



Client Registration Kit  
**I KAY HOLDING CO. PVT. LTD.**

Member - NSE Capital Market & F&O Segment  
CM Regn No : INB230769834 F&O Regn No : INF 230769834

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**I KAY HOLDING CO. PVT. LTD.**

**REGISTERED OFFICE :**

260, Second Floor, Ashoka Enclave Main, Sector-35,  
Faridabad-121003 (Haryana)  
Mob.: 9810165399 E-mail Id: ikaycom@yahoo.co.in

**DEALING OFFICE :**

401, Shakuntla Building , 59, Nehru Place, New  
Delhi-19 Phone : 011-41861191, 26288855  
Email : ikaycom@yahoo.co.in  
I.G. e-mail ID: ikh.investor.greavances@yahoo.com

## **KINDLY NOTE**

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1. **Attach copy of Documentary evidence for address and identity proof of introducer.**
2. **If any proof of client is in language other than Hindi and English, Notarized copy for the same will be accepted.**
3. **KYC Form should be filled by client in own handwriting. All documents must be self attested by client and “Verified By Original” by Introducer / intermediary.**
4. **Signature & Stamp of Intermediary no 4 (for Individual), page no 6 (for non individual), page no 7 (E1)**
5. **“Tick List” at the end of KYC must be properly filled.**

**ACKNOWLEDGEMENT TO IKAY FROM CLIENT**

To,  
**IKAY HOLDING CO. PVT. LTD**  
260, Second Floor, Ashoka Enclave Main  
Sector-35, Faridabad-121003 (Haryana)

I/we hereby confirm that I/we have read, understood, agreed and received a duly executed copy of the:-

- Account Opening Form
- Trading Account Related Details
- Tariff Sheet
- Right and Obligations of Stock Brokers, Sub-Brokers and Clients
- Internet and Wireless technology based trading facility provided by Stock Brokers to Client
- Risk and Disclosure document for capital market and derivative segments
- Guidance note-Do's and Don't for trading on the Exchange(s) for Investors
- FATCA & CRS terms and conditions
- Policies and procedures
- Other disclosure/documents as agreed by me specifically in voluntary segment.

I/we am/are abiding by these terms & conditions. I/we reconfirm that I/we and stock broker shall refer any claim and/or disputes with respect to deposits, margin money, etc, to arbitration as per the Rules, Byelaws, and Regulation of the Exchanges where the trade is executed and circulars/notices issued there under as may be in force from time to time.

Thanks and Best regards,

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

For \_\_\_\_\_

Sign here: 

\_\_\_\_\_  
Authorised Signatory Name

**For IKay Holding Co. Pvt. Ltd.**

\_\_\_\_\_  
Authorised Signatory / Director

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

----- ✂ ----- (Tear Here) ----- ✂ -----

**ACKNOWLEDGEMENT TO CLIENT FROM IKAY**



**IKAY HOLDING CO. PVT. LTD.**

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

We hereby acknowledge the receipt of the Account Opening Form (KYC) with thanks from

Client Name	
Client PAN	
Branch Name	
Branch Mobile No. & E-mail ID	
Head Office	260, Second Floor, Ashoka Enclave Main Sector-35, Faridabad-121003 (Haryana)



**DOCUMENTS REQUIRED AS PER SEBI CIRCULAR CIR/MIRSD/16/2011 DATED 22-08-2011**  
**Read with SEBI Circular bearing Reference No. MIRSTD/SE/CIR-19/2009 dated 3-12-2009**

S.No.	Name of the Document	Brief Significance of the Document	Page No.
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES- DOCKET A</b>			
1.	Account Opening Form	KYC form- Basic information about the client	1-7
2.	Trading Account Related Details	Additional information about the client relevant to trading account	8-10
3.	Disclosure Information	Pro-Account Disclosure Information	11
4.	Tariff Sheet	Detailing the rate / amount of brokerage & other charges	11
5.	FATCA&CRSDeclaration	FATCA & CRS Declaration for Individual & Non-Individual	12-14
6.	FATCA & CRS Terms & Conditions	FATCA & CRS Terms and Conditions for Individual & Non-Individual	15-20
7.	Rights and Obligations	Document stating the Rights and Obligations of stock brokers/trading member, sub-broker and client for trading on Exchanges (including additional rights & obligations in case of internet/wireless technology based trading)	21-24
8.	Risk Disclosure Document <sup>(RDD)</sup>	Detailing risks associated with dealing in the securities market	25-27
9.	Guidance Note	Do's and Don'ts for Trading on the Exchange(s) for Investors	28
10.	Policies and Procedures	Contains guidelines stipulated by Member with respect to dealings with clients	29-30
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER- DOCKET B</b>			
11.	Trading Letter for Internet & Wireless Technology	Helps the client to enjoy the Internet & Wireless based Technology	31
12.	Running Account Authorisation	Helps the client to enjoy exposures linked to the credit in the trading account	32
13.	Genral Authority	To enable the trading member to act upon the clauses mentioned in the letter of authority	33
14.	Letter of Authority to Trade	Where the client wishes to authorise a family member to operate his account.	34
15.	Client Defaulter Declaration	Declaration for being not involved in any Terrorist activity and not declared as Defaulter by SEBI/NSE/etc.	35
16.	Declaration for Name Mismatch	For authorizing the payout as per enclosed Bank proof.	35
17.	Declaration for Mobile Number	Declaration and permission to send information/alerts/SMS/call on the mobile number.	36
18.	HUF Declaration	Declaration by Karta & all the Co-parceners	37
19.	Verbal Order Acceptance Authorisation	Verbal Order Acceptance Authorisation	38
20.	Format to be obtained on Letter Head	Format of Board Resolution for Corporates / Authority letter for Partnership firms / Sole Proprietorship Firm / Format of Letter to be obtained from the Bank for verification Letter from bank for client bank account verification	39-40
21.	Instructions / Tick List For Filling Kyc Form	Guidelines for filling the form & provide necessary documents	41-44

Name of Stock Broker- I KAY HOLDING CO. PVT. LTD..  
**Registered Office address** : 260, Second Floor, ashoka Enclave Main, Sector-35, Faridabad-121003  
Haryana Mob:-9810165399  
E-mail : ikaycom@yahoo.co.in

Compliance Officer : Om Praksh E-mail Id : om_prakash_1972@yahoo.com Phone No. : +91-9810165399	CEO :
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I/We have fully understood the distinction and details regarding the Mandatory/Non-Mandatory documents as above and do hereby enter and sign the same and agree not to call into question the validity, enforce ability and applicability of any voluntary agreement(s)/ document(s) or clauses within any voluntary/optional agreement(s)/document(s) under any circumstances what so ever.

Sign here : (1) 

# DOCKET – A

Member SEBI Registration			Date
NSE CM	Number : INB230769834		30.08.1995
NSE F&O	INF230769834		23.03.2005



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

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients.
  2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
  3. If any proof of identity or address is in a foreign language, then translation into English is required.
  4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proofs 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.
- B. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
  10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
  11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.
- B. Proof of Identity (POI): List of documents admissible as Proof of Identity:
1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
  2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
  3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.
- C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)
1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Fiat Maintenance bill/Insurance Copy.
  2. Utility bills like Telephone Bill (only landline), Electricity bill or Gas bill Not more than 3 months old.
  3. Bank Account Statement/Passbook- Not more than 3 months old.
  4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
  5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
  6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
  7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
- B. The proof of address in the name of the spouse may be accepted.
- D. Exemptions/clarifications to PAN  
(\*Sufficient documentary evidence in support of such claims to be collected.)
1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
  2. Investors residing in the state of Sikkim.
  3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
  4. SIP of Mutual Funds upto Rs 50,000/- p.a.
  5. In case of institutional clients, namely, FIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.
- E. List of people authorized to attest the 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.

Please Submit the KYC Document on A4 Size Paper Only.



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

**A. IMPORTANT POINTS:**

1. Sehttested copy of PAN card is mandatory for all clients-
2. Copies of all the documents submitlId by the applicant should be seW-lltesbld and aCOlmpian by origina for verification. In cas! the original of any document is not produced for verification, then the copies should be proper attesbld by entities authorized for attesting the documents, as perth!bela.mentioned list.
3. any proof of identity or address is in a foreign language, then tTanslation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentaryproofssubmitlId.
5. correspondence ll permanent address are differen then proofs for both have to be submitlId.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-ll!Sidents and foreign nationals.(alla.ved to tradE! subject til RBI and FEMA guidelines), OOTif of passport/PIQCard/OCICard and overseas address proof is mandatlly.
8. For foreign enthies, CIN is optional; and in the absence of DIN no. for the directors, theirpassportcopy should be given.
9. In case of Merchant Navy NRI! Mariner's dedaration or CPrtified copy of CDC (ContinuousDischargeCertificate) istobesubmitlId.
10. For opening an account with Depository participant or Mutual Fund, for amin o photocopy of the School leaving Certificate/Mark sheet issued by Higher Secondary Board/PassportofMinor/Birth Certificate must be provided.
11. Political Exposed Persons (PEP) are defined as individuals who are or have been entrusbld with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior polhidan senior GovernmentjudidaVmiilitlly ofIIC!l!S, senior executives of state owned corporations, important political party officials, etc.

**I. Proof of Identity (POI):** List of documents admissible as Proof of Identity.

1. PAN card with photograph. This a mandatory n!quirement for all applicants except those WHO are spl!Cical exempt foom obtaining PAN (listed in Section D).
2. Unique Identification Number (UID)(Aadhaar)/Passpor/Woter IDcard/DriYing license.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutry/Regulatory Authorities, Public Sector Undertaking Scheduled Commercial Ban Public Financial Instilltion Colleges affiliable til Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., til their Members; and Cr/dit cards/Debit cards issued by Banks.

**C. Proof of Address (POA):** list of documents admissible as Proof of Address: (\*Documents haYing an llll!p!rydate shouldbewil don the date of submission.)

