

To,

---

---

---

We hereby inform you that only Account Opening Form, Rights and Obligations, Risk Disclosure Document (RDD), Guidance Note, Policies and Procedures, Tariff Sheet & Intimation by the member for proprietary trading are mandatory documents prescribed by SEBI. However some other documents are also required for smooth functioning, which are voluntary as the discretion of NDA & client. The same are also marked as 'VOLUNTARY'

**For NDA Securities Ltd.**

Sd/-  
Authorised Signatory

I/we acknowledge the receipt of the information stated above and I/we am/are signing all these documents out of my/our will voluntarily.



\_\_\_\_\_  
(Signature of Client)

## Acknowledgement

I/we thankfully received the following documents from you

- Copies of all documents executed with NDA Securities Ltd. namely
  - Account Opening Form
  - Rights and Obligations
  - Risk Disclosure Document (RDD)
  - Guidance Note
  - Policies and Procedures
  - Tariff Sheet & Intimation by the member for proprietary trading
  - Other documents



\_\_\_\_\_  
(Signature of Client)

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

### 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.
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/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.)

1. 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.

6. 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 apostilled 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 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 :**

### **Documentary Requirements**

#### **Corporate :**

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI take over Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).
- Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.
- Photograph, POI, POA, PAN of individual promoters holding control-either directly or indirectly.
- Copies of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution for investment in securities market.
- Authorised signatories list with specimen signatures.

**Partnership Firm :**

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- Certificate of registration (for registered partnership firms only).
- Copy of partnership deed.
- Authorised signatories list with specimen signatures.
- Photograph, POI, POA, PAN of Partners.

**Trust :**

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- Certificate of registration (for registered trust only).
- Copy of Trust deed. List of trustees certified by managing trustees/CA.
- Photograph, POI, POA, PAN of Trustees.

**HUF :**

- PAN of HUF.
- Deed of declaration of HUF/ List of coparceners.
- Bank pass-book/bank statement in the name of HUF.
- Photograph, POI, POA, PAN of Karta.

**Unincorporated association or a body of individuals :**

- Proof of Existence/Constitution document.
- Resolution of the managing body & Power of Attorney granted to transact business on its behalf.
- Authorized signatories list with specimen signatures.

**Banks/Institutional Investors :**

- Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.
- Authorized signatories list with specimen signatures.

**Foreign Institutional Investors (FII) :**

- Copy of SEBI registration certificate.
- Authorized signatories list with specimen signatures.

**Army Government Bodies :**

- Self-certification on letterhead.
- Authorized signatories list with specimen signatures.

**Registered Society :**

- Copy of Registration Certificate under Societies Registration Act.
- List of Managing Committee members.
- Committee resolution for persons authorised to act as authorised signatories with specimen signatures.
- True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

## DETAILS OF SENIOR OFFICIALS WITHIN THE STOCK BROKER FIRM

Name of Stock Broker : NDA Securities Ltd.  
SEBI Registration No. : INB 230643830 Dt.: 03-11-1994, INF 230643830 Dt.: 12-06-2000,  
INE 230643830 Dt.: 29-08-2008, INB 010643832 Dt.: 26-12-2005  
Registered Office Address : 906/ , Arunachal Building, 19, Barakhamba Road, New Delhi-110001  
Phone : 46204000 Fax : 46204050 Website : www.ndaindia.com  
Correspondence Office Add. : 1002A, Arunachal Building, 19, Barakhamba Road, New Delhi-110001  
Phone : 46204000 Fax : 46204050 Website : www.ndaindia.com  
Compliance Officer Name : Mr. Prashant Gupta  
Phone : 46204060  
E-mail : prashantgupta@ndaindia.com  
CEO Name : Mr. Sanjay Agarwal  
Phone : 46204029  
E-mail : legal@ndaindia.com

For any grievance/dispute please contact NDA Securities Ltd. at the above address or

Email : investorcell@ndaindia.com

Phone : 46204029, 46204060

In case not satisfied with the response, please contact the concerned exchange(s) at for nse at nseindia.com and Phone 022-26598100 & for bseIndia.com and Phone : 022-22721233.



# ACCOUNT OPENING KIT

ANNEXURE - I

## INDEX OF DOCUMENTS




### MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES

S.No.	Name of the Document	Brief Significance of the Document	Page No.
1.	Account Opening Form	A. KYC Form - Document captures the basic information about the constituent and an instruction/check list.	1-5
		B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	6-9
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).	10-15
3.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market	16-20
4.	Guidance Note	Document detailing do's and don'ts for trading on exchange, for the education of the investors	21-22
5.	Policies and Procedures	Document describing significant policies and procedures of the stock broker.	23-25
6.	Tariff Sheet & Intimation by the member for proprietary trading	Document detailing the rate of brokerage and other charges levied on the client for trading on the stock exchange(s) & proprietary trading	26

### VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER

S.No.	Name of the Document	Brief Significance of the Document	Page No.
1.	Authorization Letter for Electronic Communication through SMS	Where the client authorizes the stock broker to send contract notes and other documents in electronic form through SMS	27
2.	SMS Disclaimer	Communication through SMS	28
3.	Running Account Authorization	Letter where in Client Authorizes Stock Broker to maintain running account	29
4.	Letter for Operation of Account	All confirmation from Client for Operation of A/c	30
5.	Letter for Authorised Signatory	Name of Authorised Person who represent to client	31
6.	Adjustment of Family Account Balances	Adjustment of Family Accounts Balance	32
7.	Declaration by Client	Declaration, Indemnity cum Undertaking for Name Discrepancy in PAN Card, Bank Proof & Address Proof	33
8.	Format of Declaration of HUF	To be given by the karta and coparceners of the HUF	34
9.	Format of Declaration by Proprietor	To be given by the Proprietor of the firm	35
10.	Format of Board Resolution	Format of Board Resolution to be provided by Corporate entities on their letter head	35
11.	Format of Declaration by Partnership	To be given by the Partners of the firm	36
12.	Declaration by Sub Broker	Declaration by Sales Persons/Sub Broker/ Authorised Person/Remiser	37

