Checklist for Cancellation/Surrender of SEBI Registration of Sub-Broker		
Sr. No.	**Documents Required**	**Submitted (Yes/No/NA)**
1	Original letter on the letterhead of the main Member addressed to MCX-SX requesting for the cancellation of its sub-broker SEBI registration. – Annexure I	
2	Application for Voluntary Surrender of sub-brokers registration in the prescribed format. - Annexure II	
3	Copy of public notification intimating the investors/general public of the surrender, issued in the local newspaper where the sub broker's Registered office, Head Office/Corporate office is situated and another in English daily newspaper with wide circulation. Annexure III	
4	Original SEBI Registration Certificate of the sub-broker. If the same is lost or misplaced not available, the main Member and sub-broker both have to give an affidavit on a stamp paper of ₹ 100/- each stating that original SEBI registration certificate has been misplaced/lost. - Annexure IV	
5	In case the sub-broker has obtained the registration as Authorised Person with same Trading Member and in the same Exchange and has submitted application for cancellation of sub-brokership then in such case the advertisement need not be published (please refer to SEBI circular CIR/MIRSD/10/2012 dated 27th August, 2012 in this regard). please provide the details like Trade Name of AP, Registration Number & Date of Registration as AP.	
6	Demand Draft/Pay order of ₹ 1123 (Processing Fee 1000 + Service Tax @ 12.36%) towards processing fees in favour of MCX Stock Exchange Ltd.	

Annexure 1

Application for cancellation of sub broker registration and AP registration
(On letterhead of Member)

To,
Membership Department
MCX Stock Exchange Limited
Exchange Square
2nd Floor, A Wing,
CTS No.255, Suren Road
Chakala, Andheri (East)
Mumbai 400 093

Dear Sir/Madam

Reg: Application for Cancellation of SEBI Registration by our Sub Broker (name) _____ having SEBI Registration number _____.

We hereby confirm that:

1. The above mentioned sub-broker has been disabled from trading.
2. No complaint/ arbitration/disciplinary proceeding/investigation/inquiry is pending against the sub-broker with the Exchange. There is no liability in any form against any of our clients by the sub broker.
3. In case any future liability arises to any client on account of the sub-broker, the same would be settled by us.
4. As on date of application, the sub-broker has paid fees as per Schedule III (II) of the Regulations, along with interest, till date.
5. I / We undertake to honour and fulfill all the liabilities/obligations arising out of all acts and deeds of the sub-broker till the cancellation of the SEBI registration including any action for violation of the provisions of the SEBI Act, 1992 and SEBI (Stock Broker and Sub-Broker) Regulation, 1992.
6. We have communicated to all clients of the above sub-broker individually about the surrender of the sub-brokership and also the registration of said sub-broker as Authorised person with us.(*APPLICABLE ONLY IN CASE WHERE SUB-BROKER HAS OBTAINED AP REGISTRATION WITH THE SAME TRADING MEMBER IN THE SAME EXCHANGE*)
7. Cheque or DD no. …….. dated ……. for an amount of Rs.1123 (Processing Fee 1000 + Service Tax @ 12.36%) is enclosed towards processing fees of the application.

Thanking you,

Yours faithfully,
For (Name of Trading member)

Authorised Signatory

To be signed by sub broker
For (Name of sub broker)

Authorized Signatory
Date

Annexure 2

Application for Voluntary Surrender of Sub-broker Registration

(Strike off the portions not applicable)

Securities & Exchange Board of India
SEBI Bhavan, Plot No: C4- A, G Block
Bandra Kurla Complex
Mumbai- 400051

Dear Sir,

Sub: Surrender of Certificate of Registration of M/s._____(sub-broker) Registration No. INS_____ affiliated to M/s._____ _____(broker) Registration number INB_____.

We hereby surrender our original certificate of registration bearing number INS_____ affiliated to M/s._____, Registration No.INB_____.

We hereby certify the following:

1. There are no investor complaints pending against us.
2. There is no action pending against us by SEBI/ Stock Exchange/ Any other Regulatory Authority.
3. We have paid fees as per SEBI (Stock Brokers & Sub-brokers) Rules and Regulations, 1992.

