**CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF**

**EXISTING SEBI REGISTERED MEMBERS-PARTNERSHIP FIRM**

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| **Sr.** | **Documents** | **Tick the box** |
| **I** | **Exchange Application Form** |  |
|  | **To be given on letter-head of the applicant** |  |
|  | Each page of the form/ annexures attached thereto to be duly stamped and signed by the Designated Partners /authorised signatories. |  |
|  | If any information is not applicable, "Not applicable/N/A" to be mentioned. |  |
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| **II** | **Networth Certificate certified by Practicing Chartered Accountant** |  |
|  | To be given as per the format prescribed by the Exchange  - As per L.C. Gupta networth computation  -If the applicant 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 applicant entity in any manner apart from professional association. |  |
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| **III** | **Sharing Pattern and details of partners certified by Practicing Chartered Accountant/Company Secretary (PCA)** |  |
|  | 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 applicant. |  |
|  | To be on the letterhead of the applicant/corporate partner. |  |
|  | 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 applicant/corporate shareholder. |  |

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| **Supporting to be annexed** | | |
| **S.no** | **Documents** |  |
| **1.** | **Group structure and Promoter/Non-promoter details** |  |
|  | Kindly provide the latest group corporate structure of the applicant *(including the principal activities and the country of incorporation of each of these companies/LLPs/firms)* |  |
|  | Identify the Promoter/Non-promoter group of the corporate partner, if any as per the Exchange circular ref. no. NSE/COMP/49213 dated August 06, 2021. |  |
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| **2.** | **Letter of Declaration of Authorised Signatories (template attached herewith for reference)** |  |
|  | To authorise the applicant entity to apply to NSEIL for trading membership and NSE Clearing Limited for 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.** | **Registered Partnership Deed and Certificate of registration** |  |
|  | Provide certified true copy of Registered Partnership Deed signed and stamped by the authorized signatories. |  |
|  | Main business clause of the Partnership Deed of the applicant should explicitly state carrying on of the business of stock-broking activities. |  |
|  | Main business clause of the Partnership Deed should only contain clauses pertaining to becoming a stock-broker and/or carrying the activities pertaining to stock-broking, capital market, securities business or any activity incidental or ancillary to the securities market. |  |
|  | Provide certified copy of Registration certificate with the Registrar of Firms under Indian Partnership Act, 1932. |  |
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| **4.** | **Annual Accounts** |  |
|  | 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}* |  |
|  | Audit Report of the **Practicing Chartered Accountant (PCA)** |  |
|  | To be certified by a **Practicing Chartered Accountant (PCA)** |  |
|  | In case there are no fixed assets of the applicant, details on the letter head of the applicant is to be provided for satisfying the necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities. |  |
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| **5.** | **Certification of Membership Module Examination** |  |
|  | * **Designated Partner** * All the Designated Partners should hold NISM Series -VII - Securities Operations and Risk Management certificate on the date of submission of the application. * Provide an undertaking to ensure continued compliance of the certification requirements. * To provide NISM certificate from digilocker.      * **Compliance Officer** * The Compliance Officer appointed by the applicant should be in compliance with the Exchange circular NSE/COMP/54600 dated Nov 25, 2022, on Guidelines for Compliance Officer and an undertaking to be provided for the same. * The Compliance Officer should hold a valid NISM Certificate i.e. “NISM-Series-III A: Securities Intermediaries Compliance (Non-Fund) Certification Examination”. * The 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.** | **NCFM/BSE/NISM certification of atleast 2 Dealers** |  |
