(On the letter head of the Member)

Change in Shareholding Pattern without Change in Control - Corporates

Instruction for Submission & filling-up documents (for Member's reference only):

STAGE – 1: Submission of Documents for prior approval of the Exchanges / Clearing Corporation

Document Ref. No	Particulars	Submitted (Yes / No / NA)
CSHC-1	**Request letter for obtaining prior approval for change in shareholding pattern without change in control.**	
a)	To be submitted for any change in shareholding pattern and change in composition of Promoter Group of Member entity. In case of change in shareholding / sharing pattern of Corporate Promoter / Holding Company / Ultimate Holding Company the same needs to be intimated to the Exchange/Clearing Corporation, if such changes do not lead to change in control. In case such changes results in change in control of the member entity (directly or indirectly), the same would require prior approval from Exchange & SEBI.	
b)	In case of Member entity / corporate promoter is a listed company, no prior approval is required, if such changes do not lead to change in control. However, Members are required to inform about such changes to Exchange/Clearing Corporation (as applicable) on quarterly basis. In case of any change leading to change in control, such changes would require prior approval from Exchange & SEBI.	
c)	In case of issue of ESOPs by member entity only intimation is required.	
CSHC-2	**Shareholding Pattern and Details of Promoter / Non-Promoter Group (Before Change)**	
a)	To be submitted in the specified format: ➢ duly certified by a **Chartered Accountant / Company Secretary in Practice**, only if there are changes since the last approved by the Exchange / Clearing Corporation and present shareholding pattern. Else; ➢ In case of no changes from the last approved details of shareholding, submit the certified copies (by continuing Designated Director / Authorised Signatory (ies) (as authorized by Board Resolution) under rubber stamp).	
b)	To be submitted for Member entity / Corporate promoter / Holding Company / Ultimate Holding Company.	
c)	In case of HUF, the details of the Karta and the Co-Parceners should be provided separately on the letter head of the HUF.	
d)	Persons holding 2% or more of the paid-up capital should be shown separately and not to be clubbed in others.	
e)	Preference shareholding, if any, in Member entity / Corporate promoter / Holding Company / Ultimate Holding Company to be provided in the similar format.	
f)	In case of multiple changes since the Shareholding Pattern last approved by the Exchanges/Clearing Corporations, all such changes need to be covered with supporting.	
CSHC –2	**Shareholding Pattern and Details of Promoter Group (After Change-Proposed)**	
a)	To be signed by Designated Director(s) / Authorised Signatory (ies) (as authorized by Board Resolution) under rubber stamp of company for proposed changes.	

(On the letter head of the Member)

	Note: Certification by Chartered Accountant / Company Secretary in Practice is not required for proposed changes.	
CSHC-3	**Board Resolution (suggested) for the Changes carried out in the Shareholding pattern**	
a)	Certified True Copy of the Board Resolution for the Changes carried out in the Shareholding Pattern / Promoter Group of the Member entity / Corporate Promoter Group–/ Holding Company / Ultimate Holding Company.	
b)	Separate Board resolution to be provided for reclassification of promoter.	
CSHC – 4	**Standard Undertaking**	
a)	If 'Yes' is mentioned in any of the points of standard undertaking, then details are mentioned in "Annexure to Undertaking"	
b)	Each page of standard undertaking has to stamped and signed.	
c)	In case there is no change in the details of the undertaking, please submit the certified true copy* of the Undertaking already submitted to the Exchange/Clearing Corporation if the same is not older than 3 months (*certified by Authorised Signatory).	
d)	Fit and Proper undertaking	
CSHC – 5	Processing Fees to be paid as applicable. Penalty (if applicable) for change in Shareholding without prior approval of the Exchange / Clearing Corporation. Member will authorize to debit the designated account linked with the Exchange (s) towards processing fees along with applicable taxes for each change in Shareholding.	
CSHC-6	**PEP Undertaking**	
CSHC-7	**Updation / Uploading on Exchange / Clearing Corporation (as applicable) Portal- Member has to update the proposed changes.**	
CSHC-8	**Transmission of Shares (due to death)**	
a)	Copy of death certificate duly certified by member.	
b)	In case of change in shareholding pattern of the company by transmission of shares a copy of "will" duly certified by all legal heirs & directors of the company should be submitted. In absence of "will" a affidavit from legal heirs from the Court of Law duly certified by the legal heirs & directors of the company should be submitted	
MGT 7	Annual Return submitted with the ROC.	

