

PROCEDURE TO BE FOLLOWED BY SUB BROKER FOR TERMINAL ACTIVATION.

- For Margin, Exposure and limit kindly contact **Surveillance Dept.**
(Ext. No. 126 / 148 / 153 / 169 / 170)
- For operation between Settlement A/c and Branch Bank A/c. PAY –IN and PAY–
OUT – Contact – Mr. Shrikant – Ext. No. 130 / 166.
- For connectivity details contact Connectivity Dept. (Ext. No. 104/145/146)
- For Client registration, Contact CRD Dept. – Ext. No. 144 / 162
- For opening of DP A/c - Mr. Prashant – Ext. No. 135
- Opening of Settlement A/c in HDFC Bank (Capital Market – Fort Branch)
A/c series should start from 0099067. (If out of Mumbai sub broker is
there, he has to contact his nearest HDFC Branch.)
- Sub broker **should pass NCFM/BCSM exam** for BSE/NSE Cash and F&O segment.
Sub broker can **submit the Activation documents** after getting Settlement A/c no.,
Branch Bank A/c no., DP A/c no. and Mark sheet / certificate of NCFM / BCSM
certificate

CHECK LIST FOR TERMINAL ACTIVATION IN NSE CASH SEGMENT

SR NO	PARTICULAR	STATUS
1.	NSE TERMINAL ACTIVATION FORM (To be submitted on the letterhead of the Registered Intermediary)	
2.	APPLICATION FORM FOR NEW / ADDITIONAL TERMINAL IN NSE/BSE CASH AND FNO SEGMENT	
3.	REQUEST FORM (to be given by the Registered Intermediary of ISS on their letterhead prior to start of trading.)	
4.	TRADING TERMINALS CERTIFICATE – (To be submitted on Rs 100/- stamp paper duly notarized)	
5.	AFFIDAVIT – CUM – UNDERTAKING (CASH SEGMENT) (To be executed on a Non Judicial Stamp Paper of Rs. 100/- and to be sworn before a Chief Judicial Magistrate/ Judicial Magistrate First Class or any other Competent Authority by the Proprietor in case of Proprietorship entity and by at least one of the Designated Directors in case of Corporate Entity.	
6.	FORMAT OF BOARD RESOLUTION	
7.	REQUEST / AUTHORITY LETTER (To be submitted on the letterhead of the Registered Intermediary of ISS)	
8.	AUTHORITY LETTER (To be submitted on the letterhead of the Registered Intermediary of ISS)	
9.	CTCL ID - ACTIVATION FORM	
10.	COPY OF NSE SUBBROKER REGISTRATION CERTIFICATE	
11.	COPY OF NCFM CERTIFICATE DERIVATIVE MODULE	
12	ACTIVATION FORM OF ISS & CHECKLIST FOR TEMINAL ACTIVATION (OFFICE USE)	
Prepared By		
Remarks :		

(To be submitted on the letterhead of the Registered Intermediary)

NSE TERMINAL ACTIVATION FORM

SUB-BROKER CODE:

Name of Sub-broker		
Terminal Id		
Trading Terminal Address		
Pin code		
State / Region		
Country		
Tel No. with STD Code		
Fax No. with STD Code		
Email Id		
NSESEBI Reg No / Date		
PAN No		
MAPIN ID		

Name & Designation of the NSE CTCL USER		
<p align="center">In case the Registered Intermediary requires a separate trading terminal for the NSE equities segment, then a separate CTCL terminal will have to be applied for, just as in the NSE segment.</p>		

BANK ACCOUNT / DEPOSIT DETAILS

Bank Name, Br		
Settlement A/c No.		
You are requested to debit the Rs. above mentioned account on (date) for		
Non Cash – FD /BG		
Total Deposit (Cash +Non-Cash)		
Branch Bank Account		

DEMAT DETAILS

Client ID		
DP ID		
DP Name		

DETAILS OF ISE TRADERSHIP / DEALERSHIP

SEBI Registration No		
SEBI Registration Date		
Completed 5 years of Trader/Dealer of ISE and paid SEBI fees for 5 years and next block of 5 years If yes, please submit Annexure A duly certified by a Chartered Accountant as per the SEBI prescribed format enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

FOR OFFICE USE ONLY

CTCL ID No.																	Manager No.	
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All the statutory documents for the year ending March 2004 have already been submitted.

