

**Checklist for Partnership Firm Trading Member for Registration on ISE**

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

**Trading Member's Registered Name :** \_\_\_\_\_ **ISE Trading Member****Code: D241**

Date of Receipt of Application : \_\_\_\_\_

New / Transfer / Conversion / Change in Partners or Shareholdings:

If Yes, From \_\_\_\_\_ To \_\_\_\_\_

**PLEASE NOTE: THE REQUIRED INFORMATION IN ALL THE FORMS SHOULD BE TYPED. HAND – WRITTEN FORMS WILL NOT BE ACCEPTED. WHILE FORWARDING ANY DOCUMENTS , PLEASE ENSURE THAT THERE IS PROPER COVERING LETTER FOR THE SAME, INORDER TO AVOID LOSS OF DOCUMENTS & PAYMENTS.**

Sr.No	Documents Required for SEBI registration	Recd.	Reqd.
1.	Demand Draft of Rs. 5,000/- in favour of 'SEBI' as SEBI registration Fees	Not applicable	
2.	a. Admission fees - Rs.50,000 (non-refundable) b. Security Deposit - Rs.3 Lakhs (In cash which is refundable only after surrender of Trading Rights) c. Base Minimum Capital (BMC) - Rs.1 Lakh (In cash which may be enhanced as per SEBI directives as and when amended) d. Annual Fees - Rs.12,500/- plus 10.30% service tax (yearly payment – due on 1 <sup>st</sup> April of every year, to be paid by way of DD within 30 days from due date. Annual Fees may be enhanced from time to time) e. Settlement Guarantee Fund (SGF) - Rs.5,000/- (non-refundable one time payment) f. Processing fees for registration as Trading Member - Rs.10,000/- (non-refundable)  (A single cheque / DD of the total amount in favour of 'Inter-connected Stock Exchange of India Ltd.' can be forwarded)		
3.	Research package (V Share, Techni Trade, Market update, etc.) annual subscription charge of Rs. 1000 only. <b>V Share-</b> A monthly research report, providing guidance and knowledge for prudent investment in share market. <b>Techni Trade-</b> A technical analysis tool for Intra-day trading, providing on daily basis, two support and two resistant prices of all NSE stocks.		
4.	ISE Form 'A' .		
5.	SEBI Form 'A'.		
6.	Form of Additional Information for SEBI		
7.	Fake / Forge Undertaking on the Company's letterhead.		
8.	Debarred Undertaking on the Company's letterhead.		
9.	Networth certificate and the computation of the same (Net worth Certificate should not be more than 3 months old ) should be in a Prescribed format on the letterhead of the C.A, certified by the C.A. The minimum Net worth / Paid up capital required for Partnership Firm Trading Member is Rs.8 lacs.		

10.	Proof of Experience in capital market for minimum 2 years of both the designated partners, in the form of Apprentice/Trainee or employee from the main broker or sub-broker as per our format.(format enclosed). <b>If he/she is having more than 2 years experience, he/she is required to give experience certificate for all the years. Persons with more number of years experience will be given preference.</b>		
11.	Proof of Age. (Any proof where date of birth & father's name is Mentioned. (Between 20 to 60yrs.) <b>(You are requested to bring along the Original of Age during the time of Test &amp; Interview for verification)</b>		
12.	Proof of Qualification required. (Minimum Graduate) <b>Original of Age during the time of Test &amp; Interview for verification.</b>		
13.	<b>If the applicant or any of its Partner is already registered with any other exchange or is a Client / sub-broker of any other sub-broker, then NOC from the Exchange / Main Broker / Sub-broker is required to be submitted along With the turnover details and fees paid to SEBI.</b>		
14.	Copy of SEBI registration required (for Existing membership / Sub-brokership with any other exchanges other than ISE.)		
15.	Undertaking as per SEBI Circular dated July 09, 2003. (Format enclosed)		
16.	Undertaking as per SEBI Circular dated July 09, 2003. (Will be furnished by ISE)		
17.	Undertaking on <b>Notarized Non-judicial Stamp paper of Rs.20/-</b> each for becoming the designated partner		
18.	Undertaking on <b>Notarized Non-judicial Stamp paper of Rs.20/-</b> for Partnership Firms stockbroker signed by both the designated partners.		
19.	Share Holding Pattern (As per format).		
20.	Certified True copy of Partnership Deed		
21.	Certification from the Stock Exchange <b>(To be furnished by ISE)</b>		
22.	In case, if it a Transfer / Conversion case, then Turnover details of the Transferor / previous company, is required as per SEBI's Annexure Formats, certified by ISE & the C.A of the company.		
23.	Copy of PAN Card.		
24.	Details of Partners		
25.	Details of Compliance Officer		
26.	Details of Other Stock Exchange Membership		
27.	<b>Database updation. (For Official use only).</b>		