1. Passport/Voters Identity Card/Ration Card/Registered lease or Sale Agreement of

Residence/Driving License/Fiat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (on land line), Electricity bill or Gas bill • Not more than 3 month old.
3. BankAaount StatementiPassbook- Notmorethan3 months old.
4. SeW-!declaration by High Court and Supreme Coort judge 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 Banlcs/Scheduled CcHJperative Bank!Mu inationa Foreign Banks;Gazetted Officer/Notary public/Elected representat!Ms to the Legi ative Assemb/Pa iament/Documents issued by any Govt or Statutory Authority.
6. Identity card/document whh address, issued by any of the following: CentraVState Government and its Departments, Statutory/Regulatlly Authorities, Public Sectllr UndeTtakings, Scheduled Commercial Ban Public Financial Institution Colleges affiliated til Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.,lll their Members.
7. For FIVsub account Power of Attorney gMn by Fillsub-aCOlunt to the Custodians (which are du notrized and/or apostiled or con ular ed) that gives the regi tered address should betaken.
8. Ineprnofaddress in thenameofthespouse maybe accepted.

**D. Exemptionsllrriications ta PAN**

(\*sufficient documentary evidence insupport of such claims til be collected.)

1. In case of transactions undertaken on beha of Central GCM!Inment and/or State Government and by ofida appointed by Courts e.g. Official liquidator. Court receMtr etc.
2. Inve torsresidingin the state of Sikkim.
3. UNenthesimultilateral agencies exempt from pa ngtaxesfiling tax returns in India.
4. SIP of Mub.Jal Funds upto Rs50,000!-p.a.
5. In case of institutional dents, name . Fil Mfs, VCFs. FVCI Scheduled Commerdal Ban Mukilatl'lal and Bilateral Development Finandal Instilltion State Industrial Development Corporation Insurance Companies registered with IRDA and Public Financial Instib.Jtion as defined under section IIA of the Companies Act. 1956, Custllidians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the inteil!edlary.

**E. Urtof people•authorized ta attest the doaments:**

1. Notary Public, Gazetted Office Manager of a Scheduled Commercial!Co-operative Bank or Mukinational Forlgn Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commerdal Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the dient resides are permitb'd to attest the documents.

**F. Incase of Non-Individuals, additionl! doaments to be obtained from non-individuals, over flbove the POI IPOA, as mentioned below:**

Types of entity	Documenlllly J!lC!U!rernents
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitlId ewry year)</li> <li>• Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takilOV!lf Regulations, duly certified by the company secretary/Whole time directnr/MD(to be submitbld ewry year)</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/tWo directors in charge of day to day operations</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either direct or indirect</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation</li> <li>• Copy of the Board Resolution for investment in sea.Jrities mark!!</li> <li>• Authorised signatories list whh spedmen signatures</li> </ul>
<b>Partnership finn</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitlId ewry year)</li> <li>• Certificate of registration (for registered partnership fitll on )</li> <li>• Copy of partnership deed</li> <li>• Authorised signatories list with spedmen signa!Ures</li> <li>• Photograph, POI, PDA, PAN of Partners</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitbld ewry year)</li> <li>• Certificate of registration (for registered trust on ).Copy of Trust deed</li> <li>• Ust of trustees certified by managing trustees/CA</li> <li>• Photograph, POI, POA, PAN of Trustees</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF</li> <li>• Deed of declaration of HUF/Ust of coparceners</li> <li>• Bank pass-book/bank statement in the name of HUF</li> <li>• Photograph, POI, POA, PAN of Kart!</li> </ul>
<b>Unincorporllted Association or •body of individuals</b>	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behaH</li> <li>• Authorized signatllries list with specimen signab.Jres</li> </ul>
<b>Banks/Institutional Investan</b>	<ul style="list-style-type: none"> <li>• Copy of the cnstitution/registration or annual r!!portbalance sheet fur the last 2 financial years</li> <li>• Authorized signatories list with specimen signatures</li> </ul>
<b>Foreign Institutional Investors (Fill</b>	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate</li> <li>• Authorized signatllries list with specimen signab.Jres</li> </ul>
<b>Army/Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead</li> <li>• Authorized signatllries list with pecimen signab.Jres</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act</li> <li>• Ust of Managing Committee members</li> <li>• Committee r!SOrition for persons authorised to act as authorised signatories with specimen signatures</li> <li>• True copy of Sody Rules and Bye Laws certified by th! Chai!llan/Secretary</li> </ul>

**Please Submit the KYC Documents on A4 Size Paper Only.**

## ANNEXURE

### Name, PAN, Residential Address and photographs of Promoters/Partners/Karta/Trustees and Wholetime/Other Directors :

1. Name

Date of Birth  /  /  Status  PAN

Residential Address

DIN  UID  DPIN

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/Wholetime/Other Directors:  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

Photographs of  
Promoters/Partners/  
Karta/Trustees/  
Wholetime/Other  
Directors &  
authorised signatories

2. Name

Date of Birth  /  /  Status  PAN

Residential Address

DIN  UID  DPIN

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/Wholetime/Other Directors:  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

Photographs of  
Promoters/Partners/  
Karta/Trustees/  
Wholetime/Other  
Directors &  
authorised signatories

3. Name

Date of Birth  /  /  Status  PAN

Residential Address

DIN  UID  DPIN

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/Wholetime/Other Directors:  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

Photographs of  
Promoters/Partners/  
Karta/Trustees/  
Wholetime/Other  
Directors &  
authorised signatories

4. Name

Date of Birth  /  /  Status  PAN

Residential Address

DIN  UID  DPIN

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/Wholetime/Other Directors:  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

Photographs of  
Promoters/Partners/  
Karta/Trustees/  
Wholetime/Other  
Directors &  
authorised signatories

5. Name

Date of Birth  /  /  Status  PAN

Residential Address

DIN  UID  DPIN

Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/Wholetime/Other Directors:  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

Photographs of  
Promoters/Partners/  
Karta/Trustees/  
Wholetime/Other  
Directors &  
authorised signatories





**DECLARATION**

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

Place:

Date:

Sign here : (6) 

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

**TO BE FILLED BY INTERMEDIARY/EMPLOYEE**

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.

For **I KAY HOLDING CO. PVT. LTD.**

Authorised Signatory / Director

Seal/Stamp of the Stock Broker

Date:

**INTRODUCER DETAILS**

Name of the Introducer:

Employee Code :  Employee E-mail :

Mobile :  Phone(with STD Code) :  -

Status of the Introducer:

Sub-broker  Remisier  Authorized Person  Existing Client  Others:

Address of the Introducer :

Signature of the Introducer :

**DISCLOSURE INFORMATION (For For I Kay Holding Co. Pvt. Limited)**

To,  
Dear Client,  
Sir/Madam,  
This is to inform you that we do only client based trading in National Stock Exchange of India Limited (NSE).  
Thanks & best regards,

**For I KAY HOLDING CO. PVT. LTD.**  
Authorised Signatory / Director

I acknowledge the receipt of the information given by IKay Holding Co. Pvt. Limited that they do only client based trading.  
Sign here : (7) 

**TARIFF SHEET**

**BROKERAGE STRUCTURE**

Brokerage Slab	%	Minimum Paisa
Delivery Based	<input data-bbox="411 1093 560 1144" type="text" value="%"/>	<input data-bbox="671 1093 820 1144" type="text" value=".00"/> *
Daily Square up	<input data-bbox="411 1160 560 1211" type="text" value="%"/>	<input data-bbox="671 1160 820 1211" type="text" value=".00"/> *
Equity Future	<input data-bbox="411 1227 560 1279" type="text" value="%"/>	<input data-bbox="671 1227 820 1279" type="text" value=".00"/> *
Equity Option	<input data-bbox="411 1294 560 1346" type="text" value="%"/>	<input data-bbox="671 1294 820 1346" type="text" value=".00"/> #

Sign here in case of  
any cutting  


\*: Please don't mention any (%) or (.) mark here. It should be in terms of absolute paisa only.  
#: Please don't mention any (%) or (.) mark here. It should be in terms of Rs. per Lot only.

Important Note: In case of Physical Contract notes being dispatched to client, a difference of Rs. 25/- in total brokerage booked on a particular date would be charged toward minimum processing fee. Finance charges @2% p.m. would be charged for debit/shortage in payin/margin default, as per exchange requirements. Depository/Pledge charges for the movement of shares between pool/beneficiary/margin account for payin / payout or margin purpose will be charged. Transaction charges/other statutory charges/ courier/administration/processing charges will be charged as applicable.

