

**ANNEXURE – 1**  
**INDEX OF DOCUMENTS**

S.N.	Name of the Document	Brief Significance of the Document	Pg. No
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1.	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	2-11
		B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	12-14
2.	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trading member, Authorised Person and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	15-19
3.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	20-23
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14.	BSDA Facility & Option Form	Document detailing the charges levied on the client of various categories.	45-46
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16.	FATCA / CRS Declaration	FATCA Declaration for where client hold tax residency	49-51
17.	Schedule of Charges (CDSL)	Document detailing the charges levied on the client of various categories.	52

**Name of stock broker/trading member/clearing member:** PANKAJ MANGALDAS SECURITIES PVT. LTD.  
**SEBI Registration No. and Date:** For NSE Cash/NSE F&O/BSE CASH/BSE F&O: INZ000206433 & Dated: 20-12-2018 • NSE Member Code No.: 10445 • BSE Member Code No.: 551  
**Clearing Member for NSE F&O: Self Clearing Member**  
**Regd.off. add.:** 701, P.J. Tower, Dalal Street, Fort, Mumbai - 400001. • Website: www.pmsec.in  
**Correspondence off. add.:** 411, Atlantic Tower, R. B. Mehta Marg, Patel Chowk Ghatkopar (E), Mumbai - 400077. Tel.: 6255 4700 • Website: www.pmsec.in  
**Email Id for Grievance:** grievance@pmsec.in  
**Compliance Officer Name, Phone No. & Email Id:** URVI Y POKAR • 6255 4715 • urvi.pokar@pmsec.in  
**CEO Name, Phone No. & Email Id:** ATUL M. THAKKAR • 6255 4700 • atul.thakkar@pmsec.in  
For any grievance/dispute please contact PANKAJ MANGALDAS SECURITIES PVT. LTD. at the above address or email id: grievance@pmsec.in and Phone no. 91-022-6255 4717/709. In case not satisfied with the response, please contact the concerned exchange(s). at on BSE Tel:-022 2272 8097 E-mail Id:- is@bseindia.com, on NSE Tel:- 1800220058 E-mail Id:- ignse@nse.co.in - SEBI {Website} <https://scores.gov.in> {Tel} 1800 266 7575 / 1800 22 7575

**Subject: Displaying of information regarding SEBI Complaint Redress System (SCORES) in the website**

As per NSE Circular No. NSE/ISC/2019/4 Dated July 4, 2019 in order to make complaint redressal mechanism more efficient through SCORES clients may note the following procedures:

- a. Register on Scores portal (Link: <https://scores.gov.in/scores/Welcome.html>)
- b. Mandatory details for filing complaints on SCORES
  - i. Name, PAN, Address, Mobile Number, Email id
- c. Benefits:
  - i. Effective communication
  - ii. Speedy redressal of the grievances

Tel.: 1800 266 7575 or 1800 22 7575 • [www.scores.gov.in](http://www.scores.gov.in)

**MANDATORY**

To be filled for entity  
Know Your Client (KYC)  
Application Form (For Non-Individuals Only)

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

Please fill this form in English & in BLOCK letters  
Fields marked \* are mandatory  
Fields marked + are pertaining to CKYC and  
mandatory only if processing CKYC also

Application Number: \_\_\_\_\_

CKYC Number: \_\_\_\_\_

KYC Mode\*: Please Tick by Click on Box

Application Type\* ☐ NEW KYC ☐ Modification KYC**1. ENTITY DETAILS (Please refer guidelines)**

PAN\* \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

Name\* (same as ID proof) \_\_\_\_\_

Date of Incorporation\* \_\_\_\_\_ Place of Incorporation\* \_\_\_\_\_

Date of Commencement\* \_\_\_\_\_ Registration Number\* \_\_\_\_\_

Entity Type\* ☐ Private Ltd. Co. ☐ Public Ltd. Co. ☐ Body Corporate ☐ Partnership  
Please tick (✓) ☐ Trust/Charity/NGO ☐ HUF ☐ FPI Category I ☐ FPI Category II  
☐ AOP ☐ Bank ☐ Government Body ☐ Defence Establishment  
☐ Body of Individuals ☐ Society ☐ LLP  
☐ Non-Government Organization ☐ Others \_\_\_\_\_

**2. Proof of Identity\* (Please refer the guidelines)**

- ☐ Officially Valid Document(s) in respect of person authorised to transact  
☐ Certificate of Incorporation/Formation \_\_\_\_\_ ☐ Registration Certificate \_\_\_\_\_  
☐ Memorandum of Articles and Association ☐ Partnership Deed ☐ Trust Deed  
☐ Board Resolution ☐ Power of attorney granted to its manager, office, employees to transact on its behalf  
☐ Activity Proof-1\* (For Sole Proprietorship Only) ☐ Activity Proof-2\* (For Sole Proprietorship Only)

**3. Address Details\* (Please refer guidelines)****A. Registered Address\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

**B. Correspondence/Local Address in India (if different from above)\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Applicant Digital Signature (DSC)

Not Applicable

**Proof of Address\*** (attested copy of any one POA to be submitted-#Not more than 3 months old)

- ☐ Certificate of Incorporation/Formation    ☐ Registration Certificate    ☐ Other document \_\_\_\_\_
- ☐ Latest Tel. Bill\* (Landline only)    ☐ Latest Electricity Bill\*    ☐ Latest Bank Account Statement
- ☐ Registered Lease/Sale Agreement of Office Premises    **Validity/Expiry Date of POA** (Expiry Date) \_\_\_\_ \_\_\_\_
- ☐ Any other proof of address document (as listed overleaf) \_\_\_\_\_

**4. Contact Details\* (in CAPITAL)**

Email ID\* \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email ID\* \_\_\_\_\_ Mobile No. \_\_\_\_\_

Tel. (Off.) \_\_\_\_\_ Fax \_\_\_\_\_

**5. Annexures Submitted**

Number of Related Persons \_\_\_\_\_

**6. Remarks/Additional Information****7. Applicant Declaration**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we aware that I/we may be held liable for it.
- I/We hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/email address.

Date: \_\_\_\_\_ (DD-MM-YYYY)

Place: \_\_\_\_\_

Applicant e-SIGN

Not Applicable

Applicant Wet-signature  
Sign with stamp

1 X

First Director/Trustee/Partner/Karta

**8. For Office Use Only**

KYC carried out by\*

KYC Date \_\_\_\_\_

Emp. Name: \_\_\_\_\_

Emp. Code: \_\_\_\_\_

Emp. Designation: \_\_\_\_\_

Employee Signature and Stamp

☐ Self Certified document copies received (OVD)

☐ True Copies of documents received (Attested)

AMC/Intermediary Name or Code:

Pos Code: 1100045400

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

**CODE:**

**IPV Stamp & Signature Required**



**MANDATORY****First Director/Trustee/Partner/Karta**

Know Your Client (KYC)

Annexure (For Non-Individuals Only)

Please fill this form in English &amp; in BLOCK letters

Fields marked \* are mandatory

Fields marked + are pertaining to CKYC and mandatory only if processing CKYC also

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

Application Number: \_\_\_\_\_

CKYC Number: \_\_\_\_\_

Please tick by click of a BOX

Application Type\* ☐ NEW KYC ☐ Modification KYC**1. IDENTITY DETAILS of Related Person (Please refer guidelines overleaf)**

PAN\* \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

Name\* (same as ID proof) \_\_\_\_\_

Maiden Name\* (if any) \_\_\_\_\_

Father/Spouse's Name\* \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

Gender\* ☐ M- Male ☐ F- Female ☐ T-TransgenderNationality\* ☐ Indian ☐ Other \_\_\_\_\_**2 X**

Sign across Photo

Related Person Type\*

☐ Director ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointed Official Proprietor☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Beneficial Owner☐ Others \_\_\_\_\_ (please specify) DIN: \_\_\_\_\_ (mandatory if the related person is Director)

Proof of Identity (POI) submitted for PAN exempted cases (please tick)

☐ A - Aadhaar Card XXXX XXXX \_\_\_\_\_☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ C - Voter ID Card \_\_\_\_\_☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ E - NREGA Job Card \_\_\_\_\_☐ F - National Population Register Letter \_\_\_\_\_☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)

Identification Number \_\_\_\_\_

**Please tick, if applicable** ☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)Financial Details: Income Range per annum: ☐ Up to Rs. 1,00,000 ☐ Rs. 1,00,001 to 5,00,000☐ Rs. 5,00,001 to 10,00,000 ☐ Rs. 10,00,001 to 25,00,000 ☐ Above Rs. 25,00,001**2. Address Details\* (Please refer guidelines overleaf)****A. Correspondence/Local Address\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

Applicant e-SIGN

Not Applicable

**B. Permanent residence address of applicant, if different from above A/Overseas Address\* (Mandatory for NRI applicant)**

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified**Proof of Address\*** (attested copy of any 1 POA for correspondence and permanent address each to be submitted)

- ☐ A - Aadhaar Card XXXX XXXX \_\_\_\_\_
- ☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ C - Voter ID Card \_\_\_\_\_
- ☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ E - NREGA Job Card \_\_\_\_\_
- ☐ F - National Population Register Letter \_\_\_\_\_
- ☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)
- Identification Number \_\_\_\_\_

**3. Contact Details\* (in CAPITAL)**

Email ID\* \_\_\_\_\_

Mobile Number\* \_\_\_\_\_

Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_

**4. Applicant Declaration**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we aware that I/we may be held liable for it.
- I/We hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/email address.

Date: \_\_\_\_\_ (DD-MM-YYYY)

Place: \_\_\_\_\_

Applicant e-SIGN

Not Applicable

Applicant Wet-signature  
only Sign☒ 3 X

First Director/Trustee/Partner/Karta

**5. For Office Use Only**

KYC carried out by\*

Intermediary Details\*

KYC Date \_\_\_\_\_

Emp. Name: \_\_\_\_\_

Emp. Code: \_\_\_\_\_

Emp. Designation: \_\_\_\_\_

☐ Self Certified document copies received (OVD)☐ True Copies of documents received (Attested)

Pos Code: 1100045400

**PANKAJ MANGALDAS SECURITIES PVT. LTD.****CODE:**

Employee Signature and Stamp

Institution Name &amp; Stamp

**MANDATORY****Second Director/Trustee/Partner/Karta**

Know Your Client (KYC)

Annexure (For Non-Individuals Only)

Please fill this form in English &amp; in BLOCK letters

Fields marked \* are mandatory

Fields marked + are pertaining to CKYC and mandatory only if processing CKYC also

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

Application Number: \_\_\_\_\_

CKYC Number: \_\_\_\_\_

Please tick by click of a BOX

Application Type\* ☐ NEW KYC ☐ Modification KYC**1. IDENTITY DETAILS of Related Person (Please refer guidelines overleaf)**

PAN\* \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

Name\* (same as ID proof) \_\_\_\_\_

Maiden Name\* (if any) \_\_\_\_\_

Father/Spouse's Name\* \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

Gender\* ☐ M- Male ☐ F- Female ☐ T-TransgenderNationality\* ☐ Indian ☐ Other \_\_\_\_\_

4 X

Sign across Photo

Related Person Type\*

☐ Director ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointed Official Proprietor☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Beneficial Owner☐ Others \_\_\_\_\_ (please specify) DIN: \_\_\_\_\_ (mandatory if the related person is Director)

Proof of Identity (POI) submitted for PAN exempted cases (please tick)

☐ A - Aadhaar Card XXXX XXXX \_\_\_\_\_☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ C - Voter ID Card \_\_\_\_\_☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ E - NREGA Job Card \_\_\_\_\_☐ F - National Population Register Letter \_\_\_\_\_☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)

Identification Number \_\_\_\_\_

**Please tick, if applicable** ☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)Financial Details: Income Range per annum: ☐ Up to Rs. 1,00,000 ☐ Rs. 1,00,001 to 5,00,000☐ Rs. 5,00,001 to 10,00,000 ☐ Rs. 10,00,001 to 25,00,000 ☐ Above Rs. 25,00,001**2. Address Details\* (Please refer guidelines overleaf)****A. Correspondence/Local Address\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

Applicant e-SIGN

Not Applicable

**B. Permanent residence address of applicant, if different from above A/Overseas Address\* (Mandatory for NRI applicant)**

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified**Proof of Address\*** (attested copy of any 1 POA for correspondence and permanent address each to be submitted)

- ☐ A - Aadhaar Card XXXX XXXX \_\_\_\_\_
- ☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ C - Voter ID Card \_\_\_\_\_
- ☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ E - NREGA Job Card \_\_\_\_\_
- ☐ F - National Population Register Letter \_\_\_\_\_
- ☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)
- Identification Number \_\_\_\_\_

**3. Contact Details\* (in CAPITAL)**

Email ID\* \_\_\_\_\_

Mobile Number\* \_\_\_\_\_

Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_

**4. Applicant Declaration**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we aware that I/we may be held liable for it.
- I/We hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/email address.

Date: \_\_\_\_\_ (DD-MM-YYYY)

Place: \_\_\_\_\_

Applicant e-SIGN

Not Applicable

Applicant Wet-signature  
only Sign

5 X

Second Director/Trustee/Partner/Karta

**5. For Office Use Only**

KYC carried out by\*

Intermediary Details\*

KYC Date \_\_\_\_\_

Emp. Name: \_\_\_\_\_

Emp. Code: \_\_\_\_\_

Emp. Designation: \_\_\_\_\_

☐ Self Certified document copies received (OVD)☐ True Copies of documents received (Attested)

Pos Code: 1100045400

**PANKAJ MANGALDAS SECURITIES PVT. LTD.****CODE:**

Employee Signature and Stamp

Institution Name &amp; Stamp

**MANDATORY****Third Director/Trustee/Partner/Karta**

Know Your Client (KYC)

Annexure (For Non-Individuals Only)

Please fill this form in English &amp; in BLOCK letters

Fields marked \* are mandatory

Fields marked + are pertaining to CKYC and mandatory only if processing CKYC also

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

Application Number: \_\_\_\_\_

CKYC Number: \_\_\_\_\_

Please tick by click of a BOX

Application Type\* ☐ NEW KYC ☐ Modification KYC**1. IDENTITY DETAILS of Related Person (Please refer guidelines overleaf)**

PAN\* \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

Name\* (same as ID proof) \_\_\_\_\_

Maiden Name\* (if any) \_\_\_\_\_

Father/Spouse's Name\* \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

Gender\* ☐ M- Male ☐ F- Female ☐ T-TransgenderNationality\* ☐ Indian ☐ Other \_\_\_\_\_

6 X

Sign across Photo

Related Person Type\*

☐ Director ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointed Official Proprietor☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Beneficial Owner☐ Others \_\_\_\_\_ (please specify) DIN: \_\_\_\_\_ (mandatory if the related person is Director)

Proof of Identity (POI) submitted for PAN exempted cases (please tick)

☐ A - Aadhaar Card XXXX XXXX \_\_\_\_\_☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ C - Voter ID Card \_\_\_\_\_☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_☐ E - NREGA Job Card \_\_\_\_\_☐ F - National Population Register Letter \_\_\_\_\_☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)

Identification Number \_\_\_\_\_

**Please tick, if applicable** ☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)Financial Details: Income Range per annum: ☐ Up to Rs. 1,00,000 ☐ Rs. 1,00,001 to 5,00,000☐ Rs. 5,00,001 to 10,00,000 ☐ Rs. 10,00,001 to 25,00,000 ☐ Above Rs. 25,00,001**2. Address Details\* (Please refer guidelines overleaf)****A. Correspondence/Local Address\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

Applicant e-SIGN

Not Applicable

**B. Permanent residence address of applicant, if different from above A/Overseas Address\* (Mandatory for NRI applicant)**

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified**Proof of Address\*** (attested copy of any 1 POA for correspondence and permanent address each to be submitted)

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- ☐ B - Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ C - Voter ID Card \_\_\_\_\_
- ☐ D - Driving Licence \_\_\_\_\_ (Expiry Date) \_\_\_\_\_
- ☐ E - NREGA Job Card \_\_\_\_\_
- ☐ F - National Population Register Letter \_\_\_\_\_
- ☐ Z - Others \_\_\_\_\_ (any document notified by Central Government)
- Identification Number \_\_\_\_\_

**3. Contact Details\* (in CAPITAL)**

Email ID\* \_\_\_\_\_

Mobile Number\* \_\_\_\_\_

Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_

**4. Applicant Declaration**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we aware that I/we may be held liable for it.
- I/We hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/email address.

Date: \_\_\_\_\_ (DD-MM-YYYY)

Place: \_\_\_\_\_

Applicant e-SIGN

Not Applicable

Applicant Wet-signature  
only Sign

7 X

Third Director/Trustee/Partner/Karta

**5. For Office Use Only**

KYC carried out by*	Intermediary Details*
KYC Date _____	<input type="checkbox"/> Self Certified document copies received (OVD)
Emp. Name: _____	<input type="checkbox"/> True Copies of documents received (Attested)
Emp. Code: _____	Pos Code: 1100045400
Emp. Designation: _____	<b>PANKAJ MANGALDAS SECURITIES PVT. LTD.</b>
	<b>CODE:</b>
Employee Signature and Stamp	Institution Name & Stamp

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

- Self-attestation of documents is mandatory.
- Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by ones authorized for attesting the documents, as per below list mentioned list.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- If correspondence & permanent addresses are different, then proofs for both have to be submitted.
- Sole proprietor must make the application in his individual name & capacity.
- For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
- For foreign ones, CIN is optional; and in absence of DIN no. for the directors, their passport copy should be given.
- In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/ Passport of Minor/Birth Certificate must be provided.
- Politically exposed persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country e.g., Head of State or of Government, senior politician, senior government/judiciary/military officer, senior executive of state owned corporation, important political party official etc.