**ANNEXURE-2**

<b>KNOW YOUR CLIENT (KYC) APPLICATION FOR INDIVIDUALS</b>		Please affix recent Passport size Photograph and Sign Across it									
	<p><b>NDA SECURITIES LTD.</b>                  1002A, Arunachal,                  19, Barakhamba Road,                  New Delhi-110001 (India)                  Tel.: 23713696, 23717551, 46204000 (30 Lines)                  E-mail : info@ndaindia.com</p>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">NSE Capital Member</td> <td style="font-size: small;">SEBI REGN. NO. INB 230643830</td> </tr> <tr> <td style="font-size: small;">NSE F&amp;O Segments</td> <td style="font-size: small;">SEBI REGN. NO. INF 230643830</td> </tr> <tr> <td style="font-size: small;">NSE Currency Derivatives Segment</td> <td style="font-size: small;">SEBI REGN. NO. INE 230643830</td> </tr> <tr> <td style="font-size: small;">Bombay Stock Exchange</td> <td style="font-size: small;">SEBI REGN. NO. INB 010643832</td> </tr> </table>	NSE Capital Member	SEBI REGN. NO. INB 230643830	NSE F&O Segments	SEBI REGN. NO. INF 230643830	NSE Currency Derivatives Segment	SEBI REGN. NO. INE 230643830	Bombay Stock Exchange	SEBI REGN. NO. INB 010643832
NSE Capital Member	SEBI REGN. NO. INB 230643830										
NSE F&O Segments	SEBI REGN. NO. INF 230643830										
NSE Currency Derivatives Segment	SEBI REGN. NO. INE 230643830										
Bombay Stock Exchange	SEBI REGN. NO. INB 010643832										
<b>FOR OFFICE USE ONLY</b>											
UNIQUE CLIENT CODE..... BRANCH.....		 _____ (Signature of Client)									
(This information is the sole property of NDA Securities Ltd. and would not be disclosed to anyone unless required by law or in case of express permission of Clients)											
<p><b>TRADING MEMBER</b></p> <p><b>NDA SECURITIES LTD.</b>                  1002A, Arunachal Building,                  19, Barakhamba Road, New Delhi-110001                  Tel. : 23713696, 23717551, 46204000 (30 Lines)                  SEBI Registration No. : INF230643830 (for F&amp;O)                  SEBI Registration No. : INE 230643830 (for CDS)                  Please fill this Form in English &amp; in Block Letters :</p>	<p><b>CLEARING MEMBER</b></p> <p><b>GLOBE CAPITAL MARKET LTD.</b>                  609, Ansal Bhawan, 16, K.G. Marg,                  New Delhi-110001                  Tel. : 23720880                  SEBI Registration No. INF230663732 (for F&amp;O)                  SEBI Registration No. INE230663732 (for CDS)  <i>(Applicable for NSE F&amp;O Segments &amp; NSE Currency Derivatives Segment)</i></p>										
<b>PERSONAL INFORMATION</b>											
<b>A. IDENTITY DETAILS</b>											
Name of the Applicant : _____											
Father's/Spouse Name : _____											
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female      Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married											
Date of Birth : <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YEAR"/> Nationality : _____											
Status : <input type="checkbox"/> Residential Individual <input type="checkbox"/> Non Resident <input type="checkbox"/> Foreign National											
Permanent Account Number (PAN) : <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>											
Unique Identification Number (UID)/Aadhaar, if any : _____											
Specify the proof of identity submitted : _____											
<b>B. ADDRESS DETAILS</b>											
Correspondence Address : _____											
City/Town/Village : _____ Pin Code : <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>											
State : _____ Country : _____											
 _____ (Signature of Client)											



Contact Details : Tel. : (O) \_\_\_\_\_ Tel. (R) \_\_\_\_\_  
Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Specify the proof of address submitted for correspondence address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
(If different from above or overseas address, mandatory for Non-Resident Applicant)

City/Town/Village : \_\_\_\_\_ Pin Code :

State : \_\_\_\_\_ Country : \_\_\_\_\_

Specify the proof of address submitted for correspondence address : \_\_\_\_\_

### C. OTHER DETAILS

Gross Annual Income Details (please specify) :  Below Rs. 1 Lac  Rs. 1 Lac to 5 Lacs  Rs. 5 Lacs to 10 Lacs  
 Rs. 10 Lacs to 25 Lacs  >25 Lacs or above

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

Occupation (please tick any one and give brief details) :  Private Sector  Public Sector  Government Service  
 Business  Professional  Agriculturist  
 Retired  Housewife  Student  Others

Please tick, if applicable :  Politically Exposed Person (PEP)  
 Related to Politically Exposed Person (PEP)

Any other information : \_\_\_\_\_

### DECLARATION

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 that I/we may be held liable for it.

Place \_\_\_\_\_

Date \_\_\_\_\_

 \_\_\_\_\_  
(Signature of Client)

**KNOW YOUR CLIENT (KYC) APPLICATION FOR NON-INDIVIDUALS**



**NDA SECURITIES LTD.**

1002A, Arunachal,  
19, Barakhamba Road,  
New Delhi-110001 (India)  
Tel.: 23713696, 23717551, 46204000 (30 Lines)  
E-mail : info@ndaindia.com

NSE Capital Member	SEBI REGN. NO. INB 230643830
NSE F&O Segments	SEBI REGN. NO. INF 230643830
NSE Currency Derivatives Segment	SEBI REGN. NO. INE 230643830
Bombay Stock Exchange	SEBI REGN. NO. INB 010643832

Please affix recent  
Passport size  
Photograph  
and Sign  
Across it

**FOR OFFICE USE ONLY**

UNIQUE CLIENT CODE..... BRANCH.....

(This information is the sole property of NDA Securities Ltd. and would not be disclosed to anyone unless required by law or in case of express permission of Clients)

\_\_\_\_\_  
(Signature of Client)

**TRADING MEMBER**

**NDA SECURITIES LTD.**  
1002A, Arunachal Building,  
19, Barakhamba Road, New Delhi-110001  
Tel. : 23713696, 23717551, 46204000 (30 Lines)  
SEBI Registration No. : INF230643830 (for F&O)  
SEBI Registration No. : INE 230643830 (for CDS)  
Please fill this Form in English & in Block Letters

**CLEARING MEMBER**

**GLOBE CAPITAL MARKET LTD.**  
609, Ansal Bhawan, 16, K.G. Marg,  
New Delhi-110001  
Tel. : 23720880  
SEBI Registration No. INF230663732 (for F&O)  
SEBI Registration No. INE230663732 (for CDS)  
*(Applicable for NSE F&O Segments & NSE Currency Derivatives Segment)*

**PERSONAL INFORMATION**

**A. IDENTITY DETAILS**

Name of the Applicant : \_\_\_\_\_

Date of incorporation : 

D	D	M	M	Y	E	A	R
---	---	---	---	---	---	---	---

Place of incorporation : \_\_\_\_\_

Date of commencement of business : 

D	D	M	M	Y	E	A	R
---	---	---	---	---	---	---	---

Permanent Account Number (PAN) : 

--	--	--	--	--	--	--	--	--	--

Registration No. (e.g. CIN) : \_\_\_\_\_

Status (Please tick any one) :  Private Limited Co.  Public Ltd. Co.  Body Corporate  Partnership  
 Trust  Charities  NGO's  FI  FII  HUF  AOP  Bank  
 Govt. Body  Non-Govt. Organization  Defence Establishment  BOI  
 Society  LLP  Others

**B. ADDRESS DETAILS**

Correspondence Address : \_\_\_\_\_

City/Town/Village : \_\_\_\_\_ Pin Code : 

--	--	--	--	--	--

State : \_\_\_\_\_ Country : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Client)

Contact Details : Tel. : (O) \_\_\_\_\_ Tel. (R) \_\_\_\_\_  
Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Specify the proof of address submitted for correspondence address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
(If different from above or overseas address, mandatory for Non-Resident Applicant)

City/Town/Village : \_\_\_\_\_ Pin Code :