**Required documents for registration with ISE:**

Sr.No.	Documents Required	Received	Required
1.	Introductory Form of ISE.		
2.	Form 'B' of ISE.		
3.	Undertaking for Settlement Guarantee Fund in specified format on <b>Notarized Non Judicial Stamp Paper of Rs.100/-</b>		
4.	Copy of Income-Tax returns Required of last three years.		
5.	Two Passport size photographs of both the designated partners.		
6.	Bank Reference Letter from the current banker.		
7.	Copy of PAN Card of the Company.		
8.	Last Three years Audit reports & Balance Sheets		
9.	<b>To check whether the applicant is a member of any defaulter member of any other exchange. (For official purpose)</b>		

**The applicant is requested to submit the documents completely as mentioned in the Checklist. Incomplete documentation will not be accepted.**

**The Trade Name of the Trading Member applicant should reflect the business they will be engaged in. For example, any of the words like stock broking, stock broker, securities, etc. Should form part of the Trade name.**

**Please note:**

As per SEBI circular dated 12<sup>th</sup> September 2002, no application should be more than 3 months old. Therefore, please check that the dates of the following documents does not exceed more than 3 months:

1. Form 'A' of ISE.
2. SEBI form 'A' with Additional Information Sheet.
3. Fake /Forge Undertaking.
4. Debarred Undertaking.
5. Latest Networth Certificate along with the computation.
6. Undertaking on NJSP of Rs.20/- for StockBroker.
7. Undertaking as per SEBI Circular dated July 09, 2004

In short the application is valid only for three months as per SEBI Circular. In case if the application date exceeds 3 months, then the applicant will have to furnish fresh application (Only the above mentioned documents and no payments.)

# **INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD.**

## **INTRODUCTORY FORM OF ISE:**

Trade Name of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Trading Member : \_\_\_\_\_ (In case of Partnership please mention the Firm's name.)

Registered Office Address:

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City : \_\_\_\_\_ State : \_\_\_\_\_ Status of application : Corporate/ Partnership

Tel. Nos. : \_\_\_\_\_ Mobile Nos. if any: \_\_\_\_\_

Residential Phone Nos.: \_\_\_\_\_

Net Worth of the Partnership Firm as per the Latest Audit report : \_\_\_\_\_ lakhs as on \_\_\_\_\_ (Date)

### **IN CASE OF PARTNERSHIP, PLEASE FILL THE FOLLOWING ADDITIONAL DETAILS:**

**Name of the Designated Working Partner 1 :** \_\_\_\_\_

Age : \_\_\_\_\_ Qualification : \_\_\_\_\_ Experience : \_\_\_\_\_ yrs.

**Name of the Designated Working Partner 2:** \_\_\_\_\_

Age: \_\_\_\_\_ Qualification : \_\_\_\_\_ Experience : \_\_\_\_\_ yrs.

Shareholding of Designated Partner 1 : \_\_\_\_\_% Designated Partner 2: \_\_\_\_\_%

Dominant Partner's (Name): \_\_\_\_\_ Percentage of Shareholding: \_\_\_\_\_%

For further clarifications in the matter, please contact Shri Gopal Krishna (Membership Dept) at 27812056/59 or can email at ([gopalk@iseindia.com](mailto:gopalk@iseindia.com))

**ISE- FORM'A'****APPLICATION FORM FOR REGISTRATION OF PARTNERSHIP FIRM AS A TRADING MEMBER WITH ISE**

Serial No		
(To be given by ISE)		
1	Name of the Applicant	
2	Trade Name	
3	Whether registered with SEBI as stock Broker, if yes, SEBI registration no. (Please enclose copy of SEBI registration certificate)	(SEBI Regn No. )
4	Details of membership of any other Stock Exchange, whether held by the same entity or through any associate. Name of the entity holding such membership Name Code no. Detail of association with the Applicant for Trading Membership	
5	Form of Organisation (Public Ltd. Co./Private Ltd./Partnership)	PARTNERSHIP FIRM
6	Registered Address of the Firm  Telephone Nos.  Fax No.	
7	Name of two Partners partners for ISE Trading Membership alongwith official and residential address, telephone number, fax and e-mail address. (Please attach a copy of the board resolution authorising the above)	
8	Residential Address of the Managing Partner / Chief Designated partner 1 / partner 2  Telephone Nos.  Fax No.	
9	Net Worth as per latest Audit Report (Please enclose an attested copy of the Audit Report).	
10	Please give Information about your turnover for last three financial years	2006-2007 2007-2008 2008-2009
11	If registered with SEBI as Stock broker, please give details regarding payment of registration fee to SEBI during last three years (Amount and date of payment only)	2006-2007 2007-2008 2008-2009

We further solemnly affirm, undertake and swear that the above details are true and correct to the best of our knowledge.

