



HAR HAATH MEIN DHAN KI REKHA

<b>BO ID :</b>	<b>CLIENT CODE :</b>
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**ACCOUNT OPENING KIT**

No. \_\_\_\_\_

**SPECIMEN SIGNATURES**

**Shriram Insight Share Brokers Ltd.**






Account No. 

1	2	0	3	8	4	0	0												
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Trading Code \_\_\_\_\_

NAME \_\_\_\_\_

Specimen Signature of mine/us of the person/s authorised by us are given below (Please sign in black ink)

Name/s of Account Holders	Signature(s)** OR Thumb Impressions (attested by Gazetted Officer)
First / Sole Holder	 1.
Second Holder	 2.
Third Holder	 3.

Tel. No. for Correspondence : \_\_\_\_\_ Fax Indemnity  Yes  No Standing Instructions for Credit  Yes  No

Note : In case of additional signatures separate annexures should be attached to the Application Form.

\*\*Signature in all languages mentioned in the Eighth Schedule of the constitution are accepted.

Please attach recent passport photograph in the space provided below :

First / Sole Holder

Second Holder

Third Holder

First / Sole Authorised Signatory	Second Authorised Signatory	Third Authorised Signatory
Name :	Name :	Name :

Name of stock broker/trading member/clearing member	<b>SHRIRAM INSIGHT SHARE BROKERS LTD.</b> (Henceforth referred to as (SISBL))		
SEBI Registration No. and date :	<b>Exchange</b>	<b>Market Segment</b>	<b>Member Since (Membership No.)</b>
	NSE	Capital Market	06/12/1996 (INZ000216238)
	NSE	Derivative Market	22/10/2003 (INZ000216238)
	NSE	Currency Derivative	18/12/2008 (INZ000216238)
	BSE	Capital Market	31/03/2005 (INZ000216238)
	CDSL	DP	DP ID - 38400 and SEBI Regn No. (IN-DP-19-2015)
	MCX	Commodity Derivative	21/08/2003 (INZ000216238)
Registered office address :	Shriram House, No. 4, Burkit Road, T. Nagar, Chennai - 600 017 Phone : 044-49052500/2501, Fax : 044-49052696/97 Website : www.shriraminsight.com		
Correspondence office address :	CK-5 & 6, Sector-II, Salt Lake City, Kolkata-700 091 Phone : 033-23587188, Fax : 033-23218429 Website : www.shriraminsight.com		
Compliance officer name : Gautam Sarkar	Phone No. : 033-23587188	E-mail id : complianceofficer@shriraminsight.com	
Manager : Subhadip Banerjee	Phone No. : 033-23587188	E-mail id : helpdesk@shriraminsight.com	

For any grievance/dispute please contact SHRIRAM INSIGHT SHARE BROKERS LTD. at the above address or email id helpdesk@shriraminsight.com and Phone no. 91-7604089448 / 91-7604082779 / 033-23349779. In case not satisfied with the response, please contact the concerned exchange(s).

Exchange	Phone No.	Fax No.	Email address
National Stock Exchange	(022) 26598190	(022) 26598191	ignse@nse.co.in
Bombay Stock Exchange	(022) 22728097	(022) 22721919	is@bseindia.com
Central Depository Services Ltd.	(022) 22721261	(022) 22723199	helpdesk@cdslindia.com
Multi Commodity Exchange	(022) 67318888	(022) 66494151	info@mcxindia.com

Branch Name	Terminal Id
<b>DP a/c applied with Shriram Insight</b> 1. Acknowledgement no / Internal Ref. No.	Account Opening Date

**ACCOUNT OPENING KIT**  
**SHRIRAM INSIGHT SHARE BROKERS LTD.**

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

**Important Instructions:**

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



**For office use only**

(To be filled by financial institution)

Application Type\*  New  Update  
 KYC Number  (Mandatory for KYC update request)  
 Account Type\*  Normal  Minor  Aadhaar OTP based E-KYC (in non-face to face mode)

**1. PERSONAL DETAILS\* (Please refer instruction A at the end)**

Name\*(Same as ID proof) Prefix  First Name  Middle Name  Last Name

Maiden Name

Father / Spouse Name

Mother Name

Date of Birth\*  DD -  MM -  YY  YY

Gender\*  M- Male  F- Female  T-Transgender

PAN\*  Form 60 furnished

Marital Status\*  Married  Unmarried  Others

Nationality\*  IN- Indian  Others (ISO 3166 Country Code  )

Residential Status\*  Resident Individual  Non Resident Indian  Foreign National  Person of Indian Origin

**2. PROOF OF IDENTITY AND ADDRESS\* (Please refer instruction B at the end)**

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

A- Passport Number

B- Voter ID Card

C- Driving Licence

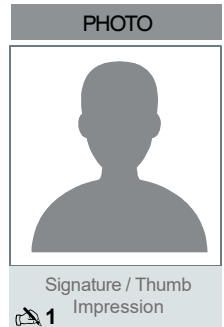
D- NREGA Job Card

E- National Population Register Letter

F- Proof of Possession of Aadhaar

II.  E-KYC Authentication

III.  Offline verification of Aadhaar



**Address**

Line 1\*

Line 2

Line 3  City / Town / Village\*

District\*  Pin/Post Code\*  State/U.T Code\*  ISO 3166 Country Code\*

**3. CURRENT ADDRESS DETAILS (Please refer instruction B at the end)**

Same as above mention address (In such cases address details as below need not be provided)

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

A- Passport Number

B- Voter ID Card

C- Driving Licence

D- NREGA Job Card

E- National Population Register Letter

F- Proof of Possession of Aadhaar

II.  E-KYC Authentication

III.  Offline verification of Aadhaar

IV.  Deemed Proof of Address - Document Type code

**Address**

Line 1\*

Line 2

Line 3  City / Town / Village\*

District\*  Pin/Post Code\*  State/U.T Code\*  ISO 3166 Country Code\*



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

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

- 1 Name : The name should match the name as mentioned in the proof of Identity submitted failing which the application is liable to be rejected.
- 2 One the following is mandatory : Mother's name, Spouse's name, Father's name.

### B Certification / Guidelines on filling 'Curent address details' section.

- 1 In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR.
- 2 PoA to be submitted only if the submitted Pol does not have current address or address as per Pol is invalid or not in force.
- 3 State / U.T Code and Pin / Post Code will not be mandatory for overseas addresses.
- 4 In section 2, one of I, II and III is to be selected. In case of online E-KYC authentication, II is to be selected.
- 5 In section 3, one of I, II, III and IV is to be selected. In case of online E-KYC authentication, II is to be selected.
- 6 List of documents for, 'Deemed Proof of Address':

### Document Code Description

01 Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill.)

02 Property of Municipal tax receipt.

03 Persion or family persion payment orders (PPOs) issude to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.

04 Letter of allotment accommodation from employer issude by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institution and listed companies and leave and licence agreement with such employers allotting official accommodation.

7 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

8 "Equivalent e-document" means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issude to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Informaton by Intermediaries Providing Digital Locker Facilities) Rules 2016.

9 'Digital KYC Process' has to be carried out as stipulated in the PML Rules, 2005.

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

- 1 Please mention two-digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- 2 Do not add '0' in the beginning of Mobile number.

### D Clarification / Guidelines on filling "Related Person details" section

- 1 Provide KYC number of related person, if available.

### E Clarification on Minor

- 1 Guardian details are optional for minors above 10 years of age for opening of bank account only
- 2 However, in case guardian details are available for minor above 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

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

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

## List of ISO two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portuga	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire   Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion   Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao   Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy   Saint Barthélemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		



## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS :

1. Self attested copy of PAN card is mandatory for all clients.
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/P/IOCard/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. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID)(Aadhaar)/ Passport/Voter ID card/Driving license.
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. Unique Identification Number (Aadhar), SEBI Circular dated August 13, 2012. 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 apostiled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN

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

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

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

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

### F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below :

Types of entity	Documentary requirements
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in securities market. (Trading &amp; Demat)</li> <li>• Authorised signatories list with specimen signatures.</li> </ul>
<b>Partnership Firm</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• Copy of Trust deed. List of trustees certified by managing trustees/CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank pass-book/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Unincorporated Association or a body of individuals</b>	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document.</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Banks/Institutional Investors</b>	<ul style="list-style-type: none"> <li>• Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>• Authorized signatories list with specimen signatures</li> </ul>
<b>Foreign Institutional Investors (FII)</b>	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Society Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary</li> </ul>



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**Annexure - 2.1  
For Individuals**

**FOR DEMAT ACCOUNT**

**Additional KYC Form for Opening a Demat Account**

(To be filled by the Depository Participant)

DP Internal Reference No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID		Client ID								

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

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

**Holders Details**

Sole/First Holder's Name	PAN													
	UID													
	UCC													
	Exchange Name & ID													
Second Holder's Name	PAN													
	UID													
Third Holder's Name	PAN													
	UID													

<b>Name*</b>	_____
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\* In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust etc. should be mentioned above.

**Type of Account (Please tick whichever is applicable)**

<b>Status</b>			
<input type="checkbox"/> Individual	<input type="checkbox"/> Individual Resident <input type="checkbox"/> Individual Director's Relative <input type="checkbox"/> Individual Promoter <input type="checkbox"/> Individual Margin Trading A/C (MANTRA)	<input type="checkbox"/> Individual Director <input type="checkbox"/> Individual HUF/AOP <input type="checkbox"/> Minor <input type="checkbox"/> Others (specify) _____	
<input type="checkbox"/> NRI	<input type="checkbox"/> NRI Repatriable <input type="checkbox"/> NRI Repatriable Promoter <input type="checkbox"/> NRI - Depository Receipts	<input type="checkbox"/> NRI Non-Repatriable <input type="checkbox"/> NRI Non-Repatriable Promoter <input type="checkbox"/> Others (specify) _____	
<input type="checkbox"/> Foreign National	<input type="checkbox"/> Foreign National	<input type="checkbox"/> Foreign National - Depository Receipts	<input type="checkbox"/> Others (specify) _____

**Details of Guardian (in case the account holder is minor)**

Guardian's Name	_____	PAN	_____
Relationship with the applicant	_____		

I/We instruct the DP to receive each and every credit in my/our account (If not marked, the default option would be 'Yes')	[Automatic Credit] <input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to instruct the DP to accept all the pledge instructions in my/our account without any other further instruction from my/our end (If not marked, the default option would be 'No')	<input type="checkbox"/> Yes <input type="checkbox"/> No
Account Statement Requirement	<input type="checkbox"/> As per SEBI Regulation <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
I/We request you to send Electronic Transaction-cum-Holding Statement at the email ID _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to share the email ID with the RTA _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to receive the Annual Report <input type="checkbox"/> Physical / <input type="checkbox"/> Electronic / <input type="checkbox"/> Both Physical and Electronic. (Tick the applicable box. If not marked the default option would be in Physical)	

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

I/We would like to receive the copy of standard documents of Account Opening Kit –	<input type="checkbox"/> Physical <input type="checkbox"/> Electronic
--	---

I/We wish to avail the following facilities - Basic Service Demat Account (BSDA) Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mode of operation for executing the transactions	<input type="checkbox"/> Sole Holder <input type="checkbox"/> Jointly <input type="checkbox"/> Anyone or Survivor
I/We wish to add SISBL UCC (Unique Client Code) to the Demat Account with SISBL	<input type="checkbox"/> Yes <input type="checkbox"/> No
Option to receive the electronic communication	<input type="checkbox"/> First Holder <input type="checkbox"/> All Holders



**FOR DEMAT ACCOUNT****Additional KYC Form for Opening a Demat Account  
(for entities other than individuals)**

(To be filled by the Depository Participant)

DP Internal Reference No.		Date	D	D	M	M	Y	Y	Y	Y
DP ID		Client ID								

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

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

**Holders Details**

Sole/First Holder's Name	Search Name	PAN													
		UCC													
Second Holder's Name		Exchange Name & ID													
		UID													
Third Holder's Name		PAN													
		UID													

**\*Exchange ID**

Name*	_____
-------	-------

\* In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust etc. should be made applicable.