State : \_\_\_\_\_ Country : \_\_\_\_\_

Specify the proof of address submitted for correspondence address : \_\_\_\_\_

**C. OTHER DETAILS**

Gross Annual Income Details (please specify) :  Below Rs. 1 Lac  Rs. 1 Lac to 5 Lacs  Rs. 5 Lacs to 10 Lacs  
 Rs. 10 Lacs to 25 Lacs  >25 Lacs to 1 Crore  1 Crore or above

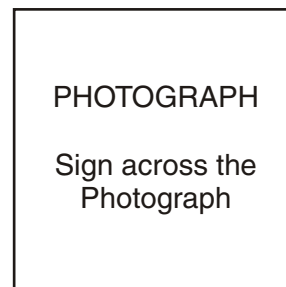
Net-worth as on (date) \_\_\_\_\_  
(Net worth should not be older than 1 year)

Name, PAN, Residential Address and Photographs of Promoters/Partners/Karta/Trustees and whole time directors :

Name \_\_\_\_\_

PAN \_\_\_\_\_

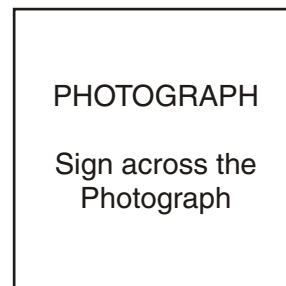
Residential Address \_\_\_\_\_  
\_\_\_\_\_



Name \_\_\_\_\_

PAN \_\_\_\_\_

Residential Address \_\_\_\_\_  
\_\_\_\_\_



Name \_\_\_\_\_

PAN \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_

PHOTOGRAPH

Sign across the  
Photograph

DIN/UID of Promoters/Partners/ : \_\_\_\_\_  
Karta and whole time directors

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors :

:  Politically Exposed Person (PEP)

Related to Politically Exposed Person (PEP)


Any other information : \_\_\_\_\_

### DECLARATION

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 that I/we may be held liable for it.

Place \_\_\_\_\_

Date \_\_\_\_\_

 \_\_\_\_\_  
(Signature of Client)

**ANNEXURE-3****TRADING ACCOUNT RELATED DETAILS (For Individuals & Non-Individuals)****Bank Accounts Details : (Through which transactions will generally be routed)**

Bank Name	Branch Address	Account Number	Account Type	MICR Number	IFSC Code

(Copy of a Cancelled Cheque leaf/pass book / bank statement containing name of the constituent should be submitted.)





**Depository Accounts Details : (Through which transactions will generally be routed)**

Depository Participant Name	Name of Depository NSDL / CDSL	Beneficiary Name	DP ID	Beneficiary ID

(Copy of holding statement/transaction statement/client master issued by D P of the constitute name.)

**TRADING PREFERENCES**

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

Stock Exchanges	Market Segments		
<input type="checkbox"/> NSE	<input type="checkbox"/> CM 	F&O 	<input type="checkbox"/> CDS 
<input type="checkbox"/> BSE	<input type="checkbox"/> CM 		

# If, in future, the client wants to trade on any new segment/new exchange, separate authorization/letter should be taken from the client by the stock broker.

**D. PAST ACTIONS**

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

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

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

Sub-broker's Name : \_\_\_\_\_ SEBI Registration number : \_\_\_\_\_

Registered office address : \_\_\_\_\_

Ph. : \_\_\_\_\_ Fax : \_\_\_\_\_ Website : \_\_\_\_\_



(Signature of Client)

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

Name of stock broker : \_\_\_\_\_ Name of sub broker : \_\_\_\_\_

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

Details of disputes/dues pending from/to such stock broker/sub-broker : \_\_\_\_\_

#### F. ADDITIONAL DETAILS

Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (Please specify) : \_\_\_\_\_

Specify your Email id, if applicable : \_\_\_\_\_

Whether you wish to avail of the facility of internet trading/wireless technology (Please ✓ segment on) :

NSE  F&O  CDS  BSE

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 :

Name \_\_\_\_\_

PAN \_\_\_\_\_

Residential Address \_\_\_\_\_

PHOTOGRAPH

Sign across the  
Photograph

Any other information : \_\_\_\_\_

⊗ \_\_\_\_\_  
(Signature of Authorised Person)

#### G. INTRODUCER DETAILS (Optional)

Name of the introducer : \_\_\_\_\_

(Surname) (Name) (Middle Name)

Status of the Introducer :  Sub Broker  Remisier  Auth. Person  Existing Client  Others

Address : \_\_\_\_\_

Ph./Mobile No. : \_\_\_\_\_ Sign. of the Introducer ⊗

#### NOMINATION DETAILS (for individuals only) I Wish to make a Nomination

I/We wish to make a nomination and do hereby nominate the following person who is entitled to receive funds/securities balances in the event of death of the client

Name of Nominee \_\_\_\_\_ Relationship with the client \_\_\_\_\_

PAN of Nominee \_\_\_\_\_ Date of Birth of Nominee : \_\_\_\_\_

Address & Ph. No. of the Nominee : \_\_\_\_\_ ⊗

(Signature of Nominee)

If Nominee is a minor, details of guardian :

Name of the Guardian : \_\_\_\_\_ Address & Ph. No. \_\_\_\_\_

Sign. of Guardian ⊗

#### WITNESS ONLY APPLICABLE INCASE WHERE ACCOUNT HOLDER HAS MADE NOMINATION

Signature of Witness \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

"OR",

I/We do not wish to make a Nomination.



\_\_\_\_\_  
(Signature of Client)

**DECLARATION**

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 that I/we may be held liable for it.

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.

I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s) and 'Risk Disclosure Document'. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on stock broker's designated website, if any.

Place.....

Date.....



\_\_\_\_\_  
(Signature of Client)

**FOR OFFICE USE ONLY**

UCC Code Allotted to the Client : \_\_\_\_\_

Particulars	Document verified with Originals	Client Interviewed By	In-Person Verification Done by
Name of the Employee			
Employee Code			
Designation of the Employee			
Date			
Signature			

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.

- (Originals verified) True Copies of documents received
- (Self-Attested) Self Certified Document copies received

⊗ \_\_\_\_\_  
Signature of the Authorized Signatory

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

Seal/Stamp of the Stock Broker

### INSTRUCTION CHECK LIST

Self certified copies of the following documents to be obtained after due verification with the originals

Type of documents	Exchange/SEBI/Trading Members requirements
Proof of identity	Copy of PAN Card <input type="checkbox"/> (Mandatory) or UID (Aadhaar) <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID <input type="checkbox"/>
Proof of Address	Passport <input type="checkbox"/> Voter ID <input type="checkbox"/> Driving license <input type="checkbox"/> Bank Passbook or statement <input type="checkbox"/> Rent Agreement <input type="checkbox"/> Ration Card <input type="checkbox"/> Flat Maintenance Bill <input type="checkbox"/> Telephone Bill <input type="checkbox"/> Electricity Bill <input type="checkbox"/> Insurance Policy <input type="checkbox"/> others documents with address accepted by Depository Participants
Proof of Bank	Copy of a cancelled cheque containing preprinted name of the client and ISFC Code In case the cancelled cheque does not contain the name of the client and/or ISFC Code, extra documentary proof from the bank for the same
Proof of demat	Demat Master issued by the DP bearing DP Stamp/ Recent holding statement containing the name of the client
Financial details	Compulsory for trading in <b>Derivatives</b> Segment - <u>Illustrative list</u> 1. Copy of ITR Acknowledgement 2. Copy of Annual Accounts 3. Copy of Form 16 in case of salary income 4. Net worth certificate 5. Salary Slip 6. Bank account statement for last 6 months 7. Copy of demat account Holding statement. 8. Any other relevant documents substantiating ownership of assets. 9. Self declaration along with relevant supporting

