



## PNR SECURITIES LIMITED

Members: NSE (CM, F&O), BSE (CM), DP (NSDL)

### Client Registration Forms & Documents

NAME OF CLIENT : \_\_\_\_\_

UNIQUE CLIENT CODE : \_\_\_\_\_

### PNR SECURITIES LIMITED

#### **Regd. /Corporate Office**

203, 2nd Floor, MG Centrum, Sultanpur, M.G Road, New Delhi - 110030  
Phone: 011-61329000 Email: pnrsec@pnrgroupindia.com

#### **Mumbai Office**

510-511, Sir Vithal Das Chambers, 16, Mumbai Samachar Marg, Fort, Mumbai-400023  
Phone: 022-22045131, 022-22045209

**INDIVIDUAL**

SEBI REGISTRATION NOS:

EXCHANGE	SEGMENT	SEBI REGISTRATION NO.	DATE
NSE	Cash	INZ000278532	6th Aug 2019
NSE	F&O	INZ000278532	6th Aug 2019
BSE	Cash	INZ000278532	6th Aug 2019
NSDL	DP	IN-DP-NSDL-112-99	28th Oct 2019

**Regd./Corporate Office:** 203, 2nd Floor, MG Centrum, Sultanpur, M.G Road, New Delhi - 110030.  
Phone: 011-61329000 Email: pnrsec@pnrgroupindia.com

**Mumbai Office:** 510-511, Sir Vithal Das Chambers, 16, Mumbai Samachar Marg, Fort, Mumbai- 400023.  
Phone: 022-22045131, 22045209

**Compliance Officer:**

Name : Sunil Chowdhry

Phone : 011-61329080

E-mail ID : sunil.chowdhry@pnrgroupindia.com

For any grievance/ dispute please contact PNR Securities Limited at the above address or email pnr123456@yahoo.com or Phone 011-61329000. In case not satisfied with the response, please contact the concerned exchanges(s) at:

Exchange Name	E-mail ID	Phone No.
National Stock Exchange of India	ignse@nse.co.in	022-26598190
Bombay Stock Exchange Ltd.	is@bseindia.com	022-22728097

## Annexure-1

### ACCOUNT OPENING KIT

#### INDEX OF DOCUMENTS

S.No.	Name of Document	Brief Significance of the Document	Page No
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4	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of investors	28-29
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# **MANDATORY DOCUMENTS**

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

## Important Instructions:

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



## For office use only

(To be filled by financial institution)

Application Type\* ☐ New ☐ Update

KYC Number

(Mandatory for KYC update request)

Account Type\* ☐ Normal ☐ Minor ☐ Aadhaar OTP based E-KYC (in non-face to face mode)

## ☐ 1. PERSONAL DETAILS (Please refer instruction A at the end)

	Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name* (Same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M-Male	<input type="checkbox"/> F-Female	<input type="checkbox"/> T-Transgender	
PAN*	<input type="text"/>	<input type="checkbox"/> Form 60 furnished		

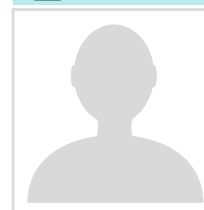
## ☐ 2. PROOF OF IDENTITY AND ADDRESS\* (Please refer instruction B at the end)

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

- ☐ A-Passport Number
- ☐ B-Voter ID Card
- ☐ C-Driving Licence
- ☐ D-NREGA Job Card
- ☐ E-National Population Register Letter
- ☐ F-Proof of Possession of Aadhaar

- II. ☐ E-KYC Authentication
- III. ☐ Offline verification of Aadhaar

☐ PHOTO\*



## Address

Line 1\*

Line 2

Line 3  City/Town/Village\*

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

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

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

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

☐ A-Passport Number   
☐ B-Voter ID Card   
☐ C-Driving Licence   
☐ D-NREGA Job Card   
☐ E-National Population Register Letter   
☐ F-Proof of Possession of Aadhaar

II. ☐ E-KYC Authentication

III. ☐ Offline verification of Aadhaar

IV. ☐ Deemed Proof of Address - Document Type code

V. ☐ Self Declaration

**Address**

Line 1\*

Line 2

Line 3  City/Town/Village\*

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

☐ **4. CONTACT DETAILS (All communications will be sent to Mobile number/Email-ID provided) (Please refer instruction B at the end)**

Tel. (Off) - Tel. (Res) - Mobile -

Email ID

☐ **5. REMARKS (if any)**

**6. APPLICANT DECLARATION**

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

Date : -- Place:

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

## 7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies ☐ E-KYC data received from UIDAI ☐ Data received from offline verification

☐ Digital KYC Process ☐ Equivalent e-document ☐ Video Based KYC

### KYC VERIFICATION CARRIED OUT BY

Date  -  -

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

### INSTITUTION DETAILS

Name

Code

[Institution Stamp]

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

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

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

### B Clarification / Guidelines on filling 'Current Address details' section

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

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
02	Property or Municipal tax receipt.
03	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings If they contain the address.
04	Letter of allotment of accommodation from employer issued by State Government of Central Government Departments, statutory or regulatory bodies, public sector undertakings, schedules commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

- 7 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and document such as proof of possession of Aadhaar, while uploading on CKYCER.
8. "Equivalent e-document" means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
- 9 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005
- 10 Res ,au use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address different form the address as per the identity information available in Central Identities Data Repository

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

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

### D Clarification / Guidelines on filing 'Related Person details' section

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

### E Clarification / Guidelines on filing 'Related Person details' section

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

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

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

**List of ISO 3166 two digit Country Code**

Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Bolivia, Plurinational State of	BO	Cook Island	CK
Aland Islands	AX	Bonaire, Sint Eustatius and Saba	BQ	Costa Rica	CR
Albania	AL	Bosnia and Herzegovina	BA	Cote d'Ivoire  Cote d'Ivoire	CI
Algeria	DZ	Botswana	BW	Croatia	HR
American Samoa	AS	Bouvet Island	BV	Cuba	CU
Andorra	AD	Brazil	BR	Curacao  Curacao	CW
Angola	AO	British Indian Ocean Territory	IO	Cyprus	CY
Anguilla	AI	Brunei Darussalam	BN	Czech Republic	CZ
Antarctica	AQ	Bulgaria	BG	Denmark	DK
Antigua & Barbuda	AG	Burkina Faso	BF	Djibouti	DJ
Argentina	AR	Burundi	BI	Dominica	DM
Armenia	AM	Cabo Verde	CV	Dominican Republic	DO
Aruba	AW	Cambodia	KH	Ecuador	EC
Australia	AU	Cameroon	CM	Egypt	EG
Austria	AT	Canada	CA	El Salvador	SV
Azerbaijan	AZ	Cayman Island	KY	Equatorial Guinea	GO
Bahamas	BS	Central African Republic	CF	Eritrea	ER
Bahrain	BH	Chad	TD	Estonia	EE
Bangladesh	BD	Chile	CL	Ethiopia	ET
Barbados	BB	China	CN	Falkland Islands (Malvinas)	FK
Belarus	BY	Christmas Island	CX	Faroe Islands	FO
Belgium	BE	Cosos (Keeling) Island	CC	Fiji	FJ
Belize	BZ	Colombia	CO	Finland	FI
Benin	BJ	Comoros	KM	France	FR
Bermuda	BM	Congo	CG	French Guiana	GF
Bhutan	BT	Congo, the Democratic Republic of the	CD	French Polynesia	PF

Country	Country Code	Country	Country Code	Country	Country Code
French Southern Territories	TF	Korea, Republic of	KR	Nicaragua	NI
Gabon	GA	Kuwait	KW	Niger	NE
Gambia	GM	Kyrgyzstan	KG	Nigeria	NG
Georgia	GE	Lao People's Democratic Republic	LA	Niue	NU
Germany	DE	Latvia	LV	Norfolk Island	NF
Ghana	GH	Lebanon	LB	Northern Mariana Islands	MP
Gibraltar	GI	Lesotho	LS	Norway	NO
Greece	GR	Liberia	LR	Oman	OM
Greenland	GL	Libya	LY	Pakistan	PK
Grenada	GD	Liechtenstein	LI	Palau	PW
Guadeloupe	GP	Lithuania	LT	Palestine, State of	PS
Guam	GU	Luxembourg	LU	Panama	PA
Guatemala	GT	Macao	MO	Papua New Guinea	PG
Guernsey	GG	Macedonia, the former Yugoslav Republic	MK	Paraguay	PY
Guinea	GN	Madagascar	MG	Peru	PE
Guinea-Bissau	GW	Malawi	MW	Philippines	PH
Guyana	GY	Malaysia	MY	Pitcairn	PN
Haiti	HT	Maldives	MV	Poland	PL
Heard Island and McDonald Island	HM	Mali	ML	Portugal	PT
Holy See (Vatican City State)	VC	Malta	MT	Puerto Rico	PR
Honduras	HN	Marshall Island	MH	Qatar	QA
Hongkong	HK	Martinique	MQ	Reunion !Reunion	RE
Hungary	HU	Mauritania	MR	Romania	RO
Iceland	IS	Moyotte	YT	Russian Federation	RU
India	IN	Mexico	MX	Rwanda	RW
Indonesia	ID	Micronesia, Federated States of	FM	Saint Barthelemy !Sanit	BL
Iran, Islamic Republic of	IR	Moldova, Republic of	MD	BartheJemy	
Iraq	IQ	Monaco	MC	Saint Helena, Ascension and Tristan da Cunha	SH
Ireland	IE	Mongolia	MN		
Isle of Man	IM	Montenegro	ME	Saint Kittsand Nevis	KN
Israel	IL	Montserrat	MS	Saint Lucia	LC
Italy	IT	Morocco	MA	Saint Martin (French Part)	MF
Jamaica	JM	Mozambique	MZ	Saint Pierre and Miquelon	PM
Japan	JP	Myanmar	MM	Saint Vincent and the Grenadin es	VC
Jersey	JE	Nambia	NA	Samoa	WS
Jordan	JO	Nauru	MZ	San Marino	SM
Kazakhstan	KZ	Nepal	NP	Sao Tome and Principe	ST
Kenya	KE	Netherlands	NL	Saudi Arabia	SA
Kiribati	KI	New Caledonia	NC	Senegal	SN
Korea, Democratic People's Republic of	KP	New Zealand	NZ	Serbia	RS