**Type of Account** (Please tick whichever is applicable)

Status		Sub-Status	
<input type="checkbox"/> Body Corporate <input type="checkbox"/> Banks <input type="checkbox"/> Trust <input type="checkbox"/> Mutual Fund <input type="checkbox"/> OCB <input type="checkbox"/> FII <input type="checkbox"/> CM <input type="checkbox"/> FI <input type="checkbox"/> Clearing House <input type="checkbox"/> Other (Specify) _____		<b>To be filled by the DP</b>	
SEBI Registration No. (If applicable)		SEBI Registration Date	D D M M Y Y Y Y
RBI Registration No. (If applicable)		RBI Approval Date	D D M M Y Y Y Y
Nationality	<input type="checkbox"/> Indian <input type="checkbox"/> Others (Specify) _____		

I/We instruct the DP to receive each and every credit in my/our account (If not marked, the default option would be 'Yes')	[Automatic Credit] <input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to instruct the DP to accept all the pledge instructions in my/our account without any other further instruction from my/our end (If not marked, the default option would be 'No')	<input type="checkbox"/> Yes <input type="checkbox"/> No
Account Statement Requirement <input type="checkbox"/> As per SEBI Regulation <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	
I/We request you to send Electronic Transaction-cum-Holding Statement at the email ID _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to share the email ID with the RTA _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We would like to receive the Annual Report <input type="checkbox"/> Physical / <input type="checkbox"/> Electronic / <input type="checkbox"/> Both Physical and Electronic. (Tick the applicable box. If not marked the default option would be in Physical)	
I/We would like to receive the copy of standard documents of Account Opening Kit – <input type="checkbox"/> Physical <input type="checkbox"/> Electronic	
I/We wish to add SISBL UCC (Unique Client Code) to the Demat Account with SISBL	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

I/We wish to receive dividend/interest directly in to my bank account given below through ECS? (If not marked, the default option would be 'Yes') [ECS is mandatory for locations notified by SEBI from time to time]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

**Bank Details (Dividend Bank Details)**

Bank Code (9 digit MICR Code)										
IFS Code (11 Character)										
Account number										
Account Type	<input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Cash Credit <input type="checkbox"/> Others (Specify) _____									
Bank Name										
Branch										
Bank Address										
City	State		Country		Pin Code					

- (i) Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued, (or)  
 (ii) Photocopy of the Bank Statement having name and address of the BO (or)  
 (iii) Photocopy of the Passbook having name and address of the BO, (or)  
 (iv) Letter from the Bank  
 In case of option (ii), (iii) and (iv) above, MICR code of the branch should be present/mentioned on the document.

**Others Details**

1. Gross Annual Income Details (please tick ✓) <input type="checkbox"/> Below 1 lac <input type="checkbox"/> 1-5 Lac <input type="checkbox"/> 5-10 Lac <input type="checkbox"/> 10-25 Lac <input type="checkbox"/> >25 Lacs - 1 Crore <input type="checkbox"/> >1 Crore
<b>OR</b>
2. Net worth in ₹. _____ (*Net worth should not be older than 1 year) as on (date) DD/ MM/ YYYY
3. Name, PAN, DIN/UID, residential address and photographs of Promoters/Partners/Karta/Trustees/whole time directors (Please use the Annexure to fill in the details)
4. Is the entity involved/providing any of the following services <input type="checkbox"/> Yes <input type="checkbox"/> No – For Foreign Exchange/Money Changer Services – Gaming/Gambling/Lottery Services (e.g. casinos, betting syndicates) <input type="checkbox"/> Yes <input type="checkbox"/> No – Money Lending/Pawning <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Any other information : _____

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

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

	First/Sole Authorised Signatory	Second Authorised Signatory	Third Authorised Signatory
Name			
Designation			
Signature	7A _____	7B _____	7C _____
Passport size Photograph(s) verified by :	(Please sign across the Photograph)	(Please sign across the Photograph)	(Please sign across the Photograph)

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

(Signatures should be preferably in black ink).

## Annexure - A

(SEBI/HO/OIAE/OIAE\_IAD-3/P/ON/2025/01650, dated January 10, 2025)

### Nomination Form for Demat Accounts and Mutual Fund (MF) Folios

I / We hereby nominate the following person(s) who shall receive all the assets held in my / our account / folio in the event of my / our demise, as trustee and on behalf of my / our legal heir(s)*								
Date:	DPID	Client ID				UCC		
Nomination Details								
Mandatory Details							Additional Details ****	
	Name of nominee	Share of nominee (%)**	Relationship	Postal Address	Mobile number & E-mail	Identity Number ***	D.o.B. of nominee	Guardian
Nominee 1								
Nominee 2								
Nominee 3								
Nominee 4								
Nominee 5								
Nominee 6								
Nominee 7								
Nominee 8								
Nominee 9								
Nominee 10								

\*Joint Accounts

Event	Transmission of Account / Folio to
Demise of one or more joint holder(s)	Surviving holder(s) through name deletion The surviving holder(s) shall inherit the assets as owners
Demise of all joint holders simultaneously – having nominee	Nominee
Demise of all joint holders simultaneously – not having nominee	Legal heir(s) of the youngest holder

\*\* if % is not specified, then the assets shall be distributed equally amongst all the nominees (see table in 'Transmission aspects').

\*\*\* Provide only number: PAN or Driving Licence or Aadhaar (last 4). Copy of the document is not required.

\*\*\*\* to be furnished only in following conditions / circumstances:

- Date of Birth (DoB): please provide, only if the nominee is minor.
- Guardian: It is mandatory to provide, if the nominee is minor.

1) I / We want the details of my / our nominee to be printed in the statement of holding, provided to me/ us by the AMC / DP as follows; (please tick, as appropriate)

Name of nominee(s)                       Nomination: Yes / No

2) I hereby authorize \_\_\_\_\_ (nominee number \_\_\_\_ ) to operate my account on my behalf, in case of my incapacitation in terms of paragraph 3.5 of the circular. He / She is authorized to encash my assets up to \_\_\_\_% of assets in the account / folio or Rs. \_\_\_\_\_.

(Strike off portions that are not relevant)

3) This nomination shall supersede any prior nomination made by me / us, if any.

**8A**




Sole / First Holder

**8B**

Second Holder

**8C**

Third Holder

Name(s) of holder(s)		Signature(s) of holder	Witness Signature*
Sole / First Holder (Mr./Ms.)		 8D	
Second Holder (Mr./Ms.)		 8E	
Third Holder (Mr./Ms.)		 8F	

\* Signature of two witness(es), along with name and address are required, if the account holder affixes thumb impression, instead of wet signature.

**Rights, Entitlement and Obligation of the investor and nominee:**




- If you are opening a new demat account / MF folios, you have to provide nomination. Otherwise, you have to follow procedure as per 3.10 of this circular.
- You can make nomination or change nominee any number of times without any restriction.
- You are entitled to receive acknowledgement from the AMC / DP for each instance of providing or changing nomination.
- Upon demise of the investor, the nominees shall have the option to either continue as joint holders with other nominees or for each nominee(s) to open separate single account / folio.
- In case all your nominees do not claim the assets from the AMC / DP, then the residual unclaimed asset shall continue to be with the AMC in case of MF units and with the concerned Depository in case of Demat account.
- You have the option to designate any one of your nominees to operate your account / folio, if case of your physical incapitation. This mandate can be changed any time you choose.
- The signatories for this nomination form in joint folios / account, shall be the same as that of your joint MF folio / demat account. i.e.
  - o 'Either or Survivor' Folios / Accounts - any one of the holder can sign
  - o 'Jointly' Folios / Accounts - both holders have to sign

**Transmission aspects**

- AMCs / DPs shall transmit the folio / account to the nominee(s) upon receipt of 1) copy of death certificate and 2) completion / updation of KYC of the nominee(s). The nominee is not required to provide affidavits, indemnities, undertakings, attestations or notarization.
- Nominee(s) shall extend all possible co-operation to transfer the assets to the legal heir(s) of the deceased investor. In this regard, no dispute shall lie against the AMC / DP.
- In case of multiple nominees the assets shall be distributed pro-rata to the surviving nominees, as illustrated below.

% share as specified by investor at the time of nomination		% assets to be apportioned to surviving nominees upon demise of investor and nominee 'A'			
Nominee	% Share	Nominee	% initial share	% of A's share to be apportioned	Total % share
A	60%	A	0	0	0
B	30%	B	30%	45%	75%
C	10%	C	10%	15%	25%
<b>Total</b>	<b>100%</b>	-	<b>40%</b>	<b>60%</b>	<b>100%</b>

**[Annexure B] - Declaration Form for Opting Out of Nomination**

Date:	DPID	Client ID	UCC
I/We hereby confirm that I/We do not wish to appoint any nominee(s) in my/our MF Folio/demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my/our legal heirs would need to submit all the requisite documents/information for claiming of assets held in my/our MF Folio/demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the MF Folio/demat account.			
<b>NAME AND SIGNATURE OF HOLDER(S)*</b>			
 9A	 9B	 9C	

\*Signature of witness, along with name and address are required, if the account holder affixes thumb impression instead of signature

## MANDATORY DOCUMENT TRADING ACCOUNT RELATED DETAILS

### A. BANK ACCOUNT(S) DETAILS

		<i>For Individuals &amp; Non-individuals</i>				
Bank Name	Branch Address	Bank Account No.	Account Type : Saving/Current/ Others-In case of NRI / NRE/NRO	MICR Number	IFSC Code	Default Bank for payout (Please specify)

*(Copy of a pass book/bank statement containing name of the Client should be submitted. Please furnish details of all Bank Accounts from which you intend to pay to SISBL.*

### B. DEPOSITORY ACCOUNT(S) DETAILS

Depository Participant Name	Participant Name (NSDL/CDSL)	Beneficiary Name	DP ID	Beneficiary ID (BO ID) Client ID	Default DP for payout (Please specify)

*(Copy of current Transaction statement/Holding Statement/Certification by Dp containing name of the Client should be submitted. Please furnish details of all DP Accounts beginning with your preferred A/c.)*

### C. TRADING PREFERENCES

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

EXCHANGE	SEGMENT	SIGNATURE
NSE	CASH	<input checked="" type="checkbox"/> 10 _____
	F&O	<input checked="" type="checkbox"/> 11 _____
BSE	CURRENCY DERIVATIVE	<input checked="" type="checkbox"/> 12 _____
	CASH	<input checked="" type="checkbox"/> 13 _____
MCX	MUTUAL FUND	<input checked="" type="checkbox"/> 14 _____
	DERIVATIVE	<input checked="" type="checkbox"/> 15 _____
	ALL SEGMENTS & EXCHANGES	<input checked="" type="checkbox"/> 16 _____
		<input checked="" type="checkbox"/> 17 _____

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

*#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.*

**MANDATORY DOCUMENT  
ADDITIONAL DETAILS**

**For Non-Individuals**

<b>SHAREHOLDING PATTERN OF THE ENTITY</b>		
<b>SHAREHOLDERS</b>	<b>NAMES OF THE SHAREHOLDERS</b>	<b>%HELD</b>
Indian Institutional Investors		
Foreign Institutional Investors		
State Govt./Central Govt.		
Parent Holding Co.		
Retail Shareholders ( <i>Specify only the No.</i> )		
Director's/Promoter's Stake		

**UNDERTAKING TO MEET ANNUAL REQUIREMENTS**

- We undertake that we will submit a certified copy of Annual Report every year before 30th November.  
 We further undertake to submit the updated share holding pattern every year before 30th November.

**Name, Designation, Residential address and Phone No. of Persons Authorised to deal in securities on behalf of the Company/Firm/Others**

<b>SL. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Address &amp; Phone No.</b>	<b>PAN</b>	<b>UID</b>
1					
2					
3					
4					
5					
6					

\* Note : For non individual promoters, provided beneficial owner details.

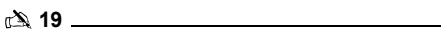
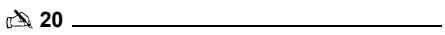
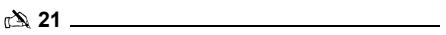
\* Note : For more than 6 names attach a certified list of those Promoters, Directors and Authorised Signatories to the application.

**RECENT PHOTOGRAPHS of persons authorized to deal in securities on behalf of company/firm/others**

Affix your recent Passport size Photograph and sign across the same

Affix your recent Passport size Photograph and sign across the same

Affix your recent Passport size Photograph and sign across the same

Specimen Signature	Specimen Signature	Specimen Signature
		

**FOR INDIVIDUALS & NON INDIVIDUALS**

**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 :.....
- 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, if any :.....  
 Client Code :.....Exchange :.....  
 Details of disputes/dues pending from/to such stock broker/sub-broker :.....