Sign here : (8) 





**PART A (to be filled by Financial Institutions or Direct Reporting NFEs)**

1. We are a, Financial institution <input type="checkbox"/> (Refer 1 of Part C) or Direct reporting NFE <input type="checkbox"/> (Refer 3(vii) of Part C) (please tick as appropriate)	<b>GIIN</b> <input style="width:100%;" type="text"/> <b>Note:</b> If you do not have a GIIN but you are sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below Name of sponsoring entity _____ _____
<b>GIIN not available</b> (please tick as applicable)	<input type="checkbox"/> <b>Applied for</b> <input type="checkbox"/> Not obtained – Non-participating FI <input type="checkbox"/> Not required to apply for - please specify 2 digits sub-category <input style="width:50px;" type="text"/> (Refer 1 A of Part C)

**PART B (please fill any one as appropriate "to be filled by NFEs other than Direct Reporting NFEs")**

1. Is the Entity a publicly traded company (that is, a company whose shares are regularly traded on an established securities market) (Refer 2a of Part C)	Yes <input type="checkbox"/> (If yes, please specify any one stock exchange on which the stock is regularly traded) Name of stock exchange _____
2. Is the Entity a related entity of a publicly traded company (a company whose shares are regularly traded on an established securities market) (Refer 2b of Part C)	Yes <input type="checkbox"/> (If yes, please specify name of the listed company and one stock exchange on which the stock is regularly traded) Name of listed company _____ Nature of relation: <input type="checkbox"/> Subsidiary of the Listed Company or <input type="checkbox"/> Controlled by a Listed Company Name of stock exchange _____
3. Is the Entity an active NFE (Refer 2c of Part C)	Yes <input type="checkbox"/> Nature of Business _____ Please specify the sub-category of Active NFE <input style="width:50px;" type="text"/> (Mention code – refer 2c of Part C)
4. Is the Entity a passive NFE (Refer 3(ii) of Part C)	Yes <input type="checkbox"/> Nature of Business _____

**UBO Declaration (Mandatory for all entities except, a Publicly Traded Company or a related entity of Publicly Traded Company)**

**Category** (Please tick applicable category):

<input type="checkbox"/> Unincorporated association / body of individuals	<input type="checkbox"/> Unlisted Company	<input type="checkbox"/> Partnership Firm	<input type="checkbox"/> Limited Liability Partnership Company
<input type="checkbox"/> Others (please specify _____)	<input type="checkbox"/> Public Charitable Trust	<input type="checkbox"/> Religious Trust	<input type="checkbox"/> Private Trust

Please list below the details of controlling person(s), confirming ALL countries of tax residency/permanent residency/citizenship and ALL Tax Identification Numbers for EACH controlling person(s). (Please attach additional sheets if necessary)  
 Owner-documented FFI's should provide FFI Owner Reporting Statement and Auditor's Letter with required details as mentioned in Form W8 BEN E (Refer 3(vi) of Part C)

Details	UBO1	UBO2	UBO3
Name of UBO			
UBO Code (Refer 3(iv) (A) of Part C)			
Country of Tax residency*			
PAN #			
Address	Zip <input style="width:100%;" type="text"/> State: _____ Country: _____	Zip <input style="width:100%;" type="text"/> State: _____ Country: _____	Zip <input style="width:100%;" type="text"/> State: _____ Country: _____

Address Type	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office
Tax ID <sup>®</sup>			
Tax ID Type			
City of Birth			
Country of birth			
Occupation Type	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____
Nationality			
Father's Name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Date of Birth	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Percentage of Holding (%) <sup>§</sup>			

\* To include US, where controlling person is a US citizen or green card holder

<sup>#</sup> If UBO is KYC compliant, KYC proof to be enclosed. Else PAN or any other valid identity proof must be attached. Position / Designation like Director / Settlor of Trust / Protector of Trust to be specified wherever applicable.

<sup>%</sup> In case Tax Identification Number is not available, kindly provide functional equivalent

<sup>§</sup> Attach valid documentary proof like Shareholding pattern duly self attested by Authorized Signatory / Company Secretary

**DECLARATION**

I have read and understood the information requirements and the Terms & Conditions mentioned in this Form (read along with FATCA & CRS instructions) and hereby confirm that the information provided by me on this Form is true, correct and complete. I hereby agree and confirm to inform I kay Holding Co. Pvt. Ltd. for any modification to this information promptly.

I further agree to abide by the provisions of the scheme related documents inter alia provisions of FATCA & CRS on Automatic Exchange of Information (AEOI).

Name \_\_\_\_\_

Designation \_\_\_\_\_

(1)  \_\_\_\_\_

Sole/First Authorised Signatory

(2)  \_\_\_\_\_

Second Authorised Signatory

(2)  \_\_\_\_\_

Third Authorised Signatory

Place \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*For detail terms & conditions please see Client Copy

## FATCA & CRS TERMS AND CONDITIONS - FOR INDIVIDUAL

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

Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with us or our group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information. It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form.

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

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

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

1. Certificate of residence issued by an authorized government body\*
2. Valid identification issued by an authorized government body\* (e.g. Passport, National Identity card, etc.)

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

## FATCA & CRS TERMS AND CONDITIONS - FOR NON-INDIVIDUAL

### 1. Financial Institution (FI)

The term FI means any financial institution that is a Depository Institution, Custodial Institution, Investment Entity or Specified Insurance company, as defined.

- Depository institution: is an entity that accepts deposits in the ordinary course of banking or similar business.
- Custodial institution: is an entity that holds as a substantial portion of its business, holds financial assets for the account of others and where its income attributable to holding financial assets and related financial services equals or exceeds 20 percent of the entity's gross income during the shorter of-
  - (i) The three financial years preceding the year in which determination is made; or
  - (ii) The period during which the entity has been in existence, whichever is less.
- Investment entity is any entity:
  - ✓ That primarily conducts a business or operates for or on behalf of a customer for any of the following activities or operations for or on behalf of a customer
    - (i) Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; or
    - (ii) Individual and collective portfolio management; or
    - (iii) Investing, administering or managing funds, money or financial asset or money on behalf of other persons;

or

- ✓ The gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described above.

An entity is treated as primarily conducting as a business one or more of the 3 activities described above, or an entity's gross income is primarily attributable to investing, reinvesting, or trading in financial assets of the entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of :

- (i) The three-year period ending on 31 March of the year preceding the year in which the determination is made; or
- (ii) The period during which the entity has been in existence.

The term "Investment Entity" does not include an entity that is an active non-financial entity as per codes 03, 04, 05 and 06 (refer point 2c.)

- Specified Insurance Company: Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

• FI not required to apply for GIIN:	
A. Reasons why FI not required to apply for GIIN:	
Code	Sub-category
01	Governmental Entity, International Organization or Central Bank
02	Treaty Qualified Retirement Fund; a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; or a Pension Fund of a Governmental Entity, International Organization or Central Bank
03	Non-public fund of the armed forces, an employees' state insurance fund, a gratuity fund or a provident fund
04	Entity is an Indian FI solely because it is an investment entity
05	Qualified credit card issuer
06	Investment Advisors, Investment Managers & Executing Brokers
07	Exempt collective investment vehicle
08	Trustee of an Indian Trust
09	FI with a local client base

10	Non-registering local banks
11	FFI with only Low-Value Accounts
12	Sponsored investment entity and controlled foreign corporation
13	Sponsored, Closely Held Investment Vehicle
14	Owner Documented FFI

## 2. Non-financial entity (NFE) - Entity that is not a financial institution

Types of NFEs that are regarded as excluded NFE are:

### a. Publicly traded company (listed company)

A company is publicly traded if its stock are regularly traded on one or more established securities markets

(Established securities market means an exchange that is officially recognized and supervised by a governmental authority in which the securities market is located and that has a meaningful annual value of shares traded on the exchange)

### b. Related entity of a publicly traded company

The NFE is a related entity of an entity of which is regularly traded on an established securities market;

### c. Active NFE : (is any one of the following):

Code	Sub-category
01	Less than 50 percent of the NFE's gross income for the preceding financial year is passive income and less than 50 percent of the assets held by the NFE during the preceding financial year are assets that produce or are held for the production of passive income;
02	The NFE is a Governmental Entity, an International Organization, a Central Bank, or an entity wholly owned by one or more of the foregoing;
03	Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity shall not qualify for this status if the entity functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
04	The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;
05	The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
06	The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
07	<p>Any NFE that fulfills all of the following requirements:</p> <ul style="list-style-type: none"> <li>It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;</li> <li>It is exempt from income tax in India;</li> <li>It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;</li> </ul> <p>The applicable laws of the NFE's country or territory of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and The applicable laws of the NFE's country or territory of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE's country or territory of residence or any political subdivision thereof.</p> <p>Explanation.- For the purpose of this sub-clause, the following shall be treated as fulfilling the criteria provided in the said sub-clause, namely:-</p> <p>(I) an Investor Protection Fund referred to in clause (23EA);</p> <p>(II) a Credit Guarantee Fund Trust for Small Industries referred to in clause 23EB; and</p> <p>(III) an Investor Protection Fund referred to in clause (23EC),</p> <p>of section 10 of the Act.</p>

### 3. Other definitions

(i) Related entity

An entity is a 'related entity' of another entity if either entity controls the other entity, or the two entities are under common control. For this purpose, control includes direct or indirect ownership of more than 50% of the votes and value in an entity.

(ii) Passive NFE

The term passive NFE means

- (1) any non-financial entity which is not an active non-financial entity including a publicly traded corporation or related entity of a publicly traded company;
  - or
  - (2) an investment entity defined in clause (1) of these instructions
  - (3) a withholding foreign partnership or withholding foreign trust;
- (Note: Foreign persons having controlling interest in a passive NFE are liable to be reported for tax information compliance purposes)

(iii) Passive income

The term passive income includes income by way of :

- (1) Dividends,
- (2) Interest
- (3) Income equivalent to interest,
- (4) Rents and royalties, other than rents and royalties derived in the active conduct of a business conducted, at least in part, by employees of the NFE
- (5) Annuities
- (6) The excess of gains over losses from the sale or exchange of financial assets that gives rise to passive income
- (7) The excess of gains over losses from transactions (including futures, forwards, options and similar transactions) in any financial assets,
- (8) The excess of foreign currency gains over foreign currency losses
- (9) Net income from swaps
- (10) Amounts received under cash value insurance contracts

But passive income will not include, in case of a non-financial entity that regularly acts as a dealer in financial assets, any income from any transaction entered into in the ordinary course of such dealer's business as such a dealer.

(iv) Controlling persons

Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005. In the case of a trust, the controlling person means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, controlling person means persons in equivalent or similar positions.

Pursuant to guidelines on identification of Beneficial Ownership issued vide SEBI circular no. CIR/MIRSD/2/2013 dated January 24, 2013, persons (other than Individuals) are required to provide details of Beneficial Owner(s) ('BO'). Accordingly, the Beneficial Owner means 'Natural Person', who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest of / entitlements to:

- (1) More than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
- (2) More than 15% of the capital or profits of the juridical person, where the juridical person is a partnership; or
- (3) More than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.

Where the client is a trust, the financial institutions shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the settlor of the trust, the trustee, the protector, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Where no natural person is identified the identity of the relevant natural person who holds the position of senior managing official.