Country	Country Code	Country	Country Code	Country	Country Code
Seychelles	SC	Switzerland	CH	United Arab Emirates	AE
Sierra Leone	SL	Syrian Arab Republic	SY	United Kingdom	GB
Singapore	SG	Taiwan province of china	TW	United States	US
Sint Maarten (Dutch Part)	SX	Tajikistan	TJ	United States Minor Outlying Islands	UM
Slovakia	SK	Tanzania, United Republic of	TZ	Uruguay	UY
Slovenia	SK	Thailand	TH	Uzbekistan	UZ
Solomon Island	SB	Timor-Leste	TL	Vanuatu	VU
Simalia	SO	Togo	TG	Venezuela, Bolivarian Republic of	VE
South Africa	ZA	Tokelau	TK	Viet Nam	VN
South Georgia and the South Sandwich Islands	GS	Tonga	TO	Virgin Islands, British	VG
South Sudan	SS	Trinidad and Tobago	TT	Virgin Island, U.S.	VI
Spain	ES	Tunisia	Tn	Wallis and Futuna	WF
Sri Lanka	LK	Turkey	TR	Westerns Sahara	EH
Sudan	SD	Turkmenistan	TM	Yemen	YE
Suriname	SR	Turks and Caicos Islands	TC	Zambia	ZM
Svalbard and Jan Mayen	SI	Tuvalu	TV	Zimbabwe	ZW
Swaziland	SZ	Uganda	UG		
Sweden	SE	Ukraine	UA		

## Annexure A1

### CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Related Person

#### Important Instructions:

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



#### For office use only

Application Type\* ☐ New ☐ Update ☐ Delete

(To be filled by financial institution) KYC Number  (Mandatory for KYC update request)

#### ☐ 1. DETAILS OF RELATED PERSON (Please refer instruction D & E at the end)

☐ Addition of Related Person ☐ Deletion of Related Person ☐ Updation

KYC Number of Related Person (if available)

Related Person Type\* ☐ Guardian of Minor ☐ Assignee ☐ Authorized Representative

Prefix First Name Middle Name Last Name

☐ Name\* (Same as ID proof)      
(If KYC number and name are provided, below details are optional)

Maiden Name

Father / Spouse Name\*

Mother Name\*

Date of Birth\*

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

PAN\*  ☐ Form 60 furnished

#### ☐ 2. PROOF OF IDENTITY AND ADDRESS\*

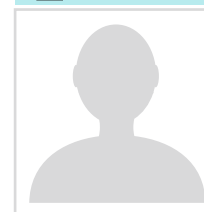
- I. Certified copy of OVD or equivalent e-document of OVD of OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

- ☐ A-Passport Number   
☐ B-Voter ID Card   
☐ C-Driving Licence   
☐ D-NREGA Job Card   
☐ E-National Population Register Letter   
☐ F-Proof of Possession of Aadhaar

II. ☐ E-KYC Authentication

III. ☐ Offline verification of Aadhaar

☐ PHOTO\*



#### Address

Line 1\*

Line 2

Line 3  City/Town/Village\*

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

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

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

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

- ☐ A-Passport Number
- ☐ B-Voter ID Card
- ☐ C-Driving Licence
- ☐ D-NREGA Job Card
- ☐ E-National Population Register Letter
- ☐ F-Proof of Possession of Aadhaar

II. ☐ E-KYC Authentication

III. ☐ Offline verification of Aadhaar

IV. ☐ Deemed Proof of Address - Document Type code

V. ☐ Self Declaration

#### Address

Line 1\*

Line 2

Line 3  City/Town/Village\*

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

### ☐ 4. CONTACT DETAILS

Tel. (Off)  -  Tel. (Res)  -  Mobile  -

Email ID

### ☐ 5. REMARKS (if any)

<input type="text"/>
<input type="text"/>
<input type="text"/>

### 6. APPLICANT DECLARATION

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

Date :  -  -  Place:

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

## 7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies ☐ E-KYC data received from UIDAI ☐ Data received from offline verification

☐ Digital KYC Process ☐ Equivalent e-document ☐ Video Based KYC

### KYC VERIFICATION CARRIED OUT BY

Date  -  -

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

### INSTITUTION DETAILS

Name

Code

[Institution Stamp]



## FACTA-CRS Declaration & Supplementary KYC Information Declaration Forms for Individuals

### PNR SECURITIES LIMITED

203, 2nd Floor, MG Centrum, Sultanpur,  
M.G Road, New Delhi - 110030  
Tel.: 011-61329000

Please fill the form in ENGLISH and in BLOCK LETTERS

#### A. IDENTITY DETAILS

PAN/PEKRN									
Name									
Address Type For KYC Address	<input type="checkbox"/>	Residential	Nationality				<input type="checkbox"/>	Indian	
	<input type="checkbox"/>	Registered Office					<input type="checkbox"/>	U.S.A.	
	<input type="checkbox"/>	Business					<input type="checkbox"/>	Others	
Place of Birth									
Gross Annual Income details in INR	<input type="checkbox"/>	< 1Lac	Occupation Details (Please tick one)	<input type="checkbox"/>	Business	<input type="checkbox"/>	Housewife		
	<input type="checkbox"/>	1-5 Lacs		<input type="checkbox"/>	Professional	<input type="checkbox"/>	Retired		
	<input type="checkbox"/>	5-10 Lacs		<input type="checkbox"/>	Public Sector	<input type="checkbox"/>	Student		
	<input type="checkbox"/>	10-25 Lacs		<input type="checkbox"/>	Private Sector	<input type="checkbox"/>	Forex Dealer		
	<input type="checkbox"/>	25 Lacs – 1 Cr>		<input type="checkbox"/>	Govt. Service	<input type="checkbox"/>			
	<input type="checkbox"/>	1Cr		<input type="checkbox"/>	Agriculturist	<input type="checkbox"/>	Others (Please Specify)		
Politically Exposed Person (PEP)	<input type="checkbox"/>	Yes	Any other information						
	<input type="checkbox"/>	Related to PEP							
	<input type="checkbox"/>	Not Applicable							

Are you a tax resident (i.e. are you assessed for Tax) in any other country other than India Yes ☐ No ☐  
 If 'Yes', please fill for all countries (other than India) in which you are a Resident for tax purposes i.e. where you are a Citizen/Resident/Green Card Holder/Tax Resident in the respective countries.

S. No.	Country of Tax Residency	Tax Identification Number (TIN) or Functional Equivalent	Identification Type	If TIN is not available, please the reason A, B or C (as defined below)
1				A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
2				A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

*Reason A- The Country where the Account Holder is liable to pay tax does not issue TIN to its residents*  
*Reason B-No TIN required (Select this reason only if the authorities of the respective country of tax residence do not require the TIN to be collected)*

#### Declaration:

I hereby confirm that the information provided herein above is true, correct, and complete to the best of my knowledge and belief and that I shall be responsible to the reporting Agency which relies on this information for compliance with FACTA and CRS. I also confirm that I have read and understood the FACTA & CRS Terms & Conditions below and hereby accept the same. I hereby authorize you, the Mutual

Fund/AMC/RTA/broker/DP or any other intermediary to disclose ,share, rely, remit in any form, mode or manner, all/ any of the information provided by me, including all changes, updates to such information as and when provided by me to/ any of the Mutual Funds, its Sponsor, AMC, trustees, Brokers/DP's/ any other intermediary, their employees/RTA's (the Authorized Parties) to any Indian or foreign governmental or statutory or judicial authorities / agencies including but not limited to Financial Intelligence Unit-India (FIU-IND), the tax / revenue authorities in India or outside India wherever it is legally required and other investigation agencies without any obligation of advising me of the same. Further, I authorize to share the given information to other SEBI Registered Intermediaries/ and/ or to any other regulated intermediaries register with any other authorities/ regulator/s including RBI/IRDA/PERDA to facilitate single submission/ update and for other relevant purposes. I also undertake to keep you informed in writing about any changes/ modification to the above information in future and also undertake to provide any other additional information as maybe required at your/Fund's end or by domestic or overseas regulators /tax authorities. I/WE authorize the Mutual Fund/AMC/RTA to provide relevant information to upstream payers to enable withholding to occur and pay out any sums from my account or close or suspend my account(s) without any obligation of advising me of the same.

