

# CLIENT REGISTRATION FORM

CLIENT CODE :



**R.B.K. SHARE BROKING LTD.**

**REGISTERED OFFICE :**

1-A, ALLI CHAMBER, 1ST FLOOR, MEDOW STREET, FORT, MUMBAI - 400 001.

TEL. (022) 2265 2646 / 2265 1529 / 2269 6178

E-mail : [rbk@rbksbl.com](mailto:rbk@rbksbl.com) Website : [www.rbksbl.com](http://www.rbksbl.com)

**INVESTOR GRIEVANCES EMAIL ID : [grievancesrbk@gmail.com](mailto:grievancesrbk@gmail.com)**

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**Notes : \*\* If Applicable**

**M = Mandatory**

**N.M. = Non Mandatory**

I / We \_\_\_\_\_, fully understood the distinction and details regarding compulsory documents and / or any Mandatory / Non Mandatory Agreements / Documents / Clause.

**Full Signature = X / Initials Signature Against = I**

**NON - INDIVIDUAL CLIENT REGISTRATION FORM**



# R.B.K. SHARE BROKING LTD.

**REGISTERED OFFICE :**

1-A, ALLI CHAMBER, 1ST FLOOR, MEDOW STREET, FORT, MUMBAI - 400 001.  
 TEL. (022) 2265 2646 / 2265 1529 / 2269 6178  
 E-mail : rbk@rbksbl.com Website : www.rbksbl.com



**MEMBER (Cash Segment) :** Bombay Stock Exchange Ltd. - SEBI No. INB010986236  
 National Stock Exchange of India Ltd. - SEBI No. INB230825936

**TRADING & CLEARING MEMBER : (Future & Options / Derivative Segment)**  
 Bombay Stock Exchange Ltd. - SEBI No. INF010986236  
 National Stock Exchange of India Ltd. - SEBI No. INF230825936

**R.B.K.SHARE BROKING LTD. is engaged in client based business & proprietary trading as well.**  
 This disclosure is made in pursuance of SEBI Circular No. SEBI / MRD / SE / Cir - 42 / 2003 dated 19th November, 2003.

Dear Sirs,

I request you to register me as your client and enable me to trade in Cash Segment / Derivatives of the Exchange(s) pursuant to the Agreement(s) entered into with you. I had read the Rules, Bye-laws and Regulations of the Cash Segment as well as Derivatives Segment of the Exchange(s) and agree to abide by them. In this regard, I give the following information :

Name of the Company / Firm									
MAPIN U.I.N. (where obtained)									
Investor Type	<input type="checkbox"/> HUF <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate <input type="checkbox"/> FII <input type="checkbox"/> FI <input type="checkbox"/> MF <input type="checkbox"/> NBFC <input type="checkbox"/> OCB <input type="checkbox"/> Bank <input type="checkbox"/> Society <input type="checkbox"/> Others (Please specify) (Please enclose permission to deal in securities from appropriate authorities, as applicable)								
Correspondence Address	House/Flat/Plot No. & Name								
	Street/Road Name								
	Area/Location Name								
	Block/Tehsil/Taluka Name								
	City/Dist. Name								
	Pin :				State :				
	Tel. No : (R) STD (    )				Fax No. : STD (    )				
Mobile No. :				E-mail :					
Registered Address	House/Flat/Plot No. & Name								
	Street/Road Name								
	Area/Location Name								
	Block/Tehsil/Taluka Name								
	City/Dist. Name								
	Pin :				State :				
	Tel. No : (R) STD (    )				Fax No. : STD (    )				
Mobile No. :				E-mail :					
Date of Incorporation / Formation									
Date of Commencement of Business									
Nature of Business									
Registration Details		Registration No. : Place of Registration : Date of Registration : Registering Authority : (ROC / SEBI / RBI / Other Government Authority)							

X

**Particulars of the Bank Account from which the Company / Firm will carry out the transactions :**

Bank Name	
Bank Address	
Type of Account	
Account Number	
MICR No.	
IFSC Code	

Copy of a cancelled cheque leaf / Pass Book / Bank Statement / containing name of the constituent should be submitted.

Details of Permanent Account Number (Compulsory)	
--	--

**Demat A/c Details** (Through which transaction will be routed)

Name of the Depository	NSDL	CDSL
Client Name		
Client ID No.		
DP Name		
DP ID No.		

**Whether registered with any other Broker / Member :**

Yes  No (If registered with multiple members provide details of all)

Name of Broker		
Name of Exchange		
Client Code Number		

**Details of all Directors / Partners / Parceners (HUF)**

Sr. No.	Name	Residential Address
1.		
2.		
3.		
4.		
5.		

**Name of Whole Time Directors**

Sr. No.	Name	Residential Address
1.		
2.		
3.		
4.		
5.		

**Name & Designation of persons authorised to deal in Capital Market on behalf of the Company / Firm / Others & their Residential Address :**

Sr. No.	Name	Residential Address
1.		
2.		
3.		
4.		
5.		

**Details of any action taken by SEBI / Stock Exchange / any other authority against the constituent or its Partners / Promoters / Wholetime Director / Authorised Persons in charge of dealing in securities for violation of securities and other economic offence.**

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**Investment / Trading Experience (fill / tick as applicable)**

No. prior experience _____
_____ years in stocks / _____ years in derivatives / _____ years in other investment related field

**ANNEXURE**

(ENCLOSED TO THE APPLICATION FORM OF M/S. \_\_\_\_\_ )

**PERSONAL DETAILS OF DIRECTORS / PARTNERS / PARCENERS OF HUF**

Full Name			
Designation			
Residential Address			
Date of Birth		Qualification	
Income Tax No.			
Please affix your recent Passport Size Colour PHOTOGRAPH & Sign across (Use Black Pen)			

Full Name			
Designation			
Residential Address			
Date of Birth		Qualification	
Income Tax No.			
Please affix your recent Passport Size Colour PHOTOGRAPH & Sign across (Use Black Pen)			

Full Name			
Designation			
Residential Address			
Date of Birth		Qualification	
Income Tax No.			
Please affix your recent Passport Size Colour PHOTOGRAPH & Sign across (Use Black Pen)			

Full Name			
Designation			
Residential Address			
Date of Birth		Qualification	
Income Tax No.			
Please affix your recent Passport Size Colour PHOTOGRAPH & Sign across (Use Black Pen)			

X \_\_\_\_\_

## Trading Preference

Stock Exchange & Market Segment on which you wish to trade

1. BSE  Cash  Future & Options 2. NSE  Capital Market  Future & Options

**Reference / Introduction : Introduced by another Constituent / Director / Employee of Trading Member / Sub-Broker / Remisier / Authorised Person or any other person (Please specify)**

Name of Introducer :									
Surname					Name			Middle Name	
MAPIN-UID No. of Introducer, if any					Signature X_____				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Name and Designation of the employee who interviewed the Client					X_____				
_____									
(Name)			(Designation)			(Signature)			

### DECLARATION / UNDERTAKING

We hereby declare that all the information and particulars given by us in this application are true to the best of my knowledge and belief. We agree to immediately inform you if there is any change in any of the information or in Annexure to this application. We also declare and agree that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted therefrom, we are aware that we may be held liable for it and be debarred from doing business both in Derivatives and Cash Segments and we shall not be entitled to take any advantage of the same. We also agree to furnish such further information as you or the Exchange(s) may require from us and we agree that if we fail to give such information, you shall have the right to cancel our registration and the Exchange(s) shall have the right to debar us from doing business both in the Derivative and Cash Segments of the Stock Exchange(s). Further we hereby declare that we are not suspended / expelled / debarred from dealing in the Capital market by any authorities.

Date :

Signature : X\_\_\_\_\_ (Director / Authorised Signatory)

Place :

Name :

**Note : The Form should be filled in completely. In case any field is 'Not Applicable', Please indicate accordingly.**

### SEPARATE ENCLOSURES :

- Certificate of Commencement of Business, Certificate of Incorporation, Memorandum & Articles of Association (In case of body corporate) or Partnership Deed (In case of partnership firm) or other constitutional documents as the case may be.
- Copies of the Balance Sheet for the last 3 financial years (**Copies of Annual Balance Sheet to be submitted every year**).
- Copy of latest share holding pattern including list of all those holding more than 5% in the share capital of the company, duly certified by the Company Secretary / Whole Time Director / M.D., **Copy of updated share holding pattern to be submitted every year**.
- Declaration in case of partnership firm in specified format on your letterhead.
- Board Resolution in case of corporate / trust in specified format on company's letterhead.
- Board Resolution if a corporate or trust requires to be included in the family of accounts in specified format.
- Permission to deal in Capital Market / Securities from appropriate authorities, if applicable.
- Copy of MAPIN UID Card (if applicable)
- Electricity / Telephone Bill.
- Copy of PAN Card compulsory for Individual / Company / Individual Director / Patners / HUF.**
- Family Members details with Age and Date of Birth of the Karta on Karta's Letter Head.

**STOCK BROKER - CLIENT AGREEMENT (BSE)**

This agreement is made and executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between R.B.K. SHARE BROKING. LTD, a body corporate incorporated under the provisions of the Companies Act, 1956, being a Member of Cash Segment and Trading-cum-Clearing Member of the Futures & Options / Derivatives Segment of Bombay Stock Exchange Ltd. and having its registered office at 1/A, ALLI CHAMBERS, MEDOWS STREET, FORT, MUMBAI - 400 001. (hereinafter called "The Stock Broker") which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns, of the One Part; And Mr./Ms./M/s.....

.....  
an Individual / a Sole Proprietary concern / a Partnership Firm / a Body Corporate, registered / incorporated, under the provisions of the Indian Partnership Act, 1932 / the Companies Act, 1956, having his / her / its residence / registered office at .....