(A) Controlling Person Type:

Code	Sub-category
01	CP of legal person-ownership
02	CP of legal person-other means
03	CP of legal person-senior managing official

04	CP of legal arrangement-trust-settlor
05	CP of legal arrangement-trust-trustee
06	CP of legal arrangement-trust-protector
07	CP of legal arrangement-trust-beneficiary
08	CP of legal arrangement-trust-other
09	CP of legal arrangement-Other-settlor equivalent
10	CP of legal arrangement-Other-trustee equivalent
11	CP of legal arrangement-Other-protector equivalent
12	CP of legal arrangement-Other-beneficiary equivalent
13	CP of legal arrangement-Other-other equivalent

(v) Specified U.S. person – A U.S. person other than the following:

- (1) a corporation the stock of which is regularly traded on one or more established securities markets;
- (2) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code, as a corporation described in clause (i);
- (3) the United States or any wholly owned agency or instrumentality thereof;
- (4) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;
- (5) any organization exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code;
- (6) any bank as defined in section 581 of the U.S. Internal Revenue Code;
- (7) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code;
- (8) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the U.S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64);
- (9) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code;
- (10) any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code;
- (11) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;
- (12) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code; or
- (13) any tax-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code.

(vi) Owner documented FFI

An FFI meets the following requirements:

- (a) The FFI is an FFI solely because it is an investment entity;
- (b) The FFI is not owned by or related to any FFI that is a depository institution, custodial institution, or specified insurance company;
- (c) The FFI does not maintain a financial account for any non participating FFI;
- (d) The FFI provides the designated withholding agent with all of the documentation and agrees to notify the withholding agent if there is a change in circumstances; and
- (e) The designated withholding agent agrees to report to the IRS (or, in the case of a reporting Model 1 IGA, to the relevant foreign government or agency thereof) all of the information described in or (as appropriate) with respect to any specified U.S. persons and (2). Notwithstanding the previous sentence, the designated withholding agent is not required to report information with respect to an indirect owner of the FFI that holds its interest through a participating FFI, a deemed-compliant FFI (other than an owner-documented FFI), an entity that is a U.S. person, an exempt beneficial owner, or an excepted NFE.

(vii) Direct reporting NFE

A direct reporting NFE means a NFE that elects to report information about its direct or indirect substantial U.S. owners to the IRS.

(viii) Exemption code for U.S. persons	
Code	Sub-category
A	An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B	The United States or any of its agencies or instrumentalities
C	A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
D	A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
E	A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
F	A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G	A real estate investment trust
H	A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I	A common trust fund as defined in section 584(a)
J	A bank as defined in section 581
K	A broker
L	A trust exempt from tax under section 664 or described in section 4947(a)(1)
M	A tax exempt trust under a section 403(b) plan or section 457(g) plan

## **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).
12. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

### **TRANSACTIONS AND SETTLEMENTS**

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.
14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.
15. The stock broker shall ensure that the money/securities deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the stock broker for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, Regulations, circulars, notices, guidelines of SEBI and/or Rules, Regulations, Byelaws, circulars and notices of Exchange.
16. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, stock broker shall be entitled to cancel the respective contract(s) with client(s).
17. The transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars/notices issued there under 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 there under.
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.

### **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

### **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

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 there under 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 email 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 email as an attachment, the attached file shall also be secured with the digital signature, encrypted and nontamperable.
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 there under 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 there under of the Exchanges/SEBI.
47. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
48. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

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

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

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through the Stock broker's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the stock broker
6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker's IBT System, discovers/suspects discrepancies/ unauthorized access through his username/password/account with full details of such unauthorized use, the 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:**

#### **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.

#### **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.

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.

#### **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.

#### **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.

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.

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.

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.

#### **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.

#### **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.

#### **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.

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.

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.

#### **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 :

#### **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.

### **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.

### **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.

### **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**

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.

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.

**A. BEFORE YOU BEGIN TO TRADE**

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

**B. 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 cash market.
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.

**C. 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.

**D. 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 has been mandated by SEBI to designate an e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints.

**1. PENNY STOCKS**

A Stock that trades at a relatively low market price with low market capitalization, these stocks are generally considered to be highly speculative and risky because of their lack of liquidity, large bid-ask spreads, small capitalization and limited following and disclosures. Depending on the market condition and our RMS (Risk Management & Surveillance) policy, RMS reserves the right to provide the limit in Penny Stock and losses if any on account of such refusal shall be borne by the client.

**2. SETTING UP CLIENT'S TRADING LIMITS**

The stock broker may from time to time impose and vary limits on the orders that the client can place through the stock broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of securities in respect of which orders can be placed etc.) The client is aware and agree that the stock broker may need to vary or reduce the limits or impose new limits urgently on the basis of the stock broker's risk perception and other factors considered relevant by the stock broker including but not limited to limits on account of exchange/SEBI directions /limits ( such as broker level/market level limits in security specific/volume specific exposures etc.) and the stock broker shall not be responsible for such variation, reduction or imposition in advance. The client agrees that the stock broker shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the stock broker's trading system on account of any such variation, reduction or imposition of limits. The client agrees that the Stock Broker may at any time at its sole discretion and without prior notice, prohibit or restrict the client ability to place any order or trade in securities through the stock Broker or it may subject to any order placed by the client to review before its entry into the trading system and may refuse to execute/allow execution of any order due to but not limited to the reason of lack of Margin/securities or the order being outside the limits set by the Stock Broker/Exchange/SEBI and any other reason which the stock Broker deems appropriate in the circumstances. The client agrees that the losses, if any, on account of such refusal or due to delay caused by such refusal or due to delay caused by such review shall be borne exclusively by the client alone. We have margined based RMS System. Total deposit of the client are uploaded in the system and the client may take exposure on the basis of applicable margin for the respective security as per the VAR based margining system of the Stock Exchange and/or margin defined by the RMS based on their Risk perception. Client may take the benefit of "credit for sale" i.e., benefit of shares held in margin by selling the same by selecting delivery option through order entry window in the trading system, the value of the shares sold will be added with the value of deposit and on the basis of that, client may take fresh exposure. In case of exposure taken on the basis of shares margin, the payment is required to be made before the exchange pay-in date otherwise it will be liable to square off after the pay-in time or any time due to shortage of Margin.

**3. CONDITION UNDER WHICH A CLIENT MAY NOT BE ALLOWED TO TAKE FURTHER POSITION OR THE BROKER MAY CLOSE THE EXISTING POSITION OF A CLIENT**

The stock broker has margin based RMS system. Client may take exposure up to the amount of margin available with us. Client may not be allowed to take position in case of non-availability/shortage of margin as per RMS policy of the company. The existing position of the client is also liable to square off/close out without giving notice due to shortage of margin/non making of payment for their pay-in obligation/ outstanding debts.

**4. APPLICABLE BROKERAGE RATE**

Brokerage will be charged within the limits prescribed by SEBI/Exchanges.

**5. IMPOSITION OF PENALTY/DELAYED PAYMENT CHARGES**

Clients will be liable to pay late pay in/delayed payment charges for not making payment of their paying/margin obligation on time as per the exchange requirement/schedule at the rate of 2% per month. The client agree that the Stock broker may impose fine and penalties for the order/trades/margin/deals/ actions of the clients which is contrary to these agreement/rules/regulations/bye laws of the exchange or any other law for the time being in force at such rates and in such form as it may deem fit. Further where the stock broker 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.

**6. THE RIGHT TO SELL CLIENT'S SECURITIES OR CLOSE CLIENT'S POSITIONS, WITHOUT GIVING NOTICE TO THE CLIENT, ON ACCOUNT OF NON – PAYMENT OF CLIENT'S DUE**

Without prejudice to the stock brokers other right (Including the right to refer the matter to arbitration), the stock broker shall be entitled to liquidate/close out all or any of the clients position without giving notice to the client for non-payment of margins or other amounts including the pay in obligation, outstanding debts etc and adjust the proceeds of such liquidation/close out, if any, against the clients liabilities/obligations. The client shall ensure timely availability of funds/securities in form and manner at designated time and in designated bank and depository account(s), for meeting his/her/its pay in obligation of funds and securities. Any and all losses and financial charges on account of such liquidations/closing out shall be charged to & born by the client. In case of securities lying in margin account/client beneficiary account and having corporate actions like Bonus, Stock split, Right issue etc, for margin or other purpose the benefit of shares due to received under Bonus, Stock Split, Right issue etc will be given when the shares is actually received in the stock broker designated demat account. In case the payment of the margin/security is made by the client through a bank instrument, the stock broker shall be at liberty to give the benefit/credit for the same only on the realization of the funds from the said bank instrument etc, at the absolute discretion of the stock broker. Where the margin/security is made available by way of securities or any other property, the stock broker is empowered to decline its acceptance as margin / security &/or to accept it at such reduced value as the stock broker may deem fit by applying haircuts or by valuing it by making it to market or by any other method as the stock broker may deem fit in its absolute discretion. The stock broker has the right but not the obligation, to cancel all pending orders and to sell/close/liquidate all open positions/securities/shares at the pre-defined square off time or when Market to Market (M-T-M) percentage reaches or crosses stipulated margin percentage, whichever is earlier. The stock broker will have sole discretion to decide referred stipulated margin percentage, whichever is earlier. The stock broker will have sole discretion to decide referred stipulated margin percentage depending upon the market condition. In the event of such square off, the client agrees to bear all the losses based on actual executed prices, the client shall also be solely liable for all and any penalties and charge levied by the exchange(s).

