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## Estee Advisors Private Limited

Member: Securities And Exchange Board Of India  
National Stock Exchange of India Ltd.  
Bombay Stock Exchange Ltd.  
MCX-SX Stock Exchange Ltd.  
United Stock Exchange of India Ltd.

### SEBI Registration Numbers:

SEBI : INP 000003146 • Dated : 21-01-2009  
NSE (CM) : INB 231336232 • Dated : 02-04-2009  
NSE (F&O) : INF 231336232 • Dated : 02-04-2009  
NSE (CDS) : INE 231336232 • Dated : 12-08-2010  
BSE (CM) : INB 011336238 • Dated : 06-12-2010  
BSE (F&O) : INF 011336238 • Dated : 06-12-2010  
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MCX-SX (CM) : INE 261336235 • Dated : 10-12-2012  
MCX-SX(F&O) : INE 261336235 • Dated : 10-12-2012

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Sr. No.	Name of the Document	Brief Significance of the Document	Page No.
<b>A - MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1.	Account Opening Form	A. KYC form - Document captures the basic information about the constituent along with an instruction/check list for filling KYC form.	1-5
		B. Document captures the additional information about the constituent relevant to trading account.	6-8
2.	Tariff sheet	Document detailing the rate / amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	13-14
3.	Policies and Procedures	Document describing significant policies and procedures of the stock broker.	26-27
4.	FATCA Declaration	FATCA Declaration	28
<b>STANDARD DOCUMENTS</b>			
5.	Rights and Obligations of Beneficial Owner and Depository Participant	Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories	31-32
6.	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trading member, Sub broker/Authorised Person and client for trading on exchanges (including additional rights & obligations in case of internet / wireless technology based trading).	33-36
7.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	37-40
8.	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	41-42
<b>B - VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
9.	Application for Demat Account	Additional KYC details for opening a demat account	8-12
10.	Power of Attorney	Power of Attorney provided to broker to facilitate payin of securities and other authorizations.	17-18
11.	Voluntary Clauses (Terms & conditions) - Annexure A	Additional clauses other than specified by SEBI to facilitate transactions of Client.	19-23
12.	Authority to Retain funds / securities as running account	For the purpose of operational convenience, this authorization is required to maintain the client account both for the funds and securities, on running account basis.	25
13.	For Availing Trust Facility All TRUST related Forms and Terms & Conditions are available on EAPL Website.	Common Registration Form for availing SMS Alert and/or TRUST facility	
		Form for registering Clearing Members on whose behalf the securities can be transferred from the account of the BO on the basis of SMS under TRUST facility	
		Combined Registration Form for availing SMS Alert and /or TRUST facility and for registering Clearing Members on whose behalf the securities can be transferred from the account of BO on the basis of SMS under TRUST facility	
		De-registration Form for TRUST	
		Terms And Conditions for availing Transaction Using Secured Texting (TRUST) Service offered by CDSL. Annexure 2.6	
14.	Voluntary Document	Family Declaration - Email / Mobile Updation in Family Codes	29
		Risk Profile Questionnaire	15-16
		Do's & Dont's	24
		Authorisation For Trading Account	30

 Provided Through  
Separate Handbook

For any grievance / dispute please contact stock broker (Estee Advisors Private Limited) at the above address or Email id [investorgrievances@esteeadvisors.com](mailto:investorgrievances@esteeadvisors.com) for stock broking related dispute or can speak on Phone No. 91-11-4896769. In case not satisfied with the response, please contact BSE at [is@bseindia.com](mailto:is@bseindia.com) and Phone no. 91-22-22728097 and NSE at [ignse@nse.co.in](mailto:ignse@nse.co.in) and Phone no. +91-22-26598190 and MSEI at [investorcomplaints@mcx-sx.com](mailto:investorcomplaints@mcx-sx.com) and Phone no. +91-22-67318933/9000

"You can also lodge your grievances with SEBI at <http://scores.gov.in>. For any queries, feedback or assistance, please contact SEBI office on Toll Free Helpline at 1800 22 7575 / 1800 266 7575".

**TRADING & DEMAT ACCOUNT CHECKLIST (INDIVIDUAL / NRI)**

Required Validation 	ID Details			Address Details		Bank Details	
	Proofs 	Name	Sign	Photo	Correspondence Address	Permanent Address	Bank Name & A/c No.
PAN Card	✓	✓	✓				
Passport *	✓	✓	✓	✓	✓		
Driving Licence *	✓	✓	✓	✓	✓		
Voter ID	✓		✓	✓	✓		
UID (Aadhaar)	✓		✓	✓	✓		
Ration Card				✓	✓		
Telephone Bill ** (Mobile bill not accepted)				✓	✓		
Electricity Bill **				✓	✓		
Bank Statement #				✓	✓	✓	✓
Bank Passbook ##				✓	✓	✓	
Cancelled Cheque (With Client name & A/c No. Printed)						✓	✓
Bank Verification Letter (Original)	✓	✓	✓	✓	✓	✓	✓

**Abbreviations :**

- 1) \* The Proof should be valid on the DATE of agreement.
- 2) \*\* The Proof should not be more than 3 months old.
- 3) # Bank Statement should be original and of latest quarter. It should have Bank Manager's Stamp & Sign, if original stationery is not available.
- 4) ## Bank Passbook should have Bank Manager's Stamp & Sign if it is hand written.

**PROOF OF FINANCIAL DETAILS, any one**

- |                             |                           |  |
|-----------------------------|---------------------------|--|
| ✓ Copy of Income Tax Return | ✓ Copy of Annual Accounts | ✓ Copy of Form 16 (Salary Certificate) |
| ✓ Networth Certificate      | ✓ Demat Holding Statement | ✓ Bank Statements for last 6 months    |


**PROOF FOR EXISTING DEMAT ACCOUNT HOLDERS**

- |                |                              |
|----------------|------------------------------|
| ✓ DP Statement | ✓ Client Master Report (CMR) |
|----------------|------------------------------|
1. Clients name & DP A/c No. on the proof of DP should match with that mentioned in the account opening form.
  2. DP statement should clearly show DP ID & Client ID.
  3. For E-Broking clients, Demat A/c should be opened with MODES only with POA.

**PROOFS FOR NRI (NON RESIDENT INDIAN)**

1. PAN card
2. Valid Passport / PIO Card / OCI Card as proof of Identity. Proof of Foreign Address and Indian Address (If any)
3. Bank A/c should be either Repatriable Bank A/c for NRE OR Non-Repatriable A/c for NRO Status.
4. Proof of Demat Account should be only with NRI status.
5. Permission for dealing in securities from Authorized Dealer (Bank) / RBI.

**WATCH OUTS / LAST MINUTE REVISION**

1. The A/c opening form is filled properly in BLACK INK and BLOCK LETTERS ONLY and do have :
  - a. Clients Name and Signature at 18 places marked in Grey color.
  - b. Joint holders signature will be required against the  symbols.
  - c. Address - as it appears on the address proof. In case permanent & Correspondence addresses are different, make sure to provide address proof for both of them.
  - d. Witness signature at 5 places marked in Light Grey color.
  - e. N. A. mentioned at all places not applicable to the client.
2. White ink is not allowed either on form or on agreement. All corrections to be countersigned with full signature.
3. All proofs, photographs and signature on the form should be clearly visible and should be self attested by client.
4. In Person Verification, PAN & Document verification from original has to be done by SEBI registered Sub-broker / Authorised Person only.
5. In case of DP in joint names, all the proofs - PAN card and address proof - should be provided for the 2nd & 3rd Holder also

