

**Nepal Derivative Exchange Limited**

**Membership Documentation for Partnership Firm**

**Checklist**

<b>Sr. No.</b>	<b>Annexure</b>	<b>Particulars</b>	<b>Compliance (Yes / No)</b>
1.	B1	Covering letter of the member enclosing list of documents/details/ etc	
2.	-	Application Form.	
3.	B2	Authorization Letter of Designated Partner	
4.	B3	Certificate of Net Worth supporting with Balance Sheet & P&L Account (Not more than 6 months old)	
5.	B4	Details of Partners	
6.	B5	No other Membership undertaking (To be submitted by each designated partner)	
7.	B6	Details of sharing pattern	
8.	B7		
9.	B8		
10.	B9		
11.	-	Demand Draft/Pay order/ at par cheque drawn in favour of “ <b>Nepal Derivative Exchange Limited</b> ” payable at Nepal towards membership fees and deposits	
12.	-	Proof of Bank account in the name of Partnership Firm (Please enclose Bank Pass Book, Latest Bank Statement not older than 3 months )	
13.	-	Address Proof of the Firm (Telephone Bill/ Electricity Bill/ copy of Form 18 filed with ROC)	

<b>Sr. No.</b>	<b>Annexure</b>	<b>Particulars</b>	<b>Compliance (Yes / No)</b>
14.	-	Certified true copy of PAN Card of the Firm	
15.	-	Certified true copy of PAN Card of each partner, Bio-data with complete details of Education & Experience and Residence proof of all Designated Partners	
16.	-	Passport size Photographs of all the Partners	
17.	-	Certified true copies of latest Audited Balance Sheet and P&L A/c	
18.	-	Certified true copy of Partnership Deed/ Agreement and Proof of Registration/incorporation <b>(two sets)</b>	
19.	<b>B10</b>	Declaration of Partners.	

Please feel free to write to us for queries, if any:

Membership Department  
Nepal Derivative Exchange Ltd.  
3rd Floor NDEX Complex  
Tinkune, Kathmandu  
E-mail: [membership@ndex.com.np](mailto:membership@ndex.com.np)

**Annexure B1: Covering Letter**

**(On the letterhead of Applicant)**

Date: \_\_\_\_\_

To  
Membership Department  
Nepal Derivative Exchange  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu  
Email membership ndex.com.np

Dear Sir,

**Subject: Application for Membership with Nepal Derivative Exchange Limited.**

We are interested to become the Trading-cum-Clearing Member of **Nepal Derivative Exchange Limited** and forward herewith application form along with documents for approval of membership with **Nepal Derivative Exchange Limited**

We undertake to confirm to and to abide by the Rules, Bye-Laws, Business-Rules, Regulations, Circulars, Notifications and office orders issued by the Exchange from time to time.

Thanking You.

Yours faithfully,

\_\_\_\_\_  
For (Name of Member)

1. Authorized Signatory  
(Designated Partner)

2. Authorized Signatory  
(Designated Partner)

Company stamp

**Annexure B2: Authorisation Letter of Designated Partner**  
(On letter-head of applicant)

Date: - \_\_\_\_\_

To,  
Membership Department  
**Nepal Derivative Exchange**  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu  
Email: [membership@ndex.com.np](mailto:membership@ndex.com.np)

Dear Sir/Madam,

We hereby authorize Mr. /Ms. \_\_\_\_\_  
and Mr. /Ms \_\_\_\_\_ to be the  
Designated Partner/s of the Firm/partnership for all matters related to the membership with  
Nepal Derivative Exchange Limited.

Further, Mr. /Ms. \_\_\_\_\_ AND  
/OR Mr./Ms. \_\_\_\_\_ of the  
firm/ partnership are also authorized to execute individually / jointly all documents /  
agreements on behalf of the firm/ partnership for operations of Nepal Derivative  
Exchange Limited.

