

Serial No.

# CLIENT REGISTRATION FORM

Note : This form is divided in two Booklets (i.e. Booklet-I and Booklet-II)

## BOOKLET - I



## UNLOCK WEALTH SECURITIES LIMITED

(FORMERLY UPSE SECURITIES LIMITED)

CIN : U67120UP2000PLC025330

"PADAM TOWERS", 14/113, CIVIL LINES, KANPUR - 208 001

**Telephone No.** : 0512-2338134 • **Telefax No.** : 0512-2338220

**Website** : [www.upsecindia.com](http://www.upsecindia.com)

Email : [upsesecld@gmail.com](mailto:upsesecld@gmail.com), [upse@vsnl.in](mailto:upse@vsnl.in)

Email ID for Investor Complaints : [upseseccomplaints@gmail.com](mailto:upseseccomplaints@gmail.com)

### Member :

BSE LIMITED (BSE)

NATIONAL STOCK EXCHANGE OF INDIA LIMITED (NSE)

METROPOLITAN STOCK EXCHANGE OF INDIA LIMITED (MSE)

AUTHORISED PERSON NAME \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

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

### SEBI Registration Number

BSE CASH	}	
BSE F&O	}	
BSE C D	N.A }	
NSE CASH	}	
NSE F&O	}	INZ000159835
MSE CASH	}	
MSE F&O	}	
MSE C D	}	

**ACCOUNT OPENING KIT  
INDEX OF DOCUMENTS**

Unlock Wealth Securities Ltd.

S. No.	Name of the Document	Brief Significance of the Document	Booklet No.	Page No.
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>				
1	Account Opening Form	A. Client Registration Document	I	1-2
		B. KYC Application Forms- (I) For Individuals (Including CKYC) (ii) For Non-Individuals Aforesaid documents capture the basic information about the client and an instruction/ check list.	I I	3-10 11-14
		C. Document captures the additional information about the constituent relevant to trading account and an instruction/ check list.	I	15-18
		D. Authorised Person Details (Non-Mandatory)	I	19
2	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trader member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading.	II	1-5
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	II	6-9
4	Guidance Note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	II	10-11
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker.	I	20
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange (s).	I	20
7	Format of declaration by the proprietorship firm and letter of authority for partnership firm.	For DP Operations and Authorised Partner/s	I	21
8	Board Resolution in case of Corporate Client and Shareholding Pattern	Delegation of Authority to Director (s) on behalf of the Company and Details of Shareholding.	I	22
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10	Sms and e-mail alerts	Investor willing to avail SMS and e-mail alerts facility	I	24
<b>OTHER DOCUMENTS</b>				
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**CONTACT DETAILS****Unlock Wealth Securities Ltd.**

Name of Stock Broker/Trading Member/Clearing Member : Unlock Wealth Securities Limited

**SEBI Registration No.**

INB 011116838

INF 011116838

N.A.

INB 231116832

INF 231116832

INE 261116838

INB 261116835

INF 261116835

**Date of Registration**

26.07.2000

17.12.2012

N.A.

22.10.2009

22.10.2009

27.04.2009

05.02.2013

05.02.2013

**Exchange-Segment**

BSE CASH

BSE F &amp; O

BSE C D\*

NSE CASH

NSE F &amp; O

MSE C D

MSE CASH

MSE F &amp; O

\*BSE approval letter no. MO/CS/AK/ANK/2013/4622 Dt. 25.11.2013

Registered and Correspondence Office Address : Padam Towers, 14/113, Civil Lines, Kanpur-208 001 (U.P.)

Phone Number : 0512-2338134

Fax Number : 0512-2338220

Website : www.upsecindia.com

**Details of Senior Officials**

S.No.	Name	Designation	Phone No.	E-mail ID
1.	Alok Tulsyan	CEO & Compliance Officer	0512-2338134	upsesecld@gmail.com
2.	Sandeep Seth	Designated Director	0512-2338134	upsesecld@gmail.com

For any grievance/dispute please contact Unlock Wealth Securities Limited at the above address or email ID – upseseccomplaints@gmail.com and Phone No. 0512-2338134.

In case not satisfied with the response, please contact the concerned Exchange (s) at:

**Exchange****E-mail-ID****Phone No.**

BSE

iscdelhi@bseindia.com

011-43007413

BSE

is@bseindia.com

022-22728097

NSE

nseiscdel@nse.co.in

011-23459148

NSE

ignse@nse.co.in

1800 22 00 58

MSE

investorcomplaints@mcx-sx.com

022-67319000





**4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS \*** (Please see instruction E at the end)☐ Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Line 1*																	
Line 2																	
Line 3																	
District*						Pin / Post Code*						State / U.T Code*			ISO 3166 Country Code*		

**4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES\*** (Applicable if section 2 is ticked)☐ Same as Current / Permanent / Overseas Address details ☐ Same as Correspondence / Local Address details

Line 1*																				
Line 2																				
Line 3																				
State*						ZIP / Post Code*						City / Town / Village*						ISO 3166 Country Code*		

**5. CONTACT DETAILS** (All communication will be sent on provided Mobile no. / Email ID) (please refer instruction F at the end)

Tel. (Off)						Tel. (Res)						Mobile									
FAX						Email ID															

**6. DETAILS OF RELATED PERSON** (In case of additional related persons, please fill 'Annexure B1') (please refer instruction G at the end)☐ Addition of Related Person ☐ Deletion of Related Person ☐ KYC Number of Related Person (if available\*)