Place: _____
person
Date: _____

Sign & Seal of the Authorized

Request Form to be given by the Registered Intermediary of ISS on their letterhead prior to start of trading.

DATE:

THE MANAGER (MARKET OPERATIONS)
ISE SECURITIES & SERVICES LTD.,
TOWER NO. 7, 5TH FLOOR,
SECTOR 30, VASHI, NAVI MUMBAI – 400 703.

DEAR SIR,

I/We have been registered with SEBI as a sub broker of ISE Securities and Services Limited and my/our sub broker SEBI registration number is INS_____

[A] Bank account : We have already opened a Bank account for funds settlement bearing the following details

Bank Name :
Account No :

[B] Beneficiary account : We have also opened a beneficiary account for securities settlement bearing the following details

Client ID :
DP ID :
DP Name :

[C] Initial Deposit :

(i) We have given you our Initial Deposit for trading purposes in the following form

Cash Rs.
FDR details/BG details
FDR/BG No. :
Issuing Bank :
Amount :
Date of issue:

(ii) We have not yet given any Initial deposit. Kindly debit the above mentioned bank account for Rs towards initial deposit in order to enable me to start trading.

[D] PAN No : (Also enclose copy of PAN Card/Income Tax Returns)

[E] MAPIN No Individual/Designated Directors: (Also enclose copy of MAPIN card)

[F] MAPIN Details Firm/company: (Also enclose copy of MAPIN card)

Thanking You

Yours Faithfully

(Stamp & sign of sub broker)

(Trading **Terminals Certificate** - To be submitted on Rs 100/- stamp paper duly notarized)

To

ISE Securities & Services Limited
International Infotech Park, Tower No 7
5 th Floor, Sector – 30, Vashi
Navi Mumbai – 400 703..

Dear Sir

I/We _____ (name of sub-broker) bearing SEBI Registration no.
INS23_____ do hereby confirm the following:

Terminals have been provided only as per the norms prescribed by the National Stock Exchange of India Limited

Transactions are carried out from such terminals (locations) as have been intimated to you and that trading is not carried out from any terminal which has not been intimated to you.

Trading terminals for executing trades on NSE are operated by us and have not been given to any unauthorized persons.

Place :

Date :

To be signed by :

ⓈProprietor

ⓈManaging Director /Whole Time Director

To be executed on a Non Judicial Stamp Paper of Rs. 100/- and to be sworn before a Chief Judicial Magistrate/ Judicial Magistrate First Class or any other Competent Authority by the Proprietor in case of Proprietorship entity and by at least one of the Designated Directors in case of Corporate Entity/ Partnership Entity.

Affidavit – Cum – Undertaking (Cash Segment)

I, _____ son/wife of _____ aged _____, Managing Director/Director/Proprietor (*strike off whichever is not applicable*) of M/s. _____ (name of the company/proprietorship), having its registered office at _____ a SEBI registered Sub-broker 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 Sub-broker 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 Sub-broker 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 29th August 2002, No.292 (download reference No.NSE/MEM/3635) dated 25th September 2002, No.309 (download reference No. NSE/MEM/3740) dated 13th November 2002 and No.311 (download reference No.NSE/MEM/3758) dated 26th 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 Sub-brokers.
- 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 29th August 2002, No.292 (download reference No.NSE/MEM/3635) dated 25th September 2002, No.309 (download reference No. NSE/MEM/3740) dated 13th 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 they 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 sub-broker entity) will take all necessary steps to ensure that the branches of M/s. _____ (name of the sub-broker 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 sub-broker 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 sub-broker 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 and issue Purchase/Sale Notes for the exact quantities for which and at the same prices at which the trades are executed on the NSEIL, except for contract notes issued with weighted average price in case of multiple trades resulting from single order as provided in the NSEIL's Circular No.NSE/CMO/14/99 (download reference No.NSE/CMT/1025) dated 15th June, 1999 and also settle the transactions only for those quantities and at those prices.
- 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 as a Sub-broker, cancellation of Sub-broker and Stock-broker registration granted by SEBI can be taken against me and M/s. _____(name of the Sub-broker entity) by SEBI, NSEIL, ISS and ISE in case I/we violate any of the Rules and Regulations passed by SEBI, 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 Sub-broker 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 of M/s._____(Name of the sub-broker entity). [Required in case of Corporate 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 Sub-broker 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.