Date:

Place:

Signature:

**Annexure - 3**  
**TRADING ACCOUNT RELATED DETAILS**

***For Individuals & Non-individuals***

**A. BANK ACCOUNT(S) DETAILS**

Bank Name	Branch address	Bank account no.	Account Type: Saving/ Current/Others-In case of NRI/NRE/NRO	MICR Number	IFSC code

**B. DEPOSITORY ACCOUNT(S) DETAILS**

Depository Participant Name	Depository Name (NSDL/CDSL)	Beneficiary name	DP ID	Beneficiary ID (BO ID)

**C. TRADING PREFERENCES**

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

Exchanges	Segments			
NSE	Cash		Name of other Segment's,	
	F&O		if any	
BSE	Cash			

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

**D. PAST ACTIONS**

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

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

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

Sub-broker's Name: ..... SEBI Registration number: .....

Registered office address: ..... Ph: ..... Fax: ..... Website: .....

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

Name of stock broker:.....Name of Sub-Broker, if any: .....

Client Code: .....Exchange: .....

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

## F. ADDITIONAL DETAILS

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

Specify your Email id, if applicable: .....

- Whether you wish to avail of the facility of internet trading/ wireless technology (please specify): .....
- Number of years of Investment/Trading Experience: .....
- In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others: .....
- Any other information: .....

## G. INTRODUCER DETAILS (optional)

Name of the Introducer : .....  
(Surname) (Name) (Middle Name)

Status of the Introducer: Sub-broker/Remisier/Authorized Person/Existing Client/Others, please specify .....

Address and phone no. of the Introducer: ..... Signature of the Introducer: .....

## H. NOMINATION DETAILS (for individuals only)

**I/We wish to nominate I/We do not wish to nominate**

Name of the Nominee: ..... Relationship with the Nominee: .....

PAN of Nominee: ..... Date of Birth of Nominee: .....

Address and phone no. of the Nominee: .....

**If Nominee is a minor, details of guardian:**

Name of guardian: ..... Address and phone no. of Guardian: .....

Signature of guardian .....

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

Name ..... Name .....

Signature ..... Signature .....

Address ..... Address .....

## DECLARATION

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

Place .....

(.....)

Date .....

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

## FOR OFFICE USE ONLY

UCC Code allotted to the Client:.....

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

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

.....

**Signature of the Authorised Signatory**

Date .....

**Seal/Stamp of the stock broker**

## INSTRUCTIONS/ CHECK LIST

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

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

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

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

# **VOULANTARY DOCUMENTS**

## **Annexure – 4**

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

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

#### **CLIENT INFORMATION**

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

#### **MARGINS**

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

## **TRANSACTIONS AND SETTLEMENTS**

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

## **BROKERAGE**

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

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

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

## **DISPUTE RESOLUTION**

22. The stock broker shall provide the client with the relevant contact details of the concerned Exchanges and SEBI.

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

#### **TERMINATION OF RELATIONSHIP**

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

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

30. The stock broker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stock broker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.
33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.

34. The stock broker shall send a complete 'Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stock broker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.

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

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

#### **LAW AND JURISDICTION**

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

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

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

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

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

## **Annexure – 5**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1.4.1** A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that, while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that security / derivatives contract.
- 1.4.2** A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the customer receives price protection, there is a possibility that the order may not be executed at all.
- 1.4.3** A stop loss order is generally placed "away" from the current price of a stock / derivatives contract, and such order gets activated if and when the security / derivatives contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the security / derivatives contract reaches the pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a security / derivatives contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

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

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

## **1.6 Risk of Rumors:**

Rumors about companies / currencies at times float in the market through word of mouth,

newspapers, websites or news agencies, etc. The investors should be wary of and should desist from acting on rumors.

### **1.7 System Risk:**

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

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

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

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

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

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

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

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

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

- A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.
- B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.
- C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.

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

## **2.2 Currency specific risks:**

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

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

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

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

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets.

However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.

3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

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

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

### **4. GENERAL**

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

## Annexure-6

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

#### BEFORE YOU BEGIN TO TRADE

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

#### TRANSACTIONS AND SETTLEMENTS

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

funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.

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

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

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

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

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

## POLICIES & PROCEDURES

*As per SEBI Circular No: MIRSD/SE/Cir- 19/2009 Dated 3rd December,2009*

### 1. Refusal of order for Penny stocks:

- PNR Securities Limited ("**PNR**") shall have the absolute discretion to accept, refuse or partially accept any buy or sell order for execution from a Client in respect of penny stocks, illiquid stocks, stocks having low liquidity, illiquid "options", far month "options", writing of "options", stocks in T,Z and TS category and any other contracts which as per the perception of **PNR** are extremely volatile or where the order by the Client is quite large compared to the volume in the market and where **PNR** feels that it is subject to Market manipulation.
- **PNR** may permit restrictive acceptance of orders in such scrip's/contracts in controlled environments like orders received from clients being forwarded by branches to a centralized desk instead of allowing trading in such scrip's/Contracts at branch level or through Online trading platform. **PNR** shall not be responsible for delay in execution of such orders and consequential opportunity loss or financial loss to the client.
- **PNR** may cancel orders in such scrip's received from clients before execution or after partial execution without assigning any reasons thereof. **PNR** may take appropriate declarations from the clients before accepting such orders.
- **PNR** shall have the prerogative to place such restrictions, notwithstanding the fact that the Client has adequate credit balance or margin available in his account and/or the Client had previously purchased or sold such securities / contracts through **PNR** itself.

### 2. Setting up Client's Exposure limits:

Exposures and margins shall be regularly monitored by the company for all clients. Each client also needs to constantly monitor his/her positions, margins etc. and it shall be the Client's responsibility to maintain adequate margins against exposures taken / proposed to be taken. Exposure limits shall be made available to clients based on collateral available.

#### Margin collection and requirements

This would be in line with the Risk Management policy of **PNR** and various rules and regulations of the concerned Stock Exchange. The policy is duly explained by **PNR** to the CLIENT and as amended from time to time. **PNR** in its sole and absolute discretion have the right to collect margins whether imposed by Exchange, Clearing House or SEBI. The margin can be demanded by **PNR** in the form of cash, securities or any other form as may be deemed fit by **PNR**. **PNR** may impose haircut on the securities at its own discretion which may be more than what is prescribed by the above mentioned regulatory authorities. **PNR** can have its own list of securities which is acceptable by it for the purpose of margin. **PNR** may at any time amend the margin requirements, the list of approved securities accepted as margin, and intimate the same by conspicuously posting notice of such amendment on its web site or may communicate the same individually to the Client either through Physical or electronic form. The communication of said amendment through such mode and continued use of the services **PNR** by the Client after such notice will constitute valid acknowledgement and acceptance of such amendment.

#### Collateral includes

- Account balances adjusted for F&O margins, as maybe applicable
- Adjustments for open unsettled positions, if any
- "Approved Securities" held with **PNR** as collateral that the Client has authorized the company to hold / keep as margins with itself or the exchange (Received or due from exchange) valued after a haircut and / or margin as determined by the company from time to time
- Shares in DP a/c if POA has been given.

**Account balances shall include**

- All daily billing effects for all segments
- All charges and fees that are incidental to carrying out the securities business like DP charges, Delayed Payment charges, auctions, penalties, any other fees etc.
- All money receipts realized by the company before the trading session / day
- Derivative margins collected / realized based on the billing policy adopted by the company from time to time "Approved Securities" is the list of securities that **PNR** accepts as collateral. Typically the list is revised on a monthly basis, but maybe modified anytime at the sole discretion of **PNR** based on market volatility, any material impact on price or volatility of any security. This list shall be made available on demand. The haircut on securities for valuation shall be defined by **PNR** and typically varies from 25%-100%. Exposure limits shall be allocated to clients at the company's absolute discretion and may vary from client to client based on risk profiles, trading patterns, qualitative assessments, track record, underlying Securities, Exchange segments etc. The company may at its discretion allow exposures based on various other factors like market / stock volatility and any other client related factors as above.

