
NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED

Circular to all trading and clearing members of the Exchange

Circular No.: NCDEX/MEMBERSHIP- 003/2005/178

Date : September 2, 2005

Subject : User IDs - New /Deletion /Change in name of Users - Formats

We refer to our Circular NCDEX/MEMB/2003/1 dated December 2, 2003 regarding Issuance of VSAT/LL User IDs and NCDEX/TRADING-008/2004/29 dated April 2, 2004 regarding Internet User IDs. In order to standardize the formats and for the benefit of members, they are requested to furnish the details in respect of the following matters, in the respective formats:

1. Annexure I – Application for creation of new User ID for VSAT/Leased Line/Internet
2. Annexure II – Format for deletion of existing User ID
3. Annexure III – Format for change in name of existing User ID

In case of change in the User details vide item 3 above, members are requested not to seek deletion of the User IDs. Instead they are required to forward the details of the new user in the format enclosed in Annexure III of this circular.

**For and on behalf of
National Commodity & Derivatives Exchange Limited**

**Meher Baburaj
Chief Operations Officer**

1. Membership Department - Phone No. (022) 5640 6699/6567/6646/6647
2. Helpdesk by E-mail to: askus@ncdex.com

ANNEXURE I (On the Letterhead of the Trading Member)
Application for creation of new User Id for VSAT/Leased Line/Internet

To : Membership Department
National Commodity & Derivatives Exchange Limited
Gayathri Tower, 1st Floor,
954, Appa Saheb Marathe Marg,
Prabhadevi, Mumbai – 400 025

Dear Sir,

I/We _____ (Name of Trading cum Clearing Member) do hereby request you to permit Mr. / Ms. _____ (Name of User) to act as our Approved USER for trading on my/our behalf through VSAT/Leased Line/Internet terminals.

1. Status & Address of the office where terminal is located.	:	Regd. Office / Head Office / Dealing Office Office Address:
DETAILS OF THE PROPOSED USER		
1. Name of the person for whom this application for allotment of User ID is made (<i>expand all initials</i>)	:	
2. Age	:	
3. Father's name	:	
4. Address	:	
5. Qualification	:	
6. Type of User	:	<input type="checkbox"/> Dealer <input type="checkbox"/> Corporate Manager <input type="checkbox"/> Branch Manager <input type="checkbox"/> Inquiry Only <input type="checkbox"/> Administration <input type="checkbox"/> Internet Dealer/User
7. Relationship of the proposed User with the Trading Member i.e. an employee, agent on commission basis, trainee, client or others.(pls. specify)	:	
8. Mode of connectivity for trading from the office where terminal is located.(<i>from where the proposed User would operate</i>)	:	<input type="checkbox"/> VSAT ID <input type="checkbox"/> Lease Line ID <input type="checkbox"/> Internet
9. If Internet, payment option	:	<input type="checkbox"/> Rs. 1,000/- per month <input type="checkbox"/> Rs.10,000/- per year
9. Reason for application of User	:	
10. No. of Existing User IDs at the above VSAT/Leased line	:	

We hereby confirm that the following have already been installed by us for the new trader workstation (TWS) for which this permission is being sought:

Sr. No.	Particulars	Yes / No
	PC with following configuration:	
A	Pentium III 555 MHz or above (Minimum) or Pentium IV (Recommended)	Yes / No
B	256 MB RAM	Yes / No
C	Min. 20 GB Hard Disk Drive	Yes / No
D	525 KB conventional memory	Yes / No
E	32 Bit LAN Card	Yes / No
F	Operating System Windows 2000 Professional SP4	Yes / No

I/We hereby agree and bind myself/ourselves to be responsible for all acts, quotations made and transactions done or effected by the said Mr. / Ms. _____ as our Approved User on the Trading System of the National Commodity & Derivatives Exchange Limited (NCDEX). I/We shall ensure that he/she will not execute any order on his/her own account or on account of anyone without such order having my/our prior approval in writing. I/We further agree that I/We shall be responsible for any risks, loss or claims/actions arising out of use of the said User ID and shall not hold NCDEX responsible for any such risk, loss, claims or liabilities arising from the use of the said User ID. I/We shall ensure that the proposed Approved User Mr. / Ms. _____ will not function / place orders / deal on the trading system in any manner that would represent that the trades have been placed as an Authorised Person or a sub-broker. In case of the said Mr./Ms. _____ ceasing to be associated with me /us as an employee, agent on commission basis, trainee, client, Approved User or in any other capacity, I/we shall communicate to you the same along with related details and seek change in the User ID so allotted against this application, as prescribed. I/We also confirm that the Approved User shall clear such certification as may be prescribed by the Exchange from time to time and within such period as may be prescribed by the Exchange. The User ID so allotted may be withdrawn by the Exchange at its discretion on the expiry of such period within which such Approved User fails to obtain the certification. I/We certify that I/we have not applied for any other User ID in the name of the said Mr. /Ms. _____. The User ID so allotted would be used by the said Mr. / Ms. _____ only to access the NCDEX trading system.

