



# **PM Securities**

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

Depository Participant of Central Depository Services (I) Ltd. | DP ID: 12045400 | DP SEBI Reg. No.: IN-DP-CDSL-325-2005

### **DEMAT ACCOUNT OPENING FORM**

Demat A/c No.	1	2	0	4	5	4	0	0								
Applicant's Name																
Primary Account A	nt	Joir	nt Ac	cou	nt A	pplic	ant	1	Join	t Ac	cou	nt A	pplic	ant	2	
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 +91-22-25011551 (Account Opening Helpdesk)
+91-22-22721674 / 1764 (Depository)

Ackoffice@nmsec.in

□ backoffice@pmsec.in
 www.pmsec.in

INSTRUCTIONS FOR THE APPLICANTS FOR ACCOUNT OPENING

Applicant shall fill up the KYC Application form as specified by the KYC Registration Agency for individuals or for Non-Individuals as the case may be and additional KYC Form for opening a Demat Account for Individuals (Annexure 2.1) or for Non-Individuals (Annexure 2.2) and submit the same to the DP. The applicant should submit any one of the documents as valid Proof of Identity and Proof of address as specified by SEBI from time to time. If the investor is already KRA compliant, the investor should disclose such details of KRA with whom he / she is registered. Such investor need not submit KYC documents and KYC application form again. A Power of Attorney holder cannot open a demat account on behalf of the BO. DP must collect separate KYC application form sole frist holder, second holder and third holder in case of Joint Accounts. In case, if sole holder is a minor, KYC application form should be collected from the guardian also. Separate KYC application form to be collected from the HUF entity, Karta, Trust and Trustees in case of unregistered Trust and Partnership Firms. In order to open an account, the investor needs to fill up KYC Application form (if not KRA compliant) and Additional KYC form for opening a demat account. As per the format provided by CDSL (Annexure 2.1). The investor shall complete the standard form in all respects and submit the same to the DP along with the relevant documents as prescribed by SEBI vide circular no. MIRSD/CIR-26/2011 dated December 23, 2011. However, the DPs can obtain a single form from the CM for opening the multiple accounts of SEB and CM Clearing Member for exchanges other than BSE. Instructions to the applicants / BOS for account opening as given in Annexure 2.3 may also be printed on the account opening forms or given to the BOs as a separate sheet along with the accounting form. Those section of the application form, which are not relevant to any particular type of BO, shall be marked "Not Applicable". BO must p

Exemption Code	D	G	Р	S	U	Н
<b>Exemption Description</b>	Custodian	Governor	President of India	Sikkim Resident	UN entities /	Holder Deceased
for the account holder					Multilateral Agencies	

#### CHECK-LIST → (All the documents must be self attested by applicant)

#### (A) Correspondence Address

- This is applicable to all types of investors. If correspondence address of the BO is not the same as permanent address, then the DP shall obtain proof of correspondence address and enter the same in the system, in case the BO is not registered with KRA. If the BO is registered with KRA and wants to use the same correspondence address mentioned in the KRA system, the BO will inform the DP accordingly. If the BO is registered with KRA and does not want to use the correspondence address mentioned in the KRA system, the BO will inform the DP and submit SEBI specified proof of address document for the address to be entered on CDSL system.

  As per SEBI Circular No. CIR/MRD/DP/37/2010 dated December 14, 2010, address of a third party as a correspondence address, may be captured in a BO account provided that the Depository Participant (DP) ensures that all prescribed 'Know Your Client' norms are fulfilled for the third party also. The DP shall obtain proof of identity and proof of address for the third party. The DP shall also ensure that customer due diligence norms as specified in Rule 9 of Prevention of Money Laundering Rules, 2005 are complied with in respect of the third party.

  Where third party address is accepted as correspondence address, the DP shall ensure that proof of permanent address for the BO has been obtained and the same has been entered in the system. DPs should ensure that the statement of transactions and holdings are sent to the BO's permanent address atleast once in a year. In case of PMS accounts, portfolio manager's address cannot be captured as correspondence address.

#### **Minor Details**

- The minor shall be the first and sole holder in the account i.e. there shall not be any joint accounts where a minor is a First / Second / Third joint holder. PAN card details of minor have to be entered in CDSL system.

  In case of death of Guardian of existing Minor account holder:

  In the case of death of the guardian of an existing minor account holder, the following procedure shall be followed:

  i. Original Death Certificate of the deceased Guardian or a copy of the same, duly notarized or attested by a Gazetted Officer.

  ii. The minor's account shall be frozen under the appropriate reason code till the new guardian has completed all formalities.

  iii. Original or copy of the Court Order (duly notarized or attested by a Gazetted Officer), if the new guardian has been appointed by the Court.

  iv. The new guardian shall submit a new account opening form duly complete in all respects along with KYC application form or details of KRA registered with.

  v. DP has to provide a copy of Rights and Obligations document to the new guardian and keep an acknowledgement of the same on record.

  vi. The new guardian shall submit a fresh Nomination Form for the minor's account.

- DP has to provide a copy of Rights and Obligations document to the new guardian and keep an acknowledgement of the same on record.
  The new guardian shall submit a fresh Nomination Form for the minor's account.
  After verification of the AOF and documentation, details of the Guardian of the Minor account holder shall be suitably modified in the CDSL system.
  The signature of the deceased guardian shall be deleted and the signature of the new guardian shall be recorded in the CDSL system.
  POA documents/details, if any, recorded with the signature of the deceased guardian shall be deleted.
  After the minor has attained majority, DP must collect new KYC application form after the minor has attained majority. The following procedure is to be adopted: The account holder shall submit KYC application form or details of KRA registered with. The account holder shall submit a new account opening form duly complete in all respects. The DP shall provide a copy of the Rights and Obligations document to the account holder and shall keep an acknowledgment of the same on record. The guardian's details shall be deleted and guardian's signature shall be replaced by account holder's signature.
  The above procedure can be followed only if the word 'minor' is not present in the "Account Holder's name" when the account was opened. If "minor" word is present, then the existing account has to be closed and a new account shall be opened.

#### The documents to be obtained are:

a) The PAN details of the HUF entity would have to be entered in the CDSL system.
b) Declaration by Karta giving details of the family members of the HUF with their names, sex (male/ female), date of birth and relationship with the Karta.
c) DPs shall note the following while opening a HUF account:

"HUF accounts cannot be opened with joint holder(s). "HUF accounts cannot appoint a nominee. "In the account opening form, the Karta shall sign under the HUF stamp. "Account can be opened in the name of - Existing Karta / HUF entity. "The name shall be as it appears in the PAN card, e.g., A H Doshi & Sons, Bal Govind Zangle (HUF). "In case POA is to be given by the karta to some other entity to operate the HUF Account, the POA shall be signed by all the members of the HUF account in addition to the karta.

Procedure to be adopted in the event of death of Karta is as follows:

"HUF, being a Hindu Undivided Family, the property of the family is managed by the Karta, "HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will appoint the new Karta. "The new karta shall submit the new list of members and a no objection from the surviving members of the HUF for him to act as Karta of the HUF. "The new Karta will submit to the DP the account modification form and record change in signature of the new Karta to operate the account. "The previous account need not be closed and the same account can continue. Procedure to be followed in case of partition of HUF:

In case of partial partition of the HUF, if one or two members of the HUF have left, the others can still continue the HUF in the existing name. In case of full partition, the entire HUF is dissolved. In both the above cases, the Karta can transfer shares to the members who seek partition. If the issue of transfer cannot be amicably settled, the family members can go to court and transfer of shares can then be based on the Court directions.

Procedure to be followed in case of POA being given for the HUF.

The Power of

- In case of foreign address, if address with P.O. Box No. has been submitted as Permanent and/or Correspondence address. Additionally the DPs shall obtain the complete residential address of the NRI BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform the DP.
  A declaration duly signed by the NRI that he/she has complied with and will continue to comply with, FEMA regulations and other applicable laws. Change of status from NRI to Resident and vice versa:
  It is the responsibility of the individual to inform the change of status to the DP with whom he/she has opened the demat account. Subsequently, a new demat account in the new status will have to be opened, securities shall be transferred from the old demat account to the new demat account and then the old demat account shall be closed.

#### Foreign Nationals

a) Documents – same as NRI. • b) If the foreign address with P.O. Box No. is given as Permanent and/or Correspondence address, additionally, the DPs should obtain the complete residential address of the Foreign National BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform the DP.