All shares held in DP Beneficiary of the Client maintained with **PNR** at beginning of trading day shall be available for sale in case the Client has authorized **PNR** to use the shares for margins and/ or settlement of exchange obligations and undertakes not to transfer such securities out of the account directly without **PNR's** consent (such consent not to be unreasonably withheld); Exposure limits are dynamic throughout the day and are constantly adjusted for M to M profits / losses, market conditions, individual security exposure caps and all other factors affecting risk to security prices, collateral and liquidity;

**PNR** may change the procedure for exposure allocation depending upon the market conditions and change in internal policies. The same may be put up / updated on the website regularly. A copy of the same can be obtained from the offices of **PNR**.

**PLACING OF ORDERS**

**PNR** will rely upon and act in accordance with any directions, Instructions and/ or other communication given by the Client or person(s) authorised by the Client to act on the Client's behalf via telephone/ Fax/ email. **PNR** is agreeing to act on the basis of instructions only by reason of/ relying upon the Client agreeing, confirming, declaring and indemnifying **PNR** at all times, from and against, all actions, suits, proceedings., costs, claims, demands, charges, expenses, losses and liabilities howsoever arising in consequence of or in any way related to **PNR** having acted or omitted to act in accordance with and/or pursuant to any such Instructions.

**EXECUTION OF ORDERS**

The placing an order with **PNR** including a market order, does not guarantee execution of the order. **PNR** has the absolute right to reject any order that may be made by the CLIENT for any reason whatsoever including for the breach of the requirement of maintaining the prescribed Margin in the CLIENT account or the Bank account. Under any circumstances or for any reason, the market closes before the acceptance of the order by the Exchange, the order may be rejected. In case of rejection of an order due to rejection by the Exchange, the order shall remain declined and shall not be reprocessed, in any event. **PNR** may, at its sole discretion, reject any order placed on the website, through phone, or in any other manner for any reason including, but not limited to, the non availability of funds in the trading account of the CLIENT, non availability of the securities in the Demat account of the CLIENT with the designated Depository Participant, insufficiency of margin amount if the CLIENT opts for Intra- Day margin trading, suspension of scrip for trading activities by or on the Exchange, or applicability of circuit breaker to a scrip in which orders are placed or insufficient bids or offers in any particular security. **PNR** shall have right to reject the orders placed by the Client and/or put circuit breakers to discourage trades getting executed at unrealistic prices from the current market price of the security or prohibit the Client from trading in illiquid securities which creates

artificial liquidity or manipulates prices or to discourage Client from cross/ synchronised trading and **PNR** shall not be liable for any loss arising out of non acceptance or rejection of the Client orders by **PNR** for any such reason if the Client fails to give sufficient reason for placing such orders.

### **PRICE OF SECURITIES**

The CLIENT should be aware that with respect to any order, the CLIENT will obtain the price at which the order was actually executed in the market, which may be different from the price at which the security was trading when the CLIENT'S order was entered into **PNR**'S system.

### **CANCELLATION OR MODIFICATION OF ORDERS**

The execution of order cancellations or modifications is not guaranteed. Cancellation of orders is possible only if the original order remains pending at the Exchanges. Market orders are subject to immediate execution. The CLIENT shall not presume that an order once placed has been executed or cancelled or modified and the CLIENT is required to verify the status of his/its orders with the trade confirmations by **PNR**. Unless otherwise specified by **PNR**, any order not executed at the end of the day shall stand cancelled.

At times, due to unforeseen circumstances **PNR** may not be able to execute the desired transactions (either the CLIENTS own transactions or transactions for enforcing margins as provided in this agreement) on a timely basis. **PNR** does not accept responsibility for any losses that the CLIENT may incur on such eventualities beyond the control of **PNR**.

**PNR** shall have right to reject any order based on its risk perceptions.

### **CORPORATE BENEFITS; SETTLEMENT CYCLES**

The CLIENT should ensure and being aware of the status of all corporate benefits like rights and bonus issues, dividends and stock splits of shares that he/it intends to trade or which are held in his/its account. The CLIENT should also be knowing the correct ISIN Numbers of the shares in his/her/its account and the eligibility of the shares to meet share pay in obligations to the Exchange/Clearing Corporation whether received by way of purchase, rights, bonuses, stock split, off market transfers or otherwise. For the CLIENTS having outstanding obligations on the settlement date **PNR** 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 relevant exchanges. The actual settlement of funds and securities shall be done by **PNR**, at least once in a calendar quarter or month, depending on the preference of the CLIENT. While settling the account, **PNR** shall send to the CLIENT a 'statement of accounts' containing an extract from the CLIENT ledger for funds and an extract from the register of securities displaying all receipts/deliveries of funds/securities. The statement shall also explain the retention of funds/securities and the details of the pledge, if any.

### **3. Applicable Brokerage rates :**

Brokerage shall be applied as per the rates agreed upon with the Client. The rate of Brokerage shall not exceed the maximum brokerage permissible under Exchange byelaws.

The slab rates of brokerage fixed by **PNR** are functional of the quality and cost of services provided to the Client and the volume and revenue expected from an account. It shall be reviewed by **PNR** from time to time and may be increased with prospective effect at a notice of 15 days sent to the E-mail address or postal address of the Client registered with **PNR**.

### **4. Imposition of Penalty / delayed payment charges**

The delayed Payment charges would levied to the Client if the payment is not received in time for meeting the obligations of the exchange. The rate of the charges would be up to @ 36% p.a.. Similarly, in case there is a delay in payment to the Client in the absence of any running account authorization, **PNR** would pay the delayed payment charges at the same rate, if the payment is not made/ dispatched within one business day after the pay-out as per the exchange guidelines.

## **5. 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 dues**

The Client shall ensure that adequate margins are maintained with the company against exposures taken / proposed to be taken. In case there is a shortfall in margins/ collateral, **PNR** shall make an earnest attempt to contact the customer over phone or any other means before initiating any close out of positions, however it is the Client's responsibility to ensure adequacy of margins failing which **PNR** shall, at its discretion, execute the close out of positions as it deems fit. Closing out of positions may include positions initiated during the trading session/ day, positions carried forward from previous days/ sessions and liquidation of collateral / securities held by the Client with Company (that may / may not be kept with the exchange) and liquidation against any pending payout obligations expected from the exchange on account of previous transactions. **PNR**, shall at its discretion, execute such close outs in any order of priority it deems fit to bring back margin adequacy for residual exposures. **PNR** shall not hold any cash delivery position if full payments are not received by due date. In such events the company may sell off such deliveries to the extent of funds shortfall in the account without reference to the Client even if margins are maintained as per regular exposure limits offered to the Client. **PNR** shall insist upto 100% of margin in cash and may not consider the value of securities for the purpose of calculating margin shortfall and may close the position in case of short fall. **PNR** shall have the right to sell Client's securities or close out Client's open positions but it shall not be under any obligation to undertake this exercise under any circumstances **PNR** shall not be under any obligation to compensate/ or provide reasons of any delay or omission on its part to sell Client's securities or close open positions of the Client. This option will be exercised solely at the discretion of **PNR**. **PNR** shall also be entitled to sell all or some of the Client's securities or close out the Client's open position for recovery of amounts due and payable by the Client to **PNR** towards the brokerage fees of **PNR**. **PNR** may, in its sole discretion, square off any outstanding position of the CLIENT due to any restrictions in relation to volume of trading/ outstanding business or margins stipulated by the Exchange, Clearing Corporation/ Clearing House and/or **PNR** and/or any other extraordinary event warranting such square off. **PNR** to set off credit balances of securities and / or funds, receivables, margins of the CLIENT lying with **PNR** or have lien on such credit balances/ securities, margins, receivables, in or from the accounts of the CLIENT in any of the segments or exchanges where the CLIENT is registered with **PNR**, against the debit balances of securities and / or funds and receivables in one or more of the accounts of the CLIENT in any of the said segments or exchanges, by way of appropriation of the relevant amount of cash or by sale or transfer of all or some of the securities, and / or any credit in any said accounts of the CLIENT. All securities and monies belonging to the CLIENT which are under the control or possession of **PNR** shall be subject to a general lien and / or set off, for discharge of any obligation or indebtedness of the CLIENT to **PNR**. In enforcing the lien and / or the right to set off, **PNR** shall have the sole discretion of determining the manner in which the securities or assets are to be appropriated / liquidated.

## **6. Shortages in obligations arising out of internal netting of trades**

**PNR** shall have the right to adopt a policy of its choice for internal auctions arising out of internal netting of trades and charge to defaulter seller and compensate the impacted purchaser as per the policy. The current procedure for internal auction is displayed on the website, which may be amended from time to time with prospective effect after publishing the same on the corporate website. This document can be obtained from the office of **PNR** on demand by the Client.

## **7. Conditions under which a Client may not be allowed to take further position**

In case the Client does not have adequate margins or scrip wise exposure of **PNR** is breached **PNR** shall not, at its own discretion, allows the Client to take further position. Notwithstanding anything specified above, **PNR** shall reserve the right to deny incremental exposure partly or fully across any security owing to various situations including market dynamics, technology disruptions or any other circumstance beyond the direct control of **PNR**.

