



RATNABALI CAPITAL MARKETS LIMITED

Member

National Stock Exchange of India Limited

Bombay Stock Exchange Limited

MCX Stock Exchange Limited

United Stock Exchange of India Limited



CLIENT REGISTRATION KIT

Client Name _____

Client Code _____

Date of Opening of Account _____

ABBREVIATIONS

RCML	Ratnabali Capital Markets Ltd.
SEBI	Securities & Exchange Board of India
NSE	National Stock Exchange of India Ltd.
BSE	Bombay Stock Exchange Ltd.
MCX-SX	MCX Stock Exchange Ltd.
USE /USEIL	United Stock Exchange of India Limited
CM	Capital Market Segment
F&O	Futures & Options Market Segment
CD / CDS	Currency Derivatives Segment
Broker	Ratnabali Capital Markets Ltd.
Stock Broker	Ratnabali Capital Markets Ltd.
Trading Member	Ratnabali Capital Markets Ltd.
Member	Ratnabali Capital Markets Ltd.
Constituent	Client
KYC	Know Your Client Form
RDD	Risk Disclosure Document
PMLA	Prevention of Money Laundering Act, 2002
PAN	Permanent Account Number
DP	Depository Participant
ROC	Registrar of Companies
HUF	Hindu Undivided Family
MICR	Magnetic Ink Character Recognition
SPAN	Standard Portfolio Analysis of Risk
FDR	Fixed Deposit Receipt issued by Bank
BG	Bank Guarantee issued by Bank
DD	Demand Draft
ECN	Electronic Contract Note

Dear

We welcome you to Ratnabali Capital Markets Limited. We will be glad to have you as our esteemed client and it will be our constant endeavour to offer you an amiable association.

We, at Ratnabali, promise you ethical business practice and prompt services at all times.

We request you to complete all formalities required for formalizing our relationship.

With best regards,

*Suresh Kumar Somani
Jt. Managing Director*

RATNABALI CAPITAL MARKETS LIMITED

Registered Office & Correspondence address :

FMC FORTUNA, A-7 & A-8, 4th Floor

234/3A, A. J. C. Bose Road, Kolkata - 700 020

Phone : (033) 4015-0000 / 0100, Fax : (033) 2287-5374

Email : ratnabali@ratnabali.com, Website : www.ratnabali.com

CEO Name, Phone No. & Email ID :

Mr. Rakesh Pandiya (CFO), (033) 4015-0000 / 0100, rpandiya@ratnabali.com

Compliance Officer Name, Phone No. & Email ID :

Mr. Hansraj Jaria, (033) 4015-0000 / 0100, hansraj@ratnabali.com

SEBI REGISTRATION NUMBERS & DETAILS		
NSE-CM	INB231143232 dt. 10.11.2000	Trading cum Clearing Member
NSE-F&O	INF231143232 dt. 25.09.2001	Trading cum Clearing Member
NSE-CDS	INE231143232 dt.06.09.2008	Trading cum Clearing Member
BSE-CM	INB011143238 dt.17.06.2004	Trading cum Clearing Member
BSE-F&O	INF011143238 dt. 14.07.2004	Trading Member
MCX-SX-CDS	INE261143238 dt.13.01.2009	Trading Member
USE-CDS	INE271143237 dt. 26.07.2011	Trading Member

For any grievance / dispute please contact us at the above address or email us at the Investor Grievance Email ID: grievance@ratnabali.com or call us at the above mentioned numbers. In case not satisfied with the response, please contact the concerned exchanges(s).

NSE	ignse@nse.co.in (022) 2659-8190	BSE	is@bseindia.com (022) 2272-8097
MCX-SX	investorcomplaints@mcx-sx.com (022) 6731-8933 / 9000	USE	investorcomplaints@useindia.com (022) 4244-4932 / 4999

Clearing Member for MCX-SX-CDS & USE-CDS segments

IL&FS Securities Services Limited

IL & FS House, Raheja Vihar, Plot No. 14

Chandivli, Andheri (E), Mumbai - 400 072

Telephone No. (022) 2857-0965, 4249-3000, Fax : (022) 2857-0948 / 0949

Email : fno.group@issl.co.in, Website : www.issl.co.in

SEBI Registration Nos. - MCX-SX - INE 261313337 dt. 29.09.2008

- USE - INE 271377439 dt. 09.04.2010

Clearing Member for BSE-F&O Segment

Stock Holding Corporation of India Limited

Unit No. 301, 3rd Floor, Dr. B. Ambedkar Road, Parel, Mumbai - 400 012

Phone : (022) 6177-8074, 2778-5066, Fax : (022) 6177-8070

Email : derivatives@stockholding.com, Website : www.stockholding.com

SEBI Registration No. INF 011133735 dt. 02.06.2000

ATTENTION CLIENTS

Instructions for filling up and completing the Account Opening Form

1. Please read the document carefully and fill up properly in all respects, by your own hand.
2. Please sign all the documents attached with the Form.
3. Pin Code is compulsory in the address.
4. Please affix signature wherever “✓” mark is found.
5. Please produce original documents for verification at the time of submission of the Form.
6. Witness name and address required.
7. Overwriting, corrections etc. require signature of account holder.
8. Please sign all the xerox copy of proof provided.
9. Please fill up the form in Capital “LETTERS”.
10. Clients are requested to immediately intimate the Trading Member for any change in name, address, DP / Bank, Director(s) / Karta / Partner(s) etc.
11. Please provide the name and signature of the persons authorized for collection of contract notes, cheques and other documents from the office of trading member in page no. 32 of this form.
12. The client should renew his financial details like income tax return, balance sheet, shareholding pattern etc. once in every year.
13. In case of Non-Individual clients, please affix rubber stamp with signature.