STAGE – 2: Submission of Documents for effecting the change in Shareholding pattern in records of the Exchange / Clearing Corporation, post approval of the Exchange / Clearing Corporation for Stage 1:

1	**Letter duly signed by Designated Director / Authorised Signatory** confirming implementation of proposed change(s) in Shareholding pattern and details of Promoter Group - as approved by the **Exchange / Clearing Corporation**.	Yes / No
CSHC-2	**Shareholding pattern and Details of Promoter Group after implementation of the proposal as per the specified format,** duly signed by Designated Director / Authorised Signatory of the company under the rubber stamp along with the certification of Chartered Accountant / Company Secretary in practice.	Yes / No
	Other Documents:	Yes / No
a)	Other documents (if any) as mentioned in the NOC issued by the Exchange for prior approval of change in shareholding pattern.	Yes / No

(On the letter head of the Member)

CSHC - 1

APPLICATION FOR CHANGE IN SHAREHOLDING PATTERN WITHOUT CHANGE IN CONTROL

Date: _____

To,
(Name of the Stock Exchange/s where member is registered)

Sir / Madam,

Ref : SEBI Registration No. INZ_____

Membership details :

Member ID	**Name of the Exchange / Clearing Corporation / Depositories**

We,_____, *(Name of the Member),* hereby seek your approval for changes in the Shareholding Pattern / Promoter Group of the Member Company as per the details given below:

Sr. No.	**Particulars of change(s)**	**Applicable (Yes/No/NA)**	**Proposed / Post- facto***
1	Issue of equity shares / ESOPs		
2	Transfer of equity shares among new / existing shareholders		
3	Transmission of shares		
4	Issue of bonus shares		
5	Right issue		
6	Split / Consolidation of equity shares		
7	Buy back of equity shares		
8	Issue of preference shares		
9	Redemption of preference shares		
10	Conversion of bonds/ preference shares to equity shares		
11	Any other changes, please specify		

** Post-facto changes are the changes already effected by the member without obtaining prior approval from the Exchange / Clearing Corporation. It should be noted that, post facto changes carried out by the member shall attract penalty / disciplinary actions as specified in Circulars from time to time.*

We confirm that:

a) We have paid fees, as applicable, to SEBI as on date of application.
b) Change in shareholding is not accompanied with change in control.
c) *There is no change in shareholding pattern compared to last approved by the Exchange/Clearing

(On the letter head of the Member)

Corporation vide its approval letter(s) dated _____

OR;

*There is no change in shareholding pattern since the date we obtained membership of Exchange/Clearing Corporation . *(Strike off whichever is not applicable)*

d) There is no Foreign Holding in the Member / Holding Company / Ultimate Holding Company. (In case there is Foreign Holding, provide the confirmation mentioned below):

Name of the Member / Holding Company* / Ultimate Holding Company*					
Sr. No	Name of Foreign holder	Nature/Type of Foreign holder **	No. of Shares held	Amount paid up	% of holding
1					
2					

* Separate details to be given in case of holding Company / Ultimate Holding Company (including all layers) In case of applicability only

** Please specify whether the holder is 1) Foreign Company 2) Foreign Individual 3) Non-Resident Indian (NRI) 4) Overseas Corporate Body (OCB) 5) Foreign Institutional Investor (FII) 6) Person of Indian Origin (PIO) 7) Non Resident – Limited Liability Partnership

We undertake all the necessary approvals for allotment of shares to foreign shareholders have been obtained from the appropriate/relevant authorities including that of Foreign Investment Promotion Board (FIPB).