PLEASE FILL ALL THE FIELDS ELSE THE FORM WILL BE REJECTED.

Also provide the details of all your existing terminals in the format mentioned in the form and address the form to the Membership Dept.

APPLICATION FORM FOR NEW / ADDITIONAL TERMINAL IN NSE/BSE CASH AND FNO SEGMENT

ISE Securities and Services Limited
International InfoTech Park, Tower No 7, Floor No 5,
Vashi Railway Station Complex, Sector 30
Vashi , Navi Mumbai - 400 703

Dear Sir,

We _____ (Registered Intermediary) do hereby communicate to you that _____ (Name of CTCL User) has been appointed by us as an Approved Person at our trading office situated at (Address with PINCODE) _____ where we have the VSAT / Leased Line/ISDN / Dial-up / Lan connectivity. We further desire that _____ (Name of CTCL User) be granted permission to act as our Approved User at the above said office for our trading terminals in the Capital Market / Futures & Options [*strike out whichever is not applicable*] segment. The details of the office where the terminal is located and other relevant details are furnished below.

1. Terminal No. To Be Activated: _____
2. Segment in which terminal is Activated (NSE/BSE/F&O) _____
(Fill different form for different segment)
3. Registered Office address of Registered Intermediary: _____
4. Status of the office where terminal is located (select one)

MAIN OFFICE
BRANCH OFFICE
REGISTER SUB BROKER
REGISTER OFFICE

5. Status and Address of our office where the terminal is proposed to be located:

Add: _____

City: _____ State: _____

Pin: _____

Tel.: _____ Fax: _____

Email: _____

6. Name and designation of the person :
(In-charge of the above office)

DETAILS OF THE PROPOSED USER (CTCL User)

7. Name of the person for whom this application for allotment of User ID is made (*expand all initials*) : _____

8. Date of birth of proposed user : _____

9. Name of father of proposed user : _____

10. Permanent address of proposed user : _____

Tel. No.: _____

11. Present address of proposed user : _____

12. Qualification(s) of proposed user : _____

13. Authorize person (In case of FNO Segment only) : _____

14. Registration No. of the NCFM test : _____
(*enclose copy of the NCFM certificate*)

15. Validity Date of NCFM certificate :

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DD MM YYYY

Module (please tick whichever is applicable)

Capital Market [Please tick the applicable one]

- Dealers
- Derivatives

16. Relationship of the proposed user with the Registered Intermediary: _____
(Register sub broker/Employee / Approved person of Reg-Sub-broker / Approved user)

17. Mode of connectivity for trading from the said premises : _____
(VSAT / LAN / Dial-up / Leased Line / ISDN / INTERNET / RF)

18. Details of the existing terminal compulsory:

EXAMPLE OF THE DETAILS THAT HAS TO BE PROVIDED BY SUB-BROKER FOR ALL TERMINALS:

TERMINAL NO.	NSE NCFM CASH MODULE	BSE (BCSM)	FNO NCFM DERIVATIVE MODULE	PIN CODE OF THE TERMINAL
EXPIRY DATE OF CERTIFICATE				
EXPIRY				