#### Document requirement incase of corporate client

Copies of the following documents may be obtained after due verification with the originals thereof:-

1. Copies of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year)
2. Copy of latest share holding pattern including list of all those holding more than 5% in the share capital of the company, duly certified by the company secretary/Whole-time director/MD.  
(Copy of updated shareholding pattern to be submitted every year).
3. Copies of the Memorandum and Articles of Association in case of a company/body incorporate/ partnership deed in case of a partnership firm.
4. Copy of the Resolution of board of directors approving participation in equity/debt/derivatives/ currency derivatives and naming authorized persons for dealing in securities.
5. Photographs of Partners/Whole time directors, individual promoters holding 5% of more, either directly or indirectly, in the shareholding of the company and of persons authorized to deal in securities.
6. **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 Bankers, Indian Embassy/Consulate General in the country where the client resides may be permitted.
7. **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

### 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, Byelaws, 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 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, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
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.



---

(Signature of Client)



## INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY STOCK BROKERS TO CLIENT

*(All the clauses mentioned in the 'Rights and Obligations' document(s) shall be applicable.  
Additionally, the clauses mentioned herein shall also be applicable.)*

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whatsoever 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.



\_\_\_\_\_  
(Signature of Client)

## ANNEXURE-5

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

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

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

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

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

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

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

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

#### **1. BASIC RISKS:**

##### **1.1 Risk of Higher Volatility:**

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

## **1.2 Risk of Lower Liquidity:**

Liquidity refers to the ability of market participants to buy and/or sell securities/derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/or sell securities / derivatives contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive price for securities / derivatives contracts purchased or sold. There may be a risk of lower liquidity in some securities / derivatives contracts as compared to active securities / derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

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

## **1.3 Risk of Wider Spreads:**

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

## **1.4 Risk-reducing orders:**

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

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

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

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

## **1.5 Risk of News Announcements:**

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



## **1.6 Risk of Rumors:**

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

## **1.7 System Risk:**

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

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

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

## **1.8 System/Network Congestion:**

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

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

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

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

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

A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.

B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.

C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when

there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.

- D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

## **2.2 Currency specific risks:**

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

## **2.3 Risk of Option holders:**

- 1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short period of time. This risk reflects the nature of an option as a wasting asset which becomes worthless when it expires. An option holder who neither sells his option in the secondary market nor exercises it prior to its expiration will necessarily lose his entire investment in the option. If the price of the underlying does not change in the anticipated direction before the option expires, to an extent sufficient to cover the cost of the option, the investor may lose all or a significant part of his investment in the option.
- 2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

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

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

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

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

**4. GENERAL**

4.1 The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a stock broker for the purpose of acquiring and/or selling of securities / derivatives contracts through the mechanism provided by the Exchanges.

4.2 The term 'stock broker' shall mean and include a stock broker, a broker or a stock broker, who has been admitted as such by the Exchanges and who holds a registration certificate from SEBI.



\_\_\_\_\_

(Signature of Client)

## ANNEXURE-6

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

#### TRANSACTIONS AND SETTLEMENTS

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

derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

- d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.
14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

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

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

#### **DISPUTES/ COMPLAINTS**

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



\_\_\_\_\_  
(Signature of Client)

## Mandatory Documents Regarding Policies and Procedures

To run the business in a smooth manner NDA Securities Ltd. (herein after called the trading member) has formed some policies and procedures in some selected areas and the prospective client is hereby required to agree with the same before entering into a member client agreement. The policies are as follows:

**a) Refusal of orders for penny stocks :**

All illiquid Securities and trade to trade securities defined in the exchanges circulars will be considered as Penny Stocks and all those Shares and stocks which trade at a low price and low market capitalization and normally considered to be high risk and Speculative, will also be termed as penny stock. Acceptance for execution of order in case of penny stocks will be taken only against 100% margin deposit in advance in form of credit balance available in client account, with the trading member. Depending upon the market condition and risk management policy of the company the trading member reserves the right to cancel/refuse the order or acceptance of such order and the trading member also reserves the right to refuse to provide the limits in penny stock. Such order will be placed in the system after checking of the margin available with the trading member and status of illiquid securities. Any loss on account of such refusal and cancellation of order shall be borne by the client only.

**b) Setting up of clients exposure limits.:**

Client's exposure limit will be set according to the margin prescribed by the exchange from time to time based on deposits available with the trading member in form of credit balance in ledger and valuation of Securities available with the trading member after hair cut. The Trading Member may from time to time vary limits on the orders that the client can place through the Trading Member (including exposure limits, turnover limits, Purchase limits, Sales Limit, Mark to Mark & margin Limit for kind of securities). The client is aware and agrees that the Trading Member may need to vary or reduce the limits or impose new limits urgently on the basis of its risk perception and other factors considered relevant by it, and the Trading Member may be unable to inform the client of such variation, reduction or imposition in advance. The client agrees that the Trading Member shall not be responsible for such variation, reduction.

The client further agrees that the Trading member may at any time, without prior notice, prohibit or restrict the client's ability to place orders or trade in securities through the Trading member, or it may subject any order placed by the client to a review before its entry into the trading systems and may refuse to execute/allow execution of orders due to any reason but not limited to the reason of Shortage of margin or securities and any other reasons which the Trading Member may deem appropriate in the circumstances. The client agrees that the losses, if any on account of such refusal or due to delay caused by such review, shall be borne exclusively by the client alone.

**c) Applicable Brokerage Rate:**

The Trading member will charge brokerage as per following schedule for his services to clients.

- a. **Brokerage** will be charged within the time prescribed by SEBI/ Exchange and it will be as a % of market rate per share or minimum per share/ Minimum per lot / Minimum per Settlement whichever ever is higher
- b. **Securities Transaction Tax** : as per the guidelines and Percentage prescribed by the Income Tax Act from time to time.
- c. **Stamp Duty**: As per the guidelines and Percentage prescribed by the state govt. from time to time.
- d. **Transaction Charges to exchange with service tax**: as per the guidelines and percentage prescribed by the Exchange from time to time.
- e. **SEBI Fees**: as per the guidelines and Percentage Prescribed by the SEBI from time to time.
- f. **Internet Trading Charges**: as prescribed by the broker from time to time if client opted for the internet trading.



