

<b>Checklist for Appointment of Authorised Person</b>		
<b>Sr. No.</b>	<b>Documents</b>	<b>Points to be noted while filing the application</b>
1	Application form for Appointment of Authorised Person	-Should be on letter head of Trading Member -Should be signed by Director/Authorised Signatory of the Trading Member
2	Annexure 1 - Undertaking from the Trading Member	-Should be on letter head of Trading Member -All clauses of undertaking to be mentioned without fail -Should be signed by Director/Authorised Signatory of the Trading Member
3	Annexure 2 - Details of Proprietor/Partners/Directors of Authorised Person	-Latest details should be provided -Should be signed by Proprietor/Partner/Director/Authorised Signatory of the Authorised Person (certification should not be older than 6 months from the date of application)
4	Annexure 3 - Agreement between trading member and Authorised Person	-Copy of agreement between the Member and Authorised Person certified by Director/Authorised Signatory of the Trading Member -To be on a stamp paper /franked paper of Rs.300/-
5	Annexure 4 – Undertaking from applicant Authorised Person	-Should be on letter head of Authorised Person -All clauses of undertaking to be mentioned without fail -Should be signed and stamped by Proprietor/Partner/ Director/Authorised Signatory of the Authorised Person
6	Annexure 5A/5B - Details of Shareholding / Sharing Pattern (not applicable in case applicant AP is a proprietary concern)	-Should be signed by the Proprietor/Partner/Director/Authorised Signatory of Authorised Person -Latest Shareholding pattern to be submitted -Should be certified by CA/CS/CPA or equivalent with the membership no. (certification should not be older than 6 months from the date of application)
7	Registered Partnership Deed / LLP Agreement / Memorandum of Association (including certificate of incorporation) of the applicant Authorised Person (not applicable in case applicant AP is a proprietary concern)	-Memorandum of Association /Partnership Deed/LLP Agreement should consist the object clause permitting the Authorised Person to deal in securities business -To be certified by the Proprietor/Partner/Director/Authorised Signatory of the trading member
8	Board Resolution/Letter of Authority in case of Corporate, Partnership Firm or LLP	-Should be on letter head of the Authorised Person -To be signed by any one Director in case of Board Resolution, to be signed by all partners/directors in case of Letter of Authority -Board Resolution/Letter of Authority should contain approval of the Partnership Firm/LLP/Corporate Authorised Person for its appointment
9	Certified copies of Tax Id of home jurisdiction, Proof of Date of Birth, Educational Qualification, Registered Office and Residential Address of Proprietor/Partners/Directors	
<b>Instructions</b>		
<ul style="list-style-type: none"> <li>• This application can be submitted by the trading member upon ensuring that the Authorised Person is meeting the prescribed eligibility criteria as prescribed by Exchange and IFSC Authority</li> <li>• In case the Authorised Person wishes to change its affiliation from one member to another member, the existing member has to submit an application for cancellation of appointment of Authorised Person and the new affiliating member has to submit an application for appointment of the Authorised Person</li> </ul>		

- In case of change in constitution of Authorised Person from Individual to Partnership Firm/LLP/Corporate or from Partnership Firm/LLP to LLP/Corporate, the member shall submit applications both for cancellation of existing appointment (specifying the reason for cancellation as 'Change in Constitution') of such Authorised Person and for fresh appointment

**APPLICATION FORM FOR APPOINTMENT OF AUTHORISED PERSON WITH TRADING  
MEMBER OF NSE IFSC LTD.**

(On the letterhead of the Trading Member)

To,  
Regulatory Department,  
NSE IFSC Limited,  
Unit No.1201, Brigade International Financial Centre,  
12th floor, Block-14, Road 1C, Zone -1,  
GIFT SEZ, Gandhinagar, Gujarat - 382355

Date:

Dear Sir/Madam,

We are a trading member of NSE IFSC having SEBI registration no. \_\_\_\_\_.

In accordance with the Bye laws, Rules and Regulations of NSE IFSC Ltd., 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	
2.	Trade Name	
3.	Constitution (Individual/Partnership/LLP/Body Corporate)	
4.	<b>Registered Office Address Details :</b> Address City Country Pin code	
5.	<b>Contact Person Name:</b> Telephone No. Mobile No. Fax No. Email Address	
6.	<b>Details of Infrastructure:</b> a. Number of branch offices b. Total area in sq. feet (of all main/branch offices) c. Branch-wise details of Location, phone, telex and fax numbers	
7.	LEI Number if constitution of Authorised Person is Partnership/LLP/Body Corporate	

We hereby agree to recommend the above mentioned applicant as Authorised Person.

We hereby submit the following documents with respect to the appointment of Authorised Person:

1. Undertaking providing various confirmations with respect to the appointment of Authorised Person as per Annexure – 1.
2. Details of Proprietor/Directors/Partners of \_\_\_\_\_ (name of Authorised Person) as per Annexure – 2.
3. Certified copy of Agreement between \_\_\_\_\_ (name of member) and \_\_\_\_\_ (name of Authorised Person) as per Annexure – 3.
4. Certified copies of Tax Id of home jurisdiction, Proof of Date of Birth, Educational Qualification, Registered Office and Residential Address of Proprietor/Partners/Directors of \_\_\_\_\_ (name of Authorised Person).
5. Undertaking received from M/s. \_\_\_\_\_ (name of Authorised Person) as per Annexure – 4.
6. \*Certified copy of Registered Partnership Deed / Memorandum of Association/ LLP Agreement of \_\_\_\_\_ (name of Authorised Person) containing clause permitting them to deal in securities business.
7. \*Details of Shareholding / Sharing Pattern of \_\_\_\_\_ (name of Authorised Person) in the format as per Annexure – 5A/5B.

