISS", which expression shall include where the context so requires its successors and assigns).

### WHEREAS

A. ISS is

- i. registered as Trading Member in Capital Market Segment of National Stock Exchange of India Limited (hereinafter referred to as "NSE") and registered with the Securities and Exchange Board of India (hereinafter referred to as "SEBI") with Registration No. INB 231077737 dated February 24, 2000 for NSE, and
- ii. also registered as Trading Member in the Futures & Options (Derivatives) segment of National Stock Exchange of India Limited and Clearing Member of the Futures & Options Segment of National Securities Clearing Corporation Limited (hereinafter referred to as "NSCCL") and registered with SEBI as Trading and Clearing Member with registration No. INF 231077737 dated February 13, 2002.

x

B. M/s. \_\_\_\_\_ (hereinafter Referred to as the "Registered Intermediary" of ISS") is a **Individual / Company registered under the Companies Act, 1956, / a partnership firm registered under Indian partnership Act 1932** having its Main office at \_\_\_\_\_ and is further registered as a Sub-broker of ISS with SEBI Registration No. \_\_\_\_\_ dated \_\_\_\_\_ and /or registered as an Authorised Person of ISS with Registration No. \_\_\_\_\_ dated \_\_\_\_\_.

C. The Guarantor is a Director/ Partner/ individual of the Registered Intermediary of ISS. At the request and based on the representations of the Registered Intermediary, the Registered Intermediary has been accepted and registered as a Sub-broker/Constituent of ISS and has accordingly entered into a Member - Sub-broker Agreement dated \_\_\_\_\_.

- (i) At the request and based on the representations of the Registered Intermediary, the Registered Intermediary, has been registered as an Authorised Person of ISS and has accordingly entered into a Member-Authorised Person Agreement, Client Agreement and issued Guarantees and Undertakings as required.
- (ii) In the course of business of the Registered Intermediary with ISS as a Sub-broker / Constituent of ISS and / or as an Authorised Person of ISS, the Registered Intermediary is likely to incur financial and other obligations to ISS.

D. In the above circumstances, since the Registered Intermediary has been admitted as a Sub-broker / Constituent of ISS, and/or as an Authorised Person of ISS. ISS has requested a Guarantor to execute this DEED OF GUARANTEE and the Guarantor has come forward to execute this DEED OF GUARANTEE.

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS:

1. In consideration of the foregoing premises and in consideration of ISS admitting the Registered Intermediary as a Sub-broker/ Constituent of ISS and/or as an Authorised Person, the Guarantor hereby irrevocably and unconditionally stands guarantee and agrees and undertakes to pay ISS any money due from the Registered Intermediary to ISS , including any sum due from ISS and/or Registered Intermediary to NSE/NSCCL or any other party arising out of the "Registered Intermediary's engagements, commitments, operations, obligations or liabilities as a Sub-broker / Constituent / Authorised Person of ISS in securities business or out of any contracts made, executed, undertaken, carried on or entered into, or purported so to be or arising out of or incidental to the Registered Intermediary's engagement in securities business.

2. The discretion to make demands under this Guarantee shall exclusively be that of ISS and ISS is entitled to demand hereunder notwithstanding anything in its possession of any deposit or any security of the Registered Intermediary.
3. The decision of ISS as to the liability of the Registered Intermediary to meet the obligations or liabilities or commitments shall be final and binding on the Guarantor and any demand made by ISS shall be conclusive and binding on the Guarantor as regards the amount due and payable by the Guarantor to ISS under this Guarantee.
4. The Guarantor undertakes to pay without demur or protest, the amount or amounts demanded by ISS as due from the Registered Intermediary within 48 hours of being served with a written intimation in this behalf from ISS by hand delivery or by registered post or courier.
5. This Guarantee shall be a continuing guarantee and shall remain operative for meeting, satisfying, discharging and fulfilling all or any of the obligations, commitments and liabilities of the Registered Intermediary severally and may be enforced at the discretion of ISS, as if each of the obligations, liabilities or commitments has been separately guaranteed by the Guarantor. This Guarantee shall not be considered as cancelled or in any way affected on any demand being raised by ISS with regard to any particular obligation/commitment/liability and shall continue and remain in operation in respect of all subsequent obligations, liabilities or commitments of the Registered Intermediary.
6. ISS shall be at liberty to vary, amend, alter or change any of the terms and conditions of its Business Rules for carrying on business. Such variation, amendment, alteration or change shall not discharge the Guarantor or invalidate this Guarantee.
7. The validity of this Guarantee shall not be affected in any manner if -
  - i. ISS takes any action against the Registered Intermediary.
  - ii. The business of the Registered Intermediary with ISS is suspended or terminated either by ISS or by any action taken by NSE/SEBI or any other relevant Authority.
  - iii. The business of ISS is suspended.
  - iv. There is change in the constitution of ISS or the Registered Intermediary.
8. ISS shall hold and treat this Guarantee as unconditional and irrevocable and the Guarantee shall continue to be in force and in existence and be enforceable until ISS intimates to the Guarantor in writing of the termination of this Guarantee and releases the Guarantor from his liabilities in respect of all or any of the obligations, commitments and liabilities under this Guarantee.