We undertake to intimate and update Exchange/Clearing Corporation as and when there is any change in the aforesaid information related to Foreign Holding.

e) Details of post-facto changes being applied are as under (if applicable):

Sr. No.	Particulars of Change	Date of Change	Remarks, if any

We satisfy the eligibility criteria in terms of provisions of Securities Contract (Regulation) Rules, 1957 & SEBI (Stock Brokers) Regulations, 1992 the Rules, Bye-Laws, Regulations, Business Rules and Circulars issued by the **Exchange/Clearing Corporation** from time to time if any.

For any further communication in this regard, please contact the undersigned or Mr. / Ms. _____ (Name of the contact person) on_____ (contact numbers) or e-mail at _____.

Yours faithfully,

For _____ (name of the member)

_____

Name and Signature of Designated Director / Authorised Signatory

Under the rubber stamp

Place:

(On the letter head of the Member)

CSHC – 2

(Details of Shareholding Pattern & promoter/non promoter group of Corporates)
Certificate dated_____

Share Holding Pattern of _____ (Name of the Entity) as on _____ (Date)
Total Equity Share capital: Rs._____ (In figures), Rs._____ (In words).
Total Paid up Equity Share capital: Rs._____ (In figures), Rs._____ (In words).
Face value of each equity share (or any other instrument): Rs._____ (In figures) Rs._____ (In words)

PART I –PROMOTER GROUP									
Sr No	**Name of promoter [1]**	**Under what capacity [2]**	**Residential address (with Pin code) & Contact No**	**No. of shares held**	**Face value per share (Rs.)**	**Total Amt paid up**	**% shareholding**	**Pan Card No.**	**CIN NO (In case of corporates)**
1	**A**								
2	**B**								
3	**C**								
		TOTAL PROMOTER GROUP HOLDING (A)							

PART II – NON PROMOTER GROUP							
Sr No	**Name of the non promoter**	**No. of shares held**	**Face value per share (Rs.)**	**Total Amt paid up**	**% shareholding**	**Pan Card No.**	**CIN NO (In case of corporates)**
4							
5							
6	**OTHERS**						
TOTAL NON PROMOTER GROUP HOLDING (B)							
GRAND TOTAL (A) + (B)					**100%**		

[1] Promoter as defined under SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018 for Listed companies and as per Section 69 of Companies Act 2013 for unlisted companies. Persons having controlling interest in terms of SEBI (Stock broker) Regulations 1992 shall also form part of the Promoter/Promoter Group.

(On the letter head of the Member)

[2] as defined in **SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018** for Listed companies and as per Section 69 of companies Act 2013 for unlisted companies and/or having controlling interest in terms of SEBI (Stock broker) Regulations 1992 and Persons Acting in concert as defined under 2 (q) of Chapter I of SEBI (SAST) Regulations, 2011

NOTES:

1. In case of all body corporate in the promoter group of the trading member entity, the details of their shareholding shall also be furnished in the same format as given above
2. In case of HUF, give names of Karta and co-parceners.
3. Persons holding less than 2% of the paid up capital (not covered in the definition of promoter) may be clubbed and shown as 'others' under Non promoter group
4. Persons Acting in concert should be included in the list of promoters and should be mentioned as 'PAC' under the head' Under what capacity'
5. All initials to be expanded (full name to be indicated)

Date:
Place:

Signature of Compliance Officer / Director
Name of Person Signing

CERTIFICATE

This is to certify that the details of shareholding pattern and promoter group of M/s _____**(Name of Trading Member)** as given in above Annexure, based on my/ our scrutiny of the books of accounts, records and documents are true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place:
Date:

For (Name of Certifying Firm)
Name of Partner/Proprietor
Chartered Accountant / Company Secretary
Membership Number
UDIN
(Signature under Rubber stamp of Firm)

(On the letter head of the Member)

CSHC - 3

(ON THE LETTERHEAD OF THE COMPANY)

SUGGESTED FORMATS FOR BOARD RESOLUTION

CERITIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF <COMPANY NAME> HEREIN AFTER REFERRED TO AS THE "COMPANY" AT THE MEETING HELD ON _____ AT THE REGISTERED OFFICE <ADDRESS OF THE COMPANY> OF THE COMPANY.

