

UPDATED AS ON DECEMBER 4, 2009.

Guidelines for Remisier Registration

Requirements

1. Covering letter on letter head of Member regarding appointment of Remisier and addressed to Membership Department along with Remisier application Form with undertakings (Remisier Application Form available at our web site : www.bseindia.com/about/downloads.asp)
2. Form-A & Undertaking A should be signed by the Member of BSE or any of Partners. In case of a Corporate Member Form A & Undertaking A should be signed by the designated director or director or authorized signatory and a copy of the board resolution for authorizing them to sign the above forms and undertaking should be enclosed with every application.
3. In case of Individual, the applicant is required to fill up Form A, Form B. If his education is below H.S.C., he is required to submit experience certificate for minimum two years related to capital market with SEBI registered intermediaries.
4. In case of Partnership Firm, the applicant is required to fill up Form A, Form C and annexure for each partner and enclosed Certified True copy of Partnership Deed.
5. Discharge certificate is for cancellation of Remisier registration. Please note that when a Discharge Certificate of another Broker is enclosed with the application, please ensure that the earlier Remisier Registration of that applicant must be cancelled by BSE with that of earlier member.
6. Proof of Identity : Certified True Copy of PAN card is mandatory. Copy of applicant or for each Partner of applicant who want to become remisiers. Certification can be done by Chartered Accountant or Member of the Exchange or Partner/ Designated Director of Member Company or Special Executive Magistrate.
7. Proof Address : Certified true copy of (any one) : Ration card, Electricity bill Passport, Driving License, Voters Identity card, BSNL / MTNL land line Bill or copy of Nationalized Bank passbook. Copy of applicant or for each Partner of applicant who want to become remisiers . Certification can be done by Chartered Accountant or Member of the Exchange or Partner/ Designated Director of Member Company or Special Executive Magistrate.
8. Educational Proof: Certified copy of Minimum HSC passed mark sheet or passing certificate issued by Board /recognized university is mandatory
9. Specify the nature of business in present occupation in Form B and also fill up all the particulars as applicable. Both Undertaking A and Undertaking B are required to submitted.
10. Remisiers registration processing fee will be charged Rs. 1000/- per application and processing fee will be debited to members general charges account in the subsequent month.

Important Note

- ⇒ **Applicant can be a remisier to only one Member at a time.**
- ⇒ **Sub-Brokers registered with SEBI and Members of other exchanges, cannot become Remisiers.**
- ⇒ **Only an Individual or Partnership Firm can become a Remisier.**
- ⇒ **Applicants who work as Employees of any Individual, Firm or Organization cannot become a Remisier. However, employees of a Member can become Remisier for that Member only.**
- ⇒ **It is not compulsory for BSE Members to appoint Remisiers but Members should ensure that they should deal only with a registered entity .**
- ⇒ **Minimum age for Remisier is 21 years.
Maximum Age for Remisiers is 65 years**
- ⇒ **Member/applicant are required to read the form carefully and also go through Rules, Regulations and Byelaws of the Bombay Stock Exchange Ltd. related to Remisier before appointing /applying for Remisier Registration.**

Guidelines for Cancellation of Remisiers

1. Cancellation letter on letter head of Member regarding cancellation of Remisier and addressed to Membership Department along with Discharge certificate, acknowledge copy of cancellation letter sent to remisier and Original registration letter. (Remisier cancellation Form is available at our web site : www.bseindia.com/about/downloads.asp)
2. Processing fee will be charged Rs. 500/- per application for cancellation of remisiers registration and processing fee will be debited to member's general charges account in the subsequent month.
3. No processing will be charged for cancellation due to death of remisiers.

FORM A

Form for Approval of Appointment of Remisier

(To be filled in by the Member)

Name of the Member :

Address :

Clearing No :

Date :

**The Secretary,
Bombay Stock Exchange Ltd.,
Mumbai.**

Sir,

I/We hereby appoint

Mr./Ms./M/s.....as my/our Remisier.

I/We declare that all particulars and information given in the enclosed form duly filled in by my/our abovementioned remisier are true and correct.

