



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

Operational Guidelines (Investors' Associations), 2019

(Last amended as on 22 October, 2020)



**HAR INVESTOR
KI TAAQAT**

Arrangement of Clause

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¹ Inserted vide amendment dated 14 July, 2020.

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OPERATIONAL GUIDELINES (INVESTORS' ASSOCIATIONS), 2019

Dated: February 1, 2019

1. INTRODUCTION, SHORT TITLE AND COMMENCEMENT

- i) Securities and Exchange Board of India (SEBI) is a Statutory Body established under Securities and Exchange Board of India (SEBI) Act, 1992 with the prime mandate to protect the interests of investors in securities and to promote the development of, and to regulate the securities market and for matters connected therewith or incidental thereto investor protection. Towards this, SEBI has been undertaking various investor awareness and education activities. As a part of such initiative, organisations working in the area of investor education / awareness, conducting awareness workshops and rendering assistance to individuals/investors in the area of grievance redressal are recognised as "Investors' Associations". The recognized Investors' Associations supplements SEBI's initiatives in the area of Investor Education and Protection.
- ii) This document titled "Operational Guidelines (Investors' Associations), 2019" is the guidelines to facilitate and regulate the functioning of SEBI recognised Investors' Associations. These guidelines outlines the basic requirements and conditions to be fulfilled by eligible organizations to get recognition from SEBI as Investor Association. It further specifies the conditions of operations which shall be followed by SEBI recognized Investors' Associations viz. conduct of workshop, reimbursement of expenses by SEBI, Code of Conduct, etc.
- iii) The Operational Guidelines (Investors' Associations), 2019 shall come into force from **February 1, 2019**.

2. DEFINITIONS

- i) In these Operational Guidelines, unless the context otherwise requires, the terms defined herein shall bear the meanings assigned to them below, and their cognate expressions shall be construed accordingly:-
 - (a) "**Act**" means the Securities and Exchange Board of India Act 1992;
 - (b) "**Board**" means the Securities and Exchange Board of India (SEBI) established under the provisions of section 3 of the Securities and Exchange Board of India Act, 1992 (15 of 1992);

- (c) **"Intermediary"** means and includes a stock broker, a merchant banker, a banker to an issue, a trustee of trust deed, a registrar to an issue, a share transfer agent, an underwriter, an investment adviser, a portfolio manager, a depository participant, a custodian of securities, a foreign portfolio investor, a credit rating agency, or any other intermediary or any person associated with the securities market, as may be specified by the Board from time to time;
- (d) **"Key managerial Personnel"** means an officer who, subject to the superintendence, control and direction of governing body of Investors' Association, has the management of whole, or substantially whole of the affairs of Investors' Association.
- (e) **"Recognised Investors' Association"** means an entity rendering services in the area of investor education and awareness, conducting awareness workshops and assisting individuals/investors in redressal of their grievances and recognized by SEBI as an Investors' Association.
- (f) **"Provisional Recognition"** means recognition granted by the Board to an Investors' Association for a period of one year.
- (g) **"Recognition"** means recognition granted by the Board to an Investors' Association including provision recognition.
- ii) Words and expressions used and not defined in these Operational Guidelines but defined in the Act, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996, Companies Act, 2013, or any rules or regulations made thereunder shall have the same meaning respectively assigned to them in those Acts, rules or regulations or any statutory modification or re-enactment thereto, as the case may be.

3. APPLICATION FOR RECOGNITION

An application for the grant of recognition as an Investors' Association shall be made to SEBI in the format specified in **Schedule I**.

4. FURNISHING OF INFORMATION, CLARIFICATION AND INSPECTION

- i) SEBI may require the applicant to furnish further information or clarification regarding matters relevant to the activities of Investors' Association for the purpose of disposal of the application.

- ii) Further, SEBI may conduct a surprise visit / inspection of the facilities of the applicant.

5. **CONSIDERATION OF APPLICATION:**

SEBI shall take into account, for considering grant of recognition, all matters which are relevant to the activities relating to Investors' Associations and in particular the applicant complies with the following requirements, namely:-

- i) The applicant shall be an organisation in existence for a minimum period of two years and registered as:-
 - a) A Trust under Indian Trusts Act, 1882 or any other relevant Act governing the Trusts in India.
OR
 - b) A Society registered under Societies Registration Act, 1860 or any other relevant Act governing the Societies in India.
OR
 - c) A company incorporated under the Companies Act, 2013.
- ii) The primary objective of applicant shall be offering bona fide protection of interests of the investors or consumers and other allied services.
- iii) The applicant shall have rules, regulations and /or bye-laws for its governance and management in conformity with the provisions of these operational guidelines and the respective Acts under which they are registered.
- iv) The applicant shall not have any conviction and restrain orders from SEBI or any court of Law. Further, promoters /settler of the applicant, members of its governing body viz. trustees in case of trusts, governing members in case of society, directors in case of company, as the case may be, and its key managerial personnel shall be the citizens of India and shall be persons of integrity, reputation and character and shall not have any conviction and restrain orders from SEBI or any court of Law.
- v) The applicant, promoters /settler of the applicant, members of its governing body viz. trustees in case of trusts, governing members in case of society, directors in case of company, as the case may be, and its key managerial personnel shall not be registered as an intermediary with SEBI or associated with any of the intermediaries registered with SEBI by way of full time employment.

- vi) The governing body of applicant shall have minimum two trustees in case of trusts, two governing members in case of society, two directors in case of company, as the case may be, with at least five years of experience of working in securities market or financial market preferably in the area of investor education and awareness and providing assistance on redressal of their grievances.

Provided that, in case the applicant organisation is promoted by a single person such as a one person company (OPC) registered under Companies Act, 2013 etc, apart from the promoter, the applicant shall have at least two key managerial personnel with at least five years of experience of working in securities market or financial market preferably in the area of investor education and financial awareness and providing assistance on redressal of their grievances.

- vii) The applicant shall have enrolled at least 100 number of individuals and/or non-profit organisations for availing its services. In case any Body Corporate or Institutions are enrolled, the applicant shall discontinue the enrolment given to them within three months of obtaining recognition.
- viii) The existing Recognised Investors' Associations who do not satisfy the above conditions, shall within one year from the date of coming into force of these operational guidelines, comply with the above conditions.