**FOR OFFICE USE ONLY**

UCC Code allotted to the Client : ..... DP ID : 12038400 Client ID.....

	Documents 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, rights & obligation 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.*

.....  
**Signature of the Authorised Signatory**

**Date .....**

**Seal/Stamp of the SISBL**

**INSTRUCTIONS/CHECK LIST**

1. Additional documents in case of trading in derivatives segments - illustrative list:

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

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

2. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals :
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy/ Consulate General in the country where the client resides may be permitted.
5. For non-individuals :
  - a. Form need to be initialized by all the authorized signatories.
  - b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/firm/others and their specimen signatures.

# **MANDATORY DOCUMENT**

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

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

### **CLIENT INFORMATION**

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

### **MARGINS**

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

### **TRANSACTIONS AND SETTLEMENTS**

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.
14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.

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

#### **BROKERAGE**

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

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

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

#### **DISPUTE RESOLUTION**

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

#### **TERMINATION OF RELATIONSHIP**

27. This relationship between the stock broker and the client shall be terminated; if the stock broker for any reason ceases to be a member of the stock exchange including cessation of membership by reason of the stock broker's default, death, resignation or expulsion or if the certificate is cancelled by the Board.

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

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

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

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

38. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
39. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able

and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.

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

#### **LAW AND JURISDICTION**

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

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

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

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

**MANDATORY DOCUMENT**  
**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.

# **MANDATORY DOCUMENT**

## **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.nseindia.com](http://www.nseindia.com), [www.bseindia.com](http://www.bseindia.com) and [www.mcxindia.com](http://www.mcxindia.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 subbroker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/ demat account such money or securities deposited and from which bank/ demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
13. In case you have given specific authorization for maintaining running account, payout of funds or delivery of securities (as the case may be), may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain running account for you subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b) The actual settlement of funds and securities shall be done by the stock broker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stock broker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.
  - c) On the date of settlement, the stock broker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

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

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

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

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

#### **DISPUTES/ COMPLAINTS**

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

# MANDATORY DOCUMENT

## POLICIES & PROCEDURES

### A Refusal of orders for penny stocks.

Order window for illiquid and Z category scrip are locked centrally so that no order can be punched without specific manual approval from the Centralized RMS (Risk Management System). Sale orders for such scrips are only allowed against 100% upfront delivered by the concerned clients. Buy orders are allowed only against deposit of upfront margin as specified by SISBL from time to time which shall not be less than Exchange specified margin.

### B. Setting up client's exposure limits

- i) The exposure limit of a client is the function of margin given by the client in Exchange specified form. The correlation between the margin and limit will be defined by SISBL's assessment of market volatility/scrip or commodity volatility and the risk profiling of the client at that point of time.
- ii) Exposure limits, turnover limits, limits as to the number, value and/or kind of commodities in respect of which orders can be placed etc. The client is aware that the SISBL may be unable to inform the client of such variation, reduction or imposition in advance. The SISBL shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the SISBL's trading system on account of any such variation, reduction or imposition of limits.
- iii) The SISBL may at any time, at its sole discretion and without prior notice, prohibit or restrict the client's ability to place orders or trade in commodities through the SISBL, 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 but not limited to the reason of lack of margin / commodities or the order being outside the limits set by the SISBL / Exchange / SEBI and any other reasons which the SISBL may deem appropriate in the circumstances. Losses, if any, incurred by the client on account of such refusal or delay, shall be borne exclusively by the client alone.

### C. Applicable brokerage rate.

- i) SHRIRAM INSIGHT SHARE BROKERS LTD. follows the policy of charging brokerage not more than the maximum permissible brokerage as per the rules and regulation of the exchange/ SEBI. Brokerage shall be charged as per the rates agreed upon with the client at the time of registration.
- ii) The client agrees to pay the member brokerage, commission, fees, GST and the other taxes and transaction expenses as they exist from time to time and as they apply to the Client's Account and transactions and to the services that the Member renders to the client. The Client also agrees that the Member may deduct and appropriate any of the aforesaid amounts from any amount payable by the Member to the client.
- iii) Any change in the rate of brokerage will be intimated to the Client.

### D. Imposition of penalty/delayed payment charges

SISBL will recover, from the client, fines/penalties and charges resulting from the acts/deeds or transactions of the client. The prevailing rates of the same are given in the Tariff sheet. Any changes in the rate will be intimated to the client. In addition to that client has to pay the cheque stop payment charges, cheque bounce charges, incidental expenses such as postage, courier etc. as they apply from time to time to the client's account /transactions / services that the client avails from the SISBL.

### E. The right to sell clients' securities or close clients' positions on account of non-payment of client's dues (This shall be limited to the extent of settlement/margin obligation).

- i) SISBL shall be entitled to liquidate client's securities, both unpaid securities as well as collaterals deposited towards margins or close out client's open position, for non-payment of margins or other amounts including the pay-in obligation, outstanding debts etc and adjust the proceeds of such liquidation/close out, if any, against the clients liabilities/obligations. Any and all losses and financial charges on account of such liquidations/closing out shall be charges to and borne by the client.

- ii) The client would be responsible for monitoring his / her / its position (dealings/trades) on his / her / its own and provide the required/deficit margin forthwith as required from time to time in addition to any margin call or such other separate communication to that effect is sent by the SISBL to the client. The client is not entitled to trade without adequate margin and that it shall be client's own responsibility to ascertain beforehand the margin requirements for its orders/ traders/deals and to ensure that the required margin is made available to the SISBL in such form and manner as may be required by the SISBL. The client shall ensure that funds are made available in time and in designated form at designated bank(s) of the SISBL, for meeting his/her/its payin/settlement obligation of funds. The SISBL shall not be responsible for any claim/loss/damage arising out of nonavailability/short availability/delayed availability of funds by the client in the designated account(s) of the SISBL for meeting the pay-in/settlement obligation of funds.

#### **F. Shortages in obligations arising out of internal netting of trades, Inter Client Auction**

In case, in any settlement, where both the purchase and sale position for any scrip are limited between two or more of our i.e. SISBL's clients only, such that the net obligation in that settlement and for that scrip is 'NIL'; in such a situation if there is any short delivery then the resultant auction position will be inter client since both the legs i.e. the party delivering short and the corresponding purchaser are both SISBL's clients.

Clearing Corporation (CC) shall provide facility where SISBL may choose to include their internal shortages in the auction conducted by the CC. Auction shall be conducted in respect of internal shortages in capital market segment, physical settlement of equity derivatives. SISBL shall provide the details of securities to be auctioned along with shortage quantity to Clearing Corporation.

CC shall debit from the settlement account of SISBL with an amount equal to the valuation of the securities provided towards auction. In case of successful auction and there is no settlement shortage i.e. auction seller have fulfilled obligation of delivery of the securities on auction settlement day, valuation amount so collected shall be utilized towards auction pay-in on auction settlement day. Excess, if any, shall be returned to SISBL after making necessary adjustments and shortfall, if any, shall be recovered from the SISBL. In turn CC will transfer the security to the purchasers Demat Account.

In case where auction is successful but there is settlement shortage i.e. auction seller fails to deliver the securities on auction settlement day, Clearing Corporation shall conduct financial close out as per closed- out price published by CC. In case of unsuccessful auction, the entire valuation amount shall be returned to SISBL on next day by CC and CC shall conduct financial close out as per closed-out price published by them. Further this is only a facility and no settlement guarantee shall be provided.

For prevailing method of determining the auction price, fees in such situation are detailed in clause C of Tariff sheet. Any changes in the rate will be intimated to the client.

#### **G. Conditions under which a client may not be allowed to take further position or the broker may close the existing position of a client :**

- a. SISBL may suspend the client account based on action taken by regulators or being part of list of debarred entities published by SEBI or is under investigation by any regulatory body or on notices received from statutory, Government or Local authorities and Income Tax, a judicial or a Quasi Judicial authority, or where the client is inactive for more than 24 months or where it deems prudent by SISBL for any specific reasons with immediate effect and without prior notice.
- b. Without prejudice to the generality of the aforesaid, SISBL may suspend or terminate the Services without prior notice to the Client if the Client has breached any terms or conditions or if SISBL learns of the death, disability, bankruptcy or lack of legal capacity of the Client, or where in the perception of SISBL, the continuation of the Service could increase the risks to SISBL.

#### **H. Temporarily suspending or closing a client's account at the client's request.**

In addition to the termination clauses in Rights and Obligations and or Terms and Conditions, the client shall not be entitled to terminate so long as any amount is payable or securities are deliverable by the client to SISBL.

#### **I. Deregistering a Client.**

The stock broker and the client shall be entitled to deregister the client trading account 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 deregistering 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.

SISBL may also initiate action for deregistering a client on basis of information found in websites of Watch out investors, world check or client having suspicious back ground, link with suspicious organization, etc.

#### **J. Policy on Freezing / Blocking Client Account**

You can avail the facility of voluntary freezing/ blocking of the online access of trading account if any suspicious activity is observed in your trading account. For details and to know the process of freezing / blocking or un-freezing / un-blocking please refer to Policy on Freezing / Blocking Client Account of SISBL available at our website [www.shriraminsight.com/InvestorQueries.aspx](http://www.shriraminsight.com/InvestorQueries.aspx)

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**Rights and Obligations of Beneficial Owner and Depository Participant as  
prescribed by SEBI and Depositories**

**General Clause**

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

**Beneficial Owner information**

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

**Fees/Charges/Tariff**

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

**Dematerialization**

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

**Separate Accounts**

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

**Transfer of Securities**

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

**Statement of account**

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

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

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.
19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

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

### **Liability of the Depository**

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

### **Freezing/ Defreezing of accounts**

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. a) The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.  
b) "The Joint holders are aware that in case of any Statutory Order for freezing any one joint holder, the demat account will be frozen and the other joint holders will have to obtain a specific Order for unfreezing their percentage of joint ownership by submitting the relevant documentary proof to the Order issuing authority."

### **Redressal of Investor grievance**

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

### **Authorized representative**

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

### **Law and Jurisdiction**

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

## **Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**

### **General Clause**

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

### **Beneficial Owner information**

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

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

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

### **Dematerialization**

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

### **Separate Accounts**

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

### **Transfer of Securities**

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

### **Statement of account**

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

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

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.
19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

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

### **Liability of the Depository**

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

### **Freezing/ Defreezing of accounts**

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. a) The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.  
b) "The Joint holders are aware that in case of any Statutory Order for freezing any one joint holder, the demat account will be frozen and the other joint holders will have to obtain a specific Order for unfreezing their percentage of joint ownership by submitting the relevant documentary proof to the Order issuing authority."

### **Redressal of Investor grievance**

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

### **Authorized representative**

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

### **Law and Jurisdiction**

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

# MANDATORY DOCUMENT

## TARIFF SHEET (TRADING)

### A. BROKERAGE, COMMISSION, FEES AND STATUTORY CHARGES :

Segment	Intraday	Delivery
NSE CASH	_____ % of trade value Or Minimum Intraday brokerage per NSE scrip _____ Rupee	_____ % of trade value Or Minimum Delivery brokerage per NSE scrip _____ Rupee
BSE CASH	_____ % of trade value Or Minimum Intraday brokerage per BSE scrip _____ Rupee	_____ % of trade value Or Minimum Delivery brokerage per BSE scrip _____ Rupee
NSE DERIVATIVE		
EQUITY FUTURE	_____ % of Lot value, subject to Minimum of Rs. _____ per Scrip	
EQUITY OPTION	_____ % of contract value (strike price+ premium* quantity). Subject to Minimum brokerage of per unit of contract _____ Rupee and Maximum brokerage (2.5% of Gross Premium Amount or Rs. 100/- per lot whichever is higher or Brokerage per lot _____ Rupee (If Lot Brokerage is applicable).	
PHYSICALLY SETTLED DERIVATIVE CONTRACTS	N.A.	_____ % of trade value Or Minimum Delivery brokerage per NSE scrip _____ Rupee
CURRENCY FUTURE	_____ % of Lot value, subject to Minimum of Rs. _____ per Unit	
CURRENCY OPTION	_____ % of contract value (strike price+ premium* quantity). Subject to Minimum brokerage of per unit of contract _____ Rupee and Maximum brokerage (2.5% of Gross Premium Amount or Rs. 100/- per lot whichever is higher or Brokerage per lot _____ Rupee (If Lot Brokerage is applicable).	
COMMODITY DERIVATIVE	_____ % of contract value	N.A.
<ul style="list-style-type: none"> <li>● Maximum ceiling of 2.5% in Intraday &amp; Delivery in both segments of all Exchanges</li> <li>● Scrip of value less than Rs.10/- per share a maximum brokerage of 25 paise per share</li> <li>● Other charges like GST, STT, CTT, Transaction Charges, SEBI Charge, Stamp Duty etc. as applicable</li> <li>● Trades resulting in brokerage less than Rs. 25/- for a particular settlement, excluding statutory charges, a minimum brokerage of Rs.25/- subject to a maximum of 2.5% will be charged for that settlement.</li> </ul>		

### B. Imposition of penalty/delayed payment charges

- I. A Late Payment penalty will be levied at a certain percentage at the discretion of SISBL with maximum rate of @0.1% per day on the amount defaulted from the date when the payment is due till the day when the payment is received either by squaring off the position or by selling of securities pledged in favour of SISBL or when the funds are actually paid by the client. For the purpose of ascertaining amount defaulted, any credit in fund margin a/c (only) will also be considered.

