

## MEMBERSHIP DOCUMENTATION FOR BODY CORPORATES

### CHECKLIST

Sr. No.	Particulars	Compliance (Yes / No)
1.	Covering letter of the member enclosing list of documents/details/DD etc <b>(refer Annexure A for format)</b>	
2.	Application Form.	
3.	Enabling Resolution to take Membership of the Exchange <b>(refer Annexure B for format)</b>	
4.	Certificate of net worth (Not more than 6 months old) <b>(two sets required, one for Exchange &amp; one for FMC - refer Annexure C for format)</b>	
5.	Details of Directors <b>(two sets required, one for Exchange &amp; one for FMC - refer Annexure D for format).</b>	
6.	Details of shareholding pattern <b>(two sets required, one for Exchange &amp; one for FMC - refer Annexure E for format).</b>	
7.	Details of Dominant Promoter Group <b>(refer Annexure F for format).</b>	
8.	Clearing Member confirmation <b>(refer Annexure G for format).</b>	
9.	Infrastructure Undertaking <b>(refer Annexure H for format)</b>	
10.	Demand Draft/Pay order drawn in favour of “Indian Commodity Exchange Limited ” payable at Mumbai / New Delhi towards membership fees and deposits	
11.	Proof of Bank account in the name of Body Corporate (Cancel Cheque leaf, Bank Passbook, Latest Bank Statement)	
12.	Address Proof of the Company (Form 18 copy)	
13.	Certified Xerox copy of PAN Card of the Applicant, Education, Experience, Bio-data and residence proof of all Directors and authorised Signatories.	
14.	Photographs of all the Directors and authorised Signatories.	
15.	Certified copies of Audited Balance Sheet and P&L A/C for past 3 years /Provisional balance sheet	
16.	Certified copy of Registration documents/ Memorandum of Articles of Association or its equivalent. <b>(two sets)</b>	
17.	Prescribed Certificates in respect of two operators (Passed and valid).	
18.	FMC Member Registration Form(MR Form) <b>(refer Annexure – 1)</b>	
19.	FMC Membership Undertaking <b>( refer Annexure – 2)</b>	
20.	Business Undertaking Form <b>( refer Annexure – 3)</b>	
21.	Prevention of Money Laundering Act (PMLA) undertaking <b>( refer Annexure – 4)</b>	

**Annexure – A**

**Format of Member Covering Letter**

*(On the letterhead of the Applicant)*

Date:-

To,  
The Managing Director and CEO,  
**Indian Commodity Exchange Limited**

Dear Sir,

**Subject: Application for membership with Indian Commodity Exchange Limited.**

We are interested to become the Trading Member/Trading-cum-Clearing Member / Professional Clearing Member / Institutional Trading-Cum-Clearing Member of Indian Commodity Exchange Ltd. and forward herewith application form along with documents for approval of membership with Indian Commodity Exchange Ltd.

We undertake to confirm to and to abide by the Rules, Bye-Laws, Business-Rules, Regulations, Circulars, Notifications and office orders issued by the Exchange/FMC from time to time.

Thanking You.

Yours faithfully,

For (Name of applicant)

1. Authorised Signatory  
(Designated Director)

2. Authorised Signatory  
(Designated Director)

Rubber stamp

*# edit / delete whichever is applicable / not applicable*

**Annexure – B**

**Board Resolution**

*(On the letterhead of the Applicant)*

**Certified Copy of the resolution passed by the Board of Directors at their meeting held on \_\_\_\_\_, 20 .**

**Membership of Indian Commodity Exchange Limited**

‘**Resolved that** the consent of the Board be and is hereby granted to Company to obtain membership of Indian Commodity Exchange Limited under the category of Trading Member/Trading-cum-Clearing Member / Professional Clearing Member / Institutional Trading-Cum-Clearing Member.

**Resolved Further that** the Board hereby designates Mr./Ms \_\_\_\_\_ and Mr./Ms \_\_\_\_\_ to be the authorised representatives of the company and they are hereby authorised to act as designated director / representatives on behalf of the company for all matters related to membership of Indian Commodity Exchange Limited.

**Resolved Further that** Mr. /Ms. \_\_\_\_\_ (name with designation) AND /OR Mr. /Ms. \_\_\_\_\_ (name with designation) of the company are also authorised to execute individually / jointly all documents / agreements on behalf of the company for acquiring the membership and operations of Indian Commodity Exchange Limited and all the acts done or to be done by Mr./Ms. \_\_\_\_\_ AND /OR Mr./Ms. \_\_\_\_\_ of the company shall be binding on the company.’