Type of Account



CDSL Your Depository

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(Please tick whichever is applicable)

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

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

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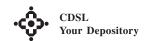
I / We instruct the DP to receive each and every credit in my / our account [Automatic Credit] (If not marked, the default option would be `Yes')

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

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(Authorised Signatory)







Equities I Derivatives I Depository Services I Securities Lending & Borrowing I Mutual Funds I Financial Planning

Depository Participant of Central Depository Services (I) Ltd. | DP ID: 12045400 | DP SEBI Reg. No.: IN-DP-CDSL-325-2005

#### Tariff applicable to beneficiary account opened on CDSL w.e.f. 1st April, 2015

SR. NO.	PARTICULARS	CHARGES
1.	Account Opening Charges	NIL
2.	Purchase (In coming)	NIL
3.	Custody Charges	NIL
4.	Annual Maintenance Charges, up to 31 - March	Rs. 450/- + Service Tax per annum
5.	Annual Maintenance Charges Corporate	Rs. 950/- + Service Tax
6.	Pledge Creation	Rs. 100/-
7.	Pledge Creation Confirmation	Rs. 50/-
8.	Pledge Closure	Rs. 100/-
9.	Pledge Closure Confirmation	Rs. 50/-
10.	Pledge Invocation	Rs. 50/-
11.	Failed Instruction Charges	Rs. 15/-
12.	Other Charges if any	Late transaction charges Rs. 10/ per transaction
13.	Int-Dep	0.04% Min Rs. 15/- Max Rs. 100/-
14.	Demat	Rs. 200/- per certificate inclusive of postage
15.	Remat	Rs. 100/- per certificate
16.	Transaction (Debit)	0.02% Min Rs. 15/- Max Rs. 100/-

#### NOTES:-

- 1. Stamp duty payable as per local charges.
- 2. All the percentages in the above tariff would be applied on the transaction as computed by CDSL
- 3. Maintenance charges are refundable and are levied upfront up to 31st March of that particular year irrespective of date of opening of account.
- 4. 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.
- 5. Rates are subject to revision subject to 1 month prior notice.
- 6. For corporate A/C additional AMC of Rs. 500/- (plus Service Tax) will be charged which is payable to depository.
- 7. Service tax as applicable.
- 8. Demate Charges will be debited to clients fund A/c with us.

For further clarification please contact on Tel: 22721764, 22721674

4		
X	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: 2272 1674 - 9323803747

## 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

- 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 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.
- 12. 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

- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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

- 17. 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.
- 18. 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

- 19. 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.
- 20. 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

- 21. 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

- 22. 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.
- 23. 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

24. 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

25. 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

- 26. 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.
- 27. 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.
- 28. 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.
- 29. 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
- 30. 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.
- 31. 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.

5 X	X	X
First/Sole Holder	Second Joint Holder	Third Joint Holder

#### Terms and Conditions for availing Transaction Using Secured Texting (TRUST) Service offered by CDSL

#### 1. Definitions:

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

- i. "Depository" means Central Depository Services (India) Limited (CDSL)
- ii. TRUST means "Transactions Using Secured Texting" service offered by the Depository.
- iii. "Service Provider" means a cellular service provider(s) with whom the Depository has entered / shall enter into an arrangement for providing the TRUST service to the BO.
- iv. "Service" means the service of providing facility to receive/give instructions through SMS on best effort basis as per the following terms and conditions. The types of transaction that would normally qualify for this type of service would be informed by CDSL from time to time.
- v. "Third Party" means the operators with whom the Service Provider is having / will have an arrangement for providing SMS to the BO.
- 2. The service will be provided to the BO at his / her request and at the discretion of the depository provided the BO has registered for this facility with their mobile numbers through their DP or by any other mode as informed by CDSL from time to time. Acceptance of application shall be subject to the verification of the information provided by the BO to the Depository
- 3. The messages will be sent on best efforts basis by way of an SMS on the mobile no which has been provided by the BOs. However Depository shall not be responsible if messages are not received or sent for any reason whatsoever, including but not limited to the failure of the service provider or network.
- 4. The BO is responsible for promptly informing its DP in the prescribed manner any change in mobile number, or loss of handset on which the BO wants to send/receive messages generated under TRUST. In case the new number is not registered for TRUST in the depository system, the messages generated under TRUST will continue to be sent to the last registered mobile number. The BO agrees to indemnify the depository for any loss or damage suffered by it on account of messages sent on such mobile number.
- 5. The BO agrees that SMS received by the Depository from the registered mobile number of the BO on the basis of which instructions are executed in the depository system shall be conclusive evidence of such instructions having been issued by the BO. The DP / CDSL will not be held liable for acting on SMS so received.
- 6. The BO shall be responsible for submitting response to the 'Responsive SMS' within the specified time period. Transactions for which no positive or negative confirmation is received from the BO, will not be executed except for transaction for deregistration. Further, CDSL shall not be responsible for BOs not submitting the response to the said SMS within the time limit prescribed by CDSL.
- 7. The BO agrees that the signing of the TRUST registration form by all joint holders shall mean that the instructions executed on the basis of SMS received from the registered mobile for TRUST shall be deemed to have been executed by all joint holders.
- 8. The BO agrees to ensure that the mobile number for TRUST facility and SMS alert (SMART) facility is the same. The BO agrees that if he is not registered for SMART, the DP shall register him for SMART and TRUST. If the mobile number provided for TRUST is different from the mobile number recorded for SMART, the new mobile number would be updated for SMART as well as TRUST.
- 9. BOs are advised to check the status of their obligation from time to time and also advise the respective CMs to do so. In case of any issues, the BO/CM should approach their DPs to ensure that the obligation is fulfilled through any other mode of delivery of transactions as may be informed / made available by CDSL from time to time including submission of Delivery Instruction Slips to the DP.
- 10. The BO acknowledges that CDSL will send the message for confirmation of a transaction to the BO only if the Clearing Member (registered by the BO for TRUST) enters the said transaction in CDSL system for execution through TRUST within prescribed time limit.
- 11. The BO further acknowledges that the BO/CM shall not have any right to any claim against either the DP or Depository for losses, if any, incurred due to non receipt of response on the responsive SMS or receipt of such response after the prescribed time period. In the event of any dispute relating to the date and time of receipt of such response, CDSL's records shall be conclusive evidence and the Parties agree that CDSL's decision on the same shall be final and binding on both Parties.
- 12. The BO may request for deregistration from TRUST at any time by giving a notice in writing to its DP or by any other mode as specified by Depository in its operating instructions. The same shall be effected after entry of such request by the DP in CDSL system if the request is received through the DP.
- 13. Depository reserves the right to charge such fees from time to time as it deems fit for providing this service to the BO.
- 14. The BO expressly authorises Depository to disclose to the Service Provider or any other third party, such BO information as may be required by them to provide the services to the BO. Depository however, shall not be responsible and be held liable for any divulgence or leakage of confidential BO information by such Service Providers or any other third party.
- 15. The BO takes the responsibility for the correctness of the information supplied by him to Depository through the use of the said Facility or through any other means such as electronic mail or written communication.
- 16. The BO is solely responsible for ensuring that the mobile number is not misused and is kept safely and securely. The Depository will process requests originated from the registered Mobile as if submitted by the BO and Depository is not responsible for any claim made by the BO informing that the same was not originated by him.
- 17. Indemnity:

In consideration of providing the service, the BO agrees that the depository shall not be liable to indemnify the BO towards any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the service by the BO.

18. Disclaimer:

Depository shall be absolved of any liability in case:-

- a. There is loss of any information during processing or transmission or any unauthorized access by any other person or breach of confidentiality.
- b. There is any lapse or failure on the part of the service providers or any third party affecting the said Facility and that Depository makes no warranty as to the quality of the service provided by any such service provider.
- c. There is breach of confidentiality or security of the messages whether personal or otherwise transmitted through the Facility.

6	X	X	X	

## 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.
- '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. 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.

