

Trading-cum-Clearing Member-Partnership

Instruction for filling-up Membership Admission related documents

Sr. No.	Document Ref. No.	Particulars	Submitted (Yes /No/N.A)
Payments for Membership			
I		Admission Fees	
II		Processing Fees	
III		Initial Security Deposit (atleast 50% in cash and 50% in Cash/FDR/BG)*	
IV		Annual Subscription	
V		Minimum Usage Fees	
VI		Insurance Premium	
VII		VSAT charges(if applied)	
VIII		Lease Line charges(if applied)	
Documents for Membership			
(1)	TCMP-1	Membership Application Form	
i.		The Trade name of the Applicant and name of Managing Partner mentioned in application should match in all the documentation	
ii.		All the 16 columns should be filled in by the Member	
iii.		All the pages of the Application Form are to be signed by the authorized signatories. As per the undertaking of authorization.	
iv.		Point No. 1 - Trade Name of the applicant to be mentioned in full as per the Partnership Deed.	
v.		Point No. 2 - Address in full with Pin Code, Telephone No, Fax No, Email, Name of the Contact Person and Mobile No. to be given.	
vi.		Point No. 4 - Nationality of the Applicant to be given.	
vii.		Point No. 6 - Date of Incorporation Partnership Firm - Date of effective of Partnership Firm business as per the Deed.	
viii.		Point No. 7 - Complete details with regard to Name, designation, Tel No, Fax No., Mobile No and Email Id to be given	
ix.		Point No. 9 - Name of the Bank, Branch Address in which A/c is operative, Account No and Account operation since to be mentioned.	
x.		Point No. 11 - Networth in Rs. and on which date (As on) to be mentioned. Enclosed Networth Certificate as per the prescribed format of the Exchange.	
xi.		Point No. 12 (a) - Details of Membership with other Exchanges of the Applicant Company to be mentioned with complete details like Membership No, Registration No. and date of approval of Membership.	
xii.		Point No. 12 (b) - If sub-broker of any Member of MCX. If yes, provide details and NOC or else mentioned as NA.	
xiii.		Point No. 13 - STRIKE OFF (Yes/ No) whichever is Not Applicable. If yes, separate details to be provided on the letterhead of the applicant duly signed by the authorized signatory.	
xiv.		Last Page - Date of making an application to be mentioned AND Place to be given.	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
xv.		Last Page - Specimen of the signature(s) under the rubber stamp of the firm/authorized signatories should be provided along with the Name of the Signatories, designation of the signatories and Trade Name of the applicant. `	
xvi.		Last Page - Photographs of the Managing Partner.	
xvii.		The Photograph should be signed across by the Managing Partners.	
(2)	TCMP-2	Debarred Undertaking	
i.		Debarred Undertaking on the letterhead of the firm.	
ii.		Is Debarred Undertaking in Format	
iii.		Name of the member and name of the Managing Partners mentioned in the first paragraph of the Undertaking.	
iv.		Signed under the rubber stamp of the Firm/authorized signatories by the/Managing Partner	
v.		Name of the managing partner is per the application form.	
vi.		Date and Place should be mentioned in the Debarred Undertaking.	
(3)	TCMP-3	Undertaking for not being Proprietor/Karta / Managing Partner/Designated Director in any other membership of MCX	
i.		Undertaking should be on the letterhead of the firm/company.	
ii.		Undertaking is in Format	
iii.		<u>Separate undertaking submitted.</u> Each Managing Partner in case of Partnership Firm	
iv.		Name of the managing partner is per the application form.	
v.		<u>Common undertaking submitted.</u> Name of all the Managing Partners mentioned signed by all the Managing Partners under the rubber stamp of the Firm.	
vi.		Date and Place should be mentioned in the Undertaking.	