**C. Shortages in obligations arising out of internal netting of trades, Inter Client Auction**

There shall be a facilitation fees of 1% by Clearing Corporation (CC) on the value of security considering the price of security on day prior to auction plus applicable taxes.

As inter-client auction trades envisage debiting the client delivering short with the auction amount and crediting the corresponding purchaser with the equal amount, no brokerage being charged for auction trades. Hence debit/ credit notes are issued for inter-client auction trades. Auction contract notes will not be issued for inter-client auction trades because they are not trades in true sense of the term, but merely involve debiting and crediting the respective client accounts.

**D. Any other penalties arising on specific default by the client (investor) as SISBL may deem fair and fit.**

**E. Delivery of Dematerialized Shares From Clients Sold By Them: (i.e. Pay In of securities)**

All deliveries against pay-in obligations have to be honoured by transferring the shares from the declared DP account of the client to the Pool Account of SISBL:

For cash segment

- NSDL POOL - CMBP ID-IN 566729 (Client ID-29076417 / DP ID IN 301250)
- CDSL A/c - 1203840000000067

With reference to the above if shares are transferred by client to any other DP account other than POOL account, requiring retransfer / movement of stock to the POOL account to meet pay-in obligation, a charge of Rs. 10/- plus GST as applicable per ISIN will be levied.

**F. Charges Applicable for sending document through post or courier**

Contract note will be sent to the client to his/her registered email id, but due to any reason if the contract note has to be sent to client by post/courier at any time, than extra postal/courier expenses will be levied.

## TARIFF SHEET (DEMAT)

Sr No. Particulars	Individual (Regular)	Individual (BSDA)	Other than Individual
1. Account Opening Charges	NIL	NIL#	NIL
2. Account Maintenance Charges	Rs. 290/- for 1st year Next year onwards Rs. 18/- p.m.	NIL#	Rs. 1000/- p.a.
3. AMC for Clients without email *	Rs. 200/-	NIL	NIL
4. Purchase (Market & Off-market)	NIL	NIL	NIL
5. Sale (Market & Off-market)			
Transaction with Shriram Insight	Rs. 13.50 (Per ISIN/Execution)	Rs. 13.50 (Per ISIN/Execution)	Rs. 13.50 (Per ISIN/Execution)
Transaction with others	0.04% Min. Rs. 60/- per transaction (Per ISIN)	0.04% Min. Rs. 60/- per transaction (Per ISIN)	0.04% Min. Rs. 60/- per transaction (Per ISIN)
6. Custody Charges	NIL	NIL	NIL
7. Dematerialization Charges	Rs. 5/- per certificate	Rs. 5/- per certificate	Rs. 5/- per certificate
8. Postage per Demat Request	Rs. 100/-	Rs. 100/-	Rs. 100/-
9. Rematerialisation Charges	CDSL charges + Rs. 100/- per request	CDSL charges + Rs. 100/- per request	CDSL charges + Rs. 100/- per request
10. Pledge including Pledge of funded stocks in favour of 'Client Securities under Margin Funding a/c' (Creation/Unpledge/Invocation Charge Separately)	Rs. 25/- (Per ISIN)	Rs. 25/- (Per ISIN)	Rs. 25/- (Per ISIN)
11. Margin Pledge (Creation/Unpledge/Invocation Charge Separately)	Rs. 12/- (Per ISIN)	Rs. 12/- (Per ISIN)	Rs. 12/- (Per ISIN)
12. Client Unpaid Securities Pledge (CUSPA) (Creation/Unpledge/Invocation Charges Separately)	Rs. 10/-	Rs. 10/-	Rs. 10/-
13. Late Transaction Charges (per Instruction)	Rs. 50/-	Rs. 50/-	Rs. 50/-
14. Settlement Charges for Clearing Member	NIL	NIL	Rs. 500/- p.m.
15. Statutory & Processing charges for stamp paper	NIL	Rs. 120/-	NIL

- Late Transaction Charges would be collected for all instructions received after 4 p.m. for same day execution or execution date as Pay in Date.
- Any extra transaction statement would be charged @ Rs. 50/- per statement for the first 10 pages; thereafter it would be charged @ Rs. 2/- per page. For Individual (BSDA) Rs. 25/- per statement.
- Additional Delivery Instruction booklet would be charged @ Rs. 100/- per booklet containing 10 leaves.
- Modification of Client Details Rs. 30/- per instance.
- Additional Client Master Hard Copy postage charges Rs. 30/- per instance.
- CAS Charges (e-CAS @ 50 paise and physical CAS @ 6)
- The Fee structure is subject to change in case of any revision of charges by CDSL, any new statutory or other charges shall be introduced by Shriram Insight Share Brokers Ltd. with atleast one month notice.
- **GST will be charged separately on all charges & Stamp Duty on transaction / Invocation - As per Stamp Duty ACT.**

### #BSDA Scheme :

Value of Holdings in the Demat Account (Debt as well as other than debt securities combined)	Maximum Annual Maintenance Charges
Upto ₹ 4,00,000	Nil
From ₹ 4,00,001 to ₹ 10,00,000	₹ 100
₹ 10,00,001 and above	Charges are applicable to regular Demat Account

### Terms and Conditions :

Valuation of holding will be calculated at the end of every billing cycle (monthly).

The value of securities held in BSDA shall not exceed Rs. 10 lakhs at any point of time. If the value of holding exceeds Rs 10 Lakhs, the charges as applicable to regular Demat Account will be levied.

\* Clients who have registered their email id, would be issued electronic documents. In case of no email id, additional AMC would be charged, paper documents would be posted.

I/We have agreed to comply with all procedural formalities relating to any services provided under this scheme.

I/We have read and understood the terms & conditions under the scheme.

### Signature of the A/c Holders :

1. 28A
2. 28B
3. 28C

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

### **Definitions :**

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

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

### **Availability :**

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

### **Receiving Alerts :**

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



# VOLUNTARY DOCUMENT

## TERMS & CONDITIONS

### Capital Market Segment

#### 1. Order Entry & Execution :

The order placed by the clients over the phone or orally from the office would be entered into the trading system and after due surveillance would be transmitted to concerned Exchange instantaneously within a few seconds. But some orders at the discretion of Shriram Insight Share Brokers Ltd. (SISBL) may be subject to manual review and clearance which may cause delay in processing the order or rejection of the order. The client agrees that placing an order, including a market order does not guarantee execution of the order. It is understood by the client that with respect to market order, the order will be executed at a price which may be different from the price at which the security is traded when their order was entered into system. The clients are required to take confirmation of their order immediately or at least once a day either in person or over telephone which would be deemed to have the same effect as given in person.

The orders placed by the clients would be their own investment decisions and the clients will not hold SISBL or any of its employees or associates, liable for any losses incurred by them. This extends to any decisions made by the client on the basis of any information that may be made available on the website of SISBL.

However SISBL shall not be liable for failure of the system or for any loss, damage or other costs arising in any way out of :

- (a) Telecom network or system failures including failure of ancillary or associated systems which forms or does not form part of trading workstation installation, or fluctuation of power, or other environmental conditions: or
- (b) Act of god, fire, flood, war, act of violence, or any other similar occurrence: or
- (c) Any incidental, special or consequential damages including without limitation of loss or profit.

#### 1A. Cancellation or Modification of Orders

The execution or order cancellation or modification is not guaranteed. Cancellation of orders is possible only if the original order remains pending at the Exchange. Unless otherwise specified by SISBL, any order not executed at the end of the day shall stand cancelled.

#### 2. Sufficient Margin Maintenance for Placing Orders

The clients have to maintain sufficient margin before placing the order. The requirement of margin will be intimated by S I S B L from time to time depending on the market condition, rules framed by the concerned Exchange or SEBI, and assessment of the client by SISBL. This information would be communicated to the client orally or over the phone or in writing and decision of SISBL would be final in this regard. The margin would vary from 0% to 100% of the open position of the client. Open position would mean all pending orders and transactions, both purchase and sale, of the client which are either unpaid or undelivered, respectively. However, the client would be responsible for all of their orders including any order which exceeds the limit available based on their available margin. The client should on a regular basis enquire about the margin requirement to ensure smooth transaction.

SISBL may require the client to immediately deposit funds or mark the securities as margin pledge in the declared Client Securities Margin Pledge Account of SISBL prior to any applicable settlement date in order to assure due performance of their open contractual commitments. If the client does not provide the additional collateral, the client hereby understands and acknowledges that SISBL has the right to sell any or all the securities and other properties available with it and can cancel any or all open orders and/or close any or all outstanding contracts to raise the required margin. The client will be liable to bear any loss arising out of the same.

Clients have to pay margin both for initial margin and for the open position they may have at any point of time in the following manner :

- a. Margin in the form of money deposit. (Fund Margin)
- b. Margin in the form of specified securities to be calculated at a specified percentage of value of the securities depending on the scrip as specified by SISBL from time to time. SISBL shall accept collateral in the form of securities, only by way of margin pledge in the declared Client Securities Margin Pledge Account of SISBL:

For NSE cash segment - 1203840001789636

For NSE F&O segment - 1203840001789640

For MCX Derivative segment - 1203840001849950

- c. Margin in the form of FD (as specified by SISBL)

### 3. Payment from Client against Purchase of Securities :

Payment for purchase of security has to be made by account payee cheque /Demand Draft/RTGS/NEFT from the declared bank a/c of the client only favoring 'Shriram Insight Share Brokers Ltd' by T+ 1st day but not later than the due date for paying of funds to the concerned Exchange and not to any employee or purported representative of SISBL. The client shall not make any payments to SISBL through any third party account or an account of any other client of SISBL. It is understood by the client that the date on which clear funds are available in the bank account of SISBL would be treated as the date of having received the payment although a receipt may be issued at an earlier date for the cheque given by the client. Therefore, the clients are required to give the cheque sufficiently in advance so that the amount is credited in SISBL account before the due date. SISBL would present the cheques in normal clearing and would not be responsible for any delay due to clearing in the banking system.

The client further undertakes that in case he fails to make payment of consideration to SISBL in respect of any one or more securities purchased by him before the pay-in date notified by the Exchange from time to time, SISBL can sell the securities at any time on the exchange as per the existing regulation in this respect prevalent at that point of time.

### 4. Delivery of Securities to Client Purchased By Them :

Securities purchased by the clients will be delivered to the DP account of the client (as specified in the registration form by the client) by SISBL only if all the money, on any account, due from the client till the date of delivery is realised in full. Part delivery of securities based on part payment will not be allowed. Any error in giving the details regarding default DP account will be clients responsibility and will not hold SISBL responsible for any loss due to transfer of shares into the account as mentioned above.

The instruction for delivery to client account will be issued within the time schedule specified by the concerned Exchange, prevalent at the time. If the delivery could not be made on the due date, due to nonpayment of dues from the client then the delivery will be made immediately after realization of dues in SISBL's Account. But, nonpayment of dues on due date may result in sale of such purchased securities at the cost and penalty of the client. In case the securities are unpaid on the pay-out date, same will be transferred to Client's Demat Account & will be marked as pledge in favour of client unpaid securities pledgee account 1203840001931591 (CUSPA) of SISBL to avoid SEBI pool penalty charges.