For \_\_\_\_\_

Chairman / Director / Company Secretary

Place:

*# edit / delete whichever is applicable / not applicable.*

**Specimen Signatures of Authorised Signatories:**

<b>Name of Authorised Signatory</b>	<b>Specimen Signature</b>

**Annexure – C**

**Networth Certificate**

*(On the Letter Head of Chartered Accountant/Practicing Company Secretary)*

Certificate Date:

Submitted by:

**CERTIFICATE**

This is to certify that the Net worth of M/s \_\_\_\_\_ as on \_\_\_\_\_ as per the statement of computation of even date annexed to this report is Rupees \_\_\_\_\_ only).

We further certify that:

the computation of networth based on my / our scrutiny of the books of accounts, records and documents is true and correct to the best of my / our knowledge and as per information provided to my / our satisfaction.

Place:

For (Name of Firm)

Date:

Name of Partner/Proprietor  
Chartered Accountant /PCS  
Membership Number  
Rubber Stamp

*# edit / delete whichever is applicable / not applicable.*

*\* **Detail computation may be attached to the certificate.***

## Annexure – D

### Details of Directors (On the letterhead of the Applicant)

Date:-

To,  
Membership Department  
Indian Commodity Exchange Limited

#### DETAILS OF DIRECTORS AS ON \_\_\_\_\_

Sr No	Name	Father Name\$	Designation @	Date of Birth	Education	PAN Number & DIN Number	Residential Address & Telephone/ Mobile Nos. Email ID/ Fax No.	Designated directors (Yes/No) #	Share holding			Directorships/ controlling shareholding in other cos.
									No.	Amt	% of total	
1												
2												

**NOTES:**

- @ Please clearly state whether the Director is a Managing Director or Wholetime Director or Executive Director or Non-Executive Director or Executive Chairman or Non-Executive Chairman
- # Identify at least two designated directors (A designated director is one who is having qualification as may be prescribed by the Exchange and possesses at least 2 years or equivalent experience pertaining to derivatives or commodities future market.)

Date:

Place:

1. Authorised Signatory  
(Designated Director)

2. Authorised Signatory  
(Designated Director)  
Rubber Stamp

#### CERTIFICATE

This is to certify that the details of directors of M/s \_\_\_\_\_ as given above is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place:

Date:

For (Name of Firm)

Name of Partner/Proprietor  
Chartered Accountant / PCS  
Membership Number  
Rubber Stamp

**Annexure – E**

**Shareholding Pattern**  
(On the letterhead of the Applicant)

Date:-

To,  
Membership Department  
Indian Commodity Exchange Limited

SHAREHOLDING PATTERN of M/s \_\_\_\_\_ as on \_\_\_\_\_

EQUITY/ PREFERENCE (Please indicate and use separate sheets for equity/ preference shares)

Sr. No.	Name of shareholder	Number of shares held	Face value per share	Amt Paid up Rs.	% of total
1					
2					
3					
4					
5					
6					
Others					
<b>TOTAL</b>					<b>100%</b>

**NOTES:**

1. In case of bodies corporate holding 20 % or more of the paid up capital in the member entity, the details of their shareholding shall also be furnished in the same format as given above
2. In case of HUF give names of Karta and co-partners.

Date:

Place:

1. \_\_\_\_\_

Signature of Designated Director  
Name of Designated Director  
Rubber Stamp

2. \_\_\_\_\_

Signature of Designated Director  
Name of Designated Director  
Rubber Stamp

**CERTIFICATE**

This is to certify that the Shareholding in \_\_\_\_\_ as given above, based on my/ our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Date:

Place:

For (Name of Firm)

Name of the Partner / Proprietor  
Chartered Accountant /PCS  
Membership Number  
Rubber stamp

# edit / delete whichever is applicable / not applicable

**.Annexure – F**

**Details of Dominant Promoter Group**

*(On the letterhead of the Applicant)*

Date:-

To,  
Membership Department  
Indian Commodity Exchange Limited

**DETAILS OF DOMINANT PROMOTER GROUP as on \_\_\_\_\_**

Sr No	Name of dominant shareholder	Person (s) supporting dominant shareholder	Relation \$	No. of shares held	Total Amt paid up @	% of Total @		% of Total
						Self	Relatives	
1								
2								
<b>TOTAL</b>								

\$ Please specify relation of person supporting dominant shareholder

@ : For arriving at the shareholding of persons constituting the dominant promoter group, the shareholding of close relatives, namely parents, spouse, children and their descendants, brothers and sisters only may also be counted provided these relatives have given an irrevocable, unconditional support in writing in the prescribed format to the Exchange / Clearing Corporation.