Date: _____

Place: _____

Stamp & Signature of the authorized signatory of the Trading Member

DECLARATION BY THE USER (TO BE GIVEN SEPERATELY BY DIFFERENT USERS)

I hereby declare that I am aware and shall update myself about the Rules, Bye-laws, Regulations and Circulars issued there under by the Exchange from time to time. I agree to become an Approved User of M/s _____ (name of Trading Member). I would intimate the Exchange upon ceasing to be an employee, agent on commission basis, trainee, client, Approved User of or ceasing to be associated in any other capacity with M/s _____ (name of the trading member). I hereby agree to abide by the Rules, Bye-laws, Regulations and Circulars issued by the Exchange that may be in force from time to time. I understand that appropriate action may be initiated against me by the Exchange in case of violation of the Rules, Bye-laws, Regulations and Circulars issued by the Exchange. I certify that I have not applied for any other User ID on the same segment for which this User Id is now being applied for. I will not allow anybody else to access / use the NCDEX Trading System using the User ID so allotted to me.

I shall keep complete secrecy of the password.

Date:

Place:

Name and signature of User

Annexure II (On the Letterhead of the Trading Member)Format for deletion of existing User Id

To
Membership Department
National Commodity & Derivatives Exchange Limited
Gayathri Tower, 1st Floor,
954, Appa Saheb Marathe Marg,
Prabhadevi, Mumbai – 400 025

Dear Sir,

Sub: Disablement of User ID/s.

I / We request you to kindly disable the following User ID/s.

The details of the User ID/s to be disabled are as follows:

User ID No.	User Name	Reason

Thanking You

Yours faithfully,

Authorized Signatory

Note: User ID/s shall be deleted after the Exchange is satisfied that the same can be deleted and at the discretion of the Exchange.

Annexure III (On the Letterhead of the Trading Member)
Format for change in name of an existing User ID

To
 Membership Department
 National Commodity & Derivatives Exchange Limited
 Gayathri Tower, 1st Floor,
 954, Appa Saheb Marathe Marg,
 Prabhadevi, Mumbai – 400 025

Dear Sir,

Sub: Change in the user name of existing User ID/s.

I / We request you to kindly change the name of the following User ID/s entirely at our risk and responsibility.

User ID No.	Existing User Name	Proposed User Name	Reason

Status & Address of the office where terminal is located. : Regd. Office / Head Office / Dealing Office
 Office Address:

1. Name of the person for whom this application for allotment of User ID is made (*expand all initials*) :
2. Age :
3. Father's name :
4. Address :

5. Qualification :
6. Type of User :

- Dealer
- Corporate Manager
- Branch Manager
- Inquiry Only
- Administration
- Internet Dealer/User

7. Relationship of the proposed User with the Trading Member i.e. an employee, agent on commission basis, trainee, client or others (pls. specify) :
8. Mode of connectivity for trading from the office where terminal is located. (*from where the proposed User would operate*) :

- VSAT ID
- Lease Line ID
- Internet

I/We hereby agree and bind myself/ourselves to be responsible for all acts, quotations made and transactions done or effected by the said Mr. / Ms. _____ as our Approved User on the Trading System of the National Commodity & Derivatives Exchange Limited (NCDEX). I/We shall ensure that he/she will not execute any order on his/her own account or on account of anyone without such order having my/our prior approval in writing. I/We further agree that we shall be responsible for any risks, loss or claims/actions arising out of use of the said User ID and shall not hold NCDEX responsible for any such risk, loss, claims or liabilities arising from the use of the said User ID. I/We shall ensure that the proposed Approved User Mr. / Ms. _____ will not function / place orders / deal on the trading system in any manner that would represent that the trades have been placed as an Authorised Person or a sub-broker. In case of the said Mr./Ms. _____ ceasing to be associated with us as an employee, agent on commission basis, trainee, client, Approved User or in any other capacity, I/We shall communicate to you the same alongwith related details and seek change in the User ID so allotted against this application, as prescribed. I/We also confirm that the Approved User shall clear such certification as may be prescribed by the Exchange from time to time and within such period as may be prescribed by the Exchange. The User ID so allotted may be withdrawn by the Exchange at its discretion on the expiry of such period within which such Approved User fails to obtain the certification. I / We certify that we have not applied for any other User ID in the name of the said Mr./Ms. _____. The User ID so allotted would be used by the said Mr. / Ms. _____ only to access the NCDEX trading system.

Date:

Place: _____

**Stamp & Signature of the authorized
Signatory of the Trading Member**

DECLARATION BY THE USER (TO BE GIVEN SEPERATELY BY DIFFERENT USERS)

I/we hereby declare that I am aware and shall update myself/ourselves about the Rules, Bye-laws, Regulations and Circulars issued there under by the Exchange from time to time. I agree to become an Approved User of M/s _____ (name of Trading Member). I would intimate the Exchange upon ceasing to be an employee / an employee, agent on commission basis, trainee, client, Approved User of or ceasing to be associated in any other capacity with M/s _____ (name of the trading member). I hereby agree to abide by the Rules, Bye-laws, Regulations and Circulars issued by the Exchange that may be in force from time to time and understand that appropriate action may be initiated by the Exchange in case of violation of the Rules, Bye-laws, Regulations and Circulars issued by the Exchange. I certify that I have not applied for any other User ID on the same segment for which this ID's now being applied for. I will not allow anybody else to access / use the NCDEX Trading System using the User ID so allotted to me.

I shall keep complete secrecy of the password .

Date:

Place:

Name and signature of User

Thanking You

Yours faithfully,

Authorized Signatory