Intentionally left blank



PROOF TYPE	REQUIREMENTS*	ID PROOF	ADDRESS PROOF	BANK PROOF	SIGNATURE PROOF
Bank Passbook	<ul style="list-style-type: none"> <li>Bank Passbook containing</li> <li>Bank Details</li> <li>Client Details</li> <li>Latest quarter (3 months transactions) pages.</li> <li>Bank Attestation is Mandatory where the Bank statement does not contain pre-printed Bank logo, address and other relevant details about the Bank. (Bank Attestation should contain Authorized signatory of Bank with Name and Employee Code and Bank seal)</li> </ul>	NA	<ul style="list-style-type: none"> <li>Address mentioned in Bank Passbook should match with the address mentioned in KYC</li> </ul>	<ul style="list-style-type: none"> <li>The below should match with the details mentioned in KYC</li> <li>Account holder Name</li> <li>Bank Account No</li> <li>Bank Account Type [Savings/Current]</li> </ul>	NA
Cancelled Cheque	<ul style="list-style-type: none"> <li>Original Cancelled Cheque leaf</li> </ul>			<p>The cancelled cheque should have:</p> <ul style="list-style-type: none"> <li>Pre-printed Client Name</li> <li>Pre-printed Account No</li> <li>IFSC</li> <li>MICR</li> </ul>	NA
Bank Verification Letter	<ul style="list-style-type: none"> <li>Bank's original Letter head</li> <li>Bank Attestation should contain Authorized signatory of Bank with Name and Employee Code and Bank seal</li> <li>Client Name, Account Number, Address, Signature, Account Type, IFSC, MICR (format available in WIRE&gt;download option)</li> </ul>	<ul style="list-style-type: none"> <li>Client's latest photo should be attested by Bank</li> <li>Client Name</li> <li>Bank A/c no</li> </ul>	<ul style="list-style-type: none"> <li>Client's latest photo should be attested by Bank</li> <li>Client Name</li> <li>Bank A/c no</li> <li>Address</li> <li>IFSC</li> <li>MICR</li> <li>Account Type (Savings/Current)</li> </ul>	<ul style="list-style-type: none"> <li>Client's latest photo should be attested by Bank</li> <li>Client Name</li> <li>Bank A/c no</li> <li>Address</li> <li>IFSC</li> <li>MICR</li> <li>Account Type (Savings/Current)</li> <li>Client Signature</li> </ul>	

**To avoid Objection and Delays**

- Ensure the details mentioned in the proof submitted matches with the form filled up by you as per the Checklist table mentioned.
  - All proofs, photographs and signature on the form should be clearly visible and should be self attested by client.
  - Colored photocopies are preferred
  - Proofs submitted should be compulsory in A4 size
  - Signature and Date of birth should match with atleast one submitted document proof
  - The A/c opening form should be filled in BLACK INK and CAPITAL LETTERS ONLY and do have :
    - Clients Name and Signature at 24 places marked in Grey color
    - Address- as it appears on the address proof. In case permanent & correspondence addresses are different, make sure to provide address proof for both of them
    - Witness signature at 8 places marked in light grey color
    - N. A. mentioned at all places not applicable to the client
  - White ink is not allowed either on form or on agreement. All corrections needs to be countersigned with full signature.
  - In person Verification, PAN & Document verification from original has to be done by SEBI registered Sub-broker/Authorised Person only.
  - In case of DP in joint names, all the proofs- PAN card and address proof - should be provided for the 2nd & 3rd Holder also.
- Check clarity of the Documents Scanned
  - Affix proper stamp
  - Fill up form in clear handwriting
  - Fill up complete form and mark N.A. where not applicable



Please fill in ENGLISH and in BLOCK LETTERS

Sole / Joint First Holder

**A. Identity Details (please see guidelines overleaf)**

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

Name

Father's/Spouse Name

2. Gender  Male  Female    B. Marital status  Single  Married    C. Date of Birth

3. Nationality  Indian  Other (Please specify) \_\_\_\_\_

4. Status Please tick (✓)  Resident Individual  Non Resident  Foreign National (Passport Copy Mandatory for NRIs & Foreign Nationals)

5. PAN 



 Please enclose a duly attested copy of your PAN Card

6. Aadhaar Number, 



 Please enclose duly attested copy of your Aadhaar Card (If available)

7. Proof of Identity submitted for PAN exempt cases Please Tick (✓)

UID (Aadhaar)  Passport  Voter ID  Driving Licence  Others \_\_\_\_\_ (Please see guideline 'D' overleaf)

**PHOTOGRAPH**

Please affix  
the recent passport  
size photograph and  
sign across it

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**B. Address Details (please see guidelines overleaf)**

1. Address for Correspondence

Landmark									
City / Town / Village							Pin Code		
State					Country				

2. Contact Details

Tel. (Off.) (ISD) (STD)	Tel. (Res.) (ISD) (STD)
Mobile (ISD) (STD)	Fax (ISD) (STD)
E-Mail Id.	

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

4. Permanent Address of Resident Applicant if different from above B1 OR Overseas Address (Mandatory) for Non-Resident Applicant

Landmark									
City / Town / Village							Pin Code		
State					Country				

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

6. Any other information:

**DECLARATION**

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

Place:

Date:

**SIGNATURE OF APPLICANT**



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**FOR OFFICE USE ONLY**

IPV Done  on

Name of the Organization
NSE / BSE - SEBI / AP Registration Number
Person name doing IPV / docs / PAN verification
Designation / EAPL Employee code
Date of IPV / Document Verification
Date of PAN Verification with IT Site
Signature of the Person

PLEASE AFFIX RUBBER STAMP & SIGN



## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

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

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

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

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

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale

Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN

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

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

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

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

Please Submit the KYC Documents on A4 Size Paper Only.



Please fill in ENGLISH and in BLOCK LETTERS

**Joint Applicant Details**

**A. Identity Details (please see guidelines overleaf)**

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

Name

Father's/Spouse Name

2. Gender  Male  Female    B. Marital status  Single  Married    C. Date of Birth

3. Nationality  Indian  Other (Please specify) \_\_\_\_\_

4. Status Please tick (✓)  Resident Individual  Non Resident  Foreign National (Passport Copy Mandatory for NRIs & Foreign Nationals)

5. PAN 



 Please enclose a duly attested copy of your PAN Card

6. Aadhaar Number, 



 Please enclose duly attested copy of your Aadhaar Card (If available)

7. Proof of Identity submitted for PAN exempt cases Please Tick (✓)

UID (Aadhaar)  Passport  Voter ID  Driving Licence  Others \_\_\_\_\_ (Please see guideline 'D' overleaf)

PHOTOGRAPH

Please affix  
the recent passport  
size photograph and  
sign across it

**B. Address Details (please see guidelines overleaf)**

1. Address for Correspondence

Landmark									
City / Town / Village							Pin Code		
State					Country				

2. Contact Details

Tel. (Off.) (ISD) (STD)	Tel. (Res.) (ISD) (STD)
Mobile (ISD) (STD)	Fax (ISD) (STD)
E-Mail Id.	

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

4. Permanent Address of Resident Applicant if different from above B1 OR Overseas Address (Mandatory) for Non-Resident Applicant

Landmark									
City / Town / Village							Pin Code		
State					Country				

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

6. Any other information:

**DECLARATION**

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

Place:

Date:

**SIGNATURE OF APPLICANT**



**FOR OFFICE USE ONLY**

IPV Done  on

Name of the Organization
NSE / BSE - SEBI / AP Registration Number
Person name doing IPV / docs / PAN verification
Designation / EAPL Employee code
Date of IPV / Document Verification
Date of PAN Verification with IT Site
Signature of the Person

PLEASE AFFIX RUBBER STAMP & SIGN

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

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

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

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

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

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale

Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN

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

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

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

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

Please Submit the KYC Documents on A4 Size Paper Only.