**7. SHORTAGES IN OBLIGATION ARISING OUT OF INTERNAL NETTING OF TRADES**

Stock broker shall not be obliged to deliver any securities or pay any money to

the client unless and until the same has been received by the stock broker from the exchange, the clearing corporation/clearing house or other company or entity liable to make the payment and the client has fulfilled his/her/its obligation first. The policy and procedure for settlement of shortages in obligations arising out of internal meeting of trades is as under:

- a) The Short delivering client is debited by an amount equivalent to 20% above of closing rate of day prior to Pay-in/Payout Day. The securities delivered short are purchased from market on T+2 day and the purchase consideration (inclusive of all statutory taxes & levies) is debited to the short delivering seller client along with reversal entry of provisionally amount debited earlier.
- b) If securities cannot be purchased from market due to any force majeure condition, the short delivering seller is debited at the closing rate on T+3 day or Auction day on Exchange + 10% where the delivery is matched partially or fully at the Exchange Clearing, the delivery and debits/credits shall be as per Exchange Debits and Credits.
- c) In case of securities having corporate actions all cases of short delivery of cum transactions which cannot be auctioned on cum basis or where the cum basis auctioned on cum basis or where the cum basis action payout is after the book closure/record date, would be compulsory closed out at higher of 10% above the official closing price on the auction day or the highest traded price from first trading day of the settlement till the auction day.

#### **8. CONDITIONS UNDER WHICH A CLIENT MAY NOT BE ALLOWED TO TAKE FURTHER POSITION OR THE BROKER MAY CLOSE THE EXISTING POSITION OF A CLIENT**

We have margin based RMS system. Client may take exposure up to the amount of margin available with us. Client may not be allowed to take position in case of non-availability/shortage of margin as per our RMS policy of the company. The existing position of the client clear balance is also liable to square off/close out without giving notice due to shortage of margin/non/making of payment for their pay-in obligation/outstanding debts.

#### **9. TEMPORARILY SUSPENDING OR CLOSING A CLIENT'S ACCOUNT AT THE CLIENT'S REQUEST**

On the request of the client in writing, the client account can be suspended temporarily and same can be activated on the written request of the client only. During the period client account is suspended, the market transaction in the client account will be prohibited. However client shares/ledger balance settlement can take place.

On the request of the client in writing, the client account can be closed provided the client account is settled. If the client wants to reopen the account in that case client has to again complete the KYC requirement.

#### **10. DEREGISTERING A CLIENT**

Notwithstanding anything to the contrary stated in the agreement, the stock broker shall be entitled to terminate the agreement with immediate effect in any of the following circumstances:

- (i) If the action of the client are prima facie illegal/improper or such as to manipulate the price of any securities or disturb the normal/proper functioning of securities or disturb the normal/proper functioning of the market, either alone or in conjunction with others.
- (ii) If there is any commencement of legal process against the client under any law in force;]

- (iii) On the death/lunacy or other disability of the Client.
- (iv) If the Client suffers any adverse material change in his /her/its financial position or defaults in any other agreement with the Stock broker;
- (v) If there is reasonable apprehension that the Client is unable to pay its debts or the client has admitted its inability to pay its debts, as they become payable;
- (vi) If the Client is in breach of any term, condition or covenant of this Agreement;
- (vii) If the client has made any material misrepresentation of facts, including (without limitation) in relation to the Security;
- (viii) If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client;
- (ix) If the Client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution;
- (x) If the client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relied undertaking;
- (xi) If any covenant or warranty of the client is incorrect or untrue in any material respect;

#### **11. INACTIVE CLIENT ACCOUNT**

Client account will be considered as inactive if the client does not trade for period of one year. Calculation will be done at the beginning of every month and those clients who have not traded even a single time will be considered as inactive. The client has to make written request for reactivation of their account.

Trading in the Exchange is in Electronic Mode, based on VAST, leased line, ISDN, Modem and VPN, combination of technologies and computer systems to place and route orders. I/we understand that there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt or any break down in our back office/front and system, or any such other problems/glitch whereby not being able to establish access to the trading system/network, which may be beyond your control and may result in delay in processing or not processing buy or sell Orders either in part or in full. I/We shall be fully liable and responsible for any such problem/fault.

#### **12. CLIENT ACCEPTANCE OF POLICIES AND PROCEDURES STATED HEREIN ABOVE:**

I/We have fully understood the same and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses this document any circumstance what so ever. These policies and Procedures may be amended/changes unilaterally by the broker, provided the change is informed to me/us through any one or more means or methods. I/we agree never to challenges the same on any grounds including delayed receipt/non receipt or any other reasons whatsoever. These policies and Procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute/difference or claim between me/us and stock broker before any court of law/judicial/adjusting authority including arbitrator mediator etc.

# DOCKET – B

## INTERNET & WIRELESS TECHNOLOGY BASED TRADING LETTER

### **I KAY HOLDING CO. PVT. LTD.**

260, Second Floor, Ashoka Enclave Main,  
Sector-35, Faridabad-121003 ( Haryana )

### **Sub : Internet & Wireless Technology Based Trading**

Sir,

I/We wish to trade through Internet & Wireless Technology Based Trading (IWTBT) facility provided by you as per the options mentioned below.

I/We want to opt for  Web Base Trading / IkeyConnect  NOW (NSE ON WEB)

I/We hereby confirm you to send my/our username and password and other related information on the e-mail address mentioned by me/us in KYC.

Further, I/We confirm that I/We have fully read and understood the provisions laid down in the attached annexure pertaining to Internet & Wireless Technology based trading facility provided by stock brokers to clients and do hereby acknowledge the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses in this document under any circumstance what so ever.

Thanks and Best Regards

for

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

Trading Code: \_\_\_\_\_

Sign here : (11) 

## RUNNING ACCOUNT AUTHORISATION

### **I KAY HOLDING CO. PVT. LTD.**

260, Second Floor, Ashoka Enclave Main,  
Sector-35, Faridabad-121003 ( Haryana )

I/We are dealing through you as a client in Capital Market and/or Future & Option segment and in order to facilitate ease of operations and upfront requirement of margin for trade. I/We authorize you as under:

1. I/We request you to maintain running balance in my account & retain the credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) at any segment(s) of any or all the Exchange(s)/Clearing corporation unless I/we instruct you otherwise.
2. I/We request you to retain securities with you for my/our margin/pay-in/other future obligation(s) at any segment(s) of any or all the Exchange(s)/Clearing Corporation unless I/We instruct you to transfer the same to my/our account.
3. I/We request you to settle my fund and securities account  
 Once in every calendar Quarter or   
 Once in a calendar month   
or such other higher period as allowed by SEBI/Stock Exchange time to time except the funds given towards collaterals/margin in form of Bank Guarantee and/or Fixed Deposit Receipt.
4. In case I/We have an outstanding obligation on the settlement date, you 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 specified by the exchanges.
5. I/We confirm you that I will bring to your notice any dispute arising from the statement of account or settlement so made in writing within 7 working days from the date of receipt of funds/securities or statement of account or statement related to it, as the case may be at your registered office.
6. I/We further authorize you to retain an amount of upto Rs. 10,000/- (net amount across segment and across stock exchanges) in order to avoid administrative/operational difficulties in settling my/our account. The same may be released on my/our specific request.

The running account authorization provided by me shall continue and remain valid until it is revoked by me anytime in writing.

Thanking you

Yours faithfully,

Sign here : (12) 

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

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

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

## GENERAL AUTHORITY

### IKAY HOLDING CO. PVT. LTD.

260, Second Floor, Ashoka Enclave Main, Sector-35, Faridabad-121003 ( Haryana )

Dear Sir,

#### Sub: Letter of Authority

I/we dealing with you as client at NSE in cash & Derivative and in order to facilitate ease of operations, I/We authorise you as under :

1. I/We authorise you to set off outstanding in any of my/our accounts against credits available or arising in any other accounts maintained with you irrespective of the fact that such credits in the accounts may pertain to transactions in any segment of the Exchange or in any other exchange and/or against the value of cash margin or collateral shares provided to you by me/us.
2. I/We hereby authorise you not to provide me/us Order Confirmation/ Modification / Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/We shall get the required details from contract notes issued by you.
3. I/We hereby authorise you to keep all securities which I/We have given you in margin including the payout securities received by us for meeting margin/order obligation in any of the stock exchanges/clearing house/clearing corporation in whatever manner which may include pledging of shares in favor of bank and/or taking loan against the same or meeting margin/pay-in obligation on my/our behalf or for giving the same as margin to any of the stock exchanges/ clearing house/clearing corporation or otherwise. Further, I/We shall when called upon to do so forthwith from time to time provide a Margin Deposit and/or furnish additional Margin as required under the Rules and Regulations in respect of the business done by me and/or as agreed upon by me with the Trading Member.
4. I/We request you to retain credit balance in any of my/our account and to use the unused funds towards my/our margin/future obligation at any or both the Exchanges unless I/We instruct you otherwise. I/We also authorize you to debit the necessary demat charges from time to time, for keeping the shares in your client demat beneficiary account on my behalf. I/We also authorise you to debit the financial charges @2% p.m., for the debit balances or delay payment charges at the rate prescribed by exchange for shortage in margin/debit balances, if any, in my account and not settled as per the exchange requirements.
5. I/We request you to retain Securities in your demat account for my/our margin/future obligations at all Exchanges, unless I/We instruct you to transfer the same to my/our account.
6. I/We request you to consider my/our telephonic instructions for order placing/order modification/order cancellation as a written instruction and give me/us all the confirmation on telephonic unless instructed otherwise in writing. I/We am/are getting required details from contracts issued by you.
7. We request that you/exchange/other regulatory authority may send/dispatch us contract notes/e-mail alert/other documents through e-mail on my/our designated e-mail address mentioned by me/us in KYC. I/We will completely rely on the log reports of you dispatching software as a conclusive proof of dispatch of e-mail to me/us and will not dispute on the same. I/We note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at my/our e-mail ID.
8. I/We will inform you the change of my/our email: ID.
9. I/We are aware and acknowledge that trading of all exchanges is in Electronic mode, based on Vsat, lease line, ISDN, Modem, VPN, Internet and/or combination of technologies and computer system to place and route order and also involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, pay in payout of funds & securities, online & offline banking etc. these are susceptible to interruptions, delay, mistake and dislocations; and your services may at any time be unavailable without further notice and I/we understand that there exists a possibility of communication failure or system problems or slow or delay response from system or trading half, or any such other problem/glitch whereby not been able to establish access to the trading system/network or delay in execution of trades, which may be beyond your control any may result in delay in processing or not processing of any orders either in part or in full. I understand that you are not making any representation or warranty that your service will be available to the Client at all times without any interruption. I/We agree that I/We shall not have any claim for any loss incurred by me/us against you on account of any suspension, delay, interruption, nonavailability or malfunctioning of your System or Service for any reason whatsoever.
10. I/We confirm that I/We never sublet the trading terminal on any term of connectivity from my place to any other place without your prior approval.
11. I/We am/are agreeable for inter-settlement transfer of securities towards settlement.
12. I/we am/are agreeable for & authorise you to with hold funds pay-out towards all the applicable margins and debits.
13. All fines/penalties and charges levied upon you due to my acts / deeds or transaction may be recovered by you from my account.
14. I have a Trading relationship with IKAY HOLDING CO. PVT. LTD. I also agree to maintain the adequate balance in my trading account/pay adequate advance fee for the said reason.
15. I agree that if my contract note bounce for more than 5 times you may dis-continue sending contract note/other documents/details/information on my email and will start sending physical documents and same my attract administration/other charges.