**g. Any Other Charges:** as Prescribed by any govt. authority or exchange or SEBI from Time to time.

In case of amendment of the brokerage table the trading member or the client will issue a 7 days notice through physical / electronic and the same will be applicable if agreed by both the parties to the agreement.

**d) Imposition of penalty/delay payment charges :**

The Clients will be liable to pay late pay in or delay pay in charges for non payment of their pay in on time as per exchange requirements. .The trading member can debit delay payment charges with service tax , in case the pay-in of funds will not received well in time i.e. on or before pay-in of funds for the settlements . These charges will not exceed 24% p.a. calculated on daily basis , and in case of credit balance lying idle in client ledger account as per running account authorization no delay payment charges will be credit in client account. These charge will be applicable to in all market segments e.g. (NSE+BSE) separately / Combined and FO . The decision of Trading member with respect to debit delay payment charges in selected clients accounts is final.

**e) Right to Sell Client Securities or to close client's positions, without giving notice to the client, on account of non-payment of client's dues:**

The client shall ensure timely availability of funds/securities in form and manner at requisite time for meeting pay in obligation of funds and securities. Along with the right to debit delay payment charges and any other right the Trading member shall have right to sell the securities or close client's position without giving notice to the client, on account of non-payment of margin or other amount including pay in and outstanding debts after the settlement of pay in for a settlement and adjust the proceed of such sale proceeds / close out against the clients obligation. The right to sell the client's securities and to close client's position shall be limited to the extent of settlement /margin obligations. During such selling of securities and closing out of position by the trading member, will not be liable to make good the loss /financial charges if any occurs to the client.

The Trading Member has the right but not the obligation, to cancel all pending orders and to sell/close/liquidate all open positions /securities/shares when Mark to Market (M-T-M) percentage reaches or crosses stipulated margin percentage, which ever is earlier. The Trading Member broker will have sole discretion to decide referred stipulated margin percentage depending upon the market condition. In the event of such square off, the client agrees to bear all the losses based on actual executed prices, the client shall also be solely liable for all and any penalties and charges levied by the exchange(s).

**f) Shortage in obligation arising out of internal netting of shares.:**

Securities delivered short due to internal netting of shares are purchased from the market on T+2 Day in the account of Buyer UCC and the purchase consideration inclusive of brokerage and taxes will be debited to the short delivering client with a corresponding credit to the clients who was entitled to receive these securities.

In case the securities can not be purchased from the market due to any force major condition e.g. circuit on T+2 Day then the short delivering client will be debited by an amount equivalent to the price happened in auction trading including all other charges with a corresponding credit to the clients who was entitled to receive these securities.

In case no auction trade takes place on the day then the short delivering client will be debited by an amount equivalent to the 20% or 10%(as per circuit filter of the security) above of the closing rate of T+2/ auction day (whichever is higher) including all other charges and with a corresponding credit to the clients who was entitled to receive these securities.

**g) Conditions under which a client may not be allowed to take position or the broker may close the exiting position of a client:**

The Trading member has a margin based Risk management system and the client may take position up to the availability of amount of margin with trading member. Client may not be allowed to take position in case of non availability/shortage of margin. The existing position of the client can be close out without giving notice in case of shortage of margin/ non making of payment for their pay in obligation/ outstanding debts.

The Trading Member may not allowed to client to take position in case clear upfront applicable margin is not available/received with/by the trading member well in time or there is a shortage in exiting margin as compare to the existing position and the trading member may close the exiting position of a client in case mark to market is not received or available with the trading member or there is shortage of margin and the client is not fulfilling the same.

**h) Temporarily suspending or closing a client's account at the client's request :**

Client willing to suspend /close his/her/its trading account will give a written request in prescribed format to the trading member and the member will do the same well in time. During the period of suspension, the market transaction in the client trading account will be prohibited. The closing of client account will be done only in case of client account is settled and if clients wants to reopen the old account then he/she/it its will have to complete the requirements of 'Know your clients' again.

**i) Deregistering a client:**

The Trading may deregister a client if the trading member is not comfortable with the client due to its risk management policies or its due diligence does not allow it or otherwise. The Trading member may deregister a client in following situation

- (i) If the Client suffers any adverse material change in his/her/its financial position or defaults in any other agreement with the Trading Member;
- (ii) If there is reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts, as they become payable,
- (iii) If the Client is in breach of any term, condition or covenant of this Agreement,
- (vi) If the Client has made any material misrepresentation of facts, information,
- (vi) On the death/lunacy/bankruptcy or other disability of the Client,
- (vi) If there is any initiation of a legal proceedings against the client under any law by any authority in force,
- (vii) If any covenant of the Client is incorrect or untrue in any material respect.
- (viii) If the client would not receive any communication sent by the trading member or would not provide the documents as desired by the trading member.

**j) Inactive Client Account:**

When Trade is not done in an account for more than 3 months, Stock Broker reserves the right to temporary suspend the operations. The Management may allow operations in such account after making such verification as it deems fit.

**Client Acknowledgement:**

I have fully understood the same and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses of this document in any circumstances what so ever.

These Policies and Procedures may be amended / changed unilaterally by the broker, provided the same is informed to me/us. I/we agree never to challenge he same on any grounds including delayed receipt / non receipt or any other reasons whatsoever.

These policies and Procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute / difference or claim between me/us and trading member before any court of law / judicial / adjudicating authority including arbitrator etc.



\_\_\_\_\_  
(Signature of Client)



**BROKERAGE SLAB (SUBJECT TO CHANGE WITHOUT NOTICE)**

EQUITY SEGMENT			F & O SEGMENT		
Brokerage Slab	Slab in %	Minimum per Share	Brokerage Slab	Slab in %	Minimum per Lot
Delivery Based			Future		
Square Off			Options		

**CURRENCY DERIVATIVES SEGMENT**

Brokerage	Slab in %	Minimum Brokerage per Lot

**Other Charges** : As applicable from time to time.



\_\_\_\_\_  
(Signature of Client)

**INTIMATION BY THE MEMBER FOR PROPRIETARY TRADING**

Dear Constituent

Under instruction of SEBI, The National Stock Exchange of India Ltd. (NSE) and Bombay Stock Exchange Ltd. (BSE) has directed all its members to inform their clients whether they engage in proprietary trading in this regard we wish to inform you that we do engage in proprietary trading in the Cash, F&O and Currency Derivatives Segment of National Stock Exchange of India Ltd. and Cash Segment of Bombay Stock Exchange Ltd.

Kindly take note of the above and oblige.

Thanking you

For **NDA Securities Limited**

Sd/-  
Authorised Signatory



\_\_\_\_\_  
(Signature of Client)

## **Digitally Signed Contracts/ Communications through SMS All Exchanges - Voluntary**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure smooth communication between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

Date \_\_\_\_\_

To,  
NDA Securities Ltd.  
1002A, Arunachal,  
19, Barakhamba Road,  
New Delhi-110001

### **Re: Digitally signed contract/communication confirmation through SMS**

I/We have been/shall be dealing through you as may/our broker on the Capital Market Segment and or F&O Segment and or Currency Derivatives Segment. As my/our broker i.e. agent I/We direct and authorize you to carry out trading/dealings on my/our behalf as per instructions given below.