### B. Proof of Identity (POI): - List of documents admissible as Proof of Identity:

- PAN card with photograph is mandatory for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
- Original Verified Documents (OVD) are acceptable: Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving License/Letter issued by NPR/NREGA job card.
- If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- Mention identification/reference number if 'Z - Others (any document notified by the central government)' is ticked.
- Others - Identity card with applicant's photograph issued by any of the following: Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc., to their Members and Credit cards/Debit cards issued by Banks.

### C. Proof of Address (POA): - List of documents admissible as Proof of Address:

- (\*Documents having an expiry date should be valid on the date of submission.)
- POA to be submitted only if the submitted POI does not have an address or address as per POI is invalid or not in force.
  - Others includes - Utility bill which is not more than 3 months old of any service provider (electricity,

landline telephone, piped gas, water bill); Bank account or Post Office savings bank account statement; Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India

- Identity card with applicant's photograph and address issued by any of the following: Central/ State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc., to their Members
- Self declaration of High courts/Supreme court judges, giving the new address in respect of their own accounts.
- For FI/Sub account, Power of attorney given by FI/Sub account to the custodians (which are duly notarized and/or apostilled or consularized) that gives registered address should be taken.
- Proof of address in name of spouse may be accepted.
- Registered lease or Sale agreement/Flat maintenance bill/Insurance copy/Ration card/Latest Property tax
- Original Verified Documents (OVD) are acceptable: Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving License/Letter issued by NPR/NREGA job card

### D. Exemptions/clarifications to PAN

(\*Sufficient documentary evidence in support of such claims to be collected.)

- Investments (including SIPs), in Mutual Fund schemes up to INR 50,000/- per investor per year per Mutual Fund.
- Transactions undertaken on behalf of Central/State Government, by Officials appointed by Courts, e.g. Official liquidator, Court receiver, etc.
- Investors residing in the state of Sikkim.
- UN and multilateral agencies exempt from paying taxes/filing tax returns in India.
- In case of institutional clients, namely FIs, MFs, VCFs, FVCIs, Scheduled commercial bank, Multilateral and Bilateral development financial institutions, State Industrial development corporations, insurance companies registered with IRDA and public financial institutions as defined under section 4A of the Company Act 1956, custodians shall verify the PAN card details with the original PANs and provide duly certified copies of such verified PAN details to the intermediary.

### E. List of people authorized to attest the documents:

- Authorized Official of Asset Management Companies (AMCs).
- Authorized Official of Registrar & Transfer Agent (RTA) acting on behalf of the AMC.
- KYC compliant mutual fund distributors affiliated to Association of Mutual Funds (AMFI) and have undergone the process of 'Know Your Distributor (KYD)'.
- Notary Public, Gazette Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

### F. Online Mode Processing of KYC:

#### ONLINE KYC

- Applicant may directly upload their documents (OVD) as scanned images on intermediary's portal.
- The documents should be digitally signed using DSC.
- Intermediary attestation on documents (OSV) is exempted.

Types of entity	Additional Documents Required over & above PAN, POI & POA
<b>Corporate</b>	<ul style="list-style-type: none"> <li>Copy of Balance Sheet for the last to financial years (to be submitted every year).</li> <li>Copy of latest share-holding pattern including the list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover regulations, duly certified by the company secretary/whole time director/MD (to be submitted every year).</li> <li>Photograph, POI, POA, PAN and DIN number of the whole time Director/ 2 directors in charge of day to day operations.</li> <li>Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>Copy of Memorandum and Articles of Association and Certificate of Incorporation.</li> <li>Copy of Board Resolution for Investment in security markets.</li> <li>Authorized signatories list with specimen signatures.</li> <li>Shareholding pattern.</li> </ul>
<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>Copy of Balance Sheet for the last to financial years (to be submitted every year).</li> <li>Certificate of Registration (for registered partnership firms only).</li> <li>Copy of Partnership Deed.</li> <li>Authorized signatories list with specimen signatures.</li> <li>Photograph, POI, POA, PAN of Partners.</li> <li>Shareholding pattern.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>Copy of Balance Sheet for the last to financial years (to be submitted every year).</li> <li>Certificate of Registration (for registered Trusts only).</li> <li>Copy of Trust Deed.</li> <li>List of Trustees certified by Managing Trustees/CA</li> <li>Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>PAN of HUF.</li> <li>Deed of declaration of HUF or List of Co-parceners.</li> <li>Bank Pass-book/bank statement in the name of HUF.</li> <li>Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Unincorporated Association or a body of individuals</b>	<ul style="list-style-type: none"> <li>Proof of Existence/Constitution document.</li> <li>Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Banks/Institutional Investors</b>	<ul style="list-style-type: none"> <li>Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/ Government Bodies</b>	<ul style="list-style-type: none"> <li>Self-certification on letterhead.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>Copy of Registration Certificate under Societies Registration Act.</li> <li>List of Managing Committee members.</li> <li>Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>
<b>FPI Category I</b>	<ul style="list-style-type: none"> <li>FPI Certificate</li> <li>Constitution Documents</li> <li>Copy of Board Resolution (optional)</li> <li>Shareholding pattern and Ultimate Beneficiary Owners List (UBO)</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>FPI Category II</b>	<ul style="list-style-type: none"> <li>FPI Certificate</li> <li>Constitution Documents</li> <li>Copy of Board Resolution</li> <li>Shareholding pattern and Ultimate Beneficiary Owners List (UBO) with UBO proof of identity</li> <li>Authorized signatories list with specimen signatures.</li> </ul>

## BANK ACCOUNT(S) DETAILS

No.	Bank Name, Branch Add. & Tel. No.	Bank Account No.	A/c Type (Saving/Current/Other-In case of NRI/NRE/NRO)	MICR No.	IFSC Code
1					
2					

Please provide Cancelled Cheque leaf for MICR &amp; IFSC Code

## DEPOSITORY ACCOUNT(S) DETAILS

Sr. No.	Dp Name	Beneficiary Name	DP ID No.	BO ID	Depository Name
1*					NSDL/CDSL
2					NSDL/CDSL

\*Shares bought by you will be transferred to your DP A/c stated by you at Sr. No. 1

## TRADING PREFERENCES

\*Please sign in the relevant boxes where you wish to trade. The segment not chosen should be struck off by the client.

Ex. Segment	Cash	Derivatives	SLBM	Currency Derivatives
BSE	8 X	9 X		
NSE	10 X	11 X	12 X	

If you do not wish to trade in any of segments/Mutual Fund, please mention here \_\_\_\_\_.

## OTHER DETAILS

## 1. Gross Annual Income Details (please specify):

Income Range per annum: ☐ Below Rs 1 Lac ☐ 1-5 Lac ☐ 5-10 Lac ☐ 10-25 Lac ☐ 25 Lacs-1 Cr. ☐ > 1 Cr

Net-worth as on (date)\_\_\_\_\_ (\_\_\_\_\_) (Net worth should not be older than 1 year)

2. Occupation (please tick any one and give brief details): ☐ Private Sector ☐ Public Sector ☐ GovernmentService ☐ Business ☐ Professional ☐ Agriculturist ☐ Retired ☐ Housewife ☐ Student ☐ Others\_\_\_\_\_3. Is the entity involved/providing any of the following services ☐ YES ☐ NO (For Non-Individuals only)- For Foreign Exchange / Money Changer Services ☐ YES ☐ NO – Gaming / Gambling / Lottery Services  
(e.g. casinos, betting syndicates) ☐ YES ☐ NO- Money Lending / Pawning ☐ YES ☐ NO

## 4. Please tick, if applicable: Politically Exposed Person (PEP)/ Related to a Politically Exposed Person (PEP)

## 5. Any other information: \_\_\_\_\_

## PAST ACTIONS

Details of any action/proceedings initiated/pending/ taken by SEBI/ Stock exchange/any other authority against the applicant/constituent or its Partners/promoters/whole time directors/authorized persons in charge of dealing in securities during the last 3 years:



**DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS**

If client is dealing through the sub-broker, provide the following details:

Sub-Brokers Name		NSE SEBI Reg. No.	
Regd. Off.		SEBI Reg. No.	
Address		SEBI Reg. No.	
		Remisier/AP (NSE)	
Sub-broker		Tel. No.	
Signature		Fax No.	
		Website	
		Remisier/AP	

Whether dealing with any other stock broker/sub-broker (if in case dealing with multiple stock brokers/sub-brokers, provide details of all)

Name of Stock Broker		Name of Sub-Broker, if any		Client Code		Exchange	
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Details of disputes/dues pending from/to such stock broker/sub-broker:

**ADDITIONAL DETAILS**

Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify):	ECN/PHYSICAL
Specify your Email id, if applicable:	
Whether you wish to avail of the facility of internet trading/ wireless technology (please specify):	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of years of Investment/Trading Experience:	
In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorised to deal in securities on behalf of company/firm/others: Provide details on Annexure-A attached.	
Any other information	
"Pursuant to SEBI Circular dated August 3rd,2018, w.e.f. April 1st,2019 Sub-Broker has been migrated to AP."	

**INTRODUCER DETAILS (Optional)**

Name		Introducer	
Add. / Tel.		Signature	

Status of the Introducer: Sub Broker / Remisier / Authorized Person / Existing Client / Others, please specify\_\_\_\_\_

**DECLARATION**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the contents of the document on policy and procedures of the stock broker and the tariff sheet.
3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s) and 'Risk Disclosure Document'. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on stock broker's designated website, if any.

Place		Date		Signature of Client/(all) Authorised Signatories	13X
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**FOR OFFICE USE ONLY**

UCC Code allotted to the Client:

Documents verified with Originals	Client Interviewed by	In person Verification done by
Name of the employee		
Signature		
Designation of the employee		
Employee Code		
Date		

I/We undertake that we have made the client aware of 'Policy and Procedures', tariff sheet and all the non-mandatory documents. I/We have also made the client aware of 'Rights and Obligations' document (s), RDD and Guidance Note. I/We have given/sent him a copy of all the KYC documents. I/We undertake that any change in the 'Policy and Procedures', tariff sheet and all the non-mandatory documents would be duly intimated to the clients. I/We also undertake that any change in the 'Rights and Obligations' and RDD would be made available on my/our website, if any, for the information of the clients.

**Pankaj Mangaldas Securities Pvt. Ltd.**

Date: \_\_\_\_\_ Signature of the Authorised Signatory **Director**  
Seal/Stamp of the stock broker

**INSTRUCTIONS/ CHECK LIST****1. Additional documents in case of trading in DERIVATIVES SEGMENTS - illustrative list:**

Copy of ITR Acknowledgement	Copy of Annual Accounts
In case of salary income - Salary Slip, Copy of Form 16	Net worth certificate
Copy of demat account holding statement.	Bank account statement for last 6 months
Any other relevant documents substantiating ownership of assets.	Self declaration with relevant supporting documents.

\*In respect of other clients, documents as per risk management policy of the stock broker need to be provided by the client from time to time.

2. Self-certified copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted. (Not more than 4 months old)
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals:
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.
5. For non-individuals:
  - a. Form need to be initialized by all the authorized signatories.
  - b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/firm/others and their specimen signatures.

**RIGHTS AND OBLIGATIONS OF STOCK BROKERS, SUB-BROKERS AND CLIENTS  
as prescribed by SEBI and Stock Exchanges**

1. The client shall invest/trade in those securities/contracts/other instruments admitted to dealings on the Exchanges as defined in the Rules, Byelaws and Regulations of Exchanges/ Securities and Exchange Board of India (SEBI) and circulars/notices issued there under from time to time.
2. The stock broker, sub-broker and the client shall be bound by all the Rules, Byelaws and Regulations of the Exchange and circulars/notices issued there under and Rules and Regulations of SEBI and relevant notifications of Government authorities as may be in force from time to time.
3. The client shall satisfy itself of the capacity of the stock broker to deal in securities and/or deal in derivatives contracts and wishes to execute its orders through the stock broker and the client shall from time to time continue to satisfy itself of such capability of the stock broker before executing orders through the stock broker.
4. The stock broker shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided.
5. The stock broker shall take steps to make the client aware of the precise nature of the Stock broker's liability for business to be conducted, including any limitations, the liability and the capacity in which the stock broker acts.
6. The sub-broker shall provide necessary assistance and co-operate with the stock broker in all its dealings with the client(s).

**CLIENT INFORMATION**

7. The client shall furnish all such details in full as are required by the stock broker in "Account Opening Form" with supporting details, made mandatory by stock exchanges/SEBI from time to time.
8. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the stock broker shall be non-mandatory, as per terms & conditions accepted by the client.
9. The client shall immediately notify the stock broker in writing if there is any change in the information in the 'account opening form' as provided at the time of account opening and thereafter; including the information on winding up petition/insolvency petition or any litigation which may have material bearing on his capacity. The client shall provide/update the financial information to the stock broker on a periodic basis.
10. The stock broker and sub-broker shall maintain all the details of the client as mentioned in the account opening form or any other information pertaining to the client, confidentially and that they shall not disclose the same to any person/authority except as required under any law/regulatory requirements. Provided however that the stock broker may so disclose information about his client to any person or authority with the express permission of the client.

**MARGINS**

11. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stock broker or the Exchange or as may be directed by SEBI from time to time as applicable to the segment(s) in which the client trades. The stock broker is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange, Clearing House/Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
12. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

**TRANSACTIONS AND SETTLEMENTS**

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.

14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/ payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.
15. The stock broker shall ensure that the money/securities deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the stock broker for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, Regulations, circulars, notices, guidelines of SEBI and/or Rules, Regulations, Bye-laws, circulars and notices of Exchange.
16. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, stock broker shall be entitled to cancel the respective contract(s) with client(s).
17. The transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars/ notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Regulations of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of the Exchanges and the circulars/notices issued thereunder.

#### **BROKERAGE**

18. The Client shall pay to the stock broker brokerage and statutory levies as are prevailing from time to time and as they apply to the Client's account, transactions and to the services that stock broker renders to the Client. The stock broker shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchanges and/or rules and regulations of SEBI.

#### **LIQUIDATION AND CLOSE OUT OF POSITION**

19. Without prejudice to the stock broker's other rights (including the right to refer a matter to arbitration), the client understands that the stock broker shall be entitled to liquidate/close out all or any of the client's positions for non-payment of margins or other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations. Any and all losses and financial charges on account of such liquidation/closing-out shall be charged to and borne by the client.
20. In the event of death or insolvency of the client or his/its otherwise becoming incapable of receiving and paying for or delivering or transferring securities which the client has ordered to be bought or sold, stock broker may close out the transaction of the client and claim losses, if any, against the estate of the client. The client or his nominees, successors, heirs and assignee shall be entitled to any surplus which may result there from. The client shall note that transfer of funds/securities in favor of a Nominee shall be valid discharge by the stock broker against the legal heir.
21. The stock broker shall bring to the notice of the relevant Exchange the information about default in payment/ delivery and related aspects by a client. In case where defaulting client is a corporate entity/partnership/ proprietary firm or any other artificial legal entity, then the name(s) of Director(s)/Promoter(s)/Partner(s)/ Proprietor as the case may be, shall also be communicated by the stock broker to the relevant Exchange(s).

#### **DISPUTE RESOLUTION**

22. The stock broker shall provide the client with the relevant contact details of the concerned Exchanges and SEBI.
23. The stock broker shall co-operate in redressing grievances of the client in respect of all transactions routed through it and in removing objections for bad delivery of shares, rectification of bad delivery, etc.
24. The client and the stock broker shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Regulations of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.
25. The stock broker shall ensure faster settlement of any arbitration proceedings arising out of the transactions entered into between him vis-à-vis the client and he shall be liable to implement the arbitration awards made in such proceedings.
26. The client/stock-broker understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/stock-broker shall be binding on the client/stock-broker in accordance with

the letter authorizing the said representative to deal on behalf of the said client/stock-broker.

#### **TERMINATION OF RELATIONSHIP**

27. This relationship between the stock broker and the client shall be terminated; if the stock broker for any reason ceases to be a member of the stock exchange including cessation of membership by reason of the stock broker's default, death, resignation or expulsion or if the certificate is cancelled by the Board.
28. The stock broker, sub-broker and the client shall be entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.
29. In the event of demise/insolvency of the sub-broker or the cancellation of his/its registration with the Board or/withdrawal of recognition of the sub-broker by the stock exchange and/or termination of the agreement with the sub broker by the stock broker, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the 'Rights and Obligations' document(s) governing the stock broker, sub-broker and client shall continue to be in force as it is, unless the client intimates to the stock broker his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

#### **ADDITIONAL RIGHTS AND OBLIGATIONS**

30. The stock broker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stock broker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.
33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stock broker shall send a complete 'Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stock broker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.
37. The stock broker/stock broker and depository participant shall not directly/indirectly compel the clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

## **ELECTRONIC CONTRACT NOTES (ECN)**

38. In case, client opts to receive the contract note as per annexure enclosed (voluntary) in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
39. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
40. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.
41. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/stock exchanges.
42. The stock broker shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
43. In addition to the e-mail communication of the ECNs to the client, the stock broker shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.