Yours faithfully,

Signature & Rubber Stamp of Member

FORM B

Form for Approval of Appointment of Remisier
(To be filled in by the Remisier who is an Individual)

1. Name :
2. Trade Name :
3. Address, Telephone/Fax Numbers :
 - (a) Residence Address :
 - (b) Telephone No / Mobile:
 - (c) Office Address :
4. Date of Birth :
5. Sex : Male / Female
6. Educational Qualification :
7. Present Occupation :
8. Residential Status : Resident Indian / Non-Resident Indian / Others*
(Strikeout whichever is not applicable)
9. Particulars of the Bank A/c :
(Any one)
 - Name of the Bank :
 - Branch Address & Tel. No. :
 - Bank Account Number :
 - Date of opening of a/c :
10. Income Tax No. (PAN/GIR) :

Please attach latest photograph & **SIGN** on the photograph

11.* (a) A attested copy of any PAN Card for proofs of identity should be submitted:

*(b) A attested copy of any one of the following proofs of address should be submitted

- | | |
|---|---|
| <input type="checkbox"/> Ration Card | <input type="checkbox"/> Electricity Bill |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Voters Identity Card |
| <input type="checkbox"/> Driving license | <input type="checkbox"/> BSNL / Landline Bill |
| <input type="checkbox"/> Copy of Nationalized Bank passbook | |

* Copy of PAN card, Residence Proof & Educational proof issued by Board / University are mandatory.

12. State any other relevant information, which in your opinion, should be disclosed to the Exchange :

I hereby further declare that ...

13. * I am/was a Remisier of
and I am sending herewith copy of their clearance / discharge certificate.
14. I shall not issue contracts, bills or any confirmation memo for shares and securities in my own name.
15. I have read the present Rules, Byelaws and Regulations of the Exchange & undertake to abide by them & any modifications/amendments thereof.
16. I undertake that if any claim or dispute arises between us in respect of any transactions, contracts, etc. entered into, with or through him/on account of my clients or in relation to any stock exchange matter during my continuance as a Remisier of
I shall be bound to refer the same to Arbitration as per the Rules, Bye-Laws, Regulations and conventions of BSE which are applicable to Remisiers and that any decision in such Arbitration shall be final and binding on me.
17. During my continuance as a Remisier of
..... I shall not work as an employee / sub-broker /remisier of any member, individual, firm or organization.

The information furnished above is true to the best of my knowledge and belief, and I undertake to inform you of any change therein immediately in writing.

* Please strike off if not applicable.

Signature of Remisier Applicant

FORM C

Form for Approval of Appointment of Remisier

(To be filled in by the Partnership Firm desirous of becoming a Remisier)

1. Name of the Firm :
 2. Address, Telephone/Fax Numbers :
 3. Copy of Partnership Deed & Registration Certificate : Enclosed – YES / NO
 4. Details of all the Partners of the Firm (as per **Annexure**) :
 5. Particulars of the Bank A/c from which the Firm will carry out the transactions :
 - Name of the Bank :
 - Branch (Address & Tel No) :
 - Bank Account Number :
 6. Income Tax Number of the Firm (PAN/GIR):
 7. Whether registered with any other broker-member :
 - Name of Broker :
 - Name of Exchange :
 8. State any other relevant information, which in your opinion, should be disclosed to the Exchange :
- We, hereby further declare that
- 9.* We are / were a Remisier of
and we send herewith copy of their clearance / discharge certificate.
 10. We shall not issue contracts, Bills or any confirmation memo for shares and securities in our own name.

11. We have read the present Rules, Byelaws and Regulations of the Exchange and undertake to abide by them and any modifications / amendments thereof.
12. We undertake that if any claim or dispute arises between us in respect of any transactions, contracts, etc. entered into, with or through them on account of our clients or in relation to any stock exchange matter during our continuance as a Remisier of
We shall be bound to refer it to Arbitration as per the Rules, Byelaws and Regulations and conventions of BSE, which are applicable to Remisiers that any decision in such Arbitration shall be final and binding on us.
13. During our continuance as a Remisier of
..... we shall not work as a Remisier / Subbroker of any other member.

The information furnished above is true to the best of our knowledge and belief, and we undertake to inform you of any change therein immediately in writing.