We also undertake to abide by all the provision of the Memorandum and Articles of Association, Rules, Bye-laws, Regulation, Circular, Notification and usage of Inter-connected Stock Exchange of India Ltd.

We further undertake that our registration as a Trading Member is subject to our compliance with the eligibility criteria and all the applicable provisions of Rules, Articles, Bye-laws and Regulations of ISE.

**For,.....**  
**(TRADE NAME)**

**1.....**

**2.....**

**Signature of the both the designated partners**

**ISE- FORM 'B'****ADDITIONAL INFORMATION TO BE SUBMITTED AT THE TIME OF REGISTRATION AS  
TRADING MEMBER WITH ISE**

- A Name of the Trading Member:  
 B PAN / GIR/ TAN no(s). allocated by income Tax Dept.:  
 C Details of BMC deposited with ISE (All these documents have to be rendered in duplicate; in case the original is attached a copy has to be enclosed)

Cash (enclose copy of deposit slip) Rs. 4,00,000/- lakh cheque / DD no. \_\_\_\_\_ dated \_\_\_\_\_ Bank

Securities (details to be given

Alongwith proof and valuation) ;Rs. N.A

Fixed Deposit (Duly discharged

Original FDR required ;Rs. N.A.

Bank Guarantee (Original BG required);Rs. N.A.

Track record of the Trading Member (in case the Trading Member is/was a member of any other stock exchange)

1. Suspension/expulsion details

Reason of suspension/expulsion	Period of suspension/expulsion	Date of revocation of suspension/expulsion

2. Default details

Reason of declaration of default	Amount of default involved	Date of readmission, if applicable

3. a. Details of fines and penalties during last three financial years

Year	Fines (in Rs.)	Penalties (in Rs.)	Reason
2006-2007			
2007-2008			
2008-2009			

b. Details of instances where cheques had bounced in the last two years

Year	Fines (in Rs.)	Penalties (in Rs.)	Reason
2006-2007			
2007-2008			
2008-2009			

4. Inspection details

SEBI YES NO

RELEVANT EXCHANGE YES NO

(In case the reply is yes please enclose a copy of the inspection report)

5. Indicated for involvement in unfair trade practices in the Capital Market by any authority

YES NO

(In case the reply is yes please give details of the activities and the actions taken and the authority which initiated such actions)

Details of complaints (pertaining to Capital market); civil or criminal litigations, arbitration cases within the last three years. Kindly also indicate its present status, i.e. resolved or not.

- 1 Kindly state if the applicant has been ever convicted for an offence involving fraud or dishonesty? If yes, kindly provide details.
- 2 Kindly state if the applicant has been ever been declared as bankrupt or has a receiving order in bankruptcy made against him or has been proven insolvent or has been accused of compounding with his creditors. If yes, kindly provide details.
- 3 In case the Trading Member wishes to disclose any additional information, he may attach a separate sheet.

I/We are aware that any misstatement or misrepresentation or suppression of facts by me / us in connection with the application of Trading Membership may entail non-consideration, expulsion or suspension or restriction of trading rights on the ISE market.

**Signature**

**Date:**  
**Place:**  
**Rubber-Stamp of the applicant**

**Name of signatory:**  
**Designation:**

**SEBI - FORM 'A'****Securities and Exchange Board of India (Stock-Brokers and Sub-Brokers ) Regulations, 1992.**  
**(Regulation 3)****Application Form for registration as stock brokers with Securities and Exchange Board of India**

Name of the Stock Exchange

Interconnected Stock Exchange of India Ltd.

1	Name of the Trading Member with Code No	
2	Address of the Trading Member	
3	Trade Name of the Trading Member	
4	Form of organisation (Private/Public Limited Firm/ Partnership Firm) Name of Two Designated Partners	PARTNERSHIP FIRM
5	Educational qualifications of two Designated Partners	
6	Age of Partners (Both the Designated Partners in case of Partnership)	
7	Date of admission to Trading Membership (to be filled by the Exchange)	
8	Whether member of any other Stock Exchange? If so. Please give name(s) of the stock exchange(s) with Code Number(s)	
9	Indicate fax, telex and phone number(s) of office and residence of the two designated Partners	
10	In the case of Trading Members admitted on the stock exchange after February 21, 1992, the copy of the information given to the stock exchange at the time of admission.	