.....  
(hereinafter called "the Client") which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his / her heirs, executors, administrators and legal representatives / the partners for the time being of the said firm, the survivor or survivors of them and their respective heirs, executors, administrators and legal representatives / its successors, as the case may be, of the Other Part;

Whereas the Stock Broker is registered as the Stock Broker of the Bombay Stock Exchange Ltd. with SEBI Registration Number INB 010986236 in the Capital Market / Cash Segment and SEBI registration number INF 010986236 in the Futures & Options / Derivatives Segment.

Whereas the client is desirous of investing/trading in those securities/ contracts/other instruments admitted to dealings on Bombay Stock Exchange Ltd. as defined in the Rules, Byelaws and Regulations of Bombay Stock Exchange Ltd. and circulars issued there under from time to time.

Whereas the client has satisfied 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.

Whereas the stock broker has satisfied and shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided; and

Whereas the stock broker has taken steps and 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.

WHEREAS the stock broker and the client agree to be bound by all the Rules, Byelaws and Regulations of Bombay Stock Exchange Ltd. and circulars issued there under and Rules and Regulations of SEBI and relevant notifications of Government authorities as may be in force from time to time.

Now, therefore, in consideration of the mutual understanding as set forth in this agreement, the parties thereto have agreed to the following terms and conditions:

1. The client agrees to immediately notify the stock broker in writing if there is any change in the information in the 'client registration form' provided by the client to the stock broker at the time of opening of the account or at any time thereafter.
2. The stock broker declares that it has brought the contents of the risk disclosure document to the notice of client and made him aware of the significance of the said document. The client agrees that:
  - a. He has read and understood the risks involved in trading on a stock exchange.
  - b. He shall be wholly responsible for all his investment decisions and trades.
  - c. The failure of the client to understand the risk involved shall not render a contract as void or voidable and the client shall be and shall continue to be responsible for all the risks and consequences for entering into trades in the segments in which the client chose to trade.
  - d. He is liable to pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stock broker or Bombay Stock Exchange Ltd. 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 Bombay Stock Exchange Ltd., Clearing House/Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
  - e. 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 closing of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.
3. The Client agrees to 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 stockbroker agrees that it shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchange/SEBI.
4. The client agrees to abide by the exposure limits, if any, set by the stock broker or by the Exchange or Clearing Corporation or SEBI from time to time.
5. Without prejudice to the stock broker's other rights (including the right to refer a matter to arbitration), 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.
6. The stock broker agrees 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 SEBI Rules and Regulations circulars/ guidelines/Bombay Stock Exchange Ltd. Rules/Regulations/Bye-laws and circulars.
7. The client agrees to immediately furnish information to the stock broker in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
8. The stock broker agrees to 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.
9. 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 successors, heirs and assigns shall be entitled to any surplus which may result there from.

10. The stock broker agrees that it shall co-operate in redressing grievances of the client in respect of transactions routed through it and in removing objections for bad delivery of shares, rectification of bad delivery, etc. in respect of shares and securities delivered/to be delivered or received/to be received by the client.
11. The stock broker shall continue to be responsible for replacing bad deliveries of the client in accordance with applicable "Good & bad delivery norms" even after termination of the agreement and shall be entitled to recover any loss incurred by him in such connection from the client.
12. 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 it may have had transactions in securities.
13. The client and the stock broker agree to refer any claims and / or disputes to arbitration as per the Rules, Byelaws and Regulations of Bombay Stock Exchange Ltd. and circulars issued there under as may be in force from time to time.
14. The stock broker hereby agrees that he shall ensure faster settlement of any arbitration proceedings arising out of the transactions entered into between him and the client and that he shall be liable to implement the arbitration awards made in such proceedings.
15. Information about default in payment/delivery and related aspects by a client shall be brought to the notice of the relevant stock Exchange(s). 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 to the relevant stock exchange(s).
16. The stock broker and the client agree to reconcile their accounts at the end of each quarter with reference to all the settlements where payouts have been declared during the quarter.
17. The stock broker and the client agree to abide by any award passed by the Ombudsman under the SEBI (Ombudsman) Regulations, 2003.
18. The stock broker and the client declare and agree that the transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars issued thereunder of Bombay Stock Exchange Ltd. 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 Bombay Stock Exchange Ltd. for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of Bombay Stock Exchange Ltd. and the circulars issued thereunder.
19. The instructions issued by an authorized representative, if any, of the client shall be binding on the client in accordance with the letter authorizing the said representative to deal on behalf of the said client.
20. Where Bombay Stock Exchange Ltd. cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled.
21. This agreement shall forthwith terminate; 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 issued by the Board is cancelled.
22. The stock broker and the client shall be entitled to terminate this agreement 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 agreement 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.
23. In addition to the specific rights set out in this Agreement, the stock broker and 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 Bombay Stock Exchange Ltd. and circulars issued thereunder or Rules and Regulations of SEBI.

24. Words and expressions which are used in this Agreement, 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 of Bombay Stock Exchange Ltd. and circulars issued there under.
25. The provisions of this agreement shall always be subject to Government notifications, any rules, regulations, guidelines and circulars issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchange that may be in force from time to time.
26. The stock broker hereby undertakes to maintain the details of the client as mentioned in the client registration form or any other information pertaining to the client in confidence and that it 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 its his client to any person or authority with the express permission of the client.
27. Any communication sent by the member in electronic form shall be treated as received by the Client.

This agreement can be altered, amended and /or modified by the parties mutually in writing without derogating from the contents of this Agreement. Provided however, if the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Byelaws, Rules and Regulations of the relevant stock Exchange, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this agreement.

IN WITNESS THEREOF the parties to the Agreement have caused these presents to be executed as of the day and year first above written.

**MEMBER : R. B. K. SHARE BROKING LTD.**

Signed by :	Signed by :
Signature & Title :	Signature & Title : X _____
Witness :	Witness :
1.	1.
2.	2.

Note : All references to the specific quantity/rate/fee mentioned in this agreement are subject to change from time to time, as so agreed to in writing between the parties.

**STOCK BROKER - CLIENT AGREEMENT (NSE)**

This agreement is made and executed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between R.B.K. SHARE BROKING. LTD, a body corporate incorporated under the provisions of the Companies Act, 1956, being a Member of Cash Segment and Trading-cum-Clearing Member of the Futures & Options / Derivatives Segment of Bombay Stock Exchange Ltd. and having its registered office at 1/A, ALLI CHAMBERS, MEDOWS STREET, FORT, MUMBAI - 400 001. (hereinafter called "The Stock Broker") which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns, of the One Part; And Mr./Ms./M/s.....

.....  
an Individual / a Sole Proprietary concern / a Partnership Firm / a Body Corporate, registered / incorporated, under the provisions of the Indian Partnership Act, 1932 / the Companies Act, 1956, having his / her / its residence / registered office at .....

.....  
(hereinafter called "the Client") which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his / her heirs, executors, administrators and legal representatives / the partners for the time being of the said firm, the survivor or survivors of them and their respective heirs, executors, administrators and legal representatives / its successors, as the case may be, of the Other Part;

Whereas the Stock Broker is registered as the Stock Broker of the National Stock Exchange of India Ltd. with SEBI Registration Number INB 230825936 in the Capital Market / Cash Segment and SEBI registration number INF 230825936 in the Futures & Options / Derivatives Segment.

Whereas the client is desirous of investing/trading in those securities/ contracts/other instruments admitted to dealings on National Stock Exchange of India Ltd. as defined in the Rules, Byelaws and Regulations of National Stock Exchange of India Ltd. and circulars issued there under from time to time.

Whereas the client has satisfied 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.

Whereas the stock broker has satisfied and shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided; and

Whereas the stock broker has taken steps and 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.

WHEREAS the stock broker and the client agree to be bound by all the Rules, Byelaws and Regulations of National Stock Exchange of India Ltd. and circulars issued there under and Rules and Regulations of SEBI and relevant notifications of Government authorities as may be in force from time to time.

Now, therefore, in consideration of the mutual understanding as set forth in this agreement, the parties thereto have agreed to the following terms and conditions:

1. The client agrees to immediately notify the stock broker in writing if there is any change in the information in the 'client registration form' provided by the client to the stock broker at the time of opening of the account or at any time thereafter.
2. The stock broker declares that it has brought the contents of the risk disclosure document to the notice of client and made him aware of the significance of the said document. The client agrees that:
  - a. He has read and understood the risks involved in trading on a stock exchange.
  - b. He shall be wholly responsible for all his investment decisions and trades.
  - c. The failure of the client to understand the risk involved shall not render a contract as void or voidable and the client shall be and shall continue to be responsible for all the risks and consequences for entering into trades in the segments in which the client chose to trade.
  - d. He is liable to pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stock broker or National Stock Exchange of India Ltd. 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 National Stock Exchange of India Ltd., Clearing House/ Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
  - e. 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 closing of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.
3. The Client agrees to 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 stockbroker agrees that it shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchange/SEBI.
4. The client agrees to abide by the exposure limits, if any, set by the stock broker or by the Exchange or Clearing Corporation or SEBI from time to time.
5. Without prejudice to the stock broker's other rights (including the right to refer a matter to arbitration), 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.
6. The stock broker agrees 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 SEBI Rules and Regulations circulars/ guidelines/National Stock Exchange of India Ltd., Rules/Regulations/Bye-laws and circulars.
7. The client agrees to immediately furnish information to the stock broker in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
8. The stock broker agrees to 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.
9. 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 successors, heirs and assigns shall be entitled to any surplus which may result there from.