We undertake to honour all the liabilities /obligations arising out of our acts and deeds till the date of cancellation of our registration as a sub-broker including any action for violation of the provisions of the SEBI Act, 1992 and SEBI (Stock Brokers & Sub-brokers) Rules & Regulations, 1992.

In view of the above, we kindly request you to cancel our registration as a sub-broker of …… (name of member).

Thanking you,

Yours faithfully,

(Signature of Proprietor/ Partner /Managing Director of Sub-broker)
Date
Stamp of the sub-broker indicating registration number

Annexure 3

Format for advertisement to be given in two Newspapers

Public Notice

Notice is hereby given that the following sub-broker/s is/are no longer affiliated as sub-broker/s of <Member Trade Name> & <SEBI Reg.No.> trading member of MCX Stock Exchange Ltd. having the registered office at <Member office address>. Any person henceforth dealing with below mentioned sub-broker/s should do so at their own risk. <Member Trade Name> shall not be liable for any dealings with them.

Sub-Broker Trade Name :
SB SEBI Reg. No.:
Reg. Date:
Reg. Office Address:

By Order of Proprietor/Partner/Director
<Member Trade Name>
<Name of Proprietor/Partner/Director

Annexure 4

Affidavit in case of loss/misplacement of SEBI Certificate

DEED OF INDEMNITY cum AFFIDAVIT
(on stamp paper of appropriate value)

THIS DEED of INDEMNITY cum AFFIDAVIT is being executed on this _____ the day of 20___ by M/s. _____*(name of Sub-broker) ("Undersigned") having registration no.*_____ affiliated with _____(name of trading member), a Trading Member of the MCX Stock Exchange Ltd. ("MCX-SX")

The Undersigned give this INDEMNITY cum AFFIDAVIT at _____ IN FAVOUR of Securities and Exchange Board of India, (hereinafter called as "SEBI")

WHEREAS

The Undersigned, having SEBI registration no._____ _____, has submitted an application for cancellation of its registration as a sub-broker of …….. (Name of Trading Member), .

The Undersigned understands that he/she/it is required to submit the original SEBI Registration Certificate(s) for forwarding application to SEBI through MCX-SX for cancellation of its registration as a sub-broker of …….. (Name of Trading Member).

The Undersigned has misplaced / lost its SEBI Registration Certificate(s).

As required by SEBI, The Undersigned is executing and submitting this Indemnity cum Affidavit for the purpose of cancellation of its registration as a sub-broker of …….. (Name of Trading Member)by SEBI without furnishing the original certificate of registration by the Undersigned.

NOW IN CONSIDERATION OF SEBI allowing and accepting the application for cancellation of our registration as a sub-broker of …….. (Name of Trading Member)without insisting on producing the original certificate of registration, THE UNDERSIGNED UNCONDITIONALLY AND IRREVOCABLY UNDERTAKE AND AGREE

a) To deliver the original SEBI Registration Certificate to SEBI as soon as the same is found, recovered or possessed by us, if it is found or recovered.

b) That I agree to protect, indemnify and keep indemnified SEBI harmless from and against all claims, demands, actions, proceedings, losses, damages, liabilities, costs, charges, expenses or obligations which may be brought or commenced against them or which they may or may have to bear, pay or suffer directly or indirectly as a result of such loss or damage arising as a result of

any other person claiming to be the holder of the said SEBI Registration Certificate bearing Registration No. _____

c) That this Undertaking shall be binding upon our successors, legal representatives and assigns.

d) That we shall execute, sign, and subscribe, to such other documents, papers, agreements, covenants, bonds, and / or undertakings as may be prescribed or required by SEBI from time to time in this regard.

IN WITNESS WHEREOF, this Deed of Indemnity cum Affidavit is executed on this the _____ day of _____ 20__.

Signed and delivered
For M/s. (name of sub-broker)

Name and Designation
in the presence of
WITNESSES

Signature

(1) Name :
ADDRESS

Signature

(2) NAME :
ADDRESS

Before me Notary