I/We hereby agree and bind myself/ourselves to be responsible for all acts, quotations made and transactions done, trades made, or effected by _____(Name of CTCL User) as our Approved User on the Trading System on the Capital Market/Futures & Options Segment of the National Stock Exchange. I/We shall ensure that the user for whom approval is sought now will not execute any order on his own account or on account of anyone without such order having our prior approval in writing. I/We shall ensure that the proposed Approved User _____ (Name of CTCL User) will not function / place orders / deal on the trading system in any manner in his/her individual capacity and all such orders and trades that may be placed or executed on the trading system on the Capital Market /Futures & Options segment at the National Stock Exchange shall be only on my/our account. In case of _____(Name of CTCL User) ceasing to be associated with us as a director/ proprietor/ an employee/ an agent on commission basis/ a trainee, we shall communicate to you and seek the disablement of the User ID so allotted against this application. I/We are also aware that the NCFM certificate has a validity of 3 years and accordingly the User IDs so allotted would be withdrawn by the NSE and ISE Securities & Services Ltd. on the expiry of such period unless the said certification is revalidated. I/We certify that we have not applied for any other User ID in the name of _____(Name of CTCL User) on the same segment for which this ID is now being applied for. The User ID so allotted would be utilized by _____ (Name of CTCL User) only to access the CTCL trading system. I/We also wish to confirm that the office where this CTCL terminal is located belongs to me/us or rented by me /us and the individual for whom this ID has been sought is not a person who is ineligible to participate in the Capital Market/Futures & Options segment of the National Stock Exchange, as per the provisions of SCRA, SEBI Act, NSE Rules & Bye Laws, ISE Rules & Bye Laws and ISS Business Rules and Circulars.

I/We hereby agree that any claim, whether admitted or not, difference or dispute between myself/ourselves and ISE Securities & Services Ltd. (ISS) arising out of transactions done through ISS, shall be subject to the exclusive jurisdiction of Courts in Mumbai

Date:

Place:

Stamp & Signature of the Registered Intermediary

I hereby declare that I am aware of the Rules, Bye-laws, Regulations and Circulars issued by the National Stock Exchange and ISE Securities & Services Limited. I agree to becoming a User of the CTCL facility provided by M/s ISE Securities & Services Limited. I undertake to intimate NSE and ISS on ceasing to be a director/ proprietor/ an employee/ an agent on commission basis/ a trainee of the Registered Intermediary. I hereby agree to abide by the Rules, Regulations, Bye-laws and Circulars issued by NSE and ISE Securities & Services Limited that may be in force from time to time and understand that appropriate disciplinary action may be initiated by ISS, ISE and NSE in case of violation of the Rules, Regulations and Bye-laws and Circulars issued by the NSE, ISE and ISS. I affirm that I have not applied for any other User ID on the same segment for which this ID is now being applied for. I will not allow anyone else to access / use the CTCL facility provided by ISS using the User ID so allotted to me.

I/We hereby agree that any claim, whether admitted or not, difference or dispute between myself/ourselves and Registered Intermediary arising out of transactions done through ISS, shall be subject to the exclusive jurisdiction of Courts in Mumbai

Date:

Place:

Name and Signature of User

REQUEST / AUTHORITY LETTER
(To be received from the Registered Intermediary of ISS on their letterhead)
(To be submitted on the letterhead of the Registered Intermediary of ISS)

Date:

To,

HDFC Bank Limited
Fort Branch
Mumbai – 400 013

Dear Sir/Madam,

Sub: Request / Authority

We have opened a Settlement A/c bearing no: _____ (said account") with
HDFC bank for clearing & settlement purpose of ISE Securities & Services Limited.

X

We authorize you to debit our clearing & settlement account no. _____ ("Said Account")
for amounts payable to ISE Securities & Services Limited in connection with the settlement
obligations/margins/any such other debits as specified by ISS. These amounts will be advised
to you by ISE Securities and Services Limited through their duly authorized personnel, which
shall be sufficient instructions to you to act accordingly, in the same manner as instructed by us.

X

**In the event of ISE Securities & Services Limited availing E-Net facility from you, which
allows them to operate its account and do transactions on line via Internet, we hereby
unconditionally allow and authorize you to provide viewing facility and account operating
rights (including giving of instructions to debit the above mentioned clearing &
settlement account) to ISE Securities & Services Limited for our account with your bank.**

We confirm having irrevocably authorized ISE Securities & Services Limited to operate the said
current account with you through its authorized signatory/ies for purpose of transfer of funds
from our clearing & settlement account to the account of ISE Securities & Services Limited. We
further hereby authorize you to provide user password and / or any material details to the
authorized signatory/ies of ISE Securities & Services Limited for the aforesaid purposes, at our
entire risk and responsibility. The said authority cannot be withdrawn or modified without the
written consent of HDFC Bank Limited.