## 8. Temporarily suspending or closing a Client's account at the Client's request

### ● Suspension

**PNR** may also suspend the account based on a request received from the Client provided the Client has given a notice of at least 7 trading days and there is no open position in all the segments/exchanges and there is no obligation/debit balance in the account. The account would be settled with the Client before suspending the same.

### ● Closure

**PNR** may close the account based on a request received from the Client provided the Client has given a notice of at least 7 trading days, and there is no open position in any segments/exchanges and there is no obligation/debit balance in the account. The account would be settled with the Client before closing the same.

## 9. Deregistering a Client

**PNR** may de-register the Client account based on action taken by SEBI/NSE/BSE or being part of list of debarred entities published by SEBI. **PNR** may also initiate action for deregistering a Client on basis of information found in sites of **CIBIL**, Watch out investors, world check or Client having suspicious back ground, link with suspicious organization, as enumerated in the PMLA guidelines, FATF or any other regulator or statutory authority. **PNR** shall have right to close out the existing positions, sell the collaterals to recover its dues, if any, before de-registering the Client. **PNR** shall have the right to deregister a Client after serving a written notice of one month without assigning any reason thereof.

## BROKERAGE SCHEDULE

Segment Charges	Cash Segment				Future Segment		Option Segment
	Square up Transaction		Delivery Transactions				
	%	Minimum paisa (per share)	%	Minimum paisa (per share)	%	Minimum paisa (per share)	Brokerage (per lot)
Brokerage							
Exchange Turnover Charges							
GST on Brokerage & Turnover Charges							
Security Transaction Tax							
Stamp Duty							

## RUNNING ACCOUNT AUTORISATION

To PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

We have been/ shall be dealing through you as my/our broker on the Capital Market and/or Futures & Options Segments/ Mutual fund. I/we further authorize you to follow these instructions across exchanges and across segments in which I/we have already opened accounts with you or I may open accounts in future. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/dealings on my/our behalf as per instructions given below.

I am/ we are aware that you and I/we have the option to deliver securities/ make payments of funds to each other for settlement of dealings as per the schedule in force at the relevant time pursuant to directives/ regulations/ circular, issued by exchange/regulatory authorities. However, I/we find it difficult to carry out repeated pay-in of funds and securities. Further, I/we also desire to use my/our securities and monies as margin/ collateral without which we cannot deal/trade.

Therefore I/we hereby direct and authorize you to maintain running account(s) for me/us and from time to time these Securities and funds from running accounts and make pay-in of securities and funds to exchanges/clearing corporations/ other receiving part(ies) to settle my/our trades/dealings. Similarly, where I/we have to receive securities/ funds in settlement of trades/dealings please keep the securities and monies with you and make credit entries for the same in running accounts of securities and funds maintained by you. Further, the funds & securities can be transferred from one segment to other and from one exchange to another as per the requirements. Further, subject to your discretion and valuations please treat my/our securities and funds lying to my/our credit in running accounts as margin/collateral for my /our dealings/trading. You are authorized to do these acts across all exchanges & segments in which I/we have been/shall be dealing with you.

In the event I/we have outstanding obligations 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. While settling the account please send a "statement of accounts" containing an extract from the ledger for funds and extract from the client demat ledger (register of securities) displaying all receipts/deliveries of funds/securities. Please explain the statement(s) being sent, the retention of funds/securities and the details of pledge, if any. Further do not carry out settlement of running account referred to above for funds given by me/us towards collaterals/ margin in the form of bank guarantees (BG)/ Fixed Deposit Receipts (FDR).

Please further note that while I am entitled to revoke the authorisation at any time. 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 and further agree that you shall not be liable for any claim for loss of profit, or for any consequential, incidental, special or exemplary damages, caused by retention of securities / monies under the agreement.

My/Our preference for actual settlement of funds and securities is at least:

Once in a Calendar Quarter ☐

Once in a Calendar Month ☐

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## AUTHORISATION FOR ELECTRONIC CONTRACT NOTES/ SMS ALERTS

To  
PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

We have been/shall be dealing through you as my/ our broker on the Capital Market and/or Futures & Options segments/ Mutual Fund. This instruction is applicable for all the exchanges/ segments in which I/ we have opened account with you. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/ dealings on my/our behalf as per instructions given below.

I/we understand that, I/we have the option to receive the contract notes in physical form or electronic form. In pursuance of the same, I/we hereby opt for receipt of contract notes in electronic form. I/we hereby also give my/our consent for providing me/us Trade Confirmations through your SMS alert services. Accordingly, please note my current email id and Mobile Number on your record for sending the communication to me/us.

Email id: \_\_\_\_\_

Mobile No: \_\_\_\_\_

I/we agree not to hold you responsible for late/ non-receipt of contract notes sent in electronic form and other communication for any reason including but not limited to failure of email servers, loss of connectivity, email in transit etc. I/we agree that the log reports of your dispatching software shall be a conclusive proof of dispatch of contract notes to me/us and such dispatch shall be deemed to mean receipt by me/us and shall not be disputed by me/us on account of any non-receipt / delayed receipt for any reason whatsoever.

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

I /we understand that SMS Alert service is purely a voluntary facility provided by you to us and it shall be our responsibility to check the data with the actual contract notes/financial ledger given by you. The messages flashed shall be merely reminders for my/our convenience and I/we agree not to hold you liable for any incompleteness, /inaccuracies in the messages sent and that I/We shall take all our action based on the normal confirmations received by me/us.

In case, in any of the above segments /exchanges due to any reasons, whatsoever, if you want to send contract notes in physical form. I/we hereby permit you to send the same in physical mode.

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

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/we have been / shall be dealing through you as my/our broker on the Capital Market and /or Futures & Options Segments. The instruction is applicable for all the exchanges/ segments in which I/we have opened account with you. I/we understand that, I/we have the option to receive the contract notes in physical form or electronic form. In pursuance of the same, I/we hereby opt for receipt of contract notes in physical form. I hereby authorize you to debit my account with Rs. 25 per contract note in addition to brokerage, STT or other statutory charges as stationary and postage charges.

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

### **VERBAL ORDER ACCEPTANCE AUTHORISATION**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We have been / shall be dealing through you as my /our broker on the Capital Market, Mutual Fund and/ or Futures & Options Segments/ Currency Derivative Segments. This instruction is applicable for all the exchanges / segments in which I/We have opted to open the account with you. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/ dealing on my/our behalf as per instructions given below.

I/We agree and acknowledge that it is advised and preferred by you that I/We give instructions for order placement/ modification and cancellation in writing to avoid disputes. I/we must give instructions in writing and take signatures of your duly authorised officers at the branch along with your Company stamp on the carbon/photocopy of the instruction in acknowledgement of receipt of my/ our instructions.

As I/We shall be dealing by ordering over phone and even if we visit your office, the fluctuations in market are so rapid that it is not practical to give written instructions for order placement /modification and cancellation. I/we hereby authorize you to accept my/ my authorised representative's verbal instruction for order placement/ modification and cancellation in person over phone (fixed line of 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) under the plea that the same were not under my/our instructions. I/ we agree that I/we will not have the right to shift the burden of proof by asking you to prove the placement 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 as given above.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## **AUTHORISATION**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We understand that in case, of my /our failure to make the funds pay in or delivery of securities for my/ our deals / trading by designated day, you are entitled to sell off in the market the securities received in pay out and/or deem our position closed out at applicable rates ; or I/We do hereby request you not to carry out such sell off in the market of the securities received in payout and/ or deem my/ our positions closed out and I/We shall in consideration there of pay the opportunity cost/interest on such non sold off securities and or non closed out position without demur or protest at such opportunity cost and/ or interest as you shall determine entirely at your discretion.

I/We do hereby indemnify and agree to compensate for any losses, penalties you may suffer for agreeing to this direction.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## **AUTHORISATION FOR AUTHORISED PERSON**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I have been/ shall be dealing through you as my broker, i.e. agent on the Cash Segment and/ or Futures & Options Segments at NSE/BSE.

I/We authorise Mr./Ms. \_\_\_\_\_ R/o \_\_\_\_\_  
to deal/ transact on my/our behalf and to place orders, give account statements and any other documents or communication. Mr./Ms. \_\_\_\_\_ is also authorised by me/us to sign any documents, settle the account, enter into any compromise and to do any and all act(s) on my/our behalf which I/we can do. And I/we the undersigned do hereby agree and declare and confirm that all the acts and things done by him / her shall substitute my/ our act, deeds and thing validly done by me / us to all intents and purposes.

Please treat this authorisation as written ratification of my/our verbal directions/ authorisations given and carried out by you earlier.

