Procedure for submission of Application for Withdrawal (Cancellation) of Authorised Person (AP)

1. The path for Cancellation of Authorised Person (AP) on the new integrated MCX AP Portal is https://approfile.mcxindia.com . To submit AP withdrawal request :-

a) Go to 'Search AP' tab. Search AP by name or PAN.
b) On selection of the AP, select the Withdrawal option.
c) Select the reason for withdrawal in the list mentioned in the drop down.
d) On selection of the option, upload the required documents. Scanned documents should be in PDF/.tif format and each file should not be more than 1 MB
e) Select the Authorised Signatory, enter password and click on Submit.

The documents to be uploaded are:-

a) Member request letter for cancellation of AP registration.
b) Authorised person's request letter on letterhead of AP for cancellation of AP registration.
c) Copy of Death Certificate. (In case of death of AP)
d) In case of Partnership firm/LLP, the cancellation request letter and letter of authority for cancellation (in case all partners have not certified the request) must be on the firm's letterhead.
e) In case of Corporate entity, the cancellation request letter with Board Resolution for cancellation must be on the firm's letterhead.
f) Copy of Termination notice issued to the Authorised Person, POD details and Track sheet (in the case of Not Traceable)
g) Termination Notice, POD details, Track sheet, newspaper advertisement – Daily English & Regional. (In the case of forceful Termination).
h) Prior to submission of cancellation application of Authorised Person, the Member has to disable the terminal of the said Authorised Person (if terminal is provided) through e-xchange and a copy of the screen shot confirming deactivation of terminals is to be uploaded on the AP portal along with the Member request letter.

2. Upon receipt of request from members through 'AP portal', the status of application in AP portal will be displayed as 'Open'.

3. In case there is deficiency or discrepancy in the application, the status in AP profile will be displayed as 'In process' where the deficiency or discrepancy will be displayed in the 'Exchange Remarks' column. In such cases members are required to re-submit the application after making the required changes.

4. In case there is no deficiency or discrepancy in the application, the status in AP profile will be displayed as 'Withdrawal'. (i.e. the Exchange has approved the cancellation)

5. Members need not submit any physical documents to the Exchange. However, the said physical applications and documents would be required to be maintained at the Member's end for inspection by Exchange/SEBI.