(4)	TCMP-4	Proof of Age	
i.		Are the applicant/ Managing Partners of 21 years.	
ii.		The copy of age proof submitted is Self Certified under the rubber stamp	
iii.		The Age Proof submitted is Valid (i.e. the Validity of the documents should not expire.)	
iv.		The Name of the Person mentioned in the Proof matches with the Application Form	
v.		The Name of the Person mentioned in the Proof matches with the Bio-data	
vi.		The date of birth of the person mentioned in the proof matches with the Bio-data	
(5)	TCMP-5	Proof of Address	
i.		Is the Applicant Indian National	
ii.		The copy of address proof submitted is Self Certified under the rubber stamp	
iii.		The Address Proof submitted is Valid (i.e. the Validity of the documents should not expire.)	
iv.		Utility Bill submitted as address proof and are within 3 months	
v.		The Address mentioned in the Proof matches with the Bio-data	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(6)	TCMP-6	Proof of Address of the Applicant	
i.		Is the Applicant Indian National / Registered in India	
ii.		The copy of address proof submitted is Self Certified under the rubber stamp	
iii.		The Address Proof submitted is Valid (i.e. the Validity of the documents should not expire.)	
iv.		Utility Bill submitted as address proof and are within 3 months	
v.		The Address mentioned in the Proof matches with the Application Form	
(7)	TCMP-7	Proof of Education	
i.		The copy of education proof submitted is Self Certified under the rubber stamp	
ii.		The Name of the Person mentioned in the Proof matches with the Application Form	
iii.		The Name of the Person mentioned in the Proof matches with the Bio-data	
iv.		Education Proof not available, an Affidavit duly Notarized submitted	
v.		Education Qualification Proof submitted mentioned in the Bio-data	
(8)	TCMP-8	Proof of Experience	
i.		Submitted on the Letterhead of the Issuing Entity	
ii.		The Name of the Person mentioned in the Proof matches with the Application Form	
iii.		The Name of the Person mentioned in the Proof matches with the Bio-data	
iv.		Period of Experience, field of experience and type of Experience mentioned.	
v.		Self Certification submitted.	
(9)	TCMP-9	Details of Foreign Holding	
i.		Foreign holding submitted on the letterhead of the member.	
ii.		Submitted as per the format prescribed by the exchange	
iii.		Does not have any foreign holding.	
iv.		If there is foreign holdings details are provided	
v.		Signed by the Managing Partner under the rubber stamp of the company.	
(10)	TCMP-10	Latest Annual Report	
i.		Certified true copy of the Annual Report Submitted (31.3.2008 / 31.3.2009)	
ii.		Annual Report contains, Auditors Report, Balance Sheet, Profit & Loss A/c, Schedule and Notes to the A/c	
(11)	TCMP-11	PAN Details as per Circular No. 478 dated November 10, 2006	
i.		Details submitted are in the format prescribed in circular no.478	
ii.		Covering letter is on the letterhead of the member.	
iii.		Certified Copies of the PAN Cards (Both Sides) by the Managing Partners/ Firm , under the rubber stamp of the Firm/authorized signatories.	
iv.		PAN Number mentioned in the letter matches with the PAN Card copies submitted	
v.		Date of birth mentioned in the PAN Card matches with the Bio-data	
vi.		PAN Card Number of the applicant matches with the details mentioned in Application Form	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(12)	TCMP-12	Details of Partners	
i.		All the columns filled and NA mentioned wherever Not Applicable	
ii.		The details submitted are in the prescribed format of the Exchange.	
iii.		Details mentioned matches with the bio data and Sharing Pattern.	
iv.		Date of the certification should be mentioned.	
v.		Certified by the Managing Partner of the firm under the rubber stamp of company/authorized signatories.	
(13)	TCMP-13	Brief history of the applicant	
i.		Submitted on the letterhead of the Applicant	
ii.		History of the Firm provided along with the history of Managing Partners	
iii.		Certified by Managing partner under the rubber stamp of Firm.	
(14)	TCMP-14	Bio-data	
i.		Bio data submitted for Managing Partners who have signed the Application Form	
ii.		Submitted in the prescribed format of the Exchange.	
iii.		Signed by the concerns person whose bio data is submitted?	
iv.		All the details mentioned in the bio data	
v.		The details mentioned in the bio data matches with the Proof submitted (such as PAN card for PAN no., PAN card or Passport for age proof, and Passport, Ration card, Driving license or Voter ID for address proof etc.)	
