

# Submission of Annual Returns

The members are required to furnish to the Exchange the following documents towards Annual Returns: -

1. Audited Annual Financial Statements duly certified
  - a) For **Corporate** members :
    - i) Directors report,
    - ii) Auditors reports,
    - iii) Profit and Loss Account,
    - iv) Balance Sheet,
  - b) For **Non-Corporate** members :
    - i) Profit & Loss Account,
    - ii) Balance Sheet,
2. Net worth Certificate in format as specified in Annexure I
3. Shareholding/Sharing Pattern in format as specified in Annexure II  
(Applicable to Corporate members / Partnership firms)
4. Dominant Promoter Group (DPG) details in format as specified in Annexure III  
(Applicable to Corporate members / Partnership firms)
5. Details of Directors/ Partners/ Proprietor/ Karta / Society Member in format as prescribed in Annexure IV

**Networth Certificate Format**

**Certificate dated ..... Submitted by ..... to MCX (For Corporates, Partnership Firms, Individuals, Sole Proprietor, Institutions, Co-operative Societies)**

**CERTIFICATE**

This is to certify that the Net worth of M/s. / Mr. / Ms. .... As on ..... is Rupees ..... Only.

It is further certified that the computation of Networth, based on my / our scrutiny of the books of accounts, records and documents, is true and correct to the best of my / our knowledge and as per information provided to my / our satisfaction.

Date:  
Place:

For (Name of Accounting Firm)

Name of the Partner  
Chartered Accountant  
Membership Number

(Rubber stamp)

### Composition of Net worth of the Members

The Members will have the option of computing their net worth as per any of the two methods given below. However, once a Member chooses one of the two given methods, he will have to continue to compute his net worth using the same method unless a change of method is specifically approved by the Exchange.

#### Method 1:

The Networth should be computed either as per the formats given below:

Paid up Capital *	
Net worth calculated as follows:	
Paid up Capital	
Add: Reserve & Surplus (excluding revaluation reserves)	
Less: Accumulated losses if any -	
Less: Miscellaneous Expenditure -	
Total Net worth	

\* Give details of capital issued after the date specified above.

Date:

For (Name of Accounting Firm)

Place:

Name of the Partner  
Chartered Accountant  
Membership Number

(Rubber stamp)

OR

MEM/RD/05

**Method 2:**

By valuation of assets on the following basis:

<b>A.</b>	Listed (Quoted) investments in the name of the applicant (at market value) (Detailed list to be enclosed)	
<b>B</b>	Margin of 30% on market value of listed (quoted) Investments	
<b>C</b>	Net value of listed Investments <b>(A) – (B)</b>	
<b>D</b>	Investments in unlisted (unquoted) companies (as per note no. 2)	
<b>E</b>	Margin of 50% on <b>(D)</b>	
<b>F</b>	Net value of unlisted Investments <b>(D) – (E)</b>	
<b>G</b>	Other Investments (at cost) with PPF and NSC at current value, Statutory deposits with MCX, Deposits with registered NBFCs, Bank FDs	
<b>H</b>	Total Net Investments <b>(C) + (F) + (G)</b>	
<b>I.</b>	Market Value of Land & Building component of the Fixed Assets (Full details of such assets like survey number, location, address, extent of land & building to be furnished)	
<b>J</b>	Margin on <b>(I)</b> at 50%	
<b>K</b>	Net value of such fixed assets <b>(I – J).</b>	
<b>L</b>	Debtors not exceeding 3 months + Cash & Bank balance	
<b>M</b>	Current Liabilities	
<b>N</b>	Long term liabilities	
<b>O</b>	Net worth <b>(H + K + L) – (M + N)</b>	

Date:

For (Name of Accounting Firm)

Place:

Name of the Partner  
Chartered Accountant  
Membership Number

(Rubber stamp)