10. The stock broker agrees that it shall co-operate in redressing grievances of the client in respect of transactions routed through it and in removing objections for bad delivery of shares, rectification of bad delivery, etc. in respect of shares and securities delivered/to be delivered or received/to be received by the client.
11. The stock broker shall continue to be responsible for replacing bad deliveries of the client in accordance with applicable "Good & bad delivery norms" even after termination of the agreement and shall be entitled to recover any loss incurred by him in such connection from the client.
12. 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 it may have had transactions in securities.
13. The client and the stock broker agree to refer any claims and / or disputes to arbitration as per the Rules, Byelaws and Regulations of National Stock Exchange of India Ltd. and circulars issued there under as may be in force from time to time.
14. The stock broker hereby agrees that he shall ensure faster settlement of any arbitration proceedings arising out of the transactions entered into between him and the client and that he shall be liable to implement the arbitration awards made in such proceedings.
15. Information about default in payment/delivery and related aspects by a client shall be brought to the notice of the relevant stock Exchange(s). 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 to the relevant stock exchange(s).
16. The stock broker and the client agree to reconcile their accounts at the end of each quarter with reference to all the settlements where payouts have been declared during the quarter.
17. The stock broker and the client agree to abide by any award passed by the Ombudsman under the SEBI (Ombudsman) Regulations, 2003.
18. The stock broker and the client declare and agree that the transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars issued thereunder of National Stock Exchange of India Ltd. 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 National Stock Exchange of India Ltd. for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of National Stock Exchange of India Ltd. and the circulars issued thereunder.
19. The instructions issued by an authorized representative, if any, of the client shall be binding on the client in accordance with the letter authorizing the said representative to deal on behalf of the said client.
20. Where National Stock Exchange of India Ltd. cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled.
21. This agreement shall forthwith terminate; 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 issued by the Board is cancelled.
22. The stock broker and the client shall be entitled to terminate this agreement 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 agreement 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.
23. In addition to the specific rights set out in this Agreement, the stock broker and 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 National Stock Exchange of India Ltd. and circulars issued thereunder or Rules and Regulations of SEBI.

24. Words and expressions which are used in this Agreement, 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 of National Stock Exchange of India Ltd. and circulars issued there under.
25. The provisions of this agreement shall always be subject to Government notifications, any rules, regulations, guidelines and circulars issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchange that may be in force from time to time.
26. The stock broker hereby undertakes to maintain the details of the client as mentioned in the client registration form or any other information pertaining to the client in confidence and that it 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 its his client to any person or authority with the express permission of the client.
27. Any communication sent by the member in electronic form shall be treated as received by the Client.

This agreement can be altered, amended and /or modified by the parties mutually in writing without derogating from the contents of this Agreement. Provided however, if the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Byelaws, Rules and Regulations of the relevant stock Exchange, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this agreement.

IN WITNESS THEREOF the parties to the Agreement have caused these presents to be executed as of the day and year first above written.

**MEMBER : R. B. K. SHARE BROKING LTD.**

Signed by :	Signed by :
Signature & Title :	Signature & Title : X _____
Witness :	Witness :
1.	1.
2.	2.

Note : All references to the specific quantity/rate/fee mentioned in this agreement are subject to change from time to time, as so agreed to in writing between the parties.

## **COMBINED RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET /CASH SEGMENT AND FUTURES & OPTIONS SEGMENT**

This document is issued by the member of the National Stock Exchange of India Ltd. (hereinafter referred to as "NSE") / Bombay Stock Exchange Ltd., Mumbai (hereinafter referred to as "BSE") which has been formulated by the Exchanges in coordination with the Securities and Exchange Board of India (hereinafter referred to as "SEBI") and contains important information on trading in Equities and F&O Segments of NSE / BSE. All prospective constituents should read this document before trading on Capital Market/Cash Segment or F&O segment of the Exchanges.

NSE/BSE/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 has NSE/BSE/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 contractual relationship into which you are entering and the extent of your exposure to risk.

You must know and appreciate that investment in Equity shares, derivative or other instruments traded on the Stock Exchange(s), 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 NSE/BSE and suffer adverse consequences or loss, you shall be solely responsible for the same and NSE/BSE, its Clearing Corporation/Clearing House 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 member. The constituent shall be solely responsible for the consequences and no contract can be rescinded on that account. You must acknowledge and accept that there can be no guarantee of profits or no exception from losses while executing orders for purchase and/or sale of a security or derivative being traded on NSE/BSE.

It must be clearly understood by you that your dealings on NSE/BSE through a member shall be subject to your fulfilling certain formalities set out by the member, which may inter alia include your filling the know your client form, client registration form, execution of an agreement, etc., and are subject to the Rules, Byelaws and Regulations of NSE/BSE and its Clearing Corporation, guidelines prescribed by SEBI and in force from time to time and Circulars as may be issued by NSE/BSE or its Clearing Corporation/Clearing House and in force from time to time.

NSE/BSE 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 trading member and/or sub-broker of NSE/BSE 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/investment 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 INVOLVED IN TRADING ON THE STOCK EXCHANGE (EQUITY AND OTHER INSTRUMENTS)**

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

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

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

Liquidity refers to the ability of market participants to buy and/or sell securities / 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 / contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive price for securities / contracts purchased or sold. There may be a risk of lower liquidity in some securities / contracts as compared to active securities / 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/selling without intention of giving and/or taking delivery of a security, as part of a day trading strategy, may also result into losses, because in such a situation, stocks may have to be sold/purchased at a low/high prices, compared to the expected price levels, so as not to have any obligation to deliver/receive a security.

## **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 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 / contracts. This in turn will hamper better price formation.

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

Most Exchanges have a facility for investors to place “limit orders”, “stop loss orders” etc”. The placing of such 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.

**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 / contract, and such order gets activated if and when the stock / 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 stock 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 stock / 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 :**

Issuers make news announcements that may impact the price of the securities / contracts. These announcements 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 Rumours :**

Rumours about companies 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 rumours.

## 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 due to any action on account of unusual trading activity or stock hitting circuit filters or for any other reason.

## 1.8 System/Network Congestion :

Trading on NSE/BSE 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 the control of 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 Futures and Options segment is concerned, please note and get yourself acquainted with the following additional features :-

### 2.1 Effect of “Leverage” or “Gearing”

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 principal investment amount. But transactions in derivatives carry a high degree of risk.

You should therefore completely understand the following statements before actually trading in derivatives trading 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 equivalent to the principal investment amount in a relatively short period of time. Moreover, the loss may exceed the original margin amount.

- A. Futures trading involves daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index. If the index has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This margin will have to be paid within a stipulated time frame, generally before commencement of trading next day.
- B. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the broker/member 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 the derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

## **2.2. Risk of Option holders**

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

## **2.3 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. GENERAL**

### **3.1 Commission and other charges**

Before you begin to trade, you should obtain a clear explanation of all commission, fees and other charges for which you will be liable. These charges will affect your net profit (if any) or increase your loss.

### **3.2 Deposited cash and property**

You should familiarise yourself with the protections accorded to the money or other property you deposit particularly in the event of a firm insolvency or bankruptcy. The extent to which you may recover your money or property may be governed by specific legislation or local rules. In some jurisdictions, property which has been specifically identifiable as your own will be pro-rated in the same manner as cash for purposes of distribution in the event of a shortfall. In case of any dispute with the member, the same shall be subject to arbitration as per the byelaws/regulations of the Exchange.

**3.3** For rights and obligations of the clients, please refer to Annexure-1 enclosed with this document.

**3.4** The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a member for the purpose of acquiring and/or selling of securities through the mechanism provided by NSE/BSE.

**3.5** The term 'member' shall mean and include a trading member, a broker or a stock broker, who has been admitted as such by NSE/BSE and who holds a registration certificate as a stock broker from SEBI.

I hereby acknowledge that I have received and understood this risk disclosure statement and Annexure-1 containing my rights and obligations.

Customer Signature (If Partner, Corporate, or other Signatory, then attest with company seal.)

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

Name :

Date :

X \_\_\_\_\_

## **ANNEXURE-1**

### **INVESTORS' RIGHTS AND OBLIGATIONS :**

- 1.1** You should familiarise yourself with the protection accorded to the money or other property you may deposit with your member, particularly in the event of a default in the stock market or the broking firm's insolvency or bankruptcy.
  - 1.1.1** Please ensure that you have a documentary proof of your having made deposit of such money or property with the member, stating towards which account such money or property deposited.
  - 1.1.2** Further, it may be noted that the extent to which you may recover such money or property may be governed by the Bye-laws and Regulations of NSE/BSE and the scheme of the Investors' Protection Fund in force from time to time.
  - 1.1.3** Any dispute with the member with respect to deposits, margin money, etc., and producing an appropriate proof thereof, shall be subject to arbitration as per the Rules, Byelaws/Regulations of NSE/BSE or its Clearing Corporation / Clearing House.
- 1.2** Before you begin to trade, you should obtain a clear idea from your member of all brokerage, commissions, fees and other charges which will be levied on you for trading. These charges will affect your net cash inflow or outflow.
- 1.3** You should exercise due diligence and comply with the following requirements of the NSE/BSE and/or SEBI :
  - 1.3.1** Please deal only with and through SEBI registered members of the Stock Exchange and are enabled to trade on the Exchange. All SEBI registered members are given a registration no., which may be verified from SEBI. The details of all members of NSE/BSE and whether they are enabled to trade may be verified from NSE/BSE website ([www.nseindia.com](http://www.nseindia.com) / [www.bseindia.com](http://www.bseindia.com)).
  - 1.3.2** Demand any such information, details and documents from the member, for the purpose of verification, as you may find it necessary to satisfy yourself about his credentials.
  - 1.3.3** Furnish all such details in full as are required by the member as required in "Know Your Client" form, which may also include details of PAN or Passport or Driving Licence or Voters Id, or Ration Card, bank account and depository account, or any such details made mandatory by SEBI / NSE at any time, as is available with the investor.
  - 1.3.4** Execute a broker-client agreement in the form prescribed by SEBI and/or the Relevant Authority of NSE or its Clearing Corporation / Clearing House from time to time, because this may be useful as a proof of your dealing arrangements with the member.
  - 1.3.5** Give any order for buy or sell of a security in writing or in such form or manner, as may be mutually agreed. Giving instructions in writing ensures that you have proof of your intent, in case of disputes with the member.
  - 1.3.6** Ensure that a contract note is issued to you by the member which contains minute records of every transaction. Verify that the contract note contains details of order no., trade number, trade time, trade price, trade quantity, name of security, client code allotted to you and showing the brokerage separately. Contract notes are required to be given/sent by the member to the investors latest on the next working day of the trade. Contract note can be issued by the member either in electronic form using digital signature as required, or in hard copy. In case you do not receive a contract note on the next working day or at a mutually agreed time, please get in touch with the Investors Grievance Cell of NSE/BSE, without delaying.
  - 1.3.7** Facility of Trade Verification is available on NSE/BSE website ([www.nseindia.com](http://www.nseindia.com) [www.bseindia.com](http://www.bseindia.com)), where details of trade as mentioned in the contract note may be verified from the trade date upto five trading days. 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 NSE/BSE.
  - 1.3.8** Ensure that payment/delivery of securities against settlement is given to the concerned member within one working day prior to the date of pay-in announced by NSE/BSE or it's Clearing Corporation / Clearing House. Payments should be made only by account payee cheque in favour of the firm/

company of the trading member and a receipt or acknowledgement towards what such payment is made be obtained from the member. Delivery of securities is made to the pool account of the member rather than to the beneficiary account of the member.