I/We understand that, I/We have the option to receive the contract notes in physical form or electronic form. In pursuance of the same, I/We hereby opt to receive contract notes in electronic form. I/We understand that for the above purpose, you are required to take from the client "an appropriate email account" for you to send the electronic contract notes. Accordingly, please take the following email account(s)/email id on your record for sending the contract notes to me/us.

1. \_\_\_\_\_
2. \_\_\_\_\_

I/We also agree that non-receipt of bounced mail notification by you shall amount to delivery at my/our email account(s)/email id(s).

I/We agree not to hold you responsible for late/non-receipt of contract notes sent in electronic form and any other communication for any reason including but not limited to failure of email services, loss of connectivity, email in transit etc.

I/We agree that the log reports of your dispatching software shall be a conclusive proof of dispatch of contract notes to me/us and such dispatch shall be deemed to mean receipt by me/us and shall not be disputed by me/us on account of any non-receipt/delayed receipt for nay reason whatsoever.

I/We understand that I am required to intimate any change in the email id/email account mentioned herein above needs to be communicated by me through a physical letter to you, provided however that if I/We am/are an internet client then in that event the request for change in email id/email account can be made by me/us through a secured access using client specific user id and password. Please treat this authorization as written ratification of my/our verbal directions/authorizations given and carried out by you earlier. I/We shall be liable for all losses, damages and actions which may arise as a consequence of your adhering to and carrying out my/our directions given above.

I/We understand that when ever we did not receive I/We contact note in electronic form. I/We will collect physical contract note from your office.

I/We further hereby authorize you to please provide me my/our daily end of the day position or any message related to trading/analysis of Stocks and derivatives on my below mentioned mobile number :

1. \_\_\_\_\_
2. \_\_\_\_\_

I/We declare that this is my personal mobile number and is always in my safe custody. I shall keep NDA

SECURITIES LTD. informed of any change in my mobile number, and ensure that I receive a confirmation from of the same.

In case of any discrepancy in sms at end of the day position, I shall inform the company in writing within 24 hours of receiving the sms, otherwise it would be presumed that all information provided by the company is correct & accepted to me.

I/We are fully aware of the risk of electronic loss/ theft and agree to be solely liable and responsible for the same as well as for any unauthorized use/misuse of the E-mail/SMS. I understand NDA SECURITIES LTD. will not be anyway responsible or liable for the same.

Further, I hereby confirm and declare that any or all such requested assistance/information would not be held against you for any problem that may occur to me.

Kindly consider my above request and declaration.

Thanking you,  
Yours faithfully

 \_\_\_\_\_  
(Signature of Client)

Client Name & Code : \_\_\_\_\_

Client Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### SMS DISCLAIMER

SMS Alert service is given to the clients of NDA SECURITIES LIMITED with the sole intention to aid their information means.

SMS Alert from NDA SECURITIES LIMITED are based on technical analysis and top & bottom breakouts from charts & available statistics on any given point of time.

The recommendation made herein do not constitute and offer to sell or a solicitation to buy any of the securities mentioned in SMS Alert. Readers using the information contained in SMS are solely responsible for their actions. The information and views a contained in SMS are believed to be reliable but no responsibility or liability is accepted for errors of act or opinion by NDA SECURITIES LIMITED. analysts may or may not have trading or investment positions in securities mentioned in SMS Alert.

Client's Trading Code : \_\_\_\_\_

Client's Name : \_\_\_\_\_

Client's Signature :  \_\_\_\_\_

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

## ALL EXCHANGES RUNNING ACCOUNT AUTHORISATION - VOLUNTARY

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

Date\_\_\_\_\_

To,  
NDA Securities Ltd.  
1002A, Arunachal,  
19, Barakhamba Road,  
New Delhi-110001

Sir(s),

### Re: Running Account Authorisation

We are aware that as per the SEBI/ Exchange requirements, the settlement of funds/securities shall be done within one working day of the payout. However, we request you to kindly keep my account as a running account, which will entail that all securities and funds due to us on payout shall be withheld with yourselves and given to us only on demand.

Since the transactions are very frequent for purchase and sale of Securities, therefore I/We authorise you to retain my/our payment of funds and securities to meet our/my margin and pay-in requirement. I/We will advise you to release the funds and securities as per my/our requirement from time to time.

I request you to retain credit balance in any of my account and to use the idle funds towards my margin/future obligations at the exchange unless I instruct you otherwise.

I request you to retain securities in your demat account for our margin/ future obligation at both the exchanges unless I instruct you to transfer the same to my account.

I request you to please settle my statement of account for funds and securities on following intervals unless I instruct you otherwise.

Quarterly basis

Monthly basis

I hereby state that all the above declaration will be valid until and unless I revoke the authorization in writing and I can revoke the same at any time.

### I understand that :

1. As per SEBI requirements, the authorization shall be dated.
2. We can revoke this running account authorization at any time at my description.
3. The manner of renewal will be as per the policies on your website **ndaIndia.com** which under all circumstances shall be conforming to the norms prescribed by SEBI/ Exchanges.
4. You shall transfer the funds / securities lying in our credit within one working day of the request if the same are lying with you and within three working days from the request if the same are lying with the Clearing Member/ Clearing Corporation.

This running account authorization is valid for a period of one year, and shall be renewed by us yearly

Thanking you



\_\_\_\_\_  
(Signature of Client)

**Note:** The authorization shall be signed by the client only and not by any authorised person on his behalf or any holder of the Power of Attorney.

## LETTER FOR OPERATION OF ACCOUNT — ALL EXCHANGES-VOLUNTARY

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

Date\_\_\_\_\_

To,  
NDA Securities Ltd.  
1002A, Arunachal,  
19, Barakhamba Road,  
NEW DELHI-110001

### Reg.: LETTER FOR OPERATION OF ACCOUNT

Dear Sir,

For the smooth operations of the account, kindly note our following instructions:

1. Since the transactions are very frequent for purchase and sale of shares. I/we authorize you to retain my/our payment of funds and securities to meet our/my margin and pay in requirement. I/we will advise you to release the funds and securities as per my requirement from time to time.
2. I/We also deal in derivative segments & you can transfer the funds to my/our account in derivatives segments to meet Pay-in/Pay-out of margin requirement.
3. I/we also confirm that my/our order for purchase and sale of shares, modification and cancellation instructions which may be given to you through telephone will be treated as our confirmed order instructions and shall be binding on me/us. These are my/our standing instructions for your compliance please.
4. I/we authorize you to inter segment/inter exchange transfer or hold funds, securities, debit, credit etc. among my/our family members A/c with you for group/associates companies. I/we also authorize you to debit charges for depository services and other incidental charges to my/our account.
5. I/we authorize you to debit charges incurred for the shares pledged by me/us.
6. I/we authorised you to debit my trading account in case of you has to pay any fine or bear any punishment from any authority in connection with/as a consequence of/in relation to any of the orders/trades/deals/ actions of my self.
7. All fine panelties and charges levied upon you due to margin shortage and my trading code modification etc. may be covered by you from my trading account.
8. I/we authorised you to debit my trading account with sms charges towards market cues and trading calls through sms if I provide a specific consent in this regard.
9. I/we authorised you to debit my trading account with internet trading charges as applicable from time to time.
10. I/we hereby authorize you to close out my position and sell the securities held with you in case there is undue delay/default by me in making the due payment to you to the extent of my obligation to you in respect of the transactions done by me. I understand that during such closing out of position by you for any of the above reasons, if any loss occurs, I will be liable to make good the same to you.
11. Trading on the NSE & BSE are done in the electronic mode through the use of VSAT, VPN, ISDN, Modem, Leased Line or other electronic facility and computers through which the orders are executed. In case of any failure of the communication set up due to failure of the system, delay in executing orders, halt in trading or any such technical problem or temporary suspension by the exchange for whatever reasons, where connecting to the system may be beyond your control and the orders to buy/sell are delayed, I/we will not hold you responsible for the same either in part or in full.