Date:

Place:

1. Authorised Signatory  
(Designated Director)

2. Authorised Signatory  
(Designated Director)

Rubber Stamp

**CERTIFICATE**

This is to certify that the shareholding \_\_\_\_\_ as given above, based on my/ our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place:

Date:

For (Name of Firm)

Name of Partner/Proprietor  
Chartered Accountant / PCS  
Membership Number  
Rubber Stamp

*# edit / delete whichever is applicable / not applicable.*

**UNDERTAKING FROM RELATIVE OF PERSONS CONSTITUTING  
DOMINANT PROMOTER GROUP (IF APPLICABLE)**

I, Mr. /Ms. /Mrs. \_\_\_\_\_, son/daughter/wife of Mr. \_\_\_\_\_, resident of \_\_\_\_\_ am the absolute owner of \_\_\_\_\_ (no.) of shares of Rs. \_\_\_ each, Rs. \_\_\_\_\_ per share paid up, which constitutes \_\_\_\_\_ % of the total paid up capital of the company \_\_\_\_\_ private limited/ limited as on this date.

I state that I shall irrevocably and unconditionally support in respect of my shareholding, Mr/Ms. \_\_\_\_\_, a shareholder in the above mentioned company. I further state that I have no objection to my above mentioned shareholding being clubbed with the shareholding of Mr. \_\_\_\_\_, who is my \_\_\_\_\_ (give relation's with the latter ) for the purpose of determining the dominant promoter group of the said company.

This support is irrevocable and I also undertake to give prior information to Indian Commodity Exchange Limited before selling or otherwise transferring any part or whole of my above mentioned shareholding.

WITNESS BY:

(1) Name:

(2) Name:

Address:

Address:

Signature:

Signature:

Place:

Place:

Date:

Date

Note : For arriving at the shareholding of persons constituting the Dominant promoter group, the shareholding of close relatives, namely parents, spouse, children and their descendants, brothers and sisters only may be counted provided these relatives give an irrevocable, unconditional support in writing on the prescribed format

*# edit / delete whichever is applicable / not applicable.*

**UNDERTAKING FROM CORPORATES SUPPORTING DOMINANT PROMOTER GROUP**

**(IF APPLICABLE)**

We, M/s. \_\_\_\_\_ Ltd., incorporated as a Company under the Companies Act, 1956 and having its registered office at \_\_\_\_\_ do state as under:

1. As per the existing norms of Indian Commodity Exchange Limited, the shareholding of Mr./Ms. \_\_\_\_\_\* in our company in direct proportion to our shareholding in the Member Company, may be reckoned for the purpose of arriving at the dominant promoter group in M/s. \_\_\_\_\_ (Member Company).
2. We are \_\_\_\_\_% shareholder of the Member Company and Mr./Ms. \_\_\_\_\_, dominant promoters of the Member Company along with his/her specified relatives i.e., \_\_\_\_\_ are having \_\_\_\_\_% shareholding in our company.
3. Mr./Ms. \_\_\_\_\_\* have requested Indian Commodity Exchange Limited to consider their shareholding in our company in the permissible proportion to arrive at the dominant shareholders in the Member Company and also requested us to give an irrevocable undertaking extending unconditional support to Mr. /Ms. \_\_\_\_\_ (Name of the Dominant promoters of the Member Company) to enable Indian Commodity Exchange Limited to consider the aforesaid as dominant promoter group.
4. We hereby extend our unconditional and irrevocable support in support of Mr./Ms. \_\_\_\_\_ (Name of the Dominant promoters of the Member Company) for the purpose of the determining the dominant promoter group in the said Member Company.
5. We also undertake to give prior information to Indian Commodity Exchange Limited before effecting any change in the shareholding of Mr./Ms. \_\_\_\_\_.\*

WITNESS BY:

(1) Name:

(2) Name:

Address:

Address:

Signature:

Signature:

Place:

Place:

Date:

Date

\* Name of the Dominant Promoters of the Member Company along with their specified relatives having shareholding in the corporate giving the undertaking.

