**Documents to be submitted for Resignation/Surrender of Membership of the Exchange**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Particulars** | **Annexure** | **Applicable****(Yes / No / NA)** |
| 1 | Notice for Resignation of membership | A |  |
| 2 | Details of Directors/Partners/Proprietor | B |  |
| 3 | Shareholding Pattern/Partnership Pattern | C (i)/ C(ii)/ C(iii) |  |
| 4 | Application for cancellation of approved user | D |  |
| 5 | Surrender of Connectivity Request | E(i)/ E(ii) |  |
| 6 | Undertaking from Trading Member | F |  |
| 7 | Letter to SEBI for surrender of registration | G |  |
| 8 | Undertaking to SEBI | H |  |
| 9 | Undertaking for No Authorized Persons | I |  |
| 10 | Undertaking for Settlement of Client funds and Securities | J |  |
| 11 | Details of SEBI registrations (including commodities) post surrender of membership of MSE | K |  |
| 12 | Undertaking Regarding DP registration***Note****: In case of any active DP registration with any of the depositories, then member needs to surrender DP registration before submitting final surrender application.* | L |  |
| 13 | Board Resolution approving Resignation of Membership (in case of Corporate Members) | M |  |
| 14 | Original SEBI Registration Certificate / Photocopy of SEBI Single Registration Certificate as applicable | - |  |
| 14 | NOC from Clearing Members | - |  |
| 16 | PAN or Aadhaar card number of the trading member (including Directors) | - |  |
| 17 | Processing fees Rs. 2, 36,000/- (inclusive of GST 18%)Fees can be paid through Cheque/Demand Draft/Pay Order payable in Mumbai in favour of **Metropolitan Stock Exchange of India Limited.**Online Payment of fees can also be made in the following bank account:**Name:** METROPOLITAN STOCK EXCHANGE OF INDIA LIMITED**Bank:** HDFC BANK LTD.**Branch:** FORT, Mumbai.**IFSC Code:** HDFC0000060**A/c No:** 00990680013757 | - |  |

For any further communication in this regard, please contact the undersigned or Mr. / Ms. / Mrs. \_\_\_\_\_\_\_\_ *(name of the contact person)* on \_\_\_\_\_\_\_\_ *(contact numbers)* and email us on \_\_\_\_\_\_\_\_\_\_ (Email ID of the contact person)

**ANNEXURE – A**

 (On the letterhead of the member)

**Resignation of Membership of Metropolitan Stock Exchange of India Ltd**

To

Metropolitan Stock Exchange of India Ltd Date:

Membership Department

Piramal Agastya Corporate Park, 205 Unit, 2nd floor,

Building Amiti, Kamani Junction, Kurla,

Mumbai – 400070

Dear Sir,

**Sub: - Total Surrender / Segmental Surrender of Membership of the Exchange (strike out whichever is not applicable)**

Name of the member:

Mem ID:

SEBI Registration Number: (Certificate enclosed)

1. I/We are desirous of resigning from membership of the Exchange for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And hereby tender my resignation in following segments, subject to acceptance by the Exchange and SEBI.



