



Checklist for submitting documents for surrender/cancellation of Authorised Person (AP) registration.		
Sr. No.	Particular	Remarks
1	Original letter on the letterhead of the main Member addressed to BSE for cancellation of the Authorised Person (AP) registration as per prescribed format.(annexure-1)	
2	Original Letter from AP(addressed to the Member) on their letter head requesting for cancellation of their registration as per prescribed format.(annexure-2)	
3	Original Authorised Person Registration Certificate. In case of loss/misplacement of original AP registration certificate the AP has to give an affidavit on a stamp paper of Rs.100 (as per the format enclosed).	
4	Copy of Board Resolution for cancellation (in case the AP is corporate Should be signed by authorised Director/s)or Copy of Authority Letter in case of Partnership/ LLP for cancellation of AP (Should be signed by authorised Partner/s)	
5	Confirmation/Declaration/undertaking by the Member as per prescribed Format.(annexure-3)	

Note: In cases where the AP is not traceable/responding, then the main member must serve Termination notice by registered post to the concerned AP on the last contacted address demanding the aforesaid documents from the AP If the AP doesn't reply within 15 days from the date of notice then the Member may apply for cancellation of AP by submitting the said notice along with the proof i.e acknowledgement copy of POD/AD slip.

Updated on: 30/06/2013

(Annexure-1)

**Letter for surrender/cancellation on member's letter head
Application for Cancellation of AP Registration**

Date

To
Membership Operations,
BSE Ltd.
P.J.Towers,
Dalal Strret, Fort,
Mumbai – 400 001.
Dear Sir/Madam,

I/We hereby request the Exchange to cancel the registration of following authorised person/s.

Details are as under:

Name of the Authorised Person	Trade Name of the Authorised Person	Segment (Cash/ Derivative/Currency Derivative)	AP Registration number	AP Registration Date

We hereby confirm that:

1. The above mentioned authorised person has been disabled from trading member.
2. The agreement between us (member) & M/s. _____ the authorised person(s) has/have been terminated.
3. Attached an under taking in the prescribed format.
4. Copy of request(s) received from the authorised person(s) listed above is/are enclosed.
5. Certified true copy of board resolution/authority letter as the case may be, regarding approval for surrender/cancellation of authorised person registration.

Place: _____

#Name, Signature & Seal

should be signed by a Proprietor/Partner/Director of trading member.

Letter for surrender/cancellation of AP registration from applicant on their letter head

Date : _____

Designated Director,
Name of affiliated trading member

Sub : Termination of Agreement and surrender/cancellation of BSE registration

Dear Sir,

With reference to captioned subject I/We hereby request you to terminate the authorised person agreement with you and surrender the AP registration certificate to BSE for cancellation of our authorised person registration.

We further confirm that:

There is no arbitration/disciplinary proceeding is pending against us by SEBI/Stock Exchange/Any other Regulatory Authority or in any Court of Law.

We undertake to honour all the liabilities/obligations of all actions till the cancellation of the BSE registration including any action for violation of the provisions of the SEBI circular MIRSD/ DR-1/ Cir- 16 /09 Dated November 06, 2009.

We are also enclosing herewith following documents for cancellation of AP registration:

1. Original Authorised Person Registration certificate issued by BSE Ltd.
- 2.

You are requested to kindly do the needful.

Thanking you.

Yours truly,

Name and Signature of the Applicant
(Proprietor/Partner/Director/Authorized Signatory)

P.S: member may add more points if required.

Affidavit in case of loss/misplacement of AP Registration Certificate
DEED OF INDEMNITY cum AFFIDAVIT
(On stamp paper of Rs. 100/-)

THIS DEED of INDEMNITY cum AFFIDAVIT made on this _____ the day of 20__ by M/s. _____(name of Authorised Person) having registration no._____ affiliated with _____(name of trading member), a Trading Member of the Bombay Stock Exchange Ltd. (“BSE”) give this INDEMNITY cum AFFIDAVIT at _____ IN FAVOUR of **Bombay Stock Exchange Ltd.**, (hereinafter called as “BSE” which expression shall unless repugnant to the context or meaning thereof include its successors, assigns and legal representatives)

WHEREAS

1. I /we have submitted an application for cancellation of Authorised Person BSE registration _____(Trade name of existing Authorised Person) being affiliated to aforesaid trading member of the Stock Exchange.
2. I/we are required to submit the original Authorised Person Registration Certificate(s) for forwarding application to BSE for cancellation of Authorised Person registration.
3. I / we have misplaced / lost our Authorised Person Registration Certificate(s) of aforesaid.
4. As required by BSE, I/we therefore am/are willing to execute this Indemnity cum Affidavit for the purpose of cancellation of Authorised Person registration by BSE without the original certificate of registration.