- 1.3.9** In case pay-out of money and/or securities is not received on the next working day after date of pay-out announced by NSE/BSE or its Clearing Corporation / Clearing House, please follow-up with the concerned member for its release. In case pay-out is not released as above from the member within five working days, ensure that you lodge a complaint immediately with the Investors' Grievance Cell of NSE/BSE.
- 1.3.10** Every member is required to send a complete 'Statement of Accounts', for both funds and securities settlement to each of its constituents, at such periodicity as may be prescribed by time to time. You should report errors, if any, in the Statement immediately, but not later than 30 calendar days of receipt thereof, to the member. In case the error is not rectified or there is a dispute, ensure that you refer such matter to the Investors Grievance Cell of NSE/BSE, without delaying.
- 1.3.11** In case of a complaint against a member/registered sub-broker, you should address the complaint to the Office as may be specified by NSE/BSE from time to time.
- 1.4** In case where a member surrenders his membership, NSE/BSE gives a public notice inviting claims, if any, from investors. In case of a claim, relating to "transactions executed on the trading system" of NSE/BSE, ensure that you lodge a claim with NSE/BSE/NSCCL/Clearing House within the stipulated period and with the supporting documents.
- 1.5** In case where a member is expelled from trading membership or declared a defaulter, NSE/BSE gives a public notice inviting claims, if any, from investors. In case of a claim, relating to "transactions executed on the trading system" of NSE/BSE, ensure that you lodge a claim with NSE/BSE within the stipulated period and with the supporting documents.
- 1.6** Claims against a defaulter/expelled member found to be valid as prescribed in the relevant Rules/ Bye-laws and the scheme under the Investors' Protection Fund (IPF) may be payable first out of the amount vested in the Committee for Settlement of Claims against Defaulters, on pro-rata basis if the amount is inadequate. The balance amount of claims, if any, to a maximum amount of Rs.10 lakhs per investor claim, per defaulter/expelled member may be payable subject to such claims being found payable under the scheme of the IPF.

**Notes :**

1. The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a trading member of NSE/BSE for the purpose of acquiring and / or selling of securities through the mechanism provided by NSE/BSE.
2. The term 'member' shall mean and include a member or a broker or a stock broker, who has been admitted as such by NSE/BSE and who holds a registration certificate as a stock broker from SEBI.
3. NSE/BSE may be substituted with names of the relevant exchanges, wherever applicable.

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

## POLICIES & PROCEDURE

### **A) Policy for Penny Stock.**

A stock that trades at a relatively low price and market capitalization. These types of stocks are generally considered to be highly speculative and high risk because of their lack of liquidity, large bid-ask spreads, small capitalization and limited following and disclosure. Depend on the market condition and RMS policy of the company RMS reserve the right to refuse to provide the limit in Penny stocks and losses if any on account of such refusal shall be borne by client only.

### **B) Setting up client's exposure limits.**

The stock broker may from time to time impose and vary limits on the orders that the client can place through the stock broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of securities in respect of which orders can be placed etc.). The client is aware and agrees that the stock broker may need to vary or reduce the limits or impose new limits urgently on the basis of the stock broker's risk perception and other factors considered relevant by the stock broker including but not limited to limits on account of exchange/SEBI directions/limits (such as broker level/market level limits in security specific/volume specific exposures etc.), and the stock broker may be unable to inform the client of such variation, reduction or imposition in advance. The client agrees that the stock broker shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the stock broker's trading system on account of any such variation, reduction or imposition of limits. The client further agrees that the stock broker may at any time, at its sole discretion and without prior notice, prohibit or restrict the client's ability to place orders or trade in securities through the stock broker, or it may subject any order placed by the client to a review before its entry into the trading systems any may refuse to execute/allow execution of orders due to but not limited to the reason of lack of margin/securities or the order being outside the limits set by stock broker/exchange/SEBI and any other reasons which the stock broker may deem appropriate in the circumstances. The client agrees that the losses, if any on account of such refusal or due to delay caused by such review, shall be borne exclusively by the client alone.

We have margin based RMS system. Total deposits of the clients are uploaded in the system and client may take exposure on the basis of margin applicable for respective security as per VAR based margining system of the stock exchange and/or margin defined by RMS based on their risk perception. Client may take benefit of "credit for sale" i.e. benefit of share held as margin by selling the same by selecting Delivery option through order entry window on the trading platform, the value of share sold will be added with the value of deposit and on the basis of that client may take fresh exposure.

In case of exposure taken on the basis of shares margin the payment is required to be made before the exchange pay in date otherwise it will be liable to square off after the pay in time or any time due to shortage of margin.

### **C) Applicable brokerage rate.**

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

### **D) Imposition of penalty / delayed payment charges.**

Clients will be liable to pay late pay in/delayed payment charges for non making payment of their pay in/margin obligation on time as per the exchange requirement/schedule at the rate upto 2% per month.

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

Client Signature : X \_\_\_\_\_

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

Without prejudice to the stock brokers other right (Including the right to refer the matter to arbitration), the stock broker shall be entitled to liquidate/close out all or any of the clients position without giving notice to the client for non payment of margins or other amounts including the pay in obligation, out standing debts etc and adjust the proceeds of such liquidation/close out, if any, against the clients liabilities/obligations.

The client shall ensure timely availability of funds/securities in form and manner at designated time and in designated bank and depository account(s), for meeting his/her/its pay in obligation of funds and securities. Any and all losses and financial charges on account of such liquidations/ closing out shall be charged to & born by the client. In cases of securities lying in margin account/client beneficiary account and having corporate actions like Bonus, Stock split, Right issue etc, for margin or other purpose the benefit of shares due to received under Bonus, Stock split, Right issue etc will be given when the shares is actually received in the stock broker designated demat account.

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

The stock broker has the right but not the obligation, to cancel all pending orders and to sell/close/ liquidate all open positions/securities/shares at the pre-defined square off time or when Mark to Market (M-T-M) percentage reaches or crosses stipulated margin percentage, whichever is earlier. The stock broker will have sole discretion to decide referred stipulated margin percentage 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) *Policy on Internal Shortages.***

Policy on Internal shortage shall be as detailed in KYC format.

**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.***

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

**H) *Temporarily suspending or closing a client's account at the client's request.***

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

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

**I) *Deregistering a client.***

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

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

Client Signature : X \_\_\_\_\_

- (iii) On the death/lunacy or other disability of the Client;
- (iv) If the client being a partnership firm, has any steps taken by the Client and/or its partners for dissolution of the partnership;
- (v) If the Client suffers any adverse material change in his/her/its financial position or defaults in any other agreement with the Stock broker;
- (vi) If there is reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts, as they become payable;
- (vii) If the Client is in breach of any term, 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;
- (x) 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 for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking;
- (xii) If any covenant or warranty of the Client is incorrect or untrue in any material respect;

**J) Inactive Client account.**

Client account will be considered as inactive if the client does not trade for period of one year. Calculation will be done at the beginning of every month and those clients who have not traded even a single time will be considered as inactive, the shares/ credit ledger balance if any will be transferred to the client within one week of the identifying the client as inactive. The client has to make written request for reactivation of their account.

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

**K) Amendments to Agreement.**

No terms, other than those prescribed by SEBI, shall be changed without the consent of the Client. Any change shall be preceded by a notice of 15 days.

**L) Display of relevant information on the website.**

The Broker shall organize to display information relevant to the client on his Website, and accessible through client specific user ID and Password.

**M) Documents executed by the client.**

The Broker shall provide the client either the hard copies or in electronic format all documents executed by him, free of charge, within 7 days which the client shall duly acknowledge.

**N) Statement of Balance of Funds and Securities.**

The Broker shall, as on 31st March of every year, send a statement of Balance of Funds and Securities in a hard form duly signed, which shall be acknowledged and confirmed by the Client.

**Client Acceptance of Policies and Procedures stated hereinabove :**

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

Client Signature : X\_\_\_\_\_

## INTERNAL SHORTAGE SETTLEMENT POLICY

R B K Share Broking Ltd. has implemented the following policy for settling transaction, which remains unsettled due to Internal Shortages :

Internal Shortages means one client has failed to give the delivery of the securities sold by him, which has resulted into short delivery to other client(s) of R B K Share Broking Ltd.

The transactions, which remains unsettled due to the Internal Shortage of securities shall be closed out as follows :

All Internal Shortage Securities	The transaction will be closed out at 5% above the closing rate of the security on the T+3rd day i.e. the auction day.
----------------------------------	--

Accordingly, if you fail to give the delivery of the securities sold by you which if resulted into Internal Shortage, you will be debited for the transaction at the rates prescribed above. Similarly if we are unable to give the delivery of the securities bought by you due to Internal Shortage, you will receive the credit for the transaction at the rates prescribed above.

Any change in the policy will be intimated to you either through letter or e-mail or any other mode of communication including, but without intimation, through our website.