# Estee Advisors Private Limited

Reg & Corp. Office: 8 Floor, Block-I, Vatika Business Park  
Sector-49, Soha Road, Gurgaon-122001  
Ph :+91-124-46377700, Fax:+91-124-4637701,  
Website: www.esteadvisors.com



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

### Important Instructions:

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



**For office use only** (To be filled by financial institution)

Application Type\*  New  Update

KYC Number  (Mandatory for KYC update request)

Account Type\*  Normal  Simplified (for low risk customers)  Small

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

Prefix  First Name  Middle Name  Last Name

Name\* (Same as ID proof)

Maiden Name (If any\*)

Mother Name\*

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

Marital Status\*  Married  Unmarried  Others

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

Residential Status\*  Person of Indian Origin

Occupation Type\*  Self Employed  X- Not Categorised

### 2. PROOF OF IDENTITY (PoI)\* (Please refer instruction C at the end)

(Certified copy of any one of the following Proof of Identity [PoI] needs to be submitted)

A- NREGA Job Card  Identification Number

B- Others (any document notified by the central government)  Identification Number

C- Simplified Measures Account - Document Type code

### 3. PROOF OF ADDRESS (PoA)\*

#### 3.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS (Please see instruction D at the end)

(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)

Address Type\*  Residential / Business  Residential  Business  Registered Office  Unspecified

Proof of Address\*  UID (Aadhaar)  Simplified Measures Account - Document Type code  NREGA Job Card

### Address

State / U.T Code\*  ISO 3166 Country Code\*

#### 3.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS \* (Please see instruction E at the end)

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

State / U.T Code\*  ISO 3166 Country Code\*

Signed for and on behalf of	1st Holder	2nd Holder	3rd Holder
Signature & Stamp			

**OTHER DETAILS**

Gross Annual Income Details Or Net-worth in ₹.	(Please tick (✓) : <input type="checkbox"/> Below 1 Lac <input type="checkbox"/> 1-5 Lac <input type="checkbox"/> 5-10 Lac <input type="checkbox"/> 10-25 Lac <input type="checkbox"/> >25 Lac (*Net worth should not be older than 1 year) as on (date) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Occupation	(Please tick (✓) any one and give brief details) : <input type="checkbox"/> Private Sector Service <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Forex Dealer <input type="checkbox"/> Others (Please specify) _____								
Please tick, if applicable	<input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to a Politically Exposed Person For definition of PEP, please refer guideline relating to Instructions/Checklist for filling KYC form								
Any Other Information									

**BANK ACCOUNT(S) DETAILS OF SOLE / FIRST HOLDER**

Bank Name	<input type="text"/>															
Branch Name	<input type="text"/>															
Branch Address	<input type="text"/>															
Bank A/c No.	<input type="text"/>															
A/c Type	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRI/NRE/NRO <input type="checkbox"/> Others _____															
MICR Number	<input type="text"/>								IFSC Code <input type="text"/>							
Internet Banking status	<input type="checkbox"/> Enabled <input type="checkbox"/> Not Enabled								Currency: Rs.							
(Mandatory for E-Broking)																
Proof of Bank submitted	<input type="checkbox"/> Bank Statement# <input type="checkbox"/> Cancelled Cheque (with client name and A/c no. printed) <input type="checkbox"/> Bank Passbook## <input type="checkbox"/> Bank Verification Letter (original)															

P. N.: In case of NRI's, Bank Account should be Repatriable Bank Account for NRE or Non Repatriable Bank Account for NRO.

**DEPOSITORY ACCOUNT(S) DETAILS ( if existing )**

Depository Participant Name	<input type="text"/>															
Depository Name	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL															
DP ID	<input type="text"/>								Beneficiary ID (BO ID) <input type="text"/>							
Beneficiary Name	<input type="text"/>															
Second Holders Name	<input type="text"/>															
Third Holders Name	<input type="text"/>															
Proof of DP submitted	<input type="checkbox"/> DP Statement <input type="checkbox"/> Client Master Report (CMR)															

- 1) Clients name & DP A/c No. on the proof of DP submitted should match with that mentioned in the account opening form.
- 2) DP statement should clearly show DP ID & Client ID.
- 3) In case of NRI's, proof of Demat Account should be only with NRI status.

**TRADING PREFERENCE**

Please sign in the relevant boxes where you wish to trade. Please strike off the segment not chosen by you.

Exchanges	Segments			
	Cash	F&O	Currency	
NSE				
BSE				
MSEI				

If, you do not wish to trade on any Exchange and any of its segment, please mention here \_\_\_\_\_.

**ADDITIONAL DETAILS**

Facilities For Trading	Whether you wish to avail the facility of <input type="checkbox"/> Internet trading <input type="checkbox"/> Wireless technology (Mobile Trading)
Contract Note and Standard Documents } :	Whether you wish <input type="checkbox"/> in Electronic Form (Email id same as mentioned on KRA Page) to receive <input type="checkbox"/> in Physical Form
Educational Qualification	<input type="checkbox"/> Under Graduate <input type="checkbox"/> Graduate <input type="checkbox"/> Post Graduate <input type="checkbox"/> Professional _____
Investment/Trading Experience	<input type="checkbox"/> Years in Stocks <input type="checkbox"/> Years in Derivatives <input type="checkbox"/> No Prior Experience
Primary purpose of dealing	In Equities: <input type="checkbox"/> Intraday <input type="checkbox"/> Positional <input type="checkbox"/> Investment In Derivatives: <input type="checkbox"/> Trading <input type="checkbox"/> Hedging
Stock Portfolio	<input type="checkbox"/> NIL <input type="checkbox"/> < 5 Lacs <input type="checkbox"/> 5-20 Lacs <input type="checkbox"/> 20-50 Lacs <input type="checkbox"/> > 50 Lacs
Any other information	<input type="text"/>

**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:

**INFORMATION IN RELATION TO THE PREVENTION OF MONEY LAUNDERING ACT, 2002**

Funds Detail	Do you intend to invest in the stock market with : <input type="checkbox"/> Own Funds <input type="checkbox"/> Borrowed Funds
Name	Details of the relatives, having account with EAPL <input type="text"/>
Relationship	<input type="text"/> UCC <input type="text"/>
Name	Details of the corporate/partnership firm/trust, etc where client is affiliated <input type="text"/>
Relationship	<input type="text"/> UCC <input type="text"/>
Nature of Business	<input type="text"/> Entity Type <input type="text"/>

**DEALINGS THROUGH OTHER STOCK BROKERS**

If you are dealing with any other stock broker / Sub broker / Authorised Person, provide the following details:  
(in case dealing with multiple stock brokers/Sub broker / Authorised Person, provide details of all)

Name of stock broker	<input type="text"/>	Client Code	<input type="text"/>
Name of Sub broker / Authorised Person	<input type="text"/>	Exchange	<input type="text"/>
Details of disputes/dues pending from/to such stock broker/Sub broker / Authorised Person _____			

**DEALINGS THROUGH REGISTERED SUB BROKER / AUTHORISED PERSON**

If you are dealing through EAPL Sub broker / Authorised Person, provide the following details:

SEBI / Exchange Registration No.	<input type="text"/>
Sub-Broker's / AP Name	<input type="text"/>
Registered office	<input type="text"/>
Address	<input type="text"/>
Contact Details : Website	<input type="text"/>
Phone No.	<input type="text"/> Fax No. <input type="text"/>

I/We request you to send Electronic Transaction cum holding Statement at the Email ID  Yes  No

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

I/ We would like to instruct DP to accept all the pledge instructions in my/our account without any other further instruction from my/ our end.  Yes  No  
 (If not marked, the default option would be "No")

I/ We would like to share the email id with the RTA.  Yes  No

I/ We would like to receive the Annual Report :  Physical  Electronic  Both physical and Electronic  
 You will be receiving Consolidated Account Statement (CAS) in Electronic form, if you wish to receive CAS in Physical form or do not wish to receive the same, kindly contact your DP  
 (Tick the applicable box, if not marked the default option would be in physical)

RBI Ref No.

RBI Approval Date

Please Note : 1. Please attach copy of permission for dealing in Securities from Authorised Dealer (Bank) / RBI Approval.  
 2. In case of Merchant Navy NRI's , Mariners declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.