We declare that the information given in this Form is true to the best of my knowledge and belief.

Dated.....

**Signature of the applicant:** \_\_\_\_\_

**(NOTE: In case of Partnership, signature of both the designated partners is required)**

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**RECOMMENDATION OF THE STOCK EXCHANGE**

This is to certify that.....is a Trading Member of the Exchange and is recommended for registration with the Securities and Exchange Board of India.

**Signature(ISE)**

**Name(ISE)**

**Designation(ISE)**

**ADDITIONAL INFORMATION TO BE SUBMITTED AT THE TIME OF STOCK BROKER WITH SEBI**

1. Name of the Stock Exchange : **INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD.**
2. a) Name of the applicant Trading Member (Trade Name)  
b) Exchange Clearing Code No(if allotted by the stock exchange)
3. Trade Name of the Trading Member(Member)
4. Address of Trading Member (Member)

Telephone No. (office)

Telephone No. (residence)

Fax No.

- 4 Form of Organisation Please tick the relevant entity
  - a) Corporate Body      b) **Partnership Firm**
  - i) Financial Institution
  - ii) Others
  - iii) Foreign Joint Venture

(If an Indian Firm is holding more than 25% of total equity in the joint venture. Please give details of top five Partners of India Firm.)

Name of Indian Firm	
Top Five Partners	% Holding
1	
2	
3	
4	
5	
FIPB Approval, if applicable	

7. Corporate Body (Financial Institution / others): Partnership Firm
8. MOA object clause contains stock broking as one of the object in
  - a) Main object
  - b) Other object
  - c) Incidental object

(If stock broking clause appears in other object please attached a copy of special resolution to amend the MOA to incorporate stock broking in main clause)

- i) Mention relevant clause no

(please enclose copy of the relevant clause of the MOA duly certified by the Stock Exchange if certified copy is not enclosed, application would be returned)

ii Information regarding Partners

Name of Partners with Designated (whether whole time / designated/additional)	Percentage of share holding	Education qualification	Experience (specifying nature and years)	Whether Partners in other corporate bodies engaged in capital markets (please give names and SEBI Regn. no)

iii Details of top five share holders

Name of Partners	% of share holding	Educational qualification	Experience (specifying nature and years)	Whethe share holder in other corporate bodies engaged in capital markets (please give names and SEBI Regn. No.)

9. a) Date of admission of the stock exchange

DATE	MONTH	YEAR

b) Mode of acquiring Trading Membership (please attach old SEBI registration certificate in all cases other than the cases of new Trading Membership (**Just select the options and make a TICK MARK on the selected option**))

- New Trading Membership
  
- Conversion
  
- Succession
  
- Auction Purchase
  
- (In case a Trading Member has become defaulter)
  
- Market purchase



11. Disciplinary Action initiated /taken against the Associates entities as indicated in 8(b) above (please state details of nature of Violation, action initiated / taken and by which authority

a) Disciplinary action taken by SEBI (if yes, please attach details of nature of violation and action taken)

Yes No

b) Disciplinary action taken by any other authority (if yes, please attach details of nature of violation and action initiated)

Yes No

c) Disciplinary action initiated by SEBI if yes please attach details of nature of violation and action

Yes No

d) Disciplinary action initiated by any other authority (if yes, please attach details of nature of violation and action initiated)

Yes No

e) **Net worth as per the requirement of the Exchange (Rs. In Lakhs)**

<b>Rs. 8,00,000/- Lakhs</b>
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f) **Applicant's net worth in accordance with formula**

<b>Rs.</b>	<b>Lakhs</b>
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Prescribed by concerned stock exchange (Rs. In Lakhs)  
(Certificate from a qualified C.A. certifying the above should be enclosed)

g) Please indicate the net worth as per the following formula (Rs. In Lakhs) Paid up Capital

Free reserves (exclusive of Revaluation reserves )  
Less-Miscellaneous expenditure not written off  
Total Net worth (Same as mentioned in the Auditor's certificate)

**We (TRADE NAME)** declare that the information in all the forms is true to the best of my knowledge and belief.

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

Signatures: Partner 1 \_\_\_\_\_ Partner 2. \_\_\_\_\_

Name and Address of the applicant:

List of Enclosure

- 1 Registration fees-DD of Rs. 5000/- DD No\_\_\_\_\_dated \_\_\_\_\_Name of the bank
- 2 Copy of relevant clause of MOA duly certified by the Stock Exchange
- 3 Certificate from the qualified Chartered Accountant certifying the net worth and paid-up capital
- 4 Undertaking by the applicant that he/it had not been introduced through any member broker/sub-broker of the Exchange any fake/forged/stolen shares in the Exchange/market. If yes, details thereof including action taken, if any, by the applicant.