I/We have taken note of the above policy for settling transactions, which has remained unsettled due to Internal Shortages.

Applicant's Signature : X \_\_\_\_\_

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

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

### BROKERAGE DETAILS (Subject to change with Prior Notice)

#### CASH SEGMENT

Brokerage Slab	Rate %	Minimum Paise	
Delivery Based			
Intraday Trading			One Side / Both Sides

#### F & O SEGMENT

Brokerage	Futures %	Options%	Rs. Per Lot	One Side / Both Sides
Daily Square up				
Settlement Square up				

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

**AUTHORITY FOR COLLECTION OF DOCUMENTS**

Date :

To,  
 R B K Share Broking Ltd.  
 1/A, Alli Chambers, 1st Floor,  
 Meadows Street, Fort, Mumbai - 400 001.

Dear Sirs,

In reference to my/our dealings with you as your client, I/We hereby authorize the following persons to collect and acknowledge various documents such as Contracts, Bills, Ledger Statement, Cheques or any other documents on my/our behalf and the same will be binding on me/us :

Sr.No.	Name	Full Signature	Initial

Thanking you,

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

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

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

**FOR OFFICE USE ONLY**  
**SHARING RATIO**

Remissar I			Remissar II	
Segment	Delivery	Trading	Delivery	Jobbing
Cash				

Remissar I			Remissar II	
Segment	Futures	Options	Futures	Options
F&O				

<b>CTCL MAPIN ID</b>	
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NON-MANDATORY

Date :

To,

**R B K Share Broking Ltd.**

1/A, Alli Chambers, 1st Floor,

Medows Street, Fort, Mumbai - 400 001.

From

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

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

Address : \_\_\_\_\_

Dear Sirs,

**Re : Letter of Authority - Capital Market and Derivatives Segment (F&O) of NSE/BSE**

I/We have been regularly trading and investing, or plan to do so, through you on either/all of the Exchanges i.e. BSE, NSE. To facilitate and ease of the accounting operations I / we expressly authorize you as under:

**Authority :**

To accept any/all of my/our orders for Purchase / Sale of Share & Securities which shall be given on telephonic or orally during my/our visit to your office.

To avoid unnecessary and cumbersome paper - work, I/we authorize you not to provide me/us any order confirmation / modification / cancellation slips and / or trade confirmation slips as the required details are available from contracts issued by you.

I/We hereby request you to transfer, make adjustments and / or to set off a part or whole of the securities placed as margin and / or any surplus funds in any of my account(s) maintained with you against the outstanding dues payable if any, be me/us in any of my/our account(s) maintained with you. I/We also confirm that you will have the right of lien on the credit balance in any of my/our accounts for any dues, and accordingly, any entries passed by you shall be binding on me/us.

**Declaration / Undertaking :**

I/We declare that all trades entered by me / us with you on BSE / NSE are for personal / family account. I/ we confirm that I/we do not act on behalf of any other constituent and all trades executed under my client code belong to me/us and that we don't issue any contracts / trade confirmations to any one.

I/We undertake to abide by all the requisite statutory provisions and shall not violate or contravene any of the provisions of the Securities and Exchange Board of India, Act and the various Rules and Regulations framed there under. Similarly, I/We undertake to abide by all the requisite statutory provisions and shall not violate or contravene any of the provisions of the Exchanges, their Rule, Bye Laws and Regulations and any other statutory Act that may be in force.

Thanking you,

Yours truly

Client Signature : X \_\_\_\_\_

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

**(to be signed by client and not by POA)**

Date :

To,  
**R B K Share Broking Ltd.**  
1/A, Alli Chambers, 1st Floor,  
Medows Street, Fort, Mumbai - 400 001.

From  
Client Code : \_\_\_\_\_  
Client Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

**Re : Letter of Authority for Maintaining a Running Account for me/us in the Cash / F&O Derivatives Segments for NSE / BSE**

I/We have been regularly trading and investing, or plan to do so, through you on either/all of the Exchanges i.e. BSE, NSE. To facilitate and ease of the accounting operations I / we expressly authorize you as under:

**Authority :**

1. To maintain a running account for all my / our trades through all the Exchanges, instead of a settlement to settlement clearance of dues and / or delivery of securities to me/us. I agree that no interest shall be payable by you on the credit balances that may arise from time to time in my / our account.
2. To retain any / all the deliveries of shares purchased by me / us and / or the credit amounts due to me / us, beyond the pay - out date and the time interval specified by the relevant authorities, so as to use the same towards margin deposit, inter settlement adjustment of my/our present and future obligations and also retain the funds expected to be required to meet my/our margin obligations for next 5 trading days, calculated in the manner specified by the Exchanges and or inter-Exchange adjustment of my/our obligations or up to such time that I/we ask you to transfer / release the same to my/our account.
3. To maintain a running account through any/all Exchange(s) towards my/our margin obligations and / or settlement obligations including those in futures & options segment of NSE / BSE.
4. To retain/hold any/all of our funds available with you on our account, till such time that I/we request you to release the same.
5. To automatically adjust/appropriate any/all my/our deliveries of securities on inter-settlement basis on my/our instructions, either oral or written for all the instances where any/all securities purchased by me/us, are still lying with you on our account. I/we agree that such inter settlement adjustment may be in the same Stock Exchange or across the Exchanges.

**Declaration / undertaking :**

1. I/We also state that any dispute if arising from the statement of account or statement of securities or settlement so made as hereinabove shall be brought to your notice preferably within 7 working days from the date of receipt of funds / securities or statement, as the case may be. (the statement of funds, i.e. ledger and statement of securities should display all receipts and deliveries of funds and securities)
2. I/We undertake to reconcile our accounts, both financial and securities with you and carry out the actual settlement of funds & securities atleast once in every financial quarter.
3. I/We state that I/we may revoke the above authorization with written notice of 15 days to you. However, I/we state and confirm that the aforesaid authorization shall be subject to renewal at least once a year and shall subsist for that year in which it has been renewed.

Thanking you,

Yours truly

Client Signature : X \_\_\_\_\_

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

**(to be signed by client and not by POA)**

## Declaration by Firm (Sole Proprietor)

Date :

To,  
**R B K Share Broking Ltd.**  
1/A, Alli Chambers, 1st Floor,  
Meadows Street, Fort, Mumbai - 400 001.

From  
Client Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

I refer to the trading account opened with you in the name of \_\_\_\_\_ and declare and authorize you as under.

I recognize that a beneficiary account cannot be opened with a depository participant in the name of a sole proprietorship form as per regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, I authorize you to recognize the beneficiary account no. : \_\_\_\_\_ with depository \_\_\_\_\_ opened in the name the undersigned who is the sole proprietor of the firm.

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

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

**Signature (Please sign with Stamp of the firm)**

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## Declaration to be given by Partnership Firm

Date :

To,  
**R B K Share Broking Ltd.**  
1/A, Alli Chambers, 1st Floor,  
Meadows Street, Fort, Mumbai - 400 001.

From  
Client Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

We refer to the trading account opened with you in the name of \_\_\_\_\_ and declare and authorize you as under.

We recognize that a beneficiary account cannot be opened with a depository participant in the name of a Partnership firm as per regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the securities transfer obligations pursuant to the trading operations, we authorize you to recognize the beneficiary account no. : \_\_\_\_\_ with depository \_\_\_\_\_ opened as joint account in the name of partners of the firm as the demat account of the firm.

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

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

**Signature (Please sign with Stamp of the firm)**

## HUF DECLARATION

To,  
**R B K Share Broking Ltd.**  
1/A, Alli Chambers, 1st Floor,  
Medows Street, Fort, Mumbai - 400 001.

SUB :Declaration by the co-parceners of the HUF authorizing the Karta to trade on their behalf.

Dear Sir/Madam

I/We the member of \_\_\_\_\_ (name of HUF) do not have any objection to open a Share Trading A/c. with R B K Share Broking Ltd.

And authorize \_\_\_\_\_ (name of the Karta) to trade on our behalf.

Name of Family Member	Relations	Signature	Date of Birth
1.			
2.			
3.			
4.			
5.			

Yours Truly,

X\_\_\_\_\_

### FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATES / TRUSTS

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS / TRUSTEES OF \_\_\_\_\_ LTD. / TRUST AND HAVING ITS REGISTERED OFFICE AT \_\_\_\_\_ HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2000 AT \_\_\_\_\_ AM / PM.

"RESOLVED THAT the Company / Trust be registered as Client with R B K Share Broking Ltd. Member of Bombay Stock Exchange Ltd. (BSE), National Stock Exchange of India Ltd. (NSE), at Cash, F&O Derivative Segment for the purpose of dealing in equities, derivatives, debentures, debts and other products and the said Member be and is hereby authorised to honour instructions oral or written, given on behalf of the Company / Trust by any of the following authorised signatories :

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

Who are authorised to sell, purchase, transfer, endorse, negotiate and / or otherwise deal with / Through R B K Share Broking Ltd. on behalf of the Company / Trust.

RESOLVED FURTHER THAT Mr. \_\_\_\_\_ and / or Mr. \_\_\_\_\_ Directors / Trustees of the Company / Trust be and are hereby authorised to sign, execute and submit such applications undertaking, agreements and other requisite documents, writings and deed as may be deemed necessary or expedient to give effect to this resolution.

RESOLVED FURTHER THAT all the Directors would have authority to act on behalf of the Company and actions of any directors will be binding on the Company.

RESOLVED FURTHER THAT the Common Seal of the Company be affixed, wherever necessary, in the presence of any one / two Directors of the Company and Company Secretary who shall sign the same in token of their presence."

Certified true copy

For \_\_\_\_\_  
(Chairman / All Trustees)

## FORMAT OF LETTER TO BE OBTAINED FROM THE BANK FOR VERIFICATION

Dated :

To,

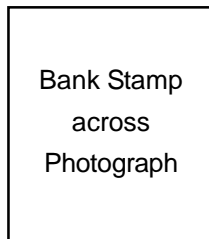
**R B K Share Broking Ltd.**

1/A, Alli Chambers, 1st Floor,  
Meadows Street, Fort, Mumbai - 400 001.