#### Fees:

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

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:

Place:

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. If 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 follow	wing informat	ion for th	e purpo	se of RI	EGISTRATIC	n / моі	DIFIC	ATION							
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8	X				X					X					
Signatures	Sole	/ First H	lolder			Seco	nd h	nolder	_			Third	Hold	er	

Date:

### **HUF DECLARATION**

701, P.J.	angaldas Securities Pvt. Ltd. Tower, Dalal Street, abai - 400 001.								
Dear Sir,									
I hereby request you to open our trading account with you, for our HUF.									
•	ta of my family, I hereby declare tha		-	•					
	n, i.e a	ınd we	the co-parce	ners are giving Po	wer of Attorney to Pankaj				
iviangaida	s Securities Pvt. Ltd.								
Name & s	signature of Adult co-parceners								
SR. NO.	NAME OF FAMILY MEMBERS	SEX	RELATIONS	DATE OF BIRTH	SIGNATURE				
Name & c	lates of birth of minor co-parcener	s							
SR. NO.	NAME OF FAMILY MEMBERS	SEX	RELATIONS	DATE OF BIRTH	SIGN. OF GUARDIAN				
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To, PANKAJ MANGALDAS SI 701, P.J. Tower, Dalal St Fort, Mumbai - 400 001 SEBI Reg. No.: IN-DP-32	reet,				04540	00											
										[	ate:						
Dear Sir / Madam,																	
opening form	I/We do not wish to avail the BSDA facility for the new account for which we have submitted my/our account																
☐ 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:																	
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Name				P/	AN .												
Sole/First Holder																	
Second Holder																	
Third Holder																	
I/We have read and und undertake to comply with issued by any such author opened under BSDA facilia authority at any point of reference to me/us and v	the afority for ty doe time,	oresa or BSI es not my /	id gu DA fa mee our	uidelir acility et the BSDA	es fron fron eligi	om time to time to time to time to time bility for BSDA bunt will be co	ne. I, e. I/ A fac onve	/we a /We cility ertec	also u also as pe I to r	inder agree er gu egula	take tha idelir ar de	to co t in ne is: mat	ompl case sued acco	y with our by SI ount v	n the dema EBI o witho	guid at ac r any	elines count such

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 9	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.

### 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)

FATCA-CRS							
Annexure for Individual Accounts							
(Individual Sole Proprietor) (Refer to instructions)							
(Please consult your professional tax advisor for further guidance on your tax residency, if required)							
First/Sole Applicant/Guardian  PAN Client Code Client Client Code Client Cli							
Name Gender M F O							
Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes							
Type of address given at KYC KRA Residential & Business Residential Business Regd. Off.							
Permissible documents are ☐ Passport ☐ Election ID Card ☐ PAN Card ☐ Govt. ID Card ☐ Driving Licence ☐ UIDAI Card ☐ NREGA Job Card ☐ Others							
Date of Birth Place of Birth							
Country of Birth							
Nationality							
Are you a tax resident of any country other than India? Yes No							
If yes, please indicate all countries in which you are resident for tax purposes and the associated Tax ID Numbers below.							
Country* Tax identification Number# Identification Type							
(TIN or Other, please specify)							
* To also include USA, where the individual is a citizen / green card holder of The USA							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN Client Code Gender M F O							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN Client Code Gender M F O  Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN Client Code Gender MFO  Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes  Type of address given at KYC KRA Residential & Business Residential Business Regd. Off.							
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# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN Client Code Gender MFO  Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes  Type of address given at KYC KRA Residential & Business Residential Business Regd. Off.							
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# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN Client Code Gender M F O  Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes  Type of address given at KYC KRA Residential & Business Residential Business Regd. Off.  Permissible documents are Passport Election ID Card PAN Card Govt. ID Card Driving Licence UIDAI Card NREGA Job Card Others  Date of Birth Place of Birth Place of Birth							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  Client Code  Name  Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes Type of address given at KYC KRA Residential & Business Residential Business Regd. Off.  Permissible documents are Passport Election ID Card PAN Card Govt. ID Card Driving Licence UIDAI Card NREGA Job Card Others  Date of Birth Place of Birth Place of Birth							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN							
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# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN							
# In case Tax identification Number is not available, kindly provide its functional equivalent \$  Second Applicant  PAN							

Third Applicant																			
PAN		Cli	ent C	ode															
Name															G	ende	r M	F	0
	Address of tax residence would be taken as available in KRA database. In case of any change, please approach KRA & notify the changes																		
Type of address given at KYC KR	A Resi	identi	al & E	Busine	SS		Resid	lent	ial		E	3us	ine	SS		Re	gd.	Off.	Ш
Permissible documents are ☐ Passport ☐ Election ID Card ☐ PAN Card ☐ Govt. ID Card ☐ Driving Licence ☐ UIDAI Card ☐ NREGA Job Card ☐ Others																			
Date of Birth				f Birth															
Country of Birth																			
Nationality																			
Are you a tax resident of any co	untry ot	her t	han Ir	ndia?		Yes			No	)									
If yes, please indicate all countries in	which yo	u are	reside	nt for	tax p	urpo	ses a	and	the	assc	cia	ted	Tax	( ID	Nu	mbers	bel	ow.	
Country*	Та	x ide	ntifica	ation	Nun	nber	#									n Ty			
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* To also include USA, where th # In case Tax identification Num				•	_									len	t Ś				
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I/We have understood the information confirm that the information provide	-				-		_												-
read and understood the FATCA & C											-						.,		
Signatures									_										
10 x		X								X									
First/Sole Applicant/Guard	dian		S	econd	App	lican	t						Th	ird	Ap	olican	t		
DATE D D M M Y Y Y Y	PLACE																		
			_																_
	FA	TCA	& CRS	Term	s &	Con	ditio	ns											
Details under FATCA & CRS. The Ce																			
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.																			
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 th	an o	ne rec	west f	or i	nforr	nati	on	If v	ou k	าลง	eп	าเป๋	tinle	o re	latio	nshi	ns w	vith
(Insert FI's name) or its group entit you have already supplied any pro	ies. Ther	efore	, it is i	mport	ant	that			-					-					

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#### POWER OF ATTORNEY

POWER OF ATTORNEY TO ALL TO WHOM THESE PRESENTS SHALL COME, I/WE \_\_\_ residing at/ having its registered office at \_\_\_\_\_

send areetinas.

Whereas I/we hold beneficial owner account number12045400

SIGNED AND DELIVERED

\_with Central Depository Services (India)

Limited (CDSL) through **PANKAJ MANGALDAS SECURITIES PRIVATE LIMITED** registered with Securities and Exchange Board of India (SEBI) bearing Registration No. **INDPCDSL03252005** / bearing DP ID **12045400**.

And Whereas I/ we am/ are investor engaged in buying and selling securities through PANKAJ MANGALDAS SECURITIES PRIVATE LIMITED who is a stock broker registered with SEBI and a member of **BOMBAY STOCK EXCHANGE LIMITED bearing SEBI registration No. INB011044535** & a member of NATIONAL STOCK EXCHANGE OF INDIA LIMITED bearing SEBI registration No. INB231044539.

And Whereas due to exigency and paucity of time I/ we am/ are desirous of appointing **PANKAJ MANGALDAS SECURITIES PRIVATE LIMITED** as my/our Constituted attorney to operate my / our beneficial owner account on my/ our behalf for a limited purpose in the manner hereinafter appearing and subject to conditions as provided herein.

Now know you all and these presents witnesth that I/ we do hereby nominate, constitute and appoint PANKAJ MANGALDAS SECURITIES PRIVATE LIMITED (hereinafter referred to as "the stock broker") as my true and lawful Attorney and authorize it to perform the following functions on my behalf:

- i. To transfer securities held in my/our aforementioned beneficial owner account(s) or any other account informed by me in writing to the stock broker from time to time to the demat account Nos. BSE PRINCIPAL Account No. 1204540000007851, BSE POOL Account No. 1204540000007577, BSE BENEFICIARY Account No. 1204540000007602, NSE POOL Account No. 1204540000008002 & , NSE CISA Account No. 1204540000008017 of the stock broker maintained for the purpose of settlement of trades and margin obligations arising out of trades executed by me/us on any recognized stock exchange through the stock broker. However, the said power will be restricted to only transfer of securities to the Clearing Member ID allotted to the stock broker by any existing (BSE Clearing Member ID No. 551 and NSE Clearing Member ID No. M51212, NSE BROKER ID 10445) or future exchange that the stock broker has joined/ will join as a member or to any Demat accounts linked to the said Clearing Member ID provided that I/we have executed a Client Member Agreement with the stock broker for such exchanges.
- ii. To return to me/us, the securities that may have been received by the stock broker Erroneously or those securities that the stock broker was not entitled to receive from me
- iii. To send consolidated summary of my/our scrip-wise buy and sell positions taken with average rates to Me / us by way of SMS / email / physical on a daily basis, notwithstanding any other document to be disseminated as specified by SEBI from time to time.
- iv. To apply for various products like Mutual Funds, Public Issues (shares as well as debentures), rights, offer of shares, tendering shares in open offers etc pursuant to oral/written/electronic instructions given by me/us to the stock broker.
- shares in open offers etc pursuant to oral/written/electronic instructions given by me/us to the stock broker.

  iv. To pledge the securities in favor of PANKAJ MANGALDAS SECURITIES PRIVATE LIMITED or any other party/ financer that member broker has tied up with for the limited purpose of meeting my/our margin requirements in connection with the trades executed by me / us on the exchanges through the member Broker

I/We ratify the instructions given by the aforesaid stock broker to the depository participant named hereinabove in the manner specified herein.