Yours faithfully,

Sign here : (13) 

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

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

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

**LETTER OF AUTHORITY TO TRADE**

To,  
**I KAY HOLDING CO. PVT. LTD.**  
260, Second Floor, Ashoka Enclave Main, Sector-35, Faridabad-121003  
(Haryana)  
**Sub: Authority to trade on my behalf.**

Dear Sir,

I/we am/are the holder of the a trading account bearing number ..... (hereinafter referred to as the **“Account”**) opened and maintained with you and wish to appoint/ nominate ..... (hereinafter referred to as the **“Representative”**), s/d of....., aged about.....years, presently residing at..... to perform all or any of the following acts, deeds and things, for and on my/our behalf and in my/our interest.

1. To operate the Account on my/our behalf.
  2. To issue necessary instructions to you, for purchase, sale or transfer of shares and Securities from or to the Account as per Representative own judgment, and to sign necessary documents, wherever required effectuating such instructions of purchase, sale or transfer of securities from or to the Account.
  3. To make or cause to make payments to For I KAY HOLDING CO. PVT. LTD. whenever necessary, and in accordance with my/our obligations in accordance with the terms and conditions of various agreements executed between me/us and USBL.
  4. To duly honour all my/our contractual obligations under various agreements executed between me/us and USBL. including but not limited to the **“Member Constituent Agreement”** and/or any other undertaking, commitment issued by my/us in favour of USBL.
  5. To accept contract notes and other documents from USBL. on my/our behalf and report any discrepancy therein to USBL. within the prescribed time frame.
  6. To receive & accept necessary telephonic calls pertaining to margin &/or trade confirmation from USBL. at ..... mobile no. & undertake to update this contact detail in writing with USBL. in the event of any such change, taking place at any time in future.
  7. To sincerely abide by the Statutes, Rules, Regulations and Guidelines prescribed for the purpose and in relation to the operation of the Account.
- A. I/we hereby agrees and undertakes that all such acts, deeds and things done by the Representative shall be deemed to be binding upon me/us as the same has been done by me/us only and I/we shall hereby ratify all and such acts, deeds, or things done by Representative in any manner whatsoever in discharge of the duties conferred upon him/her under the present instrument.
  - B. I/we hereby agrees and undertakes to indemnify and keep USBL. including its directors, officers and employees indemnified against any loss, claims, liabilities, obligations, damages, deficiencies, actions, suits, or proceedings aroused / accrued or caused to the USBL. for any wrong act, deed or thing done by the Representative in any manner whatsoever in exercise of the powers conferred upon him.
  - C. I/we further undertake and agree not to challenge any act, deed or things done by said Representative in any manner.
  - D. I/we hereby agree and acknowledge that this letter of Authority shall be effective and operational until USBL. received and acknowledged revocation letter at its registered office.

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

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

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

Sign here : (14) 

## CLIENT DEFAULTER DECLARATION

I, \_\_\_\_\_ having PAN no. \_\_\_\_\_ do hereby declare that I have not been involved in any terrorist activity and I have not been declared as defaulter or my name is not appearing in defaulter database as per SEBI/ Various Exchanges/ Regulatory bodies/CIBIL (Credit Information Bureau of India Ltd.) etc.

I further declare that the above mentioned declaration/statement is true and correct.

Sign here : (15) 

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

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

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

[Note: To be signed by person himself/herself not to be signed by his/her attorney/authorised person etc.]

## DECLARATION FOR NAME MISMATCH WITH POSSIBLE SIGNATURE SPECIMEN

I hereby declare that, my name mentioned

1. In PAN Card is \_\_\_\_\_

& Signature Specimen on PAN

Signature Specimen

2. In Additional ID Proof i.e. Voter ID/Passport/Driving License is \_\_\_\_\_

& Signature Specimen on ID Proof

Signature Specimen

3. In Bank Account No \_\_\_\_\_ it is \_\_\_\_\_

& Signature Specimen on Bank

Signature Specimen

4. In \_\_\_\_\_ is this \_\_\_\_\_

& Signature Specimen is

Signature Specimen

Further I Declare that the names with signature specimen mentioned in above details document pertains to me, therefore I request you to register my account and make all the payouts in the same name as mentions in my bank proof.

Thanks

Name of the Client: \_\_\_\_\_

Sign here : (16) 

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

**E-MAIL ID / MOBILE NUMBER DECLARATION**

To,  
**I KAY HOLDING CO. PVT. LTD.**  
 260, Second Floor, Ashoka Enclave Main,  
 Sector-35, Faridabad-121003 ( Haryana )

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

Dear Sir,

I/We hereby request you to send all your communications pertaining to my/our trade like Trade Confirmations, Contract Notes, MTM Obligation, Margin Calls or any other communication (which is necessary from your Compliance point of view) including the verification call from I kay holding etc. on the below mentioned Mobile number/Email id.

Contact Mode	Mention E-mail / Mobile	Mobile / E-mail is registered in the Name (Please tick the correct box)			
		Self	Spouse	Dependent Child	Dependent Parent
E-mail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile No.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I/we confirm that:

The said Mobile is registered in the name of \_\_\_\_\_ and the Email is/is also registered in the name of \_\_\_\_\_

I/We am/are also aware that the Exchanges have been pursuing a process of confirming the trade details directly to the Clients via SMS and Email alerts which they have carried out through their respective Trading Member. Accordingly, I/We accord my/our consent to receive those SMS as well as Emails alerts directly from the Exchanges on the above stated contact details for the purpose. I/We hereby authorize you for sharing the said contact details with Exchanges.

Yours faithfully,

**SIGNATURE OF CLIENT**

(17A) 

Name of the Client : \_\_\_\_\_

Trading Code : \_\_\_\_\_

**DECLARATION FOR CLIENTS NOT HAVING EMAIL ID / MOBILE NUMBER**

To,  
**I KAY HOLDING CO. PVT. LTD.**  
 260, Second Floor, Ashoka Enclave Main,  
 Sector-35, Faridabad-121003 ( Haryana )

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

Dear Sir,

I/We understand, Exchange, with the objective of reducing the number of investor complaints relating to unauthorized trading and to safeguard Members' own interest, provides details of the transactions to all investors through mails and SMSs whose email address and mobile numbers are updated by the trading members to the Exchanges. I/We also understand that as provisions of SEBI/FMC/Exchanges, the trading member requires to update the mobile and e-mail IDs of their clients to the Exchanges.

However, pursuant to above mentioned compliance, I/we hereby confirm & declare that I/We do not have the mobile number/email id to be updated in your records for the purpose of receiving transactional alerts from trading member/ SEBI/FMC/Exchanges. I/We further authorize you to inform /update the same to the SEBI/FMC/Exchanges.

**SIGNATURE OF CLIENT**

(17B) 

Name of the Client : \_\_\_\_\_

Trading Code : \_\_\_\_\_

**DECLARATION BY KARTA & ALL THE CO-PARCENERS**

To  
**I KAY HOLDING CO. PVT. LTD.**  
260, Second Floor, Ashoka Enclave Main,  
Sector-35, Faridabad-121003 ( Haryana )  
Dear Sir/Madam,

Dated : \_\_\_\_\_

1. Whereas the Hindu Undivided Family of.....is carrying on business in the firm name and style of at ..... or we intent to deal have or desire to have Securities Trading Account with For I KAY HOLDING CO. PVT. LTD. (hereinafter referred as Member). We undersigned, hereby confirm and declare that we are the present adult co-parceners of the said Mr./Mrs.....joint family; that..... is the present Karta of the said joint family.
2. We confirm that affairs of HUF firm are carried on mainly by the Karta Mr/ Mrs. .... on behalf and in the interest and for the benefits of all the co-parceners. We hereby authorize the Karta on behalf of the HUF to deal with the member and the said trading member is hereby authorized to honor all instructions oral or written, given by him on behalf of the HUF. He is authorized to sell, purchase, transfer, endorse, negotiate documents and/or otherwise deal through the member on behalf of the HUF.  
He is also authorize 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. We are, however, jointly and severally responsible for all liabilities of the said HUF 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 co-parceners of the said joint family, including the share of the minor co parceners, if any.
3. We undertake to advise the member in writing of any change that may occur in the Karta ship or in the constitution of the said joint family or of the said HUF firm and until receipt of such notice by the member who shall be binding on the said joint family and the said HUF firm and on our respective estates. We shall, however continue to be liable jointly and severally to the member for all dues obligations f the said HUF 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. The names and dates of the birth of all the present minor & major co-parceners of the said joint family are given below. We also undertake to inform you in writing as and when each of the said members attains the majority and is authorized to act on behalf of, and bind the said HUF firm.

**List of Family Members**

S. No.	Name of the Co-parceners (Including Minor also)	Relationship with Karta	PAN No.	Address (if other than Karta's address)	Date of Birth	Signature
1.						
2.						
3.						
4.						
5.						
6.						

