

### Surrender of registration by Sub-broker

The documentary requirements relating to surrender of SEBI registration by Sub-Brokers are given below:

1. Application form from the Trading member on his letter head as per Annexure I;
2. Undertaking from the Trading Member on his letter head as per Annexure II.
3. Application from Sub-Broker for surrender of registration, if the sub-broker is traceable as per Annexure III.

If the sub broker is non-traceable then a copy of termination notice served to the sub-broker along with the proof of delivery (POD) by the Trading Member.

*Kindly note that the difference between the proof of delivery of termination notice and the date of application to Exchange for surrender of sub-broker registration should be 30 days or more.*

4. Copy of public notification intimating the investors/general public of the surrender of registration of sub-broker and not to deal with such sub-broker, issued in the local newspaper with wide circulation where the sub-broker's place of work is situated – (The content of the advertisement should be in English and the matter is prescribed under Annexure IV)
5. SEBI registration certificate of the Sub-Broker in original.  
  
In case the original certificate is lost, FIR copy along with the affidavit must be submitted to SEBI in this regard by the concerned Trading Member on stamp paper of Rs.100/- or of appropriate value as defined in the stamp act, duly notarized.
6. An undertaking from the member that SEBI has not taken/ initiated any action like enquiry proceedings / cancellation / suspension of registration / debarred / administrative warning or prohibited from dealing in securities market / imposed penalty after enquiry / adjudication / prosecution etc. against the sub-broker as per Annexure V.
7. PAN card of the sub-broker truly certified by the trading member.

Processing Fees: Rs.1,000/- plus applicable Goods and Services Tax (GST) is payable towards processing fees of the application.

Members shall submit the applications electronically through ENIT and ensure that the physical documents are received by the Exchange within 7 days from submission of application in ENIT (In case of non-receipt of physical documents by the Exchange within 7 days from submission of application in ENIT, the Reference Request Number would be rejected in ENIT)