

Checklist for obtaining Authorized Representative Registration Certificate from BSEC

Requirements to become Authorized Representative:

- Eligibility/criteria as mentioned in the BSEC's rule must be fulfilled.
- Must be appointed/associated by a CSE TREC Holder.
- 21 years of age or more.
- HSC/equivalent passed or above
- Submission of required documents and fees.
- Obtained training program jointly organized by BSEC and CSE or from any institution recognized by the BSEC.

Documents to be submitted for BSEC through CSE for obtaining Authorized Representative Registration Certificate:

- Form "Kha" duly filled in and signed
- 02 (Two) copies of Passport size photographs duly attested by TREC holder Representative.
- The TREC holder issues an attested copy of the appointment letter to the person.
- Attested copy of all academic certificates (no mark sheet/testimonial/transcript will be received) to be attested by the concerned TRERC Holder Representative.
- DD/PO for Tk.5,000/- (Five thousand) being the Authorized Representative's registration fee in favor of Bangladesh Securities and Exchange Commission (separate DD/PO to be submitted for each Authorized Representative).
- Declaration regarding involvement/association of the Authorized Representatives with other Broker/Dealer companies. The declaration must include non-conviction for any criminal offenses or misconduct or punishment by the Exchange.
- Affidavit from Notary public pertaining to non-involvement of offenses mentioned in rule 4(2) (uma) & 4(2) (Cha) of Securities and Exchange Commission (Stock Dealer, Stock Broker, and Authorized Representatives) Rules, 2000 to be made and notarized on non-Judicial Stamp for Tk.300/-.
- C.V.
- NID
- Training fee of Tk. 10,000 (Ten Thousand) through a Pay order favoring Chittagong Stock Exchange PLC

Documents to be submitted before issuing Authorized Representative Registration Certificate:

- Deed of Agreement with broker/dealer ascertained by CSE and authenticated by BSEC on non-judicial stamp for Tk.300/-(to be prepared in new format)
- Guarantee and Undertaking between Authorized Representative and TREC Holders on non-judicial stamp for Tk.300