*# edit / delete whichever is applicable / not applicable.*

**Annexure – G**

**Format of Clearing Member Confirmation**  
*(On the letterhead of the Clearing Member)*

Date:-

To,  
Membership Department  
Indian Commodity Exchange Limited

**RECOMMENDATION OF ITCM / PCM**

We, hereby, approve and recommend the registration of M/s. -----  
\_\_\_\_\_ a Company duly registered as Trading Member of Indian Commodity Exchange Limited. We hereby agree and undertake to act as a Clearing Member to clear their trade as ITCM / PCM or we permit them to use any PCM of Indian Commodity Exchange Limited for clearing its / their Trades. (Please permit any one route of clearing and strike out the other route.)

We shall abide by the terms and conditions of Indian Commodity Exchange Limited for Trading Members as may be applicable from time to time. We shall also abide by the Articles/Rules/Bye-laws/Notices/Circulars of Indian Commodity Exchange Limited with regard to ITCM / PCM and Trading Members as may be applicable from time to time.

Date \_\_\_\_\_ Name of the ITCM / PCM: -----

Address in full: \_\_\_\_\_ Signature: -----

Name of the Signatory: -----

Designation: \_\_\_\_\_

Rubber Stamp-----

Authorised Signatory  
(Designated Director)

Rubber Stamp

**Annexure – H**

**Infrastructure Undertaking**  
*(On the letterhead of the Applicant)*

We hereby declare the following:-

We have the necessary infrastructure like adequate office place, equipment and manpower to effectively undertake our activities as \_\_\_\_\_ member of Indian Commodity Exchange Limited

Date:-

Place:-

For (Name of the Applicant)

1. Authorised Signatory  
(Designated Director)

2. Authorised Signatory  
(Designated Director)

Rubber stamp

**Annexure – 1**

**FORM (MR)**

*(On the letterhead of the Applicant)*

**GOVERNMENT OF INDIA  
FORWARD MARKETS COMMISSION  
MINISTRY OF CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION  
(DEPARTMENT OF CONSUMER AFFAIRS)**

**Format of the Return to be sent by the Members of the Recognized/Registered  
Association for registration with FMC**

NAME OF THE COMMODITY EXCHANGE: INDIAN COMMODITY EXCHANGE LIMITED

<b>S. No.</b>	<b>Description</b>	<b>Details</b>
1	Membership Name	
2	Code given by the exchange	
3	PAN	
4	<u>Complete Registered Address of Member:</u>  Name of contact person: Telephone no. of contact person: Fax no. of contact person: Telex of contact person: Mobile number(s) of contact person: E-mail of contact person:	
5	<u>Complete Correspondence Address of Member:</u>  Name of contact person: Telephone no. of contact person: Fax no. of contact person: Telex of contact person: Mobile number(s) of contact person: E-mail of contact person:	
6	Type of Membership A) Trading Member B) Clearing Member C) Trading cum Clearing Member	
7	If the Member is only trading member, give Name and UMC of Clearing Member	

Applicant(s) Signature and Stamp \_\_\_\_\_

8	Date of admission to Membership in Exchange	
9	Form of the Member: (Status) Sole Proprietorship / Partnership / Corporate body	
10	Interested Commodities for trading	
11	<u>If Corporate Body/Partnership firm then furnish following :-</u> 1. Place of Incorporation: 2. Date of Incorporation 3. ROC Registration number:	
12	Name and other details of Proprietor / Partners / Directors	
13	Name and complete Contact details of Chief Compliance Officer	
14	Whether any director or its partners at any time convicted of any offence. If so, furnish the details if any disciplinary and criminal history or Whether the director or partners declared insolvent / commodity / stock market. If yes, furnish details.	
15	Net worth (in lacs ) of the Member. Please furnish annually updated details and necessary documents in support there of.	
16	Whether Voice Recorder are installed for trade order recording	<b>Yes/No</b>
17	Share Holding Details	
18	a. Are Member's subsidiaries registered as trading / clearing member of securities market? -- Yes/No b. If 'yes', then provide the details of subsidiary, its registrations number , address etc.	
19	Whether the applicant or its sales personnel or approved user has passed any certification programme? If so, please specify detail.	
20	The experience of the applicant or their two directors or partners in commodity trading or security market. If so, please give details.	
21	Whether the applicant or its director or partners at any time subjected to any proceedings or penalty by the Board under SEBI Act or any of the regulations framed under the SEBI Act? If so, please furnish the details	
22	Whether member of any other recognized / registered (Commodity Exchange). If so yes give the name(s) of the Exchanges and code of membership ,date of admission of other recognized/ registered associations	