## Notes:-

1. Valuation of fixed assets for the consideration of net worth would have to be certified by government approved valuers which should not be more than 2 years old. Only those items of land & building that are in the name of the member as well as in the possession of the member shall be included under the head (I) - Land & Building component of the Fixed Assets. Those properties that are leased out by the member or taken on lease shall not be included for computation of net worth. Fixed Assets other than Land & Building shall not be included for the purpose of computation of net worth.
2. Valuation of unlisted investments would be at "fair value" of the said investment, i.e. the average of the "break up value" and the "earning value". For this purpose: -
  - a) The "break up value" means the equity capital and reserves as reduced by intangible assets and revaluation reserves, divided by the number of equity shares of the investee company.
  - b) The "earning value" means the value of an equity share computed by taking the average of profits after tax as reduced by the preference dividend and adjusted for extra-ordinary and nonrecurring items, for the immediately preceding three years and further divided by the number of equity shares of the investee company and capitalised at the following rate: -
    - In case of predominantly manufacturing company, eight percent;
    - In case of predominantly trading company, ten percent; and
    - In case of any other company, including an NBFC, twelve percent;
    - If, an investee company is a loss making company; the earning value will be taken at zero. (For e.g. earning value for an NBFC with capitalisation rate of 12%, is earning per share multiplied by 100/12)
3. Details of items comprising investments, current assets, current liabilities and long term liabilities should be given separately.
4. Current assets should exclude loans to related entities, bad and doubtful debts and debts outstanding for more than 3 months, advance against capital assets, pledged securities / assets, prepaid expenses and also intangible assets.
5. Debtors should be distinguished as debtors arising from commodity operations and others.
6. Value of membership card / Deposits with any other Stock / Commodity Exchange are to be excluded for the purpose of computation of net worth.
7. Advance / Investment with or debts due from persons / entities notified under Special Court (Trial of Offences Relating to Transactions in Securities) Act, 1992 are to be excluded for the purpose of computation of net worth.

**For Corporate Member**

MEM/RD/16

**Annexure II**

**SHAREHOLDING PATTERN  
(ON COMPANY'S LETTER HEAD)**

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

**Paid up capital: \_\_\_\_\_ Rs. \_\_\_\_\_**

**Face value of each equity share (or any other instrument): \_\_\_\_\_ Rs. \_\_\_\_\_**

<b>Sr. No.</b>	<b>Name #</b>	<b>Number of shares held</b>	<b>Amount paid-up (Rs.)</b>	<b>% age of total</b>
1				
2				
3				
4				
Others @				
<b>TOTAL</b>				<b>100%</b>

NOTES:

# In case of body corporate, give similar details thereof separately.

@ Persons holding 5% or more of the paid up capital should be shown separately and not clubbed in others.

Date:

1. \_\_\_\_\_

2. \_\_\_\_\_

**SIGNATURE(S)**  
DESIGNATED DIRECTORS  
WITH THEIR NAMES

**SIGNATURE(S)**  
DESIGNATED DIRECTORS  
WITH THEIR NAMES

Place:

Rubber Stamp

Rubber Stamp

**AUDITOR'S CERTIFICATE**

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

Date:

For (Name of Accounting Firm)

Place:

Name of the Partner  
Chartered Accountant  
Membership Number

(Rubber stamp)

**SHARING PATTERN  
(ON FIRM'S LETTER HEAD)**

Sr. No.	Name	Capital in the Firm	Share in Profits	Share in Losses
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>

Date:

\_\_\_\_\_  
**Signature(s) of Managing Partner(s)**

**Rubber Stamp:**

Place:

**CERTIFICATE**

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

Date:

**For (Name of Accounting Firm)**

Place:

**Name of the Partner/Proprietor  
Chartered Accountant  
Membership Number  
Rubber stamp of firm**

**For Corporate Member**

Annexure III

**Details of Dominant Promoter Group (DPG) - DPG-1:**

Details of Dominant Promoter Group as on \_\_\_\_\_

S. No	Name	No of Shares*		Total Amount Paid*		% of total*		Total
		Self	Relative	Self	Relative	Self	Relative	
1								
2								
3								
4								

Date:

1. \_\_\_\_\_

SIGNATURE(S)  
DESIGNATED DIRECTORS  
WITH THEIR NAMES

2. \_\_\_\_\_

SIGNATURE(S)  
DESIGNATED DIRECTORS  
WITH THEIR NAMES

Place:

Rubber Stamp

Rubber Stamp

**CERTIFICATE**

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

Date:

For (Name of Accounting Firm)

Place:

Name of the Partner  
Chartered Accountant  
Membership Number

\*For arriving at the shareholding of persons constituting the Dominant Promoter Group the shareholding of close relatives, namely parents, spouse, children and their descendants, brothers, sisters and associates only may also be counted provided these relatives give an irrevocable, unconditional support in writing on the prescribed format of the Exchange.

