

Guidelines for Cancellation of Remisiers

1. Checklist for cancellation of the Remisier registration.

- Cancellation letter addressed to the Membership Operations Department on the letter head of the Trading Member regarding cancellation of the Remisier
- Discharge Certificate as per the prescribed format
- Acknowledged copy of the cancellation letter sent to the Remisier
- Original registration certificate of the Remisier.

(In case the Original Registration letter of the remisier is misplaced/lost and the Trading Member wants to cancel the Remisier registration, then in such case the Trading Member will give a separate letter addressed to the Exchange on their letter head stating that the Original Remisiers Registration Letter is misplaced/lost.)

(Remisier cancellation Form is available at our website:
www.bseindia.com/about/downloads.asp)

2. The processing fee will be charged will be Rs. 500/- per application for cancellation of the Remisiers registration and this processing fee will be debited to the Trading Member's General Charges account in the subsequent month.

3. No processing fee will be charged for cancellation due to death of the Remisiers.

UPDATED AS ON MARCH 11, 2013.

CANCELLATION OF REMSIERSHIP

- i) Cancellation letter along with the Original Registration letters issued by BSE
 - ii) Discharge Certificate
 - iii) Separate letter from the Trading Member for misplaced/lost Original Remisier Registration Letter
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Draft of Cancellation letter & its requirements
on letter head of Trading Member

Date:

To,
The Membership Operations Department
BSE Ltd., Mumbai.

Sir/ Madam,

Sub: Cancellation of Remisier Registration of Mr./Ms./M/s.

As per the Rules, Regulation & Bye-laws of BSE, I/we hereby state that Mr/Ms. /M/s. has Voluntarily (if other reason please specify) ceased to be our Remisier with effect from

We also confirmed that Mr./Ms./M/s. is/are worked as our Remisier for the period to and his/her/their Remisier Registration No. is.

Please find enclosed herewith the following documents for the cancellation of said Remisier Registration.

- a) Discharge Certificate duly signed,
- b) Intimation letter to said Remisier regarding his/her/its cancellation as Remisier (Acknowledge copy)
- c) Original Registration letters issued by BSE OR Original Remisier Badge Card.

Thanking You,

Yours Faithfully,

(Sign by Designated Proprietor/Directors/ Partner of Trading Member)
Name of Signatory)

DISCHARGE CERTIFICATE

(On the letterhead of the trading member for cancellation of Remisiership)

Name of the Trading Member :

Address :

Clearing No :

Date :

The Secretary,
BSE Ltd.,
Mumbai.

Sir,

As per the rules of the Exchange, I/We hereby advise that Mr./Ms./M/s
.....has voluntarily ceased to be my/our Remisier.

To the best of my/our knowledge his/her/their conduct(s) is/are good.

I/We have no claim against him/her/their firm and I/We have no objection to any other
BSE Trading Member employing him/her/them as a Remisier.

Yours faithfully,

Signature & Rubber Stamp of Trading Member _____

**Draft letter from Trading Member for misplaced/lost of Original Remisier
Registration Letter**

(on letterhead of Trading Member)

Date:

To,
The Membership Operations Department
BSE Ltd., Mumbai.

Sir/ Madam,

**Sub: Misplaced/Lost of Original Remisier Registration Letter of Mr./Ms./M/s.
_____ Registration No. _____**

With reference to the cancellation application of above Remisier Registration submitted to the Exchange, we would like to inform you that, we have misplaced/lost the Original Registration Letter of above remisier Issued by the Exchange.

In view of the above, we request you to kindly cancel the registration of above remisier without the Original Registration Letter.

We hereby undertake to deliver the Original Registration Letter of aforesaid remisier to the Exchange as soon as the same is found, recovered or possessed by us.

Thanking You,

Yours Faithfully,

(Sign by Designated Proprietor/Directors/ Partner of Trading Member)
Name of Signatory)