Related Person Type*	<input type="checkbox"/> Guardian of Minor		<input type="checkbox"/> Assignee		<input type="checkbox"/> Authorized Representative	
Name*	Prefix	First Name	Middle Name	Last Name		

(If KYC number and name are provided, below details of section 6 are optional)

**PROOF OF IDENTITY (PoI) OF RELATED PERSON\*** (Please see instruction (H) at the end)

<input type="checkbox"/> A- Passport Number						Passport Expiry Date					
<input type="checkbox"/> B- Voter ID Card											
<input type="checkbox"/> C- PAN Card											
<input type="checkbox"/> D- Driving Licence						Driving Licence Expiry Date					
<input type="checkbox"/> E- UID (Aadhaar)											
<input type="checkbox"/> F- NREGA Job Card											
<input type="checkbox"/> Z- Others (any document notified by the central government)						Identification Number					
<input type="checkbox"/> S- Simplified Measures Account - Document Type code						Identification Number					

**7. REMARKS (If any)**


**8. APPLICANT DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : -- Place :

Signature / Thumb Impression of Applicant

**9. ATTESTATION / FOR OFFICE USE ONLY**Documents Received ☐ Certified Copies

<b>KYC VERIFICATION CARRIED OUT BY</b>					<b>INSTITUTION DETAILS</b>				
Date					Name				
Emp. Name					Code				
Emp. Code					[Institution Stamp]				
Emp. Designation									
Emp. Branch									



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

## General Instructions:

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

## A. Clarification / guidelines on filling 'Personal Details' section

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

## B. Clarification / guidelines on filling details if applicant residence for tax purpose in jurisdiction(s) outside India

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

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

- If driving licence number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- Mention identification/reference number if 'Z-Others (any document notified by the central government)' is ticked.
- In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and under noted relevant code may be mentioned in point 3 (S).

## Document Code

## Description

01

Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.

02

Letter issued by a gazetted officer, with a duly attested photograph of the person.

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

- PoA to be submitted only if the submitted pol does not have an address as per PoI is invalid or not in force.
- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- In case of Simplified Measures Accounts for Verifying the address of the applicant, any one of the following documents can also be submitted and under noted relevant code may be mentioned in point 4.1.

## Document Code

## Description

01

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

02

Property or Municipal Tax receipt.

03

Bank account or Post Office savings bank account statement.

04

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

05

Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and companies. Similarly, leave and licence agreements with such employers allotting official accommodation.

06

Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

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

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

## F. Clarification / guidelines on filling on filling 'Contact details' section

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

## G. Clarification / guidelines on filling 'Related Person details' section

- Provide KYC number of related person if available.

## H. Clarification / guidelines on filling 'Related Person details- Proof of Identity [PoI] of Related Person' section

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

## List of Two-Digit state / U.T Codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code	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
Chhattisgarh	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 3166 Two-Digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Algeria	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Åland 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	Moldova, the Former Yugoslav Republic of	MD	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	Slovenia	SI
Argentina	AR	Fiji	FJ	Maldives	MV	Slovenia	SI
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Northern Mariana Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Marshall Islands	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Martinique	MF	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Martinique	MF	Somalia	SO
Bahamas	BS	Gabon	GA	Mexico	MX	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	Morocco	MA	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Monaco	MC	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Swaziland	SZ
Bermuda	BM	Grenada	GD	Morocco	MA	Sweden	SE
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Switzerland	CH
Bolivia, Plurinational State of	BO	Guam	GU	Mozambique	MZ	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	Tuvalu	TU
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	TU
Central African Republic	CF	Iraq	IQ	Paraguay	PY	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	CK	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	Venezuela	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	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	Romania	RO	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
Curaçao (Curacao)	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Latvia	LV	Saint Barthélemy (Saint-Barthélemy)	BL	Zambia	ZM
Czech Republic	CZ	Lebanon	LB	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lesotho	LS	Saint Lucia	LC		
Djibouti	DJ	Liberia	LR	Saint Martin (French part)	MF		



**CENTRAL KYC REGISTRY** | Know your Customer (KYC) Application Form | Individual | Correspondence | Local Address



### Important Instructions

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

For office use only

Application Type\*

☐ New☐ Update

(To be filled by financial institution)

KYC Number

(Mandatory for KYC update request)

☐ 1. CORRESPONDENCE / LOCAL ADDRESS DETAILS (Please see instruction E at the end)

- ☐
- Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Line 1'

Line 2

Line 3

District\*

City / Town / Village\*

Pin / Post Code\*

State / U.T. Code\*

ISO 3166 Country Code\*

☐ **2. CONTACT DETAILS** (All communication will be sent on provided Mobile no. / Email ID) (please refer instruction F at the end)

Tel. (Off)

Tel. (Res)

Mobile

FAX

Email ID

☐ 3. APPLICANT DECLARATION

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

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

Place :

Signature / Thumb Impression of Applicant \_\_\_\_\_



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

## 1. Name of Applicant (As appearing in supporting identification document)

[illegible]

PHOTOGRAPH

Please affix  
your recent passport  
size photograph  
and sign across it

3A. Gender ☐ Male ☐ Female ☐ Transgender B. Marital Status ☐ Single ☐ Married C. Date of Birth    /    /

4A. Nationality \_\_\_\_\_ B. Status Please tick (✓) ☐ Resident Individual ☐ Non Resident ☐ Foreign National

<b>5A. PAN</b>											<b>B. Unique Identification Number (UID)/Aadhaar, if any :</b>
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6. Specify the Proof of Identity submitted :

## 1. Residence Address

[illegible]

## 2. Contact Details

[illegible]

3. Specify the proof of address submitted for residence address :

4. Permanent address (if different from above or overseas address, mandatory for Non-Resident Applicant) :

[illegible]

## SIGNATURE OF APPLICANT \_\_\_\_\_

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place \_\_\_\_\_

Date | \_\_\_\_\_

FOR OFFICE USE ONLY

IPV Done ☐ on | d | d | / | m | m | / | y | y | y | y |☐ Originals Verified & Self-Attested Document copies received

Seal/Stamp of the intermediary should contain

2. Name

Signature: \_\_\_\_\_

Environ Biol Fish (2008) 81:111–120

Name &amp; Signature of the Authorised Signatory



## 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/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark Sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Head 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. 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. of 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 Fill/sub account, Power of Attorney given by Fill/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
8. The Proof of address in the name of the spouse may be accepted.