"RESOLVED THAT company be authorized to apply to <name of **Exchange/Clearing Corporation** > to obtain necessary approvals required for the purpose of increase in authorized Share Capital of the Company from Rs._____ (Rupees _____) divided into _____ (_____) Equity/preference Shares of the face value of Rs.10/- each to Rs._____ (Rupees_____) divided into _____ (_____) Equity/preference Shares of the face value of Rs.10/- each.

RESOLVED FURTHER THAT company be further authorized to apply to <name of **Exchange/Clearing Corporation** > to increase in subscribed and paid-up share capital of the company from Rs._____ (Rupees _____) Equity/Preference Shares of the face value of Rs.10/- each to Rs._____ (Rupees _____) equity/Preference shares of the face value of Rs. 10/- each and that the shares shall be issued to existing as well as new shareholders as per following details

Sr. No.	Name of the Shareholder	No. of additional shares issued

RESOLVED FURTHER THAT company be further authorized to apply to <name of **Exchange/Clearing Corporation** > for transferring of _____ (no. of shares) equity/preference shares of face value Rs.10/- each to be transferred as per following details

Sr. No.	Name of the Transferor	No. of Shares	Name of the Transferee	No. of Shares

RESOLVED FURTHER THAT company be further authorized to apply to <name of **Exchange/Clearing Corporation** > for transmission of _____ (no. of shares) equity/preference shares of face value Rs.10/- each to be transmitted as per following details

Sr. No.	Name of the Transferor (deceased)	No. of Shares	Name of the Transferee	No. of Shares.

RESOLVED FURTHER THAT Mr. _____ and _____, Designated Directors of the company be hereby authorized to make representations before, <name of **Exchange/Clearing Corporation** > and to do all such acts, deeds and things in order to obtain necessary approvals. The above changes are subject to approvals from <name of **Exchange/Clearing Corporation** > and SEBI.

For <Company Name>

_____

Signature of Designated Directors/Authorized Signatory/Company Secretary under rubber stamp

(On the letter head of the Member)

CSHC - 4

Standard Undertaking

Date: _____

Sr. No.	Particulars	Confirmation by Member*
1.	Whether there is any enquiry / investigation / disciplinary action(s) initiated / pending by SEBI / Exchange / Clearing Corporation / RBI / any other regulatory authority against Member / directors / Promoters / KMPs.	Yes ☐ No ☐
2.	Whether there is any enquiry / adjudication / prosecution or any action including penalty, consent proceedings, administrative warning, caution or advisory letter etc., by SEBI / Exchange / Clearing Corporation have been initiated against Member or any of associates of the Member.	Yes ☐ No ☐
3.	Whether there are any complaints / arbitration cases pending against Member / directors by the Exchange / Clearing Corporation or referred by SEBI.	Yes ☐ No ☐
4.	Whether there is any action in respect of deviations in the broking operations initiated by the Exchange / Clearing Corporation pursuant to inspection / audit, etc. against the Member.	Yes ☐ No ☐
5.	Whether the Member / directors / Promoters / KMPs or its associate have been involved in any type of money laundering activities or have been debarred / suspended / expelled / declared defaulters / Willful defaulters / insolvent / bankrupt, by SEBI / Court / RBI / Exchange / Clearing Corporation / any other regulatory authority.	Yes ☐ No ☐
6.	Whether the Member / directors or its associate have, at any point of time, committed any act and / or have been convicted for any act involving threat to the public / national interest.	Yes ☐ No ☐
7.	Whether the Member / directors or its associate have been convicted of any economic offence.	Yes ☐ No ☐
8.	Whether the Member / directors have been rejected for Membership by any Exchange / Clearing Corporation.	Yes ☐ No ☐
9.	Whether there is provisional liquidator or receiver or official liquidator appointed by a competent court against the Member / directors.	Yes ☐ No ☐
10.	Whether there are any adverse comment against the Member / directors / shareholders and associates in the following databases: a. defaulter list of RBI as available at Cibil (www.cibil.com) i.e. suits filed of Rs. 100 lakhs and above & suits filed of Rs. 25 lakhs and above. b. following list as per SEBI data on the SEBI website (www.sebi.gov.in): i. list of cases resulted in compounding in the prosecution filed. ii. list of cases resulted in convictions in the prosecutions filed. iii. list of cases dismissed / accused discharges in the prosecution filed. iv. list of cases in which accused declared as proclaimed offenders in the prosecutions filed. v. Prosecution list / database of CIS cases (prosecution launched against CIS entities) and non CIS cases (prosecution launched against other that CIS entities).	Yes ☐ No ☐