Dear Sir,

This is to certify that the Savings / Current Account No. \_\_\_\_\_ of Mr. / Ms. / M/s. \_\_\_\_\_  
\_\_\_\_\_ held jointly with Mr. / Ms. / M/s. \_\_\_\_\_ with our branches has  
been active since \_\_\_\_\_ years/months and the operations of the account has been satisfactory.

We further confirm that the photograph herein bears true likeness to the identity of the above mentioned  
person & that the address of the person is as given below :




Signature of Client

Name, Signatures of the Branch Manager

Signed in my presence and Attested

Stamp of the Bank and the Branch

Signature of Branch Manager

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## AUTHORITY TO SEND DIGITALLY SIGNED CONTRACT NOTES

Dated :

To,

**R. B. K. Share Broking Ltd.**

1-A, Alli Chamber, 1st Floor,  
Meadow Street, Fort, Mumbai - 400 001.

Dear Sir,

1. I/We agree to receive contract notes/bills/ledger accounts/Qty Statements/Margin Statements etc. for my/our transactions in any form (Physical and Electronic) as deemed fit by you. I/We confirm that once you send the said documents at my / our e-mail ID. You may treat the same as received by me/us. Non-receipt of bounced mail notification shall amount to delivery of contract note at the our e-mail ID. In case of any query, I/We shall intimate you within 24 hours thereof at your designated e-mail ID : rbk@rbksbl.com

E-mail ID 1	
E-mail ID 2	

2. In case of any change in my/our e-mail ID, I/We undertake to intimate the same to you in writing.
3. The Member will arrange to pay stamp duty on contract notes on a consolidated basis at the end of month.
4. We undersigned that these digital contract notes are valid legal contracts as per stock exchange/SEBI rules and recognized under Income Tax act as well as other acts in India.

Thanking you,

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

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

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

**DECLARATION FOR MOBILE NO.**

Dated :

To,

**R B K Share Broking Ltd.**

1/A, Alli Chambers, 1st Floor,  
Medows Street, Fort, Mumbai - 400 001.

Dear Sir,

I, \_\_\_\_\_ having PAN No. \_\_\_\_\_ do hereby declare that my Mobile No. is \_\_\_\_\_. Further, I authorize \_\_\_\_\_ that the same may be used for giving me any information / alert / sms / call.

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

Client Signature : X \_\_\_\_\_

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

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

Verified by :

Address : \_\_\_\_\_

Name of Employee : \_\_\_\_\_

\_\_\_\_\_

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

Phone No : \_\_\_\_\_

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

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

**CLIENT DEFAULTER DECLARATION**

Dated :

To,

**R B K Share Broking Ltd.**

1/A, Alli Chambers, 1st Floor,  
Medows Street, Fort, Mumbai - 400 001.

Dear Sir,

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

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

Client Signature : X \_\_\_\_\_

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

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

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

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

## **DO'S AND DON'TS WHILE DEALING IN SECURITIES MARKET**

Dear Client,

You are requested to go through carefully and understand the following do's and don'ts before you start dealing in securities market :

### **DO'S : PRE-ACCOUNT OPENING**

1. Always deal with market intermediaries registered with SEBI/Exchanges.
2. It is very important that one should make himself/herself familiar with the rules, regulations, byelaws and circulars issued by Stock Exchange/SEBI before entering into and/or carrying out any transaction.
3. Transact only through Stock Exchanges.
4. Please carry out due-diligence before registering as client with any intermediary. Client should carefully read and understand the contents stated in the Risk disclosure document, which forms part of investor registration requirement for dealing through brokers in stock market.
5. Clear all your doubts by raising your queries with the Relationship Manager prior to opening an account.

### **DON'TS : PRE-ACCOUNT OPENING**

1. Do not start trading until you have read and understood the Risk Disclosure Documents and Member-Client Agreement.

### **DO'S : ACCOUNT OPENING**

1. Please read and understand and thereafter execute the Member-Client Agreement with Globe, setting out the terms and conditions clearly.
2. Enter accurate and complete details in the form, fill up all fields. Do not leave any spaces blank.
3. All information provided should be factually correct and accurate since this will form the basis of your relationship with ...
4. Read and understand every document in the Registration kit carefully before signing.
5. Please provide accurate Email ID, Client ID, DP ID, Mobile Number, Contact Details and Bank account number.
6. The correspondence address should always be updated.
7. Submit your Permanent Account Number (PAN)
8. Understand the utility of maintaining a running account before signing the authorization for the same. Maintaining a Running Account with us is not compulsory.
9. Ensure that all details are correctly mentioned in the welcome letter sent by Globe after account opening.

### **DON'TS : ACCOUNT OPENING**

1. Do not sign the Member-Client Agreement without clearing your doubts in respect thereof.
2. Do not fill in wrong or incomplete details. Do not overwrite, cancel, misspell the details.

### **DO'S : PRE-TRADING**

1. Adopt trading / investment strategies commensurate with your risk bearing capacity, as all investments carry risk, the degree of which varies according to the investment strategy adopted.
2. Assess the risk-return profile of the investments as well as the liquidity and safety aspects before making and/or acting upon your investment decision.
3. Make investments based on your sound reasoning, after taking into account all publicly available information, fundamentals and information made available.
4. Check the veracity of the information available.
5. Access the websites of Companies and Regulators for information.
6. Keep copies of the Member Client Agreement and your trading account related documents.
7. Familiarize yourself with the rules, regulations and circulars issued by stock exchanges/SEBI before carrying out any transaction.
8. Ask all relevant questions and clear your doubts with your broker before transacting.
9. Please be informed that there are no guaranteed returns on investment in stock markets. Investment in Capital Market are subject to market risk.
10. Ensure that you have adequate balance before you buy.
11. Ensure that you are holding securities before you sell.
12. Exercise due caution while trading in illiquid shares or penny stocks or Z, T2T category stock.

Client Signature : X\_\_\_\_\_

### ***DON'Ts : PRE-TRADING***

1. Do not trade in any product without knowing and/or understanding the associated risks and rewards.
2. Do not be influenced by information which is not originating from an appropriate source.
3. Do not believe any promises made about Assured Returns by employees or Sub-Broker or Authorized Persons or Marketing Associates.
4. Do not rely on any implicit/explicit promise made by the issuer or any third party or returns.
5. Do not be influenced into buying fundamentally unsound companies (penny stocks) based on sudden spurts in trading volumes or prices or non-authentic favorable looking articles/stories.
6. Do not match / synchronize trade with any other person for any thinly traded shares.
7. Do not be misled by rumors circulating in the market.
8. Do not indulge in any trading activity which results in disturbance of market equilibrium in any manner including manipulation of price of any scrips.
9. Do not follow the herd or play on momentum it could turn against you.
10. Do not be misled by so called hot tips.
11. Do not undertake deals for others or trade on your own name and then issue cheques from family members/friend accounts.
12. Do not pay in cash or do not issue a cheque in name of any employee of RBKSBL or any other person in respect of the transaction.
13. Do not get carried away by luring advertisements, if any.
14. Do not try to time the market.
15. Do not leave signed blank delivery instruction slips (DIS) of your depository account lying around carelessly or with anyone.
16. Do not sign blank DIS and keep them with Depository Participant or broker to save time. Remember your carelessness can be your peril.
17. Do not invest based on bull run of the market index/scrips of other companies in same industry/issuer company.
18. Do not start trading before reading and understanding the Risk Disclosure Documents.
19. Don't get misled by guarantees of repayment of your investments through postdated cheques.

### ***DO's : TRADING***

1. Call on the landline numbers of your local branch and give clear and unambiguous instructions while placing orders over the phone. In case our visit the branch office, kindly give your orders in writing.
2. Be vigilant in your transactions.
3. Be aware of the risk associated with your Cash Market and Futures & Options positions in the market and margin calls on them. In case of inadequate margin or nonpayment or margin in your account, your positions will be squared off by the Risk Management Team.
4. Please bear in mind that while it is our endeavor to inform you in case of a margin call, it is your responsibility to maintain margins. We will square up outstanding position in case of shortfall in margin and delay in payments.
5. Maintain secrecy of your password in case of Internet trading, since you will be solely responsible for all transactions effected from its usage.
6. Maintain secrecy of your password in case of Internet trading, since you will be solely responsible for all transactions effected from its usage.
7. If at any point of time you received response for resetting password against request which has not been made by you, please call us at 30282651 Customer Care Helpdesk immediately.
8. Following is the procedure for handling short deliveries in case the seller client fails to deliver securities in our Pool account within specified pay-in time limit against his/her pay-in/selling obligations :

Client Signature : X \_\_\_\_\_

- (a) The short delivering client is debited by an amount equivalent to 10% above the closing rate of the day prior to Pay-in/Pay-out day. The securities delivered short are purchased from the market on T + 3 day which is the Auction day on Exchange, and the purchase consideration is debited to the short delivering seller client along with the reversal entry of provisional amount debited earlier.
- (b) If securities can not be purchased from market due to any force majeure condition, the short delivering seller client is debited at the closing rate + 10%. Where the delivery is matched partially or fully at the Exchange Clearing, the delivery and debits/credits shall be as per Exchange debits and credits.

#### ***DON'Ts : TRADING***

1. Do not give instructions which are not clear. they should be given verbally over recorded phone lines or in writing.
2. Do not forget to take note of risks involved in the investment.
3. Do not reveal your password to any other person.
4. Do not engage your self in any activity which is in the nature of intermediary such as sub-broker without proper registration with SEBI/Exchanges.