**D. Exemptions/clarifications to PAN**

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

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/ filing tax returns in India.
4. SIP of Mutual Funds upto Rs. 50,000/- p.a.
5. In case of Institutional clients, namely, FIs, 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 document:**

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 where the client resides are permitted to attest the documents.





## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

## A. IMPORTANT POINTS:

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

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

- PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
- Unique Identification Number (UID) (Aadhaar/Passport/Voter ID card/Driving license).
- Identity card/document with applicant's photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

## C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)

- Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old.
- Bank Account Statement/Passbook – Not more than 3 months old.
- Self-declaration by High Court and Supreme Judges, giving the new address in respect of their own accounts.
- 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/Document issued by any Govt. or Statutory Authority.
- Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
- For FII/sub-account, power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
- 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.)

- 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.
- Investors residing in the state of Sikkim.
- UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- SIP of Mutual Funds upto Rs. 50,000/- p.a.
- In case of Institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956. Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

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

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

Types of entity	Documentary requirements
Corporate	<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.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
Partnership firm	<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>Authorized signatories list with specimen signatures.</li> <li>Photograph, POI, POA, PAN of Partners.</li> </ul>
Trust	<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 trusts only). Copy of Trust deed.</li> <li>List of trustees certified by managing trustees/CA.</li> <li>Photograph, POI, POA, PAN of Trustees.</li> </ul>
HUF	<ul 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>
Unincorporated Association or a body of Individuals	<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>
Banks/Institutional Investors	<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>
Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> <li>Copy of SEBI registration certificate.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
Army/Government Bodies	<ul style="list-style-type: none"> <li>Self-certification on letterhead.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
Registered Society	<ul style="list-style-type: none"> <li>Copy of Registration Certificate under Societies Registration Act.</li> <li>List of Managing Committee members.</li> <li>Committee resolution for persons authorized to act as authorized signatories with specimen signatures.</li> <li>True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>



# Details of Promoters / Partners / Karta / Trustees and Whole time Directors forming a part of Know Your Client (KYC) Application Form for Non-Individuals

Name of Applicant \_\_\_\_\_

PAN of the Applicant \_\_\_\_\_

Sr. No.	PAN	Name	DIN (For Directors) UID (For Others)	Residential/ Registered Address	Relationship with Applicant (I.e. promoters, whole time directors etc.)	Whether Politically Exposed	Photograph
						<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
						<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
						<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
						<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	
						<input type="checkbox"/> PEP <input type="checkbox"/> RPEP <input type="checkbox"/> NO	

Name &amp; Signature of the Authorised Signatory(ies) \_\_\_\_\_

Date DD/MM/YYYY

PEP : Politically Exposed Person

RPEP : Related to Politically Exposed Person

**DECLARATION BY HUF AND CONSENT LETTER**

To,

**Unlock Wealth Securities Limited**

With regard to Trading Account maintained in the name & Style \_\_\_\_\_ with Unlock Wealth Securities Ltd., we the following family members, being the co-parceners in the aforesaid HUF account do hereby give our consent that the Karta, viz \_\_\_\_\_ would operate above mentioned Trading account.

Details of our HUF and all its co-parceners are stated below :

Sr. No.	Name of Family Member	Date of Birth (DD/MM/YYYY)	Gender	Relationship with Karta	Signature

I hereby state that details mentioned above are true and any change in them would be intimated to you in writing

Name of HUF \_\_\_\_\_

Signature of Karta

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

(HUF Rubber Stamp)

## TRADING ACCOUNT RELATED DETAILS

A. BANK ACCOUNT(S) DETAILS		For Individuals & Non-Individuals	
Bank Name		Bank A/c No.	
Branch Address			
Account Type	Saving A/c <input type="checkbox"/>	Current A/c <input type="checkbox"/>	
	Others - In case of NRI-NRE/NRO <input type="checkbox"/>		
MICR Number	IFSC Code		
B. DEPOSITORY ACCOUNT(S) DETAILS			
Depository Participant Name			
Depository Name (NSDL/CDSL)			
Beneficiary Name			
DP ID			
Beneficiary ID (BO ID)			

## C. Other Details for Individuals

1. Gross Annual Income Details (Please tick (✓) : ☐ Below 1 Lac ☐ 1-5 Lacs ☐ 5-10 Lacs ☐ 10-25 Lacs ☐ > 25 Lacs  
 Net-worth in ₹ (\*Net worth should not be older than 1 year) as on (date) DD / MM / YYYY
2. Occupation (Please tick (✓) any one and give brief details):  
☐ Private Sector Service ☐ Public Sector ☐ Government Service ☐ Business ☐ Professional ☐ Agriculturist ☐ Retired  
☐ Housewife ☐ Student ☐ Forex Dealer ☐ Others (Please specify)
3. Please tick, if applicable : ☐ Politically Exposed Person ☐ Related to a Politically Exposed Person  
 For definition of PEP, please refer guideline (See Important Point No. 11 on page 4)
4. Any Other information :

