

<p><b>Requirement in Summary</b></p>	<ol style="list-style-type: none"> <li>1) Members are required to provide to their clients a contract note on execution of a trade with relevant details duly filled in as per the format specified by the Exchange. It serves as a proof of transaction and protects the clients as well as members by binding them contractually and giving them recourse to arbitration process of the Exchange in the event of disputes.</li> <li>2) The contract note is required to be delivered within 24 hours of the execution of the trade.</li> <li>3) The contract note is to be signed by the member or their Authorized Signatories only.</li> <li>4) Member shall issue contract notes to their clients either in hard copy duly signed by the member or in soft copy under digital signature of member in accordance with Information Technology Act, 2000. However, the contract note must be sent to a client in physical form only, unless a client specifically indicates his preference for contract notes in electronic form.</li> <li>5) In case of Electronic Contract Notes (ECN), ECN Declaration form needs to be obtained from the client at the beginning of every year. It has to be normally in English language. In case a client is not conversant with the English language, the ECN form should be bi-lingual i.e., in English and the local language known to the applicant.</li> <li>6) Contract note shall be serially numbered beginning from one, which shall be reset only at the beginning of the next financial year.</li> <li>7) Delivery of the contract notes should be at the address of the client. Delivery of contract notes to an address (either physical or e-mail) other than that of the client will be deemed to be non-delivery of contract notes.</li> <li>8) Member should issue separate contract notes for trades executed on Commodity Futures Exchange &amp; National Commodity Spot Exchanges.</li> </ol> <p><b>Records Maintenance :</b> Member shall keep, preserve and maintain the duplicate copies of the contract notes issued. Also, the proof of deliveries of the Contract Notes needs to be preserved. In case of digital contract notes issued, members should keep the necessary log reports.</p>
<p><b>Reference</b></p>	<ol style="list-style-type: none"> <li>1) Bye-Law 4.7</li> <li>2) Business Rue 27(p)</li> <li>3) Circular No : MCX/012/2006 dated January 10, 2006</li> <li>4) Circular No : MCX/357/2006 dated September 2,2006</li> <li>5) Circular No : MCX/COMP/304/2007 dated September 1, 2007</li> <li>6) Circular No : MCX/LEGAL/363/2008 dated November 15 , 2008</li> <li>7) Circular No : MCX/COMP/046/2011 dated February 23,2011</li> <li>8) Circular No : MCX/COMP/256/2011 dated July 20, 2011</li> <li>9) Circular No : MCX/COMP/358/2011 dated October 11,2011</li> <li>10) Circular No : MCX /LEGAL/404/2011 dated November 3, 2011</li> </ol>
<p>The Bye-Laws, Rules, Business Rules and Circulars are available on our website <a href="http://www.mcxindia.com">www.mcxindia.com</a> under the link Downloads. Members can also refer to all the volumes of the Compliance Awareness Series on our Website <a href="http://www.mcxindia.com">www.mcxindia.com</a> under the link Membership&gt;Compliance&gt;Compliance Awareness Series.</p> <p>We also request members to read the FAQs available under the link Membership on our website.</p>	