Declaration under Operating Instruction No. 2.3.6 issued by Central Depository Services (India) Limited  
 The address mentioned by me in the account opening form contains Post office Box Number (P.O. Box No.). Kindly accept the P.O. Box No. as valid address proof and additionally I have mentioned my complete residential address in Permanent address and hereby undertake to inform Estee Advisors Private Limited for any change.  
 Further with reference to my/our demat account maintained with Estee Advisors Private Limited, I/We hereby confirm that I/We have complied with, and shall continue to comply with, Foreign Exchange Management Act, 1999 and rules and regulations issued there under and other applicable laws.

Client Signature (Only for NRI)			
	1 <sup>st</sup> holder	2 <sup>nd</sup> holder	3 <sup>rd</sup> holder



















In addition to the 'Rights and obligations' document, the Client and EAPL have agreed to the following voluntary terms and conditions contained in this Annexure A to ensure smooth functioning of the operations in the course of trading/investing in securities by the Client through EAPL.

1. The Client is informed that Estee Advisors Private Limited do carry Proprietary trading.
2. The Client agrees that he / she / it has been made aware / read, understood and accept the prevailing RMS Policy / all other policies / procedures / information / instructions of EAPL and further shall keep himself/herself / itself, updated of any future RMS policy, all other policies / procedures / information / instructions that may be issued from time to time from the broker. The Client shall also access the RMS Policy, all other policies / procedures/information/instructions from the EAPL Website from time to time. EAPL may send any necessary communications to the client on their registered email address EAPL may modify the terms or any additional terms that to reflect changes to the law or changes to our policies / procedures etc. You should look at the terms regularly. You should access your account regularly. You should access your account regularly. Changes addressing new functions for policies / procedures will be reflected in your account login id.
3. The Client hereby agrees and understands that in case of any noncompliance and /or default by the Client such as cheque bouncing, client code modification, F&O short margin, UCC violation, price rigging or for any other matters as may be decided by EAPL from time to time, without prejudice to EAPL's other rights, EAPL may levy charges/penalty(ies) on the client and debit such charges / penalty(ies) in the client account which has been imposed by Regulatory Authorities.
4. The Client agrees that EAPL will not be responsible for partial execution of orders placed by the Client. The Client also agrees that all orders placed by him shall be treated as orders for that particular session only. In case the Client wants the orders to be carried forward or extended for the day or for more number of days he shall communicate the same to EAPL.
5. Suspension/deactivation of trading activities for Non-payment of amounts due from the Client including margin money.  
The Client is aware that the Client is required to make full payment to EAPL for the execution of the contract on the day of execution of trade. The Client explicitly agrees and authorizes EAPL to suspend/deactivate his/her accounts for non payment of the above stated dues and such other amounts as may be due from the Client from time to time without giving any further notice or intimation to the Client.
6. Digitally signed Contract Notes / Statement of Accounts / Client Registration Documents: The Client hereby agrees and permits **EAPL** to provide digitally signed contract notes through internet (web-based) and agrees as under:
  - (i) The client agrees to receive from EAPL the ledgers, transaction statements, bills or other Statement(s), related notices, circulars, amendments and such other

correspondence, documents and records which may be sent by EAPL from time to time electronically in lieu of the physical mode. The client further authorizes EAPL to send the executed copy of Client Registration form to his e-mail Id.

- (ii) The client hereby acknowledges that all the documents as above sent by EAPL through e-mail will be considered as having delivered to him once the email leaves EAPL e-mail server unless the same is rejected by client e-mail server and bounced mail notification is not received by EAPL. The client further agrees that in the absence of communication from him regarding non receipt of documents through email or notification of any discrepancy with in reasonable time from the date of issuance of Digital Contract Note through email, EAPL may construe that there is deemed acknowledgement of the document(s) sent to you electronically.
  - (iii) The Client shall access the contract notes/ confirmations of the trades executed on his/her/their behalf on the trade date electronically. The Client understands that it is his/her/their responsibility to review all confirmations, contract notes, statements, notices and other communications including but not limited to margin and maintenance calls etc. All the information contained therein shall be binding on the client, if the client does not objects either in writing or via electronic mail within reasonable time from the date of execution of the trade.
7. Acknowledgement for account opening charges charges :
    - (i) The client agrees that the charges towards account opening for equity trading if any,would be debited to the ledger account of the client after opening of account. The entry reflected in the ledger account of the client would be sufficient acknowledgement of the receipt of account opening charges. The client agrees and understands that no separate receipt will be issued in this regard.
  8. Trade Confirmation to client
    - (i) The Client is informed that he/she/they shall update their mobile numbers / email IDs with EAPL . This will facilitate them to receive information of their transactions ,all debits directly from the Exchange(s) on their mobile / email at the end of the day.
    - (ii) The client authorizes EAPL to send Trade Confirmations / Margin calls at the mobile number of the client mentioned in the Client Registration Documents. The client shall provide



valid mobile number to the EAPL which shall be incorporated in the client registration documents. During the currency of the voluntary clauses such mobile number shall be functional. It shall be duty of the client to ensure that the mobile number provided in the client registration documents is correct and in operation and/ or in working condition at all the time. In case the client has provided and /or incorporated different mobile number in the KYC, EAPL

may send notice/communication on any of the mobile number, at its discretion. The notice /information /communication through SMS sent to the client shall be deemed to have been received by the client and EAPL shall not be under any obligation to confirm the authenticity of the person (s) receiving the SMS.

- (iii) EAPL at its discretion shall also send Trade Confirmations / Margin calls through SMS at the mobile number provided by the client. The SMS Service may be discontinued for a specified period/indefinite period with or without any prior notice for any reason whatsoever. Such clients who have availed SMS service facility of payment basis agrees that EAPL may discontinue SMS service with prior intimation with proper reasoning.
- (iv) EAPL shall not be liable or responsible for any statement received from frauds or impostors or any consequences thereof.

#### 9. Payment of Margins:

- (i) For the purpose of the voluntary clauses the term "Dues of client" shall include the amount of monies payable by the client including but not limited to, the purchase price of the Securities, Brokerage, Margin money, Service Tax, Turnover Tax, Auction Debit and Charges, Service Charge, Securities Transaction Tax, Stamp duty, penalties, interest on delayed payment, transaction charges, KRA charges, cheque bounce charges, penalties for non-compliances, shortfall in margins etc. that may be levied from time to time in the clients accounts as per Regulatory norms.
- (ii) All payment for securities bought shall be made out by way of Cheque/ fund transfer in favour of "Estee Advisors Pvt. Ltd." At the time of settlement of dues of the Client, EAPL shall draw an account payee cheque /fund transfer in favour of the Client which may be payable to a specified bank account of the Client.

The Client agrees to make such fund transfer from the bank account, the details of which are provided by the Client to EAPL in the Client Registration Form or in any other documents.

The Client understands that EAPL shall execute the orders only after the proceeds of the Margin account are realized and credited to the Bank account of EAPL.

Any payment made by the Client in the form of the account payee cheque shall be considered as Funds only upon the realization of the same.