## C. Other Details for on-Individuals

1. Gross Annual Income Details (Please tick (✓) : ☐ Below 1 Lac ☐ 1-5 Lacs ☐ 5-10 Lacs ☐ 10-25 Lacs ☐ 25 Lacs - 1 Crore ☐ < 1 Crore  
 Net-worth in ₹ (\*Net worth should not be older than 1 year) as on (date) DD / MM / YYYY
3. Is the entity involved/providing any of the following service ☐ YES ☐ NO  
 - For Foreign Exchange / Money Changer Services ☐ YES ☐ NO - Gaming / Gambling / Lottery Services (e.g. casinos, betting syndicates) ☐ YES ☐ NO  
 - Money Lending / Pawning ☐ YES ☐ NO
4. Any Other information :

## D. TRADING PREFERENCES

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

<input type="checkbox"/> BSE Cash		<input type="checkbox"/> NSE F & O	
Signature ⇒		Signature ⇒	
<input type="checkbox"/> BSE F & O		<input type="checkbox"/> MSE Cash	
Signature ⇒		Signature ⇒	
<input type="checkbox"/> BSE C D		<input type="checkbox"/> MSE F & O	
Signature ⇒		Signature ⇒	
<input type="checkbox"/> NSE Cash		<input type="checkbox"/> MSE C D	
Signature ⇒		Signature ⇒	

Note : If, in future, the client wants to trade on any new segment/new exchange, the client shall give separate authorization/letter.



**E. PAST ACTIONS**

Details of any action/proceedings initiated /pending / taken by SEBI / Stock Exchange (s) / 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: .....

**F. 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 (s) :	BSE : INS	NSE : INS	MSE : INS
Registered Office Address :			
Ph :	Fax :		
Website/E-mail ID :			

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

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

**G. ADDITIONAL DETAILS**

- Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify): ..... Specify your Email id, if applicable: .....
- In case of any change in the e-mail Id, I/We shall communicate the same to you through a physical letter.
- Whether you wish to avail of the facility of internet trading/wireless technology (please specify): .....
- Number of years of Investment/Trading Experience: .....
- In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others: Information is given on KYC Application Form.
- I wish to receive standard documents mentioned at Serial No. a) to f) at page no. 19 & 20 in physical/electronic mode.
- Any other information: .....

**H. INTRODUCER DETAILS**

Name & Code of the Introducer	Surname	Name	Middle Name	Code
Status of the Introducer	Sub-broker <input type="checkbox"/>		Existing Client <input type="checkbox"/>	
Address of the Introducer				
Ph. No. of the Introducer	<input type="text"/>		Signature of the Introducer	<input type="text"/>

**I. NOMINATION DETAILS (For Individual only)**I wish to nominate ☐I do not wish to nominate ☐

Name of the Nominee

Relationship with the Nominee

PAN of Nominee

Date of Birth of Nominee

DD / MM / YYYY

Address and  
Phone No. of Nominee**If Nominee is a minor, details of guardian :**

Name of Guardian :

Address and phone No. of Guardian :

Signature of Guardian :

**WITNESSES (only applicable in case the account holder has made nomination)**

Name

Name

Signature

Signature

Address

Address

**DECLARATION**

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

Place .....

(.....)

Date .....

Signature of Client (all) Authorized Signatory (ies)

**UNDERTAKING**

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

Signature of the  
Authorized Signatory of  
Unlock Wealth Securities Limited

Date .....

Seal/Stamp of  
Unlock Wealth Securities Limited

## 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:

- 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.
- 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 document 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:

- For need to be initialized by all the authorized signatories.
- 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.



**Authorised Person Details (Unlock Wealth Securities Ltd. - BSE/NSE/MSE Sub-Broker)**  
(Through Whom Client Want to Trade)

Name of Authorised Person :  
(Through Whom Client Want to Trade)

Address :

City :

Pin Code :

State :

Country :

Tel. No. :

Mobile :

Fax :

Email ID :

PAN :

Client Name : .....

Place : ..... Date : .....

Client  
Signature

X

(If Partner, Corporate or Other Signatory, then sign. with seal)

**Declaration by the Authorized Person (Unlock Wealth Securities Ltd. - BSE/NSE/MSE Sub-Broker)**

To,

Unlock Wealth Securities Limited, (Member BSE, NSE and MSE)

I/We hereby declare that Mr./Mrs./Ms. .... is known to me/us and he/she/they can be registered as a Client of Unlock Wealth Securities Ltd. I/we undertake to clear the trades of the above client.

I/We hereby authorize you to adjust the shortfall, if any, of margin/settlement dues of the above client by debit to my/our Bank Account or to capital adequacy deposit.

I/We further authorize you to credit the shortfall amount so debited to my/our bank account or to my/our capital adequacy account to the client account for meeting the shortfall reducing thereby balance in the bank account or in the capital adequacy account.

Authorised Person Name : .....

Place : ..... Date : .....

Authorised  
Person  
Signature

X

(If Partner, Corporate or Other Signatory, then sign. with seal)

**DOCUMENTARY EVIDENCE OF FINANCIAL DETAILS FOR TRADING IN DERIVATIVES SEGMENTS**

In respect of trading in derivatives segments, I/we here with submit self attested two documentary evidence (ticked) for financial information, out of following:

1. Copy of income tax return acknowledgment. ☐
2. Copy of annual accounts. ☐
3. Copy of Form 16 in case of salary income. ☐
4. Net worth certificate. ☐
5. Salary Slip. ☐
6. Bank Account Statement for last 6 months. ☐
7. Copy of Demat Account Holding Statement. ☐

Client Signature .....