NOW IN CONSIDERATION OF BSE permitting us to furnish the application for cancellation of Authorised Person BSE registration without the original certificate of registration, I/WE UNCONDITIONALLY AND IRREVOCABLY UNDERTAKE AND AGREE

- a) To deliver the original Authorised Person BSE Registration Certificate to BSE as soon as the same is found, recovered or possessed by us.
- b) That I agree to protect, indemnify and keep indemnified BSE harmless from and against all claims, demands, actions, proceedings, losses, damages, liabilities, costs,

charges, expenses or obligations which may be brought or commenced against them or which they may or may have to bear, pay or suffer directly or indirectly as a result of such loss or damage arising as a result of any other person claiming to be the holder of the said Authorised Person BSE Registration Certificate bearing Registration No. _____

c) That this Undertaking shall be binding upon our successors, legal representatives and assigns.

d) That we shall execute, sign, and subscribe, to such other documents, papers, agreements, covenants, bonds, and / or undertakings as may be prescribed or required by BSE from time to time.

IN WITNESS WHEREOF, this Deed of Indemnity cum Affidavit is executed on this the _____ day of _____ 20__.

Signed and delivered

For M/s. (name of Authorised Person)

Name and Designation

in the presence of

WITNESSES

Signature

(1) Name :
ADDRESS

Signature

(2) NAME :
ADDRESS

Before me

Notary

(Annexure-3)

Format for submitting undertaking to BSE by Trading Member
(On Trading Member's Letter Head)

UNDERTAKING

Date : _____

To
Membership Operations,
BSE Ltd.
15th Floor, P.J.Towers,
Dalal Street, Fort,
Mumbai – 400 001.

To: Whom so ever It may concern

We hereby declare/confirm that, no complaint/arbitration/disciplinary proceedings are pending against following Authorised Person by SEBI/Stock Exchange/Any other Regulatory Authority or in any Court of Law.

We undertake to honour all the liabilities/obligations for all actions of the AP till the cancellation of the BSE registration including any action for violation of the provisions of the SEBI circular MIRSD/ DR-1/ Cir- 16 /09 Dated November 06, 2009.

Authorised Person Trade Name & BSE Registration No.:

Address of Authorised Person:

Thanking you.

Yours truly,

Name and Signature of the trading member
(Proprietor/Partner/Director/Authorized Signatory)

NSE Checklist for Cancellation of Authorised Person application

Sr. No	Documents	Points to be noted while filing the application
1.	a. Online Application b. Online Member Declaration for Cancellation of Authorised Person	<ul style="list-style-type: none"> • The Trading member shall apply for cancellation online on ENIT (https://www.connect2nse.com/MemberPortal) through ENIT Service Request>Exchange>Authorised Person> Cancellation of Authorised Person Digisign. <p>Physical documents are not required to be submitted vide circular Ref No: 824/2013 – Digital Submission of Authorised Person Application.</p>
2.	Copy of request received from Authorised Person for Cancellation	<ul style="list-style-type: none"> • To be on the letter head of the Authorised Person. • Should mention all the details of the registered AP (AP trade name/AP Registration number and segment). • Scanned copy duly signed and stamped by Proprietor/all Partners/all Directors of the Authorised Person or Authorised Signatory to be uploaded. • If signed by Authorised signatory duly certified letter of Authority/Board Resolution signed by all partners/directors should be uploaded.
3.	Copy of Public Notification (Applicable in case of any disciplinary action initiated by the Exchange and pending against the Authorised Person)	<ul style="list-style-type: none"> • Duly scanned certified true copy of public notification issued intimating the investors/general public of the cancellation/surrender of authorized person, issued in the local newspaper where the authorised person’s registered office, head office/corporate office is situated and another in English daily news paper with wide circulation. (to be signed and stamped by Proprietor/Partner/ Director of the Trading Member)
4.	Death Certificate	<ul style="list-style-type: none"> • In case of cancellation due to death of an Authorised Person, duly certified death certificate to be uploaded. • Covering letter mentioning all AP details duly stamped and signed by the Trading Member.
5.	Termination Notice	<ul style="list-style-type: none"> • In case the AP is not traceable, the trading member can apply for cancellation by submitting a copy of termination notice mentioning all the details of AP along with POD (Proof of Delivery mentioning the name of AP/TM and date) • The application for cancellation can be made on ENIT only after completion of one month from the date of serving the termination notice to the Authorised Person. • POD should be truly attested stamped and signed by the Trading Member.

Point to be noted: All the above documents should be truly certified by CA/CS/Notary or Trading Member while uploading on ENIT.