**CERTIFICATION BY THE STOCK EXCHANGE**

The above details have been scrutinised as per record made available to the Stock Exchange

**SIGNATURE** :  
**NAME** :  
**DESIGNATION** :  
**SEAL OF THE STOCK EXCHANGE** :

**(Undertaking to be executed on Notarized Non-judicial stamp paper of Rs. 100/-)**

To  
**INTERCONNECTED STOCK EXCHANGE OF INDIA LTD.,**  
International Infotech Park,  
Tower 7, 5<sup>th</sup> Floor,  
Vashi Railway Complex,  
Sector 30A, Vashi, Navi Mumbai

Date

We,.....(TRADE NAME).....Trading Member of **INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD.,** (ISE) carrying on the business in the name and style of .....(TRADE NAME).....authorise ISE to treat all Monies, Securities, Fixed Deposits, Bank Guarantee and other properties which are now or which may from time to time be furnished by us to the Exchange as “Capital Adequacy” as a component of corpus of **SETTLEMENT GUARANTEE FUND** and also to utilise it in accordance with the Bye-Laws and Regulations of ISE.

We\_\_\_\_\_(TRADE NAME)\_\_\_\_are executing this undertaking in connection with the Capital Adequacy Contribution towards the corpus of **SETTLEMENT GUARANTEE FUND**.

We also hereby undertake that, we will not take any legal recourse against the function or operation of the SGF or against INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD. or against any officer or Partner of INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD.

**Trade Name:** \_\_\_\_\_ (STAMP/ SEAL of Firm required)

**Signatures:** Partner 1. \_\_\_\_\_ Partner 2. \_\_\_\_\_

**Registered office address of the Firm** : \_\_\_\_\_

**In witness whereof the Trading Member has executed this Undertaking**

**Witness :**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**NOTE: KINDLY NOTARIZE THE S.G.F UNDERTAKING BEFORE SUBMISSION**

**Format of Networth Certificate**  
**ANNEXURE 1**

**NETWORTH CERTIFICATE**  
**(For Individual/Partnership Firms/Corporates)**

This is to certify that the Networth of \_\_\_\_\_ (TRADE NAME/FIRM NAME/COMPANY NAME) as on March 31st/September 30th, 200\_\_ as per the statement of computation of even date annexed to this report is Rs. \_\_\_\_\_/- (in figures) [Rupees \_\_\_\_\_ only (in words)].

\_\_\_\_\_ (TRADE NAME/FIRM NAME/COMPANY NAME) is also a member of \_\_\_\_\_ (name(s) of the stock exchange, wherein the Networth requirement(s) is/are as given below:

S. No.	Name of the stock exchange(s)	Networth requirements (Rs.)

\_\_\_\_\_ (TRADE NAME/FIRM NAME/COMPANY NAME), as required by SEBI under the multiple membership criteria, satisfies the Networth requirement of ISE and each of the Exchange(s) as stated above separately.

We also certify that \_\_\_\_\_ (TRADE NAME/FIRM NAME/COMPANY NAME) 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 Networth.

It is further certified that the computation of Networth 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:

For (Name of Accounting Firm)

**STAMP OF AUDITOR**

Name of Partner  
Chartered Accountant  
Membership Number

**STATEMENT OF COMPUTATION OF NETWORTH OF \_\_\_\_\_ (TRADE  
NAME/ FIRM NAME/ COMPANY NAME) AS ON MARCH 31, 200\_/ SEPTEMBER 30,  
200\_\_**

Particulars	Rs.	Rs.
1. Capital (Paid-up)		****
2. Free Reserves (excluding revaluation reserve)		****
3. Market Value of securities forming part of the Balance Sheet	****	
Less: 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 In case of Partnership Firms, capital means the total contributed by each partner.
- v 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.
- vi Investment in securities of unlisted (unquoted) companies should not be considered at Item No.3 above.
- vii Contingent liabilities should be mentioned by way of note, specifying the amount and nature of liability.
- viii 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.
- ix In case of borrowings, the details of installments overdue towards principal and interest should also be given by way of a note.
- x 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.
- xi The amount of debtors arising from securities operations and others should be shown separately by way of a note.
- xii 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.
- xiii 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.
- xiv 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.
- xv All the notes, workings, statement of computation of networth annexed to the Certificate should be signed by the Chartered Accountant with seal.

**On the letterhead of the Firm)**

**Letter of Undertaking**

We hereby certify and undertake that, we have not introduced through any Member/Sub broker of the of the Exchange, any Fake/Forge/Stolen Share in the Exchange / Market, till date.

