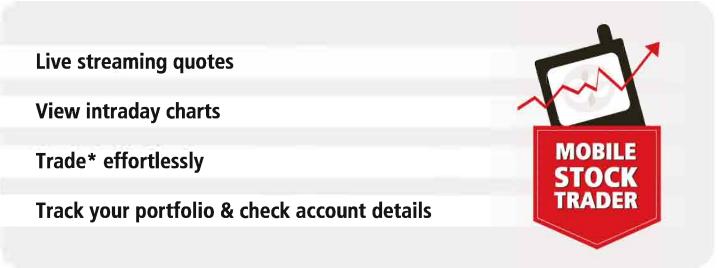


OPPORTUNITIES KNOCK AT ODD TIMES

Now available on BlackBerry, Android, J2ME and Bada phones



* Trading is available for online customers only.

Download now

SMS: MST to 5676788 or Visit: http://m.kotaksecurities.com from your mobile phone



Acknowledgement

service executives

Received the Application Number		of Mr./Ms/Mrs./M/s	on	
(date of receipt).			
Amount collected: A	count Opening Fees	Margin		
Cheque No	Cheque Date	Favouring		
RM Name	RM Contact No	RM Signature		
Sub-Broker/AP/DSA	Name			
Sub-Broker/ AP/DSA Contact No.:		Sub-Broker/AP/DSASign		
Note:				
You Can track your	Application after 3 working days o	on www.kotaksecurities.com,		
Link: https://premium.kotaksecurities.com/itrade/user/appTracker.exe				
(OR) contact our Call centre for help.				

please call us on 022 3030 5757 or our toll free no. 1800 2099191 to speak to our customer



Call & Trade Call & place trade



Research on SMS

Get research calls & recommendation absolutely FREE the first month*

TradeSmart

A service which helps you identify bullish or bearish trends based on technical research automatically*

For more details of any of these services call our customer service on 1800 209 9191 or get in touch with your RM *These services if opted by the client are chargeble.

GUIDE AND CAUTIONARY NOTES WHILE APPLYING FOR OPENING DEMAT / TRADING ACCOUNT:

Many thanks for your interest in opening account with Kotak Securities Limited. Please note following important points before proceeding to sign account opening documents-

- 1. Please read all the Rights and Obligations and other documents carefully before signing. Importance of each document is given in index page itself.
- 2. Kindly fill all the details in your own handwriting only and strike out all blank spaces which are not applicable.
- 3. Please go through risk disclosure document, Do's and Don'ts very carefully. They are for your own benefit.
- 4. Kindly note that investment decision has to be made by the client and Kotak Securities Limited (KSL) will not be responsible for any loss arising due to trades carried out by you/consented by you. You are requested to seek independent professional advice before investing.
- KSL research recommendation is general in nature and does not consider suitability, risk appetite or investment objective of any
 particular investor on case to case basis. Further, there is no guarantee or assurance about achieving of target of any research
 recommendation.
- 6. Please ensure that you provide your mobile and email id. This helps us in sending you all important communications including your trade details, margin details etc.
- 7. This is a common form for opening of Demat and Trading account. Trading will be open in the name of first holder whereas DP can be in joint names, if opted for. If you wish to open only Demat Account, kindly use separate account opening form.
- Minor is not permitted to open Trading account if he/she wishes to open stand alone DP Account, Please use the separate DP Form.

ICONS will help you identify information required to be filled in the form A Capital Letters Introducer's Signature ✓ Note Kotak Signature ✓ Tick Guardian Signature ✓ Signatures required on the page Signature of Nominee ✓ Client Signature Company Stamp

Kotak Securities Limited Registered Address: Kotak Securities Ltd. Bakhtawar, 1st floor, 229, Nariman Point, Mumbai 400 021.Tel. No.: 022-66341100, Fax: +91 (022) 67256743 website: www.kotaksecurities.com **Correspondence address**: Kotak Towers, 6th Floor, Building No. 21, Infinity Park, Off Western Express Highway, Malad (East), Mumbai, Maharstra - 400 097. Tel. No.: +91 (022) 6605 6825, Fax: +91 (022) 67256743 • Member NSE (SEBI Registration No.: INB 230808130 since 20th February, 1996, INF230808130 since 23rd May,2000, INE230808130 since 26th August, 2008) Memb. Code 08081, Member BSE (SEBI Regn. No.: INB 010808153 since 26th April 2000, INF 011133230 since 8th June, 2000) Memb. Code 673 • Member OTCEI (SEBI Registration Number INB 200808136 since 30th July 1996), Member MCX Stock Exchange Ltd. (SEBI Registration Number INE 260808130 since 29th September, 2008) Memb. Code 1024, NSDL IN - DP 23 - 97, CDSL IN - DP 158 - 2001, AMFI ARN: 0164

Compliance Officer Name: Sandeep Chordia; Phone No. +91 (022) 6605 6825; email id: ks.compliance@kotak.com CEO Name: D. Kannan; Phone No. +91 (022) 6652 9191 & email id: ceo.ks@kotak.com

For any grievance/dispute please contact Kotak Securities Ltd. at email id- service.securities@kotak.com or Toll free No. 18002099191

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

- BSE Email ID: is@bseindia.com, Tel No.: (022) 2272 8097
- NSE Email ID: ignse@nse.co.in,Tel No: (022) 26598190
- MCXSX Email ID: investorcomplaints@mcx-sx.com Tel No. (022) 6731 8933

Client's Witness Signature

- NSDL Email ID: relations@nsdl.co.in Tel No: (022) 2499 4200
- CDSL Email ID: complaints@cdslindia.com or Call the Toll free Number: 1800-200-5533

٠

INDEX

Content	Pages
Mandatory	
PART A: Document captures the basic information about the constituent and an instruction/check list. PART B: Document captures the additional information about the constituent relevant to Trading account. PART C: Document captures the additional information about the constituent relevant to Demat account. PART D: Document captures nomination details for Trading & Demat Account.	1-14
Tariff sheet Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	15-21
Rights and Obligations Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of an exchanges trading).	22-26
Risk Disclosure Document (RDD) Document detailing risks associated with dealing in the securities markets	27-29
Guidance Note Document detailing do's and don'ts for trading on exchange, for the education of the investors.	30-31
Policies and Procedures Document describing significant policies and procedures of Kotak Securities Ltd.	32-37
Voluntary	
Risk & Obligation Documents for Wireless Technology/Smart Order Routing/Mute Document Stating additional risk on obligation for STWT, Smart order routing & Mutual Fund on exchange p	
Voluntary Additional Terms & Conditions Additional Terms & Conditions for availing trading services with Kotak Securities.	39-42
OP Agreement Agreement between Depository Participant and client for DP services.	43-45
Consent to receive Transaction Statements on e- mail – DP Document receiving DP related documents / Statements on email.	46
Power of Attorney Document for authorising Kotak Securities to complete trading and settlement related obligations.	47-49
Running Account Authorization Authority to the Trading Member to maintain a running account	50
Consent for Creation of Email ID Consent to Create and Email ID with email service provider	51
ECS Mandate for Depository Client Mandate Form For Direct Payment Of Depository Participant Bills Through Electronic Clearing Scheme (52-53 (ECS)
Undertaking for Non Resident Customers Declaration cum undertaking by non-resident customer to Kotak Securities.	54
	55
Request for receiving SMS and Email alerts Request for receiving SMS and Email alerts facility provided by the stock exchange.	

.

2) Self Declaration

Kotak Securities Account Opening Form - Individual





•	T (KYC) APPLICATION FORM	Application No.	Application No.	
	REQUEST (Please tick ✓ the appropriate English and in BLOCK LETTERS			
	n of appropriate row where CHANGE/CORRECTION	N is required and provide the details in	the corresponding row)	
PART A				
FIRST HOLDERS DETA	ILS		•	
I. IDENTITY DETAILS			14	Please affix & sign across the Photograph
☐ A Name (Mr./ Ms./ Mrs.)	First Name	Middle Name	Last Name	
Fathers/Spouse Na	me			
Date of B	irth DDMMYYYY			
✓ Gen	der Male Female			
☐ Marital Sta	tus Single Married			
Nationa	lity			
☐ Sta	itus 🔲 Resident Individual 🔲 No	n Resident 🔲 Foreign Nati	onal 🔲 Qualified	Foreign Investor
UID / Aadhaar, If	any	PAN		
Specify the proo Identity submit				
				
II. ADDRESS DETA	F .			
Correspondence Addr	ess			
	City/Town/Village	Pin Co	ode	
	State	Count		
Specify the proo address submitted correspondence addr	f of for			
CONTACT DETA	AILS Tel. (Off):	Tel. (Res.)(landline)	
(with country code, area co	odes, CICISITIDI III		SITIDI I I	
followed by the number)	Mobile: CC	Fax: C C	STD	
A Emai	lid			
Permanent Addr	ess			
(If different from above. Manda	atory			
for Non-Resident applicant to specify overseas address)	City/Town/Village	Pin Co	ode	
	State	Count	try	
Specify the proo address submitted permanent addr	for			

Signature X Initials ! Note **√** Tick A Capital Letters

executives of state owned corporations, important political party officials, etc.

Kotak Securities Account Opening Form - Individual





<u> </u>				Application No.	
	UEST (Please tick ✓ the appropriate lish and in BLOCK LETTERS	2nd Holder			
_	propriate row where CHANGE/CORRECTIO	N is required and provide the details in	the corresponding row)		
PART A					
SECOND HOLDERS DETAIL	LS		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
I. IDENTITY DETAILS			2=14	Please affix & sign across the Photograph	
Name (Mr./ Ms./ Mrs.)	First Name	Middle Name	Last Name		
Fathers/Spouse Name					
Date of Birth					
✓ Gender	☐ Male ☐ Female				
✓ Marital Status	Single Married				
Nationality					
✓ Status	Resident Individual No	n Resident 🔲 Foreign Nati	onal 🔲 Qualified	Foreign Investor	
UID / Aadhaar, If any		PAN			
Specify the proof of Identity submitted					
II. ADDRESS DETAILS					
Correspondence Address					
				_	
	City/Town/Village	Pin Co			
Constitution of d	State	Count	ry		
Specify the proof of address submitted for correspondence address					
CONTACT DETAILS	Tel. (Off):	Tel. (Res.)(landline)		
(with country code, area codes,	CCSTD	CC	SITDIII		
followed by the number)	Mobile: C C	Fax: C C	STD		
A Email ID					
Permanent Address					
(If different from above. Mandatory					
for Non-Resident applicant to specify overseas address)	City/Town/Village	Pin Co	ode	C	
	State	Count	try	1000	
Specify the proof of address submitted for permanent address				177-1770	

III. OTHER DETAILS ☐ Gross Annual Income Details (please specify): Below ₹1 lac ₹ 1- 5 lac ₹ 5- 10 lac ₹ 10- 25 lac More than ₹ 25 lac Income Range per annum OR Networth As on (date) Amount (₹) (Networth should not be older than 1 year) ☐ Private Sector ☐ Public Sector ☐ Government Service ☐ Business Occupation (please tick any one and give ☐ Professional ☐ Agriculturist ☐ Retired ☐ Housewife ☐ Student brief details) Forex Dealer Others **Brief Details** ☐ Please tick, if applicable Politically Exposed Person* (PEP) Related to a Politically Exposed Person* (PEP) Any other information **DECLARATION** I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. ☐ Client Signature 2 14 Date: DDMMYYYY FOR OFFICE USE ONLY **Documents verified** Client Interviewed by and In-Person with Originals Verification done by Name of the Employee / Sub Broker / Authorised Person Employee Code / SEBI Reg. No./ Authorised Person Reg. No. Designation of the employee Name and Add of Branch/ Franchisee/Service Centre Date Place of Verification (If on Webcam, please specify) Signature of Employee / Sub Broker / Authorised Person (Self-Attested) Self Certified Document copies received (Originals verified) True copies of documents received Signature of the Authorised Signatory 4 Date: DDMMYYYY Seal/Stamp of Intermediary

*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.

Signature X Initials ! Note **√** Tick A Capital Letters

Kotak Securities Account Opening Form - Individual





-				Application No.	
	REQUEST (Please tick ✓ the appropriate) English and in BLOCK LETTERS				
	ppropriate row where CHANGE/CORRECT		in the corresponding row)		
PART A					
Contract in SV					
THIRD HOLDERS DETAILSI. IDENTITY DETAILS			14	Please affix & sign across the Photograph	
Name (Mr./ Ms./ Mrs.)	First Name	Middle Name	Last Name		
Fathers/Spouse Name					
Date of Birth	DDMMYYYY				
✓ Gender	☐ Male ☐ Female				
	☐ Single ☐ Married				
Nationality					
☐ Status	Resident Individual N	Ion Resident 🔲 Foreign Na	tional 🔲 Qualified	Foreign Investor	
UID / Aadhaar, If any		PAN			
Specify the proof of Identity submitted					
identity submitted	1				
II. ADDRESS DETAILS	Ī.				
Correspondence Address					
				_	
	Cit Taum Afillana	Din 4	CI-		
	City/Town/Village		Code		
Cu a sife sha mua af af	State	Cou	ntry		
Specify the proof of address submitted for correspondence address					
CONTACT DETAILS	Tel. (Off):	Tel. (Res.)(andli	ne)		
(with country code, area codes,			SITIDI		
followed by the number)	Mobile: C C	Fax: C	CSTD		
A Email ID					
Permanent Address					
(If different from above. Mandatory					
for Non-Resident applicant to specify overseas address)	City/Town/Village	Pin (Code	112	
	State	Cou	ntry	1009	
Specify the proof of address submitted for permanent address				er 2/11-12/100912	

4 Date: DDMMYYYY Seal/Stamp of Intermediary

*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.