FOR OFFICE USE ONLY	
Name of the Client	
Client Code Allotted	

ACCOUNT OPENING KIT



INDEX OF DOCUMENTS			
S.NO.	NAME OF THE DOCUMENT	BRIEF SIGNIFICANCE OF THE DOCUMENT	PAGE NOS.
MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES			
1.	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	2 - 9
		B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	10 - 14
2.	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	15 - 19
3.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	20 - 23
4.	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	24 - 25
5.	Policies and Procedures	Document describing significant policies and procedures of the stock broker	26 - 27
6.	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	28
VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER			
7.	Other Terms & Conditions For the Client	This document contains certain other terms and conditions provided by the Trading member voluntarily to ensure smooth functioning while dealing with Clients.	30 - 32
8.	Voluntary declaration under PMLA 2002	This document is required for further information with regard to PMLA 2002.	33
9.	Authority Letter for Running Account	This document deals with an option given to client to settle his obligation towards fund and securities on a running account basis and settle the same at monthly/ or quarterly interval at his discretion.	34
10.	Authorisation to receive Documents Electronically	A client desirous of receiving documents electronically has to give a written authorization and it should be signed by the client only. The client has to provide an email id. Any change in the email id has to be communicated in writing.	35
11.	Declaration of Email ID / Mobile Number	A client desirous of receiving trade alerts / calls for his / her trades done has to give a written authorisation and it should be signed by the client only. The client has to provide a mobile number.	36

INDEX OF DOCUMENTS

S.NO.	NAME OF THE DOCUMENT	BRIEF SIGNIFICANCE OF THE DOCUMENT	PAGE NOS.
		FORMATS	
12.	Format of Declaration To Be Given By Partnership- Annexure : 1	This authorization is required for Partnership Firm account to recognize the Demat Account of Partner for smooth trading.	38
13.	Format of Authority Letter in Favour Of Managing Partner (s)- Annexure : 2	This authorization is required in case of partnership firm to authorize the managing partners to operate the trading account with trading member.	39
14.	Format Of Declaration Of HUF- Annexure : 3	This authorization is required in case of HUF to authorize the Karta to operate the trading account with trading member.	40 - 41
15.	Format Of Board Resolution in Case Of Companies- Annexure : 4	The client may follow the format provided while preparing the Board Resolution.	42
16.	Format of Shareholding Pattern of Corporate client - Annexure : 5	The Corporate client may follow the format for providing Shareholding Pattern of the Company.	43

MANDATORY PART



KNOW YOUR CLIENT (KYC) APPLICATION FORM - FOR INDIVIDUALS

PHOTOGRAPH

Please affix your recent passport size photograph and sign across it

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS			
Name of the Applicant			
Father's / Spouse Name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
Date of Birth (dd/mm/yyyy)	/ /	Nationality	
Status	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Non Resident <input type="checkbox"/> Foreign National		
PAN			
Unique Identification Number (UID) / Aadhaar, if any			
Specify the proof of Identity submitted			
ADDRESS DETAILS			
Address for correspondence			
City/town/village		Pin Code	
State		Country	
Contact Details			
Tel. (Off.)		Tel. (Res.)	
Mobile No.		Fax	
Email id			
Specify the proof of address submitted for correspondence address			
Permanent Address*			
City/town/village		Pin Code	
State		Country	
Specify the proof of address submitted for permanent address			
OTHER DETAILS			
Gross Annual Income Details (please specify)			
Income Range per annum	<input type="checkbox"/> Below ₹ 1 Lac <input type="checkbox"/> 1-5 Lac <input type="checkbox"/> 5-10 Lac <input type="checkbox"/> 10-25 Lac <input type="checkbox"/> >25 Lacs, or		
Net-worth		as on (date)	
(Net worth should not be older than 1 year)	(dd/mm/yyyy)		
Occupation (Please tick any one and give brief details)	<input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others _____		

*(if different from above or overseas address, mandatory for Non-Resident Applicant)

Please tick, if applicable	<input type="checkbox"/> Politically Exposed Person (PEP)
	<input type="checkbox"/> Related to a Politically Exposed Person (PEP)
Any other information	

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.

✓ _____
Signature of the Applicant

Date : _____ (dd/mm/yyyy)

FOR OFFICE USE ONLY

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

Signature of the Authorised Signatory

Date : _____

Seal/Stamp of the intermediary



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

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS											
Name of the Applicant											
Date of Incorporation				/		/			Place of Incorporation		
Date of commencement of business				/		/			PAN		
Registration No. (e.g. CIN)											
Status (Please tick any one)			<input type="checkbox"/> Private Limited Co. <input type="checkbox"/> Public Ltd. Co. <input type="checkbox"/> Body Corporate								
			<input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Charities <input type="checkbox"/> NGO's <input type="checkbox"/> FI <input type="checkbox"/> FII								
			<input type="checkbox"/> HUF <input type="checkbox"/> AOP <input type="checkbox"/> Bank <input type="checkbox"/> Government Body <input type="checkbox"/> Non-Government								
			Organization <input type="checkbox"/> Defence Establishment <input type="checkbox"/> BOI <input type="checkbox"/> Society <input type="checkbox"/> LLP								
			<input type="checkbox"/> Others (please specify) _____								
ADDRESS DETAILS											
Address for correspondence											
City/town/village						Pin Code					
State						Country					
Contact Details											
Tel. (Off.)						Tel. (Res.)					
Mobile No.						Fax					
Email id											
Specify the proof of address submitted for correspondence address											
Registered Address (if different from above)											
City/town/village						Pin Code					
State						Country					
Specify the proof of address submitted for registered address											
OTHER DETAILS											
Gross Annual Income Details (please specify) : Income Range per annum :											
<input type="checkbox"/> Below ₹ 1 Lac <input type="checkbox"/> 1-5 Lac <input type="checkbox"/> 5-10 Lac <input type="checkbox"/> 10-25 Lac <input type="checkbox"/> 25 Lacs-1 crore <input type="checkbox"/> > 1 crore											
Net-worth						as on (date)					
(*Net worth should not be older than 1 year)						(dd/mm/yyyy)					
Name, PAN, residential address and photographs of Promoters / Partners / Karta / Trustees and whole time directors						As per ANNEXURE on Page 6					
DIN / UID of Promoters / Partners / Karta and whole time directors						As per ANNEXURE on Page 6					