**We agree and undertake HDFC Bank limited to indemnify against any damage, loss or
injury of any nature whatsoever arising out of any transactions, which may so take place
in our account.**

**A copy of our letter addressed to ISE Securities & Services Limited is enclosed for your
reference and records.**

Thanking you,

Yours faithfully,

For _____

AUTHORISED SIGNATORY (signed by all signatories)

AUTHORITY LETTER
(To be submitted on the letterhead of the Registered Intermediary of ISS)

Date:

To,
The Asst. Manager - Finance & Accounts
ISE Securities & Services Limited
Vashi, Navi Mumbai

Dear Sir/Madam,

Sub: Authority to ISS for Viewing and/or Debiting our Settlement Account No. _____

X

With reference to the above and in terms of the agreement arrived at between us and to facilitate trade/clearing & settlement transactions, we hereby irrevocably and unconditionally confirm and state as under:

We hereby authorize you to operate our Current Account No. _____ through your authorised signatory / nominee for purposes of transfer of funds lying in our account to your account maintained with HDFC Bank Limited at _____ Branch.

X

X

The instructions being given by us, as stated above, are irrevocable and cannot be modified by us without your prior written consent.

We authorise you to obtain the user password and/or any material details from HDFC Bank as may be required by you to operate our above mentioned account entirely at our risk and responsibility.

We hereby instruct you to act in accordance with the above.

Kindly sign a copy of this letter as a token of your acknowledgement.

Thanking you,

Yours faithfully,

For _____

AUTHORISED SIGNATORY (signed by all signatories)

CC: HDFC BANK LIMITED

ISE Securities & Services

CTCL ID - Activation Form

ALL Fields are Mandatory and should be complete in all sense.	
Hand Written form will not accpeted.	
Sub-Broker code	
Sub-Broker Name	
SEBI registration no	
CTCL Terminal	New/ Existing /Deactivation
Market Segment	
Office Address where CTCL terminal to be installed:	
Address1	
Address2	
Address3	
City	
State	
Pincode	
Contact Person's Name	
Telephone No. with STD Code	
Fax No. with STD Code	
Email Id	
Mode of Connectivity	
Details of the Approved User in whose name terminal to be activated	

First Name	
Middle Name	
Last Name	
Date of Birth of Approved User	
Address1	
Address2	
Address3	
City	
State	
Pincode	
Contact No. of Approved User	
Email ID of the Approved User	
Father's Details of Approved User	
First Name of Father	
Middle Name of Father	
Last Name of Father	
Registration No. of NCFM/ BCDE Exam	
Expiry Date of NCFM/ BCDE Exam Certificate	
PAN of the Approved User	
Signature of NCFM Certified user on certificate	Yes/No
Relationship of the Approved User	
CTCL terminal allotted on 1/5 scheme, if yes, Name of Approved User correspond to that	

Signature of Subbroker	
Signature of NCFM certified user	
Signature of Terminal Operator	

Mandatory Requirement:(Below part to be filled by ISS)	
1) Attach Copy of NCFM /BCDE certificate (ensure that the photocopy is clear and visible)	
2) Attach Proof of Photo-ID card with signature on same for verification	
Terminal ID	
Neat user ID	
Terminal details upload date	
Branch Code in ODIN	
Dealer Code in ODIN	
12 digit CTCL ID Code	
Privileges not allowed for Pro	
Date of Activation	
Amount collected	
Name of Person who has activated	
Name of Person who has checked	

Additional details Required

Sub Broker Code –

Trade Name :-

TELE NO.		MOBILE NO.	
E-MAIL ID		DATE	
Request from CLIENT	NEW		
CONTACT PERSON			
SETTLEMENT A/C NO			
BRANCH BANK A/C NO.			