I/We further agree and confirm that the powers and authorities conferred by this Power of Attorney shall continue until it is revoked (without notice) in writing by me and that the said revocation shall be effective from the date on which the revocation notice is received by the stock broker in his office at 701, P. J. Towers, Dalal Street, Fort, Mumbai - 400001.

By the withinnamed Beneficial Owner (Client)	) Signature of the Client
Name [1]	) <b>X</b>
Name [2]	) <b>X</b>
Name [3] IN THE PRESENCE OF WITNESS FOR BO (Client)	) <b>X</b>
Name:	) Sign:

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

# ANNEXURE – 1 INDEX OF DOCUMENTS

S.N.	Name of the Document	Brief Significance of the Document	Pg. No					
	MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES							
1. Account Opening Form		A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	2-6					
		B. Document captures the additional information about the constituent relevant to trading account and an instruction/ check list.	7-9					
2.	Rights and Obligations	Document stating the Rights & Obligations of stock broker/ trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/ wireless technology based trading).	10-14					
3.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	15-18					
4.	4. Guidance Note Document detailing do's and don'ts for trading on exchange, for the education of the investors.							
5.	Policies and Procedures	Document describing significant policies and procedures of the stock broker.	21-23					
		Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	24					
	VOLUNTARY DOC	UMENTS AS PROVIDED BY THE STOCK BROKER						
7.	Running Account Authorisation / Debit authorisation letter	To maintain fund, securities on running account basis & This letter authorises DP to debit charges of demat account to trading account	25					
8.	ECN Letter	This mandate is to authorisitation to issue contract notes in digital mode. It provides terms and conditions for the issuance of digital contract note.	26					
9.	FOR NRI / FN / Declaration by HUF	To be provided on letterhead of firm (if applicable)	27					
10.	FATCA / CRS Declaration	FATCA Declaration for where client hold tax residency	28-29					
11.								

Name of stock broker/trading member/clearing member: PANKAJ MANGALDAS SECURITIES PVT. LTD.

**SEBI Registration No. and Date:** For NSE Cash: INB231044539 & Dated: 18-12-2003 • For NSE F&O: INF231044539 & Dated: 04-02-2004 For BSE CASH: INB011044535 & Dated: 23-12-1998 • For BSE F&O: INF011044535 & Dated: 12-12-2000 • NSE Member Code No.: 10445 • BSE Member Code No.: 551

Regd.off. add.: 701, P.J. Tower, Dalal Street, Fort, Mumbai - 400001. • Tel.: 2272 1674 • Website: www.pmsec.in

<u>Correspondence off. add.</u>: 411, Atlantic Tower, R. B. Mehta Marg, Patel Chowk Ghatkopar (E), Mumbai - 400077. Tel.: 2501 3733 • Fax: 2501 1551 • Website: www.pmsec.in

**Email Id for Grievance:** a\_thakkargrievance@yahoo.co.in

Compliance Officer Name, Phone No. & Email Id: JATIN K. PALAN • 2501 0535 • a\_thakkar@mtnl.net.in

CEO Name, Phone No. & Email Id: ATUL M. THAKKAR • 98212 65733 • a\_thakkar@mtnl.net.in

For any grievance/dispute please contact PANKAJ MANGALDAS SECURITIES PVT. LTD. at the above address or email id a\_thakkargrievance@yahoo.co.in and Phone no. 91-022-2272 1674. 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:- 022 2659 8190/1800220058 E-mail Id:- ignse@nse.co.in

#### INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

**MANDATORY** 

#### A. IMPORTANT POINTS:

- 1. Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others.
- 2. Copies of all the documents submitted by the applicant should be self-attested 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 entities authorized for attesting the documents, as per the below mentioned list.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- 4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- 5. If correspondence & permanent address are different, then proofs for both have to be submitted.
- Sole proprietor must make the application in his individual name & capacity.
- 7. 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.
- 8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- 9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- 10. 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.
- 11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

- 1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
- 2. PAN card with photograph.
- 3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its 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.)

- Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
- 2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill Not more than 3 months old.
- 3. Bank Account Statement/Passbook -- Not more than 3 months old.
- 4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- 5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
- Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
- 7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
- 8. The proof of address in the name of the spouse may be accepted.

#### D. Exemptions/clarifications to PAN

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

- 1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
- 2. Investors residing in the state of Sikkim.
- 3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- 4. SIP of Mutual Funds upto Rs 50, 000/- p.a.
- 5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance 1 **X**

Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

- 1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- 2. 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. In case of NON-INDIVIDUALS, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

Types of entity	POA, as mentioned below:  Documentary requirements
Corporate	<ul> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Copy of latest share holding pattern including 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 numbers of whole time directors/two 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>Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>Copy of the Board Resolution for investment in securities market.</li> <li>Authorised signatories list with specimen signatures.</li> </ul>
Partnership firm	<ul> <li>Copy of the balance sheets for the last 2 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>Authorised signatories list with specimen signatures.</li> <li>Photograph, POI, POA, PAN of Partners.</li> </ul>
Trust	<ul> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Certificate of registration (for registered trust 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>
HUF	<ul> <li>PAN of HUF.</li> <li>Deed of declaration of HUF/ List of coparceners.</li> <li>Bank pass-book/bank statement in the name of HUF.</li> <li>Photograph, POI, POA, PAN of Karta.</li> </ul>
Unincorporated association or a body of individuals	<ul> <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>
Banks/Institutional Investors	<ul> <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>
Foreign Institutional Investors (FII)	<ul> <li>Copy of SEBI registration certificate.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
Army/ Government Bodies	<ul><li>Self-certification on letterhead.</li><li>Authorized signatories list with specimen signatures.</li></ul>
Registered Society	<ul> <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>

### **For Individuals**

# ANNEXURE - 2 KNOW YOUR CLIENT (KYC) APPLICATION FORM

**MANDATORY** 

Please fill this	form in El		in BLOCK LETTERS	•			e guidlines overleaf
			IDENTITY	DETAILS			
Name of the A	Applicant						
Father's/ Spou	ise Name						PHOTOGRAPH
Gender	☐ Male	☐ Female	Marital status	Dloose affix your			
Date of birth			Nationality				Please affix your recent passport
Status	□Reside	ent Individual	☐ Non Reside	ent 🖵 Foreigr	National		size photograph
PAN			Unique ID No./Aadl	haar, if any:			and sign across it.
Specify the pro	oof of Ide	ntity submitt	ted			3 <b>X</b>	
			ADDRESS	DETAILS			
Residence Add	ress				•		m above Address or on-Resi. Applicant)
City/Town/Villag	10	Pin		City/Town/Villag	ro		Pin
State	, =	Country		State	3e	Count	
		·		State		Count	шу
Resi No. (s)		Off. No. (s)					
Fax No. (s)  Mobile No.							
Email							
	of of add	submitted for	residence Add.				
specify the pro	or or add.	submitted for	residence Add.				
			DECLA	DATION			
			DECLA	RATION			
and I undertal	ke to infor	m you of any	changes therein,	, immediately.	In case any	of the ak	owledge and belief pove information is held liable for it.
		Date		Signature of the applicant	<b>X</b>		
			FOR OFFICE	USE ONLY			
Originals v	erified	Signatur	e of the Authoris	sed Signatory	Seal/S	tamp of	the intemediary
and self-at	ttested				D. 1.15	A	Cti's D - ti's
document	copies	Name			— Рапкај N	nangaidas	Securities Pvt. Ltd.
received	•	Signature	ے				
i cccivcu		Jigilatur			$\dashv$		
		Date			,	Authorise	d Signatory