Please tick, if applicable, for any of your authorized signatories / Promoters / Partners / Karta / Trustees / whole time directors	<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)
Any other information	

DECLARATION

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

✓ _____
Name & Signature of the Authorised Signatory
 Date : _____ (dd/mm/yyyy)

FOR OFFICE USE ONLY

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

Signature of the Authorised Signatory
 Date : _____

Seal/Stamp of the intermediary

DETAILS OF PROMOTERS/ WHOLE TIME DIRECTOR/ TRUSTEES/ PARTNERS/ KARTA/ AUTHORISED PERSON TO DEAL IN SECURITIES ON BEHALF OF THE COMPANY/ FIRM/ OTHERS

Particulars	1st	2nd	3rd
Name			
Designation			
Residence Address with Pin Code			
Contact No.			
Experience			
Qualification			
PAN			
DIN / UID			
Voter ID No.			
Passport No. (if any)			
Equity stake %			
Bank			
Bank Address			
SB/Current A/c No.			
Photograph	Please affix your recent passport size photograph and sign across it	Please affix your recent passport size photograph and sign across it	Please affix your recent passport size photograph and sign across it
Signature			

Use additional sheets, if necessary.
MANDATORY

A. IMPORTANT POINTS :

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

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

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/ Debit cards issued by Banks.

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

(*Documents having an expiry date should be valid on the date of submission.)

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook -- Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.

5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

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

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

E. List of people authorized to attest the documents :

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

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

Corporate

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

Partnership Firm

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

Trust

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

HUF

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

Unincorporated association or a body of individuals

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

Banks / Institutional Investors

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

Foreign Institutional Investors (FII)

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

Army / Government Bodies

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

Registered Society

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

BANK ACCOUNT(S) DETAILS		
	First Bank Details	Second Bank Details
Bank Name		
Branch		
Address		
Bank A/c No.		
A/c Type	<input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Others-In case of NRI/NRE/NRO	<input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Others-In case of NRI/NRE/NRO
MICR No.		
IFSC code		

DEPOSITORY ACCOUNT(S) DETAILS		
	First Demat A/c Details	Second Demat A/c Details
Depository		
Participant Name		
Depository Name	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL
Beneficiary Name		
DP ID		
Beneficiary ID (BO ID)		

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

Exchanges	Segments	Signature
1. National Stock Exchange of India Ltd. - Cash		✓
	- F&O	✓
	- Currency Derivatives	✓
2. Bombay Stock Exchange Ltd.	- Cash	✓
	- F&O	✓
3. MCX Stock Exchange Ltd.	- Currency Derivatives	✓
4. United Stock Exchange of India Ltd.	- Currency Derivatives	✓

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

PAST ACTIONS

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

DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS

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

Sub-broker's Name			
SEBI Regn. Number			
Regd. Off. Address			
Phone		Fax	Website

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

Name of stock broker			
Name of Sub-Broker, if any			
Client Code		Exchange	

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

ADDITIONAL DETAILS

Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify)

_____, Specify your Email id, if applicable :

Whether you wish to avail of the facility of internet trading / wireless technology (please specify)

YES NO

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	As per Annexure on Page 6

Any other information	
-----------------------	--

INTRODUCER DETAILS (optional)																						
Name of the Introducer																						
	(Surname)	(Name) (Middle Name)																				
Status of the Introducer	<input type="checkbox"/> Sub-broker <input type="checkbox"/> Remisier <input type="checkbox"/> Authorized Person <input type="checkbox"/> Existing Client																					
	<input type="checkbox"/> Others, please specify																					
Address and Phone No. of the Introducer																						
Signature of the Introducer																						
	PHOTOGRAPH of Nominee Please affix recent passport size photograph and sign across it																					
NOMINATION DETAILS (for individuals only)																						
<input type="checkbox"/> I/We wish to nominate <input type="checkbox"/> I/We do not wish to nominate																						
Name of the Nominee																						
Relationship with the Nominee																						
PAN of Nominee	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					Date of Birth of Nominee
Address and Phone No. of the 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)																						
	First Witness Details	Second Witness Details																				
Name																						
Signature																						
Address																						

DECLARATION

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

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

Place : _____

✓ _____
Signature of Client/ (all) Authorized Signatory (ies)

Date : _____

FOR OFFICE USE ONLY

UCC Code allotted to the Client : _____

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

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

Signature of the Authorised Signatory

Date : _____

Seal/Stamp of the stock broker

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

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

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

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

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



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

CLIENT INFORMATION

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

MARGINS

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

TRANSACTIONS AND SETTLEMENTS

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

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

BROKERAGE

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

LIQUIDATION AND CLOSE OUT OF POSITION

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

DISPUTE RESOLUTION

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

TERMINATION OF RELATIONSHIP

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

ADDITIONAL RIGHTS AND OBLIGATIONS

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

ELECTRONIC CONTRACT NOTES (ECN)

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

LAW AND JURISDICTION

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

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



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

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

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

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

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

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

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

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

1. BASIC RISKS :

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

1.2 Risk of Lower Liquidity : Liquidity refers to the ability of market participants to buy and/or sell securities / derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/or sell securities / derivatives contracts swiftly and with minimal price difference, and as a result, investors are more

likely to pay or receive a competitive price for securities / derivatives contracts purchased or sold. There may be a risk of lower liquidity in some securities / derivatives contracts as compared to active securities / derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.2 Currency specific risks :

- 1. The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.