## **LAW AND JURISDICTION**

44. In addition to the specific rights set out in this document, the stock broker, sub-broker and the client shall be entitled to exercise any other rights which the stock broker or the client may have under the Rules, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
45. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines and circulars/notices issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.
46. The stock broker and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal within the stock exchanges, if either party is not satisfied with the arbitration award.
47. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.
48. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
49. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

**INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY STOCK BROKERS TO CLIENT  
(All the clauses mentioned in the 'Rights and Obligations' document(s) shall be applicable. Additionally, the clauses mentioned herein shall also be applicable.)**

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through the Stock broker's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the stock broker
6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker's IBT System, discovers/suspects discrepancies/unauthorized access through his username/password/account with full details of such unauthorized use, the date, the manner and the transactions effected pursuant to such unauthorized use, etc.
7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/securities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.
8. The stock broker shall send the order/trade confirmation through email to the client at his request. The client is aware that the order/ trade confirmation is also provided on the web portal. In case client is trading using wireless technology, the stock broker shall send the order/trade confirmation on the device of the client.
9. The client is aware that trading over the internet involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, etc. are susceptible to interruptions and dislocations. The Stock broker and the Exchange do not make any representation or warranty that the Stock broker's IBT Service will be available to the Client at all times without any interruption.
10. The Client shall not have any claim against the Exchange or the Stock broker on account of any suspension, interruption, non-availability or malfunctioning of the Stock broker's IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Stock brokers/Exchange end for any reason beyond the control of the stock broker/Exchanges.

**RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS**

This document contains important information on trading in Equities/Derivatives Segments of the stock exchanges. All prospective constituents should read this document before trading in Equities/Derivatives Segments of the Exchanges.

Stock exchanges/SEBI does neither singly or jointly and expressly nor impliedly guarantee nor make any representation concerning the completeness, the adequacy or accuracy of this disclosure document nor have Stock exchanges /SEBI endorsed or passed any merits of participating in the trading segments. This brief statement does not disclose all the risks and other significant aspects of trading.

In the light of the risks involved, you should undertake transactions only if you understand the nature of the relationship into which you are entering and the extent of your exposure to risk.

You must know and appreciate that trading in Equity shares, derivatives contracts or other instruments traded on the Stock Exchange, which have varying element of risk, is generally not an appropriate avenue for someone of limited resources/limited investment and/or trading experience and low risk tolerance. You should therefore carefully consider whether such trading is suitable for you in the light of your financial condition. In case you trade on Stock exchanges and suffer adverse consequences or loss, you shall be solely responsible for the same and Stock exchanges/its Clearing Corporation and/or SEBI shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take a plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned stock broker. The constituent shall be solely responsible for the consequences and no contract can be rescinded on that account. You must acknowledge and accept that there can be no guarantee of profits or no exception from losses while executing orders for purchase and/or sale of a derivative contract being traded on Stock exchanges.

It must be clearly understood by you that your dealings on Stock exchanges through a stock broker shall be subject to your fulfilling certain formalities set out by the stock broker, which may inter alia include your filling the know your client form, reading the rights and obligations, do's and don'ts, etc., and are subject to the Rules, Byelaws and Regulations of relevant Stock exchanges, its Clearing Corporation, guidelines prescribed by SEBI and in force from time to time and Circulars as may be issued by Stock exchanges or its Clearing Corporation and in force from time to time.

Stock exchanges does not provide or purport to provide any advice and shall not be liable to any person who enters into any business relationship with any stock broker of Stock exchanges and/or any third party based on any information contained in this document. Any information contained in this document must not be construed as business advice. No consideration to trade should be made without thoroughly understanding and reviewing the risks involved in such trading. If you are unsure, you must seek professional advice on the same.

In considering whether to trade or authorize someone to trade for you, you should be aware of or must get acquainted with the following:-

**1. BASIC RISKS:**

**1.1 Risk of Higher Volatility:**

Volatility refers to the dynamic changes in price that a security/derivatives contract undergoes when trading activity continues on the Stock Exchanges. Generally, higher the volatility of a security/derivatives contract, greater is its price swings. There may be normally greater volatility in thinly traded securities / derivatives contracts than in active securities /derivatives contracts. As a result of volatility, your order may only be partially executed or not executed at all, or the price at which your order got executed may be substantially different from the last traded price or change substantially thereafter, resulting in notional or real losses.

**1.2 Risk of Lower Liquidity:**

Liquidity refers to the ability of market participants to buy and/or sell securities / derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/or sell securities / derivatives contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive price for securities / derivatives contracts purchased or sold. There may be a risk of lower liquidity in some



securities / derivatives contracts as compared to active securities / derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

- 1.2.1** Buying or selling securities / derivatives contracts as part of a day trading strategy may also result into losses, because in such a situation, securities / derivatives contracts may have to be sold / purchased at low / high prices, compared to the expected price levels, so as not to have any open position or obligation to deliver or receive a security / derivatives contract.

**1.3 Risk of Wider Spreads:**

Spread refers to the difference in best buy price and best sell price. It represents the differential between the price of buying a security / derivatives contract and immediately selling it or vice versa. Lower liquidity and higher volatility may result in wider than normal spreads for less liquid or illiquid securities / derivatives contracts. This in turn will hamper better price formation.

**1.4 Risk-reducing orders:**

The placing of orders (e.g., "stop loss" orders, or "limit" orders) which are intended to limit losses to certain amounts may not be effective many a time because rapid movement in market conditions may make it impossible to execute such orders.

- 1.4.1** A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that, while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that security / derivatives contract.

- 1.4.2** A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the customer receives price protection, there is a possibility that the order may not be executed at all.

- 1.4.3** A stop loss order is generally placed "away" from the current price of a stock / derivatives contract, and such order gets activated if and when the security / derivatives contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the security / derivatives contract reaches the pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a security / derivatives contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

**1.5 Risk of News Announcements:**

News announcements that may impact the price of stock / derivatives contract may occur during trading, and when combined with lower liquidity and higher volatility, may suddenly cause an unexpected positive or negative movement in the price of the security / contract.

**1.6 Risk of Rumors:**

Rumors about companies / currencies at times float in the market through word of mouth, newspapers, websites or news agencies, etc. The investors should be wary of and should desist from acting on rumors.

**1.7 System Risk:**

High volume trading will frequently occur at the market opening and before market close. Such high volumes may also occur at any point in the day. These may cause delays in order execution or confirmation.

- 1.7.1** During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in order execution and its confirmations.

- 1.7.2** Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a security / derivatives contract due to any action on account of unusual trading activity or security / derivatives contract hitting circuit filters or for any other reason.

**1.8 System/Network Congestion:**

Trading on exchanges is in electronic mode, based on satellite/leased line based communications, combination

of technologies and computer systems to place and route orders. Thus, there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, or any such other problem/glitch whereby not being able to establish access to the trading system/network, which may be beyond control and may result in delay in processing or not processing buy or sell orders either in part or in full. You are cautioned to note that although these problems may be temporary in nature, but when you have outstanding open positions or unexecuted orders, these represent a risk because of your obligations to settle all executed transactions.

**2. As far as Derivatives segments are concerned, please note and get yourself acquainted with the following additional features:-**

**2.1 Effect of "Leverage" or "Gearing":**

In the derivatives market, the amount of margin is small relative to the value of the derivatives contract so the transactions are 'leveraged' or 'geared'. Derivatives trading, which is conducted with a relatively small amount of margin, provides the possibility of great profit or loss in comparison with the margin amount. But transactions in derivatives carry a high degree of risk.

You should therefore completely understand the following statements before actually trading in derivatives and also trade with caution while taking into account one's circumstances, financial resources, etc. If the prices move against you, you may lose a part of or whole margin amount in a relatively short period of time. Moreover, the loss may exceed the original margin amount.

- A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.
- B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.
- C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.
- D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

**2.2 Currency specific risks:**

1. The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.
2. Under certain market conditions, you may find it difficult or impossible to liquidate a position. This can occur, for example when a currency is deregulated or fixed trading bands are widened.
3. Currency prices are highly volatile. Price movements for currencies are influenced by, among other things: changing supply-demand relationships; trade, fiscal, monetary, exchange control programs and policies of governments; foreign political and economic events and policies; changes in national and international interest rates and inflation; currency devaluation; and sentiment of the market place. None of these factors can be controlled by any individual advisor and no assurance can be given that an advisor's advice will result in profitable trades for a participating customer or that a customer will not incur losses from such events.

**2.3 Risk of Option holders:**

1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short

period of time. This risk reflects the nature of an option as a wasting asset which becomes worthless when it expires. An option holder who neither sells his option in the secondary market nor exercises it prior to its expiration will necessarily lose his entire investment in the option. If the price of the underlying does not change in the anticipated direction before the option expires, to an extent sufficient to cover the cost of the option, the investor may lose all or a significant part of his investment in the option.

2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

#### **2.4 Risks of Option Writers:**

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.
3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

#### **3. TRADING THROUGH WIRELESS TECHNOLOGY/ SMART ORDER ROUTING OR ANY OTHER TECHNOLOGY:**

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/ smart order routing or any other technology should be brought to the notice of the client by the stock broker.

#### **4. GENERAL**

- 4.1** The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a stock broker for the purpose of acquiring and/or selling of securities / derivatives contracts through the mechanism provided by the Exchanges.
- 4.2** The term 'stock broker' shall mean and include a stock broker, a broker or a stock broker, who has been admitted as such by the Exchanges and who holds a registration certificate from SEBI.

**GUIDANCE NOTE - DO'S AND DON'TS FOR TRADING ON THE EXCHANGE(S) FOR INVESTORS****BEFORE YOU BEGIN TO TRADE**

1. Ensure that you deal with and through only SEBI registered intermediaries. You may check their SEBI registration certificate number from the list available on the Stock exchanges [www.bseindia.com/](http://www.bseindia.com/) [www.nseindia.com](http://www.nseindia.com) and SEBI website [www.sebi.gov.in](http://www.sebi.gov.in).
2. Ensure that you fill the KYC form completely and strike off the blank fields in the KYC form.
3. Ensure that you have read all the mandatory documents viz. Rights and Obligations, Risk Disclosure Document, Policy and Procedure document of the stock broker.
4. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the stock broker. Note that the clauses as agreed between you and the stock broker cannot be changed without your consent.
5. Get a clear idea about all brokerage, commissions, fees and other charges levied by the broker on you for trading and the relevant provisions/ guidelines specified by SEBI/Stock exchanges.
6. Obtain a copy of all the documents executed by you from the stock broker free of charge.
7. In case you wish to execute Power of Attorney (POA) in favour of the Stock broker, authorizing it to operate your bank and demat account, please refer to the guidelines issued by SEBI/Exchanges in this regard.

**TRANSACTIONS AND SETTLEMENTS**

8. The stock broker may issue electronic contract notes (ECN) if specifically authorized by you in writing. You should provide your email id to the stock broker for the same. Don't opt for ECN if you are not familiar with computers.
9. Don't share your internet trading account's password with anyone.
10. Don't make any payment in cash to the stock broker.
11. Make the payments by account payee cheque in favour of the stock broker. Don't issue cheques in the name of sub-broker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/ demat account such money or securities deposited and from which bank/ demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
13. In case you have given specific authorization for maintaining running account, payout of funds or delivery of securities (as the case may be), may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain running account for you subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b) The actual settlement of funds and securities shall be done by the stock broker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stock broker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.
  - c) On the date of settlement, the stock broker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market

transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

- d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.

14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

#### **IN CASE OF TERMINATION OF TRADING MEMBERSHIP**

16. In case, a stock broker surrenders his membership, is expelled from membership or declared a defaulter; Stock exchanges gives a public notice inviting claims relating to only the "transactions executed on the trading system" of Stock exchange, from the investors. Ensure that you lodge a claim with the relevant Stock exchanges within the stipulated period and with the supporting documents.
17. Familiarize yourself with the protection accorded to the money and/or securities you may deposit with your stock broker, particularly in the event of a default or the stock broker's insolvency or bankruptcy and the extent to which you may recover such money and/or securities may be governed by the Bye-laws and Regulations of the relevant Stock exchange where the trade was executed and the scheme of the Investors' Protection Fund in force from time to time.

#### **DISPUTES/ COMPLAINTS**

18. Please note that the details of the arbitration proceedings, penal action against the brokers and investor complaints against the stock brokers are displayed on the website of the relevant Stock exchange.
19. In case your issue/problem/grievance is not being sorted out by concerned stock broker/sub-broker then you may take up the matter with the concerned Stock exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.
20. Note that all the stock broker/sub-brokers have been mandated by SEBI to designate an e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints.

## POLICIES AND PROCEDURES (MANDATORY) OF PANKAJ MANGALDAS SECURITIES PVT. LTD.

### A. REFUSAL OF ORDERS FOR PENNY STOCKS:

Although, the term 'Penny Stock' has not been defined by BSE/NSE or any stock exchanges, SEBI a penny stock generally refers to a stock which has following mentioned characteristics:

- Has small market capitalization;
- Trades at a price less than its face value;
- Has unsound fundamentals;
- Is illiquid (A list of illiquid securities is jointly released by NSE & BSE from time to time.)

**Pankaj Mangaldas Securities Pvt. Ltd.** recognises that it is client's privilege to choose shares in which he/she would like to trade. However, **Pankaj Mangaldas Securities Pvt. Ltd.** like to have special attention to dealing in "Penny stocks". To this end,

- **Pankaj Mangaldas Securities Pvt. Ltd.** may refuse to execute any clients orders in penny stocks without assigning any reason for the same.
- Any large order for purchase or sale of a "Penny stocks" should be referred to Head - Dealing, before such orders can be put in the market for execution.
- Client must ensure that trading in "Penny stocks" doesn't result in creation of artificial volume of false or misleading appearance of trading. Further, clients should ensure that trading in "Penny stock" doesn't operate as a device to inflate or depress or cause fluctuations in the price of such stock.
- Clients are expected not to place orders in penny stocks at prices which are substantially different from the prevailing market prices. Any such order is liable to be rejected at the sole discretion of **Pankaj Mangaldas Securities Pvt. Ltd.**
- In case of sale of penny stocks, client should ensure delivery of shares to **Pankaj Mangaldas Securities Pvt. Ltd.** before the pay-in date.

### B. SETTING UP CLIENT'S EXPOSURE LIMITS:

- Exposure limit for each client is determined by the Risk management Department based on Net-worth information, client's financial capacity, prevailing market conditions and Margin deposited by client in the form of funds/securities with the **Pankaj Mangaldas Securities Pvt. Ltd.** These limits may be set exchange-wise, segment-wise & scrip-wise.
- **Pankaj Mangaldas Securities Pvt. Ltd.** retains the discretion to set and modify from time to time any clients exposure limit decided as above.
- The limits are determined by Risk Management Department based on the above criteria and payment history of the client in consultation with Sales/Sales trader.
- Whenever, any client has taken over or wants to take exposure in any security, **Pankaj Mangaldas Securities Pvt. Ltd.** may call for appropriate margins in the form of early pay-in of shares of funds before or after execution of trades in the Cash segment. In case of any margin shortfall, the clients are told to reduce the position immediately or requested to deposit extra margin to meet the shortfall. Otherwise **Pankaj Mangaldas Securities Pvt. Ltd.** may refuse to trade on behalf of such client in its own discretion.

### C. APPLICABLE BROKERAGE RATE:

- The applicable brokerage rate is mentioned in this document and any future change in the brokerage rate will be communication to the client in writing and as mutually agreed upon.
- The maximum brokerage chargeable will not exceed as prescribed by SEBI and exchanges.

### D. IMPOSITION OF PENALTY / DELAYED PAYMENT CHARGES BY EITHER PARTY SPECIFYING THE RATE AND THE PERIOD:

- Penalty and other charges levied by Exchanges pertaining to trading of the client shall be recovered from the respective client. (Note: Inspection related penalty cannot be recovered from Client)
- If there is delay on part of client in satisfying his/her margin obligations or settlement obligation, then, **Pankaj Mangaldas Securities Pvt. Ltd.** shall levy interest at the rate of 12% p.a. on such shortage amount for the delayed period on such client. **Pankaj Mangaldas Securities Pvt. Ltd.** shall recover such delayed payment charges from the client by debiting the client's account.
- No interest or charges will be paid by **Pankaj Mangaldas Securities Pvt. Ltd.** to any client in respect of retention of funds or securities towards meeting future settlement obligation and in respect of running account authorisations.