Authorised Person Signature .....

## Policies and Procedures

**1. Penny Stocks**

Unlock Wealth Securities Limited shall be at liberty to refuse trades in Penny stocks i.e. illiquid securities identified by the Exchanges.

**2. Client's Exposure Limits**

The Client shall abide by the exposure limits, set by the Unlock Wealth Securities Limited or by the Exchanges or Clearing Corporation or SEBI from time to time.

**3. Brokerage Rate**

The Client shall pay to Unlock Wealth Securities Limited brokerage and statutory levies as applicable from time to time and as they apply to client's account, transactions and to the services that Unlock Wealth Securities Limited and/or Authorised Person render to the client. Unlock Wealth Securities Limited/ Authorised Person shall not charge brokerage more than the maximum brokerage permissible as per the Rules, Bye-Laws and Regulations of the Exchanges/ SEBI.

**4. Imposition of Penalty**

All Parties i.e. Unlock Wealth Securities Limited, Authorised Person and Client shall abide by the penalty norms, if any, for delayed payments and other violations, set by the Unlock Wealth Securities Limited or by the Exchanges or Clearing Corporation or SEBI from time to time, as per below mention in Tariff sheet.

**5. Right to Sell Client's Securities (including Return of Excess Securities, Liquidation of Securities in case of Non-fulfillment of fund obligation and Payment Terms)**

Without prejudice to the other rights, Unlock Wealth Securities Limited shall be entitled to liquidate (sell Client's securities)/close out all or any of the Client's

positions for non payments of margins, pay-ins, outstanding debts or other amounts, limited to the extent of settlement/margins obligations, and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations, without giving notice to the client. All losses and financial charges on account of such liquidation/close out shall be charged to and borne by the client. However, no excess securities will be retained and returned to client's respective demat account.

**6. Shortages in internal Nettings**

Client shall be liable to make good all the shortages in obligations arising out of internal netting of trades.

**7. Client's Position**

Under the conditions, if any, specified by Unlock Wealth Securities Limited or by the Exchanges from time to time, the Client shall not be allowed to take further position or Unlock Wealth Securities Limited may close the existing position of the client.

**8. Client's Request**

On receipt of written request of the client, his account shall be closed or temporarily suspended.

**9. Deregistration of Client**

The Client shall be put in the inactive list or finally deregistered, under the policy specified Unlock Wealth Securities Limited or by the Exchanges or Clearing Corporation or SEBI from time to time.

**10. Prevention of Money Laundering Act, 2002**

The Client and sub-broker shall abide by and adhere to policy framed by Unlock Wealth Securities Ltd. from time to time on prevention of Money Laundering.

## TARIFF

BOKERAGE DETAILS :	BSE, NSE & MSE Cash	BSE, NSE & MSE Futures	BSE, NSE & MSE Option	BSE & MSE C D
JOBING				
MINIMUM				
DELIVERY				
MINIMUM				

GST, Securities Transaction Tax, Stamp Duty, SEBI Fees, Transaction Charges & Clearing Charges and other levies, if any, will also be charged as applicable from time to time.

Other charges minimum Rs. 10/- / .....per contract note adjustable against total brokerage.

DP Charges, if any, will also be charged. Delay Payment Charges (DPC) will be charged @ 18% p.a..

\_\_\_\_\_  
Client

\_\_\_\_\_  
Authorised Person

\_\_\_\_\_  
CEO-Unlock Wealth Securities Ltd.

Date :

**MANDATORY**  
**Declaration by the Proprietorship Firm**

**Unlock Wealth Securities Ltd.**

Date:

**ANNEXURE – 1**

Unlock Wealth Securities Limited

Padam Towers, 14/113, Civil Lines, Kanpur – 208001

Dear Sir/Madam,

Ref. : Client Code .....

I refer to the trading account opened with you in the name of ..... and declare and authorize you as under;

I recognize that a beneficiary account cannot be opened with a depository participant in the name of a sole proprietorship concern as per regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, I authorize you to recognize the beneficiary account no. .... having DP ID ..... and DP name .....

Opened in the name of the undersigned who is the sole proprietor of the concern.

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

Further, I, the undersigned, am the sole proprietor of the concern and am solely responsible for the liabilities there of. I shall advise you in writing of any change that takes place in the constitution of the proprietorship concern and I will be personally liable to you for all the obligations that the concern may incur in the course of dealings with you and undertake to personally discharge such liabilities.

The cheques/DDs (electronic/physical) may be issued by me from my individual account or my joint account with someone else. The said amounts so given shall be solely/exclusively for credit to the account of my sole proprietorship concern M/s ..... with Unlock Wealth Securities Limited. I shall/not lay any claim whatsoever in future against Unlock Wealth Securities Limited for affording credit of such cheques/DDs issued from any individual/Joint account, credit of which has been provided by Unlock Wealth Securities Limited to the account of my proprietorship concern M/s. ....

Thanking you,

Yours faithfully,

Signature of the Proprietor along with the Stamp of the Proprietorship Concern .....

Name of the Proprietor: .....

**MANDATORY**  
**Authority Letter by the Partnership Firm**

**ANNEXURE – 2**

Date:

Unlock Wealth Securities Limited

Padam Towers, 14/113, Civil Lines, Kanpur – 208001

Dear Sir/Madam,

Ref. : Client Code .....