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

2.3 Risk of Option holders :

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

2.4 Risks of Option Writers :

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

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

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

4. GENERAL

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

BEFORE YOU BEGIN TO TRADE

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

TRANSACTIONS AND SETTLEMENTS

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

- c) On the date of settlement, the stock broker may retain the requisite securities / funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds / securities / margin to the extent of value of transactions executed on the day of such settlement in the cash market.
- d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds / securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.
14. In case you have not opted for maintaining running account and pay-out of funds / securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts / details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

IN CASE OF TERMINATION OF TRADING MEMBERSHIP

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

DISPUTES / COMPLAINTS

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

a) Refusal of orders for penny stocks :

“Penny Stocks” are generally understood as those stocks whose market price is less than Rs.10/- and is also less than their face value. The client may be questioned about trading in penny stocks by the trading member. As a part of due diligence measures, the trading member may refuse to execute the client’s order for penny stocks in case of unsatisfactory reply from the client.

The Exchange also issues a list of illiquid securities on a monthly basis. Such monthly lists are available with the dealers. If any client is found to be trading in such stocks in high volume (as a % to the total market volume), the trading member may require the client to submit adequate clarification. As a part of its due diligence measures, the trading member may refuse to execute the client’s order for such illiquid securities in case of unsatisfactory reply from the client.

b) Setting up client’s exposure limit :

In Cash segment, the trading member does not compulsorily collect upfront margin from clients. Generally the client is allowed to trade up to a certain limit, at the trading member’s discretion, without any upfront margin, depending on various factors like financial soundness, credit worthiness of the client, past trade record, reference etc. The determination of such limit is independent of margin collected from clients. There is a surveillance system in place to monitor the client exposure on a daily basis.

In Derivatives segment, the exposure limit is set based on the upfront margin deposited by the client.

c) Applicable Brokerage Rate :

The brokerage rate applicable to the clients vary depending on the category of the client i.e. HNI, Institutional, low, medium, high risk client and expected volume to be generated by the client. At the time of induction of a new client, the financial stability of the client is assessed / measured and the brokerage rate is fixed with the mutual consent of the client. Any change in the brokerage rate of the client is intimated separately to the client before implementing the change. However, the brokerage rate charged to clients does not exceed the maximum brokerage rate specified by the Exchange.

d) Imposition of Penalty / Delayed payment charges :

Any amounts which are over due from the client shall be charged with delayed payment charges of up to 0.05% calculated on a daily basis on the overdue amount from the date they become payable till the date they are finally paid.

The trading member may impose fines/ penalties for any orders / trades / deals / actions of the client which are contrary to the rules/ regulations/ bye laws of the exchange for the time being in force, at such rates and in such form as it may deem fit. Further where the trading member has to pay any fine or bear any punishment from any authority in connection with / as a consequence of / in relation to any of the orders/ trades/ deals / actions of the client, the same shall be borne by the client.

The client have to pay to the trading member, brokerage, commission, fees, and all taxes, duties levies imposed by any authority including but not limited to the stock exchanges (including any amount due on account of reassessment/ backlogs etc.) transaction expenses, incidental expenses such as postage, courier etc. as they apply from time to time to the clients account/ transactions/ services that the client avail from the trading member.

No interest / delayed payment charges will be payable by the trading member on the credit balance lying in the margin account or ledger balance of the client.

e) Right to sell client’s securities or close client’s position, without giving notice to the client on account of non payment of dues :

Even after regular reminders, if the client fails to make the payment of the margin money or pay-in amount, then the trading member would square off his / her / their position to the extent of settlement/ margin obligations and before taking such action in this direction, the trading member shall explain all the details to the client about the proposed action in this regard by telephone / email / in writing / orally.

Principally, the trading member follows the practice of giving reasonable opportunity of being heard and gives a show cause notice either over the telephone or vide email or in writing to such clients. Thereafter, if the trading member finds that even after giving reasonable time, the client has failed to pay the money due from him, it squares off his / her / their position to the extent of settlement/ margin obligations. However in case of those clients with whom the trading member has a long term bonding and there is reassurance from the concerned client that they will make the payment in due course of time, the trading member may consider allowing them to continue with their positions.

f) Shortages in obligations arising out of internal netting of trades :

In case of shortages in obligations arising out of internal netting of trades, the seller is given the option to deliver the shares in auction settlement of the original settlement.

In case the seller fails to deliver the shares in the settlement, the seller will be debited with the exchange auction price for the particular security in auction settlement along with the charges of the member and the buyer will get the credit for the exchange auction price charged to the seller. In absence of Exchange Auction price, the highest closing price from Trading day + 1 day to Trading day + 2 day will be considered in place of the Exchange Auction price.

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

Under the following conditions a client may not be allowed to take further position :

1. If the client's ledger balance shows a continuous debit balance – Such client is allowed to close out his open position but is not allowed to take any new position.
2. If the client defaults in meeting cash or securities obligation, it will lead to compulsory close out of the position.
3. If the client fails to submit any information or documents as are mandatory or relevant; the client may not be allowed to take further position.
4. If the exchange is not allowing any further position in that scrip.
5. If broker's limit of taking exposure in that particular scrip comes to an end.

Apart from the above, the trading member also considers the client's financial position, past track record of trade, references etc. before not allowing him to take further position in the market.

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

In case, a client gives a request in writing for temporarily suspending / closing his account, then the account is settled with respect to fund and securities and the trading code is temporarily suspended / closed in front and back office.

The clients request letter for closure is kept in our records. In future if the client seeks to re open his account with us, he is required to submit a written request expressing his desire to restart trading.

i) De-registering a client :

A client shall be de-registered upon fulfillment of any one of the following conditions :

- a. On receipt of the specific request from the client to deregister himself and to close his accounts.
- b. On account of breach of terms and conditions of the account opening form by the client.
- c. On account of any action taken by SEBI/ Stock Exchange/ any other authority against the constituents or its partner/ promoters/ directors/ authorized persons or that they are debarred from accessing the securities market.

