

FAQ on Authorised Person

1) What is an Authorised Person (AP)?

Authorised person shall be such a person or entity who has been appointed as a “Authorised Person” by the member of a recognized Commodity Derivative Exchange (hereinafter referred to as Member) subject to the provisions of bye-laws / rules / regulations of the respective commodity derivative exchange

2) What are the Categories/Constitutions of an Authorised Person which are offered by NCDEX?

Individual, Sole Proprietor, Partnership, LLP, and Corporate can become an Authorised Person.

3) Can an HUF & Cooperative Society register as an Authorised Person?

No, HUF & Cooperative society cannot apply as an Authorised Person.

4) What is the minimum age limit applicable for an Authorised Person?

Authorised Person should not be less than 18 years of age.

5) What is the Authorised person Registration Fee?

Rs.1000/- + Service Tax.

6) Are there any Cancellation Charges applicable for Cancellation of Authorised Person?

There are No charges for cancellation of Authorised Person.

7) What are the documents required for registration of an Authorised person?

Individual / Sole Proprietor: Annexure I, II, III, V, Pan Card, Address proof, Qualification Proof

Non-individual: Annexure I, II, III, IV, V, Pan card, Address proof, Qualification Proof (of all partners/directors), MOA/Partnership deed, Certificate of registration.

8) Can Member submit hard copy for AP registration, cancellation & change of address

No, Member has to upload all application's for registration, cancellation & change of address of AP on web NCFE portal.

9) Is Authorised signatory mandatory in all the Annexures?

Digital Signature is only accepted for Authorised signatory which should be uploaded in the first / last page of the Application.

10) Is it Compulsory to mention all Partners/Directors name in Undertaking?

Yes, all Partners/Directors name, aged, residential & office address should be provided in Undertaking.

11) Is it compulsory to provide Annexure VI?

Annexure VI part of the Member and Authorised Person agreement is an optional document that is to be sent to the Exchange either along with the application or post approval received from the Exchange

12) For submission of address proof what is the Validity period for utility bills such as Telephone bill, Electricity bill and Bank statement?

The utility bill(s) are valid up to subsequent three months from the Bill date or last transaction. E.g. Bill date: - 1st April, 2017 valid up to 1st June 2017.

13) Is it mandatory for an Authorised Person to be a graduate?

Authorised Person should be at least 10th standard pass or possess a equivalent examination from an institution recognized by the Central Government/State Government.

14) What should be the Object clause in Partnership deed / MOA

The object clause of the partnership deed or MOA should contain a clause permitting the person to deal in Commodities/Securities Business.

15) Can Share/Stock /Securities be accepted in Authorised person Trade name?

Yes, Share/Stock/Securities are accepted in the Authorised Person Trade name.

16) Can shop establishment & sale deed accepted as an address proof?

No, Shop establishment & sale deed cannot be accepted as an address proof.

17) Is there any option on the NCDEX website to check the Status of Authorised Person?

Member / Authorised Person can check the status in Membership tab - Authorised Person's directory in NCDEX Website.

Link: <http://www.ncdex.com/Membership/AuthorisedPerson.aspx>.

18) Is there any Authorised Person process/ formats available on NCDEX website?

Authorised person Process/ Formats available on NCDEX website → Membership tab

19) For any changes of Residential / Office address of an Authorised Person or addition of an additional branch, is the Exchange needed to be intimated?

Yes, Authorised person has to intimate to the Exchange.

20) Can an Authorised Person be affiliated with more than one member of the Exchange?

No, Authorised Person first has to apply for cancellation with the existing Member and then only they can apply for registration with the new Member.

21) Can an Authorised Person be a Director/Partner of any other member of NCDEX and vice versa?

No, Authorised Person cannot be Director/Partner of any other member of NCDEX and vice versa

22) Is it compulsory to provide Undertaking on Stamp paper and what all things should be taken care while sending the undertaking?

- a) Undertaking should be on Non Judicial stamp paper duly notarized
- b) Non Judicial stamp paper should be purchased by the applicant applying for Registration of Authorised Person.
- c) Original undertaking to be submitted to Exchange along with the application.
- d) In case of non-individual entity, undertaking should be made in the name of Partners/Directors duly signed by all partners/Directors

23) Is CA attestation required on any of the Annexures?

CA attestation is required only on Annexure IV along with membership number.

24) What is the procedure for Cancellation of Authorised Person?

Member has to provide Cancellation request online on their Company letterhead duly Digital signed on it by mentioning the AP name, AP code & reason for Cancellation.

25) Can member apply for change in constitution of Authorised

No, Change in Constitution is not allowed

26) Can Branch Addition & Change of Partner request can be uploaded through Online?

No, Member has to send the hard copy for branch addition & Change of Partner

27) Does Online request & Uploaded Annexures should match the details mentioned in the Annexures.

Yes, details provided online request form should match with the details mentioned in the Annexures.

28) Is there any option, where member can check the Rejection details of Authorised Person?

Rejection details of Authorised Person file is kept in Members Extranet → Reports→Dnld folder with the file name “NCDEX_Reason for Rejection of Authorised Persons”.

29) Path for Approval Letter of Authorised Person”

Approval Letters kept in Members Extranet → Reports → Dnld → Authorised Person folder with the file name
“NCDEX_TMID_AUTHP_APPT_DDMMYYYY /
NCDEX_TMID_AUTHP_SURR_DDMMYYYY /
NCDEX_TMID_AUTHP_COA_DDMMYYYY”