#### ***DO's : POST TRADING***

1. Insist and ensure that for every executed trade you received duly signed contract note form your broker, highlighting the details of the trade, trade time and number, transaction price, brokerage along with your unique client-id, broker's name. Please note that the details of every executed trade are posted on our website ... .. in the form of digital contract notes on a daily basis. Access the website, wherever possible and satisfactory yourself in respect thereof.
2. Verify all details in contract notes, immediately on receipt. If you find any discrepancy, write to us.
3. Check you email account mentioned in the 'Know Your Client' form daily. All your account related information including trade confirmation, Contract Notes and margin calls will be emailed to you.
4. Crosscheck details of your trade with details as available on the Exchange website.
5. Insist on periodical statement of accounts for your scrutiny.
6. Pay the margin within the prescribed time. Collect/pay, your mark to market margins, on your positions, on a daily basis, from/to your Broker.
7. Ensure receipt of payment/deliveries within one working day of payout.
8. Deliver the shares in case of sale or pay the money in case of purchase before the pay-in day.
9. For payments, issue only crossed account payee cheque/DD/PO in name of RBK Share Broking Ltd. Please ensure to write your full name on the back of the cheque & sign so as to disallow incorrect to any other account.
10. In case of disputes, please write to us at [grievancesrbk@gmail.com](mailto:grievancesrbk@gmail.com)
11. Client should deliver, securities for pay-in in our pool account and for margin in our beneficiary account only. Management shall not be responsible for any delivery or securities to any third party demat account including demat accounts of our sub brokers, employees, business development representative and business partners etc. our sub broker, employees, business development representative and business partners etc.

#### ***DON'Ts : POST TRADING***

1. Do not make/take payment in cash.
2. Do not believe if an Globe Capital Market Ltd. representative tells you that margins are not required or payments on time need not be made.
3. Do not hesitate to approach helpdesk. Helpdesk can be contacted at E-mail : [rbk@rbksbl.com](mailto:rbk@rbksbl.com)
4. Do not delay payment/delivered of securities to Broker/Sub-Broker.
5. Do not accept unsigned contract notes or signed by an unauthorized person.
6. Do not pay more than the agreed brokerage to the intermediary.
7. Do not sign blank delivery instruction slip(s) while meeting security payin obligation.
8. Do not accept unsigned contract note or contract note signed by any unauthorized person.
9. Don't forego taking due documents of transactions, in good faith even from people whom you know.

Client Signature : X \_\_\_\_\_

**DO's : DEPOSITORIES**

1. Handle Delivery Instruction Slips (DIS) Books issued to you carefully.
2. Insist that the DIS numbers are pre-printed and your account number (client id) be pre-stamped.
3. While sending securities for demat, record the distinctive number of the securities sent.
4. Check the demat performance of the issuer company with your DP before deciding to send depository participant.
5. Scrutinize minutely both the transaction and the holding statements that you receive from your depository participant.
6. Always mention the details like ISIN, number of securities accurately. If in doubt, contact Depository Participant or your broker.
7. Authorize any corrections, over-writing or cancellation on the instruction slips by signing against the same.
8. Ensure that all joint holders of the demat account sign the slip.
9. If there is space for multiple instructions and it is not used full, please strike out the blank space for furnishing securities details.
10. Avoid over-writing, cancellations, misspellings, changing of the name and quantity of securities.
11. In case you are not transacting frequently make use of the freezing facilities

**DON'Ts : DEPOSITORIES**

1. Do not issue depository delivery instruction slip from any other family members/friends accounts. Issue the DIS only from your own depository account.
2. Do not sign blank Delivery instruction slip(s) while meeting security payin obligation.

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**DISCLAIMER**

The information has been compiled to present the Client with a broad understanding of the subject and is general in nature. The Contents do not purport to explain or interpret Acts, Circulars, Rules, Regulations and Guidelines. The information is not intended as a source of advertising or solicitation and the contents of the same should not be construed as legal advice, Readers should take specific advice from qualified professionals when dealing with specific situations and should not consider this as an invitation for a broker client relationship.

We make no warranty to any kind with respect to the subject matter included herein. We are not responsible for any actions (or lack thereof) taken as a result of relying on or in any way using information contained herein and in no event shall we be liable for any damage or loss resulting from reliance or use of this information. Without limiting the above we shall each have no responsibility for any act, error or omission, whether such acts, errors or omissions result from negligence, accident or any other cause.

I hereby acknowledge that I have read and understood the above Do's and Don'ts

Client Signature : X\_\_\_\_\_

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

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

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

## ADDITIONAL LITERATURE FOR AML REQUIREMENTS

As per the requirements of SEBI, implementation of Anti Money Laundering (AML)/ Combating Financing of Terrorism requires trading members as intermediaries to demand certain information from investors which may be of personal nature or has hitherto never been called for. Such information can include documents evidencing source of funds/income tax returns/bank records etc. This can sometimes lead to raising of questions with regard to the motive and purpose of collecting such information. To, sensitize about these requirements as the ones emanating from AML and CFT framework, General FAQs as published by The Financial Action Task Force (FATF), an inter-governmental body whose purpose is the development and promotion of policies, both at national and international levels, to combat money laundering and terrorist financing is reproduced herewith. Kindly feel free to visit the websites of <http://www.fatf-gafi.org/> and <http://fiuindia.gov.in> for more information on the subject

### FAQ

#### ***What is Money Laundering?***

The goal of a large number of criminal acts is to generate a profit for the individual or group that carries out the act. Money laundering is the processing of these criminal proceeds to disguise their illegal origin. This process is of critical importance, as it enables the criminal to enjoy these profits without jeopardising their source.

Illegal arms sales, smuggling, and the activities of organised crime, including for example drug trafficking and prostitution rings, can generate huge amounts of proceeds. Embezzlement, insider trading, bribery and computer fraud schemes can also produce large profits and create the incentive to "legitimise" the ill-gotten gains through money laundering.

When a criminal activity generates substantial profits, the individual or group involved must find a way to control the funds without attracting attention to the underlying activity or the persons involved. Criminals do this by disguising the sources, changing the form, or moving the funds to a place where they are less likely to attract attention.

In response to mounting concern over money laundering, the Financial Action Task Force on money laundering (FATF) was established by the G-7 Summit in Paris in 1989 to develop a co-ordinated international response. One of the first tasks of the FATF was to develop Recommendations, 40 in all, which set out the measures national governments should take to implement effective anti-money laundering programmes.

#### ***How much money is laundered per year?***

By its very nature, money laundering is an illegal activity carried out by criminals which occurs outside of the normal range of economic and financial statistics. Along with some other aspects of underground economic activity, rough estimates have been put forward to give some sense of the scale of the problem.

The International Monetary Fund, for example, has stated in 1996 that the aggregate size of money laundering in the world could be somewhere between two and five percent of the world's gross domestic product.

Using 1996 statistics, these percentages would indicate that money laundering ranged between US Dollar (USD) 590 billion and USD 1.5 trillion. The lower figure is roughly equivalent to the value of the total output of an economy the size of Spain.

However it must be said that overall it is absolutely impossible to produce a reliable estimate of the amount of money laundered and therefore the FATF does not publish any figures in this regard.

#### ***How is money laundered?***

In the initial - or placement - stage of money laundering, the launderer introduces his illegal profits into the financial system. This might be done by breaking up large amounts of cash into less conspicuous smaller sums that are then deposited directly into a bank account, or by purchasing a series of monetary instruments (cheques, money orders, etc.) that are then collected and deposited into accounts at another location.

Client Signature : X \_\_\_\_\_

After the funds have entered the financial system, the second – or layering – stage takes place. In this phase, the launderer engages in a series of conversions or movements of the funds to distance them from their source. The funds might be channelled through the purchase and sales of investment instruments, or the launderer might simply wire the funds through a series of accounts at various banks across the globe. This use of widely scattered accounts for laundering is especially prevalent in those jurisdictions that do not co-operate in anti-money laundering investigations. In some instances, the launderer might disguise the transfers as payments for goods or services, thus giving them a legitimate appearance.

Having successfully processed his criminal profits through the first two phases the launderer then moves them to the third stage – integration – in which the funds re-enter the legitimate economy. The launderer might choose to invest the funds into real estate, luxury assets, or business ventures.

### ***Where does money laundering occur?***

As money laundering is a consequence of almost all profit generating crime, it can occur practically anywhere in the world. Generally, money launderers tend to seek out countries or sectors in which there is a low risk of detection due to weak or ineffective anti-money laundering programmes. Because the objective of money laundering is to get the illegal funds back to the individual who generated them, launderers usually prefer to move funds through stable financial systems.

Money laundering activity may also be concentrated geographically according to the stage the laundered funds have reached. At the placement stage, for example, the funds are usually processed relatively close to the under-lying activity; often, but not in every case, in the country where the funds originate.

With the layering phase, the launderer might choose an offshore financial centre, a large regional business centre, or a world banking centre – any location that provides an adequate financial or business infrastructure. At this stage, the laundered funds may also only transit bank accounts at various locations where this can be done without leaving traces of their source or ultimate destination.

Finally, at the integration phase, launderers might choose to invest laundered funds in still other locations if they were generated in unstable economies or locations offering limited investment opportunities.

### ***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 laundering damages the integrity of the entire society and undermines democracy and the rule of the law.

### ***What influence does money laundering have on economic development?***

Launderers are continuously looking for new routes for laundering their funds. Economies with growing or developing financial centres, but inadequate controls are particularly vulnerable as established financial centre countries implement comprehensive anti-money laundering regimes.

Differences between national anti-money laundering systems will be exploited by launderers, who tend to move their networks to countries and financial systems with weak or ineffective countermeasures.

Some might argue that developing economies cannot afford to be too selective about the sources of capital they attract. But postponing action is dangerous. The more it is deferred, the more entrenched organised crime can become.

Client Signature : X \_\_\_\_\_

As with the damaged integrity of an individual financial institution, there is a damping effect on foreign direct investment when a country's commercial and financial sectors are perceived to be subject to the control and influence of organised crime. Fighting money laundering and terrorist financing is therefore a part of creating a business friendly environment which is a precondition for lasting economic development.

### ***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.

### ***How does fighting money laundering help fight crime?***

Money laundering is a threat to the good functioning of a financial system; however, it can also be the Achilles heel of criminal activity.