(15)	TCMP-15	Networth Certificate	
i.		Submitted in Method 1	
ii.		Networth Certificate submitted is in the prescribed format of the Exchange.	
iii.		Networth Certificate submitted is on the letterhead of the Chartered Accountant.	
iv.		Break up of Networth submitted is on the letterhead of the Chartered Accountant.	
v.		Networth Certificate submitted is not more than 6 month old.	
vi.		Networth Certificate clearly indicates the as on date, name of the member, the amount of the Networth in figures and in words, date and place	
vii.		Amount mentioned in the figures and words matches with the breakup & Networth Certificate	
viii.		Networth Certificate and the breakup of the Networth are certified by the Chartered Accountant.	
ix.		The details of the Chartered Accountant such as Name of the firm, name of the Proprietor/Partner signing the certificate and Membership no. of the Chartered Accountant mentioned in the Networth Certificate submitted	
x.		The rubber stamp of the Chartered Accountant affixed on the Networth Certificate and Breakup of Networth certificate.	
xi.		The Networth Certificate supported by Balance Sheet certified by Chartered Accountant as on the date of the Networth Certificate (i.e. the date of Balance Sheet and Networth certificate matches)	
xii.		First Method of Networth selected and the figures of Paid-up Capital, Reserves and Surplus, Accumulated losses and Miscellaneous Expenditure mentioned in the Networth Certificate match with the figures mentioned in the Balance Sheet.	
xiii.		Share Capital mentioned in the Networth matches with the Sharing pattern.	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
xiv.		Second Method of Networth Selected	
xv.		Detail list of the listed and unlisted Investments certified by Chartered Accountant separately as annexure submitted.	
xvi.		Valuation Report of the property in case member has shown Investment in the Land and Building component of Fixed Asset certified by Government Approved Valuer	
xvii.		The figures of debtors not exceeding 3 months, cash and bank balance, current liabilities and long term liabilities mentioned in Networth Certificate match with the figures mentioned in the balance sheet	
(16)	TCMP-16	Firm Registration Certificate:	
i.		Firm Registration Certificate not submitted but application made to Registrar of Firm	
ii.		Registration Certificate not received but undertaking submitted	
iii.		The Firm Registration Certificate submitted as certified true copy by the Managing Partners under the rubber stamp of firm/authorized signatories.	
iv.		The name of the member and date of registration mentioned in the Firm Registration Certificate submitted match with the name of the member and date of registration mentioned in the Membership Application Form.	
(17)	TCMP-17	Registered Partnership Deed:	
i.		The Partnership Deed submitted is Registered Partnership Deed.	
ii.		The Registered Partnership Deed submitted is certified as true copy by the Managing Partners under the rubber stamp of the Firm/authorized signatories.	
iii.		The Registered Partnership Deed submitted should contain trading in Commodity Derivatives as nature of business.	
iv.		The date mentioned in the deed on which it has come into existence/ effective is the date mentioned in the Application Form as date of incorporation (if not registered)	
(18)	TCMP-18	Undertaking from all the Partners Authorizing Managing Partner:	
i.		The Undertaking from all the Partners authorizing Managing Partner is in the prescribed format of the Exchange.	
ii.		The Undertaking from all Partners authorizing Managing Partner on the letterhead of the firm.	
iii.		The Undertaking from all the Partners authorizing Managing Partner contains the name of all the Partners and signature of all the Partners.	
(19)	TCMP-19	Sharing Pattern:	
i.		Sharing Pattern submitted is in the prescribed format of the Exchange.	
ii.		Sharing Pattern submitted is on the letterhead of the Firm.	
iii.		Names of the shareholders and their sharing in profit and loss mentioned in Sharing Pattern match with the names and sharing in profit and loss mentioned in the Partnership Deed.	
iv.		The Sharing Pattern submitted is certified by the Managing Partners under the rubber stamp of the Firm/authorized signatories.	
v.		The Sharing Pattern submitted is certified by the Chartered Accountant under the rubber stamp of C.A. firm along with Membership number.	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(20)	TCMP-20	Dominant Promoter Group Details:	
i.		Individual have been identified as Dominant Promoter Group (Maximum 4) (51%).	
ii.		Details of Dominant Promoter Group (Annexure DPG 1) are in the prescribed format of the Exchange.	
iii.		Sharing Pattern mentioned in the Dominant Promoter Group matches with the details mentioned in the Sharing Pattern and Partnership Deed.	
iv.		The Details of the Dominant Promoter Group is Certified by the Managing Partner under the rubber stamp of the firm/authorized signatories	
v.		The Details of the Dominant Promoter Group is certified by the Chartered Accountant under the rubber stamp of the Firm/Company along with Membership number.	
vi.		In case of relative support (Indirect) (Annexure DPG 2) for forming DPG the Undertaking from the relative supporter should be in the prescribed format of the Exchange.	
vii.		The Undertaking from supporters (if any) is signed by the supporter and witness by two persons along with the details as per requirement mentioned in the format of Undertaking.	
viii.		The Undertaking from supporters (Annexure DPG 2) submitted are certified by Chartered Accountant under the rubber stamp of C.A. Firm along with Membership number.	
