
NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED

Circular to all trading and clearing members of the Exchange

Circular No. : NCDEX/COMPLIANCE-019/2017/281

Date : October 27, 2017

Subject : Online Submission of Applications for Authorised Person(s)

This is with reference to Exchange circular no. NCDEX/COMPLIANCE-002/2017/037 dated February 15, 2017 regarding Market Access through Authorised Persons.

In its endeavor to make the process/systems more efficient, the Exchange is pleased to introduce an online module for registration, cancellation and address change of Authorised Person(s). The online module can be accessed through the NCFE web portal and is available at the following path.

<https://ncfe.ncdex.com> → Authorised Person → Registration → AP Registration Details

<https://ncfe.ncdex.com> → Authorised Person → Cancellation

<https://ncfe.ncdex.com> → Authorised Person → Change of Address

A detailed FAQ is provided as an Annexure.

Members are required to fill in the details online and upload the digitally signed copy (using Class 2 certificate) of the documents prescribed by Exchange. Members are also permitted to use the option of E-signature for signing the documents (both Authorised Person & Authorised signatories of Member). The hard copy of the said documents are required to be preserved by members and shall be made available to Exchange, as and when called for.

The online module will be operational for members with immediate effect. However, from November 13, 2017 the Exchange would process only those Authorised Person(s) application which are received online.

For and on behalf of
National Commodity & Derivatives Exchange Limited

Anand Iyer
Chief Information Officer

Encl: Annexure

For further information / clarifications, please contact

1. Customer Service Group on toll free number: 1800 26 62339
2. Customer Service Group by e-mail to : askus@ncdex.com

Annexure

FAQ

1. Where can I find the forms to apply for Authorised Person registration?

❖ The path for Authorised Person (AP) appointment on NCFE is:

NCFE → Authorised Person → Registration → AP Details → AP Individual Form/AP Corporate/Partnership/LLP

2. What details needs to be filled for AP registration?

❖ Trading members are required to fill the following details for registration of proposed Authorised Person.

- **General info of member-** which consists Member Name, Five digit member Id, Mobile No, Phone no. and Member email id.
- Member has to enter the email id in the email column and then click on “**Verify Email**”. System will send an email with verification code on email id entered by member. Once email is received, member has to enter the “**Verification code**” and click on “**Confirm code**” The message “Your email has been successfully verified” will be displayed on screen.
- Click on “Next” and enter the AP office details.
- Incase “No. of terminals existing/proposed at this location is more than one, system will notify as “Are the terminals located at a different location” if **yes**, “Enter the no. of additional locations” along with office details of 1st additional location.
- Click on “Next” and fill the “**AP Details**”
- Once details are filled following documents need to be uploaded in PDF, JPG, JPEG format only
 - Annexures I,II,III (for individual and sole proprietor)
 - Annexures I,II,III & IV (for Partnership firm, LLP and corporate)
 - Annexure V (Undertaking) from Applicant AP
 - Address proof (office and residence), PAN Card copy, Education proof and any other relevant document i.e. affidavit, copy of marriage certificate, gazette certificate of individual/partner/director.
 - For Partnership firm, along with above documents partnership deed and Certificate of Registration of firm
 - For Corporate, Certificate of incorporation and Memorandum of Association (MOA).

- After uploading the documents, click on Captcha “I’m not a robot”
 - Click on “Submit” button for final Submission.
 - The system will display the message “Thank You your submission has been received” and confirmation email will be sent on the email id provided in the member email id tab.
 - Once the scanned documents are received through NCFE, the application will be scrutinized at the Exchange end. If everything is in order and application is complete, the confirmation letter will be forwarded to the correspondence and compliance officer’s email id of the member within 3 working days.
3. How would I know if my AP registration request is rejected by the Exchange?
- ❖ In case the application is rejected by the Exchange, the rejection will be intimated to the correspondence and compliance officer’s email id of the member. Members will have to resubmit the application on NCFE as a fresh application.
4. What are the important points to be noted while uploading documents?
- ❖ The following points are to be noted while uploading the scanned documents:
 - In case of Partnership deed, only pages containing main object clause and name of partners along with their respective profit sharing ratio and copy of ROF (Certificate of Registration of Firm) needs to be scanned and uploaded.
 - In case of Corporate, only pages pertaining to main object clause in MOA and Certificate of Incorporation needs to be scanned and uploaded.
 - The aforesaid documents (in original) should be made available to the Exchange whenever required.
 - The documents to be uploaded have to be in .JPG, .JPEG or .PDF format only.
5. Where can I find the forms to apply for Authorised Person cancellation?
- ❖ The path for Authorised Person (AP) Cancellation on NCFE is:
NCFE → Authorised Person → Cancellation
6. What details needs to be filled for AP cancellation?
- ❖ Trading members are required to fill the following details for cancellation of Authorised Person:
 - Member Name, Five digit member Id, Mobile no, Phone no. and Member email id. Member has to enter the email id in the email column and then click on “**Verify Email**” the system will sent an email with verification code on email id entered by member, once email is received, member has to enter the “**Verification code**” and click on “**Confirm**”

code” The message “Your email has been successfully verified” will be displayed on screen.

- Member has to select the option whether they want to cancel single AP or more than one AP.

✓ **For single AP :**

- Enter the AP code, AP Name and Reason for cancellation. Upload digitally signed cancellation request letter on member’s letterhead in pdf/jpg/jpeg format only.

✓ **For more than one AP:**

- Upload digitally signed cancellation request letter on member’s letterhead with multiple record in pdf/jpg/jpeg format only.
- Upload the Excel file with following details AP code, AP Name and Reason for cancellation.

- Click on “Submit” button for final Submission.
- The system will display the message “Thank You your submission has been received” and a system generated email will be forwarded to the member that your request for cancellation of authorised person is received by Exchange.
- Once the scanned documents are received through NCFE, the application will be scrutinized at the Exchange end. If everything is in order and application is complete the confirmation letter will be forwarded to the correspondence and compliance officer’s email id of the member within 1 working day.

7. How would I know if my AP cancellation request is rejected by the Exchange?

- ❖ In case the application is rejected by the Exchange, the rejection will be intimated to the correspondence and compliance officer’s email id of the member, member has to resubmit the application on NCFE as a fresh application.

8. Can I continue to submit the document in physical/hard copy?

- ❖ Once the online module goes live, the submission of documents has to be done online. Members are required to preserve the documents in hard copies for audit purposes.