6. GRANT OF PROVISIONAL RECOGNITION

- i) SEBI, on being satisfied that the applicant is meeting all the requirements and is eligible to be a SEBI recognised Investors' Association, may initially grant a provisional recognition for a period of one year.
- ii) The activities of the Investors' Association shall be monitored during the period of provisional recognition.
- iii) If, at the end of this period, considering the performance of the Association, the provisional recognition may be extended by one year, Provided that such extensions shall be granted up to a maximum of three one-year term.
- iv) The Investors' Association who has already been granted provisional recognition prior to commencement of the Operational Guidelines (Investors' Associations), 2019 shall be deemed to have been granted provisional recognition under clause 6(i).

7. GRANT OF RECOGNITION

- i) The Investors' Association who has been granted provisional recognition under clause 6 may, at least one month before the expiry of the period of the Provisional Recognition, make an application for grant of recognition in the format specified in **Schedule II**.
- ii) The application under clause 7 (i) shall be dealt with in the same manner as if it were a fresh application for grant of recognition, as per the provision of the clause 5 of these operational guidelines. In addition, the activities of Investors' Association during the period of the provisional recognition shall be taken into account for considering the grant of recognition.
- iii) SEBI, on being satisfied that the applicant is meeting all the requirements, its performance is satisfactory and is eligible to be a SEBI recognised Investors' Association, may grant a recognition.
- iv) **The recognition granted to Investors' Association under clause 7(iii) shall be valid unless it is withdrawn by SEBI.**
- v) The Investors' Association who has already been granted recognition prior to commencement of the Operational Guidelines (Investors' Associations), 2019 shall be deemed to have been granted recognition in terms of clause 7(iii).

8. PROCEDURE WHERE RECOGNITION IS NOT GRANTED

- i) Where an application of grant of recognition under clause 6 or clause 7 does not satisfy the requirements as specified in clause 5, SEBI shall reject the application.
- ii) The decision of SEBI to reject the application may be communicated to the applicant in writing within 30 days of such decision.

9. WORKSHOPS CONDUCTED UNDER SEBI INVESTOR PROTECTION AND EDUCATION FUND (SEBI IPEF)

- i) The Investors' Association shall conduct workshops in the state in which their registered office is located subject to prior approval from the respective SEBI office at least 5 working days prior to date of the workshop in the specified format given in **Schedule IV**. **In certain exceptional case, Investors' Association may conduct workshop in the neighbouring state subject to prior approval from the respective SEBI office.**

In exceptional cases, timeline of 5 working days for submission of forms for approval may be relaxed with the approval of SEBI, if Investors' Association furnish sufficient reasons for the same.

- ii) The approved schedule shall be disseminated through public media by Investors' Association for knowledge of the investors at large.
- iii) The workshop shall have minimum 50 participants and shall be conducted free of cost and no money shall be collected for any purpose from the participants of such workshops. The prescribed material, if any, shall be provided free of cost during the workshop.
- iv) The workshop shall have a banner "Workshop under the aegis of SEBI Investor Protection and Education Fund" or "Workshop under the aegis of SEBI IPEF" and shall be displayed prominently at the venue of the workshop.
- v) The workshops shall be conducted as per the format of the workshop viz. duration, topics to be covered etc. as communicated by SEBI from time to time.
- vi) During the workshop, IA shall not promote any financial product nor give investment advice regarding any specific product/ scrip/ services be given to the participants.
- vii) The Investors' Association shall conduct the workshop only in the local language or a language which is understandable by the target audience/ participants of the place where the workshop is conducted.
- viii) The Investors' Association shall submit report on the proceedings of workshops to the respective offices of SEBI along with report on the feedback of participants. The report shall be sent to SEBI along with the claim for reimbursement of the workshop.
- ix) The Investors' Association shall not sub-contract or outsource conduct of the workshop.
- x) ²Investor Awareness Programs through Webinars: Investors' Associations may conduct programs through webinar in terms of guidelines given at Schedule XI. For conducting such webinars, Investors' Associations shall only make use of the platform provided by SEBI.

² Inserted vide amendment dated 14 July, 2020.

10. **REIMBURSEMENTS TO INVESTORS' ASSOCIATION UNDER SEBI INVESTOR PROTECTION AND EDUCATION FUND (SEBI IPEF)**

- i) The Investors' Associations are eligible to claim reimbursement of the expenses incurred from SEBI subject to the conditions as detailed below:

Expenditure	Investors' Association recognized under clause 6 (Provisional for one year)	Investors' Association recognized under clause 7	Conditions / Claim procedure/ Documents to be submitted or maintained by the IAs etc.
a) Initial grant for purchase of capital items	NIL	<p>Amount: Rupee Two lakhs and fifty thousand (Rs. 2,50,000) (exclusive of taxes)</p> <p>Eligibility: Investor Association on being granted recognition under clause 7</p> <p>Periodicity of Claim: Grant can be claimed once only and shall be claimed within a period of six months from the date of grant of recognition under clause 7</p> <p>Expenses: Reimbursement of expenses for purchase of capital items on production of original bills.</p>	As per Schedule V
b) Additional grant for purchase of capital items	NIL	<p>Amount: Rupee One lakh (Rs. 1,00,000/-) (exclusive of taxes)</p> <p>Eligibility: Investor Association recognized under Clause 7</p> <p>Provided further that Investor Association has conducted minimum four (4) number of workshops or the number of workshops as prescribed by SEBI in each of three previous financial year under the aegis of SEBI IPEF</p> <p>Periodicity of Availment: Once in every three years. The three year period shall be</p>	As per Schedule V

Expenditure	Investors' Association recognized under clause 6 (Provisional for one year)	Investors' Association recognized under clause 7	Conditions / Claim procedure/ Documents to be submitted or maintained by the IAs etc.
		calculated from the date of availing of initial grant or additional grant, as the case may be. The additional grant shall be claimed within a period of six months from the date when it becomes due. Expenses: Reimbursement of expenses for purchase of capital items on production of original bills.	
c) Annual maintenance charges towards maintenance of capital items.	NIL	Investors' Association recognized under clause 7 shall be eligible to claim a maximum of Rs. 6,000/- per annum on declaration basis. The maintenance charges for the financial year shall be claimed within the two month of succeeding financial year.	As per Schedule VI
d) Reimbursement of expenses for conducting workshops under the aegis of SEBI IPEF	<p>Amount: A maximum of Rs. 50,000/- per workshop (exclusive of taxes) can be claimed for incurring eligible expenses on submission of original bills.</p> <p>However, out of Rs. 50,000/-, a maximum of Rs.10,000/- can be claimed on declaration basis where bills are not available. Detailed conditions are specified in the schedule VII.</p> <p>Eligibility: Investor Association recognized under Clause 6 and 7 are eligible</p> <p>Conditions: In case SEBI is funding the workshop, funding/sponsorship from any other source (fully or partly) will not be acceptable.</p>		<p>Reimbursements to be claimed as per Schedule VII.</p> <p>Attendance sheet of the participants to be submitted as per Schedule VIII.</p>
e) Reimbursement towards attending Annual and Regional IA meetings convened by SEBI	<p>Eligibility: Investor Association recognized under Clause 6 and 7 are eligible to claim expenses towards travelling, Lodging / boarding and local conveyance for one office bearer of Investor Association.</p> <p>Expenses: a) Travelling – Actual expenses subject to production of air / train / bus tickets or taxi bills:</p> <ul style="list-style-type: none"> <u>For a distance of less than 500 kms between the place of registered office of Investor Association and the place of meeting.</u> 		As per Schedule IX.

