

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

**Pre Issue Checklist**

| **Sr. No.** | **List of Documents/ details to be submitted** | **Annexure** |
| --- | --- | --- |
|  | **Certified True Copy of the following Agreements/ Documents** |
|  | Statement of Additional Information (SAI) |  |
|  | Draft Scheme Information Document (SID) (provide in soft form also) |  |
|  | Resolution passed by Trustee at their meeting approving listing of units of Mutual Fund Scheme / ETF Scheme on Metropolitan Stock Exchange of India Limited |  |
|  | Memorandum and Articles of Association of Trustee Company and AMC Company |  |
|  | Trust deed |  |
|  | Investment Management Agreement |  |
|  | Certificate of Registration of Mutual Fund issued by Securities and Exchange Board of India (SEBI). |  |
|  | Custodian Agreement |  |
|  | R & T Agreement |  |
|  | Annual Report of AMC |  |
|  | Shareholding pattern of Sponsors and AMC |  |

**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.
* 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.

**MUTUAL FUND FEES**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Unit Capital (Rs. In Crores)** | **Per month (Rs.)** |
|  | **Initial Listing Fees** | NIL |
|   | **Annual Listing Fees**  | **Fees per month or part thereof** |
| 1 | Issue size up to Rs.100 Crs. | 750 |
| 2 | Above Rs.100 Crs. and up to Rs.300 Crs. | 1,500 |
| 3 | Above Rs.300 Crs. and up to Rs.500 Crs. | 3,000 |
| 4 | Above Rs.500 Crs. and up to Rs.1000 Crs. | 4,500 |
| 5 | Above 1000 Crs. | 7,500  |

**Note:**

* Further, the listing fees:-
* Shall be computed on the unit capital of the scheme.
* Once charged shall not be refunded in any case.
* Applicable Tax is payable on the Processing fees at the applicable rate
* For tenure beyond One month, fees are payable for one month or any part thereof

|  |
| --- |
|  **Details of Fees** |
| **\*\*\*Particulars** | **Rs.** |
| **Fees Paid** |  |
| **Add: GST** |  |
| **Total** |  |
| **Less: TDS (if any)** |  |
| **Total** |  |
| **GSTIN Details of Company** |  |

|  |  |
| --- | --- |
| **Contact Person Details** |  |
| **Name** |  |
| **Designation** |  |
| **Contact Details** |  |
| **Email ID.** |  |

**Date:**

**Place:**

**Signature of Managing Director/ Company Secretary**

**NEFT Details**

|  |  |
| --- | --- |
| **Beneficiary Name** | **Metropolitan Stock Exchange of India Limited** |
| **Beneficiary Account Number**  | 00600340066971 |
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| **Beneficiary Address** | Suren Road, Chakala, Andheri (East), Mumbai. |
| **Beneficiary Bank & Branch** | HDFC Bank Ltd, Nanik Motwani Marg, Fort, Mumbai. |
| **Account Type** | CC Account |
| **IFSC Code** | HDFC0000060 |
| **PAN No. of MSE** | AAFCM6942F |
| **GSTIN** | 27AAFCM6942F1ZC |