**For Partnership Firm**

Annexure III

**Details of Dominant Promoter Group - DPG-1**

Details of Dominant Promoter Group as on \_\_\_\_\_

S. No	Name	Capital in the Firm		% of Share in Profits/Losses		*Total % of Share in Profits/Losses
		Self	Relative	Self	Relative	
1						
2						
3						
4						
<b>Total</b>						

Date:

Place:

\_\_\_\_\_  
Signature(s) of Managing Partner(s)

**CERTIFICATE**

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

Date:

For (Name of Accounting Firm)

Place:

Name of the Partner  
Chartered Accountant  
Membership Number

\*For arriving at the sharing percentage of persons constituting the Dominant Promoter Group the sharing of close relatives, namely parents, spouse, children and their descendants, brothers, sisters and associates only may also be counted provided these relatives give an irrevocable, unconditional support in writing on the prescribed format of the Exchange.

**DPG-2:**

Undertaking from Relative of Persons constituting DPG (Dominant Promoter / Partner Group)

{Each relative is to submit separate copy of this disclosure in the form of Annexure}

I, Mr. /Ms. / Mrs. \_\_\_\_\_, son / daughter / wife of \_\_\_\_\_ resident of \_\_\_\_\_ declare that

I am the absolute owner of \_\_\_\_\_ ( Number of shares ) Shares of Rs. \_\_\_\_\_ each of Rs. \_\_\_\_\_ per share paid up, which constitutes \_\_\_\_\_ % of the total paid up capital of the company \_\_\_\_\_ Private Limited / Limited \_\_\_\_\_ as on this date.

OR\*

I am partner in the Partnership Firm \_\_\_\_\_ For sharing profit and loss to the extent of \_\_\_\_\_% as as \_\_\_\_\_( Date )

\* Strike out whichever is not applicable.

I state that I shall irrevocably and unconditionally support in respect of my Shareholding/sharing pattern Mr. / Mrs. \_\_\_\_\_, a shareholder / partner in the above mentioned company / partnership firm. I further state that I have no objection to my above mentioned shareholding / sharing pattern being clubbed with the shareholding / sharing pattern of Mr. / Mrs. \_\_\_\_\_ who is my \_\_\_\_\_ (give relationship with the latter) for the purpose of determining the dominant promoter / partner group of the said Company / Partnership Firm

This support is irrevocable and I also undertake to give prior information to the Multi Commodity Exchange of India Limited before selling or otherwise transferring my part or whole of my above mentioned shareholding / sharing pattern.

Date:

Place:

Signature:

PTO...

WITNESS BY:

(1) Name:

(2) Name:

Address:

Address:

Signature:

Signature:

Place:

Place:

Date:

Date:

**CERTIFICATE**

This is to certify that the shareholding / sharing pattern of \_\_\_\_\_ as indicated above, based on my / our scrutiny of the books of accounts, records and documents is true and correct to the best of my/ our knowledge and as per information provided to my / our satisfaction.

Place:

For (Name of Accounting Firm)

Date:

Name of the Partner  
Chartered Accountant  
Membership Number

\*For arriving at the shareholding of persons constituting the Dominant Promoter Group the shareholding of close relatives, namely parents, spouse, children and their descendants, brothers, sisters and associates only may also be counted provided these relatives give an irrevocable, unconditional support in writing on the prescribed format of Exchange.