Signature X Initials ! Note **√** Tick A Capital Letters

PART B: Trading Account related details Account Type Ordinary Resident NRI-Repatriable NRI-Non Repatriable ✓ Nature of A/C ☐ Offline ☐ Internet Trading **✓** Additional Facilities Mobile Trading Smart Order Routing **BANK ACCOUNT DETAILS √** Tick Application No.* PL Chq leaf * Please map the bank account to be opened vide aforesaid Application No. to this Trading Account Account No. Chq leaf with Pass-Saving Current ■ NRE ■ NRO Others Account Type book copy Single **✓** Nature of Account Joint **Bank Name Branch Address** Pin Code MICR No IFSC Code Joint Account Holders (if any) 2 PINS BANK ACCOUNT DETAILS (for NRI) **Account Number Customer Relationship no. Bank Name Branch Address** IFSC Code MICR No Pin Code RBI Approval Date: D D M M RBI Reference No. **DEPOSITORY ACCOUNT DETAILS** Beneficiary ID/Application No.* * Please map the DP account to be opened vide aforesaid Application No. to this Trading Account (Application No is accepted only if the Demat A/c is opened with Kotak Securities) (through which transactions will be routed) Ensure L **Depository Participant Name** proof is ── NSDL **Depository Name** DP ID provided for all **Beneficiary Name DPs** Additional DP details (For more, provide details on a separate **DP Name DP ID Client ID Depository Name** sheet in the format given above) **✓** Declaration in lieu of I do not have PAN as I am not liable to obtain the same as per any **PAN number** provisions of the Income Tax Act Please refer checklist for details (U/s 139 Rule 114B) **Trading Preference** Exchange Segment Client's Signature 3 14 Please sign in the relevant boxes **BSE CASH** where you wish to trade. The segment not choosen should be *Kindly note that if **BSE** F&0* struck off by the client. If, in future, the client wants to trade on any new you wish to NSE CASH segment / new exchange, separate trade in F&O/ authorization / letter should be **CDS providing** NSE F&0* taken from the client by e-mail ID is mandatory. the stock broker. NSE CDS* MCX SX CDS* NSE **MFSS** 4 **WDM** BSE











Past Actions

	and other Stock Brokers b Broker provide the following details:
lame of Sub - Broker	blokel provide the following details.
EBI Registration number	
Registered office Address	Fax C C S T D Website
vnetner dealing with any otr prokers / sub-brokers provide	er stock broker / sub - broker (in case dealing with multiple stock details of all)
anno or ottotik brokeri	Name of Sub - Broker (if any):
Client code with such member:	Name of Exchange:
f yes please provide details	ding from / to above mentioned stock brokers / sub- brokers 🔲 Yes 🗀
Whether you are Member If yes, please provide SEBI Reg	/ Sub Broker / AP of any Exchange:
✓ Whether you wish to recei	Physical Contract Note Electronic Contract Note
Specify your E-mail ID	SAME AS MENTIONED ON PART A
NFORMATION ABOUT INVEST	MENT EXPEDIENCE
Investment and Trading	No. of Years in Stock
Experience and Preferences	No. of Years in Derivatives No. of Years in any other investment
Educational Qualificati	Ons Non Graduate Graduate Post Graduate Other
Name of Employer (If Employed)	
Name of Establishment (if self employed/business/ professional/others)	Nature of Business
Office Address	
	City Pin
✓ Introducer ☐ Self Intro Details of Introducer	
Name	Surname Name Middle Name
Address	
Telephone No. of Introducer	
Telephone No. of Introducer Status of introducer	Sub broker/ Remisier/Authorised Person/Existing client / Others, Please specify









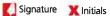
DISCLOSURE AND NOTING OF MEMBER'S PRO ACCOUNT TRADING

I/We confirm that I/we have made note that Kotak Securities Ltd. trades in its OWN/ PRO account in National Stock Exchange of India Limited (NSE), Bombay Stock Exchange Limited (BSE) and MCX Stock Exchange Ltd. (MCX-SX)

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

	Client Signature	
Place :	14	
Date:		

Cliant Cianatura











PART C

DEMAT ACCOUNT OPENING	NG FORM Application No		
Participant Name: Kotak Securities Limited (DP ID IN 300214) Correspondence address: Kotak Towers, 6th Floor, Building No. 21, Infinity Park, Off Western Express Highway, Malad (East), Mumbai, Maharashtra - 400 097. Tel. No.: +91 (022) 6605 6825		Client –ID (To be filled by Participant)	
I/We request you to open a depositor details: (Please fill all the details in C	ry account in my/our name as per the following APITAL LETTERS only)	Date: DDMMYYYY	
DETAILS OF ACCOUNT HOLDER	(S)		
A Sole/ First Holder	First Name Middle Name	Last Name	
	PAN		
A Second Holder	First Name Middle Name	Last Name	
_	PAN		
A Third Holder	First Name Middle Name	Last Name	
	PAN DE LE		
	P), Partnership Firm, Unregistered Trust, etc., alth N of the HUF, Association of Persons (AOP), Partne		
	Oudings Paridont ND Departicular		
Type of account	Ordinary Resident NRI-Repatriable Qualified Foreign Investor Foreign Margin Others (Please specify)	National Promoter	
In case of NRIs/ Foreign Nationals	RBI Approval Reference Number: RBI Approval Date:	Y	
BANK ACCOUNT DETAILS		✓ Tick	
	Saving Current NRE NI	RO Others Pt Chq	
Bank Account Number		Chq lea with Pa	
Bank Name		book o	
Branch Address	City (for your beillion and		
	City/town/village:State:	Pin Code	
		SC Code	
Standing Instructions			
I/We authorise you to receive credits automatically into my/our account.	Yes No		
Account to be operated through Power of Attorney (PoA)	☐ Yes ☐ No		
SMS Alert facility	Sole/First Holder		
Mandatory if you are giving Power of Attorney (PoA). Ensure that the	Second Holder	; ;	
mobile number is provided in the KYC Application Form]	Third Holder		
		A Capital Letters 10	



Guardian Details (where sole holder is a minor)

[For account of a minor, two KYC Application Forms must be filled i.e. one for the guardian and another for the minor (to be signed by guardian)]

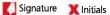
A Guardian Name	First Name	Middle Name	Last Name
PAN			
Relationship of guardian with minor			

Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/we hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/ we are aware that I/we may be held liable for it. In case non-resident account, I/we also declare that I/we have complied and will continue to comply with FEMA regulations.

in case non-resident account, I/we also declare that I/we have complied and will continue to comply with remaining.				
Client Signature (1st Holder)	Client Signature (2nd Holder)	Client Signature (3rd Holder)		
<u>5</u> 14	3 8	3 8		
Place:	Date:			











PART D - Common Nomination form for Trading & Demat Account

Nomination Option	Please any one. I/We wish to make a nomination. [As per details given below] Trading Demat I/We do not wish to make a nomination. [Strike off the nomination details below] Trading Demat			
I/We wish to make a nomination and do hereb held in the Depository by me / us in the said be	y nominate the following po eneficiary owner account sh	erson in whom all rights and all vest in the event of my /	/ or amount payable in resper our death.	ct of securities
Nomination Details				
Name of the Nominee (Mr./Ms.)	First Name	Middle Name	Last Name	
Date of Birth	D D M M Y Y	Y Y	PAN	
elationship with the Applicant				
Address of Nominee				
	71. f		Pin 🔲	
	City/town/village			
	State		Country	
Contact Details of Nominee	Tel. (Off.)	STD		
	Tel. (Res.)	STD		
	Fax No.	STD		
	Mobile No.			
	Email ID			
TO BE FILLED-UP ONLY IF NOMIN	IEE IS A MINOR			
ame of the Guardian (Mr./Ms.) (in case of minor nominee)	First Name	Middle Name	Last Name	
Address of Guardian				
			Pin	
	City/town/village			
	State		Country	
Contact Details of Guardian	Tel. (Off.)	STD		
	Tel. (Res.)	STD		
	Fax No.	STD		
	Mobile No.			
	Email ID			
Relationship of Guardian with Nominee				

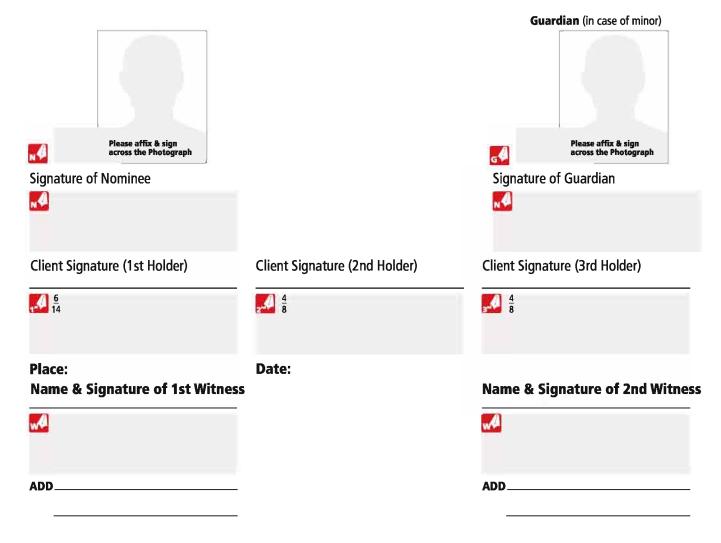












Notes:

- 1. All communication shall be sent at the address of the Sole/First holder only.
- Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.
- Instructions related to nomination, are as below:
 - The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly all joint holders will sign the nomination form.
 - A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner.
 - The Nominee shall not be a trust, society, body corporate, partnership firm, karta of Hindu Undivided Family or a power of Attorney holder. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time.
 - IV. Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities.
 - Transfer of securities in favour of a Nominee shall be valid discharge by the depository against the legal heir.
 - VI. The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form.
 - VII. On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour of the Nominee.
- Strike off whichever is not applicable.













FOR OFFICE USE ONLY		
UCC Code allotted to the Client:		Client Id:
Declaration from Employee / Sul	b-Broker / Authorised Person	
account opening form (In person verif	ication) and have verified all the proof on me (irrespective of whether I remai	fied the person with the photo provided in fs with original (OSV). I am aware of Civil and in in employment or not) as per law and
documents. I/We have also made the cl given/sent him a copy of all the KYC do	ient aware of 'Rights and Obligations' of cuments. I/We undertake that any chan uld be duly intimated to the clients. I/W	edures', tariff sheet and all the non-mandatory document (s), RDD and Guidance Note. I/We have use in the 'Policy and Procedures', tariff sheet and We also undertake that any change in the 'Rights for the information of the clients.
Employee / Sub-Broker / Authorise	ed Person Name & Signature	
4		
	Date	
Signature of the Authorised Signa	tory	

동] Ver 2/11-12/100912





Date





Seal/Stamp of the stock broker



Choose your Plan

						Cash Segment	gment	
					Deli	Delivery	Squal	Square Off
Plan Name	Plan Type	Code	Minimum Margin	Processing Fee	Rate %	Minimum	Rate %	Minimum
Gateway - Flat	Fixed	FG/FL	20,000	Rs 750	0.49%	4 paisa	0.049%	3 paisa
Gateway - Green Variable Channel (GC)*	Variable GC / EG	GC / EG	50,000	Rs 750	0.59%	4 Paisa	0.060%	4 paisa
	Variable (bottom up) KG /	KG / KE	200,000	Ē	0.18%	4 paisa	0:030%	3 paisa

			Equit	y Deriv	Equity Derivative Segment	gment				Currency	Currency Derivatives Segment	Segment	,	
		Ā	Futures		0	Options				Futures			Options	
Plan Name	Daily Square Off(1st Leg)	Daily Square Off (2nd Leg)	Settlem- Mini- ent mum Square Off and Expiry	Mini- mum	Square square Off off (each minim-leg) um per	Daily square off minimum per lot	Settl- Settl- e ement ement Minim um per	Settl- ement Minim- um per Lot		Intraday Overnight Expiry Square off (each leg) (each leg)	Expiry	Daily Square Off (each leg)	Settle- Expiry ment (each leg)	Expiry
Gateway - Flat 0.049%	0.049%	0.049%	0.049%	3 paisa 1.00%		Rs.100	1.00%	Rs. 10	1.00% Rs. 100 0.030% or Rs15 per lot whichever is higher	0.030% or 0.040% or 0.040% or Rs 15 Rs15 per lot Rs 20 per lot per lot whichever whichever is higher is higher	0.040% or Rs 20 per lot whichever is higher	Rs 15 per lot	Rs 20 per lot	Y Y
Gateway - Green Channel (GC)*	%060.0	0.050%	%060.0	3 paisa 2.50%		Rs.100	2.50%	Rs. 10	2.50% Rs. 100 0.036% or Rs18 per lot whichever is higher	0.040% or Rs 20 per lot whichever is higher	0.040% or Rs 20 per lot whichever is higher	Rs 18 per lot	Rs 20 per lot	A A
Kotak Previlige Circle (KPC)*	0.046%	0.008%	0.046%	3 paisa 1.35%	1.35%	Rs.80	2.30%	Rs. 10	2.30% Rs. 100 0.020% or 0.020 Rs10 per lot Rs 10 whichever which is higher is high	0.020% or Rs 10 whichever is higher	0.020% or Rs 10 Rs 10 per lot per lot whichever is higher	Rs 10 per lot	Rs 10 per lot	NA NA

Monthly Plan | Yearly Plan Rs. 500/-Rs. 500/-Rs. 750/-Subscribe to Research Now Rs. 50/-Rs. 50/-Rs. 75/-**Fundamental Call Technical Call** SMS Calls* Both

Please refer important notes on the tariff sheet on page no. 20

*First Month Free. Unsubscribe on the Web to discontinue

Write Plan Name:

Client Name & Signature



+

TABLE I: Illustration of Variable Brokerage rate as per the Volume Slab for Products: Gateway - GC and the KPC

	Delivery	
Plan Name	Monthly Brokerage Volume Slab (Rs) Rate (each leg)	Brokerage Rate (each leg)
Gateway - GC < 1 Lakh	< 1 Lakh	0.59%
+	1 - 5 Lakhs	0.55%
	5 - 10 Lakhs	0.45%
	10 - 20 Lakhs	0.36%
	20 - 60 Lakhs	0.27%
→	60 Lakhs - 2 Cr	0.23%
KPC	> 2 Cr	0.18%

1	Intraday - Both Sides	des
Plan Name	Monthly Volume Brokerage Slab (Rs)	Brokerage Rate (each leg)
Gateway - GC < 25 Lakhs	< 25 Lakhs	%90'0
4	25 Lakhs - 2 Crs	0.05%
→	2 - 5 Crs	0.04%
KPC	> 5 Crs	% £0:0

Gateway Flat and GC plans			7	10-20 20-60 60 Lakh - > 2 Gr Lakh Lakh 2 Gr me Per Month	Gateway Green Channel A/C
plan			-/	60 Lakh 2 Cr	ineen G
5 5	Plan			20-60 Lakh Month	eway 6
and	Brokerage Plan		/	-5 5-10 10-20 20-60 akh Lakh Lakh Delivery Volume Per Month	Į.
Flat	sker	/		5-10 Lakh ery Volu	
way	Brc	- 4		1-5 Lakh Deliv	y AVC
Gateway Flat and GC plans				<1 Lakh 1-5 Lakh Delh	Gateway Avc
חארו	10000	0.50%	Delivery Broken	0.00%	
		% afte	Delivery Broker		

			Options		
Plan Name	Monthly Daily Premium Squar Value Off (each	Daily Square Off (each leg)	Daily Square Square Off Off minimum per (each leg) lot (each leg Rs.)	Settlement (each leg)	Settlement Minimum per Lot (each leg Rs.)
way- GC	Gateway- GC upto 4 Lacs	2.50%	100	2.50%	100
	4 - 11 Lacs	2.25%	100	2.50%	100
	11 - 20 Lacs	1.80%	100	2.30%	100
	20 - 50 Lacs	1.35%	80	2.30%	100
	> 50 Lacs	1.15%	70	1.60%	100
	> 50 Lacs	1.15%	1 1	70	

Plan Name Volume Slab (Rs) Daily Square Off (each leg) Settlemen (each leg) Slab (Rs) Square Off (each leg) (each leg) Gateway - GC < 2 Crs 0.07% 0.09% 2 - 5.5 Crs 0.045% 0.073% ★ ↑ 5.5 - 10 Crs 0.036% 0.046% KPC 10 - 25 Crs 0.027% 0.046% > 25 Crs 0.023% 0.032%		Fui	Futures	
way - GC < 2 Crs 0.07% 2 - 5.5 Crs 0.045% 5.5 - 10 Crs 0.036% 10 - 25 Crs 0.023% > 25 Crs 0.023%	Plan Name	Volume Slab (Rs)	Daily Square Off (each leg)	Settlement (each leg)
2 - 5.5 Crs 0.045% 5.5 - 10 Crs 0.036% 10 - 25 Crs 0.027% > 25 Crs 0.023%	Gateway - GC	< 2 Crs	0.07%	%60'0
5.5 - 10 Crs 0.036% 10 - 25 Crs 0.027% > 25 Crs 0.023%	•	2 - 5.5 Crs	0.045%	0.073%
10 - 25 Crs 0.027% > 25 Crs 0.023%	←	5.5 - 10 Crs	0.036%	0.046%
0.023%	KPC	10 - 25 Crs	0.027%	0.046%
		> 25 Crs	0.023%	0.032%

For illustration purpose only. Signature not required on this page

TABLE II: Illustration of Variable Brokerage rate as per the **Volume Slab for Product: Currency Derivatives**

Vol	ume - Wise Slab	Volume - Wise Slab & Brokerage for Futures	utures
Plan Name	Monthly Volume Slab (in Crs)	Intraday square off (each leg)	Overnight (each leg)
Gateway - GC	0 - 3	0.036% or Rs.18 per lot whichever is higher	0.040% or Rs. 20 per lot whichever is higher
	3 - 8	0.030% or Rs.15 per lot whichever is higher	0.036% or Rs. 18 per lot whichever is higher
——	8 - 15	0.024% or Rs.12 per lot whichever is higher	0.030% or Rs. 15 per lot whichever is higher
KPC	15 - 20	0.02% or Rs.10 per lot whichever is higher	0.02% or Rs. 10 per lot whichever is higher
	> 30	0.015% or Rs.7.5 per lot whichever is higher	0.015% or Rs.7.5 per lot whichever is higher

Volume -	Volume - Wise Slab & Brokerage for Options	rokerage for	Options
Plan Name	Monthly Volume Slab (in Crs)	Intraday square off (each leg)	Overnight (each leg)
Gateway - GC	6 - 3	Rs.18 per lot	Rs. 20 per lot
—	3-8	Rs.15 per lot	Rs. 18 per lot
	8 - 15	Rs.12 per lot	Rs. 15 per lot
KPC	15 - 20	Rs.10 per lot	Rs.10 per lot Rs. 10 per lot
	> 30	Rs.7.5 per lot	Rs.7.5 per lot

Remarks Option volume to be calculated on option premium value



Signature Required

Offline Account / Customized Plan

Per Lot (in Rs.)