### For Non-Individuals KNOW YOUR CLIENT (KYC) APPLICATION FORM

MANDATORY

Please fill this form in ENG	LISH and Ir					-						
Name of the Applicant			IDENTIT	Y D	ETAILS	5						
	Date of incorporation Place of incorporation											
Date of commencement o	f business											
PAN		Registration No. (e.g. CIN)										
Status (please tick any one):			☐ Public			1	Corporate		Part	nership		Trust
☐ Charities ☐ NGO's			FII		HUF		•		Bank		BOI	
☐ Government Body ☐	Non-Gove	rnment C	Organizatio	on		Defense	<b>Establishme</b>	ent		Society		LLP
Others (please specify)												
			ADDRES	S D	ETAILS	5						
Correspondence Address				Re	gister	ed Addı	ess (If diffe	rent	from al	ove Add	ress)	
City/Town/Village	Pin			Cit	y/Tow	n/Village			Pi	n		
State	Country			Sta	ate			С	ountr	У		
, ,	Off. No. (s)											
Fax No. (s)												
Mobile No.				-								
Email	-:++  f C			+								
Specify the proof of add. subm	litted for Cori	responde	ence Ada.	+								
			OTHER	DE.	TAILS							
Name, PAN, residential addr	•			note	ers/Pa	rtners/K	arta/Trust	ees a	and wh	ole tim	e dire	ctors:
Please provide details on /												
DIN of whole time directo												
Aadhaar number of Promo	ters/Partne	rs/Karta	a: Provid	le d	etails	on Ann	exure-A at	tach	ed.			
			DECLA	RAT	ION							
I/We hereby declare that	the details f	urnishe	d above	are	true	and cor	rect to the	bes	t of m	ny/our I	know	ledge
and belief and I/We under		-	-		_			•		-		
information is found to be	false or ur	ntrue or	r mislead	ding	or m	isrepres	enting, I a	m/w	e awa	re that	I/we	may
be held liable for it.  Name & Signature of the	Authoricad	Cignot	OW/									
Name & Signature of the		Jignat	Ory			3 <b>X</b>						
	Date			Sigi	nature	e ^						
	l	FO	R OFFIC	E U	SE ON	NLY						
☐ Originals verified	Signature	of the	Author	ised	Signa	atory	Seal/St	amp	of t	he inte	medi	ary
and self-attested												
document copies	Name						Pankaj M	anga	aldas S	ecurition	es Pvi	t. Ltd.
received	Signature	<b>!</b>										
							1					
	Date						Α	utho	orised	Signato	ory	

#### Annexure - A

**MANDATORY** 

Photographs of Promoters/Partners/Karta/Trustees and Whole time directors and of persons authorized to deal in securities.

Name		
Residential Address		
		Sign accross the
Telephone No.	Mobile	Photograph
Income Tax PAN No.		excluding face
UID	DIN 4a X	
Designation	Promoter/Partner/Karta/Trustees/Whole Time Directors/Authorised Person	
Name		
Residential Address		
		Sign accross the
Telephone No.	Mobile	Photograph
Income Tax PAN No.		excluding face
UID	DIN 4b X	and a second second
Designation	Promoter/Partner/Karta/Trustees/Whole Time Directors/Authorised Person	
Name Residential Address		
Residential Address		
Tolonhono No	Mobile	Sign accross the
Telephone No.	Mobile	Photograph
Income Tax PAN No.		excluding face
UID	DIN 4c X	
Designation	Promoter/Partner/Karta/Trustees/Whole Time Directors/Authorised Person	
Name		
Residential Address		
		Sign accross the
Telephone No.	Mobile	Photograph
Income Tax PAN No.		excluding face
UID	DIN 4d X	
Designation	Promoter/Partner/Karta/Trustees/Whole Time Directors/Authorised Person	
Name		
Residential Address		
		Sign accross the
Telephone No.	Mobile	Photograph
Income Tax PAN No.		excluding face
UID	DIN 4e X	
Designation	Promoter/Partner/Karta/Trustees/Whole Time Directors/Authorised Person	

# For Individuals & Non-individuals TRADING ACCOUNT RELATED DETAILS

**MANDATORY** 

	BANK ACCOUNT(S) DETAILS											
No.	Ban	k Name, Branch	Add. &	Tel. No.	Bank Acco	Bank Account No.		c Type rrent/Other-In IRI/NRE/NRO)	MICR	No.	IF	SC Code
1												
2												
	Please provide Cancelled Cheque leaf for MICR & IFSC Code											
			ļ.	DEPOSI	TORY ACCOU	INT(S) DI	ETAILS					
Sr. N	No.	Dp Name		Beneficiar	y Name	DP I	D No.	ВО	ID	Depo	sito	ry Name
1*										N:	SDL/	'CDSL
2										N:	SDL/	'CDSL
*Sh	nares bo	ought by you wi	ll be tra	nsferred to	your DP A/o	stated	by you	at Sr. No.	1			
				TRA	ADING PREF	ERENCES						
*Plea	ase sign	in the relevant b	oxes whe	ere you wish	to trade. The	segment	t not cho	osen shoul	d be sti	ruck of	f by	the client.
Ex. S	Segmen	t	Cash		С	erivative	!S		Curren	cy Dei	rivat	ives
BSE		5 <b>X</b>			7 <b>X</b>							
NSE		6 <b>X</b>			8 <b>X</b>							
		e, the client wan om the client by			ew segment	/ new exc	change,	separate	authori	zation	/ le	tter should
					OTHER DET	AILS						
1. Gı	ross An	nual Income det	ails (ple	ase specify	) : Income R	ange per	annum	1				
		1,00,000/- 🔲 R			5,00,000/-					,000/-		
		,001/- to Rs. 25 is on Date:		( ) K	Rs	☐ Abo		25,00,001 worth shoul		o older	than	1 vearl
		on (please tick				tor D Go						
	one an	d give brief			☐ Agriculturi							Others
3. <b>Pl</b>	ease tid	ck, if applicable	☐ Politi	ically Expos	sed Person (	PEP)	Related	to a Polit	ically E	xpose	d Pe	rson (PEP)
4. <b>A</b> ı	ny othe	r information										
					PAST ACTION	ONS						
		ny action/proce										
		ority against the othorized persor										
ulle	ctors/at				JB-BROKERS							
					the sub-brok							
Sub	-Brokers		13 dealli	ig tillough	THE SUB BION	CI, provi		SE SEBI Re		·		
	d. Off.	ivallie						BI Reg. N				
Add								BI Reg. N				
	num C33						emisier/AP					
Sub-	-broker			Tel. No.				emisier/AF	, ,			
Sign	ature			Fax No.			Re	emisier/AF				
<b>®</b>				Website			Re	emisier/AF	)			
Wheth	ner dealin	g with any other st	ock broke	r/sub-broker	(if in case deali	ng with mu	ultiple sto	ock brokers/s	sub-brok	ers, pro	vide	details of all)
Nam	e of											
	k Broke	r		ker, if any		Code				_		
Deta	Details of disputes/dues pending from/to such stock broker/sub- broker:											

ADDITIO	DNAL DETAILS					
Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify): $\square$ YES $\square$ NO						
Specify your Email id, if applicable:						
	Whether you wish to avail of the facility of internet trading/ wireless technology (please specify):					
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: Pr						
Any other information	ovide details on Annexure-A attached.					
·	DETAILS (Optional)					
Name	Introducer @					
Add. / Tel.	Signature					
Aud. / Tel.	Signature					
Status of the Introducer: Sub Broker / Remisier / Authoriz	ed Person / Existing Client / Others, please specify					
NOMINATION DETAILS	S (FOR INDIVIDUAL ONLY)					
☐ I / We wish to nominate	$\square$ I / We do not wish to nominate					
Name of Nominee	Relation with Nominee					
Address	PAN No.					
	Tel. No.					
If Nominee is a minor, details of Guardian	Date of Birth					
Name of Guardian						
Address & Tel No.	Signature of Guardian					
Witnesses (Only applicable in case the account hold						
Name	Name					
Address	Address					
Address	Address					
Cianatura	Cian at una					
Signature	Signature					
DECL	_ARATION					
DECL	ARATION					
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.						
	Signature of Client/					
	Signature of Client/					
Place Date	(all) Authorised Signatories					

	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.