We the undersigned, Partners of M/s ..... carrying on business of securities and/or other investment product (s) or the services through you.

We the partners, Jointly authorize our partner, Mr./Ms. .... to issue instructions to you as our stock broker for securities, trades, funds, investments etc. and undertake that all the acts of the said partner in this connection purporting to be done on behalf of the firm shall be binding on the firm and each one of us and our respective estates until liabilities, if any, accrued in respect of such acts have been discharged.

Thanking you,

Full Name of the Partners	Individual Signatures	Signature on behalf of the Firm
1.		
2.		
3.		
4.		

Signature of Authorised Partner  
Stamp/Seal of the Partnership Firm



**MANDATORY**

Unlock Wealth Securities Ltd.

(Details on this page are meant for Corporate Client)  
Board resolution in case of the Corporate Client

Date:

ANNEXURE-3

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF  
M/S. \_\_\_\_\_ HAVING ITSREGISTERED OFFICE AT \_\_\_\_\_ HELD ON \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 20 \_\_\_\_\_ AT \_\_\_\_\_

RESOLVED THAT \_\_\_\_\_ (name of the Company) agree with Unlock Wealth Securities Limited, Member of BSE, NSE &amp; MSE for dealing in the capital market (cash, F &amp; O and Currency Derivatives Market and that Unlock Wealth Securities Limited, be and is hereby authorized to honour instructions, oral/written or electronic, as the case may be, given on behalf of the company by any one or more of the under stated authorized signatories.

Sr. No.	Name	Designation
1.		
2.		
3.		

Who is/are authorized to sell, purchase, transfer, endorse, negotiate, deal in equities, debentures, debt, IOPs, MFs, government Securities and/or any other investment products of services and/or otherwise deal through Unlock Wealth Securities Limited on behalf of the company.

RESOLVED FURTHER THAT Mr./Ms \_\_\_\_\_ Director and/or Mr./Ms \_\_\_\_\_ Authorized signatory of the company be and are hereby authorized to sign, execute and submit such applications, undertaking, agreements and other requisite documents, writing and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

RESOLVED FURTHER THAT the common seal of the Company be affixed, wherever necessary, in the presence of any of the directors, who shall sign the same in token of the presence.

For \_\_\_\_\_ (name of the Company)

Specimen Signature of the director authorized  
under this ResolutionSpecimen Signature of the Authorized Signatory  
authorized under this Resolution

(ATTESTED TO BE TRUE COPY OF THE BOARD RESOLUTION)

**MANDATORY**

Shareholding pattern in case of Corporate

Date:

ANNEXURE - 4

Unlock Wealth Securities Limited  
Padam Towers, 14/113, Civil Lines,  
Kanpur - 208001

Dear Sir/Madam,

Ref. : Client Code \_\_\_\_\_

We hereby certify that the understated director/individual etc. hold 5% or more of the shareholding in our company :

	Name of the Person	No. of shares	% of shareholding	Relationship/Designation
1.				
2.				
3.				
4.				
5.				

Thanking you,  
Yours faithfully,  
Signature of Chairman/Director  
Stamp/Seal of the Company

**VOLUNTARY****Unlock Wealth Securities Ltd.****Date:****ANNEXURE-5**

Unlock Wealth Securities Limited  
Padam Towers, 14/113, Civil Lines, Kanpur – 208001

Dear Sir/Madam,

**Sub Authorization for Deposit of Collateral (margin) with BSE/NSE/MSE/ICCL/NCL/MSECCL and Clearing Member for trading.**

I/We, \_\_\_\_\_, being registered with you to trade in am/are required to deposit margins with you.

I/We hereby authorise you to deposit my/our margins with BSE/NSE/MSE/ICCL/NCL/MSECCL and Clearing Member as the case may be for trading.

Thanking you,

Yours Faithfully,

Signature (s)

(Counter Signature of Authorised Person) With Stamp/Seal

Name (s)

Stamp/Seal of the Client:

Note: If Authorised Person himself/itself is client, then he/it has to sign at both the places.

**VOLUNTARY****ANNEXURE-6****Date:**

Unlock Wealth Securities Limited  
Padam Towers, 14/113, Civil Lines, Kanpur – 208001

Dear Sir/Madam,

**Ref. Client Code.** \_\_\_\_\_

**Sub: Running Account Authorization Receipt & Payment of Funds**

I/we hereby state that I/we am/are aware about the norms relating to pay out of funds and securities. In order to facilitate operations and banking convenience, I/we hereby authorized Unlock Wealth Securities Limited to maintain a running account with them, instead of daily settlement of funds due to me/us. Further, the pay-out of funds may be retained by Unlock Wealth Securities Limited and I/we agree not to claim any interest from Unlock Wealth Securities Limited on such funds so retained by them. The funds so retained shall be available to Unlock Wealth Securities Limited for exposure/margin purposes for me/us. I/we further agree that Unlock Wealth Securities Limited shall not be liable for any claim for loss or profit or for any consequential, incidental, special or exemplary damages, caused by retention of such funds under this agreement.

One written request by me/us to Unlock Wealth Securities Limited through the Authorised Person, Unlock Wealth Securities Limited may release the funds/Securities to me/us, if sufficient margins in respect of my/our trading across all segments of the stock Exchanges are available with Unlock Wealth Securities Limited.

I/we hereby agree that I/we shall confirm the statement of funds and securities within one month (preferably within 7 working days) of receipt of statements in this regard being issued by Unlock Wealth Securities Limited, failing which it is agreed by me/us that the statement of balances as issued by Unlock Wealth Securities Limited is proper and correct. This running account request and authorization is subject to revocation at any time.