In law enforcement investigations into organised criminal activity, it is often the connections made through financial transaction records that allow hidden assets to be located and that establish the identity of the criminals and the criminal organisation responsible.

When criminal funds are derived from robbery, extortion, embezzlement or fraud, a money laundering investigation is frequently the only way to locate the stolen funds and restore them to the victims.

Most importantly, however, targeting the money laundering aspect of criminal activity and depriving the criminal of his ill-gotten gains means hitting him where he is vulnerable. Without a usable profit, the criminal activity will not continue.

### ***What should individual governments be doing about it?***

A great deal can be done to fight money laundering, and, indeed, many governments have already established comprehensive anti-money laundering regimes. These regimes aim to increase awareness of the phenomenon – both within the government and the private business sector – and then to provide the necessary legal or regulatory tools to the authorities charged with combating the problem.

Some of these tools include making the act of money laundering a crime; giving investigative agencies the authority to trace, seize and ultimately confiscate criminally derived assets; and building the necessary framework for permitting the agencies involved to exchange information among themselves and with counterparts in other countries.

It is critically important that governments include all relevant voices in developing a national anti-money laundering programme. They should, for example, bring law enforcement and financial regulatory authorities together with the private sector to enable financial institutions to play a role in dealing with the problem. This means, among other things, involving the relevant authorities in establishing financial transaction reporting systems, customer identification, record keeping standards and a means for verifying compliance.

### ***Should governments with measures in place still be concerned?***

Money launderers have shown themselves through time to be extremely imaginative in creating new schemes to circumvent a particular government's countermeasures. A national system must be flexible enough to be able to detect and respond to new money laundering schemes.

Anti-money laundering measures often force launderers to move to parts of the economy with weak or ineffective measures to deal with the problem. Again, a national system must be flexible enough to be able to extend countermeasures to new areas of its own economy. Finally, national governments need to work with other jurisdictions to ensure that launderers are not able to continue to operate merely by moving to another location in which money laundering is tolerated.

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***What about multilateral initiatives?***

Large-scale money laundering schemes invariably contain cross-border elements. Since money laundering is an international problem, international co-operation is a critical necessity in the fight against it. A number of initiatives have been established for dealing with the problem at the international level.

International organisations, such as the United Nations or the Bank for International Settlements, took some initial steps at the end of the 1980s to address the problem. Following the creation of the FATF in 1989, regional groupings – the European Union, Council of Europe, Organisation of American States, to name just a few – established anti-money laundering standards for their member countries. The Caribbean, Asia, Europe and southern Africa have created regional anti-money laundering task force-like organisations, and similar groupings are planned for western Africa and Latin America in the coming years.

Client Sign : X \_\_\_\_\_

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

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

## PMLA POLICY

ADOPTED BY : R.B.K. SHARE BROKING LTD.

MEMBER : BSE / NSE

**Policy framed based on Prevention of Money Laundering Act, 2002 and the Rules framed thereunder.**

### **Customer Due Diligence / KYC Standards**

***New customer acceptance procedures adopted include following processes :***

- a) Customer identification and verification depending on nature /status of the customer and kind of transactions that are expected by the customer.
- b) False / incorrect identification of documents
- c) Client should remain present for registration personally
- d) Compliance with guidelines issued by various regulators such as SEBI, RBI etc.
- e) Establishing identity of the client, verification of addresses, phone numbers and other details.
- f) Obtaining sufficient information in order to identify persons who beneficially own or control the trading account. Whenever it is apparent that the securities acquired or maintained through an account are beneficially owned by entity other than the client
- g) Verification of the genuineness of the PAN provided by the client such as comparing with original PAN, checking details on the Income tax website etc.
- h) Checking original documents before accepting a copy.
- i) Asking for any additional information as deemed fit on case to case basis to satisfy about the genuineness and financial standing of the client.
- j) Whether the client has any criminal background, whether he has been at any point of time been associated in any civil or criminal proceedings anywhere.
- k) Checking whether at any point of time he has been banned from trading in the stock market.
- l) Clear processes for introduction of clients by members' employees.

***For existing clients processes include :***

- a) Review of KYC details of all the existing active clients in context to the PMLA 2002 requirements.
- b) Classification of clients into high, medium or low risk categories based on KYC details, trading activity etc for closer monitoring of high risk categories.
- c) Obtaining of annual financial statements from all clients, particularly those in high risk categories.
- d) In case of non individuals additional information about the directors, partners, dominant promoters, major shareholders is obtained.

### ***Risk based approach :***

Classification of both the new and existing clients into high, medium or low risk category depending on parameters such as the customer's background, type of business relationship, transactions etc. Application of each of the customer due diligence measures on a risk sensitive basis and adoption of an enhanced customer due diligence process for high risk categories of customers and vice-à-versa.

**Following Risk based KYC procedures are adopted for all clients:**

1. Large number of accounts having a common account holder
2. Unexplained transfers between multiple accounts with no rationale
3. Unusual activity compared to past transactions
4. Doubt over the real beneficiary of the account
5. Payout/pay-in of funds and securities transferred to /from a third party

Client Signature : X\_\_\_\_\_

6. Off market transactions especially in illiquid stock and in F & O, at unrealistic prices
7. Large sums being transferred from overseas for making payments
8. Inconsistent with the clients' financial background

***Clients of special category (CSC)***

Such clients include the following

- a. Non resident clients
- b. High net worth clients
- c. Trust, Charities, NGOs and organizations receiving donations
- d. Companies having close family shareholdings or beneficial ownership
- e. Politically exposed persons (PEP) of foreign origin
- f. Current / Former Head of State, Current or Former Senior High profile politicians and connected persons (immediate family, Close advisors and companies in which such individuals have interest or significant influence)
- g. Companies offering foreign exchange offerings
- h. 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.
- i. Non face to face clients
- j. Clients with dubious reputation as per public information available etc.

***Monitoring & Reporting of Suspicious Transactions:***

Ongoing monitoring of accounts which includes

1. Identification and detection of apparently abnormal transactions.
2. Generation of necessary reports/alerts based on clients' profile, nature of business, trading pattern of clients for identifying and detecting such transactions. These reports/alerts are analyzed to establish suspicion or otherwise for the purpose of reporting such transactions. Following parameters are used:
  - a) Clients whose identity verification seems difficult or clients appear not to cooperate
  - b) Substantial increase in activity without any apparent cause
  - c) Large number of accounts having common parameters such as common partners / directors / promoters / address / email address / telephone numbers / introducers or authorized signatories;
  - d) Transactions with no apparent economic or business rationale
  - e) Sudden activity in dormant accounts;
  - f) Source of funds are doubtful or inconsistency in payment pattern;
  - g) Unusual and large cash deposits made by an individual or business;
  - h) Transfer of investment proceeds to apparently unrelated third parties;
  - i) Clients transferring large sums of money to or from overseas locations with instructions for payment in cash;
  - j) Purchases made on own account transferred to a third party through off market transactions through DP Accounts;
  - k) Suspicious off market transactions;
  - l) Large deals at prices away from the market.

Client Signature : X\_\_\_\_\_

**Reporting of Suspicious Transactions:**

Processes for alert generation, examination and reporting include:

Audit trail for all alerts generated till they are reported to FIU / closed

Clear enunciation of responsibilities at each stage of process from generation, examination, recording and reporting

Escalation through the organization to the principal officer designated for PMLA

Confidentiality of STRs filed

Retention of records

**On going training to Employees:**

- 1) Importance of PMLA Act & its requirement to employees through training.
- 2) Ensuring that all the operating and management staff fully understands their responsibilities under PMLA for strict adherence to customer due diligence requirements from establishment of new accounts to transaction monitoring and reporting suspicious transactions to the FIU.
- 3) Organising suitable training programmes wherever required for new staff, front-line staff, sub-brokers, supervisory staff, controllers and product planning personnel.

**Audit/Testing of Anti Money Laundering Program.**

The Anti Money Laundering program is subject to periodic audit ,specifically with regard to testing its adequacy to meet the compliance requirements. The audit/testing is conducted by member's own personnel not involved in framing or implementing the AML program or it may be done by a qualified third party. The report of such an audit/testing is placed before the senior management for making suitable modifications/ improvements in the AML program.

Client Sign : X \_\_\_\_\_

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

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

## GENERAL INSTRUCTIONS

1. Please fill the form in CAPITAL Letters. Please countersign any over writings.  
Signatures can be in English, Hindi, or any of the above maintained languages contained in the 8th Schedule of the constitution of India.
2. Please write name as per PAN Card & Address as per proof attached.
3. If any information to be given does not fit in the form, an annexure may be used.
4. Please sign all documents as per signature shown on PAN CARD or signature to be verified by Bank.
5. Each client has to use one registration form. In case of Joint names / family members, please submit separate forms for each person.
6. The client must sign Risk Disclosure Document and Client agreement attached to this form.
7. Contact details : Email ID, Mobile No., Residence Tel. No., Office Tel. No. is mandatory for UCC update.
8. Original documents of the photocopies will be required for verification at the time of submission of the application.
9. Client should pay only by cheque or draft (No Cash Dealing is allowed with the broker)
10. Information provided in the bank details should match with the bank proof provided by the client.
11. All Correspondence / Queries shall be addressed to the first / Sole applicant.
12. Fill the details of all directors in case of Non Individual Client.
13. For Non Residents Clients the KYC Document should be attested by anyone of the following entities - Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the Country where the client resides.
14. In case of NRI Applicant where the Client opts to Repatriate Funds the foreign address proof should be submitted.
15. In case of HUF, photocopies of HUF agreement attached is required. The family members with signature authority by family members to the karta.
16. In case of application under a Power of Attorney, the relevant Power of Attorney or the Certified and duly notarized copy thereof must be lodged along with the application.
17. In case of Individuals whose employer is a Stock Broker, NOC is required.
18. In case of Minor, only investments are allowed.

Client Signature : X \_\_\_\_\_