Name of All Partners	Signature

Place: \_\_\_\_\_

Company stamp

**Annexure B3: Networth Certificate**

Certificate date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**CERTIFICATE**

*(To be given by a practicing Chartered Accountant)*

This is to certify that the Net worth of Mr. /Ms. \_\_\_\_\_  
\_\_\_\_\_ as on \_\_\_\_\_ as per  
the statement of computation of even date annexed to this report is  
Rupees \_\_\_\_\_  
\_\_\_\_\_ only).

We further certify that:

The computation of Net worth based on my / our scrutiny of the books of accounts, records and documents is true and correct to the best of my / our knowledge and as per information provided to my / our satisfaction.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
For (Name of Accounting Firm)

\_\_\_\_\_  
Name Partner/Proprietor

\_\_\_\_\_  
Membership Number

\_\_\_\_\_  
Company stamp

Detailed computation to be attach to this certificate.

## Composition of Net worth of the Members

### Composition of Net worth of the Members

The Members will have the option of computing their net worth as per any of the two methods given below. However, once a Member chooses one of the two given methods, he will have to continue to compute his net worth using the same method unless a change of method is specifically approved by the Exchange.

#### Method 1:

The net worth should be computed either as per the format given below:

Paid Up capital*	
Net worth calculated as follows	
Paid up capital	
Add: Reserve & Surplus (excluding revaluation reserves)	
Less: Accumulated losses if any -	
Less: Miscellaneous Expenditure -	
Total Net worth	

\* Give details of capital issued after the date specified above.

Date: \_\_\_\_\_

For (Name of Accounting Firm)

\_\_\_\_\_  
Name Partner/Proprietor

\_\_\_\_\_  
Membership Number

Company stamp

**Notes:**

1. Valuation of fixed assets for the consideration of net worth would have to be certified by government approved valuers which should not be more than 2 years old. Only those items of land & building that are in the name of the member as well as in the possession of the member shall be included under the head (I) - Land & Building component of the Fixed Assets. Those properties that are taken on lease shall not be included for computation of net worth. Fixed Assets other than Land & Building shall not be included for the purpose of computation of net worth.

2. Valuation of unlisted investments would be at "fair value" of the said investment, i.e. the average of the "break up value" and the "earning value". For this purpose: -

a) The "break up value" means the equity capital and reserves as reduced by intangible assets and revaluation reserves, divided by the number of equity shares of the investee company.

3. Details of items comprising investments, current assets, current liabilities and long term liabilities should be given separately.

4. Current assets should exclude loans to related entities, bad and doubtful debts and debts outstanding for more than 3 months, advance against capital assets, pledged securities / assets, prepaid expenses and also intangible assets.

5. Debtors should be distinguished as debtors arising from commodity operations and others.

6. Value of membership card / Deposits with any other Stock / Commodity Exchange are to be excluded for the purpose of computation of net worth.

7. Advance / Investment with or debts due from persons / entities Court are to be excluded for the purpose of computation of net worth.

**Annexure B4: Details of Partners**  
**(On letter-head of Applicant)**

Date: - \_\_\_\_\_

To,  
Membership Department  
**Nepal Derivative Exchange Ltd.**  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu  
Email: membership@ndex.com.com.np

**Details of Partners as on \_\_\_\_\_**

Name		
Father name		
Date of birth		
Education qualification		
Pan Vat No:		
Residential address & Telephone, Mobiles nos, Email ID and Fax no		
Designated Partner(Yes/No)		
Sharing ratio (%)		
Sharing Amount (Rs.)		
Directorships/ / controlling shareholding in other cos.		

**NOTES:**

1. Identify designated partner(s) (A designated partner has to be Under Graduate/Graduate/Post Graduate/ Professional and possesses requisite experience pertaining to derivatives or commodities future market.)
2. These details are to be submitted for all the partner(s)

1. Authorized Signatory  
(Designated Partner)

Place: \_\_\_\_\_

2. Authorized Signatory  
(Designated Partner)

Company s Stamp



**Annexure B5: No other Membership undertaking**

**Format of Undertaking – Partnership Firm**

(To be given by the Member on his letterhead and to be signed by the Designated Partners  
and put the Company stamp of the firm)

Date: \_\_\_\_\_

To,  
Membership Department  
**Nepal Derivative Exchange Ltd.**  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu

Dear Sir/Madam,

We have applied for the membership of the Nepal Derivative Exchange Limited (NDEX) in the name and style of “\_\_\_\_\_”.