I/We request to settle my account, funds and securities, once in a calendar month/quarter and accordingly send the statements. Further I/we hereby give my/our consent to Unlock Wealth Securities Ltd., to retain an amount of upto Rs. 10,000/- (net amount across segments and across exchanges) for the purpose of settlement of my/our account.

I/we request you to send me/us statements of account of funds and securities etc. by email on the email ID, if provided for ECN.

Thanking you,

Yours faithfully,

Signature (s)

Name (s)

Stamp/Seal of the Client:

**Note:** In case the client is an individual, then the above should be signed by him/her and in case the client is a partnership firm/company, then the above should be signed by the partners/directors.

## VOLUNTARY



Date:

ANNEXURE-7

To,

Unlock Wealth Securities Limited

Padam Towers, 14/113, Civil Lines, Kanpur-208001

Dear Sirs,

**Sub. : SMS and E-mail Alerts to Investors**

With reference to SEBI Circular No. CIR/MIRSD/15/2011 dated 02.08.2011, I/We Wish to avail the following facility (ticked in the box):

1. SMS Alert or

☐

2. Email Alerts or

☐

3. Both (SMS and Emails) Alerts

☐

My/our Mobile No. is ..... (Compulsory for any of aforesaid facility).

My/our Email ID is ..... (Compulsory for facility no. 2 & 3)

Aforesaid Mobile no. and Email ID are also used for/by your following clients (my relations), who also wished to avail the aforesaid ticked facility, and, as per requirement, my PAN be recorded as Master PAN in the Client Registration System.

S.No.	Relationship	Name	Client Code	PAN	Signature
1.	Dependent Mother				
2.	Dependent Father				
3.	Spouse				
4.	Dependent Major Children :				
	(i)				
	(ii)				
	(iii)				

Yours faithfully

(Signature of the Client)

**Unlock Wealth Securities Limited**

(Formerly known as UPSE Securities Limited)

'PADAM TOWERS', 14/113, Civil Lines, Kanpur, 208001

CIN: U67120UP2000PLC025330

Phones: 2338134 Telefax: 91 - 512 - 2338220

E-mail : upsecltd@gmail.com

E-mail ID for investor complaints: upseccomplaints@gmail.com

Member: BSE Limited SEBI Registration Numbers INB 01116838 &amp; INF 011116838

Member: National Stock Exchange of India Ltd.

SEBI Registration Numbers INB 231116832 &amp; INF 231116832

Member: Metropolitan Stock Exchange of India Ltd., SEBI Registration Numbers INE 261116838, INB 261116835 &amp; INF 261116835

To,

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

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

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

Sub - Broker \_\_\_\_\_

**Sub : Client Registration Documents**

In terms of SEBI guidelines issued from time to time, following are the mandatory documents required for registration of a client with Stock Broker for trading:

- KYC Application/Account Opening Form (Booklet-I)
- Trading Account Related details (Booklet - I)
- Rights and Obligations (Booklet-II)
- Risk Disclosure document (Booklet-II)
- Guidance Note (Booklet-II)
- Policies and Procedure (Booklet-I)

Additional clauses of document, as mentioned in the KYC Booklets, are voluntary, at the discretion of the member and the client and are meant for satisfaction about the antecedents of the client.

I/We undertake to submit any other document (self-attested) to the member e.g. copy of Bank Statement/Pass Book, cancelled cheque, DP Master, etc.

Client is requested to check his ledger account, holding, outstanding position, contract notes and margin regularly at [www.upsecindia.com](http://www.upsecindia.com) through on line office icon. Your client code is your login and your default password is your PAN.The documents mentioned at Serial No. a) to f) are also available at our website [www.upsecindia.com](http://www.upsecindia.com) you can read and download.

Name &amp; Signature with Stamp of Sub-Broker

Your e-mail ID as recorded by us is as under \_\_\_\_\_

Received a copy of my KYC Application/Account Opening Form &amp; Booklets (KYC Form with all attachment)

For UNLOCK WEALTH SECURITIES LIMITED

Signature \_\_\_\_\_

Name \_\_\_\_\_

Chief Executive Officer

(Acknowledgement of the Client) Date : \_\_\_\_\_

**Unlock Wealth Securities Limited**

(Formerly known as UPSE Securities Limited)

'PADAM TOWERS', 14/113, Civil Lines, Kanpur, 208001

CIN: U67120UP2000PLC025330

Phones: 2338134 Telefax: 91 - 512 - 2338220

E-mail : upsecltd@gmail.com

E-mail ID for investor complaints: upsecltdcomplaints@gmail.com

Member: BSE Limited SEBI Registration Numbers INB 01116838 &amp; INF 01116838

Member: National Stock Exchange of India Ltd.

SEBI Registration Numbers INB 23116832 &amp; INF 23116832

Member: Metropolitan Stock Exchange of India Ltd., SEBI Registration Numbers INE 26116838, INB 26116835 &amp; INF 26116835

To,

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

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

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

Sub - Broker \_\_\_\_\_

**Sub : Client Registration Documents**

In terms of SEBI guidelines issued from time to time, following are the mandatory documents required for registration of a client with Stock Broker for trading:

- KYC Application/Account Opening Form (Booklet-I)
- Trading Account Related details (Booklet - I)
- Rights and Obligations (Booklet-II)
- Risk Disclosure document (Booklet-II)
- Guidance Note (Booklet-II)
- Policies and Procedure (Booklet-I)

Additional clauses of document, as mentioned in the KYC Booklets, are voluntary, at the discretion of the member and the client and are meant for satisfaction about the antecedents of the client.

