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Listing Requirement  
**Close ended Mutual Funds/  
Exchange Traded Funds**

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## Guidance Note

Listing Requirements for Close Ended Mutual Funds / Exchange Traded Funds has been divided in the following parts:

- Check list and documents required for in-principle approval
- Check list and documents required for Listing of Mutual Fund / Exchange Traded Funds
- Listing application and company details
- Securities information

**You may like to take note of the following with respect to filling of Listing Application:**

- 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.
- Digital versions of the forms may be downloaded from the Corporate section of our website [www.mcx-sx.com](http://www.mcx-sx.com)
- You may tear the sheet and submit to the Exchange wherever applicable.
- Listing application letter to be printed on the letterhead of the applicant.
- Underlying Trustee to be printed on the letterhead of the Trustee.

## Pre Issue Stage

### Check List and Documents Required for Listing of Mutual Fund / Exchange Traded Funds

#### List of Documents/ details to be submitted

1. Certified true copy of Statement of Additional Information (SAI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
2. Certified true copy of Draft Scheme Information Document (SID) (provide in soft form also)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
3. Certified true copy of Resolution passed by Trustee at their meeting approving listing of units of Mutual Fund Scheme / ETF Scheme on MCX Stock Exchange Limited	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
4. Memorandum and Articles of Association of Trustee Company and AMC Company.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
5. Trust deed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
6. Investment Management Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
7. Certificate of Registration of Mutual Fund issued by Securities and Exchange Board of India (SEBI).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
8. Custodian Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
9. R & T Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
10. Annual Report of AMC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
11. Shareholding pattern of Sponsors and AMC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Note: All the documents mentioned above are required to be submitted at the time of initial listing of any FMP from a Fund House on the Exchange. Subsequently the same should be submitted ONLY in case of any amendments.

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

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

Signature of Company Secretary/ Authorised Signatory:\_\_\_\_\_



## Post Issue Stage

### Check List and Documents Required for Listing of Close Ended Mutual Funds/Exchange Traded Funds

#### List of documents/ details to be submitted

1. Listing application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
2. Copy of the Due Diligence Certificate submitted to SEBI	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
3. Certified true copy of observations/ comments received from SEBI on the Scheme Information Document (SID)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
4. Certified true copy of the final Scheme Information Document (SID) (soft copy also required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
5. Unit holding pattern of Unit Holders of the Scheme	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
6. Confirmation from the CEO/ Compliance officer regarding allotment of units and the actual number of units allotted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
7. Collection Certificate from Bankers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
8. Listing Agreement*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
9. Undertaking from Trustee as per Annexure I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
10. Confirmation regarding compliance with SEBI (Mutual Funds) Regulations, 1996 from the AMC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
11. Tripartite Agreement*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
12. Confirmation from NSDL and CDSL (ISIN activation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
13. Confirmation received from NSDL / CDSL for credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
14. Confirmation from Registrar regarding dispatch of Allotment/refund Order.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

\*To be submitted only at the time of initial listing.

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

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

Signature of Company Secretary/ Authorised Signatory:\_\_\_\_\_



## This covering letter should be submitted on the letterhead of Applicant

### The Head - Listing & Compliance

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

MCX Stock Exchange Limited (MCX-SX)  
Exchange Square,  
Suren Road, Chakala,  
Andheri (East),  
Mumbai - 400093

Dear Sir/ Madam,

In conformity with the listing requirements of MCX Stock Exchange Limited (MCX-SX), we hereby apply for admission of the following securities of the Issuer for dealings on the MCX-SX (Please tick, wherever applicable):

☐ Equity

☐ Debentures

☐ Warrants

☐ Any Other (Please specify) \_\_\_\_\_

Further, we undertake to be bound by all requirements, terms and provisions and conditions relating to listing of securities as contained in the Rules, Bye-Laws and Regulations of MCX Stock Exchange Limited (MCX-SX), Securities and Exchange Board of India (SEBI) and any other applicable law, rules and regulations.

Your's faithfully,

### Authorised Signatory

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

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

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

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

# Listing Requirement - Mutual Fund

## AMC Details

(For issuers listing on the MCX-SX for the first time)

1. Name of the AMC:	
2. Type of Company:	
3. Date of incorporation:	
4. Place of incorporation:	
5. PAN No of the AMC:	
6. Industry / Sector:	
7. Place of location of plant:	
8. Address of Registered Office:	
Tel (STD Code):	Fax:
9. Address of Corporate Office:	
Tel (STD Code):	Fax:
10. Website:	
11. Email (for Exchange Communication):	
12. Email (for Investor Grievances):	
13. Address of Communication (Corporate/ Registered Office):	
14. Name and Address of Registrars and Transfer Agents:	
Name of Contact Person:	
Tel (STD Code):	
Mobile:	Fax:
Email:	Website:
15. Name of the all the Statutory Auditors:	
Name of the Partners:	
Tel (STD Code):	Fax:
Email:	Website:
16. Name(s) of the depositories with whom Scheme has executed Tripartite Agreement:	

