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| **Part I: Annex XV** | | |
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| **Format for Sub Agents of Indian Agents of MTSS** | | |
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| 1 | Name of the Sub Agent |  |
| 2 | Sub Agent Category (AD Cat-I bank/ AD Cat-II/ Other Scheduled Commercial Bank/ Full Fledged Money Changer/ Department of Posts/ Registered NBFC/ Others) |  |
| 3 | Address of the registered/corporate/administrative office with telephone number/s, Fax number/s and e-mail id/s. |  |
| 4 | Registered with |  |
| 5 | Registration Number |  |
| 6 | Details of Registration (papers to be attached as at Annex XV a) |  |
| 7 | PAN Number (copy as at Annex-XV a) |  |
| 8 | Name/s of Banker/s and Bank Account Number/s (enclosures as at Annex-XV a) |  |
| 9 | Details (Name, Nationality, Residential address, Controlling interest in any other company, PAN Number) of each promoter with more than 10% equity holding |  |
| 10 | Paid up capital in ` and Number of shares |  |
| 11 | Accounts certified by which Chartered Accountant? Details (Enclosures as at Annex-XV a) |  |
| 12 | Whether prosecuted/ convicted for criminal/ economic offence? If yes, particulars thereof (Enclosures as at Annex-XV a) |  |
| 13 | Whether the Sub Agent is solvent as on date |  |
| 14 | Details (Name, Designation, Nationality, Residential address, PAN No., Name/s of other company/ies in which the person has held any post, Details of equity shareholding in the company, if any) of Chairman/Managing Director/Director/Chief Executive Officer (Details as at Annex-XV a) |  |
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| ***Note: With reference to point 9, ownership of the Sub Agent should be detailed up to the last layer of equity*** | | |
| ***holding ending in mentioning the name of the individual/ entity that owns beneficial interest in the company.*** | | |
|  |  |  |
| Date: | Signature of Chartered Accountant | |
| Place: | Signature of Managing Director | |
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|  |  | **Part I: Annex XV a** |
| **List of Certified copies of Documents to be submitted** | | |
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| 1 | Certificate of Incorporation |  |
| 2 | Memorandum (up-to-date) and Articles of Association |  |
| 3 | Board resolution for conducting money transfer activities, submission of application and its contents including authorization of an official to make the application. |  |
| 4 | Details of associates, group companies, etc. |  |
| 5 | PAN Card/s of the Director/s. |  |
| 6 | Bank Account details and sealed confidential reports from banks. |  |
| 7 | A certificate from Chartered Accountant certifying Net Owned Funds |  |
| 8 | Balance Sheet and P&L A/c statement for the last three years. |  |
| 9 | Business plan for the next three years. |  |
| 10 | Conduct certificate from the local police authorities. |  |
| 11 | Declaration regarding past criminal cases, cases initiated/ pending against the company or its Directors by any law enforcing agencies. |  |
| 12 | Photographs of the Directors and key persons. |  |
| 13 | Information about the management. |  |
| 14 | Shop and establishment certificate/ other municipal certificate. |  |