I/We undertake to submit any other document (self-attested) to the member e.g. copy of Bank Statement/Pass Book, cancelled cheque, DP Master, etc.

Client is requested to check his ledger account, holding, outstanding position, contract notes and margin regularly at [www.upsecindia.com](http://www.upsecindia.com) through on line office icon. Your client code is your login and your default password is your PAN.The documents mentioned at Serial No. a) to f) are also available at our website [www.upsecindia.com](http://www.upsecindia.com) you can read and download.

Name &amp; Signature with Stamp of Sub-Broker

Your e-mail ID as recorded by us is as under \_\_\_\_\_

Received a copy of my KYC Application/Account  
Opening Form & Booklets  
(KYC Form with all attachment)

For UNLOCK WEALTH SECURITIES LIMITED

Signature \_\_\_\_\_

Name \_\_\_\_\_

Chief Executive Officer

(Acknowledgement of the Client) Date :



Serial No.

# CLIENT REGISTRATION FORM

Note : This form is divided in two Booklets (i.e. Booklet-I and Booklet-II)

## BOOKLET - II



## UNLOCK WEALTH SECURITIES LIMITED

(FORMERLY UPSE SECURITIES LIMITED)

CIN : U67120UP2000PLC025330

"PADAM TOWERS", 14/113, CIVIL LINES, KANPUR - 208 001

Telephone No. : 0512-2338134 • Telefax No. : 0512-2338220

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

Email : [upsesecld@gmail.com](mailto:upsesecld@gmail.com), [upse@vsnl.in](mailto:upse@vsnl.in)

Email ID for Investor Complaints : [upseseccomplaints@gmail.com](mailto:upseseccomplaints@gmail.com)

Member :

BSE LIMITED (BSE)

NATIONAL STOCK EXCHANGE OF INDIA LIMITED (NSE)

METROPOLITAN STOCK EXCHANGE OF INDIA LIMITED (MSE)

SUB-BROKER NAME \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

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

### SEBI Registration Numbers

BSE CASH	INB 011116838
BSE F&O	INF 011116838
BSE C D	N.A
NSE CASH	INB 231116832
NSE F&O	INF 231113832
MSE CASH	INB 261116835
MSE F&O	INF 261116835
MSE C D	INE 261116838

**ACCOUNT OPENING KIT  
INDEX OF DOCUMENTS**

**Unlock Wealth Securities Ltd.**

S. No.	Name of the Document	Brief Significance of the Document	Booklet No.	Page No.
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>				
1	Account Opening Form	A. Client Registration Document	I	1-2
		B. KYC Application Forms- (I) For Individuals (Including CKYC) (ii) For Non-Individuals Aforesaid documents capture the basic information about the client and an instruction/ check list.	I I	3-10 11-14
		C. Document captures the additional information about the constituent relevant to trading account and an instruction/ check list.	I	15-18
		D. Authorised Person Details (Non-Mandatory)	I	19
2	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trader member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading.	II	1-5
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	II	6-9
4	Guidance Note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	II	10-11
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker.	I	20
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange (s).	I	20
7	Format of declaration by the proprietorship firm and letter of authority for partnership firm.	For DP Operations and Authorised Partner/s	I	21
8	Board Resolution in case of Corporate Client and Shareholding Pattern	Delegation of Authority to Director (s) on behalf of the Company and Details of Shareholding.	I	22
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>				
9	Margin and Running Account Authorisations	Deposit of margin and Running Account Authorisations	I	23
10	Sms and e-mail alerts	Investor willing to avail SMS and e-mail alerts facility	I	24
<b>OTHER DOCUMENTS</b>				
11	Acknowledgement	Broker's and Client's Copy	I	25-26

## 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).
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 the client.

14. The stock broker shall inform the client and keep him

### 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.



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 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 transaction 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 favour 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 its 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 rounded 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



**ELECTRONIC CONTRACT NOTES (ECN)**

37. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.

38. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamperable and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.

39. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.

40. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/stock exchanges.

41. The stock broker shall continue to sent contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.

42. In addition to the e-mail communication of the ECNs to the client, the stock broker shall simultaneously

publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same

**LAW AND JURISDICTION**

43. In addition to the specific rights set out in this document, the stock broker, sub-broker and the client shall be entitled to exercise any other rights which the stock broker or the client may have under the Rules, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder of Rules and Regulations of SEBI.

44. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines and circulars/notices issued by SEBI and Rules, Regulations and By laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.

45. The stock broker and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal within the stock exchanges, if either party is not satisfied with the arbitration award.

46. Words and expressions which are used in this document but which are not defined here in shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.

47. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/ document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.

48. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.



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

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 data, 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 the trading over the internet involves many uncertain factors and complex hardware, software, systems, communications 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 brokers' 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 brokers' IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Stock brokers/Exchange end for any reason beyond the control of the stock broker/Exchanges.

## RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS

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

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



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 positing. 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 be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

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

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

#### 4. GENERAL

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

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



## GUIDANCE NOTE – DO'S AND DON'Ts FOR TRADING ON THE EXCHANGE (S) FOR INVESTORS

### BEFORE YOU BEGIN TO TRADE

1. Ensure that you deal with and through only SEBI registered intermediaries. You may check their SEBI registration certificate number from the list available on the stock exchanges [www.exchanges.com](http://www.exchanges.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 document 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, fee 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 the regard.

### TRANSACTIONS AND SETTLEMENTS

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



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

- d) You need to bring any dispute arising from the statement of account of 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 give 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 brokers' 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.