

CHECKLIST FOR BROKERS

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General and business information					
1	Brief History of the applicant				
	1.1	(i)	Name of the applicant		
		(ii)	Date and Place of incorporation		
		(iii)	Date of Commencement of Business		
				Attached Yes/No	Remarks (if any)
		(iv)	names and contact details of sponsors, directors and senior management officers including group structure, if any		
	1.2		Address of the registered office of the applicant (postal address, postal code and telephone, fax numbers.)		
	1.3		Mailing address of the applicant (postal address, postal code, telephone number, fax numbers and e-mail address of the concerned officer of the applicant.)		
	1.4		Percentage of capital, each sponsor proposes to contribute in the company.		
1.5		Name of the securities exchange of which the applicant is a TRE certificate holder, along-with the 'FRE Certificate number.			
1.6		Details of outstanding legal proceedings, if any, initiated against the applicant, its directors or senior management officers by the Commission or any other regulatory authority.			
1.7		Details in case the applicant, its sponsors, directors, major shareholders or senior management officers have been declared insolvent or bankrupt, or declared defaulter by any authority.			
1.8		Details of penal actions, if any, taken against the applicant, its sponsors, directors, major shareholders or senior management officers during the last three years by the Commission or any other regulatory authority.			

1.9		In case any associated company of the applicant is already licensed under the Securities Act, 2015, the following details shall he provided, namely:-		
	(i)	name of such associated company;		
	(ii)	Details of warning notices, if any, issued to such associated company by the Commission;		
	(iii)	Details of legal proceedings, if any, initiated against such associated company by the Commission or any other regulatory authority; and		
	(iv)	penal action, if any, taken against such associated company by the Commission during the last three years.		
Details of infrastructural facilities (to be used for performing the functions of a securities broker):				
2	Computer systems installed:			
	2.1	(a) hardware configurations; and		
		(b) software used		
	2.2	Data processing capacity:		
		(a)	available infrastructure (computers and other electronic equipment used for data processing and communication);	
		(b)	available manpower; and	
		(c)	office space (mention extent of area in square feet available)	
		(d)	written policies, procedures, systems and controls to resolve customer complaints, handle conflict management, monitor unethical conduct and market abuse, prevent money laundering and combat terrorist financing.	
Other information:				
3	Details as per following format of all pending disputes in which the applicant is a party:			
	3.1	a)	Name of the party	
		b)	Name and place of court/tribunal where dispute is pending	
		c)	Amount involved	
		d)	Pending since	
		e)	Date of last hearing	
		f)	Decision at last hearing	
3.2		List of civil and criminal offenses in which the applicant or any of its sponsors, directors or senior management officer has remained involved during the last three years		

3.3		Any other information considered relevant to the business of the securities brokers.		
3.4		Any significant awards or recognition, collective grievances against the applicant.		
4 List of documents to be provided along with application:				
4.1		Copy of memorandum and articles of association of the applicant duly certified from the concerned company registration office (CRO) containing copy of the certificate of incorporation and that of the certificate of commencement of business, duly certified from the CRO concerned.		
4.2		Copy of Forms 3, 27, 28 and 29 of the applicant duly certified from the CRO concerned.		
4.3		Audited accounts for the last three years and latest half yearly and quarterly accounts, where applicable.		
4.4		Copies of documents evidencing compliance with the financial resource requirements specified in the Securities Brokers (Licensing and Operations) Regulations, 2016.		
4.5		Profile/Fit and Proper related documents pertaining to the applicant, its sponsors, senior management officers and directors along-with details such as name, qualification, experience and date of appointment, directorship in other companies, names of such other companies and date of appointment as director in such other companies.		
4.6		An undertaking from the sponsors of the applicant that they will not sell or transfer their shares without prior written approval of the securities exchange and the Commission.		
4.7		An undertaking from the directors of sponsoring company and the applicant that they will inform the Commission in case of any change in the sponsors/majority shareholders of the sponsoring company.		
4.8		An undertaking that the securities broker, its directors, sponsors, senior management officers are in compliance with all the requirements for grant of a licence under the Securities Brokers (Licensing and Operations) Regulations, 2016.		
4.9		Names and addresses of and particulars of any business carried on by each person holding an interest of 10% or more in the issued share capital of the securities broker.		
4.10		The pattern of shareholding, identifying separately the sponsors and shares held by the sponsors		

4.11		Bank details of the securities broker.		
4.12		Details of the affiliation and outsourcing contracts, if any.		
4.12A		Entity rating of the applicant, where applicable.		
4.12B		Broker Fiduciary Rating of the applicant, as may be applicable.		
4.12C		Name of statutory auditor of the applicant.		
4.13		Any other information/document as required by the Commission.		
		Fee Challan		
		Affidavit under annexure - I		
		Form of Application for Licence as a Securities Broker under Form A		