On the happening of any one of the above, the account of a client is deregistered after effecting full and final settlement of the account with respect to funds and securities of the client.

j) Treatment of Inactive / Dormant client :

If a client has not done a single trade in a financial year in any of the exchange, then the client account will be treated as inactive/ dormant account and it will be temporarily suspended at the beginning of the next financial year. The temporary suspension can be removed on receipt of a letter from the client expressing his desire to restart trading.

UNIQUE CLIENT CODE :

A.	NSE / BSE	%	MINIMUM	FLAT / LOT
	CASH / CAPITAL MARKET	DELIVERY		
		SQUARE OFF		
	FUTURES	CARRY FORWARD		
		SQUARE OFF		
	OPTIONS	CARRY FORWARD		
		SQUARE OFF		
B.	NSE / MCX-SX / USE			
	CURRENCY DERIVATIVES	CARRY FORWARD		
		SQUARE OFF		
In case of purchase / sale value of a share is Rs.10/- or less, a minimum brokerage of 25 paise per share will be collected.				

(Other charges like STT, Service Tax, Stamp Charges, Transaction Charges, SEBI Turnover Charges and any other levies, if any, shall be levied as per the rate stipulated by the concerned Authority)

✓ _____
Signature of the Client

Sl. No.	Name	Signature	Date
1.	Verified By		
2.	Authorised & Approved by		

VOLUNTARY PART

1. PARTICIPATION :

The client shall ensure that

- a) He/she/it is eligible to enter in this relationship.
- b) All actions required to be taken to ensure compliance of the transaction with all applicable laws have been completed.
- c) Undertakes not to act as a sub broker/ authorized person without prior written permission of the member/ exchange / without obtaining certificate of registration.
- d) It shall be the duty of the client to inform the trading member immediately of the change in constitution, identity, by change of name, residential status or any other information as provided by the client at the time of executing KYC.

2 MARGIN :

- a) The client agrees to pay initial margin as specified by the Exchange before placing any order. The trading member will have all the right not to execute the order if the client has not deposited the required initial margin with the trading member.
- b) Margin in the form of Securities :** The client may place margin with the trading member in form of securities as approved by the Exchange. Such securities may, at the discretion of the trading member, be marked under lien in favour of the trading member from the depository account of the client or such securities may be placed in a separate depository account titled 'Ratnabali Capital Markets Ltd.' to be earmarked as margin from the client.

3. FORCE MAJEURE :

The trading member shall not be responsible for any losses, costs, or damages resulting directly or indirectly from :

- (i) any action, omission, suspension or trading, decision or ruling of any exchange or regulatory, governmental or other body or of any other person which is beyond the trading member's control (including floor broker, exchange, dealing or clearing house); or
- (ii) any war, strike, lock-out, national disaster, act of terrorism, delay in postal service or any other delay or inaccuracy in the transmission of orders or other information, of any breakdown, failure or malfunction beyond the control of the trading member of any telecommunication or computer system;

The above Force Majeure events do not exempt the client to fulfill the obligations in his account with the trading member.

4. MEMBER CLIENT COMMUNICATION :

(i) Form of Communication :

All notices or communications shall be served to the client in any one or more or all of the following ways:

- (a) by post,
- (b) by registered post,
- (c) under certificate of posting,

- (d) by express delivery post,
 - (e) by telegram,
 - (f) by affixing it on the door at the last known business or residential address,
 - (g) by oral communication to the party or on the last known telephone number or on the recording machine of such number
 - (h) by advertising it in at least one prominent daily news paper having circulation in the area where the last known business or residential address of the client is situated,
 - (i) by sending a message through trading system.
 - (j) by a notice posted on the notice board of the Exchange if no address be known
 - (k) by electronic media, or
 - (l) by hand delivery.
- (ii) Any notices or communications sent by the trading member to the client shall be deemed to have been properly delivered or served, even if such communication is returned to the trading member as unclaimed / refused / undelivered, provided the same is sent at the latest communication details available with the trading member, in any one or more of the ways as mentioned in clause 4(i) above.

5. INDEMNIFICATION :

The client shall indemnify and keep indemnified the trading member harmless from and against all claims, demands, actions, proceedings, loss, damages, liabilities, charges and/or expenses that are occasioned or may be occasioned to the trading member directly or indirectly, owing to bad delivery of shares / securities and / or as a result of fake / forged / stolen shares / securities / transfer documents that are introduced or that may be introduced by or through the client during the course of its dealings / operations on the Exchange(s).

6. PROPRIETARY TRADING :

The trading member discloses herewith that it undertakes proprietary trading in all segments (Capital Market, Future & Options and Currency Derivatives) of Exchanges in addition to client based trading.

7. UNDERTAKING :

The client gives an undertaking that he / she shall not indulge in any activity that may be treated as trading under INSIDER information as per various Laws of the State. The Client hereby further undertakes that he / she / it is not barred / suspended from doing an activity pertaining to trading in Stock Market by any authorities including Exchanges and SEBI and also undertakes to keep the member informed in writing against any action taken in future against him / her by any such authorities.

8. COMPLIANCE WITH LAW :

All transactions that are carried out by and on behalf of Client, shall always be subject to Government notifications, Rules, Regulations, Guidelines and Circulars issued by SEBI, RBI and any statutory authorities and Rules, Regulations and Bye laws of the Exchanges, NSDL & CDSL that may be in force from time to time and their Clearing Houses, if any, on which such transactions are executed and / or cleared by the member. The member is under no obligation to inform the Client of changes in these rules, regulations or guidelines unless otherwise specifically required by such law.

9. DEMATERIALIZED SECURITIES :

All order made by the Client shall only be in securities compulsorily traded in the dematerialized form. All deliveries of securities made by or to the Client shall only be in the dematerialized form.