Expenditure	Investors' Association recognized under clause 6 (Provisional for one year)	Investors' Association recognized under clause 7	Conditions / Claim procedure/ Documents to be submitted or maintained by the IAs etc.
		<p>Actual train fare (AC II tier) or equivalent amount if the journey is undertaken by bus/taxi/private car.</p> <ul style="list-style-type: none"> • <u>For a distance of more than 500 kms between the place of registered office of Investor Association and the place of meeting.</u> <p>Economy class airfare (Subject to production of Flights tickets and boarding pass)</p> <p><u>b) Lodging and Boarding:</u></p> <p>Actual expenses incurred subject to maximum of Rs. 4,000/- for maximum one night stay subject to production of bills.</p> <p><u>c) Local conveyance:</u></p> <p>Actual expenses incurred subject to maximum of Rs. 2,000/- on declaration basis.</p>	

11. PERIODICAL REPORTING BY THE INVESTORS' ASSOCIATIONS

- i) The Investors' Associations shall submit annual report detailing their activities and the same shall be submitted to the respective offices of SEBI within one month of the completion of that respective financial year (i.e. 12-month period starting from 1st April to 31st March) as per the format prescribed at **Schedule X**.
- ii) The Investors' Associations shall submit audited balance sheet and profit & loss account statement for the financial year within six months of completion of the financial year or such period as decided by SEBI.
- iii) The Investors' Association shall inform SEBI in writing about any changes in promoters, key managerial person and any changes in their organisation structure/rules/ regulations, as and when the same are effected.

12. CODE OF CONDUCT FOR THE INVESTORS' ASSOCIATION

- i) The Investors' Association shall abide by the Code of Conduct as specified by SEBI.
- ii) The Investors' Association shall not carry on any activity specifically prohibited under or is in contravention of the Securities Contract (Regulation) Act 1956, Securities and Exchange Board of India Act, 1992, and rules, regulations, and circulars and notifications made there under or any other law in force.

13. LIABILITY FOR ACTION IN CASE OF DEFAULT

- i) A Investors' Association who contravenes any of the provision of Guidelines shall be liable for one or more of the following actions :
 - a. Withdrawal of recognition granted under clause 6 and clause 7.
 - b. Warning or caution notice.

Provided, however, that SEBI shall, before taking action, give an opportunity of hearing to such Investors Association concerned.

14. TERRITORIAL JURISDICTION

- i) The application for recognition of recognition by Investors' Association shall be made at the respective Offices of SEBI as per the territorial jurisdiction given in **Schedule - III**.
- ii) The Investors' Association shall co-ordinate their activities with the respective Offices of SEBI.

15. AMENDMENTS/CLARIFICATION TO THE OPERATIONAL GUIDELINES

- i) SEBI reserves the right to modify/amend the existing operational guidelines as deemed fit. In order to remove any difficulties in the interpretation or application of the provisions of these operational guidelines, SEBI may issue clarifications on the operational guidelines from time to time.
- ii) In the event of need of any clarification on the provisions of these operational guidelines or any other matter not included in these guidelines, decision of SEBI shall be final and binding on the Investors' Associations.

16. REPEAL, SAVINGS AND APPLICABILITY

- i) The “Conditions of Operations of Investors Associations” shall stand repealed from the date on which these Operational Guidelines come into force.
- ii) Notwithstanding such repeal,
 - a. anything done or any action taken or purported to have been done or taken under the repealed conditions of operations, prior to such repeal, shall be deemed to have been done or taken under the corresponding provisions of these Operation Guidelines.
 - b. Any application for recognition as Investor Association or renewal thereof which is pending with SEBI for disposal prior to the operational guidelines come into force, shall be treated as an application made in pursuance of provisions of these Operation Guidelines and dealt with accordingly

**APPLICATION FOR PROVISIONAL RECOGNITION AS INVESTORS'
ASSOCIATION
(UNDER CLAUSE 3)**

Important Instructions

1. Application form shall be properly filled up / neatly typed.
2. Signatories on the last page of application form shall be the authorised office bearers.
3. Supplementary details can be given on separate additional sheets, if need be.
4. One of the signatories on the last page of the application form shall sign all the pages of the application and supplementary pages, if any along with the stamp of the Organization.
5. SEBI may call for additional information on any aspect, if required.
6. SEBI reserves the right to reject any application without assigning any reason thereof.
7. Submission of this form does not in any way provide assurance of recognition by SEBI.
8. Please be brief while providing your remarks / comments in the space provided in the form.
9. Any incomplete, un-clear application or application not accompanied by necessary supporting documents as per the checklist, shall not be considered by SEBI and may be returned to the applicant in original.
10. Application shall be submitted to the respective offices of SEBI as per the territorial jurisdiction as given in **Schedule III** based on the location of the registered office of the applicant.