1. The Board of Directors of our company at its meeting held on \_\_\_\_\_\_\_\_\_\_\_ has decided to surrender our membership as mentioned in the above table. The certified copy of the relevant Board resolution for resignation is hereby enclosed for your kind perusal and records. (applicable to Corporate Members)
2. We enclose herewith the original (if Total Surrender) / Photocopy of SEBI certificate(s) for cancellation of our registration of the Metropolitan Stock Exchange of India Ltd.
3. We hereby declare that :
	1. I/We have intimated all my/ our clients/ constituents /authorised person / trading member (where applicable) regarding my intended resignation of membership more than 21 days prior to date of this application.
	2. We have no open positions as on date of this notice and all previous open positions have been settled.
	3. We have no pending dues towards the Exchange, constituents and clearing banks.
	4. We have resolved all complaints/disciplinary proceedings /arbitration against us
	5. There is no investigation/inquiry by any Exchange pending against us.
	6. We are not connected with any of the defaulting broker of any Exchange.
4. We request you to kindly de-activate / withdraw our trading facility as we have already stopped trading w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_
5. We acknowledge that the Exchange will refund our security deposit/base minimum capital amount with the Exchange only after SEBI approval for cancellation of registration certificate. We acknowledge that the security deposit/base minimum capital amount will be retained by the exchange in terms of Circular No. MSE/MEM/9963/2021 dated January 7, 2021. We understand and acknowledge that the amount so retained by the Exchange will be refunded to us only after settlement of any legitimate claims of investors or others which has arisen in the meantime.
6. We hereby confirm that there are no investor complaints/arbitration cases pending against us as on date. In case any future liability arises, we undertake to redress/honour the same**.**
7. We hereby confirm that we have submitted requests of all authorized persons for cancellation / change in affiliation. No complaints/arbitrations/disciplinary proceeding/investigation/inquiry is pending against any of our authorised person in the exchange. There is no liability in any form towards any of our clients by any of our authorised persons as on date. In case future liability arises, the same would be settled/redressed by us.
8. We hereby declare that we shall abide with all the terms and conditions stipulated by the Exchange from time to time, in relation to resignation of membership and / or otherwise.
9. We acknowledge that the approval of our resignation is subject to our discharging all the liabilities/ obligations/ dues towards the Exchange/ SEBI other members/ investors /clearing banks and complying with all the provisions of SEBI Act and SEBI (Stock Brokers) Regulations, 1992.
10. We also undertake to remit to SEBI all fees or other levies as applicable in respect of all the segments that we are admitted to on the Exchange as well as any other Exchange that we may be members of.
11. We hereby agree and acknowledge that all our deposits with MSE may be used by the Exchange towards meeting any of our obligations / liabilities to the Exchange/ our clients Authorised Persons/Trading Members/SEBI or any other person under an arbitration award as may be decided by the Exchange.
12. We acknowledge that the Exchange may issue public notifications / advertisements as it may deem fit and the cost of these public notifications / advertisements will be paid/ borne by us.
13. We further understand that, if accepted, the resignation shall become effective only after receipt of advice from SEBI that our surrender of registration has been accepted by SEBI and that our SEBI certificate has been cancelled. We further understand that the resignation of membership shall be governed by the Rules, Regulations and Bye-laws of the Exchange and Regulations and Circulars of SEBI.
14. We undertake to submit all the relevant documents for resignation of Membership as mentioned in the Circular. If there are any further documents to be furnished or formalities to be completed, we undertake to submit/comply with the same

Kindly accept our application for resignation of our membership.

Thanking you,

Yours sincerely,

1.

2.

Notes

* In the case of a partnership firm, the resignation application shall be signed by **all the partners**
* In the case of an unlisted Corporates, the resignation application and the Board resolution shall be signed by at least two **directors and also dominant shareholders**, who hold atleast 51% of the shareholding in the member company.
* In the case of listed corporates, the resignation application should be signed by the person or persons in control identified as promoters in the offer document or any person named as promoter in any document for offer of securities to the public or existing shareholders or in the shareholding pattern disclosed by the corporate member under the provisions of the Listing Agreement, whichever is later.

**ANNEXURE – B**

(On letter-head of member)

**Details of Directors /Partner / Proprietor**

**Submitted by\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) to Metropolitan Stock Exchange of India Ltd.**

**Details of Directors /Partner / Proprietor as on**

| **Sr. No.** | **Particulars** | **1**  | **2** | **3** |
| --- | --- | --- | --- | --- |
| 1. | Name  | First Name:Middle Name:Surname: | First Name:Middle Name:Surname: | First Name:Middle Name:Surname: |
| 2. | Father Name |  |  |  |
| 3. | Designated Director, Designated/Managing Partner*(minimum two)* | Yes / No\* | Yes / No\* | Yes / No\* |
| 4. | Citizenship Details  |  |  |  |
| 5. | Passport No.(in case of Foreign Individuals) | Place of Issue:Valid till: | Place of Issue:Valid till: | Place of Issue:Valid till: |
| 6. | Date of Birth |  |  |  |
| 7. | Date of Appointment as Designated Director/PartnerDate of Admission of Partner |  |  |  |
| 8. | PAN |  |  |  |
| 9. | Aadhaar No. (Optional) |  |  |  |
| 10. | DIN No. |  |  |  |
| 11. | Qualification of Director (*minimum HSC)$* |  |  |  |
| 12. | Experience\*\* (in years)*(add annexures if multiple)* | Name of Organisation:Designation:Field / Activity:From:To: | Name of Organisation:Designation:Field / Activity:From:To: | Name of Organisation:Designation:Field / Activity:From:To: |
| 13. | Residence AddressCity:DistrictState / Union Territory:Pin code:Tel No(s):Fax No(s): |  |  |  |
| 14. | Mobile No.: |  |  |  |
| 15. | Email ID: |  |  |  |
| 16. | Corporate firm-Equity Shareholding in Member Entity1. Shares
2. Amount
3. % of Total