**For (Stamp)**

**Sign**

**Date.**

**(On The Letter Head of the Firm)**

**DEBARRED UNDERTAKING**

This is to certify that (name of the Firm) or its Partners including the designated Partners Mr. / Mrs. ....and Mr. / Mrs.....for ISE operations, have not been debarred from the Capital Market or Capital Market related activities by SEBI or any other authorities.

Name and designation of the  
authorised signatory

Date:  
Place:

**FORMAT OF DECLARATION TO BE ATTESTED BY A NOTARY / MAGISTRATE NON-JUDICIAL STAMP PAPER OF RS. 20/- AND TO BE SIGNED BY BOTH THE DESIGNATED WORKING PARTNERS )**

**UNDERTAKING FOR STOCK BROKER**

**The Managing Partner,**  
**Inter- connected Stock Exchange of India Ltd.,**  
International Infotech Park, Tower 7, 5<sup>th</sup> floor,  
Vashi, Navi Mumbai 400 703.

Dear Sir,

We, **(Applicant Firm’s Name)** hereby undertake that as long as the Firm is engaged in Stock Broking as a Trading Member of ISE, it will engage itself in only such business as a member of recognized Stock Exchange is permitted to engage in, under the Securities Contracts ( Regulation ) Rules, 1957 and the Articles, Rules, Bye-laws and Regulations of the Stock Exchange. We are aware and acknowledge that if we engage in any other business not permitted to Stock Brokers, your Exchange will be entitled to take disciplinary action ( including fine, suspension and / or expulsion ) against us.

We both the Designated Partners of **(Applicant Firm’s Name)** have read and are aware of the SEBI (Stock Brokers and Sub-Brokers) Rules 1992 and SEBI (Stock Brokers and Sub-Brokers) Regulations, 1992 and are bound by these Rules and Regulations. We have also read and are aware of the terms and conditions for Partnership Firms of ISE

We ... **(Name of Applicant Firm)**..... solemnly declare that,

- 1 We are not disqualified from being a member of any Stock Exchange under Rule 8 of Securities Contracts (Regulation) Rules, 1957 and have not held an office of Partner in any other Firm which has been a member of any Stock Exchange and which has been declared a defaulter or expelled by the Stock Exchange.
- 2 Our Firm is registered with the Registrar of Firms under the Indian Parnership Act, 1932 and Income Tax Act, 1961.
- 3 Each of us have more than two years of experience :
  - In dealing in securities; or
  - As portfolio managers ; or
  - As investment consultants: or
  - As apprentices/employees with a registered Stock Broker or Sub-Broker ; or
  - As authorized assistants with a registered Stock Broker
5. We have never been convicted of any offence involving fraud or dishonesty.
6. We have not been declared defaulter or expelled from membership by any recognized Stock Exchange in India.
7. We have never been adjudged bankrupt.
8. We have never compounded with any creditors.
9. We do not have any liabilities which are overdue.

We further agree that in the event of any dispute between us and the Exchange, only the courts in Mumbai/Navi Mumbai shall have exclusive jurisdiction in the matter, to the exclusion of all other courts.

**(Signature & Name of the designated working Partner1 )** \_\_\_\_\_

**(Signature & Name of the designated working Partner 2)** \_\_\_\_\_

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

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

FORMAT OF DECLARATION TO BE ATTESTED BY A NOTARY / MAGISTRATE  
On Non-judicial Stamp Paper of Rs. 100/-

UNDERTAKING FOR DESIGNATED PARTNERS OF STOCK BROKER

**The Managing Partner,**  
**Inter- connected Stock Exchange of India Ltd.,**  
 Vashi Railway station, International Infotech Park,  
 Tower 7, 5<sup>th</sup> floor,  
 Vashi, Navi Mumbai 400 703.

I, Shri / Smt. \_\_\_\_\_ hereby undertake that as long as I am a Designated Partner of a Stock Broking Firm which is a Trading Member of ISE, I will engage myself in only such business as I am permitted to engage in, under the Securities Contracts (Regulation) Rules, 1957 and the Articles, Rules, Bye-laws and Regulations of the Stock Exchange. I am aware and acknowledge that if I engage in any other business not permitted under the Securities Contracts ( Regulation ) Rules , 1957 and the Articles, Rules, Bye-laws and Regulations of the Stock Exchange, your Exchange will be entitled to take disciplinary action (including fine, suspension and / or expulsion) against me and my Stock Broking Firm.

I am aware and have read the SEBI (Stock Brokers and Sub-Brokers) Regulations 1992 and SEBI (Stock Brokers and Sub-Brokers) Rules 1992 and am bound by these Rules and Regulations.