(21)	TCMP-21	FORM MR	
i.		To be submitted on the Letterhead of the Applicant and format should not be changed.	
ii.		Point No. 1 & 2 - Trade name of the Applicant to be mentioned.	
iii.		The address mentioned on the letterhead matches with the address mentioned in Form MR	
iv.		Reply to all the columns is compulsory except point No. 3 and point no 9. Point No 3 and 9 are to be counter signed by the Managing Partners along with the rubberstamp	
v.		Reply to Point No. 15, 17, and 19 should be YES OR NO. If YES, then details to be given.	
vi.		Each page of the Form MR is to be signed by the Managing Partners	
vii.		Each details to be provided with respect to the all the points which have been mentioned.	
viii.		Managing Partners to sign across the each column (whether it is handwritten / typed /blank columns)	
ix.		Date and Place to be mentioned by the Applicant.	
x.		Confirmation of the Exchange part should be left blank.	
(22)	TCMP-22	Undertaking For User ID	
i.		Undertaking for User id is in the prescribed format mentioned in Circular no.395	
ii.		Undertaking for User id is submitted on the Stamp Paper of Rs. 300/-	
iii.		All the details should be filled in completely as per the requirement mentioned in the format and as the guidelines mentioned in Circular No.395 of the Exchange.	
iv.		Undertaking is signed by the Managing Partner under the rubber stamp of the Firm/authorized signatories and the approved user.	

v.		Photograph of the Approved User is affixed on the undertaking.	
vi.		Address mentioned for Approved User in the Undertaking is same as given in application for authorized user	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(23)	TCMP-23	Application for Authorized User Id:	
i.		Application for Authorized User id is in the prescribed format mentioned in Circular no.395 of 2006 of Exchange.	
ii.		Application for Authorized User id is on the letterhead of the member.	
iii.		Application for Authorized User id is completely filled as per the requirement mentioned in the Application Form and in Circular no.395 of 2006 of Exchange.	
iv.		Member whose has applied for Member id marked the mode of connectivity as Internet as the initial id given to the member is through Internet.	
v.		All the pages of the Application form are signed by the Managing Partner and the Approved User.	
vi.		Copy of PAN Card (Both Sides) of Approved User duly certified by the Approved User and Managing Partner submitted.	
(24)	TCMP-24	Trading Through Internet:	
i.		Trading Through Internet Letter is in the prescribed format mentioned in Circular No.395 of 2006 of Exchange	
ii.		Trading Through Internet letter is on the letter head of the member.	
iii.		Trading Through Internet letter is submitted along with the Application made for Internet User id.	
iv.		Trading Through Internet should be filled as per the requirement mentioned in the format.	
v.		Trading Through Internet is signed by the Managing Partner under the rubber stamp of the company/authorized signatories.	
		All stamp papers used for undertakings have to be in the name of Applicant only	
(25)	TCMP-25	Trading-cum-Clearing Member Undertaking on Rs.300/- Stamp Paper	
i.		Trading-cum-Clearing Member Undertaking is on Rs.300/- Non-judicial Stamp Paper or Franking of Rs. 300/-	
ii.		Trading-cum-Clearing Member Undertaking should not be typed.	
iii.		Trading-cum-Clearing Member Undertaking is duly notarized	
iv.		Trading-cum-Clearing Member Undertaking is in the prescribed format of the Exchange.	
v.		Execution date mentioned in the Undertaking is after the date of the Non-Judicial Stamp Paper or date of Franking.	
vi.		Each Page of the Undertaking is signed by the Managing Partners under the rubber stamp of the Firm/authorized signatories.	
vii.		Managing Partner has signed next to every hand written details in the Trading-cum-clearing Member Undertaking.	
viii.		The Undertaking is witnessed by two persons along with the details such as name and address of witness.	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(26)	TCMP-26	Internet Based Trading Undertaking on Rs.300/- Stamp Paper	
i.		Internet Based Trading Undertaking is on Rs.300/- Non-judicial Stamp Paper or Franking of Rs. 300/-	
ii.		Internet Based Trading Undertaking should not be typed.	
