

NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED
Member Compliance Guide - Market Access through Authorised Persons

Members of the Exchange are allowed to appoint one or more Authorised Persons after obtaining specific written prior approval from NCDEX.

<p>Definition - Authorised Persons</p>	<p>Means and includes any person whether being an individual, a partnership firm, a Limited Liability Partnership or a Body Corporate who is appointed as such by a Member of the Exchange upon the approval of NCDEX, for providing access to the trading platform of NCDEX, as an agent of the Member.</p>
<p>Eligibility</p>	<p>Individuals An individual is eligible to be appointed as authorised person if he:</p> <ul style="list-style-type: none"> - Is a citizen of India; - Is not less than 18 years of age; - Has not been convicted of any offence involving fraud or dishonesty - Has a good reputation and character; - Has passed at least 10th standard or equivalent examination from an institution recognized by the Government <p>Partnership Firm, LLP or Body Corporate A partnership firm, LLP or a body corporate is eligible to be appointed as authorized person if :</p> <ul style="list-style-type: none"> - All the partners or directors, as the case may be, comply with the requirement in case of Individuals above - The object clause of the Partnership Deed or of the Memorandum of Association contains a clause permitting the person to deal in securities business <p>The person shall have the necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities on behalf of the stock broker.</p> <p>The approved users and/or sales personnel of Authorised Persons shall have the necessary certification of the respective segments at all points of time.</p>
<p>Registration of Authorised Persons</p>	<p>Authorised Persons should be registered with the Exchange</p> <ul style="list-style-type: none"> - Even if no trading terminals are provided to them - Even if their role is confined to activities like admitting or introducing clients, providing administrative assistance in procurement of documents etc.
<p>Documents to be submitted</p>	<ul style="list-style-type: none"> - Copies of PAN Card of AP and all Directors /Partners - Copy of any one address proof of AP and all Directors and Partners <ul style="list-style-type: none"> • Recent Bank statement/passbooks • Recent Electricity Bill

For further information / clarifications, please contact:

Customer Service Group by E-mail to: askus@ncdex.com

Customer Service Group on toll free number: 1800 26 62339, Website: www.ncdex.com

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	<ul style="list-style-type: none"> • Recent Landline Telephone bills • Voter ID Card/ Driving License/ Passport /Ration Card <ul style="list-style-type: none"> - Copy of School/College Mark sheets of AP and all Directors and Partners - Copy of the Registered Partnership Deed/ Memorandum of Association - All the above enclosures are to be certified by the Authorised Signatory of the Member
Processing fees	<p>A processing fee of ₹1000/- Plus applicable Service Tax per application will be levied on the applications for appointment of Authorised Persons received and approved by the Exchange.</p> <p>No charge will be levied for cancellation of Authorised Person.</p>
Online Submission of Applications	<p>The Exchange has introduced an online module for registration, cancellation and address change of Authorised persons. The same can be accessed through the NCFE portal.</p> <p>The Exchange would process only those Authorized Person(s) application which are received online.</p> <p>Circular no.281 of 2017</p>

References:

- Regulation 3.5 of Regulations of the Exchange
- SEBI Circular no.MIRSD/DR-1/Cir-16/09 dated November 06, 2009
- SEBI Circular no.Cir/MIRSD/AP/8/2010 dated July 23, 2010
- Circular no. NCDEX/COMPLIANCE-002/2017/037 dated February 15, 2017