I Shri. / Smt. \_\_\_\_\_ further solemnly declare that:

- 1 I am not disqualified from being a Designated working Partner of a Stock Broking Firm or a member of any Stock Exchange under Rule 8 of Securities Contracts (Regulation) Rules, 1957 and have not held the office of Partner in any other Firm which has been a member of any Stock Exchange and which has been declared a defaulter or expelled by the Stock Exchange.
- 2 The Partnership Firm has been registered with the Registrar of Firm under Partnership Act, 1932 and the Income Tax, 1961.
- 3 I am citizen of India and have completed 21 years of age.
- 4 I have minimum two years of experience :
  - In dealing in securities; or
  - As portfolio manager ; or
  - As investment consultant ; or
  - As an apprentice/employee with a registered Stock Broker or Sub Broker; or
  - As an authorized assistant with a registered Stock Broker.
- 1 I have never been convicted for any offence involving fraud or dishonesty.
- 2 I have not been declared as defaulter or expelled from membership by any recognized Stock Exchange in India.
- 3 I have never been adjudged bankrupt.
- 4 I have never compounded with any creditors.
- 5 I do not have any liabilities, which are overdue.

I further agree that in the event of any dispute between me and the Exchange, only the courts in Mumbai/Navi Mumbai shall have exclusive jurisdiction in the matter, to the exclusion of all other courts.

**Name & Signature of Partner 1 :** \_\_\_\_\_ **Place :** \_\_\_\_\_

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

**Sharing Pattern (For Partnership Firms)**

Sharing Pattern of \_\_\_\_\_ (name of Trading Member/Trader)  
as on \_\_\_\_\_

Sr No	Name of Partner	Capital in the firm (Rs.)	Sharing pattern in Profits & Losses* (%)
1			
2			
3			
<b>TOTAL</b>			<b>100.00</b>

Date:

Place:

Authorised Signatory/Partner(s)/Director(s)

**CERTIFICATE**

This is to certify that the capital and sharing pattern in \_\_\_\_\_ (Trade Name of Trader/Trading Member) as given above, based on my/ our scrutiny of the books of accounts, records and documents are true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place:

For (Name of Accounting Firm)

Date:

Name of Partner/Proprietor  
Chartered Accountant  
Membership Number

**Details of Dominant Group (For Partnership Firms)**

Dominant Group of \_\_\_\_\_ (name of Trading Member/Trader)

as on \_\_\_\_\_

Sr. No.	Name of dominant partner(s)	Sharing pattern in Profits & Losses (%)
1		
	<b>TOTAL</b>	

Date:

Place:

Authorised Signatory/Partner(s)/Director(s)

**CERTIFICATE**

This is to certify that the sharing pattern in \_\_\_\_\_ (Trade Name of Trader/Trading Member) 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:

For (Name of Accounting Firm)

Date:

Name of Partner/Proprietor  
Chartered Accountant  
Membership Number

## **Format Of Experience Certificate**

**(On the Certifying Firm's letterhead)**

**Name of the Exchange :** \_\_\_\_\_

**SEBI Regn.No.of Stock Broker / Sub Broker:** \_\_\_\_\_

**Date of Regn.:** \_\_\_\_\_

### **To Whomsoever it may concern**

This is to certify that Mrs./Mr./Ms. \_\_\_\_\_ of  
(Address) \_\_\_\_\_ has worked with us as an employee / apprentice etc from  
\_\_\_\_\_ to \_\_\_\_\_ and is having good experience and knowledge in Stock  
Broking activity.

**For (Name of Certifying Firm)**

**(Signature of the Partner of the certifying Firm.)**

**(Name of the Partner)**

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

**TWO POINT UNDERTAKING**

**(On the letterhead of the Firm)**

As advised by SEBI vide its Circular No. MIRSD/MSS/Cir-30/13289/03 dated July 09, 2003 I / We hereby confirm/ undertake that :

- a. I/We is / are not connected with any of the defaulting brokers of any exchange.
- b. No complaint/ arbitration/ disciplinary proceeding is pending against the me/us.
- c. No investigation / inquiry by any exchange is pending against me/ us.

