**Checklist for Trading cum Clearing Member (TCM)**

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| **Sr No** | **Particulars** | **Submitted (Yes/no)** |
| **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 prescriber 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. * Submit relevant financial statement |  |
|  | Annexure C-2 Details of other Exchange and details of NISM certificate   * Duly signed by authorized signatory |  |
|  | Annexure C-3 Details of Directors/Partners/Proprietor   * Duly signed by authorized signatories * Certified by CA |  |
|  | Annexure C-4 - Details of Shareholding Pattern & promoter/non promoter group of Corporates   * Duly signed by authorized signatories * Certified by CA * Attach shareholding pattern of corporate shareholder who is holding more than 10% | (Only in case of Partnership firm/LLP/Corporate) |
|  | User ID Application Form (duly signed by one authorized signatory) and self-attested copy of Pan card of user |  |
|  | Declaration Regarding Association / Non-Association With Politically Exposed Persons (duly signed by two designated directors) |  |
|  | Disclosure with respect to Associates (duly signed by Authorised Signatories) |  |
|  | 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 |  |
|  | Summary Sheet   * Stamped and signed by two authorized signatories |  |
| **C.** | **SEBI Registration Documents:** |  |
|  | FORM A –As prescribed in SEBI Format   * All the pages are signed and stamped by the authorized signatory as per Board Resolution * Declaration of the applicant and the recommendation of the Exchange is on the same page. |  |
|  | Additional Information Form   * Each page should be stamp and signed by the authorized signatory as per Board Resolution * Declaration of the applicant and the certification of the Exchange should be on the same page. |  |
|  | Declaration of Details of Clearing Member |  |
|  | Top 5 Shareholders Details |  |
| **C.** | **Undertaking:** |  |
|  | Trading Membership Undertaking   * 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 |  |
|  | Clearing Member Undertaking   * 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 |  |
| **D.** | **Other Supporting Documents:** |  |
|  | Copy of Memorandum of Association and Article of Association   * Copy of Certificate of Incorporation should be attested by applicant * First and Last page of MOA and AOA should be attested by applicant * In the main objet of MOA, ‘Stock broker’ should be the objects of the company | (Only in case of corporates) |
|  | Copy of partnership deed/LLP deed attested by applicant   * Registration certificate of Deed | (Only in case of Partnership firm/LLP) |
|  | Copy of PAN card of Applicant attested by CA/ Gazetted Officer/ or company Secretary |  |
|  | Proof of Address of the Applicant attested by CA/ Gazetted Officer/ or company Secretary |  |
|  | Copy of PAN Card of all Directors/Partners attested by CA/ Gazetted Officer/ or company Secretary |  |
|  | Photograph of all Directors/Partners/Proprietor |  |
|  | Proof of Address of the all directors/Partnersattested by CA/ Gazetted Officer/ or company Secretary. In case of submission of copy of Aadhar card as address proof, as per PMLA Rules, applicant/member needs to detached/blackout Aadhar number through appropriate means and also further need to provide the consent letter to submit copy of Aadhar card as address proof. |  |
|  | Proof of Education Qualification certificate of all directors/Partners attested by CA/ Gazetted Officer/ or company Secretary |  |
|  | Experience Certificate of all directors/Partners/proprietor attested by company   * Experience should be of Minimum two years in commodity /security market |  |
|  | Copy of PAN card of shareholders who are holding are more than 2%, attested by CA/ 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 |  |
|  | NISM –series IIIA certificate of compliance officer attested by authorized signatory of applicant |  |
|  | Copy of PAN card of Associates stamp and signed by authorized signatory of applicant |  |
|  | Self attested copy of Pan of authorized signatory to verify the signature in PAN with specimen signature |  |
|  | 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 ) |  |
|  | GST registration copy and provide billing address |  |
| **E.** | **Fees and Deposits:** |  |
|  | 1. Processing fees (plus applicable tax) (onetime, non-refundable) Rs. 2000 2. Admission Fee (plus applicable tax) (onetime, non-refundable) Rs 500000 3. Annual membership fees (plus applicable tax) (onetime, non-refundable) Rs.75000 4. SEBI Registration Fees Rs. 50000   Demand Draft/Pay order/ at par cheque drawn in favor of “National Commodity & Derivatives Exchange Limited” payable at Mumbai towards membership fees |  |
|  | 1. Processing fees (plus applicable tax) (onetime, non-refundable) Rs. 2000 2. Admission Fee (plus applicable tax) (onetime, non-refundable) Rs 500000 3. Annual membership fees (plus applicable tax) (onetime, non-refundable) Rs.25000 4. SEBI Annual Regulatory Fees Rs. 50000   Demand Draft/Pay order/ at par cheque drawn in favor of “National Commodity Clearing Limited” payable at Mumbai towards membership fees |  |
|  | Base Capital to NCCL:   1. Interest Free cash security DepositRs. 25 Lakh 2. Collateral Security Deposit Rs. 25 Lakh |  |
|  | Base Minimum Capital to NCDEX:   1. Interest Free Cash Security Deposit Rs. 2.50 Lakh 2. Collateral Security Deposit Rs. 7.50 Lakh |  |
|  | Interest Free Security Deposit (IFSD) to NCDEX (in the form of cash only) of Rs 10 Lakh |  |
|  | Minimum Liquid Networth of Rs 50 Lakh as per circular no NCDEX/RISK-014/2018/194 dated August 07, 2018 |  |
| **F.** | **For Member Code Activation:** |  |
|  | Acknowledge copy of In-principal approval letter issued after the interview |  |
|  | Provide all Bank Accounts details as per circular No. NCDEX/COMPLIANCE-016/2016/239 dated September 27, 2016  Submit the undertaking to be submitted to the clearing bank for operating the bank account. Refer the below link for format <https://nccl.co.in/clearing-settlement/clearing-banks>  Under the ‘Maintenance and operation of clearing account or settlement account’ |  |
|  | 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 |  |
|  | Copy of Insurance attested by authorized signatory of applicant |  |
|  | Copy of Registration of Principle officer and designated director in FIU attested by authorized signatory of applicant |  |
|  | 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 the format |
|  | Undertaking/Authorisation To Be Submitted By Trading Members to access the information/statements pertaining to all bank accounts from Banks (Refer the circular no. NCDEX/COMPLIANCE-003/2021 dated January 08, 2021) | As per the format |