9. ISS shall be at liberty to proceed against the Guarantor as Principal Debtor for the recovery of amounts due from the Registered Intermediary without exhausting the remedies of ISS..

10. The Guarantor agrees that he/she shall continue to be the Guarantor in his/her personal capacity even if he/she resigns or otherwise ceases to be a Director of the Registered Intermediary unless relieved by ISS.

IN witness whereof the guarantor has executed this DEED OF GUARANTEE on the day, month and year first above written.

Signature : x

Name :

Address :  
x

Occupation : Business

Witnesses :

1.

2.

***(Note: Please sign in full on places marked "x" and at the bottom of each page of this Guarantee)***

## **NETWORTH CERTIFICATE FOR REGISTRATION AS**

*APPROVED PERSON FOR ISS F & O SEGMENT*

**(For Individual and Corporate Applicants)**

### **CERTIFICATE**

This is to certify that the Net-worth of M/s./Mr./Ms. \_\_\_\_\_ as on March 31, 2003/September 30, 2002 as per the statement of computation of even date annexed to this report is Rupees \_\_\_\_\_ only.

We also certify that M/s./Mr./Ms. \_\_\_\_\_ is not engaged in any fund-based activities or business other than that of securities. Existing fund based assets, if any have been divested from the books of account and have not been included for the purpose of calculation of net-worth.

It is further certified that the computation of net-worth based on my / our scrutiny of the books of accounts, records and documents is true and correct to the best of my / our knowledge and as per information provided to my / our satisfaction.

Place:  
Date:

For (Name of Accounting Firm)

Name of Partner  
Chartered Accountant  
Membership Number



**STATEMENT OF COMPUTATION OF NETWORTH OF  
M/S./MR./MS. \_\_\_\_\_ AS ON MARCH 31, 200\_**

	<b>Rs.</b>	<b>Rs.</b>
<b>Rs.</b>		
<b>1. Capital (Paid-up)</b>		****
2. Free Reserves (excluding revaluation reserve)		****
3. Market Value of securities forming part of the Balance Sheet	****	
<i>minus</i> Book Value of these securities	****	****
<b>4. SUB-TOTAL (Items 1+2+3)</b>		
****		
<u>Less:</u>		
5. Miscellaneous Expenditure		****
6. Deferred Expenditure		****
7. Accumulated Losses		****
<b>8. SUB-TOTAL (Items 5+6+7)</b>		
****		
<b>9. TOTAL "A" [Item 4(-) Item 8]</b>		
****		
<u>Less: Non-Allowable Assets</u>		
10. Value of Membership Card/Trading Right (exchange card), if included as an asset		****
11. Market Value of pledged securities to the extent of actual borrowings		****
12. Value of securities not listed on any Exchange		****
13. Doubtful Debts/Advances not provided for		****
14. Intangible assets like goodwill, etc.		****
15. 30% of the Market Value of Securities		****
16. 10% of the Value of Government Securities		****
17. All dues which are older than 3 months & advances given to associates		****
18. Fixed Assets (not used for the purpose of business) including land and building		****
<b>19. TOTAL "B" (Items 10 to 18)</b>		
****		
<b>20. NETWORTH ["A" (-) "B"]</b>		
****		

Notes:

- i. Negative networth should be preceded by a (-) sign, i.e. minus sign.
- ii. In case of proprietorship firms, capital means Net Balances in Proprietor Capital Account (Fixed + Current Capital account)
- iii. In case of corporate applicants, capital means paid-up capital (equity + preference). However, if preference capital is repayable within a period of one year, then it should be excluded.
- iv. Market value of securities should be taken as of the date of networth certificate or the latest market value available before the date of certificate.
- v. Investment in securities of unlisted (unquoted) companies should not be considered at Item No.3 above.
- vi. Contingent liabilities should be mentioned by way of note, specifying the amount and nature of liability.
- vii. Any unpaid statutory liability, government dues, taxes, etc. in dispute or in appeal or not provided for should also be mentioned by way of note, giving full details such as amount and nature thereof.
- viii. In case of borrowings, the details of installments overdue towards principal and interest should also be given by way of a note.
- ix. The word "advances" at 17 above should include loans/advances given to related entities, sister concerns, firms/companies in which the applicants are interested directly or indirectly and should be included in Item 17 above, even though the same are less than three months old.
- x. The amount of debtors arising from securities operations and others should be shown separately by way of a note.
- xi. Miscellaneous expenditure and deferred expenditure means expenditure capitalised and to the extent not written off or adjusted as on the date of the Networth Certificate.
- xii. Chartered Account certifying the networth certificate should give suitable notes explaining the various assumptions he has made and deviations made (if any), from the above guidelines/notes.
- xiii. Any other information, which to the knowledge of the Chartered Accountant will materially affect the networth of the applicant, should also be mentioned by way of a suitable note to the Certificate.
- xiv. All the notes, workings, statement of computation of networth annexed to the Certificate should be signed by the Chartered Accountant with seal.