Partnership firm: percentage of sharing of profit / losses in Member Entity |  |  |  |
|  17. | Whether Director is disqualified under section 164 of Companies Act, 2013? *If yes, provide details of action u/s 167 of Companies Act, 2013*  | Yes / No | Yes / No | Yes / No |

NOTES:

@ Please clearly state whether the Director / is a Managing Director or Whole time Director or Executive Director or Non-Executive Director or Executive Chairman or Non-Executive Chairman

# Identify at least two designated directors / partners (A designated director / partner is one who is a graduate by qualification (minimum) (or CA, ICWA or CS) and possesses at least 2 years of Capital market experience. Every member being a corporate or Bank should have at least 2 such directors who meet the aforesaid norms.)

\* In case of Partnership Firm:- Kindly mention the percentage of sharing of profit / losses in Member Entity against point No 16

$ All initials to be expanded

Date:

Place:

 (Signature) (Signature)

Name of Designated Director Name of Designated Director

/ partners /Authorized signatory /Partners / Authorized signatory

Rubber Stamp

**AUDITOR’S CERTIFICATE**

This is to certify that the details of directors/partners/proprietors in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the Member) as given above is true and correct to the best of my/our knowledge, based on my/ our scrutiny of the books of accounts, records and documents of the member and as per information provided by him to my/our satisfaction.

Date:

Place: For (Name of Accounting Firm)

 Signature

 Name of Partner/Proprietor

Chartered Accountant

 Membership Number

Rubber Stamp

**ANNEXURE – C (I)**

(On letter-head of Member)

**Shareholding Pattern of Body Corporate**

**EQUITY SHARE HOLDING PATTERN of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) as on**

**Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) to Metropolitan Stock Exchange of India Ltd.**

Paid up capital Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **PART I –PROMOTER GROUP** |
|  **Sr No.** | **Name of promoter 1** | **Under what capacity 2** | **Residential address (with Pin code) & Contact No** | **No. of shares held** | **Face value per share (Rs.)** | **Total Amt paid up** | **% shareholding** | **Pan Card No.** | **CIN NO (In case of corporates)** |
| 1 | **A** |  |  |  |  |  |  |  |  |
| 2 | **B** |  |  |  |  |  |  |  |  |
| 3 | **C** |  |  |  |  |  |  |  |  |
|  |  |   **TOTAL PROMOTER GROUP HOLDING (A)** |

|  |
| --- |
| **PART II – NON PROMOTER GROUP** |
| **Sr****No.** | **Name of the non promoter** | **No. of shares held** | **Face value per share (Rs.)** | **Total Amt paid up** | **% shareholding** | **Pan Card No.** | **CIN NO (In case of corporates)** |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 | **OTHERS** |  |  |  |  |  |  |
| **TOTAL NON PROMOTER GROUP HOLDING (B)** |  |  |  |  |
| **GRAND TOTAL (A) + (B)** |  |  |  |  **100%** |  |  |

$ All initials to be expanded

**NOTES :**

1. In case of all bodies corporate in the dominant promoter group of the Member, the details of their shareholding shall also be furnished in the same format as given above
2. In case of HUF, give names of Karta and co-parceners.
3. Persons holding 2% or more of the paid up capital should be shown separately and not clubbed in ‘Others’

Date:

Place:

 (Signature) (Signature)

 Name of Designated Director Name of Designated Director

 / Authorized signatory / Authorized signatory

 Rubber Stamp

**AUDITOR’S CERTIFICATE**

This is to certify that the Shareholding pattern of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the Member) as given above is true and correct to the best of my/our knowledge, based on my/ our scrutiny of the books of accounts, records and documents of the member and as per information provided by him to my/our satisfaction.