### E. RIGHT TO SELL CLIENTS' SECURITIES OR CLOSE CLIENTS' POSITIONS, WITHOUT GIVING NOTICE TO THE CLIENT, ON ACCOUNT OF NON-PAYMENT OF CLIENT'S DUES (this shall be limited to the extent of settlement/margin

obligation) (SEBI circular No. CIR/HO/MIRSD/DOP/CIR/P/2019/75 on "Handling of Clients" Securities by trading Members/ Clearing Members" dated June 20, 2019)

**Pankaj Mangaldas Securities Pvt. Ltd.** shall have the sole discretion to square off the open position of the Client and/ or sell clients' securities (including securities maintained as margin with **Pankaj Mangaldas Securities Pvt. Ltd.** and securities lying in client's beneficiary/demat account) in case the Client fails to meet its settlement/margin obligations in time. The specific securities to be sold and the positions to be squared off shall be decided solely by **Pankaj Mangaldas Securities Pvt. Ltd.** Further, the square off of client's open position or the selling of securities may be executed on best effort basis on such Exchanges and at such price as may be decided by **Pankaj Mangaldas Securities Pvt. Ltd.**

**Pankaj Mangaldas Securities Pvt. Ltd.** shall have no obligation of communicating the same to the Client. **Pankaj Mangaldas Securities Pvt. Ltd.** shall not be responsible for any losses, delays, brokerage, other charges, margin shortfall penalties etc. incurred by the Client due to such squaring off of the open position of the client.

**Pankaj Mangaldas Securities Pvt. Ltd.** reserves the right to square off client's open positions or sell clients' securities under following circumstances:

- (i) Where the limits given to the Client have been breached.
- (ii) Where the Client has defaulted on their existing obligation and/or had failed to make payments/deliver securities to **Pankaj Mangaldas Securities Pvt. Ltd.** within the stipulated time period.
- (iii) Where the margin or security placed by the Client with **Pankaj Mangaldas Securities Pvt. Ltd.** falls short of the applicable minimum margin as may be required to be maintained by the client.
- (iv) Where Mark to Market Loss on the open position has reached 80 % of the margins placed with **Pankaj Mangaldas Securities Pvt. Ltd.** and the Client(s) have not taken any steps either to replenish the margin or reduce the Mark to Market Loss.
- (v) if the open position is neither squared off nor converted to Delivery by Client(s) within the stipulated time. **Pankaj Mangaldas Securities Pvt. Ltd.** shall not be hold responsible for any losses, brokerage, other charges, margin shortfall penalties etc.

**Square off policy:**

- 1) Open positions in CM segment may be squared off on T+7 days in either of following circumstances to the extent of due debit and unsettled obligation amount if any;
  - Ledger Account is in debit for 5 continues days and payment is not realized by the T+6th day, or
  - Securities Remain unpaid on clear fund basis for T+7 days, or
  - Total asset cover (Including shares in BO POA account offered as collateral) to debit falls below 120% on real time basis)
- 2) Payment made to **Pankaj Mangaldas Securities Pvt. Ltd.** will be recognized and credited on real time basis. Such payments made need to be informed with proof by sending email to [grievance@pmsec.in](mailto:grievance@pmsec.in) and will be considered only on realization on next working day.
- 3) In case of square off, securities available in unpaid securities account/ client collateral account(s) may be sold proportionate to the outstanding amount or based on liquidity/ depth in market on a FIFO basis.
- 4) On the day of square off, Client will be put on square up mode/100% margin without collateral margin benefit. No fresh exposure will be allowed on square off days unless on receipt of clear funds.

Ledger balance for the purpose will be considered on the basis of realized balance excluding unclear cheque credit. However, management at their sole discretion may take any informed decision to deviate from the aforementioned policy in certain instances on a case to case basis.

**F. SHORTAGES IN OBLIGATIONS ARISING OUT OF INTERNAL NETTING OF TRADES:**

- To determine the net obligation of a broker / trading cum clearing member (for securities and funds) in a settlement, clearing house does the netting of trades at the broker level. It is possible that a broker's net obligation towards clearing house may be nil but due to default by one or more clients in satisfying their obligations towards the broker, the broker internally might have shortages to fulfill its obligation towards the other client(s). In such situation, **Pankaj Mangaldas Securities Pvt. Ltd.** shall endeavor to collect the securities from the selling client or obtain by purchasing the security from the market and deliver it to the purchasing client within 48 hours of the settlement date. If **Pankaj Mangaldas Securities Pvt. Ltd.** is unable to obtain the securities from the market, then the transaction will be closed out as per the auction rate prescribed by the Exchange for that scrip and the closing amount will be credited to the purchasing client and same will be debited to the selling client.

**G. CONDITIONS UNDER WHICH A CLIENT MAY NOT BE ALLOWED TO TAKE FURTHER POSITION OR THE BROKER MAY CLOSE THE EXISTING POSITION OF A CLIENT:**

**Pankaj Mangaldas Securities Pvt. Ltd.** shall have absolute discretion and authority to limit client's volume of business or to close any existing position of a client without giving any prior notice to the client under following mentioned conditions:

- Extreme Volatility in the market or in particular scrip or in the F&O segment.
- If there is shortfall in the margin deposited by client with **Pankaj Mangaldas Securities Pvt. Ltd.**
- If there is insider trading restrictions on the client.
- If there are any unforeseen adverse market conditions or any natural calamities affecting the operation of market.
- If there are any restrictions imposed by Exchange or Regulator on the volume of trading outstanding position of contracts.
- If the client is undertaking any illegal trading practice or the client is suspected to be indulging in money laundering activities.
- If **Pankaj Mangaldas Securities Pvt. Ltd.** has reached its limit in that scrip.
- If the clients has breached the client-wise limit.
- If the client has taken or intends to take new position in a security which is in the ban period.
- If due to abnormal shortfall in the market, if market are closed.

**H. TEMPORARILY SUSPENDING OR CLOSING A CLIENT'S ACCOUNT AT THE CLIENT'S REQUEST:**

- Any client desirous of temporarily suspending his or her trading account has to give such request in writing to the management. After management's approval, any further dealing in such client's account will be blocked. Whenever, any suspended account wants to resume trading, request in writing should be made to management and management may ask for updated financial information & other details for reactivating such account. After receiving necessary documents, details etc. and approval from the management, client is reactivated & is allowed to carry out transaction.
- Similarly, any client desirous of closing his/her account permanently is required to inform in writing and the decision in this regard is taken by management. After necessary approval from the management, the client code is deactivated. Only after scrutinizing the compliance requirements and "no pending queries" confirmation is taken, securities and funds accounts are settled.

**I. DEREGISTERING A CLIENT:**

**Pankaj Mangaldas Securities Pvt. Ltd.** may, in its absolute discretion, decide to deregister a particular client. The illustrative circumstances under which **Pankaj Mangaldas Securities Pvt. Ltd.** may deregister a client are given below:

- SEBI or any other regulatory body has passed on order against such client, prohibiting or suspending such client from participating in the securities market.
- Such client has been indicated by a regulatory body or any government enforcement agency in case of market manipulation or insider trading or any other case involving violation of any law, rule, regulations, guideline or circular governing securities market.
- Such client is suspected of indulging in illegal or criminal activities including fraud or money laundering.
- Such client's name appears in the UN list of prohibited entities or SEBI debarred list.
- Such client's account has been lying dormant for a long time or client is not traceable.
- Such client has declared insolvent or any legal proceedings to declare him/her as such have been intended.
- Such client has a tainted reputation and any business relationship with such client is likely to tarnish the reputation of **Pankaj Mangaldas Securities Pvt. Ltd.** or may act as detriment to **Pankaj Mangaldas Securities Pvt. Ltd.**'s prospects.

Any outstanding dues in the client's account will be communicated and collected from the client and the client will be liable to pay such dues immediately on receiving such communication.

**J. BY RULES & REGULATIONS IT IS COMPULSORY TO RECEIVE PAYMENTS FROM CLIENTS OWN A/C ONLY. SO IT WILL BE DUTY OF CLIENT TO MAKE PAYMENT FROM THEIR OWN A/C ONLY.**

**K. BY RULES & REGULATIONS IT IS COMPULSORY TO RECEIVE SHARES FROM CLIENTS OWN A/C ONLY. SO IT WILL BE DUTY OF CLIENT TO MAKE DELIVERY OF SHARES FROM THEIR OWN A/C ONLY.**

**INACTIVE CLIENT ACCOUNT:**

**NOTE :**

The Client who are Inactive for the period of twelve months will be locked for further trading in order to avoid erroneous punching of order. Such customers can get their accounts activated by orally preferably should be in writing or through



telephone (recorded) requesting their relationship manager or sub-broker.

We hereby disclose that we do client based business and Proprietary Business in both Cash & Derivatives segment of BSE & NSE.

**Return of client assets:**

When a client is declared as inactive all the securities of the client are transferred to the demat account of the client. The funds belonging to the client shall be returned to the client. If for any reason the funds and securities of the client cannot be transferred to the client's bank account or demat account then the same shall be transferred into a separate account of the organization. The funds and securities shall be held in the separate account until the time the organization hears from the client or their representatives.

I have read and understand the above policy for RMS & Controls of the member & state that I will strictly abide by the conditions laid in this policy.

14X

Stamp & Signature of the Client

**TARIFF SHEET**

**MANDATORY**

Segment	Delivery %	Sq. off %		Delivery Min (ps)	Sq. off Min (ps)	Round off
		One Side	Other Side			
BSE Cash						
NSE Cash						

Segment	Future Stock		Future Nifty		Option Stock		Option Nifty	
	%	Min	%	Min	%	Min	%	Min
BSE F&O								
NSE F&O								

**Note:** 1. Inter settlement / DP transaction charges arising out of purchase / sell transactions effected by constituents will be debited to Constituent Account.

2. The STT, Stamp Duty, GST & Exchange Transaction Charges will be charged on actual basis as per the rates prevailing from time to time and are subject to change by the regulatory authorities or Government agencies. Brokerage shall not exceed more than the maximum permissible limit prescribed by SEBI and Exchange.

15X

Stamp & Signature of the Client

<b>FOR OFFICE USE ONLY</b>						
<b>UNIQUE CONSTITUENT CODE:</b> (To be inserted by the Brokerage Firm)						
	<b>NAME</b>			<b>SIGNATURE AND DATE</b>		
AUTHORISED BY						
ENTERED BY						

**Confirmation of Receipt of executed mandatory & voluntary client registration documents**

**Client Code:** \_\_\_\_\_

Dear Sir,

I/We hereby acknowledge the receipt of duly executed copy of Welcome letter, Account Opening Form, Rights and Obligations, RDD, Guidance Note, Tariff Sheet, Policies and Procedures and all other voluntary documents as executed by me/us.

16X

Stamp & Signature of Client: \_\_\_\_\_

## RUNNING ACCOUNT AUTHORISATION

VOLUNTARY

To,  
PANKAJ MANGALDAS SECURITIES PVT. LTD.

Dear Sir,

### Re: Running Account Authorisation

In order to facilitate operations of my/our trading account opened, I/We would like to authorise Pankaj Mangaldas Securities Pvt. Ltd. (hereinafter referred as "PMSPL") to maintain running account, instead of settlement to settlement clearance of funds due to me/us.

1. I/We hereby give my/our consent to maintain a running balance in my account and retain credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) of any segment(s) of any or all the Exchange(s)/Clearing corporation unless I/We instruct /revoke you otherwise.
2. I/We request you to settle my fund account as below: (Tick on appropriate option)  
☐ Monthly ☐ Quarterly
3. As per the SEBI and Exchanges circulars, the settlement of running account of funds of the client shall be done by the trading member after considering the End of the day (EOD) obligation of funds as on the date of settlement across all the Exchange on first Friday of the Quarter/Month. If first Friday is a trading holiday, then such settlement shall be done on the previous trading day. For clients, who have opted for Monthly settlement, running account shall be settled on first Friday of each month. If first Friday is a trading holiday, then such settlement shall happen on the previous trading day.
4. I/We having credit balance and have not done any transaction within the 30-calendar day since the last transaction, the credit balance shall be returned to me/us, within next three working days or prescribed time limits irrespective of the date when running account was previously settled.
5. In case where I/we and I have traded within 30 calendar days and there is outstanding trade position at the end of First Friday (or previous day in case of a holiday) of the Month/Quarter on which settlement of running account of funds is scheduled, a PMSPL may retain funds in the manner specified below:
  - i. Entire pay-in obligation of funds outstanding at the end of day (EOD) on date of settlement, across all segment. 50% of end of the day (EOD) margin requirement as cash margin, excluding the margin on consolidated crystallized obligation/MTM.
  - ii. Apart from above, 225% of EOD margin (which include additional 125% margin) reduced by 50% cash margin and the value of securities (after applying appropriate haircut) accepted as collateral from the client by way of 'margin pledge' created in the Depository system for the purpose of margin (after applying appropriate haircut). The margin on consolidated crystallized obligation/MTM. The margin liability may also include the margin collected as per the risk management policy.
  - iii. Apart from 50% cash margin mentioned in point ii above, member may also retain 225% of EOD margin (which includes additional 125% margin) reduced by 50% cash margin and the value of securities (after applying appropriate haircut) accepted as collateral from the clients by way of 'margin pledge' created in the Depository system for the purpose of margin and value of commodities (after applying appropriate haircut). The margin liability shall include the end of the day margin requirement in all the segments across exchanges excluding the margin on consolidated crystallized obligation/MTM. The margin liability may also include the margin collected by the Member from their clients as per the risk management policy and informed to the clients.
6. Client accounts which are due for settlement in the last month or quarter shall be settled on the date of settlement.
7. I/We confirm you that I/We shall to your notice, any dispute arising from the statement of account or settlement so made, in writing preferably within 7 working days from the date of receipt of funds/securities or statement of account or statement related to it, as the case may be at registered office.
8. I/We confirm that the above-mentioned authorization shall continue until it is revoked by me/us. I/We confirm having read the above circular and this running account authorization.

Stamp & Signature of the Client 17X

## ECN AUTHORISATION

VOLUNTARY

From: \_\_\_\_\_

Date: \_\_\_\_\_

Client Code: \_\_\_\_\_

To,

Dear Sirs,

**Sub: Mandate to issue contract notes in digital format & other communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices etc.) through an E-Mail**

I / We hereby agree and consent to accept the contract notes for transactions carried on by us/me on BSE/NSE with you, in digital form. Digital contracts issued by you as per the terms and conditions specified herein shall be binding on me/us. The mandate is subject to terms and conditions mentioned herein below.

Terms and conditions for issuance of contract notes in digital form between us :-

1. Digital Contract Notes in the format as may be prescribed by the Exchange from time to time will be mailed to me/us on the E-mail address provided to you.  
You can also send me/us my/our margin statement in digital form with contract notes.
2. I / we undertake to check the contract notes and bring the discrepancies to your notice within the 12 hours of issuance of contract notes. My/our non-verification or not accessing the contract notes on regular basis shall not be a reason for disputing the contract note at any time.
3. In case of any failure in system or errors in digital contract notes, contract notes will be issued in physical form, which shall be binding on the client.
4. Discrepancies, if any, should be sent on E-mail: grievance@pmsec.in
5. Clients can view the digital contract notes using the username & password through the web-site apart from the contract notes sent to the client through mail.
6. The Digital contract notes will be archived at an interval of 1 year. If the client intends to view the digital contract notes for a period prior to 1 year client may request for the same in writing.
7. The contract notes will be issued in digital form in compliance with the guidelines issued by SEBI / Exchanges from time to time.
8. It will be client's responsibility to regularly check the mailbox and keeping the storage space for new email messages.
9. Any changes in the terms and conditions shall be intimated from time to time.
10. Non-receipt of bounced mail notification by the trading member shall amount to delivery of contract note at the e-mail ID of the client.
11. Any change in the E-mail ID shall be communicated by us / me through a physical letter.

**Other Communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices etc.)**

You can send me various documents like Daily margin statement, Statement of funds & securities, Account confirmations, bills, notices, circulars, amendments etc. through an E-mail ID mentioned in this letter.

This instruction to issue digital contract notes & other communications are applicable with immediate effect.

My/Our E-mail ID \_\_\_\_\_

My/Our Alternative E-mail ID \_\_\_\_\_

Yours faithfully,

☒ 18

Stamp & Signature of the Client \_\_\_\_\_

**AUTHORITY TO DEBIT THE DEMAT ACCOUNT OPERATING CHARGES**

To,

Dear Sirs,

This is to inform that

- a. I/We have a beneficiary account with PANKAJ MANGALDAS SECURITIES PVT. LTD. (DP) & with client id \_\_\_\_\_.
- b. Further I/We have a trading account with PANKAJ MANGALDAS SECURITIES PVT. LTD. (trading code as mentioned below) for investment and trading purpose.
- c. I/We find it extremely inconvenient to give cheques against your depository bills.

With respect to the above mentioned subject and consideration, I hereby authorize you to debit the trading account maintained with PANKAJ MANGALDAS SECURITIES PVT. LTD. for the debit charges payable to PANKAJ MANGALDAS SECURITIES PVT. LTD. as Depository Participant for providing depository services. Any such sum debited to my/our account shall be binding on me/us.