Checklist of supporting documents - Please ensure the following documents (as applicable) are enclosed

Sl.	Enclosure	Tick, if enclosed
1	Self-Certified copy of the certificate of registration / incorporation,	
2	Self-Certified copy of the Memorandum of Association, Article of Association, Deed, as the case may be.	
3	Self-Certified copy of the register of all the enrolled individuals and/ or non-profit organisations.	
4	Self-Certified copy of the resolution passed to approach SEBI for recognition,	
5	Sample copies of publications, if any.	
6	Self-Certified copy of the last two years audited reports and accounts	
7	Filing of any supplementary documents	

Application form

Name of the Applicant	
PAN GSTIN	
Registered and Permanent Address of the Applicant	
Communication address of the Applicant along with phone number and email id of the organisation	
Contact person's name, designation, phone number and email id	
Constitution – Society / Company/ Trust	
Registration No. and date of registration	

ORGANISATION

- a) Details of promoters of the company/society, settlors in case of trusts, as applicable:

Name, address and contact details and PAN	Occupation/ Profession	Experience

- b) Details of Governing Body of the applicant (Board of directors in case of company, trustees in case of trusts, governing members in case of society as applicable):

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

- c) Details of key managerial personal

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

d) Whether applicant, its promoters in case of the company/society, settlors in case of trusts, members of governing body and key managerial personal of the applicant	Yes / No (If yes, please specify details)
i) Awarded any penalty by SEBI or Govt. authority	
ii) Found guilty of any economic offence or violation of any securities law. If yes, then please provide the details thereof.	

e) Details of persons enrolled with the Applicant (last Two financial years):

	Year 1	Year 2
i) Total number of persons enrolled: Individuals Non-profit organisations		
ii) Total Number of Investor education and awareness workshops conducted and number of investors participated (attach a separate sheet giving details viz. Workshop date, place, Topics, Target audience, No. of participants and their details viz. name, contact number, email id etc.)		
iii) Number of individuals / investors to whom assistance provided on redressal of their grievances (Attach a separate sheet giving details of the individuals / investors viz. name, contact number, email id, nature of grievance and assistance provided in brief etc.)		

f) Whether applicant, its promoters in case of the company/society, settlors in case of trusts, members of governing body and key managerial personal of the applicant as applicable is registered as an intermediary with SEBI or associated with any of the intermediaries registered with SEBI, directly or indirectly, in any capacity including by employment or professional or business relationship? If yes, give details.

g) Whether any of promoters in case of the company/society, settlors in case of trusts, members of governing body viz. trustees in case of trusts, governing members in case

of society, and directors in in case of company, as applicable, is a director (other than independent professional director) on the board of any other body corporate? If yes, give details.

FINANCIAL INFORMATION

- a) Whether the books of accounts and the financial statements of the Applicant are 'audited' every year? Please attached certified copy audited books of accounts and the financial statements for the previous two financial years.

- b) Details of source of funds and its utilization (last two financial years):

	Year 1	Year 2
a) Sources of funds (last two years)		
i) Membership fee		
ii) Annual subscription		
iii) Any other fee		
iv) Any other income (specify source and nature)		
b) Uses of funds		
i) Administrative Expenses		
– Salaries and Wages		
– Stationery and Postage		
– Miscellaneous		
ii) Expenses on Seminars, meetings and other events		
iii) Other expenses		
c) Excess of income over expenditure		

ACTIVITIES OF THE APPLICANT

- a) Objectives of the Applicant (in short):

Note: Please also mark the relevant portions formation document

- b) What is the objective of the Applicant in seeking recognition from SEBI?
- _____
- _____
- _____
- c) How are enrolments of individuals done? Explain the process.
- _____
- _____
- _____
- d) Number of shareholders' conferences/ seminars organized during the last two years.
- _____
- _____
- _____
- e) Whether representatives of the Applicant are sent to attend shareholders' meetings of companies.
- _____
- _____
- _____
- f) Business Information of the applicant:
- i. History
- _____
- _____
- ii. Major Events
- _____
- _____
- iii. Present Activities
- _____
- _____
- g) Whether the Applicant handles Investor Grievances? (if yes, the number of grievances received and settled during the last two years)

	Received	Settled	Pending
Against Companies			
Against Brokers			
Others (mention details)			

- h) Grievance redressal system of the Applicant:

- i) House journal/ publication, if any, for enhancing Investor Education:
- _____
- _____
- _____
- j) Any other Activities:
- _____
- _____
- _____
- k) Whether suits or proceedings are pending against the Applicant or any of its office bearers in any court?
- _____
- _____
- _____
- l) Whether the Applicant agrees to abide by the rules, regulations and/ guidelines framed by SEBI from time to time for its effective functioning and better discipline?
- _____

DECLARATION

This Declaration must be signed by authorised signatories.

Certified that the information given above and also in the Form / enclosures are true to the best of our knowledge. We hereby agree to comply with the Operational Guidelines (Investors' Association), 2019 stipulated by SEBI, and also not to carry out any activity in contraventions of Securities contract (Regulation) Act, 1956, Securities and Exchange Board of India Act 1992, and rules, regulations, and circulars and notifications made there under or any other law in force.

Name and Designation	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date:

Place:

Seal of the Applicant

**APPLICATION FOR RECOGNITION
AS INVESTORS' ASSOCIATION
(CLAUSE 7)**

Important Instructions

1. Application form shall be properly filled up / neatly typed.
2. Signatories on the last page of application form shall be the authorised office bearers.
3. Supplementary details can be given on separate additional sheets, if need be.
4. One of the signatories on the last page of the application form shall sign all the pages of the application and supplementary pages, if any along with the stamp of the Organization.
5. SEBI may call for additional information on any aspect, if required.
6. SEBI reserves the right to reject any application without assigning any reason thereof.
7. Submission of this form does not in any way provide assurance of recognition by SEBI.
8. Please be brief while providing your remarks / comments in the space provided in the form.
9. Any incomplete, un-clear application or application not accompanied by necessary supporting documents as per checklist, shall not be considered by SEBI and may be returned to the applicant in original.
10. Application shall be submitted to the respective offices of SEBI as per the territorial jurisdiction as given in **Schedule III** based on the location of the registered office of the applicant.

Checklist of supporting documents - Please ensure the following (as applicable) are enclosed

Sr. no.	Enclosure	Tick, if enclosed
1	Self-Certified copy of the Memorandum of Association (in case of any amendments only)	
2	Self-Certified copy of the last Financial Year's audited financial reports	
3	Self-Certified list of names and addresses of all enrolled individuals and/ or non-profit organisations (in case of any changes only)	
4	Sample copies of publications, if any.	
5	Letter to SEBI confirming compliance by the Investors' Association with the code of conduct during previous recognition period, as specified in conditions of operations	

FORM

Name of the Investors' Association	
PAN GSTIN	
Registered and Permanent Address of the Investors' Association	
Date of grant of Provisional recognition Date of expiry of Provisional recognition	
Communication address of the Investors' Association along with phone number and email id of the organisation	
Contact person's name, designation, phone number and email id	
Constitution – Society / Company/ Trust	
Registration No. and date of registration	

ORGANISATION

- a) Details of promoters of the company/ society, settlors in case of trusts, as applicable:

Name, address and contact details and PAN	Occupation/ Profession	Experience

- b) Details of Governing Body of the applicant (Board of directors in case of company, trustees in case of trusts, governing members in case of society as applicable):