Date:

Place:

For (Name of Accounting Firm)

 Signature

Name of Partner/Proprietor

Chartered Accountant

 Membership Number

Rubber Stamp

**ANNEXURE – C (II)**

(On letter-head of Member)

**Shareholding Pattern of Body Corporate**

 **PREFERENCE SHARE HOLDING PATTERN of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) as on**

**Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) to Metropolitan Stock Exchange of India Ltd.**

|  |
| --- |
| **PART I –PROMOTER GROUP** |
|  **Sr No.** | **Name of promoter 1** | **Under what capacity 2** | **Residential address (with Pin code) & Contact No** | **No. of shares held** | **Face value per share (Rs.)** | **Total Amt paid up** | **% shareholding** | **Pan Card No.** | **CIN NO (In case of corporates)** |
| 1 | **A** |  |  |  |  |  |  |  |  |
| 2 | **B** |  |  |  |  |  |  |  |  |
| 3 | **C** |  |  |  |  |  |  |  |  |
|  |  |   **TOTAL PROMOTER GROUP HOLDING (A)** |

|  |
| --- |
| **PART II – NON PROMOTER GROUP** |
| **Sr****No.** | **Name of the non promoter** | **No. of shares held** | **Face value per share (Rs.)** | **Total Amt paid up** | **% shareholding** | **Pan Card No.** | **CIN NO (In case of corporates)** |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 | **OTHERS** |  |  |  |  |  |  |
| **TOTAL NON PROMOTER GROUP HOLDING (B)** |  |  |  |  |
| **GRAND TOTAL (A) + (B)** |  |  |  |  **100%** |  |  |

$ All initials to be expanded

**NOTES:**

1. Persons holding 2% or more of the paid up capital should be shown separately and not clubbed in Others.

Date:

Place:

 (Signature) (Signature)

Name of Designated Director Name of Designated Director

/ Authorized signatory / Authorized signatory

Rubber Stamp

**AUDITOR’S CERTIFICATE**

This is to certify that the Shareholding pattern of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the Member) as given above is true and correct to the best of my/our knowledge, based on my/ our scrutiny of the books of accounts, records and documents of the member and as per information provided by him to my/our satisfaction.

Date:

Place:

For (Name of Accounting Firm)

 Signature

Name of Partner/Proprietor

Chartered Accountant

 Membership Number

Rubber Stamp

**ANNEXURE – C (III)**

(On letter-head of Member)

**Partnership Pattern of Partnership Firms**

**PARTNERSHIP PATTERN of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) as on**

**Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Member) to Metropolitan Stock Exchange of India Ltd.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Sr No** | **Name of partner 1** | **PAN Card No.** | **Residential address (with Pin code) & Contact No.** | **Date of Birth** | **Capital contribution** | **Sharing % in profits** | **Sharing % in loss** | **Whether Designated Partner (Y/N)** | **Experience (No. of years)2 @** | **Education 2** | **Directorships/ Partnerships/controlling shareholding in other cos.** |
| 1 | **A** |  |  |  |  |  |  |  |  |  |  |
| 2 | **B** |  |  |  |  |  |  |  |  |  |  |
| 3 | **C** |  |  |  |  |  |  |  |  |  |  |
|  |  | **TOTAL PARTNERS HOLDINGS** |

$ All initials to be expanded

NOTES:

In case of bodies corporate holding 2% or more in the member entity, the details of their shareholding shall also be furnished in the same format as given above

HUF give names of Karta and co-parceners.

Date:

Place:

 (Signature) (Signature)

Name of Designated Partner Name of Designated Partner

/ Authorized signatory / Authorized signatory

Rubber Stamp

**AUDITOR’S CERTIFICATE**

This is to certify that the details of partnership pattern in M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as given above is true and correct to the best of my/our knowledge, based on my/ our scrutiny of the books of accounts, records and documents of the member and as per information provided by him to my/our satisfaction.

