



**DOCUMENTS CHECKLIST FOR AUTHORISED PERSONS REGISTRATION BY  
INDIVIDUAL/PARTNERSHIP FIRM/CORPORATE**

1	<p>a) Application Letter : By Trading member of the Exchange (On the Letter Head duly signed/stamped by the Director/Authorised Signatories.)</p> <p>b) Application Form: By Applicant (duly signed/stamped by the applicant.)</p>
2	<p>Undertaking /Declaration to be signed by applicant on their letterhead as per the prescribed format (In case of partnership/corporate all partners/directors names should be included)</p>
3	<p>Confirmation/Declaration/undertaking by the Trading Member on their letterhead as per the prescribed format (available on website bseindia.com).</p>
4	<p>Certified true copy of proofs for age, education and PAN card of :</p> <p>i. Individual applicant(s)</p> <p>ii. Partnership Firm : all partner(s) (PAN of both i.e firm &amp; partners)</p> <p>iii. Corporate Bodies : all director(s) (PAN of both i.e firm &amp; directors) (Minimum age &amp; education qualification are 18 years and SSC or equivalent to SSC respectively.)</p>
5	<p>Certified true copy of agreement between Member and Authorised Person. (On Rs.100/- Stamp paper / Franked paper along with signatures of witnesses in the prescribed format.)</p>
6	<p>a) Certified true copy of passing certification examination :</p> <p>i. Individual applicant</p> <p>ii. Partnership Firm / Corporate Body - Partner/Director</p> <p>b) An undertaking from the member ensuring that the all the authorized persons will continue to have valid certification thereafter.</p>
7	<p>Certified true copy of Partnership Deed / Memorandum &amp; Articles of Association as applicable. (the object clause should contain a clause permitting the person/company to deal in securities business)</p>
8	<p>Shareholding pattern &amp; Board Resolution in case the applicant is a Corporate body. (Members have to upload scanned copies of shareholding pattern in AP application and submit the physical certified copy with the documents submitted to the Exchange. Board Resolution authorizing director/s /authorised signatories of the applicant to sign documents for registration of Authorised Person duly signed by two directors of the applicant company.)</p>