Minimum (Paisa)

Brokerage Rate %

Account Processing fee: Rs._

Margin : Rs		First Leg		First Leg	Second Leg First Leg Second Leg First Leg Second Leg	First Leg	Second Leg			
EQUITY - Cash Segment										
	Delivery		N.A.		N.A.	N.A.	N.A.	Other Charges* 0.021%	\ \ \ \ \	П
	Square Off					N.A.	N.A.	Service Tax	N 	П
EQUITY - Derivatives Segment	gment									
FUTURES (Strike) %	Daily Square off							Other Charges* 0.004%	N D	П
	Settlement Square Off							Service Tax	N □	П
	Expiry		N.A.		N.A.		N.A.			
OPTIONS (Premium) %	Daily Square off							ges* 0.058%	N U	
[Maximum 2.5% /	Settlement Square Off						•	Service Tax	N 	\exists
per Lot Rs 100/-]	Expiry		N.A.		N.A.		N.A.			
CURRENCY DERIVATIVE SEGMENT	SEGMENT									
FUTURES	Daily Square off			N.A.	N.A.					
	Settlement Square Off			N.A.	N.A.			Other Charges* 0.003% Y		ПГ
	Expiry						•	Service lax		
OPTIONS	Daily Square off			N.A.	N.A.			;		
	Settlement Square Off			N.A.	N.A.			Other Charges* 0.048% Y		ПГ
	Expiry			N.A.				Service lax		Π

#1.Other charges includes statutory levies i.e. stamp duty, transaction charges, SEBI fees, investor protection fund etc. charged by the statutory authorities/Exchange(s), account access charges charged on transaction value i.e strike price and premium. 3. Any change in the statutory levies shall tantamount to increase in the rate of other charges; this shall be reflected in the and handling and processing charge. It excludes securities transaction charges, service tax on transaction charges and brokerage. 2.In case of option contracts, other charges shall be contract notes for future trades. However, any increase in the other charges other than statutory levies will be done with advance notice of 15 days to the client.

Subscri	Subscribe to Research Now	Now	Please refer im
SMS Calls*	Monthly Plan Yearly Plan	Yearly Plan	
Fundamental Call Rs. 50/-		Rs. 500/-	
Technical Call	Rs. 50/-	Rs. 500/-	*First Month
Both	Rs. 75/-	Rs. 750/-	discontinue

portant notes on the tariff sheet on page no. 20

*First Month Free. Unsubscribe on the Web to discontinue

Write Plan Name:

Client Name & Signature



+

Ver 2/11-12/100912

18



IMPORTANT NOTES FOR THE PLANS - Standard Tariff Plans

- * The brokerage rates vary as per the volume slabs mentioned in Table I. The variable rates are not applicable for currency dervatives segment.
 - 1. Brokerage mentioned in Square off column is brokerage on the second leg of the transaction for Futures Segment
- 2. Service Tax, STT and other Statutory charges will be charged as per current applicable rate including any revisions 3. Brokerage is charged based on your account type prevailing at the start of the month. For Gateway GC and KPC, based on the monthly slab, your effective slab is calculated and the brokerage difference is debited / credit.
 - 4. Above charges include Free Softwares: KEATProX and Mobile Stock Trader, Free one month trial for Research SMS Service, Free Trade confirmation SMSs, Free 30-day trial for Tradesmart, Free 20 calls to Call and Trade per month

Important Notes for Currency Derivatives

- *Gateway GC and KPC are variable plans. Volume wise slab and brokerage applicable given in Table 2.
- Minimum margin for Gateway Flat and GC are Rs. 50,000. For KPC, minimum margin requirement would be Rs. 500,000. *Under KPC, if client does less than 15 crs volume in a month, it moves to lower slab. Client Name and Signature

IMPORTANT NOTES FOR THE PLANS - Offline Account / Customised Plan

1. In case of Online Account, this sheet is to be filled up only if opting for Customised Flat brokerage Plan. 2. Trades attract either the brokerage % or the Per Lot price whichever is higher. In case it's less than the minimum, the minimum price is applicable.

Additional Notes:

- 1. Service Tax, STT and other statutory charges will be charged as per current applicable rate and if there is any revision in the rates, the same will be applicable.
 2. Approval sheet is to be attached with this sheet. 3. The other charges are rounded off to 3 decimals however the charges will be upto 6 decimals due to service tax on other charges



Schedule of Charges for Non Resident - For Online Account

SCHEDULE OF CHARGES - Trading Account

	School of Changes - Having Account Brokerage Trading Account Opening Charges - KSec. PINS approval and account opening charges	Rate (Minimum Brokerage paise per stock) Rs. 1,500/- Rs. 2,750/-
_	4 AMC (PINS)	Rs. 1,000/-*

^{*}applicable from the second year onwards.

Client Name & Signature



7

+

Charges for other Services

8	Nature of charge	Internet trading client (online)	Non Internet trading client (offline)
		Amount (Rs.)/Rate (%)	Amount (Rs.)/Rate (%)
-	Auction Charges	Actual as per Exchange	Actual as per Exchange
7	Cheque Bounce Charges	350	Rs. 500 + Bank Charges
m	Research call on SMS	As per subscription on web	As per subscription on web
4	New Security Key issuance Charges	009	Not Applicable
5	Password Printing and Dispatch Charges (Per Request)	25	Not Applicable
9	Call & Trade Charges per Call (First 20 calls per month are Free of cost)	20	Not Applicable
7	Product Change Charges	\$00\$	Not Applicable
_∞	Contract note in digital form	ijZ	Nil
თ	Physical Contract note charges in case of non delivery of digital contract note. (Per dispatch)	10	10
10	Physical Contract note charges in case of client brokerage is less than Rs. 100 per day or Rs.2500 in a quarter (Per Day)	Not Applicable	10
11	Duplicate Contract Note dispatch on client request (one dispatch in a Month)	49	49
12	Interest on debit balance- Standard rate per annum	24%	24%
13	Inter - settlement charges	0.04% of the transaction value or Rs.31.50 whichever is higher	0.04% of the transaction value or Rs.31.50 whichever is higher
41	Other charges charged in contract notes (Refer Note)	Cash Segment - Maximum of 0.02% of transaction value Futures Segment - Maximum of 0.0041% of transaction value Options Segment - Maximum of 0.0531% of transaction value	Cash Segment - Maximum of 0.02% of transaction value Futures Segment - Maximum of 0.0041% of transaction value Options Segment - Maximum of 0.0531% of transaction value
15	CDSL Pool account penalty shall be recovered from client on actual basis for ISIN not active with NSDL	0.0085 % per day for the security value.	0.0085 % per day for the security value.
*			

* Subject to the product opted

Note: Above are standard rates applicable. Kotak Securities Limited reserves right to modify charges at any time. Further, some products have different charges go to respective product link for charges applicable for the same.

1. Other charges includes statutory levies i.e. stamp duty, transaction charges, SEBI fees, investor protection fund etc. charged by the statutory levies i.e. stamp duty, transaction charges, SEBI fees, investor protection fund etc. charged by the statutory levies and handling and processing charge. It excludes securities transaction charges, service tax on transaction charges and brokerage. 2. In case of option contracts, other charges shall be charged on transaction value i.e strike price and premium.

3. Any change in the statutory levies shall tantamount to increase in the rate of other charges; this shall be reflected in the contract notes for future trades. However, any increase in the other charges other than statutory levies will be done with advance notice of 15 days to the client.

+

Ver 2/11-12/100912



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

 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.

 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.
- 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.
- 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.
- 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 email id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
- 38. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through 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 nontamperable 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/quidelines 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.)

- 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.
- 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 nonexecution 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 quarantee 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.

Risk of Lower Liquidity: 1.2

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:

- The profit or loss in transactions in foreign currencydenominated 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.
- 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.
- 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

- 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 and SEBI website www.sebi.gov.in.
- Ensure that you fill the KYC form completely and strike off the blank fields in the KYC form.
- Ensure that you have read all the mandatory documents viz. Rights and Obligations, Risk Disclosure Document, Policy and Procedure document of the stock broker.
- 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.
- 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.
- Obtain a copy of all the documents executed by you from the stock broker free of charge.
- 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

- 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.
- 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:
- Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
- The actual settlement of funds and securities shall be b) 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.
- 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.
- 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 760 membership or declared a defaulter; 900 membership or declared a defaulter or declar 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.

POLICIES & PROCEDURE FOR CLIENT DEALINGS

a. Refusal of orders/restrictions on trading in penny stocks and illiquid stocks:

We define Penny stocks as those stocks where the marketprice is below or close to par, with the company financials being weak with indicators such as loss, accumulated losses, low sales revenue, low or negative networth, signs of inactivity in the company,which are having very less value. KSL may from time to time identify such stocks and put trading restriction on the trades in such penny stocks. In addition to these stocks KSL may also include other stocks in the list of restricted stocks such as stocks in Z category, Trade to Trade Settlement or TS category, the scrips which are included in the list of illiquid scrips by the exchange/s or any other scrip which KSL deem fit for the purpose putting trading restriction.

The restriction on above stocks may be as to the price, quantity or mode of placement of orders. Accordingly KSL reserves the right to disable certain scrips for trading on online trading facility/sub broker/branch trading terminals or put quantity or price restrictions while putting trade orders. In such case, client may be allowed to place the trades subject to certain restrictions, through KSL's centralized dealing desk after enhanced due diligence of the orders.

In case of clients using internet trading facility, they may not find the scrip name or may not be able to place any order in the scrip, if such scrip is one of the restricted scrips. A client can enquire with KSL's dealer or customer service executive about any trading restriction on any scrip.

The above referred restrictions are placed on the trading activities of the client as these stocks are exposed to price rigging and other market manipulative activities. Further, KSL as a member of the stock exchanges is expected to have proper surveillance and monitoring mechanism on the trading activities of their clients, particularly on penny and illiquid scrips.

Clients may note that KSL shall have right to reject the orders placed by the Client and/or put circuit breakers to discourage trades getting executed at unrealistic prices from the current market price of the security or prohibit the Client from trading in illiquid securities which creates artificial liquidity or manipulates prices or to discourage Client from cross/ synchronized trading and KSL shall not be liable for any loss arising out of non acceptance or rejection of the Client orders for any such reason if the Client fails to give sufficient reason for placing such orders.

b. Setting up client's exposure limits

KSL may from time to time at its sole discretion, impose and vary the limits on the orders that client can place through it (including but not limited to exposure limits, turnover limits, limits as to number, value and/kind of securities/ contracts in respect of which buy or sell orders can be placed). KSL may need to vary or reduce the limits or impose new limits urgently on the basis of its risk perception and other factors considered relevant and KSL will make all necessary attempts to inform clients of such changes.

Further KSL may as risk containment measure at any time at its sole discretion and without prior notice, prohibit or restrict the client's ability to place the orders or trade in all of some of securities/contracts through member.

The exposure limits are generally based on the availability of the margin in the client's account. Margin may be in the form of cash and /or in the form of securities with KSL. The client shall be permitted to trade upto a pre-determined number of times of the margin (the "Multiple") and the quantum of the Multiple on the margin shall be decided at sole discretion of KSL.

c. Applicable brokerage rate:

Brokerage will be charged to the client based on the brokerage rates specified in the account opening form or as per the product/scheme opted by the client from time to time. Brokerage chargeable to the client will also be communicated to the client through the welcome letter sent at time of account opening. Based on the value of business done by the client and risk perception, KSL may reduce the brokerage rate at its sole discretion. Such changed/reduced brokerage terms will be communicated through the relationship manager/email communication and / or amount will be reflected in the contract notes for future trades. However, any change in the terms of brokerage detrimental to the interest of client which is at the sole discretion of KSL, will be done with advance notice of 15 days to the client. The brokerage rate will be within the permissible limit set by SEBI/exchanges (currently the same is 2.5% of turnover).

d. Imposition of penalty/delayed payment charges:

KSL requires all its clients to make the payment towards settlement obligation on or before due date. In case of debit balance in cash segment, penal interest will be levied on the client to deter them from delaying the payment in future.

Clients are further required to make payment of margin towards their Derivatives segment exposure. While, KSL accepts approved securities as margin, it is not the beneficial owner of these securities and hence it is unable to pledge the same onwards to the exchange as margin and has to arrange for own funds/securities for payment of margin to the exchange for positions taken by the clients. Clients are requested to make payment of margin in the form of funds to avoid charging of interest in F&O segment. Accordingly, whenever clients provide securities margin (or there is shortfall in payment of securities margin) instead of

margin in the form of funds towards exposure in F&O, KSL reserves the right to charge interest on the debit balance lying in F&O segment. No credit will be given for margin paid by the client in the form of securities.

The company may determine the rate of interest to be charged, at its sole discretion. Same will be communicated in debit note on interest sent to the clients. Default interest rate is 24% per annum. KSL may reduce the interest rate at its sole discretion depending on various factors including credit history of the client. Revised interest rate will be communicated through the relationship manager/email communication and will be reflected in the debit notes. However, any increase in rate of interest from the rate of interest previously charged to the client will be done with advance notice of 15 days to the client. Interest will be calculated considering balance lying across all exchange and segment on any given day.

Margins provided by the client in the form of funds shall be interest free and the KSL shall not be liable to pay any interest on the same.

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

Without prejudice to other rights(including the right to refer a matter to arbitration), KSL would be entitled to liquidate/close out without any notice all or any of the client's position for non payment of margins or other amounts, outstanding debts etc. and adjust the proceeds of such liquidation/close out, if any, against the clients liability /obligations. Any and all losses and financial charges on account of such liquidation/closing out shall be charged to and borne by the client.

Company on best effort basis will try and inform the client and give him reasonable time for payment. However it will be the responsibility of client to track his margins/obligations by going through margin statements sent to the client on daily basis

In case the payment of margin / security is made by the client through a bank instrument, KSL shall be at liberty to give the benefit / credit for the same only on completion of bank reconciliation and realization of the fund from the said bank instrument etc., at its absolute discretion. Where the margin/ security is made available by way of securities or any other property, KSL is empowered to decline its acceptance as margin / security and / or to accept it at such reduced value as the stock broker may deem fit by applying haircuts or by valuing it by marking it to market or by any other method as it may deem fit in its absolute discretion.

KSL has the right but not obligation, to cancel all pending orders and to sell/close/liquidate all open position /securities / shares at the pre-defined square off time or when mark to market percentage reaches or crosses stipulated margin percentage, whichever is earlier. KSL will have sole discretion to decide referred stipulated margin percentage depending upon the market condition. In the event of such square off, the client agrees to bear all the losses based on actual executed prices. The client shall also be solely liable for all and any penalties and charges levied by the exchange(s).

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

KSL as member of the exchange delivers/receives securities to/from the exchange on net obligation basis in respect of a settlement. In such a process, if a client, who has sold securities, short delivers the securities, which are to be delivered to another client of KSL, who has bought the same security, it is treated as internal shortage of securities. In case of internal shortages on pay in day, KSL will endeavor to buy the shares from the market on the pay in day or on the next working day on behalf the client who has delivered short and deliver the same to the client who has bought them. The client who has delivered short will be debited with the rate at which the shares were purchased or the rate at which the said shares were sold by him, whichever is higher. In case KSL is unable to buy the securities as stated above, the transaction shall be closed-out.