I/we agree to indemnify you and keep you indemnified against all losses, damages and action which you may suffer or face as a consequence of adhering to and carrying out my / our authorisation given above.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## **STANDING INSTRUCTIONS**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We have been / shall be dealing through you as my broker on the Capital Market and/ or Futures & Options Segments. This instruction is applicable for all the exchanges / segments in which I/We have opted to open the account with you. As my broker i.e. agent I/we direct and authorise you to carry out trading / dealings on my /our behalf as per instructions given below.

Since you are issuing contract notes bearing order numbers and trade numbers on a daily basis, please do not issue the order / trade confirmation slips generated from the Trading Terminal.

I/we hereby authorise PNR to maintain records/ books of accounts for me/us collectively for different exchanges/ segments of the exchanges and / or any other service which I/we may be availing.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## **ACKNOWLEDGEMENT**

To

### **PNR SECURITIES LIMITED**

Trading Code:

I/We have received a copy each of the Client Registration form, Main Stock Broker-Client Agreements, Supplemental Agreements in respect of Internet Trading and ITORS Services, Combined Risk Disclosure Document, Investors Rights and Obligations, Policies and Procedures, Terms and Conditions of Broking Services and Annexures signed and executed by me/ us for investing /trading in Capital Market Segment, Future and Option Segment, Currency Derivatives Segment and Wholesale Debt Market and o/or any other instruments(s)

Signature of the Client/Authorised Signatory

Date:

Place:

## POLICIES & PROCEDURES

*As per SEBI Circular No: MIRSD/SE/Cir- 19/2009 Dated 3rd December,2009*

### 1. Refusal of order for Penny stocks:

- PNR Securities Limited ("**PNR**") shall have the absolute discretion to accept, refuse or partially accept any buy or sell order for execution from a Client in respect of penny stocks, illiquid stocks, stocks having low liquidity, illiquid "options", far month "options", writing of "options", stocks in T,Z and TS category and any other contracts which as per the perception of **PNR** are extremely volatile or where the order by the Client is quite large compared to the volume in the market and where **PNR** feels that it is subject to Market manipulation.
- **PNR** may permit restrictive acceptance of orders in such scrip's/contracts in controlled environments like orders received from clients being forwarded by branches to a centralized desk instead of allowing trading in such scrip's/Contracts at branch level or through Online trading platform. **PNR** shall not be responsible for delay in execution of such orders and consequential opportunity loss or financial loss to the client.
- **PNR** may cancel orders in such scrip's received from clients before execution or after partial execution without assigning any reasons thereof. **PNR** may take appropriate declarations from the clients before accepting such orders.
- **PNR** shall have the prerogative to place such restrictions, notwithstanding the fact that the Client has adequate credit balance or margin available in his account and/or the Client had previously purchased or sold such securities / contracts through **PNR** itself.

### 2. Setting up Client's Exposure limits:

Exposures and margins shall be regularly monitored by the company for all clients. Each client also needs to constantly monitor his/her positions, margins etc. and it shall be the Client's responsibility to maintain adequate margins against exposures taken / proposed to be taken. Exposure limits shall be made available to clients based on collateral available.

#### Margin collection and requirements

This would be in line with the Risk Management policy of **PNR** and various rules and regulations of the concerned Stock Exchange. The policy is duly explained by **PNR** to the CLIENT and as amended from time to time. **PNR** in its sole and absolute discretion have the right to collect margins whether imposed by Exchange, Clearing House or SEBI. The margin can be demanded by **PNR** in the form of cash, securities or any other form as may be deemed fit by **PNR**. **PNR** may impose haircut on the securities at its own discretion which may be more than what is prescribed by the above mentioned regulatory authorities. **PNR** can have its own list of securities which is acceptable by it for the purpose of margin. **PNR** may at any time amend the margin requirements, the list of approved securities accepted as margin, and intimate the same by conspicuously posting notice of such amendment on its web site or may communicate the same individually to the Client either through Physical or electronic form. The communication of said amendment through such mode and continued use of the services **PNR** by the Client after such notice will constitute valid acknowledgement and acceptance of such amendment.

#### Collateral includes

- Account balances adjusted for F&O margins, as maybe applicable
- Adjustments for open unsettled positions, if any
- "Approved Securities" held with **PNR** as collateral that the Client has authorized the company to hold / keep as margins with itself or the exchange (Received or due from exchange) valued after a haircut and / or margin as determined by the company from time to time
- Shares in DP a/c if POA has been given.

### **Account balances shall include**

- All daily billing effects for all segments
- All charges and fees that are incidental to carrying out the securities business like DP charges, Delayed Payment charges, auctions, penalties, any other fees etc.
- All money receipts realized by the company before the trading session / day
- Derivative margins collected / realized based on the billing policy adopted by the company from time to time "Approved Securities" is the list of securities that **PNR** accepts as collateral. Typically the list is revised on a monthly basis, but maybe modified anytime at the sole discretion of **PNR** based on market volatility, any material impact on price or volatility of any security. This list shall be made available on demand. The haircut on securities for valuation shall be defined by **PNR** and typically varies from 25%-100%. Exposure limits shall be allocated to clients at the company's absolute discretion and may vary from client to client based on risk profiles, trading patterns, qualitative assessments, track record, underlying Securities, Exchange segments etc. The company may at its discretion allow exposures based on various other factors like market / stock volatility and any other client related factors as above.

All shares held in DP Beneficiary of the Client maintained with **PNR** at beginning of trading day shall be available for sale in case the Client has authorized **PNR** to use the shares for margins and/ or settlement of exchange obligations and undertakes not to transfer such securities out of the account directly without **PNR's** consent (such consent not to be unreasonably withheld); Exposure limits are dynamic throughout the day and are constantly adjusted for M to M profits / losses, market conditions, individual security exposure caps and all other factors affecting risk to security prices, collateral and liquidity;

**PNR** may change the procedure for exposure allocation depending upon the market conditions and change in internal policies. The same may be put up / updated on the website regularly. A copy of the same can be obtained from the offices of **PNR**.

### **PLACING OF ORDERS**

**PNR** will rely upon and act in accordance with any directions, Instructions and/ or other communication given by the Client or person(s) authorised by the Client to act on the Client's behalf via telephone/ Fax/ email. **PNR** is agreeing to act on the basis of instructions only by reason of/ relying upon the Client agreeing, confirming, declaring and indemnifying **PNR** at all times, from and against, all actions, suits, proceedings., costs, claims, demands, charges, expenses, losses and liabilities howsoever arising in consequence of or in any way related to **PNR** having acted or omitted to act in accordance with and/or pursuant to any such Instructions.

### **EXECUTION OF ORDERS**

The placing an order with **PNR** including a market order, does not guarantee execution of the order. **PNR** has the absolute right to reject any order that may be made by the CLIENT for any reason whatsoever including for the breach of the requirement of maintaining the prescribed Margin in the CLIENT account or the Bank account. Under any circumstances or for any reason, the market closes before the acceptance of the order by the Exchange, the order may be rejected. In case of rejection of an order due to rejection by the Exchange, the order shall remain declined and shall not be reprocessed, in any event. **PNR** may, at its sole discretion, reject any order placed on the website, through phone, or in any other manner for any reason including, but not limited to, the non availability of funds in the trading account of the CLIENT, non availability of the securities in the Demat account of the CLIENT with the designated Depository Participant, insufficiency of margin amount if the CLIENT opts for Intra- Day margin trading, suspension of scrip for trading activities by or on the Exchange, or applicability of circuit breaker to a scrip in which orders are placed or insufficient bids or offers in any particular security. **PNR** shall have right to reject the orders placed by the Client and/or put circuit breakers to discourage trades getting executed at unrealistic prices from the current market price of the security or prohibit the Client from trading in illiquid securities which creates

artificial liquidity or manipulates prices or to discourage Client from cross/ synchronised trading and **PNR** shall not be liable for any loss arising out of non acceptance or rejection of the Client orders by **PNR** for any such reason if the Client fails to give sufficient reason for placing such orders.

### **PRICE OF SECURITIES**

The CLIENT should be aware that with respect to any order, the CLIENT will obtain the price at which the order was actually executed in the market, which may be different from the price at which the security was trading when the CLIENT'S order was entered into **PNR**'S system.

### **CANCELLATION OR MODIFICATION OF ORDERS**

The execution of order cancellations or modifications is not guaranteed. Cancellation of orders is possible only if the original order remains pending at the Exchanges. Market orders are subject to immediate execution. The CLIENT shall not presume that an order once placed has been executed or cancelled or modified and the CLIENT is required to verify the status of his/its orders with the trade confirmations by **PNR**. Unless otherwise specified by **PNR**, any order not executed at the end of the day shall stand cancelled.

At times, due to unforeseen circumstances **PNR** may not be able to execute the desired transactions (either the CLIENTS own transactions or transactions for enforcing margins as provided in this agreement) on a timely basis. **PNR** does not accept responsibility for any losses that the CLIENT may incur on such eventualities beyond the control of **PNR**.