Date:

Place:

For (Name of Accounting Firm)

 Signature

Name of Partner/Proprietor

Chartered Accountant

 Membership Number

Rubber Stamp

ANNEXURE – D

(On Members Letter-Head)

**Application for Cancellation of Approved User**

Member ID No.: \_\_\_\_\_\_\_\_\_\_\_

To,

Metropolitan Stock Exchange of India Ltd

Membership Department

Piramal Agastya Corporate Park, 205 Unit, 2nd floor,

Building Amiti, Kamani Junction, Kurla,

Mumbai – 400070

Dear Sir,

**Sub: Application for cancellation of User ID**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Trading member) request you to cancel our user ids having user ID no’s\_\_\_\_\_\_\_\_, provided by MSE as we have tendered our resignation of membership on MSE. We hereby agree and bind ourselves to be responsible for all acts, quotations and transactions done, trades made, or affected by our authorised persons, approved users and clients on the Trading System.

We will be responsible to Exchange for clearing any dues for the user.

For (Name of Member)

Approved Signatory

(Designated Director / Managing Partner / Proprietor)

Date:

Place:

Note: User ID’s shall be cancelled after the Exchange is satisfied that the same can be cancelled and at the discretion of the Exchange.

**ANNEXURE – E(i)**

(On letter-head of Member)

**Application for Surrender of VSAT Equipment**

To

Metropolitan Stock Exchange of India Ltd

Membership Department

Piramal Agastya Corporate Park, 205 Unit, 2nd floor,

Building Amiti, Kamani Junction, Kurla,

Mumbai – 400070

**Sub:** Surrender of VSAT Equipment

Dear Sir,

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Trading member) have tendered our resignation of membership of the Exchange, and thereby surrender the VSAT Equipment as per the details mentioned below.

|  |  |  |
| --- | --- | --- |
| **Sr.****No.** | **Particulars** | **Details** |
| 1 | Name of the Member |  |
| 2 | Member ID |  |
| 3 | VSAT installed Address |  |
| 4 | VSAT ID |  |
| 5 | VSAT IP Address |  |

We hereby undertake to pay the balance dues to the Exchange if any.

We hereby agree to handover the VSAT equipment to HCL Comnet engineer in working condition. If the said equipment is found to be damaged before / at the time surrendering, the charges as applicable to the Exchange.

Kindly do the needful.

For (Name of the Member)

Authorized Signatory

Name of the Authorized Signatory

**ANNEXURE – E (ii)**

(On letter-head of Member)

**Application for Surrender of Leased Circuit**

Date:

To,

Metropolitan Stock Exchange of India Ltd

Membership Department

Piramal Agastya Corporate Park, 205 Unit, 2nd floor,

Building Amiti, Kamani Junction, Kurla,

Mumbai – 400070

Sub: **Application for surrender of TCL / Airtel / BSNL MPLS leased circuit.**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Trading member) have tendered our resignation of membership of the Exchange, and thereby want to surrender this MPLS leased circuit. The details of the same are mentioned below.

|  |  |
| --- | --- |
| Name of Trading Member |  |
| Member ID |  |
| Current Address |  |
| City |  |
| Pin Code |  |
| Circuit ID |  |
| IP Address  |  |
| Contact person name |  |
| Contact Number (Landline) |  |
| Contact Number (Cell Phone) |  |
| Fax number |  |
| e-mail ID |  |

We request you to do the needful and acknowledge.

For any further communication in this regard, please contact Mr/Ms./Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the contact person) on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact numbers) or e-mail at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you.

Yours faithfully

(Name and signature of the authorized signatory)

Company seal

**ANNEXURE – F**

This undertaking cum indemnity is executed on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_, 202\_

**To**

Metropolitan Stock Exchange of India Ltd

Piramal Agastya Corporate Park, 205 Unit, 2nd floor,

Building Amiti, Kamani Junction, Kurla,

Mumbai – 400070

Hereinafter called “the Exchange" (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns)

**BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regd. Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereinafter called ‘the Undersigned’ (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include their heirs, legal representatives, successors and assigns).

