

CHECK LIST FOR NSE SUB-BROKER REGISTRATION AFFILIATED TO ISS

1) Name of Applicant:

2) Location:

3) Trade Name:

4) ISE Code:

5) ISE Exchange Code:

6) Status:

Sr. No.	Documents	Points to be noted while filing the application	Received	Required
1	SEBI Registration Fees of Rs.10,000/- by Demand Draft	In favour of "ISE Securities & Services Ltd." payable at Mumbai. (SEBI FEES)		
2	Annual fees of Rs. 5,000/- by Demand Draft	In favour of "ISE Securities & Services Ltd." (ISS), payable at Mumbai.		
3	Processing Fees charged by NSE of Rs. 2,000/- + Applicable Services Tax. Demand draft of Rs. 2,206/-	In favour of "ISE Securities & Services Ltd" , Payable at Mumbai. (NSE processing fees)		
4	Processing Fees charged by ISS of Rs. 5,000/- + Applicable Services Tax. Demand draft of Rs. 5,515/-	In favour of "ISE Securities & Services Ltd" , Payable at Mumbai.		
5	Application form for Registration with SEBI – 'Form B'	Application form to be completely filled in. Whichever clause is Not applicable please put N.A. It should not be on letter head of sub-broker or Trading Member. (Signed by Authorised signatory along with Board Resolution)		
6	Copy of Agreement between trading member and sub-broker on stamp paper as per Cir. Ref. No. NSE/INSP/5387, Dt.27-AUG-2004.	Agreement to be signed by broker as well as by Sub-broker & certified as true copy on all pages by Trading Member.		
7	Reference letter from the Applicant's Banker (At least 1 month reference required)	It should be on a letterhead of the bank, account number with account opening date issued for applicant sub-broker.		
8	Reference letter from any other Third Party (Such as CA/CS/ Lawyer/Notary or other Stock Broker	It should be on the letter head of CA/CS/LAWYER. Membership number of recommending CA/CS should be quoted.		
9	Declaration from Sub-Broker about Non-Conviction or presently not under trial for any offence (On the letterhead of the sub broker)#	The Sub-broker applicant is required to give a declaration that he has not been convicted in the past and presently is not under trial for any offence involving fraud and dishonesty. In case of a corporate / Partnership firm, all the Directors/ Partners have to give such declaration individually for themselves and jointly for the company/firm.		
10	Undertaking from Sub-Broker about Dealing directly with investors and not with any unregistered intermediary. (On the letterhead of the sub broker)#	The Sub-broker applicant is required to give an undertaking that he will directly deal with the investor and not with any unregistered intermediary. In case of a corporate / Partnership firm, all the Directors/ Partners have to give such undertaking individually for themselves		

		and jointly for the company/firm.		
11	Confirmation from sub-broker that he has not applied through any other TM & also he is not a member /Sub-broker of any of the Commodity Exchange (On the letterhead of the sub broker)#	The Sub-broker applicant is required to give confirmation that he has not applied through any other Trading Member. He is also required to confirm that he is not a member /sub-broker of any of the Commodity Exchange In case of a corporate / Partnership firm, all the Directors/ Partners have to give such undertaking individually for themselves and jointly for the company/firm.		
12	Annexure O – Certificate from sub broker relating to shareholding pattern #	As per circular no 513 dated February 9, 2006 ref no NSE/MEM/7157. This needs to be submitted by all sub-broker applicants including individuals on the letterhead.		
13	Proof of address of sub broker Telephone Bill, Electricity bill, MOA, Bank pass book, Rent agreement.	Should be certified by C. A. / Notary		
14	Annexure L – For Firms/Corporate/Partnership – Sharing holding Pattern	As per circular no 168 dated May 19, 2000 ref no NSE/MEM/1708. It should be certified by C A & signed by all partners/directors.		
15	Registered Partnership Deed/ MOA & AOA Along with the Certificate of Incorporation \$	Memorandum of Association of corporate should consist the object clause that corporate can act as a sub-broker.		
16	List of directors of sub broker as on specific date to be certified by CA/CS.\$	In case of any changes in directors from date of incorporation such list needs to be provided.		
17	In case of corporate entity application, if there is any changes in director as mentioned in articles of association of the company.	Please submit certified true copy of filled with R.O.C. (Form 32) (To be certified by C. A.)		
* 18	Deed of Guarantee duly notarized executed by any one Dominant Promoter in his/her personal capacity.			
* 19	Certified true copy of the SEBI registration certificate as Trader / Dealer of ISE.	Duly certified by C. A. / Notary		
	<u>ELIGIBILITY CRITERIA</u>			
20	Qualifications proof –Minimum H.S.C.	In case of proprietor /partner/director copy of H.S.C. passed mark sheet. For applicants having qualification less than H.S.C., proof of the educational qualification & experience certificate in Capital Market as an employee/dealer for more than 2 years.		
21	Proof of age (To be above 21 years of age for all the partners/ directors)	In case of proprietor/partner/director, copy of PAN Card / Driving Licence/School leaving certificate/SSC Certificate certified by Trading Member is required.		
22	Proof of name change	If applicable (Certified Copy of Marriage		