Place : Authorised Signatory :

Date : Name :

* Please strike off if not applicable.

Annexure

(Enclosure to the application form C of _____ (Name of the Firm) _____)

- 1. Name of the Partner :
- 2. Residential Address & Telephone Numbers :
- 3. Educational Qualification :
- 4. Date of Birth :
- 5. Present Occupation :
- 6. Income Tax No. (PAN/GIR) :
- 7. Bank Account Details : (Any one)

Please attach latest photograph & **SIGN** on the photograph

- Name of the Bank :
- Branch (Address & Tel. No.) :
- Bank Account Number :
- Date of opening of account :

- 8. * (a) A attested copy of PAN Card for proofs of identity should be submitted:
- (b) A certified copy of any one of the following proofs of Residence Address should be submitted:

- | | |
|---|--|
| <input type="checkbox"/> Ration Card | <input type="checkbox"/> Passport Voters Identity Card |
| <input type="checkbox"/> Voters Identity Card | <input type="checkbox"/> Driving License |
| <input type="checkbox"/> BSNL /MTNL Landline Bill | |
| <input type="checkbox"/> Nationalized Bank passbook | |

* Copy of PAN card, Residence proof & Educational proof issued by Board / university is mandatory

9. State any other relevant information, which in your opinion, should be disclosed to the Exchange :

I, hereby further declare that

10. I have read the present Rules, Byelaws and Regulations of the Exchange and undertake to abide by them and any modifications / amendments thereof.

11. During my continuance as a Remisier of _____, I shall not work as an employee / sub-broker / remisier of any member, individual, firm or organization.

The information furnished above is true to the best of our knowledge and belief, and I undertake to inform you of any change therein immediately in writing.

Signature of Partner & Rubber Stamp of firm

DISCHARGE CERTIFICATE

(On the letterhead of the member for cancellation of Remisiership)

Name of the Member :

Address :

Clearing No :

Date :

The Secretary,
Bombay Stock Exchange Ltd.,
Mumbai.

Sir,

As per the rules of the Exchange, I/We hereby advise that Mr./Ms./M/s
.....has voluntarily ceased to be my/our Remisier.

To the best of my/our knowledge his/her/their conduct(s) is/are good.

I/We have no claim against him/her/their firm and I/We have no objection to any other
BSE Member employing him/her/them as a Remisier.

Yours faithfully,

Signature & Rubber Stamp of Member _____

Undertaking : A

DECLARATION-CUM-UNDERTAKING OF MEMBER TO BSE

(On the Letter Head Of the Member)

To,
The Secretary,
Bombay Stock Exchange Ltd.,
Mumbai.

Sub : Remisier Application

As per the Rules, Regulations & Bye-laws of BSE, I/We hereby engage Mr./Ms./M/s..... as our Remisier. I/We hereby declare that all particulars and information furnished by Mr./Ms./M/s. in the enclosed Remisier Application Form is verified by me/us and found to be true & correct. I/we hereby undertake to inform you of any change in the details mentioned by Mr./Ms./M/s..... immediately in writing.

Further, I/We hereby declare that Mr./Ms./M/s..... have read and understood the present Rules, Byelaws and Regulations of BSE pertaining to Remisier and he/she/they shall undertake to abide by them and any modifications / amendments thereof.

Further, I/we hereby declare that Mr./Ms./M/s..... have not ever been suspended, expelled or declared a defaulter by BSE or by any other stock exchange or by SEBI or any other Regulatory Authorities & Mr./Ms./M/s..... have not been convicted of and presently not on trial for any offence involving fraud or dishonesty.

I have read the present Rules, Byelaws and Regulations of BSE and I undertake to abide by them and any modification/amendment thereof.

Rubber Stamp of Member

Signature _____

Name: _____

Designation : _____

(Member/Partner/Designated Director)

Date ____ / ____ / ____

(DD / MM /Year)

Undertaking : B

DECLARATION-CUM-UNDERTAKING GIVEN BY REMISIER TO MEMBER

(Name & Address of Applicant)

To
Name of the Member :
Address :

Clearing No :

Sub : Remisier Application.