10. EXECUTION OF ORDERS :

The Client understands that placing an order with the Member including a market order, does not guarantee execution of the order. The Member has the absolute right to reject any order that may be made by the Client for any reason whatsoever including for the breach of requirement of maintaining the prescribed Margin with the trading member.

11. MISTAKEN ORDER :

The Member shall not be responsible for any order that is made by the Client by mistake and every order that is entered by the Client through the use of the allotted user name and the security code(s) shall be deemed to be a valid order entered into the Member’s system.

12. TAPE RECORDING OF CONVERSATION :

The client is aware that the member may take tape recording of conversation between the client/clients representative and member, either personally or over the telephone, and hereby specifically permit the member to do so. Such recording may be relied upon by the member as and when required to resolve dispute in connection with the trading transaction.

13. COLLECTION OF CONTRACT NOTES, CHEQUES AND DOCUMENTS :

The Client authorizes the following persons for the collection of contract notes, cheques and other documents from the members office and to give valid receipt of the same.

Name of Authorised person	Signature
1. _____	✓ _____
2. _____	✓ _____
3. _____	✓ _____
4. _____	✓ _____

**Voluntary information provided by the client in relation
to the Prevention of Money Laundering Act, 2002**



Name of the Client : _____

If Business / Profession : Nature of business : _____

Industry : _____

Details of my/our Relatives, having account with RATNABALI CAPITAL MARKETS LTD. :

Name	Relationship	UCC (Client Code)
1.		
2.		

Details of the Corporate / Partnership Firm / Trust etc. where I/We am/are affiliated

Name	Entity Type	Nature of Business	Relationship	UCC (Client Code)
1.				
2.				

I/We hereby submit and agree to submit every year any one of the following documents to RATNABALI CAPITAL MARKETS LTD., before the due date as prescribed by RATNABALI CAPITAL MARKETS LTD. :

1. Profit and Loss Account & Capital Account
2. Balance Sheet
3. Self attested copy of Income Tax Return (If return not available, I/we will furnish Form 16)
4. Copy of Form 16 in case of Salary Income
5. Any other document providing financial details of the client

I/We hereby declare that I/We do not fall under Clients of Special Category as defined in Prevention of Money Laundering Act 2002, **OR**

I/We hereby declare that I/We fall under Clients of Special Category as defined in Prevention of Money Laundering Act, 2002 (choose the relevant category as under)

- Non Resident Client, High Net-worth Clients, Trust, Charties, Non- Governmental Organisations (NGOs) and organizations receiving donations, Companies having close family shareholdings or beneficial ownership, Politically Exposed Persons, Companies Offering foreign exchange offerings, Clients in high risk countries where existence/ effectiveness of money laundering controls is suspect, Non face to face clients, Clients with dubious reputation as per public information available etc.

I/We confirm that I/We will immediately inform RATNABALI CAPITAL MARKETS LTD. in case I/We am/are convicted under any grounds or any action is taken against me/us by any authority(ies).

I/We intend to invest in the stock market with : Own Funds Borrowed Funds
(If Borrowed Funds, then please specify below Sources of funds :)

Sources of Borrowed Funds (if any)	Amount (₹)

(Certificated / Opinion Report from the Banker / Financial Institution confirming that there has been no default in the client's account is to be attached, which I/We agree to attach herewith.)

I/We hereby declare that I/We am/are beneficial owner of the Trading / On-line account opened with RATNABALI CAPITAL MARKETS LTD., and that I/We am/are investing my/our own funds with RATNABALI CAPITAL MARKETS LTD.

✓ _____
Client Signature

Client's Name

FOR OFFICE USE ONLY

Risk categorisation of client as per PMLA, 2002 : High Risk Medium Risk Low Risk



(AUTHORITY LETTER FOR RUNNING ACCOUNT)
(Please provide this letter on your official stationery)

Dated : _____

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

Dear Sir,

With reference to my/our the trading account opened with Ratnabali Capital Markets Ltd. in the name _____ for the purpose of dealing in Capital Market (CM)/ Futures & Options (F&O)/Currency Derivatives (CD) segments of securities in National Stock Exchange of India Ltd., Bombay Stock Exchange Ltd. and MCX Stock Exchange Ltd. and United Stock Exchange of India Limited. I/We confirm that I/we am/are desirous of regularly dealing in CM/ F&O / CD segments and request you to maintain a running account for funds and securities on my/our behalf without settling the account on settlement of each transaction. I/We further request you to retain all amounts payable and securities receivable by me/us until specifically requested by me/us in writing to be settled or to be dealt in any other manner.

The above authorization may be revoked by me / us, completely or partially at any time by giving a written notice.

I / We authorise that if I / We have outstanding obligations on the settlement date, Ratnabali Capital Markets Ltd. may retain the requisite securities/funds towards such obligations and may also retain the funds expected to be required to meet margin obligations for next 5 trading days, calculated in the manner as follows :

- In respect of derivative market transactions, apart from margin liability as on the date of settlement, trading member may retain additional margins (maximum up-to 75% of margin requirement on the date of settlement) to take care of any margin obligation arising in next 5 days.
- In respect of cash market transactions, the Trading Member may retain entire pay-in obligation of funds & securities due from me/us as on the date of settlement and for next day's business, the Trading Member may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement.

The actual settlement of funds and securities shall be done by Ratnabali Capital Markets Ltd. at least once in a :

- Calendar quarter
- Calendar month (strike out whichever is not opted by you).

I/ we also agree that the actual settlement of fund and securities shall be done at least once in a calendar quarter / month and the statement of account for the same will be provided to me / us by Ratnabali Capital Markets Ltd. Such periodic settlement of running account may not be necessary :

- i. for clients availing margin trading facility as per SEBI circular.
- ii. for funds received from the clients towards collaterals/ margin in the form of bank guarantee (BG)/ Fixed Deposit receipts (FDR)

I/ we shall bring any dispute arising from the statement of account or settlement so made to the notice of Ratnabali Capital Markets Ltd. within 7 working days from the date of receipt of statement.