### 5. Delivery Of Securities From Clients Sold By Them: (i.e. Pay In of securities)

A. Dematerialised Shares : The client should instruct his Depository Participants, sufficiently in advance, to transfer shares into the pool account of SISBL preferably on the same day i.e. trading day itself or latest before 9 a.m. on the respective settlement day as specified by the exchange and shall not cause delivery of shares to SISBL through any third party account or an account of any client of SISBL. All deliveries against pay-in obligations have to be honoured by transferring the shares from the declared DP account of the client to the Pool Account of SISBL :

For cash segment

- NSDL POOL - CMBP ID-IN 566729 (Client ID-29076417 / DP ID IN 301250)
- CDSL A/c - 1203840000000067

B. **Redelivery From Purchase of Earlier Settlement** : If a client has purchased some securities in an earlier settlement and has not taken delivery of the same/ the securities have remained undelivered to him/her and if he/she sells the same in the current settlement then the shares purchased in earlier settlements, the receipt of the same may be used to meet pay-in obligation for current settlement. The clients are cautioned that execution of a purchase order does not guarantee delivery of shares which may fail in case of short delivery from the concerned Exchange or the selling party. In all such cases clients are required to take a clear confirmation from SISBL about the delivery status of earlier purchase before proceeding with the sale of securities. SISBL will not be responsible for any losses if a short delivery takes place due to such short receipt in the earlier settlement.

C. **Auction Of Securities** : If the client fails to make delivery of deliverable shares as per the pay- in schedule of Exchange then the securities will be auctioned as per the rules of the concerned Exchange or as per Inter Client Auction rules mentioned in Policies and Procedures and Tariff Sheet, whichever is applicable.

## **6. Payment to Client against Sale of Securities : (i.e. Payout of Funds)**

Proceeds of the sale cannot be paid to client until securities have been delivered to the concerned Exchange Clearing House and payout of fund is received from the concerned Exchange. This precautionary measure is taken by SISBL to avoid inconvenience sometimes caused due to short delivery of shares. It is agreed by the client that he/she is aware of the different pay out dates of different types of settlement cycles followed by the concerned Exchange and payments would be released within the concerned Exchange specified time schedule, prevalent at the time.

The client agrees and authorizes SISBL to act at its discretion of merging balances kept under various accounts of different segments such as margin and settlement account of one exchange/segment to nullify the debit in any other account of the client of another exchange/segment held with SISBL without taking any further instructions from the client.

SISBL shall only make payment to client after adjusting the credit standing in his account in one stock exchange with, if any, debit standing in his account under another exchange.

## **7A. Issue Of Digitally Signed Contract Notes in Electronic Mode :**

The client understands that contract notes will be deemed to have been delivered and acknowledged by the client when it is sent to the e-mail id as specified by the client in the contact details of the KYC. For this purpose record available in the electronic mode in back up of the software of the trading member will be deemed to be conclusive evidence of the dispatch and confirmation and no further proof will be required. Further, the contract notes in electronic mode would be made available in the member's website in a secured way, which can be viewed by clients by entering their respective password.

Further, the client understands that such contract notes being sent electronically will have "Digital Signature" the term having the meaning as given in

(i) [www.sebi.gov.in](http://www.sebi.gov.in) (ii) [www.nseindia.com](http://www.nseindia.com) (iii) [www.bseindia.com](http://www.bseindia.com) and (iv) [www.mcxindia.com](http://www.mcxindia.com).

**7B.** 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, SISBL 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 at the cost of client.

## **8. Square Off Of Open Position :**

The client agrees that SISBL would have the discretion to square off the position of the client in the following circumstances :

- In case the open position is neither squared off nor converted to delivery by client within the stipulated time as SISBL may deem fair and fit.
- In case the Mark to Market loss on the open position has reached the stipulated percentage of the margin with it and the client has not taken any steps either to replenish the margin or reduce the Mark to Market loss as SISBL may deem fair and fit.
- In all other cases where the margin or security placed by the client falls short of the requirement or where the limit given to the client has been breached or the client has defaulted on his existing obligation.

Client agrees that although the auto square off trigger point is predefined subsequent to which SISBL could exercise its discretion to carry out the square off within a reasonable period of time, the actual execution could happen at a price different from the trigger point and the client agrees to bear the loss based on actual executed price.

## **9. Reserve Bank of India Guidelines (RBI)**

The client is aware that as per the RBI guidelines Non Resident Indians (NRIs) and Persons of Indian Origin (PIOs) are allowed to invest in the secondary capital markets in India through the portfolio investment scheme (PIS). These investments are governed and monitored on daily basis by the Reserve Bank of India. On reaching the aggregate ceiling limit as fixed by RBI from time to time, the RBI advises all designated bank branches to stop purchases on behalf of their NRIs/PIOs clients. The client hereby agrees to keep abreast of the ceiling limits on investments as published by RBI and authorises SISBL to reverse the transaction immediately on his behalf if such transaction breaches the ceiling limit.

## **10. Severability :**

In the event of any provisions of this Terms and Conditions, Rights and Obligations and any other agreement being held to be or becoming invalid, unenforceable or illegal for any reason, such invalidity, non-enforceability or illegality shall attach only to such provision or condition and this Terms and Conditions, Rights and Obligations and any other agreement shall remain otherwise in full force apart from the said provision, which will be deemed deleted. The validity of the remaining

provisions and conditions shall not be affected thereby and this Terms and Conditions, Rights and Obligations and any other agreement shall be carried out as if any such invalid or unenforceable provision or condition was not contained herein.

## **Derivatives Segment**

### **11. Additional Terms & Conditions Governing Derivatives Segment**

- i. In this segment, margin computation is done by the Exchange through an on line position monitoring and margining system called SPAN (Standard Portfolio Analysis of Risk).
- ii. Margin percentage may differ from stock/contract to stock/contract depending on the risk involved in the stock/contract which depends upon liquidity and volatility of the respective stock/contract besides the general market conditions. Margin percentage can even be changed during the life of the contract depending on the volatility in the market.
- iii. The client shall be required to pay an initial margin upfront on or before creating a position in any derivatives contract and further the client should provide additional margin money when called upon to do so as required in respect of position taken by him in this segment. SISBL has the right to reject orders if the required margin has not been deposited.
- iv. The client shall pay the daily mark to market loss for all open position in index and individual stock futures contract and pay the final settlement loss on expiry of the index and individual stock/commodity futures contract/ index option contracts as the case may be as charged by Clearing Corporation to SISBL by 9.00 a.m. next day.
- v. The client shall pay the interim as well as final exercise settlement value for all my/our short position on individual stock options contract which has been assigned against him, as charged by Clearing Corporation to SISBL by end of next day.
- vi. SISBL is authorised to retain with them the MTM profit, daily premium receivable, interim exercise settlement value receivable on Futures and options contracts and settle the same on monthly basis or on demand by the client after deducting dues, if any.
- vii. If the client is unable to meet, satisfy, discharge or fulfill any obligation or liability or commitment or any part thereof, then SISBL may at any time thereafter and without giving any notice to the client can close out any part or all of the Futures and options contracts held in his account with SISBL. Any or all such incidental expenses incurred by SISBL in this regards will be recovered from the client.  
  
If the clients after fulfilling his margin requirement fails to meet his/her uncrystallised MTM loss either in part or full then the company will charge penalty at appropriate rates for meeting the uncrystallised MTM pay-in on behalf of the client to the Exchange.
- viii. If the client takes fresh position in any security/Commodities that has entered the prohibited range (for MWPL violation i.e. Market wise position limit violation) and as a result of which any penalty is imposed on SISBL by the concerned exchange, then the same will be liable to be recovered from the client.

### **12A. Futures**

- i) 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 and the individual stock prices. If the index or the individual stock prices have moved against the client, he will be required to deposit the amount of loss (notional) resulting from such movement within the stipulated time period.
- ii) In the futures Market following settlement obligations are to be full filled-
  - Brokerage- Any transaction entered into will attract brokerage which will be debited from the clients account at the end of the day
  - Profit & Loss on end of day (EOD) MTM on open position
  - Profit & Loss on squared off position
  - GST on Brokerage, turnover Tax and Securities Transaction Tax
- iii) All future obligations are settled by the exchange on T + 1 basis.

### **12B. Options**

- i) The following settlement obligations are to be full filled in the options segment-
  - Brokerage-Any transaction entered into will attract brokerage which will be debited from the clients account at the end

of the day

- Premium payable
  - or receivable
  - Profit on Exercise
  - Loss on assignment
  - GST on Brokerage, turnover Tax and Securities Transaction Tax
- ii) For options contract in case a client has a sell position, the contract may be assigned to him i.e. the underlying will have to be bought in case of PUT and sold in case of Call. However since options are currently cash settled, the client would have to pay or receive the money.
- iii) The Assignment process is initiated and completely decided by the exchange on a random basis. Hence it is not necessary that the assignment will take place even if the position is in-the-money.

### **13. Additional Conditions In Relation To Electronic Orders :**

- a) The Client confirms that from time to time he would continue to read and understand the Exchange Provisions and the terms and conditions in relation to electronic orders to be placed through SISBL's Web Site.
- b) The Client will be entitled to a User Name, Password or other identification or security code (by whatever name called) which will enable him to access SISBL's System or Service through SISBL's Web Site for availing of the Service.
- c) The Client is aware that SISBL's System itself randomly generates the Initial Password, encrypts and passes on the Password to the Client, and that SISBL is not aware of the same. The Client agrees and undertakes to immediately change his Initial Password upon receipt thereof. The Client is aware that subsequent Passwords also are not known or available to SISBL.
- d) The Client shall log off from the **www.shriraminsight.com** Service at any time the Client is not accessing or using the **www.shriraminsight.com** Service and any liability incurred to the Client as a consequence of the Client not logging off the Service shall be borne solely by the Client.
- e) The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through SISBL's System using the Client's Username, and Password whether or not such person was authorised to do so.
- f) If the Client is unable to change his Password by reason of his having forgotten his Password or his Password having been unauthorisedly changed by some other person or for any other reason then the Client shall immediately request SISBL in writing to discontinue his old Password. SISBL's System shall generate a new Password for the Client which shall be communicated to the Client.
- g) At no point in time shall SISBL be liable for any loss, whether notional or actual, that may be suffered by the Client on account of the misuse of the Password and the Client shall be liable and responsible for the same.
- h) SISBL shall not be deemed to have received an order unless and until it has actually received the order in the orderreceiving module of SISBL's System. The Client shall not be entitled to presume that any order transmitted by the Client has been received by SISBL until SISBL has confirmed receipt of such order. However, due to technical or other factors, an order which has been received by SISBL may not be immediately confirmed to the Client.

### **14. Prohibitory Clause**

SISBL should not be held responsible for any incorrect information supplied by the client during the time of registration. The client is thus requested to take adequate care in providing correct details under all heads viz. bank account details, e-mail address etc. in the registration form. Any subsequent change in the information provided by the client should be intimated to SISBL by the client through written submission only.

SISBL does not operate through any sub broker or franchise anywhere in India. If the client comes across any entity representing itself as a sub-broker of SISBL, he shall immediately bring this fact to the notice of the COMPLIANCE OFFICER of the company. Any contract, if any entered into by the client with any such entity shall be treated as NULL AND VOID by the company.

### **15. Dormant/Inactive Client Account :-**

In case of trading account, the term inactive account refers to such account wherein either no trades have been carried out since last 24 (Twenty Four) months across all Exchanges or have not updated/modified/rectified etc any KYC information including addition of segment enablement.

The trading account of such clients shall be deactivated/ suspended temporarily by SISBL. If the client wants to activate the account, a request for reactivation should be sent in writing to SISBL. Such request for reactivation should be accompanied with such documentary evidence as may be specified by SISBL from time to time in the light of prevalent KYC norms at the time of reactivation given by the Regulators and as well as tele-call to client to confirm the genuineness before activation under the same UCC.

The above policies and procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute or claim between Client and SISBL before any regulator or arbitrator or court of law.

#### **16. New Listing**

As per the Risk Management Policy of SISBL the buy orders are allowed only against upfront deposit of 100% fund margin for newly listed scrip and sale orders are allowed only against 100% upfront delivery of such scrip ,on the day of the new listing and till the margin requirement is relaxed by SISBL.

#### **17. Adjust Demat Account Operation Charges with Settlement Balance**

Charges relating to client's Demat A/C will be adjusted/transferred with/to client trading account (equity settlement account) to facilitate consolidated payment by client.

