**CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF MEMBERS PURSUANT TO CHANGE IN CONTROL**

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| **Sr.** | **Documents** | **Tick the box** |
| **I** | **SEBI Prior approval** |  |
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| **II.** | **Application form for registration - Form A/ AD** |  |
|  | To be given on plain paper. |  |
|  | Each page should be signed and stamped by authorized signatories as per Board Resolution |  |
|  | Declaration of the trading member and the Recommendation of the Exchange should be on the same page. |  |
|  | Form A to be provided for trading membership and Form AD for clearing membership |  |
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| **III.** | **Form H2 - Additional information** |  |
|  | To be given on plain paper. |  |
|  | Each page should be stamped and signed by the authorized signatories as per Board Resolution. |  |
|  | Declaration of the trading member and the Certification of the Exchange should be on the same page. |  |
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| **IV** | **Networth Certificate certified by Practicing Chartered Accountant (PCA)** |  |
|  | To be given as per the format prescribed by the Exchange  - As per L.C. Gupta networth computation  -If the Member is regulated by sectoral regulator other than SEBI, the networth may be computed in the manner as specified by such sectoral regulator. |  |
|  | The figures reported in Computation of net worth should tally with the relevant figures as reported in the Audited Financial Statements. {Date of Financial Statements should not older than 6 months from the date of submission of the application} |  |
|  | The certification of the PCA should not be older than 6 months from the date of submission of application. |  |
|  | To be on the letterhead of certifying PCA |  |
|  | PCA who is certifying the Financials and Networth certificate should not be associated with the Member entity in any manner apart from professional association. |  |
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| **V** | **Shareholding pattern and details of directors certified by Practicing Chartered Accountant/Company Secretary** |  |
|  | To be given as per the format prescribed by the Exchange, stamped and signed by the authorized signatories and duly certified by PCA/PCS. |  |
|  | The certification of the PCA/PCS should not be older than 6 months from the date of submission of application. |  |
|  | To be on the letterhead of the Member /corporate shareholder. |  |
|  | In case of multiple level of corporate shareholding, the details of Ultimate Beneficiary Owner {UBO} along with shareholding of each corporate shareholder to be provided on the letter head of corporate shareholder. |  |

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| **Supporting to be annexed** | | | |
| **Sr.** | **Documents** | |  |
| **1.** | **Group structure and Promoter/Non-promoter details** | |  |
|  | Kindly provide the latest group corporate structure of the Member *(including the principal activities, the country of incorporation of each of these companies, registration no., if any)* | |  |
|  | Identify the Promoter/Non-promoter group of the Member and its corporate shareholders as per the Exchange circular on Uniform norms for change in shareholding / control | |  |
| **2.** | **Board Resolution (template attached herewith for reference)** | |  |
|  | To authorize the Member entity to apply to Exchange/CC for trading membership and clearing membership of segments, as applicable. | |  |
|  | To mention the names and designation of authorized signatory(ies) and whether jointly/severally, etc. | |  |
|  | The specimen sign of authorized signatory (ies) to be provided. | |  |
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| **3.** | **Certificate of Incorporation, MOA and AOA** | |  |
|  | To be certified true, stamped and signed by the authorized signatories. | |  |
|  | Main objects of the Memorandum of Association {MOA}:   * Main objects of MOA of the Member should explicitly state carrying on of the business of stock-broking activities. * In case of any changes in MOA, submit the approval of Registrar of Companies {ROC} and certificate of incorporation issued by ROC to this effect. * Change in name letter received from ROC in case name change | |  |
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| **4.** | **Audited Financial Statements and Networth certificate** | |  |
|  | CA certified Balance Sheet and Profit & Loss Account alongwith the schedules annexed thereto to be given. *{Date of Financial Statements should not older than 6 months from the date of submission of the application}* | |  |
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| **5.** | **Certification of Membership Module Examination** |  | |
|  | * **Designated Director** * All the Designated Directors should hold NISM Series -VII - Securities Operations and Risk Management certificate on the date of submission of the application. * To provide NISM certificate from digilocker.      * **Compliance Officer** * The Compliance Officer appointed by the Member should be in compliance with the Guidelines for Compliance Officer issued by Exchanges. * Compliance Officer should hold a valid NISM Certificate i.e. “NISM-Series-III A: Securities Intermediaries Compliance (Non-Fund) Certification Examination”. * Compliance Officer shall provide an undertaking to ensure continued compliance of the certification requirements. * To provide NISM certificate from digilocker. |  | |
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| **6.** | **Clearing Member confirmation** (applicable only if applying for Trading Membership in Capital market/ F&O segment/ CDS /Debt/ Commodity Derivatives segment as per the case) |  | |
|  | **To be provided on the letter head of the Clearing Member** |  | |
|  | To be provided in original / an attested photocopy signed by authorised signatories |  | |
|  | Name of the Trading Member and Segment to be clearly mentioned which the Clearing Member has agreed to clear on behalf of the Trading Member. |  | |
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| **7.** | **PAN Card and Aadhar Card copies** |  | |
|  | To provide certified copy of the PAN of Member entity. |  | |
|  | To provide certified copy of the PAN of all the directors and shareholders till UBO. |  | |
|  | To provide certified copy of the PAN card of the Compliance Officer of Member entity. |  | |
|  | To provide PAN copies available in digilocker. |  | |
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| **8.** | **Biodata of all directors** |  | |
|  | Biodata to be self-attested |  | |
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| **9.** | **Proof of Age, address and educational qualification of the Designated Directors** |  | |
|  | To provide cross-attested age proof (PAN cards), DIN copies, address proofs for all the designated directors (for qualification mentioned in application form) |  | |
|  | Educational Qualification should be certified by CA/CS |  | |
|  | Proof of change in name / affidavits to be provided in case of change of name of the directors. |  | |
|  | Provide education proof from digilocker, if available. |  | |
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| **10.** | **Proof of Experience of the Designated Directors** |  | |
|  | To be on the letterhead of the entity certifying the experience and should be dated |  | |
|  | The certifying entity should be a SEBI Registered Intermediary or any other entity regulated by any authority in India/abroad |  | |
|  | The registration number of the certifying entity, name and designation of the person signing the experience certificate should be mentioned in the experience letter. |  | |
|  | The designated directors should possess atleast 2 years of experience in:   1. dealing in securities business or 2. as an investment consultant or 3. as a portfolio manager or 4. any other Securities Market related activities handled to be clearly mentioned along with Capacity /Role, Period (dates). |  | |
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| **11.** | **Copy of GST Form/Certificate to be provided** |  | |
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| **12.** | **Infrastructure Undertaking** |  | |
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| **13.** | **Fit and Proper Undertaking** |  | |
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| **14.** | **Non-Defaulter Undertaking** |  | |
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| **15.** | **Fake forged declaration** |  | |
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| **16.** | **Undertaking Regarding Violations/Non-Adherence to Securities Market Related Regulations** |  | |
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| **17.** | **Association/Non Association Undertaking** |  | |
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| **18.** | **15 Point Confirmation** |  | |
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| **19.** | **Undertaking with respect to Designated Directors** |  | |
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| **20.** | **Disclosure of PAN Details** |  | |
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| **21.** | **Original SEBI registration certificate to be submitted to the lead Exchange** |  | |