Application for Cancellation of Appointment of Authorised Person(s) in the Capital Market / Futures & Options / Currency Derivatives Segment(s)

(On the letter head of the member)

Date

To
The Membership Department
National Stock Exchange of India Ltd
Exchange Plaza, BKC,
Bandra (E)
Mumbai – 400 051

Dear Sir/Madam,

I/We hereby request the Exchange to cancel the appointment of following Authorised person(s) with the Exchange.

Details are as under:

Sr. No.	Applicant Name of the Authorised Person	Trade Name of the Authorised Person	Segment (CM/ F&O/ CD)	Date of Appointment	Authorised Person Code	Reason for cancellation

We hereby confirm that:

1. The above mentioned authorised person has been disabled from trading.
2. The agreement(s) between the member, M/s. _____ and the above mentioned Authorised Person(s) has/have been terminated.
3. No complaint/ arbitration/disciplinary proceeding/investigation/inquiry is pending against us in respect of clients dealing through this Authorised Person. There is no financial dispute of any matter between us and this Authorised Person.
4. An amount of **Rs.1000 + service tax as applicable** will be debited from our Exchange Dues Account towards processing fees.
5. Copy of request(s) received from the Authorised Person(s) listed above is/are enclosed.
6. *Certified true copy of Board Resolution (Letter of Authority in case of Partnership Firm signed by all partners) regarding approval for cancellation of Authorised Person appointment

Place: _____

#Name, Signature & Seal

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

Should be signed by a Proprietor/Partner/Director of trading member.

Instructions

- This application can be submitted by the trading member only in case the member desires to cancel the authorised person appointment after the Exchange has granted approval to the authorised person appointment application.
- Submit copy of public notification intimating the investors/general public of the cancellation/surrender of authorized person, issued in the local newspaper where the authorised person's registered office, head office/corporate office is situated and another in English daily news paper with wide circulation. (Applicable in case of any disciplinary action initiated by the Exchange and pending against the Authorised Person)
- 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.

Application for Cancellation of Authorised Person(s)

(On the letter head of the member)

Date:

To
The Membership Department
Multi Commodity Exchange of India Limited
CTS No. 255, Gundavali, Suren Road,
Chakala Andheri (East)
Mumbai – 400 093.

Dear Sir/Madam,

I/We hereby request the Exchange to cancel the appointment of following Authorised Person(s) with the Exchange.

Details are as under:

Sr. No.	Name of the Authorised Person	Trade Name of the Authorised Person	Office Address of Authorised Person	Authorised Person Code	Date of Approval by Exchange	Reason for cancellation

We hereby confirm that:

1. The above mentioned Authorised Person has been disabled from trading (if any trading terminal is provided by the Member to Authorised Person)
2. The agreement(s) between the member, M/s. _____ and the above mentioned Authorised Person(s) has/have been terminated.
3. No complaint/ arbitration/disciplinary proceeding/investigation/inquiry is pending against us in respect of clients dealing through this Authorised Person. There is no financial dispute of any matter between us and this Authorised Person.
4. All the registered clients of that branch have been intimated by us fifteen days before the disaffiliation of Authorised Person with us.
5. All the records (if any) required for the records and audit have been collected from the Authorised Person
6. Copy of request(s) received from the Authorised Person(s) mentioned above is/are enclosed.

(Signature & Name of member)

(To be signed only by Proprietor/ Managing Partner/ Designated Director/ authorised signatory as on the records of the Exchange)

7. #Certified true copy of Board Resolution in case of Corporate signed by all Directors / Letter of Authority in case of Partnership Firm/LLP signed by all partners regarding approval for cancellation of Authorised Person.

I/we undertake to honour all the liabilities/obligations arising from the acts of omission or commission of the authorised person done by the authorised person /employee of the authorised person for the tenure when he was registered as Authorised Person affiliated with us till the cancellation of appointment by the Exchange.

(Signature & Name of member)

(To be signed only by Proprietor/Managing Partner/ Designated Director/ authorised signatory as on the records of the Exchange)

Application for Corporate/Partnership firm/LLP Authorised Person

Instructions

- This application can be submitted by the member only in case the member desires to cancel the authorised person appointment after the Exchange has granted approval to the authorised person appointment application.
- Submit certified copy of public notification intimating the investors/general public of the cancellation/surrender of authorized person, issued in the local newspaper where the authorised person's registered office, head office/corporate office is situated and another in English daily newspaper with wide circulation. (Applicable in case of any disciplinary action initiated by the Exchange and pending against the Authorised Person)
- 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 and all other prescribed documents for appointment of the Authorised Person.
- Certified copy of acknowledgment copy of notice issued to Authorised Person to be submitted in case the Authorised Person is not co-operating for the cancellation of appointment.