Thanking you,

Yours faithfully,



\_\_\_\_\_  
(Signature of Client)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Note:** The authorization shall be signed by the client only and not by any authorised person on his behalf or any holder of the Power of Attorney.

## LETTER FOR AUTHORISED SIGNATORIES ALL EXCHANGES - VOLUNTARY

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

Date \_\_\_\_\_

To,  
NDA Securities Ltd.  
1002A, Arunachal,  
19, Barakhamba Road,  
New Delhi-110001

Sir(s),

### Re: Letter for authorized signatories

Kindly find below a list of authorized signatories to represent us, their authority including but restricted to

1. Placing/ modifying/ canceling orders on our behalf
2. Acknowledging contract notes issued by you to us for our trades
3. Communicating changes in our KYC details including brokerage applicable
4. All other communications from us to you

Name of the Authorised Person	Signature of Authorised Person	Relation, if any
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Thank you

 \_\_\_\_\_  
(Signature of Client)

**VOLUNTARY**

To,  
**NDA Securities Ltd.**  
1002A, Arunachal,  
19, Barakhamba Road,  
**New Delhi - 110001.**

**ADJUSTMENT OF FAMILY ACCOUNT BALANCES**

Dated:.....

Dear Sir,

Sr. No.	Name of the Family Members/ Associates	Client Code of Family Member / Associates	Category
1			
2			
3			
4			
5			
6			

We the above mentioned, being the members of family have been regularly, trading and investing on the NSE/BSE with you. For the purpose of operations with you, we agree to be treated as a family account.

We the above named, hereby authorize you to set off the outstanding of any nature whatsoever in any of the above mentioned account against credits of any nature whatsoever available or arising in any of the above accounts irrespective of the fact that such credits in the accounts may pertain to transactions in any segment of NSE and /BSE or against the value of cash margin or collaterals provided to you by any member(s) of the family or otherwise also.

We will inform you of any additions or deletions in the family accounts as stated above. We agree that any deletion shall take effect only on completion of settlement and adjustment of balance in all the accounts of the Clients belonging to the family.

We also authorize you to retain our payments of funds and securities to meet our margin and pay in requirement. We will advise you to release funds / securities as and when needed from time to time.

Thanking you,

**Yours truly,**

1.  \_\_\_\_\_ (Account Holder)  
Name :

2.  \_\_\_\_\_ (Family Member)  
Name :

3.  \_\_\_\_\_ (Family Member)  
Name :

4.  \_\_\_\_\_ (Family Member)  
Name :

5.  \_\_\_\_\_ (Family Member)  
Name :

6.  \_\_\_\_\_ (Family Member)  
Name :

**DECLARATION, INDEMNITY CUM UNDERTAKING FOR NAME DISCREPANCY IN PAN CARD, BANK PROOF & ADDRESS PROOF**

To,

**NDA Securities Limited**

1002A, Arunachal Building,

19, Barakhamba Road, New Delhi-110001

I \_\_\_\_\_ s/o, w/o, d/o \_\_\_\_\_  
 refer to my Trading Account \_\_\_\_\_ with NDA Securities Limited **do** hereby affirm,  
**dedarare** and undertake that

1. That my name as it appear on my trading account is \_\_\_\_\_
2. That my name as it appears on my demat account is \_\_\_\_\_
3. That my name as it appears on the Income Tax website is \_\_\_\_\_
4. That my name as it appears on the Address proof is \_\_\_\_\_
5. That my name as it appears on my Pan Card is \_\_\_\_\_
6. That my name as it appears on the Bank Proof is \_\_\_\_\_
7. That above mentioned names, on Trading account, Demat account, Tax website. Address proof, PAN Card No. \_\_\_\_\_ and Bank account bearing no. \_\_\_\_\_ are mine alone.
8. That I hereby request NDA to maintain my name in Demat and Trading account as per the name appearing on the website/PAN card.
9. That I promise and undertake to get my PAN card altered in accordance with my name as appearing on the Income tax within 45 days from the date of signing this undertaking, NDA may, at its sold discretion, terminate my trading and demat account in the event of me not getting my name altered within 45 days of Signing this undertaking.
10. That I further undertake to open a bank account in accordance with the name as appearing on the Income Tax website within a week from the date of signing this undertaking.
11. I further undertake that in case my name has been changed after approval from government authorities and notification gazette, I shall get the name change effected in PAN, Bank account etc, and furnish immediately to NDA.
12. That I further declare that I am responsible and I shall indemnify & keep indemnified NDA and its director's, officers, employees, agents from and against any and all losses, claims, liabilities, obligations, damages, deficiencies, judgements, action proceedings arising out or in relation to corporate benefits, IPO refund, Foreign Exchange Management Ac' (FEMA) transfer, dematerialization of securities, rematerlaization of securities, dividends. Interest etc., that may arise oil. Dedaration-cum-undertaking and/or acting on this basis.

That the contents of this declaration, Indemnity-cum-undertaking have been explained to me In vernacular and I have understood before signing it. That this declaration, Indemnity-cum-undertaking given by me to NDA is by my absolute free will and coercion, undue influence, pressure etc.. and at present 1 am having sound health and mind.



\_\_\_\_\_  
 (Signature of Client)

(Client Name) \_\_\_\_\_




**DECLARATION BY MEMBERS OF HUF**

To,  
**NDA Securities Limited**  
 1002A, Arunachal Building,  
 19, Barakhamba Road, New Delhi-110001

As our HUF firm wishes to open an account with you the said name.....  
 ..... we beg to say that the first signatory to this letter, i.e.,  
 .....is the Karta of the Joint Family and other signatories  
 are the adult co-parceners of the said family.

We further confirm that the business of the said joint family is carried on mainly by the said Karta as also by the other signatories hereto in the interest and for the benefit of the entire body of co-parceners of the joint family. We all undertake that claims due to the NSE/BSE & F&O from the said family shall be recoverable personally from all or any of us and also for the entire family properties of which the first signatory is the Kana, including the share of minor co-parceners In view of the fact that ours is not a firm governed by the Indian Partnership Act c/ \ 952, we have not got our said firm registered under the said Act. We hereby undertake to inform the NSE/BSE & F&O of the death or birth of a co-parcener of any change occurring at any time in the membership of our joint family during the currency of the account.