iii.		Internet Based Trading Undertaking is duly notarized	
iv.		Internet Based Trading Undertaking is in the prescribed format of the Exchange.	
v.		Execution date mentioned in the Undertaking is after the date of the Non-Judicial Stamp Paper or date of Franking.	
vi.		Each Page of the Undertaking is signed by the Managing Partners under the rubber stamp of the Firm/authorized signatories.	
vii.		Managing Partner has signed next to every hand written details in the Internet Undertaking.	
viii.		The Undertaking is witness by two persons along with the details such as name and address of witness.	
(27)	TCMP-27	VSAT/ Leased Line Connectivity	
i.		In case member wishes to go for VSAT or Leased line then they may refer our website www.mcxindia.com >Membership>Connectivity request for documentation. The request for the same may be forwarded to Membership Department Separately.	
(28)	TCMP-28	Bank Reference Letter	
i.		Bank Reference Letter submitted is in suggested format prescribed by the Exchange.	
ii.		Bank Reference Letter is on the letter head of the Bank.	
iii.		Bank Reference letter is addressed to Exchange	
iv.		Bank Reference letter contain the remarks of Operations in A/c are Satisfactory, Current A/C no. and date from when the A/c is operational.	
v.		The Bank Reference Letter is signed by the Branch Manager under the rubber stamp of the Bank.	
(29)	TCMP-29	Latest Income Tax Return	
i.		IT returns of Firm	
(30)	TCMP-30	Bank Letter to MCX Stating details of Client and Settlement account number	
i.		The Letter for the Client and Settlement Account numbers form the bank is the letter head of the Bank	
ii.		Bank Letter is addressed to Exchange	
iii.		The Title of the Bank A/c is :-	
iv.		Trade Name of Member-MCX Client A/c	
v.		Trade Name of Member-MCX Settlement A/c	
vi.		Bank letter contain Name of the Branch where the A/c is opened.	
vii.		MAP- ID in case of Bank of India & Indus Ind. Bank.	
viii.		Bank Letter is signed by the Authorized Signatories of the Bank	

Sr. No	Document Ref. No.	Documents for Membership	Submitted (Yes /No/N.A)
(31)	TCMP-31	Intimation of the Compliance Officer	
i.		The Letter for Intimation of Compliance Officer is in the prescribed format of the Exchange.	
ii.		The Letter for Intimation of the Compliance Officer is on the letter head of the member.	
iii.		All the details as per the requirement mentioned in the letter of intimation.	
iv.		The Letter is signed/ certified by the Managing Partner under the rubber stamp of the company/authorized signatories.	
v.		The letter should be counter signed by the appointed compliance Officer.	
(32)	TCMP-32	Business Undertaking	
i.		Business Undertaking on the letterhead of the firm.	
ii.		Is Business Undertaking in Format	
iii.		Name of the member and name of the Managing Partners mentioned in the first paragraph of the Undertaking.	
iv.		Signed under the rubber stamp of the Firm/authorized signatories by the/Managing Partner	
v.		Name of the managing partner is per the application form.	
vi.		Date and Place should be mentioned in the Business Undertaking.	
(33)	TCMP-33	BPO/KPO Services Undertaking	
i.		Undertaking on the letterhead of the firm	
ii.		Undertaking in prescribed format	
iii.		Signed under the rubber stamp of the company/authorized signatories by the Managing Partner	
iv.		Name of the Managing Partner is per the application form	
v.		Date and Place should be mentioned in the Undertaking.	

*Please note that if Fixed Deposit Receipt (FDR) is submitted towards 50% security deposit the same should be for a minimum period of 3 years and if Bank Guarantee (BG) is submitted towards 50% security deposit the same should be for a minimum period of 1 year. (For further guidelines kindly refer circular no.MCX/C&S/313/2008 dated: October 01, 2008)

Note:

- ✓ **For list of Approved Banks for Fixed Deposit Receipt and Bank Guarantee please refer the following section on our website:**
 - Membership >New Membership > Admission Related Documents> Collateral Deposits Documents > List of Approved Banks
- ✓ **For list of Clearing Bank for opening client and settlement account please refer the following section on our website:**
 - Membership >New Membership > Admission Related Documents> Important Information > Clearing Banks