- (iii) The Client hereby agrees to make payment against debit balance and margin payments as demanded by EAPL in the form of Funds (which shall hereinafter mean and include account payee cheques but not cash or currency) or securities in the proportion as prescribed by EAPL or Exchange, failing which the broker can square up all or any outstanding position of sale and / or purchase, in any segment and/or in any Exchange, without any notice to the Client.
  - (iv) Margin in the form of Securities: EAPL, in its absolute discretion will decide the eligible securities, which could be deposited by the Client for meeting current or future margin / deposit obligations. EAPL would be free to continuously review the eligibility of securities already deposited by the Client. Securities accepted as margin / deposit, shall be valued by EAPL as per valuation norms decided by EAPL from time to time. The Client authorizes EAPL to sell these securities to recover any outstanding dues including ledger debits /meet the margin requirements in Cash and F&O segments of the Exchanges.
  - (v) In case of dispute, these margin / deposits shall be repaid to the client within six month of closure of account with EAPL after meeting contingent liabilities arising out of all or other transactions.
  - (vi) Lien: The client agrees that all monies, securities or other property that may be held by EAPL on the client's account shall be held by EAPL at the sole risk and cost of the client and such monies, securities or other property as permitted by the Exchange(s) shall be held subject to a general lien for the discharge of the client obligation to EAPL under the voluntary clauses irrespective of whether such obligation of the client is disputed by the client. EAPL shall be under no obligation to release such monies, securities or other property until the Client has discharged its entire obligation in full to EAPL under the voluntary clause to the satisfaction of EAPL.
  - (vii) The Client authorizes EAPL to use its discretion to close out any part or all of the contracts in Capital Market, Equity and Currency Future and Options segments held in the Clients account with EAPL for the protection of EAPL, in case of any default by the Client. The Client agrees to reimburse any or all such incidental expenses incurred by EAPL
  - (viii) Client agrees that in case of any payout (funds/securities) which is yet to be received by him/them for the previous settlement(s), the stock broker would be entitled to adjust the same against the current or subsequent settlement obligations or other charges or under the circumstances when client defaults.
  - (ix) Set-off - The client agrees that EAPL may set-off his credit balance available in his ledger account on any one Exchange/ segment against the debit balance in other Exchange/segment.
10. The Client agrees that any notice or communication served on the Client under the voluntary clauses shall be valid and binding on him and shall be deemed to be duly served, if conveyed in writing

through Letter, Fax or by personal delivery duly acknowledged by the other party/ Courier at the Registered post to the address of the Client mentioned hereinabove or the last known address, or if electronically delivered at any one of the e-mail id intimated by the Client, or by publishing the same in the prominent daily newspaper where the registered / last known business / residential address of the Client is situated or if conveyed over telephone / fax on the last known number or on the recording machine of such number or if a notice is pasted at the door of the registered address or the last known address of the Client.

11. The Client agrees that he will send any communication or notice, to EAPL in writing through Letter or by personal delivery duly acknowledged by EAPL or by registered post sent at the registered address of EAPL mentioned herein above.
12. The Client hereby agrees to ensure that before selling any shares, he has the same in hand. Any loss arising of auction / closeout on account of shares not cleared in EAPL's account will be borne by the Client. The Client also agrees to bear any loss arising out of auctions due to incomplete instructions, illegible instructions, unclear instructions and instructions not received on time.
13. The Client hereby authorizes EAPL to transfer shares, lying in EAPL's pool account to his account and from there he can transfer to margin and/or any other account for pay-in purposes for shares purchased by the Client in previous settlements. In case the Client does not want EAPL to transfer these shares towards inter settlement from EAPL's pool account for payin purposes, he shall inform EAPL in writing 48 hours before payin date. In case EAPL does not receive the same in writing or for a wrong settlement, EAPL shall not be responsible for loss, if any.
14. EAPL will not be liable to the Client for loss arising due to fire, theft or loss due to human error in case of shares sent for dematerialisation, or any other unforeseen circumstances if the shares are in the custody of EAPL beyond the stipulated time.
15. Tape recording of Client conversation: The Client is aware that EAPL may tape-record the conversations while providing Trade Confirmations otherwise between the Client or the Client's representative and EAPL, either personally or over the telephone, and the Client hereby specifically permits EAPL to do so. Such electronic recordings may be relied upon by EAPL as and when required to resolve disputes in connection with the trading transactions or otherwise.
16. EAPL has placed on its website and also made available to the client on login into his trading account a detailed document explaining to the client the features, risks, responsibilities, obligations and liabilities associated with securities trading among others through wireless technology / internet/smart order routing. The client agrees to go through the above terms and conditions and it shall be deemed to be sufficient notice by EAPL.
17. Risk Associated with Internet Trading/ Securities Trading using Wireless Technology (STWT)/Smart order Routing

(SOR)

Client acknowledges and accepts that the price of securities can and does fluctuate, and that any individual securities may experience downward/ upward movements, and may under some circumstances even become valueless. Client therefore appreciate that there is an inherent risks that losses may be incurred rather than profit made, as a result of buying and selling securities.

Client acknowledges and accepts that the internet is an inherently unreliable medium of communication and provision of services due to the public nature of the communication and that the accuracy, reliability and soundness of such means of communication and provision of services depends upon, amongst others, the service providers and the telephone, modem, cables, systems, facilities and the like used and operated from time to time by such providers and other participants. Client acknowledges and further accepts that, as a result of such unreliability, there are risks associated in using such means of communication including the congestion, break down, interruption or failure of transmission of the internet service or any communication equipment or facilities, errors, omissions or delays in the transmission and receipt of orders and other data and information and in the execution and confirmation of orders and/or the execution of orders at prices which may be different from those indicated on the service or prevailing at the time the orders were given. There are also other risks involved such as in the unauthorized access, tampering, modification or alteration of the service and/or the system, components and software used or comprised in the service which may result in the use, manipulation, retrieval or the theft or loss of data and information, including Client personal data. The Client agrees that EAPL shall not be liable / responsible for such matters and resultant losses under any circumstances.

Best Execution Policy for Smart Order Routing (SOR) :

This Best Execution Policy sets forth policy and execution methodology for client execution on the best terms. Upon acceptance of a client order for securities listed on a securities exchange within India and on specific client instruction regarding execution, trading member shall endeavor to execute that order in accordance with the following policy:

Where the security is listed and/or traded on multiple recognised stock exchanges (multiple listing), EAPL shall

determine the recognised stock exchange where to route the order or part of the order based on factors like price, costs, speed likelihood of execution and settlement size and nature relevant to the execution of the order.

#### 18. General

- i) The Client agrees that EAPL shall not be liable or responsible for non-execution of the orders of the Client due to any link/system failure, at the Client / EAPLs/exchange's end.
- ii) The client agrees that the ledger statements in respect of transactions entered into on the cash segments of the Exchanges will be combined for my convenience and the payments received and paid by the EAPL will be appropriated on a first-in first-out basis.
- iii) The Client agrees that a modification/addition/deletion to the terms and conditions on the website shall amount to a valid modification of the presents.
- iv) Client understands and agrees that the services availed from the Stock Broker is of commercial nature and any dispute with the Stock Broker in this regard shall be subjected to Exchange dispute redressal mechanism provided in this agreement and the consumer forum has no jurisdiction to entertain the same.
- (v) The client confirm that he/they shall not have recourse to dispute Redressal mechanism/arbitration mechanism of the Stock Exchanges/SEBI in case the client avails the services under any schemes/leagues/competitions etc offered by any third party/group/company/associate of the stock Broker.
- (vi) Exchanges have issued circulars, cautioning the investors at large on unsolicited emails and SMS. In this reference you are requested to remain cautious on the unsolicited emails and SMS advising to buy, sell or hold securities and trade only on the basis of informed decision. Investors are advised to invest after conducting appropriate analysis of respective companies and not to blindly follow unfounded rumors, tips etc. Further, you are also requested to share your knowledge or evidence of systemic wrong doing, potential frauds or unethical behavior through the anonymous portal facility provided on Exchange(s) on their Websites.
- (vii) The Client is informed that dealing in shares of the listed Stock Exchange / Clearing Corporations shall only be dealt by fit and proper persons as per Regulation 19 and 20 of SECC Regulations.

#### 19. Force Majeure: **EAPL** will not be liable for losses / costs / damages caused directly or indirectly from:

- (i) any action, omission, suspension of trading, decision or ruling of any Exchange or Regulatory, Governmental or other body or of any other person which is beyond EAPL's control; or
- (ii) by acts of God including earthquakes, flood, accident; or

(iii) any commotion, insurrection, embargo, industrial dispute, computer, communication, telephone or system failure, war, power failure, equipment or software malfunction, strikes, etc; or

(iv) any other conditions, beyond the control of EAPL.

The above Force Majeure events do not exempt the Client to fulfill the obligations in his account with EAPL.

