

<b>Checklist for Cancellation/Surrender of SEBI Registration of Sub-Broker</b>		
<b>Sr. No.</b>	<b>Documents Required</b>	<b>Submitted</b>
1	Original letter on the letterhead of the main Member addressed to BSE requesting for the cancellation of its sub-broker SEBI registration.	
2	Application for Voluntary Surrender of sub-brokers registration in the prescribed format.	
3	Original letter of the sub-broker addressed to the main Member requesting for cancellation of registration.	
4	Original SEBI Registration Certificate of the sub-broker. If the same is not available, the main Member and sub-broker both have to give an affidavit on a stamp paper of Rs.100 each stating that original SEBI registration certificate has been misplaced/lost and if found it will be surrender back to the Exchange/SEBI and in addition to this main broker/sub-broker is also required to lodged FIR with concerned police authority (in the vicinity where the main broker/sub-broker is located) for misplace/loss of SEBI registration certificate and certified copy of the same is also required to attached with the application (FIR should include main broker name, sub-broker name, trade name of sub-broker and SEBI registration no. of the sub-broker)	
5	Undertaking from the main Member in the prescribed format	
6	The details of the payment of the SEBI registration fees paid by the sub-broker till date in excel format (as per format enclosed) duly certified as true copy by the member.	
7	Two advertisements in newspapers (in the prescribed format), one in regional newspaper and other in all India circular newspaper. If photocopy of advertisement is attached, the Designated Director of BSE Trading Member /Chartered Accountant should certify it as true copy.	
8	Letter from Trading Member (as per prescribed format available on website bseindia.com) authorising BSE to debit member's general charges account maintained with the Clearinghouse for processing fees of sub-broker cancellation.	

## **Documents required**

### **Format for submitting letter to affiliated trading member by Sub-Broker**

#### **(On Applicant Letter Head)**

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

Designated Director,

Name of affiliated trading member

**Sub : Termination of Agreement and cancellation of SEBI registration**

Dear Sir,

With reference to captioned subject I/We hereby request you to terminate the agreement with you and surrender SEBI registration certificate to SEBI for cancellation.

We further confirm that: There are no investor complaints pending against us.

There is no arbitration/disciplinary proceeding is pending against us by SEBI/Stock Exchange/Any other Regulatory Authority or any Court of Law.

I/We have paid fees as per Schedule III (II) of SEBI (Stock Broker and Sub-Broker) Regulation 1992.

We undertake to honour all the liabilities/obligations of all actions 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.

We are also enclosing herewith following documents for cancellation of SEBI registration:

- 1.
- 2.

You are requested to kindly do the needful.

Thanking you.

Yours truly,

Name and Signature of the Applicant  
(Proprietor/Partner/Director/Authorized Signatory)

**Application for Voluntary Surrender of Sub-broker Registration**  
(Strike off the portions not applicable)

**Securities and Exchange Board of India**  
**SEBI Bhavan, Plot No.C-4/A, 'G' Block,**  
**Bandra Kurla Complex, Bandra (E),**  
**Mumbai – 400 051.**

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 certificate of registration bearing number INS..... Affiliated to M/s....., Registration Number INB..... Please find enclosed the registration certificate in original issued to us.

We 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 of all actions till the cancellation of the registration including any action for violation of the provisions of the SEBI Act, 1992 and SEBI (Stock Brokers & Sub Brokers) Rules & Regulations, 1992.

We hereby request SEBI to dispense with the procedure laid down in regulation 16 of the SEBI (Procedure for Holding Enquiry by Enquiry Officer and Imposing Penalty) Regulations, 2002 while processing our request for surrender of certificate of registration.

**Thanking you,**

**Yours faithfully,**

**(Signature of Proprietor/Managing Partner/Whole time/Managing Director of the Applicant Sub-broker)**

**Date**

**Stamp of the sub-broker indicating registration number**

|



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 Bombay 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

**Affidavit in case of lost/misplacement of SEBI Certificate**

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

THIS DEED of INDEMNITY cum AFFIDAVIT made on this \_\_\_\_\_ the day of 200\_\_  
by M/s. \_\_\_\_\_(name of Sub-broker) having registration no. \_\_\_\_\_  
affiliated with \_\_\_\_\_(name of trading member), a Trading Member of the  
Bombay Stock Exchange Ltd. (“BSE”) give this INDEMNITY cum AFFIDAVIT at  
\_\_\_\_\_ IN FAVOUR of **Securities and Exchange Board of India.**,  
(hereinafter called as “SEBI” which expression shall unless repugnant to the context or  
meaning thereof include its successors, assigns and legal representatives)

**WHEREAS**

1. I /we have submitted an application for cancellation of sub broker SEBI registration \_\_\_\_\_(Trade name of existing sub broker) being affiliated to aforesaid trading member of the Stock Exchange.
2. I/we are required to submit the original SEBI Registration Certificate(s) for forwarding application to SEBI through BSE for cancellation of sub broker SEBI registration.
3. I / we have misplaced / lost our SEBI Registration Certificate(s) of aforesaid.
4. As required by SEBI, I/we therefore am/are willing to execute this Indemnity cum Affidavit for the purpose of cancellation of sub broker registration by SEBI without the original certificate of registration.

NOW IN CONSIDERATION OF SEBI permitting us to furnish the application for cancellation of sub broker SEBI registration without the original certificate of

registration, I/WE 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.
- 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 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

**Format for submitting undertaking to BSE by Trading Member**  
**(On Trading Member's Letter Head)**

**UNDERTAKING**

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

The Member Services & Development Department,  
Bombay Stock Exchange Limited  
PJ Towers, Dalal Street,  
Fort, Mumbai.

**To: Whom so ever It may concern**

We hereby declare/confirm that, no complaint/arbitration/disciplinary proceedings pending against following sub-broker by SEBI/Stock Exchange/Any other Regulatory Authority or any Court of Law.

We have paid fees as per Scheduled III (II) of SEBI (Stock Brokers & Sub-Brokers) Regulations, 1992.

Further, we undertake to honour all the liabilities/obligations of all actions 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 of following sub broker:

Sub-Broker Trade Name & SEBI Registration No.:

Address of sub broker:

Thanking you.

Yours truly,

Name and Signature of the trading member  
(Proprietor/Partner/Director/Authorized Signatory)

**Format for submitting Authorization Letter for debiting SEBI Sub-Broker**

**Processing Fee to Trading Member's CHB**

**(On Trading Member's Letter Head)**

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

The Member Services & Development Department,  
Bombay Stock Exchange Limited  
PJ Towers, Dalal Street,  
Fort, Mumbai.

**RE : Authorization for debiting processing fee for surrender/cancellation of SEBI registration of sub-broker to trading member's Clg. Hsg. A/c**

Dear Sir,

This has reference to our sub-broker application of \_\_\_\_\_  
enclosed herewith for surrender/cancellation of SEBI registration of sub broker.

As per your notices dated June 30, 2005, we hereby authorize Bombay Stock Exchange Limited to debit a sum of Rs.500/- (Rupees Five Hundred Only) plus service tax as applicable per application to our General Charges Account maintained with the Clearing House towards processing fee for surrender/cancellation of SEBI registration of sub broker for the enclosed application/s.

You are requested to kindly do the needful.

Thanking you.

Yours truly,

Name and Signature of the trading member

(Proprietor/Partner/Director/Authorized Signatory)

Updated on 31/07/2008