

**Listing of Mutual Funds/ Exchange Traded Funds**

**Post Issue Checklist**

| **Sr. No.** | **List of Documents/ details to be submitted** | **Annexure** |
| --- | --- | --- |
|  | Listing application (enclosed as **Annexure I)** |  |
|  | Details of the applicant and issue details **(**enclosed as **Annexure II)** |  |
|  | Copy of the Due Diligence Certificate submitted to SEBI |  |
|  | Certified true copy of observations/ comments received from SEBI on the Scheme Information Document (SID) |  |
|  | Certified true copy of the final Scheme Information Document (SID) (soft copy also required) |  |
|  | Unit holding pattern of Unit Holders of the Scheme |  |
|  | Confirmation from the CEO/ Compliance officer regarding allotment of units and the actual number of units allotted. |  |
|  | Collection Certificate from Bankers |  |
|  | Listing Agreement  |  |
|  | Undertaking from Trustee **(**enclosed as **Annexure III)** |  |
|  | Confirmation regarding compliance with SEBI (Mutual Funds) Regulations, 1996 from the AMC. |  |
|  | Confirmation from RTA on the final number of units to be allotted with NSDL, to be allotted with CDSL and to be issued under physical form. |  |
|  | Tripartite Agreement |  |
|  | Confirmation from NSDL and CDSL (ISIN activation) |  |
|  | Confirmation received from NSDL / CDSL for credit |  |
|  | Confirmation from Registrar regarding dispatch of Allotment/refund Order |  |

**Note:**

* All the pages of the documents submitted to the Exchange must bear rubber stamp of company and initials of company secretary.
* All resolutions / reports/ agreements / undertakings should be certified to be true copy.
* Use extra sheets/annexures (duly stamped and initialed) if required in case the space provided is inadequate.
* No details on the form should be left blank. Please strikethrough, if, not applicable.
* The Exchange reserves the right to ask for more documents in addition to mentioned herein.

 ***Annexure I***

LETTER OF APPLICATION

(For listing of Units of Mutual Fund Schemes)

From Date

To,

The Listing Department,

Metropolitan Stock Exchange Limited,

Mumbai.

Dear Sir,

 In conformity with the listing requirements of the Stock Exchange, we hereby apply for admission of the following scheme to dealings on the Exchange:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

+ The securities mentioned at ( ) above are proposed to be issued by Prospectus/ Offer for Sale/Circular (conversion, exchange, rights, open offer, capitalisation of reserves)/Placing, full particulars of which are given in the statement sent herewith (together with the reasons for the procedure when a placing is intended).

 + It is intended to make an Offer for Sale/a Placing of the securities mentioned at ( ) above which have been already issued. We enclose a statement giving full particulars of when, how and to whom the securities were issued and full details of the proposed Offer for Sale/Placing (together with the reasons for the procedure when a Placing is intended.)

We undertake to send herewith/ send herewith + the listing Application and the Distribution Schedules, duly completed. We also forward the documents (or drafts thereof) as per list attached and undertake to furnish such additional information and documents as may be required.

 “We further undertake to submit to the Exchange a copy of the Acknowledgement Card or letter indicating the observation on draft prospectus/letter of offer/offer document by SEBI; and a certificate from a Merchant Banker acting as a lead manager to the issue reporting positive compliance by our company of the requirements on disclosure and investor protection issued by SEBI.

 We understand that in the event of our failure to submit the above documents or withdrawal of Acknowledgement Card by SEBI, we shall be liable to refund the subscription money to the investors immediately”.

 We undertake to be bound by all requirements, terms and provisions and conditions including condition relating to payment of security deposit as contained in the Rules, Bye-Laws and Regulations of your Exchange.

 Yours Faithfully,

 (Signature of Managing Director)

+ Please enumerate separately shares which are not identical in all respects.

Shares are identical in all respects only if-

(i) they are of the same nominal value and the same amount per share has been called up;

(ii) They are entitled to dividend at the same rate and for the same period, so that at the next ensuing distribution the dividend payable on each share will amount to exactly the sum net and gross; and

(iii) They carry the same rights in all other respects.

+ Applicable only when securities for which application for admission to dealings is made are proposed to be issued or having already been it is intended to make a placing or an offer for sale. Please strike out where not applicable.

$ Applicable to new Companies only. Please strike out where not applicable.