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

c) Details of key managerial personal

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

d) Whether applicant, its promoters in case of the company/society, settlors in case of trusts, members of governing body and key managerial personal of the applicant:	
i) Awarded any penalty by SEBI or Govt. authority	
ii) Found guilty of any economic offence or violation of any securities law. If yes, then please provide the details thereof.	

e) Details of persons enrolled with the Investors' Association (last three financial years):

	Year 1	Year 2	Year 3
i) Total number of persons enrolled: Individuals Non-profit organisations			
ii) Total Number of Investor education and awareness workshops conducted and for number of investors participated (attach a separate sheet giving details viz. Workshop date, place, Topics, Target audience, No. of participants and their details viz. name, contact number, email id etc.)			
iii) Number of investors to whom assistance provided on redressal of their grievances (attach a separate sheet giving details of the investors viz. name, contact number, email id, nature of grievance and assistance provided in brief etc.)			

f) Whether applicant, its promoters in case of the company/society, settlors in case of trusts, members of governing body and key managerial personal of the applicant as applicable is registered as an intermediary with SEBI or associated with any of the intermediaries registered with SEBI, directly or indirectly, in any capacity including by employment or professional or business relationship? If yes, give details.

- g) Whether any of promoters in case of the company/society, settlors in case of trusts, members of governing body viz. trustees in case of trusts, governing members in case of society, and directors in in case of company, as applicable, is a director (other than independent professional director) on the board of any other body corporate? If yes, give details.

FINANCIAL INFORMATION

- a) Whether the books of accounts and the financial statements of the Applicant are 'audited' every year? Please attached certified copy audited books of accounts and the financial statements for the previous financial year.

ACTIVITIES OF THE ASSOCIATION

- a) Number of Investor awareness workshops organized during the last three years:

Particulars	Year 1	Year 2	Year 3
Workshop under aegis of SEBI IPEF			
Other workshop in association with BSE / NSE / CDSL / NSDL / AMFI / NCDEX/MCX etc.			
No. of investors served in securities and Financial markets by way of providing assistance on redressal of their grievances.			

- b) Details of other workshop (except under the aegis of SEBI IPEF):

- c) Investor Grievances handled by the Investors' Association during the last three years:

Particulars	Received	Settled	Pending
Against Companies			
Against Brokers			
Against other entities in Securities Market (mention details)			

- d) Grievance redressal system of the Investors' Association:

- e) Details of representation of Investors' Association in meetings convened by SEBI during last recognition period:

Sl.	Date	Venue details	Name and Designation of representative
1			
2			
3			

- f) House journal / publication, if any, for enhancing Investor Education:

- g) Any other Activities:

- h) Whether suits or proceedings are pending against the Investors' Association or any of its office bearers in any court?

- i) Whether any other changes, not already stated, effected in the information submitted at the time of recognition?

- j) Whether the Investors' Association agrees to abide by the rules, regulations and/ guidelines framed by SEBI from time to time for its effective functioning and better discipline?

DECLARATION

This Declaration must be signed by authorised Signatory.

Certified that the information given above and also in the Form / enclosures are true to the best of our knowledge. We hereby agree to comply with the Operational Guidelines (Investors' Associations), 2019 stipulated by SEBI, and also not to carry out any activity in contraventions of Securities contract (Regulation) Act, 1956, Securities and Exchange Board of India Act 1992, and rules, regulations, and circulars and notifications made there under or any other law in force.

Name and Designation	Signature
Date:	Place:

Seal of Investors' Association

Securities and Exchange Board of India

Territorial jurisdiction for the purpose of dealing with activities related to Investors' Associations

Jurisdiction	States / UTs
Head Office	
Head Office SEBI Bhavan, Plot C4-A, G Block, Bandra Kurla Complex, Bandra (East), Mumbai -400 051 Phone: 26449000 (Board line); E-mail: sebi@sebi.gov.in	Maharashtra, Dadra and Nagar Haveli, Daman and Diu
Northern Zone	
Northern Regional Office 5th floor Bank of Baroda building, 16 Sansad Marg, New Delhi-. 110 001 Tel : +91-11-23724001-05; Fax: +91-11-23724006; E-mail: sebinro@sebi.gov.in	New Delhi, Jammu & Kashmir
	Uttarakhand
	Himachal Pradesh
	Punjab, Haryana, Chandigarh
	Uttar Pradesh
Southern Zone	
Southern Regional Office Overseas Towers, 7th floor, 756- L, Anna Salai, Chennai-. 600 002 Tel : +91-44-28880222 / 28526686 Fax: +91-44-28880333 E-mail: sebisro@sebi.gov.in	Tamil Nadu, Pondichery
	Karnataka
	Kerala, Lakshadweep & Minicoy
	Andhra Pradesh, Telangana
Eastern Zone	
Eastern Regional Office L&T Chambers, 3 rd Floor, 16 Camac Street, Kolkata 700 017 Tel: +91-033-23023000; Fax: +91-033-22874307 E-mail: sebiero@sebi.gov.in	West Bengal, Andaman & Nicobar Island
	Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Assam, Sikkim, Tripura
	Jharkhand
	Odisha
	Bihar
Western Zone	
Western Regional Office Unit No. 2, Ground Floor, Sakar 1, Near Gandhigram Railway Station , Opp Nehru Bridge, Ashram Road, Ahmedabad-. 380 009. Tel: +91-79-26583633-35; E-mail: sebiwro@sebi.gov.in	Gujarat
	Madhya Pradesh
	Chhattisgarh
	Goa
	Rajasthan

Securities and Exchange Board of India
(Sent through e-mail)

Sir / Madam,

Subject: Seeking approval of the schedule of workshop to be conducted under the aegis of SEBI IPEF

M/s _____ an Investors' Association recognized by SEBI till ____/____/____, propose to conduct workshop under the aegis of SEBI IPEF. In this regard, following schedule of the workshop is submitted for approval of SEBI.

Date and Time	Venue (Name and address)	District and State	Topic being covered	Name of the Investors' Association conducting the workshop	Name and details of Speakers*	Target audience and their expected numbers	Mode of publicity used	Contact person of IA with details	Request for SEBI participation / speaker s(Yes / No)

* A brief profile of external speaker(s) is enclosed herewith.

CERTIFICATE

- We hereby undertake that the above scheduled workshop will be conducted as per the guidelines prescribed for conducting the workshop in "Operational Guidelines (Investors' Association), 2019".