		Director
Date:	Signature of the Authorised Signatory	Seal/Stamp of the stock broke

#### 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.

<sup>\*</sup>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.

#### ANNEXURE – 4

**MANDATORY** 

## 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.

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

- 37. 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.
- 38. 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.
- 39. 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.
- 40. 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.
- 41. 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.
- 42. 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

- 43. 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, Byelaws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
- 44. 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.
- 45. 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.
- 46. 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.
- 47. 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.
- 48. 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.)

- 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.

#### **ANNEXURE - 5**

**MANDATORY** 

#### 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:

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

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.

## **ANNEXURE-6**

**MANDATORY** 

## 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/www.nseindia.com and SEBI website 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.

**MANDATORY** 

## 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
- 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:

Pankaj Mangaldas Securities Pvt. Ltd. has the right to close out/liquidate or square off any open position of the client (limited to the extent of settlement/margin obligation) without giving any prior notice, all or any of the client's positions as well as securities/collaterals placed as margins for non-payment of margin on other amounts due from the client in respect of settlement or any other trade related dues that are recoverable from the client by Pankaj Mangaldas Securities Pvt. Ltd. The proceeds of the same shall be adjusted against the client's trade liabilities / trade obligations. Any loss or financial charges on account of such close-out / liquidation shall be debited to the client's account.

## 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
- 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 22

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 six 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.

## 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.



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	Optio	n 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, Service Tax & 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.

Signature of the Client	Signature of the Client	11 <b>X</b>
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FOR OFFICE USE ONLY								
UNIQUE CONSTITUEN (To be inserted by the								
	NAME		SIGN	IATURI	E AND	DATE		
AUTHORISED BY								
ENTERED BY								

## To, Dear Sirs, I am / We are regularly Trading with you for Cash and Derivative Market in BSE/NSE. I/we hereby authorized you to do following on my /our behalf: I/We hereby give my/our consent to maintain my/our account for fund and securities as RUNNING ACCOUNT ☐ The Securities lying in my/our withhold A/c and credit balance lying in my / our account should be considered as ☐ I/We request you to keep my/our Securities, Margin and funds with you to meet my/our pay in obligation in the Succeeding settlements in the same segment as well as other segments of BSE/NSE ☐ The actual settlement of funds & Securities shall be done by you every (Tick whichever is applicable) Quarterly You will send quarterly/ monthly statement of Funds & Securities and I/We shall bring any discrepancy to your notice preferably within 30 working days from the receipt of Statements ☐ You shall transfer the Funds / securities lying in my / our credit within one working day of the request if the same are lying with you & within 3 (three) working days from the request, if the same are lying with the clearing member / clearing corporation ☐ In case of outstanding obligation on settlement date you may retain an amount of up to Rs 10,000/- (net amount across segment and across stock exchanges) ☐ I/We have noted the following :-1. This running account authorization will continue until it is revoked by me. 2. The authorization shall be signed by me /us only and not by any power of attorney holder or by any authorized 3. I/we may revoke the authorization at any time by giving written notice. Yours faithfully, Signature of Client 12**X** Client Code: \_\_\_\_ **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, 13 **X** Signature of Client \_\_\_ Name of the Client \_\_\_\_\_

25

Client Code: \_\_\_

**RUNNING ACCOUNT AUTHORISATION FOR ALL EXCHANGES** 

**VOLUNTARY** 

## 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 preferably within 1 year of such receipt 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: a\_thakkargrievance@yahoo.co.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,	
14 <b>X</b>	

(Client Signature)

	,	OR NRI / FN		
	·			VOLUNTARY
Name:				
Address:				
	TO WHOMS	DEVER IT MAY CON	NCERN	
government	o abide by all necessary rules and regul bodies in India, and guidelines as preso Act, 1999 (FEMA).			
Depository P	e process of opening my/our accounts varticipants, I/We have complied with tenance of the aforesaid accounts.			
	is any change in my/our status from Resi he same and will abide by the procedu			all inform all concerne
15 <b>X</b>				
Signature				
Name:				
5 .	<u>HUF</u>	DECLARATION		VOLUNTARY
701, P.J. Tov Fort, Mumb Dear Sir, I hereby red	ANGALDAS SECURITIES PVT. LTD. wer, Dalal Street, pai - 400001 quest you to open our trading account of my family, I hereby declare that fo	•		ır HUF, as on date of
SR. NO.	NAME OF FAMILY MEMBERS	RELATIONS	DATE OF BIRTH	CO-PARCENERS SIGN.

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 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 any changes in the constitution of HUF will be intimated by me.

Thanking you,

Yours truly,

16 **X** 

Signature (Please Affix the stamp of HUF)

## FATCA/CRS Declaration For Individuals

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

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

Sr. No.	Det	ails	1st Holder	2nd Holder	3rd Holder
1	Are You US Person	Yes / No			
		India			
2	Country of Birth	US			
		Other			
3	Place of Birth	City/Town (If other than India			
		Salary			
		Business			
		Gift			
4	Source of Wealth	Ancestral Property			
		Rental Income			
		Prize Money			
		Royalty			
		Others			
5	If your country of Tax Residency Other than India	Yes/No			

If 'Yes' please specify the details of all countries where you hold tax residency and its Tax identification Number & Type.

Sr. No.	Details	1st Holder	2nd Holder	3rd Holder
1	Country of Residence For Tax Purpose (Other than India)#			
2	Tax Identification No.(US TIN) or Equivalent(Other)			
3	Identification Type			

<sup>#</sup> To include all countries other than India, where investor is Citizen/Resident/Green Card Holder/ Tax Resident in those respective countries especially of USA.

## **Declaration:**

- 1. I acknowledge and confirm that the information provided above is true and correct to the best of my knowledge and belief correct and complete. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/ am aware that I may liable for it. In case of any change in the above given status on a future date, I undertake to inform IIFL the same within 30 Days.
- 2. I agree that if I/am a U.S. person or tax resident of a reportable foreign jurisdiction (other that U.S.) requiring reporting under FATCA/CRS or any other Law, my account details, as required under inter governmental agreement (IGA)/ Multilateral competent authority agreement (MCAA) Signed by Indian government, Would be reported by IIFL to the relevant TaxAuthority
- 3. If My Country of Birth is US, I/am providing a certificate of relinquishment of Citizenship (loss of Nationality) or a self certification for stating reason for not having such a certificate despite relinquishing US citizenship OR not obtaining US citizenship at birth.
  - I hereby authorize you to disclose, share, remit in any form, mode or manner, all / any of the information provided by me, including all changes, updates to such information as and when provided by me to Mutual Fund, its Sponsor, Asset Management Company, trustees, their employees / RTAs ('the Authorized Parties') or any Indian or foreign governmental or statutory or judicial authorities / agencies including but not limited to the Financial Intelligence Unit-India (FIU-IND), the tax / revenue authorities in India or outside India wherever it is legally required and other investigation agencies without any obligation of advising me of the same. Further, I authorize to share the given information to other SEBI Registered Intermediaries to facilitate single submission / updation & for other relevant purposes. I also undertake to

keep you informed in writing about any changes / modification to the above information in future and also undertake to provide any other additional information as may be required at your end.

	Sole/First Holder	Second Holder	Third Holder
Signature 17 X			

### Notes:

1. Who is US person?

in case of individuals, U.S. person means a citizen or Resident of the United States. Persons who would qualify as US person could be born in the United States, Born outside the united states of a US parents, Naturalized Citizens, Green Card Holders, Tax residents.

- 2. Who is a reportable person (non US) under common reporting standards (CRS)?
  - Under common reporting standards (CRS), Reportable person means tax resident of a reportable foreign jurisdiction other than US
- 3. Document to be collected if Customer's Country of birth is US but Declares that he/she is not a US person
  - · Certificate of relinquishment of citizenship (loss of nationality certificate); or
  - Self certification for stating reason for not having such a certificate despite relinquishing US citizenship; Or
  - Self certification for stating reasons for not obtaining US citizenship at birth.
- 4. MF transactions will be permitted to clients/ joint holders in new folios after reviewing this declaration and existing KYC data and only if permitted by AMCs.
- 5. Towards compliance with tax information sharing laws, such as FATCA, we would be required to seek additional personal, tax and beneficial owner information and certain certifications and documentation from our account holders. Such information may be sought either at the time of account opening or any time subsequently. In certain circumstances we may be obliged to share information on your account with relevant tax authorities. If you have any questions about your tax residency, please contact your tax advisor. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Towards compliance with such laws, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. As may be required by domestic or overseas regulators/ tax authorities, we may also be constrained to withhold and pay out any sums from your account or close or suspend your account(s).