Yours faithfully,

Stamp & Signature of the Client ☒ 19

Client Code: \_\_\_\_\_

## HUF DECLARATION

FORMAT

Date:

**Pankaj Mangaldas Securities Pvt. Ltd.**

701, P.J. Tower, Dalal Street,

Fort, Mumbai - 400 001.

Dear Sir,

I hereby request you to open our trading account with you, for our HUF.

Being Karta of my family, I hereby declare that following is the list of family members in our HUF, as on date of Application, i.e. \_\_\_\_\_ and we the co-parceners are giving Power of Attorney to Pankaj Mangaldas Securities Pvt. Ltd.

### Name & signature of Adult co-parceners

SR. NO.	NAME OF FAMILY MEMBERS	SEX	RELATIONS	DATE OF BIRTH	SIGNATURE

### Name & dates of birth of minor co-parceners

SR. NO.	NAME OF FAMILY MEMBERS	SEX	RELATIONS	DATE OF BIRTH	SIGN. OF GUARDIAN

I hereby also declare that the particulars given by me as stated above are true to the best of my knowledge as on date for making this Application to open new Demat Account.

I agree that any false/misleading information given by me or suppression of any material information will render my said account liable for termination and further action. Further, I agree that I will immediately intimate any death/s or birth/s in the family as it changes the constitution of the HUF.

Thanking you,

Yours truly,

**X**

Karta

(Affix stamp of HUF)

## Declaration to be given by partnership on Letter head of the firm

FORMAT

Date:

To,

**PANKAJ MANGALDAS SECURITIES PVT. LTD.**

701, P.J. Tower, Dalal Street, Fort, Mumbai - 400 001.

Dear Sir,

We refer to the trading account being opened/opened with you in the name \_\_\_\_\_ and declare and authorize you as under.

We recognize that a beneficiary account cannot be opened with a depository participant in the name of a partnership firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the securities transfer obligations pursuant to the trading operations, we authorize you to recognize the beneficiary account No. \_\_\_\_\_ with depository \_\_\_\_\_ opened as a joint account in the names of the partner of the firm.

We agree that the obligations for shares purchased and /or sold by the firm will be handled and completed through transfer to/from the above-mentioned account. We recognize and accept transfers made by you to the beneficiary account as complete discharge of obligations by you in respect of trades executed in the above trading account of the firm.

We hereby authorize \_\_\_\_\_, partner in the firm to execute / sign and submit such documents, agreements, deeds etc. as any be necessary to enter into the agreement and engage in business with **PANKAJ MANGALDAS SECURITIES PVT. LTD.** and to place order for buying and selling of securities, sell, purchase, transfer, endorse, negotiate and do other things that may be necessary to engage in business on behalf of the partnership and to sign the authority letter for adjustment of balances in family accounts.

Name of Partners (In Block Letters)	Signatures

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_ AT THEIR MEETING HELD ON \_\_\_\_\_.

RESOLVED THAT the Company do place orders with/give instructions to **Pankaj Mangaldas Securities Pvt. Ltd.** for investment in securities market/dealing in Equities/Derivatives & other products in Derivatives & cash segment of BSE Limited (BSE) & National Stock Exchange of India Limited (NSE) & Central Depository Services (India) Limited (CDSL).

RESOLVED FURTHER THAT any one of the following Directors/Executives/Officers of the Company, whose specimen signatures are appended here under.

No.	Name of Authorised person	Designation	Specimen Signature

Be and are hereby authorized severally to

1. Sign, execute and deliver orders, instructions letters, notes, contracts, share transfer forms and such other documents as may deemed necessary from time to time for the aforesaid purpose, and
2. Take all such actions and do all such things, as may be deemed prudent, necessary and expedient for giving effects to the above resolution from time to time.

RESOLVED THAT Mr/Ms. \_\_\_\_\_ and / or \_\_\_\_\_. Authorised Signatory of \_\_\_\_\_ (the Company) whose specimen signatures are attested below be and are hereby authorised to sign, execute and submit applications, undertakings, agreements and other requisite documents as may deemed necessary for KYC applications with CVLKRA & Hold & Operate the Demat Account.

RESOLVED FURTHER THAT the above resolution shall remain effective and in force till such time as a fresh resolution canceling or amending the same is passed by the Board of Directors of the Company is furnished to **Pankaj Mangaldas Securities Pvt. Ltd.**

RESOLVED FURTHER THAT a copy of the above resolution duly certified as true by any one of the Directors of the Company be furnished to **Pankaj Mangaldas Securities Pvt. Ltd.** and such other parties as may be required from time to time.

## **RIGHTS AND OBLIGATIONS DOCUMENT FOR SLBS**

- i. The Securities and Exchange Board of India ("SEBI") has formulated and issued the Securities Lending Scheme, 1997 ("SEBI Scheme") and SEBI Circular No MRD/DoP/SE/Dep/Cir-14/2007 dated 20th December 2007 for facilitating lending and borrowing of securities through an "Approved Intermediary" registered with SEBI.
- ii. NSE Clearing Ltd. is an Approved Intermediary ("AI") registered under the SEBI Scheme and is, therefore, authorised to facilitate lending and borrowing of securities in accordance with the SEBI Scheme and Circulars of SEBI issued from time to time. Accordingly, the AI has framed the Securities Lending and Borrowing Scheme (hereinafter referred to as "SLBS") for facilitating lending and borrowing of securities through persons registered as "Participants".
- iii. SEBI, thereafter, vide its Circular No. CIR/NRD/DP/19/2014 dated June 3, 2014 ("SEBI Circular") has modified the framework of Securities Lending and Borrowing. Under the said SEBI Circular, AI shall enter into an agreement with its Clearing Member/Participant ("Agreement") for the purpose of facilitating Securities Lending and Borrowing and which shall specify the rights, responsibilities and obligations of the AI and the Clearing Member/Participant ("Participant"). The said Agreement shall also define the exact role of AI/Participant vis-à-vis the Client of Participant. As per the said SEBI Circular, AI is also required to frame rights and obligations document laying down the rights and obligations of the Participant and its Client for the purpose of Securities Lending and Borrowing. The said rights and obligations document shall be mandatory and binding on the Participant. Accordingly, the AI has framed this rights and obligations document laying down the rights and obligations of Participant as well as of its Client ("Rights & Obligations Document").
- iv. Securities Lending and Borrowing can be undertaken by the Participant either on their own account or on account of its Client registered with them. Any person(s) who meets the eligibility criteria as may be specified by the AI for the Clients under the SLBS, shall be eligible to participate in the SLBS by submitting duly signed relevant documentation/s to the Participant that it is desirous of participating in the SLBS. The Participant on the receipt of said relevant documentation/s from its Client, shall provide this Rights & Obligations Document to its Client which will be duly acknowledged by the Client of having read, understood and to agreeing to abide by the same prior to the execution of trade in the SLBS. The terms and conditions of this Rights & Obligations Document shall be binding on the Participant as well as on its Client.
- v. All the transactions under the SLBS by the Client shall be strictly in accordance with SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder and the Rules, Byelaws, Regulations of the AI as a Clearing Corporation as applicable and the terms and conditions of the said Agreement. In the event of any conflict or contradiction between the provisions of the SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder and the Rules, Byelaws, Regulations of the AI as a Clearing Corporation as applicable and the terms and conditions of the said Agreement and this Rights & Obligations Document, the provisions of the SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder, the Rules, Byelaws and Regulations of the AI as a Clearing Corporation and the terms and conditions of the said Agreement shall prevail over this Rights & Obligations Document. The provisions of this Rights & Obligations Document are in addition thereto and not in derogation thereof.
- vi. The Participant has made the Client aware of and the Client has understood the precise nature of the Participant's liability towards the Client under SLBS including any limitations on the liability and the capacity in which the Participant acts.
- vii. Subject to the SEBI Scheme, Circulars of SEBI, SLBS and Circulars issued thereunder, and/or the Rules, Byelaws, Regulations of the AI as a Clearing Corporation as applicable and as in force from time to time, the rights and obligations of the Participant as well as its Client shall be hereto as under.
- viii. Unless the context otherwise requires, the words and expressions used herein shall have the same meaning as defined in Securities Contracts (Regulation) Act, 1956 or Securities and Exchange Board of India Act, 1992 or Securities Lending Scheme, 1997 or Depositories Act, 1996 or the rules and regulations made thereunder respectively or Circulars of SEBI or SLBS and the Circulars issued thereunder and the Rules, Byelaws and Regulations of the AI as a Clearing Corporation.

### **RIGHTS OF THE PARTICIPANT**

- ix. In consideration of the Participant providing full-fledged securities lending and borrowing under the SLBS, the Participant shall be entitled for charges, fees, other levies and /or any such other charges, subject to such limits as may be permitted by the AI in its Circulars from time to time.
- x. **Margins**  
The Participant is empowered to call upon its Client to pay such margins as may be specified by the AI from time to time.
- xi. **Recovery**  
The Participant shall be entitled to recover from the Client the loss or charges, fees, other levies and /or any such other charges that has been paid by the Participant to the AI or imposed by the AI on account of its Client arising out of default or transactions under the SLBS whether current or past that are effected by the Client in meeting its obligations by adjusting margins and other deposits, if any, available with the Participant against the Client's liabilities/obligations.

## **OBLIGATIONS OF THE PARTICIPANT**

- xii. The Participant has satisfied itself about the genuineness and financial soundness of the Client and the objectives relevant to the services to be provided and is therefore, agreeable to facilitating such participation subject to the terms and conditions contained herein.
- xiii. Issue of Confirmation Memo  
The Participant shall, upon execution of the Client's transaction on the order matching platform of the AI, issue the confirmation memo in the specified format or such other documents to the Client within such time as may be prescribed by the AI from time to time.
- xiv. Money / Securities to be kept in separate account  
The Participant agrees that the money / securities deposited by the Client shall be kept in a separate bank account / settlement demat account, distinct from its own account or accounts of any other Clients, and shall not be used by the Participant for itself or for any other Clients or for any purpose other than the purposes mentioned in the SEBI Scheme, Circulars of SEBI, SLBS and Circulars issued thereunder and/or the Rules, Bye-laws, Regulations of the AI as a Clearing Corporation and as in force from time to time.
- xv. Update on Settlement Process  
The Participant agrees to inform and keep the Client apprised about securities lending and borrowing settlement cycles, delivery/payment schedules and any changes therein from time to time.
- xvi. Compliance with Know Your Client Norms  
The Participant undertakes to maintain the "Know Your Client" details of the Client as mentioned in the Client Registration Form or any other information pertaining to the Client in confidence and that it shall not disclose the same to any person / authority except to the AI or as required under any law / regulatory requirements or in compliance with any decree, order or direction of any Court, Tribunal, SEBI or other authority duly empowered in law; Provided however that the Participant may so disclose information about its Client to any person or authority with the express permission of the Client.
- xvii. Reconciliation of Account  
The Participant and the Client shall agree to reconcile their accounts regularly with reference to the transactions under the SLBS.
- xviii. Return of Securities and Lending Fees  
Where the Client is a lender unless otherwise agreed upon between the Participant and the Client -
  - a) The Participant shall ensure the return of securities to the Client by transferring the same to the Client's account within such time as may be prescribed by the AI.
  - b) The Participant shall ensure the return of the lending fees to the Client within such time as may be prescribed by the AI.
- xix. Delivery of Securities  
Where Client is a borrower unless otherwise agreed upon between the Participant and the Client -  
The Participant shall ensure the delivery of securities to the Client by transferring the same to the Client's account within such time as may be prescribed by the AI.

## **RIGHTS OF THE CLIENT**

- xx. Where the Client is the lender unless otherwise agreed upon between the Participant and the Client -
  - a) The Client shall be entitled to receive the securities lent or financial compensation in lieu thereof, computed in such manner as may be specified by the AI from time to time.
  - b) The Client shall be entitled to receive lender's fee for the securities lent.
- xxi. Where the Client is the borrower unless otherwise agreed upon between the Participant and the Client -
  - a) The Client shall be entitled to receive securities borrowed or financial compensation in lieu thereof, computed in such manner as may be specified by the AI from time to time.
  - b) The Client shall be entitled to receive from the Participant, the collateral in case the Client has deposited securities approved by the AI as collateral.
- xxii. Notwithstanding any other provisions of the said Agreement and this Rights & Obligations Document, the Client shall be entitled to have all the rights that are conferred on it from time to time under the SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder.

## **OBLIGATION OF THE CLIENT**

- xxiii. Abide by Law & Acquaintance to Law  
The Participant declares that it has brought the contents of the SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder from time to time, and the terms and conditions of the said Agreement to the notice of the Client and the Client agrees to comply with and adhere to the same.
- xxiv. Update & Comply with the Settlement Process  
Notwithstanding anything contained in Clause 15 hereto, the Client shall at all times make its own inquiries and keep itself updated on all settlement cycles, delivery/payment schedules and changes therein, and it shall be the responsibility of the Client to comply with such schedules/procedures of the AI.
- xxv. Processing Charges



The Client agrees to pay the Participant, processing charges and statutory levies prevailing from time to time or any other charges for the services provided by the Participant. The Participant agrees that it shall not charge processing charges / fees beyond the maximum limit permissible under the SEBI Scheme, Circulars of SEBI, SLBS and the Circulars issued thereunder from time to time.

xxvi. Change in Client Registration Form

The Client agrees to immediately notify the Participant in writing whenever there is any change of information in the details provided by the Client to the Participant at the time of its registration with the Participant and also as provided in the said relevant documentation/s required for participating in SLBS.

xxvii. Authorised Representative

The Client agrees to be bound by the instructions issued by its authorised representative, if any, in accordance with the letter authorising the said representative to deal on its behalf.

xxviii. Return of Securities

The Client shall return the equivalent number of securities of the same type and class borrowed by it within the time specified by the AI in the Circulars issued from time to time.

xxix. Payment of Margins

The Client agrees to pay such margins as may be specified by the Participant in accordance with the requirement of AI or SEBI from time to time.

xxx. Exposure / Position Limits

The Client agrees to abide by the exposure / position limits, if any, set by the Participant or the AI or SEBI from time to time.

xxxi. Securities lent to be Unencumbered

The Client agrees and warrants that the securities lent are free from lien, charge, pledge or any encumbrance(s) of whatsoever nature.

xxxii. Collateral

At the discretion of the Participant, where the Client deposits the required collateral with the Participant, the same shall be free from any encumbrance(s) of whatsoever nature or defect in the title. If any encumbrance(s) or defect in the title is found subsequently, such collateral shall be immediately replaced by the Client.

xxxiii. Insolvency

The Client agrees to immediately furnish information to the Participant in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against it or if any litigation which may have material adverse bearing on its net worth has been filed against it.

xxxiv. Cancellation of Transactions

Notwithstanding anything contained in the said Agreement, the AI shall be entitled to cancel transactions under the SLBS, either on an application by a Participant or suo moto or under regulatory directions, and in such event, the transactions done on behalf of the Client shall ipso facto stand cancelled, and neither the AI nor the Participant shall be liable to compensate the Client for any loss whatsoever (including opportunity loss) arising out of such cancellation.

xxxv. Discontinuation of SLBS and Participation in SLBS

The AI shall be entitled to discontinue the SLBS or the participation of the Participant in the SLBS at any time at its discretion. Such discontinuation may be subject to such terms and conditions as may be specified by the AI from time to time.

**ARBITRATION**

xxxvi. The Participant and the Client shall co-operate with each other and / or the AI in redressing their grievances in respect of transactions under the SLBS.

xxxvii. All disputes and differences or questions arising out of or in relation to this agreement including obligations, failure or breach thereof by any of the parties and/or of any matter whatsoever arising out of this agreement shall in the first instance be resolved mutually by the parties. If the parties fail to resolve the same mutually, then the same shall be referred to and decided by arbitration in accordance with the procedures as prescribed by the AI under the SLBS and the Circulars issued thereunder.

**GOVERNING LAW AND JURISDICTION**

xxxviii. In relation to any legal action or proceedings to which the AI is a party, the Participant as well as the Client irrevocably submit to the exclusive jurisdiction of the courts of Mumbai, India and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

xxxix. In relation to any legal action or proceedings to which AI is not a party, the parties irrevocably submit to the jurisdiction of any competent court of law where the Client ordinarily resides at the time of execution of the transactions under the SLBS.

Stamp & Signature of the Client: x 20

## Instructions to the Applicants (BOs) for account opening:

1. Signatures can be in English or Hindi or any of the other languages contained in the 8th Schedule of the constitution of India. Thumb impressions and signatures other than the above mentioned languages must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate / Special Executive Officer under his / her official seal.
2. Signatures should be preferably in black ink.
3. Details of the Names, Address, Telephone Number(s), etc., of the Magistrate / Notary Public / Special Executive Magistrate / Special Officer are to be provided in case of attestation done by them.
4. In case of additional signatures (for accounts other than individuals), separate annexures should be attached to the account opening form.
5. In case of applications containing a Power of Attorney, the relevant Power of Attorney or the self-certified copy thereof, must be lodged along with the application.
6. All correspondence / queries shall be addressed to the first / sole applicant.
7. Strike off whichever option, in the account opening form, is not applicable.