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

Under following circumstances a client may not be allowed to take further position and if required the existing position in his account may be also be closed:

- If there is a continuous debit Balance in client's account
- If there is insufficient margin in client's account required to maintain his open position.
- If client is not responding satisfactorily to the Company/regulatory enquiry on trades undertaken by him explaining the rationale for transactions or fails to provide documents to prove beneficial ownership of shares, submit proof of income/Net worth etc.
- If there is an order by SEBI or any other appropriate authority debarring the client from dealing in securities market or an order to suspend/seize client's account.
- In case the scrip or member limits are breached or likely to be breached in the Derivatives Market Segment
- In case of dormant/inactive account and
- At the discretion of the company by giving written notice to the client

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

A client can request for temporary suspending or for permanently closing his account. For permanent closure, client has to give a notice of one month and clear the dues, if any, in his account. Client account may be suspended by the company at any time:

- 1. On directions received from any regulatory authorities
- 2. If client is not responding to the queries raised by the company related to his trade activities
- 3. If there is not a single active demat account linked to trading account
- 4. Due to any other non compliance observed in the

I. Deregistering a client.

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

- i) If the action of the client are prima facie illegal/improper or such as to manipulate the price of any securities or disturb the normal /proper functioning of securitieseither alone or in conjunction with others.
- ii) If there is commencement of any legal proceedings against the client under any law in force;
- iii) On the death/lunacy or other disability of the client:
- iv) If the client being a partnership firm, steps taken by the client and/or its partners for dissolution of the partnership;
- If the client suffers any adverse material change in his / her/its financial position or defaults in any other/agreement with KSL;
- vi) If there is reasonable apprehension that the client is unable to pay its debts or the client has admitted its inabilityto pay its debts, as they become payable;
- vii) If the client is in breach of any terms, condition or covenant of this agreement;
- viii) If the client has made any material misrepresentation of facts, including (without limitation) in relation to the security;
- ix) If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the client;
- If the client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution:
- xi) If the client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board of Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking;

- xii) If the covenant or warranty of the client is incorrect or untrue in any material respect;
- xiii) On the order from the appropriate authority.
- xiv) In accordance with the provisions of agreement entered into with the client.

j. Policy on inactive (dormant) Account:

In order to protect the account of customer, KSL will deactivate the trading accounts, which are identified as "Dormant". Dormant account will be those accounts where more thantwo year has elapsed from last trade date.

Clients will be informed about deactivation of the account. Once the account is deactivated, the customer will not be able to place any orders in any trade segments.

Client can get his account reactivated by following any of the below process after due authentication:-

- a) Call our Customer Service Executive
- b) Write an email to us from your registered email id
- c) Submit us the physical letter of request for reactivation at any of our branches

The assets of the client i.e ledger credit and /or securities in KSL account, if any shall be transferred to the client bank /demat account as a part of monthly/quarterly settlement of funds and securities, as may be opted by the client in the running account authorization provided by him, if any. If no such authorization is provided by the client, the funds/securities shall be transferred to client's bank/demat account as a part of daily settlement. In case of interim request received from the client for release of funds/securities, the funds and/or securities will be transferred to his account after due verification of the client as per the procedure mentioned above.

k. Penal charges that may be debited to the Client's account:

KSL reserves the right to debit client's ledger for any penal charges that may be charged by the Exchanges/depositories on KSL on the client level for any default/violation of Exchange guidelines / requirementsoccurring due to omission or commission of any act on the part of the client. This may include penalty for:

- Short delivery of securities
- Violation of client level position limits
- Shortfall in Margin payment
- Client code modification

KSL shall have the right to recover such charges like any other trade dues payable by the client and recover the same by selling his securities.

I. Third party funds and securities

In accordance with SEBI circular dated August 27, 2003, KSL requires all its clients to make payout of funds and securities from the account held in their name towards their

settlement and margin obligation. Similarly, payout of funds will be made in client's name and securities will be transferred only to demat account held in client's name and registered with KSL. Proofs regarding account being held in client's name i.e. copy of cheque book/bank statement in case of funds and copy of DP master in case of securities needs to be provided by the client. Receipt of funds/securities will be accepted only from these accounts. Payment made from any other account will be treated as "third party".

In no circumstance, third party funds and securities will be accepted towards settlement and/or margin obligation. In case, KSL observes that payment of funds or securities towards payin/margin obligation has been met from third party account, KSL reserves right not to give credit of funds/securities to client/reverse the credit given and return the same to the source account from where funds/securities were received. Client will be solely liable on account of any shortfall in meeting pay in/margin obligation in this regard.

Wherever, client gives POA on demat account to KSL, KSL treats the securities lying in the account as securities margin. Therefore, client needs to ensure that only securities belonging to the client are retained in the account and appropriate proof regarding purchase/gift etc. needs to be provided to KSL. In absence of the same, KSL reserves right to transfer the securities to source account from where securities were transferred to POA demat account.

In case client transfers securities to POA account from third party account and sells the securities, KSL reserves the right to withhold the payout till client obtains NOC from the account holder from whose account shares were transferred for sale.

Kindly note that the updated policies shall be available on the website of the Company

FAQ on Anti Money Laundering

I. About money laundering

1. What is money laundering?

Money Laundering refers to conversion of money illegally obtained to make it appear as if it originated from a legitimate source. Money laundering is being employed by launderers worldwide to conceal criminal activity associated with it such as drugs / arms trafficking, terrorism and extortion. All crimes that produce a financial benefit give rise to money laundering.

2. How does money laundering affect business?

The integrity of the banking and financial services marketplace depends heavily on the perception that it functions within a framework of high legal, professional and ethical standards. A reputation for integrity is the one of the most valuable assets of a financial institution.

If funds from criminal activity can be easily processed through a particular institution — either because its employees or directors have been bribed or because the institution turns a blind eye to the criminal nature of such funds — the institution could be drawn into active complicity with criminals and become part of the criminal network itself. Evidence of such complicity will have a damaging effect on the attitudes of other financial intermediaries and of regulatory authorities, as well as ordinary customers.

As for the potential negative macroeconomic consequences of unchecked money laundering, one can cite inexplicable changes in money demand, prudential risks to bank soundness, contamination effects on legal financial transactions, and increased volatility of international capital flows and exchange rates due to unanticipated cross-border asset transfers. Also, as it rewards corruption and crime, successful money laudering damages the integrity of the entire society and undermines democracy and the rule of the law.

3. What is the connection with society at large?

The possible social and political costs of money laundering, if left unchecked or dealt with ineffectively, are serious. Organised crime can infiltrate financial institutions, acquire control of large sectors of the economy through investment, or offer bribes to public officials and indeed governments.

The economic and political influence of criminal organisations can weaken the social fabric, collective ethical standards, and ultimately the democratic institutions of society. In countries transitioning to democratic systems, this criminal influence can undermine the transition. Most fundamentally, money laundering is inextricably linked to the underlying criminal activity that generated it. Laundering enables criminal activity to continue.

II. Laws in India related to Anti money laundering

There is an Act called Prevention of Money Laundering Act 2002. (PMLA). The purpose of this act is to prevent the financing of terrorism and to prevent laundering of money i.e. to legalize or officialize or canalize the money generated from illegal activities like drug trafficking, organized crimes, hawala rackets and other serious crimes. This act is a part of the Global measures being taken by all the countries under the initiatives of UN agencies.

It is applicable to all SEBI Registered brokers/subbrokers and other financial institution who are dealing in any kind of financial assets. It is an obligation of the entities to whom this Act is applicable, to report certain kind of transactions routed through them to FINANCIAL INTELIGENCE UNIT, a department specially set up to administer this Act under the Ministry of Finance

The transactions which are supposed to be reported are cash transactions above rupees ten lakhs or series of cash transactions below ten lakhs but aggregating to above ten lakhs in a month or its equivalent in any foreign currency and the transactions which may not be in cash but suspicious in nature. Any such types of transaction, though not executed but attempted and failed are also required to be reported.

SEBI has issued master circular no. ISD/AML/CIR-1/2010 dated February 12, 2010. You are requested to go through the same for more details.

III. Client obligation related to Anti money laundering

1. What has this got to do with opening Trading/Demat account?

The first step in the laundering process for criminals is to get their money into an account with a Bank/Financial intermediaries, often using a false identity and address. The funds so deposited will be transferred to other accounts locally or abroad or used for buying goods or services. This transaction would appear to be like any legally earned money and becomes difficult to trace it back to its criminal past. SEBI registered Intermediary under law should not only prevent this, but should stop criminals who wish to use the banking/Financial channel to launder the ill-gotten money from illegal / criminal activities.

2. Why does the Kotak Securities Limited (KSL) ask you for proof of your Identity, Signature and Address?

The identification of a customer is a very critical process with a view to protect the customer interests by preventing from fraudsters who may use the name, address and forge signature to undertake benami / illegal business activities. This also helps to safeguard the intermediaries from being unwittingly used from the transfer or deposit of funds derived from criminal activity or for financing of terrorism. Identification of customers will also help to control financial frauds, identify money laundering and suspicious activities. The Prevention Of Money-Laundering Act, 2002 (PMLA) was notified on July 1, 2005. As per the

provisions of PMLA Act and as per the circular issued by Securities and Exchange Board of India (SEBI) on 18th January 2006 and subsequent circulars issued in this regard, every market intermediaries registered with SEBI is obligated to adopt a policy framework with respect to antimoney laundering measures. KSL is inter alia a stock broker, depository participant and a portfolio manager registered with SEBI and needs to adhere to the same.

3. How could money laundering affect you as a customer?

A key defence against money laundering is to prevent accounts being opened in false identities. Anyone wishing to open an account will therefore be asked for proof of their identity, address and signature. These documents have to be essentially obtained irrespective of the type of account to be opened and the purpose for which the account is opened for.

The fact that these documents are asked for opening of account does not mean that you are suspected of money laundering. Criminals try to appear to be normal law-abiding customers, for example they may try to open a number of accounts using small amounts of money. Hence it is necessary to identify all prospective account holders or customers. Anybody including a criminal could falsely use your identity, if these identity documents are not obtained.

4. What proof of identity will you need?

The best identification documents are those which are issued by a Government authority, which should have a photograph, address and signature. You may provide one single document which can establish your identity, address and the signature or two or more documents. For an individual, documents like copy of the Passport, Election Identity Card, Driving License, Permanent Account Number (PAN) card, etc. would be sufficient for the purpose of establishing the identity, address and signature. Similarly, for other entities like firms, companies, trusts, documents like - Deed, Memorandum & Articles of Association, Certificate of Incorporation etc. would be applicable and the branch / sales staff / call centre would be able to help you in providing the details of the list of approved documents. As per SEBI regulations, KSL is under obligation to obtain sufficient information in order to identify persons who beneficially own or control securities account. The beneficial owner is the natural person or persons who ultimately own, control or influence a client and/or persons on whose behalf a transaction is being conducted. It also incorporates those

persons who exercise ultimate effective control over a legal person or arrangement.

5. What if you cannot provide the documents suggested?

If you cannot provide the basic KYC documents the company will not be in a position to open your account.

6. What are the responsibilities of a client related to money laundering?

KSL has to conduct ongoing due diligence and scrutiny, i.e. perform ongoing scrutiny of the transactions and account throughout the course of the business relationship to ensure that the transactions being conducted are consistent with the registered intermediary's knowledge of the customer, its business and risk profile, taking into account, where necessary, the customer's source of

funds.

Clients should provide KSL with updated details of their occupation, source of income and give details of their annual income and networth on annual basis. Further, they should provide explanation for any trading pattern observed by KSL in its routine course.

7. Help us to help you

Please help us to prevent crime, tax evasion and the laundering of the proceeds of such crime or evasion by being patient when staff asks you to provide documents to prove your identity.

You can also help prevent crime against yourself and others by maintaining the confidentiality of your account details and identity documentation.

ADDITIONAL RISK/OBLIGATION/LIABILITY STATEMENT IN THE CASE OF TRADING THROUGH WIRELESS TECHNOLOGY/SMART ORDER ROUTING/MUTUAL FUNDS ON EXCHANGE PLATFORM

These terms contained in these present are in addition to and concurrent with the terms of Rights and Obligation prescribed the Securities and Exchange Board of India (SEBI) vide its circular dated August 22, 2011 as amended from time to time and letter containing additional voluntary terms and conditions. Following are the additional features, risks, responsibilities, obligations and liabilities associated with the securities trading using wireless technology, Smart Order Routing and Mutual Fund transactions on Exchange platform, applicable to CLIENTS who wish to avail any such facilities from the Stock Broker/MEMBER:

Securities trading using Wireless Technologies (STWT)

- The CLIENT agrees that the MEMBER shall not be liable or responsible for non - execution of the orders of the CLIENT due to any link/system failure at the CLIENT/ MEMBERS/EXCHANGE end.
- The Stock Exchange may cancel a trade suo-moto without giving any reason thereof. In the event of such cancellation, MEMBER shall be entitled to cancel relative contract(s) with CLIENT.
- The information regarding order and trade confirmation shall be provided on the device of the CLIENT in case of securities trading through the use of wireless technology
- 4) The CLIENT is aware that as it may not be possible to give detailed information on transactions / ledger / contract note etc. to the CLIENT on a hand held device e.g. mobile phones etc. minimum information would be given with address of the Internet web site / web page where detailed information would be available.

Smart Order Routing Facility(SOR)

- The CLIENT is aware that SOR is available for online customers and the MEMBER shall route orders using this facility in a neutral manner.
- The MEMBER has explained and the client has understood the best execution policy as mentioned below and its features for SOR facility.

Best Execution Policy for Smart Order Routing:

Best Execution Policy sets forth policy and execution

methodology for execution of orders 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 principle:

- MEMBER shall permit Smart order option in cash segment only. Smart order facility will not be available for After Market Orders & in PRE- Open session.
- ii. Using Smart Order, the CLIENT may either place market order or Limit order after clearance of all the risk management validations set by the MEMBER.
- iii. For market order, system shall send the orders to the Exchanges based on the market depth. The order placed by the CLIENT will be splitted and sent to the Exchange where there is best rate available for a particular quantity. If prices are equal in both the exchange (NSE/BSE) then quantity will be the priority.
- iv. For limit Smart orders, system will place order on the Exchange where total order quantity is maximum.
- 3) The CLIENT is aware that the trading member shall carry out appropriate validation of all risk parameters before the orders are placed through the SOR system.
- 4) In case the CLIENT has availed Smart Order Routing facility, he shall select the type of order he wishes to use for a particular trade.
- 5) The MEMBER shall ensure that alternative mode of trading system for eg. Call and trade facility etc. is available in case of failure of Smart Order Routing facility.
- 6) The MEMBER shall maintain logs of all activities to facilitate audit trail.

Mutual Funds on Exchange Platform:

- The CLIENT shall abide by the terms and conditions as may be specified by the Exchange and shall ensure compliance with the requirements as may be specified from time to time by Securities and Exchange Board of India and Association of Mutual Funds of India (AMFI).
- 2) The CLIENT shall read and understand the contents of the of the Scheme Information Document and Key Information Memorandum, addenda issued regarding each Mutual Fund Schemes with respect to which they choose to subscribe/redeem. The CLIENT further agrees to abide by the terms and conditions, rules and regulations of the Mutual Fund Schemes.