#### 20. Severance:

In case anyone or more of the provisions contained in the voluntary clauses becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereto.

#### 21. The Client hereby confirm that he/they is/are not a Stock Broker or Sub-broker or Authorised Person or Remieser of any Stock Exchange(s).

Further, in the event client wishes to obtain any membership of any Stock Exchange(s) or wish to become Sub-broker or Authorised Person or Remieser of any Trading Member in any Stock Exchange then client undertake to obtain No-objection certificate from **EAPL** prior to making an application to the Exchange(s).

#### 22. Indemnification: The Client and the Sub broker shall indemnify and shall always keep indemnified **EAPL** harmless from and against all claims, demands, actions, proceedings, losses,

damages, liabilities, charges and / or expenses that are occasioned or may be occasioned to **EAPL** directly or indirectly, owing to bad delivery (as defined by the Exchange Rules/Regulations/Bye-Laws) of shares / securities and / or as a result of fake / forged / stolen shares / securities / transfer documents that are introduced or that may be introduced by or through the Client during the course of its dealings / operations on the Stock Exchange(s).

The Sub broker / Authorised Person hereby agrees to indemnify **EAPL** against all the claims including legal costs incurred to defend any claims made by the client of the Sub Broker / Authorised Person.

The Sub broker / Authorised Person agree that the provisions of indemnity in this agreement shall be applicable though such damages, loss, liabilities and / or expenses mentioned above may devolve subsequent to **EAPL** being declared a defaulter or suspended or expelled by the Exchange.

#### 23. I/we hereby authorizes **EAPL** to send Trade confirmations, research calls, investment ideas etc. including all commercial communication even though I/we am/are registered or may register with National Do Not Call Registry established under the Telecom Unsolicited Commercial Communications Regulations, 2007 or registered or may register under the National Customer Preference Register established under new regulation viz the Telecom Commercial Communications Customer Preference Regulations, 2010.

25. All references to the specific quantity/rate/fee, if any, mentioned in this Annexure A are subject to change from time to time, as so agreed to in writing between the parties.

Signed for and on behalf of		Stock Broker	Client	Sub broker / Authorised Person
<b>Signature</b>		For Estee Advisors Private Limited <b>Authorised Signatory</b>		(Authorised Signatory)
<b>Name of Authorised Signatory</b>				
<b>Title / Designation</b>				
Name				
<b>Witness</b>	Signature	For MOSL only	W4	W5
	Name			

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Note :** All references to the specific quantity/rate/fee, if any, mentioned herein above are subject to change from time to time, as so agreed to in writing between the parties.

Do's and Don't's which are relevant for operation of Trading account with **EAPL**:

#### DO's

Issue cheque(s) towards margin / pay-in obligation of funds only in the name of "Estee Advisors Pvt. Ltd".

Transfer securities against Pay-in obligations only in designated Demat Accounts of Estee Advisors Pvt. Ltd.

Any receivables from EAPL on account Pay-out shall be from Bank / Demat Account from EAPL only.

Make payments of bills/ dues in time to avoid delayed payment burden or Risk Management actions.

Check ledger, derivative position, Demat statement and your account details at regular intervals.

Ensure that all your trades and Investments are executed under your instructions. Ensure that the digital contracts notes sent to your email are in concurrence with the orders placed on your behalf, by you or dealer.

Discrepancies if any should be immediately brought to notice of your advisor or relationship manager.

Any change / modifications in your contact details should be immediately updated with EAPL.

Kindly register / update your contact details such as Email Id and Mobile Number with us so as to receive SMS / Email Alerts from Exchanges / Depositories in respect of your Trading / Demat Transactions, if not done. Also register / update your latest Bank details with us so as to receive cash corporate benefits on your investments directly in your bank account.

Ensure to read all the Clauses mentioned in your KYC, Policies & Procedures, Risk disclosure documents, Guidance Notes, Rights & Obligations before investing.

Ensure to read all the tariff / brokerage applicable to you, before placing your orders with EAPL.

Ensure to read and understand all the policies of EAPL updated on Website under Clients login.

#### DON'Ts

Do not give any discretionary rights to your advisor / Relationship Manager / Sub Broker / Authorized Person to trade in your account.

As there are no fixed or guaranteed returns on investments in securities market, do not rely on any such commitments if any given by sub broker / Authorised Person / Advisor.

Never handover blank or signed Demat slips book to anyone it is akin to signing a blank cheque.

Do not give cash / securities to your Advisor / Relationship Manager / Sub Broker / Authorized Person for any transaction

Never give a third party cheque for funds pay-in or shares for shares pay-in.

Do not enter into any personal agreement with sub broker / Authorised Person / Advisor in connection with your transaction in trading / demat account opened with EAPL.

(Above Do's and Don't's are in addition to Guidance Note prescribed by SEBI)

Voluntary Document  
 AUTHORITY TO RETAIN FUNDS / SECURITIES AS RUNNING ACCOUNT

To,  
 Estee Advisors Private Limited  
 8 Floor, Block-I, Vatika Business Park  
 Sector-49, Sohna Road, Gurgaon-122001

Date:

Sub: Authority to retain Funds/Securities towards Margin in Cash segment, F&O segment, Currency Derivative & any other segment.

Sir,  
 I/We, am/are registered with you as a client for execution of trades from time to time in cash/capital and/or F&O segment / Currency Derivative of Bombay Stock Exchange Ltd. (BSE) and /or National Stock Exchange of India Ltd. (NSE) and/or Metropolitan Stock Exchange of India Ltd. (MSEI) (hereinafter called as "the Stock Exchanges").

For the purpose of operational convenience, I/we hereby give my/our consent to maintain my/our account both for the funds and securities, on running account basis. I understand that consequent to your execution of my/our secondary market trades, I/we have either to pay/receive funds and/or securities depending upon my / our securities transactions. In the event I/we have to receive funds/securities from you on declaration of pay-out of funds or securities by the Stock Exchanges, I/we hereby authorize you to retain the funds and/or securities, as the case may be, with you as margin towards my/our ongoing secondary market transactions from time to time in Cash/Capital market and/or F&O segments and/or Currency Derivative Segment of any of the Stock Exchanges.

Further, I / We authorise you to deposit any and all the securities kept as collateral by me / us, from time to time, with Bombay Stock Exchange Limited and/or National Stock Exchange of India Limited and/or Metropolitan Stock Exchange of India Limited and/or National Clearing Corporation Limited And / or Indian Clearing Corporation Limited towards margin, as permitted from time to time.

Kindly further note that I am entitled to revoke this authorization at any time, after sending the revocation letter at your registered office to enable you to make necessary changes to handle my account without running account authorization.

I / We further authorized you to retain securities and funds as may be permitted by Stock Exchanges / SEBI from time to time while settling my/our account.

I/we authorize you to actually settle my account with you once in a calendar month/ once in a calendar quarter or such period as may be permitted by the Exchanges / Regulators from time to time. Further, I understand that, I/We can request for the release of pay-out any time after adjusting all dues towards EAPL.

Thanking You,  
 Yours Sincerely,

Client's Signature	
Client Name	

(In case of individual clients - this Authority letter is to be signed by the client only and not by his / her authorised signatory)

## 1. Refusal of orders for penny Stocks :-

The client is aware and agrees that the stock broker may refuse or restrict a client in placing the order in certain securities depending on various conditions like volume / value / part of illiquid scrips/Z group of securities, although a client may have credit balance or sufficient margin in the trading account.

However, stock broker under exceptional circumstances may execute cliental order. The stock broker has the discretion to reject execution of such orders based on its risk perception.

## 2. Setting Up client's Exposure Limit

The client is aware and agrees that the stock broker may set the Exposure limits on the basis of available base capital which may comprise of Ledger and stocks (after suitable margin hair cut). The limits may be allowed on a multiplier basis to the available capital or actual VAR margin basis or a specified margin depending on the Market conditions. Client agrees that said limit parameters is a dynamic process that is allowed at the discretion of the stock broker based on the Market conditions and their risk perception about the market. However on exceptional situations broker may use its own discretion in providing the limits and may change for a client or for all depending on market condition.