### (A) Association of Persons (AOP)

- a) Object of the association. b) Powers of the Managing Committee. c) Copy of the Bye Laws.

### (B) Proprietary / Partnership Firms

BO accounts in the name of the Proprietorship Concern or Partnership Firm cannot be opened in CDSL system. KYC application form / KRA details are to be obtained for proprietor / partners and partnership firm. For Partnership firm, Partnership deed is also to be obtained. The pan card details of the partnership firm / proprietor is to be updated in the CDSL system.

BO's Account can have a maximum of three names associated with it: the Sole/ First Account holder, the First Joint holder and the Second Joint holder. One passport-size photograph of each applicant shall be pasted on the form along with their signatures across the photograph and Account Opening Form.

### (C) Foreign Corporate

A duly signed declaration that the corporate has complied with, and will continue to comply with, FEMA Regulations and other applicable laws.

### (D) Clearing Member (CM)

- a) If CM is a corporate body: True copy of certificate of registration with SEBI, certified by Managing Director/Company Secretary / notarized.  
b) If CM is a not a corporate body: • The CM account (CM Pool / CM Principal / 1 / Early Pay-in) may be opened in the CDSL system:  
i)- either in the name of the partnership firm/entity as mentioned on the Certificate of Registration with SEBI, or ii)- in the name of the proprietor or partners (up to three partners). • Photocopy of Certificate of Registration with SEBI, duly notarized.  
c) Asset Management Company (AMC) Pool Account: • This account is linked with a stock exchange.  
Following document is to be submitted by the AMC for opening the pool account with any DP of CDSL for the purpose of settlement of mutual fund units:  
• Letter / circular / instructions issued by the concerned Stock Exchange indicating the CM ID.

### (E) OCBs

- a) Certified true copy of Board Resolution, certified by Managing Director/Company Secretary for persons authorized by the Board to act as authorized signatory (ies).  
b) Names of the authorized signatory (ies), designation, photographs and their specimen signatures, certified by Managing Director/Company Secretary.  
c) Memorandum and Articles of Association of the Company.  
d) RBI Registration Certificate.  
e) Declaration from the OCB that it meets with the guidelines issued by RBI / Ministry of Finance.  
f) Certificate from overseas auditors in Form OAC or OAC – 1, as may be applicable.  
g) Statement of account from the Bank.

### (F) Society

Registered Society: The account shall be opened in the name of the society.  
Unregistered Society: a) The account shall be opened in the names of the members under "Individual" category (maximum three accountholders).  
b) All the documents, as applicable for account opening under individual category, shall be obtained.

### (G) Trust

- Public Trust/ Charitable Trust and Trust capable of holding property in its name (Registered Trust /Public Trust):  
a) Account shall be opened in the name of the Trust.  
b) Certificate of Registration of Trust under the Societies Registration Act/Public Trust Act, 1860 / Bombay Public Trust Act, 1950 / Public Trust Act, of relevant State.  
c) Certified true copy of Board Resolution to open the demat account and specifying the persons authorized by the Board to act as Authorized signatory(ies) to operate the demat account.  
d) Names of the authorized signatories, designation, and their specimen signatures duly verified by the Managing Trustee.  
Private Trust:  
a) The Board of Trustees shall specify the names of the trustee/s who shall hold/ operate the demat account.  
b) The account shall be opened in the names of the trustees under "Individual" category of the first named trustee (maximum three account holders).  
Recognized Funds / Trusts/ Other similar entities.  
The Funds/ Trusts/ Entities presently included under this category are as follows:  
a) Employees Provident Fund, which have been recognized by the Provident Fund Commissioner under Employee's Provident Funds & Miscellaneous Provisions Act, 1952.  
b) Employees Gratuity Fund, which are formed under Payment of Gratuity Act, 1972.  
c) Superannuation Fund which are formed under the guidelines issued by Income Tax Department.  
d) Venture Capital Funds which are registered by SEBI.  
e) ESOP Trust formed pursuant to the guidelines issued by SEBI).  
Accounts of the above Funds/ Trusts/ Entities shall be opened in the name of above Funds/ Trusts/ Entities as they are recognized either under the Income Tax Act or Securities & Exchange Board of India Act, etc.  
Documents to be furnished by the above Funds/ Trusts/ Entities and other Funds/ Trusts/ Entities, which are similarly placed, are:  
• Certificate of Registration, if any, issued by the authority recognizing the Fund / Trust / Entity as such; • Trust Deed and Rules and/or any document or charter defining their constitution and providing for management thereof; • List of Members on the Board of Trustees/Governing Body; • Certified true copy of the Resolution passed by the Board of Trustees/Governing Body to open the demat account and specifying the persons authorized by the Board to act as Authorized signatory(ies) to operate the demat account; • Names of the authorized signatories, designation, and their specimen signatures duly verified by the Managing Trustee;

### (H) Banks

- a) Certified true copy of Board Resolution, or b) Letter on the letterhead of the bank, signed by the Chairman/MD authorizing opening of account and authority given to authorized signatories to open and operate the demat account.

### (I) Mutual Funds

SEBI Registration Certificate clearly indicating the name of the Mutual Fund.

### (J) Escrow Account

- KYC form / KRA details of entity that is opening the account (RTA / Clearing Member / Manager to the Issue). • The photographs of the authorized signatory (ies) who would be operating the account. • PAN card of both parties i.e. Corporate entity & Escrow Agent. The PAN details of the Corporate entity would have to be captured in the CDSL system.  
Procedure for opening Escrow account.  
• The escrow account shall be opened in the name and form of < Issuer name> - <Reason for opening the escrow account>-operated by-<Operator Name> for e.g. Infosys Technologies Ltd. – Buyback Account - Operated by – Karvy Consultants Ltd. • The photographs of authorized signatories who will be opening the account as well as who will be operating the account along with name, designation shall also be obtained. • The escrow account shall be active for the limited period of the activity for which it has been opened. Such period shall be as specified by SEBI / CDSL or any such regulating authority from time to time. After the specified period is over the account shall be closed by the DP irrespective of whether the closure instruction is received from the account holder or not.

### (K) Limited Liability Partnership Firm

Demat Account for Limited Liability Partnership Firm [which is registered under the Limited Liability Partnership Act (2008)]  
Such an account shall be opened as: <"Company Name" Limited Liability Partnership> or <"Company Name" LLP>. For example, if the company name is "ABC" then the demat account shall be opened in the name of <ABC Limited Liability Partnership> or <ABC LLP>.  
The following documents shall be obtained :  
(i) Registration Certificate granted by the Registrar to the LLP under the LLP Act 2008. (ii) Declaration, on the letterhead of the LLP signed by all the designated partner/s clearly stating that the within named persons, who are designated partners of the LLP, have been nominated as authorized signatories to open and operate the said demat account on behalf of the LLP. (iii) The declaration shall specify the manner in which the account will be operated, that is: jointly or severally and shall give details of the names, addresses and DPIN [Designated Partner Identification Number allotted by the Registrar for each designated partner]/DIN [Directors Identification Number] along with their signatures and photographs. (iv) PAN Card details of the LLP are to be entered in the CDSL system. (v) The bank details in the name of the LLP, as sole / first holder in the bank account. (vi) PAN card of the authorized signatories to be kept on record. (vii) In case of change in registered office address of the LLP, the DP should take on record the notice of change of address filed by the LLP with the Registrar  
• Joint holders in the demat account may be allowed. • Nomination in such demat accounts shall not be allowed. • Such demat accounts shall be opened under "Corporate" status in the CDSL system with the sub-status "Limited Liability Partnership".

Depository Participant of Central Depository Services (I) Ltd. | DP ID: 12045400 | DP SEBI Reg. No.: IN-DP-166-2015

**ADDITIONAL KYC FORM FOR OPENING A DEMAT ACCOUNT**

<b>Type of Account</b>		<b>(Please tick whichever is applicable)</b>															
<b>Status</b> <input type="checkbox"/> Body Corporate <input type="checkbox"/> Banks <input type="checkbox"/> Trust <input type="checkbox"/> Mutual Fund <input type="checkbox"/> OCB <input type="checkbox"/> FII <input type="checkbox"/> CM <input type="checkbox"/> FI <input type="checkbox"/> Clearing House <input type="checkbox"/> Individual HUF <input type="checkbox"/> Others												<b>Sub – Status</b> To be filled by the DP					
Date of Incorporation																	
SEBI Registration No. (If Applicable)		SEBI Registration Date															
RBI Registration No. (If Applicable)		RBI Approval Date															
Nationality		<input type="checkbox"/> Indian <input type="checkbox"/> Others (specify) _____															
Application No.		Date															
DP Internal Reference No.																	
DP ID	1	2	0	4	5	4	0	0	Client ID								

(To be filled by the applicant in **BLOCK LETTERS** in English)

I/We request you to open a Demat Account in my / our name as per the following details: -

<b>Holders Details</b>																		
Sole / First Holder's Name																		
Search Name										PAN								
Exchange Name & ID										UCC								
Second Holder's Name										PAN								
										UID	X	X	X	X	X	X	X	
Third Holder's Name										PAN								
										UID	X	X	X	X	X	X	X	
Name*																		
* In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned above.																		
Regd. Address										Correspondence Address (if different from Regd. Address)								
City		State				City		State										
Country		PIN				Country		PIN										
Tel. No.		Fax No.				Tel. No.		Fax No.										
Mobile No.																		
PAN No. (Compulsory)*																		
E-mail ID:																		
I / We instruct the DP to receive each and every credit in my / our account [Automatic Credit] (If not marked, the default option would be 'Yes')										<input type="checkbox"/> Yes <input type="checkbox"/> No								
I / We would like to instruct the DP to accept all the pledge instructions in my /our account without any other further instruction from my/our end (If not marked, the default option would be 'No')										<input type="checkbox"/> Yes <input type="checkbox"/> No								
Account Statement Requirement										<input type="checkbox"/> As per SEBI Regulation <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly								
I/We request you to send Electronic Transaction-cum-Holding Statement at the email ID _____										<input type="checkbox"/> Yes <input type="checkbox"/> No								
I/ We would like to share the email ID with the RTA										<input type="checkbox"/> Yes <input type="checkbox"/> No								

I / We would like to receive the Annual Report ☐ Physical / ☐ Electronic / ☐ Both Physical and Electronic  
(Tick the applicable box. If not marked the default option would be in Physical)

### Clearing Member Details (To be filled by CMs only)

Name of Stock Exchange			
Name of CC / CH			
Clearing Member Id		Trading member ID	

I / We wish to receive dividend / interest directly in to my bank account as given below through ECS  
(If not marked, the default option would be 'Yes') [ECS is mandatory for locations notified by SEBI from time to time ] ☐ Yes ☐ No

### Gross Annual Income Details (please specify):

Income Range per annum: ☐ Below Rs 1 Lac ☐ 1-5 Lac ☐ 5-10 Lac ☐ 10-25 Lac ☐ 25 Lacs-1 Cr. ☐ > 1 Cr

### Bank Details (Dividend Bank Details)

Bank Code (9 digit MICR code)									
IFS Code (11 character)									
Account number									
Account type	<input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Cash Credit <input type="checkbox"/> Others (specify)								
Bank Name									
Branch Name									
Bank Branch Address									
City		State		Country		PIN			

(i) Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued, (or)

(ii) Photocopy of the Bank Statement having name and address of the BO

(iii) Photocopy of the Passbook having name and address of the BO, (or)

(iv) Letter from the Bank.

• In case of options (ii), (iii) and (iv) above, MICR code of the branch should be present / mentioned on the document and it shall be self-certified by the BO.

**MICR code starting with 000 will not be eligible for ECS.**

<b>SMS Alert Facility</b>	<input type="checkbox"/> Yes MOBILE NO. +91_____	<input type="checkbox"/> No
Refer to Terms & Conditions given as Annexure-2.4	[(Mandatory, if you are giving Power of Attorney ( POA)] (if POA is not granted & you do not wish to avail of this facility, cancel this option).	
<b>easi</b>	<input type="checkbox"/> Yes. To register for easi, please visit our website <a href="http://www.cdslindia.com">www.cdslindia.com</a> . Easi allows a BO to view his ISIN balances, transactions and value of the portfolio online.	<input type="checkbox"/> No

### MODE OF OPERATION FOR EXECUTION OF TRANSACTIONS (Transfer, Pledge & Freeze)

☐ Jointly ☐ Anyone of the Holder

Consent for Communication to be received by first account holder/ all Account holder: (Tick the applicable box. If not marked the default option would be first holder.

<input type="checkbox"/> All Holder	<input type="checkbox"/> First Holder	Email id
	<input type="checkbox"/> Second Holder	Email id
	<input type="checkbox"/> Third Holder	Email id

I/We have received and read the document of 'Rights and Obligation of BO-DP' (DP-CM agreement for BSE Clearing Member Accounts) including the schedules thereto and the terms & conditions and agree to abide by and be bound by the same and by the Bye Laws as are in force from time to time. I / We declare that the particulars given by me/us above are true and to the best of my/our knowledge as on the date of making this application. I/We further agree that any false / misleading information given by me / us or suppression of any material information will render my account liable for termination and suitable action.

	First Director/Partner/Trustee	Second Director/Partner/Trustee	Third Director/Partner/Trustee
Name			
Designation			
Signature			

(Signatures should be preferably in black ink).

(In case of more authorised signatories, please add annexure)

## **RIGHTS AND OBLIGATIONS OF BENEFICIAL OWNER AND DEPOSITORY PARTICIPANT AS PRESCRIBED BY SEBI AND DEPOSITORIES**

### **General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

### **Beneficial Owner information**

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.
4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the demat account or furnished to the DP from time to time.

### **Fees/Charges/Tariff**

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the Tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "no charges are payable for opening of demat accounts"
6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.
7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

### **Dematerialization**

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

### **Separate Accounts**

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and/or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

### **Transfer of Securities**

11. The stock broker / stock broker and depository participant shall not directly / indirectly compel the clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.
12. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
13. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.

### **Statement of account**

14. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.
15. However, if there is no transaction in the demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.
16. The DP may provide the services of issuing the statement of demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statement of demat account in the electronic mode, then the Participant shall be obliged to forward the statement of demat accounts in physical form.
17. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

### **Manner of Closure of Demat account**

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.

19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

#### Default in payment of charges

20. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
21. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

#### Liability of the Depository

22. As per Section 16 of Depositories Act, 1996,
1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
  2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

#### Freezing/ Defreezing of accounts

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

#### Redressal of Investor grievance

25. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

#### Authorized representative

26. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

#### Law and Jurisdiction

27. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.
28. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.
29. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
30. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and /or SEBI
31. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.
32. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

#### Disclosure

We hereby disclose that we do client based business and Proprietary Business in both Cash & Derivatives segment of BSE & NSE.

**22** X

First/Sole Holder

X

Second Joint Holder

X

Third Joint Holder

## Terms And Conditions-cum-Registration / Modification Form for receiving SMS Alerts from CDSL

### Definitions:

In these Terms and Conditions the terms shall have following meaning unless indicated otherwise:

1. "Depository" means Central Depository Services (India) Limited a company incorporated in India under the Companies Act 1956 and having its registered office at 17th Floor, P.J. Towers, Dalal Street, Fort, Mumbai 400001 and all its branch offices and includes its successors and assigns.
2. 'DP' means Depository Participant of CDSL. The term covers all types of DPs who are allowed to open demat accounts for investors.
3. 'BO' means an entity that has opened a demat account with the depository. The term covers all types of demat accounts, which can be opened with a depository as specified by the depository from time to time.
4. SMS means "Short Messaging Service"
5. "Alerts" means a customized SMS sent to the BO over the said mobile phone number.
6. "Service Provider" means a cellular service provider(s) with whom the depository has entered / will be entering into an arrangement for providing the SMS alerts to the BO.
7. "Service" means the service of providing SMS alerts to the BO on best effort basis as per these terms and conditions.

### Availability:

1. The service will be provided to the BO at his / her request and at the discretion of the depository. The service will be available to those accountholders who have provided their mobile numbers to the depository through their DP. The services may be discontinued for a specific period / indefinite period, with or without issuing any prior notice for the purpose of security reasons or system maintenance or for such other reasons as may be warranted. The depository may also discontinue the service at any time without giving prior notice for any reason whatsoever.
2. The service is currently available to the BOs who are residing in India.
3. The alerts will be provided to the BOs only if they remain within the range of the service provider's service area or within the range forming part of the roaming network of the service provider.
4. In case of joint accounts and non-individual accounts the service will be available, only to one mobile number i.e. to the mobile number as submitted at the time of registration / modification.
5. The BO is responsible for promptly intimating to the depository in the prescribed manner any change in mobile number, or loss of handset, on which the BO wants to receive the alerts from the depository. In case of change in mobile number not intimated to the depository, the SMS alerts will continue to be sent to the last registered mobile phone number. The BO agrees to indemnify the depository for any loss or damage suffered by it on account of SMS alerts sent on such mobile number.