**PNR** shall have right to reject any order based on its risk perceptions.

### **CORPORATE BENEFITS; SETTLEMENT CYCLES**

The CLIENT should ensure and being aware of the status of all corporate benefits like rights and bonus issues, dividends and stock splits of shares that he/it intends to trade or which are held in his/its account. The CLIENT should also be knowing the correct ISIN Numbers of the shares in his/her/its account and the eligibility of the shares to meet share pay in obligations to the Exchange/Clearing Corporation whether received by way of purchase, rights, bonuses, stock split, off market transfers or otherwise. For the CLIENTS having outstanding obligations on the settlement date **PNR** 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 relevant exchanges. The actual settlement of funds and securities shall be done by **PNR**, at least once in a calendar quarter or month, depending on the preference of the CLIENT. While settling the account, **PNR** shall send to the CLIENT a 'statement of accounts' containing an extract from the CLIENT ledger for funds and an extract from the register of securities displaying all receipts/deliveries of funds/securities. The statement shall also explain the retention of funds/securities and the details of the pledge, if any.

### **3. Applicable Brokerage rates :**

Brokerage shall be applied as per the rates agreed upon with the Client. The rate of Brokerage shall not exceed the maximum brokerage permissible under Exchange byelaws.

The slab rates of brokerage fixed by **PNR** are functional of the quality and cost of services provided to the Client and the volume and revenue expected from an account. It shall be reviewed by **PNR** from time to time and may be increased with prospective effect at a notice of 15 days sent to the E-mail address or postal address of the Client registered with **PNR**.

### **4. Imposition of Penalty / delayed payment charges**

The delayed Payment charges would levied to the Client if the payment is not received in time for meeting the obligations of the exchange. The rate of the charges would be up to @ 36% p.a.. Similarly, in case there is a delay in payment to the Client in the absence of any running account authorization, **PNR** would pay the delayed payment charges at the same rate, if the payment is not made/ dispatched within one business day after the pay-out as per the exchange guidelines.

**5. 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 dues**

The Client shall ensure that adequate margins are maintained with the company against exposures taken / proposed to be taken. In case there is a shortfall in margins/ collateral, **PNR** shall make an earnest attempt to contact the customer over phone or any other means before initiating any close out of positions, however it is the Client's responsibility to ensure adequacy of margins failing which **PNR** shall, at its discretion, execute the close out of positions as it deems fit. Closing out of positions may include positions initiated during the trading session/ day, positions carried forward from previous days/ sessions and liquidation of collateral / securities held by the Client with Company (that may / may not be kept with the exchange) and liquidation against any pending payout obligations expected from the exchange on account of previous transactions. **PNR**, shall at its discretion, execute such close outs in any order of priority it deems fit to bring back margin adequacy for residual exposures. **PNR** shall not hold any cash delivery position if full payments are not received by due date. In such events the company may sell off such deliveries to the extent of funds shortfall in the account without reference to the Client even if margins are maintained as per regular exposure limits offered to the Client. **PNR** shall insist upto 100% of margin in cash and may not consider the value of securities for the purpose of calculating margin shortfall and may close the position in case of short fall. **PNR** shall have the right to sell Client's securities or close out Client's open positions but it shall not be under any obligation to undertake this exercise under any circumstances **PNR** shall not be under any obligation to compensate/ or provide reasons of any delay or omission on its part to sell Client's securities or close open positions of the Client. This option will be exercised solely at the discretion of **PNR**. **PNR** shall also be entitled to sell all or some of the Client's securities or close out the Client's open position for recovery of amounts due and payable by the Client to **PNR** towards the brokerage fees of **PNR**. **PNR** may, in its sole discretion, square off any outstanding position of the CLIENT due to any restrictions in relation to volume of trading/ outstanding business or margins stipulated by the Exchange, Clearing Corporation/ Clearing House and/or **PNR** and/or any other extraordinary event warranting such square off. **PNR** to set off credit balances of securities and / or funds, receivables, margins of the CLIENT lying with **PNR** or have lien on such credit balances/ securities, margins, receivables, in or from the accounts of the CLIENT in any of the segments or exchanges where the CLIENT is registered with **PNR**, against the debit balances of securities and / or funds and receivables in one or more of the accounts of the CLIENT in any of the said segments or exchanges, by way of appropriation of the relevant amount of cash or by sale or transfer of all or some of the securities, and / or any credit in any said accounts of the CLIENT. All securities and monies belonging to the CLIENT which are under the control or possession of **PNR** shall be subject to a general lien and / or set off, for discharge of any obligation or indebtedness of the CLIENT to **PNR**. In enforcing the lien and / or the right to set off, **PNR** shall have the sole discretion of determining the manner in which the securities or assets are to be appropriated / liquidated.

**6. Shortages in obligations arising out of internal netting of trades**

**PNR** shall have the right to adopt a policy of its choice for internal auctions arising out of internal netting of trades and charge to defaulter seller and compensate the impacted purchaser as per the policy. The current procedure for internal auction is displayed on the website, which may be amended from time to time with prospective effect after publishing the same on the corporate website. This document can be obtained from the office of **PNR** on demand by the Client.

**7. Conditions under which a Client may not be allowed to take further position**

In case the Client does not have adequate margins or scrip wise exposure of **PNR** is breached **PNR** shall not, at its own discretion, allows the Client to take further position. Notwithstanding anything specified above, **PNR** shall reserve the right to deny incremental exposure partly or fully across any security owing to various situations including market dynamics, technology disruptions or any other circumstance beyond the direct control of **PNR**.

## 8. Temporarily suspending or closing a Client's account at the Client's request

### ● Suspension

**PNR** may also suspend the account based on a request received from the Client provided the Client has given a notice of at least 7 trading days and there is no open position in all the segments/exchanges and there is no obligation/debit balance in the account. The account would be settled with the Client before suspending the same.

### ● Closure

**PNR** may close the account based on a request received from the Client provided the Client has given a notice of at least 7 trading days, and there is no open position in any segments/exchanges and there is no obligation/debit balance in the account. The account would be settled with the Client before closing the same.

## 9. Deregistering a Client

**PNR** may de-register the Client account based on action taken by SEBI/NSE/BSE or being part of list of debarred entities published by SEBI. **PNR** may also initiate action for deregistering a Client on basis of information found in sites of **CIBIL**, Watch out investors, world check or Client having suspicious back ground, link with suspicious organization, as enumerated in the PMLA guidelines, FATF or any other regulator or statutory authority. **PNR** shall have right to close out the existing positions, sell the collaterals to recover its dues, if any, before de-registering the Client. **PNR** shall have the right to deregister a Client after serving a written notice of one month without assigning any reason thereof.

## BROKERAGE SCHEDULE

<div>Segment</div> <div>Charges</div>	Cash Segment				Future Segment		Option Segment
	Square up Transaction		Delivery Transactions				
	%	Minimum paisa (per share)	%	Minimum paisa (per share)	%	Minimum paisa (per share)	Brokerage (per lot)
Brokerage							
Exchange Turnover Charges							
GST on Brokerage & Turnover Charges							
Security Transaction Tax							
Stamp Duty							

## RUNNING ACCOUNT AUTORISATION

To PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

We have been/ shall be dealing through you as my/our broker on the Capital Market and/or Futures & Options Segments/ Mutual fund. I/we further authorize you to follow these instructions across exchanges and across segments in which I/we have already opened accounts with you or I may open accounts in future. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/dealings on my/our behalf as per instructions given below.

I am/ we are aware that you and I/we have the option to deliver securities/ make payments of funds to each other for settlement of dealings as per the schedule in force at the relevant time pursuant to directives/ regulations/ circular, issued by exchange/regulatory authorities. However, I/we find it difficult to carry out repeated pay-in of funds and securities. Further, I/we also desire to use my/our securities and monies as margin/ collateral without which we cannot deal/trade.

Therefore I/we hereby direct and authorize you to maintain running account(s) for me/us and from time to time these Securities and funds from running accounts and make pay-in of securities and funds to exchanges/clearing corporations/ other receiving part(ies) to settle my/our trades/dealings. Similarly, where I/we have to receive securities/ funds in settlement of trades/dealings please keep the securities and monies with you and make credit entries for the same in running accounts of securities and funds maintained by you. Further, the funds & securities can be transferred from one segment to other and from one exchange to another as per the requirements. Further, subject to your discretion and valuations please treat my/our securities and funds lying to my/our credit in running accounts as margin/collateral for my /our dealings/trading. You are authorized to do these acts across all exchanges & segments in which I/we have been/shall be dealing with you.

In the event I/we have outstanding obligations 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. While settling the account please send a "statement of accounts" containing an extract from the ledger for funds and extract from the client demat ledger (register of securities) displaying all receipts/deliveries of funds/securities. Please explain the statement(s) being sent, the retention of funds/securities and the details of pledge, if any. Further do not carry out settlement of running account referred to above for funds given by me/us towards collaterals/ margin in the form of bank guarantees (BG)/ Fixed Deposit Receipts (FDR).

