**Checklist for Transfer of Membership through sale of Business (Stage II) – trading Member**

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| **Sr No** | **Particulars** | **Submitted (Yes/no)** |
|  | Annexure I (Application for transfer of business cum undertaking) |  |
|  | Annexure II Consent Letter-cum-Undertaking to be obtained from AP |  |
| **A.** | **Application Form (Form A1) )**   * All pages duly signed by two authorized signatories * Photo should be affixed * All details should be filled |  |
| **B.** | **Additional document:** |  |
|  | Certified true copy of Board Resolution authorizing company directors/officials to apply and sign on behalf of Company | (Only in case of Corporates) |
|  | Undertaking from all partners authorizing the Managing Partner | (Only in case of Partnership firm/LLP) |
|  | Annexure C-1 and C-1A - Net worth Certificate   * Net worth should be latest computed as per prescribed method * Details should be given of each item considered in the computation * Even if the amount of any item involved in the computation is nil, it should be stated in the computation. | (If not submitted in Stage I) |
|  | Annexure C-2 Details of other Exchange and details of sales personnel   * Duly signed by authorized signatories |  |
|  | Annexure C-3 Details of Directors/Partners/Proprietor   * Duly signed by authorized signatories * Certified by CA with UDIN/CS |  |
|  | Annexure C-4 - Details of Shareholding/Sharing Pattern and Promoter/Non Promoter Group   * Duly signed by authorized signatories * Certified by CA with UDIN/CS * Attach shareholding pattern of corporate shareholder who is holding more than 10% | (Only in case of Partnership firm/LLP/Corporate) |
|  | Declaration Regarding Association / Non-Association With Politically Exposed Persons (duly signed by two designated directors) |  |
|  | Disclosure with respect to Associates (duly signed by Authorised Signatory) |  |
|  | Stage I – Documents pending if any |  |
|  | Members Undertaking for SEBI Registration,   * All pages duly signed by two designated directors |  |
|  | Fit & proper person’ undertaking   * All pages duly signed by two designated directors |  |
|  | Undertaking regarding violations/non-adherence to securities /commodities market related regulations   * All pages duly signed by two designated directors |  |
| **C.** | **Clearing member Documents** |  |
| 1. | Letter from Clearing member for agreeing to clear the trades of TM |  |
| 2. | TM-CM Agreement |  |
| **D.** | **Undertaking:** |  |
|  | TM Undertaking for **Individual/Sole Proprietor/Partnership firm/LLP/Corporate**   * On Rs. 600 Stamp Paper * Stamp Paper in the name of the company * Signed by Two authorized directors/all partners/sole proprietor/Individual on all pages & Notarized on all pages * Date of Notary and Date of Execution should be the same * Rubber Stamp/Seal on all pages * Witness name and sign on last page * All hand insertions /corrections signed by Authorized signatories |  |
|  | Submission of undertaking pursuant to Standard Operating Procedure in the cases of Trading Member leading to default.   * On Rs. 600 Stamp Paper * Stamp Paper in the name of the company * Signed by one authorised designated director/all partners/sole proprietor/Individual on all pages & Notarized on all pages * Date of Notary and Date of Execution should be the same * Rubber Stamp/Seal on all pages * Witness name and sign on last page * All hand insertions /corrections signed by Authorized signatories | As per format |
|  | Submission of Undertaking / Authorisation to Exchange to access the information / statements pertaining to all bank accounts (maintained by members) from Banks  (Refer the circular no. NCDEX/COMPLIANCE-003/2021 dated January 08, 2021) | As per format |
| 4. | Fit & proper person’ undertaking  (Refer Exchange circular no. NCDEX/MEMBERSHIP- 048/2021 dated December 20, 2021)   * To be signed by authorized signatory/designated director | As per format |
| 5. | Algo undertaking  (Refer Exchange circular no. NCDEX/TRADING-044/2022 dated September 07, 2022)   * To be signed by Compliance Officer/Designated director * Should be properly stamped | As per format |
| **E.** | **Other Supporting Documents:** |  |
|  | Copy of FORM A and additional information form submitted to other Exchange for Single Registration Number attested by authorized signatory |  |
|  | Copy of PAN card of Applicant attested by CA with UDIN/ Gazetted Officer/ or company Secretary |  |
|  | Proof of Address of the Applicant attested by CA with UDIN / Gazetted Officer/ or company Secretary |  |
|  | Copy of PAN Card of new Directors/Partners attested by CA with UDIN / Gazetted Officer/ or company Secretary |  |
|  | Proof of Address of the new directors/Partnersattested by CA with UDIN / Gazetted Officer/ or company Secretary  (Note: Incase aadhar card is provided as proof of address, kindly provide the consent of aadhar card holder. Further, please note that aadhar number should be detached/blackout) |  |
|  | Proof of Education Qualification certificate of new directors/Partners attested by CA with UDIN / Gazetted Officer/ or company Secretary |  |
|  | Experience Certificate of new directors/Partners/proprietor attested by company   * Experience should be of Minimum two years in commodity /security market |  |
|  | Photograph of new Directors/Partners/Proprietor |  |
|  | Copy of PAN card of new shareholders who are holding are more than 2%, attested by CA with UDIN / Gazetted Officer/ or company Secretary | (Only in case of corporates) |
|  | Copy of PAN card of compliance officer stamp and signed by authorized signatory of applicant |  |
|  | Copy of PAN card of Associates stamp and signed by authorized signatory of applicant |  |
|  | Copy of PAN card of sales personnel or approved user stamp and signed by authorized signatory of applicant and one approved user Certificate attested by applicant |  |
|  | Specimen signature of authorized representative/s attested by bank officials with stamp of bank |  |
|  | Conduct Certificate from Bank /Reference letter from Bank with details of facilities availed. |  |
|  | Status/Conduct Certificate from the Other commodity/stock Exchange certified by applicant company |  |
|  | Last three years Copy of Income Tax Return certified by applicant company |  |
|  | Last three years audited financial statement to be submitted, certified by applicant company(not applicable for newly formed Co ) |  |
|  | Provide all Bank Accounts details as per circular No. NCDEX/COMPLIANCE-016/2016/239 dated September 27, 2016 |  |
|  | SEBI single registration copy attested by applicant company |  |
|  | GST registration copy and provide billing address |  |
| **F.** | **For Complete Transfer of Membership:** |  |
|  | Nextra CTCL (NCTCL) Undertaking (Refer Circular No. NCDEX/TECHNOLOGY-073/2017/316 dated November 28, 2017)   * Upload the undertaking as per the given format in circular. * Upload the digitally signed scan copy of undertaking through online module available on the Exchange website at the following path – NCDEX website > Technology > Forms > Revised Undertaking * The guidelines for preparing and submitting the undertaking is available in circular |  |
|  | Letter to be given by the Bank to NCDEX | (where transferor entity has Collaterals with NCDEX/NCCL) |
|  | Copy of fidelity Insurance attested by authorized signatory of applicant |  |
|  | Copy of Registration of Principle officer in FIU attested by authorized signatory of applicant |  |
|  | Original membership certificate issued by NCDEX in name of transferor entity |  |
|  | Original SEBI single registration certificate of transferor entity |  |
|  | Undertaking from transferor entity |  |