# VOLUNTARY DOCUMENT

To  
**Shriram Insight Share Brokers Ltd.**  
CK-5 & 6, Sector-II  
Salt Lake City  
Kolkata-700091

## Sub : Consent Letter for Digital Communication through email

Sir/Madam,

I/We am/are agreeable to receive digitally signed Contract note, bills, and financial and stock ledger and transaction statements for both Trading & Demat Account. In this regard I/We give the following details and accept the revised provisions relating to issue of digitally signed contract notes as may be issued by SEBI or the concerned exchange from time to time and pursuant to the amendments in Clause 3 of the agreement (Annexure C to the Bye Laws of CDSL.)

<b>Client Name</b>	
<b>PAN</b>	
<b>E-mail id</b>	
<b>Alternative email id</b>	
<b>Own email id</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>If No, Please specify relation with email id holder</b> _____

I/we further confirm and agree that :

1. Shriram Insight Share Brokers Ltd.(SISBL) will provide contract note, financial & stock ledger and transaction statements, bills or other Statement(s), related notices, circulars, amendments and such other correspondence, documents and records which may be sent from time to time electronically in lieu of the physical mode for my convenience and on my request only.
  2. Though the Member is required to deliver physical contract note, financial & stock ledger and transaction statements, bills or other Statement(s), I find that it is inconvenient for me to preserve the same in physical mode. Therefore, I am voluntarily requesting for delivery of contract note, financial & stock ledger and transaction statements, bills or other Statement(s) electronically pertaining to all the transactions carried out/ordered by me.
  3. I have access to a computer and am a regular internet user, having sufficient knowledge of handling the email operations.
  4. I/We hereby confirm that email Id mentioned above has been opened by me personally without any assistance from any employee, representative or any person connected with SISBL in any manner.
  5. Password or my email id has been kept confidential and has not been shared with any one intentionally or unintentionally. I understand that sharing of password will result in compromising security of my trading account details with SISBL.
  6. We shall take all necessary steps to ensure confidentiality and the secrecy of the login and password of the above mentioned e-mail account within me. SISBL shall not be liable to or responsible for any breach of secrecy. I/We will be solely responsible for the security of the information provided on my/ our aforesaid e-mail id.
  7. E-mails sent to the above mentioned e-mail account, shall be deemed to be duly delivered to me/us.
  8. In the event any e-mail sent by SISBL is undelivered due to insufficient space in my/our inbox of email or in the event any network problem occurs, SISBL shall in no way be responsible for the same.
  9. SISBL shall not take cognizance of out-of-office/ out of station auto replies and I/We shall be deemed to have received such electronic mails as the email can be accessed from anywhere.
  10. Such Statements/ information shall be deemed to have been delivered on the day when the e-mail is sent by SISBL.
  11. SISBL shall not be liable or responsible for any Statement received from frauds or impostors or any consequences thereof. I will inform / check with SISBL about the verification of such fraud mail immediately on receipt of such mail.
  12. SISBL shall not be liable for any problem, which arises because of my/our computer in receiving any Statement.
  13. I/We undertake to check the Statement and bring the discrepancies to your notice within the time period as specified by the SISBL. My/Our non-verification or not accessing the Statement on regular basis shall not be a reason for disputing the same at any time.
  14. I hereby declare and confirm that any change in the email id shall be communicated by me through a physical letter to SISBL.
- [The above declaration has been read and understood by me. I am aware of the risk involved in dispensing with the physical contract note, and do hereby take full responsibility for the same]**  
**(The above lines must be reproduced in own handwriting of the client in the box given below before putting his Signature.)**

Yours Sincerely,

 **36A**

Signature of client

Date :

Place :

 **36B**

Joint Holder Signature

(if applicable)

 **36C**

Joint Holder Signature

(if applicable)

(Signature by the person authorized to take documents or any Power of Attorney holder is not valid)

# VOLUNTARY DOCUMENT

To  
**Shriram Insight Share Brokers Ltd.**  
CK-5 & 6, Sector-II  
Salt Lake City  
Kolkata-700091

## Sub : Consent Letter for Mobile Number Updation

Dear Sir/Madam,

I/We hereby declare my/our Mobile Number as mentioned below and I/We authorize **Shriram Insight Share Brokers Ltd.** (SISBL) that the same may be used for giving me/us any information / alert / sms / call / transaction / confirmations.

<b>Client Name</b>	
<b>PAN</b>	
<b>Mobile No</b>	
<b>Own Mobile No.</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>If No, Please specify relation with Mobile holder</b> _____

I/we further confirm and agree that :

1. In the event any SMS sent by SISBL remains undelivered due to insufficient space in my/our Mobile Phone or in the event any network problem, SISBL shall in no way be responsible for the same.
2. SISBL shall not take cognizance of out-of-office/ out of station auto replies and I/We shall be deemed to have received such SMS.
3. Such Statements/ information shall be deemed to have been delivered on the day when the SMS are sent by SISBL.
4. SISBL shall not be liable or responsible for any information received from frauds or impostors or any consequences thereof.
5. SISBL shall not be liable for any problem, which arises because of my/our Mobile network in receiving any Statement.
6. I/We undertake to check the SMS and bring the discrepancies to your notice within the time period as specified by the SISBL. My/Our non-verification or not accessing the SMS on regular basis shall not be a reason for disputing the same at any time.
7. Any change in number due to surrender of number or loss of mobile or any other reason, shall be immediately brought to the notice of SISBL.
8. At the survival of the above clause, the new number so changed must be intimated to SISBL in the prescribed format with immediate effect to keep the process of communication alive.
9. If I do not receive any communication in the form of SMS for the trade done by me, then I promise to bring to the notice of SISBL without prejudice. SISBL may review my trading account if the message remains undelivered continuously due to security reason.

**[The above declaration has been read and understood by me.**

(The above lines must be reproduced in own handwriting of the client.)

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Yours Sincerely,

 **37**

Signature of client

Date :

Place :

(Signature by the person authorized to take documents or any Power of Attorney holder is not valid)

# VOLUNTARY DOCUMENT


## RUNNING ACCOUNT AUTHORISATION LETTER Refer SEBI Circular No.-MIRSD/SE/Cir-19/2009, dated December 3, 2009

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

### Shriram Insight Share Brokers Ltd.

CK-5 & 6, Sector-II  
Salt Lake City  
Kolkata-700091

1. With reference to my/our trading account opened with you, I/we request you to maintain a running account for fund margin on my/our behalf and can be released only on my/our specific request.
2. As required by SEBI circular my/ our funds at EOD shall be upstream to CC/CM on daily basis. Further, any request made for release of funds shall be proceed within same day if request is made by 3.30 P.M. and on the next trading day if request is received after 3.30 P.M.
3. I/we understand and agree that no interest will be payable to me/us on the funds so retained with you.
4. My/our trading account is active in different Exchange/Segments with Shriram Insight Share Brokers Ltd (SISBL). In this regard I/we hereby authorize Shriram Insight Share Brokers Ltd to act at its discretion of adjusting any credit balance under my/ our various accounts against the debit in any account across segments/Exchange, without taking any further instruction from me/us.
5. I/we hereby authorize Shriram Insight Share Brokers Ltd to adjust the excess margins deposited towards one exchange / segment towards margin requirement / debit balance in same / other exchange / segment on a running basis.
6. I/We hereby confirm you to settle my / our account of funds once in  
 A Calendar Quarter  A Calendar Month. (Tick whichever is applicable)
7. I/we may revoke the authorisation at any time by giving a written notice. I also undertake to clear all my dues to you before serving revocation of this authorization else SISBL is authorized to recover all my dues prior to the revocation.
8. I/we agree that fund given towards collaterals/margins in form of bank guarantee (BG) / Fixed Deposit Receipts (FDR) may not be periodically settled.
9. I/we understand that settlement amount shall be subject to retention of funds in my account calculated in the following manner (Summation of a, b & c):
  - (a) Entire pay-in obligation of funds outstanding at the end of day on date of settlement, across all segments.
  - (b) Member may retain 50% of end of the day (EOD) margin requirement as cash margin, excluding the margin on consolidated crystallized obligation/ MTM
  - (c) Apart from 50% cash margin mentioned in point (b) above, member may also retain 225% of EOD margin (which includes additional 125% margin) reduced by 50% cash margin and the value of securities (after applying appropriate haircut) accepted as collateral from the clients by way of 'margin pledge' created in the Depository system for the purpose of margin.
10. The margin liability shall include the end of the day margin requirement in all the segments across exchanges excluding the margin on consolidated crystallized obligation/ MTM.
11. I/we shall bring any dispute arising from the statement of account or settlement so made to the Notice of the Trading Member preferably within 7 working days from the date of receipt of funds statement as the case may be.

Client Name	
Client Signature	 38
PAN	

#(Signature by the person authorized to take documents or any Power of Attorney holder is not valid)

# VOLUNTARY DOCUMENT

## PMLA DECLARATION

I/We further declare that the Policy on Prevention of Money Laundering Act. (PMLA) 2002, has been duly explained to me/us by the Trading Member and Depository Participant which is also available at <https://fiuindia.gov.in> and I/We have understood the contents there in. I/We further declare and confirm that I/We do/does not have any connection to any of the categories as mentioned below :

- 1) any Current/Former Head of state, Current or former Senior High profile politicians and connected persons (immediately family, close advisors and companies in which such individuals have interest or significant influence);
- 2) any connection with any entity or group whose existence is deemed illegal as per the law of the land;
- 3) any connection with any entity or group who has been found guilty as per the provisions of the laws of the land;
- 4) any connection with any Politically Exposed Person (PEP) of foreign origin or his/her family member;
- 5) any connection with any Charities, NGOs and organizations receiving donations;
- 6) any connection with any Current/Former Head of state, Current or Former Senior High profile politicians and connected persons (immediately family, close advisors and companies in which such individuals have interest or significant influence);
- 7) any connection with any Countries reputed to be any of the following-Havens/sponsors of international terrorism, offshore financial centers, tax havens, Countries where fraud is highly prevalent;
- 8) any connection with any high risk countries where existence/effectiveness of money laundering control is suspect, where there is unusual banking secrecy;
- 9) any connection with any Companies having close family shareholdings or beneficial ownership.

OR

I/We hereby declare that I/We fall under Clients of Special Category as defined in Prevention of Money Laundering Act 2002 (choose the relevant Category as under)  Non Resident Client  High Net-worth Clients  Trust, Charities, Non-Governmental Organisations (NGOs) and organizations receiving donations  Companies having close family shareholdings or beneficial ownership  Politically Exposed Persons  Companies Offering foreign exchange offerings  Clients in high risk countries where existence/ effectiveness of money laundering controls is suspect  Non face to face clients  Clients with dubious reputation as per public information available etc.

## OTHER DECLARATION

I/We have been investing in Stock Market,	<input type="checkbox"/> No experience <input type="checkbox"/> Less than 3 years <input type="checkbox"/> Between 3 and 7 years <input type="checkbox"/> More than 7 years
Normally, I/ We invest in Stock Market,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% and 25% <input type="checkbox"/> Between >25% and 50% <input type="checkbox"/> Over 50% of my/ our monthly savings / income.
I/ We hereby declare that, I/ We can take loss,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 20% <input type="checkbox"/> Between >20% to 30% <input type="checkbox"/> More than 30% of my/our investment in Stock Market.
I/We hereby declare that, return expectation from the investment in any market condition is,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 20% <input type="checkbox"/> Between >20% to 30% <input type="checkbox"/> More than 30%
I/We intend to invest in Stock Market <input type="checkbox"/> without any borrowed fund / <input type="checkbox"/> with borrowed fund and which is,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 30% <input type="checkbox"/> Between >30% to 50% <input type="checkbox"/> More than 50% of my/ our monthly income.

**39A** \_\_\_\_\_

**39B** \_\_\_\_\_

**39C** \_\_\_\_\_

**SIGNATURE OF THE CLIENT**

Signature of Second Holder  
(if applicable)

Signature of Third Holder  
(if applicable)

Date :

Place :

<b>For Office Use Only</b>	<b>Risk Category :</b>	<input type="checkbox"/> <b>Very High</b>	<input type="checkbox"/> <b>High</b>	<input type="checkbox"/> <b>Medium</b>	<input type="checkbox"/> <b>Low</b>
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# **BSE STAR MF Client Registration Form**

To

**Shriram Insight Share Brokers Ltd.**

CK-5 & 6, Sector-II, Salt Lake City

Kolkata-700091

**Sub : BSE STAR MF**

I/We \_\_\_\_\_ am/are registered as your client with Client Code No. \_\_\_\_\_ and have executed the Trading Member and Client Agreement for the purpose of trading in the Equity Segment of Bombay Stock Exchange Ltd. (Exchange).