Note : In case of adult family member provide copy of PAN card or any other ID proof (DL/Voter ID/ Passport). In case of Minor Family Member provide copy of age certificate (Birth Certificate/School Leaving Certificate).

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

Signature of Karta with Rubber Stamp

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

**VERBAL ORDER ACCEPTANCE AUTHORISATION**

**I KAY HOLDING CO. PVT. LTD.**

260, Second Floor, Ashoka Enclave Main, Sector-35, Faridabad-121003

( Haryana )

Dear Sir,

I/we am dealing with you as client at NSE in Cash & Derivative Segment. As my/our broker i.e. agent I/We direct and authorize you to carry out trading/ dealing on my/our behalf as per instruction given below.

I/We agree and acknowledge that it is advised by you that I/We should give instruction for order placement/ modification and cancellation in writing and to avoid disputes, I/We must give instruction in exactly the format given below in duplicate (carbon copy/ photocopy only) and take signatures of at least two authorized officers at the branch along with company stamp on the carbon copy/ photocopy of the instructions in acknowledgment of receipt of my our instructions.

However as I/We shall be dealing by ordering over phone and even if we visit the branch, the fluctuations in market are so rapid the it is not practical to give written instructions for order placement/modification and cancellation, I/We hereby authorize you to accept my/our authorized representative's verbal instructions for order placement/modification and cancellation in person or over phone (fixed line/mobile phone) and execute the same. I/ We understand the risk associated with verbal orders and accept the same, and agree that I/We shall not be entitled to disown orders and consequent trades (if any) by shifting the burden of proof by asking you to prove the placement/modification and cancellation of orders through telephone recording or otherwise.

I/We shall be liable for all losses, damages and actions which may arise as a consequence of your adhering to and carrying out my/our directions given above.

Thanking You

Yours Faithfully,

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

Sign Client : (18) 

**FORMAT FOR WRITTEN ORDERS**

**I KAY HOLDING CO. PVT. LTD.**

260, Second Floor, Ashoka Enclave Main, Sector-35, Faridabad-121003

( Haryana )

Please Execute the following order in my/our account

Sl. No.	Exchange	Segment (Equities / Derivative)	Scrip Name/Scrip Code/Contact Description	Order type (Regular/Stop Loss)	Buy/ Sell	Quantity	Rate	Disclosed Quantity (If any)	Trigger Price (If SL Order)	Remarks

Client Name: \_\_\_\_\_ Order Instruction Date & Time \_\_\_\_\_

Client Code: \_\_\_\_\_ Sign here :

**ACKNOWLEDGMENT**

Received the request for executing above mentioned written orders from Mr./Ms..... having trading client code ..... possessing PAN No. ....

Place:

Date:

Time \_\_\_\_\_ (A.M./P.M.) (Auth. Official 1) (Auth. Official 2)

**For I KAY HOLDING CO. PVT. LTD.**  
  
\_\_\_\_\_  
Authorised Signatory / Director

# FORMATS

## FEMA DECLARATION FORMAT (For NRI's)

I ..... S/o/D/o.....  
Residing at .....  
am following the rules and regulation of FEMA and will continue to do the same in future too.

Regards

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

Sign here : (19) 

## FOR TRADING ACCOUNT OPENING FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATES / TRUSTS

(To be obtained on pre-printed Letterhead of company)  
(This Letter is to be obtained only if the client is a body corporate)

Certified True Copy of the Resolution passed at the meeting of the Board of Directors of \_\_\_\_\_  
\_\_\_\_\_ Ltd. and having its  
registered office at \_\_\_\_\_ held on \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_ AM/PM

Resolved that the Company/Trust be registered as CLIENT with I KAY HOLDING CO. PVT. LTD., National Stock Exchange of India Ltd. (NSE) for the purpose of dealing/investing in securities market including units of mutual funds, equity future & option, currency & other derivative etc. and the said Member (UNITED) be and is hereby authorised to honor all instructions whether oral or written, given on behalf of the Company by any of the under noted

authorised

S.No.  
signatories:

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

who are authorised to sell, purchase, transfer, endorse, negotiate and/or otherwise deal through I Kay Holding Co. Pvt. Ltd. on the behalf of the Company and to sign, execute & submit application & other requisite documents as may be necessary for KYC application with KRA.

RESOLVED FURTHER THAT Mr. \_\_\_\_\_  
and / or Mr. \_\_\_\_\_, Directors  
of the Company be and are hereby deemed necessary or expedient to give effect to this resolution.

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

For \_\_\_\_\_ Ltd.

\_\_\_\_\_  
Chairman / Company Secretary / All Trustees

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

Company/Trust).

**AUTHORITY LETTER IN FAVOUR OF MANAGING PARTNER / (S)**

(To be obtained on pre-printed Letterhead of firm)  
(This Letter is to be obtained only if the client is a partnership firm)

To,  
**I KAY HOLDING CO. PVT. LTD.**  
260, Second Floor, Ashoka Enclave Main,  
Sector-35, Faridabad-121003 ( Haryana )

Sir,  
We the partners of M/s. \_\_\_\_\_  
a partnership firm having its office at \_\_\_\_\_

\_\_\_\_\_ hereby authorize  
Mr./Ms. \_\_\_\_\_ and  
Mr./Ms. \_\_\_\_\_

to open a securities trading account in Capital Market segment, F&O segment and Currency segment on behalf of the firm  
M/s./ \_\_\_\_\_ Mr. \_\_\_\_\_ /  
Ms. \_\_\_\_\_ with the  
Trading Member I KAY HOLDING CO. PVT. LTD. for sale and purchase of shares/derivative instruments in capital  
Market segment (CM) and or Future and Options segment (F&O). He/She/They is/are authorized on behalf of the  
firm for the purpose of dealing/investing in securities market including units of mutual funds, future & option and  
currency derivative etc. and the said Trading Member is hereby authorized to honor all instructions oral or written,  
~~give~~ on behalf of the firm by him/her/them.

\_\_\_\_\_ and  
Mr./Ms. \_\_\_\_\_ is/are  
authorized to sell, purchase, transfer, endorse, and negotiate documents and/or/otherwise deal through I KAY  
HOLDING CO. PVT. LTD. on behalf of the firm M/  
s. \_\_\_\_\_

He/She/They is/are also authorised to sign, execute and submit such applications, undertakings, agreements and other  
requisite documents as may be necessary for KYC application with KRA. 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 account(s) in favour of I KAY  
HOLDING CO. PVT. LTD. for credit to share trading account of the firm with I Kay Holding Co. Pvt. Limited., even  
though his/their signatures may not be available on the records of I KAY HOLDING CO. PVT. LTD. These cheques  
may either be from the account of partnership firm or from individual account the said amount so given shall be  
solely/exclusively for the account of the firm maintained with I Kay Holding Co. Pvt. Limited..

We also recognize that a beneficiary account cannot be opened with a Depository Participant in the name of the  
partnership firm as per Depository regulations. To facilitate the operation of the above trading account with you and for  
the purpose of completing the securities transfer obligations, pursuant to the trading operations, we authorize you to  
recognize the beneficiary account No. \_\_\_\_\_ with Depositor having DP ID \_\_\_\_\_ opened  
as a singly/jointly in the name of Managing partner/partners of the firm.

We agree that the obligations 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.

Thank You.  
Yours Truly

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

Signature of partner with rubber stamp

## BANK VERIFICATION LETTER

To,  
**IKAY HOLDING CO. PVT. LTD.**  
260, Second Floor, Ashoka Enclave Main,  
Sector-35, Faridabad-121003 ( Haryana )

Dated ..... / ..... / .....

**Sub: Mapping of bank account in trading code of Proprietor**

Dear Sir,

We are maintaining a bank account number ..... with .....  
bank. Request you to map this bank account in trading account of proprietor Mr./Ms. ....  
for all fund pay-in and pay-out purposes. PAN number of proprietor is .....

Signature of proprietor is being attested by bank here/separate bank verification letter attached

For

(Name and Sign of Authorised Signatory)

Trading code:-

**For verification by Bank officials:-**

**Signature of Proprietor :-**

Above Signatures are correct as per our records and  
Ms./Mr. \_\_\_\_\_ is proprietor of  
M/s. \_\_\_\_\_

**Signature and stamp by  
Banler**

## INSTURCTION CUM TICK LIST

### G. 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 Company need to be provided by the client from time to time.*

**H. Demat Proof:** Demat master or recent holding statement issued by DP bearing name of the client.

### I. In-person Verification:

For Individuals:

- (i). 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.
- (ii). 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.

For Non Individuals: Form need to be initialed by all the authorized Signatories.



## J. General Instructions

1. All documents submitted as proof must be self attested by the client.
2. Thumb impression must be attested by a magistrate or a notary public or a special executive magistrate under his/her official seal.
3. Photocopies of photograph will not be accepted. Photograph submitted should be passport size, front facing and with a plain background. Client sign should be across in such a manner where part of the signature is on the photo and other part of the form.
4. Short signature/initial is not allowed on the KYC
5. Photo copy of all document inclusive of PAN, address proof and identity proof must be clearly visible so that every written text and photo can be matched with KYC
6. Signature should match with PAN/ Copy of cancelled cheque leaf/Bank verification letter
7. If correspondence and permanent address is different then both the address proofs are required
8. MICR & IFSC Code, Annual Income & Net worth are mandatory
9. Every cutting, overwriting & fluid will be accepted only if duly attested and stamped by client
10. If any proof of entity is in other than Hindi or English then translation in Hindi or English is require with notaries stamp
11. If the address proof is utility bills or bank statement, if should be not more than 3 months old.
12. All communications shall be sent at the correspondence address/ mobile number/ e-mail id of the client. Please fill the email and mobile number on the kyc carefully and accurately.
13. PAN of HUF and Karta both to be obtained; Address and Bank proof to be in name of HUF; Declaration to be signed by Karta and all coparceners and also provide the pan card copy of at least two coparceners.
14. Only Balance sheet and net worth is considered as financial proof for non individuals.
15. NRI cannot deal in Currency Derivative Segment
16. Trading A/c cannot be opened in joint names.
17. KYC will be signed by the client only and power of attorney holders are not allowed to sign the KYC
18. If email Id & mobile no is same in more than one code then family declaration required.