If any controlling person of the entity is a citizen or resident or green card holder of outside India, please include all such foreign country information field along with the relevant Tax Identification Number.

Also note that you may receive more than one request to provide this information, if you have multiple relationships with us or our group entities. Therefore it is important that you respond to our request, even if you believe that you have already provided this information earlier

Please note that above information is provided only for quick reference to customers. You are requested to refer Rule 114F, 114G and 114H of Income-tax Rules, 1962 consult a legal/tax advisor for any clarification.

## 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.
Signature of Client: X

"Since 1989"



# **PM Securities**

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

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

## **CLIENT REGISTRATION FORM**

NAME	:
UID / PAN	:
REF./INTRODUCED BY	:



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 +91-22-25011551 (Account Opening Helpdesk) +91-22-22721674 / 1764 (Depository)

□ backoffice@pmsec.in
 www.pmsec.in

# Know Your Client (KYC) Application Form (For Individuals Only)

(Attested) True copies of documents received

Main Intermediary



Place for Intermediary Logo

Application No.:

Please fill in ENGLISH and in BLOCK LETTERS A. Identity Details (please see guidelines overleaf) 1. Name of Applicant (As appearing in supporting identification document). Name PHOTOGRAPH Father's/Spouse Name Please affix the recent passport size photograph and 2. Gender Male Female C. Date of Birth d d / m m / y y y B. Marital status Single Married sign across it 3. Nationality Indian Other **4. Status** Please tick (✓) ☐ Resident Individual ☐ Non Resident ☐ Foreign National (Passport Copy Mandatory for NRIs & Foreign Nationals) 5. PAN Please enclose a duly attested copy of your PAN Card Aadhaar Number, if any: 6. Proof of Identity submitted for PAN exempt cases Please Tick (✓) □ UID (Aadhaar) □ Passport □ Voter ID □ Driving Licence □ Others (Please see guideline 'D' overleaf B. Address Details (please see guidelines overleaf) 1. Address for Residence/Correspondence City / Town / Village Pin Code State Country 2. Contact Details Tel. (Off.) (ISD) Tel. (Res.) (STD) Mobile Fax E-Mail Id. 3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (<) against the document attached. 🗆 Passport 🗔 Ration Card 🗔 Registered Lease/Sale Agreement of Residence 🗔 Driving License 🗔 Voter Identity Card 🗀 \*Latest Bank A/c Statement/Passbook \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted d d d / m m / y 4. Permanent Address of Resident Applicant if different from above B1 OR Overseas Address (Mandatory) for Non-Resident Applicant City / Town / Village Pin Code Country State 5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (/) against the document attached. ☐ Passport ☐ Ration Card ☐ Registered Lease/Sale Agreement of Residence ☐ Driving License ☐ Voter Identity Card ☐\*Latest Bank A/c Statement/Passbook \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted | d | d | / | m | m | / | y | y | y | y | 6. Any other information: **DECLARATION** SIGNATURE OF APPLICANT I hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I 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. Place: FOR OFFICE USE ONLY IPV Done ☐ on ddd/ mm//yyyyy AMC/Intermediary name OR code Seal/Stamp of the intermediary should contain Seal/Stamp of the intermediary should contain Staff Name Staff Name (Originals Verified) Self Certified Document copies received Designation Designation Name of the Organization Name of the Organization

Signature

Date

Signature

Date

### INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

- 1. Self attested copy of PAN card is mandatory for all clients.
- Copies of all the documents submitted by the applicant should be self-attested 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 entities authorized for attesting the documents, as per the below mentioned list.
- 3. If any proof of identity or address is in a foreign language, then translation into English is required.
- 4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- 5. If correspondence & permanent address are different, then proofs for both have to be submitted.
- 6. Sole proprietor must make the application in his individual name & capacity.
- 7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
- 8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- 9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- 10. 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.
- 11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

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

- PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
- 2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
- Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its 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.)

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale

- Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.
- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill Not more than 3 months old.
  - 3. Bank Account Statement/Passbook Not more than 3 months old.
  - 4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
  - 5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
  - Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
  - 7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
  - 8. The proof of address in the name of the spouse may be accepted.

# Exemptions/clarifications to PAN (\*Sufficient documentary evidence in support of such claims to be collected.)

- 1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
- 2. Investors residing in the state of Sikkim.
- 3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- 4. SIP of Mutual Funds upto Rs 50,000/- p.a.
- 5. In case of institutional clients, namely, FIIs, Mfs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

- Notary Public, Gazetted 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.

## CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual

## Important Instructions:

- A) Fields marked with '\*' are mandatory fields.
- B) Please fill the form in English and in BLOCK letters.
- C) Please fill the date in DD-MM-YYYY format.
- D) Please read section wise detailed guidelines / instructions at the end.
- E) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
- F) List of two character ISO 3166 country codes is available at the end.
- G) KYC number of applicant is mandatory for update application.
- H) For particular section update, please tick ( $\checkmark$ ) in the box available before the section number and strike off the sections not required to be updated.



								क्षिशम	BARTE
For office use only	Application Type*	□New	Update	e					
(To be filled by financial instit	• • • • • • • • • • • • • • • • • • • •					Mandatory	for KYC update	request)	
	Account Type*	☐ Normal	Simpli	fied (for lov	w risk custo	mers)	Small		
☐ 1. PERSONAL DETA	AILS (Please refer instructio	on <b>A</b> at the end)							
		First Name		N	/liddle Name			Last Name	
☐ Name* (Same as ID proo	of)								
Maiden Name (If any*)									
Father / Spouse Name*									
Mother Name*									
Date of Birth*	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	YY						РНОТ	го
Gender*	☐ M- Male		☐ F- Female		T-Transge	ender			
Marital Status*	☐ Married		Unmarried	ı	Others				
Citizenship*	☐ IN- Indian		☐ Others (IS	SO 3166 C	ountry Cod	e )			
Residential Status*	☐ Resident Individual		☐ Non Resid	lent Indian					
	☐ Foreign National		$\square$ Person of	Indian Orig	gin				
Occupation Type*	☐ S-Service (☐ Priva		☐ Public Sec	ctor 🗆 G	Sovernment	t Sector)			
	☐ O-Others (☐ Profe	essional	Self Emplo	oyed 🗌 R	Retired	Housewife	☐Student)		
	<ul><li>☐ B-Business</li><li>☐ X- Not Categorised</li></ul>								
2. TICK IF APPLICA	BLE RESIDENCE FO	R TAX PURP	POSES IN JUF	RISDICTIO	N(S) OUTS	SIDE INDIA	(Please refer inst	truction <b>B</b> at the	e end)
ADDITIONAL DETAILS R	EQUIRED* (Mandatory only	y if section 2 is	ticked)						
ISO 3166 Country Code o	of Jurisdiction of Residence	ce*							
Tax Identification Number	or equivalent (If issued by	jurisdiction)*							
Place / City of Birth*			ISO 3166 Cd	ountry Code	e of Birth*				
☐ 3. PROOF OF IDENT	<b>FITY (Pol)*</b> (Please refer in	nstruction <b>C</b> at t	the end)						
(Certified copy of any one of t	he following Proof of Identity	[Pol] needs to b	be submitted)						
☐ A- Passport Number				Pas	sport Expir	y Date	D D — M	M — Y Y Y	Υ
□ B- Voter ID Card									
☐ C- PAN Card									
□ D- Driving Licence				Driv	ing Licence	Expiry Da	te DD-M	M - Y Y Y	Υ
☐ E- UID (Aadhaar)									
☐ F- NREGA Job Card									
Z- Others (any documer	nt notified by the central gove	ernment)			Identifica	ation Numb	er		
☐ S- Simplified Measure	es Account - Document T	ype code			Identifica	ation Numb	er		
4. PROOF OF ADDE	RESS (PoA)*								
	NENT / OVERSEAS ADDRE	SS DETAILS	(Please see ins	truction <b>D</b> at	the end)				
(Certified copy of any one of the			-		,				
Address Type*	Residential / Business	Reside	ential	☐ Busi	ness	☐ Rea	istered Office	Uns	specified
	Passport	_	g Licence		(Aadhaar)	_ ,3			,
$\Box$ $\lor$	oter Identity Card		A Job Card	☐ Othe	`	F	lease specify		
Address S	Simplified Measures Accor	unt - Docume	ent Type code						
Line 1*									
Line 2									
Line 3					Cit	ty / Town / \	/illage*		
District*	Pin	/ Post Code*		St	ate / U.T.C	ode*	ISO 3166 C	Country Code	*