I/We am/are interested in availing the trading facility of the Exchange for the purpose of dealing in the units of Mutual Funds Schemes permitted to be dealt with on the BSE STAR MF.

For the purpose of availing this facility, I/we state that Know Your Client details as submitted by me/us for the stock broking may be considered for the purpose of BSE STAR MF and I/wefurther confirm that the details contained in same remain unchanged as on date.

I/We are willing to abide by the terms and conditions as mentioned in the Circular dated December 2, 2009 and such other Notices/Circulars as may be specified by the Exchange/ICCL from time to time in this regard.

I/We shall ensure also compliance with the requirements as may be specified from time to time by Securities and Exchange Board of India and Association of Mutual Funds of India (AMFI).

I/We shall read and understand the contents of the Scheme Information Document and Key Information Memorandum, addenda issued regarding each Mutual Fund Schemes with respect to which I/we choose to subscribe/redeem. I/We further agree to abide by the terms and conditions, rules and regulations of the Mutual Fund Schemes.

I/we therefore request you to register me/us as your client for participating in BSE STAR MF.

Thanking you,

Yours faithfully,

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## **Details of terms & conditions for the Investor / Client for using BSE StAR MF platform**

1. Pre-requisites for becoming Investor / Client for the BSE STAR MF platform
  - 1.1. The client who is desirous of investing in units of mutual fund schemes through the BSE STAR MF.
  - 1.2. The Client intends to execute his instruction for the subscription/redemption of units of Mutual Fund Schemes through the broker who is a Mutual fund Intermediary (MFI) of the BSE STAR MF platform.
  - 1.3. The client has satisfied itself of the capacity of the MFI to deal in Mutual Fund units and wishes to execute its instruction through the MFI and the client shall from time to time continue to satisfy itself of such capability of the MFI before executing transacting through the MFI.
  - 1.4. The Client has approached to the MFI with the application for availing the BSE STAR MF platform.
  - 1.5. The client has submitted relevant KYC (Know Your Client) details to the MFIs
2. Terms and Conditions
  - 2.1. The client shall be bound by circulars issued by BSE/ICCL and the Rules, Regulations and Notices/circulars issued there under by SEBI and relevant notifications of Government authorities as may be in force from time to time.
  - 2.2. The client shall notify the MFI in writing if there is any change in the information in the 'client registration form' provided by the client to the MFI at the time of registering as a client for participating in the BSE STAR MF platform or at any time thereafter.
  - 2.3. The client shall submit to the MFI a completed application form in the manner prescribed format for the purpose of placing a subscription/redemption order with the MFI, where necessary.
  - 2.4. The client has read and understood the risks involved in investing in Mutual Fund Schemes.
  - 2.5. The client shall be wholly responsible for all his investment decisions and instruction.
  - 2.6. The client shall ensure continuous compliance with the requirements of the BSE, ICCL, SEBI and AMFI.
  - 2.7. The Client shall pay to the MFI fees 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 MFI renders to the Client.
  - 2.8. The client will furnish information to the MFI in writing , if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
  - 2.9. In the event of non-performance of the obligation by the MFI, the client is not entitled to claim any compensation either from the Investor Protection Fund or from any fund of BSE or its Clearing Corporation - Indian Clearing Corporation Ltd. (ICCL).
  - 2.10. In case of any dispute between the MFIs and the investors arising out of the BSE STAR MF platform, BSE and / or ICCL agrees to extend the necessary support for the speedy redressal of the disputes.

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## **DULY STAMPED RS100**

**DEMAT DEBIT AND PLEDGE INSTRUCTION (DDPI) FOR PAY-IN AND PLEDGE/REPLEDGE OF SECURITIES**  
TO ALL TO WHOM THESE PRESENTS SHALL COME I \_\_\_\_\_ (name of the BO), India, Indian  
inhabitant SEND GREETINGS.

Whereas I hold a Beneficiary account no. 12038400 \_\_\_\_\_ (BO-ID) with Central Depository Services (India) Limited, through  
SHRIRAM INSIGHT SHARE BROKERS LIMITED bearing DP-ID 12038400.

And Whereas I am an investor engaged in buying and selling of securities through SHRIRAM INSIGHT SHARE BROKERS LIMITED, a  
member of NATIONAL STOCK EXCHANGE OF INDIA LTD. and a member of THE BOMBAY STOCK EXCHANGE LTD. bearing SEBI  
registration no. INZ000216238,(BSE CM ID-946, & NSE MEMBER ID-13486).

And Whereas, I am desirous of availing the facility of DDPI as prescribed at SEBI Circular no "SEBI/HO/MIRSD/DoP/ P/CIR/2022/44 dated  
April 04,2022 for accessing the aforesaid beneficiary account on my behalf for a limited purpose in the manner hereinafter appearing:

NOW KNOW WE ALL THAT I THE ABOVENAMED DO HEREBY AUTHORISE SHRIRAM INSIGHT SHARE BROKERS LTD. for  
me and on my behalf and in my name;

1. To do instruct the aforesaid Stock Broker and Depository Participant to debit securities and/or to transfer securities from the aforesaid  
account for the purpose of delivering the same to the clearing Corporation of the recognized stock exchange towards any segment in respect  
of securities sold by me on Stock Exchange through SHRIRAM INSIGHT SHARE BROKERS LTD. Referred as Demat Debit Instruction.  
For NSE cash segment-For NSE payin - CDSL A/C-1203840000000067, Early-Payin -1100001100016035  
For BSE cash segment principal A/C- CDSL A/C -1203840000000048, Early-Payin - 11000011000015113
2. To do instruct the aforesaid Stock Broker and Depository Participant to Pledge/repledge securities including Mutual Fund units in favour  
of SHRIRAM INSIGHT SHARE BROKERS LTD for the purpose of meeting margin requirements in connection with the trades executed  
by me on the Stock Exchange through SHRIRAM INSIGHT SHARE BROKERS LTD. Referred as Pledge/Repledge Instruction.  
For cash segment Security Margin Pledge A/c - 1203840001789636 / 1203840001804425  
For F&O segment Security Margin Pledge A/c - 1203840001789640
3. To do instruct the aforesaid Depository Participant to debit Mutual Fund units and/or to transfer Mutual Fund units from the aforesaid account  
for the purpose of delivering the same to the clearing house of the recognized stock exchange only in respect of Mutual Fund Units redeemed  
on Stock Exchange order entry platforms by me through Shriram Insight Share Brokers Ltd. referred as Mutual Fund transactions.
  - For BSE Mutual Fund - CMID 946
  - For NSE Mutual Fund - CMID M51018

4. I understand SHRIRAM INSIGHT SHARE BROKERS LIMITED will send me/us digitally signed Contract Notes at the following E- mail  
Ids (a) \_\_\_\_\_ & (b) \_\_\_\_\_

I/We understand that in line with SEBI circular numbers SMDRP/ POLICY/ CIR- 56 / 00 dt 15 . 12 . 2000 and SEBI/SMD/SE/ 15/2003/29/04  
dt 29.04.2003 (as may be amended /superseded from time to time) read with the Regulation of the concerned Exchange, contract notes will  
be deemed to have been delivered and acknowledged by me/us when it is sent to the e-mail id as given by me/us as above . For this purpose  
record available in the electronic mode in back up of the software of the trading member will be deemed to be conclusive evidence of the  
dispatch and confirmation and no further proof will be required. I/We understand that all information contained therein shall be binding  
upon me/us, if I/We do not object in writing within 24 hours of the sending of the contract note in the electronic mode by the trading member.

5. To confirm, if possible, my trade executed by Shriram Insight Share Brokers Ltd. through Short Message Service(SMS) at the following  
Mobile number \_\_\_\_\_
6. To confirm, if possible, through Short Message Service (SMS) at the following Mobile number \_\_\_\_\_ to debit securities  
and / or to transfer securities from my Demat account no 12038400..... to CM Pool/CM Principal account of SHRIRAM  
INSIGHT SHARE BROKERS LIMITED for the purpose of honoring my pay-in obligation with SHRIRAM INSIGHT SHARE BROKERS  
LIMITED as per the instruction given by me to Clearing Member through this Demat Debit and Pledge Instruction.
7. In the unlikely event of security received by Shriram Insight Share Brokers Ltd. (name of the attorney/Clearing Member/Stock Broker)  
erroneously or securities that we were not entitled to receive, shall be returned to the Demat Account from where the same has been moved.  
This access authority is restricted to the pay-in obligations arising out of the transactions of sale and pledge/repledge of securities for margin  
effected by me through SHRIRAM INSIGHT SHARE BROKERS LTD.

I further agree and confirm that the powers and authorities conferred by this Demat Debit and Pledge Instruction shall continue until I have  
given notice in writing to Shriram Insight Share Brokers Ltd. to the contrary at CK- 5 & 6, Sector- II, Salt Lake City, Kolkata - 700 091.  
However, such revocation shall not be applicable for any outstanding settlement obligation arising out of the trades carried out prior to  
receiving request for revocation of DDPI by Shriram Insight Share Brokers Ltd.

<b>Holders Signature</b>			
<b>Demat Debit Instruction</b>	<b>42A</b>	<b>42B</b>	<b>42C</b>
<b>Pledge /Re-pledge Instruction</b>	<b>43A</b>	<b>43B</b>	<b>43C</b>
<b>Mutual Fund Transactions</b>	<b>44A</b>	<b>44B</b>	<b>44C</b>
<b>Date of Activation</b>			

We Accept

Name : SHRIRAM INSIGHT SHARE BROKERS LTD

Address : CK 5 & 6, SECTOR II, SALT LAKE, KOLKATA-700091

<b>Authorised Signatories of Clearing Member:</b>

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

(For non-custodial settled trading accounts)

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

### Declaration for Basic Services Demat Account (BSDA)

To  
Shriram Insight Share Brokers Ltd.

DP ID: 12038400

CK-5 & 6, Sector - II  
Salt Lake City  
Kolkara - 700091

With reference to my/our application for opening a depository account, I/We request you to open my/our depository account as per the following details

	Name	PAN
<b>Sole/First Holder</b>		
<b>Second Holder</b>		
<b>Third Holder</b>		

I/we have read and understood the Securities and Exchange Board of India's guidelines for facility for a BSDA.

I/We are aware that if I/we are eligible to open a depository account as a BSDA, the account shall be opened as a BSDA.

I/We also understand that in case, I/We at any point of time do not meet the eligibility criteria as a BSDA holder, my/our demat account is liable to be converted to regular account.

I/We also state that if at any time choose to opt out of BSDA i.e. avail the facility of regular account the same will be communicated to the participant from Sole/First Holder registered Email ID.

<b>Signature of Sole/First Holder</b>	<b>Signature of Second Holder</b>	<b>Signature of Third Holder</b>

*This page has been kept blank intentionally*





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

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

- 1 Name : The name should match the name as mentioned in the proof of Identity submitted failing which the application is liable to be rejected.
- 2 One the following is mandatory : Mother's name, Spouse's name, Father's name.

### B Certification / Guidelines on filling 'Current address details' section.

- 1 In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR.
- 2 PoA to be submitted only if the submitted Pol does not have current address or address as per Pol is invalid or not in force.
- 3 State / U.T Code and Pin / Post Code will not be mandatory for overseas addresses.
- 4 In section 2, one of I, II and III is to be selected. In case of online E-KYC authentication, II is to be selected.
- 5 In section 3, one of I, II, III and IV is to be selected. In case of online E-KYC authentication, II is to be selected.
- 6 List of documents for, 'Deemed Proof of Address':

### Document Code Description

01 Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill.)

02 Property of Municipal tax receipt.

03 Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.

04 Letter of allotment accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institution and listed companies and leave and licence agreement with such employers allotting official accommodation.

7 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

8 "Equivalent e-document" means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules 2016.

9 'Digital KYC Process' has to be carried out as stipulated in the PML Rules, 2005.

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

- 1 Please mention two-digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- 2 Do not add '0' in the beginning of Mobile number.