Regards,

(Name & Designation of IA personnel)
(Name of Investors' Association)

Important instructions to submit request for approval of the workshop by recognized Investors' Association

- The request for seeking approval for the conducting the proposed workshop shall be made at least 5 working days prior to the workshop.
- The request for seeking approval may be made at the SEBI office under whose territorial jurisdiction the program shall be held.
- Minimum number of participants in the workshop should be 50.

**CLAIM FOR REIMBURSEMENT OF EXPENSES FROM SEBI IPEF TO RECOGNISED
INVESTORS' ASSOCIATION FOR PURCHASE OF CAPITAL ITEMS**

Clause 10 (i) (a) and 10 (i) (b)

**Initial grant on recognition / Additional grant on completion of three years from the date
of the previous grant
(Please tick the appropriate option)**

_____, an Investors' Association recognized by SEBI has incurred an expenditure of Rs. _____ (Rupees. _____ in words) as detailed below for purchase of the capital. The items purchased are fixed/installed at the office of the Investors' Association at (_____ address). Accordingly, the expenditure of Rs. _____/- may please be reimbursed.

<i>Sl.</i>	<i>Description of Items</i>	<i>Amount (Rs.)</i>
1.	Computer	_____
2.	Software	_____
3.	Printer	_____
4.	Installation of internet facilities / website development	_____
5.	Database on companies (Details enclosed)	_____
6.	Fax machine	_____
7.	Xerox machine	_____
8.	Tables, Chairs, Cupboards (strike out whichever is not applicable)	_____
9.	Laptop	_____
10.	Video Projector	_____
11.	Any other capital item (please specify)	_____
	Total	_____

Certified that the above assets are purchased under the grant availed from SEBI. Further, the assets have been recorded in the Assets Register.

(Signature of the Authorized Signatory of the Investors' Association)

Name of the Authorized Signatory :

Place and Date :

Seal of the Investors' Association

No. of original bills enclosed:

Date of previous grant :

Amount of Previous grant :

Important Instructions for claiming reimbursement of Capital expenses by recognized Investors' Association

1. Claim shall be processed as per the terms prescribed in “Operational Guidelines (Investors' Association), 2019”.
2. The claim shall be submitted in the format prescribed by SEBI.
3. The claim shall be filed with the at the SEBI office under whose territorial jurisdiction the registered office of the Investors' Association is located.
4. All the supporting bills shall be in original and in name of Investors' Association only.
5. The Investors' Association shall indicate the place and address where the items have been installed / setup.
6. Investors' Association shall maintain an Assets Register which shall include all the details of the assets purchased from the above mentioned grant like date of purchase, name of the manufacturing company, product details, location where the items is installed/being used, unique identification number etc. Any addition/deletion/ change in the location of use etc. in the Asset Register shall be signed by authorised signatory of the Investors' Association.
7. SEBI reserves the right to inspect the assets and the premises where the items purchased under the scheme are placed.
8. Contravention of Code of Conduct or any misuse of grant provided to Investors' Association for purchase of capital items shall result in action deemed fit by SEBI.

**CLAIM FOR REIMBURSEMENT OF EXPENSES INCURRED BY RECOGNISED
INVESTORS' ASSOCIATION FOR ANNUAL MAINTENANCE OF CAPITAL ITEMS
[Clause 10 (i) (c)]**

_____, an Investors' Association recognized by SEBI has incurred an expenditure of Rs. _____ (Rupees. _____ in words) during the financial year _____ for maintenance of capital items purchased and being maintained at our office at (_____ address).

Accordingly, Annual maintenance charges of **Rs.** _____ (Rupees _____) incurred by us may please be reimbursed.

It is certified that the above claim is in order and in accordance with the Operational Guidelines (Investors' Association), 2019 for reimbursement of annual maintenance charges for Capital Items.

(Signature of the Authorized Signatory of the Investors' Association)

Name of the Authorized Signatory :

Place and Date :

Seal of the Investors' Association

No. of original bills enclosed:

**Important Instructions for claiming reimbursement of Annual Maintenance of
Capital Items purchased by recognized Investors' Association**

1. Claim shall be processed as per the terms prescribed in "Operational Guidelines (Investors' Association), 2019".
2. The claim shall be submitted in format prescribed by SEBI.
3. The claim shall be filed with the at the SEBI office under whose territorial jurisdiction the registered office of the Investors' Association is located.
4. The claim shall be submitted within two months of the completion of financial year.
5. Misuse of the fund/grant provided to Investors' Association for maintenance of capital items shall result in action deemed fit by SEBI.

SECURITIES AND EXCHANGE BOARD OF INDIA

CLAIM FOR REIMBURSEMENT OF EXPENSES TO RECOGNIZED INVESTORS'
ASSOCIATION FOR CONDUCTING WORKSHOP UNDER THE AEGIS OF SEBI IPEF

[Clause 10 (i) (d)]

_____, an Investors' Association recognized by SEBI has incurred an expenditure of Rs. _____ (Rupees _____), as detailed below, in connection with organizing a workshop under the aegis of SEBI IPEF, which may please be reimbursed as per the criteria. The workshop was held at _____ on _____ from _____ to _____ (time) and was attended by _____ (Number) participants.

Particulars of expenses	Bill No./ Date	Amount (Rs.)
I. <u>Eligible Expenses to be reimbursed on production of bills</u> <ul style="list-style-type: none"> • Hiring of hall/ Premises • Advertisement • Banner Printing • Sound system & Audio visual system • Stage and sitting arrangements • Travelling, Lodging & Boarding expenses of IA Personnel (max 2) and speakers (max 2) • Refreshments during the workshop • Honorarium to speakers (max 2) • Labor charges • Local conveyance • Photography charges • Miscellaneous expenses 		
A. Total for bills submitted		
B. Expenditure incurred by IA on declaration basis for out of pocket/ miscellaneous expenditure for which bills are not available (Maximum of Rs. 10000/-) The particulars of the expenses may be mentioned.		
C. Total of A. + B.		

CERTIFICATE

It is certified that the above mentioned expenses are actually incurred by us and the above mentioned claim is true, in order and in accordance with Operational Guidelines (Investors' Association), 2019 for reimbursement of expenses incurred for conducting workshop and that the workshop was conducted with prior approval of SEBI.

(Name & Signature of the Authorized Signatory of the Inv. Assn.)

Place & Date:

Seal of the Inv. Assn.

