

INSTRUCTIONS

These instructions for filling in the Form A and Form AA are meant purely for guidance.

General Instructions

1. Please submit application forms in original along with all supporting documents at SEBI's head office at Mumbai, India, at the following address:
Securities and Exchange Board of India
Division of Foreign Institutional Investors & Custodians,
Plot No. C4-A, "G" Block
Bandra Kurla Complex
Bandra (East), Mumbai – 400 051
India
2. All fields in the forms should be typewritten.
3. All relevant fields should be duly filled. In case any field does not apply to the applicant, Not Applicable - NA should be mentioned.
4. In case of additional details, please provide information on separate sheets which should be attached to the application form with cross references.
5. The supporting documents should preferably be - attested as true - by an authorised notary.
6. Kindly appreciate that the applications can be considered only if they are complete in all respects; incomplete applications are liable to be rejected.

Filling the application form **Selecting categories**

1. Please select the category that best fits the capacity of your registration with your parent regulator and the corresponding category as provided in the application form.
2. In Form A and AA, in item no. 2, kindly select the Broad Based Fund category only in case the applicant does not fit into any of the categories specified.
3. In case the applicant is structured as a master-feeder fund where the master fund is the FII applicant, the following information may kindly be provided for feeder funds, viz., names, place of incorporation, corpus, generic type and number of investors along with their respective proportionate holdings.
4. In Form A, in item no. 4.1, kindly specify the name of the respective securities market regulator with whom the applicant is registered in the country of its incorporation or in the countries of its operations (and not the taxation authority or revenue department).
5. Only for applicants that are university funds, endowments, foundations, charitable trusts and charitable societies, which are not regulated by a securities market regulator, kindly specify the name of the taxation authority or revenue department with whom such applicants are registered in item no. 4.1.
6. The registration number issued by the regulatory authority specified in item no. 4.1 and the activities the applicant is licensed to undertake may be clearly specified in item nos. 4.2 and 4.3 respectively.

Declarations and Undertakings

For all applications submitted to SEBI office on or after April 7, 2010, the below mentioned declarations and undertakings are required to be enclosed along with the application form.

Declarations

The applicants are required to provide the following declarations on its letter head

Please tick whichever applicable.

(a) The applicant declares that it is not a Protected Cell Company (PCC) or Segregated Portfolio Company (SPC) and does not have an equivalent structure by whatever nomenclature.

(b) The applicant declares that it is not a Multi Class Share Vehicle (MCV) by constitution and does not have an equivalent structure by whatever nomenclature. It contains only single class of share.

(c) The applicant declares that it is a MCV by constitution and has more than one class of shares or has an equivalent structure and that a common portfolio is maintained for all classes of shares and satisfies broad based criteria.

OR

(c) A segregated portfolio is maintained for separate classes of shares wherein each such class of shares are in turn broad based.

Undertakings

In case the applicant is/ proposed to be a MCV or an equivalent structure and have more than one class of shares, it shall undertake the following on its letter head:

(a) Common portfolios shall be allocated across various share classes and it shall be broad based;

OR

(a) If portfolios are segregated for each distinct share class, then each such share class shall satisfy the broad based criteria;

(b) In case of change in structure/ constitution/ addition of classes of shares, prior approval of SEBI shall be taken;

(c) In case of any addition of share classes, it shall follow the criteria at (a) above.

Signatures

1. The applications may kindly be duly signed with all signatures in original. All pages of the application form and every additional sheet should be initialled by the authorised signatory of the applicant.
2. Please state the name of the authorised signatory and affix thereon the initial and signature on the last page of the form.
3. In case of Form AA, all pages of the application forms should be initialled by the authorised signatory of both the FII and the sub-account.

Filling and filing of the applications

1. While submitting the application forms in original, the below check list confirming the filing of the requisite documents as required in application form should be submitted along with the application. This checklist is to be filled in and signed by the entity through whom the application is physically filed with SEBI.

FII application

S. No.	Document	Please state whether Yes/ No
1.	Notarised / Certified copy of the relevant clause or articles of the Memorandum and Articles of Association or the Agreement authorising the applicant to invest on behalf of its clients.	
2.	Audited financial statements and annual report for the last one year, provided that the period covered shall not be less than twelve months.	
3.	Annexures if any in terms of item nos. 2.1 and 8.2 of the FII application form - Form A in the specified format	

Note: In case the above mentioned documents are in a foreign language, certified copies of the translated English versions of the same should be submitted along with the application.

Sub Account application

Document	Please state whether Yes/ No
Annexure if any in terms of item no. 2.2. of the sub account application form, Form AA in the specified format.	

2. The duly filled in forms should be submitted physically at the SEBI Head Office at the following address:

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