### D Clarification / Guidelines on filling "Related Person details" section

- 1 Provide KYC number of related person, if available.

### E Clarification on Minor

- 1 Guardian details are optional for minors above 10 years of age for opening of bank account only
- 2 However, in case guardian details are available for minor above 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

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

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

## List of ISO two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portuga	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire   Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion   Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao   Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy   Saint Barthélemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

# FATCA & CRS

## Annexure for Individual Accounts

(Including Sole Proprietor) (Refer to instructions)

(Please consult your professional tax advisor for further guidance on your tax residency, if required)



### First / Sole Applicant / Guardian

Name																
Gender			M	F	O	PAN					Occupation Type			Service	Business	Others
Father's Name																
Client Code / Boid																
<i>Address of tax residence would be taken as available in KRA database, In case of any change please approach KRA &amp; notify the changes</i>																
Type of address given at KRA <input checked="" type="checkbox"/> Residential or Business <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Business <input checked="" type="checkbox"/> Registered Office																
Permissible documents are <input type="checkbox"/> Passport <input type="checkbox"/> Election ID Card <input type="checkbox"/> Pan Card <input type="checkbox"/> Govt. ID Card <input type="checkbox"/> Driving License <input type="checkbox"/> UIDAI Card <input type="checkbox"/> NREGA Job Card <input type="checkbox"/> Others																
Date of Birth					Place of Birth											
Country of Birth																
Nationality																
Gross Annual Income (INR) <input type="radio"/> < 1 Lac <input type="radio"/> 1-5 Lacs <input type="radio"/> 5-10 Lac <input type="radio"/> 10-25 <input type="radio"/> 25 Lacs-1 Cr <input type="radio"/> > 1 Cr																
Net Worth in INR in Lacs .....																
Net Worth as of																
Politically Exposed Person (PEP) <input type="radio"/> Yes <input type="radio"/> Related to PEP <input type="radio"/> Not Applicable <input type="radio"/> Any other information																
Are you a tax resident of any country other than India? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
If yes, please indicate all countries in which you are resident for tax purposes and the associated Tax ID Number below																
<b>Coutry*</b>					<b>Tax Identification Number%</b>					<b>Identification Type (Tin or Other, please specify)</b>						

\*To also include USA, where the individual is a citizen / green card holder of the USA  
 %In case Tax Identification Number is not available, Kindly provide its functional equivalent \$

### Second applicant

Name																
Gender			M	F	O	PAN					Occupation Type			Service	Business	Others
Father's Name																
Client Code / Boid																
<i>Address of tax residence would be taken as available in KRA database, In case of any change please approach KRA &amp; notify the changes</i>																
Type of address given at KRA <input checked="" type="checkbox"/> Residential or Business <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Business <input checked="" type="checkbox"/> Registered Office																
Permissible documents are <input type="checkbox"/> Passport <input type="checkbox"/> Election ID Card <input type="checkbox"/> Pan Card <input type="checkbox"/> Govt. ID Card <input type="checkbox"/> Driving License <input type="checkbox"/> UIDAI Card <input type="checkbox"/> NREGA Job Card <input type="checkbox"/> Others																
Date of Birth					Place of Birth											
Country of Birth																
Nationality																
Gross Annual Income (INR) <input type="radio"/> < 1 Lac <input type="radio"/> 1-5 Lacs <input type="radio"/> 5-10 Lac <input type="radio"/> 10-25 <input type="radio"/> 25 Lacs-1 Cr <input type="radio"/> > 1 Cr																
Net Worth in INR in Lacs .....																
Net Worth as of																
Politically Exposed Person (PEP) <input type="radio"/> Yes <input type="radio"/> Related to PEP <input type="radio"/> Not Applicable <input type="radio"/> Any other information																
Are you a tax resident of any country other than India? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
If yes, please indicate all countries in which you are resident for tax purposes and the associated Tax ID Number below																
<b>Coutry*</b>					<b>Tax Identification Number%</b>					<b>Identification Type (Tin or Other, please specify)</b>						

\*To also include USA, where the individual is a citizen / green card holder of the USA  
 %In case Tax Identification Number is not available, Kindly provide its functional equivalent \$

### Third Applicant

Name																			
Gender		M	F	O	PAN					Occupation Type					Service	Business	Others		
Father's Name																			
Client Code / Boid																			
<i>Address of tax residence would be taken as available in KRA database, In case of any change please approach KRA &amp; notify the changes</i>																			
Type of address given at KRA <input checked="" type="checkbox"/> Residential or Business <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Business <input checked="" type="checkbox"/> Registered Office																			
Permissible documents are <input type="checkbox"/> Passport <input type="checkbox"/> Election ID Card <input type="checkbox"/> Pan Card <input type="checkbox"/> Govt. ID Card <input type="checkbox"/> Driving License <input type="checkbox"/> UIDAI Card <input type="checkbox"/> NREGA Job Card <input type="checkbox"/> Others																			
Date of Birth					Place of Birth														
Country of Birth																			
Nationality																			
Gross Annual Income (INR) <input type="checkbox"/> < 1 Lac <input type="checkbox"/> 1-5 Lacs <input type="checkbox"/> 5-10 Lac <input type="checkbox"/> 10-25 <input type="checkbox"/> 25 Lacs-1 Cr <input type="checkbox"/> > 1 Cr																			
															Net Worth in INR in Lacs .....				
															Net Worth as of				
Politically Exposed Person (PEP) <input type="checkbox"/> Yes <input type="checkbox"/> Related to PEP <input type="checkbox"/> Not Applicable <input type="checkbox"/> Any other information																			
Are you a tax resident of any country other than India? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No																			
If yes, please indicate all countries in which you are resident for tax purposes and the associated Tax ID Number below																			
<b>Country*</b>					<b>Tax Identification Number%</b>					<b>Identification Type (Tin or Other, please specify)</b>									
*To also include USA, where the individual is a citizen / green card holder of the USA %In case Tax Identification Number is not available, Kindly provide its functional equivalent \$																			

### Certification

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

#### Signatures

**First / Sole Applicant / Guardian**

**Second Applicant**

**Third Applicant**

<b>Date</b>	d	d	m	m	y	y	y	y
-------------	---	---	---	---	---	---	---	---

<b>Place</b>	
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### FATCA & CRS Terms & Conditions

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

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

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

## FATCA & CRS Instructions

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

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

In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below.

FATCA & CRS Indicia observed (ticked)	Documentation required for Cure of FATCA / CRS Indicia
U.S. place of birth	<ol style="list-style-type: none"> <li>1. Self-certification that the account holder is citizen of United States of America nor a resident for tax purposes;</li> <li>2. Non-Us passport or any non-US government issued document evidencing nationality or citizenship (refer list below); AND</li> <li>3. Any one of the following documents:  <ul style="list-style-type: none"> <li>Certified Copy of "Certificate of Loss of Nationality</li> <li>or Reasonable explanation of why the customer does not a have such a certificate or Reason the customer did not obtain U.S. citizenship at birth.</li> </ul> </li> </ol>
Residence/mailling address in a country other than India	<ol style="list-style-type: none"> <li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; <b>and</b></li> <li>2. Documentary evidence (refer list below)</li> </ol>
Telephone number in a country other than India	<p><b><i>If no India telephone number is provide</i></b></p> <ol style="list-style-type: none"> <li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; <b>and</b></li> <li>2. Documentary evidence (refer list below)</li> </ol> <p><b><i>If Indian telephone number is provided along with a foreign country telephone number</i></b></p> <ol style="list-style-type: none"> <li>1. Self-certification that the account holder is neither a citizen of United States of America a tax resident for tax purposes of any country other than India; <b>OR</b></li> <li>2. Documentary evidence (refer list below)</li> </ol>
Standing instruction to transfer to an account maintained in a country other than India (Other than depository account)	<ol style="list-style-type: none"> <li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; <b>and</b></li> <li>2. Documentary evidence (refer list below)</li> </ol>

List of acceptable documentary evidence needed to establish the residence(s) for tax purposes:

1. Certicate of residence issued by an authorized government body\*
2. Valid idntification issued by an authorized government body\* (e.g. Passport, National Identity Card, etc.)

***\*Government or agency thereof or a municipality of tha country or territory in which the payee claims to be a resident.***

For more information, please contact  
**Shriram Insight Share Brokers Ltd.**  
 CK - 5 & 6, Sector - II, Salt Lake City  
 Kolkata - 700 091  
 Tel : 033 - 2358 7188  
 Email : helpdesk@ shriraminsight.com

To  
 Shriram Insight Share Brokers Ltd.  
 CK-5 & 6, Sector - II  
 Salt Lake City  
 Kolkata - 700091

**Sub : Acknowledgement for the receipt of Documents.**

Sir/Madam,

This is to acknowledge the receipt of a copy of following documents.

Sl. No.	Name of the Document	Brief Significant of the Document
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI, EXCHANGES &amp; DEPOSITORY</b>		
1.	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list. B. Document captures the additional information about the constituent relevant to trading and Demat Account, Nomination Form and an instruction/check list.
2.	Rights and Obligations for DP	Rights & Obligations for Beneficial Owner and Depository Participant.
3.	Rights & Obligations	Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges (including additional rights & obligations).
4.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.
5.	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.
6.	Policies and Procedures	Document describing significant policies and procedures of SISBL.
7.	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s) and for Demat.
8.	Most Important Terms and Conditions (MITC)	Terms and Conditions for non-custodial settled trading accounts

**VOLUNTARY DOCUMENTS AS PROVIDED BY SISBL**


9.	SMS Alert facility-CDSL	Terms & Conditions-Cum-Registration-SMS Alert from CDSL.
10.	Terms & Conditions	Terms & Conditions governing transactions between SISBL & Client
11.	Consent letter for Digital Communication	Digital Communication between SISBL & Client/BO
12.	Mobile Number updation letter	Client Consent for communication through Mobile
13.	Running Account Authorisation letter	Authority letter for running a/c with SISBL
14.	PMLA Declaration	Client Profile
15.	MFSS Document	Application for Activation in Mutual Fund
16.	DDPI Documents	Demat Debit And Pledge Instruction
17.	BSDA Declaration	Declaration for basic services Demat Account (BSDA)

This has reference to my/our Demat/Trading Account with you. In this connection I/We further confirm the I/We have read and understood the contents of the above mention documents.

Client Name :

Client Code :

Client PAN :

Signature :  \_\_\_\_\_  
 Sole/First Holder

 \_\_\_\_\_  
 Second Holder

 \_\_\_\_\_  
 Third Holder



To  
**Shriram Insight Share Brokers Ltd.**  
 CK-5 & 6, Sector - II, Salt Lake City  
 Kolkara - 700091, West Bengal

**Sub: Self Declaration about commodity wise categorization.**

**Ref: My / Our Client Code** \_\_\_\_\_

With reference to SEBI's circular no. SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated January 04, 2019 as well as all relevant circulars of MCX in this respect, I/we wish to declare my/our client category as under:

**[Please Tick [✓] in the Box only for Commodity You Deal Into / Wish To Deal]**

Commodity Name	Category				
	Farmers/Famers Producers Organisations (FPOs)	Value chain participants (VCPs)	Domestic financial institutional investors (DFII)	Foreign participants (FPs)	Others
GOLD					
SILVER					
ALUMINIUM					
BRASS					
CARDAMOM					
CASTORSEED					
COPPER					
COTTON					
CPO					
CRUDE OIL					
LEAD					
MENTHAOIL					
NATURALGAS					
NICKEL					
PEPPER					
RBDPMOLEIN					
ZINC					
LEAD					
KAPAS					

(Pl. tick appropriate category against each commodity you deal or wish to deal into)

I/We further declare that I/We shall update our category as and when we deal in newcommodity and/or any change in our existing category.

\_\_\_\_\_

Client's Signature

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

(In case of non-individual, sign with rubber stamp)



**SHRIRAM INSIGHT SHARE BROKERS LIMITED**

CK - 5 & 6, Sector - II, Salt Lake City, Kolkata - 700 091

Phone : 2358 7188 / 8258 / 7691, Fax : 2321-8429

E-mail : [helpdesk@shriraminsight.com](mailto:helpdesk@shriraminsight.com)

Website : [www.shriraminsight.com](http://www.shriraminsight.com)

*Regd. Office* : Shriram House, No. 4, Burkit Road, T. Nager, Chennai - 600 017