|  | Atleast 2 dealers of the applicant to possess valid NCFM/BSE/NISM certification, i.e., **Capital Market segment** (required for enablement in Capital Market segment) - Capital Market (Dealers) Module/ NISM Series VII – Securities Operations and Risk Management Certification  **Futures & Options segment** - NISM Series- VIII: Equity Derivatives Certification Examination /NISM Continuing Professional Education for Equity Derivatives/NISM Series XIII: Common Derivatives Certification Examination ("Series-XIII: CDCE")  **Currency Derivatives segment** - NISM Series-I: Currency Derivatives Certification Examination/ NISM Continuing Professional Education for Currency Derivatives/NISM Series XIII: Common Derivatives Certification Examination ("Series-XIII: CDCE")  **Debt segment**– FIMMDA Certification  **Only Interest Rate Futures - registration (if applicable)** / **enablement**– NISM Series-IV: IRD certification/ NISM Series XIII: Common Derivatives Certification Examination ("Series-XIII: CDCE")  **Commodity Derivatives Segment** - Relevant module |  |
|  | To provide certified copies of the certificates (stamped and cross-attested) by authorised signatories. |  |
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| **7.** | **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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| **8.** | **PAN/Aadhar Card copies and SEBI Registration details** |  |
|  | To provide certified copy of the PAN card of the applicant entity. |  |
|  | To provide certified copy of the PAN/Aadhar card of the Partners. |  |
|  | To provide certified copy of the PAN /aadhar card of Compliance Officer. |  |
|  | To provide certified copies of (stamped and cross-attested) PAN cards for each of the PANs disclosed in Association details (point no. 1 of IV) of Exchange Application form |  |
|  | To provide PAN/Aadhar copies available in digilocker. |  |
|  | To provide latest status report/conduct certificate issued by the concerned stock exchange |  |
|  | To provide attested copy of the SEBI Registration Certificate issued by the concerned stock exchange/SEBI. |  |
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| **9.** | **Biodata of all partners** |  |
|  | To be self attested |  |
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| **10.** | **Proof of Age & Education of the Designated Partners** |  |
|  | To provide cross-attested age proof (PAN cards) and educational qualification proof for all the designated Partners (for qualification mentioned in application form) |  |
|  | Proof of change in name / affidavits to be provided in case of change of name of the Partners. |  |
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| **11.** | **Proof of Experience of the Designated Partners** |  |
|  | 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 partners 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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| **12.** | **Copy of GST Form/Certificate to be provided** |  |
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| **13.** | Confirmation from the Applicant on letter head stating that there is no Lien marked on the FDRs forming part of the “cash and cash equivalents” in Balance Sheet, if any. |  |
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| **14.** | Detailed list of assets {moveable and immoveable} along with the details of encumbrances on the assets, if any.   * To be provided on the letter head of the Applicant. * List to include the name of the asset, count, value and address (in case of immovable asset) |  |
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| **15.** | **Bank Draft / Cheque/ RTGS for Processing fees and Admission fees** |  |
|  | Processing fees: Rs. 10,000 (plus applicable tax). |  |
|  | **Admission fees**: One time   * Not applicable for Alpha Category. * For all segments (except “exclusive Commodity” and “exclusive Debt segment”): Rs. 5,00,000/- plus applicable tax * For Exclusive Debt segment: Rs. 1,00,000/- plus applicable tax * For Exclusive Commodity segment: Rs. 50,000 /- * Rs.50,000/- (if the applicant applies for Cash, FO, CD and COM segments collectively) |  |
|  | Bank draft/ Cheque in favour of NSEIL payable at Mumbai, may be provided |  |
|  | In case of payment to be made vide RTGS, following are the Bank Account details for NSEIL:   * Beneficiary Name - NATIONAL STOCK EXCHANGE OF INDIA LIMITED * Name of the Bank - HDFC BANK LIMITED * Name of the Branch - FORT, MUMBAI * Nature of Account -CURRENT * Account number - 00990610000064 * IFSC Code of the Bank/Branch - HDFC0000060 |  |
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| **16.** | **NOC / Status report from the Stock Exchange(s)/Clearing Corporation(s) where the applicant is a member(s).** |  |
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| **17.** | In case applicant is applying for self-clearing/clearing membership, then applicant has to separately apply to NSE Clearing Limited and pay clearing fees to SEBI of Rs.50,000/- for each segment plus applicable taxes. |  |

Expansion of abbreviations used:

* F&O- Futures & Options
* CDS- Currency Derivatives Segment
* COM – Commodity Derivative Segment