
NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED

Circular to all the members of the Exchange
Circular No : NCDEX/COMPLIANCE-078/2024
Date : October 17, 2024
Subject : Market Access through Authorised Persons

Member's attention is drawn to SEBI Circular No. MIRSD/DR-1/Cir-16-09 dated November 06, 2009 and Exchange Circular nos. NCDEX/COMPLIANCE-028/2022 dated May 06, 2022 and NCDEX/COMPLIANCE-064/2024 dated August 29, 2024 which mandates Members to exercise adequate control and due diligence over the activities & transactions of their Authorised Persons (APs) and conduct their periodic inspection in the manner as specified therein.

In this regard, Exchange has provided an online system in NCFE to the Members to report the AP's inspection details. The details are to be submitted through NCFE portal of the Exchange in below mentioned module: **Compliance → Inspection of AP**

The reporting shall be done in the following manner:

- a) All inspections undertaken during the FY 2024-25 till August 29, 2024, can be done in the old format as specified in the Exchange Circular NCDEX/COMPLIANCE-028/2022 dated May 06, 2022. Format for the same can be accessed in the downloads section on the Exchange website https://ncdex.com/quick_links/download as '**AP Inspection Reporting Format (Bulk Upload) – Annexure A**'
- b) All inspections undertaken during the FY 2024-25 after August 29, 2024, member should comply with guidelines prescribed in Exchange Circular NCDEX/COMPLIANCE-064/2024 dated August 29, 2024, and submission is to be done accordingly in revised format. The same can be accessed in the downloads section on the Exchange website https://ncdex.com/quick_links/download as '**AP Inspection Reporting Format (Bulk Upload) – Annexure B**'. Further, members also have an option to make 'Individual entry' submissions on NCFE portal for AP Inspections undertaken after August 29, 2024.
- c) Please note that all fields mentioned in **Annexure A and Annexure B** are mandatory. Data once submitted cannot be edited again. Please check the details before finally submitting the data.
- d) In case no inspection is undertaken during a particular quarter, Members will have to mandatorily submit a "Nil" declaration for the said quarter.
- e) Inspections undertaken during a particular quarter shall be reported within one month from end of the said quarter. For instances:

Inspections undertaken during the FY	Due date of reporting
Inspections done during the Quarter-1	July 31, XXXX
Inspections done during the Quarter-2	Oct 31, XXXX
Inspections done during the Quarter-3	Jan 31, XXXX
Inspections done during the Quarter-4	April 30, XXXX

Members are also hereby notified that they shall be mandatorily required to report any incidence, observed by them, involving assured returns or any unauthorised schemes operated by the AP, to the Exchange, within 2 working days.

All Members are advised to take note of the same and ensure compliance.

For and on behalf of
National Commodity & Derivatives Exchange Limited

Pranesh Shetty
Senior Vice President – Inspection & Enforcement

For further information/clarifications, please contact

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