### Receiving Alerts:

1. The depository shall send the alerts to the mobile phone number provided by the BO while registering for the service or to any such number replaced and informed by the BO from time to time. Upon such registration / change, the depository shall make every effort to update the change in mobile number within a reasonable period of time. The depository shall not be responsible for any event of delay or loss of message in this regard.
2. The BO acknowledges that the alerts will be received only if the mobile phone is in 'ON' and in a mode to receive the SMS. If the mobile phone is in 'Off' mode i.e. unable to receive the alerts then the BO may not get / get after delay any alerts sent during such period.
3. The BO also acknowledges that the readability, accuracy and timeliness of providing the service depend on many factors including the infrastructure, connectivity of the service provider. The depository shall not be responsible for any non-delivery, delayed delivery or distortion of the alert in any way whatsoever.
4. The BO further acknowledges that the service provided to him is an additional facility provided for his convenience and is susceptible to error, omission and/ or inaccuracy. In case the BO observes any error in the information provided in the alert, the BO shall inform the depository and/ or the DP immediately in writing and the depository will make best possible efforts to rectify the error as early as possible. The BO shall not hold the depository liable for any loss, damages, etc. that may be incurred/ suffered by the BO on account of opting to avail SMS alerts facility.
5. The BO authorizes the depository to send any message such as promotional, greeting or any other message that the depository may consider appropriate, to the BO. The BO agrees to an ongoing confirmation for use of name, email address and mobile number for marketing offers between CDSL and any other entity.
6. The BO agrees to inform the depository and DP in writing of any unauthorized debit to his BO account/ unauthorized transfer of securities from his BO account, immediately, which may come to his knowledge on receiving SMS alerts. The BO may send an email to CDSL at [complaints@cdslindia.com](mailto:complaints@cdslindia.com). The BO is advised not to inform the service provider about any such unauthorized debit to/ transfer of securities from his BO account by sending a SMS back to the service provider as there is no reverse communication between the service provider and the depository.
7. The information sent as an alert on the mobile phone number shall be deemed to have been received by the BO and the depository shall not be under any obligation to confirm the authenticity of the person(s) receiving the alert.
8. The depository will make best efforts to provide the service. The BO cannot hold the depository liable for non-availability of the service in any manner whatsoever.
9. If the BO finds that the information such as mobile number etc., has been changed with out proper authorization, the BO should immediately inform the DP in writing.

23

X

First/Sole Holder

X

Second Joint Holder

X

Third Joint Holder

**Fees:**

Depository reserves the right to charge such fees from time to time as it deems fit for providing this service to the BO.

**Disclaimer:**

The depository shall make reasonable efforts to ensure that the BO's personal information is kept confidential. The depository does not warranty the confidentiality or security of the SMS alerts transmitted through a service provider. Further, the depository makes no warranty or representation of any kind in relation to the system and the network or their function or their performance or for any loss or damage whenever and howsoever suffered or incurred by the BO or by any person resulting from or in connection with availing of SMS alerts facility. The Depository gives no warranty with respect to the quality of the service provided by the service provider. The Depository will not be liable for any unauthorized use or access to the information and/ or SMS alert sent on the mobile phone number of the BO or for fraudulent, duplicate or erroneous use/ misuse of such information by any third person.

**Liability and Indemnity:**

The Depository shall not be liable for any breach of confidentiality by the service provider or by any third person due to unauthorized access to the information meant for the BO. In consideration of the depository providing the service, the BO agrees to indemnify and keep safe, harmless and indemnified the depository and its officials from any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever which a depository may at any time incur, sustain, suffer or be put to as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the service by the BO.

**Amendments:**

The depository may amend the terms and conditions at any time with or without giving any prior notice to the BOs. Any such amendments shall be binding on the BOs who are already registered as user of this service.

**Governing Law and Jurisdiction:**

Providing the Service as outlined above shall be governed by the laws of India and will be subject to the exclusive jurisdiction of the courts in Mumbai.

I/We wish to avail the SMS Alerts facility provided by the depository on my/our mobile number provided in the registration form subject to the terms and conditions mentioned below. I/ We consent to CDSL providing to the service provider such information pertaining to account/transactions in my/our account as is necessary for the purposes of generating SMS Alerts by service provider, to be sent to the said mobile number.

I/We have read and understood the terms and conditions mentioned above and agree to abide by them and any amendments thereto made by the depository from time to time. I/ we further undertake to pay fee/ charges as may be levied by the depository from time to time.

I / We further understand that the SMS alerts would be sent for a maximum four ISINs at a time. If more than four debits take place, the BOs would be required to take up the matter with their DP.

I/We am/ are aware that mere acceptance of the registration form does not imply in any way that the request has been accepted by the depository for providing the service.

I/We provide the following information for the purpose of **registration / modification** (Please cancel out what is not applicable).

BOID 

1	2	0	4	5	4	0	0								
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

  
(Please write your 8 digit DPID) (Please write your 8 digit Client ID)

Sole / First Holder's Name : \_\_\_\_\_

Second Holder's Name : \_\_\_\_\_

Third Holder's Name : \_\_\_\_\_

Mobile Number on which messages are to be sent 

+	9	1													
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

  
(Please write only the mobile number without prefixing country code or zero)

The mobile number is registered in the name of: \_\_\_\_\_

Email Id: \_\_\_\_\_  
(Please write only ONE valid email ID on which communication; if any, is to be sent)

**24** X

X

X

Signatures Sole / First Holder

Second holder

Third Holder

Place: \_\_\_\_\_

Date: \_\_\_\_\_



To,  
**PANKAJ MANGALDAS SECURITIES PVT. LTD.**  
 701, P.J. Tower, Dalal Street,  
 Fort, Mumbai - 400 001.  
**SEBI Reg. No.: IN-DP-166-2015 • DP ID: 12045400**

Date: \_\_\_\_\_

Dear Sir/Madam,

- ☐ I/We do not wish to avail the BSDA facility for the new account for which we have submitted my/our account opening form
- ☐ I/We wish to avail the BSDA facility for the new account for which we have submitted my/our account opening form. I/We wish to avail the BSDA facility for my/our below mentioned demat account number:

DP ID	1	2	0	4	5	4	0	0	Client ID								
-------	---	---	---	---	---	---	---	---	-----------	--	--	--	--	--	--	--	--

	Name	PAN							
Sole/First Holder									
Second Holder									
Third Holder									

I/We have read and understood the regulatory (SEBI) guidelines for opening a Basic Services Demat Account and undertake to comply with the aforesaid guidelines from time to time. I/we also undertake to comply with the guidelines issued by any such authority for BSDA facility from time to time. I/We also agree that in case our demat account opened under BSDA facility does not meet the eligibility for BSDA facility as per guideline issued by SEBI or any such authority at any point of time, my/our BSDA account will be converted to regular demat account without further reference to me/us and will be levied charges as applicable to regular accounts as informed by the DP.

I, the first/Sole holder also hereby declare that I do not have/propose to have any other demat account across depositories as a first/sole holder.

	Signature
Sole/First Holder <span style="border: 1px solid black; padding: 0 2px;">25</span>	X
Second Holder	X
Third Holder	X

#### Eligibility for BSDA:

1. Bo who has only one demat account where he/she is the sole or first holder.
2. Bo does not have any other demat account/s where they are not the first holder OR single demat account where they are sole or first holder.
3. Bo can have only one BSDA in his/her name across all depositories.
4. Value of securities held in the demat account shall not exceed ₹ 2,00,000 at any time.

===== ( Please Tear here ) =====

#### ACKNOWLEDGEMENT RECEIPT

Received BSDA declaration form from:

DP ID	1	2	0	4	5	4	0	0	Client ID								
Name																	
Address																	

For Pankaj Mangaldas Securities Pvt. Ltd.

Date:

(Authorised Signatory)

# OPTION FORM FOR ISSUE OF DIS BOOKLET

Date: \_\_\_\_\_

DP ID	1	2	0	4	5	4	0	0	Client ID								
-------	---	---	---	---	---	---	---	---	-----------	--	--	--	--	--	--	--	--

To,  
**Pankaj Mangaldas Securities Pvt. Ltd.**  
 701, P.J. Tower, Dalal Street,  
 Fort, Mumbai - 400 001.

Dear Sir/Madam,

I/We hereby state that:

[Select one of the options given below]

## ☐ **OPTION 1:**

I/We request you to issue Delivery Instruction Slip (DIS) booklet to me/us immediately on opening of my/our CDSL account though I/we have issued a Power of Attorney (POA)/registered for eDis/executed PMS agreement in favour of/with \_\_\_\_\_ (name of the attorney/Clearing Member/PMS manager) for executing delivery instructions for setting stock exchange trades [settlement related transactions] effected through such Power of Attorney holder - Clearing Member/by PMS manager/for executing delivery instructions through eDIS.

Yours faithfully,

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signature <span style="border: 1px solid black; padding: 0 2px;">26</span>	X	X	X

OR

## ☐ **OPTION 2:**

I/We do not require the Delivery Instruction Slip (DIS) booklet for the time being, since I/We have issued a POA/registered for eDis/executed PMS agreement in favour of/with \_\_\_\_\_ (name of the attorney/Clearing Member/PMS manager) for executing delivery instructions for setting stock exchange trades [settlement related transactions] effected through such Power of Attorney Holder - Clearing Member/by PMS manager or for executing delivery instructions through eDIS. However, the Delivery Instruction Slip (DIS) booklet should be issued to me/us immediately on my/our request at any later date.

Yours faithfully,

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signature <span style="border: 1px solid black; padding: 0 2px;">26</span>	X	X	X

===== ( Please Tear here ) =====

## ACKNOWLEDGEMENT RECEIPT

Received **OPTION FORM FOR ISSUE / NON ISSUE OF DIS BOOKLET** from:

DP ID	1	2	0	4	5	4	0	0	Client ID								
Name of the Sole / First Holder																	
Name of Second joint Holder																	
Name of Third joint Holder																	

**For Pankaj Mangaldas Securities Pvt. Ltd.**

(Authorised Signatory)

### DEMAT DEBIT AND PLEDGE INSTRUCTIONS (DDPI)

Unique Client Code																Date: __/__/__	
BO ID	1	2	0	4	5	4	0	0	0	0							
Name of First Holder																	
Name of Second Holder																	
Name of Third Holder																	

TO ALL TO WHOM THESE PRESENTS SHALL COME I/WE Mr./Mrs./M/s.;

Having his/her/its residence/registered office/place of business at \_\_\_\_\_ Whereas

I/We hold Beneficial Owner Account Number 12045400\_\_\_\_\_ with Central Depository Services (India) Limited (CDSL), through PANKAJ MANGALDAS SECURITIES PVT LTD. registered with Securities and Exchange Board of India (SEBI) having its Registered office address at 701, P. J. TOWER, DALAL STREET, FORT, MUMBAI 400001 (hereinafter referred to as the "Stock Broker").

And Whereas I/ we am/ are desirous to buy and sell securities through the Stock Broker, who is a stock broker registered with SEBI bearing Registration No INZ00020643 member of National Stock Exchange of India Ltd Code:10445. Bombay Stock Exchange of India Ltd Code. No. 551

I/We, the Account Holder/ Joint Account Holders do hereby give the following Instructions to PANKAJ MANGALDAS SECURITIES PVT LTD Broking Limited as follows:

Sr. No.	Purpose/Nature of Instruction	Client Signature
1.	Transfer of securities held in the beneficial owner accounts of the client towards Stock Exchange related deliveries/settlement obligations arising out of trades executed by clients on the Stock Exchange through the same stock broker (TM).	<div> <div>28a</div> <div>X</div> </div> <div>First Holder: _____</div> <div> <div>X</div> </div> <div>Second Holder: _____</div> <div> <div>X</div> </div> <div>Third Holder: _____</div>
2.	Pledging/re-pledging of securities in favour of trading member (TM) / clearing member (CM) for the purpose of meeting margin requirements of the clients in connection with the trades executed by the clients on the Stock Exchange.	<div> <div>28b</div> <div>X</div> </div> <div>First Holder: _____</div> <div> <div>X</div> </div> <div>Second Holder: _____</div> <div> <div>X</div> </div> <div>Third Holder: _____</div>
3.	Mutual Fund transactions being executed on Stock Exchange order entry platforms	<div> <div>28c</div> <div>X</div> </div> <div>First Holder: _____</div> <div> <div>X</div> </div> <div>Second Holder: _____</div> <div> <div>X</div> </div> <div>Third Holder: _____</div>
4.	Tendering shares in open offers through Stock Exchange platforms	<div> <div>28d</div> <div>X</div> </div> <div>First Holder: _____</div> <div> <div>X</div> </div> <div>Second Holder: _____</div> <div> <div>X</div> </div> <div>Third Holder: _____</div>

I/We further agree and confirm that the powers and authorities conferred by this DDPI shall continue until it is revoked (without notice) in writing by me/us and that the said revocation shall be effective from the date on which the revocation notice is received by any person authorised in this regard by the Stock Broker in its office at -701, P. J. TOWER, DALAL STREET, FORT, MUMBAI 400001. However, such revocation shall not be applicable for any outstanding settlement obligation of funds/ securities arising out of the trades carried prior to receiving request for revocation of this DDPI.

**List of the Stock Broker Designated Demat Account:**

**(An updated shall also be available on our website from time to time)**

Sr. No.	Name of the A/c. Holder	Demat A/c. No.	CM BP ID	CM ID	DP NAME	PURPOSE
1	Pankaj Mangaldas Sec. Pvt. Ltd. TM/CM Client Sec. Margin Pledge Account	1204540000027551				CORPORATE CM/TM CLIENT MARGIN PLEDGE ACCOUNT
2	Pankaj Mangaldas Sec. Pvt. Ltd.	IN00048411438990				NSE NSDL POOL A/C
3	Pankaj Mangaldas Sec. Pvt. Ltd. NSE Pool A/c.	1204540000008002				NSE CDSL-POOL A/C
4	Pankaj Mangaldas Sec. Pvt. Ltd.	1100001100019416				NSE CDSL-EARLY PAYIN A/C
5	Pankaj Mangaldas Sec. Pvt. Ltd.	IN30048411295269				BSE NSDL POOL A/C
6	Pankaj Mangaldas Sec. Pvt. Ltd. BSE Pool A/c.	120454000007334				BSE CDSL POOL A/C
7	Pankaj Mangaldas Sec. Pvt. Ltd. Beneficiary A/c.	1204540000007851				BSE CDSL –PRINCIPAL
8	Pankaj Mangaldas Sec. Pvt. Ltd.	1100001000016596				BSE CDSL-EARLY PAYIN A/C
9	Pankaj Mangaldas Sec. Pvt. Ltd. NSE/SLB BSE Pool A/c.	1204540000017321				NSE SLB CDSL POOL A/C
10	Pankaj Mangaldas Sec. Pvt. Ltd.	1100002300000321				NSE SLB CDSL EARLY PAYIN A/C

SIGNED AND DELIVERED BY the within named Beneficial Owner

	First/Sole Holder	Second Holder	Third Holder
Signature 29 X			

**If HUF, Co-parceners Signature:**

- 1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ Signature: \_\_\_\_\_

We accept

**For PANKAJ MANGALDAS SECURITIES PVT. LTD.**

Director/Authorised Signatory

701, P. J. Tower, Dalal Street, Fort, Mumbai - 400 001.

**Details of ultimate beneficial owner including  
additional FATCA & CRS information**

**\*Name of the entity**

**Type of address given at KYC KRA** ☐ Residential & Business ☐ Residential ☐ Business ☐ Regd. Off.

Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes

**Customer ID/Folio Number**

**PAN**

**Date of Incorporation**  DD /  MM /  YY  YY

**City of incorporation**

**Country of incorporation**

**Entity Constitution Type** ☐ Partnership Firm ☐ HUF ☐ Private Limited Company ☐ Public Limited Company  
Please tick as appropriate ☐ Society ☐ Aop/BoiSociety ☐ Trust H Liquidator ☐ Limited Liability Partnership  
☐ Artificial Judicial Person ☐ Others specify \_\_\_\_\_

**Please tick the applicable tax resident declaration** ☐ Yes ☐ No

1. Is Entity\* a tax resident of any country other India. ☐ Yes ☐ No

(If yes, please provide country/ies in which the entity is a resident for tax purposes and the associated Tax ID number below.)

Country	Tax identification Number#	Identification Type (TIN or Other, please specify)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**# In case Tax identification Number is not available, kindly provide its functional equivalent \$**  
In case TIN or its functional equivalent is not available, please provide Company Identification number or Global Entity Identification Number or GIIN, etc.