Applicant(s) Signature and Stamp \_\_\_\_\_

2. I declare that the information given in this form is true to the best of my knowledge and belief and in the event of any information furnished is false, misleading or suppression of facts; my certificate of registration is liable to be cancelled by FMC without assigning any reasons whatsoever.

**Place:**

**Signature:**

**Dated:**

**Name of Member**

**Confirmation / Recommendation of the Exchange**

This is to certify that \_\_\_\_\_ is a member of this \_\_\_\_\_ Exchange, the above information is verified and is recommended for registration with the Forward Markets Commission.

**Place:**

**Signature of Authorised  
Person/Officer :**

**Dated:**

**Name :  
Designation :**

**Rubber Stamp of Exchange**

**Annexure – 2**

**Format of Undertaking**  
(On the letterhead of the Applicant)

Date:

To:  
Membership Department  
Indian Commodity Exchange Limited  
Mumbai

Dear Sir,

I/We hereby confirm/undertake that \_\_\_\_\_ (Trade Name of the Member) and \_\_\_\_\_ (Name of Proprietor/Designated Directors/Managing Partners/Proprietor/Karta) \_\_\_\_\_, (Name of the Designated Directors/ Managing Partners) and constituents of dominant promoter group;

- a. are not debarred/suspended/declared defaulters by SEBI/FMC/RBI are recognized Stock Exchange/Any recognized Commodity Exchange.
- b. are not connected with any of the defaulting/ suspended member of any Stock Exchange/Commodity Exchange.
- c. there are no complaints/disciplinary action against us at SEBI/FMC/RBI any recognized Stock Exchange/ any recognized Commodity Exchange.
- d. no investigation/ enquiry by SEBI/FMC/RBI/ any recognized Commodity Exchange is pending against us or undertaken against us.

In case of any action/complaints/investigation/enquiry by any Statutory Agency/Regulatory Agency/Stock Exchange/Commodity Exchange in future, I/We undertake to intimate the Exchange immediately.

I/We declare that the information given above is true.

Yours faithfully

For (Name of the Member)

1. Authorized Signatory  
(Designated Director/Managing Partner/Proprietor/Karta)

2. Authorized Signatory  
(Designated Director/Managing Partner)  
Place:-

Rubber Stamp

**Annexure – 3**

**Business Undertaking Form**  
*(On the letterhead of the Applicant)*

To,  
Membership Department  
Indian Commodity Exchange Limited  
Mumbai

Dear Sir,

I/We,....., Director of ..... hereby  
confirm/undertake on Behalf of the company as under:

We confirm/undertake that neither we do/nor we intend to carry any business in  
share/stocks/securities in future under the name of.....

We also confirm/undertake that we only intend to carry a business related to commodities and  
commodity related derivatives/futures trading only.

Thanking you,

Yours truly,

Signature of Members along with its rubber Stamps  
Name of authorised signatory

**Annexure – 4**

**Prevention of Money Laundering Act (PMLA)**  
**On the letter head of Member**

Date:

To,  
The Membership Department,  
Indian Commodity Exchange Limited  
8th floor, Romell Technology Park,  
Nirlon Compound, Western Express Highway,  
Goregaon (E),  
Mumbai - 400 063  
Maharashtra

**SUB: - Compliance with Anti Money Laundering Laws**

Dear Sir/Madam,

I/We .....Proprietor/Partners/Directors  
of ..... hereby confirm/undertake on Behalf of the firm/company  
as under:

We confirm/undertake that we will be complying with Prevention of Money Laundering Act (PMLA) requirements while concluding business in commodity futures and will be following the due diligence and KYC of the clients, intermediaries dealing through us.

We further undertake that we shall be abide by the Bye Laws, Rules, Regulations of the Exchange and the circular and guidelines issued for time to time by the Exchange and FMC.

Thanking you,  
Yours truly,

Signature of Members along with its rubber Stamps  
Name and designation of authorised signatory