**WHEREAS** the Exchange has permitted the Trading Members, if they so desire, to resign their membership on the condition that the cash deposits lying with the Exchange will be released in terms of Circular No. MSE/MEM/9963/2021 dated January 7, 2021. Such release shall be subject to fulfillment of all dues under Rules/Regulations/Bye-Laws of the Exchange and circulars issued thereunder, including arbitration awards and valid investors/ other grievances/claims against them.

**AND WHEREAS** the Exchange has further as a precondition to the acceptance of the resignation of membership required the undersigned to furnish the Undertaking in the manner and on the terms mentioned herein below.

**NOW THEREFORE** in consideration of the Exchange accepting the resignation of the membership, the undersigned hereby undertakes and agrees as follows:-

1. The undersigned agrees that the acceptance of resignation of membership will not absolve or discharge the undersigned from the liabilities or obligations due/to be due or to be performed under the Rules, Bye-laws and Regulations of the Exchange and also further agree that the said resignation will not affect the rights of the Exchange /Trading Members to take measures for recovery of its/their dues or to ensure compliance of my/our obligations in such manner as it/they may deem fit.
2. The undersigned shall continue to fulfill his/her/its liabilities and obligations that are devolved or may devolve before or after the resignation of the membership as if I/we am/are a Trading Member of the Exchange under the Rules, Bye-laws and Regulations of the Exchange for the limited purpose of discharging those liabilities, performing those obligations and for submission to arbitration under Bye-laws, Rules and Regulation of the Exchange.
3. The undersigned hereby indemnify and keep indemnified the Exchange harmless 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 the resignation of the membership or on non- fulfillment of the liabilities and obligations of the undersigned.
4. The undersigned agrees that he/it would be liable for all liabilities/obligations (including monetary penalties, if any) for violations, if any , of the provisions of the SEBI Act and the SEBI (Stock Brokers) Regulations, 1992 that have taken place before the resignation of Membership.
5. The undersigned agrees that the MSE at its absolute discretion is entitled to appropriate or adjust the deposit amount retained by it, towards any sums due from and claims against the undersigned for due fulfillment of engagements, obligations and liabilities of the undersigned to MSE, or any other persons arising out of or incidental to any dealings made subject to the Bye laws, Rules and Regulations of the MSE. The undersigned agrees that MSE or of SEBI shall be entitled to appropriate or adjust above deposits so retained without any further reference to the undersigned.
6. The undersigned shall execute, sign, and subscribe to such other documents, papers, agreements, covenants, bonds, and/or undertakings as may be prescribed or required from time to time by the Exchange.

**IN WITNESS WHEREOF**, I/we\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have subscribed our names hereunto on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_ 20\_\_.

Signed and delivered by the within named

Mr /Mrs. /Ms. /M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the presence of

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

1. To be executed on Non-Judicial stamp paper of the value of Rs. 600/- or is in accordance with the prevailing rates applicable in the place of execution, whichever is higher and **duly notarized.**
2. The Undertaking should be signed by the proper person(s) mentioned below:
3. **Where the Trading Member is an Individual**: by the Trading Member himself.
4. **Where the Trading Member is a Partnership Firm**: by all the Partners of such firm.
5. **where the Trading Member is a Company**: by the Chairman/MD or any two Directors of the Company in accordance with the resolution of the Board of Directors to that effect, with the common seal of the Company affixed in the presence of the authorised signatory in accordance with its Article of Association (A certified copy of the Board Resolution to be enclosed)

**ANNEXURE – G**

(On letter-head of Member)

**Letter to SEBI for surrender of registration**

To, Date:

The Securities and 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. \_\_\_, Registration No. \_\_\_\_\_\_\_\_\_ .