\*Applicable in case the Authorised Person is a Partnership Firm / LLP / Body Corporate

An amount of USD 30/- can be debited to our account towards processing fees payable towards application for appointment of Authorised Person.

**For \_\_\_\_\_ (name of the member)**

**(Name & Signature of Director/Authorised Signatory of trading member)**

Place:-

Date:-

**Annexure - 1**  
**Undertaking**  
*(On the letterhead of the Trading Member)*

We \_\_\_\_\_ *(name of the Trading Member)* hereby confirm/undertake that:

1. The person/entity proposed to be appointed by us as Authorised Person meets all the conditions laid down by the Exchange
2. \_\_\_\_\_ *(name of the Authorised Person)* has necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities on behalf of stock broker
3. \_\_\_\_\_ *(name of the Authorised Person)* or any of its Directors/Partners is not a member or Authorised Person of any of the members of the Exchange or Director/Partner of any Authorised Person of the Exchange
4. We shall ensure that the Authorised Person shall comply with all Rules, Byelaws, Regulations, directions and circulars issued by the Exchange from time to time
5. We agree and bind ourselves to be responsible for all deals, acts of commission and omission, quotations made and transactions effected, if any, by / through \_\_\_\_\_ *(name of the Authorised Person)* and shall be responsible for all acts of omission and commission of his Authorised Persons(s) and/or their employees, including liabilities arising there from
6. We shall ensure the settlement and honour of all the deals entered into by us as the trading member of the Exchange which orders/deals may have originated from \_\_\_\_\_ *(name of the Authorised Person)* whom we are recommending to NSE IFSC Ltd. to be accorded recognition as our Authorised Person
7. \_\_\_\_\_ *(name of the Authorised Person)* and its Directors /Partners have good reputation and character and has **not** been convicted of any economic/financial offence in his home jurisdiction or overseas
8. \_\_\_\_\_ *(name of the Authorised Person)* has not, at any time in the course of his/their business with us, introduced or otherwise dealt with fake, forged, stolen, counterfeit, etc. shares and securities in the market
9. The approved users and / or sales personnel of the Authorised Person have the necessary certifications, prescribed by the Exchange, at all points of time
10. The Authorised Person shall not receive or pay any money or securities in its own name or account and all receipts/payments of securities and funds shall be in our name or account
11. If any trading terminal is provided by us to the Authorised Person, the place where such trading terminal is located shall be treated as our branch office
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 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. We shall conduct periodic inspection of branches assigned to Authorised Persons and records of the operations carried out by them
15. The clients shall be registered with us directly. The funds and securities of the clients shall be settled directly between us and clients and all documents like contract notes, statement of funds and securities would be issued to client by us. 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 Authorised Person

16. On noticing irregularities, if any, in the operations of Authorised Person, we shall seek withdrawal of 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
17. We have verified the relevant databases of Regulatory Authority(ies) of the respective local jurisdiction of the Authorised Person and hereby confirm that the proprietor/partners/directors of the \_\_\_\_\_ (*name of the Authorised Person*) are fit and proper persons as per the applicable law, rules and regulation

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

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

\_\_\_\_\_  
**\*Name & Signature**

\* Should be signed by a Director/Authorised Signatory of Trading Member.

**Annexure - 2**

*(On letterhead of Authorised Person)*

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

No	Name	Father's Name	Date of Birth	Tax Id of Home Jurisdiction	Qualification	Residential Address	Contact / Mobile No.
1							
2							
3							

Date:

Place:

Signature of Proprietor/Partner/Director/Authorised Signatory

**Annexure - 4**

**Undertaking**

*(on the letterhead of the Authorised person)*

I/We \_\_\_\_\_ (*name of the Authorised Person*) had applied for appointment as Authorised Person of the Exchange through trading member, \_\_\_\_\_ (*name of the Trading Member*). In this regard, I/we hereby confirm/undertake that:

1. I/We and our Partners/Directors/Promoters has/have not been convicted for any economic/financial offence at local jurisdiction or overseas in the past and presently not under trial for any such offence.
2. I/We will deal with investors on behalf of Trading Member only and I/We would not engage in any activities with investors which could result in unauthorised intermediations.
3. I/We and our Directors/Partners/Promoters 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 confirm that I/we is /are not a defaulter in any other Exchange.
5. I/We and our Proprietor/Partners/Directors/Promoters are not debarred from dealing in securities market in the respective local jurisdiction or overseas as per the applicable law, rules and regulation.

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

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

\_\_\_\_\_  
**\*Name & Signature**

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

**Annexure – 5A (For Corporates)**  
(On the plain paper)

Certificate dated \_\_\_\_\_  
submitted by \_\_\_\_\_ (name of Authorised Person) to NSE IFSC Ltd.

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

Sr. no.	Name of Shareholder	Number of Shares held	Paid up value per share (Currency____)	Amt paid-up (Currency____)	% age of total
1.					
2.					
3.					
4.					
5.					
Others					
TOTAL					100%

Date:

Place:

Signature(s)

Signature of / Director / Authorised Signatory

**CERTIFICATE**

This is to certify that the Shareholding in \_\_\_\_\_ (name of Authorised Person) 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/ Certified Public Accountant (or equivalent)

Membership Number



**Annexure – 5B (For Firms/LLP)**  
(On the plain paper)

Certificate dated \_\_\_\_\_  
submitted by \_\_\_\_\_ (name of Authorised Person) to NSE IFSC Ltd.

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

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

Date:  
Place:  
Signature(s)  
Signature of Partner

**CERTIFICATE**

This is to certify that the Capital and Sharing Pattern of \_\_\_\_\_ (name of Authorised Person) 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 / Certified Public Accountant (or equivalent)  
Membership Number