Ratnabali Capital Markets Ltd. shall transfer the funds / securities lying in the credit within one working day of the request if the same are lying with it and within three working days from the request if the same are lying with the Clearing Member/Clearing Corporation.

There shall be no inter client adjustments for the purpose of settlement of the "running account."

I/We understand and agree that no interest will be payable to me/us on the amount or securities so retained with you.

I/we also confirm that the securities lying in my withhold A/c should be considered as margin deposit/collateral.

✓ _____

Signature of the Client
VOLUNTARY

**AUTHORISATION TO RECEIVE DOCUMENTS ELECTRONICALLY
(To be obtained on pre-printed letterhead of the Company)**



Dated : _____

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

Sub : Electronic contract notes, daily margin, statement of account and any other documents

Dear Sir,

I / we hereby give my / our consent to receive the contract notes, daily margin, statement of account and any other documents electronically for all my / our trades done in Capital Market / Futures & Options / Currency Derivatives Segment at my / our email address as mentioned below:-

Or

I / we, _____ do hereby declare that Mr. _____ who is my / our _____ (relationship with client) having email Id _____ is authorized on my / our behalf to receive contract notes, daily margin, statement of account and any other documents electronically for all my / our trades done in Capital Market / Futures & Options / Currency Derivatives Segment.

I / we wish to inform you that I / we would like to avail this facility. It will be my / our responsibility that my / our email account is active and mail box is not full and the non receipt of the bounced mail notification at your end shall amount to delivery of the said documents at my / our email id.

Any change in the email id shall be communicated to you through a physical letter.

Thanking you

✓ _____

Client Name:-

Client Code:-



DECLARATION FOR MOBILE NUMBER

Dated : _____

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

Dear Sir,

I / we, _____ do hereby declare that my / our Mobile Number is _____. Further, I / we authorize Ratnabali Capital Markets Limited that the same may be used for giving me / us any information / alert / sms / call.

Or

I/ we, _____ do hereby declare that Mr. _____ who is my / our _____ (relationship with client) having mobile number _____ is authorized on my / our behalf to receive information / sms / call on our behalf.

Thanking you,

Yours truly

✓ _____

Signature of the Client

FORMATS



DECLARATION TO BE GIVEN BY PARTNERSHIP
(Please provide this letter on pre- printed letter head of the firm)

Dated : _____

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

Dear Sir,

We refer to the trading account opened with you in the name of _____
and declare and authorize you as under :

We recognize that a beneficiary account cannot be opened with a Depository Participant in the name of partnership firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, we authorize you to recognize the Beneficiary Account No. _____ with Depository _____ having DP ID _____ opened as a joint account in the name of the partners of the firm.

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

✓ _____ ✓ _____ ✓ _____
Signature Signature Signature

Instructions : Should be signed by all partners of the firm with Rubber Stamp.

AUTHORITY LETTER IN FAVOUR OF MANAGING PARTNER(S)
(To be obtained on pre-printed Letterhead of Firm)

Dated : _____

To
Ratnabali Capital Markets Ltd.
 FMC Fortuna, A-7 & A-8, 4th Floor
 234/3A, A. J. C. Bose Road
 Kolkata - 700 020

Dear Sir,

We the partners of M/s. _____ a partnership firm, having its office at _____ (office address) city _____ State _____ hereby authorize Mr./Ms. _____ and Mr./Ms _____ to open a trading account on behalf of the firm M/s. _____ with the Trading Member Ratnabali Capital Markets Ltd. for sale and purchase of shares/debentures/derivative instruments in Capital Market Segment (CM) and / or Futures and Options Segment (F & O) and / or Currency Derivatives Segment (CD). He / She / They is / are authorized on behalf of the firm to deal in equities, derivatives, debentures, and the said Trading Member is hereby authorized to honour all instructions oral or written, given on behalf of the firm by him / her / them.

Mr./Ms. _____ and Mr./Ms. _____ is/are authorized to sell, purchase, transfer, endorse, negotiate documents and / or / otherwise deal through Ratnabali Capital Markets Ltd. on behalf of the firm _____. He / She / They is/are also authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose. However any partner/authorized signatory(ies) can issue cheques (from bank accounts of the firm) in favour of Ratnabali Capital Markets Ltd. for credit to Share trading account of the firm with Ratnabali Capital Markets Ltd. even though his / their signatures may not be available on the records of Ratnabali Capital Markets Ltd.

✓ _____ ✓ _____ ✓ _____
 Signature Signature Signature

Note : Please affix rubber stamp of the firm for each signature.

DECLARATION OF JOINT FAMILY

(Please provide this letter on pre- printed letter head of HUF)

Dated : _____

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

1. WHEREAS the Hindu Undivided Family of _____ (hereinafter referred to as "the said joint family") carrying on business in the firm name and style of _____ at _____ or elsewhere (hereinafter referred to as the said H.U.F. firm), have or desire to have Share Trading A/c with Ratnabali Capital Markets Ltd. (hereinafter referred to as "Member") we, the undersigned, hereby declare
 - (a) that we are the present adult coparceners of the said Joint Family.
 - (b) that _____ is the present Karta or Manager of the said Joint Family.
 - (c) that we are entitled to trade in shares and open Share Trading Account of the said Joint Family.
 - (d) that each one of us has full and unrestricted authority to act on behalf of, and bind, the said H.U.F. firm and all the present as well as future members, both adults and minors, of the said Joint Family, howsoever constituted from time to time.
2. We confirm that the affairs of the said joint family and the business of the said H.U.F. firm are carried on mainly by the Karta / Manager, the said _____ on behalf and in the interest and for the benefit of all the coparceners of the said joint family. Whereby authorize the Karta / Manager _____ on behalf of the HUF to deal on Capital Market Segment (CM) and/ or Futures & Options Segment (F & O) and/ or Currency Derivative Segment (CD) or any other segment that may be introduced by NSE / BSE / USE / MCX-SX in future and the said Trading Member is hereby authorized to honour all instructions oral or written, given by him on behalf of the HUF.