		Certificate/ Affidavit)		
* 23	Copy of PAN card of Prop./ Partner/ Director	Duly certified by C. A.		
24	Applicant/ Any Shareholder/ Partner/ or Director holding more than 10% is			
	Not a Trading Member of the Exchange			
	Not a registered Sub-broker of any other Trading Member			
	Not having a cross holding of 10% or more with any other Trading Member/Sub-Broker/Authorised Person			
	Not a shareholder/ Partner of a registered Sub-broker			
	Not a director/partner/proprietor of any other trading member			
25.	Sub-Broker/ Any Shareholder/ Partner/ Director is:			
	Not a defaulter in any other Stock Exchange.			
	Not appearing in SEBI debarred Directors/ Vanishing Companies List			
26	Trading Member is not disabled or suspended or any disciplinary action has been taken			
27	Not appearing in CIS and Non CIS list			
28	Not appearing in CIBIL database			

Note:-

1. To be signed by applicant/ all partners/ all directors
2. These points are applicable only to Partnership Firm /Corporate.
3. All photocopies should be duly certified by the Trading Member/CA/Trading Member
4. Before submitting the application for sub-broker registration please ensure that you have paid all dues and submitted the statutory documents as a Trader /Dealer of ISE.

Undertaking to be furnished by the applicant sub-broker on letterhead.

To
National Stock Exchange of India Limited
.....

I/We are submitting through M/s. _____ (name and address of the trading member), a trading member of the Exchange an application for registration as a sub-broker with SEBI.

I/We are aware that the said application is being forwarded by the Exchange to SEBI subject to the condition that as and when the revised model agreement between broker and sub-broker is finalized by SEBI the same shall be entered into by me/us with the trading member and shall be submitted to the Exchange within a period of 15 days from the date of finalization of such revised format of agreement by the SEBI.

I/we therefore undertake to enter into the agreement with above trading member in such revised format prescribed by SEBI and ensure submission of a copy of the agreement by the trading member to the Exchange within 15 days from the finalization of the revised model agreement by SEBI in compliance of the above said condition.

I/We understand and agree that in case of my/our failure to do so, the Exchange may, at its discretion take such appropriate action as it may deem fit including derecognizing me/us as a sub-broker of the trading member.

Yours faithfully

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)**

(Address need not be mentioned after the signature of the issuer, if this letter is no the letter head of the organisation which contains the Tel. Nos. and address of the organisation)

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 are not related to me.

For (Name of the organisation)

(Signature)

(Seal of the organisation)

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

(Address need not be mentioned after the signature of the issuer, if this letter is no the letter head of the organization which contains the Tel. Nos. and organisation)

(Declaration of non-conviction* to be submitted on letterhead)

TO WHOM-SO-EVER IT MAY CONCERN

We herewith applying for registration as Sub-broker with Securities Exchange Board of India (SEBI) under the name..... and trade name.....We propose to register as Sub-broker of ISE Securities & Services Ltd., who are corporate members of National Stock Exchange of India Ltd. (NSEIL) in the capital market segment. (Trading ID No.10777 and SEBI Registration No.23 10777 37).

As per the requirement of SEBI & NSEIL, We declared that we have never been involved or convicted of any Criminal or Civil offence, by any authority in the past and presently we are not under trial for any offence involving fraud or dishonesty. Further, we would like to state that, there is no case / suit / litigation filed / pending in any court of the land. (Please give details of cases / suit filed against you in any court in the country, if applicable).

We hereby confirm that the above statement is true to the best of our knowledge.

NAME :

DATE :

ADDRESS :

- **to be signed by applicant/all partners as per partnership deed/authorized directors.**
- **All director's/Partners Signature require if applicant is company.**

(To be submitted on letterhead)

TO WHOM-SO-EVER IT MAY CONCERN

We herewith applying for registration as Sub-broker with Securities Exchange Board of India (SEBI) under the name..... and trade name..... We propose to register as Sub-broker of ISE Securities & Services Ltd., who are corporate members of National Stock Exchange of India Ltd. (NSEIL) in the capital market segment. (Trading ID No.10777 and SEBI Registration No.23 10777 37).

As per the requirement of SEBI & NSEIL, We hereby give an undertaking that we will only deal with and on behalf of investors and with the registered Member of an exchange and not with any other Sub-broker (register or not). I/We the name Mr..... and trade name M/s..... also confirm that, we are not a Member / Sub-broker of any of the Commodity Exchange.

If it is found that we are dealing with any other Sub-broker, appropriate authorities may take any necessary disciplinary action against me, as per the Bye-laws of the Exchange.

Sd/-

Name :

Trade Name :

Date :

Address :

(To be submitted on letterhead)

TO WHOM-SO-EVER IT MAY CONCERN

We herewith applying for registration as Sub-broker with Securities Exchange Board of India (SEBI) under the name..... and trade name.....We propose to register as Sub-broker of ISE Securities & Services Ltd., who are corporate members of National Stock Exchange of India Ltd. (NSEIL) in the capital market segment. (Trading ID No.10777 and SEBI Registration No.23 10777 37).