 \_\_\_\_\_

**Signature of Karta**

Name of Karta \_\_\_\_\_

**Name & Signature of Adult Co-parceners (Use Annexure for additional Members)**

Sl.	Name	Signature
1.	_____	Signature _____
2.	_____	Signature _____
3.	_____	Signature _____

**Name & Date of Birth of Minor-Co-parceners**

1.	_____	Signature _____
2.	_____	Signature _____
3.	_____	Signature _____

**DECLARATION BY SOLE PROPRIETOR (SOLE PROPRIETORSHIP)**

(To be Obtained on Pre-Printed Letter Head of the firm)

To,  
**NDA Securities Limited**  
 1002A, Arunachal Building,  
 19, Barakhamba Road, New Delhi-110001

Dated.....

Dear Sir/Madam

I refer to the trading account opened with you in the name of \_\_\_\_\_  
 and declare and authorize you as under:

I recognize that a beneficiary account cannot be opened with a depository participant in the name of a sole proprietorship firm as per regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, I authorize you to recognize the beneficiary account no. \_\_\_\_\_ with the depository \_\_\_\_\_ opened in the name of the undersigned who is the sole proprietor of the firm.

I agree that the obligation for shares purchased and/or sold by the firm will be handled and completed through transfer (s) to/from the above mentioned account. I recognize and accept transfer made by you to the aforesaid beneficiary account as completion of obligations by you in respect of trade executed in the above trading account of the firm.

Further, I the undersigned, am the sole proprietor of the firm and am solely responsible for the liabilities thereof. I shall advice you in writing of any change that take place in the constitution of the firm and will be personally liable to you for all the obligation that the firm may incur in the course of dealings with you and undertake to personally discharge such liabilities.

\*The cheques/DDs (electronic/physical) shall be issued by me from my individual account with any bank and the amounts so given shall be solely/exclusively for credit to the account of my sole proprietorship firm M/s . \_\_\_\_\_ with your company.

Yours truly,

Signature of Proprietor:  \_\_\_\_\_

Name of Proprietor \_\_\_\_\_

\*Applicable only in case of Sole Proprietorship Firm.

**Format of Board Resolution on Letter Head of the Company**

Certified True Copy of the Resolution passed by the board of Directors of (Name of the Company) in there meeting held on date at (Place).

Resolved that the consent of the Board of Director of the company be and is hereby accorded for making an application to NDA Securities Ltd. For becoming there client for trading in NSE/BSE Capital Market, Future and Option Segment & Currency Derivatives Segment.

Further resolved that Sh \_\_\_\_\_ and Sh \_\_\_\_\_ Director/Authorised Signatory of the company be and is/are hereby authorized on behalf of the company to sign and execute any application form, deeds, documents or other paper for opening such account and to deal with NDA Securities Ltd and to buy and sell such Shares/Securities/Bonds/ or other Marketable Securities as they deem fit and to do all such acts, deeds and things as may be required in the course of such dealing with NDA Securities Ltd.

For and on behalf of the board Director

Signature of Authorised Person

**DECLARATION TO BE GIVEN BY PARTNERS**

(To be Obtained on Pre-Printed Letter Head of the firm)

Dated.....

To,  
**NDA Securities Limited**  
 1002A, Arunachal Building,  
 19, Barakhamba Road, New Delhi-110001

Dear Sir,

We refer to the trading account opened with you in the name of M/s.....  
 ..... We hereby authorise following partners severally on behalf of the firm :

Name of Partner	Designation	Specimen Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

To sign, execute and submit various papers and documents and to sell, purchase, transfer, endorse and negotiate and to do all acts and formalities that may be necessary to open and operate share trading account with NDA SECURITIES LIMITED on behalf of the firm. We also authorise them to sign the authority letter for adjustment of balances In family accounts.

We recognize the a beneficiary account cannot be opened with a depository participant in the name of the partnership firm as per regulations. To facilitate operations of the above trading account with you and for the purpose of completing the securities transfer obligations, pursuant to the trading operations, we authorize you to recognize the beneficiary account no.....with depository ..... having DP ID..... opened as a joint account in the names of the all the partners of the firm.

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

Yours Truly,

Name of Partner	Designation	Specimen Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Instruction : Should be signed by all partners of the firm with rubber stamp.**

**DECLARATION BY SALES PERSON/SUB-BROKER/AUTHORISED PERSON** (for the use of NDA only)

Dated.....

To,  
**NDA Securities Limited**  
1002A, Arunachal Building,  
19, Barakhamba Road, New Delhi-110001

Dear Sir,

This *is* in reference To the trading account under consideration In the name of .....  
R/o..... I declare that I  
have met the above captioned person personally & have verified copy/of under mentioned **KYC** documents  
with original, which is enclosed with account opening form & I also confirm that client has signed at the  
designated places in this form in his/her own hand in my presence.

The following KYC documents are checked and verified form the original documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

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

The above statement is true and correct and made under my own free mind without having any coercion,  
misrepresentation or fraud.

Name of the Person / Sub Broker / Authorised Person / Remisier \_\_\_\_\_


Signature: ⊗ \_\_\_\_\_

Employee / Branch Code ;

For office use :

Name of Officials
Remark :

## GENERAL INSTRUCTION

1. Please fill all the details in CAPITAL letters and with a black/blue ball point pen.
2. Please put full signature at places marked as  wherever applicable.
3. The client should authenticate any correction/alteration in the registration Form. Do not use whitener or correction fluid.
4. Name of the client should be same at all the places in the Form
5. Please paste(not staple) a passport size photograph on the space provided. Also provide separate photographs(s) for each holder/ partner/key management personnel.
6. PIN code is compulsory in the address details. Complete mobile and telephone no. should be mentioned with the STD/ISD Codes.
7. MICR number should be filled on the Form clearly.
8. The name of the Client on the Form must exactly match with the name as appearing on the Income Tax Website. The link for the same is <http://incometaxindiaefiling.gov.in/challan/enterpanforchallan.jsp>
9. Witness column should be filled in clearly & legibly. Signature of witness(es) is mandatory and should be there on all required places on the Form.
10. Original documents will be required for verification at the time of submission of the form. All documents submitted should be valid and needs to be self attested by the client.
11. Clients E-mail ID must be clearly specified.
12. Pan Card must be accompanied with any of the below mentioned document if photo on PAN Card is not visible.
  - i) Passport
  - ii) Voter ID Card
  - iii) Driving License
13. If any information required does not fit in the Form, separate sheets may be used.
14. Each clients has to use one registration form. In case of joint names/ family members, please submit separate forms for each person.
15. Information provided shall be kept confidential and the same shall not be disclosed to any person / entity except as required under law.
16. No documents other than those mentioned in the form shall be taken as proof of ID or address.
17. PAN No. is mandatory for all transactions.
18. Internet Trading and NSE CM, NSE F&O, NSE CDS and BSE CM.