**DPG-2:**

**UNDERTAKING FOR CORPORATES SUPPORT**

We, M/s \_\_\_\_\_ Limited, incorporated as a company under the Companies Act, 1956 and having its registered office at: \_\_\_\_\_ do state as under:

- (a) As per the existing norms of Multi Commodity Exchange of India Limited (MCX) the shareholding of Mr / Ms \_\_\_\_\_\* in our company in direct proportion to our shareholding in the TCM company, may be reckoned for the purpose of arriving at the dominant group in M / s. \_\_\_\_\_(TCM Company).
- (b) We are \_\_\_\_\_% shareholder of the TCM Company and Mr. / Ms \_\_\_\_\_ dominant promoters of the Trading Member Company along with his / her specified relatives i.e. \_\_\_\_\_ are having \_\_\_\_\_% shareholding in our company.
- (c) Mr. / Ms \_\_\_\_\_\* have requested Multi Commodity Exchange of India Limited to consider their shareholding in our company in the permissible proportion to arrive at the dominant shareholders in the TCM Company and also requested us to given an irrevocable undertaking extending unconditional support to Mr. / Ms \_\_\_\_\_ (Name of the Dominant Promoters of the TCM company) to enable Multi Commodity Exchange of India Limited to consider aforesaid as dominant group).
- (d) We hereby extend our unconditional and irrevocable support in support of Mr. / Ms \_\_\_\_\_ (Name of the Dominant Promoters of TCM company) for the purpose of the determining the dominant group in the said TCM company.
- (e) We also undertake to give prior information to Multi Commodity Exchange of India Limited before effecting any change in the shareholding of Mr. / Ms \_\_\_\_\_\*

WITNESS BY:

For \_\_\_\_\_

Signature(s)

Director

Name

Date:

Address

Place:

Date:

\* Name of Dominant Promoters of the TCM Company along with their specified relatives having shareholding in the corporate giving the undertaking.

PTO...

**CERTIFICATE**

This is to certify that the shareholding of M/s \_\_\_\_\_(name of the member) is / are as mentioned below, based on my /our scrutiny of the books of accounts, records and documents.

We further certify that the information given above is true and correct to the best of our knowledge and as per the information provided to our satisfaction.

<b>Sr No</b>	<b>Name of Shareholder</b>	<b>No of Shares</b>	<b>Paid up Share Capital</b>	<b>% of share holding</b>

Place:

For (Name of Accounting Firm)

Date:

Name of the Partner  
Chartered Accountant  
Membership Number  
(Stamp of firm of Chartered Accountant Firm)

Note: The above certification and Board Resolution should be given along with the undertaking as given by corporates supporting the dominant promoter group.

**BOARD RESOLUTION**

(CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_ (NAME OF COMPANY) HELD ON \_\_\_\_\_ (DATE) AT \_\_\_\_\_ (PLACE OF MEETING)

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Resolved that the company do extend its unconditional and irrevocable support in favour of Mr / Ms \_\_\_\_\_ for the purpose of determining the dominant promoter group in M / s \_\_\_\_\_ (Trading-cum-Clearing Member) and accordingly, execute necessary documents including an irrevocable undertaking to give effect to the same and submit it to Multi Commodity Exchange of India Limited (MCX).

Resolved further that Mr / Ms \_\_\_\_\_, Director(s) of the company) to and is / are hereby authorized to execute necessary documents including undertakings as prescribed by Multi Commodity Exchange of India Limited from time to time.

Certified to be true

For \_\_\_\_\_ (Name of Company)  
\_\_\_\_\_ (Signature)

(Affix common seal of the company)

On the letterhead of the firm / company

Certificate dated \_\_\_\_\_

Submitted by \_\_\_\_\_ to MCX

**Details of Directors / Partners / Proprietor / Society Member**

Sr. No.	Name	Age	Education	PAN NO.	Designation Since	Whether Designated Director / Managing Partner in Member Company (Yes / No)	Experience (no. of years)	Shareholding / Sharing Pattern			Directorship / Controlling shareholding in other Cos / entities
								No.	Amount	% of Total	

Date

Place

Signature

Name of the Proprietor / Managing Partner / Designated Director

Rubber Stamp of the entity