4.2 CORRESPONDENCE	E / LOCAL ADDRI	ESS DETAILS * (Please s	ee instructio	on <b>E</b> at the end)				
Same as Current / Perma	nent / Overseas A	Address details (In case o	f multiple co	orrespondence / lo	cal addresses, plea	ase fill 'Annexure	A1')	
Line 1*								$\perp$
Line 2					Oit / T-	( ) (!!! *		+
Line 3 District*		Pin / Post Code	*	Sta	te / U.T Code*	wn / Village*	166 Country Code*	+
District		Fill / Fost Code		J. J. J.	107 0.1 00dc	1000	100 Country Code	
4.3 ADDRESS IN THE JU	JRISDICTION DE	TAILS WHERE APPLICAN	NT IS RESID	DENT OUTSIDE II	NDIA FOR TAX PU	RPOSES* (Applic	cable if section 2 is ticked)	)
Same as Current / Perma	nent / Overseas A	Address details		Same as Correspo	ondence / Local Ad	dress details		
Line 1*								$\mathbb{H}$
Line 2 Line 3					City / Toy	/n / Village*		+
State*			7	IP / Post Code*			66 Country Code*	$\forall$
							,	
☐ 5. CONTACT DETAILS	(All communication	ns will be sent on provided N	Nobile no. / E	mail-ID) (Please ref	er instruction <b>F</b> at the	e end)		
Tel. (Off)	_	Tel. (Res)			Mo	bile		
FAX	-	Email ID						
□ 6 DETAILS OF BELAT	ED DEDSON (	n case of additional related r	poreone plan	uso fill 'Annovuro P1	' ) (places refer instr	uction <b>G</b> at the end	<b>\</b>	
6. DETAILS OF RELAT  Addition of Related Person	Deletion of R				Person (if available		,	
Related Person Type*	☐ Guardian of		ssignee		thorized Represe			
•	Prefix	First Name			dle Name		Last Name	
Name*	(If KVC number of	and name are provided, belo	w dotaile of a	postion 6 are entire	J)			
	·	·		·	ai <i>)</i>			
PROOF OF IDENTITY [Pol	] OF RELATED PE	RSON* (Please see instruct	ion ( <b>H</b> ) at the					
A- Passport Number				Passp	oort Expiry Date	D D -	M M — Y Y Y Y	
☐ B- Voter ID Card								
C- PAN Card								
☐ D- Driving Licence				Drivin	g Licence Expiry	Date DD —	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	
☐ E- UID (Aadhaar)								
☐ F- NREGA Job Card								
Z- Others (any documen	-	-			Identification No			Щ
S- Simplified Measure	s Account - Do	cument Type code			Identification No	umber		Ш
7. REMARKS (If any)								
8. APPLICANT DECL	ARATION							
I hereby declare that the details furn		nd correct to the best of my knowle	edge and belief	and I undertake to info	m you of any changes			
therein, immediately. In case any of for it.	the above information is	s found to be false or untrue or misle	eading or misrep	presenting, I am aware th	at I may be held liable			
I hereby consent to receiving inform	nation from Central KYC	Registry through SMS/Fmail on the	ahove registere	ed number/email address				
Date: DD - MM -	YYYY	Place :	, above registers			Signature / TI	numb Impression of Applicant	
9. ATTESTATION / FO	R OFFICE USI	E ONLY						
Documents Received	Certified Copie	es						
KYC VER	IFICATION CARRIE	ED OUT BY			INSTIT	UTION DETAILS		
Date	D - M M - Y	I Y I Y I Y		Name				
Emp. Name				Code				
Emp. Code								
Emp. Designation								
Emp. Branch								
[Institution Stamp] [Employee Signature]								

## CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

#### **General Instructions:**

8

- 1 Fields marked with '\*' are mandatory fields.
- 2 Tick '✓' wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- For particular section update, please tick (🗸) in the box available before the section number and strike off the sections not required to be updated.
- 9 In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required.

#### A Clarification / Guidelines on filling 'Personal Details' section

- 1 Name: Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- 2 Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

#### B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India

1 **Tax identification Number (TIN):** TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)

#### C Clarification / Guidelines on filling 'Proof of Identity [PoI]' section

- 1 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.
- 3 In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 3 (S).

Document Code	Description
01	Identity card with applicant's photograph issued by Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector
	Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.
02	Letter issued by a gazetted officer, with a duly attested photograph of the person.

#### D Clarification / Guidelines on filling 'Proof of Address [PoA] - Current / Permanent / Overseas Address details' section

- 1 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.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 3 In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 4.1.

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water
	bill).
02	Property or Municipal Tax receipt.
03	Bank account or Post Office savings bank account statement.
04	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if
	they contain the address.
05	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies,
	public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements
	with such employers allotting official accommodation.
06	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

### E Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section

- 1 To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

### F Clarification / Guidelines on filling 'Contact details' section

- 1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999).
- 2 Do not add '0' in the beginning of Mobile number.

### G Clarification / Guidelines on filling 'Related Person details' section

Provide KYC number of related person if available.

### H Clarification / Guidelines on filling 'Related Person details – Proof of Identity [Pol] of Related Person' section

1 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.

## List of two – digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code
Andaman & Nicobar	AN
Andhra Pradesh	AP
Arunachal Pradesh	AR
Assam	AS
Bihar	BR
Chandigarh	CH
Chattisgarh	CG
Dadra and Nagar Haveli	DN
Daman & Diu	DD
Delhi	DL
Goa	GA
Gujarat	GJ
Haryana	HR

State / U.T	Code
Himachal Pradesh	HP
Jammu & Kashmir	JK
Jharkhand	JH
Karnataka	KA
Kerala	KL
Lakshadweep	LD
Madhya Pradesh	MP
Maharashtra	MH
Manipur	MN
Meghalaya	ML
Mizoram	MZ
Nagaland	NL
Orissa	OR

State / U.T	Code
Pondicherry	PY
Punjab	PB
Rajasthan	RJ
Sikkim	SK
Tamil Nadu	TN
Telangana	TS
Tripura	TR
Uttar Pradesh	UP
Uttarakhand	UA
West Bengal	WB
Other	XX

## List of ISO 3166 two- digit Country Code

April   Description   Part	Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Mand blands	Afghanistan		Dominican Republic		Libva		Saint Pierre and Miguelon	PM
Manager   1								VC
Algorithment								WS
Assemble								SM
Section								ST
Image			·					
April	Andorra		Eritrea			MK	Saudi Arabia	SA
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Age   Pipe   P				FO				SL
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Sahamans								SB
Sahrain								SO
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# **FEMA** Declaration

Date:

701, PJ Towers, Dalal Street, Fort, Mumbai
Dear Sir/Ma'am
Sub: Application for opening of an NRI/FN/FCB account
This has reference to my/our application for opening of a trading & demat account with you.
In this connection, I/we hereby declare that I/we have complied and will continue to comply with FEMA Regulations with respect to buying and selling of securities in the Indian Capital Market. Thanking you, Yours truly,
Signature of the First/Sole Holder/Authorised signatory



To, Pankaj Mangaldas Securities Pvt. Ltd.	Date:			
701, PJ Towers, Dalal Street, Fort, Mumbai				
Dear Sir / Madam, Re : Application Noprovided in the account opening form	Sub: Declaration towards address			
This has reference to my / our application for op- connection, please find below our residential add	•			
Further, I/ we confirm that in case of any change brought to your notice	e in our above residential address, the same will be			
Thanking you,				
Yours truly,				
Sole / First Holder				
Second Holder				
Third Holder				