(On the letter head of the Member)

Sr. No.	Particulars	Confirmation by Member*
	vi. List of Companies & Directors debarred from associating with Capital Market for a period of five years – Companies / Directors. c. Vanishing Companies database of Ministry of Corporate Affairs (MCA). d. Database of IOSCO. e. List of United Nation Sanctions.	
11.	Whether the Member / directors have any financial liability which is due and payable in terms of the SEBI Act, the Securities Contracts (Regulation) Act, 1956 or Rules and Regulations there under.	Yes ☐ No ☐
12.	Whether there are any instances of violation or non-adherence to any securities, market related regulations by the Member or its associate(s) / group companies in India or abroad and any action has been taken by a regulatory agency in this regard. If yes, the Member may be advised to provide the following additional information: a. Top 10 monetary penalties in case of foreign entities and all monetary penalties in case of Indian entities, imposed against the Member or any associate of the Member (for irregularities / violations in the financial services sector or for defaults in respect of shareholders / debenture holders and depositors, by any financial regulatory body or government authority or settlement arrived with any financial regulatory body during the last five years and details thereof). Penalties awarded for economic offences may be disclosed only in case of the Member. b. Details of all cases of suspensions and cancellation of certificate of registration (for irregularities / violations in financial services sector or for defaults in respect of shareholders, debenture holders and depositors) of the Member or any associate of the Member shall be disclosed for the last 10 years. c. All disclosures on penalties and action taken as per (a) and (b) above against foreign entities may be limited to the jurisdiction of the country where the principal activities (in terms of income / revenue) of the Member / associate companies are carried out or where the headquarters is situated.	Yes ☐ No ☐
13.	Whether the Member has been subjected to disciplinary proceedings under the Rules, Regulations, Business-Rules and Bye-laws of Exchange and / or Clearing Corporation, or enforcement action under securities laws, with respect to his business as a stock-broker involving either itself or any of its directors / shareholders or employees.	Yes ☐ No ☐
14.	Whether the Member has been convicted by a Court of competent jurisdiction for an offence involving moral turpitude, economic offence, securities laws or fraud.	Yes ☐ No ☐
15.	Whether any order for winding up has been passed against the Member.	Yes ☐ No ☐
16.	Whether any order, including an order of suspension of certificate of registration as an intermediary, restraining, prohibiting or debarring the Member / director from dealing in commodities / capital market or from	Yes ☐ No ☐

(On the letter head of the Member)

Sr. No.	Particulars	Confirmation by Member*
	accessing the commodity market / capital / securities market has been passed by SEBI or any other regulatory authority wherein a period of three years from the date of the expiry of the period specified in the order has not elapsed.	
17.	Whether any order cancelling the certificate of registration of the Member has been passed by SEBI on the ground of its indulging in insider trading, fraudulent and unfair trade practices or market manipulation wherein a period of three years from the date of the order has not elapsed.	Yes ☐ No ☐
18.	Whether any order withdrawing or refusing to grant any license / approval to the Member / director which has a bearing on the capital / securities market, has been passed by SEBI or any other regulatory authority wherein a period of three years from the date of the order has not elapsed.	Yes ☐ No ☐

if yes in any of the above mentioned points, then please submit the details of the same in the prescribed format given below as "Annexure to Undertaking")

Further, We/I also hereby declare that:

Sr. No.	Particulars
1.	We are financially sound.
2.	We confirm that they have necessary infrastructure like adequate office space, equipment and man power to effectively discharge the broking activities as per SEBI (Stockbrokers) Regulation, 1992.
3.	We and the directors undertake to intimate the Exchange / Clearing Corporation immediately in case of any action / complaints / investigation / enquiry by any Statutory Agency / Regulatory Agency / Exchange / Clearing Corporation / Court / Tribunal, in future.
4.	Our designated directors or whosevers identified as designated directors will continue to meet the eligibility requirements as prescribed in Securities Contracts (Regulation) Rules, 1957 and SEBI (Stock Brokers) Regulations, 1992.
5.	We will notify the Exchange and / or Clearing Corporation of any subsequent change in our details and to take SEBI and / or Exchange and / or Clearing Corporation approval for such changes wherever applicable as per Rules, Business Rules / Regulations & Bye-laws of the Exchange and / or Clearing Corporation and SEBI.
6.	We confirm that as long as the Member is engaged in broking / clearing as a member of any recognized Exchange / Clearing Corporation, it will engage itself in only such business as a member of Recognized Exchange / Clearing Corporation permitted to engage in under the Securities Contracts (Regulation) Rules 1957 and the Rules, Bye-Laws & Regulations of the Stock Exchange / Clearing Corporation. We are aware and acknowledge that if it engages in other Business, the Exchange/Clearing Corporation will be entitled to take disciplinary action (including fine, suspension & / or expulsion) against us.
7.	We and the directors, promoters and the Key Management Persons ("KMPs") are 'fit and proper person' as per Schedule II of SEBI (Intermediaries) Regulations, 2008 and SEBI (Stock Broker) Regulations, 1992 as amended till date including with reference to following criteria: i) integrity, reputation and character; ii) absence of conviction and restraint orders; iii) competence including financial solvency and net worth; iv) absence of categorization as a wilful defaulter.

(On the letter head of the Member)

Sr. No.	Particulars
8.	We confirm that as on date we have cleared all our dues to SEBI in respect of all the SEBI registrations that we hold including SEBI fees, and that we do not have any dues to SEBI outstanding for payment in respect of all our SEBI registrations, if applicable.
9.	We confirm to abide by the Rules, Bye-Laws, Regulations / Business Rules and Circular issued by the Exchange / Clearing Corporation from time to time.
10.	We confirm to be liable for all contracts and transactions in the Exchange entered by them or by our authorized representatives and comply with all requirements of the Clearing Corporation relating to settlement thereof and also confirm to abide by all decisions of the Exchange and / or Clearing Corporation with respect to the operation on the Exchange and / or Clearing Corporation and would perform accordingly in meeting our financial, regulatory and operational responsibility as decided by the Exchange and / or Clearing Corporation from time to time.
11.	We and the directors are aware that if at any time directly or indirectly through Member / our associate, agents or with any other persons acting in concert, acquire or hold the equity shares of Exchange, they shall adhere to the norms stipulated by SEBI from time to time with respect to the shareholding in a recognized Stock Exchange, including the provisions of its circular no. CIR/MRD/DSA/01/2016 dated January 01, 2016 and further undertake that my / our shareholding shall not exceed beyond the threshold limit as per the norms issued by SEBI from time to time.
12.	We will ensure that the Compliance Officer appointed by us will obtain the required certification(s) as prescribed by SEBI / Exchange from time to time.

The Member declares that the information given above is true, correct and complete to the best of our knowledge and information and any mis-statement or misrepresentation or suppression of facts in connection with the above undertaking may entail disciplinary action / expulsion of my / our Membership.