VOLUNTARY TERMS & CONDITION

I/We, (hereinafter referred to as "the Client") am availing/ going to avail your security tradice to avail your security trading services. In pursuance thereof, I/we, hereby voluntarily and unconditionally state and declare that I/We have read and understood the terms and conditions mentioned hereinafter governing securities trading and broking services of Member i.e. Kotak **Securities Limited**

- The Client agrees to keep the Member updated of his financial status by providing net-worth certificate / copy of IT returns / Balance Sheet and other financial statements / Demat statement, at regular intervals as may be required by Member from time to time and in any event at the end of each financial year failing which the Member has the right to take such action as it deems fit including termination of the service.
- The Client understands that the Member carries out fundamental and trading research/ notes/ trading calls / technical calls, particularly on companies, industry, stock markets, and economy from time to time (collectively hereinafter referred to as "material"). The Client is aware that said material is only for personal information of the Client and that the same shall not be reproduced or redistributed to any other person in any manner. Further, the Client understands and confirms that said material is not an offer or the solicitation of an offer to buy any security and by sending this material on request, the Member or any of its officers, directors, personnel and employees shall not be liable for any loss, damage of any nature, including but not limited to direct, indirect, punitive, special, exemplary, consequential, as also any loss of profit in any way arising from the use of this material in any manner. The Client is aware that the investments discussed in the said material are general recommendations and may not be suitable for all investors. The Client shall, therefore, before dealing and/or transacting in any of the products referred to in the said material, make his/her/its own investigation, seek appropriate professional advice. The Client shall be fully responsible/ liable for all decisions on investments / disinvestments taken by him/her/it on the basis of the said material.

The Client understands, confirms and agrees that the Member may discontinue providing such material and that Member shall have no responsibility to update any information provided to the Client nor does the Member represents that the information provided in the said material is complete. Further by providing such material, the Member is not acting as a portfolio or financial advisor nor does the Member assumes any fiduciary duties.

The Client confirms that if any transaction(s) through the Member, has / have been executed on behalf of

- the Client by any other person, not intimated to the Member and the same has / have been accepted by the Client from time to time on the basis of the contract note(s) / bills / any other correspondence dispatched / communicated to the Client by the Member and / or by part or full settlement of the said transaction(s) by the Client, then such transaction(s) shall be deemed to be executed by the person authorised by the Client and the Client hereby agrees to ratify and accept all such or other actions of such persons and undertakes to meet all obligations arising from such transaction(s).
- The Client agrees and confirms that the Member may appoint agents for carrying out the acts mentioned in or in relation to rendering its services. The Client consents to sharing of his / its account related information to the authorised agents appointed by the Member or its affiliates and its group companies.
- The Client is aware that the Member has an option to tape-record the conversations between the Client's representative and the Member, either personally or over the telephone, and hereby specifically permits the Member to do so. Such recordings may be relied upon by the Member as and when required to resolve disputes in connection with the trading transactions
- The Client agrees that KSL reserves the right to debit the Client's ledger for any penal charges that may be charged by the Exchanges/depositories on the Member on the Client level for any default/violation of Exchange rule/regulatios/bye-laws/ circular /quidelines / requirements occurred due to omission or commission of any act on the part of the Client. This may include penalty for short delivery of securities, violation of the client level position-limits, shortfall in margin payment, client code modification. the Member shall have the right to recover such charges like any other trade dues payable by the client and recover the same by selling the Client's securities.
- The Client authorizes the Member to debit/ maintain a 7. sum of Rs 1000 at all point of time towards charges on the Client's Demat account and on other services.
- The Client confirms and agrees that any amounts which are overdue from the Client towards trading either in the cash or derivative segments or on account of any other reason to the Member, will be charged delayed payment charges at the rate of 2% per month or such other rate as may be determined by the Member. The Client hereby authorises the Member to directly debit the same to the account of the Client at the end of each month. The Client also authorises the Member to debit charges for depository services availed from the Member to the trading account. The Client consents to sharing information relating to his trading account with the Banks / Financial Institutions from which the Member









- has borrowed funds to meet the pay-in obligations of the Client, in case of delayed payment.
- The Client agrees and authorizes the Member to transfer the credit lying in any segments/exchange of the Client's ledger to another ledger maintained by the Member for different segments/exchanges as per requirement of funds. Further, the Member may consider the credit lying in ledger of any segment/ Exchange of the Client as margin towards any position/exposure taken by the Client in other segment/Exchange.
- 10. The Client confirms, agrees and authorizes the Member to send the contract note/trade confirmations of the trades executed, bills, margin statements, and account statements or such other data relating to his trading account with the Member and also authorises the Member in its capacity as Depository Participant to send all bills and/or transactions statements, communication and information through electronic mail to his/her/its email address as may be intimated by the Client to the Member or such other email address maintained at the Member pursuant to the Client's request.. The Client agrees that the Member fulfils its legal obligation to deliver to the Client any such document if sent via electronic delivery. The Client agrees that the log report generated by the system at the time of sending of the contract notes or other documents shall be treated as the acknowledgement and confirmation of receipt of contract notes and such other documents by the Client. The Client understands that it is his/ her/its responsibility to review, upon first receipt, whether delivered to the Client by mail, by e-mail (including any auto replies from the system of the Member), or other electronic means, all confirmations, statements, notices, contracts, bills and other communications. The Client shall bring any dispute arising from such documents/statements/contract notes to the notice of the Member within 7 working days from the date of receipt of such document, as the case may be. In all cases, the Member reserves the right to determine the validity of the Client's objection to the transaction. The Member may on request by the Client, send hard copies of the contract notes or such other documents. Further non-receipt of bounced mail notification by the Member shall amount to delivery of all communication at the Email ID of the Client.
- 11. The Client is aware that as per the RBI guidelines the Foreign Institutional Investors (FIIs), Non-Resident Indians (NRIs), and Persons of Indian Origin (PIOs) are allowed to invest in the secondary capital markets in India through the portfolio investment scheme (PIS). Under this scheme, FIIs/NRIs can acquire shares/debentures of Indian companies

- through the stock exchanges in India. These investments are governed and monitored on daily basis by the Reserve Bank of India (RBI). On reaching the aggregate ceiling limit as fixed by RBI from time to time, the RBI advises all designated bank branches to stop purchases on behalf of their FIIs/NRIs/PIOs clients. The Reserve Bank also informs the general public about the 'caution' and the 'stop purchase' in these companies through a press release. If the Client is an FII/ NRI/ PIO, the Client hereby acknowledges that he/she is aware of the RBI guidelines in relation to his investments in the secondary market in India. The Client hereby agrees to keep himself/herself abreast of the ceiling limits on investments as published by RBI from time to time and also agrees that he/she shall immediately reverse his/her transaction, if such transaction breaches the ceiling limits as imposed by RBI. In case the Client does not / is unable to reverse such transaction immediately, the Client authorizes the Member to do so under intimation to the Client.
- The Client agrees and confirms that though orders are generally routed to the marketplace immediately after the time the order is placed by the Client on the system there may be a delay in the execution of the order due to any link/system failure at the Client/Member/Exchange's end. The Client hereby specifically indemnifies and holds the Member harmless from any and all claims, and agrees that the Member shall not be liable for any loss, loss of profit, actual or perceived, caused directly or indirectly by government restriction, exchange or market regulation, suspension of trading, war, strike, equipment failure, communication line failure, system failure, security failure on the Internet, shut down of systems for any reason (including on account of computer viruses), unauthorised access, theft or otherwise or any problem, technological or otherwise, that might prevent the Client from contacting.
- 13. The Client further confirms and agrees that Client will not be compensated by the Member for any "lost opportunity' viz. notional profits on buy/sell orders which could not be executed due to any reason whatsoever, including but not limited due to time lag in the execution of the order or the speed at which the system of the Member or of the Exchanges is operating, any shutting down by the Member of his/her/its system for any reason or the Member disabling the Client from trading on its system for any reason whatsoever.
- 14. The Client agrees and accepts that in case he/she/it wishes to avail trading facility in any Exchange/Segment, in addition to the trading preferences selected by him/her/it, the Client shall subscribe the same by either signing requisite

√ Tick

- 15. The Member does not guarantee, and shall not be deemed to have guaranteed, the timeliness, sequence, accuracy, completeness, reliability or content of market information, or messages disseminated to the Client or the execution of the orders placed by the Client. The Member shall not be liable for any inaccuracy, error or delay in, or omissions of ,1) any such data, information or messages, or 2) the transmission or delivery of any such data, information or messages, due either to any act or omission by the Member or to any "Force Majeure" event (e.g. flood, extraordinary weather condition, earthquake or other any act of God, fire ,war, insurrection, riot, labour dispute, accident action of government ,communication ,power, failure, shut down of the systems for any reason (including on account of computer viruses), equipment or software malfunction); or otherwise or any cause within beyond the reasonable control of the Member 3) cancellation or non execution of the order placed by the Client with the Member.
- 16. The Client understands that the Member has relationship with one or more banks (the "Relationship Banks"). The web site of the Member has a payment window through a link to the web site of the Relationship Bank, which provides the facility. In such a case, the Client would make the payment for securities purchased by him/her/it by crediting the purchase amount (along with the indicated brokerage amount) directly to the account of the Member with the Relationship Bank by means of a fund transfer. Similarly in the case where the Client makes an order for sale of securities the Member would credit the account of the Client with the Relationship Bank by means of a fund transfer on the pay-out date of the relevant Exchange on which the sale transaction is carried out. The Member expressly states that the payment gateway mechanism is a service offered by the Banks with whom the Member has established relations for facilitating the transfer of funds between the Client's account and the Member's account. The Member expressly excludes liability for consequential loss or damage or loss of profit, business, revenue, goodwill or anticipated savings which may arise in respect of (i) the payment gateway services offered by such Banks and (ii) the Payment Mechanism;
- 17. The Client hereby acknowledges that it/he/she is availing the Payment Instruction Service at it/his/her risk. These risks would include but not be limited to the following risks:
- (a) Misuse of Password:

The Client acknowledges that if any third person

obtains access to their password of the Client, such third person would be able to provide Payment Instructions to the Member. They shall ensure that the terms and conditions applicable to the use of the password as contained in the Electronic Payment Gateway for Net Banking Terms and Conditions are complied with at all times.

Internet Frauds: (b)

The Internet per se is susceptible to a number of frauds, misuse, hacking and other actions, which could affect Payment Instructions to the Member. Whilst the Member shall aim to provide security to prevent the same, there cannot be any quarantee from such Internet frauds, hacking and other actions, which could affect Payment Instructions to the Member. The Client shall separately evolve/evaluate all risks arising out of the same.

Mistakes and Errors: (c)

- The filling in of applicable data for transfer would require proper, accurate and complete details. For instance, the Client is aware that they would be required to fill in the account number of the Member to whom the funds are to be transferred. In the event of any inaccuracy in this regard, the funds could be transferred to incorrect accounts and there is no guarantee of recovery thereafter. The Client shall therefore take all care to ensure that there are no mistakes and errors and that the information given by the Client to the Member in this regard is error free, accurate, proper and complete at all points of time. On the other hand in the event of account receiving an incorrect credit by reason of a mistake committed by some other person, the Member or the bank shall be entitled to reverse he incorrect credit at any time whatsoever without the consent of the Client. The Client shall be liable and responsible to the Member and accede to accept the Member's instructions without questions for any unfair or unjust gain obtained by the client as a result of the same.
- The Member may suspend or terminate Electronic Payment Gateway for Net banking facilities without prior notice.
- For the purposes of these Terms, it is presumed that the Client has all the necessary and compatible infrastructure ready at its end for the purpose of accessing the web site of the Member or availing Wireless technology/Internet/ smart order services provided of the Member (prior to accessing the services provided pursuant to these Terms). The Member will not (and shall not be under any obligation to) assist the Client in installing the required infrastructure or obtaining the necessary equipment, permits and clearances to establish connectivity or linkages to the web site of the

Member.

- 20. The Client acknowledges that the software and hardware underlying the Member's Wireless technology/Internet/ smart order related software which are required for accessing the aforesaid services of the Member are the legal property of the respective Vendors/Member. The permission given by the Member to access its website will not convey any proprietary or ownership rights in the above software/hardware. The Client agrees no to attempt to modify, translate, disassemble, de compile or reverse engineer the software/ hardware underlying the Member's website or create any derivative product based on the software/hardware.
- 21. The Client agrees and confirms that Member owns (or has a license for) all copyrights, database rights and all similar rights for this website and all trademarks and other materials used on this website. The information may not be reproduced, distributed, transmitted to any person or incorporated into any other document without Member's prior written consent. The Client agrees that each participating Exchange or association or agency asserts a proprietary interest in all of the market data it furnishes to parties that disseminate the said data. The Client shall use real-time quotes received on the web site of the Member only for the Client's individual use and shall not furnish such data to any other person or entity. The Client is authorized to use materials which are made available by the Member's web site for the Client's own needs only, and the Client is not authorized to resell access to any such materials or to make copies of any such materials for sale or use to and by others. The Client shall not delete copyright or other intellectual property rights notices from printouts of electronically accessed materials from the Member's web site.
- 22. The Client acknowledge that Member has the right to suspend operation of the website and online systems at any time (including in the opinion of the Member. some threat is poses to any system or part of any system). The Client also acknowledges that Member will be able to suspend the operation of website and

- online systems at regular intervals for periodic maintenance and administration tasks. If online system is unavailable through a technical fault Client can avail Call-And-Trade facility during normal trading hours.
- 23. The Client understands and accepts that the Member has the absolute discretion to amend or supplement any of Wireless technology/Internet/ smart order usage terms at any time and will give prior notice of 15 days for such changes. Changed Terms and Conditions shall be communicated to the Client on the Member's website and by other acceptable modes of communication. By using the services, the Client shall be deemed to have accepted the changed terms of usage of trading through Wireless Technology/Internet/Smart Order Routing as the case may be.
- 24. The Client may terminate this confirmation/ document at any time by giving a prior notice of 30 days to Member. Provided however that all the obligations of the Client prior to the Termination of Voluntary Terms shall continue to subsist.
- 25. The Client confirms and agrees that in case anyone or more of the terms and conditions confirmed by the Client 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.
- 26. The Client agrees and confirms that except for the claims/disputes which are subject to the Rules and Regulations of the respective Exchanges on which the trades have been executed, any and all claims and disputes arising out of or in connection with this Agreement or its performance shall be settled by arbitration by a single arbitrator to be appointed by the Member. The parties agree that the arbitration shall be held at Mumbai and the courts at Mumbai shall have exclusive jurisdiction in relation to these present and issue ancillary to these present. The arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996.

Client Name & Signature



APPLICABLE ONLY FOR DP ACCOUNT



AGREEMENT BETWEEN THE DEPOSITORY PARTICIPANT AND THE CLEARING MEMBER/ BENEFICIAL OWNER SEEKING TO OPEN AN ACCOUNT WITH THE DEPOSITORY **PARTICIPANT**

This	agree	ement	made day of		entered	into	this
betwe	een _		_ ,			sit	uated'
at _						_(hereii	nafter
called	l 'the C	lient') A	ND KOT	AK SEC	CURITIES L	.TD havi	ng its
Regis	tered (Office at	t Bakhta	war, 1	st Floor, 2	29, Na	riman
Point,	, Mum	bai -	400 02	1. (he	ereinafter	called	"the
Depo	sitory P	articipa	nt".)				

WITNESSETH

WHEREAS the Client's has/have furnished to the Depository Participant the duly filled in application form requesting therein to open an account with the Depository Participant.

NOW THEREFORE in consideration of the Depository Participant having agreed to open an account for the Client's, both the parties to the agreement hereby covenant and agree as follows:

- 1. The Client/s shall pay the charges to the Depository Participant for the purpose of opening and maintaining his account, for carrying out instructions of the Client/s and for rendering such other services as may be agreed to from time to time between the Depository Participant and the Client/s as set out in schedule A. The Depository Participant shall reserve the right to revise the charges by giving not less than thirty days notice in writing to the Client/s.
- 2. The Client/s shall have the right to get the securities which have been admitted on the Depository dematerialised in the form and manner laid down under the Bye Laws and Business Rules. The Depository Participant, further undertakes that it shall not create or permit to subsist any mortgage, charges or other encumbrances over all or any of such securities submitted for dematerialisation except on the instructions of the Client/s.
- 3. The Depository Participant hereby undertakes that it shall maintain a separate account of its own securities held in dematerialised form with the Depository and shall not commingle the same with the securities submited for dematerialisation form on behalf of the Client/s.
- 4. The Depository Participant undertakes that a transfer to and from the accounts of the Client/s shall be made only on the basis of an order, instruction, direction or mandate duly authorised by the Client/s and that the Depository Participant shall maintain adequate audit trail of such situation.