No. of original bills enclosed:

Enclosures: Following documents are attached with the above mentioned claim:

- a.) Original Bills for the expenses claimed above.***
- b.) Four photographs of the workshop taken from all the four angles of the hall so as to cover the maximum participants. One photograph covering the dais /speakers, banner.***
- c.) Attendance Sheet of the workshop for which the reimbursement is claimed as per format prescribed by SEBI at Schedule VIII.***
- d.) Copy of the approval of SEBI for conducting the workshop.***
- iv) Report of proceedings of the workshop including date, place, Number of participants, Subject/Topics covered, name of the speakers, queries raised and replies to the same in brief, feedback of the speakers, participants etc.***

Important instructions/conditions to submit claim for re-imbursement of expenses for conducting workshop by recognized Investors' Association

1. IA may claim maximum of Rs. 50,000/- per workshop conducted on submission of original bills. However, a maximum of Rs.10,000/- may be claimed on declaration basis for expenses incurred where bills are not available (subject to overall limit of Rs. 50000/-)
2. In case SEBI is funding the workshop, funding/ sponsorship from any other source (fully or partly), will not be acceptable.
3. The claim shall be submitted within 15 working days of the completion of the workshop.
4. The claim shall be submitted at the SEBI office under whose territorial jurisdiction the program was held.
5. Separate claim shall be made for each workshop.
6. The claim shall be made for permissible items as provided in "Operational Guidelines (Investors' Association), 2019".
7. The claim shall be made strictly in the format prescribed by SEBI.

8. The claim shall be supported by **(a)** original bills and receipts, issued in the name of the Investors' Association, **(b)** four photographs of the workshop taken from all the four angles of the hall so as to cover the maximum participants. Additionally one photograph covering the dais /speakers, banner, **(c)** attendance sheet as prescribed by SEBI, **(d)** Copy of approval for conducting the workshop and **(e)** Report of proceedings of the workshop including feedback of the participants and speaker.
9. No voucher/bill drawn by Investors' Association shall be accepted in lieu of supporting bills.
10. All eligible expenses shall be reimbursed only to the IA by crediting the Bank Account of IA registered with SEBI or by issuing cheque in favour of the IA. In no case any amount shall be reimbursed to any IA personnel or any other person.

Name of the Investors' Association - _____

**ATTENDANCE SHEET OF PARTICIPANTS OF WORKSHOP CONDUCTED UNDER
THE AEGIS OF SEBI IPEF**

Topic of Workshop:

Details of venue:

Date:

Time:

Sl. No.	Name	Tel no.	Email id, if any	Signature

It is certified that total _____ participants as above had attended the workshop and information (Tel NO. / email id etc.) given are as provided by the participants.

Name of Authorized Signatory

Signature of Authorized Signatory

Stamp of Investors' Association

**CLAIM FOR REIMBURSEMENT TO RECOGNIZED INVESTORS' ASSOCIATION FOR
TRAVELING, LODGING, BOARDING EXPENSES FOR ATTENDING MEETING
CONVENED BY SEBI
[Clause 10 (i) (e)]**

Shri/Smt. _____, the _____ (Designation of Authorized Signatory) represented _____ (Name of IA), an Investors' Association recognized by SEBI at Investors' Associations meeting convened by SEBI on ____/____/____, and incurred an expenditure of Rs. _____ (Rupees _____), as detailed below, in connection with travelling, lodging & boarding expenses, which may please be reimbursed :

<i>Sr.</i>	<i>Description of claim items</i>	<i>Amount (Rs.)</i>
1.	Travel by Economy class Air fare / AC II tier class train / Bus- Rs. _____ Taxi	
2.	Lodging, Boarding Charges	Rs. _____
3.	Local conveyance	Rs. _____
TOTAL		Rs. _____

CERTIFICATE

It is certified that the above mentioned expenses are actually incurred by us and the above mentioned claim is true, in order and in accordance with Operational Guidelines (Investors' Association), 2019 for reimbursement of expenses incurred for attending meetings convened by SEBI.

(Name & Signature of the Authorized Signatory of the Inv. Assn.)

Place & Date:

Seal of the Inv. Assn.

No. of Original Bills Enclosed:

Enclosures: a.) Original Bills, tickets, boarding passes for the expenses mentioned above

Important instructions/ conditions to submit claim for re-imbursement

1. The claim for one IA office bearer shall be made for permissible items as provided in “Operational Guidelines (Investors’ Association), 2019” as detailed under:
 - a) **Travelling expenses:** Actual expenses incurred towards travel by economy class air travel (if the distance from the registered office of the association to the place of the meeting is more than 500 kms) / AC II tier train journey / travel by bus. In case train/bus is not available and journey is undertaken by a taxi/car, then applicable fare of AC II tier train journey for the distance from registered address of the IA to the venue of the meeting would be reimbursed on production of original petrol / toll / taxi bills.
 - b) **Lodging and Boarding:** Actual expense incurred on boarding, lodging on one day of stay, up to Rs.4,000/- per day.
 - c) **Local conveyance:** Local conveyance may be reimbursed subject to a maximum of Rs.2,000/- on a declaration basis.
2. The claim shall be made within 15 working days and strictly in the format prescribed by SEBI.
3. The claim shall be submitted at the SEBI office under whose territorial jurisdiction the meeting was held.
4. The claim shall be supported by **(a)** Original bills / receipts, and **(b)** original ticket, boarding passes, in the name of Investors’ Association / representative who attended the meeting.
5. No voucher drawn by Investors’ Association shall be accepted in lieu of bills for above expenses.
6. All eligible expenses shall be reimbursed only to the IA by crediting the Bank Account of IA registered with SEBI or by issuing cheque in favour of the IA. In no case any amount shall be reimbursed to any IA personnel.

**FORMAT OF THE ANNUAL REPORT TO BE SUBMITTED BY RECOGNIZED
INVESTORS' ASSOCIATION**

[CLAUSE 12 (i)]

(FINANCIAL YEAR _____)

1. Name of IA: _____
2. Date of Recognition: _____
3. Registered Address of IA: _____
4. Contact Details of IA: Ph. No- _____

Email- _____

5. Details of promoters of the company/society, settlors in case of trusts, as applicable:

Name, address and contact details and PAN	Occupation/ Profession	Experience

6. Details of Governing Body of the applicant (Board of directors in case of company, trustees in case of trusts, governing members in case of society as applicable):

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

7. Details of key managerial personal

Name, address and contact details and PAN	Designation	Occupation/ Profession	Remuneration in cash or kind received from the Applicant (p.a.)	Experience in Securities Market

8. Details of Investor Awareness Workshops conducted under the aegis of SEBI IPEF:

S.No.	Date and Place of the Workshop	No. of participants	Topic of the Workshop	Reimbursement claimed under the aegis of SEBI IPEF (Yes/No)

9. Details of other Investor Awareness Workshops conducted by the IA:

S.No.	Date of the Workshop	Topic of the Workshop	Place and Venue	Conducted in association with

10. Details of Investor/consumer grievances redressal by IA:

No. of Grievance received	No. of Grievance resolved	Pending

Please provide brief summary on nature of grievances received by you in the securities market.