In case the Entity's Country of Incorporation/Tax residence is U.S. but entity is not a Specified U.S. Person, mention Entity's exemption code here

**FATCA & CRS Declaration**

*(Please consult your professional tax advisor for further guidance on FATCA & CRS classification)*

**PART A (to be filled by Financial Institutions or Direct Reporting NFEs)**

1. We are a,  
Financial institution ☒  
or  
Direct reporting NFE ☒  
(please tick as appropriate)

**GIIN**

**Note:** If you do not have a GIIN but you are sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below

**Name of sponsoring entity**

**GIIN not available (Please tick as applicabe)** ☒ **Applied for**

If the entity is a financial institution, ☒ Not required to apply for-please specify 2 digits sub-category

☒ Not obtained-Non participating FI

**PART B** (please fill any one as appropriate "to be filled by NFEs other than Direct Reporting NFEs")

1.	Is the Entity a publicly traded company' (that is, a company whose shares are regularly traded on a established securities market)	Yes <input checked="" type="checkbox"/> (If yes, please specify any one stock exchange on which the stock is regularly traded) Name of stock exchange _____
2.	Is the Entity a related entity of a publicly traded company (a company whose shares are regularly traded on an established securities market)	Yes <input checked="" type="checkbox"/> (If yes, please specify name of the listed company any one stock exchange on which the stock is regularly traded) Name of listed company _____ Name of relation: <input type="checkbox"/> Subsidiary of the listed Company or <input type="checkbox"/> Controlled by a listed Company Name of stock exchange _____
3.	Is the Entity an active NFE	Yes <input checked="" type="checkbox"/> (If yes, please fill UBO declaration in the next section) Nature of Business _____ Please specify the sub-category of Active NFE <input type="checkbox"/> <input type="checkbox"/>
4.	Is the Entity an passive NFE	Yes <input checked="" type="checkbox"/> (If yes, please fill UBO declaration in the next section) Nature of Business _____

**UBO Declaration**

Category (Please tick applicable category) ☐ Unlisted Company ☐ Partnership Firm  
☐ Limited Liability Partnership Company ☐ Unincorporated association/body of individuals  
☐ Public Charitable Trust ☐ Religious Trust ☐ Private Trust  
☐ Others (please specify) \_\_\_\_\_

Please list below the details of controlling person(s), confirming ALL countries of tax residency/permanent residency/citizenship and ALL Tax identification Numbers for EACH controlling person(s).

Owner-documented FFI's should provide FFI Owner Reporting Statement and Auditor's Letter with required details as mentioned in Form W8 BEN E

Name - Beneficial owner / Controlling person	Tax ID Type - TIN or other, please specify.	Tax ID Type - TIN or other, please specify
Country - Tax Residency	Beneficial Interest - in percentage	Beneficial Interest - in percentage
Tax ID No. - or functional equivalent for each country"	Type Code - of controlling person"	Type Code - of controlling person"
1. Name _____ Country _____ Tax ID No. _____	Tax ID Type _____ Type Code _____ Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address _____ ZIP _____ State: _____ Country: _____
2. Name _____ Country _____ Tax ID No. _____	Tax ID Type _____ Type Code _____ Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address _____ ZIP _____ State: _____ Country: _____
3. Name _____ Country _____ Tax ID No. _____	Tax ID Type _____ Type Code _____ Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address _____ ZIP _____ State: _____ Country: _____

# If passive NFE, please provide below additional details.

**PAN/Any other Identification Number**

(PAN, Aadhar, Passport, Election ID, Govt. ID, Driving Licence NREGA Job Card, Others)

City of Birth - Country of Birth

Occupation Type - Service, Business, Others

Nationality

Father's Name - Mandatory if PAN is not available

DOB - Date of Birth

Gender - Male, Female, Others

1. PAN		Occupation Type		DOB	D	D	/	M	M	/	Y	Y	Y	Y
City of Birth		Nationality		Gender	Male	✓	Female	✓						
Country of Birth		Father's Name		Others ✓										
2. PAN		Occupation Type		DOB	D	D	/	M	M	/	Y	Y	Y	Y
City of Birth		Nationality		Gender	Male	✓	Female	✓						
Country of Birth		Father's Name		Others ✓										
3. PAN		Occupation Type		DOB	D	D	/	M	M	/	Y	Y	Y	Y
City of Birth		Nationality		Gender	Male	✓	Female	✓						
Country of Birth		Father's Name		Others ✓										

# Additional details to be filled by controlling persons with tax residency/permanent residency/citizenship/Green Card in any country other than India.

\* To include US, where controlling person is a US citizen or green card holder

" In case Tax Identification Number is not available, kindly provide functional equivalent.

**FATCA & CRS Terms and Conditions**

The Central Board of Direct Taxes has notified Rulers 114F to 114H, as part of the Income-Tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities/appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the propose of ensuring appropriate withholding from the account or any proceeds in relation thereto.

Should there be any change in any information provided by you. Please ensure you advise us promptly, i.e. within 30 days.

Please note that you may receive more than one request for information. If you have multiple relationships with (Insert FI's name) or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

If you have any questions about your tax residency, please contact your tax advisor. If any controlling person of the entity is a US citizen or resident or greencard holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explationation and attach this to the form.

**Certification**

I/We have understood the information requirements of this Form (read along with the FATCA & CRS Instructions) and hereby confirm that the information provided by me/us on this Form is true, correct and complete. I/We also confirm that I/We have read and understood the FATCA & CRS Terms and Conditions below and hereby accept the same.

Name

Designation

27 X

Place: \_\_\_\_\_

Date: \_\_\_\_\_

First Director/Partner/Trustee Second Director/Partner/Trustee Third Director/Partner/Trustee

Depository Participant of Central Depository Services (I) Ltd. | DP ID: 12045400 | DP SEBI Reg. No.: IN-DP-166-2015

Tariff applicable to beneficiary account opened on CDSL w.e.f. 1st April, 2017

SR. NO.	PARTICULARS	CHARGES
1.	Account Opening Charges	NIL
2.	Advance/Deposit	NIL
3.	Annual Maintenance Charges, up to 31 - March	Rs. 450/- + GST per annum
4.	Annual Maintenance Charges up to 31 - March (for Corporates)	Rs. 950/- + GST per annum
5.	Pledge Creation	Rs. 100/-
6.	Pledge Creation Confirmation	Rs. 50/-
7.	Pledge Closure	Rs. 100/-
8.	Pledge Closure Confirmation	Rs. 50/-
9.	Pledge Invocation	NIL
10.	Margin Pledge	Rs. 30/-
11.	Margin Unpledge	Rs. 30/-
12.	Failed Instruction Charges	NIL
13.	Other Charges if any	NIL
14.	Int-Depository	0.04% Min Rs. 15/- & Max Rs. 100/-
15.	Demat	Rs. 200/- per certificate inclusive of postage
16.	Remat	Rs. 100/- per certificate inclusive of postage
17.	Transaction (Debit)	0.02% Min Rs. 15/- Max Rs. 100/-

**NOTES:-**

- Stamp duty payable as per local charges.
- All the percentages in the above tariff would be applied on the transaction as computed by CDSL.
- Maintenance charges are refundable and are levied upfront up to 31st March of that particular year irrespective of date of opening of account.
- Transaction cum billing statements will be sent once in a month, provided there is a transaction. Else once in a quarter. The postage will be charged extra.
- Rates are subject to revision subject to 1 month prior notice.
- For corporate A/C additional AMC of Rs. 500/- (plus GST) will be charged which is payable to depository.
- GST as applicable.
- Demat Charges will be debited to clients fund A/c with us.

For further clarification please contact on Tel: 022-6255 4717, 022-6255 4709, 022-62554716

X 30

X

X

\_\_\_\_\_  
Signature of first/sole Holder

\_\_\_\_\_  
Sign. of Second Holder

\_\_\_\_\_  
Sign. of Third Holder

Please get registered with "EASI" facility to view your DP A/C Balances, for registration process contact

Tel No: 022-6255 4717, 022-6255 4709, 022-62554716



Group Code: \_\_\_\_\_

CLIENT CODE: \_\_\_\_\_



**Pankaj Mangaldas Securities Pvt. Ltd.**

Equities | Derivatives | Depository Services | Securities Lending & Borrowing | Mutual Funds

MEMBER: National Stock Exchange of India Ltd. (Cash, F&O & SLB), Bombay Stock Exchange Ltd. (Cash & F&O) & Dp: CDSL

CIN: U67120MH1998PTC116967

Depository Participant of Central Depository Services (I) Ltd. | DP ID: 12045400 | DP SEBI Reg. No.: IN-DP-166-2015

## CLIENT REGISTRATION FORM + DEMAT - NON INDIVIDUAL

Demat A/c No.

1	2	0	4	5	4	0	0								
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

Applicant's Name

First Holder

Second Holder

Third Holder

UID / PAN

: \_\_\_\_\_

REF./INTRODUCED BY

: \_\_\_\_\_

CELL PHONE NO.

: \_\_\_\_\_

E-MAIL

: \_\_\_\_\_



PM Securities is the trade name of **Pankaj Mangaldas Securities Pvt. Ltd.**

Registered Office: 701, P J Tower, Dalal Street, Fort, Mumbai - 400001

Corporate Office: 411, Atlantic Commercial Tower, R.B. Mehta Road,  
Ghatkopar (E), Mumbai - 400077

① +91-22-62554716 (Account Opening Helpdesk)

+91-22-62554717 / 09 (Depository)

✉ depository@pmsec.in

www.pmsec.in

Log on to [www.cdslindia.com](http://www.cdslindia.com) for viewing your holdings

**POLICY AND PROCEDURES FOR PROVIDE FACILITY OF VOLUNTARY FREEZING  
OR BLOCKING THE ONLINE ACCESS OF THE TRADING ACCOUNT TO THE CLIENT  
ON ACCOUNT OF SUSPICIOUS ACTIVITY.**

**1. INTRODUCTION**

In order to enhance the ease of doing business and ease of doing investments for investors and to enhance protection of investors from suspicious activities; SEBI, has vide its circular ref. No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/4 dated January 12, 2024 has mandated that a framework shall be laid down by stock exchanges for Trading Members to provide the facility of voluntary freezing/blocking the online access of the trading account to their clients. Accordingly, stock exchanges have issued circulars providing a framework for trading members for the facility of voluntary freezing/blocking the online access of the trading account for clients.

In accordance with the above, Trading Members are required to frame a policy in line with the exchange prescribed framework, which shall be part of the trading member's Risk Management Policy and shall be displayed on its website along with the process and mode(s) through which the client can place the request to freeze / block & unfreeze / unblock the trading account along with the timelines that will be followed by the trading members for the same.

**2. SCOPE AND APPLICABILITY**

Pankaj Mangaldas Securities Private Limited, being a Trading Member providing Internet Based Trading/ Mobile Trading/ other online access for trading, is required to make available to the clients at least two modes as prescribed by the exchanges through which the client may request for voluntary freezing/ blocking the online access of trading account if any suspicious activity is observed in the trading account.

The policy shall be applicable with effect from **July 01, 2024**

The policy shall be provided to new on boarded clients as part of account opening kit with effect from applicable date, **July 01, 2024**.

It shall be communicated to all existing clients via email or any other suitable mechanism which can be preserved by **July 01, 2024**. In case, communication gets bounced /undelivered, the same shall be communicated through alternate channels to such clients. Other suitable mechanism may include physical delivery/SMS/electronic instant messaging services after adhering with the safeguards prescribed on Issuance of Electronic Contract Notes (ECN) through SMS/electronic instant messaging services.

**3. MODE OF RECEIPT OF REQUEST FOR FREEZING/BLOCKING THE TRADING A/C:**

Following modes shall be provided by the Company for receipt of request for freezing/blocking the clients trading A/c

An e-mail ID stoptrade@pmsec.in to be provided to the clients for making request for voluntary freezing/ blocking of the online access of the clients' trading account.

A dedicated IVR/ tele calling Line +912262554700 to be is provided to clients to place request for voluntary freezing/ blocking of the online access of the clients' trading account

#### **4. PROCEDURE TO BE FOLLOWED ON RECEIPT OF REQUEST FOR FREEZING/BLOCKING THE TRADING A/C.:**

On receipt of request from clients through any of the prescribed modes of communications; for freezing/blocking of the online access of the trading account from the client:

- Company shall validate that the request is received from a registered client and issue an acknowledgement for the same.
- Company shall freeze/block the online access of the client's trading account and simultaneously cancel all the pending orders of the said client.

To validate that the request for freezing/blocking of the online access of the trading account is received from the respective client; company shall verify, whether request is received from the registered e-mail Id / mobile number of the client.

- The timelines for freezing/ blocking of the online access of the clients' trading account is as under:

Scenario	Timelines for issuing acknowledgement as well as freezing / blocking of the online access of the trading account.
Request received during the trading hours and within 15 minutes before the start of trading	Within 15 minutes
Request received after the trading hours and 15 minutes before the start of trading.	Before the start of next trading session

- Post freezing/blocking the client's trading account, company shall send a communication on the registered mobile number and registered e-mail ID of the client, stating that the online access to the trading account has been frozen/blocked and all the pending orders in the client's trading account, if any, have been cancelled along with the process of re-enablement for getting the online access to the trading account
- Company shall also communicate / provide the details of open positions of client (if any) along-with contract expiry information within one hour from the freezing/blocking of the trading account.
- Company shall maintain the appropriate records/logs including, but not limited to, request received to freeze/block the online access of trading account, confirmation given for freezing/blocking of the online access of the trading account and cancellation of pending orders, if any, sent to the clients
- In case of failure of in freezing/ blocking the online access within the prescribed timelines, there is a risk that company may be held responsible for any trades executed from the time of receipt of such request till such time the online access is blocked / frozen.

#### **5. RE-ENABLING THE CLIENT FOR ONLINE ACCESS OF THE TRADING ACCOUNT: -**

Company shall re-enable the online access of trading account after carrying out necessary due diligence including validating the client request and unfreezing / unblocking the online access of the trading account.

## **6. CLARIFICATION FOR CLIENTS:**

- Freezing/blocking is only for the online access to the client's trading account, and there shall be no restrictions on the Risk Management activities of company.
- The request for freezing/ blocking does not constitute request for marking client Unique Client Code (UCC) as inactive in the records of respective Exchanges.

## **7. RECORD MANAGEMENT:**

- Company shall maintain a verifiable record of communication of this policy to all existing clients and obtain a confirmation of providing a copy of this policy from all new on boarded clients with effect from July 1, 2024
- Company shall maintain a verifiable record of all such requests received for freezing/ blocking of online access to trading account received from clients as per record management guidelines prescribed by the exchanges/regulator.

## **8. REPORTING OF FREEZING / BLOCKING OF THE ONLINE ACCESS OF THE CLIENTS TRADING ACCOUNT:**

- The data relating to freezing / blocking of the online access of the clients trading account shall be reported as per compliance requirement prescribed by SEBI / Exchanges, if any.

### **➤ RISK DISCLOSURES ON DERIVATIVES**

- ☐ 9 out of 10 individual traders in equity Futures and Options Segment, incurred net losses.
- ☐ On an average, loss makers registered net trading loss close to ₹ 50,000.
- ☐ Over and above the net trading losses incurred, loss makers expended an additional 28% of net trading losses as transaction costs.
- ☐ Those making net trading profits, incurred between 15% to 50% of such profits as transaction cost.

**Pankaj Mangaldas Securities is enabled in PRO trading.**

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**✗ Signature of the client**

**Annexure A**

**Most Important Terms and Conditions (MITC)**

(For non-custodial settled trading accounts)

1. Your trading account has a “Unique Client Code” (UCC), different from your demat account number. Do not allow anyone (including your own stock broker, their representatives and dealers) to trade in your trading account on their own without taking specific instruction from you for your trades. Do not share your internet/ mobile trading login credentials with anyone else.
2. You are required to place collaterals as margins with the stock broker before you trade. The collateral can either be in the form of funds transfer into specified stock broker bank accounts or margin pledge of securities from your demat account. The bank accounts are listed on the stock broker website. Please do not transfer funds into any other account. The stock broker is not permitted to accept any cash from you.
3. The stock broker’s Risk Management Policy provides details about how the trading limits will be given to you, and the tariff sheet provides the charges that the stock broker will levy on you.
4. All securities purchased by you will be transferred to your demat account within one working day of the payout. In case of securities purchased but not fully paid by you, the transfer of the same may be subject to limited period pledge i.e. seven trading days after the pay-out (CUSPA pledge) created in favor of the stock broker. You can view your demat account balances directly at the website of the Depositories after creating a login.
5. The stock broker is obligated to deposit all funds received from you with any of the Clearing Corporations duly allocated in your name. The stock broker is further mandated to return excess funds as per applicable norms to you at the time of quarterly/ monthly settlement. You can view the amounts allocated to you directly at the website of the Clearing Corporation(s).
6. You will get a contract note from the stock broker within 24 hours of the trade.
7. You may give a one-time Demat Debit and Pledge Instruction (DDPI) authority to your stock broker for limited access to your demat account, including transferring securities, which are sold in your account for pay-in.
8. The stock broker is expected to know your financial status and monitor your accounts accordingly. Do share all financial information (e.g. income, networth, etc.) with the stock broker as and when requested for. Kindly also keep your email Id and mobile phone details with the stock broker always updated.
9. In case of disputes with the stock broker, you can raise a grievance on the dedicated investor grievance ID of the stock broker. You can also approach the stock exchanges and/or SEBI directly.
10. Any assured/guaranteed/fixed returns schemes or any other schemes of similar nature are prohibited by law. You will not have any protection/recourse from SEBI/stock exchanges for participation in such schemes.

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Signature of the client