- 5. The Depository Participant agrees that the Client/s may give standing instructions with regard to the crediting of securities in his account and the Depository Participant shall act according to such instructions.
- 6. The Depository Participant undertakes to provide a transaction statement including statement of accounts, if any, to the Client/s at monthly intervals unless the Depository Participant and the Client/s have agreed for provision of such statement at shorter intervals. However, if there is no transaction in his account, then the Depository Participant shall provide such statement to the Client/s atleast once a quarter.
- 7. The Depository Participant shall have the right to terminate this agreement, for any reason whatsoever, provided the Depository Participant has given a notice in writing of not less that thirty days to the Client as well as to the Depository. Similarly, the Client/s shall have the right to terminate this agreement and close his account held with the Depository Participant, provided no charges are payable by him to the Depository Participant. In such an event, the Client/s shall specify whether the balances in its account should be transferred to another account of the Client held with another Depository Participant or to rematerialise the security balances held. Based on the instructions of the Client/s, the Depository Participant shall initiate the procedure for transferring such security balances or rematerialising such a security balances within a period of thirty days, as per the procedure laid down in the Bye Laws and Business Rules. Provided further, termination of this agreement shall not affect the rights, liabilities and obligations of either party and shall continue to bind the parties to their satisfactory completion.
- On the failure of the Client/s to pay the charges as laid out in clause (1) of this agreement within a period of thirty days from the date of demand Depository Participant may terminate this agreement and close the account of the Client by requiring it to specify whether the balances in its account be transferred to the account of the Client/s held with another Participant or be rematerialised in the manner specified in the Bye Laws and Business Rules.
- 9. The Client/s further agrees that in the event of the Client/s committing a default in the payment of any of the amounts provided in clause (1) within a period of thirty days from the date of demand, without prejudice to the right of the Depository Participant to close the account of the Client, the Depository Participant may charge interest @ not more than 24% pa. or such other rate as may be specified by the Executive Committee from time to time for the period of such default. In case the Client has failed to make the payment of any of the amounts as provide in clause (1) of this agreement, the Depository Participant shall have the right to stop processing of instructions of the client till such time he











- makes the payment along with interest, if any, after giving two days notice to the Client.
- 10. The Depository Participant shall have a right to provide such information related to the Client/s account as may be requested by National Securities Depository Limited from time to time.
- 11. The Client shall have the right to create a pledge of the securities held in the dematerialised form with the Depository Participant only in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules.
- 12. Depository shall not be liable to the Client/s in any manner towards losses, liabilities and expenses arising from the claims of third parties and from taxes and other government charges in respect of securities credited to the Client/s account.
- 13. The Client/s may exercise the right to freeze his account maintained with the Depository Participant so as to lock the securities held with the Depository Participant in accordance with the procedures prescribed in the Bye Laws and Business Rules.
- 14. The Client/s may exercise the right to defreeze his account, maintained with the Depository Participant in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and **Business Rules.**
- 15 The Client/s shall notify the Depository Participant, within seven days, of any change in the details set out

- in the application form submitted to the Depository Participant at the time of opening the account or furnished to the Depository Participant from time to time,
- 16. The Depository Participant undertakes to resolve all legitimate grievances of the Client/s against the Depository Participant within a period of thirty days.
- 17. The Depository Participant and the Client/s shall abide arbitration and conciliation procedure by the prescribed under the Bye-Laws of National Securities Depository Limited and that such procedure shall be applicable to any dispute between the Depository Participant and the Client/s.
- 18. The Depository Participant and the Client/s further agree that all claims, differences and disputes, arising out of or in relation to dealings on the Depository including any transactions made subject to the Bye Laws or Business Rules of the Depository or with reference to anything incidental thereto or in pursuance thereof or relating to their validity, construction, interpretation, fulfillment or the rights, obligations and liabilities of the parties there to and including any question of whether such dealings, transactions have been entered into or not, shall be subject to the exclusive jurisdiction of the courts at Mumbai only.

IN WITNESS WHERE OF the Client/s and the Depository Participant has caused these presents to be executed as of the day and year first above written.

SCHEDULE OF CHARGES w.e.f. 1st April 2012 (Schedule A)

Sr. No.	Account Head	Rate	Minimum Payable
1.	Dematerialisation	₹ 50/- per request and ₹ 3/- per Certificate	
2.	Rematerialisation	₹ 10/- for 100 shares	₹ 15/-
3.	Debit Transactions On Market andOff Market	0.04% of the value of securities (Plus NSDL charges as applicable)	₹ 27/- (Plus NSDL charges as applicable)
5.	Account Maintenance Charges Resident Indian NRI	₹ 50/-per month ₹ 75/-per month	
6.	Pledge Charges	0.05% of the value of securities	₹ 30/-
7.	Invocations of Pledge	0.04% of the value of securities	₹ 30/-
8.	Charges for client master change infromation	₹ 25/-	

Signature X Initials

√ Tick

Notes:

- There are no charges payable at the time of opening the account. All other charges will be billed on a monthly basis.
- In case of delays in the payment of charges, the demat account can be frozen for all operations till such time all dues are cleared. Please refer clause VIII mentioned in the agreement signed by you.
- All market instructions for transfer must be received latest by 4.00 p.m. on the previous working day prior to the pay
 in day as per SEBI Guidelines. All off market instructions for transfer must be received at least 24 hours before the
 execution date. Late instructions would be accepted at the account holder's sole risk and responsibility.
- Charges are subject to revision at the company's sole discretion and as per revisions in NSDL charges.
- Any service not quoted above will be charged separately.
- Value of transaction will be accordance with rates provided by the Depository or actual transaction value, whichever is higher.
- Service tax and other statutory charges if applicable will be levied separately.
- Quarterly statements of transaction may not be sent to the clients, if there is no transactions and no securities balance in the account. Annual Maintenance Charges will NOT be levied in such cases.

I / We have read and understood the "Schedule of Charges" prescribed above and agree to abide by the same.

Name & Sign of 1st Holder	Name & Sign of 2nd Holder	Name & Sign of 3rd Holder
9 14	<u>5</u> 8	<u>5</u> 8
Name & Sign of Client Witness		Name & Sign of Kotak Securities Witnes
ADD		ADD
Client ID ————		



APPLICABLE ONLY FOR DP ACCOUNT



To.

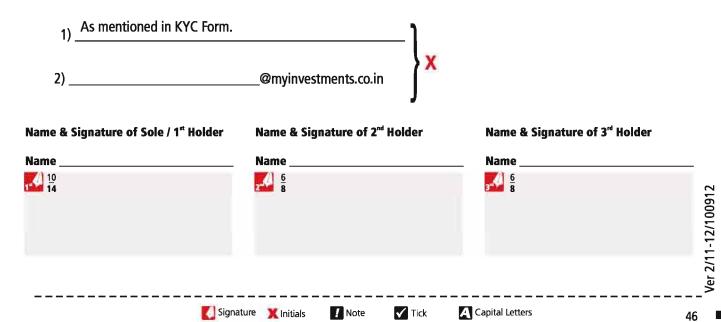
Kotak Securities Ltd

Depository Participant Department

Sub :- Consent to receive Transaction Statement on Email

This is with reference to my/our above Demat Account opening form and the Agreement between me/us and Kotak Securities Ltd with regard to the same. I/We understand from you that a facility is being granted wherein I/We can get access to the transaction statements in respect of my/our above demat account in the Website of the Depository Participant or in the email address provided by me/us to the Depository Participant. I/We are also aware that the said facility is available subject to me/us complying with certain terms and conditions as prescribed by National Securities Depositories Ltd (NSDL). I/We have requested Kotak Securities Ltd to provide me the facility of accessing the transaction statements in the email account provided by me in the annexure to this letter and Kotak Securities Ltd has agreed to the said request. In consideration of Kotak Securities Ltd agreeing to allow me/us to avail the said facility I/We agree to the following terms and conditions

- 1) I/We are aware that the on availing this facility transaction statements will not be received in paper form.
- 2) I/we will take all necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/email account.
- 3) I/we am/ are aware that the transaction statement may be accessed by other entities in case the confidentiality/ secrecy of the login name and password is compromised and I/ We will not hold responsible Kotak Securities Ltd for any breach of secrecy.
- 4) I/We shall not hold Kotak Securities Ltd liable if any problem arises with my/our computer network because of me/us receiving statements.
- 5) I/We are authorized by the other holders to receive the statements on their behalf in email IDs provided to Kotak Securities Ltd.
- 6) I/we shall immediately inform Kotak Securities Ltd regarding any change of email address provided by me/us for receiving the transaction statements.
- 7) I/We shall not hold responsible Kotak Securities Ltd, if we do not receive statement due to incorrect email ids and/ technical reasons.
- 8) I/We are aware that both the parties have the right to terminate the said facility on providing a 10 days advance written notice to the other party.
- 9) Please note the Email ID:





POWER OF ATTORNEY

This Power Of Attorney is made	e at this t	he
day ofb y		

TO ALL TO WHOM THESE PRESENTS SHALL COME, I/We (hereinafter referred to as "the Client" which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include, where the Client is an individual or a proprietorship firm, his/ her heirs, executors and administrators, where the Client is a partnership firm, the partners or partner for the time being of the said firm, the survivors or survivor of them and the heirs, executors and administrators of the last surviving partner, their or his assigns, where the Client is the Karta of a Hindu Undivided Family, member or members for the time being of the said Hindu Undivided Family, and their respective heirs, executors, administrators and assigns, where the Client is a company, its successors in title and permitted assigns, where the Client is the Board of Trustees of a Trust, its successors and where the Client is the Governing Body of a Society, the respective successors of the members of the Governing Body and any new members elected, appointed or co-opted), DO SEND GREETINGS:

(please give residence address for individuals, office address for proprietorship and partnership and HUF and registered office for companies, trusts and societies).

WHEREAS

- A. KOTAK SECURITIES LIMITED, (hereinafter referred to as "KS"), a company incorporated under the Companies Act, 1956 and having its registered office at 1st floor, Bakhtawar, 229, Nariman Point, Mumbai 400 021 is inter alia registered as a trading and clearing member with Bombay Stock Exchange Limited, MCX-SX and National Stock Exchange of India Limited (hereinafter referred to as the Exchanges), is registered with Association of Mutual Funds of India as a Distributor for distributing the schemes of various Mutual funds.
- B. The Client is desirous of investing in securities (as defined under Securities Contracts (Regulations) Act, 1956) and other financial product and has entered / is in the process of entering into a Mernber Client agreement with KS for purpose of participating in the brokerage facilities and / or other services including but not limited to trading through phone broking services, being offered by KS, through its website www.kotaksecurities.com (or through any other website as launched by KS for offering the said services)
- C. The Client is also desirous of using his/its bank account and/ or Demat account to be opened/ maintained with Kotak Mahindra Bank Limited ("KMB") and his/its Demat account to be opened/ maintained with KS with respect to the purposes stated hereinabove.
- D. For the purpose of availing the above mentioned services, the Client is desirous of appointing KS through

their directors and / or their s duly authorized officers as its constituted attorney(s), for carrying out acts, matters and things as required for the purpose of meeting the settlement obligations and margin requirements of the Client in connection with the trades executed by Client on the Stock Exchanges through KS.

NOW KNOW YE ALL MEN AND THESE PRESENTS WITNESSETH that I/we the Client do hereby nominate, constitute and appoint KS, as my /our Attorney, (hereinafter referred to as "the Attorney") acting through any of its directors and / or its duly authorised officers to be my / our true and lawful Attorney for and on behalf of, to do all or any of the acts, matters and things and to exercise all or any of the powers and authorities hereby specifically conferred upon KS-

Under these Presents KS is empowered to do as under:

- 1. To transfer and or treat securities held in the beneficial owner account of the Client as specified in the schedule - I to this POA, towards Exchange related margin/delivery obligations arising out of trades executed by the Client on the Exchange through KS.
- 2. To create a pledge in favour of the KS for the limited purpose of meeting the margin requirements of the Client in connection with the trades executed by the Client on the Exchange through KS.
- 3. To invest and or subscribe in various products like Mutual Funds, Public Issues (shares as well as debentures) rights, offer of shares, tendering shares in open offers etc. and to redeem the same pursuant to the Instructions of the Client.
- 4. To transfer funds from the bank account of the Client as specified in the Schedule II to this POA, for meeting the settlement obligations of the Client and/or margin requirements of the Client in connection with the trades executed by the Client on the Exchanges through
- 5. To transfer funds from the bank account of the Client as specified in Schedule II to this POA, for recovering any outstanding amount due from the trading activities of the Client through KS on the Stock Exchanges.
- 6. To transfer funds from the bank account of the Client as specified in Schedule II to this POA, for meeting obligations arising out of the Client subscribing to such other products/facilities/services through KS like Mutual Funds, Public issues (shares as well as debentures), rights offer of shares.
- 7. To transfer funds from the bank account of the Client as specified in Schedule II to his POA, towards monies/fees/charges due from the Client to KS (in its capacity as a stock broker and/or depository participant/) arising out of the services availed by the Client relating to stock broking and depository services.
- 8. To transfer securities and/or funds to the Demat account and Bank account as specified in Schedule III and IV to this POA.
- 9. To return to the Client the Securities and/or funds that may have been received erroneously.







- 10. To send to the Client consolidated summary of Client's scrip wise buy and sell positions taken with average rates by way of SMS/email on a daily basis.
- 11. To do all such acts and things as KS may in its discretion considers necessary or desirable in order to exercise its powers hereunder or to comply with any laws, rules, regulations or directions of any government or regulatory or other authorities. AND I / WE DO HEREBY CONFIRM AND DECLARE THAT this Power of Attorney shall be valid, effective and operative till the termination of the Member -Client Agreement or any agreement(s) that I /we have entered into with KS and satisfaction in full of all the obligations under the same. The powers and authorities vested in Attorney by this Power of Attorney can be revoked, even prior to the termination of Member-Client Agreement, by written revocation request / instruction to the Attorney subject to the fulfillment of all my/our obligations arising under the Member-Client agreement. The cessation of this

on this

day of

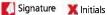
authority shall not affect or impair any act done in exercise of these presents. AND The Client and the Attorney can amend Schedule I and II of these present by mutual consent in writing. The Client can amend Schedule III by prior written intimation to the Attorney or amending the same on the website of the Attorney www.kotaksecurities.com through his/her/it secured login. Similarly the Attorney can amend Schedule IV by prior written intimation to the Client or amending the same on its website www.kotaksecurities.com available to the client through his/her/it secured login.

AND it is hereby clarified and declared that the Attorney being a body corporate the powers hereinbefore granted, may be exercised by any of its employee/ authorized representative to whom the Attorney may delegate any of the powers aforesaid and accordingly the Attorney may appoint and remove any sub-agent or attorney from time to time as it may consider appropriate.