11. Details of other activities conducted by IAs (please specify details):

(Name & Signature of the Authorized Signatory of the Inv. Assn.)

Place & Date:

Seal of the Inv. Assn.

**POLICY ON WEBINARS FOR INVESTOR AWARENESS ACTIVITIES FOR
INVESTORS' ASSOCIATIONS (IAs)**

[under Clause 9 (x)]

Webinar platform

1. SEBI would provide a centralised platform and the same would be utilised by IAs to conduct investor awareness webinars under the aegis of SEBI IPEF.
2. **Type of Webinars:** IAs may conduct two type of Webinars:
 - a) **Comprehensive webinars on Basics of Securities market** for new customers covering topics like SEBI and investor protection measures, trading and demat account, grievance redressal, Do's and Don't's, etc.
 - b) **Theme based Webinars** where programs shall be conducted to explain a particular topic or theme like "How to open trading and demat account?", "Procedure for E-KYC" "Running account settlement", "Margin and Pledge/Re-pledge", "Precautions for Power of Attorney Account", "Interoperability and best price Order", "Demat / Re-mat of shares", "Precaution to be taken while dealing in F&O segment", etc.

Further, the webinars would be conducted in a staged manner with the recent topics as per policy developments in the securities market.

Standardised Content

3. The content viz. Power Point Presentation (PPT) and material will be standardized and the same shall be customized as per the need of the target audience and also translated in different regional languages apart from Hindi and English.

Live and Pre-recorded webinars

4. IAs may conduct both live and pre-recorded webinars and followed by live Q&A session. IAs may also utilize pre-recorded/ live videos of expert speakers and utilize the same during the webinars.

Expert Speaker

5. IAs may invite external market experts for addressing the participants of the said webinar. IAs shall endeavour to record the views of the experts in market for display in webinars. It may be ensured that such views are independent of market and for enhancing investor's education.

Duration

6. Each webinar should be conducted for a duration of around 90 minutes where one hour should be presentation and 30 minutes for live Q&A session.

Educational Material:

7. IAs shall share various educational material to the participants through email which will include booklet on securities markets and links for various websites for suitable reading material.

Record of Discussion:

8. IAs should keep a record of all the participants and webinars.

Conduct of Webinars

9. The Investors' Association shall seek approval for the schedule of webinar from the SEBI office under whose territorial jurisdiction the registered office of the Investors' Association is located. The format for seeking approval for webinar is attached.
10. IAs shall adhere to the existing Operational Guidelines (Investors' Associations), 2019.

Reimbursement of expenses:

11. A maximum of Rs 10,000/- ³ (exclusive of taxes) per webinar shall be paid to IA on declaration basis for meeting the expenses for conducting webinars including honorarium for speakers, publicity/ marketing of webinars, etc. IAs shall claim the reimbursement of the expenses incurred in conducting the webinar as per the format attached with this schedule.

³ Amended w.e.f. October 22, 2020

Format for seeking approval

M/s _____ an Investors' Association recognized by SEBI till ____/ ____/ ____, propose to conduct webinar under the aegis of SEBI IPEF. In this regard, following schedule of the webinar is submitted for approval of SEBI.

Date and Time	State	Topic/s being covered	Name and details of speakers*	Target audience and their expected numbers	Mode of publicity used	Proposed Language	Contact person of IA with details	Request for SEBI participation / speakers(Yes / No)

* A brief profile of external speaker(s) is enclosed herewith.

Important instructions to submit request for approval of the webinar by recognized Investors' Association

1. The request for seeking approval for the conducting the proposed webinar shall be made at least 5 working days prior to the webinar.
2. The request for seeking approval may be made at the SEBI office under whose territorial jurisdiction the program shall be held.

**CLAIM FOR REIMBURSEMENT OF EXPENSES TO RECOGNIZED INVESTORS'
ASSOCIATION FOR CONDUCTING WEBINAR UNDER THE AEGIS OF SEBI IPEF**

(To be filled and submitted by the IA)

[under Clause 9 (x)]

_____, an Investors' Association recognized by SEBI has incurred an expenditure of Rs._____ (Rupees_____), as detailed below, in connection with organizing an investor awareness webinar under the aegis of SEBI IPEF, which may please be reimbursed as per the criteria. The webinar was held on _____ from _____ to _____ (time) and was attended by _____ (Number) participants.

Particulars of expenses	Amount (Rs.)
I. <u>Expenses to be reimbursed</u> <ul style="list-style-type: none">• Honorarium to speakers• Publicity of Webinar• Miscellaneous expenses	
<u>Total Expense to be reimbursed</u>	

CERTIFICATE

It is certified that the above mentioned expenses are actually incurred by us and the above mentioned claim is true, in order and in accordance with Operational Guidelines (Investors' Association), 2019 for reimbursement of expenses incurred for conducting webinar and that the webinar was conducted with prior approval of SEBI.

(Name & Signature of the Authorized Signatory of the Inv. Assn.)

Place & Date:

Seal of the Inv. Assn.

No. of original bills enclosed:

Enclosures: Following documents are attached with the above mentioned claim:

a.) Copy of the approval of SEBI for conducting the webinar.

.....

Important instructions/conditions to submit claim for re-imbursement of expenses for conducting workshop by recognized Investors' Association

1. IA may claim maximum of Rs. 10,000/- (exclusive of taxes) per webinar conducted.
2. In case SEBI is funding the workshop, funding/sponsorship from any other source (fully or partly), will not be acceptable.
3. The claim shall be submitted within seven (07) working days of the completion of the webinar.
4. The claim shall be submitted at the SEBI office under whose territorial jurisdiction the program was held.
5. Separate claim shall be made for each webinar.
6. The claim shall be made strictly in the format prescribed by SEBI.
7. The claim shall be supported by (a) Copy of approval for conducting the webinar.
8. The reimbursement of claim shall be made only to the IA by crediting the Bank Account of IA registered with SEBI or by issuing cheque in favour of the IA. In no case any amount shall be reimbursed to any IA personnel or any other person.