_____

Signature of all Designated Director/s under rubber stamp

Place:

Date:

<u>Note</u>: Please ensure that all the pages of Annexure 2 (Standard Undertaking) should be signed by Designated Directors/ Designated Partners/ Managing Partners/Proprietor (as applicable)

Annexure to Undertaking

Sr. No.	Reference to Undertaking point no.	Month / Year	Details of violations / observations / matters requiring attention or action	Regulatory / Relevant Authority (FMC / SEBI / Exchange / Others**)	Action taken	Corrective Steps taken by thereupon in respect of observations	Status	Amount (if any)

**Other relevant authorities for e.g. EoW / CBI / Tax Departments, FIU, etc.

_____

Signature of Designated Directors under rubber stamp

(On the letter head of the Member)

"FIT AND PROPER PERSON" UNDERTAKING

To, Date: _____

(Name of the Stock Exchange/s where member is registered)

We hereby declare and undertake that:

1. The applicant/member and following persons as referred in substituted Schedule II of SEBI (Intermediaries) (Third Amendment) Regulations, 2021 are fit and proper person as per requirement laid in aforesaid schedule:

    (a) the Applicant;

    (b) the Principal Officer, the Directors or Managing Partners, the Compliance Officer and the Key Management Persons (KMPs) of the Applicant by whatever name called; and

    (c) the Promoters or persons holding controlling interest or persons exercising control over the applicant, directly or indirectly:

    (Provided that in case of an unlisted applicant or intermediary, any person holding twenty percent or more voting rights, irrespective of whether they hold controlling interest or exercise control, shall be required to fulfill the 'fit and proper person' criteria.)

    Explanation– For the purpose of this sub-clause, the expressions "controlling interest" and "control" in case of an applicant or intermediary, shall be construed with reference to the respective regulations applicable to the applicant or intermediary.

2. The Applicant and persons referred in point 1 above bear integrity, honesty, ethical behaviour, reputation, fairness and character of the person;

3. The Applicant and persons referred in point 1 above are not incurring following disqualifications mentioned in Clause 3(b) of Schedule II of SEBI (Intermediaries) (Third Amendment) Regulations, 2021:

    i) criminal complaint or information under section 154 of the Code of Criminal Procedure, 1973 (2 of 1974) has been filed against such person by the Board and which is pending;

    ii) charge sheet has been filed against such person by any enforcement agency in matters concerning economic offences and is pending;

    iii) an order of restraint, prohibition or debarment has been passed against such person by the Board or any other regulatory authority or enforcement agency in any matter concerning securities laws or financial markets and such order is in force;

    iv) recovery proceedings have been initiated by the Board against such person and are pending;

(On the letter head of the Member)

v) an order of conviction has been passed against such person by a court for any offence involving moral turpitude;

vi) any winding up proceedings have been initiated or an order for winding up has been passed against such person;

vii) such person has been declared insolvent and not discharged;

viii) such person has been found to be of unsound mind by a court of competent jurisdiction and the finding is in force;

ix) such person has been categorized as a willful defaulter;

x) such person has been declared a fugitive economic offender;

4. The Applicant or any other person mentioned in point 1 above have not been declared as not 'fit and proper person' by an order of the SEBI.

5. No notice to show cause has been issued for proceedings under SEBI (Intermediaries) (Third Amendment) Regulations, 2021 or under section 11(4) or section 11B of the SEBI Act during last one year against the Applicant or any other persons referred in point 1 above.

We hereby undertake that the above declaration is true and correct and any change in the above shall be immediately intimated to Exchange (s).

Yours faithfully,
For (Name of the Member)

_____
Name & Signature of all the Existing and Proposed Designated Director under Rubber Stamp or Digital Signature

(On the letter head of the Member)

CSHC- 5

DEBIT INSTRUCTION FOR PROCESSING CHARGES

Date: _____

To,
(Name of the Stock Exchange/s where member is registered)

Dear Sir / Madam,

Subject: Debit Instruction

Kindly debit my designated account linked with the Exchange (s) towards processing fees along with applicable taxes for each change in shareholding pattern.