***Annexure II***

**DETAILS OF APPLICANT**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Details to be filled in by the applicant** |
| 1 | Name of the issuer |   |
| 2 | Date of incorporation |   |
| 3 | Place of incorporation |   |
| 4 | Whether incorporated as a Private or Public company |   |
| 5 | If incorporated as a Private company, date of conversion into a Public company |   |
| 6 | Web-site |   |
| 7 | Address of Registered Office of the AMC |   |
|   | STD Code |   |
|   | Tel. Nos. |   |
|   | Fax Nos. |   |
|   | Email id. |   |
|   |  |   |
| 8 | Address of Registered Office of the Trustee |   |
|   | STD Code |   |
|   | Tel. Nos. |   |
|   | Fax Nos. |   |
|   | Email id. |   |
|   |   |   |
| 9 | Address of Registered Office of the Sponsors |   |
|   | STD Code |   |
|   | Tel. Nos. |   |
|   | Fax Nos. |   |
|   | Email id. |   |
|   |   |   |
| 10 | Address of Registered Office of the Custodian |   |
|   | STD Code |   |
|   | Tel. Nos. |   |
|   | Fax Nos. |   |
|   | Email id. |   |
|   |   |   |
| 11.    | Name and Address of Registrars and Transfer Agents (if any)  |   |
|   | Name of Contact Person  |   |
|   | STD Code |   |
|   | Tel. Nos. |   |
|   | Fax Nos. |   |
|   | Email id. |   |
|   |   |   |
| 12 | Name of group and other group companies  |   |
| 13 | Subsidiary companies |   |
| 14 | Management  |   |
|                   | 1. Chairperson
 |   |
| - email address |   |
| - direct phone number |   |
| 1. Managing Director
 |   |
| - email address |   |
| - direct phone number |   |
| 1. Chief Executive Officer
 |   |
| - email address |   |
| -        direct phone number |   |
| 1. Company Secretary
 |   |
| -        email address |   |
| -        direct phone number |   |
| -        direct fax number |   |
| 1. Asst. Company Secretary / Dy. Company Secretary
 |   |
| -         email address |   |
| -         direct phone number |   |
| -         direct fax number |   |
|  |
|   | 1. Directors and their other Directorships
 |   |

**ISSUE DETAILS**

|  |  |  |
| --- | --- | --- |
| Sr.No. | Particulars | Details to be filled in by the applicant |
| 1 | Name of the Scheme |   |
| 2 | Description of the Scheme |   |
| 3 | Series |   |
| 4 | Symbol |   |
| 5 | Date of Allotment  |   |
| 6 | Number of units |   |
| 7 | Face value (Rs.) |   |
| 8 | Paid up value (Rs.) |   |
| 9 | Issue Price (Rs.) |   |
| 10 | Date of Redemption |   |
| 11 | ISIN Code |   |
| 12 | Credit Rating (if any) |   |
| 13 | Rating and Rating Agency |   |
| 14 | Date of Rating letter |   |
|  | Date |   |
|  | Place |   |
|  | Authorised Signatory and Stamp of the company |   |
|  | Name |   |
|  | Designation |   |

***Annexure III***

*This letter should be submitted on the letterhead of Trustee*

**Undertaking by Trustee**

1. We agree to comply with the provisions laid down under the SEBI (Mutual Funds) Regulations, 1996 and make available to the Exchange simultaneously all the submissions that are made/to be made available to SEBI/ unit holders in compliance with the provisions of the above regulations.
2. We agree to immediately intimate the Exchange of any disciplinary action taken by SEBI or any other regulatory authority against \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mutual Fund or any of its officials, trustees, sponsors, Asset Management Company, registrars etc.
3. We agree that Metropolitan Clearing Corporation Limited (MCCL), which is carrying out the Clearing and Settlement on behalf of the Metropolitan Stock Exchange Limited, at its own discretion may have recourse to the mutual fund for the purpose of redeeming units in such form as may be agreed upon based on the NAV on the date of lodgment of request for redemption.
4. We agree to comply with any additional requirements as may be prescribed by the Exchange from time to time.
5. We agree to disclose the fund size (both in terms of number and value) to the Exchange on a daily basis in the following format:

|  |  |  |
| --- | --- | --- |
|   | **Particulars** |   |
| A | Date of reporting |   |
| B | Number of units (Opening balance) |   |
| C | Number of units created |   |
| D | Number of units redeemed |   |
| E | Number of units ( Closing balance) (b+c+e-f) |   |
| F | Corpus |   |