**Name of the Member:** \_\_\_\_\_

**Trade Name of the Member:** \_\_\_\_\_

**Authorized Signatory: (Signatures of both the Designated Partners)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Name of the Designated Partners:** \_\_\_\_\_  
**(In case of Partnership)**

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

**(Undertaking to be executed on Notarized Non-judicial stamp paper of Rs. 100/-)**

To,  
**The Board of Partners**  
**INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD.,**  
International Infotech Park,  
Tower 7, 5<sup>th</sup> Floor,  
Vashi Railway Complex,  
Sector 30A, Vashi, Navi Mumbai

Date:

We,.....(TRADE NAME).....Trading Member of INTER-CONNECTED STOCK EXCHANGE OF INDIA LTD., (ISE), carrying on the business in the name and style of .....(TRADE NAME)..... undertake that

- (1) We \_\_\_\_\_ (name of all partners), partner of the Partnership firm, \_\_\_\_\_ (Firm name) shall not assign or in any way encumber our interest in the Partnership Firm without obtaining a written NOC from ISE/ISS/NSE/BSE/SEBI.
- (2) We, \_\_\_\_\_ (name of all partners), partners of \_\_\_\_\_ (Firm Name) are neither partners in any other Partnership Firm which is a Trader/Trading Member (Trading Member) of ISE nor we shall be a Partner of a Partnership Firm which shall be a Trader/Trading Member (Trading Member) of ISE.

**Firm/Trade Name:** \_\_\_\_\_

**Signatures: All Partners**

**Office address of the Firm :** \_\_\_\_\_

**In witness whereof the Trading Member has executed this Undertaking**

**Witness :**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**NOTE: KINDLY NOTARIZE THE UNDERTAKING BEFORE SUBMISSION**

(On the letterhead of the Firm)

**UNDERTAKING**

\_\_\_\_\_ (Firm Name) and its Working/ Designated partners  
\_\_\_\_\_, shall not carry on  
the Fund Based activity as long as the Partnership Firm is registered as Stock Broker by  
Securities and Exchange Board of India.

**Firm/Trade Name:** \_\_\_\_\_

**Signatures: Working/Designated Partner 1.** \_\_\_\_\_

**Working/Designated Partner 2.** \_\_\_\_\_

**In witness whereof the Trading Member has executed this Undertaking**

**Witness :**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**DETAILS OF PARTNERS**  
AS ON \_\_\_\_\_

Sr. No.	Name	Designation	Experience (in years)	Qualification	Shareholding % of total	Date of Birth	Residence Address/ Tel. No./ Mobile No.	Fathers Name	Partnerships/ Controlling Shareholding in other companies
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1									
2									
3									
4									
5									

Name of two Designated Partners from above:

1 \_\_\_\_\_  
2 \_\_\_\_\_

**NOTES :**

- (1) Experience – Please enter no. of years experience in securities market
- (2) Designated Partners – Mention the name of Designated Partners as approved by the Screening Committee of ISE.

Date:

Place:

Authorised Signatory/Partner(s)

**CERTIFICATE (for corporates/partnership only)**

This is to certify that the shareholding in \_\_\_\_\_ (Trade Name of Trader/Trading Member) 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:

For (Name of Accounting Firm)

Date:

Name of Partner/Proprietor  
Chartered Accountant  
Membership Number

**TO WHOMSOEVER IT MAY CONCERN**

This is to inform you that we have appointed Shri/ Ms. \_\_\_\_\_ as the Compliance Officer in terms of Regulation 18A of the SEBI (Stock Brokers and Sub-brokers) Regulations, 1992 with effect from \_\_\_\_\_ (date).

Additional information as required by you is provided below:

<b>Name of the Compliance Officer</b>	<b>Father's Name</b>	<b>Residential Address/ Telephone No(s) / Mobile No.</b>	<b>Qualification(s)</b>	<b>Previous employment (name of the organisation)</b>

We undertake to intimate and update the Exchange as and when there is any change in the aforesaid information.

Thanking you,

Yours faithfully,

For \_\_\_\_\_ (Name of Trader/Trading Member)

**Proprietor/Partner/Director**

**Countersigned by the Compliance Officer**

**Name**

**Notes:**

- (1) In case of an Individual Trading Member – Compliance Officer can be individual himself or any employee.
- (2) In case of a Partnership Firm/Corporate Trading Member – Compliance Officer can be any Partner/Director or employee of the Trader/Trading Member.
- (3) Only one Compliance Officer can be appointed.

**Details of other Stock Exchange memberships  
held by the Traders/Trading Member in same name  
or in the name of holding company, subsidiary company, promoters, Partners & partners**

as on \_\_\_\_\_

Sr. No	Name	Relation	Stock Exchange Name	SEBI Registration No.	SEBI Registration Date	Remarks
1						
2						
3						
4						
5						

Date:

Place:

Authorised Signatory/Partner(s)/Director(s)

**NOTES:**

- (1) If not a member of any Stock Exchange, please mention 'Not Applicable' in the first row
- (2) Relation - Provide details, for example, Self (for membership in the name of the company, firm), Partner, Chairman, Whole time director, holding subsidiary.