As per the Rules, Regulations & Bye-laws of BSE, I/We Mr./Ms./M/s.....would like to engage myself / ourselves as Remisier/(s) of Mr./Ms./M/s..... I/We hereby declare that all particulars and information furnished by me/us to Mr./Ms./M/s..... in the enclosed Remisier Application Form is true & correct. I/we hereby undertake to inform you and Bombay Stock Exchange Ltd. about any change in the details mentioned in the said application form immediately in writing.

Further, I /We hereby declare that myself or ourselves or any partner or any director of the organization have not ever been suspended, expelled or declared a defaulter by BSE or by any other stock exchange or by SEBI or any other Regulatory Authorities and I/we have not been convicted of and presently not on trial for any offence involving fraud or dishonesty.

Further, I /We hereby declare that I /We have read and understood the present Rules, Bye-laws and Regulations of BSE pertaining to Remisiers and undertake to abide by them and any modifications / amendments thereof.

Signature of Applicant : _____

(In case of Partnership Firm : All the Partners should sign the undertaking)

Name : _____

Designation : _____

(Individual /Partner/ Director)

Date ____/____/____

(DD / MM /Year)

UNDERTAKING
(ON LETTER HEAD OF MEMBER)

In case applicant has not applied for Sub-Brokership (*)

I/We hereby certify that _____ **(Name of Remisier)** _____ is presently not a registered sub-broker with any **Recognized Stock Exchange**. Further, If he/she/they intend to apply for sub broker registration through **(BSE Ltd./ NSE Ltd./ any other Exchange)**, we hereby undertake that he/she/they will cancel the remisier registration with BSE prior to acceptance of Sub-Broker Registration Certificate from SEBI / BSE Ltd. / NSE Ltd. / (name of other Exchange).

In case applicant has applied for Sub-Brokership(*)

I/We hereby confirm that _____ **(Name of Remisier)** _____ has applied for Sub-Broker registration with SEBI on **_(Date of Application)_** through BSE Ltd. / NSE Ltd. / (name of other Exchange). Further we hereby undertake that he/she/they will cancel the remisier registration with BSE prior to acceptance of Sub-Broker Registration Certificate from SEBI / BSE Ltd. / NSE Ltd. / (name of other Exchange).

In case of non-compliance by us, BSE may take disciplinary action as per the Rules, Byelaws and Regulation of BSE.

Signature of
Proprietor / Partner / Director
(with rubber stamp)

Date :

(*) Strike out whichever is not applicable

CANCELLATION OF REMSIERSHIP

Draft of Cancellation letter & its requirements

on letter head of Member

Date :

To,
The Membership Department
Bombay Stock Exchange Ltd.,
Mumbai.

Sir/ Madam,

Sub : Cancellation of Remisier Registration of Mr./Ms./M/s.

As per the Rules, Regulation & Bye-laws of BSE , I/we hereby state that Mr/Ms. /M/s. has Voluntarily (if other reason please specify) ceased to be our Remisier with effect from

We also confirmed that Mr./Ms./M/s. is/are worked as our Remisier for the period to and his/her/their Remisier Registration No. is.

Please find enclosed herewith the following documents for the cancellation of said Remisier Registration.

- a) Discharge Certificate duly signed,
- b) Intimation letter to said Remisier regarding his/her/its cancellation as Remisier (Acknowledge copy)
- c) Original Registration letters issued by BSE OR Original Remisier Badge Card.

Thanking You,

Yours Faithfully,

(Sign by Designated Directors/ Partner /Member)
Name of Signatory)

DISCHARGE CERTIFICATE

Name of the Member :

Address :

Clearing No :

Date :

The Secretary,
Bombay Stock Exchange Ltd,
Mumbai.

Sir,

As per the rules of BSE, I/We hereby advise that
Mr./Ms./M/s. _____ has voluntarily
ceased to be my/our Remisier.

To the best of my/our knowledge his/her/their conduct(s) is/are good.

I/We have no claim against him/her/their and I/We have no
objection to any other Member of BSE employing him/her/them as a Remisier.

Yours faithfully

Signature & Rubber Stamp of Member _____"