I, \_\_\_\_\_ (name of Designated Partner), Nepali national, has been appointed as Designated Partner in the above stated entity of the Nepal hereby confirms that I am not Proprietor / Karta / Designated Partner / Designated Director in any other entity having the membership of the Nepal.

Further I / We confirm that I / We satisfies the eligibility criteria in terms of provisions of the Rules, Bye-Laws, Business Rules and Circulars issued from time to time if any of the Nepal.

I / We declare that the information given above is true.

Yours faithfully,

\_\_\_\_\_  
For (Name of the Member)

Signature of the Designated Partner

Name: \_\_\_\_\_

Place: - \_\_\_\_\_

(Company Stamp)

**Annexure B6: Sharing Pattern**

**(On letter-head of applicant)**

Date: - \_\_\_\_\_

To,  
Membership Department  
Nepal Derivative Exchange  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu  
E-mail: [membership@ndex.com.np](mailto:membership@ndex.com.np)

Sharing Pattern of \_\_\_\_\_  
as on \_\_\_\_\_

Sr. No.	Name of the Partner ( Name in full)	Amount Paid up Capital (Rs. In lakhs)	Sharing ratio (%)
1			
2			
3			
4			
5			
6			
7			
8			
9			
<b>TOTAL</b>			<b>100%</b>

**NOTES:**

1. In case of body corporate holding % or more of the capital in the firm, the details of their shareholding shall also be furnished.

1. \_\_\_\_\_  
Signature of Designated Partner

2. \_\_\_\_\_  
Signature of Designated Partner

Company Stamp

Place: \_\_\_\_\_

CERTIFICATE  
*(To be given by a practicing Chartered Accountant)*

This is to certify that the sharing pattern in M/s \_\_\_\_\_  
\_\_\_\_\_ as given above, based on my/ our scrutiny of the  
books of accounts, records and documents is true and correct to the best of my/our  
knowledge and as per information provided to my/our satisfaction.

Date: \_\_\_\_\_

\_\_\_\_\_ For (Name of Accounting Firm)

PINepal: \_\_\_\_\_

\_\_\_\_\_ Name of the Partner/Proprietor

\_\_\_\_\_ Membership Number

Company stamp

**Annexure B10: Declaration of Partners**  
**(On the Letter Head of the member)**

Date: \_\_\_\_\_

To  
Membership Department  
**Nepal Derivative Exchange**  
3rd Floor NDEX Complex  
Tinkune ,Kathmandu  
E-mail: [membership@ndex.com.np](mailto:membership@ndex.com.np)

Dear,  
Sir/Madam,

I/We hereby confirm/undertake that \_\_\_\_\_  
\_\_\_\_\_ (Trade Name of the Member) and \_\_\_\_\_  
\_\_\_\_\_ (Name of Designated Partner) \_\_\_\_\_

- a. Are not debarred/suspended/declared defaulters by SEBON are recognized Stock Exchange/Any recognized Commodity Exchange.
- b. Are not connected with any of the defaulting/ suspended member of any Stock Exchange/Commodity Exchange.
- c. Have no complaints/disciplinary action against us at SEBON recognized Stock Exchange/ Commodity Exchange or any statutory body.
- d. No investigation/ enquiry by SEBON recognized Commodity Exchange or any statutory body is pending against us or undertaken against us.

In case of any action/complaints/investigation/enquiry by any Statutory Agency/Regulatory Agency/Stock Exchange/Commodity Exchange or any statutory body in future, I/We undertake to intimate the Exchange immediately.

I/We declare that the information given above is true.

Yours faithfully

\_\_\_\_\_  
For (Name of the Member)

1. Authorized Signatory  
(Designated Partner)

2. Authorized Signatory  
(Designated Partner)