Please further note that while I am entitled to revoke the authorisation at any time. 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 and further agree that you shall not be liable for any claim for loss of profit, or for any consequential, incidental, special or exemplary damages, caused by retention of securities / monies under the agreement.

My/Our preference for actual settlement of funds and securities is at least:

Once in a Calendar Quarter ☐

Once in a Calendar Month ☐

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## AUTHORISATION FOR ELECTRONIC CONTRACT NOTES/ SMS ALERTS

To  
PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

We have been/shall be dealing through you as my/ our broker on the Capital Market and/or Futures & Options segments/ Mutual Fund. This instruction is applicable for all the exchanges/ segments in which I/ we have opened account with you. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/ dealings on my/our behalf as per instructions given below.

I/we understand that, I/we have the option to receive the contract notes in physical form or electronic form. In pursuance of the same, I/we hereby opt for receipt of contract notes in electronic form. I/we hereby also give my/our consent for providing me/us Trade Confirmations through your SMS alert services. Accordingly, please note my current email id and Mobile Number on your record for sending the communication to me/us.

Email id: \_\_\_\_\_

Mobile No: \_\_\_\_\_

I/we agree not to hold you responsible for late/ non-receipt of contract notes sent in electronic form and other communication for any reason including but not limited to failure of email servers, loss of connectivity, email in transit etc. I/we agree that the log reports of your dispatching software shall be a conclusive proof of dispatch of contract notes to me/us and such dispatch shall be deemed to mean receipt by me/us and shall not be disputed by me/us on account of any non-receipt / delayed receipt for any reason whatsoever.

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

I /we understand that SMS Alert service is purely a voluntary facility provided by you to us and it shall be our responsibility to check the data with the actual contract notes/financial ledger given by you. The messages flashed shall be merely reminders for my/our convenience and I/we agree not to hold you liable for any incompleteness, /inaccuracies in the messages sent and that I/We shall take all our action based on the normal confirmations received by me/us.

In case, in any of the above segments /exchanges due to any reasons, whatsoever, if you want to send contract notes in physical form. I/we hereby permit you to send the same in physical mode.

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

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/we have been / shall be dealing through you as my/our broker on the Capital Market and /or Futures & Options Segments. The instruction is applicable for all the exchanges/ segments in which I/we have opened account with you. I/we understand that, I/we have the option to receive the contract notes in physical form or electronic form. In pursuance of the same, I/we hereby opt for receipt of contract notes in physical form. I hereby authorize you to debit my account with Rs. 25 per contract note in addition to brokerage, STT or other statutory charges as stationary and postage charges.

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

### **VERBAL ORDER ACCEPTANCE AUTHORISATION**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We have been / shall be dealing through you as my /our broker on the Capital Market, Mutual Fund and/ or Futures & Options Segments/ Currency Derivative Segments. This instruction is applicable for all the exchanges / segments in which I/We have opted to open the account with you. As my/our broker i.e. agent I/we direct and authorize you to carry out trading/ dealing on my/our behalf as per instructions given below.

I/We agree and acknowledge that it is advised and preferred by you that I/We give instructions for order placement/ modification and cancellation in writing to avoid disputes. I/we must give instructions in writing and take signatures of your duly authorised officers at the branch along with your Company stamp on the carbon/photocopy of the instruction in acknowledgement of receipt of my/ our instructions.

As I/We shall be dealing by ordering over phone and even if we visit your office, the fluctuations in market are so rapid that it is not practical to give written instructions for order placement /modification and cancellation. I/we hereby authorize you to accept my/ my authorised representative's verbal instruction for order placement/ modification and cancellation in person over phone (fixed line of 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) under the plea that the same were not under my/our instructions. I/ we agree that I/we will not have the right to shift the burden of proof by asking you to prove the placement 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 as given above.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## AUTHORISATION

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We understand that in case, of my /our failure to make the funds pay in or delivery of securities for my/ our deals / trading by designated day, you are entitled to sell off in the market the securities received in pay out and/or deem our position closed out at applicable rates ; or I/We do hereby request you not to carry out such sell off in the market of the securities received in payout and/ or deem my/ our positions closed out and I/We shall in consideration there of pay the opportunity cost/interest on such non sold off securities and or non closed out position without demur or protest at such opportunity cost and/ or interest as you shall determine entirely at your discretion.

I/We do hereby indemnify and agree to compensate for any losses, penalties you may suffer for agreeing to this direction.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## AUTHORISATION FOR AUTHORISED PERSON

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I have been/ shall be dealing through you as my broker, i.e. agent on the Cash Segment and/ or Futures & Options Segments at NSE/BSE.

I/We authorise Mr./Ms. \_\_\_\_\_ R/o \_\_\_\_\_  
to deal/ transact on my/our behalf and to place orders, give account statements and any other documents or communication. Mr./Ms. \_\_\_\_\_ is also authorised by me/us to sign any documents, settle the account, enter into any compromise and to do any and all act(s) on my/our behalf which I/we can do. And I/we the undersigned do hereby agree and declare and confirm that all the acts and things done by him / her shall substitute my/ our act, deeds and thing validly done by me / us to all intents and purposes.

Please treat this authorisation as written ratification of my/our verbal directions/ authorisations given and carried out by you earlier.

I/we agree to indemnify you and keep you indemnified against all losses, damages and action which you may suffer or face as a consequence of adhering to and carrying out my / our authorisation given above.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## NRI Undertaking for Trading with PNR SECURITIES LIMITED

Mr/Ms \_\_\_\_\_ aged \_\_\_\_\_

S/D/W/ of \_\_\_\_\_ residing at \_\_\_\_\_

1. That my Passport No. is \_\_\_\_\_ which is valid upto \_\_\_\_\_
2. I confirm that I am a Non Resident Indian residing at \_\_\_\_\_  
(City/Country of stay) and citizen of \_\_\_\_\_ (Name of Country) for the purpose of Foreign Exchange Regulation Act 1973 / Foreign Exchange Management Act 2000 and shall immediately inform you in the event of any change in my address, citizenship and /or other status.
3. Whereas I have registered with M/s PNR Securities Limited as an NRI client as per the agreement executed on \_\_\_\_\_ to be able to trade on the Indian Stock Exchanges.
4. Whereas the Securities Exchange Board of India (SEBI) and the Reserve Bank of India (RBI) have promulgated special rules and regulations applicable to NRIs who trade on Indian Stock Exchanges. I hereby agree and undertake the following:
5. I understand and agree to abide by the SEBI/RBI rule that prohibit me from short-selling securities and netting of trades.
6. I understand and agree to abide by the RBI regulation which requires that my PIS bank account be fully pre-funded. I undertake to always ensure that my PIS Bank Account tied to my trading account will have clear credit balance to cover the combined value of the stock/s to be purchased, brokerage and all applicable statutory charges before executing trades.
7. I undertake to abide by all other rules applicable to my trading in the Indian Stock Exchanges as an NRI, either existing or enjoined at a later date.
8. In the event of my committing a breach of any of the above described regulations PNR Securities Limited shall be at liberty to deactivate my trading account and I shall not raise any claim or dispute against PNR Securities Limited for the said action.

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

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

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

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

(Note: To be signed by person himself / herself. Not to be signed by his/her attorney / authorised person etc.)

## **STANDING INSTRUCTIONS**

To

PNR Securities Limited  
203, 2nd Floor, MG Centrum, Sultanpur. M.G. Road, New Delhi-110060

Dear Sir,

I/We have been / shall be dealing through you as my broker on the Capital Market and/ or Futures & Options Segments. This instruction is applicable for all the exchanges / segments in which I/We have opted to open the account with you. As my broker i.e. agent I/we direct and authorise you to carry out trading / dealings on my /our behalf as per instructions given below.

Since you are issuing contract notes bearing order numbers and trade numbers on a daily basis, please do not issue the order / trade confirmation slips generated from the Trading Terminal.

I/we hereby authorise PNR to maintain records/ books of accounts for me/us collectively for different exchanges/ segments of the exchanges and / or any other service which I/we may be availing.

Thanking you,  
Yours faithfully

Signature:

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

Date

(Note: To be signed by person himself/ herself and not to be signed by his/her attorney / authorised person etc..)

## **ACKNOWLEDGEMENT**

To

### **PNR SECURITIES LIMITED**

Trading Code:

I/We have received a copy each of the Client Registration form, Main Stock Broker-Client Agreements, Supplemental Agreements in respect of Internet Trading and ITORS Services, Combined Risk Disclosure Document, Investors Rights and Obligations, Policies and Procedures, Terms and Conditions of Broking Services and Annexures signed and executed by me/ us for investing /trading in Capital Market Segment, Future and Option Segment, Currency Derivatives Segment and Wholesale Debt Market and o/or any other instruments(s)

Signature of the Client/Authorised Signatory

Date:

Place: