

## Authorised Person Registration Process

### Authorised Person - NSE

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As per Circular No. 702, download Ref no. NSE/MEMB/13429 dated November 9, 2009 , an Authorised Person is 'Any person, individual, partnership firm, LLP or body corporate, who is appointed as such by a Stock Broker (including Trading Member) and who provides access to trading platform of a Stock Exchange as an agent of the Stock Broker'.

Particulars	Description
Type of Constitution	Individual, Partnership Firm, LLP or Body Corporate
Eligibility Criteria for Individuals	<ul style="list-style-type: none"> <li>▪ Should be a citizen of India.</li> <li>▪ Should not be less than 18 years of age.</li> <li>▪ Should not have been convicted of any offence involving fraud and dishonesty.</li> <li>▪ Should have good reputation and character.</li> <li>▪ Should have passed at least 10th standard or equivalent examination from an institution recognized by the Government.</li> <li>▪ The Authorised Person shall also have the necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities on behalf of the Trading Member.</li> </ul>
Eligibility Criteria for a Partnership Firm, LLP or Body Corporate	<ul style="list-style-type: none"> <li>▪ All the partners and directors, as the case may be, must comply with the eligibility criteria for individuals given above.</li> <li>▪ The Object Clause of the Partnership Deed and the Memorandum of Association must contain a clause permitting the person to deal in securities business.</li> <li>▪ The Authorised Person shall also have the necessary infrastructure like adequate office space, equipment and manpower to effectively discharge the activities on behalf of the Trading Member.</li> </ul>

### Authorised Persons - In BSE

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"Authorised Person" (AP) means any person not being a member of a Stock Exchange who acts on behalf of a member-broker as an agent or otherwise for market access & assisting the investors in buying, selling or dealing in securities through such member-brokers.

All authorised persons are required to obtain a Certificate of Registration from the Exchange without which they are not permitted to deal in securities. SEBI has directed through circular no. MIRSD/DR-1/Cir-18/09 dated November 06, 2009, that no broker shall deal with a person who is acting as a authorised person unless he is registered with Exchange and it shall be the responsibility of the member-broker to ensure that his clients are not acting in the capacity of an Authorised person unless they are registered with the Exchange as authorised person.

It is mandatory for member-brokers to enter into an agreement with the Authorised person. The agreement lays down the rights and responsibilities of member-brokers as well as Authorised person.

i) If the proposed subbroker is only 10th pass then a experience prior to 1992 is required to be submitted

j) In case of a married woman desiring to become a subbroker requires to submit a marriage certificate or a affidavit for name change on a fifty rupees stamp paper 93

k) An undertaking should be submitted that applicant will deal directly with investors and not through any other sub-broker on being registered with SEBI.

## Document Checklist for Authorised Person Application

### MANDATORY DOCUMENTS (Proprietor / Partners / Directors)

1. PAN Card of Applicant
2. Office Address Proof (Any one of the Below)
  - a. Bank Statement/Passbook
  - b. Rent Agreement
  - c. Electricity Bill
  - d. Shops & Establishment Certificate
3. Residence Address Proof (Any one of the Below)
  - a. Passport
  - b. Driving License
  - c. Bank Statement/Passbook
  - d. Rent Agreement
  - e. Electricity Bill
  - f. Ration Card
4. Education Qualification Proof (Min. Education Require. : SSC 10<sup>th</sup> Pass)
5. AGE : MIN AGE 18 YEARS

### Partnership Firm (AP Registration) :

- Partnership Deed (in English)
- Form G/ROF receipt
- Firm PAN
- All partner's above mentioned documents

### Corporate Form (AP Registration) :

- Company Incorporation Certificate
- Memorandum and Articles
- Company's PAN
- Shareholding pattern and Directors details
- Board Resolution

**Note 1 : If Applicant Female is Married : Marriage Certificate Requires**

**Note 2 : If Name mismatch in any document, Affidavit Requires**

## Proposal for New Franchisee / Remiser Approval Form

Date :

Proposed Town :	Dist & State :	Pin Code :	
Category :	Individual/Partnership/Corporate	AP/Remiser :	Initiated By :

<b>Town/Location Potential : A</b>		<b>Particulars of the Associates : B</b>	
City/Town/Village :		Name of Individual/Firm :	
Location :		Office Owned / Rented / DPTK Branch :	
Population :		Office Size :	
No. of Share Brokers in Town (Direct or Indirect)		Any Previous association as SB/AP/RM with another Broker :	Yes / No If Yes, then fill the details in "C"
Bank Presence	BOB / AXIS Bank / ICICI Bank / HDFC Bank	Investment Capacity/Deposits :	
DPTK Existing Branch		Existing Occupation :	
DPTK Existing SB/AP		Brokerage Sharing Terms :	
<b>Details of Current Associate with another SB/AP/RM : C</b>		Segments to Offer :	
Broker Name :		Contact No. of Associate :	
Current Client Base :		Proposed Launch Date :	
Monthly Approx Sharing :			

<b>Potentiality of SB/AP/RM : D</b>		
Potential (Associate)	Client Acquisition	Broking Earnings
3 Months		Cross Sale Products
6 Months		
12 Months		
<b>Top 5 Broking Firms in Town : E</b>		
1		
2		
3		
4		
5		

**Remarks from DPTK Officials :**