## K. Proof for Bank Account

1. Bank account statement/Passbook copy should not be more than 3 months old
2. Bank Statement should clearly mention the name and address of the client.
3. The bank statement should duly attested (Sign & Stamp) by the authorized official of the bank mentioning the bank and designation of the bank authorized official.
4. Bank Verification letter should be in prescribed format on the letter head of the Bank duly signed and authorised by the Bank official mentioning his/her Name, Designation, Signature & Employee Code.
5. Cancelled Cheque should have name of the account holder and account number printed on the same.

## L. Corporate

1. Form 18 and Form 32 valid with challan copy.
2. Form 18 used for address proof of the company.
3. Form 32 used for change in director's detail of the company.
4. All incorporation certificates should be self attested and all incorporation certificates must be attached with the Memorandum.
5. Detail of Director should match with memorandum and if there is any change then then Form 32 with the challan copy is required
6. The following mandatory points must be incorporated in board resolutions.
  - Date of Resolution
  - Resolution date not latter to KYC date
  - Name of Broker as I kay Holding Co. Pvt. Ltd..
  - Segment like Equity, Currency, Future, Option, Cash Etc.
  - Name of the exchanges in which client wants to trade
  - Authorized person name in BR.

7. Authorized person can perform signature on BR until he/she is/are only the director in the company.
8. If Letter of authority to trade given on behalf of any other person than authorized in BR then company must provide the separate BR, Person ID and address proof.
9. Share holding Pattern - Less than 2% share holders may provide under Other Category but 100 % share holding pattern require.
10. Share holding total must be equal to share capital
11. In case of name change incorporation certificate and PAN card of new name required
12. Date of Incorporation on KYC Form should match with date of incorporation from memorandum and PAN card date
13. Net-worth amount and date of net-worth is mandatory
14. In company share holding any other company is a share holder with equal to or more than 25% holding then we require that company share holding also if this will again happen in holding company then again we require share holding and it will continue.
15. All the incorporation certificate should be attached with the memorandum if any updation incorporation certificate attached with the memorandum instead of first incorporation certificate then we require first incorporation certificate also.
16. If company fills two addresses then both address proof are required
17. At least two director detail is must

### ● In Case of Name change in the company

- New PAN
- In corporation certificate
- KRA

### ● In case of change in the director

- KRA
- List of Director
- Form 32 with challan copy
- PAN, Address of Director

### ● In case of change in the Authorized Signatory(ies)

- KRA
- List of Director
- Form 32 with challan copy
- PAN, Address of Auth. Signatory(ies)
- Board Resolution
- List of Authorise signatory(ies) with specimen signatory(ies)

### ● In case of change in the Share holding Pattern

- KRA
- List of Director
- Form 32 with challan copy
- PAN, Address of Auth. Signatory(ies)
- Board Resolution
- List of Authorise signatory(ies) with specimen signatory(ies)
- Share Holding Pattern required (Follow the cross holding)

## M. Partnership Firm

All formalities and checking criteria are same as like corporate, few difference are as follows

1. Authority Letter instead of Board Resolution
2. Partnership Deed instead of Memorandum
3. All Partner signature is mandatory in authority letter
4. In LLP registration certificate is must

**A. DOCUMENT TICK LIST FOR INDIVIDUAL****1. KRA(I)** **2. PAN Card** **3. Address Proof**Passport  Voter ID Card  UID  Ration Card  Bank Statement or Passbook\*\*  Driving License  Electricity Bill\*\* Telephone Bill (only land line bill of MTNL & BSNL)\*\*  Registered lease or Sale Agreement  Any Other   (Please Specify)

\* Rent Agreement not accepted for address proof as per SEBI guidelines

\*\* Telephone Bill/ Electricity Bill/Gas Bill/Bank Statement copy or passbook copy is not older than three month

**4. Bank Proof**Name Printed Cancelled Cheque Leaf  Copy of pass book  Bank Statement Specifying name of Constituent **5. DP Proof**Current Demat Master  Recent Holding Statement **B. DOCUMENT TICK LIST FOR CORPORATE****1. KRA Annexure (N)** **2. Address Proof of Company\*\***Bank Statement or Passbook\*\*\*  Telephone Bill (only land line bill of MTNL & BSNL)\*\*  Electricity Bill\*\*\*  Form 18 

\*\* Rent Agreement not accepted for address proof as per SEBI guidelines

\*\*\* Telephone Bill/ Electricity Bill/Gas Bill/Bank Statement copy or passbook copy is not older than three month

**3. Bank Proof**Bank Statement Specifying name of Constituent  Copy of pass book  Name Printed Cancelled Cheque Leaf **4. DP Proof**Current Demat Master  Recent Holding Statement **5. Other Mandatory Document**Pan card of Company  List of Director's & Permotors\*\*  Board Resolution \*\*  Balance Sheets of Last Two Years Share Holding Pattern \*\*  Networth Certificate  Certified MOA  ITR of last two year Certified AOA  List of Authorised Signatory 

\*\* These documents must be on letter head of company and should be duly signed and stamped

**6. Directors\*\* Details**PAN  Passport size Photograph  UID  DIN  Form 32 Address proof   (Please Specify) Bank proof   (Please Specify)**7. Permotors\*\* Details**PAN  Passport size Photograph  UID  DIN  Form 32 Address proof   (Please Specify) Bank proof   (Please Specify)**C. DOCUMENT TICK LIST HUF****1. KRA of HUF (N)** **2. PAN Card of HUF** **3. Address Proof of HUF\*\***Bank Statement or Passbook\*\*\*  Telephone Bill (only land line bill of MTNL & BSNL)\*\*  Electricity Bill\*\*\* Any Other   (Please Specify)

\*\* Rent Agreement not accepted for address proof as per SEBI guidelines

\*\*\* Telephone Bill/ Electricity Bill/Gas Bill/Bank Statement copy or passbook copy is not older than three month

**4. Bank Proof of HUF**Name Printed Cancelled Cheque Leaf  Bank Statement Specifying name of Constituent  Copy of pass book **5. DP Proof**Current Demat Master  Recent Holding Statement **6. Other Mandatory Document**HUF Declaration  List of Coparseners **7. Karta (I) Details:**KRA of Karta  Pan  Passport size Photograph  UID Address proof   (Please Specify) Bank proof   (Please Specify)

## D. DOCUMENT TICK LIST FOR PARTNERSHIP

### 1. KRA Annexure (N)

### 2. Address Proof of Partnership Firm\*\*

Telephone Bill (only land line bill of MTNL & BSNL)\*\*

Electricity Bill\*\*\*

Bank Statement or Passbook\*\*\*

AnyOther  (Please Specify)

\*\* Rent Agreement not accepted for address proof as per SEBI guidelines

\*\*\*Telephone Bill/ Electricity Bill/Gas Bill/Bank Statement copy or passbook copy is not older than three month

### 3. Bank Proof of Partnership Firm

Name Printed Cancelled Cheque Leaf

Copy of pass book

Bank Statement Specifying name of Constituent

### 4. DP Proof

Current Demat Master

Recent Holding Statement

### 5. Other Mandatory Document

Pan card of Partnership Firm  Authority Letter \*\*  List of Partner's with Sharing ratio\*\*  List of Authorized Signatory  Networth Certificate

ITR of last two year  Partnership Deed  Balance Sheets of Last Two Years  Certification of Registration

\*\* These documents must be on letter head of company and should be duly signed and stamped

### 6. Partners Details

Pan

Passport size Photograph

UID

Address proof  (Please Specify)

Bank proof  (Please Specify)

## E. DOCUMENT TICK LIST FOR NRI

### 1. KRA(I)

### 2. PAN Card

### 3. Address Proof (Indian)\*

Bank Statement or Passbook\*\*

Other proof  (Please Specify)

\* Rent Agreement not accepted for address proof as per SEBI guidelines

\*\* Telephone Bill/ Electricity Bill/Gas Bill/Bank Statement copy or passbook copy is not older than three month

### 4. Address Proof (Overseas)\*

Bank Statement or Passbook\*\*

Passport

Other proof  (Please Specify)

### 5. Bank Proof (NRE/NRO)

Name Printed Cancelled Cheque Leaf

Bank Statement Specifying name of Constituent

### 6. DP Proof

Current Demat Master

Recent Holding Statement

### 7. Other Mandatory Document

PIS Permission Letter from the respective designated bank

Copy of VISA

FEMA Declaration

NRI Declaration

- If client has obtained the NRO PIS permission from the designated bank to trade in cash market then, NRO status demat will be accepted only. In case of NRE PIS permission from designated bank branch, NRE status demat account would be accepted only.
- If client wants to trade in F&O/currency segment then NRO bank account is only acceptable as bank proof.

Exchange-wise Investor Grievance cell:

! NSE-complaint may be filed through website [www.nseindia.com](http://www.nseindia.com) or sending hard copy to nearest NSE office or at 022-26598100, [ignse@nse.co.in](mailto:ignse@nse.co.in).

## **I KAY HOLDING CO. PVT. LTD.**

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**REGISTERED OFFICE :**

260, Second Floor, Ashoka Enclave Main, Sector-35,  
Faridabad-121003 ( Haryana )  
Mob. : 9810165399  
E-mail Id: [ikaycom@yahoo.co.in](mailto:ikaycom@yahoo.co.in)

**DEALING OFFICE :**

401, Shakuntala Building, 59, Nehru Place, New Delhi-19  
Phone : 011-40254191 , 41861191  
Email : [ikaycom@yahoo.co.in](mailto:ikaycom@yahoo.co.in)  
I.G. e-mail ID: [ikh.investorgreavances@yahoo.in](mailto:ikh.investorgreavances@yahoo.in)