20

Name & Signature (1st Holder)	Name & Signature (2nd Holder)	Name & Signature (3rd Holder)
11 14	<u>2</u>	₹ 7 8
Address	Address	Address
Witness Name & Signature On the behalf of client	We accept Kotak Securities Limited (The Attorney)	
w [®]	k ∅	
Add	Date: Place:	

Ver 2/11-12/100912











MADE at

SCHEDULE I

Detail of demat account of the Client which the Attorney can operate

Demat A/c DP ID:	Client ID	
Demat A/c DP ID :	Client ID	
Demat account to be opened through Application/ form No:	with DP ID	IN300214

SCHEDULE II

Bank Account of the Client Which the Attorney can operate

Saving Bank A/C :	with	
Saving Bank A/C :	with	
Saving account to be opened through Application/form No:	with	

SCHEDULE III

Bank and Demat account where fund and securities can be moved

Demat A/c DP ID:	Client ID	
Demat A/c DP ID:	Client ID	
Saving Bank A/c:	with	
Saving Bank A/c:	with	

SCHEDULE IV

Bank and Demat account of the Attorney where fund and securities can be moved

Details Of Demat Accounts			
CM BP ID / DP ID	CM/Act Name	Description / Account No.	
IN550379	Kotak Securities Ltd	NSE - CM Pool A/c	
IN606738	Kotak Securities Ltd	BSE - CM Pool A/c	
IN300214	Kotak Securities Ltd	14804236	

Details of Bank Accounts		
Bank A/c No	Name of Bank	
09582540000851	Kotak Mahindra Bank Limited	
09582000000777	Kotak Mahindra Bank Limited	
09582650000173	Kotak Mahindra Bank Limited	
09582650000160	Kotak Mahindra Bank Limited	
09582650000295	Kotak Mahindra Bank Limited	

Name & Signature (1st Holder)

Name & Signature (2nd Holder)

Name & Signature (3rd Holder)











RUNNING ACCOUNT AUTHORISATION

Dated	
To, Kotak Securities Limited	
Ref: Client code:	
Dear Sir,	

In order to facilitate operations of my/our trading account opened under the aforesaid client code, I /We would like to authorise Kotak Securities Ltd. ("KSL") to maintain a running account, instead of settlement-to-settlement clearance of funds/securities due to me/us. In this regard I/ We hereby authorize KSL to maintain a running account in accordance with circulars/guidelines issued by SEBI/Exchanges from time to time.

Periodic settlement as indicated by me/us below (hereinafter referred as 'settlement period'), will be done by KSL on any day at its discretion in a calendar month or quarter, as the case may be. If my account turns into debit on any day during the settlement period, the same may be treated as settlement of funds for that settlement period and KSL will not be required to settle the credit if any arising subsequently during the settlement period. I/we agree that I/we shall be liable to pay the debit standing to my account on the settlement date or any other date.

I/We agree that KSL may, at the time of periodic settlement retain funds and securities as may be allowed by the Exchanges/SEBI, towards margin obligations on current and future transactions and such funds towards any other unbilled services/ charges for services availed from KSL.

Further, in addition to the above, I/we authorize Kotak Securities Limited to maintain a sum of Rs 1000/- at all point of time towards charges on my Demat account and on other services.

I/We agree that KSL shall not be liable for any claim for loss, loss of profit, loss of interest or for any consequential, incidental, special or exemplary damages, caused by retention/settlement of such securities/funds under aforesaid arrangement or otherwise.

I/We am/are aware that the authorization will be in force till the same is revoked by me/us. Further I/We may revoke the authorization any time making a valid request for revocation. KSL may release the funds/securities to me/us on my/our on settlement date or on request or on revocation of authority, if sufficient margins in respect of my/our trading, across the Stock Exchange(s) and across the segment of the Stock Exchange(s) are available with KSL.

I/We shall prefer settlement of fund/securities at such frequency as indicated below against my/our signature.

Sign here in case of calendar quarter Client Name & Signature Sign here in case of calendar month Client Name & Signature Sign here in case of calendar month Client Name & Signature Sign here in case of calendar month Client Name & Signature Sign here in case of calendar month Client Name & Signature

CONSENT TO RECEIVE ELECTRONIC **COMMUNICATION SENT BY THE MEMBER ON THE EMAIL ADDRESS/ACCOUNT**

OPENED WITH EMAIL SERVICE PROVIDER I/We have executed KYC and Member- Client Agreement/ Member-Sub Broker-Client Agreement with the MEMBER and/or SUB-BROKER, as the case maybe(hereinafter referred to as the "Said Agreement").

I/We understand and agree that in compliance of the obligations contained in the said Agreement, the MEMBER/ SUBBROKER sends electronic communication including Ledger Statements, Bills and other communications (hereinafter referred to as "Electronic Communication") on the email address to be provided by me/us to the MEMBER or provided to me by the Member.

I/We further understand and confirm that to strengthen the electronic communication, the MEMBER has appointed Sify Technologies Limited as its Email Service Provider to provide Email Services to its Clients including me / us on an email account to be specially created on www.myinvestments.co.in for and on my/our behalf having my/our email account name/Login Name in the format ClientCode@myinvestments.co.in. The Member therefore seeks my/our consent to use the said specially created email account provided by Sify Technologies Limited for sending all electronic communication to me/us.

I/We therefore unconditionally and unequivocally authorise and empower the MEMBER to direct Sify Technologies Limited to open an Email Address/Account on my/our behalf in the format ClientCode@myinvestments.co.in and to facilitate for the sending of the said Electronic Communication on the above email address/account by the MEMBER.

I/We agree and confirm that by givin the above said authorisation, I/We am are accepting to view all the electronic communication send by the member to the above said Email Address Account opened on my/our behalf in the above said format and that the said authorisation confirms to the member that I am authorising them to send the electronic communication to the above Said Email Address/Account which I shall activate.

In this regard, I /We understand, confirm and unconditionally agree and state asunder:

- (a) I/We have read the terms and conditions governing Electronic Communication to be provided by the MEMBER through the website of Sify Technologies Limited i.e. www.myinvestments.co.in pursuant to the Agreement executed between the client and the member.
- (b) I understand, confirm and acknowledge that pursuant to my/our authorisation given, the MEMBER shall direct me to myinvestments.co.in website where I shall activate the account after accepting the terms and conditions governing the email service provided by Sify Technologies Limited and agrees to reset the password for future login purposes.
- (c) I/ we are aware that the Member is merely a facilitator with regard to the opening of the above referred Email account and that the actual service provider in respect of

the Email account opened on my/our behalf is Sify Technologies Itd. I agree to read and accept the terms and conditions of Sify Technologies relating to the said service.

- (d) I further understand, confirm and agree that the MEMBER may send communication on the personal email ID provided by me/us also in addition to the email address/account ClientCode@myinvestments.co.in.
- (e) I am aware and agree that I have an obligation to view my above said Email Account on a regular basis. I am also aware that due to technical reasons mails which are there in my mail box over a period of fifteen days may get automatically purged and that for failure on my/our part to view the mails on regular basis, the member cannot be held responsible. Provided however the above said 15 days is only an indication of the time limit for preserving mails and the member may in its absolute discretion with prior notice increase/decrease the said time limit of 15 days.

All terms and conditions governing the electronic communication of documents by the Member under the Agreement executed between the client and the member shall be applicable mutatis-mutandis to this email address/account on and from the date of this authorisation provided to the Member.

In this regard I /we hereby agree and acknowledge that the Member shall fulfil all its legal obligation of Client Communication or Order Confirmation or Electronic Communication under the Said Agreement, if the Electronic Communication is sent to me/ us on the above email address/ account. I/We hereby unconditionally and unequivocally agree and confirm that the Log maintained and provided by Sify Technologies Limited for delivering Electronic Communication shall be sufficient proof/evidence of sending such Electronic Communication to me/us by the MEMBER and shall be binding on me/us. I/We understand that MEMBER shall have right to change the Email Service Provider in future under 15 days prior notice to me/us. I/ We hereby agree and give my/our consent and empower and authorise the MEMBER to create and provide acesss to the email account opened by the MEMBER with such Email Service Provider and the email account/ address opened with such Email Service Provider in the above format shall stand replaced with the existing email account/address from the date of intimation to me/us and this Email Consent shall validly subsists and continue for the new Email Service Provider. I / we further confirm and declare that Member shall not be held liable for nonreceipt of Electronic Communication due to change in email address, as mentioned above. I /we further understand and agree that Member shall not take cognizance of Out of Office / Out of Station replies and I /we shall be deemed to have received all such mails.

I/We have read, understood and agree for the same

Client Name & Signature











CLIENTS MANDATE FORM FOR DIRECT PAYMENT OF DEPOSITORY PARTICIPANT BILLS THROUGH ELECTRONIC CLEARING SCHEME (ECS)

CLIENT INFORMATION Client Name	ne:	Middle Name Last Name
(Name of the First Hold	ler)	
Address as per DP recor	rds	
		Tel
Depository Name (NSDL / CDS	SL)	
DP	ID .	
DP Client	ID	
PARTICULARS OF BANK ACCOUN	(It should be the same bank	as given in account opening form)
Account Holder Na	me	
Name of the Ba	nk	
Branch Addre	ess	
Bank A/c Numb	per	
•	Account Type Saving	Current NRI Others
	MICR Code	Ledger Folio No
tart Dat DDMMYYYY	End date	Periodicity: Monthly
entioned above for Direct Payment of my Depository Pa main in force till further notice from me, which will be de understand that the Bank's responsibility ends with ma ereby authorise my Bank to honour the debits raised i	articipant Bills. I hereby authorise Kotak Securities Ltd elivered to you in writing against your acknowledgm oking payment of the bill and it will no way be respor	nsible for any dispute between Kotak Securities Ltd and me. read the option invitation letter and agree to discharge the
Sponsibility expected of file as a participant uniter tile st		Signature of Third Account Holder
	Signature of Second Account Holder	
gnature of First Account Holder	4	
gnature of First Account Holder s per Kotak Securities records)	Signature of Second Account Holder (As per Kotak Securities records) Signature/s of Joint Account Holder/s	(As per Kotak Securities records)
gnature of First Account Holder s per Kotak Securities records)	(As per Kotak Securities records)	
ignature of First Account Holder s per Kotak Securities records) ignature of Account Holder	(As per Kotak Securities records)	(As per Kotak Securities records) * Where the bank account mentioned above is operated
ignature of First Account Holder s per Kotak Securities records) ignature of Account Holder s in Bank Records)* or use of Bank only	(As per Kotak Securities records) Signature/s of Joint Account Holder/s (As in Bank Records)*	(As per Kotak Securities records) * Where the bank account mentioned above is operated jointly, the signatures of the joint holders are also required
ignature of First Account Holder sper Kotak Securities records) ignature of Account Holder ignature of Account Holder or use of Bank only standing instructions accepted by us and	(As per Kotak Securities records) Signature/s of Joint Account Holder/s (As in Bank Records)* d the Bank A/C No. & signature of a/c	(As per Kotak Securities records) * Where the bank account mentioned above is operated jointly, the signatures of the joint holders are also required

✓ Tick

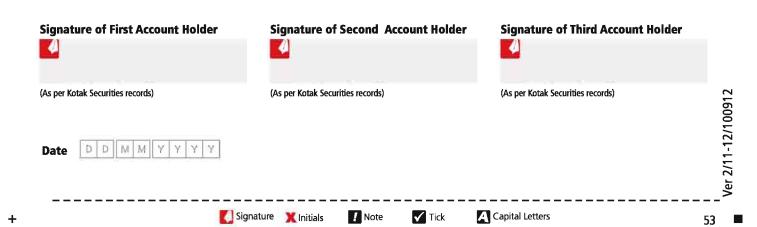
52 **=**

Terms and Conditions

The Electronic Clearing Scheme (ECS) / Direct payment facilities ("facilities") are offered by Kotak Securities Limited (The Company) under arrangement with the TechProcess Solutions Ltd ('the Service Provider') and are subject to the following terms and conditions:

- These terms and conditions form an unconditional agreement between the Beneficiary Account holder (the Client) and the Company and/or the Service Provider. By exercising the option to avail the facilities, the Client acknowledges having understood and accepted these terms and conditions.
- 2. By opting for the elected facility/facilities, the Client elects to make the payment to the Company as depository participant from the Client's Bank Account through the Service Provider or any other payment utility site that the Company may tie up with from time to time.
- 3. The Company would be entitled, at its sole discretion, to seek offline written or other confirmation from the Client on Bill payments as it may in its discretion deem fit
- 4. The records of the Company and/or the Service Provider, on the bill premium payments, maintained through computer systems or otherwise, shall be accepted as conclusive and binding for all purposes and shall be conclusive proof of the genuineness and accuracy of the same and binding for all purposes and can be used as evidence in any proceedings.
- 5. The Client acknowledges that he/she is eligible to avail the facilities and agrees to provide true, accurate, correct and complete information as required by the Company and to keep the same updated and current at all times.
- 6. The Client agrees that the facilities will be available to him/her, subject to and upon receipt of confirmation by the Company and/or the Service Provider from the Client's bank of the details furnished by him/her in this application.
- 7. The Client agrees that the Company and/or the Service Provider will not be responsible or liable if it is unable to effect any of his/her payment instructions owing to (a) incomplete, inaccurate, invalid or delayed submission of details by the Client (b) insufficient funds to cover bill payment (c) encumbrance or charge on the Client's account or (d) events beyond the control of the Company and/or the Service Provider.
- 8. The Client expressly understands and agrees that the Company and/or the Service Provider disclaims all warranties of any kind whether express or implied including without limitation any representation or warranty regarding the use of the result of the facilities in terms of its correctness, accuracy, reliability, usefulness, completeness, continuity, uninterrupted access, timeliness or otherwise. Policyholder expressly understands and agrees that he/she assumes total responsibility and risk for his/her access and use of the facilities.
- 9. The instruction/ mandate by the Client will remain in force till further notice from the Client, which will be delivered to the Company in writing against its acknowledgment.
- .The Client agrees that by availing the Direct Payment Of Depository Participant Bills Through Electronic Clearing Scheme (ECS) the company (DP) shall be at liberty to charge from the client Rs. 5/- for every ECS debit transaction and that such charge shall be in addition to the other charges as agreed between the parties in the Agreement between the Depository Participant and the Clearing Member/ Beneficial Owner seeking to open an account with the Depository Participant.
- 11. The Client expressly understands and unconditionally agrees that he/she will not hold the Company and/or the Service Provider liable for any direct, indirect, punitive, incidental, special or consequential damages whatsoever, including but not limited to damages or losses resulting from (a) the use or performance or inability to use or non-performance of the facilities (b) the provision of or failure to provide the facilities (c) the unauthorised access to or alteration of the transmission or data (d) such transactions that are carried out on the Client's instructions in good faith (e) any loss or damage incurred or suffered by the Client due to any defect, error, failure or interruption in the provision of the facilities or (f) any other matter related to the facilities.
- 12. The Client agrees that the Company and/or the Service Provider may from time to time make alterations, additions or deletions to these terms and conditions and that these shall be binding upon the Client and take effect from such date as may be intimated by the Company and/or the Service Provider. The Client further agrees that he/she shall be deemed to have agreed, accepted and be bound by such altered terms and conditions.
- 13. The Client agrees that in event he/she is dissatisfied with any portion of the facilities or with any of the terms and conditions or alterations thereto, his/her sole and exclusive remedy is to discontinue the use of the facilities.
- 14. The client agrees that the laws of India shall govern this Agreement and in case of a dispute the matter will be settled as per the provisions of The Arbitration and Conciliation Act, 1996 and within the exclusive jurisdiction of the courts of Mumbai.
- 15. The client agrees that he/she shall not use the facilities for any purpose that is unlawful or prohibited by these terms and conditions.
- 16. Notwithstanding what is mentioned herein above, it is understood that the Company is extending such facilities to make it convenient for and facilitate the Client to pay the Bill and it is further acknowledged that the onus and liability to make such payments within the due dates vests solely and absolutely with the Client.

I/We the undersigned have read the terms and conditions of the document and agree that the same form part of the Agreement entered between the Depository Participant and the Clearing Member/ Beneficial Owner seeking to open an account with the Depository Participant.