## 3. Applicable Brokerage Rate

a) The stock broker is eligible to charge brokerage with respect to transactions effected by it in various segment as mentioned herein below –

- For Capital Market Segment – The maximum brokerage in relation to trades effected in the securities admitted to dealings on the Capital Market Segment of the Exchange shall be 2.5% of the contract price exclusive of statutory levies. It is further clarified that where the sale / purchase price value of a share is Rs. 10/- or less, a maximum brokerage of 25 paise per share may be charged.
- For Option Contracts of Equity and Currency Derivative - Brokerage for options contracts shall be charged on the premium amount at which the option contract was bought or sold and not on the strike price of the option contract. The brokerage on option contracts shall not exceed 2.5% of the premium amount or Rs. 100 (per lot) whichever is higher.

b) The stock broker may charge different Brokerage for Deliverable and Intraday transactions.

c) The client is aware that any request for change in the brokerage rate has to send in writing to the Branch who in turn will forward the request to Head Office of the stock broker. Acceptance / rejection of such request is at the discretion of stock broker.

d) Other Levies, charges, service tax e.t.c. will be charged on Brokerage as per Rules prescribed by the Government / Regulatory Agencies.

All the above charges and levies debited to clients would be mentioned in the Contract Note send to client.

## 4. Imposition of Interest on delayed payment:

The client is required to pay all amounts due to the stock broker on its due date. The amount due to broker shall include all type of Margin and Pay-in-obligation/Settlement Obligation on account of any other reason.

In case the client does not pay the amount due on time, the stock broker shall charge delayed payment interest- up to the rate of 2% per month on the daily outstanding value or at such rates as may be determined from time to time by the stock broker. In case

of Capital Market, F&O and in currency Derivative Segment Wise, interest will be charged from the time it become due till the time obligation is cleared by the client, on the basis of clear credit available in the account. The objective of charging such a interest- is to force a client to clear their dues on time.

The client hereby agrees that he/they will be charged interest on delayed payment which shall be levied by the Stock Broker as EAPL has accepted 100% securities with appropriate hair cut for margin purpose, but has to deploy his own funds/securities (approved) for meeting his/their all type of margin requirements to Exchange(s) as per the applicable norms of the exchange.

The Client is hereby informed that, we as a Stock Broker are accepting deposits (towards margins) in the form of Cash deposits / Exchange approved securities / Exchange defined liquid scrips in any one form or combination thereof. Value of non-cash component would be arrived after deducting applicable Value at Risk percentage, as prescribed by Exchanges / Clearing Corporation from time to time. So the deposits may comprise of the cash component and non-cash component (after applicable hair cut). Further, client is informed that, Exchange accepts margins from a Trading Member in such form where maximum benefit of non-cash collateral is given to the extent of cash component deposited.

Depending upon the total deposits given by the client, we may be providing exposure to the client as per RMS policy. Resultant margin requirement should be cleared by the client within prescribed timeframe. Margins can be collected from client both in cash and non-cash component and any shortfall in fulfilment of margin requirement will lead to charging of interest. Client is hereby informed that, we shall be computing interest as under –

- If client has made the deposits partially in Exchange Approved Securities and partially in Cash and has a margin requirement, then maximum benefit of Exchange Approved Securities (with higher hair cut) would be considered only upto 50% of margin requirement after adjusting available cash component. Therefore, any shortfall in the above explained norm will lead to charging of interest on such shortfall value. This interest is charged as we had to deploy our own funds / securities to meet the shortfall with Exchanges.

Clearing Corporations are reviewing the list of such approved securities on periodic basis and are making the changes from time to time. Hence, clients are requested to refer such list and place such approved securities as collateral to avoid interest charges.

The client agrees that the stock broker may impose fines/penalties for any orders/trades of the client which are contrary to this agreement/rules/regulations of the Exchanges and is imposed by the Exchanges/Regulators. Further, under the instances where the stock broker has been penalized from any authority on account of/as a consequence of orders/trades of the client, the same shall be borne by the client.

5. The right to sell client's securities or close client's positions, without giving notice to the client, on account of non-payment of client's dues:-

The Client shall provide timely funds/securities for the purchase/sale of securities to the stock broker for meeting his obligation to the Exchange. In case of client falling short of providing fund/securities the stock broker has the right to close the positions. The Stock Broker has the right to sell client's securities or close clients position with or without giving prior

notice to client on account of non payment of dues to the extent of Ledger debit and/or to the extent of Margin obligation. The broker can liquidate the securities bought or collaterals given or any other securities given in any other form for clearing the clients obligation.

#### 6. SHORTAGES IN OBLIGATION ARISING OUT OF INTERNAL NETTING OF TRADES

The client agrees to the laid down policy and procedure followed for handling shortages arising out of internal netting of trades, as mentioned herein below:

Close out price will be the Highest Weighted Average price for any day recorded in the scrip from the trading day on which the transaction took place up to the day of auction or the closing price on the day of auction, i.e. T+2, whichever is higher + 2% (for NIFTY INDEX scrips) and 5% (for other scrips).

(Above defined parameters are subject to change from time to time)

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

In case overall position in a scrip / derivatives contracts has reached the Regulators prescribed Exchange limit / Market Wide Open Interest limit, then client may not be allowed to take further position, till such time Regulator prescribed limits comes down to create a new position.

Further, the stock broker may close the existing position of a client to the extent of Debit balances to release the Margin from the Exchange. In case if the stock broker has sufficient Margin cover on behalf of its client, it may still decide based on the market conditions and risk perception not to allow further position or may close the existing position of a client.

#### 8. Temporary Suspension/Closure of Accounts

- The client may request the stock broker for temporary suspension/closure of his trading account by sending a written request to Branch. This request will be in turn sent by Branch to Head Office for further processing where after verification of the client details, the trading account of the client will be suspended.
- The client would be required to clear all his dues/settlement of obligations before his account is temporarily suspended. The client may also be required to fulfill other conditions, on a case to case basis.
- The stock broker can withhold the payouts of client and suspend/close his trading account due to any internal / regulatory action.

The Customer will be intimated upon Suspension / closure of trading account.

#### 9. Deregistering a client

In addition to what the client has agreed in the agreement, the stock broker may terminate a client with immediate effect, but not limited to the following reasons –

- If the client is debarred by SEBI or any other regulatory authority.
- As a part of surveillance measure, if a client appears to be indulging in manipulative practices.
- Under the circumstances when there is a reasonable ground to believe that the client is unable to clear its dues or has admitted its inability to pay its debt.
- If the client violates any of the terms of the agreement.

#### 10. Treatment of Inactive Clients

- EAPL identifies such client codes / trading accounts that are inoperative for a minimum period of preceding 12 months. Accordingly, such trading accounts are made inactive in the Trading System and an email/letter/SMS or by way of any other mode the client is informed about the status of his trading account maintained with us.
- Further, if the client has any dues/obligation to EAPL, then any securities bought or collaterals given or any other securities given by the client in any other form for clearing his obligation; will be adjusted and the balance would be returned to the client.
- For re-activation of such trading account, the client shall be required to make a request to re-open the account and submit all necessary information with regard to updation of his / their KYC requirement. EAPL upon verifying at its end may activate client's trading code in the Trading System and an email/letter/SMS or by way of any other mode the client is informed about the status of his trading account. Upon re-activation the stock broker may execute the order on behalf of its client.
- Also, after reactivation, transactions on the basis of certain parameters are confirmed over telephone with clients, if such transactions are executed after a gap of such period of 12 months. In addition to above, as a part of surveillance if any delivery based sell trades are executed in any account which is inactive for more than six months, there is a proactive calling from head office to check the authenticity of the client and trade.