Mr. _____ is authorized to sell, purchase, transfer endorse, negotiate documents and / or otherwise deal through M/s. Ratnabali Capital Markets Ltd. on behalf of the HUF and other requisite documents, writings, deeds as may be deemed necessary or expedient to open account and given effect to this purpose. We are, however, jointly and severally responsible for all liabilities of the said H.U.F. firm to the member and agree and confirm that any claim due to the Member of the said H.U.F. firm shall be recoverable from the assets of any one or all of us and also from the estate of the said joint family including the interest thereon of every coparceners of the said joint family, including the share of the minor coparceners, if any.
3. We undertake to advise the Member in writing of any change that may occur in the Kartaship / Managership or in the constitution of the said joint family or of the said H.U.F. firm and until receipt of such notice by the Member, the Member will be entitled to regard each of us as a member of the said joint family and as a partner of the said H.U.F. firm and all acts, dealings and transactions purporting to have been done on behalf of the said joint family or of the said H.U.F. firm before the Member shall have received notice in the manner aforesaid, shall be binding on the said joint family and the said H.U.F. firm and on our respective estates. We shall, however, continue, to be liable jointly and severally to the Member for all dues and obligations of the said H.U.F. firm in the Member's book on the date of the receipt of such notice by the Member and until all such dues and obligations shall have been liquidated and discharged.

4. We recognize that a beneficiary account can be opened with Depository Participant only in the name of Karta as per regulations. To facilitate the operation of the above share trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, we authorize you to recognize the beneficiary account no. _____ with Depository _____ opened in the name of _____ who is the Karta / Manager of this H.U.F.
5. I agree that obligations for share purchase and / or sale by the H.U.F. will be handled and completed through transfers 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 H.U.F.
6. The names and dates of birth of the present minor co-parceners of the said joint family are given below. We undertake to inform you in writing as and when each of the said members attains the age majority and is authorized to act on behalf of, and bind, the said H.U.F. firm.

Name of the Minor	Father's Name	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. We have received and read a copy of the Member's rules and regulations for the conduct of Share Trading Accounts and we agree to comply with and be bound by the said rules now in force or any changes that may be made therein from time to time.

Yours faithfully,

✓ _____ ✓ _____ ✓ _____ ✓ _____
 Signature Signature Signature Signature

(Full signature of Karta & all major co- parceners)

**FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATE
(To be obtained on pre-printed letterhead of the Company)**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF M/S. _____ LTD. AND HAVING ITS REGISTERED OFFICE AT _____ HELD ON _____ DAY _____ OF 200 _____ AT _____

RESOLVED that the Company do agree open a client account with M/s. Ratnabali Capital Markets Ltd. member of the National Stock Exchange of India Ltd. (NSE) / Bombay Stock Exchange Ltd. (BSE) / MCX Stock Exchange Limited (MCX-SX) / United Stock Exchange of India Limited (USEIL)* etc. for the purpose of dealing on Capital Market segment, Futures and Options segment, and Currency Derivatives segment and the said Trading Member be and is hereby authorized to honour instructions, oral or written, given on behalf of the company by any of the under noted authorized signatories.

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

who is/are authorized to sell, purchase, transfer, endorse, negotiate documents and/or otherwise deal through M/s. Ratnabali Capital Markets Ltd. on behalf of the Company.

RESOLVED FURTHER THAT Mr. _____ and/or Mr. _____ Directors and/or Mr. _____ Authorized Signatory of the Company be and are hereby authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

AND RESOLVED FURTHER THAT, the Common Seal of the Company be affixed, wherever necessary, in the presence of any Directors or of any one director and Company Secretary, who shall sign the same in token of the presence.

For _____ Ltd.

Director / Company Secretary.

(Signature to be verified by the Banker)

Specimen Signatures of the Authorized Persons

Sr. No.	Name	Specimen Signatures
1.	_____	_____
2.	_____	_____
3.	_____	_____

The above signatures to be attested by the person signing the resolution for account opening on behalf of the Company.

(* Please delete, whichever is not applicable)

SHAREHOLDING PATTERN OF CORPORATE CLIENT

AS ON _____

(on the Letter Head of the Company)

	Name of the Shareholders	No. of Shares	% of Shares
A.	Promoter Shareholders Holding more than 5%		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
B.	Non Promoter Shareholders Holding more than 5%		
1.			
2.			
3.			
4.			
5.			
C.	Others (holding less than 5%)		
	Total		100%

✓ _____

Signature of the Client

Title :

Date :

Dated : _____

From :

To
Ratnabali Capital Markets Ltd.
FMC Fortuna, A-7 & A-8, 4th Floor
234/3A, A. J. C. Bose Road
Kolkata - 700 020

Ref. : Acknowledgement for the receipt of documents

Dear Sir,

This is to acknowledge the receipt of a copy of the duly executed following documents viz.,

1. Copy of KYC Form
2. Copy of Rights and Obligations of stock broker / trading member and client
3. Copy of Risk Disclosure Document
4. Copy of Guidance Note
5. Copy of Policies & Procedures
6. Copy of Tariff / Brokerage Charge Sheet
7. Copy of any other document executed by me as a client

Yours truly,

✓ _____
Signature of the Client

Client Code _____



RATNABALI CAPITAL MARKETS LIMITED

Regd. Office : FMC Fortuna, A-7 & A-8, 4th Floor

234/3A, A. J. C. Bose Road, Kolkata - 700 020

Phone : 2287-4744, 4015-0000, Fax : (91-33) 2287-5374

E.mail : ratnabali@ratnabali.com, Website : www.ratnabali.com