

### Checklist for Appointment of Authorised Person application

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 Trading Member</li> <li>- Should be signed and stamped by Proprietor/Partner/Director of the Trading Member</li> </ul>
2	Annexure 1 - Undertaking from the Trading member	<ul style="list-style-type: none"> <li>- Should be on letter head of Trading Member</li> <li>- All clauses of undertaking to be mentioned without fail</li> <li>- Should be signed and stamped by Proprietor/Partner/Director of the Trading Member</li> </ul>
3	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>
4	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>
5	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)</li> </ul>

		<p>should be not less than two months as on the date of 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>
6	<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 atleast 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</li> </ul>

		<p>license agreement, Shop Establishment Certificate should be submitted</p> <ul style="list-style-type: none"> <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 of the above documents submitted as supportings, the certified true copy of Marriage Certificate/ Affidavit should be submitted ((to be signed and stamped by Proprietor/Partner/ Director of Trading Member )</li> </ul>
7	Reference letter from any other Third Party	<ul style="list-style-type: none"> <li>- Should be submitted in original</li> <li>- 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.</li> <li>- Third Party reference letter should not be older than six months from the date of application</li> </ul>
8	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>
9	Registered Partnership Deed / LLP Agreement / Memorandum of Association(including certificate of incorporation) of the applicant	<ul style="list-style-type: none"> <li>- Memorandum of Association (main object clause)/Partnership Deed/LLP Agreement should consist the object clause permitting</li> </ul>

	<p>Authorised Person (not applicable in case applicant AP is an proprietor concern)</p>	<p>the person to deal in securities business</p> <ul style="list-style-type: none"> <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>
10	<p>Annexure 5A/5B - Details of Shareholding / Sharing Pattern (not applicable in case applicant AP is an proprietor concern)</p>	<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 practising CA/CS with the stamp and membership no. (certification should not be older than 6 months from the date of application)</li> </ul>
11	<p>Proprietor/Partner/Director of applicant Authorised Person or Director should -</p>	
	<p>Not be a Trading Member of the Exchange</p>	
	<p>Not be a registered Authorised person of any other Trading Member of the Exchange</p>	
	<p>Not a Proprietor/Partner/Director of any other trading member</p>	
	<p>Have a good reputation and character.</p>	
12	<p>Proprietor/Partner/Director of applicant Authorised Person or Director is -</p>	
	<p>Not a defaulter in any other Stock Exchange.</p>	
	<p>Not appearing in SEBI debarred Directors/ Vanishing Companies List</p>	
	<p>Has not been convicted of any offence involving fraud or dishonesty.</p>	
	<p>Trading Member is not disabled or</p>	

	suspended or any disciplinary action has been taken/initiated	
	Not appearing in CIS and Non CIS list	
	Not appearing in CIBIL database	