### Details of Key Managerial Personnel/ Promoters

17. Name of the Promoters:

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18. Name of the Chairperson:

DIN No:

PAN:

Tel (Direct):

Mobile:

Email:

19. Name of the Managing Director:

DIN No:

PAN:

Tel (Direct):

Mobile:

Email:

20. Name of the Chief Executive Officer:

DIN No:

PAN:

Tel (Direct):

Mobile:

Email:

21. Name of the Chief Financial Officer:

DIN No:

PAN:

Tel (Direct):

Mobile:

Email:

22. Name of the Company Secretary (Compliance officer):

Tel (Direct):

Mobile:

Email:

23. Name of other Directors on the board along with their DIN No, PAN, Residential Address, Telephone No (Direct) and Email:

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## Issue Details

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:	

## 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 MCX-SX Clearing Corporation Limited, which is carrying out the Clearing and Settlement on behalf of the MCX 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	Details
1. Date of reporting:	
2. Number of units (Opening balance):	
3. Number of units created:	
4. Number of units redeemed:	
5. Number of units (Closing balance) (2+3-4):	

## Contact Details

You may like to contact the Listing – Issuer Services team in case of any queries / suggestions and enquiry about listing on MCX Stock Exchange Limited (MCX-SX).

### Contact Us

Listing - Issuer Services  
Exchange Square, Suren Road,  
Andheri (East), Mumbai - 400093  
Tel No: +91 22 6731 8417 | Fax: + 91 22 6726 9555  
Mobile: + 91 91672 59201  
Email Id: [listing@mcx-sx.com](mailto:listing@mcx-sx.com)  
Web: [www.mcx-sx.com](http://www.mcx-sx.com)

### MCX-SX Offices

**HEAD OFFICE:** Exchange Square, Suren Road, Chakala, Andheri (E), Mumbai - 400 093.  
Tel.: +91-22-6731 8417, Fax: +91-22-6726 9555. E-mail: [listing@mcx-sx.com](mailto:listing@mcx-sx.com), Url: [www.mcx-sx.com](http://www.mcx-sx.com).

**Ahmedabad:** 401, Sakar - 1, Nr. Gandhigram Railway station, Opp Nehru Bridge, Ashram Road, Ahmedabad - 380 009. Tel: +91-79- 6661 5888/6661 9888.

**Bangalore:** No: 206, 2nd Floor, Money Chambers, No: 6, K H Road, Bangalore – 560027.  
Tel: +91-80-3296 2066, Fax: +91-80-4167 3707.

**Chennai:** Flat No: 1A & B, 1st Floor, Doshi Towers, EVR Salai, Kilpauk, Chennai – 600010.  
Tel: +91-44-4395 0850, Fax No: +91-44-4395 0899.

**Hyderabad:** Flat No.201, Meridian Plaza, Besides Lal Bungalow, Ameerpet, Hyderabad - 500 016.  
Tele/Fax: +91-40-4007 5037.

**Indore:** 403, Corporate House, A Wing, Near DAW University, RNT Marg, Indore (MP) – 452001,  
Tel: +91-731-3206 669, Fax: +91-731-2524 206.

**Jaipur:** 212 Shekhawati Comp, 2nd Floor, Station Road, Jaipur - 302 001  
Tel: +91-141-4011 930, Fax: +91-141-4011 930.

**Kolkata:** BNCCI House, 3rd Floor, 23, Sir R N Mukherjee Road, Kolkata - 700 001.  
Tel: +91-33-2231 7253/54, Fax: +91-33-2231 7254.

**Kanpur:** NBHC Ltd, 1st floor, 7/43, D-2, Tilak Nagar, Near State Bank of India, Kanpur - 208 002.  
Tel: +91-512-2533 079.

**Ludhiana:** 501, LSE Building, Feroze Gandhi Market, Ludhiana - 141 001. Tel: +91-161-3206 872.

**New Delhi:** MCX Stock Exchange, Mercantile House, 404-407, 4th Floor, K.G. Marg, Connaught Place, New Delhi - 110 001 Tel: +91-11-4300 3000, Fax: +91-11-4300 3030.

Exchange Square, Suren Road, Andheri (East), Mumbai - 400 093  
Tel.: +91-22-6731 8417 Fax: +91-22-6726 9555  
Email: [listing@mcx-sx.com](mailto:listing@mcx-sx.com)

**MCX'SX**  
India's New Stock Exchange