* 1. We hereby surrender our certificate of registration as broker (TM) membership on the All Segments / Currency Derivatives / Capital Market / Equity Derivatives / Debt Market Segments **(strike out whichever is not applicable)** of the Exchange (hereinafter referred to as the “Exchange”).
	2. We enclose the original / Photocopy of certificate of registration (or indemnity in case the certificate is lost or stolen) for cancellation.
	3. We hereby confirm that:
1. we are not connected with any of the defaulting brokers of any exchange,
2. no complaint / arbitration/ disciplinary proceeding is pending against us & our related entities by any exchange,
3. no investigation / inquiry by any exchange is pending against us & our related entities by any exchange,
4. We & our related entities are not present in vanishing company’s database.
5. as on date of application, we have paid all fee due as a stock broker/trading member of the Exchange, as applicable, to SEBI,
6. we would be liable for all liabilities / obligations (including monetary penalties, if any) for violations, if any, of the provisions of the SEBI Act and the SEBI (Stock-brokers) Rules and Regulations, 1992 that have taken place before our surrender of certificate of registration,
7. we have no authorised person on the Exchange,
8. we have been disabled from trading w.e.f. .
	1. We hereby request SEBI a representation to dispense with the procedure laid down in regulation 33B of the SEBI (Intermediaries) Regulations, 2008? (Earlier regulation 16 of "Enquiry Regulations 2002" of the SEBI while processing my/our request for surrender of certificate of registration.

Thanking you,

Yours faithfully,

For (Trading Member name and Trading Member-ID)

Name

(Proprietor / Managing Partner / Whole Time / Managing Director)

**Annexure-H**

**UNDERTAKING**

(On the letterhead of the member company)

We, M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that no Investigation / Enquiry / Disciplinary action is pending against us or any of our directors / shareholders by any Stock Exchange / SEBI / Statutory authorities including Government Agencies. We further declare that we have neither been declared defaulters / **expelled** by any Exchange in India / by SEBI, nor are we related or associated with any other entity / person who have been declared defaulters / **expelled** by any Stock Exchange in India / SEBI. We further declare that we have complied with all the provisions of SEBI Act and SEBI (Stock-brokers) Rules and Regulations, 1992.

We, M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, further declare that none of the shareholders and directors of our company have been declared as defaulters / expelled by any Stock Exchange in India / SEBI or are related or associated with any other entity/person who have been declared defaulters **/expelled** by any Stock Exchange in India / SEBI.

For (Member name and Member-ID)

Name

(Authorised Signatory)

Date:

Place:

**Annexure-I**

**UNDERTAKING**

(On the letterhead of the member company)

We, M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby undertake and confirm that we have no authorized persons registered with SEBI / on the concerned Exchange (MSE).

For (Member name and Member-ID)

Name

(Authorised Signatory)

Date:

Place:

**Annexure-J**

**UNDERTAKING**

(On the letterhead of the member company)

We, M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby undertake and confirm that we have returned / transferred all the funds and / or securities of clients pertaining to MSE. Further, the MSE ledgers of all the clients registered for trading in MSE are having ‘Nil’ balance of funds and securities.

Further, the accounts of such clients for MSE are settled as on date.

For (Member name and Member-ID)

Name

(Authorised Signatory)

Date:

Place:

**Annexure- K**

**UNDERTAKING**

(On the letterhead of the member company)

Details of SEBI registrations (including commodities) post surrender of membership of MSE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of stock exchange / depository** | **Segment** | **Category (TM/CM/SCM, DP etc.)** | **SEBI Registration No** | **SEBI** **Registration Date** |
|  |  |  |  |  |
|  |  |  |  |  |

For (Member name and Member-ID)

Name

(Authorised Signatory)

Date:

Place:

**Annexure- L**

 (On the letterhead of the member company)

**UNDERTAKING**

M/s   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that we have no active DP registration with any of the Depositories.

For (Member name and Member-ID)

Name

(Authorised Signatory)

Date:

Place:

**Annexure- M**

**Board Resolution**

 (To be printed on organization letter head)

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS**

**OF THE COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HELD ON DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AT REGISTERED OFFICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESOLVED THAT** the Board of Directors of the company be and do hereby authorize the Company to Surrender the Membership on Metropolitan Stock Exchange of India Ltd (MSE) in the following segment(s)

.

**RESOLVED FURTHER THAT** Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Directors of the Company are authorised to sign jointly, singly or severally all the necessary applications, undertakings and such other documents as may be necessary for Surrendering the Membership.

For the Organization,

(Seal & Signature)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_