_____
Signature of Designated Director(s) / Compliance officer/Authorised Signatory (ies) (as authorized by Board Resolution) under rubber stamp or Member / Clearing Member

(On the letter head of the Member)

CSHC-6

Undertaking related to Politically Exposed Persons (PEP)

Date: _____

Directors / Promoter (s) /Partners/Associates who are Politically Exposed Persons' (PEP) (*If applicable*)

Sr. No.	Full Name of the PEP	PAN of PEP	Address of the PEP	Details of Function / position held by PEP	Date since when position held as PEP	Relationship of PEP with the Member

_____

Signature of all Designated Director(s)/ Authorised Signatory(ies) under rubber stamp

Notes:

1. As per SEBI circular SEBI/HO/MIRSD/DOP/CIR/P/2019/113 dated October 15, 2019, 'Politically Exposed Persons' (PEP) are individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials, etc. The additional norms applicable to PEP as contained in the para 2.2.5 of the said SEBI circular shall also be applied to the accounts of the family members or close relatives of PEPs.
2. 'Associate' has the same definition as given under Section 2(1)(b) of the SEBI (Intermediaries) Regulations, 2008.
3. The current undertaking has to be stamped & signed by two designated directors or authorised signatory (ies) as per Board Resolution mentioning names and designations.
4. A revised undertaking stamped & signed by two designated directors or authorised signatory(ies) as per Board Resolution mentioning names and designations need to be submitted as and when there is change in any of the details submitted vide current undertaking
5. In case Directors / Shareholders / Partners/Associates are not Politically Exposed Persons' (PEP), then kindly submit this undertaking duly signed by designated directors/ Authorised Signatory mentioning "Not Applicable".

(On the letter head of the Member)

CSHC-8

(To be stamped for Rs.600/- which may be executed on non-judicial stamp paper (s) or on paper franked from stampoffice). To be signed by all the beneficiaries of the will. If the beneficiaries are submitting the same separately, relevant changes to be made in the format)

AFFIDAVIT CUM INDEMNITY

We, (1) _____ son of Late _____residing at _____ _____ (2) Ms._____, wife of Late _____ residing at _____ and (3) Ms._____, daughter of Late _____ residing at _____ are the only legal heirs of Late _____ hereinafter called the "Heirs" which expression unless repugnant to the context or meaning thereof be deemed to mean and include his heirs, legal representatives, successors and assigns) do hereby solemnly affirm and state as follows:-

That at the time of death of late _____ on_____ at _____ (Place), he held _____equity shares of Rs.10/- each of M/s _____.

That the said shares were lodged with M/s _____ with a request for transmission in the name of the following :
_____
_____
and accordingly transmission was registered in his / her / their name by the company duly approved by the Board of directors after making reasonable enquiry and satisfying themselves which was done at its meeting held on _____ (Date).

In consideration of <name of **Exchange/Clearing Corporation** > having agreed to recognize the transmission of _____equity shares of Rs. 10/- each of M/s _____, of late _____ in favour of Mr./Mrs./Ms. _____ , we the deponents hereunder for ourselves, our heirs, DO HEREBY covenant with <name of **Exchange/Clearing Corporation** >, its successors and assigns, that we and each of our heirs, executors will, at all times save, defend, protect, indemnify and keep indemnified <name of **Exchange/Clearing Corporation** > harmless from and against any and all claims, demands, actions, proceedings, losses, damages, liabilities, costs, charges, expenses or obligations which may be brought or commenced against <name of **Exchange/Clearing Corporation** > or which they may have to bear, pay or suffer directly or indirectly whatsoever for or on account of <name of **Exchange/Clearing Corporation** > recognizing the transmission of the said shares or any part thereof or otherwise in connection with the same and from and against all damages, expenses, and losses arising to <name of **Exchange/Clearing Corporation** > in any manner howsoever.

We also hereby confirm that there is no other will of the deceased.

(On the letter head of the Member)

This Affidavit cum Indemnity is made by us, the legal heirs of late _____ as required by <name of **Exchange/Clearing Corporation** >

We declare that this Affidavit cum Indemnity is true and correct in all respects and it conceals nothing.

Verified at _____ this …… day of …….. (month) 20__
(1) Mr. _____ (Signature)
(2) Ms. _____ (Signature)
(3) Ms._____ (Signature)

Witness:
Name of Person (s) with address signature(s)
1.
2.