As per the requirement of SEBI & NSEIL, We name.....and trade name.....hereby confirm that we have not applied through any other Trading Member of National Stock Exchange of India Ltd.

ANNEXURE 'O'

FORMAT OF CERTIFICATE TO BE FURNISHED BY SUB-BROKER

(on the letter head of the sub-broker)

From:

The name and address of the sub-broker

To:

The Manager,
Membership Department,
National Stock Exchange of India Limited,
'Exchange Plaza', C-1, Block G,
Bandra-Kurla Complex,
Bandra (E). Mumbai – 400 051.

Dear Sir,

The share holding pattern/sharing pattern of the company/Firm as on _____ is given in Annexure: L1. There has been no change in the shareholding/sharing pattern of the Company/Firm after this date. **(for Firms and Corporates).**

The applicant, any of the shareholders of the company do not directly or indirectly, singly or jointly, have an equity holding of 51% or more and /or any share in his/her name and/or jointly with any of his/their close relatives in any sub broker of a member of NSE or vice-versa. **(For Corporates)**

OR

Any of the Partners in the Firm, or do not directly or indirectly, singly or jointly, have an equity holding of 51% or more and /or any share in his/her name and/or jointly with any of his/their close relatives in any sub broker of a member of NSE or vice-versa. **(For Firms)**

OR

Myself / any of the partners of the firm in which I am a partner/any of the promoters or dominant shareholders of the company in which I have a controlling interest, do not directly or indirectly, singly or jointly, have an equity holding of 51% or more and /or any share in my name and/or jointly with any of my close relatives in any sub-broker of a member of NSE. **(For Individuals)**

We hereby state that the information given above is true, correct and complete to the best of our knowledge and information. We also state that no relevant material fact has been suppressed. We agree that in the event of any of the above statements being found false, incorrect or incomplete, we recognise that NSE may take any action as it may deem fit, including recommending to SEBI for cancellation of our registration as sub-broker. We also agree to provide NSE with all such documents as may be called for and be required from time to time by NSE or the member with whom we are affiliated as a sub-broker.

Place:

Date :

** Signature(s)

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__

BY

Mr./Ms. _____ S/D/W/o _____
_____, aged__ years and residing
at _____

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

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, 5th 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 _____ 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 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.

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/Registered office/ 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 _____.

x

x

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.

x

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:

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.

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.

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.

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.

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.

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.

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.

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.

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..

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
The deed of guarantee has to be notarized)***

(On the Letter head of the **Corporate Applicant** for registration as a sub-broker)

CERTIFIED TRUE COPY OF BOARD RESOLUTION PASSED IN THE BOARD MEETING HELD ON _____ AUTHORIZING DESIGNATED DIRECTOR(S) TO EXECUTE AND SUBMIT APPLICATION AND OTHER DOCUMENTS FOR REGISTRATION AS A SUB-BROKER OF ISS IN ITS CAPITAL MARKET 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 a sub-broker in the capital Market 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/

Secretary

Director/Company

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

DETAILS OF PROPRIETOR / DIRECTORS / PARTNERS OF M/S. _____
(APPLICANT SUB-BROKER 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 Sub-broker

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 Sub-broker

For (Name of Certifying Firm)

Name of the Partner/Proprietor

Chartered Accountant/Company Secretary

Membership Number

Date :

ANNEXURE: L (FOR CORPORATES)

Certificate dated _____
submitted by _____ to NSEIL

SHARE HOLDING PATTERN of M/s. (name of sub-broker) as on _____

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

\$ All initials to be expanded

NOTES:

1. In case of bodies corporate holding 2% or more of the paid up capital in the trading member entity, the details of their shareholding shall also be furnished in the same format as given above
2. HUF give names of Karta and co-parceners.
3. Persons holding 2% or more of the paid up capital should be shown separately and not clubbed in Others.

Date:

Place:

Authorised Signatory/Director (s)

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.

Place:
Date:

For (Name of Accounting Firm)
Name of Partner

Chartered Accountant
Membership Number

ANNEXURE : L (FOR FIRMS)

Certificate dated _____
submitted by _____ to NSEIL

SHARING PATTERN of. M/s. (name of sub-broker) as on _____

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

\$ All initials to be expanded

Date:

Place:

Signature(s) of partner(s)

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.

Place:

Date:

For (Name of Accounting Firm)

Name of Partner
Chartered Accountant
Membership Number

ANNEXURE : L (FOR PARTNERSHIP FIRMS)

Certificate dated _____
submitted by _____ to NSEIL

SHARING PATTERN of M/s. (name of sub-broker) as on _____

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

\$ All initials to be expanded

Date:

Place:

Signature(s) of partner(s)

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.

Place:

Date:

For (Name of Accounting Firm)

Name of Partner
Chartered Accountant
Membership Number