(To be submitted by Non- Resident customers at the time of Account opening)

	Undertaking	for Non	Resident	Customers
--	--------------------	---------	----------	------------------

I/We			am/are Non Resident
Indian(s) /Per	son(s) of Indian origii	n and are residing at	
phone	Mobile	email	(Please furnish complete overseas
Address inclu	uding Phone Numbe	rs and email address, if a	ny) and presently visiting India (strike out if not
applicable)	do hereby solemnly a	ffirm and declare that	

- 1. I/We have voluntarily decided to avail products/services offered by Kotak Securities Limited for purchase of shares/debentures on the recognised Stock Exchanges in India on which Kotak Securities Limited is a Member, subscription of shares through Initial Public Offerings and investment in Mutual Funds registered in India.
- I/We declare that Kotak Securities Limited has neither solicited nor offered me/us its services as mentioned above.
- 3. I/We am/are aware that the services of Kotak Securities Limited are only available to such persons who are residing in countries where investment in and trading of Indian securities on Indian stock exchanges is permitted.
- 4. I/We further, unconditionally state and declare that I/We shall comply with all applicable Acts, Rules, Regulations etc. in the country/state/area where I/we am/are currently residing as well as all statutory and regulatory provisions enforced in India including but not limited to Foreign Exchange Management Act, 2000, Reserve Bank of India Act, 1934 and Securities and Exchange Board of India Act, 1992 for trading on Exchanges, subscription of shares through Initial Public Offerings and investment in Mutual Funds registered in India.
- I/We further undertake to not hold Kotak Securities Limited, its officials, its successors and assigns and the directors and officers thereof and their respective heirs, executors and administrators and each of their estates and effects, liable against any claim, demand, suit, losses, damages, expenses and all sums of money that may be incurred, paid, suffered by me/ us of whatsoever nature and all actions and proceedings that may be filed, taken or instituted against me/us by reason of my/our opening and operating the said trading account held with Kotak Securities Limited or for my/our transaction on exchanges through Kotak Securities Limited or availing Kotak Securities Limited's Financial Products and services.

I/We solemnly declare that the aforesaid statement are true and correct to the best of my/our knowledge and belief.

Signature of Applicant

. 4		
Diama		
Place: _. Date: _		



VOLUNTARY

To,	
Kotak Securities Limited, Mumbai	
Dear Sir/Madam,	
Sub: SMS and Email alert facility provided by the Exchange(s)	
Ref: Client Code:	
I/We refer to the SMS and Email alert facility provided by the Stock Exchange(s). I/We wish to opt for the following facility (please tick below):	
□ SMS Alerts	
☐ Email Alerts	
☐ SMS and Email Alerts	
The above mentioned alerts should be activated on the contact details mentioned below:	
1. Mobile number and/or email ID provided in the KYC submitted to you, or	
2. Mobile Number email ID	
(Please note that mobile number is mandatory for availing any of the above facility).	
Please update the abovementioned details in the trading account records also and henceforth send all the requisite communication at the said email id/mobile number provided.	
I/We further declare that:	
 The above mentioned mobile number and/or email ID belongs to me, or 	
• The above mentioned mobile number and email id belongs to (please tick relationship):	
☐ Spouse ☐ Dependant Children ☐ Dependant Parents	
Name of the relative:	
PAN of the relative:	
I/We declare the above mentioned information is true and correct. Further, I/We am/are aware that the said facility is by the Exchange(s) and Kotak Securities Limited shall not be liable for any delay or any other interruption which may occur in providing the data.	
I/We also request Kotak Securities Ltd. to update above mentioned mobile number and email ID in my client code with Kotak Securities Ltd. for all future correspondances and communication.	
I/We am/are also aware that the details will be provided by the Exchange(s) and in case of any discrepancies in the trades done and corresponding alerts from the Exchange(s), I/We can contact the nearest branch or the customer service desk of Kotak Securities Limited.	
Signature	
Date:	
Name:	









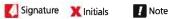


BANKER VERIFICATION FORMAT TO ESTABLISH THE SIGNATURE PROOF OF THE CLIENT

Dated:	
To, Kotak Securities Ltd.	
Dear Sir,	
	of Mr. / Ms held with our branch, has been active hs and the operation of the account has been satisfactory.
We further confirm that the signature herein bears true of th	e above mentioned person.
	Signature of the client
	<u>c </u>
	Signed in my presence
	Attested
	Signature of the Branch Manager
	GMA















SELF DECLARATION

Dated: DDMMYYYY	
То,	
Kotak Securities Ltd.,	
	, state and declare that my name has beenin
I desire to open DP / Trading account v	- n you under the name, although
	however the same is incorrectly mentioned as in the
	all times from and against all costs, charges, damages, penalties (including r incurred by Kotak Securities Limited for any act done or omitted to be done
Client Name & Signature	
ADD	

✓ Tick



RISK CATEGORIZATION FORM
(To be filled by sales executive sourcing the account)

Application Form No.

(For internal use only)

	Name of the client:
	If client occupation is business, 1. Describe the business in detail:
	2. Whether business involves generation of huge amount of cash: YES NO
✓	Risk categorization of client (tick what is applicable): [Platinum Gold Silver (Refer risk categorization matrix mentioned at back)
	If risk is medium or high, reason thereof:(Select from the option given in the risk Categorization matrix and give more details)
	Approximate expected annual turnover of the client (in Rs. Crores)
	Delivery:
	• Square off or F&O:
	Any other information considered relevant from AML perspective:
	Employee Name / Sales Executive name (sourcing the application):
	Employee Code/ Sales Executive code:











RISK CATEGORIZATION MATRIX

1. Platinum

Sr no	Type of client
1	Non Resident clients
2	Trust, Charities, Non-Governmental Organizations (NGOs) and organizations receiving donations
3	Public Companies having close family shareholdings or beneficial Ownership or private companies
4	Politically Exposed Persons (PEP) Politically exposed persons are 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. or family members/close relative of such PEP
5	Companies offering foreign exchange offerings
6	Clients in high risk countries where existence / effectiveness of money laundering controls is suspect, where there is unusual banking secrecy, countries active in narcotics production, countries where corruption (as per Transparency International Corruption Perception Index) is highly prevalent, countries against which government sanctions are applied, countries reputed to be any of the following —
	Havens / sponsors of international terrorism, offshore financial centers, tax havens, countries where fraud is highly prevalent.
7	Clients with dubious reputation as per public information available /against whom penal action taken or debarred by SEBI in the past etc.
8	Persons in business/industry or trading activity where the area of his residence or place of business has a scope or history of unlawful trading/business activity.

2. Gold

1	Partnership firms
2	Unlisted companies with less than 2 years from the date of incorporation

3. Silver

Any other entities / person not falling in categories above. 1



Type of A/c	Type of KYC proofs	Proof Required & acceptable	Validity Period
Resident Individual	Pan Card	Pan card with photograph of applicant	N.A.
	Photograph	Photograph of Applicant pasted and signed across	N.A.
	Identity Proof	Unique Identification Number (UID)	N.A.
		Passport	Valid on date of Account Openin
	•	Voter ID	N.A.
		Driving License	Valid on date of Account Openin
		ID Card issued by Central/State Government and its Dep	partments
		ID Card issued by Professional bodies such as ICAI , ICV Bar Council etc. to their Members	VAI , ICSI ,
		Credit cards / Debit cards issued by banks	
		Proofs accepted with approval - Refer Table A	
	Address proof	Unique Identification Number (UID)	N.A.
	-	Ration Card	N.A.
		Passport	Valid on date of Account Openin
	-	Voter ID Card	N.A.
		Driving Licence	Valid on date of Account Openin
		Registered Lease or sale agreement of Residence	Valid on date of Account Openin
		Landline Telephone Bill	not more than 3 months old on date of account opening
		Electricity Bill	not more than 3 months old on date of account opening
		Bank Account Statement / Passbook	not more than 3 months old on date of account opening
		Proof of address issued by any of the following: 1. Bank managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank / Multinational Foreign Banks 2. Document with address, issued by any of the following: Central/State Government and its Departments, and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members	
	-	Proofs accepted with approval - Refer Table A	
	Bank Proof	Copy of personalised cancelled cheque leaf specifying the MICR Code or/and IFSC Code of the bank	N.A.
		Incase of non personalised cancelled cheque leaf additionally pass book/bank statement not more than 3 months old	N.A.
	Demat proof	Demat Client master or recent holding statement issued by DP bearing name of the client	DP holding statement not more than 3 months old on date of account opening
	Income Proof for trading in derivatives segments	Copy of latest ITR Acknowledgement	N.A.
	Segments	Copy of latest Annual Accounts	N.A.
		Salary Slip or Copy of Form 16	Preferably recently issued salary slip or form 16
	-	Net worth certificate	Issued as on last financial
			year or latest

CHECKLIST (contd...)

Type of A/c	Type of KYC proofs	Proof Required & acceptable	Validity Period
		a) Copy of Demat Account Holding statement.	
		b) Bank Account Statement for last 6 months	
		 c) Any other relevant documents substantiating ownership of assets 	
NRI	Pan Card	Same as Resident Individual	
	Photograph	Same as Resident Individual	
	Identity Proof	Same as Resident Individual	
	Additional Documents	Passport with visa copy/PIO Card/OCI Card	Valid on date of Account Opening
		"Foreign Address Proof "	
		1. Passport	Valid on date of Account Opening
		2. Driving Licence	Valid on date of Account Opening
		3. Bank Statement/passbook	not more than 3 months old on date of account opening
		4. Electricity Bills/ Landline Telephone bill	not more than 3 months old on date of account opening
		Registered Lease or sale Agreement of Residence	
		PINS Permission Copy	N.A.
		In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.	N.A.
	Residence / Local Address proof	Same as Resident Individual	
	Bank Proof	Same as Resident Individual	
	Demat Proof	Same as Resident Individual	
	Januar 1001		
Type of A/c	Type of KYC proofs	Table A- Proofs accepted with approval Proof acceptable	
Resident Individual	Identity Proof	Identity card /document with applicant's Photo, issued by any of the following:	(allowed only if PAN & other ID proof's are not clear or minor mismatch in name)
		a) Statutory /Regulatory Authorities	
		b) Public Sector Undertakings	
		c) Scheduled Commercial Banks	
		e) Public Financial Institutions	
		f) Colleges affilated to Universities	
	A J.J		
	Address proof	Flat Maintenance bill	
		Insurance copy	
		Gas bill (not more than 3 months old)	
		Gas bill (not more than 3 months old) Self declaration by High court and Supreme Court judges ,giving the new address in respect of their own accounts.	
		Self declaration by High court and Supreme Court judges ,giving the new address in	

61



		Parliament/Documents issued by any Govt. or Statutory Authority.	
		Identity card/document with address, issued by any of the following: Statutory/Regulatory Authorities, Public Sector Undertakings, Sched Commercial Banks, Public Financial Institutions Colleges affiliated to Universities	
Note			
1	a. Copies of all the docun	nents submitted by the applicant should be self-attested.	
	Registered Authorised Per	ed by the client should be verified with original by Kotak son In case the original of any document is not produced ies authorized for attesting the documents	
		Authorised Entity for Attestation : Resident Individual	Authorised Entity for Attestation : Non Resident Individual
		Notary Public or Gazetted Officer or Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Signature, Name, Designation & Seal should be affixed on the copy)"	Authorized officials of overseas branches of Scheduled Commercial Banks registered in India or Notary Public, Court Magistrate or Judge or Indian Embassy /Consulate General in the country where the client resides(Signature, Name, Designation & Seal should be affixed on the copy)"
2	Exemptions/ clarifications to PAN		_
	1	Investors residing in the state of Sikkim	

Reference to checklist

DP: NSDL Circular No. NSDL/PI/2004/1622 dated September 7, 2004 pursuant to SEBI Circular No. MRD/DoP/Dep/Cir-29/2004 dated August 24, 2004 **Trading:** SEBI Circular No –CIR/MIRSD/16/2011 dated August 22,2011

- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- Sole proprietor must make the application in his individual name & capacity.
- For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
- For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others
- If correspondence & permanent address are different, then proofs for both have to be submitted.
- •If any proof of identity or address is in a foreign language, then translation into English is required.

Nomination FAQ

1. What is Nomination facility for Demat Accounts?

Ans. As you are aware life is fragile and in case of unfortunate event of death of an accountholder, transfer of assets to the legal heir involves tedious legal process. To save these hassles for your beloved ones, depository provides you the facility of nominating a person for the account who will receive the securities lying in your Demat account in case of your death. It is advised that all clients irrespective of their age should appoint a nominee. In case of senior citizens, it is strongly recommended.

2.Is nomination compulsory for a Demat account?

Ans. Though nomination is not mandatory, but it proves to be very important tool in disposing the shares lying in the account of the original account holder in case of his death. If the account holder does not want to nominate then he is required to select the option of no nomination and sign accordingly.

3. How is Nomination helpful?

Ans. Nomination is helpful as there will be no conflict among the family members in event of the death of the sole holder.

4. What is the procedure for nomination?

Ans. The nomination form duly filled-in should be submitted to the DP either at the time of account

opening or later. The account holder, nominee and two witnesses must sign this form and the

name, address and photograph of the nominee must be submitted. If nomination was not made at

the time of account opening , it can be made subsequently by submitting the nomination form by following the aforesaid process.

5. Can the nominee be changed?

Ans. Yes, the nomination can be changed anytime by the account holder/s by simply filling up the

nomination form once again and submitting it to the DP.

6. What are the issues faced by the legal beneficiaries in case of no nominations?

Ans. The securities would be transferred to the account of the legal beneficiary on submission of

necessary documents as prescribed by NSDL, which is a time consuming process.

7. Who can nominate?

Ans. Nomination can be made only by individuals holding beneficiary accounts either singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot nominate.

8. Can joint holders nominate?

Ans. Yes. Nomination is permitted for accounts with joint holders. But, in case of death of any of the joint holder(s), the

securities will be transmitted to the surviving holder(s). Only in the event of death of all the joint holders, the securities will be transmitted to the nominee.

9. Can a minor nominate?

Ans.No, a minor cannot nominate either directly or through its guardian.

10. Who can be a nominee?

Ans. Only an individual can be a nominee. A nominee shall not be a society, trust, body corporate, partnership firm, karta of Hindu Undivided Family or a power of attorney holder.

11. Can there be more than one nominee?

Ans.No, only one nomination can be made for one depository account.

12.Can a minor be a nominee?

Ans.Yes, a minor can be a nominee. In such a case, the guardian will sign on behalf of the nominee and in addition to the name and photograph of the nominee, the name, address, age proof of the minor and the photograph of the guardian must be submitted to the DP.

13.Can separate nomination be made for each security held in a depository account?

Ans.No. Nomination can be made account wise and not security wise.

14.Can a NRI be a nominee?

Ans. Yes, NRI can be a nominee subject to the extant regulations in force from time to time.

15. Who cannot nominate?

Ans. Non-individuals such as societies, trusts, body corporate, Kartas of Hindu Undivided Family etc. and holders of power of attorney cannot make a nomination.

FOR INTERNAL USE ONLY

To be filled up by Relationship Managers and Back Office Staff

Handover Date to KC3 Desk
Branch Name
Sourcing Person Name
Authorised Person
DSA
Sub-Broker
Branch RM
Sales Executive Name
Sales Executive Employee Code
Telemarketing Name
Team Leader Name
Dealer Name
Dealer Code
Relationship Manager Name
Relationship Manager Employee Code
Relationship Manager/ Sub-Broker/AP/DSA Email ID
Relationship Manager/ Sub-Broker/AP/DSA Signature
Branch/ Sub-Broker/ AP/DSA Location Code
Lead ID No.
KRISP Login No.
Kc3 Reference Number
Trading Code
Trading Code Date
Maker Name / Sign
Checker's Name / Sign

SIEBEL lead ID

MST

Mobile Stock Trader, the powerful mobile trading application from Kotak Securities now available on phones that support BlackBerry, Android, J2ME, and Bada platforms! You can place trades instantly, view quotes, track market movements, analyze market trends, view personalized watch lists and a lot more absolutely **FREE!**

KEAT Pro X

Easy to use desktop application to trade in Stocks, Derivatives and Currency Derivatives. It comes free for our customers.

FASTLANE

A java based application with Live streamer, watchlists and more. Works in an environment where Firewalls hinder the trading experience.

We speak in 10 languages

English, Hindi, Marathi, Gujarati, Tamil, Malayalam, Kannada, Telugu, Punjabi & Bengali

Customer Support Chat

A facility to chat with our customer service associate who address queries related to Trading Account, Product Information, Product Offers and Website Information. This facility will be available on all working days from 9.00 am to 6.00 pm from Monday to Friday and 9.00 am to 2.30 pm on Saturdays.