#### 11. The Client is informed that Estee Advisors Private Limited do carry Proprietary trading.

Client acceptance of policies and procedures mentioned here in above – I / We have fully understood and agree to sign the same. Above policies and procedures may be amended / changed unilaterally by the stock broker provided the same is intimated via email / writing or reflected in the clients login.





FATCA DECLARATION

Do you satisfy any of the criteria mentioned below :

	Yes	No
a. Citizen of any country other than India (dual / multiple) [including Green card].		
b. Country of birth is any country other than India.		
c. Tax resident of ANY country / ies other than India.		
d. POA or a mandate holder who has an address outside India.		
e. Address or telephone number outside India		

If your answer to any of the above questions is a 'YES', please fill "FATCA DECLARATION " attahed at end of this booklet.

Subject to applicable Laws, I / We hereby give consent to share my information with domestic / overseas regulators or tax authorities wherever necessary.

I/We hereby declare and confirm that the details given above are true and correct.

Further I /We would like to state that in future if there is any change in my/our tax status (i.e if I / we become tax resident of any other country other than India) then the same will be informed to Estee Advisors Private Limited (EAPL)and below FATCA Declaration will be submitted to you immediately.

Client's Signature	
Client Name	

## Family Declaration – Email/ Mobile Updation in Family Codes

To,  
Estee Advisors Private Limited  
8 Floor, Block-I, Vatika Business Park  
Sector-49, Sohna Road, Gurgaon-122001





Date:

Dear Sir/Madam,

Subject : i) Details of mobile number and email-id.  
ii) Family Declaration





i) I and my family members hereby request that mobile number and email id , same as mentioned on KRA Page belonging to us shall be considered in your records for the purpose of receiving communication from you or Stock Exchanges/ Depositories with regard to details of trading transactions executed through you.

Thus, any communication relating to our trading and demat account should be sent to the above mentioned mobile number and e-mail id. This facility shall be provided to us as an exception, for our convenience of receiving transaction details at a single mobile number and e-mail id. I understand that for the purpose of availing the above facility "family" means self, spouse, dependent children and dependent parents. (As per the SEBI Guidelines)

Sr. No.	Client Name	Trading ID	Relationship with Undersigned	Signature
i.				
ii.				
iii.				
iv.				

(If family members are more than four, kindly provide details in separate sheet.)

ii) Further, I hereby disclose that the following are my family members having an account with Estee Advisors Private Limited Details of their name together with their client code is provided hereunder:

Sr. No.	Client Name	Trading ID	Relationship with Undersigned	Signature
i.				
ii.				
iii.				
iv.				

(If family members are more than four, kindly provide details in separate sheet.)

The above details shall be deemed valid till any change is requested under the modification process.

Client Code	Name	Signature

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

## 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.

## 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.

## 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.

#### DISPUTES/ COMPLAINTS

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

**FOR OFFICE USE ONLY**

UCC Code allotted to the Client:

Nomination Details: Registration No. :

Registered Date

- 1. A) Client Interviewed by
- B) In person verification done by

2. Document Verified with original

- (Original Verified) True Copy of documents received
- (Self - Attested) Self Certified documents copies received

Name of the Organization	PLEASE AFFIX RUBBER STAMP & SIGN
NSE / BSE - SEBI / AP Registration Number	
Person name doing IPV / docs / PAN verification	
Designation / EAPL Employee code	
Date of IPV / Document Verification	
Date of PAN Verification with IT Site	
Signature of the Person	

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.

Place

Date

For Estee Advisors Private Limited

Authorised Signatory

**FATCA DECLARATION**

Please fill the information below as requested	First Account Holder	Second Account Holder	Third Account Holder
Name of the Account Holder			
Customer ID			
City of Birth			
Country of Birth			
Address for Tax purpose	<input type="checkbox"/> Same as mailing address <input type="checkbox"/> Same as permanent address	<input type="checkbox"/> Same as mailing address <input type="checkbox"/> Same as permanent address	<input type="checkbox"/> Same as mailing address <input type="checkbox"/> Same as permanent address
Address Type for the above	<input type="checkbox"/> Residential or Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residential or Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residential or Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office
Nationality (if national of more than one country, please mention all the countries separated by a comma)			
Father's Name (mandatory if PAN not provided)			
Spouse's Name			
Identification Type-Documents submitted as proof of identity of the individual	<input type="checkbox"/> Passport <input type="checkbox"/> PAN <input type="checkbox"/> Election/Voter's ID card <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar card/ letter <input type="checkbox"/> NREGA Card Govt ID Card <input type="checkbox"/> Others (pls specify)_____	<input type="checkbox"/> Passport <input type="checkbox"/> PAN <input type="checkbox"/> Election/Voter's ID card <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar card/ letter <input type="checkbox"/> NREGA Card Govt ID Card <input type="checkbox"/> Others (pls specify)_____	<input type="checkbox"/> Passport <input type="checkbox"/> PAN <input type="checkbox"/> Election/Voter's ID card <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar card/ letter <input type="checkbox"/> NREGA Card Govt ID Card <input type="checkbox"/> Others (pls specify)_____
Identification Number- for the identification type mentioned above			

Are you a tax resident of any country other than India?

- First account holder : Yes  No
- Second account holder : Yes  No
- Third account holder : Yes  No




If yes, please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers below:

Account holder details	Name of Customer	Country/(ies) of Tax residency #	Tax Identification Number (TIN)%	Identification Type (TIN or other %, please specify)
First				
Second				

# To also include USA, where the individual is a citizen/ green card holder of USA

% In case Tax Identification Number is not available, Kindly provide functional equivalent\$

Certification: I/We have understood the information requirements of this Form as per the CBDT notified Rules 114F to 114H and hereby confirm that the information provided by me/us on this Form is true, correct, and complete. I/We also confirm that I/We also confirm that I/We have read and understood the Terms and Conditions below and Hereby accept the same. I/We understand that my personal details as provided / available in the bank records will be used for CBDT reporting.

Signed for and on behalf of	1st Holder	2nd Holder	3rd Holder
Signature			

### CBDT Terms and Conditions

The Central Board of Direct Taxes(CBDT) has notified Rules 114F to 114H, as part of the Income-tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities/ appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30days. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

### CBDT Instructions

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

\$ It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form. In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

FATCA/ CRS Indicia observed (ticked)	Documentation required for Cure of FATCA/ CRS indicia
	If customer does not agree to be specified U>S> person/ reportable person status
1 U.S. place of birth	1. Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purpose; 2. Non-US passport or any non-US government issued document evidence nationality or citizenship( refer list below); AND 1. Any one of the following documents: a. Certified Copy of "Certificate of Loss of Nationality or b. Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; or Reason the customer did not obtain U.S. citizenship at birth
2 Residence/ mailing address in a country other than India	1. Self-certification(in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purpose; and 2. Documentary evidence (refer list below)
3 Telephone number in a country other than India (and no telephone number in India provided)	1. Self-certification(in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purpose; and 2. Documentary evidence (refer list below)
4 Telephone number in a country other than India	If no Indian telephone number is provided 1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and 2. Documentary evidence (refer list below)

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

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

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

FOR OFFICE USE ONLY

	Name	Employee Code	Signature
Pre-punched			
Pre-verified by			
Pre-rejected by			
Punched by			
Verified by			
Rejected by			



## Estee Advisors Private Limited

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Member :SEBI : INP 000003146  
NSE (Capital, F&O and Currency Derivative Segment)  
SEBI Regn. No.: INB 231336232, INF 231336232, INE 231336232  
BSE (Capital and F&O Segment)  
SEBI Regn. No.: INB 011336238, INF 011336238  
MCX-SX (Currency Derivatives Segment)  
SEBI Regn. No.: INE 261336239  
USE (Currency Derivatives Segment)

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CIN: U74140HR2008PTC054034

**Registered Office:** 8<sup>th</sup> Floor, Block-I, Vatika Business  
Park, Sector-49, Sohna Road, Gurgaon-122001  
**Ph.:** 0124-4637700 Fax: 0124-4637701

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