

## **Guidelines for Application of Trading User ID creation/Change or Cancellation**

- Print the application form on the letter head of the member
- Fill up all blanks in the Application Form.
- Provide as much as possible details of the user
- In case of user creation/conversion, Please submit Proprietary Account application / undertaking wherever applicable.
- Affix rubber stamp on each page of the Application and the same should also be signed by User and Member
- Submit the User ID undertaking on Non–Judicial Stamp of Rs. 300 with the Application.
- For Cancellation of User Id, kindly mention the date on which you are sending the application and arrange the same the Application on the same day by Fax. In case of courier the date of receipt by the Exchange will be treated as the date of application.
- The application form should be signed by Authorized Signatories (i.e. designated director/Authorized Signatories as per Board Resolution in case of company/proprietor/managing partner in case of Partnership firm/Karta in case of HUF)
- Kindly tick the appropriate column for mode of connectivity viz. VSAT/MPLS Leased Line/Internet.
- Note that any incomplete application/ request which is not properly filled will not be entertained by the Exchange.
- Exchange reserves the right to allow/disallow any request by the member
- In case of any query/doubt kindly contact our Customer Support Department